



Grants Administration Manual for Measure A



MEASURE
A

June 2019

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LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT



Grants Administration Manual for Measure A

JUNE 2019

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Introduction

The Los Angeles County Regional Park and Open Space District (RPOSD) is responsible for implementing and administering the Los Angeles County Safe, Clean Neighborhood Parks and Beaches Measure of 2016 (Measure A). Seventy-five percent (75%) of Los Angeles County voters approved Measure A in November of 2016, which authorizes dedicated local funding for park, recreation, and open space projects and their maintenance through an annual special tax of 1.5 cents per square foot of building floor area on all taxable real property in the County.

Measure A makes funding available to eligible recipients for projects that repair and upgrade parks and recreational facilities; create new parks; preserve and protect open spaces and beaches; and support recreational programming. RPOSD will utilize innovative technology to facilitate online grant application and administrative processes and to provide efficient oversight.

The Grants Administration Manual for Measure A was developed with input from the Measure A Implementation Steering Committee, which met for 14 months in 2017 and 2018. The Steering Committee process was led by RPOSD and a team of private and nonprofit consultants. The Steering Committee process benefitted from the input of dedicated members with expertise in parks, recreation, and open space as well as related local community issues in Los Angeles County. The Grants Administration Manual also benefitted from the outreach and engagement RPOSD conducted to solicit additional feedback from potential grantees and interested members of the public.

The purpose of the Grants Administration Manual is to provide guidance in applying for and administering Measure A funds so that grantees can provide successful park projects throughout Los Angeles County.

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CONTENTS

Definitions.....	vii
1. Measure A General Policies.....	1-1
1.1. Consumer Price Index Update Policy.....	1-1
1.2. Bonding Policy	1-1
1.3. Los Angeles Countywide Comprehensive Parks & Recreation Needs Assessment Update Policy	1-1
1.4. County Priority Projects Policy.....	1-2
1.5. Sharing Funds Policy.....	1-2
1.6. Nonprofit Maintenance and Servicing Allocation Policy.....	1-3
1.7. Good Standing Policy.....	1-4
1.8. Grantmaking Policy.....	1-4
2. Measure A Funding Programs	2-1
2.1. Annual Allocations.....	2-3
2.1.1. Use of Annual Allocations.....	2-3
2.1.2. Community-Based Park Investment Program.....	2-7
2.1.3. Neighborhood Parks, Healthy Communities, & Urban Greening Program	2-11
2.1.4. Allocation to County Department of Beaches and Harbors.....	2-15
2.1.5. Allocation to County Department of Parks and Recreation	2-19
2.1.6. County Cultural Facilities Program.....	2-23
2.1.7. County Priority Projects Program	2-27
2.1.8. Innovation Grant Program	2-31
2.2. Competitive Grants	2-33
2.2.1. Natural Lands, Local Beaches, Water Conservation and Protection Program....	2-35
2.2.2. Regional Recreation, Multi-use Trails and Accessibility Program.....	2-43
2.2.3. Acquisition-only Grant Program	2-51
2.2.4. Recreation Access Program	2-57
2.2.5. Youth and Veteran Job Training and Placement Program	2-61
2.3. Maintenance and Servicing Funds.....	2-65
2.3.1. Funding Amount and Cycle Frequency.....	2-65
2.3.2. Expenditure Eligibility	2-66

2.4. Technical Assistance Program.....	2-69
2.4.1. Program Goals.....	2-69
2.4.2. Program Schedule	2-69
2.4.3. Program Expenditure Plan and Phasing.....	2-71
2.4.4. Accessing Technical Assistance.....	2-73
2.4.5. TAP Elements and Eligibility.....	2-73
2.4.6. Monitoring and Assessment.....	2-77
2.4.7. Technical Assistance Grants.....	2-78
3. Measure A Grant Administration.....	3-1
3.1 Overview	3-1
3.1.1. Annual Allocations.....	3-1
3.1.2. Competitive Grants	3-1
3.1.3. Measure A Annual Expenditure Plan.....	3-3
3.1.4. Overview of Process for Receiving Grant Funds	3-5
3.2 Eligibility and Registration Requirements.....	3-7
3.2.1. Public Agencies.....	3-8
3.2.2. Nonprofit Organizations	3-8
3.2.3. Schools	3-9
3.2.4. Additional Requirements for All Registrants.....	3-9
3.2.5. Registration Renewal.....	3-10
3.3 Community Outreach and Engagement	3-11
3.3.1. Outreach Methods & Engagement Approaches.....	3-11
3.3.2. Minimum Outreach and Engagement Requirements.....	3-13
3.3.3. Language Access Requirements	3-18
3.3.4. Evaluation of Outreach and Engagement for Minimum Requirements.....	3-19
3.3.5. Evaluation of Outreach and Engagement for Competitive Grants.....	3-19
3.4 Application, Grant Administration, and Project Delivery	3-23
3.4.1. Application Requirements	3-23
3.4.2. Application Review	3-25
3.4.3. Grant Award and Contract.....	3-26
3.4.4. Grant Administration.....	3-26
3.4.5. Project Delivery: Grant Closing and Post-Closing Obligations.....	3-35
3.4.6. Exceptions to the Application, Grant Administration, and Project Delivery Processes.....	3-39
3.4.7. Good Standing.....	3-41
3.4.8. Maintenance and Servicing	3-42

FIGURES

Figure 2-1: Detailed Measure A Expenditure Plan.....	2-2
Figure 2-2: TAP Schedule Along the Grant Continuum.....	2-70
Figure 2-3: TAP Elements and Estimated Funding by Phase.....	2-72
Figure 3-1: Calendar for Competitive Grants.....	3-2
Figure 3-2: Measure A Expenditure Plan	3-4
Figure 3-3: Grant Process Overview	3-5
Figure 3-4: Minimum Engagement Requirements	3-15

TABLES

Table 2-1: Overview of Measure A Annual Allocation Grant Programs	2-3
Table 2-2: Overview of Measure A Competitive Grant Programs	2-33
Table 2-3: Natural Lands, Local Beaches, Water Conservation and Protection Program Award Size Brackets	2-38
Table 2-4: Regional Recreation, Multi-Use Trails, and Accessibility Program Award Size Brackets	2-46
Table 2-5: Recreation Access Program Award Size Brackets	2-59
Table 2-6: Youth and Veteran Job Training and Placement Program Award Brackets	2-63
Table 2-7: Maintenance and Servicing Funds Recipients	2-66
Table 3-1: Measure A Grant Programs By Agency/Organization Type	3-7
Table 3-2: Community Engagement Requirements for Annual Allocations.....	3-16
Table 3-3: Community Engagement Requirements for Competitive Grants	3-17
Table 3-4: Language Access Tiers and Requirements.....	3-18
Table 3-5: Typical Competitive Grant Timeline: Application to Award	3-24
Table 3-6: Eligible Costs, by Grant Type	3-27
Table 3-7: Ineligible Costs.....	3-28
Table 3-8: Required Documentation for Amendment of Grant Agreement.....	3-34
Table 3-9: M&S Eligible and Ineligible Costs.....	3-43
Table 3-10: Examples of Unanticipated and/or Extraordinary Maintenance Expenses.....	3-45

APPENDICES

Appendix A: Signed Resolution (Safe Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation Measure)

Appendix B: Displacement Memo

Appendix C: Bonding Memos

Appendix D: Language Access Requirements for Community Outreach and Engagement

Appendix E: Engagement Framework Memo

Definitions

Accrue – To accumulate or save.

Acquisition Project– Any project that gains ownership or control of real property. Acquisition projects can also include subsequent clean up and security activities of the acquired property.

Advancement – Cash payment made to grantees in advance of completing work. Grantees may request advancement when a grant's initial investment exceeds a jurisdiction's ability to front costs prior to receiving funding.

Adverse Site Conditions – Unforeseeable conditions of a site. These conditions could include overhead or underground utilities, toxic contamination, natural disasters, etc.

Advisory Board – Refer to entry for Citizens Oversight Advisory Board.

Agency – Any non–profit or public park/community services organization.

Agency of Record – the public park agency that is assigned the funds for each Study Area. For Study Areas that are located within incorporated cities, the city Community Services Agency or Parks Department is the Agency of Record. For the Study Areas located within the unincorporated areas of the County, the Los Angeles County Department of Parks and Recreation is the Agency of Record.

Amendment Request – Written request for RPOSD to accept changes to a grant's budget, scope, name, timeline, or performance period.

Amenity –A desirable or useful feature or facility of a building or place.

Americans with Disabilities Act (ADA) – The federal law as codified in Chapter 126, Title 42, of the U.S. Codes. Prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

Annual Allocation – Grant funds awarded annually using a formula. Annual allocations are non–competitive.

Appropriate Access – Access that is clearly visible and welcoming to the public.

Assessor – The County of Los Angeles Office of the Assessor.

Assignment and Assumption of Grant Agreement (AAGA) – A legal agreement that allows grantees to transfer all grant obligations from a private agency to a public agency or from one public agency to another.

Award Recipient –One that receives a grant award.

Award Type – Indicates the type of grant program the award is from: either annual allocation or competitive grant, it will also include, if appropriate the identification of bond funds, if they are included in the grant.

Beaches – A public beach or shoreline area bordering the Pacific Ocean owned, controlled, or managed by a public agency, within the County of Los Angeles.

Blackout Period – Period of time during which payment requests will not be processed. The blackout period is June 15th through July 15th.

Board Action – Any action taken by the Board of RPOSD.

Board of Regional Park and Open Space District (RPOSD) – The County of Los Angeles Board of Supervisors, acting as the governing body of the Los Angeles County Regional Park and Open Space District.

Bond – A debt instrument bearing a stated rate of interest that matures on a certain date, at which time a fixed sum of money plus interest is payable to the bondholder.

Bond Funds – funds derived from the act of issuing bonds to pay for specific capital projects. These funds have restrictions on what they can be used to fund and the time frame for which they must be expended.

BOS –The County of Los Angeles Board of Supervisors.

California Environmental Quality Act (CEQA) – A statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible.

Organizational Capacity Review – Review by RPOSD staff of information demonstrating organizational capacity, including a financial audit statement and operating structure showing number of staff, staff roles, labor hours, etc.

Capital Project– Any project to build restore, retain, or purchase any equipment, property, facilities, including buildings, park facilities, infrastructure, information technology systems, or other equipment, that is funded on a non-repeating, or non-indefinite, basis and that is to be used as a public asset, or for the public benefit. Any and all funds used for a Capital Project shall be used in accordance with the rules and regulation of the fund source. A Capital project is further defined as a project with a budget larger than \$20,000 and that is approved by the governing body.

Case Manager – refer to the entry on Technical Assistance Program Case Manager.

Citizens Oversight Advisory Board – Established in Section 7 of Measure A. Also referred to as "Advisory Board." Composed of five members appointed by the Board of Supervisors and charged with reviewing all expenditures of the special tax; ensuring that this program is integrated in the annual independent audit of RPOSD; publishing a complete accounting of all allocations each year; and submitting to the County periodic evaluations of the program.

Closing Documentation –Documentation required to be submitted by a grantee prior to the grant closeout.

Community Engagement Plan—All Measure A grant programs require community outreach and engagement. A Community Engagement Plan must be submitted with each grant application. The Community Engagement Plan must provide the following information: dates, frequency, and outreach methods used or planned to be used; dates of all engagement (planned or completed); scope of planned and/or conducted engagement activities; language access verification and supporting documentation. This plan may need to be updated over the course of a grant.

Community-based Organization (CBO) – A nonprofit organization that represents a community and/or provides educational or related services to members of that community.

Competitive Bid Contract – A contract awarded through a competitive process. These contracts are typically awarded through public agencies to ensure that a fair competitive process takes place between the applicants.

Competitive Grant – Grant funds that are available on a competitive basis, with grants awarded only to those applicants that best conform to the grant program's guidelines.

Competitive Grant Evaluation Panel – A multidisciplinary team with diverse backgrounds and expertise in various aspects of park, recreation, and open space issues that is charged with assisting RPOSD in evaluating competitive grant applications.

Comprehensive Annual Financial Report – A set of financial governmental statements containing financial reports of a state, municipal, or other governmental body that complies with the accounting requirements set by the Governmental Accounting Standards Board (GASB).

Concurrent Participatory Engagement (CPE) – Community engagement that is conducted concurrently with other public meetings or events. CPE may include but is not limited to: meetings scheduled around community plans, regularly scheduled council and/or commission meetings, or special community events that aim to engage the community and solicit feedback that pertains to spending priorities within a Study Area.

Conservation Corps – A nonprofit organization that seeks to preserve and protect the environment and provide job skills training and educational opportunities to youth. Conservation Corps may be certified by the California Conservation Corps.

Contingency Costs – An amount that is included in a grant budget to represent uncertainty.

Contract – A formal and legal written agreement between two or more people and/or organizations.

Conversion Request – A request by a Grantee for change in use, sale, or disposal of Grant-funded property.

County – Los Angeles County.

County Cultural Facility – A building owned and/or operated by the County of Los Angeles which shall be used for the programming, production, presentation, and/or exhibition of natural history and any of the arts and/or cultural disciplines. These disciplines include music, dance, theatre, creative writing, literature, architecture, painting, sculpture, folk arts, photography, crafts, media arts, and visual arts.

Day– the RPOSD business day. RPOSD works on a 4/10 schedule, from 7:00 am to 5:30 pm (PST). A work week is four, 10–hour days, Monday through Thursday.

Dedicated Participatory Engagement (DPE) – Community engagement dedicated to discussing specific project(s) with Measure A funding needs. These meetings must focus entirely on parks and open space projects, plans, or priorities and may not include agenda items that do not pertain to specific projects, plans, or priorities. Examples of acceptable DPE include but are not limited to: public workshops or meetings; design charrettes; collective design/visioning; community mapping; model making; and participatory budgeting.

Deed Restriction – Rules and regulations pertaining to the use of land in a neighborhood that is recorded by the grantee/property owner within the Los Angeles County Registrar–Recorder/County Clerk.

Design Charrette – A short, collaborative meeting during which members of a team quickly collaborate and sketch designs to explore and share a broad diversity of design ideas.

Development Project – A project that includes construction, enhancement, or refurbishment of park or open space elements. Development projects are capital projects.

Director – The Director of the Los Angeles County Regional Park and Open Space District.

Disclosure Form – A legal form that expresses what information will be collected and with whom it will be shared.

District – refer to entry on Los Angeles County Regional Park and Open Space District.

Door-to-door Canvassing – Knocking on doors to engage in personalized contact with individuals.

Eligible Project Types– A project that meets the requirements of a specific grant program. Eligible project requirements vary by grant program and shall include at least the following: Acquisition Projects, Development Projects, Planning and Design Projects as well as Program Projects.

Escrow – A contractual arrangement in which a third party receives and disburses money or documents for the primary transacting parties, with the disbursement dependent on conditions agreed to by the transacting parties.

Expenditure Plan – A plan that attributes dollar amounts towards various funding categories. The amounts attributed to each funding category may change from year to year due to changes in tax revenue and policy changes.

Financial Audit – An evaluation of an agency's or organizations financial reports.

Fiscal Year (FY) – A twelve–month period used for financial and accounting purposes. The County of Los Angeles' fiscal year begins on July 1 and ends on June 30.

Funding Program – refer to entry on Grant Program

Gentrification – Changes of neighborhood population from lower to higher income.

Geographic Information System (GIS) – A framework for gathering, managing, and analyzing data to create visual maps.

Good Standing— Good Standing is when an agency or organization is in compliance with all requirements stated in the guidelines, policies, and procedures of RPOSD for both Proposition A and Measure A. Good Standing is required of grantees to get payment requests processed and receive any grant funds from RPOSD. Grantees who lose Good Standing must make notable progress toward resolving issues to have Good Standing restored. Agencies and organizations without Good Standing will not have payment requests processed or reimbursements issued for all grants with RPOSD.

Grants Administration Manual – The Grants Administration Manual(s) is the document that details the policies and procedures for administering grants awarded by RPOSD. It shall also include any subsequent amendments or changes issued by the RPOSD.

Grant Officer –RPOSD employee tasked with assisting registrants and grantees throughout the registration, application, and grant administration processes. Grant Officers are assigned to registrants and are the primary point of contact between registrants/grantees and RPOSD.

Grant Award – The total available funds given to eligible grant applicants.

Grant Calendar – Indicates the year and quarter in which each competitive grant program cycle opens for accepting grant applications.

Grant Closeout – The process submitting all required documentation and receiving confirmation that all work required under a grant agreement has been completed by the grantee and that all applicable administrative requirements are met.

Grant Agreement (GA) – The legally binding agreement between RPOSD and grantee, signed and authorized by both parties, that details the scope of work, budget, and timeline agreed upon by the two parties.

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

Grant Management System (GMS) – The electronic database and software that maintains and processes all RPOSD grants and programs.

Grant Performance Period – The period of time that the Grant Agreement is in effect. Length of Grant Performance is determined by the timeline provided by the grantee and included in the grant agreement.

Grant Program – A funding program with distinct goals and requirements. Measure A includes twelve distinct grant programs, six of which are annual allocations, and five of which are competitive. The Planning & Design funds grant program is part of Technical Assistance and contains competitive and selective elements.

Grant Status Update Report – Documentation from the grantee that reports the status of an ongoing grant twice a year for the purpose of updating RPOSD. Required to maintain Good Standing.

Grantee – An award recipient with a fully executed Grant Agreement.

Grantee Labor Costs – Grantee costs that pertain to accounting, design, project management, or services directly related to the work included in the grant agreement.

Greenway – A capital project that incorporates elements of water conservation and reclamation, urban greening, or public safety in a linear park, urban trail and/or active transportation corridor.

Heat–Island Reduction – Reduction of increased ambient temperatures that occur in highly developed areas and are attributed to increased hardscape surface area.

High–Need or Very–High–Need Study Area – Areas designated as such in the Los Angeles Countywide Comprehensive Parks & Recreation Needs Assessment.

Inclusive Outreach – Outreach that seeks to engage people whose interests are affected by the project plans, particularly those groups who typically experience barriers to participation such as ethnic minorities, non–English speakers, and members of low–income communities.

Information Sharing (IS) – Community engagement that educates and informs community members of potential and ongoing projects, facility needs and challenges, funding opportunities, and available programs and services.

Interpretation & Education – A visitor serving amenity, activity or program that enhances the ability to understand and appreciate the significance and value of natural, historical, cultural and recreational resources that may utilize educational materials in multiple languages, digital information, and the expertise of a naturalist or other skilled specialist.

IRS Form 990 (Return of Organization Exempt from Income Tax) – A legal form that provides financial information about a nonprofit organization.

Joint/Shared–Use – Shared management of facilities, land, utilities, programs, or other common elements between two or more parties.

Joint/Shared–Use Agreement – Legal contract between two or more parties that sets forth the terms and conditions for joint/shared use of facilities, land, utilities, programs, or other common elements.

Joint Powers Authority (JPA) – A legally created entity that allows two or more government agencies to jointly exercise common powers.

Judgement in Condemnation – A 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.

Jurisdiction Support – 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.

Land Acquisition – The act of procuring the ownership of a piece of land via purchase or lease.

Land Tenure – The legal rules and engagements of owning land, or through an executed agreement, having control of the use of land.

Language Access Requirement – A set of requirements for providing language access services for community outreach and engagement. These requirements are divided into three tiers that are determined by the percent of a population that is linguistically isolated.

Lease – A contract by which one party shifts land ownership to another party for a specified period of time in return for remuneration of some type.

Letter of Intent – A written document that details the intentions of two parties to enter into a legal agreement once certain milestones or thresholds are met.

Leveraging of Funds – The action of using secured funds to secure commitment of additional funds.

Local Jurisdiction – A city, county, special district or local agency.

Long-Range Park Planning Documents – Planning documents that provide information on future direction and plans for park, recreation, and open spaces within a given jurisdiction. These may include and are not limited to parks master plans, community plans, general plans or other adopted planning documents.

Los Angeles County – May refer to the geographic unit bounded by the Pacific Ocean, Ventura County, Kern County, San Bernardino County, and Orange County; or to the Government of this area.

Los Angeles County Regional Park and Open Space District (RPOSD) – A Special District created with State legislation and finalized in 1992 when voters approved Proposition A, the Safe Neighborhood Parks Act. (See California Public Resources Code 5506.9). RPOSD is responsible for administering Measure A.

Los Angeles Countywide Comprehensive Parks & Recreation Needs Assessment (PNA) – The 2016 Los Angeles Countywide Comprehensive Park and Recreation Needs Assessment Final Report and any supplementary material adopted. Future updates to the PNA, when coupled with the Regional Recreation, Beaches, Rural Areas and Open Space Assessment shall be referred to as the Unified Countywide Comprehensive Parks Needs Assessment (UPNA).

Maintenance – The furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement.

Measure A Implementation Steering Committee – A committee of 46 representatives appointed by the Board of Supervisors to guide the implementation of Measure A. The Steering Committee's work began in April 2017 and concluded in June 2018.

Mentor Directory – An online listing of trained volunteer mentors who provide guidance to applicants and grantees. The Mentor Directory is an element of the Technical Assistance Program.

Metrics – Units of measurement used for quantitative assessment of the progress or performance of a plan, process, or program.

Minimum Bond Issuance – Minimum amount of bonds recommended for issuance by the Los Angeles County Treasurer and Tax Collector based on current market conditions at time of bond issuance.

Multi-benefit Capital Project – A capital project that maximizes or enhances recreation opportunities and one or more of the following: protection or enhancement of the natural environment; stormwater capture; water and air quality improvements; greenhouse gas (GHG) reductions; carbon sequestration; heat-island reductions; habitat protection and biodiversity; community health improvements; or any combination thereof.

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

National Environmental Protection Act (NEPA) – A federal statute that requires state and local agencies that are building on federal lands to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible.

National Forest – Protected area managed by the US Forest Service.

Natural Lands – An area of relatively undeveloped land which has substantially retained its characteristics as provided by nature or has been substantially restored, or which can be feasibly restored to a near-natural condition and which derives outstanding value from its wildlife, scenic, open space, parkland or recreational characteristics, or any combination thereof.

Nonprofit Organization – Any charitable organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

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

Online Portal – A specifically designed website that brings in information from various sources including emails, online forums, search engines, etc.

Open space, foothill, mountain, trail, river, wetlands and stream capital projects – Include any of the following: preservation of natural lands; scenic vistas and wildlife habitat; wildlife corridors; development and restoration of mountain and other open space hiking biking, walking and equestrian trails, especially those maintained by the County Public Works and Parks and Recreation Departments; restoration of natural vegetation and habitat; habitat and recreation facilities in and adjacent to riparian and flood control channels; and the provision of recreational opportunities and public access in mountain, foothill, river, stream and wetland areas.

Organization – A nonprofit or community-based organization.

Outreach Methods – Refers to the specific way that information is shared to the community in order to educate them or invite them to engage in further discussions. May include, but is not limited to, email blasts, social media, newsletters, publication on a website, distribution of flyers or other printed materials, local and regional print media, local radio and television, door-to-door canvassing, or phone banking.

Park – A tract of land with scenic, natural, open-space or recreational values; set apart to conserve natural, scenic, wildlife, cultural, historical or ecological resources for present and future generations; and to be used by the public as a place for respite, rest, recreation, education, exercise, inspiration or enjoyment.

Parks Needs Assessment – Refer to entry for Los Angeles Countywide Comprehensive Parks & Recreation Needs Assessment.

Per Capita and Structural Improvements Formula – The formula established by Measure A that determines how allocations of certain funding programs under this Measure shall be distributed. Each Study Area's allocation percentage of the applicable funding programs shall be the arithmetic mean of Per Capita and Structural Improvements, where Per Capita is weighted two-thirds and Structural Improvements are weighted one-third and shall be calculated as follows: Allocation Percentage = $[(\text{Per Capita} + \text{Per Capita} + \text{Structural Improvements})/3]$.

Perpetuity/in-perpetuity – A bond or other security with no fixed maturity date; a restriction making an estate inalienable perpetually or for a period beyond certain limits fixed by law; the state or quality of lasting forever.

Planning and Design Project – A grant that is focused on the further development of a conceptual project receiving funds from RPOSD.

Pre-Project Assistance – The planning, design, feasibility and studies necessary to define and articulate 1) a capital park project on land that was developed for uses other than parkland, or 2) a capital project to acquire and/or restore parks and natural lands.

Program Grant – A project receiving funds from RPOSD's Recreation Access Program or Youth and Veteran Job Training and Placement Program.

Project: definition/description of the specific project/program to be funded (land to be acquired, amenity to be designed, built or refurbished, restoration of habitat, etc.)

Project Description – A one to three paragraph description of the project/program to be funded. The description must include the following:

1. Identification of the applicant organization and a sentence or two about its credibility to provide park projects/programs;
2. A sentence or two explaining the issue, problem or need for the project/program;
3. A brief statement of the expected measurable outcome(s) that the project/program will produce; and
4. One or two sentences describing the methods to be utilized to achieve the outcome(s).

Project Summary – Two to three sentences summarizing the proposed project. They should be concise and allow for a clear understanding of the proposed project.

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.

Public Access – Access that is open and accessible to the public without discrimination as to race, color, sex, sexual orientation, age, religion belief, nation origin, marital status, physical or mental handicap, medical condition or place of residence.

Public Agency – Any governmental agency, special district, or joint power authority, established pursuant to the laws of the State 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.

Purchase Agreement – A legal document that records the final understanding of a purchaser who agrees to buy and a seller who agrees to sell under certain terms and conditions.

Qualified Professionals Directory – An online database that contains information, including offered services, location, and contact information, of a range of professionals in planning, design, outreach, community engagement, cost estimating, construction, grant writing, translation/interpretation services, and graphic design. An element of the Technical Assistance Program.

Reasonable Operating Hours – Operating hours that maximize public access to the greatest extent feasible.

Regional Recreation Parks – Facilities with unique, countywide significance that are publicly owned, consist of at least 100 contiguous acres and have three or more active recreational amenities.

Registrant – A qualified agency or organization that has initiated the registration process.

Registration – The process of submitting administrative information about an agency or organization required by RPOSD in order to apply for Measure A grants. Information provided during registration must be verified annually.

Registration Meeting – Meeting held by RPOSD to orient potential and returning registrants to the registration process. Attendance at this meeting, in person or remotely, is required to complete the initial registration process.

Reimbursement – Payment for an expense incurred. Measure A grants require the grantee to incur expenses and then receive reimbursement for those expenses.

Request for Conversion – Any change in use, sale, or disposal of Grant-funded property must be approved in advance by the Board of Supervisors. The Request for Conversion records proposed changes to the use or ownership of Grant-funded property.

Resource Toolkits – A collection of instructions, examples, templates, and other supporting resources made available through the Technical Assistance Program. Resource Toolkits may include, but are not limited to, the following: community engagement, creating materials for outreach, writing grant applications, preparing documents such as grant budgets, and navigating Measure A's registration and grant application processes.

Rural Area – encompasses all population, housing, and territory not included within an urban area.

Servicing – means the furnishing of: electric current or energy, gas, or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements:

- Water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.
- Security services for the completed project.

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

Site Visit – An in-person visit to a project site that is within the awarded grant.

Special Tax – The Measure A Tax. Levied on all improved parcels and as described in the Measure A resolution.

Steering Committee – A committee of 46 representatives selected by the board of supervisors in Los Angeles to guide the direction of Measure A.

Structural Improvements – The square footage of building floor area on a parcel.

Study Areas – 188 regions defined in the Los Angeles Countywide Comprehensive Parks and Recreation Needs Assessment of 2016.

Technical Assistance – Assistance, advice, guidance, and resources provided to entities of applying for and administering Measure A grant funds.

Technical Assistance Program Case Manager – An individual responsible for assessing the technical assistance needs of agencies with High-Need or Very-High-Need Study Areas and delivering the required technical assistance.

Timely Completion of Grants – All grants must be completed within the timeline provided by the grantee. Grants that receive Bond-funding must be completed within three years from the time that the bond proceeds are made available to the local jurisdiction by the County.

Title Insurance Policy – A policy that ensures against financial loss in the case of defects or problems with the property title when there is transfer of ownership.

Unanticipated/Extraordinary Expenses – Expenses that constantly change or can't be anticipated in advance of the grant's initial budget.

Unified Comprehensive Countywide Parks and Recreation Needs Assessment (UPNA) – Refer to entry for Los Angeles Countywide Comprehensive Parks & Recreation Needs Assessment.

Uniform Standards of Professional Appraisal Practice (USPAP) – A set of recognized and ethical standards for all types of appraisal services in the United States; adopted by Congress in 1869.

Unincorporated County – A region of land that is not within any incorporated municipality.

Unutilized Funds – Grant funds awarded in excess of total grant cost.

Urban Area – An urban place, as that term is defined by the United States Department of Commerce, of 2,500 or more persons.

Urban Forest – Those native or introduced trees and related vegetation in an urban area, including: urban watersheds; soils and related habitats; street trees; park trees; natural riparian habitats; and trees on other private and public properties. Where feasible, introduced trees and plants shall be native species selected and planted in accordance with best management practices. No plants or trees identified on the California Invasive Species list maintained by the California Invasive Plant Council, or other appropriate sources, shall be planted.

Urban Forestry – Means the cultivation and management of trees in an urban area for their present and potential contribution to the economic, physiological, sociological, and ecological well-being of urban society.

Veterans – a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

Webinar – Live or recorded online meeting or training course.

Youth – Young adults aged 18–25, as defined in Measure A (Section 5(A)(i)(ii)).

Section

1

Measure A General Policies

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1. Measure A General Policies

Policies to guide the administration of Measure A funds are:

1.1. CONSUMER PRICE INDEX UPDATE POLICY

Measure A allows for the adjustment of the rate of tax based on cumulative increases to the Western Urban Consumer Price Index (WUCPI) from July 1, 2017. Adjustments to the rate of tax are set as follows:

1. The tax rate shall be automatically adjusted every two years to the maximum rate allowed by the CPI Update Formula. CPI Update Formula and shall be calculated as follows:
$$(\$0.015) * (\text{WUCPI on July 1 of previous calendar year}) / (\text{WUCPI on July 1, 2017}) = \text{maximum adjusted tax rate per square foot, rounded to the nearest one-tenth of a cent.}$$
2. The Board of Supervisors may, in any given year, choose to adjust the tax rate to a rate less than the maximum.

1.2. BONDING POLICY

Measure A authorizes RPOSD to issue bonds secured by special tax revenues to finance grant funded projects at their discretion. RPOSD shall work with those County Departments who have responsible roles in bonding for the County to determine the appropriate conditions and timing for bonding throughout the term of Measure A.

1.3. LOS ANGELES COUNTYWIDE COMPREHENSIVE PARKS & RECREATION NEEDS ASSESSMENT UPDATE POLICY

Measure A provides for the updating of the 2016 Los Angeles Countywide Parks & Recreation Needs Assessment (PNA). These updates shall include the Regional Recreation, Beaches, Rural Areas and Open Space Assessment. To ensure an inclusive, transparent and consistent regional approach and to eliminate entrenched park investment disparities, these two assessments will be incorporated into the Unified Los Angeles Countywide Comprehensive Parks and Recreation Needs Assessment (UPNA) in 2025. These updates shall occur as follows:

Park Inventory Data All park agencies shall update their park inventory data annually as a requirement of eligibility to receive Measure A funds. This update shall include park names, park locations, park sizes, and quantity and condition of identified standard amenities within each park, as described in the PNA. Verifying existing data and providing any necessary updates is required to remain in Good Standing with RPOSD.

Park Need by Study Area Map

1. Updated park inventory data and US Census population numbers as adjusted by Los Angeles County shall be used to update the Park Need by Study Area Map periodically.

Unified Parks and Recreation Needs Assessment Update

1. The UPNA shall be updated once every 8 to 10 years, beginning in 2025.
2. Every update of the UPNA shall contain at a minimum the metrics used in the 2016 PNA (to ensure the ability to track changes over time).
3. Designation of Study Area neighborhood park need levels shall be updated concurrently with the update of the UPNA.
4. With the support and cooperation of the Regional Parks and Open Space District, the Los Angeles County Department of Parks and Recreation shall serve as the lead agency in the oversight, management, and updates of the UPNA.

Regional Recreation, Beaches, Rural Areas and Open Space Assessment

1. A Regional Recreation, Beaches, Rural Areas and Open Space Assessment shall be conducted to inventory existing public recreational, beaches, and open space lands and amenities from the regional perspective and determine the needs of the many diverse geographical areas of the County.
2. The results of the assessment shall be used to help inform project planning and project selection for competitive grants.
3. The Regional Recreation, Beaches, Rural Areas and Open Space Assessment shall be completed in Fiscal Year 2020/2021. Then in Fiscal Year 2025 and every 8-10 years thereafter, a Unified Los Angeles Countywide Comprehensive Parks and Recreation Needs Assessment (UPNA) update that combines both assessments shall be completed and led by LA County Department of Parks and Recreation.

1.4. COUNTY PRIORITY PROJECTS POLICY

The Board of Supervisors, acting as the Board of the Regional Park and Open Space District, shall allocate two (2) percent of Measure A revenue for County priority projects:

1. Each Supervisor's District shall receive one-fifth of the total amount of funds available annually. These funds may be expended annually or may accumulate.
2. Eligible expenditures include all phases of capital park projects, including planning and design, and Supervisors may use their funds to jointly fund eligible projects.

1.5. SHARING FUNDS POLICY

Under Measure A, allocations from the Community-based Park Investment Program and the Neighborhood Parks, Healthy Communities, & Urban Greening Program represent relatively fixed funding allocations that are to flow to and be expended within specific Study Areas by the Agency of Record. However, due to distribution of local resources, land availability, and other local conditions, it is likely that sharing annual allocation funds between Study Areas could benefit residents of all Study Areas involved.

A public agency receiving annual allocations under the Community-based Park Investment Program and Neighborhood Parks, Healthy Communities, & Urban Greening Program may consider sharing annual allocation funds in one of the following ways:

- Utilize funds associated with a Study Area for which it is the Agency of Record for a project in another Study Area for which it is the Agency of Record;
- Transfer funds associated with a Study Area for which it is the Agency of Record to an adjacent Study Area for which it is not the Agency of Record; or
- Transfer funds associated with a Study Area for which it is the Agency of Record to another agency that owns and/or operates parks in said Study Area.

Such sharing of annual allocations may occur provided that:

1. The funds will be expended on a specific project or projects that are eligible for Measure A funds.
2. The agency initiating the request demonstrates to RPOSD's satisfaction that all Study Area(s) involved will benefit from the sharing of funds and resulting project(s). To do this, the agency must provide the following:
 - a. GIS data showing the service area of the proposed project(s) based on local, State, or National standards for the project type(s)
 - b. Information about project accessibility for all involved Study Areas
 - c. Evidence of support from communities in all Study Areas involved. This evidence must be the result of meaningful community engagement conducted by all agencies involved in the sharing of funds.
3. RPOSD determines that the proposed sharing of funds will result in timely completion of the park project(s); and
4. The governing body of each public agency has authorized the sharing of funds for a specific project or projects.

If all four provisions above are true, the relinquishment of funds from the donor Study Area(s) to recipient Study Area(s) shall be approved for use on the identified project or projects.

1.6. NONPROFIT MAINTENANCE AND SERVICING ALLOCATION POLICY

Measure A allocates 4.5 percent of available maintenance and servicing funds for eligible nonprofit organizations that own, operate, or both, parklands consistent with the Measure. It is recommended that these funds be allocated as follows:

1. Eligible nonprofit organizations that own and/or operate parklands may apply for M&S funds annually, following the established procedures and requirements for M&S funds, including any subsequent updates.

2. A city, the county, or a joint powers agency may assign a portion or all of its unexpended M&S funds to a nonprofit or other public operating agency to maintain a project funded by RPOSD. The duration of this assignment must also be defined.

1.7. GOOD STANDING POLICY

Good Standing is required of all grantees to have payment requests processed and receive any grant funds from RPOSD. Good Standing is achieved and maintained when a grantee is in compliance with all requirements stated in the guidelines, policies, and procedures of RPOSD for both Proposition A and Measure A.

1.8. GRANTMAKING POLICY

RPOSD recognizes the importance of lowering barriers to accessing and administering Measure A funds in order to meet the park needs of all residents of Los Angeles County. The following set of grant-making policies are recommended for administering Measure A Funds.

- **Project Types.** Every competitive grant program will fund project types that are in and/or serve High-Need or Very-High-Need Study Areas. Descriptions of each competitive grant program cycle will provide examples of project types that could occur in and/or serve High-Need or Very-High-Need communities.
- **Evaluation Criteria.** All competitive grant programs will include a “Level of Need” evaluation criterion. This criterion, depending on the specific grant program, will consider whether or not a project or program serves or benefits residents of High-Need or Very-High-Need Study Areas, or in rural areas of the County or provides services to and/or recruits a majority of its participants from High-Need or Very-High-Need Study Areas.
- **Long-Range Planning.** Measure A funded projects will be consistent with each Study Area’s long-range park planning documents, such as a parks master plan, community plan, or other adopted planning document (such as the Countywide Neighborhood Parks and Recreation Needs Assessment).
- **Community Engagement.** RPOSD requires appropriate, thorough, and timely community outreach and engagement for all projects funded by Measure A to ensure inclusion, input, and support from the public.
- **Monitoring and Correction.** RPOSD consistently monitors, tracks, and if necessary, adjusts the administration of both competitive funding and annual allocations to ensure that the goals of Measure A are being met.
- **Technical Assistance.** RPOSD will provide Technical Assistance to potential applicants and grantees throughout the stages of the grant process to ensure that barriers to applying for, receiving, and administering funding are reduced, and that the goals of Measure A are being met.
- **Targeting Funds.** A portion of competitive grant funds will be designated for projects strictly located in High-Need or Very-High-Need Study Areas.

1. This would affect the following programs: Natural Lands, Local Beaches, Water Conservation and Protection Competitive Grants; Regional Recreation, Multi-use Trails and Accessibility Competitive Grants; and Acquisition-Only Grants
2. The portion of funds to be targeted is set at a minimum of 30 percent. This percentage will be evaluated periodically and may increase in future years based on the evaluation of metrics tracked by RPOSD, such as for funds and competitive grant proposals.

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Section

2

Measure A Funding Programs

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2. Measure A Funding Programs

Measure A funds are derived from an annual special tax on property within Los Angeles County. Measure A funds are distributed into seven funding categories, and each funding category supports various funding programs, as shown in Figure 2-1. There are two types of funding programs: Annual Allocations (including the Maintenance and Servicing Program) and Competitive Grants. There is one additional program, the Technical Assistance Program (TAP), which is supported by both annual allocation funds and competitive grant funds.

This section provides information about the Measure A funding programs, including seven annual allocation programs, Maintenance and Servicing Program, Technical Assistance Program (TAP), and five competitive grant programs. Information about applying for and administering grants from these programs can be found in Section 3.

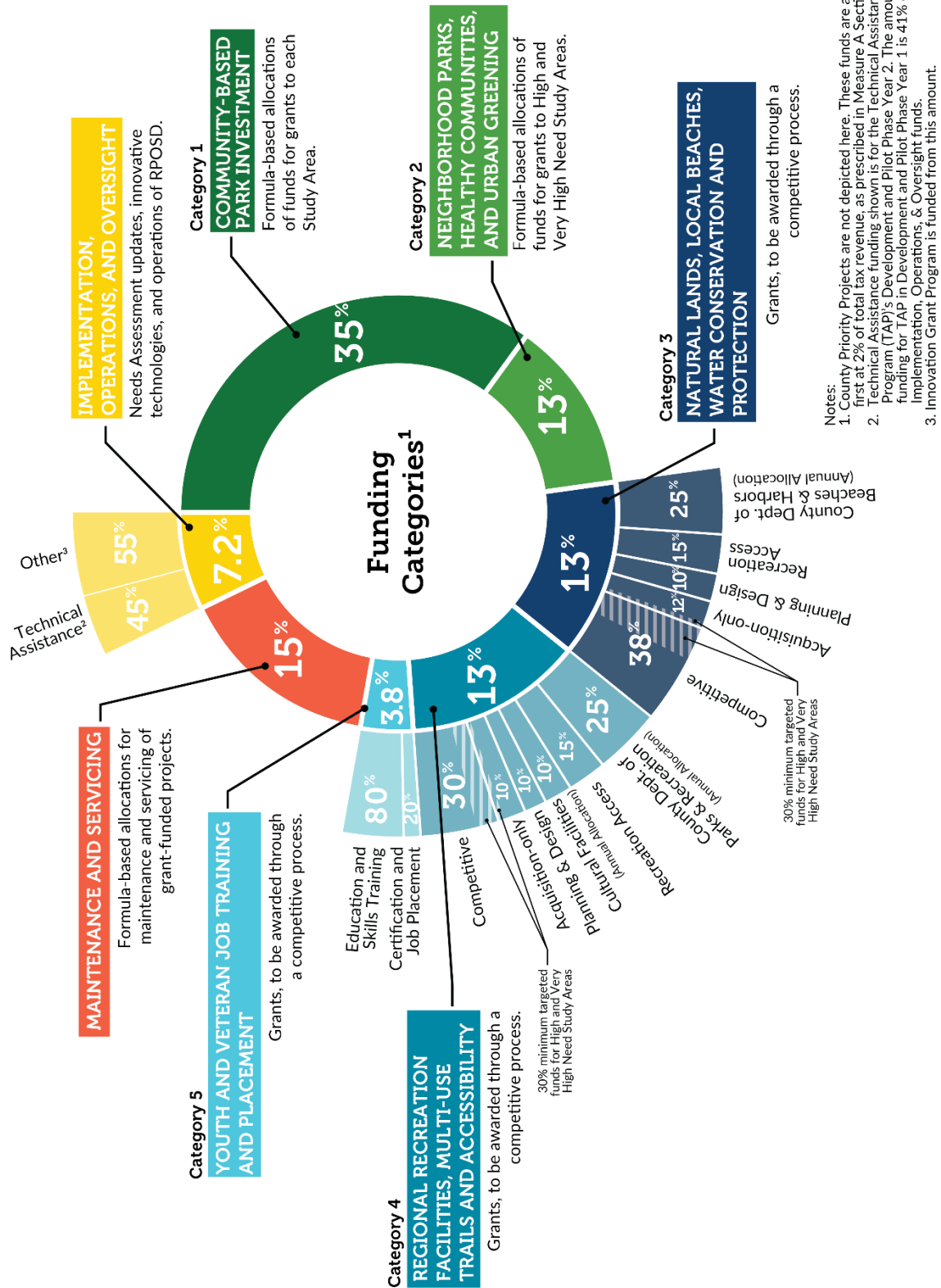
Annual allocations are distributed using set formulas, while competitive grants are awarded on a competitive basis during set grant cycles. The annual allocation programs are: the Community-based Park Investment Program (Category 1); the Neighborhood Parks, Healthy Communities, & Urban Greening Program (Category 2); the Allocation to Los Angeles County Department of Beaches and Harbors (Category 3); the Allocation to Los Angeles County Department of Parks and Recreation (Category 4); the County Cultural Facilities Program (Category 4); the County Priority Projects Program; and the Innovation Grants Program (See Table 2-1).

