

4. Measure A Grant Guidelines

4.4 GRANT ADMINISTRATION & PROJECT DELIVERY

4.4.1 APPLICATION REQUIREMENTS

In order to request annual allocations or apply for competitive grant funds, applicants must complete RPOSD's enrollment process and receive a determination of eligibility (see Section X for enrollment requirements). Once eligibility has been determined, and technical assistance needs have been reported applicants must submit an online application for each project seeking Measure A funds.

RPOSD will administer the application process electronically through an online grants management system for all grant programs. All applications will consist of a series of questions to be answered by the applicant (anticipated to include both multiple-choice and open-ended questions) as well as requests for supporting documentation. The questions will be specific to each grant program and will be available to potential applicants at least six months prior to application deadline.

The online system will allow applicants to answer questions, download templates for required forms, and upload supporting documents and electronic signatures. Applicants will have the ability to save and return to their applications as they work on submitting various components of the application. RPOSD will provide information and periodic training on the online application platform and process.

Applicants should work closely with their designated Program Manager to clarify any questions, challenges, or anticipated delays prior to submission of the online application. Technical assistance is available for the application process – refer to Section X. for additional information.

Annual Allocations

As described in Section X, applications for annual allocations will be accepted continuously from those agencies with a valid eligibility determination.

Competitive Grants

Applications for competitive grants will be released by RPOSD at least six months prior to the application deadline. RPOSD will publicize the release of competitive grant applications through use of their website, email blasts, and social media. Applicants failing to submit a complete application by the application deadline may be required to wait until the next grant cycle to reapply. Refer to Section X for additional information about the competitive grant calendar.

Grant Application Meeting

All applicants of competitive grants are required to attend a grant application meeting. A grant application meeting will be held for each competitive grant program. The grant application meetings will be held at a centrally located venue in each of the five Supervisorial Districts or be available for virtual attendance online. Applicants can choose to attend the meeting in-person or via a webinar. At the grant application meeting, RPOSD staff will walk applicants through the goals of the grant program, application requirements, and respond to questions. Proof of attendance at a grant application meeting or webinar will be required at the time of application submittal and will be provided by RPOSD.

Optional Informal Letter of Interest

Potential grantees have the option of submitting an informal letter of interest to RPOSD, indicating the agency or organization's intention to submit a competitive grant application for a project, a description of the project, and the desired grant award size. RPOSD staff will review all letters that are submitted at least four months in advance of the application deadline and will provide agencies written guidance and suggestions for crafting a strong application for the project. Note that the application process will be open to all, including those organizations that choose to forego this optional informal letter of interest.

Supporting Documentation

In addition to the questions on the application, the following list includes an overview of the supporting documentation applicants will be required to submit as part of each application. Required supporting documentation for project requirements and project feasibility will vary by grant program (see section 5.x). Specific requirements will be clearly described in detail in the call for applications, as well as in the online application system.

- Project Scope
- Project Location Map(s)
- Project Site Photos
- Community Engagement Plan
- Project Requirements Verification (refer to Section X for specific requirements for each grant program)
- Project Feasibility Verification (refer to Section X for specific requirements for each grant program)
- Third Party Agreements (if applicable)
- Other Regulatory Requirements (if applicable)

4.4.2 APPLICATION REVIEW

Annual Allocations

Authority to award and administer grants has been delegated to the Director of RPOSD under Section 6(a) of Measure A. Applications for annual allocations will be reviewed and approved by RPOSD staff.

Competitive Grants

RPOSD will collaborate with subject matter experts to evaluate and award Measure A funds according to the following process:

- RPOSD will create a Competitive Grants Evaluation Panel for each competitive grant program. Each panel will be composed of a multidisciplinary team with diverse backgrounds and expertise in various aspects of park, recreation, and open space issues.
- RPOSD staff will first complete an administrative review of applications to evaluate for good standing, completeness, adherence to category requirements, and adherence to project requirements.
- Complete applications meeting all requirements will be forwarded to the Competitive Grants Evaluation Panel for scoring, using the rubrics outlined in Section X. Each application will be scored by a minimum of three reviewers.
- 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 projects that will receive a site visit.
- RPOSD staff and the Competitive Grants Evaluation Panel will schedule and complete site visits for those applications receiving top scores in the preliminary ranking.
- RPOSD staff and evaluation panel members will finalize ranking. RPOSD will issue notification of award to selected projects.
- RPOSD's Board of Directors will be notified of results for all competitive grant programs at the end of the evaluation cycle.

