MEASURE A

IMPLEMENTATION STEERING COMMITTEE MEETING #7

JANUARY 25, 2018

MEASURE A

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TODAY'S AGENDA

1. Vote on Timing of Public Comment

2. Revised Steering Committee Meeting Topics and Calendar

3. Community Engagement Requirements

4. Revised Technical Assistance Program (TAP)

5. Policies, Part 1

    - Initial Allocations of Variable Funds
    - Board of Supervisors Annual Designated Park Projects Policy
    - Consumer Price Index (CPI) Update Policy

1. REVISED MEETING TOPICS AND CALENDAR

Upcoming Meetings

Steering Committee Meeting #8

February 15th, 9:30 am-12 noon

Los Angeles River Center

Bonding (Categories 1, 2, 3, and 4), Policies Part II (Category 2 Policies, "Innovation & Oversight" Category Policy, 4.5% Agency Allocation from M&S)

Steering Committee Meeting #9

March 1st, 9:30 am-12 noon

Los Angeles River Center

Discussion of Scoring Criteria Themes from January 11th Steering Committee Meeting

Upcoming Meetings

Steering Committee Meeting #10

March 15th, 9:30 am–12 noon

Los Angeles River Center

Project Status and Fund Distribution Tracking, Engagement

Steering Committee Meeting #11

April 5th, 9:30 am–12 noon

Los Angeles River Center

Competitive Grant Scoring Rubrics, Bonding and Forwarding Policy Memo, General Grantmaking Policy

Upcoming Meetings

Steering Committee Meeting #12

April 26th, 9:30 am–12 noon

Los Angeles River Center

Parks Needs Assessment Updates, Oversight Committee Formulation

Steering Committee Meeting #13

May 31st, 9:30 am–12 noon

Los Angeles River Center

Final Draft Grant Guidelines Procedures and Policies, Board Letter and Summation

Potential Steering Committee Meeting #14

June 28th, 9:30 am–12 noon

Los Angeles River Center

- Types and Requirements

- Revisions from Previous Draft of Requirements

- Thoughtful and Appropriate Engagement Guidelines

- Timing of Engagement

Types and Requirements

Information Sharing

This approach allows agencies to update their communities on the status of a project or a plan without actively seeking community feedback.

This approach is most appropriate when agencies have previously engaged the community and seek to provide updates throughout the duration of the project.

Information sharing methods should be appropriate in accessibility and visibility to the particular community.

This approach may be required at various stages of the grant administration process.

Concurrent Engagement

This approach allows agencies to discuss Measure A-funded projects and plans in conjunction with other community meetings.

This may include meetings scheduled around community plans, regularly scheduled council meetings, or other events that aim to engage the community and solicit feedback pertaining to spending priorities within a Study Area.

Concurrent engagement methods should be appropriate in scale and type to the particular community.

Participatory Engagement

This approach includes meetings, workshops, and other events that solely discuss priority spending of Measure A funds. These events focus entirely on parks and recreation priorities and how Measure A funds should be directed to those priorities

Meetings must intentionally engage the community and solicit meaningful feedback. Participatory engagement methods should be appropriate in scale and type to the particular community.
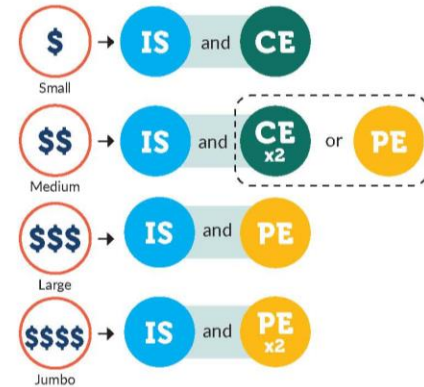
Find your grant type and award size to determine minimum community engagement requirements:

Annual Allocations*

Award Size	Requirements
$ — Under $100k	IS
$$ — $100k - $500k	IS and (CE or PE)
$$$ — Over $500k	IS and PE
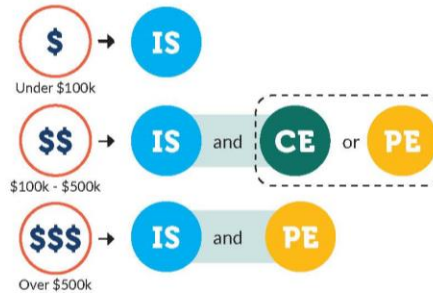
*Applies to all annual allocations, including Categories 1 and 2, as well as Category 3 Department of Beaches and Harbor (DBH) and Category 4 Department of Parks and Recreation (DPR).