Competitive Grant Program funds are annually distributed into each program as defined in the Expenditure Plan of Measure A (Figure 2-1). Competitive Grant Programs are divided into two groups, Capital Projects and Program Projects. Capital Projects are: Natural Lands, Local Beaches, Water Conservation and Protections Projects (Category 3); Regional Recreation, Multi-use Trails and Accessibility Projects (Category 4); and Acquisition- Only Projects (Category 3 & 4). Program Projects are: Recreation Access Programs (Category 3 & 4) and Youth and Veteran Job Training and Placement Programs (Category 5) (See Table 2-2.)

Each Measure A funding program, including the Maintenance and Servicing Program and Technical Assistance Program (TAP), is described in the sections below. Refer to Section 3 for information on administrative procedures for all grant programs.

The Expenditure Plan in Figure 2-1 shows the percentage of the total Measure A funds allocated to each funding category and to each grant program within those funding categories. These percentages are established in Measure A, and the annual amount of revenue allocated to each program will be updated with final numbers on September 15th of each year. The annual amount of revenue to each funding category may change in the future due to factors such as changes in tax revenue and/or policy. Funds will be allocated for competitive grants annually, which will then accrue until the grant program cycle opens.

Figure 2-1: Detailed Measure A Expenditure Plan



2.1. ANNUAL ALLOCATIONS

Measure A funds seven annual allocation programs, as shown in Table 2-1.

Table 2-1: Overview of Measure A Annual Allocation Grant Programs

ANNUAL ALLOCATION GRANT PROGRAM	FUNDING CATEGORY
Community-based Park Investment Program	Category 1
Neighborhood Parks, Healthy Communities, & Urban Greening Program	Category 2
Allocation to Los Angeles County Department of Beaches and Harbors	Category 3
Allocation to Los Angeles County Department of Parks and Recreation	Category 4
County Cultural Facilities Program	Category 4
County Priority Project Program	2% of Total Revenue
Innovation Grant Program	Implementation, Operations, and Oversight Category

2.1.1. USE OF ANNUAL ALLOCATIONS

Agencies who receive annual allocation funds have several options for how they may use their annual allocation, including expend, accrue, bond, and share/transfer. Agencies must inform RPOSD of their plans for using annual allocations during the initial registration process and in subsequent annual verifications of registration information.

Expend

Each year agencies may choose to expend all or a portion of their total annual allocation. Agencies choosing to not expend any funds, or expend only a portion of total available allocation funds, must follow the guidelines for accruing funds, listed below.

- **Advancement.** If advance payment is required to get a project started, grantees may request advancement of funds up to 50% of the grant award. This requires jurisdictional support such as a city council or board resolution and a detailed timeline of funds use. For additional information on advancements, please refer to Section 3.4.4.

Accrue

Agencies may choose to accrue all or a portion of their annual allocations for up to five years. Agencies choosing to accrue their annual allocations must inform RPOSD during registration of their plan for the funds, including the number of accrual years and the intended use of the funds. Failure to do so may affect the agency's Good Standing status.

Agencies will be required to provide a report annually throughout their identified accrual period that reflects the pre-project work completed or planned, including community engagement, planning, design, CEQA, NEPA and/or site assessments. Failure to do so may affect the agency's good standing status.

RPOSD Grant Officers will work closely with agencies in their final year of accrual to ensure that agencies are prepared to expend funds in the following year.

Bonding Measure A

If RPOSD and/or the County move forward with bonding in any given year, an agency's annual allocation(s) can be used to secure bond financing through RPOSD and/or the County.

Cities or agencies may not bond against annual allocation funds themselves; as RPOSD and/or the County will be the bonding agency, not the cities or other public entities.

Agencies wishing to participate in the bond issuance might receive between 14.2 and 15.9 times their annual allocation, depending on market conditions, the bonding volume and maturity date. For example, a city with an annual allocation of \$100,000 might receive between \$1.42 million and \$1.59 million if they participated in the bond issuance. RPOSD would then be responsible for making annual payments on these funds from the agency's annual allocations until the bond reaches maturity (20 to 25 years, depending on the specifics of the bond).

Agencies should take the following into consideration regarding bond funding:

- **Identification of Projects.** Projects must be specified prior to the issuance of bonds. The County Bond Counsel will certify that the projects being funded qualify for the interest paid on the bonds to be exempted from income taxes.
- **Timely Completion of Projects.** Bond-funded projects must be complete within three years from the time the bond proceeds are made available to the local jurisdiction by Los Angeles County. The time to complete projects may be changed to reflect changes in federal law, regulations, and the interpretations of bond counsel and the Los Angeles County agencies involved in the issuance of bonds. The application materials submitted by jurisdictions intending to use bonding to finance eligible projects shall demonstrate the ability to meet this requirement.
- **Pay-as-you-go Projects.** Even for Study Areas that use their entire Category 1 and 2 revenue streams for bond funding, additional revenue may be available for pay-as-you-go projects in subsequent years if the countywide total improvement square footage increases and, hence, the Measure A special tax revenue increases.
- **Capital Projects.** Bonded funds may only be utilized for capital projects and the soft costs will be limited to 25 percent. Eligible soft costs will be those allowable under the bond funding conditions and are expected to be more constrained than other Measure A eligible soft costs.

Additional information about bonding can be found in Section 1.2 and Appendix C.

Share/Transfer of Study Area Annual Allocations

Under Measure A, allocations from the Community-based Park Investment Program and the Neighborhood Parks, Healthy Communities, & Urban Greening Program represent relatively fixed funding

allocations that are to flow to and be expended within specific Study Areas by the Agency of Record. However, due to distribution of local resources, land availability, and other local conditions, it is likely that sharing annual allocation funds between Study Areas could benefit residents of all Study Areas involved.

A public agency receiving annual allocations under the Community-based Park Investment Program and Neighborhood Parks, Healthy Communities, & Urban Greening Program may consider sharing annual allocation funds in one of the following ways:

- Utilize funds associated with a Study Area for which it is the Agency of Record for a project in an adjacent Study Area for which it is the Agency of Record;
- Transfer funds associated with a Study Area for which it is the Agency of Record to an adjacent Study Area for which it is not the Agency of Record; or
- Transfer funds associated with a Study Area for which it is the Agency of Record to another agency that owns and/or operates parks in said Study Area.

Such sharing of annual allocations may occur provided that:

1. The funds will be expended on a specific project or projects that are eligible for Measure A funds;
2. The agency initiating the request demonstrates to RPOSD's satisfaction that all Study Area(s) involved will benefit from the sharing of funds and resulting project(s). To do this, the agency must provide the following:
 - a. GIS data showing the service area of the proposed project(s) based on local, State, or National standards for the project type(s);
 - b. Information about project accessibility for all involved Study Areas;
 - c. Evidence of support from communities in all Study Areas involved. This evidence must be the result of meaningful community engagement conducted by all agencies involved in the sharing of funds.
3. RPOSD determines that the proposed sharing of funds will result in timely completion of the park project(s); and
4. The governing body of each public agency has authorized the sharing of funds for a specific project or projects.

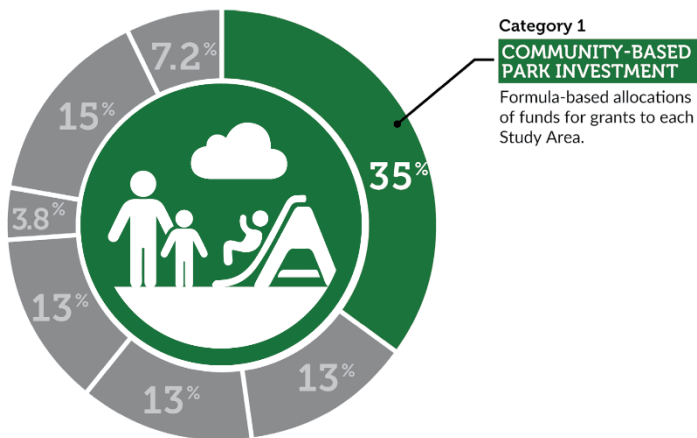
If all four provisions above are true, the relinquishment of funds from the donor Study Area(s) to recipient Study Area(s) shall be approved for use on the identified project or projects.

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2.1.2. COMMUNITY-BASED PARK INVESTMENT PROGRAM

Community-Based Park Investment Program (Category 1) funds will be allocated to each Study Area in the County using the Per Capita and Structural Improvements Formula. These funds are available on an annual basis for expenditure on projects that comply with the requirements listed below..

Funding Amount and Cycle Frequency



Annual Allocation: 35% of Measure A expenditure plan.

Grant Cycle: Annual

Recipients: Responsible agencies that oversee parks in one or more of the 188 Study Areas in Los Angeles County.

Study Area Allocation Amount: Calculated by Study Area using the Per Capita Improvements formula as

described in the Glossary. The dollar amount of funds available to each Study Area will be updated annually based on the revenue received by September 15th of each year.

Project Types

Below is a non-exhaustive list of projects that may be eligible for grant funds under the Community-based Park Investment Program. This list is intended to assist agencies in understanding the types of projects that Community-based Park Investment Program funds can be expended on, not to limit or direct the projects they choose to complete.

- Community and local parks, including pocket parks, playgrounds, playground equipment, dog parks, and picnic areas, especially those that connect and restore underutilized spaces;
- Community and senior recreational centers;
- Park safety, graffiti removal, facility safety lighting, safe routes to schools, and other safety improvements;
- Greenspace and greenway development;
- Gardens;
- Urban canopy development to reduce the heat island effect, especially in heavily urbanized, tree-poor areas of the County;
- Refurbishment, updating, or expansion of current parks and park amenities;
- Planning and design related projects.



Project Requirements¹

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* the following Project Eligibility requirements to apply for a grant award:

- The project is in the Study Area or meets the requirements for shared funds;
- The project is a capital project;
- The project is consistent with the most recent PNA, UPNA, or another adopted park planning tool.

Project Feasibility

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

Land Access/Tenure

- Proof of ownership; or
- Agency has entered into a lease or other use agreement for the land in question; or
- Agency has concrete plans on how access or tenure will be acquired or arranged.

Planning and Design Status

- Design documents are at least 30 percent; or
- Agency has sketch-level plans for project design and a timeline for completion.

Permitting and California Environmental Quality Act (CEQA) Compliance

- Project is exempt from regulatory permits and CEQA requirements; or
- Any necessary permitting and CEQA documents are completed and certified; or
- Agency has concrete plans to complete permitting and CEQA requirements.

Adverse Site Conditions

- There are no site conditions adverse to project completion; or
- Adverse site conditions have been characterized and the agency has concrete plans for addressing them; or
- There are adverse site conditions but there are concrete plans to address them with appropriate budget contingencies in the project budget.

¹ Requirements vary slightly for Planning and Design project types. Refer to Section 2.4.7 *Project Requirements*. Requirements vary slightly for acquisition project types. Refer to Section 2.2.3 *Project Requirements*.



Project Budget and Funding

- Agency has a detailed budget for completed planning and design, project implementation costs, and contingencies.

Project Schedule

- Agency has a detailed timeline from project planning and design, permitting and community involvement, grant award to project completion.

Operations and Maintenance

- The agency has a detailed financial plan for the operation and maintenance of the completed project.

Community Engagement

The project must meet the minimum community engagement requirements described in Section 3.3.



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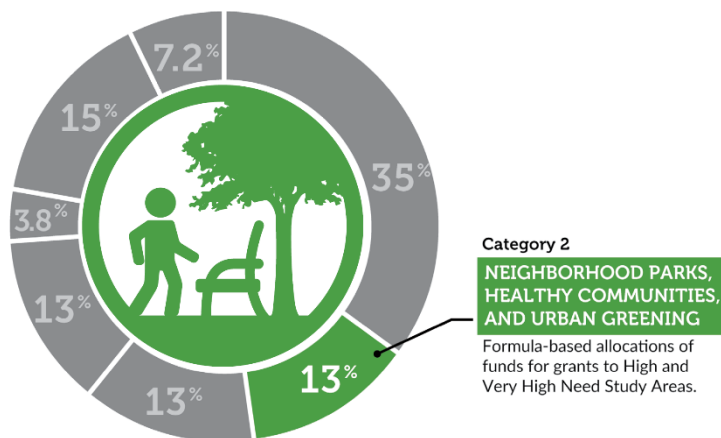
2.1.3. NEIGHBORHOOD PARKS, HEALTHY COMMUNITIES, & URBAN GREENING PROGRAM

Neighborhood Parks, Healthy Communities, & Urban Greening Program (Category 2) funding is allocated annually to High-Need or Very-High-Need Study Areas as identified in the most current PNA or UPNA. Funds are allocated using the Per Capita and Structural Improvements Formula.

Grants funded with Neighborhood Parks, Healthy Communities, & Urban Greening Program funds shall involve the acquisition of real property and the construction and rehabilitation of parks and recreation facilities that provide safe places and facilities for after-school, weekend, and holiday programs for local children, youth and families; provide opportunities for healthy living in all neighborhoods, and improve the quantity and quality of green spaces in the county.

Multi-benefit projects should seek to leverage public and private funding from water conservation and supply; water and air quality improvements; flood risk management; climate pollution reduction or adaptation; carbon sequestration; heat-island reduction; habitat protection and biodiversity; public health; and environmental justice benefit programs.

Funding Amount and Cycle Frequency



Annual allocation: 13% of Measure A expenditure plan.

Grant Cycle: Annual.

Recipients: High-Need or Very-High-Need Study Areas as identified in the most current PNA or UPNA.

Study Area Allocation Amount:
Calculated by Study Area using the Per Capita Improvements formula as

described in the Glossary for all High-Need or Very-High-Need Study Areas as identified in the most recent PNA or UPNA. The dollar amount of funds available to each Study Area will be updated annually based on the revenue received by September 15th of each year.

Project Types

Below is a non-exhaustive list of projects that may be eligible for grant funds under the Neighborhood Parks, Healthy Communities, & Urban Greening Program. This list is intended to assist agencies in understanding the types of projects Community-based Park Investment Program funds can be expended on, not to limit or direct the projects they choose to complete.

- Community and local parks, including pocket parks, playgrounds, playground equipment, dog parks, and picnic areas, especially those that connect and restore underutilized spaces;



- Community and senior recreational centers;
- Park safety, graffiti removal, facility safety lighting, safe routes to schools, and other safety improvements;
- Greenspace and greenway development;
- Gardens;
- Urban canopy development to reduce the heat island effect, especially in heavily urbanized, tree-poor areas of the County;
- Refurbishment, updating, expansion of current parks and park amenities;
- Planning and design related projects.

Project Requirements²

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* the following Project Eligibility requirements to apply for a grant award:

- The project is in the Study Area or meets the requirements for shared funds;
- The project is a capital project;
- The project is consistent with the most recent PNA, UPNA, or another adopted park planning tool.

Project Feasibility

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

Land Access/Tenure

- Proof of ownership; or
- Agency has entered into a lease or other use agreement for the land in question; or
- Agency has concrete plans on how access or tenure will be acquired or arranged.

² Requirements vary slightly for Planning and Design project types. Refer to Section 2.4.7 *Project Requirements*. Requirements vary slightly for acquisition project types. Refer to Section 2.2.3 *Project Requirements*.



Planning and Design Status

- Design documents are at least 30 percent; or
- Agency has sketch-level plans for project design and a timeline for completion.

Permitting and California Environmental Quality Act (CEQA) Compliance

- Project is exempt from regulatory permits and CEQA requirements; or
- Any necessary permitting and CEQA documents are completed and certified; or
- Agency has concrete plans to complete permitting and CEQA requirements.

Adverse Site Conditions

- There are no site conditions adverse to project completion; or
- Adverse site conditions have been characterized and the agency has concrete plans for addressing them; or
- There are adverse site conditions but there are concrete plans to address them with appropriate budget contingencies in the project budget.

Project Budget and Funding

- Agency has a detailed budget for completed planning and design, project implementation costs, and contingencies.

Project Schedule

- Agency has a detailed timeline from project planning and design, permitting and community involvement, grant award to project completion.

Operations and Maintenance

- The agency has a detailed financial plan for the operation and maintenance of the completed project.

Community Engagement

The project must meet the minimum community engagement requirements described in Section 3.3.



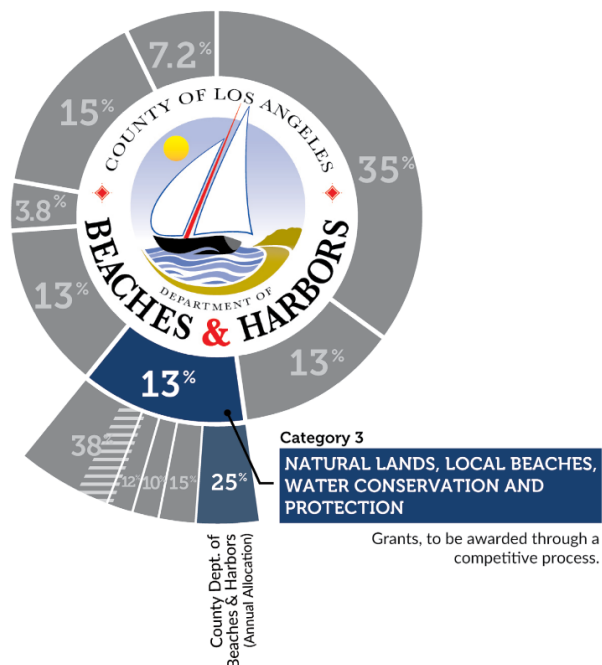
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2.1.4. ALLOCATION TO COUNTY DEPARTMENT OF BEACHES AND HARBORS

Measure A provides that the Los Angeles County Department of Beaches and Harbors (DBH) shall receive up to 25 percent of the total Category 3 funds as an annual allocation. Grants funded with Category 3 shall improve and protect open space, watersheds, and water resources through planning, acquisition, development, improvement, and restoration, of multi-benefit park projects that promote, improve, or protect clean local water supplies, habitat improvements, park space, recreation, public access, watershed health, and open space, including improvements or restoration of areas that buffer our rivers, streams, and their tributaries along with the lakes and beaches throughout the County.

Funding Amount and Cycle Frequency



Annual Allocation: 25% of Natural Lands, Local Beaches, Water Conservation and Protection (Category 3) funds.

Grant Cycle: Annual.

Recipient: Department of Beaches and Harbors.

Amount: The dollar amount of funds available is updated annually based on the revenue received by September 15th of each year.

Project Types

Below is a non-exhaustive list of projects that may be eligible for grant funds under Category 3.

Open Spaces

Open space, foothill, mountain trail, river, wetlands and stream projects include preservation of natural lands, scenic vistas and wildlife habitat, wildlife corridors, development and restoration of mountains and other open space hiking, biking, walking and equestrian trails, especially those maintained by the Department of Public Works and Park and Recreation Departments, restoration of natural vegetation and habitat, habitat and recreation facilities in and adjacent to riparian and flood control channels, and the provision of recreational opportunities and public access in mountain, foothill, river, stream and wetland areas:

- Parks
- Fire prevention
- Lawn/turf repair
- New or improved access points to mountain, foothill, river, stream, and wetland areas
- Restoration of natural habitat
- Scenic vistas
- Wildlife corridors and habitats
- Planning and design

Natural Lands

Natural Lands are defined as an area of relatively undeveloped land which has substantially retained its characteristics as provided by nature or has been substantially restored, or which can be feasibly restored to a near-natural condition and which derives outstanding value from its wildlife, scenic, open space, parkland or recreational characteristics, or any combination thereof:

- Habitat gardens
- Land stewardship
- Nature centers
- Preservation of natural lands
- Revegetation of drought tolerant plants
- Tree planting
- Planning and design

Water Conservation

- Drainage basins
- Irrigation projects
- Permeable walkways and play surfaces
- Rainwater harvesting
- Revegetation of banks and waterways
- Stormwater capture and other water recycling
- Planning and design related projects

Watershed Protection

- Beach and coastal watershed clean up
- Community trash clean up
- Drinking water improvements
- Lake or reservoir clean up
- Riparian corridor improvements
- River and stream clean up
- River and stream parkway development
- Planning and design related projects

Beaches

- Active recreation amenities
- New or improved fishing and boating facilities
- Pier/dock improvements
- Replacement of sand
- Restrooms/shower facilities
- Access roads, parking lots, and associated facilities
- Pathways and trails connecting transit stops to park and recreation facilities, open space, natural lands, or beaches
- Projects that utilize publicly owned rights-of-way and vacant spaces
- Safety improvements such as ADA improvements, crosswalks, and pedestrian signals that provide safer access (must be adjacent to facility)
- Trailhead improvements
- Planning and design related projects

Project Requirements³

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* the following Project Eligibility requirements to apply for a grant award:

- The project is in the Study Area or meets the requirements for shared funds.
- The project is a capital project.
- The project is consistent with the most recent PNA, UPNA, or another adopted park planning tool.

Project Feasibility

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

Land Access/Tenure

- Proof of ownership; or
- Agency has entered into a lease or other use agreement for the land in question; or
- Agency has concrete plans on how access or tenure will be acquired or arranged.

³ Requirements vary slightly for Planning and Design project types. Refer to Section 2.4.7 *Project Requirements*. Requirements vary slightly for acquisition project types. Refer to Section 2.2.3 *Project Requirements*.

Planning and Design Status

- Design documents are at least 30 percent; or
- Agency has sketch-level plans for project design and a timeline for completion.

Permitting and California Environmental Quality Act (CEQA) Compliance

- Project is exempt from regulatory permits and CEQA requirements; or
- Any necessary permitting and CEQA documents are completed and certified; or
- Agency has concrete plans to complete permitting and CEQA requirements.

Adverse Site Conditions

- There are no site conditions adverse to project completion; or
- Adverse site conditions have been characterized and the agency has concrete plans for addressing them; or
- There are adverse site conditions but there are concrete plans to address them with appropriate budget contingencies in the project budget.

Project Budget and Funding

- Agency has a detailed budget for completed planning and design, project implementation costs, and contingencies.

Project Schedule

- Agency has a detailed timeline from project planning and design, permitting and community involvement, grant award to project completion.

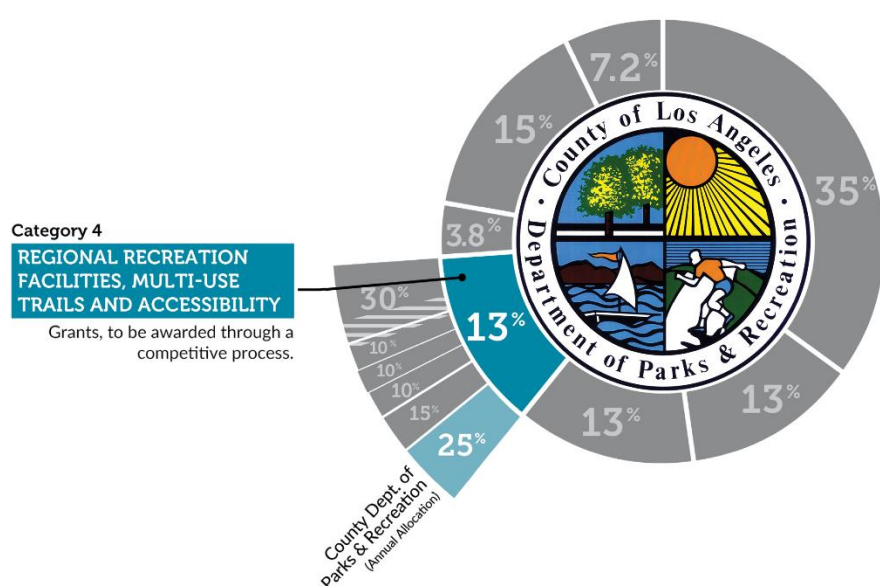
Operations and Maintenance

- The agency has a detailed financial plan for the operation and maintenance of the completed project.

Community Engagement

The project must meet the minimum community engagement requirements as appropriate and/or described in Section 3.3.

Funding Amount and Cycle Frequency



Amount: The dollar amount of funds available is updated annually based on the revenue received by September 15th of each year.

Project Types

Regional Recreational Facilities

- Aquatic facilities
- Development of new regional park facilities
- Equestrian staging areas
- Improvements to existing regional park facilities
- Golf course facilities
- Multi-use sports facilities
- Gardens and arboreta facilities
- Planning and design related projects

Multi-use Trails

- Addition of amenities along trail corridor
- Development of new multi-use trails
- Trail maintenance
- Trailhead amenities and improvements
- Planning and design related projects

Accessibility

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

Project Requirements⁴

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* the following Project Eligibility requirements to apply for a grant award:

- The project plans for, acquires, develops, improves, or restores a multi-benefit park project.
- The project promotes, improves, or protects clean local water supplies, habitat improvements, park space, recreation, public access, watershed health, or open space.
- The project is a permanent capital project.

⁴ Requirements vary slightly for Planning and Design project types. Refer to Section 2.4.7 *Project Requirements*. Requirements vary slightly for acquisition project types. Refer to Section 2.2.3 *Project Requirements*.



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

- Agency owns the land in question; or
- Agency has entered into a lease or other use agreement for the land in question; or
- Agency has concrete plans as to how access or tenure will be acquired or arranged.

Planning and Design Status

- Design documents of 30 percent or greater are complete; or
- Agency has sketch-level plans for project design and a planned approach as to how and when planning and design will be completed.

Permitting and CEQA Compliance

- Project is exempt from regulatory permits and CEQA; or
- Any necessary permitting and CEQA documents are completed and certified; or
- Agency has concrete plans as to how and when permitting and CEQA will be completed.

Adverse Site Conditions

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

Project Budget and Funding

- Agency has a detailed budget consistent with the level of planning and design completed to date, as well as a plan for funding to cover the budgeted costs, with appropriate contingencies given the level of planning completed.

Project Schedule

- Agency has a detailed schedule from grant receipt to project completion that reflects the level of planning, design, permitting and community involvement that will be necessary for the project.

Operations and Maintenance

- The project has an appropriately detailed financial plan for operation and maintenance of the completed project.

Community Engagement

The project must meet the minimum community engagement requirements described in Section 3.3.



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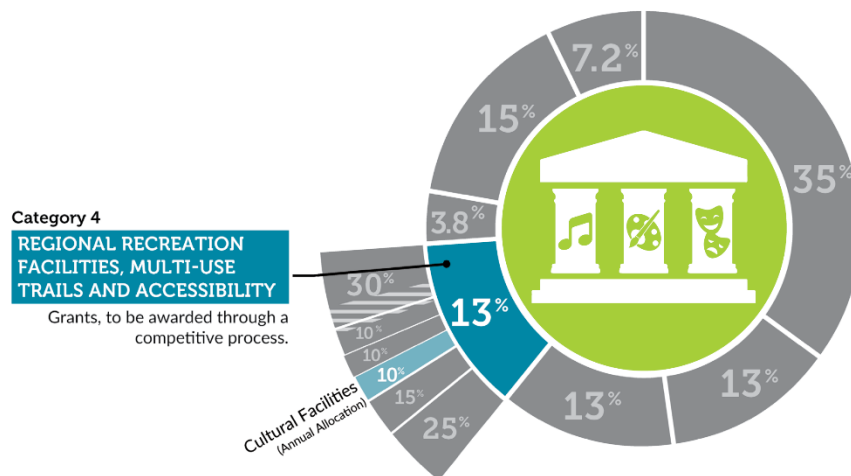
2.1.6. COUNTY CULTURAL FACILITIES PROGRAM

Of Category 4 funds, which are granted to projects that acquire, develop, improve and/or restore regional recreational facilities and multi-use trails, up to 10 percent, on an annual basis, shall be allocated to County cultural facilities.

County Cultural Facilities grants will fund projects that acquire, develop, improve and/or restore a County Cultural Facility, defined as a building owned and/or operated by the County of Los Angeles which shall be used for the programming, production, presentation, and/or exhibition of natural history and any of the arts and/or cultural disciplines. These disciplines include music, dance, theatre, creative writing, literature, architecture, painting, sculpture, folk arts, photography, crafts, media arts, and visual arts.

County Cultural Facilities grants are request-based. Refer to Section 3.4.6 for information about applying for these grants.

Funding Amount and Cycle Frequency



Annual Allocation: Up to ten percent of Regional Recreation Facilities, Multi-use Trails and Accessibility (Category 4) funds are allocated to this program. Available funding will be declared by September 15th of every year. Available funding will include both new funds and un-awarded funding from prior years.

Grant Cycle: Annual Awards.

Eligibility: A grantee eligible as defined in Measure A and whose project has been identified and put forward by one of the five supervisorial districts of the Board of Supervisors.

Amount: County Cultural Facilities Grants will be awarded for a minimum of \$20,000..

Project Types

Below is a non-exhaustive list of projects that may be eligible for County Cultural Facilities grant funds:

- Development of new facilities;
- Expansion of existing facilities;
- Improvement or refurbishment of permanently installed exhibits;
- Projects that provide increased access to cultural facilities;
- Repairs or improvements to existing facilities;
- Planning and design related projects.



Project Requirements⁵

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* the following Project Eligibility requirements to apply for a grant award:

- The project improves, refurbishes, enhances an existing County Cultural Facility; creates a new County Cultural Facility; or the project is developed on County-owned land and the owner is an agency of which the County is a partner.
- The project is a capital project or the planning and design for a capital project.

Project Feasibility

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

Land Access/Tenure

- Applicant owns the land in question; or
- Applicant has entered into a lease or other use agreement for the land in question; or
- Applicant has concrete plans as to how access or tenure will be acquired or arranged.

Planning and Design Status

- Design documents of 30 percent or greater are complete; or
- Applicant has sketch-level plans for project design and a planned approach as to how and when planning and design will be completed.

Permitting and CEQA Compliance

- Project is exempt from regulatory permits and CEQA; or
- Any necessary permitting and CEQA documents are completed and certified; or
- Applicant has concrete plans as to how and when permitting and CEQA will be completed.

Adverse Site Conditions

- There are no adverse site conditions that would affect project implementation; or
- Adverse site conditions have been characterized and the applicant has concrete plans for addressing them; or

⁵ Requirements vary slightly for Planning and Design project types. Refer to Section 2.4.7 *Project Requirements* in the Grants Administration Manual for Measure A. Requirements vary slightly for acquisition project types. Refer to Section 2.2.3 *Project Requirements* in the Grants Administration Manual for Measure A..



- 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, with appropriate budget contingencies in the project budget.

Project Budget and Funding

- Applicant has a detailed budget consistent with the level of planning and design completed to date, as well as a plan for funding to cover the budgeted costs, with appropriate contingencies given the level of planning completed.

Project Schedule

- Applicant has a detailed schedule from grant receipt to project completion that reflects the level of planning, design, permitting and community involvement that will be necessary for the project.

Operations and Maintenance

The project has an appropriately detailed financial plan for operation and maintenance of the completed project.

Community Engagement

The project must meet the minimum community engagement requirements described in Section 3.3 of the Grants Administration Manual for Measure A.



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2.1.7. COUNTY PRIORITY PROJECTS PROGRAM

County Priority Projects grants will fund projects that are determined to be priorities by the Board of Supervisors.

County Priority Project grants are request-based. Refer to Section 3.4.6 for information about applying for these grants.

Funding Amount and Cycle Frequency



Annual Allocation: Up to two percent of annual Measure A revenue is allocated to this program. Available funding for each of the five Supervisorial Districts will be declared by September 15th of every year. This includes new and un-awarded funding from prior years.

Grant Cycle: Ongoing Awards

Recipient: A grantee eligible as defined in Measure A and a project identified as an eligible priority project by one of the members of the Board of Supervisors..

Amount: County Priority Project grants will be awarded for a minimum of \$20,000.

Project Types

Below is a non-exhaustive list of projects that may be eligible for grant funds under the County Priority Projects program. This list is intended to assist the BOS in understanding the types of projects County Priority Projects Program funds can be expended on, not to limit or direct projects chosen for completion.

- Community and local parks, including pocket parks, playgrounds, playground equipment, dog parks, and picnic areas, especially those that connect and restore underutilized spaces;
- Community and senior recreational centers;
- Park safety, graffiti removal, facility safety lighting, safe routes to schools, and other safety improvements;
- Greenspace and greenway development;
- Gardens;
- Urban canopy development to reduce the heat island effect, especially in heavily urbanized, tree-poor areas of the County;
- Refurbishment, updating, expansion of current parks and park amenities;
- Planning and design related projects.



Project Requirements⁶

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* the following Project Eligibility requirements to apply for a grant award:

- The project is a capital project or the planning and design for a capital project.
- The project is consistent with the most recent PNA, UPNA, or another adopted park planning tool.

Project Feasibility

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

Land Access/Tenure

- Proof of ownership; or
- Applicant has entered into a lease or other use agreement for the land in question; or
- Applicant has concrete plans on how access or tenure will be acquired or arranged.

Planning and Design Status

- Design documents are at least 30 percent; or
- Applicant has sketch-level plans for project design and a timeline for completion.

Permitting and California Environmental Quality Act (CEQA) Compliance

- Project is exempt from regulatory permits and CEQA requirements; or
- Any necessary permitting and CEQA documents are completed and certified; or
- Applicant has concrete plans to complete permitting and CEQA requirements.

Adverse Site Conditions

- There are no site conditions adverse to project completion; or
- Adverse site conditions have been characterized and the agency has concrete plans for addressing them; or
- There are adverse site conditions but there are concrete plans to address them with appropriate budget contingencies in the project budget.

⁶ Requirements vary slightly for Planning and Design project types. Refer to Section 2.4.7 *Project Requirements*. Requirements vary slightly for acquisition project types. Refer to Section 2.2.3 *Project Requirements*.



Project Budget and Funding

- Applicant has a detailed budget for completed planning and design, project implementation costs, and contingencies.

Project Schedule

- Applicant has a detailed timeline from project planning and design, permitting and community involvement, grant award to project completion.

Operations and Maintenance

- The applicant has a detailed financial plan for the operation and maintenance of the completed project.

Community Engagement

The project must meet the minimum community engagement requirements described in Section 3.3 of the Grants Administration Manual for Measure A.



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2.1.8. INNOVATION GRANT PROGRAM

The Innovation Grant Program will fund projects that demonstrate innovation in park design or maintenance, park access, understanding of park users, or functioning of park agencies. The projects should incorporate sustainability, energy and water efficiency, stormwater capture, and/or state of the art technology into their scope of work. Projects funded by the Innovation Grant Program should be replicable in communities throughout the County and will serve as precedents that move parks forward in Los Angeles County.

Refer to Section 3.4.6 for information about applying for and administering these grants.

Funding Amount and Cycle Frequency



Allocation: These funds are derived from the Implementation, Operations, and Oversight Category of Measure A's Expenditure Plan (Section 6.e.3 (7.2%) when funds are available.

Grant Cycle: Innovation Grant funds will be distributed on a rolling basis as funds are available.

Grant Award Amount: Innovation Grants will be awarded for a minimum of \$20,000.

Recipients: Public agencies, community-based organizations, and schools that oversee parks in one or more of the 188 Study Areas in Los Angeles County are eligible to apply.

Project Types

Below is a non-exhaustive list of projects that may be eligible for grant funds under the Innovation Grant Program. This list is intended to assist applicants in understanding the types of projects that Innovation Grant Program funds can be expended on, not to limit or direct the projects they choose to complete.

- Design elements that support innovative environmental sustainability and a decreased reliance on inefficient or outdated energy sources.
- Innovative approaches to increasing park access and use by community members.
- Innovative approaches to water quality improvement or conservation.
- Innovative human-centered technology such as publicly accessible WiFi connectivity in parks, online or in-person engagement tools to educate and encourage park use, apps or programs designed to increase park user engagement or gather park user statistics.
- Innovative systems for use by park agency or organization staff that result in increased efficiency, higher quality service, gathering of park user and maintenance statistics or savings of resources.



Project Requirements

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

Project Eligibility

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

- The project is in a park, or involves parks users
- The applicant is the Agency of Record for the Study Area in which the project will be located; or the Agency of Record for the Study Area is included as a partner in the project
- The project is an innovative approach to park design or maintenance, park access, understanding of park users, or functioning of park agencies.
- The project incorporates sustainability, energy and/or water efficiency, stormwater capture, and/or state of the art technology.
- The project has potential to be replicated throughout the County and scaled for small or large agencies.

Project Feasibility

Applicants must provide a feasible timeline, budget, and project management plan.

Community Engagement

The applicant must share information about the project with the community.



2.2. COMPETITIVE GRANTS

Measure A provides funding for five competitive grant programs, which are divided into two groups: Capital Projects and Program Projects as shown in Table 2-2:

Table 2-2: Overview of Measure A Competitive Grant Programs

COMPETITIVE GRANT PROGRAM		FUNDING CATEGORY
Capital Projects	Natural Lands, Local Beaches, Water Conservation and Protection	Category 3
	Regional Recreation, Multi-use Trails and Accessibility	Category 4
	Acquisition-Only	Category 3 & Category 4
Program Projects	Recreation Access	Category 3 & Category 4
	Youth and Veteran Job Training and Placement	Category 5

Funds for competitive grants will be accrued until made available in the cycle of each grant program. Refer to Section 3.1.2 for the Competitive Grant Calendar.

- All competitive grant programs will include a “Level of Need” evaluation criterion. This criterion, depending on the specific grant program, will consider whether a project or program serves or benefits residents of High-Need or Very-High-Need Study Areas, or provides services to and/or recruits a majority of its participants from High-Need or Very-High-Need Study Areas.
- “Level of Need” is based on the current PNA or UPNA determination.
- Each competitive grant program is described below, beginning in Section 2.2.1. A list and explanations of additional evaluation criteria specific to the project type evaluated is included for each corresponding grant program.

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2.2.1. NATURAL LANDS, LOCAL BEACHES, WATER CONSERVATION AND PROTECTION PROGRAM

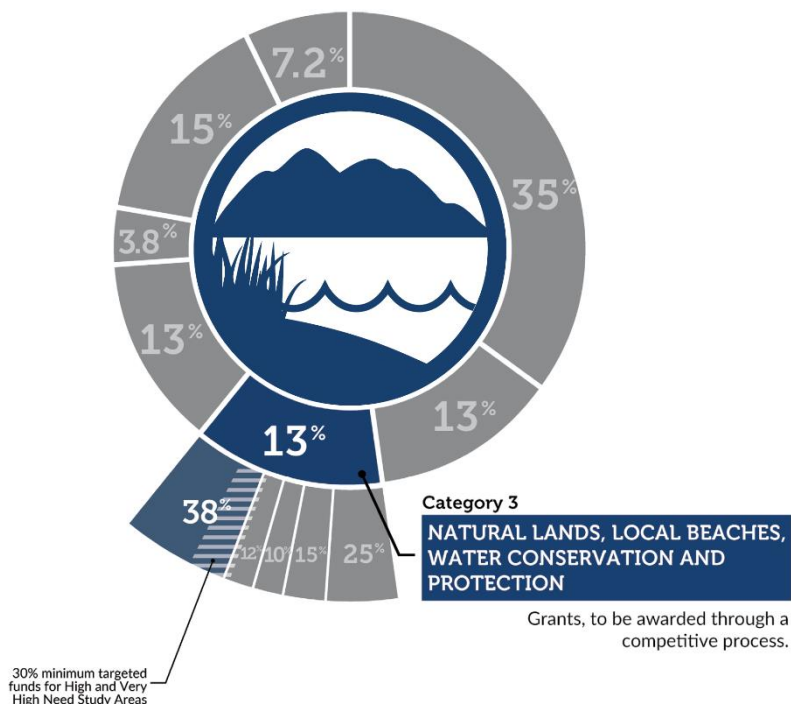
This is a Capital Projects grant program funded from Category 3.

