

Enrollment Process Requirements

- **Verify Good Standing on Open RPOSD Grants.** If agencies have open grants with RPOSD, these grants must be in “good standing” in order for agencies to establish eligibility. Good standing means the grant project is in progress and on track to be completed on schedule and within budget.
 - During enrollment, the online portal will automatically flag applicants with grants not in good standing
- **Attend an Enrollment Meeting.** RPOSD will facilitate in-person meetings and online webinars to introduce applicants to the administrative processes required to secure Measure A funds. Enrollment meetings will be held annually at a centrally located venue in each of the five Supervisorial Districts and will also be offered as an online webinar, accessible throughout the year.
 - Upon a, applicants will be able to select an upcoming enrollment meeting
 - Attendance will be automatically verified by RPOSD upon completion of meeting
- **Request Technical Assistance.** Applicants will be asked whether they desire technical assistance to complete the grant application once eligibility is established. The purpose of providing technical assistance to applicants is to reduce barriers related to administrative capacity, and by doing so, contributing to the success of Measure A in addressing park need across the County. RPOSD staff will work closely with those applicants that request technical assistance through a Technical Assistance Program. The Technical Assistance Program will provide a strong suite of tools and strategies, appropriate for all stages of the grant-making continuum, from project formulation to administration and implementation.
 - Applicants will be prompted during online enrollment to select the types of Technical Assistance requested
- **Proof of Jurisdiction Support (as applicable).** Public agencies must demonstrate proof of support to apply for, accept, and administer Measure A grant funds from an authorized representative of the jurisdiction. Appropriate support may come from: Head of applying department; City Manager’s office; Parks and Recreation department head; City Council; Board of Directors; or other leadership deemed appropriate by applicant.
 - Applicants may upload letters of support through the online portal
 - RPOSD will provide templates that can be customized
- **Review and Accept RPOSD Contract Terms.** Applicants will be able to review RPOSD contract terms and conditions through the online portal and determine their ability to meet the terms. Should an applicant object to any of the contract terms or conditions, they shall document the portion(s) of the contract that are unacceptable, identify why they are unacceptable, and submit 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.

- **Review and Update Park Needs Assessment Inventory Data.** The applicant shall verify the accuracy of the agency's inventory in the Los Angeles Countywide Comprehensive Parks and Recreation Needs Assessment inventory database. If necessary, the applicant shall update this inventory with revised data (i.e., new parks and/or facilities, closures, etc.), and submit the updates to RPOSD.
 - All study areas will be responsible for regularly updating inventory data tied to the Parks Needs Assessment through an online portal (separate from the enrollment portal)
 - The enrollment portal will automatically flag applicants who have not updated their Parks Needs Assessment data
- **Confirmation of Intent to Apply for Annual Allocations.** During the enrollment process, applicants will confirm their intent to apply for annual allocations during the current year. Applicants not planning to apply for annual allocation funds must provide an explanation that describes why they are not requesting the funds and identifies when they plan to request the funds.
- **Nonprofit Verification.** Nonprofit organizations must have a mission related to community empowerment, the environment, parks, recreation, community services, gang prevention, environmental education, or job training for young adults or veterans.
 - Through the online enrollment portal, nonprofit organizations will be required to upload to documentation to prove their 501(c)3 status, their organization's mission statement, Conservation Corps certification (if applicable), and other supporting documents that prove an organization's eligibility.
- **School Verification.** Eligible schools must either have a joint-use agreement or provide education, training, or job placement for young adults and veterans.
 - Joint-use agreements shall be uploaded through the enrollment portal and verified by RPOSD program managers
 - Minimum terms for agreements will be established