Competitive Grants**

Award Size	Requirements
$ — Small	IS and CE
$$ — Medium	IS and (CE x2 or PE)
$$$ — Large	IS and PE
$$$$ — Jumbo	IS and PE x2

** Does not apply to programmatic competitive grants such as Recreation Access (Categories 3 and 4) and Category 5 Youth and Veteran grants.

IS Information Sharing Approach

CE Concurrent Engagement Approach

PE Participatory Engagement Approach

x2 Engagement Approach to be Completed at Two Separate Times

○ Total Grant Amount Withdrawn for the Year (for Annual Allocations and M&S Funds) OR Project's Requested Grant Award Size by Award Bracket (for Competitive Grants)

Maintenance & Servicing (M&S) Funds

All → IS

Facebook Ad

County of Los Angeles Department of Parks & Recreation
Sponsored

Tell us how to spend money on our parks – make your voice heard at a community meeting!

This park is my yoga studio.

- **Social Media**
- **Newsletters**

Pop-up Outreach

- **Community Events**
- **City/Neighborhood Council Meetings**

Community Workshop

- **Workshops**
- **Town Hall Meetings**

Revisions from Previous Draft of Requirements

- **Adjusted thresholds** for competitive grants so that all projects competing against each other in an award bracket are held to the same standard of engagement

- Allowed **more flexibility** for when engagement is conducted by requiring a minimum number of occurrences without mandating that it occur before or after the application period

- Required Information Sharing **across the board**

- **Removed** requirement that **proposed project must be on the current PNA List** or consistent with an adopted planning document

- **Removed Resolution** as meaningful form of engagement

Thoughtful and Appropriate Engagement Guidelines

Information Sharing **Concurrent Engagement** **Participatory Engagement**

Engagement must be thoughtful and appropriate to the Study Area's community or the area being served by the project, including the following:

- Provide advanced notice of at least two weeks for concurrent and participatory engagement, through multiple platforms

- Schedule and locate meetings/events at a time/location appropriate for adequate community attendance.

- Reach out to community members living in High and Very High Need Study Areas and/or subareas as well as non-English speaking populations, if applicable.

- Provide interpretive services for languages other than English in written and/or spoken form, targeting languages that are commonly spoken in the community, if applicable.

Timing of Engagement

Information Sharing	Concurrent Engagement	Participatory Engagement

- Engagement that has **occurred within 36 months** is acceptable with verification.

- If engagement has not yet occurred, agencies must describe the **comprehensive community engagement plan** in their grant application and upon completion of engagement, verification must be provided to RPOSD.

- **Acceptable verification** for all levels of engagement may include photos, sign-in sheets, signed resolutions social media reports, and narrative descriptions of the type of outreach conducted.

- Goals

- Agency Survey Results

- TAP Elements

- Program Element Eligibility

- Accessing Technical Assistance

- Program Schedule

- Expenditure Plan and Phasing

- Monitoring and Assessment

Goals

- Reduce barriers to applying for and administering Measure A funds by:

  - Ensuring awareness of TAP

  - Maximizing participation from High/Very High (H/VH) Need Study Areas by providing support throughout grant continuum

  - Creating and supporting beneficial relationships between agencies/organizations and professionals/mentors

  - Supporting organizational capacity-building to increase capacity to administer grant projects

  - Emphasizing efficient delivery of completed park projects to users

Agency Survey Results: *Grant Experience*

- 45 cities responded

  – 38% of respondents represent H/VH Need Study Areas

- Of all respondents who applied for any type of grant in the last 3 years:

  – 62% were awarded the grant

  – For H/VH Need Study Areas, 55% were awarded the grant

Agency Survey Results: *Grant Experience*

- Most respondents who have not applied for any grants cite *limited capacity to administer grants* as the reason

- Other challenges to grant application/administration:
  - Difficulty finding appropriate grants
  - Aligning project needs with grant timing
  - Writing the grant application