4.4.3 GRANT AWARD AND CONTRACT

Award recipients will be notified of their award amount by RPOSD. Award recipients will receive a Grant Contract (GC) that must be signed and returned to RPOSD within 45 business days of receipt. The GC must contain the electronic signature of the Applicant's authorized representative. Award recipients will receive an executed PDF version of the contract for their records. The Project Performance Period will not begin until the GC is executed. Reimbursements will only be issued for expenses incurred during the Project Performance Period.

4.4.4 AWARD ADMINISTRATION

Once award recipients (hereafter referred to as grantees) have entered into a Grant Contract, they are responsible for the ongoing administration of the grant award and should work closely with their designated program manager to ensure that all requirements are met in a timely manner.

Eligible and Ineligible Costs

RPOSD will either reimburse or advance Measure A funds to grantees for eligible project costs. In general, eligible costs for reimbursement fall into two categories: Soft Costs and Hard Costs. Table 4-1 provides examples of potential eligible for each type of grant program, while Table 4-2 provides examples of ineligible costs. These tables are not exhaustive, and grantees should consult their program managers to verify if an expense is eligible.

TABLE 4-1 ELIGIBLE COSTS, BY GRANT TYPE

ELIGIBLE COSTS: DEVELOPMENT PROJECTS	
Soft Costs	Hard Costs
CEQA	Community Engagement
Community Engagement	Construction Documents: Beyond 30% CD level
Design Documents: Up to 30% CD level	Construction Equipment Usage Rate Fees ²
Grantee Labor	Construction Management & Labor
Inspections	Engineering
Indirect Costs	Fixed Assets ³ with Life >5 years
Overhead Rate ¹	Interpretive Displays
Surveys	Permits
	Rental Equipment
	Technology and GIS
	Signage
	Surveys
ELIGIBLE COSTS: ACQUISITION PROJECTS	
Soft Costs	Acquisition Costs
CEQA	Appraisals
Community Engagement	Escrow Fees
Grantee Labor	Purchase Price
Inspections	Relocation Costs
Negotiations	Title Insurance
Overhead Rate ¹	Preliminary Title Report
	Property Taxes
ELIGIBLE COSTS: PROGRAMMATIC GRANTS	
Soft Costs	Hard Costs
Community Engagement	Community Engagement
Grantee Labor	Consultant Services ⁴
Insurance	Portable Equipment ²
Overhead Rate ¹	Grantee Labor
	Interpretive Displays
	Rental Equipment
	Signage
	Training Materials ²
	Transportation ²
ELIGIBLE COSTS: PLANNING & DESIGN FUNDS	
Soft Costs	Hard Costs
Grantee Labor	CEQA
Overhead Rate ¹	Community Engagement
	Design Documents
	Grantee Labor
	Plans and Specifications
	Technical Studies

TABLE 4-2 INELIGIBLE COSTS

INELIGIBLE COSTS
Bonus Payments
Ceremonial Expenses
Charges above Normal/Customary Rates
Contingency Reserves
Contract Cost Overruns
Costs Paid by Other Funding Sources ⁵
Damage Judgments, Attorney's/Legal Fees
Deficits, Overdrafts
Discounts not Taken
Direct Costs of Rent
Fixed Assets with a Life of < 5 years
Grant Application Costs
Interest Charges
Lodgings, Meals, and Incidentals
Non-fixed, Portable Equipment ⁶
Office Equipments/Furnishings

Notes for Table 4-1 and Table 4-2

1. If an overhead rate is used, the costs of employees that are charged directly to a Grant must not be included in this rate. RPOSD will not allow overhead to be applied to any costs if the Grantee fails to adhere to this guideline.
2. Use of vehicles and/or equipment owned by the Grantee may be charged to the Project for each use. Rental rates published by the California Department of Transportation may be used as a guide.
3. Fixed assets must have a useful life of 5 years or more. Examples include Air-Conditioning, Fire Alarms, Interpretive Displays, Lighting, Signage and Security Systems.
4. Grantees must pay consultants according to the Grantee's customary or established method and rate. Consultant fees may not be paid to the Grantee's own employees or to any organization under common control of the Grantee or in which any employee of the Grantee has a financial interest.
5. Excludes forwarded funds.
6. Excludes Recreation Access program grants that include pop-up, non-fixed features.

