



## **Measure A Grants Administration Manual Updates**

### **Frequently Asked Questions and Answers**

- Q:** How can I receive a copy of the updated GAM, the PowerPoint presentation, and list of updated sections?  
**A:** You can access a copy of all items on our website:  
<https://rposd.lacounty.gov/measure-a-grants-administration-manual/>
- Q:** Will there be a redline version of the changes to the Measure A GAM available?  
**A:** A redline version of the Measure A GAM updates will not be available; however, we have published a Measure A Grant Administration Manual Updates document to our website for changes effective March 31, 2021.
- Q:** What engagement did RPOSD conduct with its stakeholders/grantees and Subject Matter Experts before making changes to the GAM?  
**A:** Two Town Hall Meetings were conducted on February 28, 2021 and March 4, 2021. The comments and concerns of stakeholders/grantees were considered in these latest updates to the GAM. However, the primary reason for updating the GAM was the direction from the Auditor Controller recommended to prevent inappropriate expenses/requests for reimbursement and financial mismanagement.
- Q:** Will community members, NGOs, municipalities, etc. be able to help further develop the guidelines like the process of State Parks and other State and public granting agencies?  
**A:** Various (Nonprofits, Cities, County, etc.) stakeholders were part of the Measure A Implementation Steering Committee when the guidelines were first developed. Updates are being handled by RPOSD on as needed basis.
- Q:** The District Administrator references an audit conducted last year by Los Angeles County Auditor-Controller. Is that audit published for the public, grantees, and other stake holders to review?  
**A:** The Audit can be found on "REPORTS" page of our website: Reports – RPOSD (lacounty.gov) at <https://rposd.lacounty.gov/wp-content/uploads/2021/03/2020-11-09-IOR-2020-16662.pdf>

6. **Q:** Was eliminating overhead/Indirect costs/ some employee benefits/and vehicle costs a direct recommendation made by the Auditor-Controller as a result of the referenced audit?

**A:** Changes to the GAM were completed in consultation with the Auditor Controller's Office pursuant to the audit conducted to prevent inappropriate expenses/requests for reimbursements.

7. **Q:** Will Overhead/Indirect Costs be eligible expenses and if so, will there be a cap?

**A:** Effective July 1, 2021, reimbursement of overhead and indirect costs shall not exceed 12% of the grant total and shall require documentation of actual allowable expenses.

8. **Q:** What is the definition of overhead and indirect cost rates i.e., as relating to grantee labor as opposed to those required by construction manager (ISD/DPW) and/or a construction contractor?

**A:** 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

9. **Q:** Will indirect costs and overhead rates included on payment requests submitted prior to March 1, 2021 be reimbursed?

**A:** Payments/Claims - All costs incurred prior to July 1, 2021, will be processed pursuant to the Measure A GAM in effect as of February 28, 2021. The District will accept eligible indirect and overhead rates submitted by grantees for reimbursement. The District may require documentation in order to determine the eligibility of those rates. Grantees should be prepared to provide additional back-up documents and/or written explanation of these costs.

Payments/Claims - **Effective July 1, 2021**, reimbursement of overhead and indirect costs shall not exceed 12% of the grant total and shall require documentation of actual expenses.

10. **Q:** Which staff benefits qualify for reimbursement with staff salaries and wages?

**A:** In-House Employees eligible costs have been expanded to include benefits to be reimbursed with staff salaries and wages. Benefits may include workers compensation, health insurance, leave benefits and pension contributions.

11. **Q:** Will Outreach and Engagement Costs be reimbursable?

**A:** Funds expended for Community Engagement will be eligible for reimbursement. 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. Please refer to the GAM, Section 3.4.4, Grant Administration for more information.

12. **Q:** Will "Stipends" for key individuals or community members promoting or working Community Engagement and Outreached be an ineligible cost? (See Table 3-7 Ineligible Costs)

**A:** The applicant has the responsibility to ensure that all funds expended for Community Engagement are spent appropriately. Please refer to the GAM, Section 3.3.2, Minimum Outreach and Engagement Requirements, for more information.

13. **Q:** Is there a cap of 10% of total hours/salary for lifeguards and rangers for Maintenance Services?

**A:** There will be no cap on total hours/salary for lifeguards and rangers for actual and documented maintenance services provided to a qualifying Prop A or Measure A project. However, 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, and supporting documentation, into the GMS when requesting reimbursement, signed by their authorized representative, attesting that the time spent by their employees/contractors on the qualifying Prop A/Measure A project is accurate.

**14. Q:** Will forecasts on anticipated expenses submitted in advance of incurring maintenance expenses be considered for approval?

