Acquisition-Only

MEASURE A COMPETITIVE GRANT PROGRAM

Guidelines

April 2021

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Acquisition-Only

Introduction

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

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Guidelines

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 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. 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

Acquisition-only grant projects should meet the goals of the Natural Lands, Local Beaches, Water Conservation and Protection Competitive Grants Program or the Regional Recreation, Multi-use Trails and Accessibility Competitive Grants Program. Acquisitions in High or Very High Need Study Areas and/or for trails connections and access, wildlife corridors, and critical habitat will receive additional consideration. The purpose of this Program is to provide agencies and organizations the opportunity to apply for and receive funding for acquisitions on a more frequent basis than the grant cycles for the Natural Lands, Local Beaches, Water Conservation and Protection Competitive Grants Program and the Regional Recreation, Multi-use Trails and Accessibility Competitive Grants Program.

A minimum of thirty percent (30%) of these funds 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 $8.2 million.

PROJECT TYPES

All projects should acquire land for project types included in the Natural Lands, Local Beaches, Water Conservation and Protection Competitive Program or the Regional Recreation, Multi-Use Trails and Accessibility Competitive Program. Refer to those programs for additional information.

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 only includes land acquisition.
- There is an identified and willing seller.
- The acquired land will be used for a purpose covered in the Natural Lands, Local Beaches, Water Conservation and Protection Competitive Grants Program or the Regional Recreation, Multi-Use Trails and Accessibility Competitive Grants Program.
- The project's requested grant award size is a minimum of $50,000 up to a maximum of $1,000,000, which may be combined with other sources of funding.
- Applicant has a detailed budget as well as a plan for funding to cover the budgeted acquisition costs related to the acquisition of the property, with appropriate contingencies where needed.
- Applicant has a detailed schedule that reflects the anticipated timeline for acquisition.
- The project has an appropriately detailed financial plan for operation, including future project development if applicable, and maintenance of the acquired land 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 has entered into a preliminary offer or purchase agreement, or negotiations with the willing seller.

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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 the agreement, in perpetuity.

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

Adverse Site Conditions
▪ There are no adverse site conditions that would affect future project implementation; or
▪ Adverse site conditions have been characterized and the applicant has plans for addressing them during future project implementation; or
▪ Adverse site conditions are known to exist but have not been characterized. Applicant has plans as to how and when these conditions will be addressed.

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 its 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, or his/her Authorized Designee, 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 is 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.)
- Study Area(s) Land location

Parcel Information
- Assessor's Identification Number
- Acreage
- Landowner
- Anticipated Date of Acquisition
- Parcel Map(s)

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)? Have you entered into a preliminary offer or purchase agreement, or negotiations with the willing seller?

Reporting Requirements
- Supervisorial District
- State Senate District
- State Assembly District
- U.S. Congressional District
- City/Council District (N/A if not applicable)

Maps and Reports
- Project Vicinity Map
- Grant Boundary Map

Grant Award Funding Request

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

EVALUATION CRITERIA QUESTIONS

Level of Need

Identify the Study Area 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, filing 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 meets regional need by adding park acreage for which regional demand is high.

- Please describe in detail how the project accommodates regional access by providing trail connectivity and/or transit connections beyond the local vicinity.

Social Multi-Benefits
- Please describe in detail how the project will include 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.

Environmental Multi-Benefits
- Please describe in detail project 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.
- Please describe in detail how the project acreage includes important habitat areas and biodiversity. Examples include preserving critical habitat areas and creating a diversity of spaces that can be used as habitat for a diversity of animals.

Connections and Access
- Please describe in detail how project acquires land for multi-use trails, access points, wildlife corridors, and/or for protecting critical habitat in State Parks, the National Forest, the Santa Monica Mountains, San Gabriel Mountains, the National Recreation Area, the National Monument and the Angeles National Forest Area.

- Please describe in detail how project acquires land for multi-use trails, access points, wildlife corridors, and/or for protecting critical habitat in County, regional, urban, and local parks or rural areas throughout the County.

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 or soft costs for acquisition. The acquisition costs must comprise at least 75 percent of the grant amount requested. No more that 25 percent of the grant amount will be allowed for soft costs for acquisition. In addition, applicants will be held to the amount of soft costs for acquisition, 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.

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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
- Environmental Multi-benefits
- Connections and Access
- Timeline and Budget Feasibility

Each evaluation criterion is described below, along with a breakdown of points by sub criteria (where applicable).

