



## MEMORANDUM

DATE March 29, 2018  
TO Measure A Steering Committee  
FROM Los Angeles County Regional Park and Open Space District (RPOSD)  
SUBJECT Steering Committee Meeting #11 Format and Agenda

Steering Committee Meeting #11 on April 5 will cover Revised Competitive Grant Scoring Rubrics, Revised Community Engagement Requirements, Revised Technical Assistance Program, and updates on RPOSD's engagement work. PlaceWorks reviewed comments submitted by Steering Committee members (during and after meetings), the general public, and Board of Supervisor offices, and worked closely with RPOSD staff to incorporate comments where appropriate and feasible. In some cases, further revisions were made to more accurately reflect Measure language and intent.

### **Agenda Overview**

The agenda for the April 5 meeting will be as follows:

- Steering Committee members will receive an overview of the updated scoring rubrics for each grant category.
- Steering Committee members will meet in small groups to discuss the revised scoring rubrics.
- After the small group discussion, the Steering Committee will reconvene for a facilitated large group discussion to identify any lingering concerns and final recommendations.
- Revisions to the Community Engagement Requirements and Technical Assistance Program will be discussed as a large group and will focus on the revisions made to these documents based on comments received.
- The final item is a review of work RPOSD is doing to share Measure A updates with the general public and park agencies.

### **How Grant Scoring Will Occur**

As a reminder, evaluation of competitive grant applications will occur in the following manner:

1. RPOSD will create a Competitive Grants Evaluation Panel for each competitive grant program. The panel will be composed of a multidisciplinary team with diverse backgrounds and expertise in various aspects of park, recreation, and open space issues.
2. RPOSD staff will complete an administrative review to evaluate all submissions for completeness, adherence to category requirements, and adherence to project requirements.
3. Complete applications meeting all requirements will be forwarded to the Competitive Grants Evaluation Panel for scoring. Each application will be scored by three reviewers.

4. 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 result in a preliminary ranked list of applications, and will be used to select applicants that will receive a site visit.
5. RPOSD staff and the Competitive Grants Evaluation Panel will schedule and complete site visits for those applications receiving top scores in the preliminary ranking.
6. RPOSD staff and evaluation panel members will convene to finalize recommendations for grant funding.
7. The final funding recommendations will be approved by the Board of Supervisors meeting as the RPOSD Board.

### **Attached Materials**

The following four documents are attached to this memorandum for Steering Committee review prior to the April 5<sup>th</sup> meeting:

- Revised scoring rubrics and grant program descriptions for all competitive grant programs. Please note that the County Cultural Facilities grant program has been changed from a competitive grant to an annual allocation. These funds will be allocated using a “divide by five” model, and thus are no longer included with the competitive grants.
- Revised Community Engagement Requirements
- Revised Technical Assistance Program
- Graphic Enlargements, including the Technical Assistance Program Elements Matrix