Soft Costs

Grantees may request reimbursement for eligible soft costs after the Grant Contract is fully executed. Approval of ongoing soft costs is dependent on progress in relation to grant scope, budget, and timeline. Soft costs that were paid and/or reimbursed by RPOSD must be returned for projects that are cancelled and/or terminated.

Up to 25% of the Grant Award may be used for soft costs. If necessary, Grantees may request an increase in the soft cost percentage. Requests must include a detailed grant budget and justification for the requested increase. Those expenses that qualify as soft costs are noted in Table 4.1 above and differ based on project type (development, acquisition, programmatic, or planning and design).

Hard Costs

Grantees may request reimbursement for eligible hard costs after the Grant Contract is fully executed. Approval of ongoing hard costs is dependent on progress in relation to grant scope, budget, and timeline. Hard costs vary by project type as shown in Table X. above.

Grantee Labor

Eligible grantee labor costs include accounting, design, project management, or services that the Grantee's employees directly engaged in development. Direct costs must be tracked, charged, and accounted for directly to a specific project. All grantee labor charges must be listed on the Project Budget. Grantees may request reimbursement of labor costs calculated through an adopted Cost Allocation Rate or by listing Direct Costs.

Cost Allocation Rate (CAR)- Indirect costs may only be charged to Measure A under an agency cost allocation plan. If a Cost Allocation Rate is used, grantees must provide the adopted CAR. The costs of employees that are charged directly to a Grant must not be included in this rate. RPOSD will not allow overhead to be applied to any costs if the Grantee fails to adhere to this guideline.

Local Policy Mandates

Grantees may be eligible to receive reimbursements for project elements not included in Table 4-1 but required by local policy mandates. All reimbursements of this nature must be reviewed for approval by RPOSD.

4.4.5 ADVANCEMENTS

Some jurisdictions may require an advancement of funds to begin their project. Grantees may request cash advancements when a project's initial investment exceeds a jurisdiction's ability to front costs prior to receiving funding. Measure A allows RPOSD to advance up to 50 percent of the grant award if it satisfies one or more of the following criteria:

- The project applicant would require advanced payment to implement the project.
- The grant award is less than \$500,000.

Grantees must provide proof of jurisdictional support, either by a City Council or Board resolution, for the advancement requirements. Support of advancement may be included in the jurisdictional support document submitted at the time of enrollment. Recipients must return any used portion of advanced grant funds to RPOSD within 60 days of project completion. Grantees not eligible for advancements must receive Measure A funds in the form of reimbursements.

To help offset the cost of facilitating outreach and engagement, agencies may advance up to 30 percent of their annual allocation funds, not to exceed \$20,000, for this use.

4.4.6 REIMBURSEMENTS

To distribute Measure A funds, RPOSD will reimburse grantees for eligible project costs that are incurred within the Project Performance Period. The following section includes an overview of the major

components and supporting documentation grantees will be required to submit when requesting reimbursement payments.

Requirements for supporting documentation may vary by project based on scope, funding category, and applicant type. Specific requirements will be described in detail through the online application portal which will facilitate a streamlined process that reduces the quantity and frequency at which forms are submitted. Projects that involve acquisition have additional reporting requirements as described below.

Supporting Documentation – All Grants

Project Status Updates (PSU)

Grantees must provide Project Status Updates twice per year. It is the grantee's responsibility to provide PSUs by due date. This requirement continues until RPOSD receives all Closing Documentation.

Reimbursements will not be processed if PSUs are overdue.