Goals

Natural Lands, Local Beaches, Water Conservation and Protection General Competitive Program (Category 3) projects should improve and protect open space, watersheds, and water resources through planning, acquisition, development, improvement, and restoration of multi-benefit park projects that promote, improve, or protect clean local water supplies, habitat improvements, park space, recreation, public access, watershed health, and open space, including improvements or restoration of areas that buffer our rivers, streams, and their tributaries along with the lakes and beaches throughout the County. Priority will be given to projects offering the greatest regional benefit or serving the greatest regional need.

At least thirty percent of these funds will be awarded to projects strictly located in High-Need or Very-High-Need Study Areas, as defined by the most recent Countywide Neighborhood Parks and Recreation Needs Assessment. For additional information on this target, refer to Section 1.8.

Funding Amount and Cycle Frequency



Annual Allocation: 38% of Natural Lands, Local Beaches, Water Conservation and Protection funds (Category 3).

Grant Cycle: The first cycle will occur after resolution of current litigation; then every four years thereafter.

Recipients: at least 30% for projects strictly located in High-Need or Very-High-Need Study Areas.

Amount: The dollar amount of funds available is updated annually based on the revenue received by September 15th of each year and awarded at intervals as described in the Competitive Grants Calendar (Figure 3-1).



Project Types

Below is a non-exhaustive list of projects that may be eligible for these grant funds:

Natural Lands/Open Spaces

- Parks
- New or improved access points to mountain, foothill, river, stream, and wetland areas
- Restoration of natural habitat
- Scenic vistas
- Wildlife corridors and habitats
- Habitat gardens
- Nature/Interpretive centers
- Preservation of natural lands
- Tree planting
- Planning and design related projects

Local Beaches

- Active recreation amenities
- New or improved fishing and boating facilities
- Pier/dock improvements
- Replacement of sand
- Restrooms/shower facilities
- Access facilities, including staging areas, roadways, parking lots, and trailheads
- Planning and design related projects

Water Conservation and Protection

- Drainage basins
- Irrigation projects
- Permeable walkways and play surfaces
- Rainwater harvesting
- Revegetation of banks and waterways
- Stormwater capture and other water recycling
- Beach and coastal watershed clean up
- Drinking water improvements
- Lake or reservoir clean up
- Riparian corridor improvements
- River and stream clean-up
- River and stream parkway development
- Acquisitions
- Planning and design related projects



Project Requirements⁷

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* the following Project Eligibility requirements to apply for a grant award:

- The project plans for, acquires, develops, improves, or restores a multi-benefit park project that promotes, improves, or protects clean local water supplies, habitat improvements, park space, recreation, public access, watershed health, or open space.
- The project is a capital project.
- The project is consistent with the Study Area's long-range park planning documents and assessments.
- The project's requested grant award size is a minimum of \$50,000 and maximum of \$3,700,000.

Project Feasibility

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

Land Access/Tenure

- Applicant owns the land in question; or
- Applicant has entered into a lease or other use agreement for the land in question; or
- Applicant has concrete plans as to how access or tenure will be acquired or arranged.

Planning and Design Status

- Design documents of 30 percent or greater are complete; or
- Applicant has sketch-level plans for project design and a planned approach as to how and when planning and design will be completed.

Permitting and CEQA Compliance

- Project is exempt from regulatory permits and CEQA; or
- Any necessary permitting and CEQA documents are completed and certified; or
- Applicant has concrete plans as to how and when permitting and CEQA will be completed.

⁷ Requirements vary slightly for Planning and Design project types. Refer to Section 2.4.7 *Project Requirements*. Requirements vary slightly for acquisition project types. Refer to Section 2.2.3 *Project Requirements*.



Adverse Site Conditions

- There are no adverse site conditions that would affect project implementation; or
- Adverse site conditions have been characterized and the applicant has concrete plans for addressing them; 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, with appropriate budget contingencies in the project budget.

Project Budget and Funding

- Applicant has a detailed budget consistent with the level of planning and design completed to date, as well as a plan for funding to cover the budgeted costs, with appropriate contingencies given the level of planning completed.

Project Schedule

- Applicant has a detailed schedule from grant receipt to project completion that reflects the level of planning, design, permitting and community involvement that will be necessary for the project.

Operations and Maintenance

- The project has an appropriately detailed financial plan for operation and maintenance of the completed project.

Community Engagement

The project must meet the minimum community engagement requirements described in Section 3.3.

Award Size

Requested grant awards must meet the minimum and maximum grant award size requirements:

- Minimum: \$50,000
- Maximum: \$3,700,00

Grant applications will be categorized into award size brackets as shown in Table 2-3.

Table 2-3: Natural Lands, Local Beaches, Water Conservation and Protection Program Award Size Brackets

AWARD SIZE BRACKETS	MINIMUM AWARD SIZE	MAXIMUM AWARD SIZE
Small	\$50,000	\$499,999
Medium	\$500,000	\$999,999
Large	\$1,000,000	\$1,999,999
Jumbo	\$2,000,000	\$3,700,000

Grant applications within each bracket will be evaluated and ranked to determine projects to be awarded grant. Any change to these award bracket limits will be made in future grant announcements.

Projects that require funding beyond these Measure A limits may seek to leverage supplemental funding from other sources.



Project Specific Evaluation Criteria

Applications will be scored using the following criteria. Refer to Section 3.4.2 for additional information on scoring methodology.

Level of Need:

- This will consider whether or not a project or program serves or benefits residents of High-Need or Very-High-Need Study Areas or provides services to and/or recruits a majority of its participants from High-Need or Very-High-Need Study Areas.

Regional Benefits

Examples of projects providing regional benefits or serving regional needs include:

- Rehabilitating, adding, or improving a unique facility, amenity, or natural resource within the service region;
- Adding, rehabilitating or improving any facility, amenity, or natural resource where regional demand/use is high;
- Providing trail connectivity, transit connections beyond the local vicinity, trailhead and/or parking improvements, or ADA improvements;
- Interpretive, educational, programmatic, or other components that encourage regional visitation
- Involving the collaboration of multiple, agencies, or organizations;
- Increasing community value (natural or built) by filling a gap in regional facilities, amenities, or natural resources.

Community Involvement Beyond Minimum Requirements

This is evaluated based on the assessment of submitted community involvement documentation and/or community involvement plan for the proposed project as well as quality of the agency's engagement with the community in past or ongoing projects (in any). Examples include:

- Engaging the community at point(s) in the project when community input could influence the outcome of the project;
- Utilizing multiple inclusive outreach methods that target broad representation of residents and stakeholders;
- Actively seeking to remove barriers to accessing engagement meetings/ events such as scheduling meetings/events in the evenings and/or weekends, providing childcare, providing transportation, and providing refreshments;
- Establishing or leveraging community partnerships with local community-based organizations, citizen advisory groups, and/or school districts to gain support for the project;
- Providing language access services beyond minimum requirements;
- Reflecting community input received during the engagement process in the project's outcome and its components.



Social Multi-benefits

Efforts in providing additional benefits besides recreation that relate to social issues include:

- **Community Safety, Gang Activity Reduction, and Violence Prevention:**
Project includes features that improve safety conditions and visibility through the provision of safe equipment and facilities, and thereby reduce or prevent of gang activity, violence, and crime. Best practices include using Crime Prevention Through Environmental Design (CPTED) strategies, such as increasing natural surveillance, reducing isolated spaces, increasing sight lines, and providing adequate lighting. Projects located in areas of high gang activity and violence and incorporate safe design, and/or engage former and current gang members or gang reduction community groups to ensure park safety.
- **Anti-displacement Mitigation:**
Project includes advance displacement avoidance strategies to prevent displacement if a potential unintended consequence associated with the project creates a significant increase in the cost of housing. More points will be scored based on how realistic and proactive the strategies are.
- **Cultural and Language Sensitivity:**
Project incorporates elements that accommodate the cultural and language needs of the served populations, such as multilingual wayfinding and other signage and informational signs or public art related to the surrounding history and culture of the project and area. More points will be scored on the quantity and quality of the proposed cultural and language elements.
- **Interpretive Programs and Education:**
Project incorporates elements that provide interpretation and education to foster user connection and awareness of the environment, the outdoors, and/or recreation, such as incorporating informative signage explaining the project's location, landscape, wildlife, plants, background, and history. More points will be scored on the appropriateness of the proposed interpretive programs and education elements.



Community Health Multi-benefits

Efforts in providing additional benefits besides recreation that relate to community health issues include:

- **Physical Activity:**
Project provides infrastructure and equipment that encourages physical activity. Examples include a combination of playground equipment, exercise equipment, walking and biking paths, and/or trails.
- **Universal Design and Accessibility:**
Project provides infrastructure and equipment that cater to the physical activity of people of all abilities, especially to people with special needs. Examples include access ramps, accessible restrooms, and inclusive recreation options.
- **Safe and Active Transportation:**
Project includes connections to transportation infrastructure to increase the ability of users to travel to and from the project by active forms of transportation such as walking, biking, skateboarding, scootering, etc. Examples include sidewalks, multi-use paths, bikeways, and Safe Routes to School.
- **Social Interaction:**
Project includes elements that promote social interaction, such as safe, attractive, and interactive gathering areas; interpretive and wayfinding signage; public art; and infrastructure for play.

Environmental Multi-Benefits

Efforts in providing additional benefits besides recreation that relate to environmental issues include:

- **Water Quality Improvements and Stormwater Capture and Conservation:**
Project includes features that improve water quality beyond those required by State and local codes and/or features that capture stormwater and attenuate potential flood conditions beyond those required by State and local codes. Examples includes swales, rain gardens, retention basins, pervious pavement, use of drought-tolerant plants, use of drip irrigation, and other ways to use recycled water and reduce runoff.
- **Air Quality Improvements and Greenhouse Gas (GHG Reductions, including Carbon Sequestration):**
Project includes features that reduce existing criterion air pollutant emissions beyond those required by current regulations and/or features that reduce existing GHG emissions beyond those required by current regulations and features to sequester carbon that go beyond typical plantings found in park and open space projects. Examples include tree planting, low allergen palette selection, active transportation options, and sustainable maintenance of amenities.
- **Heat-Island Reductions:**
Project includes features that reduce heat-island effects, in ways 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.
- **Habitat Protection and Biodiversity:**
Project includes features that create, preserve, and/or enhance important habitat areas and biodiversity. Examples include preserving critical habitat areas, using native plants that attract pollinators, and creating a diversity of spaces that can be used as habitat for a diversity of animals.



Leveraging of Funds

Measure A encourages projects that leverage public and private funding from several specific types of benefit programs. Submitted budget should indicate secured funding sources and amounts that will be leveraged for the project. Public and private funding sources include, but are not limited to, those that address the following.

- Water conservation and supply; water quality improvements; flood risk management;
- Air quality improvements; climate pollution reduction or adaption; carbon sequestration; heat-island reduction; habitat protection and biodiversity;
- Public health; environmental justice.

Connectivity and Accessibility

Projects that provide accessibility, connecting rivers, mountains, and urban areas, especially to county parks, state parks, the national forest, the national recreation area(s), and the national monuments(s), and that link other canyons and regional and local parks through the county are encouraged. Efforts can take the form of new physical connections or improvements to existing ones. Quality of the connection, such as wayfinding, landscaping, and scale, will also be considered when scoring applications.

Timeliness and Urgency

Whether the initiation and completion of the project is needed and timely in that it builds on, complements, or moves toward implementing high priority acquisitions, connections, and/or habitat protection plans, or water conservation or protection improvement will be assessed for the application evaluation process.



2.2.2. REGIONAL RECREATION, MULTI-USE TRAILS AND ACCESSIBILITY PROGRAM

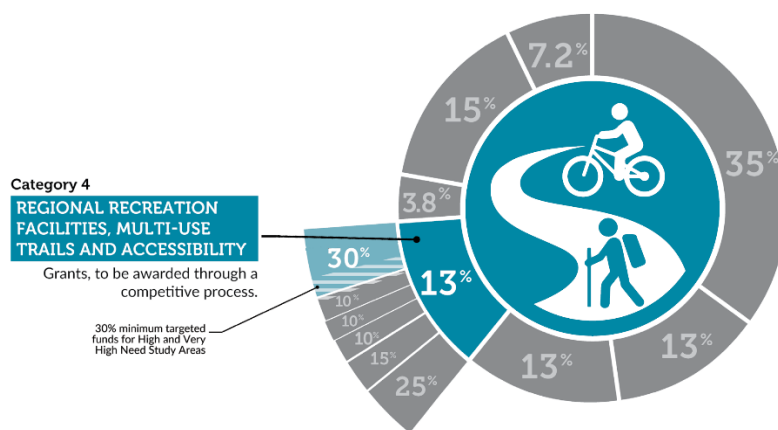
This is a Capital Projects grant program funded from Category 4.

Goals

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

At least thirty percent of these funds will be awarded to projects strictly located in High-Need or Very-High-Need Study Areas, as defined by the most recent Countywide Neighborhood Parks and Recreation Needs Assessment. For additional information on this target, refer to Section 1.8.

Funding Amount and Cycle Frequency



Annual Allocation: 30% of the Regional Recreation, Multi-use Trails and Accessibility (Category 4) funds.

Grant Cycle: The first cycle will occur at the resolution to the current litigation; then the cycle will occur every four years thereafter.

Recipients: at least 30% for projects strictly located in High-Need or Very-High-Need Study Areas,

Amount: The dollar amount of funds available is updated annually based on the revenue received by September 15th of each year, and awarded at intervals as described in the Competitive Grants Calendar (Figure 3-1).

Project Types

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

Regional Recreational Facilities

- Aquatic facilities
- New regional park facilities
- Equestrian staging areas
- Improvements to existing regional park facilities



- Golf course facilities
- Multi-use sports facilities
- Acquisitions
- Planning and design related projects

Multi-use Trails

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

Accessibility

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

Project Requirements⁸

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.

⁸ Requirements vary slightly for Planning and Design project types. Refer to Section 2.4.7 *Project Requirements*. Requirements vary slightly for acquisition project types. Refer to Section 2.2.3 *Project Requirements*.



Project Eligibility

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

- The project acquires, develops, improves, and/or rehabilitates land for regional recreational facilities, multi-use trails, and/or accessibility.
- The project is a capital project.
- The project is consistent with the Study Area's long-range park planning documents.
- The project's requested grant award size is a minimum of \$50,000 and maximum of \$3,100,000.

Project Feasibility

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

Land Access/Tenure

- Applicant owns the land in question; or
- Applicant has entered into a lease or other use agreement for the land in question; or
- Applicant has concrete plans as to how access or tenure will be acquired or arranged.

Planning and Design Status

- Design documents of 30 percent or greater are complete; or
- Applicant has sketch-level plans for project design and a planned approach as to how and when planning and design will be completed.

Permitting and CEQA Compliance

- Project is exempt from regulatory permits and CEQA; or
- Any necessary permitting and CEQA documents are completed and certified; or
- Applicant has concrete plans as to how and when permitting and CEQA will be completed.

Adverse Site Conditions

- There are no adverse site conditions that would affect project implementation; or
- Adverse site conditions have been characterized and the applicant has concrete plans for addressing them; 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, with appropriate budget contingencies in the project budget.

Project Budget and Funding

- Applicant has a detailed budget consistent with the level of planning and design completed to date, as well as a plan for funding to cover the budgeted costs, with appropriate contingencies given the level of planning completed.

Project Schedule

- Applicant has a detailed schedule from grant receipt to project completion that reflects the level of planning, design, permitting and community involvement that will be necessary for the project.



Operations and Maintenance

- The project has an appropriately detailed financial plan for operation and maintenance of the completed project.

Community Engagement

The project must meet the minimum community engagement requirements described in Section 3.3.

Award Size

Requested grant awards must meet the minimum and maximum grant award size requirements.

- Minimum: \$50,000
- Maximum: \$3,100,000
- Grant applications will be categorized into award size brackets as shown in Table 2-4.

Table 2-4: Regional Recreation, Multi-Use Trails, and Accessibility Program Award Size Brackets

AWARD SIZE BRACKETS	MINIMUM AWARD SIZE	MAXIMUM AWARD SIZE
Small	\$50,000	\$499,999
Medium	\$500,000	\$999,999
Large	\$1,000,000	\$1,999,999
Jumbo	\$2,000,000	\$3,100,000

Grant applications within each bracket will be evaluated and ranked to determine projects to be awarded a grant. Any change to these award bracket limits will be made in future grant announcements.

Projects that require funding beyond these Measure A limits may seek to leverage supplemental funding from other sources.

Project Specific Evaluation Criteria

Applications will be scored using the following criteria. Refer to Section 3.4.2 for additional information on evaluation methodology.

Level of Need

This will consider whether or not a project or program serves or benefits residents of High-Need or Very-High-Need Study Areas or provides services to and/or recruits a majority of its participants from High-Need or Very-High-Need Study Areas.



Regional Benefits

Examples of providing regional benefits or serving regional needs in projects include:

- Rehabilitating, adding, or improving a unique facility, amenity, or natural resource within the region it serves;
- Adding, rehabilitating or improving any facility, amenity, or natural resource for which regional demand/use is high;
- Providing trail connectivity, transit connections beyond the local vicinity, trailhead and/or parking improvements, or ADA improvements;
- Including interpretive, educational, programmatic, or other components that encourage regional visitation;
- Involving the collaboration of multiple Study Areas, agencies, or organizations;
- Increasing community value (natural or built) by filling a gap in regional facilities, amenities, or open space.

Community Involvement Beyond Required Minimum

This is evaluated based on the assessment of submitted community involvement documentation and/or community involvement plan for the proposed project as well as quality of the agency's engagement with the community in past or ongoing projects (in any). Examples include:

- Engaging the community at point(s) in the project when community input could influence the outcome of the project;
- Utilizing multiple inclusive outreach methods that target broad representation of residents and stakeholders;
- Actively seeking to remove barriers to accessing engagement meetings/ events such as scheduling meetings/events in the evenings and/or weekends, providing childcare, providing transportation, and providing refreshments;
- Establishing or leveraging community partnerships with local community-based organizations, citizen advisory groups, and/or school districts to gain support for the project;
- Providing language access services beyond minimum requirements;
- Reflecting community input received during the engagement process in the project's outcome and its components;

Social Multi-benefits

Efforts in providing additional benefits besides recreation that relate to social issues include:

- Community Safety, Gang Activity Reduction, and Violence Prevention:
Project includes features that improve safety conditions and visibility through the provision of safe equipment and facilities, and thereby reduce or prevent of gang activity, violence, and crime. Best practices include using Crime Prevention Through Environmental Design (CPTED) strategies, such as increasing natural surveillance, reducing isolated spaces, increasing sight lines, and providing adequate lighting. Projects located in areas of high gang activity and violence and incorporate safe design, and/or engage former and current gang members or gang reduction community groups to ensure park safety.
- Anti-displacement Mitigation:



Project includes advance displacement avoidance strategies to prevent displacement if a potential unintended consequence associated with the project creates a significant increase in the cost of housing. More points will be scored based on how realistic and proactive the strategies are.

- **Cultural and Language Sensitivity:**
Project incorporates elements that accommodate the cultural and language needs of the served populations, such as multilingual wayfinding and other signage and informational signs or public art related to the surrounding history and culture of the project and area. More points will be scored on the quantity and quality of the proposed cultural and language elements.
- **Interpretive Programs and Education:**
Project incorporates elements that provide interpretation and education to foster user connection and awareness of the environment, the outdoors, and/or recreation, such as incorporating informative signage explaining the project's location, landscape, wildlife, plants, background, and history. More points will be scored on the appropriateness of the proposed interpretive programs and education elements.

Community Health Multi-benefits

Efforts in providing additional benefits besides recreation that relate to community health issues include:

- **Physical Activity:**
Project provides infrastructure and equipment that encourages physical activity. Examples include a combination of playground equipment, exercise equipment, walking and biking paths, and/or trails.
- **Universal Design and Accessibility:**
Project provides infrastructure and equipment that cater to the physical activity of people of all abilities, especially to people with special needs. Examples include access ramps, accessible restrooms, and inclusive recreation options.
- **Safe and Active Transportation:**
Project includes connections to transportation infrastructure to increase the ability of users to travel to and from the project by active forms of transportation such as walking, biking, skateboarding, scootering, etc. Examples include sidewalks, multi-use paths, bikeways, and Safe Routes to School.
- **Healthy Food Access:**
Project provides access to healthy food growing and/or healthy food options, such as healthy street vending, community gardens, healthy grocers, areas for farmers' market, clean drinking water, incorporation of healthy food vending or provision on the project site, and/or providing transportation infrastructure that allows access to these types of healthy food uses.
- **Social Interaction:**
Project includes elements that promote social interaction, such as safe, attractive, and interactive gathering areas; public art; and infrastructure for play.



Environmental Multi-Benefits

Efforts in providing additional benefits besides recreation that relate to environmental issues include:

- **Water Quality Improvements and Stormwater Capture and Conservation:**
Project includes features that improve water quality beyond those required by State and local codes and/or features that captures stormwater and attenuates potential flood conditions beyond those required by State and local codes. Examples includes swales, rain gardens, retention basins, pervious pavement, use of drought-tolerant plants, use of drip irrigation, and other ways to use recycled water and reduce runoff.
- **Air Quality Improvements and Greenhouse Gas (GHG) Reductions, including Carbon Sequestration):**
Project includes features that reduce existing criterion air pollutant emissions beyond those required by current regulations; features that reduce existing GHG emissions beyond those required by current regulations; and/or features to sequester carbon that go beyond typical plantings found in park and open space projects. Examples include tree planting, low allergen palette selection, active transportation options, and sustainable maintenance of amenities.
- **Heat-Island Reductions:**
Project includes features that reduce heat-island effects, in ways 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.
- **Habitat Protection and Biodiversity:**
Project includes features that create, preserve, and/or enhance important habitat areas and biodiversity. Examples include preserving critical habitat areas, using native plants that attract pollinators, and creating a diversity of spaces that can be used as habitat for a diversity of animals.

Leveraging of Funds

Measure A encourages projects that leverage public and private funding from several specific types of benefit programs. Submitted budget should indicate secured funding sources and amounts that will be leveraged for the project. Public and private funding sources include, but are not limited to, those address the following.

- Water conservation and supply; water quality improvements; flood risk management;
- Air quality improvements; climate pollution reduction or adaption; carbon sequestration; heat-island reduction; habitat protection and biodiversity; ;
- Public health;
- Environmental justice.



Connectivity and Accessibility

Projects that provide accessibility, connecting rivers, mountains, and urban areas, especially to county parks, state parks, the national forest, the national recreation area(s), and the national monuments(s), and that link other canyons and regional and local parks through the county are encouraged. Efforts can take the form of new physical connections or improvements to existing ones. Quality of the connection, such as wayfinding, landscaping, and scale, will also be considered when scoring applications.

Timeliness and Urgency

Whether the initiation and completion of the project is needed and timely in that it builds on, complements, or moves toward implementing high priority acquisitions, connections, and/or habitat protection plans, or water conservation or protection improvement will be assessed for the application evaluation process.



2.2.3. ACQUISITION-ONLY GRANT PROGRAM

This is a Capital Projects grant program, funded from Categories 3 and 4.

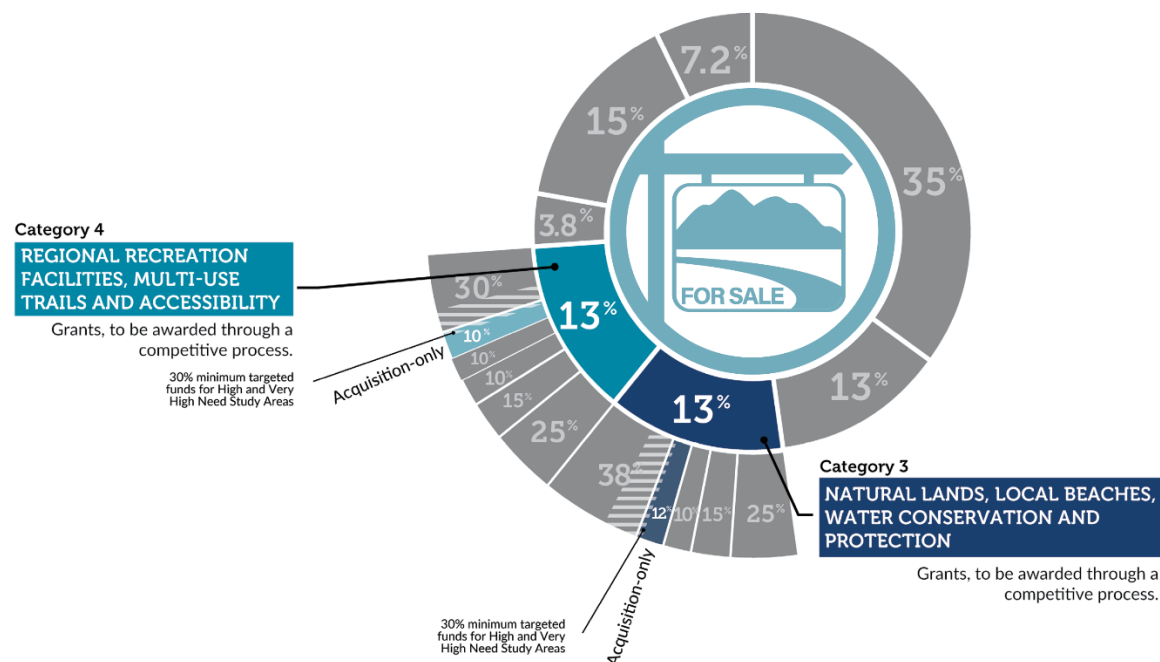
Goals

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. Urgent acquisitions in High-Need or Very-High-Need Study Areas and for trails connections and access, wildlife corridors, and critical habitat will be prioritized.

The purpose of this grant is to provide agencies and organizations the opportunity to apply for and receive funding for acquisitions on an annual basis, which is more frequent than the four-year 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. On years in which these two competitive grant programs are active, applicants with acquisition-only projects may choose to compete in these competitive grant programs in lieu of the Acquisition-only Program.

A minimum of thirty percent of these funds will be awarded to projects strictly located in High-Need or Very-High-Need Study Areas, as defined by the most recent Countywide Neighborhood Parks and Recreation Needs Assessment. For additional information on this target, refer to Section 1.8.

Funding Amount and Cycle Frequency



Annual Allocation:

12% of Natural Lands, Local Beaches, Water Conservation and Protection Competitive Grants Program (Category 3) and 10% of Regional Recreation, Multi-use Trails and Accessibility funds (Category 4).



Grant Cycle: The first cycle will occur after resolution of ongoing litigation; thereafter will be annual.

Recipients: at least 30% for projects strictly located in High-Need or Very-High-Need Study Areas.

Amount: The dollar amount of funds available is updated annually based on the revenue received by September 15th of each year, and awarded at intervals as described in the Competitive Grants Calendar (Figure 3-1).

Project Types

All projects are for the acquisition of land for project types included in the Natural Lands, Local Beaches, Water Conservation and Protection Program or the Regional Recreation, Multi-Use Trails and Accessibility Program. Please 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 to apply for a grant award:

- The project only includes land acquisition.
- There is a 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 and maximum of \$1,000,000.

Project Feasibility

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

Land Access/Tenure

- Applicant owns the land in question; or
- Applicant has entered into a lease or other use agreement for the land in question; or
- Applicant has concrete plans as to how access or tenure will be acquired or arranged.



Permitting and CEQA Compliance

- Project is exempt from regulatory permits and CEQA; or
- Any necessary permitting and CEQA documents are completed and certified; or
- Applicant has concrete plans as to how and when permitting and CEQA will be completed.

Adverse Site Conditions

- There are no adverse site conditions that would affect project implementation; or
- Adverse site conditions have been characterized and the applicant has concrete plans for addressing them; 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, with appropriate budget contingencies in the project budget.

Project Budget and Funding

- Applicant has a detailed budget consistent with the level of planning and design completed to date, as well as a plan for funding to cover the budgeted costs, with appropriate contingencies given the level of planning completed.

Project Schedule

- Applicant has a detailed schedule from grant receipt to project completion that reflects the level of planning, design, permitting and community involvement that will be necessary for the project.

Operations and Maintenance

- The project has an appropriately detailed financial plan for operation and maintenance of the completed project.

Community Engagement

The project must meet the minimum community engagement requirements described in Section 3.3.

Award Size

Requested grant awards must meet the minimum and maximum grant award size requirements.

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

Projects that require funding beyond these Measure A limits may seek to leverage supplemental funding from other sources.

Project Specific Evaluation Criteria

Applications will be scored using the following criteria. Refer to Section 3.4.2 for additional information on evaluation methodology.



Level of Need:

This will consider whether or not a project or program serves or benefits residents of High-Need or Very-High-Need Study Areas or provides services to and/or recruits a majority of its participants from High-Need or Very-High-Need Study Areas.

Regional Benefits

Examples of projects providing regional benefits or serving regional needs include:

- Acquisition of new or additional park acreage or natural resource within the service region;
- Providing trail connectivity, transit connections beyond the local vicinity, trailhead and/or parking improvements, or ADA improvements;
- Involving the collaboration of multiple Study Areas, agencies, or organizations;
- Increasing community value (natural or built) by filling a gap in regional facilities, amenities, or open space.

Social Multi-benefits

Efforts in providing additional benefits besides recreation that relate to social issues include:

- Community Safety, Gang Activity Reduction, and Violence Prevention:
Project includes features that improve safety conditions and visibility through the provision of safe equipment and facilities, and thereby reduce or prevent of gang activity, violence, and crime. Best practices include using Crime Prevention Through Environmental Design (CPTED) strategies, such as increasing natural surveillance, reducing isolated spaces, increasing sight lines, and providing adequate lighting. Projects located in areas of high gang activity and violence and incorporate safe design, and/or engage former and current gang members or gang reduction community groups to ensure park safety.
- Anti-displacement Mitigation:
Project includes advance displacement avoidance strategies to prevent displacement if a potential unintended consequence associated with the project creates a significant increase in the cost of housing. More points will be scored based on how realistic and proactive the strategies are.

Environmental Multi-Benefits

Efforts in providing additional benefits besides recreation that relate to environmental issues include:

- Heat-Island Reductions:
Project includes features that reduce heat-island effects, in ways 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.
- Habitat Protection and Biodiversity:
Project includes features that create, preserve, and/or enhance important habitat areas and biodiversity. Examples include preserving critical habitat areas, using native plants that attract pollinators, and creating a diversity of spaces that can be used as habitat for a diversity of animals.



Leveraging of Funds

Measure A encourages projects that leverage public and private funding from several specific types of benefit programs. Submitted budget should indicate secured funding sources and amounts that will be leveraged for the project. Public and private funding sources include, but are not limited to, those address the following:

- Water conservation and supply; water quality improvements; flood risk management;
- Air quality improvements; climate pollution reduction or adaption; carbon sequestration; heat-island reduction; habitat protection and biodiversity;
- Public health;
- Environmental justice.

Connectivity and Accessibility

Projects that provide accessibility, connecting rivers, mountains, and urban areas, especially to county parks, state parks, the national forest, the national recreation area(s), and the national monuments(s), and that link other canyons and regional and local parks through the county are encouraged. Efforts can take the form of new physical connections or improvements to existing ones. Quality of the connection, such as wayfinding, landscaping, and scale, will also be considered when scoring applications.

Timeliness and Urgency

Whether the initiation and completion of the project is needed and timely in that it builds on, complements, or moves toward implementing high priority acquisitions, connections, and/or habitat protection plans, or water conservation or protection improvement will be assessed for the application evaluation process.



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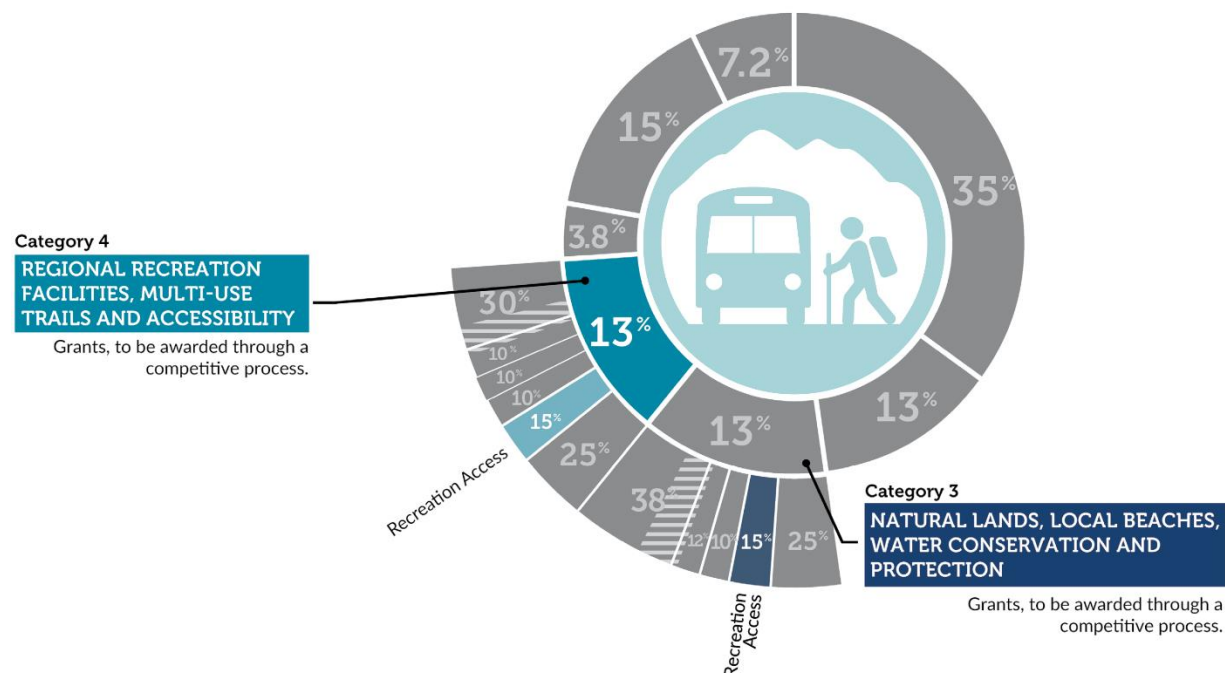
2.2.4. RECREATION ACCESS PROGRAM

This is a Program Projects grant program, funded from Categories 3 and 4.

Goals

Measure A allows for up to 15 percent of Category 3 and 4 funds to be awarded to recreation access grants programs. These grants shall establish or continue building upon established programs to increase the ability of residents to access public lands, park facilities, and park amenities, including education, interpretive services, safety information, transportation, and other activities that increase the accessibility for County residents, especially those in High-Need or Very-High-Need Study Areas.

Funding Amount and Cycle Frequency



Annual Allocation: 15% of the Natural Lands, Local Beaches, Water Conservation and Protection Program (Category 3) and 15% of the Regional Recreation, Multi-use Trails and Accessibility Program (Category 4).

Grant Cycle: The first cycle will occur after resolution of ongoing litigation; then every two years thereafter.

Amount: The dollar amount of funds available is updated annually based on the revenue received by September 15th of each year, and awarded at intervals as described in the Competitive Grants Calendar (Figure 3-1).



Program Examples

Below is a non-exhaustive list of programs that may be eligible for Recreation Access grant funds:

- Educational and Interpretive programs that promote park use;
- Interpretive programs and nature education;
- Pop-up recreational or interpretive programs;
- Programs that provide or fund transportation that includes an interpretive or educational opportunity from areas of High-Need or Very-High-Need to beaches, regional parks, cultural facilities, recreational events, or natural parks.

Program Requirements

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

Acknowledgement of the assistance provided by RPOSD must be included in all written materials produced for the program. RPOSD will provide electronic samples of its graphics for use by grantees.

Program Eligibility

Applicants must provide proof that the program meets *all* the following eligibility requirements to apply for a grant award:

- The program increases the ability for county citizens to access public lands, park facilities, park amenities, and recreational opportunities.
- The program meets or will meet the requirements of the Americans with Disabilities (ADA) Act of 1990.
- The program must provide an annual program evaluation.

Applicants must provide proof that the program meets *at least one* requirement below to apply for a grant award:

- The program has already been established; or
- The program provider has a track record of running similar types of programs at other locations in Los Angeles County; or
- The program provider has not run programs similar to the one proposed but is either well-established in the service area or has established a partnership with an agency or CBO that is well-established in the service area. The partner agency or CBO needs to have experience providing recreation and access programs or similar programs.



Project Feasibility

Applicants must provide proof that the program meets *at least one* requirement below in order to apply for a grant award:

- The program has already been established; or
- The program provider has a track record of running similar types of programs at other locations in Los Angeles County; or
- The program provider has not run programs similar to the one proposed, but is either well-established in the service area or has established a partnership with an agency or CBO that is well-established in the service area.

Community Engagement

The project must meet the minimum community engagement requirements described in Section 3.3.

Award Size

Requested grant awards must meet the minimum and maximum grant award size requirements.

- Minimum: \$50,000
- Maximum: \$1,850,000

Requested grant awards must meet the minimum and maximum grant award size requirements.

Grant applications will be categorized into award size brackets as shown in Table 2-5.

Table 2-5: Recreation Access Program Award Size Brackets

AWARD SIZE BRACKETS	MINIMUM AWARD SIZE	MAXIMUM AWARD SIZE
Small	\$50,000	\$499,999
Medium	\$500,000	\$999,999
Large	\$1,000,000	\$1,850,000

Grant applications within each bracket will be evaluated and ranked to determine projects to be awarded a grant.

Projects that require funding beyond these Measure A limits may seek to leverage supplemental funding from other sources.

Organizations may submit grant applications to fund multi-year program(s) not to exceed three years. For awarded multi-year programs, grant funding will only be guaranteed for the first year. Funding for subsequent year(s) is contingent to approval by RPOSD and an evaluation process. The program evaluation must have multiple evaluation points and be inclusive of the full grant timeline.



Evaluation Criteria

Applications will be scored using the following criteria. Refer to Section 3.4.2 for additional information on evaluation methodology.

Level of Need:

This will consider whether or not a project or program serves or benefits residents of High-Need or Very-High-Need Study Areas or provides services to and/or recruits a majority of its participants from High-Need or Very-High-Need Study Areas.

Community Involvement Beyond Required Minimum

This is evaluated based on the assessment of submitted community involvement documentation and/or community involvement plan for the proposed project as well as quality of the agency's engagement with the community in past or ongoing projects (in any). Examples include:

- Engaging the community while developing the program to ensure that the program will meet the community's needs;
- Utilizing multiple inclusive outreach methods that target broad representation of residents and stakeholders;
- Actively seeking to remove barriers to accessing engagement meetings/ events such as scheduling meetings/events in the evenings and/or weekends, providing childcare, providing transportation, and providing refreshments;
- Establishing or leveraging community partnerships with local community-based organizations, citizen advisory groups, and/or school districts to gain support for the project;
- Providing language access services beyond minimum requirements;
- Reflecting community input received during the engagement process in the project's outcome and its components.

Program Benefits

Programs that improve accessibility, connectivity, and safety as well as provides opportunities for Education, Interpretive services, and Active Recreation are rewarded. Evaluation will be based on submitted plans. Aspects that will be taken into consideration during application evaluation process will include:

- Goals and Objectives
- Accessibility
- Participant Recruitment
- Connectivity
- Interpretive Programs and Education
- Program elements tied to State Environmental Education Curricula &/or Education Code
- Safe and Active Transportation



2.2.5. YOUTH AND VETERAN JOB TRAINING AND PLACEMENT PROGRAM

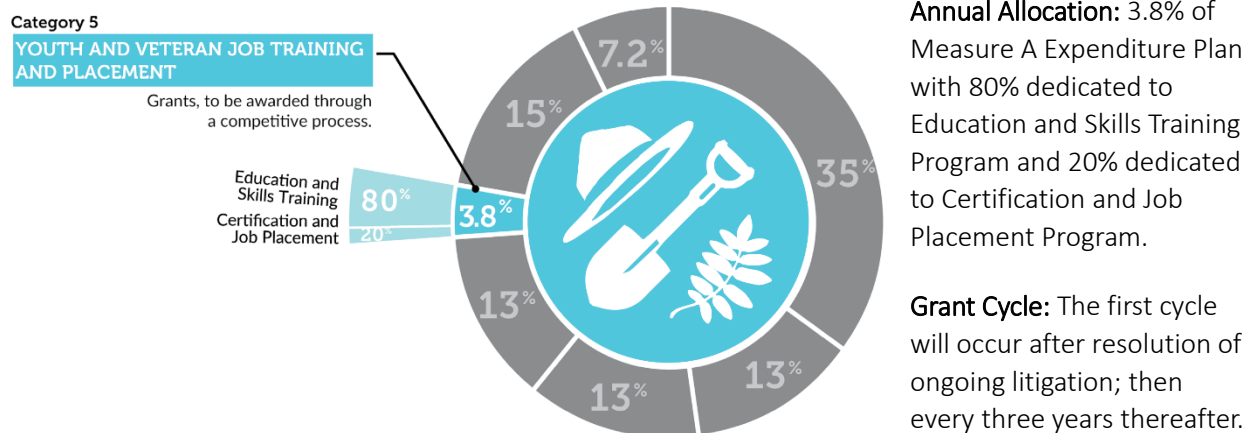
This is a Program Projects grant program, funded from Category 5.