- Grant Writing, Grant Administration, and Project Management were ranked as top training topics

Agency Survey Results: *Planning Documents*

- 64% of respondents, and 58% of H/VH Need Study Areas, have some type of park planning document.
- 19 respondents reported the age of their document:

Age of Document	Number of Agencies
0-5 years old	3
6-10 years old	4
11-15 years old	5
16-20 years old	4
More than 20 years old	3

- 42% of respondents, and 37% of H/VH Need Study Areas, have plans to update existing documents

Agency Survey Results: *Community Engagement*

- 44% of agencies engage the **general public** on an as-needed basis

  – 54% engage the general public at least once a year

- 48% of agencies engage **community partners/organizations** on an as-needed basis

  – 52% engage partners and organizations at least once a year

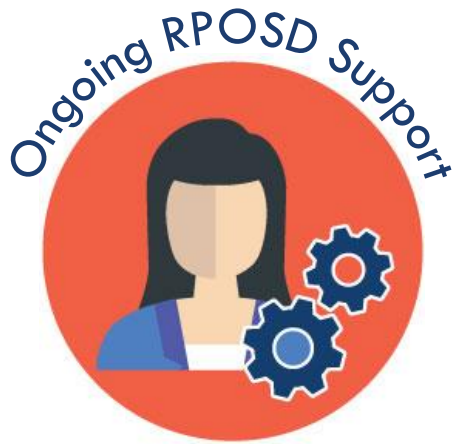- No significant difference for H/VH Need Study Areas

Agency Survey Results: *Community Engagement*

- Agencies engage the **general public** at the following rates:
  - At least once a year: 54%
  - On an as-needed basis: 44%

- Agencies engage **community partners/organizations** at the following rates:
  - At least once a year: 52%
  - On an as-needed basis: 48%

- No significant difference in rates for H/VH Need Study Areas

Program Elements

Resource Toolkits

TA Directory

Training and Education

Ongoing RPOSD Support

Professional Services

Planning and Design Funds

Resource Toolkits

- Cover a range of topics related to the grant project continuum

  - Measure A Grant Application

  - Grant Writing

  - Community Engagement and Outreach

  - Grant Project Implementation

- Additional topics will be determined based on feedback

- Updated by RPOSD as needed

Resource Toolkits

osdinfo@parks.lacounty.gov | 626.588.5060| RPOSD.LAcounty.gov
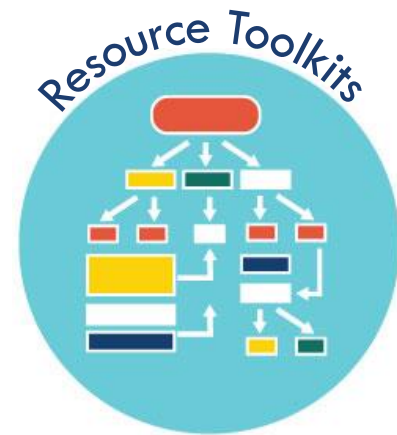
Technical Assistance Directory

- Online database would include both qualified professionals and mentors

- **<u>Mentors</u>** will be volunteers from agencies and organizations that have previously received Measure A/Prop A grant awards

- Mentors will receive training from RPOSD

- Will be responsible for helping applicants navigate the entire grant process

TA Directory

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Technical Assistance Directory

- **<u>Professionals</u>** will be recruited by RPOSD through a Request for Professionals process in various service areas, including:

  - Planning/design
  - Outreach
  - Construction
  - Grant Writing

  - Cost Estimating
  - Graphic Design
  - Community Engagement
  - Translation/interpretation

- Enrollees directly connect with professionals and potentially hire them for services

TA Directory

Training and Education

- Training and education workshops held throughout the year
- Topics may include, and are not limited to:
  - Intro to Measure A/Grant Application process
  - Community Outreach and Engagement
  - Grant Writing
  - Grant Administration
  - Project Management
  - Park Planning 101
- Recordings of workshops will be available to the general public on RPOSD's website

Ongoing Technical Support from RPOSD

- Management of TAP
- Ongoing technical assistance throughout the grant project continuum, including:
  - One-on-one assistance with enrollment and grant applications
    – Phone calls and in-person meetings as needed
  - One-on-one assistance with grant-related questions or needs (before or after application)
  - Liaison between applicants and outside professionals and/or mentors