**A:** 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.

**15. Q:** Can you provide clarification on the way project reimbursement are being done on the GMS?

**A:** As part of the application process, an applicant prepares a budget for the project in the Grants Management System. On the date of execution of the grant agreement, applicant becomes grantee and will submit payment requests electronically. Only costs incurred on or after the execution date of the grant agreement will be reviewed for eligibility and reimbursement. The payment request process requires the grantee to upload supporting documentation for incurred expenses and enter the amounts being requested for reimbursement against the budgeted items as part of the electronic payment request submission.

**16. Q:** What does it mean to be pre-approved for an eligible cost item?

**A:** Applicants must complete a grant budget form in the Grant Management System (GMS). This form will ask that applicant to list all proposed grant funded amenities as part of the formal grant application process.

**17. Q:** Is there a sample packet of supporting documentation that is needed for reimbursement?

**A:** You can find all required supporting documentation requirements for each grant program in the Grants Management System and Grants Administration Manual, Section 3.4.

**18. Q:** Can internal documents, such as cubes or dataset from the Auditor Controller be used as a supporting document?

**A:** Yes, documents such as cubes or dataset may be used as supporting documents.

19. **Q:** Are vehicles costs in grantee's fleet considered eligible equipment costs if used directly for the benefit of the project (for M&S, and development grants)? Would those costs be among the equipment to be reimbursed based on department of transportation published rates?

**A:** Effective July 1, 2021, mileage will be reimbursed for all mileage driven while conducting business during the project performance period of the awarded grant, in accordance with the County's Mileage Reimbursement Guidelines. For more information, please refer to the GAM, Section 3.4.4, Grant Administration.

20. **Q:** How do revisions to Section 3.4.8 affect the M&S Excess Funds program?

**A:** Proposition A programs are not affected by the Measure A GAM update. Updates to the Prop A GAM are coming soon.

21. **Q:** M&S chart states that seed is now ineligible. Please clarify whether trees, plants, mulch, tree stakes, etc. are eligible?

**A:** Response: Trees, plants, mulch, and tree stakes may be eligible costs. Such expenditures require a description as to the relevant maintenance and the qualifying Prop A/Measure A grant project they are intended to support.

22. **Q:** Land Deed/title are required as part of the application for the use of annual allocations for development projects, however the grantee labor is not reimbursable for planning and design. What is the most effective way to get said labor reimbursed?

**A:** RPOSD reimburses for In-House Employee Services (Grantee Labor). Please refer to the list of Eligible and Ineligible Costs in Section 3.4 in the GAM.

23. **Q:** What types of signage on capital projects should include the RPOSD logo? If there are several signs at a site, do one or all of them need to include a statement of acknowledgement?

**A:** All grantees shall erect and maintain a permanent sign at a prominent location on the project site in perpetuity. RPOSD shall approve the location of the sign placement.

24. **Q:** Does the branding policy include the Maintenance & Servicing Program?

**A:** No, the RPOSD Branding Policy does not include the Maintenance and Servicing Programs.

25. **Q:** What kind of resources are available on how to use the GMS system?

**A:** RPOSD has available resources on the Grants Management System homepage at [grantfunding.rposd.lacounty.gov](http://grantfunding.rposd.lacounty.gov), such as GMS: Quick Start Guide, Registration Workshop Video, and GMS Walk-through Video.

**26. Q:** What additional resources is RPOSD offering to ensure residents and groups based in and serving High and Very High need areas are not negatively impacted by these changes?

**A:** As part of RPOSD's Technical Assistance Program, curated professional consulting services will be available for high need and very high need park study areas for parkland development. The process to create a list of qualified vendors is underway.

**27. Q:** Must applicants for funds for a public park be a non-profit entity like a 501(c)3 or can residents apply?

**A:** Private individuals do not qualify. For more information on who is eligible and working with eligible agencies please see Section 3.2.1 in the Grants Administration Manual (GAM).

**28. Q:** Is there any update you can provide regarding the Measure A grants that were initially due in Feb. 2020 (Recreation Access and Youth/Veteran Placement)?

**A:** The Recreation Access and Youth and Veterans Job Training and Placement programs application cycles were cancelled due to the COVID-19 pandemic and restrictions, however, RPOSD anticipates releasing a grant cycle for Recreation Access and Youth/Veteran Placement in the near future.

**29. Q:** Will RPOSD provide public announcements and updates about Measure A in other languages?

**A:** RPOSD is working towards making announcements and updates available in different languages. We have started incorporating Spanish into our announcement and updates and will continue to work on making the accessibility of these documents in other languages in the future.