Goals

Youth and Veteran Job Training and Placement grants provide funds for organizations that provide any of the following:

- **Education and Skills Training Program.** Organizations or program providers within the County, including certified conservation corps, are eligible for funds if they administer a program that provides education, skills training, and career pathway development to young adults, aged 18 to 24, or veterans, to implement park projects and programs.
- **Certification and Job Placement Program.** Organizations or program providers within the County, including conservation corps, are eligible for funds if they administer a program that provides certifications and placement services, or apprenticeship opportunities, for young adults, aged 18 to 24, or veterans, for jobs and careers in the Parks and Recreation field.

Funding Amount and Cycle Frequency



Amount: The dollar amount of funds available is updated annually based on the revenue received by September 15th of each year, and awarded at intervals as described in the Competitive Grants Calendar (Figure 3-1).

Program Examples

Below is a non-exhaustive list of programs that may be eligible for this grant funding. Eligible programs are required to provide education, skills, training, and career pathway development to implement park



projects to young adults and/or veterans; or provide certifications, placement services or apprenticeship opportunities for jobs and careers in the Parks and Recreation field to young adults and/or veterans.

Careers in the Parks and Recreation field are wide ranging and include but are not limited to: Recreation Specialists and/or Leaders, Recreation Coordinators, Recreation Supervisors, Recreation Therapists, Cultural and/or Performing/Visual Art Coordinators, Aquatics Directors, Lifeguards, Park Assistants, Natural and Cultural History Interpreters, Environmental Educators, Landscape and Building Maintenance workers, and Building and Trade Craft positions such as Building Facilities Superintendents.

“Park projects” is defined as, but not limited to, pre-project assistance and feasibility, planning, acquisition, construction, development, improvement, restoration, rehabilitation, or any combination thereof, for any park or recreation project or improvement.

Education and Skills Training Program Examples:

- Apprenticeship programs
- Educational seminars
- Formal coursework
- Internship/entry level job placement
- Job skills classes that focus on education and training needed to meet the job requirements at Parks and Recreation agencies.
- Trade schools that focus on skills needed to meet the job requirements at Parks and Recreation agencies
- Tuition grants/stipends

Certification and Job Placement Program Examples:

- Apprenticeship programs
- Arborist training and certification for tree planting and maintenance in parks
- Interpretive training and certification for Natural and Cultural History Interpretation, planning and programming.
- Park and Recreation Professional Organization’s Certification programs (e.g., National Association of Interpretation, National Recreation and Park Association, California Park and Recreation Society, Southern California Municipal Athletic Federation, Epply Institute, etc.)
- Playground Safety and Athletic Field Management Certification
- Camp Counselor Training and Certifications
- California Aquatics Management School Certification
- Aquatics Facility Operator Certification

Program Requirements

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

Acknowledgement of the assistance provided by RPOSD must be included in all written materials produced for the program. RPOSD will provide electronic samples of its graphics for use by grantees.



Program Eligibility

Applicants must provide proof that the programmatic project meets all of the following eligibility requirements to apply for a grant award:

- The program provider is an eligible organization (including certified conservation corps) which meets the following:
 - Has an office within Los Angeles County; and
 - Serves young adults (aged 18 to 25) or veterans within Los Angeles County.
- The program provider must either provides education, skills training, and career pathway development to implement park projects; or provide certifications and placement services, or apprenticeship opportunities for jobs and careers in the Parks and Recreation field.
- The program provider's requested grant award size for the program is a minimum of \$50,000 and maximum of \$1,400,000.

Program Feasibility

The proposed program must meet *at least one* of the following feasibility requirements:

- The program has already been established; or
- The program provider has a track record of running similar types of programs in other locations; or
- The program provider has not run programs similar to the one proposed but is either well-established in the geographic service area or has established a partnership with an agency or organization that has experience running similar types of job training and placement programs.

Community Engagement

The programmatic project must meet the appropriate minimum community engagement requirements described in Section 3.3

Award Size

Requested grant awards must meet the minimum and maximum grant award size requirements.

- Minimum: \$50,000
- Maximum: \$1,400,000

Grant applications will be categorized into award size brackets as shown in Table 2-6.

Table 2-6: Youth and Veteran Job Training and Placement Program Award Brackets

AWARD SIZE BRACKETS	MINIMUM AWARD SIZE	MAXIMUM AWARD SIZE
Small	\$50,000	\$249,999
Medium	\$250,000	\$549,999
Large	\$550,000	\$1,400,000



Grant applications within each bracket will be evaluated and ranked to determine projects to be awarded a grant.

Projects that require funding beyond these Measure A limits may seek to leverage supplemental funding from other sources.

Organizations may submit grant applications to fund multi-year program(s) not to exceed three years. For awarded multi-year programs, grant funding will only be guaranteed for the first year. Funding for subsequent year(s) is contingent to approval by RPOSD and a third-party evaluation process. The program evaluation must have multiple evaluation points and be inclusive of the full grant timeline. The awarded grant program must receive a satisfactory evaluation from a third party and work to fix any deficiencies found through the evaluation process to receive additional funding for the following years.

The third-party evaluation process costs can be funded through the grant.

Evaluation Criteria

Applications will be scored based on the following criteria. Refer to Section 3.4.2 for additional information on evaluation methodology.

Level of Need:

This will consider whether or not a project or program serves or benefits residents of High-Need or Very-High-Need Study Areas or provides services to and/or recruits a majority of its participants from High-Need or Very-High-Need Study Areas.

Community Partnerships

This entails establishing or leveraging local community partnerships with public agencies, school districts, universities, private industries, and other community-based organizations with the intent of inclusive recruitment, collaborative program development, and increased opportunities for program participants. Such efforts, whether already initiated or planned, will be rewarded in this category.

Program Benefits

This refers to exceptional programs related to education, skills training, and career pathway development to implement park projects, and/or certifications and placement services, or apprenticeship opportunities for jobs and careers in the parks and recreation field. Aspects that will be taken into consideration during application evaluation process will include:

- Program Readiness
- Goals and Objectives
- Participant Recruitment and Retention
- Follow-up Services
- History of Success and Outcomes



2.3. MAINTENANCE AND SERVICING FUNDS

Maintenance and Servicing (M&S) funds can be used to offset increased maintenance costs resulting from RPOSD-funded projects. M&S funds shall be allocated annually to each recipient and shall be available only to entities that can certify:

- Such funds shall be used only to maintain and service projects that received funding from RPOSD's Proposition A or Measure A.
- Such funds shall not be used to fund existing levels of service but only to supplement or enhance existing service levels.

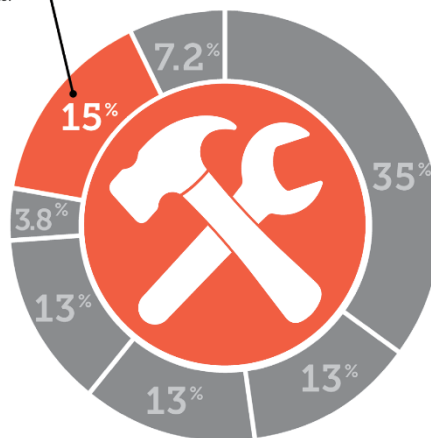
Recipients must use maintenance and servicing funds from Proposition A first before using funds from Measure A.

M&S funds shall be used only to maintain and service, including resource protection activities for the capital projects funded by RPOSD and are administered separately from RPOSD's grant program.

M&S funds are held in trust by RPOSD until a request from an eligible entity is made. Eligible entities are those listed in Measure A Section 6(e)(2)(A) that are in good standing with RPOSD.

2.3.1. FUNDING AMOUNT AND CYCLE FREQUENCY

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



Annual Allocation: 15% of Measure A Expenditure Plan

Funding Cycle: Annual

Amount: The amount of funds available to each recipient is updated annually based on the revenue received by September 15th of each year.

Recipients: Public agencies and nonprofits identified in Measure A, as shown in Table 2-7.

Table 2-7: Maintenance and Servicing Funds Recipients

MAINTENANCE AND SERVICING FUNDS RECIPIENTS	ANNUAL ALLOCATION
88 Cities	50.85%
Department of Beaches and Harbors	10.50%
Department of Parks and Recreation	13.50%
Department of Public Works	3.00%
Baldwin Hills Regional and Conservation Authority	1.00%
Los Cerritos Wetland Authority	0.50%
Mountain Recreation Conservation Authority	8.00%
Puente Hills Habitat Preservation Authority	2.00%
Santa Clarita Watershed Recreation and Conservation Authority	1.00%
Watershed Conservation Authority	5.15%
Other: Eligible Nonprofit	4.50%
Total	100.00%

2.3.2. EXPENDITURE ELIGIBILITY

M&S funds may only be used by recipients to offset the increased maintenance and servicing costs resulting from projects that received funding from RPOSD's Measure A or Proposition A.

M&S funds allocated to the County Department of Beaches and Harbors (DBH) shall be used for projects that repair and replace facilities impacted from high user activity and weatherization from being located near the ocean, such funds shall be used to supplement existing levels of service.

An agency will not apply for M&S funds until the project has been completed and the grant has been closed (see Section 3.4.5 for details about grant closeout).

However, if the grant consists of a project with several phases, acquisition and development, or acquisition of land from several land owners, some M&S funds may be claimed if eligible expenses are incurred prior to the grant closeout.

“Maintenance” and “servicing” costs are defined as follows:

Maintain or Maintenance: “Maintain” or “maintenance” means the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement including:

- Repair, removal, or replacement of all or any part of any improvement.
- Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury.
- The removal of trimmings, rubbish, debris, and other solid waste.
- The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

Service or Servicing:

"Service" or "servicing" means the furnishing of: Electric current or energy, gas, or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements, including:

- Water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.
- Security services for the completed project

MeasureA Maintenance and Servicing (M&S) Funds for Nonprofit Organizations Program Guidelines

Eligible Applicants

Nonprofit organizations in Good Standing with RPOSD

M&S Funding Requirement

Funding shall be used only to maintain and service projects that received grant funding from RPOSD (Prop A/Measure). The funding shall not be used to fund existing levels of service, but only to supplement or enhance existing levels after completion of RPOSD grant funded project.

Funding Available This Cycle

Funding pool share of \$1.2 million

Timeline

Budget Application Process Opens November 4, 2019

GMS Registration must be completed by November 22, 2019

Budget Application Process Closes December 5, 2019

Claims Submission Process Opens December 16, 2019 and closes January 9, 2020

Funding Cycle

Every Three Years starting with 2019-2020

RPOSD Grant Eligibility Requirement

The grant funded project must be complete, and the grant must be closed.

Applicant Instructions

- Applicants may apply for M&S funds for only one of their RPOSD grant funded projects for this program;
- Applicant may request for budgeted expenses **or** unanticipated/extraordinary expenses in the same fiscal year;
- Applicants may submit budgets to claim for maintenance expenses for this three-year period (2019-20, 2020-21, 2021-22). Submit one budget per fiscal year. (7/1/2019-6/30/2020, 7/1/2020-6/30/2021, 7/1/2021-6/30/2022);
- Applicants may request for unanticipated/extraordinary expenses to claim for maintenance expenses for this three-year period (2019-20, 2020-21, 2021-22). Submit one request per fiscal year. (7/1/2019-6/30/2020, 7/1/2020-6/30/2021, 7/1/2021-6/30/2022);
- Applicant must submit documentation that demonstrates its responsibility to maintain and service RPOSD grant funded projects. (MoU, Contract, Lease Agreement, etc.) If applicant owns project site, it must submit a property conveyance document (Grant Deed, Tax Deed, etc.)

2.4. TECHNICAL ASSISTANCE PROGRAM

Just as park need varies throughout the county, so does:

1. Understanding the value of parks to the community;
2. Knowledge of the resources that Measure A provides;
3. Commitment to work with and engage the community;
4. Access to additional funding to leverage Measure A funds;
5. Familiarity with the RPOSD Grant Application process;
6. Appreciation of the complexity of well-designed parks;
7. Ability to successfully manage projects to completion;
8. Ability to successfully operate and maintain completed projects.

RPOSD recognizes these barriers and offers a Technical Assistance Program (TAP) to help ensure eligible grantees receive funding and successfully complete their Measure A projects.

The RPOSD Technical Assistance Program (TAP) provides information, tools, resources, and strategies to help applicants through all stages of the project conceptualization, grant initiation, grantmaking, and project completion. In addition to RPOSD staff, these resources include peer-to-peer mentoring, access to best-practices, identifying technical resources, and providing professional services. Some TAP resource are available to all applicants; however, applicants with projects in High-Need or Very-High-Need Study Areas have preferential access to TAP.

2.4.1. PROGRAM GOALS

The following are the primary goals of TAP:

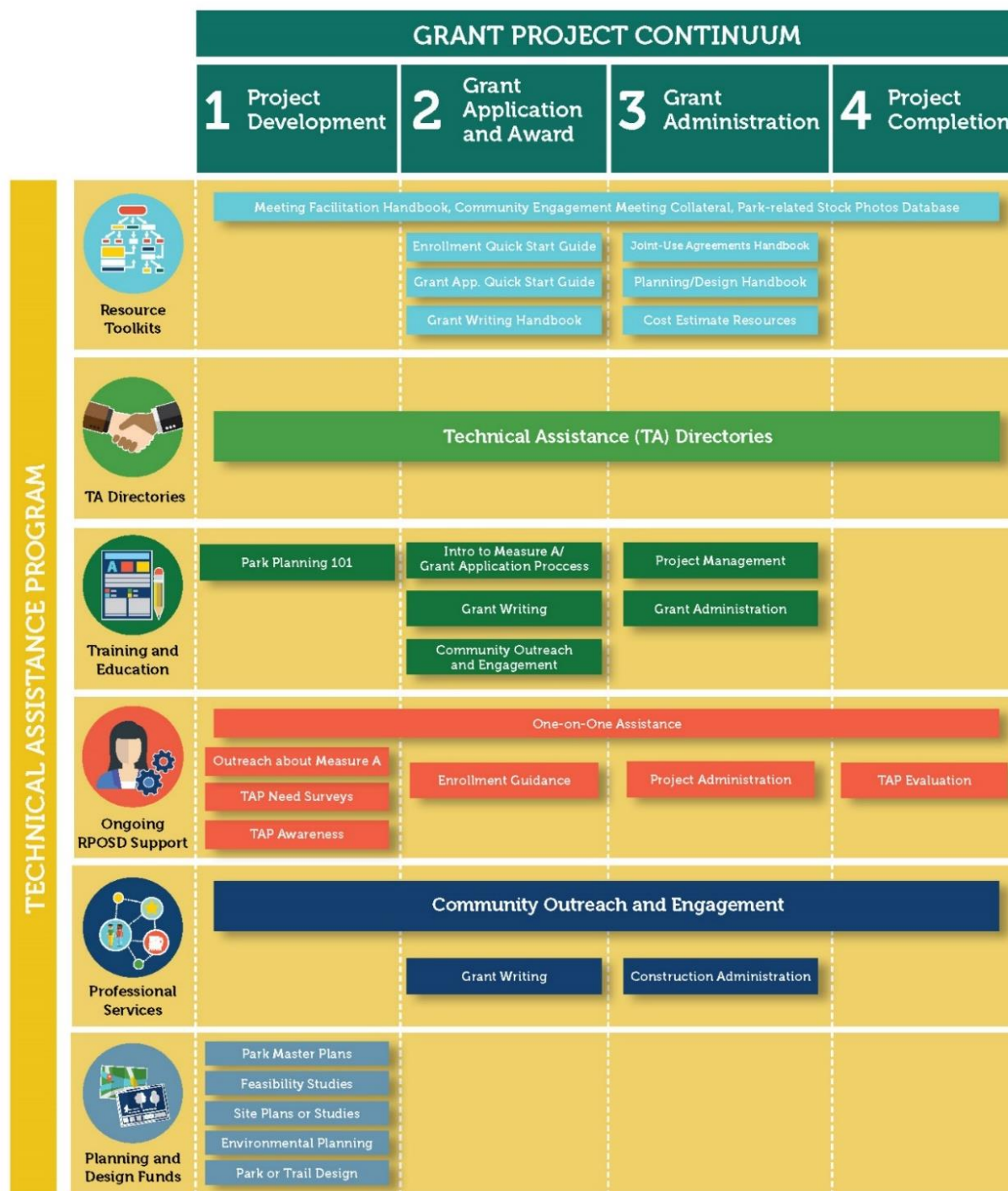
1. Ensure that all Study Areas throughout the County, and especially High-Need or Very-High-Need Study Areas, are well informed regarding available Measure A annual allocations and competitive grant opportunities, TAP as a resource, and the steps required to receive these resources;
2. Maximize participation in Measure A from High-Need or Very-High-Need Study Areas by providing proactive and flexible technical assistance throughout the grant continuum to help with applying for funding, administering grants, and completing and maintaining projects;
3. Create and support relationships between agencies/organizations and professionals/mentors throughout the County;
4. Support organizational capacity-building among Measure A applicants to increase their ability to administer grants;
5. Place emphasis on delivering successfully completed projects to park users.

2.4.2. PROGRAM SCHEDULE

As shown in Figure 2-2, different TAP elements will be available at appropriate stages throughout the grant continuum. For example, Professional Services and Training and Education focused on grant writing will be available several months prior to the grant application due date. Resource Toolkits, the Technical

Assistance Directories, and Ongoing Technical Assistance Support from RPOSD will be available throughout the grant process.

Figure 2-2: TAP Schedule Along the Grant Continuum



2.4.3. PROGRAM EXPENDITURE PLAN AND PHASING

TAP funding will come from Measure A's Implementation, Operations & Oversight funding, which is 7.2 percent of the overall Measure A annual expenditure plan (see Figure 2-1). Planning and Design grants are expected to utilize at least 10 percent of annual Category 3 and Category 4 funds. Since TAP is the first of its kind for RPOSD, ample time and preparation are required to facilitate an effective and efficient program. TAP will follow a phased schedule in its implementation and funding (see Figure 2-3).

Development and Pilot Phase, Year 1 and Year 2

The first two years of TAP will be the development and pilot phase of the grant program, with limited TAP elements and funds available. The development and pilot phase will allow RPOSD to gain an understanding of which TAP elements or services are most needed by agencies and organizations, allow time for RPOSD to develop resources, such as toolkits, that are tailored to applicant needs, and develop administrative processes that ensure easy access to TAP by all applicants.

Year 1 of the program's development and pilot phase will focus on developing the administrative processes, content, and delivery methods of TAP, while also providing resources related to applying for Measure A funds and guidance/assistance in performing outreach and engagement to Study Area communities. The following TAP elements will be available during Year 1 (see Section 2.4.5 for more details on each element):

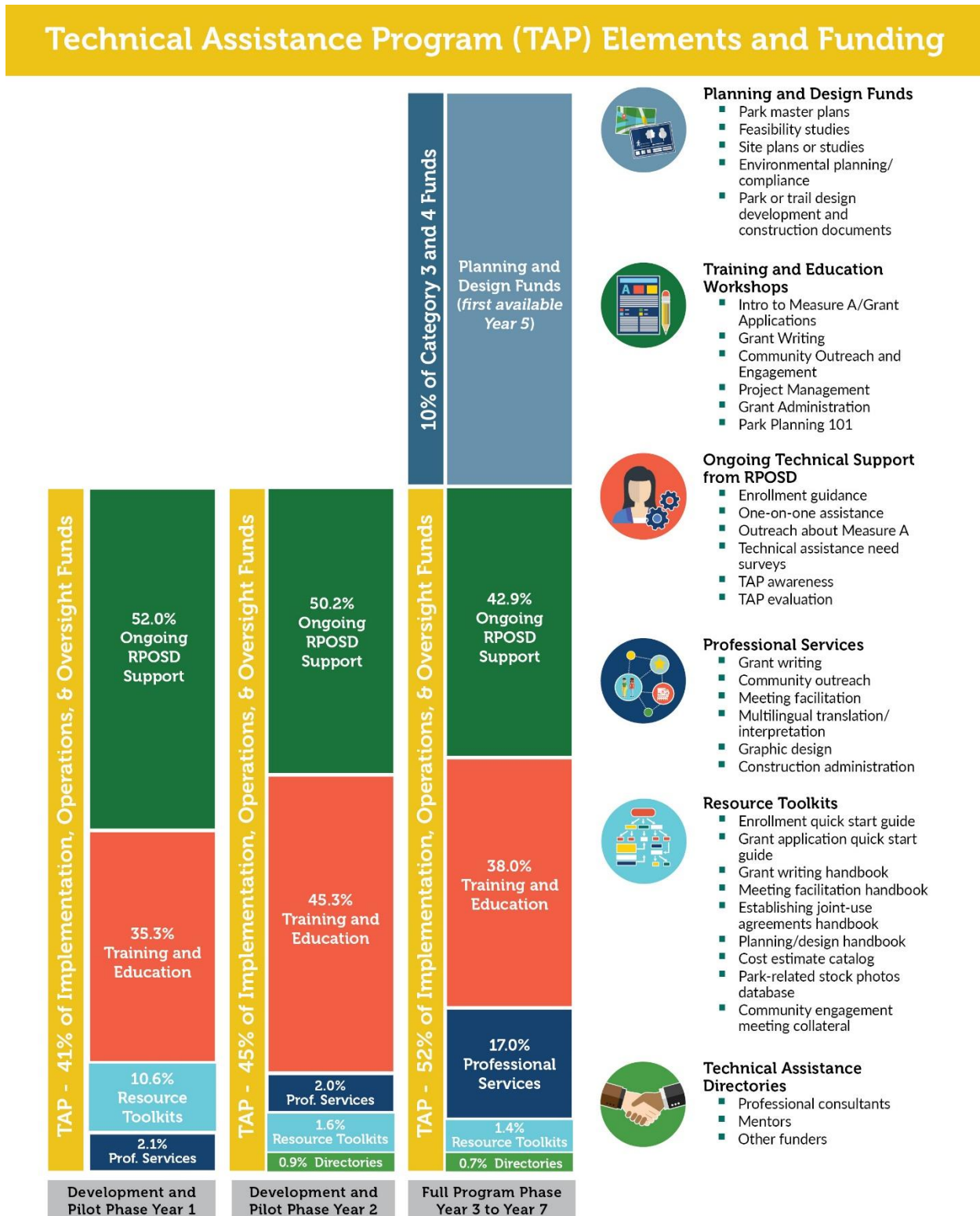
- Resource toolkits on RPOSD's website
- Professional services for community engagement and outreach
- Training and Education workshops on the following topics:
 - Introduction to Measure A /Registration/Allocation Workshop/Grant Process
 - Community Outreach and Engagement

During Year 2 of the program's development and pilot phase, RPOSD will continue to provide professional services for community engagement and outreach, provide an increased range of Training and Education workshops, and launch the Technical Assistance Directories.

Full Implementation Phase - Year 3 through Year 7

During this five-year period, all TAP elements detailed in this section will be available, including professional services for other service areas that were unavailable during the development and pilot phase. These elements will be designed to help agencies and organizations gain adequate knowledge, experience, and resources and increased independence in grant processes. Planning and Design funds will also become available in this phase, beginning in Year 5. During this phase of TAP, RPOSD will conduct ongoing evaluations of expenditures and participation, and will adjust TAP content and delivery accordingly.

Figure 2-3: TAP Elements and Estimated Funding by Phase



Maturity Phase - Year 8 and Beyond

After five years of the full program phase, RPOSD will conduct a full evaluation of TAP. This evaluation may result in modifications to the amount of funding TAP receives, how funds are allocated within the TAP, content of TAP, how assistance is delivered to participants, and how TAP should be monitored and evaluated in subsequent years.

2.4.4. ACCESSING TECHNICAL ASSISTANCE

RPOSD registrants will be asked to report their need for technical assistance and indicate which TAP elements they are interested in during the registration process. As an initial step to understanding and addressing technical assistance needs, the report of technical assistance needs can be updated as needed by registrants and/or RPOSD Program Managers as technical assistance needs arise or change. RPOSD Program Managers can also choose to recommend or offer TAP elements to registrants at any time, regardless of the registrant's responses to the report of technical assistance.

To receive professional services and/or be eligible to apply for Planning and Design funds, RPOSD will assess the applicant's responses on the report of technical assistance needs and the applicant's Study Area Need Level. This assessment will occur annually on a predetermined date. All registrants will be encouraged to update their report of technical assistance needs to reflect their need for professional services and/or Planning and Design funds before this date. Registrants will then be notified of RPOSD's eligibility determination for these elements of TAP. This determination does not affect access to any other elements of TAP.

2.4.5. TAP ELEMENTS AND ELIGIBILITY

TAP consists of six elements that support all stages of the grant continuum:

- Resource Toolkits
- Technical Assistance Directories
- Training and Education
- Ongoing Technical Support from RPOSD
- Professional Services
- Planning and Design Funds

TAP elements have varying requirements for eligibility, with some elements available to the general public, some to all registrants, and some to registrants on a selective and/or competitive basis due to limited availability of resources. Each element, along with anticipated funding amounts and eligibility requirements is described below.

Resource Toolkits

Resource toolkits cover a range of important topics related to the grant continuum, and applicants can use toolkit resources for support during the grant process. These resources can assist registrants and grantees conducting community engagement, creating promotional materials for outreach, writing grant applications, preparing required documents such as project budgets, and navigating RPOSD's Measure A registration and grant application processes. The types of available resource toolkits, which will be available on RPOSD's website, may include and are not limited to the following:

- Registration
 - Registration quick start guide
- Community Outreach and Engagement
 - Best practices for outreach and engagement
 - PowerPoint templates for community engagement meetings/workshops
 - Guidance handbook on meeting facilitation
 - Templates for outreach flyers, sign-in sheets, and other meeting collateral
 - Park-related stock photos
- Grant Application
 - Application quick start guide
- Grant Writing
 - Grant writing handbook, including grant application case studies from past award recipients
 - Cost estimate resources
 - Information regarding other funding sources/leveraging funds
- Grant Project Implementation
 - Planning/Design handbook
 - Establishing joint/shared-use agreements
- Additional Toolkits – topics to be determined based on applicant feedback

Resource toolkits will be available to the general public and will be available on RPOSD's website. Resource toolkits will be updated routinely.

Technical Assistance Directories

A key component to providing technical assistance is awareness of, and access to, a network of qualified professionals and mentors. RPOSD's two Technical Assistance Directories will serve as online databases that provide access to the following:

- **Qualified Professionals Directory.** Will contain information, including offered services, location, and contact information, of a range of professionals in planning, design, outreach, community engagement, cost estimating, construction, grant writing, translation/interpretation services, and graphic design. Professionals listed in this directory will be recruited by RPOSD through a Request for Qualifications process, and the list of qualified consultants will be routinely updated. Applicants and grantees can utilize the Qualified Professionals Directory to connect with the listed professionals and potentially hire them for their services.

- **Mentor Directory.** Will consist of volunteer mentors who can provide overall guidance to applicants and grantees. Mentors will be representatives from agencies and organizations who are willing to mentor and help prospective grantees through the entire grant process. Assistance provided by mentors may include providing specific advice on approaches to the various portions of the grant process, acting as a sounding board for mentees exploring potential projects, and assisting mentees in discovering and securing resources. Assistance provided by mentors is not intended to replace assistance provided by professional service consultants and/or TAP Case Managers, but to complement that assistance. All participating mentors must complete mentorship training, which will outline mentorship expectations. RPOSD will proactively recruit mentors and facilitate initial contact between registrants and mentors.

The Technical Assistance Directories will be available to all registrants and will be accessed via RPOSD's website. The Technical Assistance Directories will be updated routinely as needed.

Training and Education

To better equip and educate applicants about the Measure A grant process, RPOSD will hold training and education workshops throughout the year on a range of applicable topics. RPOSD may require all grantees attend periodic trainings on select topics of importance. Workshops will be led either by RPOSD or outside instructors/consultants. Workshop presentations will be recorded and posted to the RPOSD website for those not able to attend in person. Workshop topics may include and are not limited to the following:

- Introduction to Measure A Registration Process
- Community Outreach and Engagement
- Grant Application Process
- Introduction to Competitive Grants
- Grant Writing
- Project Management, including finances
- Grant Administration
- Park Planning 101
- Additional workshop topics will be developed based on registrant requests and observed needs.

Training and Education workshops will be available to all registrants. Registrants must sign up to attend each workshop. The number of workshops held on each topic will be determined by the number of sign-ups received. Recordings of workshops will be available to the general public on RPOSD's website, as well as digital versions of handouts and speaker contact information.

Ongoing Technical Support from RPOSD

RPOSD will provide ongoing technical assistance support to prospective applicants, applicants, and grantees throughout the grant process, including during registration, prior to all application periods, during the application period, grant administration, and project implementation. Ongoing technical support include will include:

- **Ongoing Support.** Includes managing TAP, raising general awareness of TAP, focused and proactive outreach to High-Need or Very-High-Need Study Areas, providing feedback on grant applications, being a resource for all grant-related questions or needs, and acting as the liaison between applicants and outside professionals and mentors. RPOSD will also curate and maintain resources related to best practices, case studies, other technical assistance opportunities, other potential funding opportunities, and other resources (including toolkits and recordings of training workshops). These resources will be available to the general public on the RPOSD website. RPOSD may collaborate with other agencies and/or organizations to deliver ongoing support.
- **TAP Case Managers.** Will work to help ensure that High-Need or Very-High-Need Study Areas understand and receive the resources they need. TAP Case Mangers will act as liaisons to High-Need or Very-High-Need Study Area agencies and will work closely with these agencies throughout the grant continuum. As an initial step, TAP Case Managers will conduct in-person intake interviews with all agencies with one or more High-Need or Very-High-Need Study Areas. Based on an assessment of these interviews, TAP Case Managers will then select which agencies are most in need of targeted, one-on-one guidance and will work closely with these selected agencies, assisting them through the grant continuum and helping their agency build capacity. Additional intake interviews and assessments will occur on an annual basis.

Because RPOSD Grant Officers will participate in the evaluation, scoring, and awarding for funds for competitive Measure A grant applications, RPOSD will not serve as TAP Case Managers to avoid potential conflicts of interest.

Ongoing technical support from RPOSD will be available to all registrants. TAP Case Managers will only be available to select agencies with one or more High-Need or Very-High-Need Study Areas.

Professional Services

Professional services in a variety of areas of expertise will be available to eligible agencies and organizations from professionals contracted with RPOSD. Professional services include, and are not limited to, the following:

- **Grant Writing.** Grant writing assistance is intended to help grant-seeking agencies and organizations successfully write competitive grant proposals. Professional services will provide either grant writing training seminars to organizations seeking to improve their grant writing skills or one-on-one grant writing services to organizations that have not yet written a successful grant proposal for RPOSD.

- **Community Outreach and Engagement.** Community outreach and engagement assistance will be available to agencies and organizations at various stages of the grant continuum. Professional services will be provided to agencies and organizations that do not have the capacity or resources to organize and conduct outreach and engagement, including developing and distributing outreach materials; facilitating meetings; preparing meeting materials; and providing refreshments, child care, and/or multilingual translation or interpretive services.
- **Construction Administration.** Construction administration assistance will be available to agencies and organizations during the construction phase of capital projects funded by Measure A grant funds. These types of professional services include project management in reviewing construction drawings and overseeing the administrative aspect of the construction process.

Additional professional service areas may be added based on participant requests and/or observed need.

Technical assistance from professional services is limited and thus not all agencies and organizations will receive these services. Funding for professional services will be distributed through a selective process to registrants who report a need for professional services during registration. RPOSD will determine which applicants are eligible for professional services based on the registrant's responses to the report of technical assistance need and their Study Area Need Level, and match eligible applicants to specific consultants depending on the agency's or organization's type of need.

Any registrants who reported a need for professional services but were not selected to receive professional services may submit a letter to RPOSD to explain their need for professional services in further detail.

Planning and Design Funds

Planning and Design Funds are intended to provide recipients with the financial resources for hiring professional consultants to perform work in planning and/or designing parks, trails, open space, or other recreation projects, or to perform this work in-house. Once available, at least 10 percent of Category 3 and Category 4 funds will be available annually as Planning and Design Funds. This equates to an estimated \$2,500,000 in the first year the funds are available. For detailed information about Planning and Design Funds, including project requirements, award size, and evaluation criteria, refer to Section 2.4.7.

2.4.6. MONITORING AND ASSESSMENT

TAP will be monitored on an annual basis and undergo a full evaluation after Year 7. The in-depth 7th year assessment of the program's outcomes and progress toward its goals will include approximately 10 metrics identified by RPOSD to ensure that the goals and priorities of Measure A are being met. In addition to these metrics, RPOSD staff will monitor registrant requests and observed needs to inform the annual evaluation. Evaluation results will inform any needed modifications to funding, structure, content, and delivery method of technical assistance. RPOSD's evaluation and improvement plan will be available through a public annual report. RPOSD will report to the BOS on a quarterly basis, providing information about TAP activities and progress toward engaging potential and existing grantees through the TAP.

2.4.7. TECHNICAL ASSISTANCE GRANTS

Planning and Design

The TAP includes Planning and Design Funds that are intended to provide recipients with the financial resources to perform work in planning and/or designing a park, trail, open space, or other recreation project. Planning and design projects may also be funded through annual allocation grant programs and select competitive grant programs (see Section 2.1 and Section 2.2).

The descriptions of Planning, Design, Project Types, and Project Requirements below apply to all planning and design projects, regardless of the funding source.

Planning

Planning funds from all sources provide resources to complete a range of planning efforts such as park master plans, feasibility studies, and other site studies required to effectively plan and design a park project. While the 2016 PNA included the identification of priorities for park projects, further examination of community-wide park system and project needs could help agencies and groups refine and expand on the list of priority projects for both competitive grants and annual allocations. Site studies would inform acquisition and development of new parks, and/or additions to existing parks, and could evaluate elements such as physical context and site conditions, land use and zoning compatibility, traffic, safety, and utilities. Planning work related to necessary environmental compliance and permitting required for site acquisition and development may also be funded.

Design

Design funds from all sources provide resources to complete design services and could include preliminary conceptual designs, design development drawings, or construction documents. Design efforts could also include specific tasks such as landscape design, materials selection, design of stormwater treatment elements, or incorporation of best management practices.

Project Types

Below is a non-exhaustive list of planning and design project types that may be eligible for funding through annual allocation grant programs, select competitive grant programs, and the Planning and Design Funds program:

- Park master plans
- Feasibility studies
- Site plans or studies
- Environmental planning/compliance
- Park or trail design development and construction documents
- Park system master plans
- Open Space and Recreation Element updates

Project Requirements

Regardless of the funding source for planning and design projects, applicants must provide proof that the project meets the project eligibility, feasibility, and community engagement requirements listed below.

Project Eligibility

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

- The applicant must be registered with RPOSD.
- The proposed project's schedule is a maximum of two years.
- The applicant must not have an open planning/design grant with RPOSD.

Project Feasibility

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

Land Access/Tenure

- Applicant has a plan as to how access or tenure will be acquired or arranged.

Permitting and CEQA Compliance

- Applicant has a general timeline and approach as to how and when permitting and CEQA will be completed; or
- If permitting and/or CEQA compliance are not applicable to the project, applicant has an explanation as to why not.

Adverse Site Conditions

- 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, with appropriate budget contingencies in the project budget; or
- The proposed project seeks to identify adverse site conditions on the project site.

Project Budget and Funding

- Applicant has a budget consistent with the level of planning and design completed to date, as well as a plan for funding to cover the budgeted costs, with appropriate contingencies given the level of planning completed.

Project Schedule

- Applicant has a schedule from fund award receipt to project completion that reflects the level of planning, design, permitting and community involvement that will be necessary for the planning/design project.

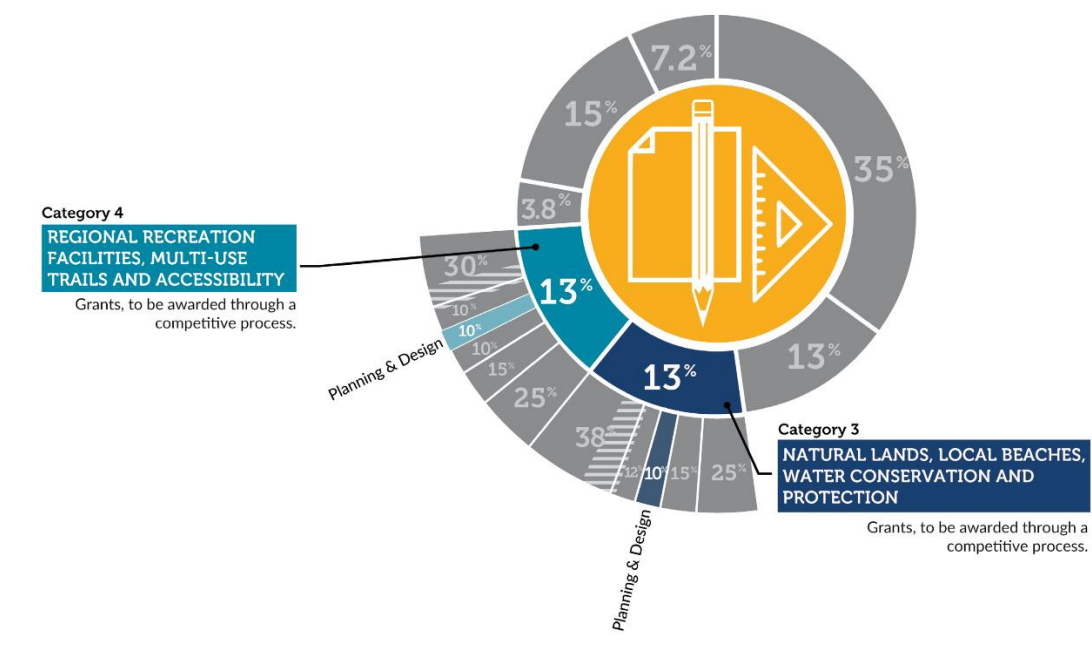
Community Engagement

The program must meet the minimum community engagement requirements described in Section 3.3

TAP Planning and Design Funds

The information below applies only to TAP Planning and Design Funds program.

Funding Amount and Cycle Frequency



Annual Allocation: 10% of the Natural Lands, Local Beaches, Water Conservation and Protection Program (Category 3) and 10% of the Regional Recreation, Multi-use Trails and Accessibility Program (Category 4).

Grant Cycle: The first cycle will occur no less than five years after the launch of the TAP; then annually thereafter.

Recipients: Projects that are located in High-Need or Very-High-Need Study Areas.

Amount: The dollar amount of funds available is updated annually based on the revenue received by September 15th of each year and awarded at intervals as described in the Competitive Grants Calendar (Figure 3-1).

Award Size

Requested grant awards must meet the minimum and maximum grant award size requirements.

- Minimum: \$20,000
- Maximum: \$250,000

Projects that require funding beyond these Measure A limits may seek to leverage supplemental funding from other sources.

Project Specific Evaluation Criteria

Applications will be scored using the following criteria:

Level of Need:

- Every project must serve or benefit residents of High-Need or Very-High-Need Study Areas or provides services to and/or recruits a majority of its participants from High-Need or Very-High-Need Study Areas.

Community Involvement Beyond Minimum Requirements

This is evaluated based on the assessment of submitted community involvement documentation and/or community involvement plan for the proposed project as well as quality of the agency's engagement with the community in past or ongoing projects (in any). Examples include:

- Engaging the community at point(s) in the project when community input could influence the outcome of the project;
- Utilizing multiple inclusive outreach methods that target broad representation of residents and stakeholders;
- Actively seeking to remove barriers to accessing engagement meetings/ events such as scheduling meetings/events in the evenings and/or weekends, providing childcare, providing transportation, and providing refreshments;
- Establishing or leveraging community partnerships with local community-based organizations, citizen advisory groups, and/or school districts to gain support for the project;
- Providing language access services beyond minimum requirements;
- Reflecting community input received during the engagement process in the project's outcome and its components.

Timeliness and Urgency

Whether the initiation and completion of the project is needed and timely in that it builds on, complements, or moves toward implementing high priority acquisitions, connections, and/or habitat protection plans, or water conservation or protection improvement will be assessed for the application evaluation process.

Existing Planning and Design Challenges

This category supports applicants whose planning or project area has a history of planning and design challenges. Relevant planning and/or design are/is needed to guide the development and improvement of future park, trail, open space, or other recreation projects. Existing challenges include having no previous or relevant park or recreation planning or design efforts and having no award of previous planning and design funds.