Ongoing RPOSD Support

Professional Services

- Available to eligible agencies and organizations from professionals contracted with RPOSD
- Professional services include, but are not limited to:
  - Grant Writing
  - Community Outreach and Engagement
  - Construction Administration
- Selective process by RPOSD (80% of funding)
  - Enrollees who indicate need for professional services during enrollment
- Competitive process (20% of funding)
  - Evaluation of supplemental letters from non-selected, interested enrollees

Planning and Design Funds

- Provides recipients with the financial resources for completing work in planning and/or design, including hiring professional consultants to support the effort.

- Competitive program, open to all enrollees
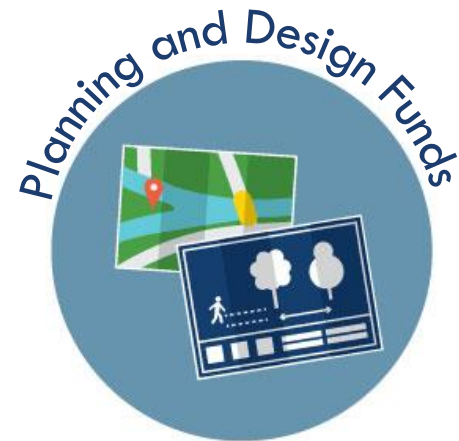
Planning and Design Funds

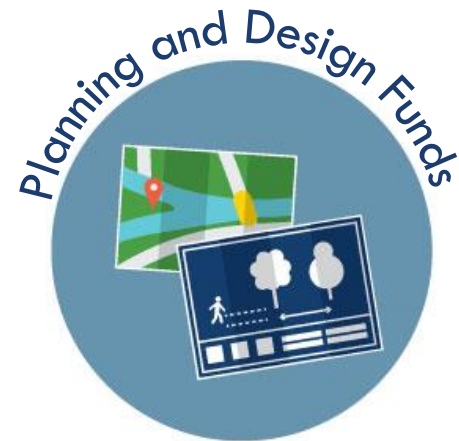# Planning and Design Funds

Project requirements include:

Project Eligibility

- Maximum two year schedule.

- Applicant must not have an open planning/design grant with RPOSD.

Project Feasibility

- Land Access/Tenure

- Permitting and CEQA Compliance

- Adverse Site Conditions

- Project Cost and Funding

- Project Schedule

Planning and Design Funds

Planning and Design Funds

Funding:
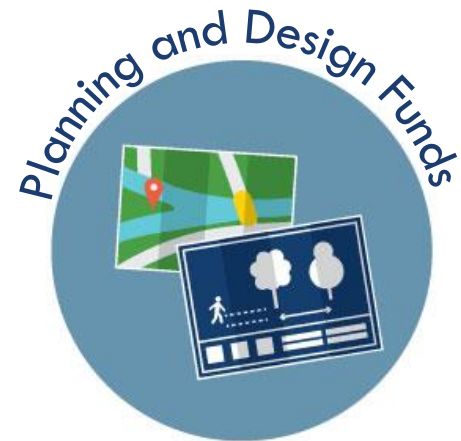
Annual Funding Amount

- $2,500,000

Award Size

- Minimum: $20,000

- Maximum: $250,000

Award Brackets

Projects will compete and be evaluated within the following brackets:

- Small: $20,000 - $99,999

- Medium: $100,000 - $174,999

- Large: $175,000 - $250,000

Planning and Design Funds

Program Element Eligibility

	Eligibility			
	Public	All Enrollees	Selective	Competitive
Resource Toolkits	✔			
Technical Assistance Directory		✔		
Training and Education		✔		
Ongoing Technical Support from RPOSD		✔		
Professional Services			✔	✔
Planning and Design Funds				✔

Accessing Technical Assistance

- During enrollment, agencies and organizations will be asked to report their need for technical assistance and indicate which TAP elements they are interested in
  - Technical Assistance Questionnaire will address:
    - Organizational capacity
    - Grant funding history
    - Previous planning and design efforts

Program Schedule

- Different TAP elements will be available at appropriate stages throughout the grant project continuum