Payment Request Form

Grantees must submit a payment request form to show itemized expenses for which they are requesting reimbursements.

Updated Project Budget

If the overall project budget has changed since being submitted during the application stage, grantees must submit an updated budget, highlighting the changes.

Signage

Grantee shall submit a proof of proposed project signage, including RPOSD logo, for pre-approval. The signage proof shall be included with the first PSR. Not required for programmatic or planning and design grants.

Deed Restrictions (DR)

All development projects and acquisition projects funded by Measure A are subject to a Deed Restriction (DR) which places restrictions on the deed of the grant-funded property through the Grant Contract. The restriction must be recorded by the grantee/property owner with the Los Angeles County Registrar-Recorder/County Clerk. Any exceptions (e.g. for parkway improvement projects) to DR requirements must be approved in writing by RPOSD.

- **Acquisition-only Projects:** The DR is required after the acquisition is complete and the Grantee takes ownership of the property.
- **Development-only Projects:** The DR is required at the execution of the Grant Contract.
- **Acquisition/Development Projects:** The DR is required after the acquisition is complete and before reimbursement of any development costs.

Ceremonies

Grantees shall coordinate with their Program Manager and respective BOS representative to ensure representation at project ceremonies, including but not limited to groundbreakings, ribbon cuttings, and special events. RPOSD will attend as many ceremonies as possible and will provide social media support to help promote ceremonies. Requests for social media support must be made at least 4 weeks prior to the requested publish date.

Project Photos

Grantees shall provide project photos throughout the duration of the project as well as post-completion. Photos are subject to publication by RPOSD at its sole discretion and without need for any approvals from Grantee.

Supporting Documentation – Acquisition Projects

In addition to the requirements outlined above, projects involving acquisition require the following supporting documentation:

- **Appraisal Report:** Grantees must provide a comprehensive narrative Appraisal Report that meets Uniform Standards of Professional Appraisal Practice (USPAP). Because of the changing real estate values in Southern California, appraisals more than 1 year old will not be accepted without prior RPOSD approval.

If the owner sells the property for the appraised value, and the Just Compensation language is not included in the Purchase Agreement then the appropriate section of Certification of Compliance must be signed by the property owner.

If the owner sells the property for less than the appraised value, and a statement that partial donation of property has taken place is not included in the Purchase Agreement, then the appropriate section of Certification of Compliance must be signed by the property owner.

In accordance with RPOSD's Displacement Avoidance Strategy, sales for more than the appraised value will not be eligible.

- **Purchase Agreement:** The agreement must include the terms and conditions of the acquisition and be signed by all parties.
- **Escrow Instructions:** Escrow Instructions must state that: if escrow does not close within 3 days of RPOSD paying funds into escrow, such funds shall be invested in an interest-bearing account insured by the Federal Deposit Insurance Corporation (FDIC). All interest accrued on RPOSD funds paid into escrow shall be paid to RPOSD within 30 days of escrow closing.
- **Preliminary Title Report (PTR)**
- **Disclosure Form:** Should list title exceptions and the intended dispositions. For some exceptions, "None" is appropriate to list as an intended disposition. The original Disclosure form with an electronic signature by the Applicant's authorized representative must be uploaded.
- **Estimated Buyers Statement:** Estimated Closing Escrow Statement
- **Escrow Memo:** Must include grant number, project name, and escrow information. List all parcels to be acquired and identify which parcels will be paid for with Measure A funds.
- **Certification of Compliance:** Grantees must certify compliance with the policies and regulations governing real property acquisitions. The form must be original with wet-ink signature by the Applicant's authorized representative.
- **Relocation Plan (if applicable):** Relocation costs are allowable for projects resulting in displacement of any person or business. Grantees must comply with the State Relocation Act even if relocation costs are not claimed for reimbursement. If relocation costs will be charged to the grant, a copy of the Relocation Plan is required.

