

3.4.2. APPLICATION REVIEW

All completed applications submitted to the GMS will be reviewed in accordance with the guidelines described in this section.

Annual Allocation Grant Applications

The Director of RPOSD has the authority to award and administer grants under Section 6(a) of Measure A. RPOSD will review and approve grant applications for grants funded with annual allocations as well as Maintenance and Servicing funding requests.

Competitive Grant Applications

RPOSD will collaborate with subject matter experts to evaluate and award Competitive Grants funded with Measure A funds according to the following process:

- RPOSD will create an evaluation panel for each competitive grant program. Each panel will be composed of a multidisciplinary team with diverse backgrounds and expertise in various aspects of park, recreation, and open space issues.
- RPOSD staff will conduct an administrative review of applications for good standing status, completeness, adherence to category and project requirements.
- Applications that passed administrative review will be sent forward to the competitive grants evaluation panel. Each application will be evaluated and scored by a minimum of three reviewers using the evaluation criteria outlined in for each grant program in Section 2.2.
- RPOSD staff will meet with the competitive grants evaluation panel to review each grant application and arrive at a composite score for each application. This meeting will produce a preliminary ranking to select projects that will receive a site visit.
- RPOSD staff and the competitive grants evaluation panel will schedule and complete site visits for the applications receiving top scores in the preliminary ranking.
- RPOSD staff and evaluation panel members will finalize ranking.
- To ensure recommended minimum funding targets for applicable competitive grant programs are met (see Figure 2-1), RPOSD staff and evaluation panel members will complete the following analysis:
 1. From the current grant program's total funding, set aside 30% to provide funding for approved projects in High-Need or Very-High-Need Study Areas. Any funds left unawarded will be held for the next grant cycle for projects in High-Need or Very-High-Need Study Areas. If there is insufficient funding for approved applications, RPOSD may award grants proportionately.
 2. The remaining 70% will be available for funding of approved grant applications in other Study Areas. If there is insufficient funding for approved applications, RPOSD may award grants proportionately.
- RPOSD's Board of Directors will be notified of results at the end of the evaluation cycle.
- RPOSD will issue notification of award to selected projects.