



# Regional Recreation Facilities, Multi-use Trails and Accessibility

**MEASURE  
A COMPETITIVE  
GRANT  
PROGRAM**

**Guidelines**

April 2021



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## CONTENTS

Introduction .....	2
Guidelines .....	4
APPLICATION SUBMISSION RULES.....	5
APPLICATION FILING PERIOD.....	5
GRANTS MANAGEMENT SYSTEM REGISTRATION AND ELIGIBILITY .....	5
Public Agencies.....	5
Nonprofit Organizations.....	6
Schools .....	6
ADDITIONAL REQUIREMENTS FOR ALL REGISTRANTS .....	7
QUESTIONS FROM APPLICANT .....	7
PROGRAM GOALS .....	8
AVAILABLE FUNDING .....	8
PROJECT TYPES .....	8
PROJECT REQUIREMENTS.....	9
AWARD SIZE .....	10
APPLICATION QUESTIONS.....	11
EVALUATION CRITERIA QUESTIONS.....	14
Scoring Rubric .....	17
COMMUNITY OUTREACH AND ENGAGEMENT .....	23
Language Access Requirements for Community Outreach and Engagement.....	27
Project Budgeting.....	28
GRANT PROGRAM TIMELINE (APPLICATION TO AWARD) .....	30
Review Process .....	31



## APPENDICES

Appendix A: Application Checklist

Appendix B: A Comprehensive Map of the Application Questions



## ***Introduction***

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This document provides extensive information about the Los Angeles County Regional Park and Open Space District's (RPOSD) *Category 4 - Regional Recreation, Multi-use Trails and Accessibility (Program)* for the 2021 grant cycle. After reviewing the guidelines, you will have a better understanding of the application process and evaluation criteria for this Program.

For more information regarding Measure A funding opportunities, programs, and procedures, please refer to the Grants Administration Manual for Measure A and the Measure A Basics Handbook. Additional information is also available online at [RPOSD.LACounty.gov](http://RPOSD.LACounty.gov).



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# Guidelines

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## APPLICATION SUBMISSION RULES

1. A maximum of one application submission is allowed per eligible applicant for this program.
2. Applicant must apply for a different project for each program, if applying for two or more of the programs currently available. (Category 3, Category 4, and Acquisition-Only)
3. Incomplete application submissions will not be considered.
4. Applications will not be accepted after the deadline. (October 28, 2021 at 10:00am)
5. Park Data Inventory – Enter the date that your agency last completed their park inventory update in the web portal. Agencies must have a current update date to file an application for this Program.
6. Any questions regarding the grant program must be submitted in accordance with the Questions from Applicant section.

## APPLICATION FILING PERIOD

Application Period Opens: April 30, 2021

Application Period Closes: October 28, 2021 at 10:00am

## GRANTS MANAGEMENT SYSTEM REGISTRATION AND ELIGIBILITY

Eligible grant applicants are required to complete an online registration process prior to applying for a grant program opportunity. Applicant registration information must be entered and submitted to the Grant Management System (GMS) (<http://grantfunding.rposd.lacounty.gov>). Applicants requiring assistance with the registration process are encouraged to contact RPOSD for assistance. Specific registration requirements for each agency type are listed below. If your agency has already completed registration in the GMS, this step can be skipped.

## PUBLIC AGENCIES

### Eligibility

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

### Eligibility

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

### Registration Requirements

- **Proof of Mission.** Documentation showing mission statement relates to nonprofit focus areas stated above.
- **Articles of Incorporation.** Documentation as filed with the state.
- **Proof of 501(c)3 status.** If applicable, provide also Conservation Corps certification; and/or certification that training, education, placement services provided meet requirements.
- **Proof of Good Tax Standing.** Copy of latest IRS Form 990 (Return of Organization Exempt from Income Tax)

## SCHOOLS

### Eligibility

Public and private nonprofit schools are eligible to enroll with RPOSD, provided they allow public use and free access of school facilities, at a minimum during non-school hours for parks and recreation purposes, and in perpetuity.

### Registration Requirements

Schools are not required to meet any requirements beyond those required of all agencies and organizations as outlined above. However, those schools allowing public use of school facilities during non-school hours will be required to submit a joint/shared-use agreement or letter of intent to enter a joint/shared-use agreement when completing a grant application.



## ADDITIONAL REQUIREMENTS FOR ALL REGISTRANTS

In addition to the requirements specific to each agency or organization type, all registrants must adhere to the following:

### Review and Accept RPOSD Grant Agreement Terms

Registrants must review RPOSD contract terms in order to determine ability to meet minimum requirements and long-term obligations.

### Financial Audit

Registrants must provide their latest completed audited financial statements. For cities and other public agencies that file one, the most recent Comprehensive Annual Financial Report (CAFR) is acceptable.

### Federal Tax Identification Number

Registrants must supply their federal tax identification number.

### LA County Vendor ID

Registrants must have a LA County Vendor ID number. Registrants without an LA County Vendor ID number can obtain one at <https://camisvr.co.la.ca.us/webven/LoginNew.asp>

### Enrollment in Direct Deposit

Per Los Angeles County's *Method of Payment for County Contractors, Vendors, and Other Payees*, Electronic Fund Transfer, or direct deposit, is the default form of payment for any amounts due for goods and/or services provided under an agreement or contract with the County. All registrants must confirm their enrollment in Direct Deposit with the County or provide documentation of an approved exemption.

### Attend a Registration Workshop

Although not a requirement, registrants are highly encouraged to attend a workshop and/or webinar hosted by RPOSD for training on the Measure A registration process.

## QUESTIONS FROM APPLICANT

Applicants may submit questions two different ways:

1. Questions can be submitted by email to [info@rposd.lacounty.gov](mailto:info@rposd.lacounty.gov). Please identify the program name in the subject line. (Category 3, Category 4 and/or Acquisition-Only)
2. Questions can be submitted during the online workshops in the chat box.

RPOSD will publish a Frequently Asked Questions document to the RPOSD website.

All questions must be submitted by September 30, 2021 for RPOSD to provide a response before the application deadline date.



## PROGRAM GOALS

Regional Recreation, Multi-use Trails and Accessibility Competitive Grants Program projects should improve and connect regional recreational facilities, trails and accessibility projects. Greater priority will be given to trail and accessibility projects that connect river, mountain, and urban areas, especially to County Parks, State Parks, the National Forest, the National Recreation Area(s), and the National Monument(s), and that link other canyons and regional and local parks throughout the County.

A minimum of thirty percent of the funding will be awarded to projects in High or Very High Need Study Areas, as defined by the most recent Countywide Parks Needs Assessment. For additional information on this target, refer to the Measure A Grants Administration Manual.

## AVAILABLE FUNDING

The amount of funding available for this grant program cycle is up to \$11.1 million.

## DEFINITION OF A MULTI-USE TRAIL

A path or trail which accommodates at least two modes of two-way non-motorized travel (including pedestrians, bicyclists, or equestrians).

## PROJECT TYPES

Below is a non-exhaustive list of project types that may be eligible for grant funds.

### *Regional Recreational Facilities*

- Aquatic facilities
- Regional Facilities
- Equestrian staging areas
- Golf course facilities
- Multi-use sports facilities
- Acquisitions

### *Multi-use Trails*

- Addition of amenities along trail corridor
- Development of new multi-use trails
- Upgrades to existing multi-use trails
- Trail refurbishment
- Trailhead amenities and improvements

### *Accessibility*

- ADA restroom upgrades, walkway/sidewalk improvements, ADA-compliant amenities
- Bike storage facilities at parks, trails, recreation centers, and beaches



- Connections from Class I bike paths to recreation facilities
- General trail and walkway repairs or improvements
- Interactive wayfinding
- Parking facilities serving parks and recreational facilities
- Pathways and trails connecting transit stops to park and recreation facilities, open space, natural lands, or beaches
- Projects that utilize publicly owned rights-of-way and vacant spaces
- Safety improvements such as crosswalks and pedestrian signals that provide safer access (must be adjacent to facility)
- Trailhead improvements

## PROJECT REQUIREMENTS

Applicants must provide proof that the project meets the project eligibility, feasibility, and community engagement requirements listed below.

All projects must include a sign at a prominent location on the project site acknowledging the assistance of RPOSD. The cost of permanent signage development is reimbursable through the grant. RPOSD will provide electronic samples of its graphics for the grantee to use in signage development.

### *Project Eligibility*

Applicants must provide proof that the project meets all of the following Project Eligibility requirements in order to apply for a grant award:

- The project acquires, develops, improves, and/or rehabilitates land for regional recreational facilities, multi-use trails, and/or accessibility.
- The project is a parks and recreation capital project.
- The project is consistent with the agency's park planning documents.
- The project's requested grant award size is a minimum of \$50,000 up to a maximum of \$1,000,000 and may be combined with other sources of funding.
- The project has a detailed budget consistent with the level of planning and design completed to date, as well as a plan for funding to cover the budgeted costs, with appropriate contingencies given the level of planning completed.
- The project has a detailed schedule from grant receipt to project completion that reflects the level of planning, design, and permitting that will be necessary for the project.
- The project has an appropriately detailed financial plan for the annual operation and maintenance of the completed project.

### *Project Feasibility*

Applicants must provide proof that the project meets at least one requirement in each topic area in order to apply for a grant award:



#### Land Access/Tenure

- Applicant owns the land in question; or
- Applicant has entered into a lease or other use agreement for the land in question and submits a Letter of Intent from the land owner; or
- Applicant has plans acceptable to the District, as to how access or tenure will be acquired or arranged. In making its determination the District will consider draft lease agreements, purchase agreements, exclusive negotiation agreements, and/or similar agreements.

Note: RPOSD shall require that the grantee shall cause to be recorded on the title of any real property acquired and/or developed with funds from RPOSD, a deed restriction executed by the landowner, requiring compliance with the grant agreement, in perpetuity.

#### Planning and Design Status

- Design documents at 30% or greater completion stage; or
- Applicant has sketch-level plans or a site plan for project design, including a budget and timeline. A planned approach as to how and when planning and design will be required.

#### Permitting and CEQA Compliance

- Project is exempt from regulatory permits and CEQA; or
- Any necessary permitting and CEQA documents are completed and certified; or
- Applicant is aware of and has identified permitting and CEQA requirements and provides a timeline on completion.

#### Adverse Site Conditions

- There are no adverse site conditions that would affect project implementation; or
- Adverse site conditions have been characterized and the applicant has developed plans for addressing them; or
- Adverse site conditions are known to exist but have not been characterized. Applicant has draft or conceptual plans as to how and when these conditions will be addressed, with appropriate budget contingencies in the project budget.

#### Community Engagement

The project must meet the minimum community engagement requirements included in this grant program guidelines document.

## AWARD SIZE

Requested grant awards must meet the minimum and maximum grant award size requirements. Grant applications will be categorized into different total project cost brackets. Grant applications within the same total project cost bracket will be evaluated against each other and at least one grant will be awarded in each bracket that receives eligible and completed applications. Total funds available and total project cost bracket limits may be adjusted prior to each grant round, and will be publicized in the grant announcement materials. Note that Measure A grant awards are not necessarily intended to fully fund grant projects and may require the leveraging of other funding sources.

Measure A Grant Award Funding Request Range:

- Minimum: \$50,000
- Maximum: \$1,000,000

Total Project Cost Brackets

- Small: \$50,000- \$749,999
- Medium: \$750,000- \$1,999,999
- Large: \$2,000,000- \$4,999,999
- Jumbo: \$5,000,000 and above

## APPLICATION QUESTIONS

### General Questions

Responses to the following questions will be required as part of the application:

#### Applicant Information

- Primary Contact
- What is your role in managing grants with RPOSD?

#### Organization Information

- Agency/Organization Name
- What is your Agency/Organization Type?
- List the ROLES/TITLES of the individuals identified as Authorized and Designated signers per your agency's adopted resolution or proof of jurisdiction support.

#### *Good Standing*

Applicants must be in Good Standing in order to apply for grants. Applicants who are not in Good Standing must contact their assigned RPOSD Grants Officer to develop a plan to restore Good Standing prior to applying for any additional grants (Section 1.7, Section 3.4.7).

