



# Grant Management System Quick Start Guide



Los Angeles County  
Regional Park and Open Space District

June 2019



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# Grant Management System Quick Start Guide

## Introduction

Welcome to RPOSD's Grant Management System (GMS) Quick Start Guide!

This guide provides information on using the GMS to apply for, manage, and close Measure A grants. It contains the following sections:

### 1. Introduction

### 2. Registration

### 3. Navigating the GMS

### 4. Applying for Annual Allocation Grant Program Funds

- Overview
- Development Application Checklist
- Acquisition Application Checklist
- Planning & Design Application Checklist

### 5. Applying for Competitive Grant Program Funds *(not yet available)*

- Overview
- Natural Lands, Local Beaches, Water Conservation & Protection Application
- Neighborhood Parks, Healthy Communities, & Urban Greening Application
- Acquisition-Only Application
- Recreation Access Application
- Youth & Veteran Job Training & Placement Application

### 6. Applying for Other Funds

- Maintenance and Servicing
- Innovation Grants

### 7. Managing Your Grants *(not yet available)*

### 8. Closing Your Grants *(not yet available)*



# Grant Management System Quick Start Guide

## Introduction, cont'd

### What is the Grant Management System (GMS)?

The Grant Management System (GMS) is the online Webgrants grant management system RPOSD uses to accept applications for Measure A Grant Funds, manage those grants, and close completed grants. The GMS creates a permanent digital record of all grant applications, grant administration records, and grant closing documents. The GMS is also used to facilitate communication between applicants/grantees and RPOSD's Grants Officers.

### Why Use the GMS?

The GMS streamlines the grant application, administration, and closing processes through the use of digital records and communications. The GMS ensures that records and communications are maintained in a manner that facilitates access and ease of use. The GMS also includes mechanisms designed to help RPOSD comply with Measure A's reporting requirements. **All applicants and grantees are required to use the GMS to apply for, manage, and close Measure A grants.**

### What if I Need Help Using the GMS?

This Quick Start Guide is designed to assist you in using the GMS. If you can't find the answers you need here, RPOSD is ready to assist you! Give us a call at **626.588.5060** Monday-Thursday or send us an email at [info@rposd.lacounty.gov](mailto:info@rposd.lacounty.gov)



**Grant Management System  
Quick Start Guide**

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**REGISTRATION**

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# Registration

This section provides instructions for completing the GMS registration process.

## Why Should I Register?

Registration is a required step for any public agency, nonprofit organization, or school applying for a Measure A grant. Registering now ensures that your agency or organization will be ready when it's time to apply for Measure A grants.

## Who Should Register?

All **eligible public agencies, joint-powers authorities, nonprofit organizations, and schools** should register. Refer to the Measure A Eligibility Requirements on page 19 of this guide to determine if your agency or organization is eligible to receive Measure A funds.

Initial registration should be completed by **a single individual within your agency or organization**. This individual should have access to, and knowledge of, general information about your agency's/organization's operations.

If registration is completed by more than one individual, the additional registrations will be discarded by the system. Avoid doing double work by making sure everyone in your agency/organization is aware that registration will be completed by a single individual.

**You will add additional users once your initial registration is complete.**

## How Long Will this Take?

Testing of the registration process shows that most people complete the process in 15 to 30 minutes. To ensure a smooth registration, use the checklist on page 6 to make sure you have all required information and documents before starting.

Once you submit your information, you will receive a confirmation email within 72 hours notifying you that your registration is active. Please add **rposd@webgrantsmail.com** to your safe senders list to ensure delivery to your inbox.

## What if I Need Help?

RPOSD is ready to assist you! Give us a call at **626.588.5060** Monday-Thursday or send us an email at **info@rposd.lacounty.gov**

## Checklist: What Do I Need to Register?

Use this checklist to ensure that you have all required resources before initiating the registration process. Each item is explained in more detail on the following pages.

**All agencies/organizations will need the following information/documents to complete the registration process:**

- Contact Information
- Federal Tax ID Number
- LA County Vendor ID Information
- County of Los Angeles Vendor Direct Deposit Program Enrollment Status
- RPOSD Grant Terms
- Technical Assistance Needs
- Audited Financial Statement
- Proof of Jurisdiction Support (if available)

**Public agencies will also need:**

- Annual Allocation Plan

**Nonprofit organizations will also need:**

- Mission Statement
- Articles of Incorporation
- Proof of 501(c)3 Status
- IRS Form 990

**Schools do not need any additional items.**

## Getting Started

**Note:** Before proceeding with the registration process, all agencies and organizations are encouraged to carefully review the **Measure A Eligibility Requirements on page 19** of this guide to determine if your agency/organization is eligible to receive Measure A funds.

Contact RPOSD at **626.588.5060** or **info@rposd.lacounty.gov** with any questions about eligibility.

**You will need a compatible computer, tablet, or smart phone with internet access complete the registration process:**

**Operating System.** RPOSD's grant management system is compatible with the following operating systems:



**Browser.** The grant management system is compatible with the following browsers:



If you do not have access to a computer, tablet, or smart phone that is compatible with the grant management system, you are invited to complete the registration process at RPOSD's office in Alhambra. Contact RPOSD at **626.588.5060** for additional information.

If you're not able to visit RPOSD's office, many public libraries and community centers have computer facilities that can be used to access the system, as it is web-based.

## Step 1: Access the RPOSD Webgrants Online System

- Navigate to <https://grantfunding.rposd.lacounty.gov/> You may want to bookmark this page, as you will be returning to it frequently in the future.
- The “**Announcements**” portion of the page contains important information and will be updated regularly. Please be sure to read the announcements each time you visit this page.
- Click on the “**Register Here**” link to begin.

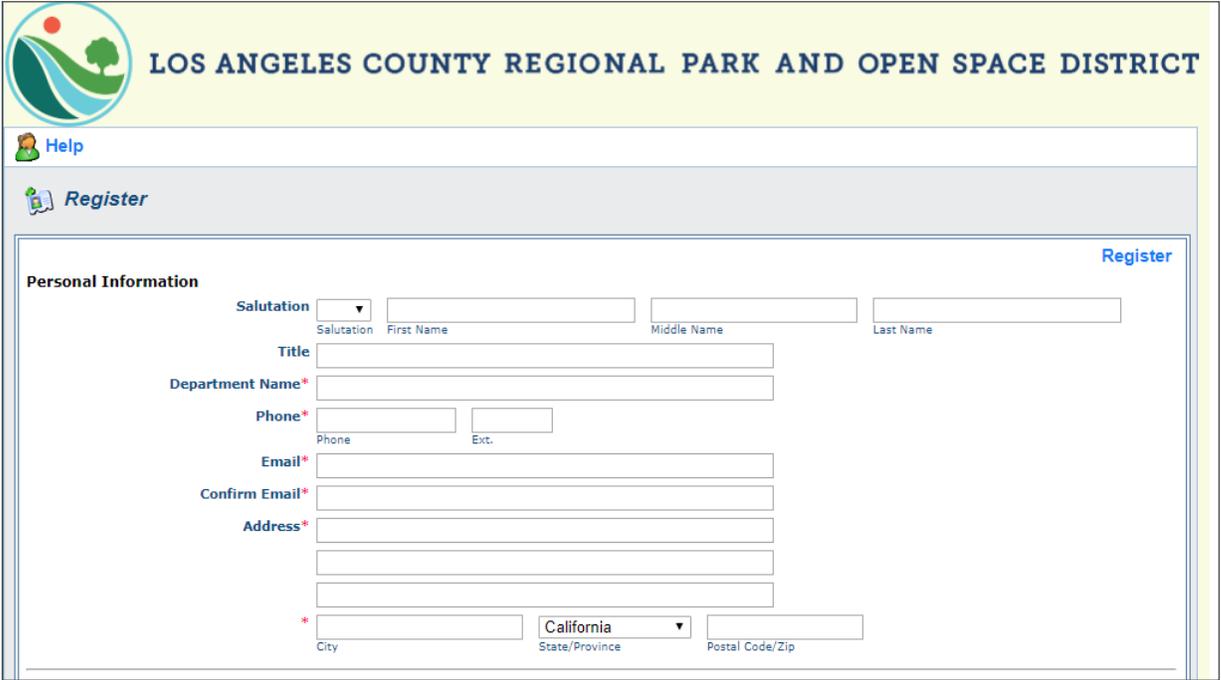
The screenshot shows the homepage of the RPOSD WebGrants system. At the top left is the RPOSD logo, and to its right is the text "LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT". In the top right corner, there is a link for "System Compatibility". Below the header, there is a "Log In" button with a key icon. The main content area is divided into two columns. The left column contains a "Log In" form with fields for "User ID:\*" and "Password:\*", a "Log In" button, and links for "Forgot User Id?" and "Forgot Password?". The right column features the RPOSD logo, the text "New to RPOSD - WebGrants?", and a "Register Here" link. A pink arrow points to the "Register Here" link. Below these columns is an "Announcements" section with a pink arrow pointing to it. The announcements include a welcome message and two links: "Review your Study Area's Annual Allocations: Click Here" and "Review your Agency/Organization Maintenance and Servicing Allocations: Click Here".

**NOTE:** Data you enter in the system is only saved when you complete all required fields and select “Register.” **Any data you enter will be lost if you are not able to complete the process in one session.** Be sure you have all required resources available before starting the registration process, and set aside at least 30 minutes to complete the process.

**RPOSD cannot restore any data that is lost if you are not able to complete the process in one session.**

## Step 2: Personal Information

Supply the requested personal contact information.



The screenshot shows the registration form for the Los Angeles County Regional Park and Open Space District. The form is titled "Personal Information" and includes a "Register" button in the top right corner. A pink arrow points to the "Personal Information" section. The form fields are as follows:

- Salutation**: A dropdown menu.
- First Name**: A text input field.
- Middle Name**: A text input field.
- Last Name**: A text input field.
- Title**: A text input field.
- Department Name\***: A text input field.
- Phone\***: Two text input fields labeled "Phone" and "Ext."
- Email\***: A text input field.
- Confirm Email\***: A text input field.
- Address\***: Three stacked text input fields.
- City**: A text input field.
- State/Province**: A dropdown menu with "California" selected.
- Postal Code/Zip**: A text input field.

\* indicates required fields.

- Throughout the registration process, **all fields with a red asterisk (\*) require a response from you.** Your registration cannot be submitted if these fields are left blank.
- Use your work phone number, email, and address.
- If your agency or organization does not have departments, divisions, or sections, please enter "n/a" in the **"Department Name"** field.

## Step 3: Agency/Organization General Information

Supply the requested information about your agency/organization.

**Organization Information**

Agency/Organization Name\*

**Agency/Organization Type**

What is your Agency/Organization Type?\*

**Agency/Organization Contact Information**

Agency/Organization Website

Agency/Organization Phone\* Ext.

**Physical Address**

All paper-based grant-related correspondence will be mailed to this address, unless a different address is provided below.

Agency/Organization Physical Address\*

City State/Province Postal Code/Zip

Is this the same as the Mailing Address?  Yes  No

**Mailing Address**

Skip this if Mailing Address is the same above.

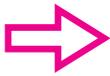
Mailing Address

City State/Province Postal Code/Zip

- **“Agency/Organization Name”** Enter the full legal name of your agency/organization here. For example, “City of South Pasadena” or “Community Nature Connection.”
- **“Agency/Organization Type”** Use the **drop-down menu** to select the category that best describes your agency/organization. Choose from “Public Agency,” “Nonprofit Organization,” “Joint Powers Authority,” or “Other.”
- **“Agency/Organization Website”** Provide the address of the homepage. If your agency/organization is very large or has many departments, you may provide the web address of the department that is responsible for Measure A grants.
- **“Agency/Organization Phone”** Provide the agency’s/organization’s main phone number here. If your agency/organization is very large or has many departments, you may provide the main number of the department that is responsible for Measure A grants.
- Provide **“Physical Address”** and **“Mailing Address”** as requested. The mailing address will be used to send any necessary paper-based communications, with the exception of payments. Any payments issued by check will be sent to the address associated with the LA County Vendor ID number (refer to page 11 for additional information on Vendor ID).

## Step 4: Agency/Organization Financial Information

Supply the requested financial information



**Agency/Organization Financial Information**

Tax ID\*

**LA County Vendor ID Number**  
*REMINDER: You are required to have a current Vendor ID. Please verify your Vendor information and update if necessary.*

Review Vendor information on file: [Click HERE](#)  
Update Vendor information on file: [Click HERE](#)  
Obtain Vendor ID: [Click HERE](#)

Our Agency has a current registered Vendor ID\*  Yes  No

**Direct Deposit**  
*REMINDER: Per the Los Angeles County Policy on Direct Deposit, all agencies doing business with the County must use Direct Deposit.*

For Assistance with Enrolling in Deposit: [Click HERE](#)  
For Instructions on Completing Direct Deposit: [Click HERE](#)  
For information on the County's policy regarding Direct Deposit: [Click HERE](#)

Our Agency is\*

Comments

- **“Tax ID”** Supply your agency’s/organization’s Federal Tax ID number. If you do not have this number, your accounting department should be able to give it to you.
- **“LA County Vendor ID”** A vendor ID is required to receive payments from RPOSD. If you need to obtain a Vendor ID, you may select **“No”** to continue the registration process. A Grants Officer will follow up with you to make sure you have obtained a Vendor ID.