- **Settlements (if applicable):** Provide an itemization of all charges imposed on the Grantee and the seller in connection with the acquisition. This includes Administrative Settlement Summary or Legal Settlement (if applicable).
- **Acquisitions through Eminent Domain:**
 - *Express Authorization to Acquire through Eminent Domain:* Send a copy of the Resolution approved by the governing body of the Grantee that provides evidence of express authorization to acquire through eminent domain.
 - *Judgment in Condemnation:* Grantees must provide a copy of the court document demonstrating that the Grantee has applied for an order of condemnation on property to be acquired and showing the price determined by the court.

Supporting Documentation – Development Projects

In addition to the requirements outlined above, development projects require the following supporting documentation:

- **Contract(s):** Must provide award letter along with the signed and fully executed competitive bid contract and any applicable purchase orders, sole source agreements, and change orders to reflect final contract amount.
- **Labor Cost Forms/Purchase Orders**
- **Additional Insured Instructions:** Must include language to name “Los Angeles County Regional Park and Open Space District” as an additional insured on any and all liability insurance policies applicable to the Project.
- **Plans and Specifications:** Must provide applicable plans and specifications. Must verify that any landscaping elements are done in accordance with the landscaping provision of the Grant Contract unless Grantee can prove, to RPOSD’s satisfaction, that it would be infeasible to do so.
- **Resolution:** Although not required by RPOSD, if a resolution is approved or adopted by the governing body of the Grantee, it must be submitted to RPOSD.

Timing

Grantees may begin requesting reimbursements once the costs have been incurred and grantee is prepared to submit all supporting documentation. Grantee must submit all proposed modifications of development plans, specifications and timelines for RPOSD pre-approval prior to requesting reimbursements.

To ensure final payments are made prior to the grant expiration, all Payment Request Forms and supporting documents should be submitted at least 3 months before the end of the Project Performance Period. Failure to submit Payment Request Forms in a timely manner may impact Grantee’s good-standing and delay eligibility for future funds (see Section 4.4.10). Grantees in need of additional time may request an extension to the Project Performance Period and amend Grant Contract. Section 4.4.3 for requirements.

- Final payment may be withheld on development projects until the grant scope is complete and the project conforms to the Agreement as a usable public facility.

- Allow four to six weeks for all supporting documents to be reviewed and for payments to be processed.

Acquisition Projects

Grantees may request reimbursement for acquisition costs when the Project Status Report and Deed Restrictions have been reviewed and approved. Acquisition documents should be submitted to the Program Manager at least 30 days before any requests for deposits to escrow or submittal of requests for reimbursement of acquisition costs.

4.4.7 AMENDMENTS

Grantees must complete work in accordance with the development plans, specifications and timelines approved in the Grant Contract. For any changes to project budget, scope, name, or Project Performance Period, Grantees must submit a Project Amendment Request within three months of the change. Amendments will not be permitted after final payments have been issued.

All amendment requests will be carefully evaluated and must be approved by RPOSD. If the request is approved, RPOSD will initiate an amendment to the Grant Contract.

Grantee must submit an amendment request form and include the supporting documentation as shown in Table 4-3 below.

TABLE 4-3. REQUIRED DOCUMENTATION FOR AMENDMENT OF GRANT CONTRACT

REQUIRED DOCUMENTATION	AMENDMENT TYPE		
	Grant Amount	Project Scope	Project Performance Period
Justification for the request	✓	✓	✓
Revised project budget based on the new grant amount and/or new project scope	✓	✓	
Revised site plan		✓	
Revised project timeline			✓

If a grantee's governing body requires an adopted Resolution for an amendment, that Resolution must be submitted to RPOSD.

4.4.8 SITE VISITS

RPOSD Program Managers will conduct site visits at key stages of grant-funded projects to verify project status and consistency with scope, timeline, and budget as described in the Grant Contract. Program Managers will work closely with grantees to determine a suitable point in the project's timeline to conduct the visits. Program Managers will issue site visit reports to the Grants Management System with notification to the grantee within two (2) business days of the visit.

4.4.9 CLOSING AND POST-CLOSING OBLIGATIONS

Grantees are required to follow RPOSD procedures to close a grant upon completion of the project. Failure to properly close a grant may affect a Grantee's good-standing and prevent Grantees from applying for future grants.