#### *RPOSD Signage and Branding*

Grant funded projects and programs shall acknowledge the assistance of RPOSD funding prominently on site signage, outreach materials, etc. For further instruction and more information, refer to the Project Requirements stated under the grant funding program you are applying for.

#### *Review of Project Delivery*

All grantees are required to follow RPOSD procedures to close the grant after completion of the project (Section 3.4.5).

#### *Review of Insurance Requirements*

RPOSD requires grant applicants to review the insurance requirements associated with the grant agreement. Insurance requirements can be found in the grant agreement, under Section K.1.ii.



#### *Deed Restriction Requirements*

RPOSD requires, to the maximum extent feasible, that the grantee shall cause to be recorded on the title of any real property acquired and/or developed with funds from RPOSD, a deed restriction requiring compliance with the grant agreement, in perpetuity (Section 3.4.5).

#### *Review of Grant Agreement*

RPOSD requires applicants to review the grant agreement. The grant agreement is available for review on the RPOSD website.

#### Agency Information

- Select your Agency Type
- Park Data Inventory – Enter the date that your agency last completed their park inventory update to the Parks Need Assessment website. Agencies must complete this information on an annual basis to remain in Good Standing with RPOSD.
- Authorized Representative – Individual approved to make organizational decisions for your agency. This person must submit all claims and sign for your agency when required.
- Authorized Designee- Individual selected by the Authorized Representative to submit claims and sign documents on his/her behalf.
- Jurisdiction Support is the written support to apply for, accept, and administer grant funds from an authorized representative from the head of the applying department, City Manager’s Office, Parks and Recreation department head, City Council, Board of Directors, or other leadership deemed appropriate by applicant.

#### Project Description

- Project Title (50 characters)
- Identify your organization and its credibility to provide park projects (1,000 characters)
- Explain the issue, problem or need for this project (1,000 characters)
- What are the expected measurable outcome(s) that this project will produce? (1,000 characters)
- Describe the methods to be utilized to achieve the desired outcome(s) (1,000 characters)
- Summary (Scope of Work) (2 to 3 sentences summarizing the proposed project. The sentences should be concise and allow for a clear understanding of the proposed project.)

#### Project Information

- Type of development
- Amenities to be developed as defined in the Parks Needs Assessment
- If “other” selected, describe the amenity.
- Does this project require a Joint/Shared Use Agreement?

#### Project Location Information

- Physical Location (e.g. 1000 S. Fremont Ave, Alhambra, CA 91803. If no physical address, input Latitude and Longitude)



- Location Name (i.e. park name, open space name, etc.)
- Assessor's Identification Number (AIN) If AIN is not known, visit LA County Assessor Portal
- Description of any additional locations that are part of this project.

#### Planning and Design Information

- What is the status of your Planning and Design documents?
- Upload Planning and Design documents. (All documents as a single file.)

#### Environmental Information

- CEQA Lead Agency Name
- CEQA Responsible Agency Name (N/A if no Responsible Agency)
- CEQA Type
- CEQA Status
- Adverse site conditions?

#### Land Access/Tenure

- Will your agency be the landowner of the proposed project location(s)?

#### Reporting Requirements

- Supervisorial District
- State Senate District
- State Assembly District
- U.S. Congressional District
- Park ID (CPAD Unit ID. If no CPAD Unit ID, write 'N/A')
- City/Council District (N/A if not applicable)

#### Maps and Reports

- Project Vicinity Map
- Site Plan
- Grant Boundary Map

#### If Project has an Acquisition Phase

- Parcel Information (Assessor's ID, Acreage, Landowner, Anticipated Date of Acquisition, Parcel Map)
- Acquisition Timeline
- Type of Acquisition

#### Grant Award Funding Request



Enter amount (Minimum \$50,000 / Maximum \$1,000,000)

## EVALUATION CRITERIA QUESTIONS

### *Level of Need*

- Identify the Study Area(s) the project is located based on current countywide parks need assessment map.

### *Regional Benefits*

- Please describe in detail how the project provides regional benefits, meets regional needs, and increases community value by rehabilitating, filling a gap, adding or improving the facility, amenity, or open space within the region it serves or for which regional demand/or use is high.
- Please describe in detail how the project accommodates regional access by providing trail connectivity, transit connections beyond the local vicinity, trailhead and/or parking improvements or ADA (Americans with Disabilities Act) improvements.
- Please describe in detail the types of interpretive, educational, programmatic, or other components that encourage regional visitation the project will include.

### *Social Multi-Benefits*

- Please describe in detail how the project will address community safety, gang activity reduction and violence prevention. Emphasis on the features that will be included to improve safety conditions and visibility, keeping in mind that best practices include using Crime Prevention Through Environmental Design (CPTED), including how features will ensure park safety.
- Please describe in detail how the project includes advance displacement avoidance strategies to prevent displacement if a potential unintended consequence associated with the project creates a significant increase in the cost of housing directly surrounding the project area.
- Please describe in detail the elements incorporated within the project that will accommodate the cultural and language needs of the served populations. Examples include information signs, public art related to surrounding history or culture.
- Please describe in detail the incorporated elements proposed for interpretive programs or educational elements within the project, that provide or foster user connection and awareness of the environment, outdoors, recreation which include location, landscape, wildlife, plans, background or history.

### *Community Health Multi-Benefits*

- Please describe in detail how the project provides infrastructure and equipment that encourages physical activity. Please upload a basic design/layout of the physical activity component of the project and photos of the proposed equipment to be used.
- Please describe in detail how the project provides infrastructure and equipment that cater to the physical activity of people of all abilities, especially to people with special needs? Please upload a basic





design/layout of the universal design and accessibility component of the project and photos of the proposed equipment to be used.

- Please describe in detail how the project includes connections to transportation infrastructure to increase the ability of users to travel to and from the project by active forms of transportation such as walking, biking, skateboarding, scootering, etc. Please upload a basic design/layout of the safe and active transportation component of the project.
- Please describe in detail how the project provides access to healthy food growing and/or healthy food options, such as healthy street vending community gardens, and healthy grocers. Please upload a basic design/layout of the healthy food access component of the project.
- Please describe in detail how the project includes elements that promote social interaction, such as safe, attractive, and interactive gathering areas, public art, and infrastructure geared toward socialization. Please upload a basic design/layout of the social interaction component of the project. Please upload photos of the proposed elements.

#### *Environmental Multi-Benefits*

- Please describe in detail project features which address water quality improvements and stormwater capture and conservation that go beyond those required by state and local codes. Examples include details and benefits on a project for a rain garden or one which incorporates drought-tolerant plants.
- Please describe in detail project features which address air quality and greenhouse gas reductions, including carbon sequestration, or reduce existing criterion air pollutant emissions that go beyond those required by current regulations which are addressed by more than typical plantings found in park and open space projects.
- Please describe in detail project features that address heat-island effects that go beyond typical plantings found in park and open space projects.
- Please describe in detail project features that create, preserve and/or enhance important habitat areas and biodiversity pertaining to local pollinators and animals.

#### *Connectivity and Accessibility*

- Please describe in detail project features that provide new physical connections or improvements to connections for trails, access points and other accessibility options. Include any lighting, wayfinding, paving, landscaping or scale of the connection.

#### *Timeline and Budget Feasibility*

- Complete the Budget and Timeline forms in the GMS. Refer to the information below to complete realistic and achievable deliverables on the forms.

#### Project Budget

The Project Budget should be a summary of the estimated costs of the proposed project. When preparing the budget, identify your costs as acquisition, construction/development or soft costs for acquisition/development.



The acquisition and/or construction costs must comprise at least 75 percent of the grant requested. No more than 25 percent of the grant amount will be allowed for soft costs for acquisition/development. In addition, applicants will be held to the amount of soft costs for acquisition/development, as stated in the Project Budget, even if the amount is less than the allowable 25 percent.

#### Proof of additional Funding (If Applicable)

If the application identifies other project funding in addition to the grant amount, you must submit evidence that the funding is secure. That evidence may include letters of commitment, bindings, records of other grants received, etc.

If those funds are not provided, and/or the project cannot be completed as described in the application, the project will not qualify for grant funding reimbursement.

Note: If the project includes additional funding or in-kind services, and the project is completed for less than the total amount identified in the application, the District's reimbursement will be limited to the proportion of the grant to the total project costs as stated in the application.

#### Project Timeline

The Project Timeline should be an outline of the proposed time frame in which the project will be performed covering the time period from inception of the project through the proposed date of completion including time for grant closeout. The Project Timeline should list chronologically all necessary activities (milestones) to complete the project. For purposes of the Project Timeline, assume that a Grant Agreement will be executed six to eight months after the application deadline.

Note: A project is expected to commence by the date of execution of the grant agreement. RPOSD will not reimburse for expenses incurred before the agreement execution date.

## **EVALUATION CRITERIA**

Applications will be scored using the following criteria:

- Level of Need
- Regional Benefits
- Social Multi-Benefits
- Community Health Multi-benefits
- Environmental Multi-Benefits Benefits
- Connectivity and Accessibility
- Timeline and Budget Feasibility

Each evaluation criterion is described below, along with a breakdown of points by sub criteria (where applicable). All acquisition-only project applications will be scored only against other acquisition-only projects, regardless of requested award amount. These projects will be evaluated using the scoring criteria used for the Acquisition-only



Grant Program (Level of Need, Regional Benefits, Social Multi-benefits, Environmental Multi-Benefits, Timeline and Budget Feasibility and Connections and Access).

## SCORING RUBRIC

Evaluation Criteria	Points
Level of Need	10
Regional Benefits	15
Social Multi-benefits	12
Community Health Multi-benefits	10
Environmental Multi-benefits	16
Connectivity and Accessibility	30
Timeline and Budget Feasibility	7
<b>TOTAL POINTS</b>	<b>100</b>



<b>REGIONAL BENEFITS</b> PROJECTS THAT PROVIDE REGIONAL BENEFITS OR SERVE REGIONAL NEED WILL RECEIVE POINTS.  Projects may receive up to a maximum of 15 points by meeting ALL of the subcriteria below.	<b>15 MAX</b>
<i>(A) Project provides regional benefits, meets regional needs, and increases community value by rehabilitating, filling a gap, adding or improving the facility, amenity, or open space within the region it serves or for which regional demand/or use is high.</i>	0-5
<i>(B) Project accommodates regional access by providing trail connectivity, transit connections beyond the local vicinity, trailhead and/or parking improvements, or ADA improvements.</i>	0-5
<i>(C) Project includes interpretive, educational, programmatic, or other components that encourage regional visitation.</i>	0-5

<b>LEVEL OF NEED</b> PROJECTS LOCATED IN HIGH OR VERY HIGH NEED STUDY AREAS WILL RECEIVE MORE POINTS THAN PROJECTS THAT ARE NOT.  Projects may receive up to a maximum of 10 points by meeting one or more of the sub criteria below.	<b>10 MAX.</b>
<i>(A) Project is located in a Very High Need Study Area. Please refer to the Countywide Park Needs Assessment Data for Study Area need level determination.</i>	10
<i>(B) Project is located in a High Need Study Area. Please refer to the Countywide Park Needs Assessment Data for Study Area need level determination.</i>	5