Review information on file by visiting

<https://camisvr.co.la.ca.us/webven/VendLookup/VendSearch.asp>

Search by Vendor Name or Vendor Number to find your agency/organization. Many public agencies and some nonprofit organizations have multiple Vendor IDs with Los Angeles County. You are strongly encouraged to verify the Vendor ID you will be using for Measure A payments by working with your accounting team or an RPOSD Grants Officer.

If you find that you need to update the information on file, visit the Vendor Self Service Portal at [https://camisvr.co.la.ca.us/webven/vss\\_portal\\_info.asp](https://camisvr.co.la.ca.us/webven/vss_portal_info.asp)

If your agency/organization does not have a Vendor ID, you can obtain one by visiting <https://camisvr.co.la.ca.us/webven/LoginNew.asp>

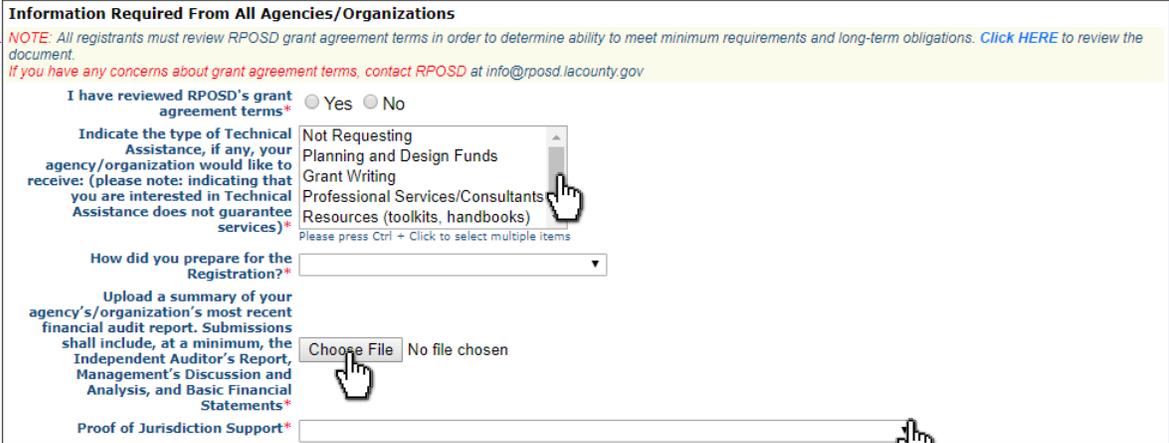
- **“Direct Deposit”** Direct Deposit is the County’s default form of payment, per Los Angeles County policy.

Use the **drop-down menu** to select either **“Enrolled in Direct Deposit”** or **“Will Enroll in Direct Deposit.”** Leave additional comments only if needed.

If your agency/organization is not yet enrolled in Direct Deposit with the County, you can enroll by visiting <https://directdeposit.lacounty.gov/>

## Step 5: Information Required From All Agencies/Organizations

The information in this section is required of **all registrants**



The screenshot shows a registration form titled "Information Required From All Agencies/Organizations". A pink arrow points to the top left of the form. The form includes a note about reviewing grant agreement terms, a question about reviewing RPOSD's terms with radio buttons for "Yes" and "No", a dropdown menu for selecting technical assistance types (with a hand cursor over the "Resources" option), a dropdown menu for registration preparation, a "Choose File" button for uploading a financial audit report, and a dropdown menu for proof of jurisdiction support.

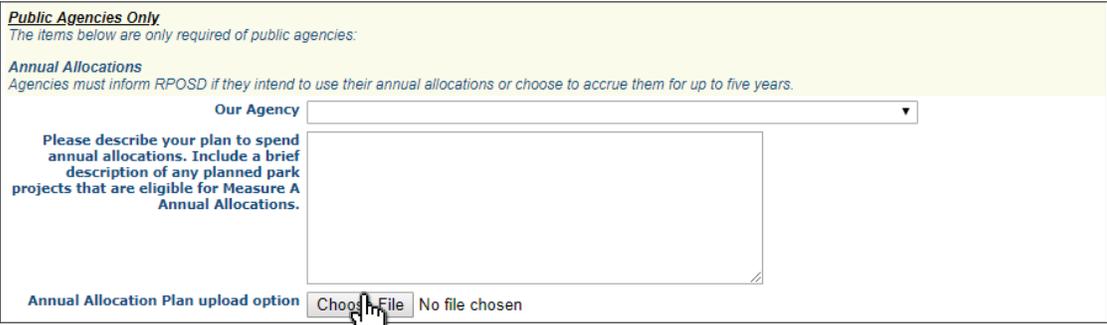
- **“Grant Agreement Terms”** All registrants must review RPOSD’s grant agreement terms to determine their agency’s/organization’s ability to meet requirements and long term obligations. Reviewing these terms now ensures that grantees are able to quickly execute grant agreements when awarded a grant. You can download the grant agreement terms at: [http://rposd.lacounty.gov/wp-content/uploads/2019/01/Grant-Agreement\\_Final.pdf](http://rposd.lacounty.gov/wp-content/uploads/2019/01/Grant-Agreement_Final.pdf)
- **“Technical Assistance”** Use the menu to select the types of technical assistance that you would like to receive, if any. Choose from “Not Requesting,” “Planning and Design Funds,” “Grant Writing,” “Professional Services/Consultants,” “Resources (toolkits, handbooks),” and/or “Community Outreach Assistance.” **Press CTRL+click to select more than one type of technical assistance.**

Indicating the type assistance in which you are interested does not guarantee services. If your technical assistance needs change in the future, you will have additional opportunities to report your needs.

- **“How Did You Prepare for Registration?”** Use the **drop-down menu** to indicate how you prepared for registration. Select from “Registered in person at RPOSD offices,” “Used the Quick Start Guide,” or “Viewed the webinar.”
- **“Audited Financial Statement”** Click on the **“Choose File”** button to upload a digital copy of your agency’s/organization’s most recent audited financial statement showing that financial statements are accurate and complete. For cities and other public agencies that file one, this will be the most recent Comprehensive Annual Financial Report (CAFR). Agencies with a large CAFR may choose to only uploaded the named sections. The name of the uploaded file will appear to the right of the **“Choose File”** button once the upload is complete.
- **“Proof of Jurisdiction Support”** Use the **drop-down menu** to indicate the type of proof of authority your jurisdiction/board requires. Select from “My jurisdiction/board can provide a single resolution to accept all Measure A grants” or “My jurisdiction/board requires a resolution for every Measure A grant.”

## Step 6: Public Agencies Only

The information in this section is **only required of public agencies**



**Public Agencies Only**  
The items below are only required of public agencies:

**Annual Allocations**  
Agencies must inform RPOSD if they intend to use their annual allocations or choose to accrue them for up to five years.

Our Agency

Please describe your plan to spend annual allocations. Include a brief description of any planned park projects that are eligible for Measure A Annual Allocations.

Annual Allocation Plan upload option  No file chosen

- **“Annual Allocation Plan”** Public agencies receiving annual allocations (“Community-Based Park Investment” and “Neighborhood Parks, Healthy Communities, and Urban Greening” funds) must report their plans for spending these funds. The allocations may be spent annually, or may be saved for a maximum of five years.

Use the **drop-down menu** to select your anticipated spending timeline. Choose from “Will hold our annual allocations until litigation is resolved,” “Will spend some/all of our annual allocations in the next 12/24/36/48/60 months,” or “Has not yet identified a plan to spend annual allocations.”

Provide additional information about your Annual Allocation Plan by copying and pasting it into the box or by clicking on **“Choose File”** to upload a digital copy of your plan. The name of the uploaded file will appear to the right of the **“Choose File”** button once the upload is complete. See page 20 of this guide for an Annual Allocation Plan template.

## Step 6: Nonprofit Organizations Only

The information in this section is **only required of nonprofit organizations**



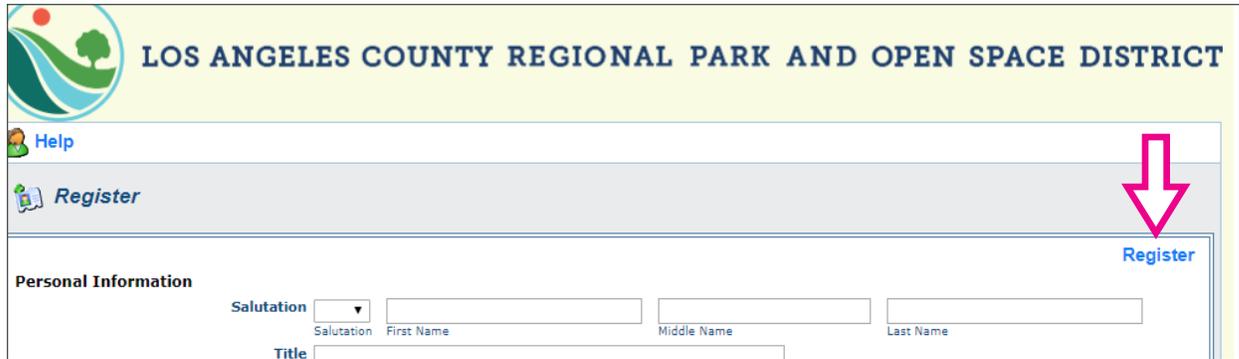
**Nonprofit Organizations Only**  
The items below are only required of nonprofit organizations:

|                           |  |                |
|---------------------------|--|----------------|
| Mission Statement         | <input type="button" value="Choose File"/> | No file chosen |
| Articles of Incorporation | <input type="button" value="Choose File"/> | No file chosen |
| Proof of 501 (c)3 Status  | <input type="button" value="Choose File"/> | No file chosen |
| IRS Form 990              | <input type="button" value="Choose File"/> | No file chosen |

- **“Mission Statement”** Click on **“Choose File”** to upload your organization’s mission statement. The name of the uploaded file will appear to the right of the **“Choose File”** button once the upload is complete.
- **“Articles of Incorporation”** Click on **“Choose File”** to upload your organization’s articles of incorporation.
- **“Proof of 501(c)3 Status”** Click on **“Choose File”** to upload current proof of 501(c)3 status.
- **“IRS Form 990”** Click on **“Choose File”** to upload your most recent IRS 990 form.

## Step 7: Submit Information

Once you have provided all required information, select the blue **“Register”** button at the top or bottom of the page to submit your data.



LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

Help

Register

Register

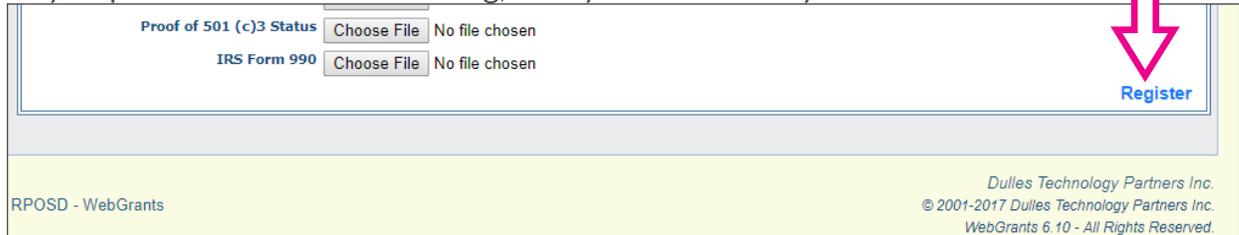
Personal Information

Salutation

Salutation First Name Middle Name Last Name

Title

- If any required information is missing, the system will alert you. Provide additional data if



Proof of 501 (c)3 Status  No file chosen

IRS Form 990  No file chosen

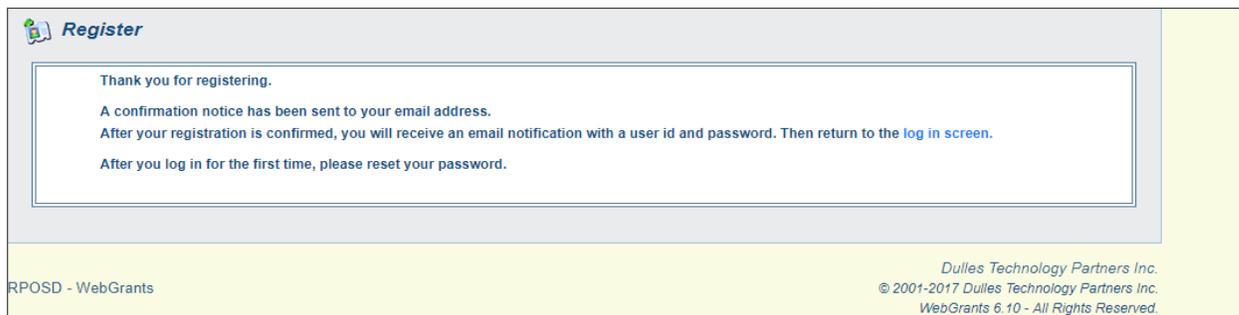
Register

RPOSD - WebGrants

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required, and select the blue **“Register”** button again to complete the process.

- If your information is complete, you will see the following screen:
- You will receive an email from [rposd@webgrantsmail.com](mailto:rposd@webgrantsmail.com) letting you know that your



Register

Thank you for registering.

A confirmation notice has been sent to your email address.

After your registration is confirmed, you will receive an email notification with a user id and password. Then return to the [log in screen](#).

After you log in for the first time, please reset your password.

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registration has been received.

- Your registration will be activated within 72 hours. Once your registration is active you will receive two additional emails from [rposd@webgrantsmail.com](mailto:rposd@webgrantsmail.com), one with your user ID and one with your password.

These emails are generated by the system and you may receive the password before the user ID arrives. Please be patient.