The evaluation criterion of "Community Beyond Minimum Requirement" will not be applicable to those projects that are more exploratory and/or technical in nature such as adverse site condition assessments or development of construction documents.

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Section

3

Measure A Grant Administration

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3. Measure A Grant Administration

3.1 OVERVIEW

This chapter provides administrative procedures that are consistent with the policies for the implementation of Measure A grant programs. Given that best practices can change as the grant programs and grants management system for Measure A matures and develops, these guidelines will be subject to review and revision as appropriate by RPOSD.

3.1.1. ANNUAL ALLOCATIONS

Property taxes are the source of annual funding for Measure A grant programs. The total tax collections for the year will be determined after financial books are closed at the end of the Los Angeles County fiscal year. After total collections have been determined, new funding amounts for each of the different grant programs will be announced by September 15th of each year.

Grant programs with annual funding allocations to Study Areas use the Per Capita Improvements formula to determine allocation ratios. This ratio, once determined, is used to determine each year's allocation and will be updated with current population and square footage of improvements data in conjunction with the update of the UPNA.

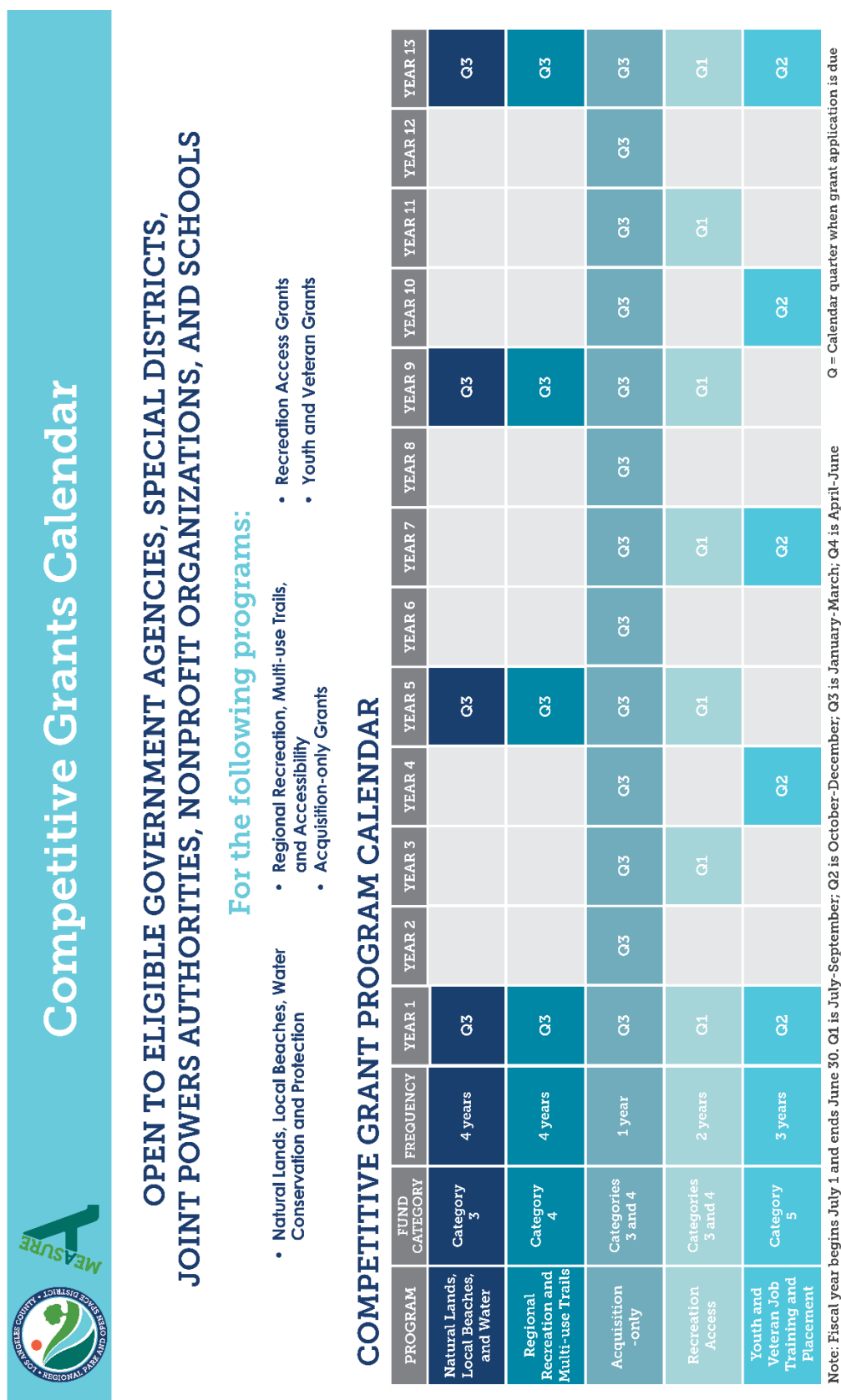
Annual allocations will be available to eligible agencies on an ongoing basis. For additional information, on these grant programs refer to Section 2-1. For information about sharing annual allocations, refer to Section 1.5.

3.1.2. COMPETITIVE GRANTS

The funds for each of the competitive grant programs will be accrued between grant program cycles. The accrued funds for each competitive grant program will be released with public announcements, applications and guidelines for each program and cycle. After the first cycle of competitive grants, the competitive grant programs will be available on a one- to four-year cycle, depending on the grant program, in accordance with the competitive grant calendar shown in Figure 3-1.

With the release of each competitive grant program cycle, RPOSD will make applications, guidelines and assistance available, set application due dates, identify application evaluation periods, and issue notification of grant award. Refer to Section 3.4 for additional information.

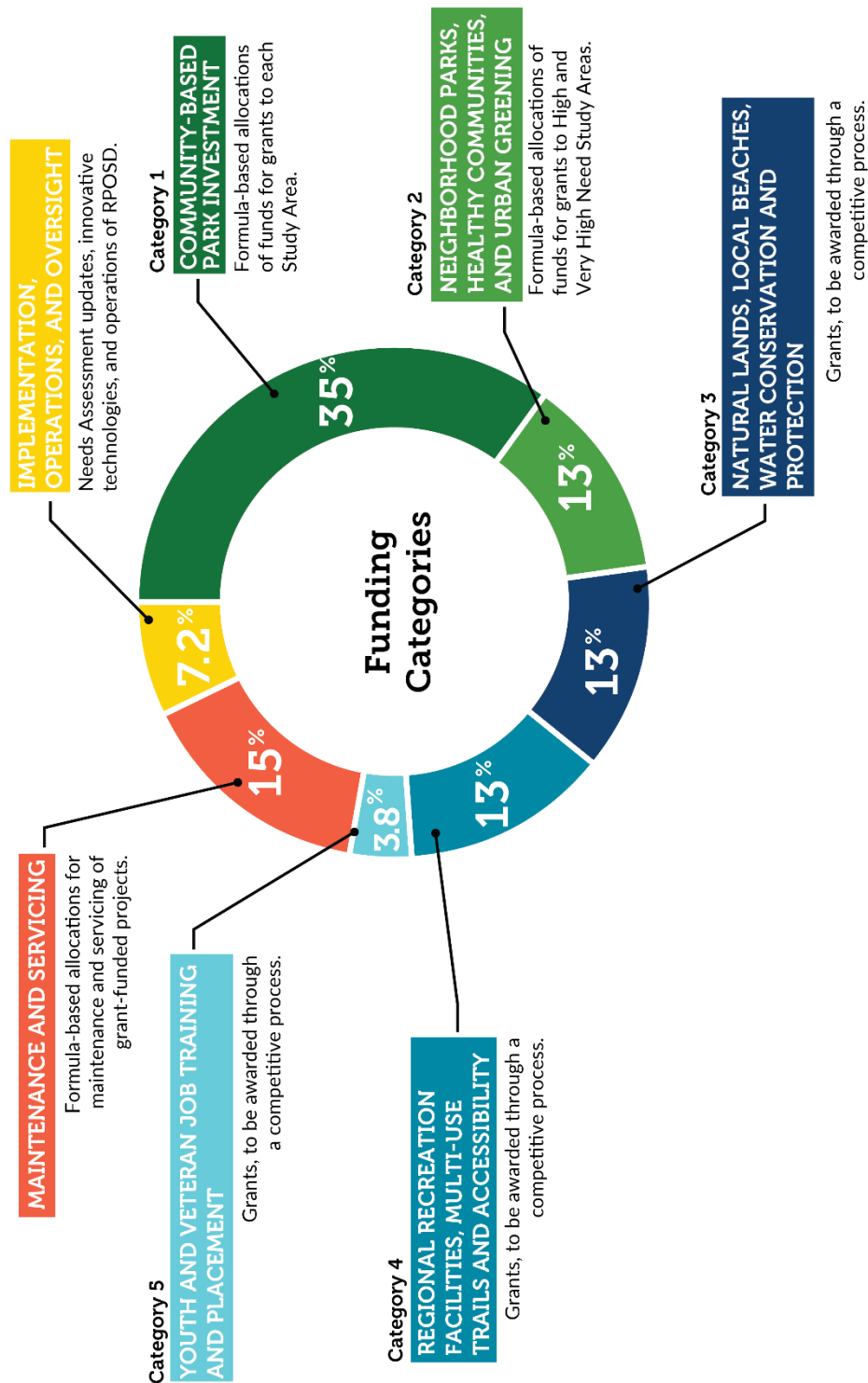
Figure 3-1: Calendar for Competitive Grants



3.1.3. MEASURE A ANNUAL EXPENDITURE PLAN

The Measure A Annual Expenditure Plan in Figure 3-2 shows the percentage of total Measure A funds allocated to each funding category. These percentages are established in Measure A, and the dollar amounts allocated to each funding category and grant program will be calculated based on final tax revenue on September 15th of each year. The percentages allocated to each funding category may change in the future due to factors such as changes in tax revenue and policy changes. Funds allocated to competitive grant programs annually will be accrued until the grant program cycle opens, as indicated in Figure 3-1.

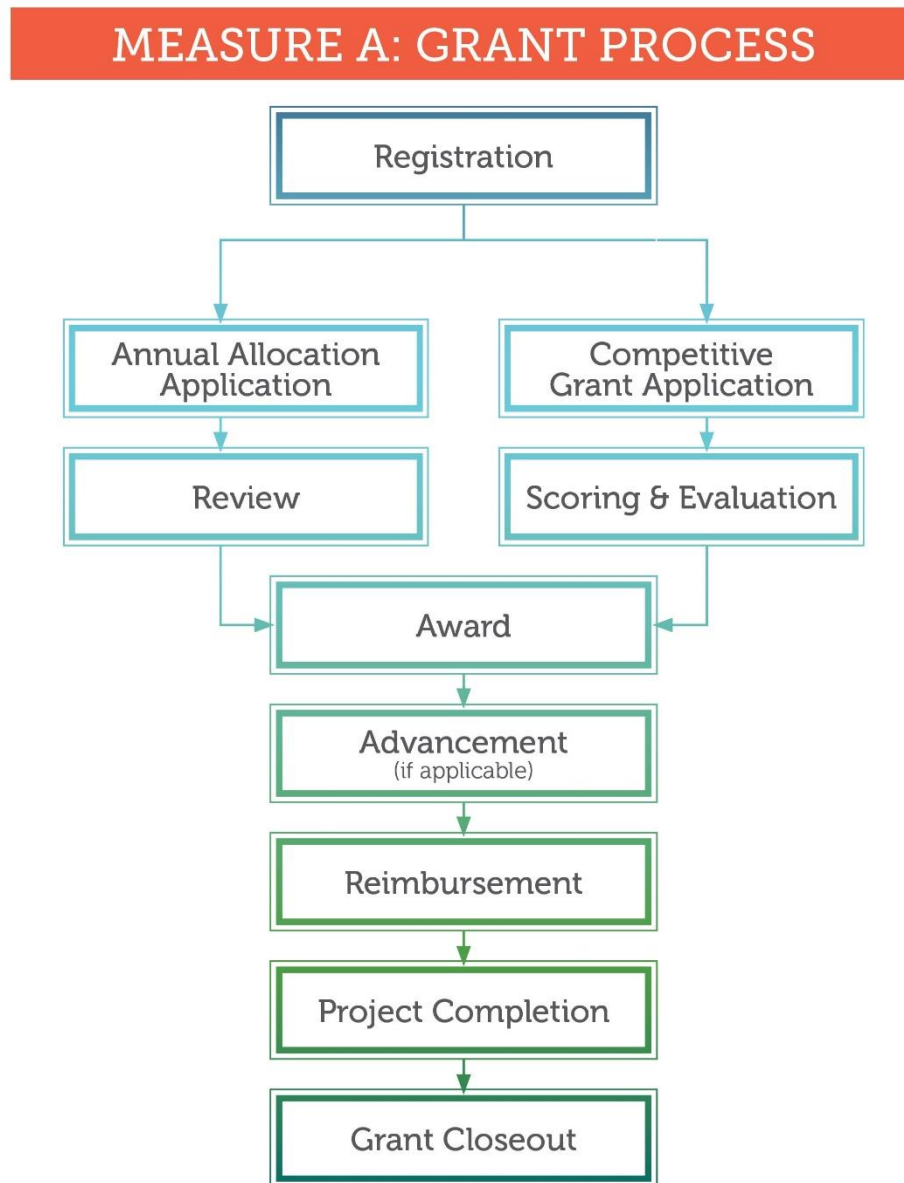
Figure 3-2: Measure A Expenditure Plan



3.1.4. OVERVIEW OF PROCESS FOR RECEIVING GRANT FUNDS

Figure 3-3 shows the sequential process to be followed to receive Measure A grant funding. Section 3.2 contains guidance and information on registering with RPOSD and reporting technical assistance needs. Section 3.4 provides details on the remaining elements of the grant process, including application, approval and grant award, advancement, reimbursement, project completion, and grant closeout.

Figure 3-3: Grant Process Overview



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3.2 ELIGIBILITY AND REGISTRATION REQUIREMENTS

Eligible grant applicants are required to complete an online registration process. Applicant registration information must be entered and submitted to the Grant Management System (GMS) through the link to the GMS portal found on RPOSD's website.

Applicants requiring assistance with the registration process are encouraged to contact RPOSD for assistance. As part of the registration process, registrants will have the opportunity to inform RPOSD of interest in the Technical Assistance Program.

All applicants must verify their registration information annually. This may include reviewing documents and forms previously supplied, or uploading new versions of documents and forms as required by the GMS. Registration requirements differ by organization type (public agency, nonprofit organization, or school) and are described beginning in Section 3.2.1.

Once enrolled, public agencies, nonprofit organizations, and schools may apply for open grants as determined by their agency or organization type. Figure 3-1 indicates which grant programs are open to which types of agencies and organizations.

Table 3-1: Measure A Grant Programs By Agency/Organization Type

ANNUAL ALLOCATION GRANT PROGRAM		OPEN TO THESE TYPES OF AGENCIES/ ORGANIZATIONS
Community-based Park Investment Program		Public Agencies
Neighborhood Parks, Healthy Communities, & Urban Greening Program		Public Agencies (High-Need or Very-High-Need Study Areas only)
Allocation to Los Angeles County Department of Beaches and Harbors		DBH
Allocation to Los Angeles County Department of Parks and Recreation		DPR
County Cultural Facilities Program		Public Agencies, Nonprofit Organizations, Schools
County Priority Projects Program		Public Agencies, Nonprofit Organizations, Schools
Innovation Grant Program		Public Agencies, Nonprofit Organizations, Schools
Maintenance and Servicing Funds		Public Agencies, Nonprofit Organizations
COMPETITIVE GRANT PROGRAM		TYPES OF POTENTIALLY ELIGIBLE ENTITIES
Acquisition / Development Projects	Natural Lands, Local Beaches, Water Conservation and Protection Program	Public Agencies, Nonprofit Organizations, Schools
	Regional Recreation, Multi-use Trails and Accessibility Program	Public Agencies, Nonprofit Organizations, Schools
	Acquisition-Only Program	Public Agencies, Nonprofit Organizations, Schools
Programs	Recreation Access Program	Public Agencies, Nonprofit Organizations, Schools
	Youth and Veteran Job Training and Placement Program	Public Agencies, Nonprofit Organizations, Schools
TECHNICAL ASSISTANCE GRANTS		TYPES OF POTENTIALLY ELIGIBLE ENTITIES
Planning and Design Funds		Public Agencies, Nonprofit Organizations, Schools

3.2.1. 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.

Registration Requirements

- Neighborhood Parks Needs Assessment Inventory Data. Must verify the accuracy of inventory data every year and provide updates to RPOSD when necessary.
- Report Intent to Apply for Annual Allocations. Agencies must inform RPOSD if they intend to use their annual allocations or choose to accrue them for up to five years. A spending timeline is required.

3.2.2. 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
- Nonprofit affordable housing development¹

¹ Only eligible if project provides public park space. Developers must partner with local public agency.

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)

3.2.3. SCHOOLS

Eligibility

Public and private nonprofit schools are eligible to enroll with RPOSD, provided they allow public use of school facilities during non-school hours or offer education/training programs. Schools offering education/training programs or certification placement services to youth and veterans are also eligible, and are limited to applying for programmatic grants (e.g., Youth and Veteran Job Training and Placement Program and Recreation Access Program grants) only.

Registration Requirements

Schools are not required to meet any requirements beyond those required of all agencies and organizations as outlined in Section 3.2.4. 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. Refer to Section 3.4.1 for additional information. Likewise, schools offering education/training programs will be required to provide documentation showing that Training/Education and Certification/Placement Services provided meet grant program requirements when completing a grant application.

3.2.4. ADDITIONAL REQUIREMENTS FOR ALL REGISTRANTS

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

Attend a Registration Workshop.

Registrants are required to attend a workshop and/or webinar hosted by RPOSD for training on the Measure A registration process.

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 financial audit showing financial statements are accurate and complete. 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 supply their 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.

Jurisdiction/Board Support (if available)

Submit proof of authority from jurisdiction/board representatives to accept and administer any and all Measure A funds.

Report Technical Assistance Needs.

Registrants who are interested in participating in the Technical Assistance Program should identify their needs during the registration process.

3.2.5. REGISTRATION RENEWAL

Registration requires renewal every 12 months. This may include reviewing documents and forms previously supplied, or uploading new versions of documents and forms as required by the GMS.

3.3 COMMUNITY OUTREACH AND ENGAGEMENT

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

To qualify for funding, Measure A applicants must conduct community outreach and engagement that meets the minimum requirements (outlined in Section 3.3.2) with the intent to:

- Ensure the applicant's community is included in the determination of spending priorities: and
- Report to the community how Measure A funds are being applied to projects.

The requirements outlined in this section are *minimum* requirements, and all applicants are encouraged to conduct robust outreach and engagement that goes above and beyond these requirements.

To support the practice of robust and meaningful community outreach and engagement, RPOSD will provide technical assistance and training on best practices for conducting outreach and engagement to applicants. Through the Technical Assistance Program (TAP), RPOSD will also establish partnerships with consultants and Community Based Organizations (CBOs) who can assist cities with their outreach and engagement efforts.

To help cover the cost of holding community outreach and engagement, agencies may request an advancement of funds. Approval of the request is at the discretion of RPOSD, and may be based on the amount of annual allocation funds the agency has or on the type of project identified.

See Section 2.4 for additional information about technical assistance and Section 3.4.4 for details regarding advancing of funds.

3.3.1. OUTREACH METHODS & ENGAGEMENT APPROACHES

Outreach and engagement are both necessary when seeking input from community members. Outreach provides information to residents and informs them that a meeting, workshop, or other engagement event is scheduled. Engagement occurs when residents participate in a discussion – either by receiving information or providing input – about the project under consideration.

All community engagement must be preceded by robust outreach that encourages meaningful public participation and inclusive decision-making processes.

Outreach Methods

The outreach methods used should be appropriate in scale and type to the community being served, and must adhere to the language access requirements described in Section 3.3.3. In general, the materials should include the Measure A and/or RPOSD logo and other associated branding tools such as slogans and hashtags.

Utilizing at least one outreach method from each of the three categories listed below, for a minimum of three methods of outreach, is required. All outreach conducted for Measure A–funded projects must adhere to the language access requirements described in Section 3.3.3. Examples of acceptable outreach methods include but are not limited to:

Online Media Outreach

- Email blasts
- Social media
- Publication on a website

Local Media Outreach

- Newsletters
- Local and regional newspapers
- Local radio and television

Grassroots Outreach

- Door-to-door canvassing
- Phone banking
- Surveys and focus groups
- Distribution of flyers or other printed materials

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

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

Engagement Approaches

All community engagement must be preceded by robust outreach that encourages meaningful public participation and inclusive decision-making processes. Measure A recognizes three distinct approaches to engagement ranging from sharing information with community members to participatory approaches that seek robust input on a project. Each approach is described below, and requirements are addressed in Section 3.3.2.

Information Sharing (IS)

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

Concurrent Participatory Engagement (CPE)

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

CPE events may occur as part of any public meeting with multiple agenda items, such as regularly or specially scheduled council, commission, or committee meetings where public input is invited; or at special community events such as festivals, fairs, or open houses where a table or booth may be set up to engage the community and solicit feedback pertaining to spending priorities within a Study Area; or at other meetings or events where community input can be given.

The CPE approach to engagement should occur during the stage(s) of the project which allows community input to be incorporated into project plans to the greatest extent possible. Input that cannot be feasibly incorporated into project plans must be explained to the community in a public forum.

Dedicated Participatory Engagement (DPE)

The DPE approach to engagement actively seeks input from community members and engages them in robust discussion while building strong, sustainable, authentic partnerships by enabling community members to identify needs and priorities and inform project decisions. The DPE approach requires that all engagement meetings, workshops, or events be dedicated to discussing project(s) to be financed with Measure A funds.

DPE events must focus entirely on parks and open space projects, plans, or priorities and may not include agenda items that do not pertain to specific projects, plans, or priorities. This is intended to provide more time and focus to allow for robust participation without agenda-based time constraints. DPE events include but are not limited to: public workshops or meetings, design charrettes, collective design/visioning, community mapping, model making, and participatory budgeting.

The DPE approach to engagement should occur during the stage(s) of the project which allows community input to be incorporated into project plans to the greatest extent possible. Input that cannot be feasibly incorporated into project or plans must be explained to the community in a public forum.

3.3.2. MINIMUM OUTREACH AND ENGAGEMENT REQUIREMENTS

All community engagement must be preceded by robust outreach that encourages meaningful public participation and inclusive decision-making processes. As shown in Figure 3-4, two factors determine engagement requirements: award type and total project budget. Each award type (annual allocation or competitive grant) contains project budget brackets, with each bracket having a specific set of engagement requirements. In general, the larger the project budget, the more intensive the engagement requirement. When identifying engagement requirements, applicants should first identify the appropriate award type and then find the applicable project budget size bracket.

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

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

Although the timing is not specified, some projects are required to engage the community at least two times, as indicated by the "x2" symbol in Figure 3-4. Changes to project budgets may trigger additional engagement requirements if the updated budget falls into a different bracket. RPOSD may withhold reimbursements until appropriate engagement has been conducted.

All applicants are required to upload a Community Engagement Plan to the GMS as part of their grant application. The Community Engagement Plan should describe all outreach and engagement conducted and/or describe all plans to engage the community in the future. Supporting documentation is required of all applicants and must be uploaded to the GMS. Additional information on supporting documentation and evaluation of engagement can be found in Section 3.3.4.

Figure 3-4: Minimum Engagement Requirements



Annual Allocations

This section applies to community engagement requirements for all annual allocations to jurisdictions under the Community-Based Park Investment Program; the Neighborhood Parks, Healthy Communities, & Urban Greening Program; annual allocations to the Department of Beaches and Harbors (DBH); annual allocations to the Department of Parks and Recreation (DPR); and annual allocations to County Cultural Facilities and County Priority Projects.

Community engagement requirements for projects funded by annual allocations are determined by five project budget brackets, as presented in Table 3-2 and shown on Figure 3-4.

Table 3-2: Community Engagement Requirements for Annual Allocations

TOTAL PROJECT BUDGET	INFORMATION SHARING	CONCURRENT PARTICIPATORY	DEDICATED PARTICIPATORY
Up to \$100,000	Yes		
\$101,000 to \$499,999	Yes	This	OR This
\$500,000 to \$999,999	Yes	Two of this	OR One of This
\$1,000,000 to \$1,999,999	Yes		Yes
\$2,000,000 and Above	Yes		Yes

The required approach to community engagement is determined by total project budget, not the total available allocation. For example, if an agency receives an annual allocation of \$150,000 and has plans to fund three different projects with budgets of \$50,000 each, the required engagement is based on the \$50,000 project budget. Engagement must be conducted for each project; however, to avoid fatiguing community members, engagement efforts may be combined for projects with similar timelines if there is equal opportunity to learn about and discuss each of the projects being funded.

The stated requirements do not apply to projects addressing infrastructure improvements that are required by law to ensure health, safety, and/or accessibility. These types of projects should not be avoided, regardless of community input. Therefore, the Information Sharing engagement approach is the minimum engagement requirement, regardless of the project budget. Applicants will be required to submit documentation to describe the specific legal mandate and how the project will bring a site into legal compliance. For projects that involve mandated infrastructure improvements *and* capital improvements that include the development of new amenities or acquisition of land, all agencies/organizations must follow the standard engagement requirements shown in Table 3-2 and Figure 3-4 and described throughout this section.

As shown in Figure 3-4 and Table 3-2, projects with larger budgets require engagement multiple times throughout the duration of the project. Where the “x2” symbol is shown in Figure 3-4, the associated engagement must be conducted at least twice throughout the course of the project. Acceptable engagement must have been conducted within 36 months of the application date or will be conducted as part of the project. All engagement conducted prior to receiving the grant award is also held to the requirements.

Competitive Grants

This section describes community engagement requirements for the following competitive grant programs: Natural Lands, Local Beaches, Water Conservation and Protection Program Competitive Grants; Regional Recreation, Multi-use Trails and Accessibility Program Competitive Grants; Recreation Access Program Grants; and Planning and Design Funds. Requirements for Youth and Veteran Job Training and Placement Program Grants are described in the following section.

Community engagement requirements for projects funded by competitive grants are determined by four project budget brackets, as presented in Table 3-3 and shown on Figure 3-4.

Table 3-3: Community Engagement Requirements for Competitive Grants

TOTAL PROJECT BUDGET	INFORMATION SHARING	CONCURRENT PARTICIPATORY	DEDICATED PARTICIPATORY
Up to \$500,000	Yes	This	OR This
\$500,001 to \$1,000,000	Yes	Two of this	OR One of This
\$1,00,001 to \$2,000,000	Yes		Yes
\$2,000,000 and Above	Yes		Two of this

The required approach to community engagement is determined by the total project budget, not the grant award size. For example, a grant application for \$750,000 for a project with a total budget of \$5 million, the applicant must follow the engagement requirements for the over \$2,000,000 bracket. Changes to project scope and budget may trigger additional engagement requirements if the project budget changes brackets. RPOSD may withhold reimbursements until appropriate engagement has been conducted.

As shown in Figure 3-4 and Table 3-3, projects with larger budgets require engagement multiple times throughout the duration of the project. Where the “x2” symbol is shown in Figure 3-4, the associated engagement must be conducted at least twice throughout the course of the project. Acceptable engagement must have been conducted within 36 months of the application date or will be conducted as part of the project. All engagement conducted prior to receiving the grant award is also held to these requirements.

Youth and Veteran Job Training and Placement Program Grants

Applicants for Youth and Veteran Job Training and Placement Program grants must fulfill Information Sharing community engagement requirements, regardless of project budget. Organizations are expected to continuously conduct outreach to promote programs and resources, especially among High-Need or Very-High-Need Study Areas. In lieu of stringent engagement requirements, Youth and Veteran Job Training and Placement Program grant scoring criteria closely evaluate the quality of program benefits provided to the intended populations and emphasize the importance of community partnerships in developing appropriate programs, resources, and services. In cases where these grant funds are utilized to implement park projects, the community engagement requirements for competitive grants described in this section will apply.

Acquisition-Only Grants

Acquisition-only projects may be funded from annual allocations or competitive grants and 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 requirements shown in Figure 3-4, Table 3-2, and Table 3-3 and described throughout this section.

3.3.3. LANGUAGE ACCESS REQUIREMENTS

When conducting community outreach and engagements, cultural and language sensitivities must be considered to encourage participation from groups that typically face barriers and are less likely to participate in public process collaborations.

To ensure truly inclusive practices, all outreach and engagement conducted for Measure A-funded projects must adhere to the language access requirements described in this section. Table 3-4 identifies the required levels of translation and interpretation services based on the percentage of linguistically isolated populations speaking a given language within a given Study Area.

Detailed methodology for identifying isolated languages is described in Appendix D. All registrants should refer to Appendix D to identify which languages spoken within a Study Area require language access consideration.

Table 3-4: Language Access Tiers and Requirements

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

3.3.4. EVALUATION OF OUTREACH AND ENGAGEMENT FOR MINIMUM REQUIREMENTS

All applicants are required to submit a Community Engagement Plan as part of their application in the GMS. The Community Engagement Plan must describe all outreach and engagement conducted and/or describe all future plans to engage the community about the specific project(s) for which the grant award would be utilized. The Community Engagement Plan must include the following information to show that minimum requirements have been fulfilled or will be fulfilled:

- Dates, frequency, and outreach methods used or planned to be used
- Dates of all engagement, either planned or completed
- Scope of planned and/or conducted engagement activities
- Language access verification
- Supporting documentation (as noted in this section)

For engagement that has been completed no more than 36 months prior to the application date, applicants must submit all supporting documentation at the time of the application.

For applicants planning to conduct engagement for their project throughout the lifecycle of the grant, supporting documentation must be submitted in accordance with the approved budget and timeline in order to remain in good standing. Documentation must support the submitted engagement plan, project scope, budget, and schedule. Failure to implement the Community Engagement Plan as stated could result in a delay of reimbursements and may impact Good Standing status with RPOSD.

Acceptable supporting documentation for outreach and engagement includes the following items, as applicable: vendor invoices, outreach flyers, log of canvassing, media ads, and other graphics; sign-in sheets; photos; activity sheets; public comment cards; and meeting minutes, staff reports, and other summary documents.

RPOSD may request additional documentation within four weeks of submission of supporting documentation and may require additional engagement if deemed necessary. Grant Officers or other RPOSD staff may attend randomly selected engagement meetings to verify quality of engagement being conducted. RPOSD may require grantees to attend periodic trainings to improve best practices in outreach and engagement.

3.3.5. EVALUATION OF OUTREACH AND ENGAGEMENT FOR COMPETITIVE GRANTS

In the following three competitive grant programs, applicants will be eligible to receive points for demonstrating robust engagement that goes beyond the minimum requirements outlined in this document:

- Natural Lands, Local Beaches, Water Conservation and Protection Program Competitive Grants
- Regional Recreation, Multi-use Trails and Accessibility Program Competitive Grants
- Recreation Access Program Projects Competitive Grants

Points will be awarded based on the quality of outreach and engagement conducted by applicants. The five guidelines below describe best practices to guide applicants as they plan and conduct outreach and engagement for projects.

Additional criteria for competitive grant evaluation can be found in Section 2.2.

Engage the Community at an Appropriate Time

Although the most appropriate time to engage the community will vary depending on the project type, it is important that community members have an opportunity to raise questions and offer suggestions when their input can still influence the outcome of the project. Grantees who fail to engage the community according to the submitted Community Engagement Plan and project schedule may lose their status of good standing and be ineligible to receive payment reimbursements. See Section 3.4.6 for additional information on good standing status. Competitive grant applications will be evaluated based on the following requirements and best practices:

- Participants should be engaged during points in the project that allow them the opportunity to identify issues and needs; conceptualize project scopes; establish project goals; assess constraints, challenges, and opportunities; and benefit from the project outcomes.
- Appropriate timing may include but is not limited to: the onset of the project; during design phases; during construction; upon project completion; and through ongoing programming.

Employ Inclusive Outreach Methods

Inclusive outreach should seek to engage people whose interests are affected by the project plans, particularly groups who typically experience barriers to participation such as ethnic minorities, non-English speakers, and members of low-income communities. Outreach for all engagement approaches should begin at least two weeks prior to any event or major decision.

As mentioned in Section 3.3.1, outreach methods should be appropriate in scale and type to the community being served. Acceptable outreach methods include but are not limited to: door-to-door canvassing, phone banking, distribution of flyers or other printed materials, local and regional print media, local radio and television, surveys and focus groups, email blasts, online newsletters, and social media.

Remove Barriers to Access

To maximize opportunities to engage in the public process, applicants should mindfully remove any practical, financial, or cultural barriers to participation.

- **Practical Barriers.** To reduce practical barriers, applicants should: select locations easy to access by multiple modes of transportation; provide child-care services or kid-friendly engagement activities; provide easy-to-read wayfinding signs; schedule meetings during weekends or evenings; ensure venues provide ADA accessibility; provide adequate audio-visual devices; and provide refreshments if meetings are scheduled close to traditional meal times.
- **Financial Barriers.** To avoid financial barriers to participation, applicants should provide free or reimbursed parking; provide free child-care services or kid-friendly engagement activities; and avoid scheduling meeting during traditional work hours.

- **Cultural Barriers.** To avoid cultural barriers to participation, applicants should provide language translation services (as required); utilize culturally relevant messaging; and partner with CBOs who are familiar with the community's cultural sensitivities.

Establish and Leverage Community Partnerships

Establishing and leveraging strong, sustainable, and authentic community partnerships can help to center the perspectives of vulnerable communities; encourage inclusive community-based participation; promote shared decision-making; and support agencies with limited organizational capacity. Community organizations can help public agencies improve their quality of engagement by developing and implementing appropriate outreach materials and methods, facilitating meetings and events, providing translation services, and by providing direct connections to the community to ensure inclusive representation of local values and goals. Financial assistance to fund engagement services provided by community organizations services may be available through Technical Assistance Program (TAP) (see Section 2.4).

Incorporate Community Input into Project Plans

RPOSD is committed to ensuring that the park projects are successful. RPOSD's experience over the last 25 years is that parks that thrive are those whose community members take ownership, one factor in this is including the community in the development of a park project. This is not always possible or feasible, however incorporating community input into project plans is essential to building trust and collaborative relationships between public agencies and the communities they serve. Participants should always have a clear understanding of how their feedback will or will not be incorporated into project development and a general understanding of how policies and regulations may influence the project development. Although there are cases when the utility of community feedback may be hampered by fiscal, legal, or other constraints, applicants should give participants opportunities to:

- Provide input regarding the location of facilities or amenities
- Learn about and/or report deferred maintenance concerns
- Recommend new facility locations and/or amenities
- Provide design ideas for recreation features
- Provide design ideas for softscape features
- Request programmatic changes

It is critical that participants understand how their feedback will or will not be used for project development. Applicants should avoid raising false hopes and soliciting feedback without intent to consider it during project development. For projects with limited ability to genuinely incorporate community input, applicants should focus the conversations on educating and informing the community to ensure they understand the needs, opportunities, and anticipated outcomes. Applicants are encouraged to partner with community-based organizations to help facilitate difficult conversations around unaligned priorities.

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3.4 APPLICATION, GRANT ADMINISTRATION, AND PROJECT DELIVERY

The processes for grant application, administration, and delivery of completed project will be managed by an online GMS and RPOSD Grant Officer. The online grants management system will streamline all aspects of these processes while ensuring compliance with all requirements. All required documentation should be uploaded to the GMS unless otherwise stated or requested by the Grant Officer. Exceptions to the processes described in Sections 3.4.1 through 3.4.6 can be found in Section 3.4.7.

3.4.1. APPLICATION REQUIREMENTS

To apply for annual allocations or competitive grant funds, applicants must complete RPOSD's registration process (see Section 3.2 for registration requirements). Once registration is completed and technical assistance needs have been reported, applicants must submit an online application for each project seeking Measure A funds. Any applicant with open RPOSD grants will need to be in Good Standing status to be eligible for additional grants.

The online system will allow applicants to answer questions specific to a grant program, download templates for required forms, upload supporting documents and sign forms and execute contracts using electronic signatures. Applicants will have the ability to save and return to their applications as they work on submitting various components of the application. RPOSD will provide information and periodic training on the online application platform and process through training guides, workshops and webinars.

Applicants should work closely with their designated RPOSD Grant Officer to clarify any questions, challenges, or anticipated delays prior to submission of the online application. A meeting between grant applicant and Grant Officer will be conducted to ensure the project budget and timeline is carefully considered prior to execution of the grant agreement. Failure to comply with all elements of the project application, including timeline deliverables, may result in a loss of good standing.

Annual Allocations

Applications for annual allocations will be accepted on an ongoing basis from eligible agencies who have completed registration and are in Good Standing status.

Allocations Application Workshop

All agencies eligible for annual allocations are required to attend an allocations application workshop before applying. At least one representative from the eligible agency must attend a workshop. Additional workshop attendance may be required if staff turnover indicates a need.

Multiple workshops will be held across the county periodically to ensure all agencies have an opportunity to attend. Webinars will be available and will be updated by RPOSD as needed. The workshop will introduce applicants to the application requirements, community engagement requirements, and respond to general questions. Attendance at an allocations workshop (in person or online) before applying is mandatory and will be tracked and verified by RPOSD at the time of application.

Competitive Grants

Applications for competitive grants will be released by RPOSD at least six months prior to the application deadline and will be accompanied by informative workshops across the county. RPOSD will announce the release of competitive grant applications through their website, by email blasts, and social media. A typical competitive grant timeline, from application to award, is shown in Table 3-5. Applicants who missed the deadline will have to wait until the next grant cycle to reapply. Refer to Section 3.1.2 for additional information about the competitive grants calendar.

Table 3-5: Typical Competitive Grant Timeline: Application to Award

	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12
Application available												
Application due							1 st OF MONTH					
Application evaluation												
Notification of grant award												1st OF MONTH

Competitive Grant Application Workshop

Applicants must attend a grant application workshop for each competitive grant program. Multiple workshops will be held across the county to ensure all agencies have an opportunity to attend.

Webinars will be available and will be updated with each new grant cycle. The competitive grant application workshop will walk applicants through the goals of the grant program, application requirements, community engagement requirements, and respond to general questions. Attendance at a competitive grant application workshop or webinar is mandatory and will be tracked and verified by RPOSD at the time of application.

Good Standing

Applicants must be in Good Standing with RPOSD in order to apply for any type of grant. Applicants who are not in Good Standing status must contact their assigned RPOSD Grant Officer to develop a plan to restore Good Standing prior to applying for any additional grants. Refer to Section 3.4.6 for additional details.

Supporting Documentation, All Applications

In addition to questions on the application, required documentation for both annual allocation and competitive grants must be uploaded to the GMS as part of the application submission. Specific requirements will be clearly described in detail in the call for applications as well as in the GMS. Items may include but are not limited to:

- Project Summary
- Project Location Map(s), including Project Vicinity Map and Grant Boundary Map

- Site Plan (development projects only)
- Project Site Photos
- Project Signage Plan
- Grant Timeline
- Grant Budget
- Community Engagement Plan
- Grant Requirements Verification (varies by grant program, refer to Sections 2.1 and 2.2 for details)
- Feasibility Verification (varies by grant program, refer to Sections 2.1 and 2.2 for details)
- Third Party Agreements (if applicable). May include:
 - Any sharing agreements required per Section 1.5
 - A Joint/Shared-Use Agreement or Letter of Intent to Enter Joint/Shared-Use Agreement. The Joint/Shared-Use Agreement or Letter of Intent should comply with the following:
 - Allows for reasonable public use and access of the site;
 - Must be in place for a minimum of 5 years (executed agreement period of land tenure plus addendum/extension clauses) after date of application for grant funds, and must provide an option and/or method to extend;
 - Includes the use of indoor and/or outdoor facilities;
 - Allows third parties to operate programs;
 - If there are fees for site use or participation, there may be no differential fees that allow one group to receive a lower fee due to their membership, affiliation, place of residence, etc.
 - Includes language ensuring that the party responsible for the dissolution of the agreement is responsible for paying back grant funds expended.
 - Require RPOSD review/approval before ending joint/shared-use agreement.
- Estimated Plan and Budget for the costs to maintain and operate facility/completed project.
- Organizational Chart
- Other Regulatory Requirements (if applicable)

3.4.2. APPLICATION REVIEW

All completed applications submitted to the GMS will be reviewed in accordance with the guidelines described in this section.

Annual Allocation Grant Applications

The Director of RPOSD has the authority to award and administer grants under Section 6(a) of Measure A. RPOSD will review and approve grant applications for grants funded with annual allocations as well as Maintenance and Servicing funding requests.

Competitive Grant Applications

RPOSD will collaborate with subject matter experts to evaluate and award Competitive Grants funded with Measure A funds according to the following process:

- RPOSD will create an evaluation panel 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 issues.

