

### 3.4.1. APPLICATION REQUIREMENTS

To apply for annual allocations or competitive grant funds, applicants must complete RPOSD's registration process (see Section 3.2 for registration requirements). Once registration is completed and technical assistance needs have been reported, applicants must submit an online application for each project seeking Measure A funds. Any applicant with open RPOSD grants will need to be in Good Standing status to be eligible for additional grants.

The online system will allow applicants to answer questions specific to a grant program, download templates for required forms, upload supporting documents and sign forms and execute contracts using electronic signatures. Applicants will have the ability to save and return to their applications as they work on submitting various components of the application. RPOSD will provide information and periodic training on the online application platform and process through training guides, workshops and webinars.

Applicants should work closely with their designated RPOSD Grant Officer to clarify any questions, challenges, or anticipated delays prior to submission of the online application. A meeting between grant applicant and Grant Officer will be conducted to ensure the project budget and timeline is carefully considered prior to execution of the grant agreement. Failure to comply with all elements of the project application, including timeline deliverables, may result in a loss of good standing.

#### **Annual Allocations**

Applications for annual allocations will be accepted on an ongoing basis from eligible agencies who have completed registration and are in Good Standing status.

#### **Allocations Application Workshop**

All agencies eligible for annual allocations are required to attend an allocations application workshop before applying. At least one representative from the eligible agency must attend a workshop. Additional workshop attendance may be required if staff turnover indicates a need.

Multiple workshops will be held across the county periodically to ensure all agencies have an opportunity to attend. Webinars will be available and will be updated by RPOSD as needed. The workshop will introduce applicants to the application requirements, community engagement requirements, and respond to general questions. Attendance at an allocations workshop (in person or online) before applying is mandatory and will be tracked and verified by RPOSD at the time of application.

#### **Competitive Grants**

Applications for competitive grants will be released by RPOSD at least six months prior to the application deadline and will be accompanied by informative workshops across the county. RPOSD will announce the release of competitive grant applications through their website, by email blasts, and social media. A typical competitive grant timeline, from application to award, is shown in Table 3-5. Applicants who missed the deadline will have to wait until the next grant cycle to reapply. Refer to Section 3.1.2 for additional information about the competitive grants calendar.

**Table 3-5: Typical Competitive Grant Timeline: Application to Award**

	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12
Application available												
Application due							1 <sup>st</sup> OF MONTH					
Application evaluation												
Notification of grant award												1st OF MONTH

## Competitive Grant Application Workshop

Applicants must attend a grant application workshop for each competitive grant program. Multiple workshops will be held across the county to ensure all agencies have an opportunity to attend.

Webinars will be available and will be updated with each new grant cycle. The competitive grant application workshop will walk applicants through the goals of the grant program, application requirements, community engagement requirements, and respond to general questions. Attendance at a competitive grant application workshop or webinar is mandatory and will be tracked and verified by RPOSD at the time of application.

## Good Standing

Applicants must be in Good Standing with RPOSD in order to apply for any type of grant. Applicants who are not in Good Standing status must contact their assigned RPOSD Grant Officer to develop a plan to restore Good Standing prior to applying for any additional grants. Refer to Section 3.4.6 for additional details.

## Supporting Documentation, All Applications

In addition to questions on the application, required documentation for both annual allocation and competitive grants must be uploaded to the GMS as part of the application submission. Specific requirements will be clearly described in detail in the call for applications as well as in the GMS. Items may include but are not limited to:

- Project Summary
- Project Location Map(s), including Project Vicinity Map and Grant Boundary Map
- Site Plan (development projects only)
- Project Site Photos
- Project Signage Plan
- Grant Timeline
- Grant Budget
- Community Engagement Plan
- Grant Requirements Verification (varies by grant program, refer to Sections 2.1 and 2.2 for details)
- Feasibility Verification (varies by grant program, refer to Sections 2.1 and 2.2 for details)
- Third Party Agreements (if applicable). May include:

- Any sharing agreements required per Section 1.5
- A Joint/Shared-Use Agreement or Letter of Intent to Enter Joint/Shared-Use Agreement. The Joint/Shared-Use Agreement or Letter of Intent should comply with the following:
  - Allows for reasonable public use and access of the site;
  - Must be in place for a minimum of 5 years (executed agreement period of land tenure plus addendum/extension clauses) after date of application for grant funds, and must provide an option and/or method to extend;
  - Includes the use of indoor and/or outdoor facilities;
  - Allows third parties to operate programs;
  - If there are fees for site use or participation, there may be no differential fees that allow one group to receive a lower fee due to their membership, affiliation, place of residence, etc.
  - Includes language ensuring that the party responsible for the dissolution of the agreement is responsible for paying back grant funds expended.
  - Require RPOSD review/approval before ending joint/shared-use agreement.
- Estimated Plan and Budget for the costs to maintain and operate facility/completed project.
- Organizational Chart
- Other Regulatory Requirements (if applicable)