

3.4.6. EXCEPTIONS TO THE APPLICATION, GRANT ADMINISTRATION, AND PROJECT DELIVERY PROCESSES

Three grant programs have application, grant administration, or project delivery processes that vary in one or more ways from the processes described in Sections 3.4.1 through 3.4.5. The three programs are County Cultural Facilities, County Priority Projects, and Innovation Grants. The exceptions to the standard processes for each of these programs is described below; if no exception is listed, the standard process must be followed.

County Cultural Facilities

Application Process

County Cultural Facilities Grants are request-based. Interested applicants must submit a Letter of Intent to the Office of the District Supervisor where the project is located.

The Letter of Intent is limited to two pages and must contain the following:

- A brief description of the project and the location, including the name of the County Cultural Facility at which the project will occur.
- An estimate of the total project cost and funding amount requested from RPOSD,
- A project timeline from beginning to completion
- An estimate of costs to maintain the project after completion.
- A brief description of project benefits and impacts to users of the County Cultural Facility.
- A brief description of the level of park need (or cultural facilities need) in the study area where the project is located and how the project addresses that need.

Application Review and Award Process

Annually, the Letters of Intent received by the Board Offices and supported by the Supervisor will be sent to RPOSD.

RPOSD will evaluate the project and grantee to ensure that they meet the eligibility requirements.

All Letters of Intent whose projects and grantees that are eligible will then sent to the Park Deputy Team for review, evaluation and final recommendations for funding.

Applicants whose projects receive recommendations for funding will be instructed to proceed with their application through the RPOSD Grants Management System while those that do not will be notified accordingly.

County Priority Projects

Application Process

County Priority Project grants are request-based. Interested applicants must submit a Letter of Intent to the Office of the District Supervisor where the project is located to determine if their project is a priority and if it is eligible for funding.

The Letter of Intent is limited to two pages and must contain the following:

- A brief description of the project and the location;
- An estimate of the total project cost and funding amount requested from RPOSD,
- A project timeline from beginning to completion
- An estimate of costs to maintain the project after completion.
- Brief description project benefits and impacts to users of the project.
- A brief description of the level of park need in the study area where the project is located and how the project addresses that need.

Application Review and Award Process

On an ongoing basis, the Letters of Intent will be evaluated by each Supervisor's Office and may or may not be recommended for funding. Applicants whose project receive recommendation for funding will be given instructions on how to proceed with their application through the RPOSD Grants Management System, while those that do not will be notified accordingly.

Innovation Grants

Application Process

Interested agencies/organizations must submit a Letter of Intent to their Grant Officer or to the Administrator of RPOSD to determine if their project is eligible for funding.

RPOSD's internal Innovation Team will review the Letter of Intent and invite the applicant for an in-person interview. Upon completion of the interview, RPOSD will determine if the project is eligible to apply for an Innovation Grant. Applicants with eligible projects will apply using the GMS.

The Letter of Intent is limited to two pages and must contain the following:

- Brief description of the project, including project location.
- An estimate of the total project cost and funding amount requested from RPOSD,
- A project timeline from beginning to completion
- An estimate of costs to maintain the project after completion.
- Brief description of the project's innovations in park design or maintenance, park access, understanding of park users, or functioning of park agencies.
- Brief description of the proposed sustainability, energy and water efficiency, stormwater capture, and/or state of the art technology to be used in the project.
- An Impact Statement that details the anticipated impact of the project, especially as it pertains to setting a precedent for innovative technology and practices. The impact statement should describe how the project's innovations will impact park users and the park agency and should

consider park access and equity; park usage, including frequency of use, diversity of parks users, and/or health, safety and well-being of park users; consumption of natural resources, including water and electricity; and/or agency budget, schedule, or operations. It must also indicate the need for this type of innovative on a countywide scale and the potential for the project to be replicated in other parks or by other jurisdictions.

Administering Innovation Grants

All Innovation Grant recipients are required to meet the Grant Administration and Project Delivery requirements detailed in Section 3.4.4 and 3.4.5 of the Grants Administration Guide for Measure A. In addition, the following items are required of Innovation Grant recipients:

1. **Biannual Measurement Report** must be filed every six months for the duration of the project, or the first two years of the project if the project has a duration of more than two years. This report shall be based on the items identified within the Impact Statement and the appropriate metrics identified by which to measure those impacts.
2. **Annual Measurement Report** must be filed annually for two years after the completion of the project. . This report will provide a metric-driven analysis of the impacts of the implemented project. . The impacts to be analyzed will be those identified in the Biannual Measurement Report, as well as any unanticipated impacts that resulted from implementation of the project. The Annual Measurement Report shall also provide a narrative on the outcomes and impacts of the project, including explanations for why the project is achieving the anticipating impacts, or why the impacts are not being achieved.

Grant Closing and Post Closing Obligations

All Innovation Grant recipients are required to meet the Project Delivery requirements detailed in Section 3.4.5 of the Grants Administration Guide for Measure A. In addition, recipients are required to complete an Innovation Case Study detailing the innovation and the project impacts. The Case Study must include all information required to replicate the project at other sites/agencies, including technical information and specifications where appropriate. RPOSD will provide a Case Study template for use by the applicant in completing the Case Study.