<p><b>SOCIAL MULTI-BENEFITS</b>  <b>PROJECTS THAT PROVIDE OTHER BENEFITS BESIDES RECREATION THAT RELATE TO SOCIAL ISSUES.</b></p> <p>Projects may receive up to a maximum of 12 points by meeting all of the sub criteria below.</p>	<p><b>12 MAX.</b></p>
<p><i>(A) Community Safety, Gang Activity Reduction, and Violence Prevention</i>  Project includes features that improve safety conditions and visibility through the provision of safe equipment and facilities, and thereby reduce or prevent gang activity, violence, and crime. Best practices include using Crime Prevention Through Environmental Design (CPTED) strategies, such as increasing natural surveillance, reducing isolated spaces, increasing sight lines, and providing adequate lighting. Projects located in areas of high gang activity and violence and incorporate safe design, and/or engage former and current gang members or gang reduction community groups to ensure park safety.</p>	<p>0-3</p>
<p><i>(B) Anti-displacement Mitigation</i>  Project includes advance displacement avoidance strategies to prevent displacement if a potential unintended consequence associated with the project creates a significant increase in the cost of housing. More points will be scored based on how realistic and proactive the strategies are.</p>	<p>0-3</p>
<p><i>(C) Cultural and Language Sensitivity</i>  Project incorporates elements that accommodate the cultural and language needs of the served populations, such as multilingual wayfinding and other signage and informational signs or public art related to the surrounding history and culture of the project and area. More points will be scored on the quantity and quality of the proposed cultural and language elements.</p>	<p>0-3</p>
<p><i>(D) Interpretive Programs and Education</i>  Project incorporates elements that provide interpretation and education to foster user connection and awareness of the environment, the outdoors, and/or recreation, such as incorporating informative signage explaining the project's location and cultural and natural history . More points will be scored on the appropriateness of the proposed interpretive programs and education elements.</p>	<p>0-3</p>



<p><b>COMMUNITY HEALTH MULTI-BENEFITS</b>  <b>PROJECTS THAT PROVIDE OTHER BENEFITS BESIDES RECREATION THAT RELATE TO COMMUNITY HEALTH ISSUES.</b></p> <p>Projects may receive up to a maximum of 10 points by meeting all of the sub criteria below.</p>	<p><b>10 MAX.</b></p>
<p><i>(A) Physical Activity</i>  Project provides infrastructure and equipment that encourages physical activity. Examples include a combination of playground equipment, exercise equipment, walking and biking paths/trails, etc. More points will be scored for the quantity and variety of infrastructure and equipment.</p>	<p>0-2</p>
<p><i>(B) Universal Design and Accessibility</i>  Project provides infrastructure and equipment that cater to the physical activity of people of all abilities, especially to people with special needs. Examples include access ramps, accessible restrooms, and inclusive recreation options.</p>	<p>0-2</p>
<p><i>(C) Safe and Active Transportation</i>  Project includes transportation infrastructure to increase the ability of users to travel to and from the project by active forms of transportation such as walking, biking, skateboarding, scootering, etc. Examples include sidewalks, multi-use paths, bikeways, and Safe Routes to School.</p>	<p>0-2</p>
<p><i>(D) Healthy Food Access</i>  Project provides access to healthy food growing and/or healthy food options, such as healthy street vending, community gardens, and healthy grocers. Examples include community gardens, areas for farmers' markets, clean drinking water, incorporation of healthy food vending or provision on the project site, and/or providing transportation infrastructure that allows access to these types of healthy food uses.</p>	<p>0-2</p>
<p><i>(E) Social Interaction</i>  Project includes elements that promote social interaction, such as safe, attractive, and interactive gathering areas; public art; and infrastructure for play.</p>	<p>0-2</p>

<p><b>ENVIRONMENTAL MULTI-BENEFITS</b>  <b>PROJECTS THAT PROVIDE OTHER BENEFITS BESIDES RECREATION THAT RELATE TO ENVIRONMENTAL ISSUES.</b></p> <p>Projects may receive up to a maximum of 16 points by meeting all of the sub criteria below.</p>	<p><b>16 MAX.</b></p>
<p><i>(A) Water Quality Improvements and Stormwater Capture and Conservation</i>  Project includes features to improve water quality which go beyond those required by State and local codes. Project includes features to capture stormwater and attenuate potential flood conditions which go beyond those required by State and local codes. Examples include swales, rain gardens, retention basins, pervious pavement, use of drought-tolerant plants, use of drip irrigation, and other ways to use recycled water and reduce runoff.</p>	<p>0-4</p>
<p><i>(B) Air Quality Improvements and Greenhouse Gas (GHG) Reductions, including Carbon Sequestration</i>  Project includes features to reduce existing criterion air pollutant emissions that go beyond those required by current regulations. Project includes features to reduce existing GHG emissions that go beyond those required by current regulations and features to sequester carbon that go beyond typical plantings found in park and open space projects. Examples include tree planting, low allergen palette selection, active transportation options, and sustainable maintenance of amenities.</p>	<p>0-4</p>
<p><i>(C) Heat-Island Reductions</i>  Project includes features to reduce heat-island effects, in ways that go beyond typical plantings found in park and open space projects. Examples include use of light colored and/or reflective surfaces, planting trees, providing shade, and reducing hardscape.</p>	<p>0-4</p>
<p><i>(D) Habitat Protection and Biodiversity</i>  Project includes features to create, preserve, and/or enhance important habitat areas and biodiversity. Examples include preserving critical habitat areas, using native plants that attract pollinators, and creating a diversity of spaces that can be used as habitat for a diversity of animals.</p>	<p>0-4</p>



<p><b>CONNECTIVITY AND ACCESSIBILITY</b>          PROJECTS THAT PROVIDE ACCESSIBILITY, CONNECTING RIVER, MOUNTAIN, AND URBAN AREAS, ESPECIALLY TO COUNTY PARKS, STATE PARKS, THE NATIONAL FOREST, THE NATIONAL RECREATION AREA(S), AND THE NATIONAL MONUMENT(S), AND THAT LINK OTHER CANYONS AND REGIONAL AND LOCAL PARKS THROUGHOUT THE COUNTY.</p>	<p>30 MAX.</p>
<p><i>Project provides new physical connections and/or provides improvements to existing physical connections, such as multi-use trails, access points, staging areas, and other accessibility options, that connect river, mountain, and urban areas, especially to County Parks, State Parks, the National Forest, the National Recreation Area(s), and the National Monument(s), and that link other canyons and regional and local parks throughout the County. More points will be awarded according to the quality of the physical connection such as including lighting, wayfinding, paving, and landscaping, and the scale of the connection.</i></p>	<p>0-30</p>
<p><b>TIMELINE AND BUDGET FEASIBILITY</b>          THE TIMELINE AND BUDGET SUBMITTED PROVIDES AN ACHIEVABLE AND REALISTIC TOTAL PROJECT COST AND COMPLETION DATE FOR THE PROJECT DETAILED IN THE APPLICATION.</p> <p>Projects may receive a maximum of up to 7 points depending on the feasibility of timeline and budget submitted for the project. More points will be given to projects that provide realistic timelines and total project cost amounts based on the project detailed in the application.</p>	<p>7 MAX.</p>
<p><i>The timeline and budget submitted for the project is realistic and achievable based on the project detailed in the application.</i></p>	<p>0-7</p>





## COMMUNITY OUTREACH AND ENGAGEMENT

### Effective Community Outreach and Engagement with Social Distancing and Safer at Home

**Recommendation:** RPOSD highly recommends completing community outreach and engagement **prior** to the submission of an application.

Effective Outreach and Engagement should rely on the use of social media and virtual technology. These tools provide a range of opportunities to inform, connect, and follow up with your target community. Consider that many communities and target groups do not have access or use internet-based social media tools or are not comfortable with their use.

Given the importance of effective and timely community dialogue and input into all phases of your project, we want to ensure that the requirement for Community Outreach and Engagement is met (or exceeded) and documented, while following existing ‘social distancing’ and ‘safer at home’ guidelines. Measure A requirements for Community Outreach and Engagement remain in effect, while Los Angeles County ([www.publichealth.lacounty.gov/media/Coronavirus/](http://www.publichealth.lacounty.gov/media/Coronavirus/)) and State of California ([covid19.ca.gov/stay-home-except-for-essential-needs/](http://covid19.ca.gov/stay-home-except-for-essential-needs/)) social distancing and safer at home requirements are in place. Identify best practices and ask your peers for help in developing, planning, and conducting your engagement.

1. Review current Los Angeles County Department of Public Health social distancing requirements and guidance, and modify your engagement accordingly;
2. Develop and use alternative internet-based virtual resources to facilitate community outreach and engagement.

RPOSD recognizes the importance of robust and inclusive community outreach and engagement that actively seeks input from the public when determining how to utilize Measure A funds. Input from community members, and especially those in High-Need or Very-High-Need Areas who have been historically underrepresented in decision-making processes, should be actively sought during community engagement. By engaging a diverse range of community members when identifying, prioritizing, programming, and designing parks and recreation projects, public agencies and their partners can encourage increased levels of community trust and help to ensure that they deliver community-driven and-supported projects.

### Outreach Methods and Engagement Approaches

Outreach and engagement are both necessary when seeking input from community members. Outreach provides information to residents and informs them that a meeting, workshop, or other engagement event is scheduled. Engagement occurs when residents participate in a discussion – either by receiving information or providing input – about the project under consideration. All community engagement must be preceded by robust outreach that encourages meaningful public participation and inclusive decision-making processes.

#### Outreach Methods

The outreach methods used should be appropriate in scale and type to the community being served and must adhere to the language access requirements described later in this section. In general, the materials should



include the Measure A and/or RPOSD logo and other associated branding tools such as slogans and hashtags. Utilizing at least one outreach method from each of the three categories listed below, for a minimum of three methods of outreach, is required. All outreach conducted for Measure A–funded projects must adhere to the language access requirements described later in this section. Examples of acceptable outreach methods include but are not limited to:

<b>Online Media Outreach</b>	<b>Local Media Outreach</b>	<b>Grassroots Outreach</b>
E-Mail Blasts	Newsletters	Door-to-door canvassing
Social Media	Local and Regional Newspapers	Phone Banking
Publication on a website	Local Radio and Television	Surveys and Focus groups
		Distribution of flyers and other printed materials

RPOSD will support outreach efforts through social media and web-based platforms if requested at least four weeks prior to the requested publish date. All social media and other web-based platform materials must be submitted to RPOSD at least four weeks prior to the requested publication date. RPOSD should be included in all social media outreach and the RPOSD Grants Officer be notified at least one week in advance of all meetings and other engagement events.

Applicants will be required to provide supporting documentation to demonstrate which outreach methods were utilized and to identify approximately how many people were reached. RPOSD may require applicants demonstrating unsatisfactory outreach to conduct additional outreach and receive additional technical assistance before reimbursements will be issued.

### **Engagement Approaches**

All community engagement must be preceded by robust outreach that encourages meaningful public participation and inclusive decision-making processes. Measure A recognizes three distinct approaches to engagement ranging from sharing information with community members to participatory approaches that seek robust input on a project. Each approach is described below, and requirements are addressed in next section.

#### *Information Sharing (IS)*

Information Sharing is any type of engagement that educates and informs community members of potential and ongoing projects, facility needs and challenges, funding opportunities, and available programs and services. Information Sharing can occur at meetings, in the form of written communications such as newsletters or website posting, or through individual contact. Information Sharing should generally be conducted at each critical stage of a project.

#### *Concurrent Participatory Engagement (CPE)*

The CPE approach to engagement actively seeks input from community members and seeks to build strong, sustainable, authentic partnerships by enabling community members to identify needs and priorities and inform project decisions. The CPE approach allows agencies the flexibility to discuss Measure A–funded projects and

plans in conjunction with other public meetings or events. CPE events may occur as part of any public meeting with multiple agenda items, such as regularly or specially scheduled council, commission, or committee meetings where public input is invited; or at special community events such as festivals, fairs, or open houses where a table or booth may be set up to engage the community and solicit feedback pertaining to spending priorities within a Study Area; or at other meetings or events where community input can be given. The CPE approach to engagement should occur during the stage(s) of the project which allows community input to be incorporated into project plans to the greatest extent possible. Input that cannot be feasibly incorporated into project plans must be explained to the community in a public forum.

#### *Dedicated Participatory Engagement (DPE)*

The DPE approach to engagement actively seeks input from community members and engages them in robust discussion while building strong, sustainable, authentic partnerships by enabling community members to identify needs and priorities and inform project decisions. The DPE approach requires that all engagement meetings, workshops, or events be dedicated to discussing project(s) to be financed with Measure A funds. DPE events must focus entirely on parks and open space projects, plans, or priorities and may not include agenda items that do not pertain to specific projects, plans, or priorities. This is intended to provide more time and focus to allow for robust participation without agenda-based time constraints. DPE events include but are not limited to: public workshops or meetings, design charrettes, collective design/visioning, community mapping, model making, and participatory budgeting. The DPE approach to engagement should occur during the stage(s) of the project which allows community input to be incorporated into project plans to the greatest extent possible. Input that cannot be feasibly incorporated into project or plans must be explained to the community in a public forum.