## Step 8: Logging In

Once your registration is active and you have received your login information, return to the system homepage, <https://grantfunding.rposd.lacounty.gov/>

**LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**

System Compatibility

**Log In**

**Log In**

User ID:\*

Password:\*

[Forgot User Id?](#)

[Forgot Password?](#)

**New to RPOSD - WebGrants?**

[Register Here](#)

**Announcements**

**Welcome to the RPOSD WebGrants online Grant Management System.**

Review your Study Area's Annual Allocations: [Click Here](#)

Review your Agency/Organization Maintenance and Servicing Allocations: [Click Here](#)

RPOSD - WebGrants

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- Login with the User ID and Password you received via email.

## Step 9: Review Your Profile

- This is the main menu screen you'll see once you've logged in. Select **"My Profile"** to review your information.

**LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Welcome Testing Tester

**Main Menu**  
Click Help above to view instructions. Go to "My Profile" to reset password.

- Instructions
- My Profile**
- Funding Opportunities
- My Applications
- My Grants
- My Inventory

RPOSD - WebGrants

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- If any information is incorrect or missing, select the **"Edit"** button to make changes.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**My Profile**

Alert History | My Alerts | Reset Password

Feel free to edit your profile any time your information changes. Create your own personal alerts using My Alerts. Reset your password under Reset Password.

|                  |            |             |           |
|------------------|------------|-------------|-----------|
| Salutation       | Mr.        | Testing     | Tester    |
|                  | Salutation | First Name  | Last Name |
| Title            |            | Middle Name |           |
| Department Name* |            |             |           |

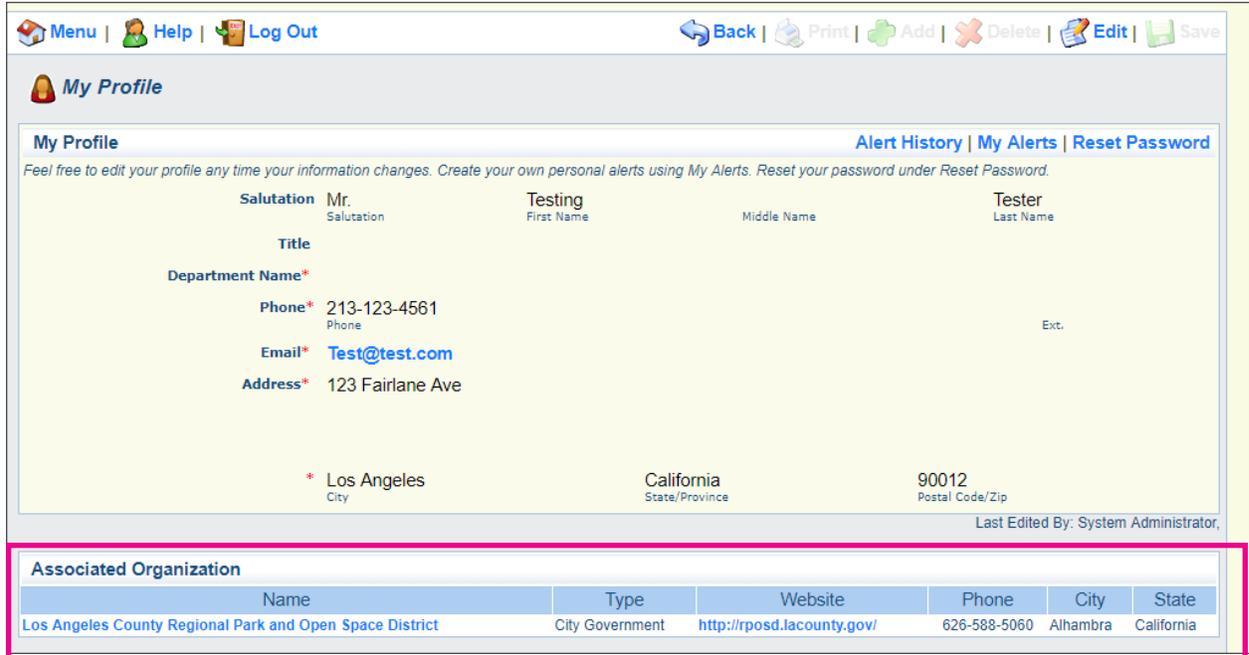
Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**My Profile**

- If you've made changes, be sure to select **"Save"** before moving on to the next step.

## Step 10: Review Your Associated Organization

- Click on your “Associated Organization” to review your agency’s/organization’s information.



Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

### My Profile

Alert History | My Alerts | Reset Password

Feel free to edit your profile any time your information changes. Create your own personal alerts using My Alerts. Reset your password under Reset Password.

Salutation: Mr. Testing  
Title: Tester  
Department Name\*:  
Phone\*: 213-123-4561  
Email\*: Test@test.com  
Address\*: 123 Fairlane Ave  
City: Los Angeles State/Province: California Postal Code/Zip: 90012  
Last Edited By: System Administrator

| Name   | Type            | Website                    | Phone        | City     | State      |
|--|-----------------|----------------------------|--------------|----------|------------|
| Los Angeles County Regional Park and Open Space District | City Government | http://rposd.lacounty.gov/ | 626-588-5060 | Alhambra | California |

- Review your agency’s/organization’s information. Select the “Edit” button to make any necessary changes.



Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

### My Profile

Los Angeles County Regional Park and Open Space District

Organization Information

Agency/Organization Name\* Los Angeles County Regional Park and Open Space District

Agency/Organization Type

- If you’ve made changes, be sure to select “Save” before moving on to the next step.



Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

### My Profile

## Step 11: Add Additional Users

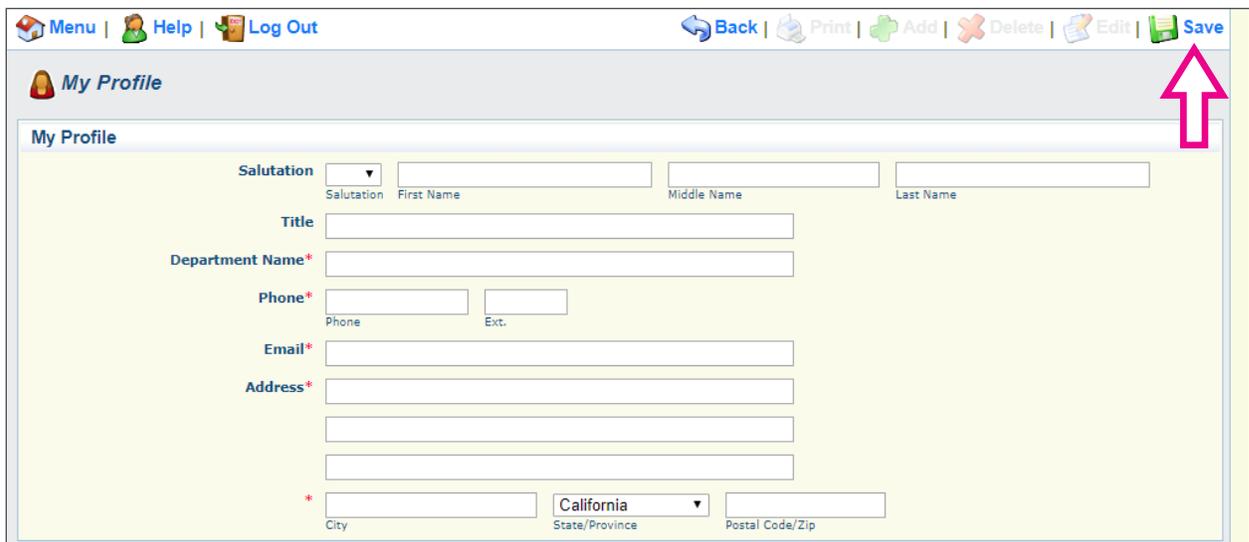
- Scroll down the page to the “Registered Users” section. Invite additional users to join your agency/organization by selecting the “Add” button.



The screenshot shows a table titled "Registered Users" with an "Add" button in the top right corner. A pink box highlights the "Registered Users" title, and a pink arrow points to the "Add" button. Below the table is a note: "The people below also belong to the above organization. If the Add button is available in this section, then you can add people to your organization and bypass the standard registration process."

| Name          | Email                      | Phone        | City     | State      | Remove |
|---------------|----------------------------|--------------|----------|------------|--------|
| Albert Ablaza | Aablaza@RPOSD.LACounty.gov | 626-588-5040 | Alhambra | California | Remove |

- Enter the requested contact information for the new user and select the “Save” button.



The screenshot shows the "My Profile" form with various input fields. A pink arrow points to the "Save" button in the top right corner. The form includes fields for Salutation, First Name, Middle Name, Last Name, Title, Department Name\*, Phone\* (Phone and Ext.), Email\*, Address\* (three lines), and City, State/Province (dropdown), and Postal Code/Zip.

- The new user will receive an email from [rposd@webgrantsmail.com](mailto:rposd@webgrantsmail.com) with instructions for logging in.
- You are encouraged to add at least one additional user, and can add as many users as needed to help you manage your grants. You may return to this page and add users at any time.

## You have now activated your registration. Thank you!

- RPOSD may contact you for additional information about the materials you submitted.
- Once your registration information has been verified by RPOSD Grants Officers, your registration will be complete.
- You will receive notifications from [rposd@webgrantsmail.com](mailto:rposd@webgrantsmail.com) when funding opportunities are available.
- Funding opportunities will also be posted at [RPOSD.LACounty.gov](http://RPOSD.LACounty.gov)

## Measure A Eligibility

Eligibility requirements differ by agency/organization type. Consult the requirements below to determine if your agency/organization is eligible for Measure A funds:

### Public Agencies:

- Any governmental agency, special district, or joint powers authority (JPA) that is authorized to acquire, develop, improve and restore real property for beach, wildlife, park, recreation, community, cultural, open space, water quality, flood control, or gang prevention and intervention purposes within Los Angeles County is eligible to apply for Measure A grants.

### Nonprofit Organizations:

- Eligible nonprofit organizations must have a mission related to one or more of the following focus areas:
  - » Environmental protection and preservation
  - » Park, recreation, community services, or facilities
  - » Gang prevention and intervention
  - » Environmental education and interpretation
  - » Tree planting
  - » Conservation and preservation of wetlands or of lands predominantly in their natural, scenic, historical, forested, or open-space condition
  - » Restoration of lands to a natural, scenic, historical, forested, or open space condition
  - » Job skills training and educational opportunities to young adults and/or veterans
  - » Nonprofit affordable housing development

### Schools

- Public and private nonprofit schools are eligible to enroll with RPOSD, provided they allow public use of school facilities during non-school hours or offer education/training programs. Schools offering education/training programs or certification placement services to youth and veterans are also eligible, and are limited to application applying for programmatic grants (e.g., Youth and Veteran Job Training and Placement Program and Recreation Access Program grants) only.

**Note:** If you have any questions or concerns about your agency's/ organization's eligibility for Measure A Funds, contact RPOSD at **626.588.5060** or **info@rposd.lacounty.gov**



## Annual Allocation Plan Instructions

- Public agencies receiving annual allocations (“Community-Based Park Investment” and “Neighborhood Parks, Healthy Communities, and Urban Greening” funds) must report their plans for spending these funds.
- Annual allocation funds can be saved for a **maximum of five years**.
- The Annual Allocation Plan must include the information indicated below. If your agency is responsible for more than one Study Area, the Annual Allocation Plan must address all Study Areas.
- The following information is required in your Annual Allocation Plan:
  - Name of Agency: **NAME**
  - Annual Allocation Plan for: **YEAR**
  - Study Area ID(s): **NUMBER(s)**
  - Our agency will spend: **SOME/ALL** of our annual allocations in the next **NUMBER** months.
  - The funds will be expended on<sup>^</sup>:
    1. **BRIEF PROJECT DESCRIPTION** at **PROJECT LOCATION**.
    2. **BRIEF PROJECT DESCRIPTION** at **PROJECT LOCATION**.

*<sup>^</sup>If your agency plans to save funds, and does not yet have a plan, indicate “Unknown project at unknown location”*

**Note:** For information regarding the types of projects that can be supported with annual allocation funds, please consult the Grants Administration Manual for Measure A, which is available at:

**<http://rposd.lacounty.gov/measure-a-grants-administration-manual/>**  
Select “Annual Allocations” and then click on the section you’re interested in.



**Grant Management System  
Quick Start Guide**

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# **NAVIGATING THE GMS**

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## Navigating the Grant Management System

This section provides instructions for navigating the GMS.

### Why Should I Learn to Navigate the GMS?

All grant-related activities, from starting a new application, to continuing work on an in-progress application, to managing a grant that's been awarded, will take place within the GMS. Regardless of what you need to accomplish in the GMS, you'll use the basic navigation elements described below to complete your tasks. Familiarizing yourself with the organization of the GMS and the tools needed to use it will increase your efficiency and make applying for, managing, and closing your Measure A grants easier.

### Who Should Learn to Navigate the GMS?

Any of your agency's staff assisting you with the application, administration, or closing of grants will need to use the GMS and should learn how to navigate the system. This will ensure that your staff is able to assist as needed during the grant application, administration, and closing processes.

### What if I Need Help?

This Quick Start Guide is designed to assist you in using the GMS. If you can't find the answers you need here, RPOSD is ready to assist you! Give us a call at **626.588.5060** Monday-Thursday or send us an email at [info@rposd.lacounty.gov](mailto:info@rposd.lacounty.gov)

## Navigating the Grant Management System

You must be registered with the GMS to access the system. Refer to page 5 for information about registering, and page 18 for information about adding additional users to the system once you've registered.

