



Measure A Grants Administration Manual Updates January 2022 Edition Questions and Answers

RPOSD received the following questions regarding the Measure A Grants Administration Manual (GAM) Updates in the January 2022 Edition. RPOSD has reviewed the questions and provided responses.

1. *Will there be a public comment period to provide feedback on the guidelines?*

Response: Feedback is always welcomed at info@rposd.lacounty.gov. Include “Measure A GAM Updates” in the subject line.

2. *Are we allowed to have in-person community outreach and engagement meetings if we follow LA County guidelines, there are community members that do not have Wi-Fi or have access to the internet?*

Response: Yes, you can have in-person community outreach and engagement meetings in accordance with the Los Angeles County Department of Public Health social distancing requirements and guidance.

3. *Is Technical Assistance available for high/very high need park agencies to be guided on how to use our Annual Allocation Funds and Maintenance and Servicing Funds?*

Response: Yes, TAP eligible agencies can ask questions about annual allocation and maintenance and servicing funds through the technical assistance program email at tap@rposd.lacounty.gov. Any agency may also contact its assigned Grants Officer with questions on annual allocation and/or maintenance and servicing funding usage.

4. *In the maintenance and servicing section of the GAM, one of the updates stated that the shared/transferred funds section has been removed. Does this apply to a city that has two study areas (north/south)?*

Response: No, it does not apply because Maintenance and Servicing funds are assigned to the city as a whole, as opposed to an individual Study Areas.

5. *For the Measure A M&S for Nonprofits Program, when will agencies in the program receive notification of funding availability for the third and final year of the program cycle?*

Response: RPOSD will send out notification of funding availability to agencies in the Nonprofits Program for the third and final year of the cycle in January 2022.

6. *How will RPOSD notify agencies if their unutilized maintenance and servicing funds are being reassigned to another agency?*

Response: M&S Funds unutilized for a period of five years may be reassigned at RPOSD’s discretion. However, prior to any reassignment, RPOSD will notify an agency in writing of the accumulation and invite the agency to participate in a meeting to discuss utilization of funds.

7. *Does the updated GAM include step by step instructions on how to fill-out the newly required Grantee Labor Report?*

Response: The updated GAM does not include step by step instructions for the Grantee Labor form. However, the form itself does include instructions. Hover over each cell to reveal the instructions.

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GRANTEE LABOR REPORT*

(Hover over each cell for instructions)

Grant Number: _____
 Location Name and Address: _____
 Project Name: _____
 Project Description (SOW): _____

Employee Name	Employee Title	Work Performed	Start Date	End Date	Total Hours Worked	Gross Wages (per hour)	Worker Compensation
John Williams	Grounds Maintenance Worker	Landscaping	7/1/2021	8/5/2021	60.00	\$15.38	\$20.00

Enter the work performed on the project that is being claimed. Please note: work that is not related to maintenance and service or work that does not match the class specifications of the employee's title may be questioned, and additional documentation may be required.

8. *Is there a grant expiration date for the Measure A Maintenance and Servicing funds?*

Response: There is no expiration date for the funding, but if maintenance and servicing funds are unutilized for a period of five years, they are subject to reassignment to another agency. Agencies that receive maintenance and servicing funds receive money annually, and we highly encourage those agencies to use the funding to maintain and service their completed RPOSD grant funded projects.

9. *Will 10% of the total grant award amount be held in retention? Is this a new requirement?*

Response: The 10% retention requirement has been historically part of RPOSD policy for its grant programs. It is being included in this update for purposes of clarity so that grantees are reminded of the 10% retention.

10. *Will the new Grant Closing Documentation submission deadline requirement commencing on August 1, 2022 apply to all projects?*

Response: The new requirement will apply to all Measure A grants. It will apply to grants with a grant closeout date of October 31, 2022 and later.

11. *When can we expect feedback on the documentation provided for the first two years of the Measure A M&S for Nonprofits Program?*

Response: Contact your assigned Grants Officer for additional information on documentation feedback.

12. *If our agency conducted a Needs Assessment with community engagement in 2016, can that report be used for future grant apps (Prop A/Measure A)? Would a new Needs Assessment/community engagement need to be conducted?*

Response: RPOSD would require updated community engagement and outreach for future grant applications. Engagement requirements do not mandate when the engagement must occur as long as it occurs no more than 36 months before the application submission date or is included within the project scope for future completion.

13. *For the interest-bearing account requirement, does this need to be a "separate" account dedicated to the advanced funds received?*

Response: Yes, Measure A funds must be deposited into a separate interest-bearing account and not be combined with other funds.

14. *Can you please explain the consequences of eliminating Sharing/Transferring of M&S funds (subsection of 3.4.8)? Does this mean we can no longer share/transfer M&S allocations or does it mean we can no longer share/transfer M&S allocation without RPOSD approval?*

Response: Sharing/transferring of M&S funding by grantees will not be allowed. Instead, RPOSD as opposed to a grantee, may reassign unutilized M&S funds from a grantee who accumulate funds for more than 5 years to promote park equity, with preference given to high and very high need entities.