#### **Minimum Outreach and Engagement Requirements**

All community engagement must be preceded by robust outreach that encourages meaningful public participation and inclusive decision-making processes. For this program, the minimum level of outreach and engagement is determined by the total project budget. In general, the larger the project budget, the more intensive the engagement requirement. When identifying engagement requirements, applicants should find the applicable project budget size bracket.

Engagement requirements do not mandate when the engagement must occur, as long as it occurs no more than 36 months before the application date or is included within the project scope for future completion. Engagement occurring after the grant award must be implemented according to the reported scope and timeline on the Community Engagement Plan. As a rule, the community should be engaged each time critical decisions must be made or when notable changes to the project's scope occur. This may include, but is not limited to:

- At the onset of the project
- During design phases
- During construction



Although the timing is not specified, some projects are required to engage the community at least two times, as indicated on the chart below. Changes to project budgets may trigger additional engagement requirements if the updated budget falls into a different bracket. RPOSD may withhold reimbursements until appropriate engagement has been conducted.

All applicants are required to upload a Community Engagement Plan to the GMS as part of their grant application. The Community Engagement Plan should describe all outreach and engagement conducted and/or describe all plans to engage the community in the future. Supporting documentation is required of all applicants and must be uploaded to the GMS.

*Minimum Engagement Requirement Chart*

TOTAL PROJECT BUDGET	INFORMATION SHARING	CONCURRENT PARTICIPATORY	DEDICATED PARTICIPATORY
\$50,000- \$499,999	Yes	Yes	Or Yes
\$500,000- \$999,999	Yes	Yes (x2)	Or Yes
\$1,000,000- \$1,999,999	Yes		Yes
\$2,000,000 and above	Yes		Yes (x2)

**Community Outreach/Engagement Documentation Submission Requirements**

Acceptable supporting documentation for outreach and engagement includes the following items, as applicable:

- vendor invoices
- outreach flyers
- log of canvassing
- media ads and other graphics
- sign-in sheets
- photos
- activity sheets
- public comment cards
- meeting agendas and minutes
- staff reports

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

## LANGUAGE ACCESS REQUIREMENTS FOR COMMUNITY OUTREACH AND ENGAGEMENT

When conducting community outreach and engagements, cultural and language sensitivities must be considered to encourage participation from groups that typically face barriers and are less likely to participate in public process collaborations. To ensure truly inclusive practices, all outreach and engagement conducted for Measure A-funded projects must adhere to the language access requirements described in this section. The table below identifies the required levels of translation and interpretation services based on the percentage of linguistically isolated populations speaking a given language within a given Study Area. Detailed methodology for identifying isolated languages is described in the Appendix of this document. All applicants should refer to the Language Access for Community Outreach and Engagement chart on the RPOSD website to identify which languages spoken within a Study Area require language access consideration.

### Language Access Tiers and Requirements

TIER	DEFINTION	REQUIREMENT
Tier 1	15% or more of the population is linguistically isolated for any given language	Workshops and any in-person meetings must provide consecutive or simultaneous interpretation services. In addition, all written materials must be translated, including outreach materials, signage, agendas, and all other printed meeting materials.
Tier 2	5–14.9% of the population is linguistically isolated for any given language	Key written materials must be translated, including all printed meeting materials and at least one form of outreach. Workshops and any in-person meetings must provide consecutive or simultaneous interpretation services only if a specific request is received.
Tier 3	1–4.9% of the population is linguistically isolated for any given language	It is recommended (but not required) that outreach materials and printed meeting materials be translated.



## PROJECT BUDGETING

To assist applicants in preparing their grant budgets, please review the charts below on the types of expenses that are eligible or ineligible for reimbursement using Measure A grant funding. The tables are not exhaustive, and applicants should contact RPOSD for clarification regarding the eligibility of expenses not listed. RPOSD will not reimburse for expenses incurred before the execution of the grant agreement.

### Soft Costs Development (Prior to Mobilization)

ELIGIBLE COSTS
Community Outreach/Engagement
In-House Employee Services (see Accounting Rules for additional requirements)
CEQA filing fees
Plans, specifications, construction documents (bidding preparation and packages)
Engineering
Permits

### Hard Costs Development (After Mobilization)

ELIGIBLE COSTS
Community Outreach/Engagement
Signage (RPOSD branding, interpretive, educational, directional, etc.)
Construction Management including site inspections and project administration
In-House Employee Services (see Accounting Rules for additional requirements)
Construction – necessary labor and construction activities to complete project; site preparation (demolition, clearing, grading, excavation); onsite implementation; construction supervision
Purchase of preapproved site amenities
Cost of Rental equipment necessary for construction
Technology and GIS

### Soft Costs Acquisition

ELIGIBLE COSTS
Community Outreach/Engagement
CEQA Filing Fees
In-House Employee Services (see Accounting Rules for additional requirements)
Surveys
Preliminary Title Reports



### Acquisition Costs

ELIGIBLE COSTS
Community Outreach/Engagement
Appraisals
Escrow Fees
Property Taxes (paid as part of escrow)
Title Insurance
Signage (RPOSD Branding)
Land

INELIGIBLE COSTS DEVELOPMENT	
Rent	Fundraising
Pre-Construction costs that exceed soft cost limits	Books, subscriptions, and memberships
All non-capital costs, including interpretive and recreational programming, software and software development	Interest charges
Construction or improvements to facilities that are not primarily designated for recreational purposes (such as a park district office)	Damage Judgements, Attorney's/Legal Fees
Costs incurred before or after the grant performance period/project timeline	Costs paid by other fund sources
Construction costs outside the boundaries of the project	Transportation, vehicle costs, gas and parking fees
Use of Aircraft (fixed wing, helicopter, drone)	Grant writing and application costs
Consumables: Food/Beverages; Hospitality items (unless necessary for Community Outreach and Engagement purposes)	Costs not included in the scope of work
Non-fixed portable equipment (BBQ pits, benches, computers, projectors, etc.)	Postage
Overnight shipping/delivery charges	Office equipment/Furnishings
Staff Training/education	Ceremonies, receptions, or entertainment
Bonus payments	Cellphone Usage
Charges above normal/customary rates (rental fees)	Deficits/Overdrafts
Travel fees	Costs without backup documentation

INELIGIBLE COSTS ACQUISITION (ALL ITEMS UNDER INELIGIBLE COSTS DEVELOPMENT PLUS THE FOLLOWING)	
Acquisitions where purchase price is greater than appraised value	Relocation costs
	Costs to fulfill any mitigation requirements or development imposed by law

### Overhead/Indirect Costs

Reimbursement of overhead and indirect costs shall not exceed 12% of the grant total and shall require documentation of actual expenses. Overhead/indirect costs are costs not usually identified specifically with the grant, contract, or activity,



but are necessary for the general operation of the grantee/organization. Overhead/Indirect may include, but not be limited to:

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

#### **Accounting Rules for In-House Employee Services (Grantee Labor)**

Grantees must follow these accounting practices for services performed by its employees to be eligible for reimbursement:

- Maintain time and attendance records as charges are incurred, identifying the employee through a name or other tracking system, and that employee's actual time spent on the project.
- Time estimates, including percentages, for work performed on the project are not acceptable.
- Time sheets that do not identify the specific employee's time spent on the project are not acceptable.
- Costs of the salaries and wages must be calculated according to the grantee's wage and salary scales and may include only benefit costs for health insurance and workers' compensation.
- May not include overhead, indirect or cost allocation rates. These are the costs generally associated with supporting an employee, such as rent, personnel support, IT, utilities, etc.

Benefits List:

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

If claiming in-house employee services costs, grantees will need to upload the Expense Declaration Form into the GMS when requesting for reimbursement, signed by their authorized representative attesting that the time spent by their employees on the qualifying Measure A project is accurate.

## **GRANT PROGRAM TIMELINE (APPLICATION TO AWARD)**

### **Milestones**

Application filing period:

Begin: April 30, 2021

Deadline: October 28, 2021 at 10:00am

Administrative Review and Panel review: November 2021 to January 2022

Grant Award Announcement: January 2022

Reminder: RPOSD will not reimburse for expenses incurred before the execution of the grant agreement.





## REVIEW PROCESS

### Administrative Review

Once the application period has closed, RPOSD staff will conduct an administrative review of all submitted applications to verify Good Standing status, completeness, and adherence to category and project requirements. Applications that pass the administrative review will be sent to the Competitive Grants Evaluation Panel.

### Evaluation Panel Review

RPOSD will create an evaluation panel(s) for each competitive grant program. Each panel will be composed of a multidisciplinary team with diverse backgrounds and expertise in various aspects of park, recreation, and open space challenges and opportunities.

Applications passing administrative review shall be assigned in groups of approximately 30 to 40 applications to a panel consisting of 3-5 panelists with knowledge and experience in the areas under review.

RPOSD will provide the panelists online access to the applications approximately one month in advance of the panel meeting. The applications that have passed administrative review will be sorted by total project cost bracket amount. Grant applications within the same total project cost bracket will be scored individually and at least one grant will be awarded in each bracket.

At this stage the panelists will review and evaluate the applications and assign a preliminary score for each one. This review may include technical comments and provide initial ratings within each bracket. All applications must be evaluated according to the evaluation criteria listed in the grant program guidelines. Since the evaluation criteria varies for each competitive grant category, applicants should consult the criteria of the category to which they are applying. After the initial reviews have been completed, panelists will meet as a group to discuss applications in closed session. Informed by the panel discussion, individual panelists may change their initial ratings.

RPOSD staff will meet with the competitive grants evaluation panel to review each grant application's scores and arrive at a composite score for each application. At the conclusion of the meeting, a project ranking list will be prepared to select projects within each bracket and create the list of recommended projects for funding.



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# Appendix A

## Application Checklist

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# Competitive Grant Application

## Required Documentation to Upload in the Grants Management System

**All Applicants must be registered in the Grants Management System (GMS).**

### Required Documents for GMS Registration

*The items listed below in this section are only required of nonprofit organizations:*

- Proof of Mission
- Articles of Incorporation
- Proof of 501 (c) 3 status
- Proof of Good Tax Standing (copy of latest IRS Form 990)
- Financial Audit

### Required Documents for Development Projects

#### Application Phase

- Proof of Jurisdictional Support/Permission to Enter into Agreement
- Draft Deed Restriction
- Proof of Ownership (agreement with the landowner, lease, permission to perform, Joint/Shared Use Agreement)
  - For applicant who is not the landowner, provide proof from landowner to develop and/or who will maintain recreational amenity in perpetuity
- CEQA compliance documents
- Adverse Site Conditions
- Project Location Maps
  - Project Vicinity Maps
  - Grant Boundary Maps
  - Parcel Maps
  - Site Plans
- Third-Party Agreements
- Signage Plan
- Community Outreach and Engagement Plan

#### Grants Administration Phase

- Deed Restriction (signed and notarized; must be submitted prior to reimbursement of any funds; original to be filed with the Los Angeles County Registrar-Recorder/County Clerk (LAC-RR/CC) as part of closing documents)
- Contracts and Supporting documentation (RFP/Solicitation of Bids/JOC)

- Planning and Design Specifications at 30% or greater or sketch level plans and a planned approach
- Proof that RPOSD is additionally insured – Certificate of Insurance
- Permits
- Community Outreach and Engagement Plan
- Pre-grant site photos
- Proof of Operations and Maintenance and Servicing (M&S) plan and who will perform in perpetuity

## **Documents for Grant Closeout**

- Final Report
- Proof of Signage
- Notice of Completion stamped by the LAC-RR/CC
- Assignment and Assumption of Grant Agreement (AAGA) – Long-Term Land Obligations/Perpetuity
- Recorded Deed Restriction (must have LAC-RR/CC recordation stamp)

