

2.4.5. TAP ELEMENTS AND ELIGIBILITY

TAP consists of six elements that support all stages of the grant continuum:

- Resource Toolkits
- Technical Assistance Directories
- Training and Education
- Ongoing Technical Support from RPOSD
- Professional Services
- Planning and Design Funds

TAP elements have varying requirements for eligibility, with some elements available to the general public, some to all registrants, and some to registrants on a selective and/or competitive basis due to limited availability of resources. Each element, along with anticipated funding amounts and eligibility requirements is described below.

Resource Toolkits

Resource toolkits cover a range of important topics related to the grant continuum, and applicants can use toolkit resources for support during the grant process. These resources can assist registrants and grantees conducting community engagement, creating promotional materials for outreach, writing grant applications, preparing required documents such as project budgets, and navigating RPOSD's Measure A registration and grant application processes. The types of available resource toolkits, which will be available on RPOSD's website, may include and are not limited to the following:

- Registration
 - Registration quick start guide
- Community Outreach and Engagement
 - Best practices for outreach and engagement
 - PowerPoint templates for community engagement meetings/workshops
 - Guidance handbook on meeting facilitation
 - Templates for outreach flyers, sign-in sheets, and other meeting collateral
 - Park-related stock photos
- Grant Application
 - Application quick start guide
- Grant Writing
 - Grant writing handbook, including grant application case studies from past award recipients
 - Cost estimate resources
 - Information regarding other funding sources/leveraging funds
- Grant Project Implementation
 - Planning/Design handbook
 - Establishing joint/shared-use agreements
- Additional Toolkits – topics to be determined based on applicant feedback

Resource toolkits will be available to the general public and will be available on RPOSD's website. Resource toolkits will be updated routinely.

Technical Assistance Directories

A key component to providing technical assistance is awareness of, and access to, a network of qualified professionals and mentors. RPOSD's two Technical Assistance Directories will serve as online databases that provide access to the following:

- **Qualified Professionals Directory.** Will contain information, including offered services, location, and contact information, of a range of professionals in planning, design, outreach, community engagement, cost estimating, construction, grant writing, translation/interpretation services, and graphic design. Professionals listed in this directory will be recruited by RPOSD through a Request for Qualifications process, and the list of qualified consultants will be routinely updated. Applicants and grantees can utilize the Qualified Professionals Directory to connect with the listed professionals and potentially hire them for their services.
- **Mentor Directory.** Will consist of volunteer mentors who can provide overall guidance to applicants and grantees. Mentors will be representatives from agencies and organizations who are willing to mentor and help prospective grantees through the entire grant process. Assistance provided by mentors may include providing specific advice on approaches to the various portions of the grant process, acting as a sounding board for mentees exploring potential projects, and assisting mentees in discovering and securing resources. Assistance provided by mentors is not intended to replace assistance provided by professional service consultants and/or TAP Case Managers, but to complement that assistance. All participating mentors must complete mentorship training, which will outline mentorship expectations. RPOSD will proactively recruit mentors and facilitate initial contact between registrants and mentors.

The Technical Assistance Directories will be available to all registrants and will be accessed via RPOSD's website. The Technical Assistance Directories will be updated routinely as needed.

Training and Education

To better equip and educate applicants about the Measure A grant process, RPOSD will hold training and education workshops throughout the year on a range of applicable topics. RPOSD may require all grantees attend periodic trainings on select topics of importance. Workshops will be led either by RPOSD or outside instructors/consultants. Workshop presentations will be recorded and posted to the RPOSD website for those not able to attend in person. Workshop topics may include and are not limited to the following:

- Introduction to Measure A Registration Process
- Community Outreach and Engagement
- Grant Application Process
- Introduction to Competitive Grants
- Grant Writing
- Project Management, including finances
- Grant Administration
- Park Planning 101
- Additional workshop topics will be developed based on registrant requests and observed needs.

Training and Education workshops will be available to all registrants. Registrants must sign up to attend each workshop. The number of workshops held on each topic will be determined by the number of sign-ups received. Recordings of workshops will be available to the general public on RPOSD's website, as well as digital versions of handouts and speaker contact information.