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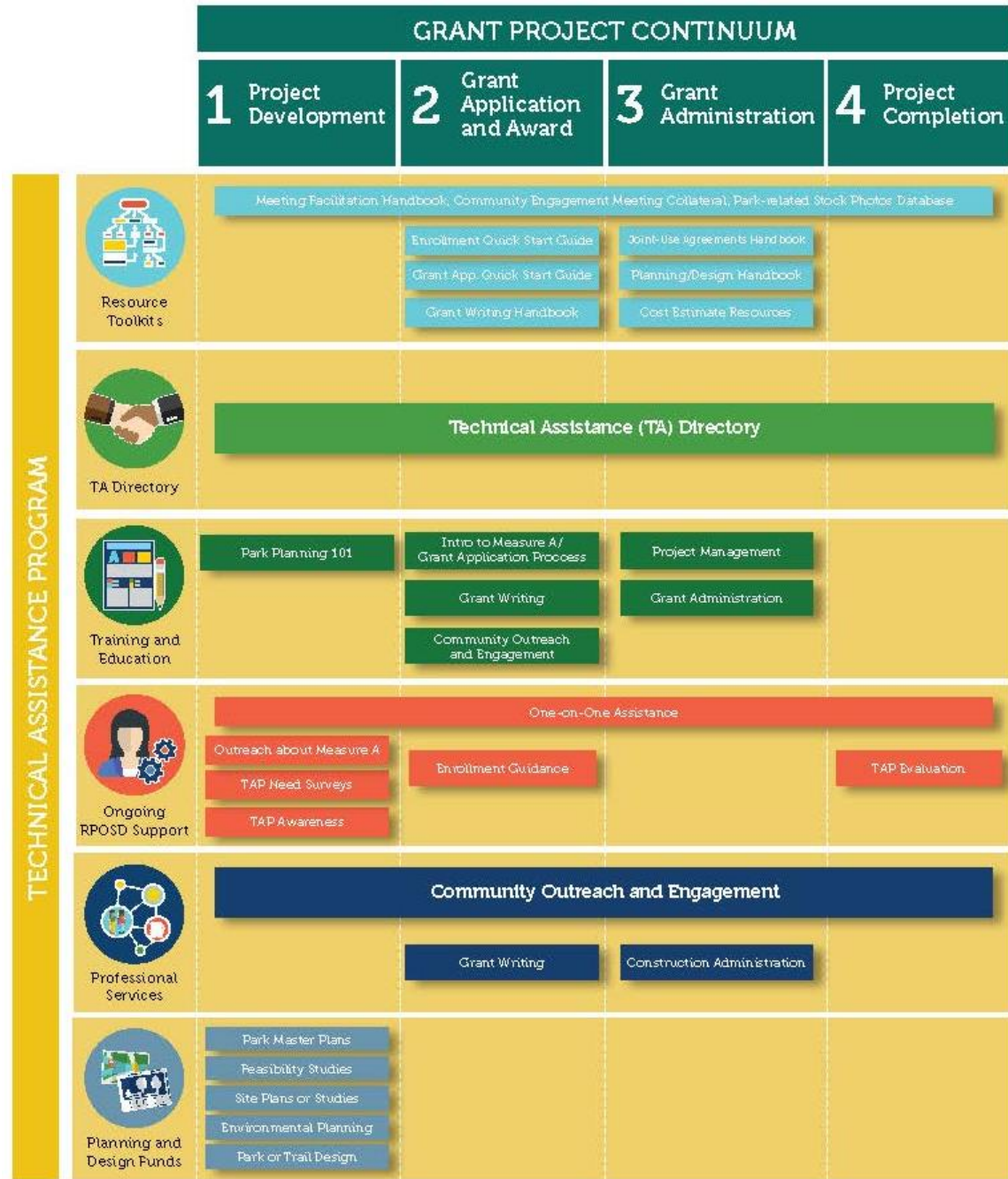
Expenditure Plan and Phasing