### Logging In

You will need the User ID and Password issued to you by the system in order to log in.

Using a compatible browser, navigate to the system homepage at <https://grantfunding.rposd.lacounty.gov/> and enter your User ID and Password to log in. For information on system and browser compatibility, refer to page 7.

Be sure to review the announcements on this page for updates from RPOSD, including information about funding opportunities, upcoming deadlines, new workshops, and other important information.

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

System Compatibility

Log In

Log In

User ID:\*

Password:\*

Log In

Forgot User ID?

Forgot Password?

New to RPOSD - WebGrants?  
Register Here

Announcements

Welcome to the RPOSD WebGrants online Grant Management System.

Review the Quick Start Guide: [Click Here](#)

Review your Study Area's Annual Allocations: [Click Here](#)

Review your Agency/Organization Maintenance and Servicing Allocations: [Click Here](#)

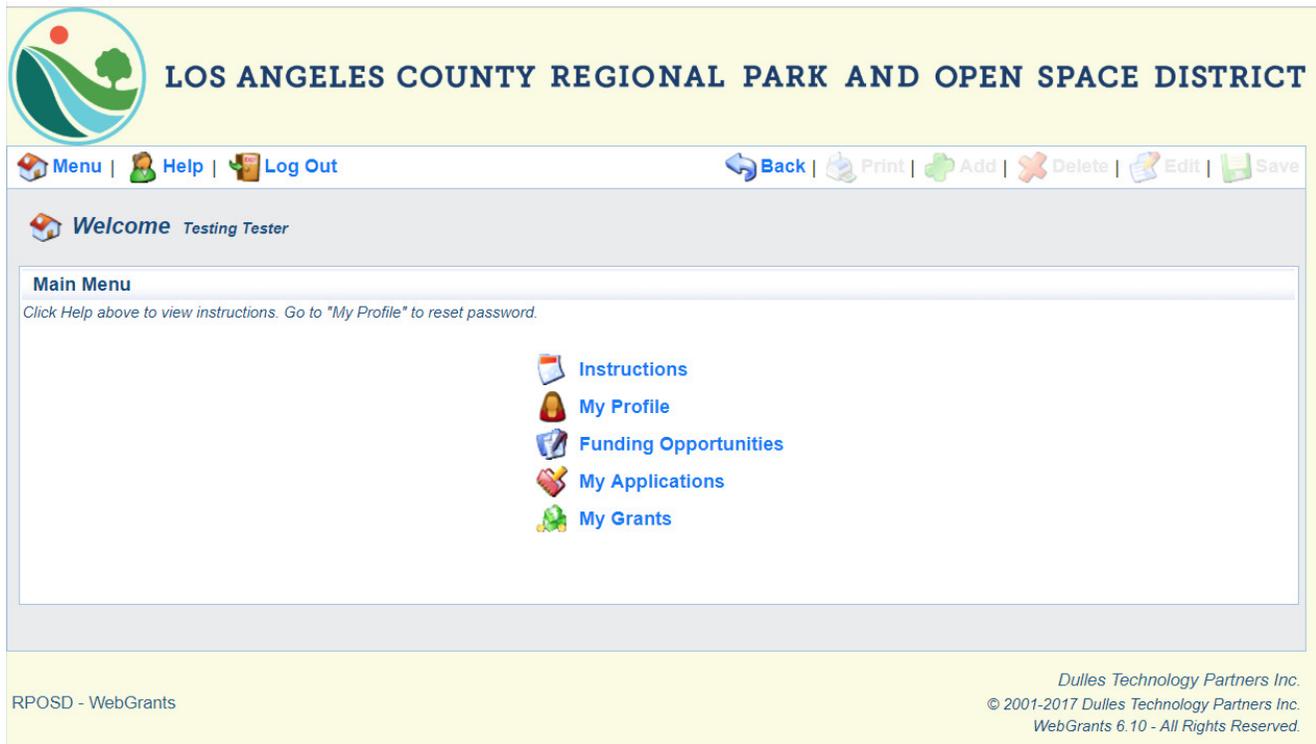
If you cannot remember your User ID or Password, try the following:

- » Search your inbox for an email from [rposd@webgrantsmail.com](mailto:rposd@webgrantsmail.com) that contains this information.
- » Click on the “[Forgot User ID?](#)” or “[Forgot Password](#)” links to retrieve this information
- » Contact RPOSD by email at [info@rposd.lacounty.gov](mailto:info@rposd.lacounty.gov) or by phone at [626.588.5060](tel:626.588.5060) to request this information.

# Navigating the Grant Management System

## Main Menu

Once you log in, you will see the main menu of options available in the GMS, as shown in the image below:



**Instructions.** This link displays a high-level instructions page describing all the screens in the GMS. This detailed information will help you learn more about the GMS.

**My Profile.** This link contains contact information for you and the agency with which you are associated. You can add additional GMS users at this link, and update your own contact information as needed. You can also reset your password here.

**Funding Opportunities.** This link displays all currently posted opportunities for which your agency is eligible. Follow this link to create and submit applications for each opportunity.

**My Applications.** This link connects you to all previously created applications associated with your account.

**My Grants.** This link displays all grants that have been awarded to your agency. This is also where you will create status reports, complete reimbursement claims and communicate with RPOSD about your awarded grants.

# Navigating the Grant Management System

## Menu Bar

Navigation in the system has been standardized where possible. The white menu bar at the top of page contains action buttons that you'll use to navigate through the GMS.



### These buttons are active on all screens:

-  **Menu** Will take you to the Main Menu page from any screen in the application.
-  **Help** Brings up an online help window that is **specific to the page you are currently on**. The Help window contains detailed information you will need to refer to as you complete your applications and manage your grants. It should be the first place you look when you need information.
-  **Log Out** Logs you out of the GMS and returns you to the Login page. Always log out of the system when you have completed your work. The system will automatically log you out after two hours of inactivity.

### These buttons are active only on some screens:

-  **Back** This button works similarly to the browser “back” button. Use this button to return to the previous screen, or to return to the main components page. If you are feeling lost at any time hit the Back button until you return to a familiar screen. You should use this button and not your browsers “back” button
-  **Print** This button is active on screens that can be printed. Clicking this button will bring up a new window that will display the current screen’s contents in printer friendly black and white. To print the page go to File ->Print in the browser.
-  **Add** Available when new entries can be made. For example, use the add button to create a new Application, to add a new budget line item, or a new Task.
-  **Delete** This button will delete items that you have created. Delete can be used to delete an Application or a Budget line item. Pressing delete will always result in a confirmation before the item is deleted. Use caution, as this action cannot be undone.
-  **Edit** This button is available when the contents of the page you are on can be changed. For example, if you create a budget line item, you can edit it later with this link.
-  **Save** Available when you are creating or editing something. When you are finished, press the Save button to save your work and return to the previous screen. Save your progress often.

## Navigating the Grant Management System

### Other Navigation and Action Buttons

Other buttons and links appear in the GMS in locations other than the top menu bar. These links will typically appear on the right hand side of the page sections below the menu bar and are specific to the page you are on. Their function is described in the page-level Help window on each page.

**NOTE:** Data you enter in the system is only saved when you click on the “Save” button. If you leave a page, log out, or are logged out by the system due to inactivity before clicking on the “Save” button, your data will be lost.

**RPOSD cannot restore lost data, so remember to always click the “Save” button as you work.**

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**Grant Management System  
Quick Start Guide**

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**APPLYING FOR  
ANNUAL ALLOCATION  
GRANT FUNDS**

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## Applying for Annual Allocation Grant Funds

This section provides instructions for applying for Measure A Annual Allocation Grant Funds. Measure A includes six Annual Allocation grant programs. Each Measure A program has varying requirements for eligibility and application. Refer to the **Measure A Basics Handbook** and the **Grants Administration Manual for Measure A** (select the “Annual Allocation” section) for detailed information about the requirements of each program.

### Annual Allocation Grant Programs



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



Department of  
Parks & Recreation



County Cultural  
Facilities



County Priority  
Projects



Department of  
Beaches & Harbors

## Applying for Annual Allocation Grant Funds

Now that you understand the basics of navigating the GMS, review the section below to ensure you're ready to apply for funds!

### Is My Agency Eligible?

Public Agencies, joint-powers authorities, nonprofit organizations, and schools may be eligible to receive Annual Allocations. Refer to the eligibility requirements in the [Measure A Basics Handbook](#) and the [Grants Administration Manual for Measure A](#) (select "Eligibility and Registration Requirement" then click on Section 3.2) to confirm that your agency/organization is eligible to apply for Annual Allocation funds.

### Are Funds Available?

To understand the amount of funding available for your projects, please refer to the GMS home page to review your available funds. RPOSD Grants Officers can also verify the current balance of available funds.

### How Long Will it Take to Apply?

Testing of the application process shows that most people complete the process in about two hours, not including the time needed to gather and prepare all required documents and information.

Once you submit your application, you will receive a confirmation email notifying you that your application was received. RPOSD Grants Officers assigned to your agency will begin the review process and notify you on next steps accordingly

Please add [rposd@webgrantsmail.com](mailto:rposd@webgrantsmail.com) to your safe senders list to ensure delivery to your inbox.

### What if I Need Help?

RPOSD is ready to assist you! Give us a call at [626.588.5060](tel:626.588.5060) Monday-Thursday or send us an email at [info@rposd.lacounty.gov](mailto:info@rposd.lacounty.gov).

**Note:** You must be registered with the GMS to apply for funds.

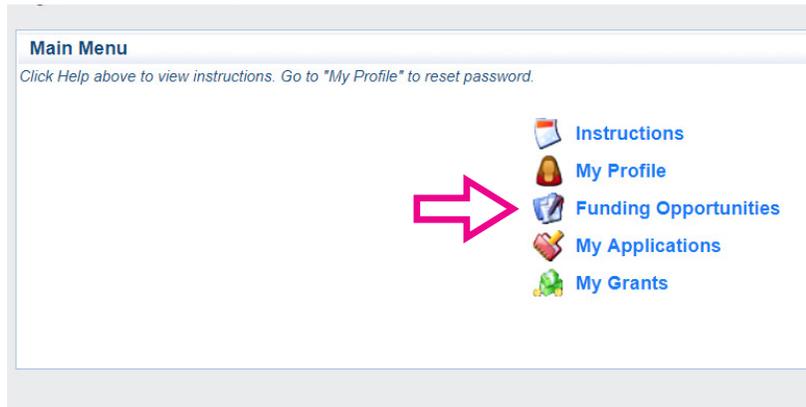
If you are not registered, or if you're not sure if you're registered, please contact RPOSD at [info@rposd.lacounty.gov](mailto:info@rposd.lacounty.gov) or by phone at [626.588.5060](tel:626.588.5060). If anyone will be assisting you with the application process, be sure to add them to the system following the instructions on page 18.



# Applying for Annual Allocation Grant Funds

## Step One: Funding Opportunities

Your agency or organization can view current funding opportunities for which you are eligible by clicking on the **Funding Opportunities** section of the **Main Menu**.



If more than one opportunity is available, you will need to determine which one to apply to. In general, all Measure A Annual Allocation grant programs have Development, Acquisition, and/or Planning & Design funding opportunities. To determine which type of funding opportunity is best for your project, review the definitions below:

**Development Projects** are identified capital projects that include construction, enhancement, or refurbishment of park or open space elements.

**Acquisition Projects** are identified capital projects that gains ownership or control of real property. Acquisition projects can also include subsequent clean-up and security activities of the acquired property.

**Planning & Design Projects** are those projects that further the development of conceptual projects. Successful Planning and Design projects can help grantees apply for funding opportunities with RPOSD and other funding sources.

Once you've determined which Funding Opportunity you'll be applying to, select it from the options available:

The screenshot shows a table titled 'Current Funding Opportunities' with the following text above it: 'All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date. Click on the title to open the Funding Opportunity summary. Click on the column headers to sort list of Opportunities.' The table has five columns: ID, Agency, Program, Opportunity Title, and Application Deadline. Two rows are visible, both for 'Los Angeles County Regional Park and Open Space District' under 'Measure A'. The second row, 'Annual Allocation Funding - Development v19', is highlighted and has a hand cursor pointing to it.

| ID    | Agency   | Program   | Opportunity Title                           | Application Deadline |
|-------|--|-----------|---|----------------------|
| 00216 | Los Angeles County Regional Park and Open Space District | Measure A | Annual Allocation Funding - Acquisition v19 | 12/31/2019           |
| 00215 | Los Angeles County Regional Park and Open Space District | Measure A | Annual Allocation Funding - Development v19 | 12/31/2019           |

Dallas Technology Partners, Inc.

# Applying for Annual Allocation Grant Funds

Once you've selected a funding opportunity, you will see additional information that is specific to that funding opportunity, including **Details**, **Description**, **Attachments**, and **Web Links**.

**Funding Opportunities**

**Current Applications**  
Any previously created applications for this opportunity appear below. To start a new application for this opportunity, click the Start a New Application link or to copy data from an old application click on the Copy Existing Application link.

| ID                       | Application Title | Status |
|--------------------------|-------------------|--------|
| No existing applications |                   |        |

**Opportunity Details** [Copy Existing Application](#) | [Start a New Application](#) | [Ask A Question](#)

**00215-Annual Allocation Funding - Development v19**

**Measure A**  
Application Deadline: 12/31/2019 12:00 AM

|                          |                |                  |                             |
|--------------------------|----------------|------------------|-----------------------------|
| Award Amount Range:      | Not Applicable | Program Officer: | LaTrina Hancock             |
| Project Start Date:      |                | Phone:           | 626-588-5144 x              |
| Project End Date:        |                | Email:           | LHancock@RPOSD.LACounty.gov |
| Award Announcement Date: |                |                  |                             |

**Description**

**Description**  
This application is for eligible agencies seeking funding from Community-based Park Investment Program and Neighborhood Parks, Healthy Communities, & Urban Greening Program under RPOSD's Annual Allocation Grant Program for their Development Project.