SCORING RUBRIC

Evaluation Criteria	Points
Level of Need	20
Regional Benefits	25
Social Multi-benefits	10
Environmental Multi-benefits	10
Connections and Access	25
Timeline and Budget Feasibility	10
TOTAL POINTS	**100**

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LEVEL OF NEED	20 MAX.
LEVEL OF NEED IS BASED ON THE CURRENT COUNTYWIDE PNA DETERMINATION. PROJECTS LOCATED IN STUDY AREAS WITH HIGH OR VERY HIGH NEED WILL RECEIVE MORE POINTS THAN PROJECTS THAT DO NOT. Projects may receive up to a maximum of 20 points by meeting one of the sub criteria below.	
(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.	*20*
(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.	*15*

REGIONAL BENEFITS	25 MAX.
PROJECTS THAT PROVIDE REGIONAL BENEFITS OR SERVE REGIONAL NEED WILL RECEIVE POINTS. Projects may receive up to a maximum of 25 points by meeting all of the sub criteria below.	
(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.	*0-10*
(B) Project meets regional need by adding park acreage for which regional demand is high.	*0-10*
(C) Project accommodates regional access by providing trail connectivity and/or transit connections beyond the local vicinity.	*0-5*

SOCIAL MULTI-BENEFITS PROJECTS THAT PROVIDE OTHER BENEFITS BESIDES RECREATION THAT RELATE TO SOCIAL ISSUES.	10 MAX.
Anti-displacement Mitigation *Project will include 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.*	*0-10*

ENVIRONMENTAL MULTI-BENEFITS PROJECTS THAT PROVIDE OTHER BENEFITS BESIDES RECREATION THAT RELATE TO ENVIRONMENTAL ISSUES. Projects may receive up to a maximum of 10 points by meeting all of the sub criteria below.	10 MAX.
(A) Heat-Island Reductions *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.*	*0-5*
(B) Habitat Protection and Biodiversity *Project acreage includes important habitat areas and biodiversity. Examples include preserving critical habitat areas, and creating a diversity of spaces that can be used as habitat for a diversity of animals.*	*0-5*

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CONNECTIONS AND ACCESS PROJECTS THAT ACQUIRE LAND FOR TRAILS CONNECTIONS AND ACCESS, WILDLIFE CORRIDORS, AND CRITICAL HABITAT	25 MAX.
(A) Project acquires land for multi-use trails, access points, wildlife corridors, and/or for protecting critical habitat in State Parks, the National Forest, the Santa Monica Mountains, San Gabriel Mountains, the National Recreation Area, the National Monument and the Angeles National Forest Area.	*0-25*
(B) Project acquires land for multi-use trails, access points, wildlife corridors, and/or for protecting critical habitat in County, regional, urban, and local parks or rural areas throughout the County.	*0-20*

TIMELINE AND BUDGET FEASIBILITY THE TIMELINE AND BUDGET SUBMITTED PROVIDES AN ACHIEVABLE AND REALISTIC TOTAL PROJECT COST AND COMPLETION DATE FOR THE PROJECT DETAILED IN THE APPLICATION. . Projects may receive a maximum of up to 10 points depending on the feasibility of the 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.	10 MAX.
The timeline and budget submitted for the project is realistic and achievable based on the project detailed in the application.	*0-10*

COMMUNITY OUTREACH AND ENGAGEMENT

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

Acquisition-only projects often involve complex real estate negotiations that may or may not lead to a successful acquisition. These projects may need to approach community engagement with unique considerations such as confidentiality, urgency, and other legal parameters. Although early engagement is not required for acquisition-only projects, gaining early community support could, in some cases, positively influence acquisitions. Applicants should carefully consider the project dynamics and engage the community as early as possible. Any acquisition project that also includes the development of land, facilities, or amenities must adhere to the community engagement and language access requirements from the guidelines of the Measure A Category 3 and/or 4 Competitive Grant Programs.

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.

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 for Acquisition

ELIGIBLE COSTS
CEQA FILING FEES
IN-HOUSE EMPLOYEE SERVICES (GRANTEE LABOR – SEE ACCOUNTING RULES FOR ADDITIONAL REQUIREMENTS)
COMMUNITY OUTREACH/ENGAGEMENT
GRANT/PROJECT ADMINISTRATION AND ACCOUNTING
SURVEYS

Acquisition Costs

ELIGIBLE COSTS
SIGNAGE (FOR RPOSD BRANDING)
COST OF LAND
COST OF OBTAINING APPRAISALS

ESCROW FEES	
PROPERTY TAXES (PAID AS PART OF ESCROW)	
COST OF TITLE INSURANCE	
COST OF OBTAINING PRELIMINARY TITLE REPORT	

INELIGIBLE COSTS	
	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
Rent	Relocation costs
Acquisitions where purchase price is greater than appraised value	Costs to fulfill any mitigation requirements or development imposed by law

Overhead/Indirect Costs: (Implementation commencing on July 1, 2021)
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
- Pension Contributions

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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LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

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 Us 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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LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

Acquisition-Only
Application Questions

This is a comprehensive map of the application questions you will encounter when applying for an Acquisition-Only 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 and 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.

Fields marked with a red asterisk (*) are required. You will not be able to save the form without entering data into these fields.

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, (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.

Fields marked with a red asterisk (*) are required. You will not be able to save the form without entering data into these fields.

Project Details

Acquisition Description

Provide the following information on the project:
1. Acquisition project title*
2. Identify your organization and its credibility to complete an acquisition project. * *(1,000-character limit)*
3. Explain the issue, problem, or need that this acquisition will resolve.* *(1,000-character limit)*
4. What are the expected measurable outcome(s) that this acquisition will produce? * *(1,000-character limit)*
5. Summary* – 2 to 3 sentences describing the purpose of the acquisition(s)
6. Study Area – select all the study areas that apply from the list. Press CTRL + Click to select multiple items.