- TAP is 39% of Program Innovation & Oversight funding

- Planning and Design funds are 10% of Categories 3 and 4 funding
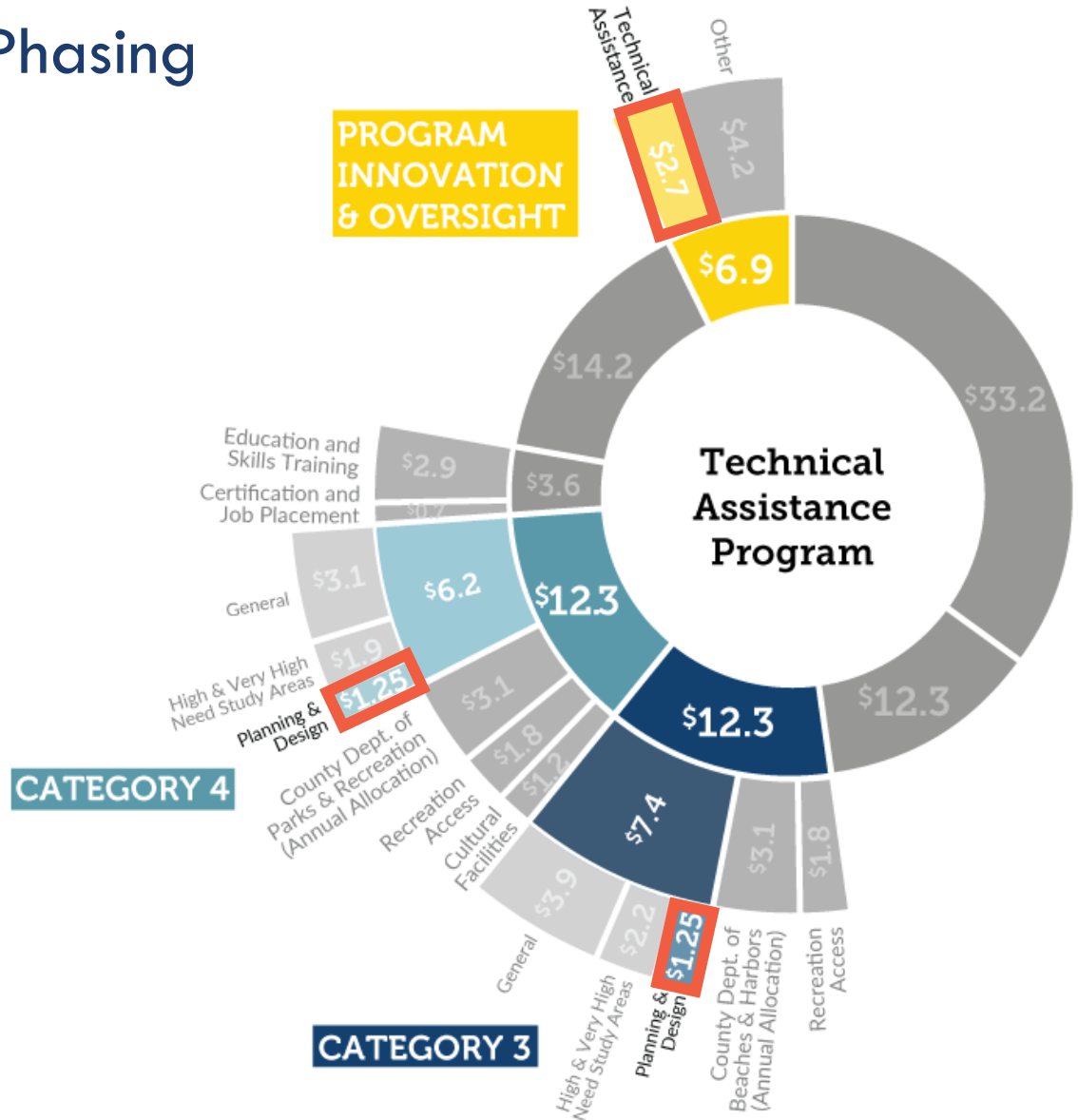
Expenditure Plan and Phasing

- TAP implementation will be phased
  - Understanding of which TAP elements are most needed
  - Resource development (e.g., toolkits and trainings)
  - Develop administrative processes that ensure easy access to TAP

1. Pilot Phase
   - Years 1 and 2: FY18/19 and FY19/20

2. Full Program Phase
   - Years 3 to 10: FY20/21 to FY27/28

3. Maturity Phase
   - After Year 10: FY28/29 and beyond

Expenditure Plan and Phasing

Pilot Phase (Years 1 to 2)