Supporting Documentation

To successfully complete a project, Grantees must submit Closing Documentation within 3 months of project completion. When submitting closing documents, the grantee will also schedule a final site inspection to be conducted before final payments may be disbursed. RPOSD will retain 10% of the total grant award amount until all closing documents have been submitted and the final site inspection has been completed. The following documentation is required to close a grant:

All projects

- **Final Project Budget:** A final budget is required and must reflect any approved amendments, unutilized funds, or additional project costs.
- **Third-party Agreements:** Any agreements submitted in draft form during the application stage must be updated to reflect the final authorization of all involved parties. Agreements established after the application stage must also be submitted in entirety before a project may be closed.
- **Project Photos:** Must supply photos depicting the final project results and any closing ceremonies.
- **Project Certification Form:** Certifies that all grant funds were expended for the grant-awarded project, that the project is complete, and that final payments have been made for all work done.
- **Amendment Request Form:** Required if there is any change to Project Performance Period, project scope, funding, and anticipated funding needs.

Development Projects

- **Notice of Completion:** The Notice of Completion (NOC) is required when development elements of a Project were performed under contract with a public agency. The NOC must be stamped by the Los Angeles County Registrar-Recorder/County Clerk.

Acquisition Projects

- **Grant Deed:** Provide a copy of the grant deed recorded with and stamped by the Los Angeles County Registrar-Recorder/County Clerk. Other acceptable property conveyance documents may include but are not limited to Quit Claim, Tax Deed, or Conservation Easements.
- **Closing Escrow Statement:** Provide a copy of the closing statement showing itemized list of all charges and credits; purchase price, financial terms, funds deposited, debits or credits, payments to third parties, and payoffs of existing loans/liens. If any interest accrued during escrow, Payment Request (credited amount), payment, and memo must be on file before Final Payment/Closing.
- **Title Insurance Policy**

- **Final Relocation Report:** If the project includes relocation, the final relocation report must be submitted.
- **Recorded Deed Restriction:** If not previously submitted, must be submitted prior to closing (acquisition projects only).

Programmatic Projects

- **Final Report:** Submit a final report that reconciles how the work presented in the project scope was executed.
- **Third-party Evaluation:** Grantees must obtain a third-party evaluation to reconcile how the Grantee provided program benefits, as reported in the project scope and reviewed in the grant evaluation process (see Section X).

Planning & Design Projects

- **Final Report:** Grantees must submit final planning and design documents which may include conceptual designs or technical reports.

Long-Term Obligations

Public Access

Grant-funded property must be open and accessible to the public in perpetuity, except as noted under the special provisions of the Grant Contract. Grantee or any other agency or organization operating the Grant-funded property must comply with the following provisions per the Measure:

- Grant-funded project must provide reasonable and appropriate access by the public and be clearly communicated to the public on when and how access is provided.
- Grant-funded property must include reasonable public access including the provision of parking and public restrooms, except where that access may interfere with resource protection. Exceptions may be made for projects without adequate space for parking or restrooms.
- Grant-funded property must be open and accessible without discrimination as to race, color, sex, sexual orientation, age, religious belief, national origin, marital status, physical or mental handicap, medical condition, or place of residence.
- Additionally, the Grantee, or any other agency or organization operating the Grant-funded property, is prohibited from discriminating against or providing preferential treatment to any person or organization seeking to use such facility based on the place of residence of such person or the members of such organization. This prohibition extends in perpetuity and includes, but is not limited to, charging fees that differentiate between residents and non-residents or that grant preferential treatment to city residents with regard to reservations or registration.

Assignment and Assumption of Grant Agreement (AAGA)

Pursuant to the Measure and Grant Contract, the AAGA allows grantees to transfer all grant obligations to a public agency from a private entity or from one public agency to another.

A project developed on land owned by a non-profit or private entity must enter into an agreement with a public entity that allows for the in-perpetuity requirements of the funding to be met, regardless of the condition of the non-profit or private entity (should they go out of business etc.) This may be an AAGA or other agreement approved by RPOSD as well as both entities.