## **Required Documents for Acquisition Projects**

### **Application Phase**

- Proof of Jurisdictional Support/Permission to Enter into Agreement
- Community Outreach and Engagement Documentation
- CEQA documents
- Acquisition Schedule
- Project Location Maps
  - Project Vicinity Maps
  - Grant Boundary Maps
  - Parcel Maps
- Adverse Site Conditions
- Proof of Operations and M&S plan and who will perform in perpetuity

### **Acquisition Phase**

- Appraisal Report
- Fully Executed Purchase Agreement
- Escrow Instructions
- Certification of Compliance
- Estimated Buyers Statement
- Preliminary Title Report
- Disclosure Form
- Relocation Plan (if applicable)
- Eminent Domain (if applicable)
  - Express Authorization to Acquire; or
  - Judgement in Condemnation

## **Closing Phase**

- Final Report
- Closing Escrow Statement
- Settlements (if applicable)
- Title Insurance Policy
- Final Relocation Report
- Permits (if applicable)
- Grant Deed
- Recorded Deed Restriction (required after the acquisition is complete and the grantee takes ownership of the property)
- Assignment and Assumption of Grant Agreement (AAGA) – Long-Term Land Obligations/Perpetuity (if applicable)
- Third-Party Agreements (if applicable)
- Proof of Signage
- Photos
- Grant boundary map with public access points
- Acquisitions – Parcel Map with Accessor numbers

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# Appendix B

A Comprehensive Map of  
the Application Questions

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## Category 4: Regional Recreation Facilities, Multi-Use Trails and Accessibility Application Questions

This is a comprehensive map of the application questions you will encounter when applying for a Category 4: Regional Recreation, Multi-Use Trails and Accessibility Program grant on the Grants Management System (GMS).

Click [here](#) for the Measure A Grants Administration Manual.

### Acknowledgements

**All applicants must review and agree to the following pre-application requirements prior to submitting an application for grant funds.**

#### Grantee Obligations and Acknowledgments

##### Good Standing\*

Applicants must be in Good Standing in order to apply for grants. Applicants who are not in Good Standing must contact their assigned RPOSD Grants Officer to develop a plan to restore Good Standing prior to applying for any additional grants ([GAM Section 1.7](#), [Section 3.4.7](#)). A loss of Good Standing may result in the inability to apply for grant opportunities, receive payment/reimbursement, apply for Maintenance and Servicing Funds, and other actions not listed here. For more information, contact your Grants Officer.

Please note that you may begin and complete an application, however, you will not be able to submit your application if your agency is not in Good Standing.

Our agency/organization has reviewed the requirements; we confirm our current Good Standing status and agree to remain in Good Standing with RPOSD.

##### RPOSD Signage and Branding\*

Grant funded projects and programs shall acknowledge the assistance of RPOSD funding prominently on-site signage, outreach materials, etc. For further instruction and more information, refer to the [GAM: Section 1.9](#).

Our agency/organization has read and reviewed the RPOSD signage and branding requirements.

### **Review of Project Delivery\***

All grantees are required to follow RPOSD procedures to close the grant after completion of the project ([GAM: Section 3.4.5](#)).

Our agency/organization has read and reviewed the Project Delivery: Grant Closing and Post Closing obligation requirements.

### **Review of Insurance Requirements\***

RPOSD requires grant applicants to review the insurance requirements associated with the grant agreement. Insurance requirements can be found in the grant agreement, under [Section K.1.ii](#).

Our agency/organization has read and reviewed the insurance requirements.

### **Deed Restriction Requirements\***

RPOSD requires, to the maximum extent feasible, that the grantee shall cause to be recorded on the title of any real property acquired and/or developed with funds from RPOSD, a deed restriction requiring compliance with the grant agreement, in perpetuity ([GAM: Section 3.4.5](#)). Draft deed **MUST** be included with this application. Recorded deed **MUST** be filed prior to first reimbursement ([deed template](#)).

Our agency/organization understands that we may be required to record a Deed Restriction for this project.

### **Review of Community Outreach and Engagement\***

RPOSD requires various levels of Community Outreach and Engagement for all grant projects ([Section 3.3-3.3.5](#)).

Our agency/organization has reviewed the Community Outreach and Engagement requirements.

### **Review of Grant Agreement\***

RPOSD requires applicants to review the [grant agreement](#). The grant agreement is available for review on the RPOSD website.

Our agency/organization has reviewed the terms and conditions of the Grant Agreement and is prepared to execute the Grant Agreement upon approval of this application.

RPOSD requires grant applicants to review the requirements associated with the certification of compliance. Requirements can be found in the GAM, under ([GAM: 3.4.4](#)).

Our agency/organization has read and reviewed the Certification of Compliance obligation requirements.

## Agency Information

### Park Inventory

Select your Agency Type from the drop-down list:

- a) Public Agency
- b) Non-Profit
- c) Joint-Powers Authority
- d) Schools

**If you selected “Public Agency,” you will need to:**

Enter the date that your agency last completed their park inventory update to the [LA Parks Portal](#) website. Agencies must complete this information on an annual basis to remain in Good Standing with RPOSD.

### Authorized Representative

An Authorized Representative is an individual approved to make organizational decisions for your agency. This person must sign for your agency when required.

Provide the name, title, and email address of your agency’s Authorized Representative.

### Authorized Designee

An Authorized Designee is an individual approved to make organizational decisions for your agency, sign claims, and sign documents on behalf of the Authorized Representative.

Provide the name, title, and email address of your agency’s Authorized Designee.

## Project Details - Development

### Project Description

Provide the following information on the project:

1. Grant Project Title\* (50-character limit)
2. Explain the issue or need for this project\* (500-character limit)
3. What are the expected measurable outcome(s) that this project will produce?\* (500-character limit)
4. Project Summary/Scope of Work\* - write 2 to 3 sentences summarizing the proposed project. (The sentences should be concise and allow for a clear understanding of the proposed project. The project summary/scope of work will be used in the grant agreement.)

### Project Location Information

Enter the information for all locations associated with the proposed project. **Contact RPOSD if project consists of 6 or more locations.**

#### Type of Development

Select the following from the drop-down list:

- New
- Renovate or Replace
- Expansion of existing

(Press CTRL and click to select multiple options.)

#### Amenities to be developed\* (as defined in the Park Needs Assessment)

Select the following from the drop-down list:

- |   |                  |
|---|------------------|
| • Baseball Fields                       | • Picnic Areas   |
| • Basketball Courts                     | • Playgrounds    |
| • Beaches and Sand                      | • Restrooms      |
| • Community Rec Center                  | • Senior Center  |
| • Courts (Tennis/Volleyball/Basketball) | • Skate Parks    |
| • Dog park                              | • Soccer Fields  |
| • Fitness Zones                         | • Splashpad      |
| • Gymnasium                             | • Swimming Pools |
| • Information/Interpretive Signage      | • Tennis Courts  |
| • Landscaping                           | • Trails         |
| • Multi-Purpose Field                   | • Tree Planting  |
| • Other                                 |                  |

(Press CTRL and click to select multiple options.)

If you selected "Other" above, describe the amenity. Write "N/A" if not applicable.

Provide the physical location (e.g. 1000 S. Fremont Ave, Alhambra, CA 91803. If no physical address, input Latitude and Longitude.)

Provide the location name\* (i.e. park name, open space name, etc.)

Provide the Assessor's Identification Number (AIN). If AIN is not known or you need assistance in finding the AIN, visit [LA County Assessor Portal](#).

Are additional locations part of this project?

Select "Yes" or "No" from the drop-down list.

**If you answered "Yes," you will need to answer the following question about the additional location(s):**

How many additional locations?

Select the following from the drop-down list:

- 1
- 2
- 3
- 4

**Based on your selection in the question above, further text fields will be available for you to provide the physical location, location name, and AIN for the additional locations.**

## Planning and Design Information

What is the status of your Planning and Design documents?

Select the following from the drop-down list:

- Documents are complete
- Documents are at least 30% complete
- Sketch-level plans

Please **upload** a copy of the Planning and Design documents to the "**Planning and Design Specifications**" section of the **Supporting Documents component**.

## Environmental Information

For more information on Lead Agency and Responsible Agency, click [here](#).

Provide the CEQA Lead Agency\* and Responsible Agency's\* names. (Enter "N/A" if there is no Responsible Agency.)

CEQA Type\*

Select the following from the drop-down list:

- Notice of Exemption
- Environmental Impact
- Mitigated Negative Declaration

#### CEQA Status\*

Select the following from the drop-down list:

- Completed
- In Progress
- Not Started

**Based on your selection above, you will need to answer the following additional questions:**

#### **If you selected "Completed"**

Please **upload** CEQA documents to the "**CEQA**" section of the **Supporting Documents component**.

#### **If you selected "In Progress"**

Provide details of the progress being made for CEQA.

#### **If you selected "Not Started"**

Provide details of your proposed CEQA plan.

#### Adverse site conditions?\*

Select "Yes" or "No" from the drop-down list.

**If you answered "Yes," you will need to answer the following question about the adverse site conditions:**

Explain the mitigating plan.

### Land Access/Tenure

Is your agency the landowner of the proposed project location(s)?

Select "Yes" or "No" from the drop-down list.

**Based on your selection above, you will need to answer the following additional questions:**

#### **If you selected "Yes"**

Please **upload** a copy of the Deed Restriction in the "**Deed Restriction**" section of the **Supporting Documents component**.

Does this project require a Joint/Shared Use Agreement?

**If you answered "Yes,"** please **upload** a copy of the executed Proof of Jurisdiction support and/or Resolution to the "**Proof of Ownership**" section of the **Supporting Documents component**.

#### **If you selected "No"**

Who is the landowner?

Please **upload** a copy of the agreement with the Landowner to the "**Proof of Ownership**" section of the **Supporting Documents component**.



Please **upload** a copy of the Deed Restriction in the "**Deed Restriction**" section of the **Supporting Documents component**.

Does this project require a Joint/Shared Use Agreement?  
**If you answered "Yes,"** please **upload** a copy of the executed Proof of Jurisdiction support and/or Resolution to the "**Proof of Ownership**" section of the **Supporting Documents component**.

## Reporting Requirements

Visit the [RPOSD Viewer](#) to answer the questions in this section.

Select the applicable answers from the lists for:

- Supervisorial District\*
- State Senate District\*
- State Assembly District\*
- Congressional District\*
- Park ID\* (CPAD Unit ID. If no CPAD Unit ID, write "N/A" in the text field.)
- City/Council District (Select N/A if not applicable)

(Press CTRL and click to select multiple options.)

## Maps and Reports

Each map and report have minimum requirements.

Please **upload** all Project Vicinity Maps, Grant Boundary Maps, Parcel Maps, and Site Plans to the "**Project Location Map(s)**" section of the **Supporting Documents Component**.

## Project Details – Acquisition Element

**This section is required for applications with acquisition elements.**

### Acquisition Details

Is this an Eminent Domain?

Select "Yes" or "No" from the drop-down list.

**Based on your selection above, you will need to answer the following additional questions:**

**If you selected "Yes"**

Please **upload** relevant Eminent Domain documents to the "**Eminent Domain**" section of the **Supporting Documents component**.

Is your agency involved in the process?

Select “Yes” or “No” from the drop-down list.

**Based on your selection above, you will need to answer the following additional question:**

**If you selected “Yes”**

Explain where your agency is in the process in the text field. *(1,000-character limit)*

**If you selected “No”**

Type of Acquisition

Select the following from the list:

- Fee Simple
- Easement
- Tax Default

*(Press CTRL + Click to select multiple items.)*

Do you have an appraisal report for the proposed acquisition?

Select the following from the drop-down list:

- Yes
- No
- N/A

**Based on your selection above, you will need to answer the following additional questions:**

**If you selected “Yes”**

Please **upload** an Appraisal documents to the “**Appraisal Report**” section in the **Supporting Documents component**.

Provide the estimated value of land.

Provide the estimated value of improvements.

