



MEMORANDUM

DATE May 18, 2017
TO Measure A Steering Committee
FROM Los Angeles County Regional Park and Open Space District
SUBJECT Mtg. 2, Agenda Item 3: Overview of Measure A Grant Eligibility, Application, and Reimbursement Processes

This memorandum summarizes the Measure A grant eligibility, application, and reimbursement processes. Figure 1 illustrates the processes as described below. This memo and input received from the Regional Park and Open Space District (RPOSD) and Steering Committee will serve to inform the development of the Grant Procedural Guide, inclusive of the Eligibility, Application and Reimbursement processes, to be provided to all potential applicants for Measure A funds.

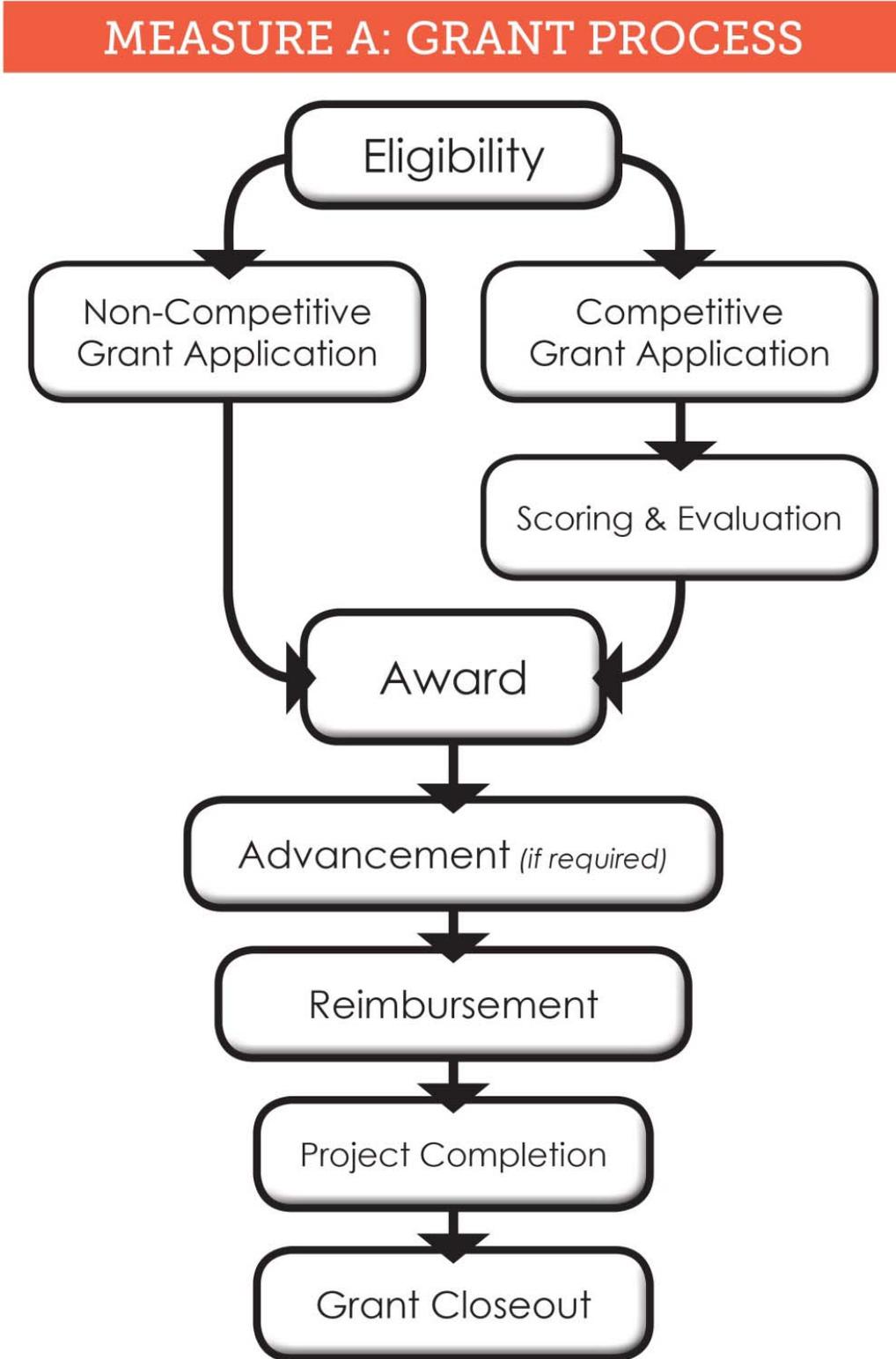
Eligibility Process

Prior to applying for Measure A funds, applicants must establish eligibility with RPOSD. The goals of the eligibility process include: 1) to create a profile and identify a point of contact for every agency or organization that will apply for Measure A funds, 2) to reduce barriers in the application process, and 3) to help identify those jurisdictions that may need technical assistance in the application process. All Measure A applicants shall complete the eligibility process regardless of whether the grant category is competitive, allocated by the Per Capita and Structural Improvements Formula, or is a Measure A carve-out. Once eligibility is established, the applicant would need to refresh or update its profile every three (3) years to maintain eligibility.

The Measure A eligibility process is as follows:

- **Attend an Eligibility Meeting.** The first step in the eligibility process will be to attend a grant eligibility meeting. RPOSD will facilitate both an in-person meeting and a webinar to accommodate the schedules of all applicants. Eligibility meetings will be held at a centrally located venue in each of the five Supervisorial Districts. At the eligibility meeting, RPOSD staff will walk participants through the eligibility process and be available to answer questions.
- **Technical Assistance.** Applicants will be asked whether they desire technical assistance to complete the grant application once eligibility is completed. RPOSD staff will work closely with those applicants that request technical assistance. Further details about technical assistance will be discussed at the June 29 Steering Committee meeting.
- **Undertake a Public Outreach Process.** All applicants shall hold a community outreach event or confirm the community's park and recreation priorities, and brainstorm ideas for future park and recreation improvements. If an applicant is a non-profit applying for funding on an agency's behalf or to be used for projects in that agency's jurisdiction, the event must be held with the agency's support or approval. Applicants must demonstrate proof of outreach such as advertisements, copies of flyers, social media