- RPOSD staff will conduct an administrative review of applications for good standing status, completeness, adherence to category and project requirements.
- Applications that passed administrative review will be sent forward to the competitive grants evaluation panel. Each application will be evaluated and scored by a minimum of three reviewers using the evaluation criteria outlined in for each grant program in Section 2.2.
- RPOSD staff will meet with the competitive grants evaluation panel to review each grant application and arrive at a composite score for each application. This meeting will produce a preliminary ranking to select projects that will receive a site visit.
- RPOSD staff and the competitive grants evaluation panel will schedule and complete site visits for the applications receiving top scores in the preliminary ranking.
- RPOSD staff and evaluation panel members will finalize ranking.
- To ensure recommended minimum funding targets for applicable competitive grant programs are met (see Figure 2-1), RPOSD staff and evaluation panel members will complete the following analysis:
 1. From the current grant program's total funding, set aside 30% to provide funding for approved projects in High-Need or Very-High-Need Study Areas. Any funds left unawarded will be held for the next grant cycle for projects in High-Need or Very-High-Need Study Areas. If there is insufficient funding for approved applications, RPOSD may award grants proportionately.
 2. The remaining 70% will be available for funding of approved grant applications in other Study Areas. If there is insufficient funding for approved applications, RPOSD may award grants proportionately.
- RPOSD's Board of Directors will be notified of results at the end of the evaluation cycle.
- RPOSD will issue notification of award to selected projects.

3.4.3. GRANT AWARD AND CONTRACT

Award recipients will be notified of their award amount by RPOSD. Award recipients will receive a grant agreement (GA) that must be signed and returned to RPOSD within 16 days of receipt. Award recipients will receive an executed PDF version of the contract for their records. The project performance period will not begin until the GA is executed. Reimbursements will only be issued for expenses incurred during the grant performance period.

3.4.4. GRANT ADMINISTRATION

After award recipients (hereafter referred to as grantees) have entered into a grant agreement, they are responsible for the ongoing administration of the grant and should work closely with their designated Grant Officer to ensure all requirements are met in a timely manner as well as maintain Good Standing.

Eligible and Ineligible Costs

RPOSD will either reimburse or advance Measure A funds to grantees for eligible project costs. In general, eligible costs for reimbursement fall into two categories: soft costs and hard costs. Table 3-6 provides examples of potential eligible costs for each type of grant program, while Table 3-7 provides examples of ineligible costs. These tables are not exhaustive, and grantees should consult their Grant Officer for cost eligibility questions.

Table 3-6: Eligible Costs, by Grant Type

ELIGIBLE COSTS: DEVELOPMENT GRANTS	
Soft Costs	Hard Costs
CEQA/NEPA	Community Engagement
Community Engagement	Construction Documents: Beyond 30% CD level
Design Documents: Up to 30% CD level	Construction Equipment Usage Rate Fees ²
Grantee Labor	Construction Management & Labor
Inspections	Engineering
Indirect Costs	Fixed Assets ³ with Life >5 years
Overhead Rate ¹	Interpretive Displays
Surveys	Permits
	Rental Equipment
	Technology and GIS
	Signage
	Surveys
ELIGIBLE COSTS: ACQUISITION GRANTS	
Soft Costs	Acquisition Costs
CEQA/NEPA	Appraisals
Community Engagement	Escrow Fees
Grantee Labor	Purchase Price
Inspections	Relocation Costs
Negotiations	Title Insurance
Overhead Rate ¹	Preliminary Title Report
	Property Taxes
ELIGIBLE COSTS: PROGRAM GRANTS	
Community Engagement	Community Engagement
Grantee Labor	Consultant Services ⁴
Insurance	Portable Equipment ²
Overhead Rate ¹	Grantee Labor
Fixed Assets with a Life < 5 years	Interpretive Displays
Incidentals	Rental Equipment
Non-Fixed, Portable Equipment	Signage
	Training Materials ²
	Transportation ²
ELIGIBLE COSTS: PLANNING & DESIGN FUNDS	
Soft Costs	Hard Costs
Grantee Labor	CEQA/NEPA
Overhead Rate ¹	Community Engagement
	Design Documents
	Grantee Labor
	Plans and Specifications
	Technical Studies

Table 3-7: Ineligible Costs

INELIGIBLE COSTS, ALL GRANT PROGRAMS
Bonus Payments
Ceremonial Expenses
Charges above Normal/Customary Rates
Contingency Reserves
Contract Cost Overruns
Costs Paid by Other Funding Sources
Damage Judgments, Attorney's/Legal Fees
Deficits, Overdrafts
Discounts not Taken
Direct Costs of Rent
Fixed Assets with a Life of <5 years ⁵
Grant Application Costs
Interest Charges
Lodgings, Meals, and Incidentals ⁵
Non-fixed, Portable Equipment
Office Equipment/Furnishings

Notes for Table 3-6 and Table 3-7:

1. If an overhead rate is used, the costs of employees that are charged directly to a grant must not be included in this rate. RPOSD will not allow overhead to be applied to any costs if the grantee fails to adhere to this guideline.
2. Use of vehicles and/or equipment owned by the grantee may be charged to the project for each use. Rental rates published by the California Department of Transportation may be used as a guide.
3. Fixed assets must have a useful life of 5 years or more. Examples include air-conditioning, fire alarms, interpretive displays, lighting, signage, and security systems.
4. Grantees must pay consultants according to the grantee's customary or established method and rate. Consultant fees may not be paid to the grantee's own employees or to any organization under common control of the grantee or in which any employee of the grantee has a financial interest.
5. Excludes Recreation Access Program grants as well as Youth and Veteran Job Training and Placement grants that include these items for the purposes of program delivery.

Soft Costs

Grantees may request reimbursement for eligible soft costs after the Grant agreement is fully executed. Approval of ongoing soft costs is dependent on progress in relation to grant scope, budget, and timeline. Soft costs that were paid and/or reimbursed by RPOSD must be returned for projects that are cancelled and/or terminated, unless RPOSD and the grantee agree that the termination is due to changes outside the grantee's control.

Up to 25 percent of the grant award may be used for soft costs. If necessary, grantees may request an increase in the soft cost percentage by providing a detailed grant budget and justification for the requested increase. Those expenses that qualify as soft costs are noted in Table 3-6 and differ based on grant type (e.g., development, acquisition, programmatic, or planning and design).

Hard Costs

Grantees may request reimbursement for eligible hard costs after the GA is fully executed, and the dates for these requests must be included in the timeline, and /or budget for the grant. Approval of ongoing hard costs is dependent on progress in relation to grant scope, budget, and timeline. Hard costs vary by project type, as shown in Table 3-6.

Grantee Labor

Eligible grantee labor costs include accounting, design, project management, or services that the grantee's employees directly engaged in development. Direct costs must be tracked, charged, and accounted for directly to a specific project. All grantee labor charges must be listed on the project budget. Grantees may request reimbursement of labor costs calculated through an adopted cost allocation rate or by listing direct costs.

Indirect Costs

Grantees may request reimbursement of eligible indirect cost by providing a cost allocation plan or indirect cost rate. The plan or rate must not include labor costs charged directly to a grant.

Grantees may be required to submit additional documentation supporting their cost allocation plan or indirect cost rate. The plan or rate must be a document adopted by an agency authorized representative or designee. Reimbursement will be denied if this guideline is not followed.

Local Policy Mandates

Grantees may be eligible to receive reimbursements for project elements not included in Table 3-6 but required by local policy mandates. All reimbursements of this nature must be reviewed for approval by RPOSD.

Advancements

As written in Measure A, if advance payment is required to get a project started, grantees may request advancement of funds up to 50% of the grant award. Grantees must provide a spending plan demonstrating when funds will be spent and for what purposes. (e.g. shown within the project timeline and budget.)

Grantees must provide proof of jurisdictional support for funds advancement from a city council or board resolution. This proof of support may also be submitted during the registration process. Requests for advance funds are subject to approval. RPOSD will consider a grantee's history with handling advance funds along with Good Standing status when reviewing a request for approval.

Unused advanced funds must be returned to RPOSD with grant closeout.

If funds are advanced for escrow purposes and are not expected to close in three days, these funds must be deposited into an interest-bearing account. All interests earned belongs to RPOSD and must be returned within 8 weeks.

Grantees may request advance funds from their annual allocations to help cover the cost of holding community outreach or engagement. RPOSD will review the proposed Community Engagement Plan, timeline, and budget to determine the amount of funds to advance.

Reimbursements

Measure A funds will be distributed to grantees on a reimbursement basis, unless advancement of funds is requested and approved. Eligible costs must have been incurred within the grant performance period to be approved for reimbursement.

Requirements for supporting documentation may vary by grant based on scope, funding category, and grantee type. Specific requirements will be described in detail through the GMS.

Grantees may begin requesting reimbursements once grant costs have been incurred and grantee is prepared to submit all supporting documentation.

All reimbursement requests should be completed in a timely manner as identified in the budget and timeline submitted as part of the grant application. Failure to submit payment request forms in the self-identified time frames may impact grantee's Good Standing status.

- Final payment on development/construction may be withheld on capital projects until the project scope is complete and the project conforms to the agreement as a usable public facility.
- Allow four weeks for all supporting documents to be reviewed and for payments to be processed.
- Payment requests will not be accepted or processed from June 15th through July 15th due to end of fiscal year bookkeeping requirements.
- For Acquisition Grants, Grantees may request reimbursement for acquisition costs after the deed restrictions have been reviewed, approved, and recorded. Acquisition documents should be submitted to the Grant Officer at least 15 days before any requests for deposits to escrow or submittal of requests for reimbursement of acquisition costs.

Supporting Documentation, All Grants

All grantees are required to submit the following documentation in order to receive reimbursement:

Grant Status Updates (GSU)

Grantees must provide grant status updates at a minimum of twice per year through the GMS. The due dates are self-identified in the budget/timeline included in the application. The required contents of the GSU will vary by grant program and will be specified in the GMS. The GSU may include, and is not limited to written narrative of progress, project photos, signage photos, notification of ceremonies, and other documentation of grant status. It is the grantee's responsibility to provide GSUs by the due date. If grantee fails to do, the grantee will not be in Good Standing with RPOSD. The requirement to provide GSUs will remain in place until RPOSD receives all closing documentation. Reimbursements will not be processed if the grantee does not have Good Standing.

Payment Request Form

Grantees must submit a payment request form using the GMS. Reimbursements will only be issued for expenses incurred during the grant performance period.

Updated Grant Budget/Timeline

If the overall grant budget/timeline has changed since being submitted during the application stage, grantees must submit an updated budget highlighting the changes. These changes may result in an amendment to the Grant agreement.

Deed Restrictions (DR)

All development projects and acquisition projects funded by Measure A are subject to a deed restriction (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. This process may be identified and start at the application process.

- *Acquisition-Only Projects.* The DR is required after the acquisition is complete and the grantee takes ownership of the property.
- *Development-Only Projects.* The DR is required drafted with final language, held at the offices of RPOSD, then executed and recorded by the grantee at the completion of the development. A copy of the recorded Deed Restriction shall be sent to RPOSD or uploaded to the GMS.
- *Acquisition/Development Projects.* The DR is required after the acquisition is complete and before reimbursement of any development costs.

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.

Joint/shared-use agreements, if applicable, must comply with the following:

- Allows for reasonable public use and access of the site;
- Must be in place for a minimum of 5 years (executed agreement period of land tenure plus addendum/extension clauses) after date of application for grant funds, and must provide an option and/or method to extend;
- Includes the use of indoor and/or outdoor facilities;
- Allows third parties to operate programs;
- If there are fees for site use or participation, there may be no differential fees that allow one group to receive a lower fee due to their membership, affiliation, place of residence, etc.
- Includes language ensuring that the party responsible for the dissolution of the agreement is responsible for paying back grant funds expended.
- Requires RPOSD review/approval before ending joint/shared-use agreement.

Supporting Documentation, Acquisition Grants

In addition to the requirements outlined above, projects involving acquisition require the following supporting documentation:

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.

If the owner sells the property for the appraised value, and the just compensation language is not included in the purchase agreement, then the appropriate section of certification of compliance must be signed by the property owner.

If the owner sells the property for less than the appraised value, and a statement that partial donation of property has taken place is not included in the purchase agreement, then the appropriate section of certification of compliance must be signed by the property owner.

In accordance with RPOSD's Displacement Avoidance Strategy, sales for more than the appraised value will not be eligible.

Purchase Agreement

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

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.

Preliminary Title Report

Grantees must submit a preliminary title report confirming ownership of the parcel of land identified in the proposal.

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.

Estimated Buyers Statement

Estimated closing escrow statement.

Escrow Memo

Must include grant number, project name, and escrow information. List all parcels to be acquired and identify which parcels will be paid for with Measure A funds.

Certification of Compliance

Grantees must certify compliance with the policies and regulations governing real property acquisitions. The form must be submitted with an electronic signature by the applicant's authorized representative via the Grants Management System.

Relocation Plan (if applicable)

Relocation costs are allowable for projects resulting in displacement of any person or business. Grantees must comply with the State Relocation Act even if relocation costs are not claimed for reimbursement. If relocation costs will be charged to the grant, a copy of the relocation plan is required.

Settlements (if applicable)

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).

Acquisitions through Eminent Domain

- *Express Authorization to Acquire through Eminent Domain.* Send a copy of the resolution approved by the governing body of the grantee that provides evidence of express 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.

Supporting Documentation, Development Grants

In addition to the requirements outlined above for all grants, development projects require the following supporting documentation.

Contract(s)

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

Labor Cost Forms/Purchase Orders

Additional Insured Instructions

Must include additional insured certificate naming the “Los Angeles County Regional Park and Open Space District” as an additional insured on all liability insurance policies applicable to the project.

California Environmental Quality Act (CEQA) Documentation

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, which must include one of the following:

- a) An Initial Study with either an Environmental Impact Report or a Negative Declaration, which must be submitted with:
 - i) A response from the California State Clearinghouse, if applicable; and
 - ii) A Notice of Determination filed with and stamped by either the Los Angeles Los Angeles Registrar-Recorder/County Clerk or the California State Clearinghouse;
- Or,
- b) A Notice of Exemption filed with and stamped by either the Los Angeles County Registrar-Recorder/County Clerk or the California State Clearinghouse.

Plans and Specifications

Must provide applicable plans and specifications. Must verify that any landscaping elements are done in accordance with the landscaping provision of the GA unless grantee can prove, to RPOSD's satisfaction, that it would be infeasible to do so.

Resolution

Although a resolution is not required by RPOSD, if one is required, approved or adopted by the governing body of the grantee, it must be submitted to RPOSD.

Amendments

Projects must be completed in accordance with development plans, specifications, scope, budget, milestones, and timelines approved in the grant agreement.

Grantees must report any change by submitting a grant amendment request within the grant performance period. Failure to comply will affect Good Standing status.

RPOSD will carefully evaluate all amendment requests and may require an in-person meeting to address areas of concern. If the request to amend the grant agreement is approved, RPOSD will initiate an amendment to the grant agreement.

Grantee must submit an amendment request form and include the supporting documentation shown in Table 3-8.

Table 3-8: Required Documentation for Amendment of Grant Agreement

REQUIRED DOCUMENTATION	AMENDMENT TYPE		
	Grant Amount	Project Scope	Performance Period
Justification for the request	✓	✓	✓
Revised project budget based on the new grant amount and/or new project scope	✓	✓	*
Revised site plan		✓	
Revised project timeline	✓	✓	✓

Note: If a grantee's governing body requires an adopted resolution for an amendment, that Resolution must be submitted to RPOSD.

*A change in project scope &/or budget may require extension of the Performance Period.

Site Visits

RPOSD Grant Officers will conduct site visits at key stages of projects to verify grant status and consistency with scope, timeline, and budget as described in the grant agreement. These dates should be included as tentative dates within the timeline and budget documents, to be confirmed with the assigned Grant Officer at the time of the Grant agreement execution.

Grant Officers will work closely with grantees to determine a suitable point in the grant's timeline to conduct the visits. Grant Officers will issue site visit reports to the GMS with notification to the grantee within five days of the visit.

3.4.5. PROJECT DELIVERY: GRANT CLOSING AND POST-CLOSING OBLIGATIONS

Grantees are required to follow RPOSD procedures to close a grant after completion of the project. Failure to close the grant in a timely manner will affect a grantee's Good Standing. The final closing date should be identified in the timeline and budget during the submission of the grant application.

Supporting Documentation

It is important for grantees to distinguish between project completion and grant performance period when preparing a project timeline. After a project is completed, additional time is needed to collect required documentation to close a grant. A grantee should request a grant performance end date that includes the additional time to collect and submit final documents.

To close a grant successfully, grantees must submit all grant documentation within the grant agreement performance period. When submitting final documents, the grantee will also schedule a final site inspection.

RPOSD requires the following documentation to close a grant:

All Projects

Final Project Budget Summary

A final budget summary is required and must reflect any approved amendments, funds received from other sources, unutilized funds, or additional project costs.

Third-Party Agreements

Any agreements submitted in draft form during the application stage must be updated to reflect the final authorization of all involved parties. Agreements established after the application stage must also be submitted in entirety before a project will be closed. This includes joint/shared-use agreements.

Project Photos

Grantees shall provide project photos throughout the duration of the project as well as after completion, including the final project results, signage, and any closing ceremonies. Photos are subject to publication by RPOSD at its sole discretion and without need for any approvals from grantee.

Ceremonies

Grantees shall coordinate with their Grant Officer to ensure representation at project ceremonies, including but not limited to groundbreakings, ribbon cuttings, and special events. RPOSD will attend as many ceremonies as possible and will provide social media support to help promote ceremonies. Requests for social media support must be made at least four weeks prior to the requested publish date.

Project Certification Form

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

Good Standing

Grantee must have Good Standing to close a grant. All appropriate forms and documentation for all grants must be up to date and accepted by RPOSD.

Development Grants

Notice of Completion

The Notice of Completion (NOC) (if applicable) may be required when development elements of a project were performed with a general contractor under contract with a public agency. The NOC must be stamped by the Los Angeles County Registrar-Recorder/County Clerk.

Acquisition Grants

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.

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.

Title Insurance Policy

If not previously submitted, must be submitted prior to closing.

Final Relocation Report

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

Recorded Deed Restriction

If not previously submitted, must be submitted prior to closing.

Program Grants

Final Report

Submit a final report that reconciles how the work presented in the project scope was executed. RPOSD welcomes grantees sharing the stories of the participants for use in reports and on the website.

Third-Party Evaluation

Grantees must obtain a third-party evaluation to reconcile how the grantee provided program benefits, as reported in the project scope and reviewed in the grant evaluation process (see Sections 2.2.4 and 2.2.5).

Planning & Design Grants

Final Report

Grantees must submit final planning and design documents as defined in the Grant agreement, which may include conceptual designs or technical reports.

Long-Term Obligations

Public Access

Grant-funded property must be open and accessible to the public in perpetuity, except as noted under the special provisions of the grant agreement.

Grantee or any other agency or organization operating the grant-funded property must comply with the following provisions per the Measure:

- Project must provide reasonable and appropriate access by the public and be clearly communicated to the public on when and how access is provided.
- Property must include reasonable public access including the provision of parking and public restrooms, except where that access may interfere with resource protection. Exceptions may be made for projects without adequate space for parking or restrooms.
- Property must be open and accessible without discrimination as to race, color, sex, sexual orientation, age, religious belief, national origin, marital status, physical or mental disability, medical condition, or place of residence.
- Must not discriminate against or provide preferential treatment to any person or organization seeking to use such facility based on the place of residence of such person or the members of such organization. This prohibition extends in perpetuity and includes, but is not limited to, charging fees that differentiate between residents and nonresidents or that grant preferential treatment to city residents regarding reservations or registration.
- Restricted access is only permitted in cases where resource protection is a key component of project scope and priorities. In these cases, outreach to the community must clearly communicate the existence and purpose for restricted public access.
- It is incumbent upon grantees to maintain some grant-related documents in perpetuity.

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.

A project developed on land owned by a nonprofit or private entity must provide RPOSD with a plan to meet the in-perpetuity requirements of the Measure, regardless of the condition of the nonprofit or private entity (should they go out of business, etc.). This may be an AAGA or other agreement approved by RPOSD as well as both entities. Failure to submit AAGA and its associated documents in a timely manner may result in loss of Good Standing.

Conversions

Any change in use, sale, or disposal of grant-funded property must be approved in advance by the Board of RPOSD, who are the Board of Supervisors (BOS). Grant-funded property must be used only for the purposes for which grant funds were requested.

Grantees who are contemplating changing, or have already changed, the use or ownership of grant-funded property, must contact RPOSD and submit a request for conversion. RPOSD will facilitate the processes required for such a conversion.

If the use or ownership of grant-funded property is changed without approval, RPOSD may at its discretion seek a remedy pursuant to the Measure and grant agreement. Grantee may lose its good standing status.

Deed Restriction

To the maximum extent feasible, grantee shall cause to be recorded on the title of any real property acquired and/or developed with funds from the Measure, a deed restriction requiring compliance with the Measure and the grant agreement, in perpetuity.

Accounting & Audit Requirements

Grantees must maintain adequate financial documents and records that accurately account for disbursements of Measure A funds.

For Measure A funds disbursed for grants, grantees must retain financial records for at least five years after the grant is closed. (Some non-financial records must be retained for compliance with the perpetuity requirement of a grant agreement.)

For Measure A Maintenance and Servicing funds disbursements, recipients must retain financial records for at least five years after disbursement.

RPOSD may conduct a financial audit within the five-year time frames described above and reserves the right to recover funds lacking adequate documentation.

To help ensure adequate financial record keeping, grantees are encouraged to practice the following:

- Maintain good audit trails by retaining copies of source documents such as receipts, purchase orders, payments, invoices, time cards, cancelled warrants, etc.
- Maintain an accounting system with necessary control and safeguards that accurately records financial transactions for a grant
- Maintain timesheets that describe labor costs and specific tasks performed for a grant

Unutilized Funds

Grant reimbursements that exceed final total project costs shall be refunded to RPOSD.

Examples include:

- Funds advanced into escrow that closed at a lower final settlement amount;
- Unused portion of funds advanced at the beginning of the project
- Development costs reimbursed by RPOSD that were later refunded by a vendor.

Grantees returning funds are required to submit a memo, a reimbursement crediting the amount back to RPOSD, along with supporting documents such as statements of credits or residual advances, or copies of refund checks.

3.4.6. EXCEPTIONS TO THE APPLICATION, GRANT ADMINISTRATION, AND PROJECT DELIVERY PROCESSES

Three grant programs have application, grant administration, or project delivery processes that vary in one or more ways from the processes described in Sections 3.4.1 through 3.4.5. The three programs are County Cultural Facilities, County Priority Projects, and Innovation Grants. The exceptions to the standard processes for each of these programs is described below; if no exception is listed, the standard process must be followed.

County Cultural Facilities

Application Process

County Cultural Facilities Grants are request-based. Interested applicants must submit a Letter of Intent to the Office of the District Supervisor where the project is located.

The Letter of Intent is limited to two pages and must contain the following:

- A brief description of the project and the location, including the name of the County Cultural Facility at which the project will occur.
- An estimate of the total project cost and funding amount requested from RPOSD,
- A project timeline from beginning to completion
- An estimate of costs to maintain the project after completion.
- A brief description of project benefits and impacts to users of the County Cultural Facility.
- A brief description of the level of park need (or cultural facilities need) in the study area where the project is located and how the project addresses that need.

Application Review and Award Process

Annually, the Letters of Intent received by the Board Offices and supported by the Supervisor will be sent to RPOSD.

RPOSD will evaluate the project and grantee to ensure that they meet the eligibility requirements.

All Letters of Intent whose projects and grantees that are eligible will then sent to the Park Deputy Team for review, evaluation and final recommendations for funding.

Applicants whose projects receive recommendations for funding will be instructed to proceed with their application through the RPOSD Grants Management System while those that do not will be notified accordingly.

County Priority Projects

Application Process

County Priority Project grants are request-based. Interested applicants must submit a Letter of Intent to the Office of the District Supervisor where the project is located to determine if their project is a priority and if it is eligible for funding.

The Letter of Intent is limited to two pages and must contain the following:

- A brief description of the project and the location;
- An estimate of the total project cost and funding amount requested from RPOSD,
- A project timeline from beginning to completion
- An estimate of costs to maintain the project after completion.
- Brief description project benefits and impacts to users of the project.
- A brief description of the level of park need in the study area where the project is located and how the project addresses that need.

Application Review and Award Process

On an ongoing basis, the Letters of Intent will be evaluated by each Supervisor's Office and may or may not be recommended for funding. Applicants whose project receive recommendation for funding will be given instructions on how to proceed with their application through the RPOSD Grants Management System, while those that do not will be notified accordingly.

Innovation Grants

Application Process

Interested agencies/organizations must submit a Letter of Intent to their Grant Officer or to the Administrator of RPOSD to determine if their project is eligible for funding.

RPOSD's internal Innovation Team will review the Letter of Intent and invite the applicant for an in-person interview. Upon completion of the interview, RPOSD will determine if the project is eligible to apply for an Innovation Grant. Applicants with eligible projects will apply using the GMS.

The Letter of Intent is limited to two pages and must contain the following:

- Brief description of the project, including project location.
- An estimate of the total project cost and funding amount requested from RPOSD,
- A project timeline from beginning to completion
- An estimate of costs to maintain the project after completion.

- Brief description of the project’s innovations in park design or maintenance, park access, understanding of park users, or functioning of park agencies.
- Brief description of the proposed sustainability, energy and water efficiency, stormwater capture, and/or state of the art technology to be used in the project.
- An Impact Statement that details the anticipated impact of the project, especially as it pertains to setting a precedent for innovative technology and practices. The impact statement should describe how the project’s innovations will impact park users and the park agency and should consider park access and equity; park usage, including frequency of use, diversity of parks users, and/or health, safety and well-being of park users; consumption of natural resources, including water and electricity; and/or agency budget, schedule, or operations. It must also indicate the need for this type of innovative on a countywide scale and the potential for the project to be replicated in other parks or by other jurisdictions.

Administering Innovation Grants

All Innovation Grant recipients are required to meet the Grant Administration and Project Delivery requirements detailed in Section 3.4.4 and 3.4.5 of the Grants Administration Guide for Measure A. In addition, the following items are required of Innovation Grant recipients:

1. **Biannual Measurement Report** must be filed every six months for the duration of the project, or the first two years of the project if the project has a duration of more than two years. This report shall be based on the items identified within the Impact Statement and the appropriate metrics identified by which to measure those impacts.
2. **Annual Measurement Report** must be filed annually for two years after the completion of the project. . This report will provide a metric-driven analysis of the impacts of the implemented project. . The impacts to be analyzed will be those identified in the Biannual Measurement Report, as well as any unanticipated impacts that resulted from implementation of the project. The Annual Measurement Report shall also provide a narrative on the outcomes and impacts of the project, including explanations for why the project is achieving the anticipating impacts, or why the impacts are not being achieved.

Grant Closing and Post Closing Obligations

All Innovation Grant recipients are required to meet the Project Delivery requirements detailed in Section 3.4.5 of the Grants Administration Guide for Measure A. In addition, recipients are required to complete an Innovation Case Study detailing the innovation and the project impacts. The Case Study must include all information required to replicate the project at other sites/agencies, including technical information and specifications where appropriate. RPOSD will provide a Case Study template for use by the applicant in completing the Case Study.

3.4.7. GOOD STANDING

A grantee is considered in Good Standing status if in compliance with all requirements of RPOSD Grant Guidelines and grant agreements. Grantees who fail to administer their grant(s) according to RPOSD’s grant guidelines shall lose Good Standing. Grantees who have lost Good Standing will be ineligible to apply

for additional grants or receive additional Measure A funds until all issues are resolved, and Good Standing is restored.

At the loss of Good Standing Status, the grantee will be notified and then must work with the assigned Grant Officer to develop a plan that outlines the actions both parties must take to restore Good Standing. Grantees who lose Good Standing should work closely with their RPOSD Grant Officer who will provide ongoing guidance of specific remedial actions needed to restore good standing.

In addition to ongoing support, Grant Officers may recommend education and training, professional services, or other technical assistance to help accelerate restoration of good standing and to prevent additional issues that may impact future good standing.

The following is a non-exhaustive list of issues that will result in the loss of Good Standing:

- Failure to verify and/or update registration information every 12 months
- Pattern of inadequate community engagement
- Failure to sign and complete grant agreement within 4 weeks of receipt
- Failure to apply for a grant agreement amendment if there are any changes to the grant budget, scope, name, or grant performance period
- Failure to adhere to the grant scope, budget, and timeline as described in the grant agreement or amended grant agreement, including submission of GSU.
- Failure to close grant within grant performance end date
- Failure to comply with long-term obligations
- Failure to comply with conversion requirements
- Failure to comply with accounting requirements

3.4.8. MAINTENANCE AND SERVICING

Projects that received funding from RPOSD grant programs must be maintained and operated in perpetuity. Proposition A and Measure A provides funding to help supplement the agency's operating costs.

Eligibility for Maintenance and Servicing funds require a project to be completed and its grant to be closed. Grantees must use M&S funding from Proposition A first before using M&S funds from Measure A.

M&S recipients must notify RPOSD when grant-funded facilities must be closed or restricted (partially or in its entirety) by an authorized agency due to health and safety risks, natural disasters, and acts of God.

Any agreements to assign responsibility of maintenance and/or operations to third parties must be formalized and submitted to RPOSD for approval.

Maintenance and operations costs eligible for Measure A reimbursement are shown in Table 3-9.

Table 3-9: M&S Eligible and Ineligible Costs

ELIGIBLE	INELIGIBLE
Project elements (per project description) paid for with Measure A or Proposition A funds	Projects not paid for with Measure A or Proposition A funds
Project elements that were not paid for with Measure A or Proposition A grant funds but were part of the entire project. For example, in a Measure A-funded pool rehabilitation grant project, the pool pump was paid for with other funds. Replacement of the pool pump is eligible for M&S funds.	Maintenance and servicing of projects not funded from Measure A or Proposition A.
Increased staff costs necessary for the usual operation and maintenance of the facility.	Direct charges for management, clerical, personnel, and other administrative expenses incurred by the agency.
Cost of the staff member(s) needed to open, schedule, and oversee (i.e., operate) a new recreation building, such as life guards, maintenance workers, etc.	Additional staff to run recreational programs, such as coaches, karate instructors, recreation leaders, cashiers, etc.
An agency's direct overhead rates as applied to wages, services, and supplies. These must be shown as a percentage of the total expenditure, such as supplies or a staff maintenance worker's hourly rate.	Purchase of supplies for office, programming, or public information materials.
Replacement of equipment included in the original project description (e.g., swimming pool pump).	Purchase of fixed assets or capital outlay equipment.
Lighting and security systems.	Police patrols or other security patrols.
Graffiti removal.	Rewards for information on vandalism of the facility.
The costs of using maintenance equipment; rental rate or a set hourly rate that reflects such factors as depreciation, maintenance and repair of the equipment, replacement parts, and fuel.	Travel and field inspection expenses of agency personnel.
Contracts with maintenance providers (e.g., conservation corps, weed abatement).	Penalties, interest, and similar costs levied against an agency by a contractor or a provider of product or service.
	Liability and injury claims filed against the agency, whether or not the cause of action stems from alleged improper maintenance and servicing of RPOSD-funded projects.

Application Process

Eligible Recipients for M&S must submit a budget through the GMS. Eligible recipients may apply for M&S funds upon approval of the following two items:

- Budget that shows the increased costs of maintaining the facility acquired, developed, improved, or refurbished with grant funds; and/or
- Request for unanticipated and/or extraordinary expenses.

Sharing/Transferring of Funds

An agency may share with or transfer its M&S funds to another agency provided that:

- The recipient will use the funds to maintain or service a project completed with funds from RPOSD
- RPOSD determines that residents of the donor agency can use and will also benefit from the maintenance and servicing of the project or facility
- Its governing body authorize this action through an adopted resolution that identifies a specific RPOSD funded project and states the relinquishment of funds from the donor to recipient for no other purpose than the maintenance and servicing of said project. Adopted resolutions for sharing or transferring of M&S funds are valid up to four years before it is subjected to review for renewal or termination.

An agency that wishes to assign its unexpended M&S monies to any other eligible agency should contact its RPOSD Grant Officer to obtain prior approval.

Payment Requests

Recipients may submit payment requests for M&S funds at any time throughout the year.

M&S allocations may be accrued for up to a maximum of five (5) years.

Recipients must use maintenance and servicing funds from Proposition A first before using funds from Measure A.

Recipients may lose good standing status and eligibility to receive additional reimbursements if:

- They have not applied for M&S funds for more than five years
- They have not provided a spending plan to RPOSD

Recipients may apply for maintenance and servicing funds upon approval of:

- An M&S budget that shows the increased costs of maintaining the facility acquired, developed, improved, or refurbished with RPOSD grant funds; and/or
- Request for extraordinary/unanticipated M&S costs.

Recipients planning to maintain and service multiple project sites using a single year's M&S allocation may submit one comprehensive budget with itemized costs by grant number, project and location.

Recipients may request payment based on an approved budget for costs that will be incurred during the current or the next fiscal year. The exact period covered by the payment must be clearly indicated on the payment request (annual, quarterly, etc.).

If at the end of the period covered, there are remaining funds not spent as set out in the approved budget, the recipient shall inform RPOSD promptly. An adjustment will then be made to the next payment to credit the unused funds from the previous period to the new request.

Unanticipated and/or Extraordinary Expenses

Some maintenance expenses occur infrequently or cannot be anticipated for inclusion in the M&S budget.

Recipients can claim extraordinary expenses as they occur. However, the recipient must provide a timeline/budget document for the total and the expenses must be eligible expenses related to the grant-funded project. Recipients are advised to work closely with their Grant Officer to ensure eligibility and to obtain prior RPOSD approval of the extraordinary expense(s). Refer to Table 3-10 for examples of unanticipated and/or extraordinary maintenance expenses

Table 3-10: Examples of Unanticipated and/or Extraordinary Maintenance Expenses

CATEGORY	EXAMPLE #1 NEW LOCAL PARK	EXAMPLE #2 RENOVATION	EXAMPLE #3 POOL ADDITION	EXAMPLE #4 EXPANSION	EXAMPLE #5 RENOVATION OF EXISTING POOL
Natural Calamities, Disasters, and Acts of God	Strong winds blew down fencing around playground equipment	Termite infestation of several beams of the picnic shelter	Pool filter and fill lines damaged by earthquake	Facility is hit by lightning, causing damages that need repair	A tree fell and damaged the bath house
Man-made Destruction (vandalism, theft, negligence, accidents)	Vandals destroyed playground equipment	One of the brick planters is hit by a car and must be rebuilt	Maintenance worker accidentally drops ladder, breaking a pool pump connection	Vandals broke glass windows	Vandals destroyed shower heads and restroom fixtures
Gradual Physical or Functional Deterioration, Obsolescence	Old playground equipment needs to be replaced for safety reasons	Replacement of decaying gazebo, replacement of recreation building roof	15-year-old drain pipes need replacement, heater breaks, pool cover needs to be replaced	Gym floor needs resurfacing, air conditioning breaks down, building needs repainting	A more efficient automatic chlorinator became available that will pay for itself

For reimbursement of extraordinary expenses, recipients must provide quotes, invoices, cancelled checks, and a memo stating what work was completed.

For advance payments, recipients must submit a request, a project budget, and provide a timeline to complete the work. Expenses must be incurred as soon as funds are received.

Once the work is complete and the vendor is paid, recipient must provide invoices and cancelled checks. After the final costs have been documented, and prior to submitting additional M&S payment requests, recipient must submit documentation of the exact costs incurred and provide any residual funds. RPOSD will not approve further payment requests until complete documentation supporting the advance is received.

Unutilized M&S Funds

RPOSD shall accumulate unutilized M&S funds for future use by recipients. These funds do not earn interest.

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LOS ANGELES COUNTY
REGIONAL PARK AND
OPEN SPACE DISTRICT

MEASURE
A

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Section

4

Appendices

Appendix A: Signed Resolution (Safe Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation Measure)

Appendix B: Displacement Memo

Appendix C: Bonding Memo

Appendix D: Language Access Requirements for Community Outreach and Engagement

Appendix E: Engagement Framework Memo

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Appendix

A

Signed Resolution (Safe Clean Neighborhood
Parks, Open Space, Beaches, Rivers Protection,
and Water Conservation Measure)

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RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF
LOS ANGELES, ALSO ACTING AS THE GOVERNING BODY OF THE LOS
ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT,
PROVIDING FOR AND GIVING NOTICE OF A SPECIAL TAX ELECTION TO
BE HELD IN THE COUNTY OF LOS ANGELES ON NOVEMBER 8, 2016, AND
CONSOLIDATING THE SPECIAL TAX ELECTION WITH THE CALIFORNIA
STATEWIDE GENERAL ELECTION TO BE HELD ON
NOVEMBER 8, 2016

WHEREAS, every year, more than 70 million people visit the over 3,000 parks in the County of Los Angeles (the "County") and its cities, including their neighborhood parks, and participate in park-sponsored recreational programs. Parks are important to families, as millions of children and youth use park facilities for after-school, weekend, and summer programs, and millions of seniors attend programs at nearby senior centers; and

WHEREAS, parks, natural lands, open space, and beaches contribute to the health and vitality of our citizens in the County. These natural areas help make our community a wonderful place to live and protect our quality of life; and

WHEREAS, County citizens spend a great deal of time working indoors and commuting in cars, making our parks and natural resources essential to protecting and enhancing our quality of life; and

WHEREAS, the County and its cities have a long history of making significant investments in parks and recreation, beaches, open spaces, and natural areas; and

WHEREAS, the Los Angeles County Regional Park and Open Space District (the "District") has awarded more than 1,500 development, acquisition, improvement, restoration, and rehabilitation grant projects for parks, recreational, cultural, and community facilities, as well as beaches and open space lands throughout Los Angeles County; and

WHEREAS, for over 20 years the County has relied on local voter-approved funding to protect and maintain our local neighborhood, city and county parks, outdoor areas, beaches, rivers, watersheds, and local water resources. This funding is expiring and we face the loss of the only source of dedicated local funding for our neighborhood parks; and

WHEREAS, dedicated local funding from the District has served as matching funds for State, Federal, and philanthropic funding, and in this way is essential for our communities to receive their fair share of available resources; and

WHEREAS, while many of the over 3,000 parks, beaches, and open space areas and over 9,000 recreational amenities throughout the County have

received District funding since 1992, heavy usage by the public year-round result in a continuous need for resources to repair and replace amenities; and

WHEREAS, the County has undertaken an inventory, analysis, and community engagement process that culminated in the 2016 Los Angeles Countywide Comprehensive Park and Recreation Needs Assessment Final Report (the "2016 Countywide Park Needs Assessment"), which allowed the County to document and analyze the needs of all the communities within its jurisdiction; and

WHEREAS, the 2016 Countywide Park Needs Assessment was a 16-month outreach process to study 188 sub-regions of the County (the "Study Areas") to identify community park needs and priorities; and

WHEREAS, the 2016 Countywide Park Needs Assessment shows that there is a serious need for tens of billions of dollars in investments in safe neighborhood parks; protection of rivers, streams, lakes, beaches and watersheds; safe and healthy communities; urban greening; sustainability and energy efficiency; senior centers, community and facility rehabilitation and maintenance; at-risk youth job training and placement, gang violence prevention; and improved community access, connectivity and trails to these facilities; and

WHEREAS, the Board of Supervisors of the County, also acting as the governing body of the District (the "Board"), finds and determines that the continued development, acquisition, improvement, restoration and maintenance of parks, recreational, cultural and community facilities, beaches, and open space lands within the County confer documented health, social, environmental and economic benefits throughout the County resulting in increased opportunities for physical activity, improved safety and social cohesion, sustainability and maintained or enhanced property values; and

WHEREAS, the Board further finds and determines that the public interest and convenience require, and that it is in the best interest of the County, that local funding be secured within the County, to fund projects consistent with the plan of expenditure hereinafter set forth; and

WHEREAS, the collection and expenditure of all funds under this measure will continue to be transparent to the voters through annual independent financial audits and a public oversight committee, and all communities throughout the County will receive a share of the funding. To the extent feasible, funds generated by this measure shall be spent on priorities pursuant to the 2016 Countywide Park Needs Assessment; and

WHEREAS, the District may issue Bonds to pay for Eligible projects that are payable from and secured by the Special Taxes authorized herein; and

WHEREAS, the acquisition, construction, rehabilitation and maintenance of parks and recreation facilities, natural resources, beaches, and open space

lands under this measure will aid in the development of safe places and facilities for local children, youth and families, thereby creating healthy places for children and youth to play, learn and interact with other children. These alternatives keep children and youth off the streets and limit exposure to gangs, drugs and vandalism while providing positive incentives for healthy living; and

WHEREAS, the Board further finds and determines that it is necessary to provide a voter-approved funding source to ensure all parks and recreation centers throughout Los Angeles County and its cities are continuously serviced, maintained and upgraded, and that new parks and facilities are established and open space lands preserved; and

WHEREAS, the protection and restoration of our last open spaces and natural areas of scenic beauty located next to rivers, creeks, streams and lakes is necessary for the purposes of conserving native and endangered species, biological diversity, protecting the health of the County's environment, and for the enjoyment of this and future generations; and

WHEREAS, improving non-motorized or active transportation methods to reach the network of park facilities, beaches, and multi-use trails, including regional bike paths, is important to our health and provides for greater accessibility for our citizens; and

WHEREAS, the programs funded under this measure will increase the accessibility of public lands, park facilities, and park amenities to the people of Los Angeles County, especially to those living in high-need and very-high need Study Areas; and

WHEREAS, the District intends to use the 2016 Countywide Park Needs Assessment as a guide to direct funding to all communities within the County to ensure local priorities are met; and

WHEREAS, the District intends to continue the community and stakeholder engagement processes and make periodic updates to the 2016 Countywide Park Needs Assessment including but not limited to regional and specialty facilities, open space, and access; and

WHEREAS, the Board deems that this measure supports the mission and goals of the County as detailed in its strategic plan; and

WHEREAS, a public hearing on the matters set forth in this resolution was called and held on July 5, 2016, and this resolution shall not take effect unless and until the question of approval of the matters set forth herein shall have been submitted to the electorate of the County and approved by a supermajority of voters voting on the question; and

WHEREAS, the Board deems it necessary and essential to submit the question of a special tax to the qualified voters within the County at a special tax

election to be held on November 8, 2016, and to consolidate such election with the Statewide General Election to be held on that date;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Los Angeles, also acting as the governing body of the Los Angeles County Regional Park and Open Space District, as follows:

Section 1.