Describe improvements in the text field. *(250-character limit)*

Provide the relocation costs.

Provide the total estimated acquisition costs.

**If you selected “No”**

Provide the estimated date of appraisal report.

Provide the total estimated acquisition costs.

**If you selected “N/A”**

Explain why an appraisal report is not required. *(250-character limit)*

## Acquisition Maintenance

Is your agency responsible for **long-term obligations**?

Select “Yes” or “No” from the drop-down list.

**Based on your selection above, you will need to answer the following additional questions:**

### If you selected “Yes”

Provide information for the following:

1. Responsible Department/Unit
2. Department/Unit contact name
3. Department/Unit contact email
4. Department/Unit contact phone number

### If you selected “No”

Provide information for the following:

1. Agency responsible for long-term obligations
2. Responsible Department/Unit
3. Department/Unit contact name
4. Department/Unit contact email
5. Department/Unit contact phone number

Please **upload** Agreement of Long-Term Obligations to the “**Third-Party Agreements**” in the **Supporting Documents component** (if needed)

Is your agency responsible for maintenance of the acquisition?

Select “Yes” or “No” from the drop-down list.

**Based on your selection above, you will need to answer the following additional questions:**

### If you selected “Yes”

Provide the information for the following:

1. Responsible Department/Unit
2. Department/Unit contact name
3. Department/Unit contact email
4. Department/Unit contact phone number

### If you selected “No”

Identify the agency responsible for **maintenance** of the acquisition.

Provide the information for the following:

1. Responsible Department/Unit
2. Department/Unit contact name
3. Department/Unit contact email
4. Department/Unit contact phone number

Provide the estimated annual cost to maintain acquisition.

Identify the fund sources and their respective amounts that will be used to pay for annual maintenance. (e.g. General Fund) (500-character limit)

## Parcel Information - Acquisition

**This section is required for applications with acquisition elements.**

### Parcel Breakdown

Identify each parcel for the proposed acquisition. On the GMS, click the **“Add”** button above to add a new parcel. To delete, select the parcel number and select the **“Delete”** button.

Provide information for the following:

1. AIN\* (Enter the information in the text field in this format: xxxx-xxx-xxx.)
2. Acreage\*
3. Landowner\*
4. Anticipated Date of Acquisition\* (Enter the information in the text field in this format: mm/yyyy)
5. Upload Parcel Map\* by clicking on the “Choose File” button

## Grant Funding

### Long-Term Obligations – Perpetuity

Is your agency responsible for long term obligations?\*

Select “Yes” or “No” from the drop-down list.

**Based on your selection above, you will need to answer the following additional questions:**

#### **If you selected “Yes”**

Provide the estimated annual maintenance for this project once completed\*

Identify funding source(s) to maintain the project in perpetuity.

#### **If you selected “No”**

Provide information for the following:

1. Agency/Organization responsible for long term obligations
2. Responsible agency's contact name
3. Responsible agency's contact e-mail
4. Responsible agency's contact phone number and ext.

Please **upload** Long Term Obligations documents to the "**Third-Party Agreements**" section in the **Supporting Documents component** (i.e. draft AAGA).

Provide the estimated annual maintenance for this project once completed\*

### Other Funding Sources

Does this project include other funding sources?\*

Select "Yes" or "No" from the drop-down list.

**If you answered "Yes," you will need to answer the following additional questions about other funding sources:**

Will Measure A funds be used to match other funding sources?

List all secured funding sources.

List other funding applied for and/or expected.

When do you anticipate securing the funding identified above?

Total funds from other sources

### County Priority Project Funding

Is this project approved to receive County Priority Project Funding?

Select "Yes" or "No" from the drop-down list.

**If you answered "Yes," you will need to answer the following question:**

Provide the awarded amount.

### Adjacent Study Area Annual Allocation Funding

**If the project involves multiple adjacent Study Areas, address each Study Area individually. Select "YES" to the final question in this section to populate more questions about the additional adjacent Study Area(s).**

For detailed information about Community Outreach and Engagement, please refer to [Section 3.3-3.3.5](#) of the Measure A Grants Administration Manual.

Does this project include Annual Allocation funds from an adjacent Study Area?\*

Select "Yes" or "No" from the drop-down list.

**If you answered "Yes," you will need to answer the following questions:**

Select the Adjacent Study Area sharing their funds from the drop-down list on GMS.

Demonstrate how this Study Area will benefit from the sharing of their funds as a result of this project. (500-character limit)

Explain the type of outreach and engagement that was conducted in this Study Area for this project. (500-character limit)

When was the community engagement meeting held for this project?

Where was the community engagement meeting held for this project? (e.g., The Alhambra Campus, 1000 S. Fremont, Ave. Alhambra)

How was the community from this Study Area informed or invited to engage in this outreach?

Select the following from the drop-down list:

- Online Media Outreach
- Local Media Outreach
- Grassroots Outreach

**Based on your selection above, you will need to answer the following additional questions:**

**If you selected "Online Media Outreach"**

Insert link to online media post in the text field.

**Upload** a screenshot of the online media outreach to the "Community Outreach and Engagement" section of the **Supporting Documents component**.

**If you selected "Local Media Outreach"**

**Upload** the document or printed material shared with the community to the "Community Outreach and Engagement" section of the **Supporting Documents component**.

How was this document distributed to the community?

**If you selected "Grassroots Outreach"**

**Upload** supporting documentation if applicable to the "Community Outreach and Engagement" section of the **Supporting Documents component**.

Were interpreted or translated materials provided?

Select "Yes" or "No" from the drop-down list.

**Based on your selection above, you will need to answer the following additional question:**

**If you selected "Yes"**

**Upload** translated materials to the "Community Outreach and Engagement" section of the **Supporting Documents component**.

How many people were engaged in this effort?

When will this Study Area continue their ongoing engagement with the community regarding this project?

Explain the outcome and feedback received from the community in this Study Area. (500-character limit)

Please **upload** the Jurisdiction Support from this Study Area's Agency of Record that gives them permission to apply for Measure A funds to the "**Resolution/Permission to Enter into Agreement**" section of the **Supporting Documents component**.

Please **upload** the Jurisdiction Support from this Study Area's Agency of Record that gives you, the applicant, authority to apply for and accept these funds on their behalf to the "**Resolution/Permission to Enter into Agreement**" section of the **Supporting Documents component**.

Provide the requested Annual Allocation amount from this adjacent Study Area.

Does this project include Annual Allocation funds from an additional adjacent Study Area?

Select "Yes" or "No" from the drop-down list.

**Selecting "Yes" in this section will populate more questions about the additional adjacent Study Areas.**

## Budget

Budget should include all funding for the project regardless of funding source.

To enter your data in this form, select the "**Add**" button at the top of each section. When you have completed your entry for this form, select "**Save.**"

### General Requirements - Soft Costs

General Requirements SOFT COSTS - may include, but are not limited to: Community Engagement, Deed Restrictions, Project Management/Administrative (In-house employee services).

#### Project Costs\*

Select the following from the drop-down list:

- Community Outreach and Engagement
- Deed Restriction Costs
- Project Management

- In-House Employee Services
- Other

Describe the project deliverables associated with this budgeted project cost.  
(150-character limit)

Provide the amount of RPOSD funding for this category.

Provide the amount of other/match funding for this category.

### Consultant Services - Soft Costs

Consultant Services - SOFT COSTS may include, but are not limited to: Consultant Services.

#### Project Costs\*

Select the following from the drop-down list:

- Consultant Services
- Other

Describe the project deliverables associated with this budgeted project cost.  
(150-character limit)

Provide the amount of RPOSD funding for this category.

Provide the amount of other/match funding for this category.

### Environmental Studies - Soft Costs

Environmental Studies - SOFT COSTS may include, but are not limited to: CEQA/NEPA, Environmental Studies, Feasibility Studies, Soil Testing.

#### Project Costs\*

Select the following from the drop-down list:

- CEQA/NEPA
- Environmental Studies
- Feasibility Study
- Soil Testing
- Other

Describe the project deliverables associated with this budgeted project cost.  
(150-character limit)

Provide the amount of RPOSD funding for this category.

Provide the amount of other/match funding for this category.

### Design - Soft Costs



Design - SOFT COSTS may include but are not limited to: Design Documents, Mapping, Schematic and Final Design documents, Planning and Design Services.

**Project Costs\***

Select the following from the drop-down list:

- Design Documents: Up to 30% CD level
- Mapping
- Schematic/Final Design document
- Services (Planning and Design)
- Other

Describe the project deliverables associated with this budgeted project cost.  
(150-character limit)

Provide the amount of RPOSD funding for this category.

Provide the amount of other/match funding for this category.

**Plan Check/Permits/Jurisdictional Review - Soft Costs**

Plan Check/Permits/Jurisdictional Review - Soft Costs may include, but are not limited to: Plan Check, Permits, Jurisdictional Review.

**Project Costs\***

Select the following from the drop-down list:

- Plan Check
- Permits
- Jurisdictional Review
- Other

Describe the project deliverables associated with this budgeted project cost.  
(150-character limit)

Provide the amount of RPOSD funding for this category.

Provide the amount of other/match funding for this category.

**Site Preparation/Demolition - Hard Costs**

Site Preparation/Demolition - HARD COSTS may include, but are not limited to: Mobilization, Soil Preparation, Grading, Surveying, Abatement, Building Demolition, Irrigation Removal, Tree/Shrub Removal.

**Project Costs\***

Select the following from the drop-down list:

- Abatement
- Concrete/Pavement Removal
- Grading
- Irrigation Removal

- Mobilization
- Soil Preparation
- Surveying
- Tree/Shrub Removal
- Other

Describe the project deliverables associated with this budgeted project cost.  
(150-character limit)

Provide the amount of RPOSD funding for this category.

Provide the amount of other/match funding for this category.

### Artistic/Signage/RPOSD Branding - Hard Costs

Artistic/Signage/RPOSD Branding - Hard Costs may include, but are not limited to: Civic Art Displays, Interpretive Displays, Monuments, Public Art, RPOSD Signage.

#### Project Costs\*

Select the following from the drop-down list:

- Civic Art Displays
- Interpretive Display
- Monuments
- Public art
- RPOSD Signage
- Other

Describe the project deliverables associated with this budgeted project cost.  
(150-character limit)

Provide the amount of RPOSD funding for this category.

Provide the amount of other/match funding for this category.

### Sustainability - Hard Costs

Sustainability - Hard Costs may include, but are not limited to: Green Vehicle Parking, Heat-Island Reduction, Hybrid Bermuda Grass, Native and Drought Tolerant Plantings, Renewable Energy Systems, Storm Water Management, Waste Management, Water Efficiency.

#### Project Costs\*

Select the following from the drop-down list:

- Green Vehicle Parking
- Heat-Island Reduction (i.e. Roof Garden, shade structures, etc.)
- Hybrid Bermuda Grass
- Native / Drought Tolerant Plantings
- Renewable Energy Systems (i.e. Solar Panels, etc.)

- Storm Water Management (i.e. Permeable Paving, Drywell, Bioswale, Conveyance Swale, etc.)
- Waste Management (i.e. recycling, etc.)
- Water Efficiency
- Other

Describe the project deliverables associated with this budgeted project cost.  
(150-character limit)

Provide the amount of RPOSD funding for this category.

Provide the amount of other/match funding for this category.

### **Hardscape/Softscape - Hard Costs**

Hardscape/Softscape - Hard Costs may include, but are not limited to: Decomposed Granite Pathways, Planter Baskets, Retaining Walls, Seatwalls, Lawns/Turf, Plants, Trees.

#### **Project Costs\***

Select the following from the drop-down list:

- Concrete/Brick/Stone/Wood (curb, flatwork, stairs, ramp)
- Decomposed Granite Pathways
- Lawns/Turf
- Planter Baskets
- Plants
- Retaining Walls
- Seatwalls (Built-in Seating)
- Trees
- Other

Describe the project deliverables associated with this budgeted project cost.  
(150-character limit)

Provide the amount of RPOSD funding for this category.

Provide the amount of other/match funding for this category.