- Majority of funds for training and education
- Focus on developing TAP resources
- No Planning and Design Funds in Year 1
  - $5 million available for Planning and Design Funds in Year 2

$2.5M or 10% of Category 3 and 4 Funds

TAP - $2.7M or 39% of Program Innovation & Oversight Funds

Planning and Design Funds

54.5% Training and Education

67.1% Training and Education

29.2% Ongoing RPOSD Support

29.1% Ongoing RPOSD Support

16.3% Resource Toolkits

2.5% Resource Toolkits

1.3% Directory

Pilot Phase Year 1

Pilot Phase Year 2
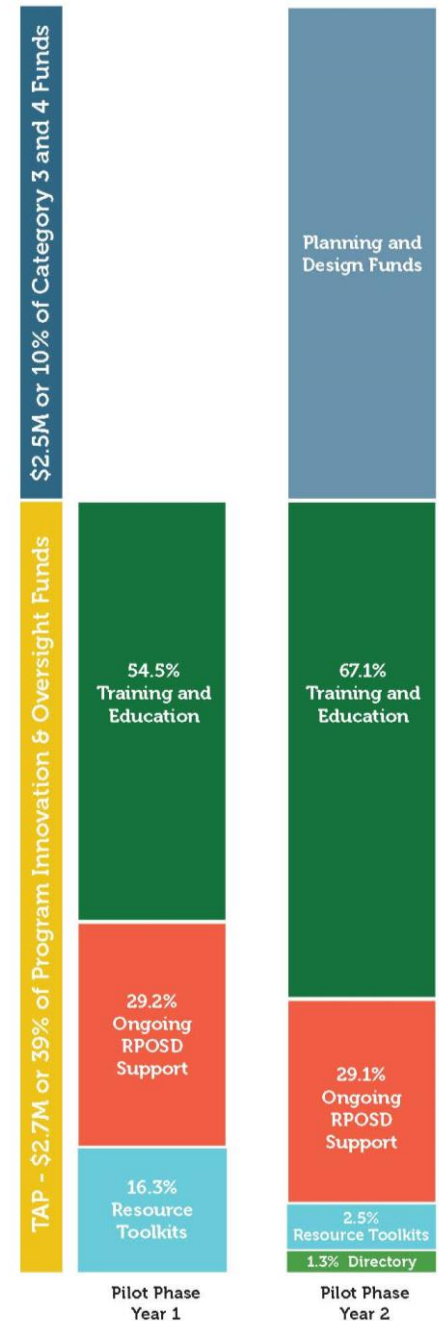
Expenditure Plan and Phasing

Full Program Phase (Years 3 to 10)

- Majority of funding dedicated to TAP will be available during this phase

- All TAP elements would be available

- Monitoring to ensure elements are meeting need; adjustments as needed

$2.5M or 10% of Category 3 and 4 Funds

Planning and Design Funds

TAP - $2.7M or 39% of Program Innovation & Oversight Funds

51.4% Training and Education

22.8% Ongoing RPOSD Support

22.9% Professional Services

1.9% Resource Toolkits

1.0% Directory

Full Program Phase

Expenditure Plan and Phasing

Maturity Phase (After Year 10)

- Gradual tapering of TAP funds after Year 10
    - Agencies and organizations will have become better equipped and gain increased capacity/independence in the grant process
    - RPOSD will closely monitor and assess the outcomes of TAP to determine investment of TAP funds in the future

Monitoring and Assessment

- RPOSD will closely monitor and measure outcomes of TAP against established metrics

- As needed, RPOSD will adjust TAP elements and/or resource distribution to improve outcomes

- After Year 10 of TAP, RPOSD will determine amount of funding needed for TAP based on the program's outcomes and progress from previous years

- Initial Allocations of Variable Funds

- Board of Supervisors Annual Designated Projects Policy

- CPI Update Policy

Initial Allocations of Variable Funds

Measure Language

- Allocation of Measure A funds is subject to change on an annual basis
  - Up to 77.8% to grant programs
    - Category 3
      – Up to 25% to the County Dept. of Beaches and Harbors
      – Up to 15% to recreation access programs
    - Category 4
      – Up to 25% to the County Dept. of Parks and Recreation
      – Up to 15% to recreation access programs
      – Up to 10% to County cultural facilities
    - Category 5
      – Up to 20% to organizations that provide certifications and placement services or apprenticeship opportunities

