Measure A Registration

Los Angeles County
Regional Park and Open Space District

February 7, 2019

Welcome!

Today's Webinar is Hosted by:

Sara Keating

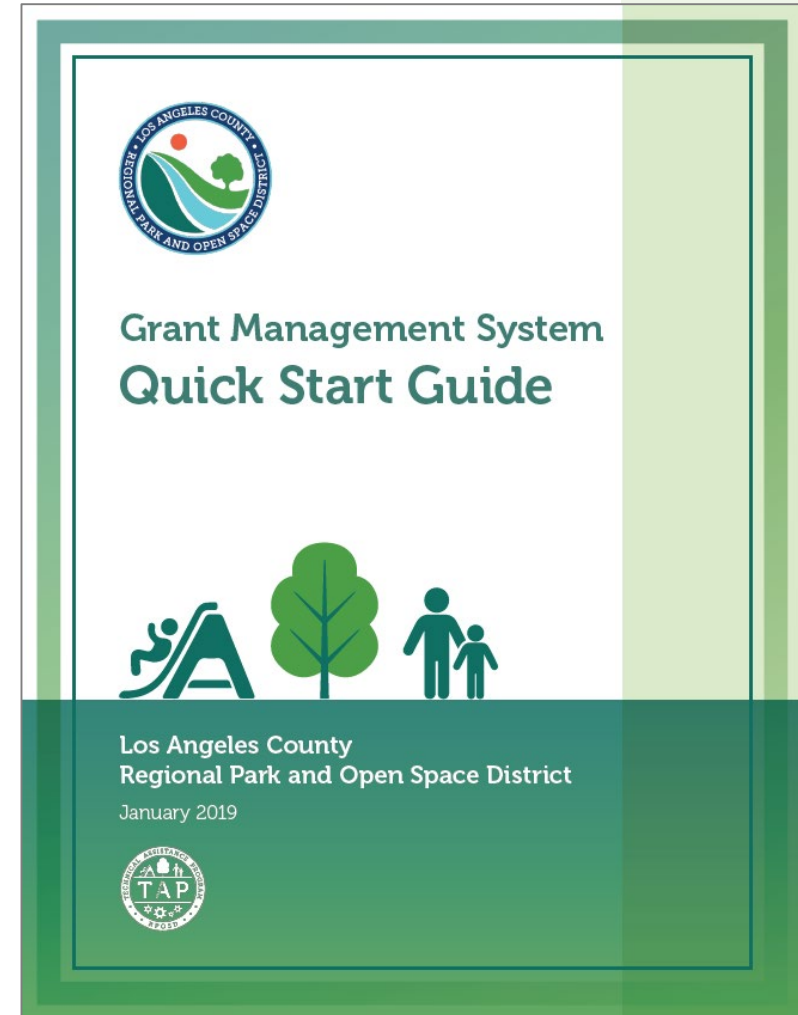Administration Section Assistant Manager

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Today's Agenda

What to expect during this webinar:

- Registration eligibility

- Required documents

- Technology requirements

- Step by step instructions to register and complete profile

Follow along in your Quick Start Guide

Grant Management System
Quick Start Guide

Los Angeles County
Regional Park and Open Space District
January 2019

Registration

Registering with the Grant Management System is required to:

- Receive annual funding allocations

- Receive maintenance and servicing funds

- Apply for competitive funds

- Request reimbursements and administer all aspects of awarded grants

- **Proposition A** grants will be managed through the GMS system in the future

Register with the Grant Management System if:

- You are responsible for applying for and administering grants for your agency/organization

- No one else from your agency/organization has previously registered

- Your agency/organization meets the eligibility requirements listed on the next slide

Registration Eligibility

Public Agencies:

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

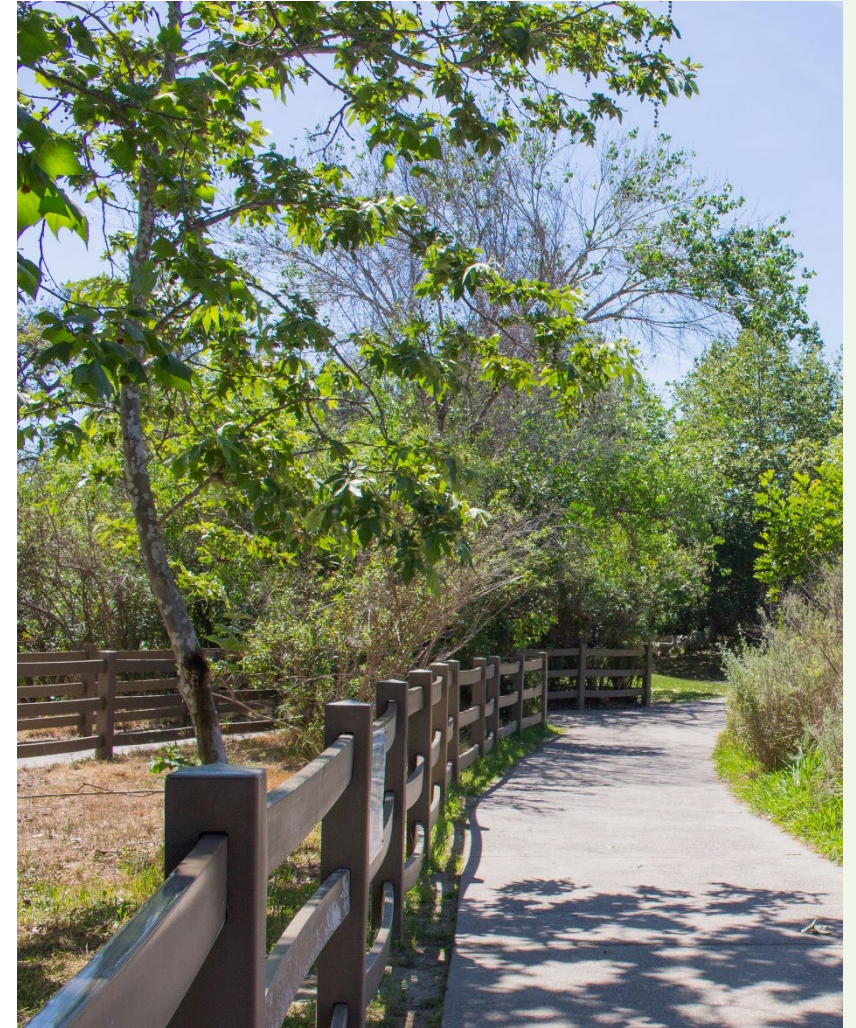*Page 17 of Quick Start Guide*

Registration Eligibility

Nonprofit Organizations

Must have a mission statement related to one of the following:

- Environmental protection and preservation

- Park, recreation, community services, or facilities

- Gang prevention and intervention

- Environmental education and interpretation

- Tree planting

- Conservation and preservation of wetlands or of lands predominantly in their natural, scenic, historical, forested, or open-space condition

- Restoration of lands to a natural, scenic, historical, forested, or open space condition

- Job skills training and educational opportunities to young adults and/or veterans

- Nonprofit affordable housing development
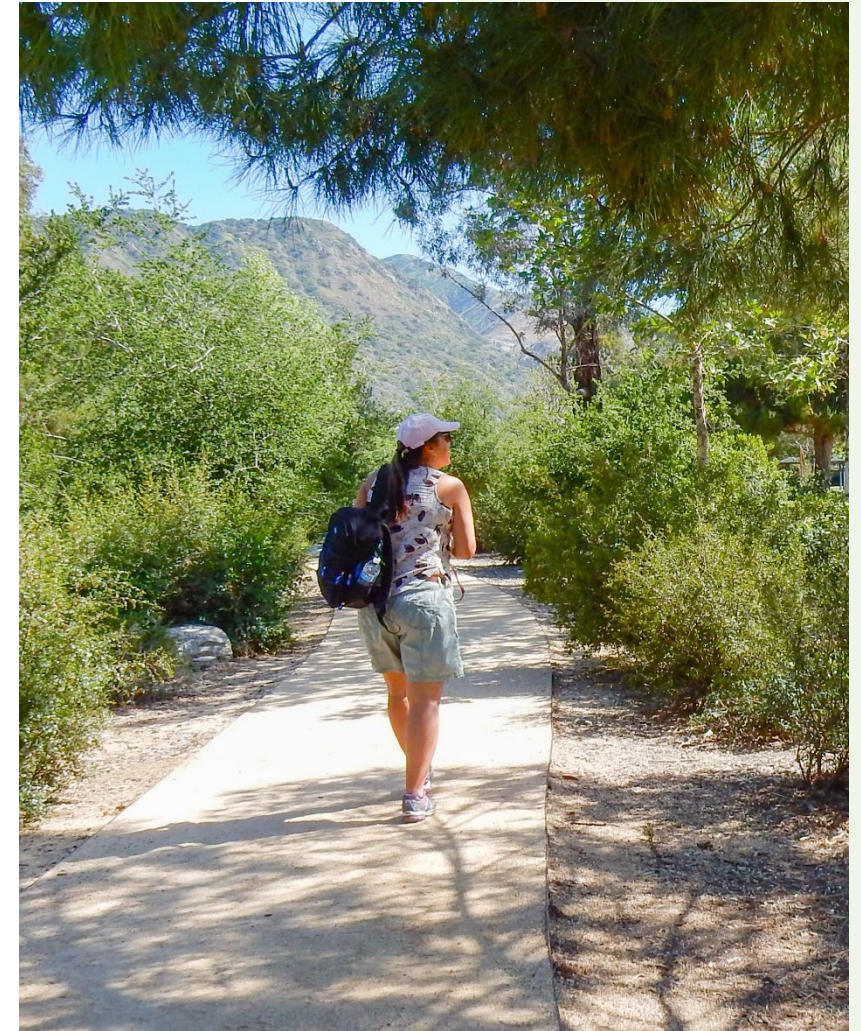
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Registration Eligibility