**Development Projects** are identified capital projects that include construction, enhancement, or refurbishment of park or open space elements.

**Annual Allocation** grant funds are non-competitive grant funds awarded annually to eligible agencies on an ongoing basis. To learn more about the source of funding and how it is calculated, refer to [Section 3.1.1](#) of the Measure A Grants Administration Manual.

 For program and eligibility information regarding the **Community-based Park Investment Program**, see [Section 2.1.2](#).

 For program and eligibility information regarding the **Neighborhood Parks, Healthy Communities, & Urban Greening Program**, see [Section 2.1.3](#).

Annual Allocation for both of these program categories are designated to specific Study Areas according to the [Parks Needs Assessment](#). Refer to the attachment below for information on funding allocation by Study Area.

Also available as attachments for this application: Deed Restriction Packets Templates, Language Access Requirements, Minimum Engagement Requirements, Measure A resolution templates, Assignment of Assumptions of Grant Agreement (AAGA) template, and a copy of the grant agreement template for this funding opportunity. Note that certain attachments may only apply to specific grant project proposals, e.g. AAGA will only apply to your grant application if the project involves more than one agency.

**Attachments**

| Description   | File Name  | File Size |
|---|--|-----------|
| Annual Allocation by Study Area                     | Allocation_Cat1_Cat2.pdf                                   | 503 KB    |
| Grant Agreement Template                            | Annual Allocation Grant Agreement Template.docx            | 53 KB     |
| Assignment and Assumption of Grant Agreement (AAGA) | AssignmentandAssumptionofGrantAgreement(AAGA)template.docx | 25 KB     |
| Deed Restriction (with AAGA) Form and Packet        | DeedRestrictionPacket-AAGA.pdf                             | 284 KB    |
| Deed Restriction Form and Packet                    | DeedRestrictionPacket-Regular.pdf                          | 284 KB    |
| Language Access Requirements                        | LanguageAccessRequirementsCommunityOutreachEngagement.pdf  | 551 KB    |
| Measure A Resolution (Blank) Template - PDF         | MeasureAResolution(Blank)-Copy.pdf                         | 65 KB     |
| Measure A Resolution (Blank) Template - Word Doc    | MeasureAResolution(Blank).doc                              | 34 KB     |
| Measure A Resolution (Single) Template - PDF        | MeasureAResolution(Single)-Copy.pdf                        | 61 KB     |
| Measure A Resolution (Single) Template - Word Doc   | MeasureAResolution(Single).doc                             | 35 KB     |
| Minimum Engagement Requirements                     | MinimumEngagementRequirementsCommunityOutreach.pdf         | 168 KB    |

**Website Links**

| URL   | Description                             |
|---|---|
| <a href="http://rposd.lacounty.gov/manage-your-measure-a-grant/">http://rposd.lacounty.gov/manage-your-measure-a-grant/</a> | "Managing Your Measure A Grant" Webpage |
| <a href="http://rposd.lacounty.gov/">http://rposd.lacounty.gov/</a>   | Official RPOSD Website                  |

» **Details** include information about award amounts, due dates, and who the Program Officer is.

» **Description** provides information about the funding opportunity, including links to detailed information about the grant program and eligibility for your reference.

» **Attachments** are templates and resources that you can download and complete or refer to as required by the application.

» **Web Links** are provided for your reference as needed.

**Note:** This information is specific to each funding opportunity, so be sure to review it every time you apply for Measure A funds!



# Applying for Annual Allocation Grant Funds

## Step Two: Gathering Information

To ensure a smooth application process, use the checklist that corresponds to the funding opportunity you're apply for to make sure you have all required information and documents before starting. Checklists start on page 36.

## Step Three: Complete the Application

Once you have gathered all the information needed to complete the application, return to the funding opportunity and select **"Start a New Application."** Once you've completed an application in the GMS, you will also have the choice to "Copy Existing Application," which pre-populates many fields for you.

**Funding Opportunities**

**Current Applications**  
Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

| ID    | Application Title      | Status  |
|-------|------------------------|---------|
| 00217 | Quick Start Guide Test | Editing |

**Opportunity Details** [Copy Existing Application](#) | [Start a New Application](#) | [Ask A Question](#)

**00215-Annual Allocation Funding - Development v19**

Select the application form you'd like to start with and begin entering the required information in the GMS.

**Application Forms** [Application Details](#) | [Submit](#) | [Withdraw](#)

| Form Name   | Complete? | Last Edited |
|---|-----------|-------------|
| <a href="#">General Information</a>               | ✓         | 04/15/2019  |
| <a href="#">Pre-Applicati</a>                     | ✓         | 04/15/2019  |
| <a href="#">Agency Information</a>                |           | 04/15/2019  |
| <a href="#">Project Details</a>                   |           | 04/15/2019  |
| <a href="#">Grant Funding</a>                     |           |             |
| <a href="#">Grant Timeline</a>                    |           |             |
| <a href="#">Budget</a>                            |           |             |
| <a href="#">Community Outreach and Engagement</a> |           |             |
| <a href="#">Site Photos</a>                       |           |             |

Information is entered in the GMS in one of three ways:

- » **Drop Down Menus** offer a selection of responses to choose from.
- » **Free Form Fields** allow you to type your response directly into the field.
- » **File Uploads** require that you upload a file to the GMS

Throughout the application process, **all fields with a red asterisk (\*) require a response from you.** Your application cannot be submitted if any of these fields are left blank.

# Applying for Annual Allocation Grant Funds

## Development Application Checklist



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



County Cultural  
Facilities



County Priority  
Projects



Department of  
Parks & Recreation



Department of  
Beaches & Harbors

Use this checklist to ensure that you have all resources required to complete the **Annual Allocation - Development Application** process. Refer to the Help menu within the application for additional detail on each item.

This application has nine required forms.

### General Information Form:

- Primary contact
- Project title
- Additional contacts
- Organization

### Acknowledgments Form:

- Application workshop attendance: name, date, and type

Must review and acknowledge:

- Good Standing Policy
- RPOSD signage and branding requirements
- Project delivery requirements
- Insurance requirements
- Deed restriction requirements
- Grant agreement

## Applying for Annual Allocation Grant Funds Development Application Checklist, cont'd



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



County Cultural  
Facilities



County Priority  
Projects



Department of  
Parks & Recreation



Department of  
Beaches & Harbors

### Agency Information Form:

- Agency type
- Date that park inventory was last updated (*public agencies only*)
- Authorized representative (*must be a registered user of the GMS*)
- Authorized designee (*must be a registered user of the GMS*)
- Simplified Organization Chart showing section responsible for grants
- Proof of jurisdiction support

### Grant Funding Form:

- Agency type
- Requested annual allocation amount
- Study Area assigning funds (*schools, non-profit, and joint-powers authorities only*)
- Acceptance or assignment of responsibility for long term obligations
- Description of other funding sources (if applicable)
- Jurisdiction Support from adjacent Study Area's Agency of Record that gives them permission to apply for Measure A funds
- Jurisdiction Support from adjacent Study Area's Agency of Record that gives you, the applicant, authority to apply for and accept these funds on their behalf
- Inclusion of funds from adjacent Study Areas
  - » Adjacent Study Area name
  - » Description of Study Area benefits for assigning community
  - » Type of outreach and engagement
  - » Outreach details including: meeting date, outreach methods. Attendance, and plans for future outreach.
  - » Screen shots or link to social media outreach
  - » Translated materials

## Applying for Annual Allocation Grant Funds Development Application Checklist, cont'd



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



County Cultural  
Facilities



County Priority  
Projects



Department of  
Parks & Recreation



Department of  
Beaches & Harbors

### Project Details Form:

**Project Description**

- » Project title
- » Organization's credibility/mission as it pertains to parks projects
- » Explanation of need for project
- » Anticipated measurable outcomes
- » Methods used to achieve desired outcomes
- » Project summary

**Project Information**

- » Type of development
- » Amenities to be developed
- » Joint/Shared Use Agreement (if applicable)

**Project Location Information**

- » Physical location
- » Location name
- » Assessor's Identification Number

**Planning and Design Information**

- » Status of documents
- » Planning and Design documents (if applicable)

**Environmental Information**

- » CEQA lead agency name
- » CEQA responsible agency name
- » CEQA type and status
- » Adverse site conditions
- » Mitigation plans
- » Agreement with Landowner (if applicable)

## Applying for Annual Allocation Grant Funds Development Application Checklist, cont'd



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



County Cultural  
Facilities



County Priority  
Projects



Department of  
Parks & Recreation



Department of  
Beaches & Harbors

### Project Details Form, cont'd:

- Reporting Requirements**
  - » Supervisorial District
  - » State Senate District
  - » State Assembly District
  - » U.S. Congressional District
  - » Park ID
  - » City/Council District (if applicable)
- Maps and Reports**
  - » Project Vicinity Map
  - » Site Plans
  - » Grant Boundary Map
  - » Explanation of any special provisions

# Applying for Annual Allocation Grant Funds Development Application Checklist, cont'd



Community-Based Park Investment



Neighborhood Parks, Healthy Communities, & Urban Greening



County Cultural Facilities



County Priority Projects



Department of Parks & Recreation



Department of Beaches & Harbors

## Grant Timeline Form

Identify dates for the following milestones:

- |  |  |
|--|--|
| <input type="checkbox"/> Preliminary site visit            | <input type="checkbox"/> Notice to Proceed         |
| <input type="checkbox"/> Planning/design at 30%            | <input type="checkbox"/> Substantial completion    |
| <input type="checkbox"/> Planning/design at 100%           | <input type="checkbox"/> Final completion          |
| <input type="checkbox"/> Plan check/permits                | <input type="checkbox"/> Deed restriction recorded |
| <input type="checkbox"/> Draft deed restrictions submitted | <input type="checkbox"/> Final walk through        |
| <input type="checkbox"/> CEQA                              | <input type="checkbox"/> Grant closeout            |

## Budget Form:

Identify the requested amounts in the following categories as applicable:

- |  |   |
|--|---|
| <input type="checkbox"/> General soft costs                | <input type="checkbox"/> Demolition costs               |
| <input type="checkbox"/> Consultant services               | <input type="checkbox"/> Construction/development costs |
| <input type="checkbox"/> Environmental studies             | <input type="checkbox"/> Artistic/signage elements      |
| <input type="checkbox"/> Design costs                      | <input type="checkbox"/> Sustainability                 |
| <input type="checkbox"/> Contingency costs (hard and soft) | <input type="checkbox"/> Project amenities              |
| <input type="checkbox"/> Plan check/permits                | <input type="checkbox"/> Hardscape                      |
| <input type="checkbox"/> Site preparation                  | <input type="checkbox"/> Softscape                      |

## Applying for Annual Allocation Grant Funds Development Application Checklist, cont'd



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



County Cultural  
Facilities



County Priority  
Projects



Department of  
Parks & Recreation



Department of  
Beaches & Harbors

### Community Outreach and Engagement Form

All items below must be provided for each occurrence of outreach/engagement

- Documentation regarding language access requirements
- Methods, dates, locations, and types of outreach and engagement conducted
- Engagement outcomes including attendance, feedback, and next steps
- Screen shot of online media outreach
- Screen shot of post metrics
- Translated materials
- Meeting Sign-in sheets
- Meeting photos (3)
- Meeting materials/flyers
- Meeting advertisements
- Community feedback and comments
- Additional supporting documents

### Site Photos Form:

- Minimum of 3 site photos



Note: the Help button brings up a window with detailed information **specific to the page you are currently on**. Use the Help button for more information about any of the requirements of each form!

# Applying for Annual Allocation Grant Funds

## Acquisition Application Checklist



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



County Cultural  
Facilities



County Priority  
Projects



Department of  
Parks & Recreation



Department of  
Beaches & Harbors

Use this checklist to ensure that you have all resources required to complete the **Annual Allocation - Acquisition Application** process. Refer to the Help menu within the application for additional detail on each item.

This application has ten required forms.