A special tax election shall be held and the same is hereby called and ordered to be held in the County on the 8th day of November, 2016, for the purpose of submitting to the voters of the County the question of a special tax to be levied by the District in the amounts and for the purposes hereinafter set forth and to be administered by the District and the issuance of bonds and other indebtedness in accordance with Public Resources Code Sections 5500 et seq. The special election called by this resolution shall be consolidated with the Statewide General Elections conducted by and in the County of Los Angeles on November 8, 2016, and the Proposition shall be placed on the same ballot and the same precincts, polling places, election officers, and facilities shall be used for this special election.

Commencing with Fiscal Year 2017-2018, an annual special tax to raise revenue to continue funding for programs pursuant to the plan of expenditure contained herein is hereby imposed upon all improved parcels located within the District, whose boundaries are coterminous with the County of Los Angeles, including all incorporated cities. The Special Tax shall be levied on all improved parcels in the District at a rate of 1.5 cents per square foot of structural improvements, excluding the square footage of improvements used for parking. For each fiscal year after 2017-2018, the Board shall by a majority vote set the rate of the tax; however, in any fiscal year the rate may be set no higher than the amount of 1.5 cents per square foot, as adjusted by the cumulative increases, if any, to the Western Urban Consumer Price Index from July 1, 2017, as established by the United States Bureau of Labor Statistics. If for any fiscal year the Board fails to set the rate, the tax shall continue at the same rate as the preceding year.

- (a) All laws and procedures regarding exemptions, due dates, installment payments, corrections, cancellations, refunds, late payments, liens and collections for the secured roll ad valorem property taxes shall be applicable to the collection of the Special Tax. The secured roll tax bills shall be the only notices required for the levying of the Special Tax. The Auditor-Controller of the County shall place the Special Tax on the secured tax roll for the initial Fiscal Year 2017-2018, and for subsequent fiscal years. The Treasurer and Tax Collector of the County shall collect the Special Tax for the initial Fiscal Year 2017-2018, and for subsequent fiscal years, on the tax roll at the same time and in the same manner, and subject to the same penalties as the ad valorem property

taxes fixed and collected by or on behalf of the County. The Los Angeles County Regional Park and Open Space District shall establish and administer an appeals process to address and correct potential errors in the levy of the Special Tax.

(b) Properties owned by public agencies devoted to a public use or to protect public health or safety will not be assessed, consistent with the statutes applying to possessory interests. The Special Tax shall be levied on possessory interests based on the amount of privately-held structural improvements.

(c) Based upon all of the facts before it on this matter, the Board finds that the submission of this question of a Special Tax to the voters is not subject to, or is exempt from, the California Environmental Quality Act (CEQA) because it is not a project as defined by California Code of Regulations Section 15378(b)(4) because it relates to the creation of government funding mechanisms, which do not involve commitment to any specific project which may result in a potentially significant physical impact on the environment.

Section 2.

The Proposition for levying said special tax and issuing bonds shall appear upon the ballot substantially as follows:

Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation Measure

To replace expiring local funding for safe, clean neighborhood/ city/ county parks; increase safe playgrounds, reduce gang activity; keep neighborhood recreation/ senior centers, drinking water safe; protect beaches, rivers, water resources, remaining natural areas/ open space; shall 1.5 cents be levied annually per square foot of improved property in Los Angeles County, with bond authority, requiring citizen oversight, independent audits, and funds used locally?

The Board does hereby submit to the qualified voters of the County, at said special District election, this proposition. The Chair and Clerk of the Board of Supervisors are hereby authorized and directed to publish notice of said special election in accordance with the California Elections Code. Analysis and review of this resolution shall be carried out pursuant to Section 9160 of the California Elections Code.

Section 3.

As used in this resolution, the following terms have the indicated meanings:

"1992 and 1996 Propositions" means the Safe Neighborhood Parks Propositions approved by voters on November 3, 1992 and November 5, 1996, respectively.

"2016 Countywide Parks Needs Assessment" means the 2016 Los Angeles Countywide Comprehensive Park and Recreation Needs Assessment Final Report and any supplementary material adopted, and as subsequently updated, by the District.

"Advisory Board" means the Citizens Oversight Advisory Board established in Section 7.

"Americans With Disabilities Act of 1990" means the federal law as codified in Chapter 126, Title 42, of the U.S. Codes.

"Assessor" means the County of Los Angeles Office of the Assessor.

"Beaches" means a public beach or shoreline area bordering the Pacific Ocean owned, controlled, or managed by a public agency, within the County of Los Angeles.

"Board" means the County of Los Angeles Board of Supervisors, also acting as the governing body of the Los Angeles County Regional Park and Open Space District.

"Bonds" means borrow any form of indebtedness, including notes and bonds, issued to finance Eligible projects and related bond costs.

"Community Development" means the feasibility, planning, design, permitting and construction of recreational infrastructure and amenities.

"County" is used as defined in the recitals to this resolution.

"County Cultural Facility" means a building owned &/or operated by the County of Los Angeles which shall be used for the programming, production, presentation, and/or exhibition of natural history and any of the arts and/or cultural disciplines. These disciplines include music, dance, theatre, creative writing, literature, architecture, painting, sculpture, folk arts, photography, crafts, media arts, and visual arts.

"Director" means the Director of the Los Angeles County Regional Park and Open Space District.

"District" means the Los Angeles County Regional Park and Open Space District.

"Eligible project" means pre-project assistance and feasibility, planning, acquisition, construction, development, improvement, restoration, rehabilitation, or any combination thereof, for any park or recreation project or improvement.

"Greenway" means a project that incorporates elements of water conservation and reclamation, urban greening, or public safety in a linear park, urban trail and/or active transportation corridor.

"High-Need and Very-High Need" means areas designated as such in the Parks Needs Framework as identified the 2016 Countywide Park Needs Assessment.

"Interpretation & Education" means, a visitor serving amenity that enhances the ability to understand and appreciate the significance and value of natural, historical, cultural and recreational resources that may utilize educational materials in multiple languages, digital information, and the expertise of a naturalist or other skilled specialist.

"Joint-use" means shared management of facilities, land, utilities, programs, or other common elements between two or more parties.

"Local jurisdiction" means a city, county, special district or local agency.

"Multi-benefit project" means a project that maximizes or enhances recreation opportunities and one or more of the following: protection or enhancement of the natural environment, stormwater capture, water and air quality improvements, greenhouse gas (GHG) reductions, carbon sequestration, heat-island reductions; habitat protection and biodiversity, community health improvements, or any combination thereof.

"Natural Lands" means an area of relatively undeveloped land which has substantially retained its characteristics as provided by nature or has been substantially restored, or which can be feasibly restored to a near-natural condition and which derives outstanding value from its wildlife, scenic, open space, parkland or recreational characteristics, or any combination thereof.

"Nonprofit Organization" means any charitable organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, which has among its purposes the provision of park, recreation or community services or facilities, gang prevention and intervention, conservation corps, environmental education and interpretation, tree-planting, or the conservation and preservation of wetlands or of lands predominantly in their natural, scenic, historical, forested or open-space condition, or restoration of lands to a natural, scenic, historical, forested or open-space condition.

"Open space, foothill, mountain, trail, river, wetlands and stream projects" include any of the following: preservation of natural lands, scenic vistas and

wildlife habitat, wildlife corridors, development and restoration of mountain and other open space hiking, biking, walking and equestrian trails, especially those maintained by the County Public Works and Parks and Recreation Departments, restoration of natural vegetation and habitat, habitat and recreation facilities in and adjacent to riparian and flood control channels, and the provision of recreational opportunities and public access in mountain, foothill, river, stream and wetland areas.

"Parcel" means any unit of real property that receives an annual secured property tax bill from the Los Angeles County Treasurer and Tax Collector.

"Park" means a tract of land with scenic, natural, open-space or recreational values, set apart to conserve natural, scenic, wildlife, cultural, historical or ecological resources for present and future generations, and to be used by the public as a place for respite, rest, recreation, education, exercise, inspiration or enjoyment.

"Parks Fund" means the Los Angeles County Regional Park and Open Space District Park Fund.

"Per Capita and Structural Improvements" refers to each Study Area's respective percentage of total Countywide 1) population as of the 2010 Census, and subsequent updates; and 2) structural improvements on parcels on the secured property tax rolls according to the Assessor's records as of January 1, 2017, and subsequent updates.

"Per Capita and Structural Improvements Formula" means the formula established by the District to determine how allocations of certain funding programs under this proposition shall be distributed. Each Study Area's allocation percentage of the applicable funding programs shall be the arithmetic mean of Per Capita and Structural Improvements, where Per Capita is weighted two-thirds and Structural Improvements are weighted one-third, and shall be calculated as follows: Allocation Percentage = $[(\text{Per Capita} + \text{Per Capita} + \text{Structural Improvements})/3]$.

"Pre-Project Assistance" means the planning, design, feasibility and studies necessary to define and articulate 1) a park project on land that was developed for uses other than parkland, or 2) a project to acquire and/or restore parks and natural lands.

"Public Agency" means any governmental agency, special district, or joint power authority, established pursuant to the laws of the State 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.

"Recreation Access" means those programs that increase the ability for county citizens to access public lands, park facilities, and park amenities,

including education, interpretive services, safety information, transportation, and other activities that increase the accessibility for county residents, especially for those in high-need and very-high need study areas.

"Regional Recreational Parks" means facilities with unique, countywide significance that are publicly owned, consist of at least 100 contiguous acres and have three or more active recreational amenities.

"Special Tax" is the Tax levied on all improved parcels at a rate of 1.5 cents per square foot of structural improvements, within the County pursuant to this resolution.

"State" means the State of California.

"State Lands Commission" means the Lands Commission of the State of California.

"Structural Improvements" means the square footage of building floor area on a parcel.

"Study Areas" means the 188 regions studied for need in the 2016 Countywide Parks Needs Assessment.

"Urban area" means an urban place, as that term is defined by the United States Department of Commerce, of 2,500 or more persons.

"Urban Forest" means those native or introduced trees and related vegetation in an urban area, including, but not limited to, urban watersheds, soils and related habitats, street trees, park trees, natural riparian habitats, and trees on other private and public properties. Where feasible, introduced trees and plants shall be native species selected and planted in accordance with best management practices. No plants or trees identified on the California Invasive Species list maintained by the California Invasive Plant Council, or other appropriate sources, shall be planted.

"Urban Forestry" means the cultivation and management of trees in an urban area for their present and potential contribution to the economic, physiological, sociological, and ecological well-being of urban society.

"Urban Park" means a park in an urban area that offers respite, rest, recreation, education, exercise, inspiration or enjoyment to residents of, and visitors to, that urban area.

"Veterans" means any person who served in the United States armed forces as defined by Title 38 of the Code of Federal Regulations.

"Youth and Veterans Career Development and Job Training" means a program that provides job training, career development, or both, to young adults

aged 18-24 and veterans, including education and/or certification for jobs within the conservation and parks and recreation fields.

Section 4.

It is the intent of this proposition to provide funds to benefit property and improve the quality of life throughout the District by preserving and protecting parks, safe places to play, community recreation facilities, beaches, rivers, open spaces, water conservation, youth and veteran career development, and the urban tree canopy. Funds will be disbursed by the District consistent with the 2016 Countywide Park Needs Assessment to ensure all communities within the County can fund local priorities.

Section 5.

Expenditure Plan

(a) Proceeds of the Special Tax shall be allocated by the District to develop and implement grant programs that invest in eligible projects consistent with or similar to those identified in the 2016 Park Needs Assessment, including, but not limited to, the following:

1. Protecting and developing parks, safe places to play, beaches, open space lands, and natural areas,
2. Protecting, enhancing, and preserving open space, natural areas, and waterways,
3. Promoting Healthy Communities,
4. Increasing investments in high-need and very high-need regions identified in the Countywide Park Needs Assessment,
5. Protecting water resources, including lakes, rivers and creeks,
6. Developing and improving local and regional recreational facilities, including general infrastructure improvements, sustainability improvements, and removal of asbestos, mold, and lead paint from existing facilities,
7. Helping reduce gang activity by maintaining safe and healthy parks to encourage use by the community
8. Ensuring local drinking water continues to be safe and accessible at park and recreation centers,

9. Providing safe places to play for afterschool programs for children and youth,
10. Providing youth and veteran career development and job training,
11. Improving park safety and universal accessibility, including for seniors and those with disabilities,
12. Protecting and enhancing clean and safe beaches,
13. Improving water quality and implementing stormwater capture on park and open space lands,
14. Developing and enhancing urban gardens, pocket parks, and other small-scale greening projects, including education and food health programs,
15. Facilitating community education, engagement, natural, historical and cultural resource interpretation, and other innovative projects that engage the community regarding park facilities funded by the District.
16. Developing and enhancing senior citizen, youth, multi-generational, and other neighborhood and community recreation facilities,
17. Developing and enhancing public equestrian facilities, especially to promote sustainable practices,
18. Developing, restoring and maintaining museums and cultural facilities,
19. Protecting and preserving the urban canopy and promoting tree health.

(b) The funds allocated pursuant to subsection (a) shall be expended according to the following schedule:

(1) Community-Based Park Investment Program.

(A) Thirty-five percent (35%), on an annual basis, for eligible projects located in each study area, to all incorporated cities and unincorporated areas of the County located within the District. To ensure that each community throughout the County will benefit from improvements such as those identified in or consistent with those identified in the 2016 Countywide Park Needs Assessment Report, funds will be allocated to each study area based on the Per Capita and Structural Improvements Formula. The District shall prioritize projects located in each study area as identified in or consistent with the 2016 Countywide Park Needs Assessment.

(2) Safe, Clean Neighborhood Parks, Healthy Communities and Urban Greening Program.

(A) Thirteen percent (13%), on an annual basis, for the acquisition of real property, and the construction and rehabilitation of parks and recreation facilities that provide safe places and facilities for after-school, weekend and holiday programs for local children, youth and families, provide opportunities for healthy living in all neighborhoods, and improve the quantity and quality of green spaces in the county. The District shall fund projects in high-need, and very high-need, study areas, as identified in the 2016 Countywide Park Needs Assessment, based on the Per Capita and Structural Improvements Formula, including, but not limited to, the following:

- (i) community and local parks, including pocket parks, playgrounds, playground equipment, dog parks, and picnic areas, especially those that connect and restore underutilized spaces;
- (ii) community and senior recreational centers;
- (iii) park safety, graffiti removal, facility safety lighting, safe routes to schools, and other safety improvements;
- (iv) greenspace and greenway development; gardens;
- (v) urban canopy development to reduce the heat island effect, especially in heavily urbanized, tree-poor areas of the County;
- (vi) active transportation and physical activity programming that promotes recreation and accessibility to recreational facilities;
- (vii) interpretation, education and communication about parks, local environmental issues and recreational activities;

(B) Of the funds allocated to this paragraph, multi-benefit projects should seek to leverage public and private funding from water conservation and supply; water and air quality improvements; flood risk management; climate pollution reduction or adaptation; carbon sequestration; heat-island reduction; habitat protection and biodiversity; public health; and environmental justice benefit programs.

(3) Natural Lands, Open Spaces and Local Beaches, Water Conservation, and Watershed Protection Program.

(A) Thirteen percent (13%), on an annual basis, for planning, acquisition, development, improvement, and restoration, of multi-benefit park projects that promote, improve, or protect clean local water supplies, habitat improvements, park space, recreation, public access, watershed health, and open space, including improvements or restoration of areas that buffer our rivers, streams, and their tributaries along with the lakes and beaches throughout the County, including but not limited to, the following:

- (i) riparian corridor improvements;
- (ii) river and stream parkway development;
- (iii) river and stream clean up, access and community development;
- (iv) lake clean up, access and community development;
- (v) beach and coastal watersheds clean-up, access and community development;
- (vi) fishing and boating facilities;
- (vii) natural lands, wildlife corridors, and watershed protection;
- (viii) recreational facilities, public property and rights of way, flood control infrastructure, and other easements;
- (ix) natural and cultural resource interpretive programs and nature education activities.

(B) Of the funds allocated to this paragraph, multi-benefit projects should seek to leverage public and private funding from water conservation and supply; water and air quality improvements; flood risk management; climate pollution reduction or adaptation; carbon sequestration; heat-island reduction; habitat protection and biodiversity; public health; and environmental justice benefit programs.

(C) The District shall prioritize projects that offer the greatest regional benefits, or serve the greatest regional need.

(4) Regional Recreational Facilities, Multi-use Trails and Accessibility Program.

(A) Thirteen percent (13%), on an annual basis, for acquisition, development, improvement, restoration, or rehabilitation projects, including but not limited to, the following:

- (i) regional parks, regional facilities, museum, environmental education and other cultural facilities;
- (ii) multi-use sports facilities, including golf facilities and other community recreational facilities;
- (iii) multi-use trail connectivity for existing and future park facilities, including connection to Public Works-maintained Class I bike path facilities;
- (iv) multi-use trail and path projects, with special emphasis being placed on those multi-use trails that provide hiking, equestrian, bicycle and other opportunities, including universal access and access consistent with the Americans with Disabilities Act of 1990, especially in urban communities;
- (v) regional, ecological, zoological, geological, archeological, anthropological, paleontological, and cultural sites of countywide significance.

(B) Trail and accessibility projects funded under this paragraph that connect river, mountain, and urban areas, especially to County Parks, State Parks, the National Forest, the National Recreation Area(s), and the National Monument(s), and that link other canyons and regional and local parks throughout the County will be given higher priority.

(5) Youth and Veteran Job Training and Placement Opportunities Program.

(A) Three point eight percent (3.8%), on an annual basis for:

- (i) Organizations within the county, including certified conservation corps, that provide education, skills training, and career pathway development to young adults, aged 18 to 25, or veterans, to implement park projects.
- (ii) Organizations within the county that provide certifications and placement services, or apprenticeship opportunities, for young adults, aged 18-25, or veterans, for jobs and careers in the Parks and Recreation field.

(B) The District shall prioritize grants to organizations that provide services to, or recruit a majority of their participants from, the areas of high-need, and very high-need, as identified in the 2016 Countywide Park Needs Assessment Report. The District

shall grant no less than eighty percent (80%) of funds from this paragraph pursuant to sub-paragraph (A)(i).

Section 6.

Implementation

- (a) Authority to award and administer grants pursuant to Section 5 shall be delegated by the Board to the Director for projects consistent with this resolution, and subject to the Board adopted policies and procedures and annual work plan to be approved by the Board.
- (b) Of the funds allocated pursuant to Section 5, eligible project applicants include Public Agencies and Nonprofit Organizations.
- (c) To the extent feasible, priority may be given to multi-benefit recreational projects that maximize climate pollution reduction and adaptation, carbon sequestration, heat-island reduction, stormwater capture that increase infiltration, habitat protection and biodiversity, community health improvements, promote innovative public-private partnerships, or a combination thereof.
- (d) Of the funds allocated pursuant to Section 5(b)(3) through Section 5(b)(5), the District may periodically dedicate a portion of funds to:
 - (1) Competitive grant solicitations accessible to eligible Public Agencies and Nonprofit Organizations for projects consistent with the goals of this paragraph.
 - (2) Grant solicitations designed to leverage federal, or state, park, conservation, water, or climate funding programs.
- (e) In each of the years after the date the special tax is levied and collected, the schedule of expenditure of all proceeds of the special tax shall conform to the following:
 - (1) Consistent with Section 5, up to seventy-seven point eight percent (77.8%) shall be used for grant projects, including but not limited to, pre-project assistance, planning, acquisition, development, improvement, restoration, rehabilitation, technical assistance, and program oversight. For purposes of this resolution, grant projects include the servicing of bonds, notes or other evidences of indebtedness issued by the District/County.

(2) Up to fifteen percent (15%) shall be set aside and designated as the maintenance and servicing amount, and shall be used only to maintain and service, including resource protection activities for the capital outlay projects funded by the District, inclusive of projects funded by 1992 and 1996 Propositions. These funds shall be administered separately from the District's grant program and shall be held in trust by the District until a request from an eligible entity is made pursuant to rules established by the District. To ensure that every community maintains park and recreation facilities and park safety improvements as identified in, consistent with or similar to the 2016 Countywide Park Needs Assessment, funds granted pursuant this paragraph will be allocated based on the Per Capita and Structural Improvements Formula. The District shall grant funds, pursuant to this paragraph, for projects identified in the 188 study areas, as well as the associated addenda, as contained in the report. For projects identified in the 188 study areas, the District shall prioritize funds for high-need, and very high-need, areas as identified in the report, as well as projects that provide public access. The maintenance and servicing amount shall be allocated each year as follows:

(A) Fifty point eighty-five percent (50.85%) to cities; ten point fifty percent (10.50%) to the Department of Beaches and Harbors; thirteen point five percent (13.50%) to the Department of Parks and Recreation; three percent (3.00%) to the Department of Public Works; one percent (1.0%) to the Baldwin Hills Regional Conservation Authority; point five percent (0.5%) to the Los Cerritos Wetlands Authority; eight percent (8.0%) to the Mountains Recreation and Conservation Authority; two percent (2.0%) to the Puente Hills Habitat Preservation Authority; one percent (1.0%) to the Santa Clarita Watershed Recreation and Conservation Authority; five point fifteen percent (5.15%) to the Watershed Conservation Authority; and, four point five percent (4.5%) unallocated for eligible nonprofit organizations that own, operate, or both, parklands consistent with this resolution.

(i) Any additional local agencies created for park purposes after January 1, 2017, may receive funding made available pursuant to (e)(2)(A) according to a determination made by the District.

(3) Up to seven point two percent (7.2%) shall be set aside and designated for strategic planning, updates to the 2016 Countywide Park Needs Assessment, and the District for operations, management, technical assistance, outreach, and oversight,

including personnel, to administer programs pursuant to this resolution.

(f) Notwithstanding Section 6(e), starting in 2026, and each year thereafter, the District may increase funds made available pursuant to provision (e)(2) up to 2%, annually, and correspondingly decrease funds made available pursuant to (e)(1), until funding made available pursuant to provision (e)(1) and (e)(2) both equal 46.4%.

(g) (1) Funds for maintenance and servicing as described in this section shall be allocated annually to each recipient within the District. Allocations shall be made only to those entities which certify that: (A) such funds shall be used only to maintain and service projects funded by the District, inclusive of grants issued pursuant to the 1992 and 1996 Propositions and this resolution, and (B) such funds shall not be used to fund existing levels of service, but rather only to supplement or enhance existing service levels.

(2) Funds allocated to the Department of Beaches and Harbors consistent with (e)(2)(A) shall be used for projects that repair and replace facilities impacted from high user activity and weatherization from being located near the ocean, such funds shall be used to supplement existing levels of service.

(h) Except for those funds allocated to cities, the Director may, on an annual basis with Board approval, adjust the allocations pursuant to Section 6 (e)(A) .

(i) (1) Of the funds provided in Section 5 (b)(3), up to twenty-five percent (25%), on an annual basis, shall be allocated to the Department of Beaches and Harbors.

(2) Of the funds provided in Section 5 (b)(3), up to fifteen percent (15%), on an annual basis, shall be allocated to develop and implement Recreation Access programs that increase the ability for county citizens to access public lands, park facilities, and park amenities, including education, interpretive services, safety information, transportation, and other activities that increase the accessibility for county residents, especially for those in high-need and very-high need areas. Programs funded pursuant to this paragraph shall meet the requirements of the Americans with Disabilities Act of 1990.

(3) Of the funds provided in Section 5 (b)(4), up to twenty five percent (25%), on an annual basis, shall be allocated to the Department of Parks and Recreation.

(4) Of the funds provided in Section 5 (b)(4), up to fifteen percent (15%), on an annual basis, shall be allocated to develop and implement Recreation Access programs that increase the ability for county citizens to access public lands and park facilities, including education, interpretive services, safety information, transportation, and other activities that increase the accessibility for county residents, especially for those in high-need and very-high need areas. Programs funded pursuant to this paragraph shall meet the requirements of the Americans with Disabilities Act of 1990.

(5) Of the funds provided in Section 5(b)(4), up to ten percent (10%), on an annual basis, shall be allocated to County cultural facilities.

(j) The District shall promote sustainability, energy and water efficiency, stormwater capture, and technology innovation through the implementation of this program, including but not limited to the following:

(1) Development of projects that include as many of the following elements as possible:

- (A) Sustainability,
- (B) Cost-saving energy efficiency,
- (C) Weatherization,
- (D) Stormwater capture
- (E) Water efficiency, including irrigation efficiency,
- (F) Use of reclaimed water or stormwater, and
- (G) Use of climate and site appropriate native California tree and plant materials.

(2) Investment in enhanced electronic communications and other forms of technology innovation that benefits the public's interactions with individual parks or the park system, including internet connectivity; electronic or mobile reservation, scheduling, and fee systems; regional websites; or other systems deemed necessary by the District.

(k) (1) The Director may provide advanced payment for up to 50 percent (50%) of the grant award for those projects that satisfy one or both of the following criteria:

(A) The project proponent is an eligible grantee and would require advanced payment to implement the project.

(B) The grant award for the project is less than five hundred thousand dollars (\$500,000).

(2) The Director shall establish rules to determine how advanced funds will be managed and administered.

(3) If funds are not expended, the unused portion of the grant shall be returned to the District within 60 days after project completion or the end of the grant performance period, whichever is earlier.

(4) All funds granted pursuant to this paragraph are subject to an independent audit.

(l) Notwithstanding Sections 4, 5 and 6 of this resolution, of the funds available from the special tax, the District's Board may, on an annual basis, allocate up to 2% of the funds for eligible projects.

(m) As a California Special District established pursuant to Section 5500 of the Public Resource Code, officers and employees of the County may act ex officio as the officers and employees of the District. However, in order to maintain transparency and accountability to the public and fairness to its various grant recipients, the District shall hereby operate as an independent agency of the County, with the District Administrator reporting directly to the Director of Parks and Recreation with clear separation from its grant recipients in all aspects of District administration including, but not limited to, personnel, fiscal, budget, and audit functions.

(n) The District shall have the authority to grant funds from any study area with a population of 2,500, or less, to an adjacent high-need, or very high-need study area.

Section 7.

Community Oversight and Accountability

(a) The Citizens Oversight Advisory Board ("Advisory Board") is hereby created.

(1) The Advisory Board shall be composed of five members appointed by the Board. Each appointing office shall appoint one member who meets each of the following criteria:

(A) An accountant, economist, or other professional with knowledge and expertise in parks, park development, evaluating financial transactions and program cost-effectiveness, or an appointed member of the Park Needs Assessment Steering Committee;

(B) A community member from one of the five Supervisorial Districts.

(2) The Advisory Board shall do all of the following:

(A) Quarterly (4 times per year) review of all expenditures from the special tax;

(B) Ensure that this program is integrated in the annual independent audit of the District;

(C) Publish a complete accounting of all allocations each year, posting the information on the District's publicly accessible Internet Web site; in a downloadable spreadsheet format, including information about the location and footprint of each funded project, its objectives, status, and outcomes, any matching funds used, and the applicable program from the expenditure plan schedule in Section 5(b);

(D) Submit to the County periodic evaluations of the program, which may at the Board's direction be undertaken by independent researchers, identifying any changes needed to meet the objectives of this resolution.

(3) (A) Members of the Advisory Board shall serve a term of four years at the pleasure of the Board, and no member may serve more than two consecutive four-year terms. The Board may, by order, extend this length of service or waive this limit for individuals or the Advisory Board as a whole. A member's position shall become vacant upon his or her death, resignation, or removal by the Advisory Board. In the case of such a vacancy, the Board shall appoint a successor to fill the unexpired term.

(B) Members of the Advisory Board shall not be compensated for their service, but may be reimbursed for actual and necessary expenses incurred in the performance of their duties.

Section 8.

Eligibility

(a) No funds authorized pursuant to Section 5 may be disbursed to any recipient unless the recipient agrees:

(1) To maintain and operate in perpetuity the property acquired, developed, improved, rehabilitated or restored with the funds. With the

approval of the granting agency, the recipient or its successors in interest in the property may transfer the responsibility to maintain and operate the property in accordance with this Section.

(2) (A) To use the property only for the purposes of this resolution and to make no other use, sale, or disposition of the property, except as described in paragraph (B).

(B) If the use of the property acquired through grants pursuant to this resolution is changed to one other than a use permitted under the category from which the funds were provided, or the property is sold or otherwise disposed of, an amount equal to the (1) amount of the grant, (2) the fair market value of the real property, or (3) the proceeds from the portion of such property acquired, developed, improved, rehabilitated or restored with the grant, whichever is greater, shall be used by the recipient for a purpose authorized in that category or shall be reimbursed to the Parks Fund and shall be available for a use authorized in that category.

If the property sold or otherwise disposed of is less than the entire interest in the property originally acquired, developed, improved, rehabilitated or restored with the grant, an amount equal to the proceeds or the fair market value of the property interest sold or otherwise disposed of, whichever is greater, shall be used by the grantee for a purpose authorized in that category or shall be reimbursed to the Parks Fund and be available for a use authorized in that category. Nothing in this Section shall limit a Public Agency from transferring property acquired pursuant to this order to the National Park Service or the State Park System, with or without consideration.

(3) Any beach, park or other public facility acquired, developed, rehabilitated or restored with funds from this act shall be open and accessible to the public without discrimination as to race, color, sex, sexual orientation, age, religious belief, national origin, marital status, physical or medical handicap, medical condition or place of residence, to the extent consistent with the provisions of subdivision (b) of Section 9.

(4) In order to maintain the exclusion from gross income for federal income tax purposes of the interest on any bonds, notes or other evidences of indebtedness issued for purposes of this resolution, each recipient of funds pursuant to this resolution covenants to comply with each applicable requirement of Section 103 and Sections 141 through 150 of the Internal Revenue Code of 1986, as amended. Each recipient of funds disbursed pursuant to this resolution shall agree in writing to the conditions specified in this paragraph.

(5) An entity receiving funds pursuant to this resolution shall agree to audits of expenditures on a regular basis, as directed by the District.

(6) To the extent practicable, a project that receives funds from this measure will include signage informing the public that the project received funds from the Los Angeles County Regional Park and Open Space District.

Section 9.

Property

(a) All real property acquired pursuant to this resolution shall be acquired in compliance with Chapter 16 (commencing with Section 7260) of Division 7 of Title 1 of the California Government Code. Public Agencies and Nonprofit Organizations receiving funds pursuant to this resolution shall certify compliance to the Department of Parks and Recreation. Funds disbursed to a Public Agency in accordance with this resolution may be expended by that agency pursuant to an agreement, or by an entity, authorized or established pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code.

(b) Reasonable public access to lands acquired in fee with funds made available pursuant to this resolution shall be provided except where that access may interfere with resource protection. For purposes of this resolution, reasonable public access shall include parking and public restrooms.

(c) Prior to recommending the acquisition of lands that are located on or near tidelands, submerged lands, swamp or overflowed lands, or other wetlands, whether or not those lands have been granted in trust to a local public agency, any agency receiving funds pursuant to this resolution shall submit to the State Lands Commission any proposal for the acquisition of those lands pursuant to this measure. The State Lands Commission may, at its discretion, within ninety (90) days of such a submission, review the proposed acquisition, make a determination as to the State's existing or potential interest in the lands, and report its findings to the entity making the submittal and to the Department of Parks and Recreation.

(d) No wetlands or riparian habitat acquired pursuant to this resolution shall be used as a dredge spoil area or shall be subject to revetment which damages the quality of the habitat for which the property was acquired.

(e) No provision of this resolution shall be construed as authorizing the condemnation of publicly-owned lands.

(f) Funds that are granted pursuant to this resolution for the purposes of development, improvement, rehabilitation or restoration shall be expended for these purposes only on lands owned by the applicant Public Agency or Nonprofit Organization or subject to a lease or other interest held by such Public Agency or Nonprofit Organization. If such lands are not owned by the applicant or subject to such other interest held by the applicant, the applicant shall first demonstrate to the satisfaction of the administering agency that the project will provide public benefits commensurate with the type and duration of the interest in land held by the applicant.

(g) The use of property acquired using funds pursuant to this resolution shall be consist with purposes identified in this resolution and shall be set forth in the grant contract executed by the District. Unless otherwise approved by the Board, in no circumstances may oil, gas, or other mineral extraction occur on or under any property acquired with funds pursuant to this resolution.

(h) The District shall ensure the following:

(1) To the maximum extent possible an irrevocable deed restriction setting forth the requirements of this resolution shall be recorded on all properties for which funds are awarded pursuant to this resolution. This deed restriction shall provide that the County may enforce the requirements of this resolution, and the contract entered into with the recipient of grant funds, at any time without restriction of any statute of limitations, and that the County shall be awarded its reasonable attorney fees and costs for such enforcement.

(2) A grant applicant must maintain and operate in perpetuity the property that was acquired, developed, improved, rehabilitated or restored with the funds from this resolution, and the purpose and/or use of the property for such acquisition, development, improvement, rehabilitation, or restoration. The recipient must also enter into a contract with the County whereby the recipient shall agree to comply with all terms of this resolution and any other terms deemed necessary by the District for the effective administration and implementation of this resolution. Said contract shall have no termination date and its provisions shall last in perpetuity. With the prior approval of the District, the recipient or its successors in interest in the property may transfer the responsibility to maintain and operate the property in accordance with this resolution.

(3) That any beach, park, or other public facility acquired, developed, rehabilitated, or restored with funds derived under this resolution shall be open and accessible to the public without discrimination as to race, color, sex, sexual orientation, age, religious belief, national origin, marital status, physical or medical handicap, medical condition, or place of residence. The recipient shall not discriminate against, or grant

preferential treatment to, any person or organization seeking to use such facility based upon the place of residence of such person or the members of such organization.

(4) That the conditions specified in paragraphs (1), (2), and (3) of this Section shall not prevent the transfer of property acquired, developed, improved, rehabilitated or restored with funds authorized pursuant to Section 5 of this resolution from the recipient to another Public Agency or to a Nonprofit Organization authorized to acquire, develop, improve, restore and/or operate real property for park, wildlife, recreation, community, open space or gang prevention and intervention purposes, or to the California Department of Parks and Recreation, National Park Service, or the US Forest Service, provided that approval by the District is obtained prior to the change and any such successor to the recipient assumes the obligations imposed by this resolution.

(5) Revenue generated on projects funded by this measure shall be utilized for the purposes of the measure.

Section 10.

Financing

(a) It is the intention of the Board to authorize the District to issue Bonds payable from and secured by the Special Taxes to fund all or a portion of the costs of the projects authorized by this resolution pursuant to Article 3 of Division 5 of the Public Resources Code. In addition, the District may also issue Bonds as may be authorized by applicable law in the future. Such Bonds may be issued in one or more series at such times, in such principal amounts, with such terms and subject to sale, all as the Board may determine in its sole discretion.

(b) All funds generated by the Special Tax shall be deposited into the Regional Parks and Open Space District Park Fund (Parks Fund). The Auditor-Controller of the County, on behalf of the District, may create any other funds, accounts or subaccounts necessary or desirable, including for the proceeds of Bonds issued by the District.

(c) All revenue generated by the District, including the proceeds from the issuance of any Bonds, shall be deposited in the Parks Fund and shall be allocated among all affected Public Agencies within the District as defined in Section 5506.9 of the California Public Resources Code, for expenditure consistent with the purposes of Division 5, Chapter 3, Article 3 of the Public Resources Code and of this resolution. The District shall reimburse the County from the Parks Fund for all costs of administration of the District, and the costs of issuance of bonds, notes, or other evidences of indebtedness.

(d) Pursuant to subdivision (e) of Section 5506.9 of the Public Resources Code, no proceeds from any Bonds issued by the District shall be used for any operations, maintenance or servicing purposes, except that such proceeds may be used to pay all costs incidental to the preparation and issuance of the bonds.

Section 11.

The Special Tax levied pursuant to this resolution shall be levied beginning with the fiscal year in which the tax is first levied by the District and collected by the County.

Section 12.

(a) In case any provision of this resolution shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

Section 13.

(a) This resolution shall take effect immediately, and upon declaration by the Board that the Special Tax herein has been approved by the voters, all officers and employees of the County and the District shall take all actions necessary and desirable to carry out the purposes of this resolution. The officers and employees of the County and the ex officio officers and employees of the District, are and each of them acting alone is, hereby authorized and directed to take any and all actions which are necessary or desirable to carry out the purposes of this resolution.

The foregoing resolution was on the day of July 5, 2016, adopted by the Board of Supervisors of the County of Los Angeles, also acting as the governing body of the Los Angeles County Regional Park and Open Space District.



Executive Officer-Clerk of the Board of Supervisors
of the County of Los Angeles

By: _____

Deputy

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By: _____

Deputy

Appendix

B

Displacement Memo

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MEMORANDUM

DATE May 24, 2018
TO Measure A Steering Committee
FROM Los Angeles Regional and Open Space Park District
SUBJECT Revised Draft Displacement Avoidance Strategy

In addition to supporting overall health and wellness, providing community cohesion, and environmental benefits, parks contribute economic benefits to communities they serve. Research indicates that park improvements can positively impact real property values and municipal revenues.

Unfortunately, this means that communities with parks have increased neighborhood appeal and may attract affluent residents and lead to increased property values, which can gradually price out low-income residents and businesses from the neighborhoods in which they live. The process of economic forces pricing lower income populations out of their homes and neighborhoods is called *displacement*, while the resulting changes of neighborhood population from lower to higher income is referred to as *gentrification*.^{[1][2][3]}

Although RPOSD is not able to directly fund housing and other displacement prevention projects, the implementation of Measure A should consider strategies intended to directly address and lessen the likelihood of displacement and gentrification as a result of park enhancement projects. The following goals and policies, many of which are included in the Measure A Grantmaking Policy, eligibility requirements, evaluation criteria, and/or other grant guidelines, are intended to lessen the likelihood of displacement and gentrification as a result of park enhancement projects:

Goals:

- 1. Ensure that parks and recreation facilities funded by Measure A serve all residents of Los Angeles County, particularly low-income people and ethnic minorities who generally populate High and Very High Need Study Areas.**
 - **Policy 1.** Set aside a portion of Measure A funds for High and Very High Need Study Areas. (*Currently included in Community-Based Park Investment Program (Category 1), Neighborhood Parks, Healthy Communities & Urban Greening Program (Category 2) and use of Per Capital Improvements Formula*)
 - **Policy 2.** In scoring competitive grant applications, award points to projects that serve High and Very High Need Study Areas. (*Currently included in competitive grant scoring rubrics*).
 - **Policy 3.** Within the Natural Lands, Local Beaches, Water Conservation and Protection Competitive Grants; Regional Recreation, Multi-use Trails, and Accessibility Competitive Grants; and the Acquisition-only Competitive Grants, at least 30% of funds should be

expended on projects located in High and Very High Need Study Areas. (*Currently included in Grantmaking Policy and grant program descriptions*).

- **Policy 4.** Allow non-profit affordable housing developers working in collaboration with local park agencies and/or non-profit park developers to receive Measure A funds for the development of publicly-accessible park space that is located adjacent to or within one-half mile of the affordable housing development.
- **Policy 5.** Collaborate with other public agencies to expand Measure A's Technical Assistance Program to include information about accessing and leveraging additional public funding to support open space projects (i.e. Measure M, State Cap and Trade programs, etc.). Additionally, link potential grantees to technical assistance offered by other agencies and organizations that could assist with these types of projects.

2. Work to minimize any direct impacts on land values and existing housing that might occur through parkland acquisition and park development in low income areas.