Conversions

Any change in use, sale, or disposal of Grant-funded property must be approved in advance by the Board of Supervisors. Grantees who are contemplating changing, or have already changed, the use or ownership of Grant-funded property, must contact RPOSD and submit a Request for Conversion, who will facilitate the processes required for such a conversion. If the use or ownership of Grant-funded property is changed, RPOSD may at its discretion seek a remedy pursuant to the Measure and Grant Contract. Grant-funded property must be used only for the purposes for which grant funds were requested. Any change of use, sale or other disposal of grant-funded property must be requested by the grantee and approved by the Board in advance.

Accounting Requirements

Each Grantee is required to maintain satisfactory financial accounts, documents, and records for the Project's maintenance and servicing and to make them available to RPOSD for auditing at reasonable times. Agency also must retain such financial accounts, documents, and records for five years following Project's maintenance and servicing period for which expenses have been incurred.

Audits

It is the Grantee's responsibility to maintain accurate financial records on actual items completed and paid for with Measure A funds. Grantees are required to maintain records for audit purposes for five years from the date of completion. RPOSD may perform an audit at any time and reserves the right to collect costs not supported. Considerations for thorough record keeping include but are not limited to:

- Provide accounting data that clearly records costs incurred on the project and accurately reflects fiscal transactions, with necessary controls and safeguards.
- Provide good audit trails, especially the source documents (purchase orders, receipts, progress payments, invoices, time cards, cancelled warrants, warrant numbers, etc.).
- Comply with local, state and federal requirements.
- Maintain time and attendance records as charges are incurred, recording actual time spent on the project, and describing the specific work performed on the project during that time.

Unutilized Funds

Grant funds paid in excess of final total project costs shall be refunded to RPOSD. Examples include funds advanced into escrow in excess of the final settlement amount, advancement of funds at the beginning of the project, or development costs reimbursed by RPOSD that were later refunded by a vendor. Grantees returning funds are required to submit a memo and payment request with copies of credits or refunded checks.

Grantees may request transfer of residual annual allocation funds to a new or existing project. Unutilized annual allocation funds not transferred to a new or existing project must be returned to RPOSD for accrual and future use within the Study Area.

Unutilized complete grant funds are not eligible for transfer. These funds must be returned to RPOSD for future awards.

4.4.10 MAINTENANCE AND SERVICING

Grant-funded property must be maintained and operated in perpetuity. Grantees must notify RPOSD when grant-funded property must be closed or restricted (partially or in its entirety) by an authorized agency due to health and safety, 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. Maintenance and operations costs eligible for Measure A reimbursement are shown below in Table 4-4.

TABLE 4-4: 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, etc.)	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

An eligible agency 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, with consent of its governing body, transfer its right to all or a portion of its M&S monies to another agency eligible to receive the funds, provided that:

- The “receiving” agency uses the “sending” agency’s M&S funds to operate a completed RPOSD-funded project(s) whose grant(s) are closed; or
- The RPOSD finds, through an administrative review process, that the intended use of the “receiving” agency’s M&S funds will benefit the residents of the “sending” agency.

In such cases, the “sending” agency must present to RPOSD a certified copy of a resolution, duly adopted by the governing body, relinquishing the agency's right to all or a portion of the funds for such time as the agency determines. The “receiving” agency may apply for and spend these funds only in accordance with the requirements identified in this chapter.

An agency that wishes to assign its M&S monies to an agency that does not receive M&S allocations should contact its Program Manager (RPOSD staff). The agency assigning the funds shall obtain pre-approval from RPOSD.

Payment Requests

Agencies may submit payment requests for M&S funds at any time throughout the year and may not accrue more than five (5) years of M&S allocations. Agencies who have not applied for any M&S funds within a 5-year timeframe may lose good standing and may not be eligible to receive additional Measure A funds. An eligible agency may apply for maintenance and servicing funds upon approval of:

- M&S Budget that has been submitted to show the increased costs of maintaining the facility acquired, developed, improved or refurbished with Proposition grant funds, and/or
- Request for extraordinary/unanticipated M&S costs

If the requesting agency is planning to maintain and service multiple project sites using a single year’s M&S allocation, they may submit one comprehensive budget so long as costs are itemized by project and clearly identify all corresponding Grant Numbers.