### General Information Form:

- Primary contact
- Project title
- Authorized official
- Organization

### Acknowledgments Form:

- Application workshop attendance: name, date, and type

Must review and acknowledge:

- Good Standing Policy
- RPOSD signage and branding requirements
- Project delivery requirements
- Insurance requirements
- Deed restriction requirements
- Grant agreement

### Agency Information Form:

- Agency type
- Date that park inventory was last updated (*public agencies only*)

## Applying for Annual Allocation Grant Funds Acquisition Application Checklist, cont'd



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



County Cultural  
Facilities



County Priority  
Projects



Department of  
Parks & Recreation



Department of  
Beaches & Harbors

- Authorized representative** (*must be a registered user of the GMS*)
- Authorized designee** (*must be a registered user of the GMS*)
- Simplified Organization Chart** showing section responsible for Grants
- Proof of jurisdiction support**

### Grant Funding Form:

- Agency type**
- Requested annual allocation amount**
- Study Area assigning funds** (*schools, non-profit, and joint-powers authorities only*)
- Acceptance or assignment of responsibility for long term obligations**
- Description of other funding sources (if applicable)**
- Jurisdiction Support from adjacent Study Area's Agency of Record that gives them permission to apply for Measure A funds**
- Jurisdiction Support from adjacent Study Area's Agency of Record that gives you, the applicant, authority to apply for and accept these funds on their behalf**
- Inclusion of funds from adjacent Study Areas**
  - » Adjacent Study Area name
  - » Description of Study Area benefits for assigning community
  - » Type of outreach and engagement
  - » Outreach details including: meeting date, outreach methods. Attendance, and plans for future outreach.
  - » Screen shots or link to social media outreach
  - » Translated materials

## Applying for Annual Allocation Grant Funds Acquisition Application Checklist, cont'd



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



County Cultural  
Facilities



County Priority  
Projects



Department of  
Parks & Recreation



Department of  
Beaches & Harbors

### Project Details Form:

#### Acquisition Description

- » Project title
- » Organization's credibility/mission as it pertains to parks projects
- » Explanation of need for project
- » Anticipated measurable outcomes
- » Methods used to achieve desired outcomes
- » Acquisition summary

#### Acquisition Details

- » Eminent domain information (if applicable)
- » AIN
- » Acreage
- » Landowner
- » Anticipated date of acquisition
- » Parcel Map upload

#### Acquisition Maintenance

- » Long term obligation agency information
- » Information of agency responsible for maintenance of the acquisition

#### Environmental Information

- » CEQA lead agency name
- » CEQA responsible agency name
- » CEQA type and status
- » Adverse site conditions
- » Mitigation plans

## Applying for Annual Allocation Grant Funds Acquisition Application Checklist, cont'd



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



County Cultural  
Facilities



County Priority  
Projects



Department of  
Parks & Recreation



Department of  
Beaches & Harbors

### Project Details Form. cont'd:

- Reporting Requirements**
  - » Supervisorial District
  - » State Senate District
  - » State Assembly District
  - » U.S. Congressional District
  - » Park ID
  - » City/Council District (if applicable)

### Grant Timeline Form:

Identify dates for the following milestones:

- Preliminary site visit**
- Appraisal report**
- CEQA completion**
- Full executed purchase agreement**
- Escrow open**
- Relocation plan (if applicable)**
- Close of escrow**
- Grant deed (due within 30 days of closing escrow)**
- Recorded deed restriction (due within 30 days of closing escrow)**
- Grant closeout**

## Applying for Annual Allocation Grant Funds Acquisition Application Checklist, cont'd



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



County Cultural  
Facilities



County Priority  
Projects



Department of  
Parks & Recreation



Department of  
Beaches & Harbors

### Budget Form:

Identify the requested amounts in the following categories as applicable:

- Pre-acquisition soft costs
- Appraisal
- Preliminary title report
- Estimated closing costs
- Purchase price
- Relocation costs
- Title insurance
- Signage
- Environmental clean-up
- Other funding sources (grant, private funding, etc)

## Applying for Annual Allocation Grant Funds Acquisition Application Checklist, cont'd



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



County Cultural  
Facilities



County Priority  
Projects



Department of  
Parks & Recreation



Department of  
Beaches & Harbors

### Community Outreach and Engagement Form:

All items below must be provided for each occurrence of outreach/engagement

- Documentation regarding language access requirements
- Methods, dates, locations, and types of outreach and engagement conducted
- Engagement outcomes including attendance, feedback, and next steps
- Screen shot of online media outreach
- Screen shot of post metrics
- Translated materials
- Meeting Sign-in sheets
- Meeting photos (3)
- Meeting materials/flyers
- Meeting advertisements
- Community feedback and comments
- Additional supporting documents

### Site Photos Form:

- Minimum of 3 site photos



Help

Note: the **Help button** brings up a window with detailed information **specific to the page you are currently on**. Use the Help button for more information about any of the requirements of each form!

# Applying for Annual Allocation Grant Funds Planning & Design Checklist



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



County Cultural  
Facilities



County Priority  
Projects



Department of  
Parks & Recreation



Department of  
Beaches & Harbors

Use this checklist to ensure that you have all resources required to complete the **Annual Allocation - Planning and Design Application** process. Refer to the Help menu within the application for additional detail on each item.

This application has nine required forms.

## General Information Form:

- Primary contact
- Project title
- Additional contacts
- Organization

## Acknowledgments Form:

- Application workshop attendance: name, date, and type

### Must review and acknowledge:

- Good Standing Policy
- RPOSD signage and branding requirements
- Project delivery requirements
- Insurance requirements
- Review of Technical Assistance grants
- Review of grant agreement

# Applying for Annual Allocation Grant Funds Planning & Design Checklist, cont'd



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



County Cultural  
Facilities



County Priority  
Projects



Department of  
Parks & Recreation



Department of  
Beaches & Harbors

## Agency Information Form:

- Agency type
- Authorized representative (*must be a registered user of the GMS*)
- Authorized designee (*must be a registered user of the GMS*)
- Simplified organization chart showing section responsible for grants
- Proof of jurisdiction support

## Project Details Form:

- Project Description
  - » Project title
  - » Organization's credibility/mission as it pertains to parks projects
  - » Explanation of need for project
  - » Anticipated measurable outcomes
  - » Methods used to achieve desired outcomes
  - » Describe proposed sustainable elements of the project
  - » Project summary
- Project Type
  - » Park Master Plan or Parks Master Systems Plan
  - » Feasibility Studies
  - » Environmental Planning/Compliance
  - » Open Space and Recreation Element Updates
  - » Community Outreach and Engagement
  - » Other

## Applying for Annual Allocation Grant Funds Planning & Design Checklist, cont'd



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



County Cultural  
Facilities



County Priority  
Projects



Department of  
Parks & Recreation



Department of  
Beaches & Harbors

### Project Details Form, cont'd:

- Project Location Information**
- Reporting Requirements**
  - » Supervisorial District
  - » State Senate District
  - » State Assembly District
  - » U.S. Congressional District
  - » Park ID
  - » City/Council District (if applicable)
- Special Provisions**

### Grant Funding

- Annual Allocation Request**
  - » Agency type
- Adjacent Study Area Annual Allocation Funding**
- Other Funding Sources**

**Helpful Tip:** Response fields on GMS often have word count limits. As notification of exceeding the count only happens when attempting to save or submit responses, we recommend drafting your answers on a program that can track word counts, such as Microsoft Word, first!

## Applying for Annual Allocation Grant Funds Planning & Design Checklist, cont'd



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



County Cultural  
Facilities



County Priority  
Projects



Department of  
Parks & Recreation



Department of  
Beaches & Harbors

### Grant Timeline Form:

Identify dates for the following milestones:

- Overall grant timeline
  - » Project start date
  - » Project completion
  - » Grant closeout
- Project specific timeline

### Budget Form:

Identify the requested amounts in the following categories as applicable:

- General requirements (soft costs)
- Environmental studies (hard costs)
- Consultant services (hard costs)
- Design (hard costs)
- Community engagement (hard costs)
- Contingency (10% max.)

### Site Photos

- Minimum of 3 site photos, if applicable

# Applying for Annual Allocation Grant Funds Planning & Design Checklist, cont'd



Community-Based  
Park Investment



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



County Cultural  
Facilities



County Priority  
Projects



Department of  
Parks & Recreation



Department of  
Beaches & Harbors

## Community Outreach and Engagement

- Project total cost
- Language access requirements
- Information sharing
- Concurrent participatory engagement
- Dedicated participatory engagement



Grant Management System  
Quick Start Guide

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# APPLYING FOR COMPETITIVE GRANT PROGRAM FUNDS

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## Applying for Competitive Grant Program Funds

This section provides instructions for applying for Measure A Competitive Grant Funds. Measure A includes five competitive grant programs. Each Measure A program has varying requirements for eligibility and application. Refer to the **Measure A Basics Handbook** and the **Grants Administration Manual for Measure A** (select the “Competitive Grants” section) for detailed information about the requirements of each program.

### Competitive Grants



Natural Lands,  
Local Beaches,  
Water Conservation  
& Protection



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



Acquisition-Only



Recreation  
Access



Youth & Veteran  
Job Training  
& Placement

**Note:** Competitive Grant applications have **firm deadlines**. Refer to the **Grants Administration Manual for Measure A** (select “Measure A Grant Administration Overview” and then click on section 3.1.2 Competitive Grants) to understand when each grant program will offer funding opportunities. Contact RPOSD at [info@rposd.lacounty.gov](mailto:info@rposd.lacounty.gov) or by phone at **626.588.5060** if you need more information

## Applying for Competitive Grant Program Funds

Now that you understand the basics of navigating the GMS, review the section below to ensure you're ready to apply for funds!

### Is My Agency/Organization Eligible?

Public Agencies, joint-powers authorities, nonprofit organizations, and schools may be eligible to apply for competitive grant funds. Refer to the eligibility requirements for each competitive grant program in the [Measure A Basics Handbook](#) and the [Grants Administration Manual for Measure A](#) (select "Eligibility and Registration Requirement" then click on Section 3.2) to confirm that your agency/organization is eligible to apply for competitive grant funds.

### When Are Funds Available?

Competitive grant funds are available on different cycles, depending on the competitive grant program. Refer to the competitive grant calendar in the Grants Administration Guide for Measure A to see when each competitive grant program is offered.

### How Long Will it Take to Apply?

Testing of the application process shows that most people complete the process in about two hours, not including the time needed to gather and prepare all required documents and information.

Once you submit your application, you will receive a confirmation email notifying you that your application was received. RPOSD Grants Officers assigned to your agency will notify you on next steps accordingly.

Please add [rposd@webgrantsmail.com](mailto:rposd@webgrantsmail.com) to your safe senders list to ensure delivery to your inbox.

### What if I Need Help?

RPOSD is ready to assist you! Give us a call at [626.588.5060](tel:626.588.5060) Monday-Thursday or send us an email at [info@rposd.lacounty.gov](mailto:info@rposd.lacounty.gov)

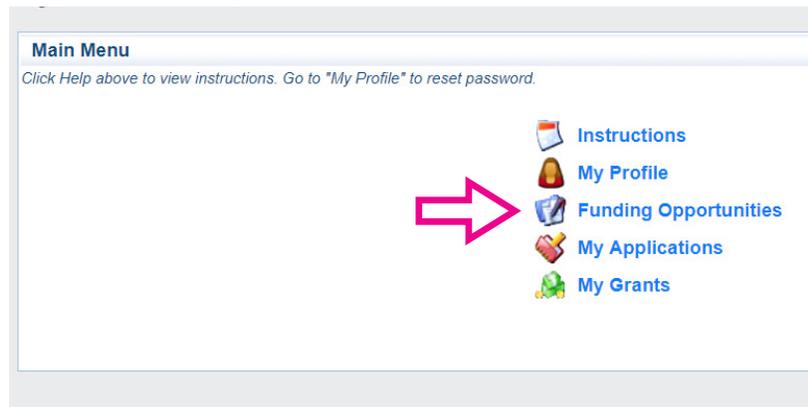
**Note:** You must be registered with the GMS to apply for funds. If you are not registered, or if you're not sure if you're registered, please contact RPOSD at [info@rposd.lacounty.gov](mailto:info@rposd.lacounty.gov) or by phone at [626.588.5060](tel:626.588.5060). If anyone will be assisting you with the application process, be sure to add them to the system following the instructions on page 18.



# Applying for Competitive Grant Program Funds

## Step One: Funding Opportunities

Your agency or organization can view current funding opportunities for which you are eligible by clicking on the **Funding Opportunities** section of the **Main Menu**.



If more than one opportunity is available, you will need to determine which one to apply to. Every Measure A competitive grant program funds distinct project types and has distinct application requirements. To determine which type of competitive grant funding opportunity is best for your project, review the descriptions of each program in the **Measure A Basics Handbook** and the **Grants Administration Manual for Measure A** (select "Competitive Grants").

Once you've determined which Funding Opportunity you'll be applying to, select it from the options available:

**Current Funding Opportunities**

*All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.  
Click on the title to open the Funding Opportunity summary.  
Click on the column headers to sort list of Opportunities.*

| ID    | Agency   | Program   | Opportunity Title                           | Application Deadline |
|-------|--|-----------|---|----------------------|
| 00216 | Los Angeles County Regional Park and Open Space District | Measure A | Annual Allocation Funding - Acquisition v19 | 12/31/2019           |
| 00215 | Los Angeles County Regional Park and Open Space District | Measure A | Annual Allocation Funding - Development v19 | 12/31/2019           |

*Dallas Technology Partners, Inc.*

# Applying for Competitive Grant Program Funds

Once you've selected a funding opportunity, you will see additional information that is specific to that funding opportunity, including **Details**, **Description**, **Attachments**, and **Web Links**.

**Funding Opportunities**

**Current Applications**  
Any previously created applications for this opportunity appear below. To start a new application for this opportunity, click the Start a New Application link or to copy data from an old application click on the Copy Existing Application link.

| ID                       | Application Title | Status |
|--------------------------|-------------------|--------|
| No existing applications |                   |        |

**Opportunity Details** [Copy Existing Application](#) | [Start a New Application](#) | [Ask A Question](#)

**00215-Annual Allocation Funding - Development v19**

**Measure A**  
**Application Deadline: 12/31/2019 12:00 AM**

|                                 |                |                         |                             |
|---------------------------------|----------------|-------------------------|-----------------------------|
| <b>Award Amount Range:</b>      | Not Applicable | <b>Program Officer:</b> | LaTrina Hancock             |
| <b>Project Start Date:</b>      |                | <b>Phone:</b>           | 626-588-5144 x              |
| <b>Project End Date:</b>        |                | <b>Email:</b>           | LHancock@RPOSD.LACounty.gov |
| <b>Award Announcement Date:</b> |                |                         |                             |

**Description**

**Description**  
**This application is for eligible agencies seeking funding from Community-based Park Investment Program and Neighborhood Parks, Healthy Communities, & Urban Greening Program under RPOSD's Annual Allocation Grant Program for their Development Project.**

**Development Projects** are identified capital projects that include construction, enhancement, or refurbishment of park or open space elements.