Schools

- Public and private nonprofit schools are eligible to register with RPOSD, provided they:

    - Allow public use of school facilities during non-school hours

  or

    - Offer education/training programs

Note: Schools offering education/training programs or certification placement services to youth and veterans may apply for programmatic grants (e.g., Youth and Veteran Job Training and Placement Program and Recreation Access Program grants) only.

Required Information

All agencies/organizations should gather the following resources before beginning the registration process:

- Contact Information

- Federal Tax ID Number

- LA County Vendor ID Information

- County of LA Vendor Direct Deposit program enrollment status

- RPOSD Grant Terms

- Technical Assistance Needs

- Audited Financial Statement

- Proof of Jurisdiction Support (if available)

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Checklist: What Do I Need to Register?

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

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

- ☐ Contact Information
- ☐ Federal Tax ID Number
- ☐ LA County Vendor ID information
- ☐ County of Los Angeles Vendor Direct Deposit program enrollment status
- ☐ RPOSD Grant Terms
- ☐ Technical Assistance Needs
- ☐ Audited Financial Statement
- ☐ Proof of Jurisdiction Support (if available)

Public agencies will also need:

- ☐ Annual Allocation Plan

Nonprofit organizations will also need:

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

Schools do not need any additional items.

Required Information

Public Agencies Also Need:

- Annual Allocation Plan (see page 18 of Quick Start Guide for details)

Nonprofit Organizations Also Need:

- Mission Statement

- Articles of Incorporation

- Proof of 501(c)3 Status

- IRS Form 990

Schools

- No additional requirements

Technology Requirements

You can register using:

- Computer

- Tablet

- Smart Phone

- Compatible operating systems and browsers shown to the right

- You may also register in person at RPOSD office in Alhambra. Contact RPOSD at 626-588-5060 to make arrangements

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Operating Systems (OS)

RPOSD - WebGrants software is compatible with the following Operating systems:

- Microsoft Windows 7, Windows Vista and Windows XP
- Apple OS X
- Linux 2.0, UNIX 3.0

Browsers

RPOSD - WebGrants software is compatible with the following Internet Browsers:

- Microsoft Internet Explorer 6.0+
- Mozilla Firefox 2.0+
- Apple Safari 2.0+
- Opera 9.0+
- Chrome

Getting Started

http://grantfunding.rposd.lacounty.gov

- Bookmark this page for the future

- Check the "Announcements" portion of the page for regular updates.

- Click the "Register Here" link to begin the registration process.

- Be sure you have **ALL** required resources available before staring the registration process.

- Any data you enter will be lost if you are not able to complete the process in one session.

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Thank you!

You Have Now Activated Your Registration!

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

RPOSD is ready to assist you! For assistance registering or any other inquiries, contact us Monday-Thursday at:

626-588-5060

info@rposd.lacounty.gov

Thank You