

# Process for Requesting Maintenance and Servicing (M&S) Funds

## Pre-Requirements for Receiving M&S Funds

- Project needing M&S funds must have been funded by RPOSD
- Typically, project must be completed and grant must be closed
- Some M&S funds may be claimed prior to the entire project's completion, if the project consists of any of the following:
  - Development in several phases
  - Acquisition and development
  - Acquisition of land from several land owners

**1** Enroll online to request M&S funds



**2** Apply online for M&S funds and submit the following for approval:

- M&S Budget for each facility
- If needed, a request for extraordinary/unanticipated M&S costs as they occur



**3** Submit payment requests

Use the M&S Request Form, available online, to submit payment requests annually or bi-annually.



**4** Receive M&S funds

Expect to receive requested funds 4 to 6 weeks after submitting a payment request.



MEASURE  
A

# Process for Requesting Annual Allocation Funds

## Pre-Requirement for Receiving Annual Allocation

Complete the **community engagement requirement** in order to inform the community of the project that you are funding with annual allocation funds, and whether the project is consistent with your agency's project(s) listed in the Parks Need Assessment (PNA)



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## 1 Enroll online to request annual allocations



## 2 Apply online for annual allocation funds to use for your specific project and submit the following project information:

- Project description
- Budget
- Task list
- Timeline



## 3 Receive annual allocation funds

Qualified agencies may request advanced payment for up to 50% of their grant award.