Initial Allocations of Variable Funds

Measure Language

- Allocation of Measure A funds is subject to change on an annual basis (cont.)
  - Up to 15% to Maintenance & Servicing (M&S)
  - Up to 7.2% to Innovation & Oversight
  - Up to 2% to Board of Supervisors Annual Designated Projects

- Beginning in 2026, the allocation for M&S may be increased up to 2% annually, with corresponding decreases for grant programs
  - M&S and grant program allocations can be adjusted until the two categories reach an equal allocation of 46.4% each

Initial Allocations of Variable Funds

Recommendations

- In the first year of expenditures, rates are recommended by the Steering Committee
- In subsequent years, rates are recommended by the Citizens Oversight and Advisory Board for Measure A
- Changes to allocation rates shall be made with the overall goal of meeting Measure A's objectives and should consider:
  - Complete accounting of all allocations each year
  - Changes in level of park need throughout the County
  - Other results of periodic evaluation of Measure A

Initial Allocations of Variable Funds

Allocation Recommendations for 2018

All allocations shall be set at the maximum percentage allowable

MAINTENANCE & SERVICING
Formula-based allocations for maintenance and servicing of grant-funded projects.

PROGRAM INNOVATION & OVERSIGHT
Needs Assessment updates, innovative technologies, and operations of RPOSD.

CATEGORY 5
Youth and Veteran Job Training and Placement Opportunities Program
Grants, to be awarded through a competitive process

CATEGORY 1
Community-Based Park Investment Program
Formula-based allocations of funds for grants to each Study Area.

Education and Skills Training
Certification and Job Placement

CATEGORY 4
Regional Recreational Facilities, Multi-use Trails, and Accessibility Program
Grants, to be awarded through a competitive process.

County Dept. of Parks & Recreation (Annual Allocation)
Recreation Access
Cultural Facilities

County Dept. of Beaches & Harbors (Annual Allocation)
Recreation Access

CATEGORY 2
Safe, Clean Neighborhood Parks, Healthy Communities, and Urban Greening Program
Formula-based allocations of funds for grants to High and Very-High Need Study Areas.

CATEGORY 3
Natural Lands, Open Spaces and Local Beaches, Water Conservation, and Watersheds Protection Program
Grants, to be awarded through a competitive process.

Technical Assistance
Other

Funding Categories

2% of total funds to Board of Supervisors Annual Designated Projects

Board of Supervisors Annual Designated Projects Policy

<u>Measure Language</u>

- To be used for eligible projects designated by Board of Supervisors
    - Eligible projects include the following, or any combination thereof, for any park or recreation project or improvement:
        - Pre-project assistance and feasibility
        - Planning
        - Acquisition
        - Construction
        - Development
        - Improvement
        - Restoration
        - Rehabilitation

- Percentage of revenue to be determined annually, and shall not exceed 2% of Measure A revenue

Board of Supervisors Annual Designated Projects Policy

Recommendations

- Allocation shall be set at 2%

- Each Supervisor's office shall receive 1/5th of the total amount of funds available annually
  - Supervisors may jointly fund eligible projects
  - Funds may be expended annually; or
  - Funds may accumulate for a maximum of 5 years

- Board could consider allocating a percentage of funds to:
  - Projects located in or directly serving High or Very High Need Study Areas
  - Projects that did not receive Measure A competitive Category 3, 4, or 5 grant funding in previous competitive grant cycles

CPI Update Policy

Measure Language

- Rate of tax shall be set by the Board for each fiscal year after 2017/2018
- Rate may not be set higher than the amount of 1.5 cents per square foot of development, as adjusted by any cumulative increases to the Western Urban Consumer Price Index (CPI) from July 1, 2017

CPI Update Policy

Recommendations

- Tax rate shall be automatically adjusted every 2 years, to the maximum rate allowed by any cumulative increases to the Western Urban CPI, beginning in fiscal year 2019/2020

- Board may choose, in any given year, to adjust the tax rate to a rate less than the maximum allowed

- Rate shall not be adjusted prior to the first disbursement of funds from Categories 1 and 2

Public Comment

QUESTIONS?

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