### **Construction/Development - Hard Costs**

Construction/Development - Hard Costs may include, but is not limited to: ADA upgrades, Community Outreach and Engagement, Construction Contracts, Construction Documents, Construction Management, Engineering, In-house Employee Services, Infrastructure, Various Project Amenities.

#### **Project Costs\***

Select the following from the drop-down list:

- ADA Upgrades
- Fitness Zones

- Amphitheatre
- Beaches and Sand
- Bicycle Racks
- Bleachers
- Buildings (Gymnasium, Rec/Senior/Youth Centers)
- Community Outreach and Engagement
- Construction Documents: Beyond 30% CD level
- Construction Management
- Courts (Basketball, Tennis, Volleyball)
- Drinking Fountains
- Engineering
- Equestrian Arena
- Equipment Rental (Necessary for Construction)
- Fencing/Decorative Fencing/Gates
- In-House Employee Services
- Infrastructure
- Lighting
- Native Habitat Restoration
- Outdoor Classroom
- Picnic Shelters/Gazebos/Pavilions
- Picnic Tables
- Playground Equipment/Tot Lots
- Restrooms
- Retrofit
- Signage Holders/Kiosks
- Splash Pad
- Sports Field
- Trail Expenses (base laying, etc.)
- Trash Receptables
- Other

Describe the project deliverables associated with this budgeted project cost.  
(150-character limit)

Provide the amount of RPOSD funding for this category.

Provide the amount of other/match funding for this category.

## Pre-Acquisition - Soft Costs

### Project Costs\*

Select the following from the drop-down list:

- CEQA/NEPA
- Community Outreach and Engagement
- Consultant Fees
- Environmental Studies
- Inspection Fees
- Map/Survey
- Preliminary Title Report
- Project Management (In-House Employee Services)

Describe the project deliverables associated with this budgeted project cost in the text field. (150-character limit)

Provide the amount of RPOSD funding for this category.

Provide the amount of other/match funding for this category.

## Acquisition - Hard Costs

### Project Costs\*

Select the following from the drop-down list:

- Appraisal
- Community Outreach and Engagement
- Easement Purchase
- Environmental Clean-Up
- Estimated Closing Costs
- Purchase Price
- Signage/RPOSD Branding
- Title Insurance
- Other

Describe the project deliverables associated with this budgeted project cost in the text field. (150-character limit)

Provide the amount of RPOSD funding for this category.

Provide the amount of other/match funding for this category.

## Grant Timeline

Grant Status Updates (GSU's) will be required throughout the lifespan of the grant. Grants Officer will schedule these updates accordingly based on the timeline provided below.

Milestones identified below provide a general overview of the typical grant process and are designed to assist applicants in identifying an appropriate and practical timeline. Items below may not be relevant to your project or occur in chronological order.

A scheduled meeting with your assigned Grants Officer MAY BE REQUIRED prior to start of your grant.

### Grant Timeline

Provide the Grant Closeout/End Date

**GRANT START DATE WILL NOT BEGIN UNTIL ALL PARTIES HAVE SIGNED A GRANT AGREEMENT. ANY EXPENSES INCURRED PRIOR TO GRANT EXECUTION DATE ARE NOT REIMBURSABLE.**

Dates are to be estimated in the following manner: mm/yyyy. These dates are the milestones that pertain to the entire grant. Not all fields are required to be completed to save this form.

**Grant Closeout/End Date must be identified as mm/dd/yyyy and will be highly enforced.**

Grants that have not closed in accordance with the identified Grant Closeout/End Date will result in a loss of good standing status.

Development	
Tasks	Enter the Anticipated Completion Date Per Task
Planning/Design 30%	
Planning/Design 100%	
CEQA	
RFP/Solicitation of Bids/JOC	
SIGNED/Notarized Deed Restriction -on file with RPOSD	
Notice to Proceed/Start of Construction	
Plan Check/Permits/Jurisdictional Review	
Project Development Begins	
50% Project Completion	
100% Project Completion	
Final Walk Through with Grants Officer	
Project Open to Public	
Completed and Submitted Closeout Documents	

**The section below is required for applications with acquisition elements.**

Acquisition	
Tasks	Enter the Anticipated Completion Date Per Task
Preliminary Site Visit	
Appraisal Report	
CEQA Completion	
SIGNED/Notarized Deed Restriction -on file with RPOSD	
Relocation Plan (if applicable)	
Fully Executed Purchase Agreement	
Escrow Open	
Close of Escrow	
Grant Deed (due within 30 days of closing Escrow)	
Recorded Deed Restriction (due within 30 days of closing Escrow)	
Completed and Submitted Closeout Documents	

## Community Outreach and Engagement

Please pay special attention to the instructions, help text, and questions identified in each section of this form.

**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.**

**Please note the identified Character Limits of each response field. The system will not alert applicants when the maximum characters have been exceeded. Responses over the character limits must be manually corrected in order to be successfully saved.**

### Community Outreach and Engagement Requirements

#### Minimum Community Outreach and Engagement Requirements:

Outreach and engagement are both necessary when seeking input from community members. Outreach provides information to residents and informs them that a meeting, workshop, or other engagement event is scheduled. Engagement occurs when residents participate in a discussion - either by receiving information or providing input - about the project under consideration. All community engagement must be preceded by robust outreach that encourages meaningful public participation and inclusive decision-making processes. One outreach type from each category (Online / Local Media / Grassroots) for each community engagement approach is the MINIMUM requirement.

For detailed information about Community Outreach and Engagement, please refer to [Section 3.3-3.3.5](#) of the Measure A Grants Administration Manual.

What is the total project budget (including outside funding sources)?

Select the following from the drop-down list:

- Under \$100k
- \$101,000 - \$499,999
- \$500,000 - \$999,999
- \$1,000,000 - \$1,999,999
- \$2,000,000 and over

**Depending on the total budget selected, you will need to agree to the following statement(s):**

- Based on the total program cost, your agency/organization must complete **Information Sharing** for this program.
- Based on the total program cost, your agency/organization must complete **Information Sharing, Concurrent Engagement, or Dedicated Participatory Engagement** for this program.

- Based on the total program cost, your agency/organization must complete **Information Sharing and Dedicated Participatory Engagement** for this program.

## Language Access Requirements

When conducting community outreach and engagement, cultural and language sensitivities must be considered to encourage participation from groups that typically face barriers and are less likely to participate in public process collaborations. To ensure truly inclusive practices, all outreach and engagement conducted for Measure A-funded projects must adhere to the [language access requirements](#).

Our agency/organization has reviewed the language access requirements.

Our agency has a **TIER 1** Requirement (Language(s) with isolation of 15% or greater) all written materials must be translated; all workshops and meetings must provide interpretation services

Select the following from the drop-down list:

- |             |              |
|-------------|--------------|
| • Arabic    | • Japanese   |
| • Armenian  | • Korean     |
| • Cambodian | • Persian    |
| • Chinese   | • Portuguese |
| • Gujarati  | • Russian    |
| • Hebrew    | • Spanish    |
| • Hindi     | • Tagalog    |
| • Indic     | • Vietnamese |

Our agency has a **TIER 2** Requirement (Languages with isolation of 5-14.99%) key written materials must be translated; workshops and meetings must provide interpretation services upon request

Select the following from the drop-down list:

- |             |              |
|-------------|--------------|
| • Arabic    | • Japanese   |
| • Armenian  | • Korean     |
| • Cambodian | • Persian    |
| • Chinese   | • Portuguese |
| • Gujarati  | • Russian    |
| • Hebrew    | • Spanish    |
| • Hindi     | • Tagalog    |
| • Indic     | • Vietnamese |

Our agency has a **TIER 3** Requirement (Language(s) with isolation of 1-4.99%) recommended, but not required

Select the following from the drop-down list:

- |             |            |
|-------------|------------|
| • Arabic    | • Japanese |
| • Armenian  | • Korean   |
| • Cambodian | • Persian  |



- Chinese
- Gujarati
- Hebrew
- Hindi
- Indic
- Portuguese
- Russian
- Spanish
- Tagalog
- Vietnamese

## Community Outreach and Engagement - COMPLETED

Has community outreach and engagement been conducted for this project?

Select “Yes” or “No” from the drop-down list.

**Based on your selection above, you will need to answer the following additional questions:**

### If you selected “Yes”

Provide the date of community outreach and/or engagement.

#### Type of engagement conducted

Select the following from the drop-down list:

- Information Sharing
- Concurrent Participatory Engagement
- Dedicated Participatory Engagement

#### Type of outreach conducted

Select the following from the drop-down list:

- Online Media Outreach
- Local Media Outreach
- Grassroots Outreach

Has additional community outreach and engagement been conducted for this project?

Select “Yes” or “No” from the drop-down list.

**Select “Yes” in this section to populate more questions about additional community outreach and engagement conducted for this project.**

## Community Outreach and Engagement - PLAN

If there is remaining community outreach and engagement to be conducted, please complete the following section.

If no community outreach and engagement has been conducted, please complete the following section.

Provide the date of engagement

Provide the time of day

#### Engagement Type

Select the following from the drop-down list:

- Information Sharing
- Concurrent Participatory Engagement
- Dedicated Participatory Engagement

#### Outreach Type

Select the following from the drop-down list:

- Online Media Outreach
- Local Media Outreach
- Grassroots Outreach

Provide the location.

Before or after project start?

Enter the Objective of Outreach into the text field. (100-character limit)

## Evaluation Criteria

Applications will be scored using the following Scoring Rubric:

Evaluation Criteria	Points
Level of Need	10
Regional Benefits	15
Social Multi-benefits	12
Community Health Multi-Benefits	10
Environmental Multi-benefits	16
Connectivity and Accessibility	30
Timeline and Budget Feasibility	7 (separate form)
<b>TOTAL POINTS</b>	<b>100</b>

**Please write “N/A” in the text fields when it is not applicable.**

#### Level of Need

Projects may receive up to a maximum of 10 points by meeting one or more of the sub criteria below.

Identify the Study Area the project is located based on current countywide parks need assessment map.

Select from the Study Area from the drop-down list on GMS.

## Regional Benefit

Projects may receive up to a maximum of 15 points by meeting all of the sub criteria below.

Answer the following questions on the project:

1. Describe, in detail, how the project provides regional benefits, meets regional needs, and increases community value by rehabilitating, filling a gap, adding or improving the facility, amenity, or open space within the region it serves or for which regional demand/or use is high. *(2,500-character limit)*
2. Describe, in detail, how the project accommodates regional access by providing trail connectivity, transit connections beyond the local vicinity, trailhead and/or parking improvements or ADA (Americans with Disabilities Act) improvements. *(2,500-character limit)*
3. Describe, in detail, the types of interpretive, educational, programmatic, or other components that encourage regional visitation the project will include. *(2,500-character limit)*

## Social Multi-Benefit

Projects may receive up to a maximum of 12 points by meeting all of the sub criteria below.

Answer the following questions on the project:

1. Describe, in detail, how the project will address community safety, gang activity reduction and violence prevention. Emphasis on the features that will be included to improve safety conditions and visibility, keeping in mind that best practices include using Crime Prevention Through Environmental Design (CPTED), including how features will ensure park safety. *(2,500-character limit)*
2. Describe, in detail, how the project includes advance displacement avoidance strategies to prevent displacement if a potential unintended consequence associated with the project creates a significant increase in the cost of housing directly surrounding the project area. *(2,500-character limit)*
3. Describe, in detail, the elements incorporated within the project that will accommodate the cultural and language needs of the served populations. Examples include information signs, public art related to surrounding history or culture. *(2,500-character limit)*
4. Describe, in detail, the incorporated elements proposed for interpretive programs or educational elements within the project, that provide or foster user connection and awareness of the environment, outdoors, recreation

which include location, landscape, wildlife, plans, background or history. *(2,500-character limit)*

## Community Health Multi-Benefit

Projects may receive up to a maximum of 10 points by meeting all of the sub criteria below.

Describe, in detail, how the project provides infrastructure and equipment that encourages physical activity. *(2,500-character limit)*

Upload a basic design/layout of the physical activity component of the project and photos of the proposed equipment to be used.

