LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

MEMORANDUM

DATE   February 23, 2018

TO   Measure A Steering Committee

FROM   Los Angeles County Regional Park and Open Space District (RPOSD)

SUBJECT   Steering Committee Meeting #9 Format and Agenda

Steering Committee Meeting #9 on March 1 will focus on the Competitive Grant Scoring Criteria Themes described in a memorandum to the Steering Committee, originally dated February 15, 2018. These themes emerged from discussion on scoring that occurred at the Steering Committee Meeting on January 11. A slightly revised version of the "Competitive Grant Scoring Criteria Themes" Memo is attached to this memorandum.

Agenda Overview

The agenda for the March 1 meeting will be as follows:

- At the beginning of the meeting, the PlaceWorks team will provide an overview of the nine competitive grant scoring criteria themes.
- Steering Committee members will meet in small groups for approximately 30 minutes to discuss the themes in more detail. The intent of this discussion is to allow the Steering Committee to hear from each other and refine their ideas regarding the themes so that they can most effectively engage in the subsequent large group discussion.
- After the small group discussion, the Steering Committee will reconvene for a facilitated large group discussion of each theme. Given the overall length of the meeting, we anticipate that there will be approximately 10 minutes to consider each theme.

March 1 Meeting Outcomes

The outcome of the discussion will be to provide PlaceWorks and RPOSD staff with input on how Committee members view the key issues and the relative importance of each potential scoring criterion. PlaceWorks will use this information to draft new scoring rubrics, which will be reviewed at the Steering Committee meeting on April 5. Note that this means that the March 1 discussion will *not* result in final scoring rubrics.

If appropriate, the large group discussion of each theme *may* conclude with a straw vote on the relative importance (e.g., high, medium, low, or zero) of the scoring criterion or criteria under consideration associated with the theme. This straw vote will further help the project team understand Committee members' positions as the project team moves forward with revisions to the evaluation criteria and scoring.

Future Committee Work

The accompanying list of themes includes a reference to the possible identification of a funding stream dedicated to acquisition, which would have separate scoring criteria. The Steering Committee will address this issue in detail at its meeting on March 15, but Committee members might want to consider this possibility as they think about scoring issues.

As noted above, PlaceWorks will use the information generated on March 1 to draft new scoring rubrics, which will be reviewed at the Steering Committee meeting on April 5.

In the event the Steering Committee cannot come to consensus on the evaluation criteria and scoring rubrics when it meets on April 5, recommendations will be made by vote. If this occurs, it is possible that the final recommendations to the Board of Supervisors will include a minority report detailing the minority view(s).

How Grant Scoring Will Occur

Committee members may want to know how the scoring criteria will be used once they are developed. The 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 materials are attached to this memorandum for Steering Committee review:

- Formal agenda for the meeting #9.
- Revised "Competitive Grant Scoring Criteria Themes" Memo, dated February 22, 2018.
- "Competitive Grant Evaluation Criteria and Scoring Rubrics" reviewed by Steering Committee at the January 11, 2018 Steering Committee meeting.

- Background information submitted by Committee members and intended to be considered as a part of the scoring discussion. The following materials were submitted:
  - **Jean Armbruster |** *Parks and Public Health in Los Angeles County: A Cities and Communities Report*
  - **Manal Aboelata, et al. |** *Request for subject matter expert presentation and community engagement evaluation resources*
- RPOSD has also received several public comments related to evaluation criteria. Those comments are also attached and include:
  - **Safe Routes to School Partnership |** *Comments on Grant Guidelines including project types and evaluation criteria weighting*
  - **AARP |** *Request to consider age-friendly design in evaluation criteria*

- In addition to comments and recommendations pertaining to evaluation criteria, RPOSD has received additional feedback from the general public regarding grant guidelines and policies. These comments include:
  - **Enterprise Community Partners |** *Displacement strategy*
  - **SEACA |** *Displacement strategy*