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, 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 options.)*

Do you have an appraisal report for the proposed acquisition?
> Select the following from the drop-down list:

Fields marked with a red asterisk (*) are required. You will not be able to save the form without entering data into these fields.

- Yes
- No
- N/A

Based on your selection in the question 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

Fields marked with a red asterisk (*) are required. You will not be able to save the form without entering data into these fields.

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)*

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

>>> Provide the estimated date for CEQA to be completed.

>> **If you selected "Not Started"**
>>> Provide details of your CEQA plan. *(500-character limit)*

>>> Provide the estimated date for CEQA to be completed.

> Adverse site conditions?*
>> Select "Yes" or "No" from the drop-down list.
> **If you answered "Yes," you will need to answer the following question:**

>> Explain the mitigating plan. *(500-character limit)*

Reporting Requirements

Visit the RPOSD Viewer to answer the questions in this section.

> Select the applicable answer from the list for:
> - Supervisorial District*
> - State Senate District*
> - State Assembly District*
> - Congressional District*
> - City/Council District *(Select N/A if not applicable)*
>
> *(Press CTRL + Click to select multiple options.)*

Special Provisions

> Does this proposed acquisition require special provisions?
>> Select "Yes" or "No" from the drop-down list.
> **If you answered "Yes," you will need to answer the following question:**

>> Explain the special provisions in the text field. *(500-character limit)*

Fields marked with a red asterisk (*) are required. You will not be able to save the form without entering data into these fields.

Parcel Information

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*

Fields marked with a red asterisk (*) are required. You will not be able to save the form without entering data into these fields.

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 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:

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 additional 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?

Fields marked with a red asterisk (*) are required. You will not be able to save the form without entering data into these fields.

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?

Fields marked with a red asterisk (*) are required. You will not be able to save the form without entering data into these fields.

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.

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

Acquisition - 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.

Category	Enter the Anticipated Completion Date Per Category
Community Outreach and Engagement	
Community Outreach and Engagement	
CEQA	
Appraisal Report	
SIGNED/Notarized Deed Restriction – on file with RPOSD	
Relocation Plan	
Fully Executed Purchase Agreement	
Escrow Open	
Close of Escrow	
Community Outreach and Engagement	
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:

Fields marked with a red asterisk (*) are required. You will not be able to save the form without entering data into these fields.

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 proceeded 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
- Cambodian
- Chinese
- Gujarati
- Hebrew
- Hindi
- Indic
- Korean
- Persian
- Portuguese
- Russian
- Spanish
- Tagalog
- 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
- Armenian
- Cambodian
- Chinese
- Gujarati
- Hebrew
- Hindi
- Indic
- Japanese
- Korean
- Persian
- Portuguese
- Russian
- Spanish
- Tagalog
- 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
- Armenian
- Cambodian
- Chinese
- Gujarati
- Hebrew
- Hindi
- Indic
- Japanese
- Korean
- Persian
- 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

Fields marked with a red asterisk (*) are required. You will not be able to save the form without entering data into these fields.

> - 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	20
Regional Benefits	25
Social Multi-benefits	10
Environmental Multi-benefits	10
Connections and Access	25
Timeline and Budget Feasibility	10 (separate form)
TOTAL POINTS	**100**

Please write "N/A" in the text fields when it is not applicable.

Level of Need

Projects may receive up to a maximum of 20 points by meeting one 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 25 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, filing 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 meets regional need by adding park acreage for which regional demand is high. *(2,500-character limit)*
>
> 3. Describe, in detail, how the project accommodates regional access by providing trail connectivity and/or transit connections beyond the local vicinity. *(2,500-character limit)*

Fields marked with a red asterisk (*) are required. You will not be able to save the form without entering data into these fields.

Social Multi-Benefit

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

> Answer the following question on the project:
> 1. Describe, in detail, how the project will include 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. *(2,500-character limit)*

Environmental Multi-Benefits

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

> Answer the following questions on the project:
> 1. Describe, in detail, project 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. *(2,500-character limit)*
>
> 2. Describe, in detail, how the project acreage includes important habitat areas and biodiversity. Examples include preserving critical habitat areas and creating a diversity of spaces that can be used as habitat for a diversity of animals. *(2,500-character limit)*

Connections and Access

Projects may receive a maximum of 25 points.

> Answer the following questions on the project:
> 1. Describe, in detail, how project acquires land for multi-use trails, access points, wildlife corridors, and/or for protecting critical habitat in State Parks, the National Forest, the Santa Monica Mountains, San Gabriel Mountains, the National Recreation Area, the National Monument and the Angeles National Forest Area. *(2,500-character limit)*
>
> 2. Describe, in detail, how project acquires land for multi-use trails, access points, wildlife corridors, and/or for protecting critical habitat in County, regional, urban, and local parks or rural areas throughout the County. *(2,500-character limit)*

Fields marked with a red asterisk (*) are required. You will not be able to save the form without entering data into these fields.

Supporting Documents

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)*

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.

Fields marked with a red asterisk (*) are required. You will not be able to save the form without entering data into these fields.

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