Describe, in detail, how the project provides infrastructure and equipment that cater to the physical activity of people of all abilities, especially to people with special needs. *(2,500-character limit)*

Upload a basic design/layout of the universal design and accessibility component of the project and photos of the proposed equipment to be used.

Describe, in detail, how the project includes connections to transportation infrastructure to increase the ability of users to travel to and from the project by active forms of transportation such as walking, biking, skateboarding, scootering, etc. *(2,500-character limit)*

Upload a basic design/layout of the safe and active transportation component of the project.

Describe, in detail, how the project provides access to healthy food growing and/or healthy food options, such as healthy street vending community gardens, and healthy grocers. Please upload a basic design/layout of the healthy food access component of the project. *(2,500-character limit)*

Upload a basic design/layout of the healthy food access component of the project.

Describe, in detail, how the project includes elements that promote social interaction, such as safe, attractive, and interactive gathering areas, public art, and infrastructure geared toward socialization. *(2,500-character limit)*

Upload a basic design/layout of the social interaction component of the project. Upload photos of the proposed elements.

## Environmental Multi-Benefits

Projects may receive up to a maximum of 16 points by meeting all of the sub criteria below.

Answer the following questions on the project:

1. Describe, in detail, project features which address water quality improvements and stormwater capture and conservation that go beyond those required by state and local codes. Examples include details and benefits on a project for a rain garden or one which incorporates drought-tolerant plants. *(2,500-character limit)*
2. Describe, in detail, project features which address air quality and greenhouse gas reductions, including carbon sequestration, or reduce existing criterion air pollutant emissions that go beyond those required by current regulations which are addressed by more than typical plantings found in park and open space projects. *(2,500-character limit)*
3. Describe, in detail, project features that address heat-island effects that go beyond typical plantings found in park and open space projects. *(2,500-character limit)*
4. Describe, in detail, project features that create, preserve and/or enhance important habitat areas and biodiversity pertaining to local pollinators and animals. *(2,500-character limit)*

## Connectivity and Accessibility

Projects may receive up to a maximum of 30 points.

Answer the following question on the project:

1. Describe, in detail, project features that provide new physical connections or improvements to connections for trails, access points and other accessibility options. Include any lighting, wayfinding, paving, landscaping or scale of the connection. *(2,500-character limit)*

## Supporting Documents - Development

Select the **“ADD”** button in each section to add supporting documents and other items required by the administration of your grant.

Provide a CONCISE description of the document - the agency name should not be used.

Documents should be uploaded as a single file when possible.

Please see the [Grants Administration Manual \(GAM\)](#) for minimum application requirements. Not all items must be completed at application, but may be required during the administration of the grant. Please refer to the GAM for more information.

When adding supporting document, the system will ask for the following information:

Description\* (100-character limit)

Date of Document

Attachment - Click on “Choose File” to upload attachment.

Comments (150-character limit)

The following are categories in the Supporting Documents component for **Development**:

### Resolution/Permission to Enter into Agreement

Submit proof of authority from jurisdiction/board representatives to accept and administer any and all Measure A funds. Written support to apply for, accept, and administer grant funds from an authorized representative from the head of the applying department, City Manager's Office, Parks and Recreation department head, City Council, Board of Directors, or other leadership deemed appropriate by applicant.

Some grants may require more than one proof of authorization.

### Deed Restriction

Draft must be filed with RPOSD at application. REMINDER: Recorded Deed Restriction (DR) must be filed with RPOSD prior to first reimbursement and within 30 days of close of escrow. All grant funded projects are subject to a DR, which places restrictions on the deed of the grant-funded property through the grant agreement. The restriction must be recorded by the grantee/property owner with the Los Angeles County Registrar-Recorder/County Clerk. Any exceptions (e.g., for parkway improvement projects) to DR requirements must be approved in writing by RPOSD. For additional information, see [Section 3.4.4](#).

### Proof of Ownership

Agreement with landowner; lease, permission to perform, Joint/Shared Use Agreement.

**CEQA**

The grantee is required to comply with applicable provisions of the California Environmental Quality Act. The grantee should consult with its local planning agency for more information on how to complete CEQA. As evidence of compliance, the Grantee must submit to the District complete CEQA documentation. For additional information, see [Section 3.4.4](#).

**Adverse Site Conditions**

Unforeseeable conditions of a site.

**Permission to Proceed**

A Notice to Proceed marks the date when a contractor or subcontractor's work is to begin on a construction project.

**Third-Party Agreements**

Any agreements submitted in draft form or as a letter of intent during the application stage must be updated to reflect the final authorization of all involved parties.

**Insurance Certificates**

Must remain current throughout the administration of the grant. Must include additional insured certificate naming the "Los Angeles County Regional Park and Open Space District" as an additional insured on all liability insurance policies applicable to the project. Insurance certificates are required for all contracts.

**Contracts**

Must provide award letter along with the signed and fully executed competitive bid contract and any applicable purchase orders, sole source agreements, and change orders to reflect final contract amount.

**Project Location Map(s)**

Project Vicinity Map - A map showing the project's location including its general vicinity. The map shall be detailed enough to allow someone unfamiliar with the area to locate the project.

Grant Boundary Map - A map that shows the project's general area and delineated boundaries of grant-funded property, inclusive of reasonable public access such as roads and walkways.

Parcel Maps - [LA County Assessor portal](#)

Site Plan - Depiction of the site(s) to be developed and the specifics of the development activity. The Site Plan must indicate the location of all facilities, other structures, landscaping, and other developments proposed for the project.

**Planning and Design Specifications**

Must provide applicable plans and specifications. Site plan/design documents must indicate the locations of all facilities, other structures, landscaping, and other developments proposed for the project. Include project signage plans.

**Permits**

Regulatory requirements.

**Signage**

The design for all printed and promotional materials related to the project is the grantees responsibility as the grant recipient and must be submitted to your Grants Officer for approval by submission of the first Grant Status Update Report.

**Community Outreach and Engagement**

All Measure A grant programs require Community Outreach and Engagement. A Community Outreach and Engagement Plan and all supporting documentation should be uploaded to this section.

**Notice of Completion**

A document recorded by the landowner that states a capital project has been completed. Notice of Completion (NOC) is required when development elements of a capital project were performed under contract with a public agency. The NOC must be stamped by the Los Angeles County Registrar–Recorder/County Clerk.

**Project Certification**

Certification that all grant funds were expended for the grant-awarded project, that the project is complete, identifies all sources of funding, and that final payments have been made for all work done.

**Assignment and Assumption of Grant Agreement (AAGA)**

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

**Operations and M&S**

Estimated plan and budget for the costs to maintain and operate facility/completed project.

**Youth Employment Program (YEP) (Prop A Grants ONLY)**

Must be adopted by governing body of grantee and identify grants addressed by plan.

**Additional Documents**



## **Photos**

Progress photos should be included throughout the implementation of the project and will be required as part of the grant status updates.

## **Supporting Documents – Acquisition**

**The following are categories in the Supporting Documents component for applications with acquisition elements.**

### **Resolution/Permission to Enter into Agreement**

Submit proof of authority from jurisdiction/board representatives to accept and administer any and all Measure A funds. Written support to apply for, accept, and administer grant funds from an authorized representative from the head of the applying department, City Manager's Office, Parks and Recreation department head, City Council, Board of Directors, or other leadership deemed appropriate by applicant. Some grants may require more than one proof of authorization.

### **Deed Restriction (DR)**

Draft must be filed with RPOSD at application. REMINDER: Recorded Deed Restriction (DR) must be filed with RPOSD prior to first reimbursement and within 30 days of close of escrow. All grant funded projects are subject to a DR, which places restrictions on the deed of the grant-funded property through the grant agreement. The restriction must be recorded by the grantee/property owner with the Los Angeles County Registrar-Recorder/County Clerk. Any exceptions (e.g., for parkway improvement projects) to DR requirements must be approved in writing by RPOSD. For additional information, see [Section 3.4.4](#).

### **CEQA**

The grantee is required to comply with applicable provisions of the California Environmental Quality Act. The grantee should consult with its local planning agency for more information on how to complete CEQA. As evidence of compliance, the Grantee must submit to the District complete CEQA documentation. For additional information, see [Section 3.4.4](#).

### **Appraisal Report**

Grantees must provide a comprehensive narrative appraisal report that meets Uniform Standards of Professional Appraisal Practice. Because of the changing real estate values in Southern California, appraisals more than one year old will not be accepted without prior RPOSD approval.

### **Purchase Agreement**

The agreement must include the terms and conditions of the acquisition and be signed by all parties.

**Estimated Buyers Statement**

Estimated closing escrow statement.

**Preliminary Title Report**

Grantees must submit a preliminary title report confirming ownership of the parcel of land identified in the proposal. Any exceptions must be identified in Escrow Memo/Disclosures component form.

**Relocation Plan**

Grantees must comply with the State Relocation Act.

**Escrow Instructions**

Escrow Instructions must state that: if escrow is not expected to close within 3 days of RPOSD paying funds into escrow, such funds shall be invested in an interest-bearing account insured by the Federal Deposit Insurance Corporation (FDIC). All interest accrued on RPOSD funds paid into escrow shall be returned to RPOSD within 4 weeks of escrow closing.

**Closing Escrow Statement**

Provide a copy of the closing statement showing itemized list of all charges and credits; purchase price, financial terms, funds deposited, debits or credits, payments to third parties, and payoffs of existing loans/liens. If any interest accrued during escrow, payment request (credited amount), payment, and memo must be on file before final payment/closing.

**Settlements**

Provide an itemization of all charges imposed on the grantee and the seller in connection with the acquisition. This includes administrative settlement summary or legal settlement (if applicable).

**Eminent Domain**

Expressed Authorization to Acquire through Eminent Domain. Resolution approved by the governing body of the grantee that provides evidence of expressed authorization to acquire through eminent domain.

Judgment in Condemnation. Grantees must provide a copy of the court document demonstrating that the grantee has applied for an order of condemnation on property to be acquired and showing the price determined by the court.

**Title Insurance Policy**

Must be submitted prior to closing.

**Relocation Report**

If the project includes relocation, the final relocation report must be submitted.

**Adverse Site Conditions**

Unforeseeable conditions of a site.

**Project Location Map(s)**

Project Vicinity Map - A map showing the project's location including its general vicinity. The map shall be detailed enough to allow someone unfamiliar with the area to locate the project.

Grant Boundary Map - A map that shows the project's general area and delineated boundaries of grant-funded property, inclusive of reasonable public access such as roads and walkways.

Parcel Maps - [LA County Assessor portal](#)

**Community Outreach and Engagement**

All Measure A grant programs require Community Outreach and Engagement. A Community Outreach and Engagement Plan and all supporting documentation should be uploaded to this section.

**Permits**

Regulatory requirements.

**Grant Deed**

Provide a copy of the grant deed recorded with, and stamped by, the Los Angeles County Registrar-Recorder/County Clerk. Other acceptable property conveyance documents may include but are not limited to quit claim, tax deed, or conservation easements.

**Assignment and Assumption of Grant Agreement (AAGA)**

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

**Third-Party Agreements**

Any agreements submitted in draft form or as a letter of intent during the application stage must be updated to reflect the final authorization of all involved parties.

**Signage**

The design for all printed and promotional materials related to the project is the grantees responsibility as the grant recipient and must be submitted to your Grants Officer for approval by submission of the first Grant Status Update Report.

**Operations and M&S**

Estimated plan and budget for the costs to maintain and operate facility/completed project.

**Disclosure Form**

Shall list title exceptions and the intended dispositions. For some exceptions, "None" is appropriate to list as an intended disposition. The original disclosure form with an electronic signature by the applicant's authorized representative must be uploaded.

**Youth Employment Program (YEP) (Prop A Grants ONLY)**

Must be adopted by governing body of grantee and identify grants addressed by plan.

**Additional Documents****Photos**

Progress photos should be included throughout the implementation of the project and will be required as part of the grant status updates.

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

**MEASURE  
A**

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