

3.4.8. MAINTENANCE AND SERVICING

Projects that received funding from RPOSD grant programs must be maintained and operated in perpetuity. Proposition A and Measure A provides funding to help supplement the agency's operating costs.

Eligibility for Maintenance and Servicing funds require a project to be completed and its grant to be closed. Grantees must use M&S funding from Proposition A first before using M&S funds from Measure A.

M&S recipients must notify RPOSD when grant-funded facilities must be closed or restricted (partially or in its entirety) by an authorized agency due to health and safety risks, natural disasters, and acts of God.

Any agreements to assign responsibility of maintenance and/or operations to third parties must be formalized and submitted to RPOSD for approval.

Maintenance and operations costs eligible for Measure A reimbursement are shown in Table 3-9.

Table 3-9: M&S Eligible and Ineligible Costs

ELIGIBLE	INELIGIBLE
Project elements (per project description) paid for with Measure A or Proposition A funds	Projects not paid for with Measure A or Proposition A funds
Project elements that were not paid for with Measure A or Proposition A grant funds but were part of the entire project. For example, in a Measure A–funded pool rehabilitation grant project, the pool pump was paid for with other funds. Replacement of the pool pump is eligible for M&S funds.	Maintenance and servicing of projects not funded from Measure A or Proposition A.
Increased staff costs necessary for the usual operation and maintenance of the facility.	Direct charges for management, clerical, personnel, and other administrative expenses incurred by the agency.
Cost of the staff member(s) needed to open, schedule, and oversee (i.e., operate) a new recreation building, such as life guards, maintenance workers, etc.	Additional staff to run recreational programs, such as coaches, karate instructors, recreation leaders, cashiers, etc.
An agency’s direct overhead rates as applied to wages, services, and supplies. These must be shown as a percentage of the total expenditure, such as supplies or a staff maintenance worker’s hourly rate.	Purchase of supplies for office, programming, or public information materials.
Replacement of equipment included in the original project description (e.g., swimming pool pump).	Purchase of fixed assets or capital outlay equipment.
Lighting and security systems.	Police patrols or other security patrols.
Graffiti removal.	Rewards for information on vandalism of the facility.
The costs of using maintenance equipment; rental rate or a set hourly rate that reflects such factors as depreciation, maintenance and repair of the equipment, replacement parts, and fuel.	Travel and field inspection expenses of agency personnel.
Contracts with maintenance providers (e.g., conservation corps, weed abatement).	Penalties, interest, and similar costs levied against an agency by a contractor or a provider of product or service.
	Liability and injury claims filed against the agency, whether or not the cause of action stems from alleged improper maintenance and servicing of RPOSD-funded projects.

Application Process

Eligible Recipients for M&S must submit a budget through the GMS. Eligible recipients may apply for M&S funds upon approval of the following two items:

- Budget that shows the increased costs of maintaining the facility acquired, developed, improved, or refurbished with grant funds; and/or
- Request for unanticipated and/or extraordinary expenses.

Sharing/Transferring of Funds

An agency may share with or transfer its M&S funds to another agency provided that:

- The recipient will use the funds to maintain or service a project completed with funds from RPOSD
- RPOSD determines that residents of the donor agency can use and will also benefit from the maintenance and servicing of the project or facility
- Its governing body authorize this action through an adopted resolution that identifies a specific RPOSD funded project and states the relinquishment of funds from the donor to recipient for no other purpose than the maintenance and servicing of said project. Adopted resolutions for sharing or transferring of M&S funds are valid up to four years before it is subjected to review for renewal or termination.

An agency that wishes to assign its unexpended M&S monies to any other eligible agency should contact its RPOSD Grant Officer to obtain prior approval.

Payment Requests

Recipients may submit payment requests for M&S funds at any time throughout the year.

M&S allocations may be accrued for up to a maximum of five (5) years.

Recipients must use maintenance and servicing funds from Proposition A first before using funds from Measure A.

Recipients may lose good standing status and eligibility to receive additional reimbursements if:

- They have not applied for M&S funds for more than five years
- They have not provided a spending plan to RPOSD

Recipients may apply for maintenance and servicing funds upon approval of:

- An M&S budget that shows the increased costs of maintaining the facility acquired, developed, improved, or refurbished with RPOSD grant funds; and/or
- Request for extraordinary/unanticipated M&S costs.

Recipients planning to maintain and service multiple project sites using a single year's M&S allocation may submit one comprehensive budget with itemized costs by grant number, project and location.

Recipients may request payment based on an approved budget for costs that will be incurred during the current or the next fiscal year. The exact period covered by the payment must be clearly indicated on the payment request (annual, quarterly, etc.).

If at the end of the period covered, there are remaining funds not spent as set out in the approved budget, the recipient shall inform RPOSD promptly. An adjustment will then be made to the next payment to credit the unused funds from the previous period to the new request.

Unanticipated and/or Extraordinary Expenses

Some maintenance expenses occur infrequently or cannot be anticipated for inclusion in the M&S budget.

Recipients can claim extraordinary expenses as they occur. However, the recipient must provide a timeline/budget document for the total and the expenses must be eligible expenses related to the grant-funded project. Recipients are advised to work closely with their Grant Officer to ensure eligibility and to obtain prior RPOSD approval of the extraordinary expense(s). Refer to Table 3-10 for examples of unanticipated and/or extraordinary maintenance expenses

Table 3-10: Examples of Unanticipated and/or Extraordinary Maintenance Expenses

CATEGORY	EXAMPLE #1 NEW LOCAL PARK	EXAMPLE #2 RENOVATION	EXAMPLE #3 POOL ADDITION	EXAMPLE #4 EXPANSION	EXAMPLE #5 RENOVATION OF EXISTING POOL
Natural Calamities, Disasters, and Acts of God	Strong winds blew down fencing around playground equipment	Termite infestation of several beams of the picnic shelter	Pool filter and fill lines damaged by earthquake	Facility is hit by lightning, causing damages that need repair	A tree fell and damaged the bath house
Man-made Destruction (vandalism, theft, negligence, accidents)	Vandals destroyed playground equipment	One of the brick planters is hit by a car and must be rebuilt	Maintenance worker accidentally drops ladder, breaking a pool pump connection	Vandals broke glass windows	Vandals destroyed shower heads and restroom fixtures
Gradual Physical or Functional Deterioration, Obsolescence	Old playground equipment needs to be replaced for safety reasons	Replacement of decaying gazebo, replacement of recreation building roof	15-year-old drain pipes need replacement, heater breaks, pool cover needs to be replaced	Gym floor needs resurfacing, air conditioning breaks down, building needs repainting	A more efficient automatic chlorinator became available that will pay for itself

For reimbursement of extraordinary expenses, recipients must provide quotes, invoices, cancelled checks, and a memo stating what work was completed.

For advance payments, recipients must submit a request, a project budget, and provide a timeline to complete the work. Expenses must be incurred as soon as funds are received.

Once the work is complete and the vendor is paid, recipient must provide invoices and cancelled checks. After the final costs have been documented, and prior to submitting additional M&S payment requests, recipient must submit documentation of the exact costs incurred and provide any residual funds. RPOSD will not approve further payment requests until complete documentation supporting the advance is received.

Unutilized M&S Funds

RPOSD shall accumulate unutilized M&S funds for future use by recipients. These funds do not earn interest.