**Annual Allocation** grant funds are non-competitive grant funds awarded annually to eligible agencies on an ongoing basis. To learn more about the source of funding and how it is calculated, refer to [Section 3.1.1](#) of the Measure A Grants Administration Manual.

 For program and eligibility information regarding the **Community-based Park Investment Program**, see [Section 2.1.2](#).

 For program and eligibility information regarding the **Neighborhood Parks, Healthy Communities, & Urban Greening Program**, see [Section 2.1.3](#).

Annual Allocation for both of these program categories are designated to specific Study Areas according to the [Parks Needs Assessment](#). Refer to the attachment below for information on funding allocation by Study Area.

Also available as attachments for this application: Deed Restriction Packets Templates, Language Access Requirements, Minimum Engagement Requirements, Measure A resolution templates, Assignment of Assumptions of Grant Agreement (AAGA) template, and a copy of the grant agreement template for this funding opportunity. Note that certain attachments may only apply to specific grant project proposals, e.g. AAGA will only apply to your grant application if the project involves more than one agency.

**Attachments**

| Description   | File Name  | File Size |
|---|--|-----------|
| Annual Allocation by Study Area                     | Allocation_Cat1_Cat2.pdf                                   | 503 KB    |
| Grant Agreement Template                            | Annual Allocation Grant Agreement Template.docx            | 53 KB     |
| Assignment and Assumption of Grant Agreement (AAGA) | AssignmentandAssumptionofGrantAgreement(AAGA)template.docx | 25 KB     |
| Deed Restriction (with AAGA) Form and Packet        | DeedRestrictionPacket-AAGA.pdf                             | 284 KB    |
| Deed Restriction Form and Packet                    | DeedRestrictionPacket-Regular.pdf                          | 284 KB    |
| Language Access Requirements                        | LanguageAccessRequirementsCommunityOutreachengagement.pdf  | 551 KB    |
| Measure A Resolution (Blank) Template - PDF         | MeasureAResolution(Blank)-Copy.pdf                         | 65 KB     |
| Measure A Resolution (Blank) Template - Word Doc    | MeasureAResolution(Blank).doc                              | 34 KB     |
| Measure A Resolution (Single) Template - PDF        | MeasureAResolution(Single)-Copy.pdf                        | 61 KB     |
| Measure A Resolution (Single) Template - Word Doc   | MeasureAResolution(Single).doc                             | 35 KB     |
| Minimum Engagement Requirements                     | MinimumEngagementRequirementsCommunityOutreach.pdf         | 168 KB    |

**Website Links**

| URL   | Description                             |
|---|---|
| <a href="http://rposd.lacounty.gov/manage-your-measure-a-grant/">http://rposd.lacounty.gov/manage-your-measure-a-grant/</a> | "Managing Your Measure A Grant" Webpage |
| <a href="http://rposd.lacounty.gov/">http://rposd.lacounty.gov/</a>   | Official RPOSD Website                  |

» **Details** include information about award amounts, due dates, and who the Program Officer is.

» **Description** provides information about the funding opportunity, including links to detailed information about the grant program and eligibility for your reference.

» **Attachments** are templates and resources that you can download and complete or refer to as required by the application.

» **Web Links** are provided for your reference as needed.

**Note:** This information is specific to each funding opportunity, so be sure to review it every time you apply for Measure A funds!



# Applying for Competitive Grant Program Funds

## Step Two: Gathering Information

To ensure a smooth application process, use the checklist that corresponds to the funding opportunity you're apply for to make sure you have all required information and documents before starting. Checklists start on [page 60](#).

## Step Three: Complete the Application

Once you have gathered all the information needed to complete the application, return to the funding opportunity and select **"Start a New Application."** Once you've completed an application in the GMS, you will also have the choice to "Copy Existing Application," which pre-populates many fields for you.

**Funding Opportunities**

**Current Applications**  
Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

| ID    | Application Title      | Status  |
|-------|------------------------|---------|
| 00217 | Quick Start Guide Test | Editing |

**Opportunity Details** [Copy Existing Application](#) | [Start a New Application](#) | [Ask A Question](#)

**00215-Annual Allocation Funding - Development v19**

Select the application form you'd like to start with and begin entering the required information in the GMS.

**Application Forms** [Application Details](#) | [Submit](#) | [Withdraw](#)

| Form Name   | Complete? | Last Edited |
|---|-----------|-------------|
| <a href="#">General Information</a>               | ✓         | 04/15/2019  |
| <a href="#">Pre-Applicati</a>                     | ✓         | 04/15/2019  |
| <a href="#">Agency Information</a>                |           | 04/15/2019  |
| <a href="#">Project Details</a>                   |           | 04/15/2019  |
| <a href="#">Grant Funding</a>                     |           |             |
| <a href="#">Grant Timeline</a>                    |           |             |
| <a href="#">Budget</a>                            |           |             |
| <a href="#">Community Outreach and Engagement</a> |           |             |
| <a href="#">Site Photos</a>                       |           |             |

Information is entered in the GMS in one of three ways:

- » **Drop Down Menus** offer a selection of responses to choose from.
- » **Free Form Fields** allow you to type your response directly into the field.
- » **File Uploads** require that you upload a file to the GMS

**All fields with a red asterisk (\*) require a response from you.**

## Applying for Competitive Grant Funds

### Recreation Access Program Application Checklist



Natural Lands, Local Beaches,  
Water Conservation  
& Protection



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



Acquisition-Only



Recreation  
Access



Youth & Veteran  
Job Training  
& Placement

The Competitive Grant application for the **Recreation Access Program** has 8 required forms. Use this checklist to ensure that you have all resources required to complete the application process. Refer to the Help menu within the application for additional detail on each item. **A response for all questions is required.** If a question does not apply to your program, please explicitly respond with “Not Applicable” or an explanation. Blank responses will result in an incomplete application during Administrative Review and will not qualify for Evaluation and funding.

#### General Information Form:

- Primary contact
- Project title
- Additional contacts
- Organization name

**Reminder:** At the beginning of each form, there is an Instructions section. Carefully read these instructions prior to filling out the rest of the form to take note on how to edit each section!

#### Acknowledgments Form:

- Application workshop attendance: name, date, and type

Must review and acknowledge:

- Good Standing Policy
- Eligibility Requirements
- RPOSD signage and branding requirements
- Multi-Year Funding and Evaluation requirements
- Project delivery requirements
- Insurance requirements
- Grant agreement

# Applying for Competitive Grant Funds

## Recreation Access Program Application Checklist, cont'd



Natural Lands, Local Beaches,  
Water Conservation  
& Protection



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



Acquisition-Only



Recreation  
Access



Youth & Veteran  
Job Training  
& Placement

### Agency Information Form:

- Agency type
- Authorized representative (must be a registered user of the GMS)
- Authorized designee (must be a registered user of the GMS)
- Simplified organization chart showing section responsible for grants
- Proof of jurisdiction support

### Program Details Form:

#### General:

- Program Description
- Program Summary
- Participant Outreach Plan Description
- Accessibility and Connectivity to Recreational Activities/Sites
- Mission Statement
- Third-Party Evaluation Plan

#### Program Elements:

- Expected Outcomes and Impact
- Safety and Transportation Elements
- Accommodations for Diverse Needs

#### Organization/Financial Health:

- Description of Overall Operations
- Current fiscal year operating budget/audit
- Future Funding



Note: the **Help button**, located on the upper left corner of the page, brings up a window with detailed information **specific to the page you are currently on**. Use the Help button for more information about any of the requirements of each form!

## Applying for Competitive Grant Funds

### Recreation Access Program Application Checklist, cont'd



Natural Lands, Local Beaches,  
Water Conservation  
& Protection



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



Acquisition-Only



Recreation  
Access



Youth & Veteran  
Job Training  
& Placement

#### Reporting Requirements:

- Study Area(s)
- Supervisorial District
- State Senate District
- State Assembly District
- U.S. Congressional District
- City / Council District
- Any additional location(s) covered under program transportation

**Helpful Tip:** Response fields on GMS often have word count limits. As notification of exceeding the count only happens when attempting to save or submit responses, we recommend drafting your answers on a program that can track word counts, such as Microsoft Word, first!

#### Additional Program Details Form:

##### Staff

- Name, Title, Role, and Biography/Hiring Plan

##### Volunteers

- Number, Role/Responsibilities, Experience Years/Level

##### Maps

- All map(s) applicable to the program

##### Outreach & Engagement

- Identify lead and outreach type if program includes a capital project
- Describe outreach performed and intended audience
- Describe method used and success of outreach efforts
- Describe outreach purpose and identify engagement goals

##### Additional Documents

- Upload any additional documents to support your program

## Applying for Competitive Grant Funds

### Recreation Access Program Application Checklist, cont'd



Natural Lands, Local Beaches,  
Water Conservation  
& Protection



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



Acquisition-Only



Recreation  
Access



Youth & Veteran  
Job Training  
& Placement

#### Budget Form:

Identify the tasks, start & end dates, requested RPOSD funding amount, other funding amount, total funding amount, and deliverables in the following categories as applicable:

- Program Development
- Program Year 1
- Program Year 2
- Program Evaluation and Closeout

#### Program Partnership Form:

- Partnership Identification(s) and Description(s)
- Supporting documentation

#### Metro Supplemental Form:

*This form only exist in the Recreation Access Competitive Grant Program Application to be forwarded Metro for final determination of Metro's Measure M funding and/or in-kind award of selected program(s):*

- Description of Transportation Service or Infrastructure
- Supportive Programs and Initiatives Strategy Proposal
  - » Discuss wayfinding and communication strategies, include location(s), benefit(s), transit connection(s) and funding approach(es)
  - » Describe how the program incorporate user friendly services and infrastructure
  - » Discuss any integrated educational or interpretive programming
  - » Describe how the program will be sustained beyond the grant period
- Description of Community-to-Park Connections
- Map that identifies the community of interest
- Map that identifies the park(s) accessed by the program

# Applying for Competitive Grant Funds

## Youth & Veteran Job Training & Placement Program Application Checklist



Natural Lands, Local Beaches,  
Water Conservation  
& Protection



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



Acquisition-Only



Recreation  
Access



Youth & Veteran  
Job Training  
& Placement

The Competitive Grant application for the **Youth & Veteran Job Training & Placement Program** has 7 required forms. Use this checklist to ensure that you have all resources required to complete the application process. Refer to the Help menu within the application for additional detail on each item. **A response for all questions is required.** If a question does not apply to your program, please explicitly respond with “Not Applicable” or an explanation. Blank responses will result in an incomplete application during Administrative Review and will not qualify for Evaluation and funding.

### General Information Form:

- Primary contact
- Project title
- Additional contacts
- Organization name

**Reminder:** At the beginning of each form, there is an Instructions section. Carefully read these instructions prior to filling out the rest of the form to take note on how to edit each section!

### Acknowledgments Form:

- Application workshop attendance: name, date, and type

#### Must review and acknowledge:

- Good Standing Policy
- Eligibility Requirements
- RPOSD signage and branding requirements
- Multi-Year Funding and Evaluation requirements
- Project delivery requirements
- Insurance requirements
- Grant agreement

# Applying for Competitive Grant Funds

## Youth & Veteran Job Training & Placement Program Application Checklist, cont'd



Natural Lands, Local Beaches,  
Water Conservation  
& Protection



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



Acquisition-Only



Recreation  
Access



Youth & Veteran  
Job Training  
& Placement

### Agency Information Form:

- Agency type
- Authorized representative (*must be a registered user of the GMS*)
- Authorized designee (*must be a registered user of the GMS*)
- Simplified organization chart showing section responsible for grants
- Proof of jurisdiction support

### Program Details Form:

#### General:

- Program Description
- Program Summary
- Participant Outreach Plan Description
- Career Preparation in Conservation, Parks, and Recreation Fields
- Mission Statement
- Third-Party Evaluation Plan

#### Program Elements:

- Expected Outcomes and Impact
- Safety and Transportation Elements
- Accommodations for Diverse Needs

#### Organization/Financial Health:



Note: the **Help button**, located on the upper left corner of the page, brings up a window with detailed information **specific to the page you are currently on**. Use the Help button for more information about any of the requirements of each form!