FIGURE 1 – MEASURE A GRANT PROCESS



posts, etc. In addition, applicants shall document the number of attendees and submit a summary of the meeting’s outcomes.

- **Review RPOSD Contract Terms.** Applicants shall review the RPOSD contract language and be ready to accept the contract terms and conditions. Should the jurisdiction object to any of the contract terms and conditions, applicants shall document the portion(s) of the contract that are unacceptable, identify why they are unacceptable, and suggest revised contract language. If the District and applicant cannot come to an agreement on the contract terms, it may be determined that the applicant is ineligible to apply for grant funds.
- **Secure Proof of Jurisdiction Support (as applicable).** If the applicant is a City, County, or other public jurisdiction, they must demonstrate proof of support to apply for, accept, and administer Measure A grant funds from an authorized representative of the organization. Each organization may define an authorized representative differently. This could entail a letter from the City Manager or the Director of the County Department of Parks and Recreation. Alternatively, applicants may provide an authorizing resolution from their governing body (City Council, Board of Directors, etc.).
- **Review and Update Park Needs Assessment Data.** The applicant shall document the project’s consistency with the Park Needs Assessment. In addition, if applicable, the applicant shall review the Park Needs Assessment, note any changes that have occurred (i.e., new parks and/or facilities, closures, etc.), and submit the updates to RPOSD.

Application Process

This section provides an overview of the application process for competitive and non-competitive grants. Table 1 identifies the non-competitive and competitive grants by grant type.

TABLE 1 OVERVIEW OF MEASURE A COMPETITIVE AND NON-COMPETITIVE GRANTS

NON-COMPETITIVE GRANT ALLOCATIONS		COMPETITIVE GRANT ALLOCATIONS	
Category 1	All grants	Category 3	Recreation Access grants
Category 2	All grants	Category 3	General Natural Lands, Open Spaces and Local Beaches, Water Conservation, and Watershed Protection grants
Category 3	Grants to LA County Department of Beaches and Harbors	Category 4	Recreation Access grants
Category 4	Grants to LA County Department of Parks and Recreation	Category 4	Los Angeles County Cultural Facilities grants
		Category 4	General Regional Recreational Facilities and Multi-use Trails grants
		Category 5	All grants

Competitive Grants

RPOSD will award grants in Categories 3, 4, and 5 on a competitive basis. Once eligibility has been established, applicants may apply for funding. RPOSD will publish a grant funding calendar by grant category (i.e., Categories 3, 4, or 5) so applicants have sufficient time to prepare prior to the grant application period.

