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Measure A Grant Administration Manual - April 2021 Edition Update Summary Published: March 31, 2021

Grant Programs

Community Outreach and Engagement – GAM Section 3.3.2 Minimum Outreach and Engagement Requirements

Policy Update: Add the following language to the GAM Section:



3.3.2 Minimum Outreach and Engagement Requirements

The applicant has the responsibility to ensure that all funds expended for Community Engagement are spent appropriately. The applicant must use an accepted accounting system and maintain satisfactory financial accounts, documents, and records of the expenditures of fund used for Community Engagement purposes and make them available to the Regional Park and Open Space District for auditing and inspection at reasonable times for the purpose of verifying appropriateness and validity of the expenditures. The applicant must retain such financial accounts, documents and records for five (5) years following the completion of the project.

Overhead/Indirect Costs – GAM Section 3.4.4 Grant Administration

Policy Update: Allow overhead/indirect costs for Measure A Grant Programs with a 12% cap. *(Implementation commencing on July 1, 2021)*

Overhead/Indirect Costs: Reimbursement of overhead and indirect costs shall not exceed 12% of the grant total and shall require documentation of actual expenses. Overhead/indirect costs are costs not usually identified specifically with the grant, contract, or activity, but are necessary for the general operation of the grantee/organization. Overhead/Indirect may include, but not be limited to:

- o Personnel
- o Accounting
- o Administrative Costs
- o Communication Expenses
- o Employee Services
- o Indirect Services and Supplies
- o Management Oversight of Funded Activities
- o Contracting
- o Compliance
- o Data and Performance Reporting
- o Fiscal Services

Mileage /Parking Reimbursement – GAM Section 3.4.4 Grant Administration

Policy Update: Allow mileage reimbursement based on the County’s Mileage Reimbursement Guidelines. *(Implementation commencing on July 1, 2021)*

Transportation/Travel Costs

Mileage and parking fees shall be reimbursed in accordance with the County’s Mileage Reimbursement Guidelines established in the County’s Fiscal Manual and mileage reimbursement rates

GAM Language to add:

Mileage Calculation

Mileage will be reimbursed for all mileage driven while conducting business during the project performance period of the awarded grant, consistent with the County’s Mileage Reimbursement Guidelines.

Mileage will be reimbursed for mileage between the employees’ worksite and the project site and from the project site to the employee’s worksite. Should the employee have a different starting point, the employee may only claim the shortest driven distance between actual miles driven or miles from the assigned worksite to the project site. For example: if the employee starts his/her day at home and it takes 5 miles to get to the project site, and it takes 10 miles to get to the project site from his/her worksite, then the employee may use the home address as a starting point and claim a total of 5 miles (shortest distance would be from home to the project site). If the employee starts his/her day at home and it takes 15 miles to get to the project site, but it would take 10 miles to get to the project site from the worksite, then the employee may use the home address as a starting point but only claim a total of 10 miles (shortest distance would be from the worksite).

Grantees are allowed reimbursement for all actual miles driven for project performance that are directly related to the grant project, subject to the County’s policy and mileage log submission.

In-House Employee Services – GAM Section 3.4.4 Grant Administration

Policy Update: Expand the list of eligible benefits to be reimbursed with staff salaries and wages. The benefits listed are consistent with other granting agencies.

Benefits List:

- Workers Compensation
- Health Insurance
- *Leave Benefits (new)*
- *Pension Contributions (new)*

Amendments – GAM Section 3.4.4 Grant Administration

Policy Update: Add the following language to the amendment section provide guidance to grantees considering requests to amend their grant agreements.

Leadtime to submit amendment requests.

It is highly recommended that amendment requests are submitted to RPOSD no later than 90 days before the expiration of the performance period. Once the performance period expires, the grant agreement cannot be extended or amended.

Annual Allocation Grants

Requests for grant amount increases must include additional project description items added to the project. The grant agreement states RPOSD awards the grantee a sum of money not to exceed the grant amount, in consideration and on the condition that the sum be solely expended for the purposes set forth in the project description, and under the terms and conditions set forth in the agreement. Grantee agrees to furnish any additional funds necessary to complete the project.

Competitive Grants

Due to competitive nature of the grant awards, requests for grant amount increases will not be considered.

Maintenance and Servicing Program

Overhead/Indirect Costs – GAM Section 3.4.8 Maintenance and Servicing

Policy Update: Allow overhead/indirect costs for Measure A Maintenance and Servicing Program with a 12% cap. *(Implementation commencing on July 1, 2021)*

Overhead/Indirect Costs: Reimbursement of overhead and indirect costs shall not exceed 12% of the report on expenses and shall require documentation of actual expenses. Overhead/indirect costs are costs not usually identified specifically with the grant, contract, or activity, but are necessary for the general operation of the grantee/organization. Overhead/Indirect may include, but not be limited to:

- o Personnel
- o Accounting
- o Administrative Costs
- o Communication Expenses
- o Employee Services
- o Indirect Services and Supplies
- o Management Oversight of Funded Activities
- o Contracting
- o Compliance

- o Data and Performance Reporting
- o Fiscal Services

Advancing Payments – GAM Section 3.4.8 Maintenance and Servicing

Policy Update: Commencing January 1, 2022, forecasts on anticipated expenses submitted in advance of incurring maintenance expenses, will be considered for approval subject to the following conditions:

RPOSD will disburse payment of the lesser of 75% of the anticipated expenses, based on the two-year average of expenses incurred in the maintenance and servicing of the grant funded project, or 75% of the forecasted amount. At the end of the identified timeframe, a true-up statement, with accompanying documentation, shall be required to validate all expenses, and uploaded to GMS. At that time, RPOSD shall reimburse any remaining amount of actual expenses, minus the 75% funds previously disbursed.

Mileage Reimbursement – GAM Section 3.4.8 Maintenance and Servicing Program

Policy Update: Allow mileage reimbursement based on the County's Mileage Reimbursement Guidelines. *(Implementation commencing on July 1, 2021)*

Transportation/Travel Costs

Mileage and parking fees shall be reimbursed in accordance with the County's Mileage Reimbursement Guidelines established in the County's Fiscal Manual and mileage reimbursement rates.

Mileage Calculation

Mileage will be reimbursed for all mileage driven while conducting business during the project performance period of the awarded grant, consistent with the County's Mileage Reimbursement Guidelines.

Grantees are allowed reimbursement for all actual miles driven for project performance that are directly related to the grant project, subject to the County's policy and mileage log submission.

Maintenance Services – GAM Section 3.4.8 Maintenance and Servicing Program

Policy Update: Use the same accounting requirements for the various Measure A Grant Programs in the Maintenance and Servicing Program.

Maintenance Services

Accounting Rules

Grantees must follow these accounting practices for services performed by its employees or contractors to be eligible for reimbursement for maintenance and/or servicing costs:

- Maintain time and attendance records (coded timesheets) as charges are incurred, identifying the employee through a name or other tracking system, and that employee's actual time spent on the maintenance and servicing of the qualifying Prop A/Measure A project.

- Time estimates, including percentages, for work performed are not acceptable.
- Time sheets that do not identify the specific employee's time spent on the qualifying Prop A/Measure A project are not acceptable.
- Costs of the salaries and wages must be calculated according to the grantee's wage and salary scales and may include only benefit costs for leave benefits, pension contributions, health insurance and workers' compensation.

If claiming Maintenance Services costs, grantees will need to upload a form into the GMS when requesting reimbursement, signed by their authorized representative attesting that the time spent by their employees on the qualifying Prop A/Measure A project is accurate.