Ongoing Technical Support from RPOSD

RPOSD will provide ongoing technical assistance support to prospective applicants, applicants, and grantees throughout the grant process, including during registration, prior to all application periods, during the application period, grant administration, and project implementation. Ongoing technical support include will include:

- **Ongoing Support.** Includes managing TAP, raising general awareness of TAP, focused and proactive outreach to High-Need or Very-High-Need Study Areas, providing feedback on grant applications, being a resource for all grant-related questions or needs, and acting as the liaison between applicants and outside professionals and mentors. RPOSD will also curate and maintain resources related to best practices, case studies, other technical assistance opportunities, other potential funding opportunities, and other resources (including toolkits and recordings of training workshops). These resources will be available to the general public on the RPOSD website. RPOSD may collaborate with other agencies and/or organizations to deliver ongoing support.
- **TAP Case Managers.** Will work to help ensure that High-Need or Very-High-Need Study Areas understand and receive the resources they need. TAP Case Mangers will act as liaisons to High-Need or Very-High-Need Study Area agencies and will work closely with these agencies throughout the grant continuum. As an initial step, TAP Case Managers will conduct in-person intake interviews with all agencies with one or more High-Need or Very-High-Need Study Areas. Based on an assessment of these interviews, TAP Case Managers will then select which agencies are most in need of targeted, one-on-one guidance and will work closely with these selected agencies, assisting them through the grant continuum and helping their agency build capacity. Additional intake interviews and assessments will occur on an annual basis.

Because RPOSD Grant Officers will participate in the evaluation, scoring, and awarding for funds for competitive Measure A grant applications, RPOSD will not serve as TAP Case Managers to avoid potential conflicts of interest.

Ongoing technical support from RPOSD will be available to all registrants. TAP Case Managers will only be available to select agencies with one or more High-Need or Very-High-Need Study Areas.

Professional Services

Professional services in a variety of areas of expertise will be available to eligible agencies and organizations from professionals contracted with RPOSD. Professional services include, and are not limited to, the following:

- **Grant Writing.** Grant writing assistance is intended to help grant-seeking agencies and organizations successfully write competitive grant proposals. Professional services will provide either grant writing training seminars to organizations seeking to improve their grant writing skills or one-on-one grant writing services to organizations that have not yet written a successful grant proposal for RPOSD.

- **Community Outreach and Engagement.** Community outreach and engagement assistance will be available to agencies and organizations at various stages of the grant continuum. Professional services will be provided to agencies and organizations that do not have the capacity or resources to organize and conduct outreach and engagement, including developing and distributing outreach materials; facilitating meetings; preparing meeting materials; and providing refreshments, child care, and/or multilingual translation or interpretive services.
- **Construction Administration.** Construction administration assistance will be available to agencies and organizations during the construction phase of capital projects funded by Measure A grant funds. These types of professional services include project management in reviewing construction drawings and overseeing the administrative aspect of the construction process.

Additional professional service areas may be added based on participant requests and/or observed need.

Technical assistance from professional services is limited and thus not all agencies and organizations will receive these services. Funding for professional services will be distributed through a selective process to registrants who report a need for professional services during registration. RPOSD will determine which applicants are eligible for professional services based on the registrant's responses to the report of technical assistance need and their Study Area Need Level, and match eligible applicants to specific consultants depending on the agency's or organization's type of need.

Any registrants who reported a need for professional services but were not selected to receive professional services may submit a letter to RPOSD to explain their need for professional services in further detail.

Planning and Design Funds

Planning and Design Funds are intended to provide recipients with the financial resources for hiring professional consultants to perform work in planning and/or designing parks, trails, open space, or other recreation projects, or to perform this work in-house. Once available, at least 10 percent of Category 3 and Category 4 funds will be available annually as Planning and Design Funds. This equates to an estimated \$2,500,000 in the first year the funds are available. For detailed information about Planning and Design Funds, including project requirements, award size, and evaluation criteria, refer to Section 2.4.7.