Applicants must complete the following steps:

- **Attend a Grant Application Meeting.** All applicants will be required to attend a grant application meeting. A grant application meeting will be held for each grant program. Applicants can choose to attend the meeting in-person or via a webinar. The grant application meetings will be held at a centrally located venue in each of the five Supervisorial Districts. At the grant application meeting, RPOSD staff will walk applicants through the goals of the grant program, application requirements, and respond to questions.
- **Submit Electronic Application.** RPOSD will administer the application process electronically through a grant web portal. The application will require such things as the project description, budget, schedule, project location map, site plans, acquisition schedule (if applicable), permit status (if applicable), CEQA status (if applicable), maintenance and operation feasibility, and consistency with the Park Needs Assessment.

Non-competitive Grants (Annual Allocation)

RPOSD will award Category 1 and 2 grants based on the Per Capita and Structural Improvements Formula on an annual basis. Only incorporated Cities and the County of Los Angeles will receive the funds for these two categories. The non-competitive application process is the same as the competitive application process as described above with the caveat that applicants will not be required to attend the grant application meeting.

Approval Process

This section provides an overview of the approval process for competitive and non-competitive grants.

Competitive Grants

RPOSD will form and convene a grant review panel to evaluate competitive grant applications for Categories 3, 4, and 5. The grant review panel will be composed of internal and external representatives. Panelists will be experienced with the grant subject matter and could include academics, jurisdictions, and/or districts that are not eligible for the round of funding being evaluated. The grant review panel will be consistent within each grant cycle. However, the panel will likely change for different funding cycles to ensure the panel's expertise matches the subject of the grant cycle.

The grant review panel will evaluate the grant applications against the established scoring criteria. The applicants with the highest scores will receive funding. The number of grants awarded will be dependent upon the funding pool for the grant cycle and maximum grant amount.

Non-competitive Grants

RPOSD will review non-competitive grant applications to ensure proposed projects are eligible for funding, consistent with the programs' goals, and have complete applications. RPOSD will assign a grant manager to help each applicant through the application and approval process.

Advancement

Some jurisdictions may require an advancement of funds to begin their project. Grantees may require cash advancements when a project's initial investment exceeds a jurisdiction's ability to front costs prior to receiving funding. Measure A allows RPOSD to advance up to 50 percent of the grant award if it satisfies the one or both of the following criteria:

- The project applicant would require advanced payment to implement the project.

- The grant award is less than \$500,000.
- Recipients must return any unused portion of advanced grant funds to RPOSD within 60 days after project completion.

Grantees must provide proof of jurisdictional support, either by a City Council or Board resolution, for the advancement request. RPOSD will provide additional draft guidance on what types of grantees and grant projects will be eligible for advancement and the fiscal controls that will be enacted to ensure advanced funds are spent in an appropriate manner, to be discussed in detail at the January 25, 2018 Steering Committee meeting.

Reimbursement

RPOSD will reimburse awardees for eligible project costs that are incurred within the grant contract period.

In general, eligible project costs fall into four categories:

1. **Development.** Development costs include those necessary to complete the construction of a project.
2. **Acquisition.** Acquisition costs are those costs related to the purchase of property.
3. **Administration.** Administration costs range from staff time, consultant fees, and costs incurred by youth and veteran job training programs, these costs would be no greater than 25%.
4. **Outreach/Community Engagement.** Community Engagement costs include those necessary to provide ongoing updates of the project to community members within a 10-minute walk or to whom it serves if it is a regional project. Reimbursable community engagement costs will be capped at a set percentage of the total grant award. This cap will be discussed at the January 25, 2018 Steering Committee meeting.

RPOSD will reimburse eligible costs only if they are incurred within the grant contract period. Grantees must submit a Payment Request Form and supporting back-up material to be reimbursed.

Not all costs associated with project implementation will be eligible for reimbursement. Expenses such as office furniture and construction equipment purchases, costs incurred during the grant application phase, publicity expenses, and interest expense are ineligible.

Completion of Project and Close-out of Grant

RPOSD will work with the grantee to close out the grant once the project is completed.

In general, close-out includes the following:

1. Final Site Visit.
2. Final documents such as:
 - Change order summary.
 - Notice of Completion recorded with the Los Angeles County Registrar-Record/County Clerk, for applicable construction contracts.
 - Project Certification Form to verify amounts and sources of RPOSD and other funding spent on the project.
 - Property Conveyance Document, Closing Escrow Statement, Policy of Title Insurance or Title Abstract, and Final Relocation Documents (if applicable) for a project that includes land acquisition.

Please note that the final document list above is not exhaustive and will be expanded during the development of the Grant Procedural Guide.

1. Final Payment: Final payment of retained funds.
2. Opening Community Event.