## Applying for Competitive Grant Funds

### Youth & Veteran Job Training & Placement Program Application Checklist, cont'd



Natural Lands, Local Beaches,  
Water Conservation  
& Protection



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



Acquisition-Only



Recreation  
Access



Youth & Veteran  
Job Training  
& Placement

- Description of Overall Operations
- Current fiscal year operating budget/audit
- Future Funding

#### Reporting Requirements:

- Study Area(s)
- Supervisorial District
- State Senate District
- State Assembly District
- U.S. Congressional District
- City / Council District
- Any additional location(s) covered under program transportation

#### Additional Program Details Form:

##### Staff

- Name, Title, Role, and Biography/Hiring Plan

##### Volunteers

- Number, Role/Responsibilities, Experience Years/Level

##### Maps

- All map(s) applicable to the program

##### Outreach & Engagement

- Identify lead and outreach type if program includes a capital project
- Describe outreach performed and intended audience
- Describe method used and success of outreach efforts

## Applying for Competitive Grant Funds

### Youth & Veteran Job Training & Placement Program Application Checklist, cont'd



Natural Lands, Local Beaches,  
Water Conservation  
& Protection



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



Acquisition-Only



Recreation  
Access



Youth & Veteran  
Job Training  
& Placement

- Describe outreach purpose and identify engagement goals

#### Additional Documents

- Upload any additional documents to support your program

#### Budget Form:

Identify the tasks, start & end dates, requested RPOSD funding amount, other funding amount, total funding amount, and deliverables in the following categories as applicable:

- Program Development
- Program Year 1
- Program Year 2
- Program Year 3
- Program Evaluation and Closeout

#### Program Partnership Form:

- Partnership Identification(s) and Description(s)
- Supporting documentation

**Helpful Tip:** Response fields on GMS often have word count limits. As notification of exceeding the count only happens when attempting to save or submit responses, we recommend drafting your answers on a program that can track word counts, such as Microsoft Word, first!

## Applying for Competitive Grant Funds Application Checklist



Natural Lands, Local Beaches,  
Water Conservation  
& Protection



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



Acquisition-Only



Recreation  
Access



Youth & Veteran  
Job Training  
& Placement

The Competitive Grant applications for the **Natural Lands, Local Beaches, Water Conservation & Protection, Neighborhood Parks Program, Healthy Communities, & Urban Cleaning Program**, and the **Acquisition-Only Program** will be available in the future.

## Applying for Competitive Grant Funds



Natural Lands, Local Beaches,  
Water Conservation  
& Protection



Neighborhood Parks,  
Healthy Communities,  
& Urban Greening



Acquisition-Only



Recreation  
Access



Youth & Veteran  
Job Training  
& Placement

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**Grant Management System  
Quick Start Guide**

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**APPLYING FOR  
OTHER PROGRAM FUNDS**

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## Applying for Other Program Funds

This section provides instructions for applying for other Measure A program funds, including Maintenance & Servicing Funds and Innovation Grant funds. Refer to the **Measure A Basics Handbook** and the **Grants Administration Manual for Measure A** for detailed information about the requirements of each program.



## Applying for Other Program Funds

Now that you understand the basics of navigating the GMS, review the section below to ensure you're ready to apply for funds!

### Is My Agency/Organization Eligible?

Public Agencies, joint-powers authorities, nonprofit organizations, and schools may be eligible to apply for other program funds. Refer to the eligibility requirements for each program in the **Measure A Basics Handbook** or the **Grants Administration Guide for Measure A** (select "Eligibility and Registration Requirement" then click on Section 3.2) to confirm that your agency/organization is eligible to apply.

### When Are Funds Available?

Other program funds are available at intervals specific to each program. Refer to the **Grants Administration Guide for Measure A** to see when each program is offered.

### How Long Will it Take to Apply?

Testing of the application process shows that most people complete the process in about two hours, not including the time needed to gather and prepare all required documents and information.

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Once you submit your application, you will receive a confirmation email notifying you that your application was received. The RPOSD Grants Officer assigned to your agency will notify you on next steps accordingly.

Please add [rposd@webgrantsmail.com](mailto:rposd@webgrantsmail.com) to your safe senders list to ensure delivery to your inbox.

### What if I Need Help?

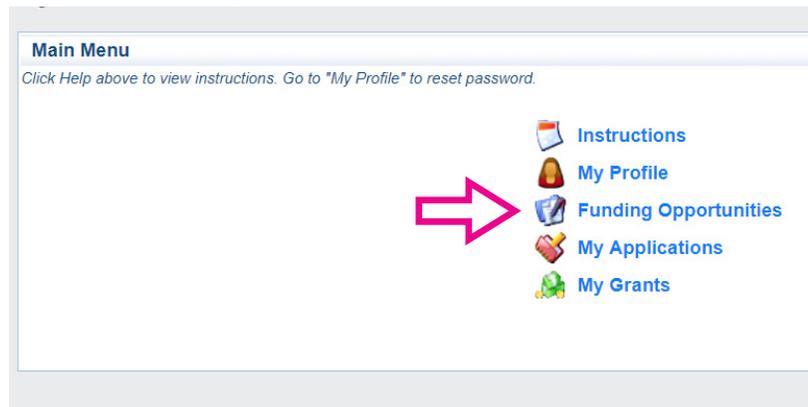
RPOSD is ready to assist you! Give us a call at **626.588.5060** Monday-Thursday or send us an email at [info@rposd.lacounty.gov](mailto:info@rposd.lacounty.gov).

**Note:** You must be registered with the GMS to apply for funds. If you are not registered, or if you're not sure if you're registered, please contact RPOSD at [info@rposd.lacounty.gov](mailto:info@rposd.lacounty.gov) or by phone at **626.588.5060**. If anyone will be assisting you with the application process, be sure to add them to the system following the instructions on page 18.

# Applying for Other Program Funds

## Step One: Funding Opportunities

Your agency or organization can view current funding opportunities for which you are eligible by clicking on the **Funding Opportunities** section of the **Main Menu**.



If more than one opportunity is available, you will need to determine which one to apply to. Every Measure A grant program funds distinct project types and has distinct application requirements. To determine which type of grant funding is best for your project, review the descriptions of each program in the **Measure A Basics Handbook** and the **Grants Administration Manual for Measure A**.

Once you've determined which Funding Opportunity you'll be applying to, select it from the options available:

**Current Funding Opportunities**

*All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.  
Click on the title to open the Funding Opportunity summary.  
Click on the column headers to sort list of Opportunities.*

| ID    | Agency   | Program   | Opportunity Title   | Application Deadline |
|-------|--|-----------|---|----------------------|
| 00216 | Los Angeles County Regional Park and Open Space District | Measure A | <a href="#">Annual Allocation Funding - Acquisition v19</a> | 12/31/2019           |
| 00215 | Los Angeles County Regional Park and Open Space District | Measure A | <a href="#">Annual Allocation Funding - Development v19</a> | 12/31/2019           |

*Dallas Technology Partners, Inc.*

# Applying for Other Program Funds

Once you've selected a funding opportunity, you will see additional information that is specific to that funding opportunity, including **Details**, **Description**, **Attachments**, and **Web Links**.

The screenshot shows a web application interface for 'Funding Opportunities'. At the top, there are navigation links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a section for 'Current Applications' with a note that no existing applications are present. The main content area is titled 'Opportunity Details' for '00364-Innovations Grant Program - v19'. It includes a 'Measure A' section with a 'Pre-Application Deadline' and 'Application Deadline: Final Application Deadline not Applicable'. Contact information for the Program Officer, Agie Jordan III, is provided. The 'Description' section explains that the program is for eligible agencies seeking funding for development projects, with a lightbulb icon and a 'MEASURE A' logo. A table of 'Attachments' lists various documents like grant agreements, resolutions, and engagement requirements with their file names and sizes. Finally, 'Website Links' are provided for managing the grant and accessing the manual.

» **Details** include information about award amounts, due dates, and who the Program Officer is.

» **Description** provides information about the funding opportunity, including links to detailed information about the grant program and eligibility for your reference.

» **Attachments** are templates and resources that you can download and complete or refer to as required by the application.

» **Web Links** are provided for your reference as needed.

**Note:** This information is specific to each funding opportunity, so be sure to review it every time you apply for Measure A funds!

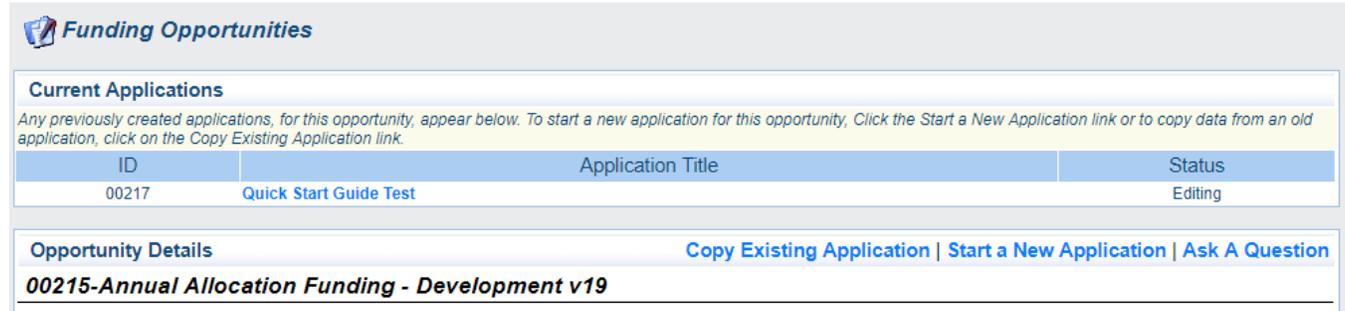
## Applying for Other Program Funds

### Step Two: Gathering Information

To ensure a smooth application process, use the checklist that corresponds to the funding opportunity you're apply for to make sure you have all required information and documents before starting. Checklists start on [page 70](#).

### Step Three: Complete the Application

Once you have gathered all the information needed to complete the application, return to the funding opportunity and select "**Start a New Application.**" Once you've completed an application in the GMS, you will also have the choice to "Copy Existing Application," which pre-populates many fields for you.



**Funding Opportunities**

**Current Applications**

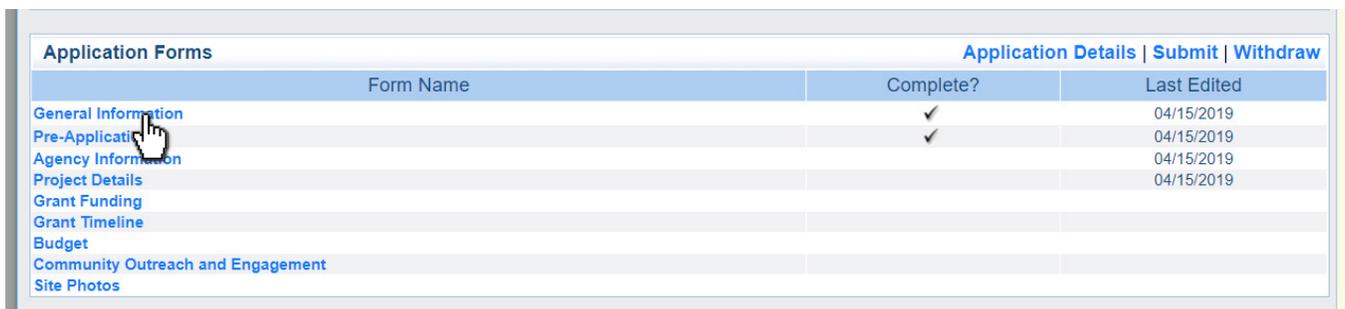
*Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.*

| ID    | Application Title      | Status  |
|-------|------------------------|---------|
| 00217 | Quick Start Guide Test | Editing |

**Opportunity Details** [Copy Existing Application](#) | [Start a New Application](#) | [Ask A Question](#)

**00215-Annual Allocation Funding - Development v19**

Select the application form you'd like to start with and begin entering the required information in the GMS.



| Form Name   | Complete? | Last Edited |
|---|-----------|-------------|
| <a href="#">General Information</a>               | ✓         | 04/15/2019  |
| <a href="#">Pre-Applicati</a>                     | ✓         | 04/15/2019  |
| <a href="#">Agency Information</a>                |           | 04/15/2019  |
| <a href="#">Project Details</a>                   |           | 04/15/2019  |
| <a href="#">Grant Funding</a>                     |           |             |
| <a href="#">Grant Timeline</a>                    |           |             |
| <a href="#">Budget</a>                            |           |             |
| <a href="#">Community Outreach and Engagement</a> |           |             |
| <a href="#">Site Photos</a>                       |           |             |

Information is entered in the GMS in one of three ways:

- » **Drop Down Menus** offer a selection of responses to choose from.
- » **Free Form Fields** allow you to type your response directly into the field.
- » **File Uploads** require that you upload a file to the GMS

Throughout the application process, **all fields with a red asterisk (\*) require a response from you.** Your application cannot be submitted if any of these fields are left blank.

## Applying for Maintenance & Servicing Funds



### Maintenance & Servicing

Use this checklist to ensure that you have all resources required to complete the **Maintenance & Servicing Application** process. Refer to the Help menu within the application for additional detail on each item.

This application has 3 required forms.

#### General Information Form:

- Primary contact
- Project title
- Additional contacts
- Organization

#### Budget:

- Maintenance and Servicing Costs
  - » Prior to project completion
  - » After project completion
- Reimbursable
- Non-reimbursable
- Revenue
- Net reimbursable
- Extraordinary costs
- Supporting documents

## Applying for Maintenance & Servicing Funds, cont'd



Maintenance & Servicing

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### Maintenance and Servicing Funds:

- Maintenance and Servicing Acknowledgments
  - » Good Standing
  - » Maintenance and Servicing Procedures
- Authorized signers
- Project location/information
- Receipt of funds

## Applying for Innovation Grant Funds



Innovation Grants

Use this checklist to ensure that you have all resources required to complete the **Innovation Grant Funds Application** process. Refer to the Help menu within the application for additional detail on each item.

This application has **XX** required forms.

### General Information Form:

- Primary contact
- Project title
- Additional contacts
- Organization

## Applying for Innovation Grant Funds, cont'd



Innovation Grants

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**LOS ANGELES COUNTY  
REGIONAL PARK AND  
OPEN SPACE DISTRICT**

**MEASURE  
A**

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