An agency 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 of time covered by the payment must be clearly indicated on the payment request (annual, quarterly, etc.).

At the end of the covered period, if any of the funds paid have not been expended as set out in the approved budget, the agency shall inform RPOSD. 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 in advance in the M&S Budget. Therefore, in addition to or in place of the annual budgeted expenses, an agency may claim eligible extraordinary expenses as they occur. The extraordinary expense must be related to the grant-funded project. Grantees are advised to work closely with their Program Manager to ensure eligibility of and to obtain prior RPOSD approval of the extraordinary expense(s). Refer to Table 4-5 for examples unanticipated and/or extraordinary maintenance expenses

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

For advance payments, grantees must submit a request, a project budget, and provide a timeline to complete the work. Expenses must be incurred as soon as the agency receives the funds. Once the work is complete and the vendor is paid, grantees must provide invoices and cancelled checks. After the final costs have been documented, and prior to submitting additional M&S payment requests, the agency must submit documentation of the exact costs incurred. RPOSD will be unable to approve further payment requests until complete documentation supporting the advance is received.

TABLE 4-5: 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 conditions breaks down, building needs repainting	A more efficient automatic chlorinator became available that will pay for itself

Unutilized M&S funds

RPOSD shall accumulate unutilized M&S funds for future withdrawal by the eligible agency. Unspent funds held in an agency's M&S account will not earn interest.

4.4.11 GRANT INACTIVITY

Grantees who fail to administer their grant(s) according to the guidelines outlined in Section 4.4 may have their grant declared inactive. Grantees with inactive grants will lose good standing and may be ineligible to receive additional Measure A funds until all issues are resolved and the grant(s) are no longer inactive.

Before declaring any grant inactive, RPOSD will issue a Notice of Impending Loss of Good Standing that clearly lists the actions the Grantee needs to take to avoid this action. Grantees will have 60 days to resolve the issues identified in the Notice of Impending Loss of Good Standing and avoid having the grant declared inactive. Program Managers will work closely with all Grantees who receive a Notice of Impending Loss of Good Standing to resolve all issues. These Grantees may receive education and training, ongoing RPOSD support, professional services, or other technical assistance elements that the Program Manager determines will assist the Grantee in resolving the issues.

Failure to respond to a Notice of Impending Loss of Good Standing or to resolve all issues within 60 days will result in a grant being declared inactive. Program Managers will continue to work with Grantees with inactive grants to resolve all outstanding issues and restore the Grantee's good standing.

4.4.12 GOOD STANDING

Agencies and organizations who fail to comply with the Measure A Grant Guidelines may lose good standing with RPOSD and be ineligible to receive future Measure A funding. Before declaring loss of good standing, RPOSD will issue a Notice of Impending Loss of Good Standing that clarifies the actions the agency or organization must take to preserve good standing. Agencies and organizations will have 60 days to resolve the issue(s) identified in the Notice of Impending Loss of Good Standing. Failure to resolve these issues within this timeframe will result in loss of good standing.

Agencies and organizations who receive a Notice of Impending Loss of Good Standing or who lose good standing must work closely with their RPOSD Program Manager to reconcile issues and restore good standing. In addition to ongoing support from their Program Managers, RPOSD may recommend education and training, professional services, or other technical assistance to Grantees not in good standing.

The following issues will result in an agency's or organization's loss of good standing:

- Failure to complete enrollment
- Failure to verify enrollment information every 12 months
- Accrual of annual allocations beyond the 10 years allowed
- Accrual of M&S funds beyond the 5 years allowed
- Pattern of inadequate community engagement
- Failure to sign and complete Grant Contract within 45 business days of receipt
- Failure to apply for a Grant Contract Amendment if there are any changes to the project budget, scope, name, or Project Performance period
- Failure to adhere to the project scope, budget, and timeline as described in the Grant Contract or Amended Grant Contract
- Failure to submit all required supporting documentation for reimbursement

- Failure to submit all required supporting documentation for grant closing
- Failure to comply with long-term obligations
- Failure to comply with conversion requirements
- Failure to comply with accounting requirements
- Failure to maintain grant(s) in active status

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