- **Policy 1.** Minimize advanced public disclosure of proposed use of Measure A funds to acquire specific parcels, so as to avoid speculative increases in land value. (*Included in community outreach and engagement requirements*).
- **Policy 2.** Avoid funding acquisition projects when purchase prices are based on speculative or inflated land values.
- **Policy 3.** In scoring competitive grant applications, give points to agencies in areas with value capture, or other displacement prevention policies in place. (*Included in competitive grant scoring, social multi-benefits criterion*).
- **Policy 4.** Require conformance to applicable relocation law regarding the loss of any housing units demolished in the course of park construction or enhancement.

3. Require culturally competent, linguistically appropriate, inclusive and meaningful public outreach and engagement aimed at existing populations for all projects funded by Measure A.

- **Policy 1.** Adopt a community engagement policy for Measure A funded projects which requires meaningful engagement, language access, and cultural inclusion. (*Included in community outreach and engagement requirements*).
- **Policy 2.** In competitive grant scoring, give points to projects that include community outreach that goes beyond the basic requirements referenced in Policy 1, including strategies to employ small, local businesses and workers, and integrate workforce development through partnerships with organizations such as a conservation corps or similar youth employment organizations. (*Included in competitive grant scoring*).
- **Policy 3.** Engage Los Angeles County park-users through innovative online platforms that allow individuals to connect to their local park agencies to assist in reporting ongoing local park conditions and needs.

4. Collect, analyze, and report park investment data to monitor for displacement and gentrification.

- **Policy 1.** As a part of the on-going analysis of Measure A implementation, produce GIS map layers that show the location and size of Measure A investments (*Included in Evaluation section of document*).
- **Policy 2.** Partner with research institutions, universities, non-profit organizations, and other public agencies seeking to address displacement and gentrification, by facilitating

conversations and sharing data to support the development of equity and displacement avoidance tools and reports. *(Included in Evaluation section of document)*

- **Policy 3.** Periodically evaluate how the policies in this Displacement Avoidance Strategy are being met and make adjustments as needed to lessen the likelihood of displacement and gentrification as a result of park enhancement projects. *(Included in Evaluation section of document)*

5. Support countywide open space and housing coordination and comprehensive anti-displacement policy development.

- **Policy 1.** Support the development of a countywide anti-displacement taskforce that includes representatives from County agencies and expert stakeholders including representatives from the nonprofit sector, housing, parks, transportation, and planning.
- **Policy 2.** Support the taskforce's work on the identification of best practices, reduction of barriers, and opportunities for collaboration that contribute to the development of joint housing and parks projects using local and state funding sources.
- **Policy 3.** Support the taskforce's development of an incentive-based system to encourage local governments to adopt broader tenant protection, anti-displacement, and value capture policies.
- **Policy 4.** Support the taskforce's development of long-term, multi-sector partnerships that leverage private and public funds to sustain community revitalization, neighborhood stabilization, and equitable development.
- **Policy 5.** Support the taskforce's development of tools such as anti-displacement plan templates and other resources that can be used by communities experiencing displacement and gentrification.
- **Policy 6.** Support the taskforce in partnering with organizations and/or academic institutions to document existing gentrification and displacement trends in Los Angeles County using indicators such as year-over-year changes in property values, ethnicity, income, and the rate of property sales.

[1] American Planning Association: City Parks Forum: How Cities Use Parks for Economic Development

[2] The Trust for Public Land: Measuring the Economic Value of a City Park System

[3] Active Living Research: The Economic Benefits of Open Space, Recreation Facilities and Walkable Community Design

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Appendix

C

Bonding Memo

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MEMORANDUM

DATE September 14, 2017
TO Measure A Steering Committee
FROM Los Angeles County Regional Park and Open Space District (RPOSD)
SUBJECT Use of Measure A Funds - Bonding

Measure A will potentially generate \$96 million per year to fund parks, open space, beaches, rivers protection, and water conservation projects throughout Los Angeles County. This memorandum explores how bonding and other financing mechanisms could be employed to bring forward annual revenue flows to pay for capital improvements up front.

Because bonding is the most commonly used and least costly means to bring funding forward, the majority of this memo covers the bonding process. Table 1 at the end of this memo provides examples illustrating the amount of annual debt service and the proceeds from bond issuance for each study area.

The memo describes relevant provisions of Measure A and how it allocates funding based in part on information from the 2016 *Los Angeles Countywide Comprehensive Parks and Recreation Needs Assessment Final Report* (PNA). This memo assumes the reader's familiarity with the PNA.

1. MEASURE A BACKGROUND

1.1 Special Tax Revenue

Approved by Los Angeles County voters on November 8, 2016, Measure A established a special tax on improved parcels at a rate of \$0.015 per square foot of structural improvements, excluding improvements for parking. As of the 2016 Assessor Tax Roll, there were 6,453,696,929 square feet of improvements subject to the special tax. Thus, the Measure A special tax would generate \$96,805,453.

The funds generated by the tax will first become available for expenditures beginning with the fiscal year starting July 1, 2018. The first collection of the tax will be based on the 2017 Assessor Tax Roll, so the actual amount collected may be higher than \$96.8 million estimated for this memo.

The measure allows, but does not require, the Board of Supervisors to adjust the rate of the tax by an amount up to the cumulative increases in the consumer price index from July 1, 2017 onward. Thus, in future years, the tax revenue generated by Measure A can be expected to increase from increases in improvement square footage and potential increases in the tax rate.

1.2 Annual Expenditures

1.2.1 Major Functional Groups

The funds generated by the special tax will be administered by the Regional Parks and Open Space District (RPOSD) to fund eligible project types described in the measure. The measure divides annual revenue into three major functional groups with specific percentage allocations:¹

- + Projects and Programs [divided into five categories, see Section 1.2.2], 77.8 percent
- + Maintenance and Service, 15 percent
- + Administration and Planning, 7.2 percent

The measure does not identify debt service as an eligible use of funds for the second and third functional groups. Therefore, this memorandum restricts its review and analysis to the first functional group, projects and programs.

1.2.2 Expenditure Schedule for Projects and Programs

For the functional group Projects and Programs, the measure establishes five allocation categories. The data in parentheses indicate the percentage of total special tax revenue allocated to each category²:

- + Category 1: Community Based Park Investment Program (35 percent)
- + Category 2: Safe Parks, Healthy Communities, Urban Greening Program (13 percent)
- + Category 3: Protecting Open Spaces, Beaches, Watershed Program (13 percent)
- + Category 4: Regional Recreational Facilities, Trail and Accessibility Program (13 percent)
- + Category 5: Youth and Veteran Job Training Placement Opportunities (3.8 percent)

For Categories 1 and 2, the revenues are intended to be distributed to each study area based on the per capita and structural improvement formula. Category 1 includes all study areas; Category 2 includes only those study areas identified as high need and very high need in the 2016 Countywide Parks Needs Assessment.

For Category 3, Measure A requires RPOSD to prioritize the funding allocation to projects with the greatest regional benefit and projects addressing the greatest regional need. For Category 4, Measure A requires RPOSD to prioritize projects that provide linkages among various regional recreational assets. For Category 5, RPOSD will allocate funding to organizations, with a priority on areas of high need and very high need.

The measure ensures an annual allocation of revenue to each study area for Categories 1 and 2, and this annual allocation could be used to secure bond financing. RPOSD expects funding in the remaining categories to be allocated through an annual competitive grant process.

Nevertheless, Measure A clearly allows RPOSD to use funding from all five categories for debt service³. This memorandum focuses on the use of bonding for Categories 1 and 2, but the issues discussed herein would be applicable if RPOSD were to issue debt for projects in Categories 3, 4, or 5.

¹ Measure A, Sections 6(e)(1)–(3)

² Measure A, Sections 5(b)(1)–(5)

³ Measure A, Section 6(e)(1)

1.2.3 Per Capita and Structural Improvement Formula

Measure A establishes a per capita and structural improvement formula to determine the percentage of revenues allocated to each study area. Each study area's share of revenue is based on the study area's percentage share of the total population among study areas and its percentage share of total square footage of improvements (excluding parking) among study areas. The formula is weighted such that the allocation percentage equals two thirds the percentage share of population plus one third the percentage share of square footage of improvements $(\frac{2}{3} \text{Per Capita} + \frac{1}{3} \text{Structural Improvements})$.

Table 1 provides preliminary estimates of the ratios derived from the per capita and structural improvement formula. These estimates are intended only for the purpose of illustrating how bonding could be applied to Measure A funds. The actual ratios that RPOSD will use to allocate Measure A funds will be determined by RPOSD at a later date.

For allocation Category 1, all study areas are included, so the total population is the total countywide population and the total structural improvements is the total countywide square footage of improvements. For allocation Category 2, only high and very high need study areas are included, so the total population is the total population across the high and very high need study areas and the total improvements is the total square footage of improvements across the high and very high need study areas.

Study Area 82, which consists of the area within the City of Alhambra provides an example. The study area's population, 84,903, is 0.84 percent of the countywide population, 10,069,287. The total non-parking improvements in the study area, 45,795,666 square feet, is 0.73 percent of the total countywide non-parking improvements, 6,305,293,386 square feet. Thus, study area 82 would receive $(0.84 + 0.84 + 0.73) \div 3$, or 0.80 percent, of the Category 1 allocation.

For Category 2, the study area's population is 1.60 percent of the total population across high-need and very high-need study areas, 5,294,919. The total non-parking improvements in the study area is 1.69 percent of the total non-parking improvements across the high-need and very high-need study areas, 2,713,174,198 square feet. Thus, study area 82 would receive $(1.60 + 1.60 + 1.69) \div 3$, or 1.63 percent, of the Category 2 allocation.

2. FINANCING MECHANISMS GENERALLY

There are two ways that local governments can pay for projects and programs: pay-as-you-go funding and borrowing. An example of each is provided below.

A local government whose highest parks and recreation priority is repairing and upgrading existing facilities could use its annual Measure A Category 1 allocation to fund the repairs and upgrades. Depending on the extent of improvements, pay-as-you-go funding could take several years. However, all the revenue would go toward improvements, and none would go to interest payments. The local government also could supplement the Measure A revenue allocation with its general fund and with grants from other governmental agencies and nongovernmental organizations.

A local government whose highest parks and recreation priority is the construction of a new community center and public swimming pool would likely find that it is not practical to spread the construction out over the many years it would take to pay the cost with the annual Measure A allocation alone. The local government would most likely need to rely on borrowed money to pay for the improvement. The community would benefit early on from the new facility, but most, if not all, of the study area's Measure

A special tax allocation would be used for debt service. In addition, a third of the Measure A revenue would be used for interest payments and other financing costs.

2.1 Bonding

Issuing bonds is the most common way governmental agencies borrow money to finance expensive projects.

Borrowing, or debt financing, is accomplished by issuing bonds to pay for specific projects or services. A bond is a debt instrument bearing a stated rate of interest that matures on a certain date, at which time a fixed sum of money plus interest is payable to the bondholder. Bond issuance is often structured with a series of bonds, in which case a different bond matures in each year over 20- to 30-year period.

Municipal bonds are very attractive to certain investors because they carry a lower risk of default than similar investment-grade corporate bonds and because the interest earned by the investor is exempt from federal and state taxes. Consequently, investors will accept a lower interest rate on tax-exempt issues, which reflects their reduced tax burden. This lower rate reduces borrowing costs for state and local governments by approximately 25 percent.

Municipal securities consist of both short-term issues (often called notes, which typically mature in one year or less) and long-term issues (commonly known as bonds, which mature in more than one year). Short-term notes are used by an issuer to raise money for a variety of reasons, but are not applicable to the present discussion of forwarding Measure A special tax revenues.

In the case of Measure A, Los Angeles County would most likely issues on behalf of RPOSD, as with previous RPOSD bonds. The office of the Los Angeles County Treasure and Tax Collector (TTC) oversees bond sales for the County, and was consulted in the preparation of this memo.

2.1.1 Key Terms

Principal

The amount that the municipality is borrowing up front, also called the “par”.

Maturity

Maturity is the date when the principal will be paid back. There are two kinds of bond maturities – term bonds mature on a single date, while serial bonds have maturities that are staggered over single years. Serial bonds are less risky for investors because they quickly begin getting principal back, and it’s cheaper for issuers because they only pay interest on the principal they have left. Usually, the final maturity is between 21 and 26 years after the bond issue.

Coupon

The coupon is the amount of interest paid to bondholders on an annual or semiannual basis. The coupon can be fixed or variable.

Callability

If a bond has a call provision, it may be “called” or paid off earlier than the maturity date, at a slight premium to par.

Revenue Bond

Revenue bonds are paid back using revenue made from the project. For example, UC school bonds are paid back using tuition, multi-family housing bonds can be paid back using rent, and toll roads can be paid back using tolls. Bonding under Measure A would be revenue bonds because revenue from the special tax would be pledged for bond repayment.

Serial Bond

A series of bonds which mature in consecutive years or other intervals and are not subject to sinking fund provisions.

Term Bond

Bonds that come due in a single maturity. The issuer usually must make payments into a sinking fund to provide for redemption of the bonds before maturity or for payment at maturity.

2.1.2 Key People

There are several important roles and responsibilities in municipal bonding. For present purposes, it is likely that County staff would fill these roles, as indicated below.

Municipal Issuer

The agency raising money through bonds. For Measure A, the County of Los Angeles would be the municipal issuer. Measure A authorizes the RPOSD to issue bonds. It may appear to be a matter of semantics, the RPOSD would be a distinct and separate entity when issuing bonds, although the same Measure A special tax would be used to secure repayment of bonds whether issued by the County or by the RPOSD. Because it would take time for the RPOSD to establish a credit rating and be certified, it is likely that at least the initial bond issuance will be through the County of Los Angeles.

Municipal Advisor

Acts in the interest of and advises the municipal issuer, and serves as the liaison between the municipality, underwriters, and credit rating agency. Utilization of a municipal advisor became more common following the Dodd-Frank Wall Street Reform and Consumer Protection Act which requires issuers to appoint a municipal advisor or file to opt out.

Bond Counsel

Legal professionals who verify the legal details and ensure the issuance complies with all applicable laws and regulations. They also draft the core documentation. The County Counsel of Los Angeles County may provide some early assistance in the bonding process, the County would retain outside counsel to serve as the official bond counsel for bond issuance.

Underwriter

Publicly administers the issuance and distributes the bonds, and serve as the bridge between the buy and sell side of the bonds. The underwriter will decide the price, return, and time span of the bonds.

Brokers

Brokers are the step between the underwriter and the bond holders. The distribution and sale of bonds relies on a legacy system that requires tremendous overhead, and so most sales are made only to high net worth individuals and organizations that will buy large quantities of bonds.

Bond Holder

Can purchase bonds at time of issuance or from other bond holders at some time after issuance. The bond holder receives payments over time, composed of interest on the invested principal (or loan) and a return of the principal itself.

2.2 Certificates of Participation

Certificates of participation (COPs) can be used to finance capital projects. COPs are sold to investors in much the same way as tax-exempt municipal bonds, and the interest earned by investors is generally exempt from taxation. COPs are typically used when local governments want to avoid a public vote, as is required for the issuance of general obligation bonds.

Because Measure A authorizes RPOSD to issue bonds and to use the special tax revenue to repay the bonds, no further public vote is necessary. Thus, COPs would have no benefit over straight-forward municipal bonding for Measure A projects.

2.3 Short-Term Notes and Loans

Short-term notes, commercial paper, and loans are financing mechanisms that local governments use to bridge the gap between the immediate opportunity for a desired project and the length of time needed to secure long-term bond financing. Short-term financing is more expensive, i.e., a larger percentage of the special tax revenue will be spent on interest and financing costs, than bonding. It seems unlikely that RPOSD will need to use short-term financing for projects funded under Measure A.

One exception may be for land acquisition for new park development. Oftentimes, opportunities to purchase land at affordable prices are time-constrained decisions. This is especially true in many Los Angeles County communities that are mostly built out. RPOSD may want to explore opportunities for short-term financing as part of a strategy to facilitate land acquisition for new parks.

3. MEASURE A BONDING - KEY ISSUES

3.1 Identification of Projects

Projects to be funded with bonds will need to be specified prior to the issuance of bonds. Not every municipally-issued bond is exempt from taxes. As part of the issuance process, the bond counsel will certify that the projects being funded qualify the interest paid on the bonds to be exempt from taxes.

This does not mean that projects cannot change. However, RPOSD will need to have a policy on the level of project description necessary for proposed projects to be included in a bond issuance.

3.2 Timely Completion of Projects

RPOSD will need to establish a policy on the readiness of proposed projects to proceed to construction as a prerequisite for inclusion in a bond issuance because projects will need to be completed within three years to comply with requirements.

A key advantage for investors in municipal bonds is that the interest payments they receive are exempt from taxes. The interest rate paid on these bonds will be lower than the interest that the County may earn when it invests the bond proceeds until they are actually spent. The difference between the interests the County earns on the short-term investment of the bond proceeds and the interests the County pays on the bonds is known as arbitrage. For the interests paid on bonds to be exempt from taxes, federal regulations limit arbitrage. While the Los Angeles County Treasurer and Tax Collector (TTC) will bear some responsibility for complying with arbitrage requirements for invested bond proceeds, a key factor in compliance will be completing projects within three years.

3.3 Changing Allocation Ratios

Study areas that experience a decline in their percentage share of population and/or their percentage share of total non-parking improvement square footage could see a reduction in their percentage share of Category 1 and 2 funds. Hopefully, the annual increase in countywide improvement square footage will outpace the possible declines in study area percentages so that no study area will experience an absolute decrease in the annual dollar amount of allocations. However, it is theoretically possible that actual dollar allocations could decrease from year to year in some study areas, affecting their individual ability to pay their share of the debt service.

The overall Measure A special tax revenue will be available for RPOSD to make debt service payments, so this should not be an issue with bond issuance. The overall special tax revenue would only decline if there were a decrease in the total improved square footage across Los Angeles County.

However, it is possible that the allocation to a study area could decline below the level of debt service attributable to that study area. RPOSD may want to consider a policy that limits the percentage of an individual study area's allocation that can be used for debt service in order to avoid problems should that allocation decline.

4. EXAMPLES OF POTENTIAL BONDING PROCEEDS

Table 1 provides two examples to illustrate the amount of funding that could be brought forward through bonding against Measure A special tax revenue for allocation Categories 1 and 2. The first example generates the minimum bond issuance recommended by the TTC, \$100 million. The second illustrates the bonding proceeds if the total anticipated Category 1 and 2 revenues were used for debt service.

The data in Table 1 assume that every study area participates in the bond issuance. In practice, not every study area will participate, and some study areas may only use a portion of their Category 1 and 2 allocation for debt service, reserving the remainder for pay-as-you-go projects. In order to issue the minimum \$100 million in bonds, RPOSD will need a sufficient number of study areas with more than the minimum amount shown in Table 1 or a combination of such study areas and projects under Categories 3, 4, and 5.

Agencies wishing to participate in the bond issuance can expect to receive between 14.2 and 15.9 times their annual allocation, depending on the specifics of the bonding amount and maturity date (refer to Sections 4.1 and 4.2 for additional information). For example, a city with an annual allocation of \$100,000 could expect to receive between \$1.42 million and \$1.59 million if they participated in the bond issuance. RPOSD would then be responsible for making annual payments on these funds until the bond reaches maturity (20 to 25 years, depending on the specifics of the bond).

Finally, it is important to note that even for study areas that use their entire Category 1 and 2 revenue stream for bonding, additional revenue may be available for pay-as-you-go projects in subsequent years if the countywide total improvement square footage increases and, hence, the Measure A special tax revenue increases.

Table 2 provides bonding samples provided by the TTC. The data in Table 1 are based on the data in Table 2. The maturity for the bonds will be based on the actual projects that are proposed and may be as long as 30 years. The data provided by TTC and the two examples use 20- and 25-year maturities. The data provided by TTC use a base case reflecting current interest rates and cases with interest rates increased by 100 basis points to reflect what market conditions might be when bonds are issued in the future. The two examples are based on the current interest rates plus 100 basis points.

4.1 Minimum Bonding Amount

The TTC has indicated that the most efficient use of bonding is a minimum of \$100 million in proceeds. A \$100,761,002.85 serial bond issuance with maturity over 20 years would generate \$100 million in proceeds. The largest annual debt service payment would be \$7,040,625.00, out of the total Category 1 and 2 allocation of \$45,537,286. The proceeds equal 14.2 times the maximum annual debt service, and the debt service represents 15.5 percent of the annual Category 1 and 2 allocation.

Table 1 provides the estimated largest annual debt service and the estimated bond proceeds for each study area, based on \$100 million bond proceeds, a 20-year maturity, and true interest cost of 3.65 percent.

4.2 Maximum Bonding Amount

The Category 1 and 2 allocation preliminarily estimated for the first year of collection of the Measure A special tax is \$45,537,286. The second example in Table 2 estimates the bond proceeds if the entire Category 1 and 2 allocation were pledged to repay the debt.

A \$729,781,236.17 serial bond issuance with maturity over 25 years would generate \$726,180,000.00 in bond proceeds. The largest annual debt service would be \$45,537,286.00. The proceeds equal 15.9 times the maximum annual debt service, and the debt service equals 100 percent of the annual Category 1 and 2 allocation. For future planning, RPOSD may use a multiplier lower than 15.9 to limit the maximum amount of Category 1 and 2 revenue that can be used for debt services, as discussed in Section 3.3.

Table 1 provides the estimated largest annual debt service and the estimated bond proceeds for each study area based on \$726 million bond proceeds, 25-year maturity, and true interest cost of 3.93 percent.

Table 1: Category 1 and 2 Allocation Ratios and Example Bond Proceeds and Debt Service, By Study Area

Study Area Name	Need Category	Category 1 Allocation Ratio (Estimate)	Category 2 Allocation Ratio (Estimate)	Categories 1 & 2 Allocation (Estimate)	\$100M 20 years 3.65%		\$726 M 25 years 3.93%	
					Maximum Annual Debt Service	Bond Proceeds	Maximum Annual Debt Service	Bond Proceeds
Agoura Hills	Very Low	0.2%	0.0%	81,293	12,569	178,519	81,293	1,296,371
Alhambra	High	0.8%	1.6%	468,266	72,400	1,028,313	468,266	7,467,401
Arcadia	Low	0.6%	0.0%	214,229	33,122	470,447	214,229	3,416,295
Artesia	High	0.2%	0.3%	91,126	14,089	200,113	91,126	1,453,184
Avalon / UI Channel Islands North	Very Low	0.0%	0.0%	14,549	2,249	31,950	14,549	232,016
Azusa	Moderate	0.4%	0.0%	148,172	22,909	325,386	148,172	2,362,890
Baldwin Park	Very High	0.7%	1.3%	382,706	59,171	840,423	382,706	6,102,982
Bell	Very High	0.3%	0.6%	181,022	27,988	397,524	181,022	2,886,741
Bell Gardens	Very High	0.3%	0.7%	200,165	30,948	439,562	200,165	3,192,010
Bellflower	Very High	0.7%	1.4%	392,675	60,712	862,314	392,675	6,261,955
Beverly Hills	Moderate	0.5%	0.0%	170,411	26,348	374,222	170,411	2,717,527
Bradbury / UI Bradbury	Very Low	0.0%	0.0%	5,756	890	12,640	5,756	91,791
Burbank	Low	1.2%	0.0%	388,437	60,057	853,009	388,437	6,194,379
Calabasas	Very Low	0.3%	0.0%	96,403	14,905	211,702	96,403	1,537,335
Carson	High	1.1%	2.2%	627,689	97,048	1,378,407	627,689	10,009,713
Cerritos / UI Cerritos	Low	0.6%	0.0%	195,664	30,252	429,679	195,664	3,120,246
Claremont / UI Claremont	Low	0.4%	0.0%	135,090	20,887	296,657	135,090	2,154,265
Commerce	Moderate	0.4%	0.0%	117,263	18,130	257,510	117,263	1,869,986
Compton	High	0.9%	1.8%	526,882	81,463	1,157,035	526,882	8,402,158
Covina	Moderate	0.5%	0.0%	162,057	25,056	355,879	162,057	2,584,320
Cudahy	Very High	0.2%	0.4%	112,336	17,369	246,690	112,336	1,791,412
Culver City	Moderate	0.5%	0.0%	154,370	23,868	338,998	154,370	2,461,733
Diamond Bar	Low	0.6%	0.0%	193,763	29,958	425,504	193,763	3,089,925
Downey	High	1.1%	2.2%	625,862	96,766	1,374,395	625,862	9,980,580
Duarte	Low	0.2%	0.0%	70,073	10,834	153,880	70,073	1,117,446
El Monte	Very High	1.0%	2.0%	582,303	90,031	1,278,739	582,303	9,285,947

Table 1 continued

Study Area Name	Need Category	Category 1 Allocation Ratio (Estimate)	Category 2 Allocation Ratio (Estimate)	Categories 1 & 2 Allocation (Estimate)	\$100M 20 years 3.65%		\$726 M 25 years 3.93%	
					Maximum Annual Debt Service	Bond Proceeds	Maximum Annual Debt Service	Bond Proceeds
El Segundo	Low	0.3%	0.0%	101,779	15,736	223,506	101,779	1,623,057
Gardena	High	0.6%	1.2%	354,993	54,886	779,566	354,993	5,661,054
Glendale - Northside	Low	1.1%	0.0%	375,954	58,127	825,595	375,954	5,995,306
Glendale - Southside	Very High	0.8%	1.7%	486,200	75,173	1,067,697	486,200	7,753,402
Glendora / UI Glendora	Low	0.5%	0.0%	175,926	27,200	386,335	175,926	2,805,484
Hawaiian Gardens	Moderate	0.1%	0.0%	39,960	6,178	87,752	39,960	637,237
Hawthorne	Very High	0.8%	1.6%	471,857	72,955	1,036,198	471,857	7,524,666
Hermosa Beach	Moderate	0.2%	0.0%	70,271	10,865	154,316	70,271	1,120,612
Hidden Hills	Not Participating	0.0%	0.0%	9,976	1,542	21,907	9,976	159,087
Huntington Park	Very High	0.5%	1.0%	294,474	45,529	646,666	294,474	4,695,962
Industry	Very Low	0.4%	0.0%	127,836	19,765	280,727	127,836	2,038,586
Inglewood	Very High	1.0%	2.1%	599,346	92,666	1,316,166	599,346	9,557,736
Irwindale	Very Low	0.1%	0.0%	27,752	4,291	60,943	27,752	442,560
LA Arleta - Pacoima	High	0.9%	1.8%	510,950	78,999	1,122,048	510,950	8,148,086
LA Baldwin Hills - Leimert - Hyde Park	High	0.8%	1.6%	454,494	70,270	998,070	454,494	7,247,788
LA Bel Air - Beverly Crest/ UN Hollywood Hills	Very Low	0.3%	0.0%	102,404	15,833	224,880	102,404	1,633,036
LA Boyle Heights	Very High	0.8%	1.6%	451,021	69,733	990,444	451,021	7,192,408
LA Brentwood - Pacific Palisades	Moderate	0.7%	0.0%	248,374	38,402	545,430	248,374	3,960,806
LA Canada Flintridge	Very Low	0.2%	0.0%	81,304	12,571	178,543	81,304	1,296,543
LA Canoga Park - Winnetka	Very High	0.9%	1.7%	494,977	76,529	1,086,970	494,977	7,893,360
LA Central City	Very High	0.8%	1.8%	498,927	77,140	1,095,644	498,927	7,956,351
LA Central City North	High	0.3%	0.6%	171,080	26,451	375,691	171,080	2,728,194
LA Chatsworth - Porter Ranch / UI Chatsworth	Low	1.2%	0.0%	389,340	60,197	854,992	389,340	6,208,781
LA Encino - Tarzana	Moderate	0.9%	0.0%	287,551	44,459	631,463	287,551	4,585,557
LA Exposition Park - University Park - Vermont Sq	Very High	1.5%	3.0%	858,224	132,692	1,884,662	858,224	13,686,036
LA Granada Hills - Knollwood	Moderate	0.6%	0.0%	203,993	31,540	447,970	203,993	3,253,070
LA Harbor Gateway	High	0.4%	0.9%	261,654	40,455	574,593	261,654	4,172,578

Table 1 continued

Study Area Name	Need Category	Category 1 Allocation Ratio (Estimate)	Category 2 Allocation Ratio (Estimate)	Categories 1 & 2 Allocation (Estimate)	\$100M 20 years 3.65%		\$726 M 25 years 3.93%	
					Maximum Annual Debt Service	Bond Proceeds	Maximum Annual Debt Service	Bond Proceeds
LA Hollywood - North	Moderate	1.1%	0.0%	361,479	55,889	793,808	361,479	5,764,478
LA Hollywood - South	Very High	1.0%	2.1%	596,885	92,286	1,310,760	596,885	9,518,479
LA Mission Hills - Panorama City - North Hills	Very High	1.3%	2.6%	755,630	116,830	1,659,366	755,630	12,049,981
LA North Hollywood - Valley Village	Very High	1.3%	2.7%	781,118	120,770	1,715,336	781,118	12,456,430
LA Northeast Los Angeles - North	Moderate	1.3%	0.0%	447,806	69,236	983,384	447,806	7,141,138
LA Northeast Los Angeles - South	Moderate	0.8%	0.0%	279,030	43,141	612,750	279,030	4,449,670
LA Northridge	High	0.7%	1.4%	401,770	62,119	882,289	401,770	6,407,003
LA Palms - Mar Vista - Del Rey	Very High	1.1%	2.2%	637,179	98,516	1,399,247	637,179	10,161,051
LA Reseda - West Van Nuys	High	1.0%	2.1%	610,699	94,422	1,341,096	610,699	9,738,768
LA San Pedro / Port of Los Angeles / UI La Rambla	Moderate	0.8%	0.0%	259,770	40,164	570,455	259,770	4,142,531
LA Sherman Oaks - Studio City / UI Universal City	Low	1.0%	0.0%	318,468	49,239	699,357	318,468	5,078,588
LA Silver Lake - Echo Park - Elysian Valley	Moderate	0.7%	0.0%	220,766	34,133	484,803	220,766	3,520,543
LA South Los Angeles	Very High	0.9%	1.9%	540,135	83,512	1,186,138	540,135	8,613,500
LA Southeast Los Angeles	Very High	1.3%	2.5%	721,137	111,497	1,583,620	721,137	11,499,930
LA Southeast Los Angeles - North	Very High	1.2%	2.4%	692,453	107,062	1,520,629	692,453	11,042,506
LA Sun Valley - La Tuna Canyon	High	0.9%	1.8%	514,252	79,510	1,129,298	514,252	8,200,740
LA Sunland-Tujunga-Lake View Terr-Shadow Hills	Low	0.6%	0.0%	198,859	30,746	436,695	198,859	3,171,195
LA Sylmar	Moderate	0.7%	0.0%	244,260	37,766	536,396	244,260	3,895,201
LA Valley Glen - North Sherman Oaks	High	0.8%	1.6%	456,091	70,517	1,001,577	456,091	7,273,249
LA Van Nuys - North Sherman Oaks	Very High	0.8%	1.6%	463,426	71,651	1,017,684	463,426	7,390,220
LA Venice	Very High	0.4%	0.8%	230,271	35,603	505,677	230,271	3,672,122
LA West Adams	Very High	0.9%	1.7%	504,018	77,927	1,106,825	504,018	8,037,541
LA West Hills - Woodland Hills / UI Canoga Park	Moderate	1.1%	0.0%	355,340	54,940	780,329	355,340	5,666,590
LA West Los Angeles	High	1.0%	2.0%	572,906	88,578	1,258,103	572,906	9,136,095
LA Westchester - Playa del Rey / LAX	High	0.7%	1.4%	408,550	63,167	897,177	408,550	6,515,119
LA Westlake	Very High	1.0%	2.0%	585,058	90,457	1,284,788	585,058	9,329,876
LA Westwood / UI Sawtelle VA Center	Very High	0.6%	1.1%	327,194	50,588	718,519	327,194	5,217,739

Table 1 continued

Study Area Name	Need Category	Category 1 Allocation Ratio (Estimate)	Category 2 Allocation Ratio (Estimate)	Categories 1 & 2 Allocation (Estimate)	\$100M 20 years 3.65%		\$726 M 25 years 3.93%	
					Maximum Annual Debt Service	Bond Proceeds	Maximum Annual Debt Service	Bond Proceeds
LA Wilmington - Harbor City / LA Port of LA	Moderate	0.7%	0.0%	234,339	36,232	514,609	234,339	3,736,989
LA Wilshire - Koreatown	Very High	1.5%	3.1%	889,752	137,567	1,953,898	889,752	14,188,817
LA Wilshire - West	High	1.4%	2.9%	812,826	125,673	1,784,967	812,826	12,962,075
La Habra Heights	Very Low	0.1%	0.0%	21,799	3,370	47,872	21,799	347,635
La Mirada	Moderate	0.5%	0.0%	175,867	27,191	386,205	175,867	2,804,545
La Puente	High	0.3%	0.7%	196,298	30,350	431,070	196,298	3,130,345
La Verne / UI La Verne/ UI Claremont	Very Low	0.4%	0.0%	118,117	18,262	259,385	118,117	1,883,598
Lakewood / UI Lakewood	Low	0.8%	0.0%	252,697	39,070	554,922	252,697	4,029,736
Lancaster - Eastside	Moderate	0.6%	0.0%	206,468	31,923	453,405	206,468	3,292,534
Lancaster - Westside	Moderate	1.0%	0.0%	320,581	49,566	703,997	320,581	5,112,289
Lawndale	Very High	0.3%	0.6%	164,810	25,482	361,923	164,810	2,628,214
Lomita	Moderate	0.2%	0.0%	64,521	9,976	141,688	64,521	1,028,911
Long Beach Central	Low	0.4%	0.0%	118,075	18,256	259,294	118,075	1,882,940
Long Beach East / UI Long Beach	Low	0.8%	0.0%	262,941	40,654	577,420	262,941	4,193,106
Long Beach North	High	0.8%	1.6%	456,476	70,577	1,002,422	456,476	7,279,389
Long Beach South	High	1.8%	3.6%	1,025,154	158,501	2,251,240	1,025,154	16,348,055
Long Beach West	Very High	0.7%	1.4%	401,297	62,045	881,249	401,297	6,399,452
Lynwood/ UI Lynwood	High	0.6%	1.2%	342,470	52,950	752,064	342,470	5,461,339
Malibu	Very Low	0.2%	0.0%	57,909	8,954	127,169	57,909	923,477
Manhattan Beach	Low	0.4%	0.0%	140,005	21,647	307,452	140,005	2,232,653
Maywood	Very High	0.2%	0.4%	126,652	19,582	278,129	126,652	2,019,718
Monrovia	Low	0.4%	0.0%	126,866	19,615	278,599	126,866	2,023,129
Montebello	Moderate	0.6%	0.0%	207,141	32,027	454,882	207,141	3,303,264
Monterey Park	Moderate	0.6%	0.0%	199,616	30,863	438,357	199,616	3,183,261
Norwalk	High	0.9%	1.9%	535,264	82,758	1,175,441	535,264	8,535,818
Palmdale - Eastside / UI South Antelope Valley	Low	0.9%	0.0%	300,766	46,502	660,484	300,766	4,796,302
Palmdale - Westside	Low	0.6%	0.0%	210,061	32,478	461,294	210,061	3,349,822

Table 1 continued

Study Area Name	Need Category	Category 1 Allocation Ratio (Estimate)	Category 2 Allocation Ratio (Estimate)	Categories 1 & 2 Allocation (Estimate)	\$100M 20 years 3.65%		\$726 M 25 years 3.93%	
					Maximum Annual Debt Service	Bond Proceeds	Maximum Annual Debt Service	Bond Proceeds
Palos Verdes Estates	Very Low	0.2%	0.0%	57,936	8,958	127,228	57,936	923,906
Paramount	Very High	0.5%	1.0%	290,336	44,890	637,579	290,336	4,629,968
Pasadena - Eastside / UI Kinneloa Mesa	Moderate	0.6%	0.0%	207,092	32,019	454,774	207,092	3,302,477
Pasadena - Westside	Moderate	0.9%	0.0%	311,173	48,111	683,336	311,173	4,962,250
Pico Rivera	Low	0.6%	0.0%	197,192	30,488	433,035	197,192	3,144,613
Pomona - Northside	Moderate	0.8%	0.0%	263,595	40,755	578,856	263,595	4,203,533
Pomona - Southside	Moderate	0.6%	0.0%	209,468	32,386	459,993	209,468	3,340,374
Rancho Palos Verdes	Very Low	0.5%	0.0%	160,444	24,807	352,336	160,444	2,558,593
Redondo Beach	Moderate	0.7%	0.0%	241,571	37,350	530,490	241,571	3,852,313
Rolling Hills	Not Participating	0.0%	0.0%	9,148	1,414	20,089	9,148	145,886
Rolling Hills Estates / UI Westfield	Very Low	0.1%	0.0%	42,148	6,517	92,557	42,148	672,128
Rosemead	Moderate	0.5%	0.0%	161,428	24,959	354,496	161,428	2,574,276
San Dimas / UI San Dimas	Very Low	0.4%	0.0%	124,012	19,174	272,330	124,012	1,977,606
San Fernando	High	0.2%	0.5%	129,535	20,028	284,460	129,535	2,065,690
San Gabriel	Moderate	0.4%	0.0%	126,789	19,603	278,428	126,789	2,021,890
San Marino	Very Low	0.2%	0.0%	54,263	8,390	119,163	54,263	865,336
Santa Clarita - North	Moderate	1.3%	0.0%	424,878	65,691	933,034	424,878	6,775,505
Santa Clarita - South	Moderate	1.0%	0.0%	324,638	50,193	712,907	324,638	5,176,987
Santa Fe Springs	Low	0.4%	0.0%	144,969	22,414	318,352	144,969	2,311,812
Santa Monica	Moderate	1.1%	0.0%	352,177	54,451	773,381	352,177	5,616,139
Sierra Madre	Very Low	0.1%	0.0%	39,551	6,115	86,854	39,551	630,719
Signal Hill	Very Low	0.1%	0.0%	45,670	7,061	100,290	45,670	728,289
South El Monte/ UI El Monte/ UI Whittier Narrows	Low	0.2%	0.0%	81,852	12,655	179,747	81,852	1,305,288
South Gate	Very High	0.8%	1.7%	481,402	74,431	1,057,161	481,402	7,676,889
South Pasadena	Low	0.3%	0.0%	87,950	13,598	193,139	87,950	1,402,533
Temple City	High	0.3%	0.7%	200,770	31,042	440,892	200,770	3,201,671
Torrance - North	High	0.7%	1.5%	422,858	65,379	928,597	422,858	6,743,289

Table 1 continued

Study Area Name	Need Category	Category 1 Allocation Ratio (Estimate)	Category 2 Allocation Ratio (Estimate)	Categories 1 & 2 Allocation (Estimate)	\$100M 20 years 3.65%		\$726 M 25 years 3.93%	
					Maximum Annual Debt Service	Bond Proceeds	Maximum Annual Debt Service	Bond Proceeds
Torrance - South	Low	0.9%	0.0%	293,749	45,417	645,074	293,749	4,684,398
UI Acton/ UI South Antelope Valley	Very Low	0.1%	0.0%	40,681	6,290	89,335	40,681	648,730
UI Agua Dulce-Angeles NF-Canyon Country	Low	0.1%	0.0%	32,374	5,005	71,094	32,374	516,273
UI Altadena	Low	0.4%	0.0%	138,774	21,456	304,747	138,774	2,213,012
UI Angeles National Forest	Low	0.0%	0.0%	7,849	1,214	17,236	7,849	125,167
UI Azusa	Moderate	0.2%	0.0%	50,256	7,770	110,362	50,256	801,424
UI Bassett-West Puente Valley	Very High	0.2%	0.4%	115,050	17,788	252,651	115,050	1,834,699
UI Castaic	Moderate	0.4%	0.0%	128,239	19,827	281,613	128,239	2,045,015
UI Charter Oak Islands	High	0.2%	0.3%	99,706	15,416	218,956	99,706	1,590,011
UI Compton	Low	0.1%	0.0%	37,736	5,834	82,868	37,736	601,772
UI Covina Islands	Moderate	0.0%	0.0%	15,350	2,373	33,709	15,350	244,785
UI Covina-San Dimas	Low	0.0%	0.0%	15,914	2,460	34,947	15,914	253,777
UI Del Aire	High	0.1%	0.2%	54,098	8,364	118,800	54,098	862,702
UI East Los Angeles - Northwest	Very High	0.6%	1.1%	320,562	49,563	703,954	320,562	5,111,975
UI East Los Angeles - Southeast	Very High	0.5%	0.9%	269,495	41,667	591,812	269,495	4,297,617
UI East Rancho Dominguez	Very High	0.1%	0.2%	70,394	10,884	154,585	70,394	1,122,562
UI East San Gabriel/ UI Arcadia	Very High	0.2%	0.4%	127,556	19,722	280,114	127,556	2,034,133
UI Florence-Firestone	Very High	0.5%	1.0%	297,109	45,937	652,452	297,109	4,737,976
UI Hacienda Heights-Whittier	Low	0.6%	0.0%	193,497	29,917	424,919	193,497	3,085,679
UI Hawthorne/ UI Alondra Park	Very High	0.1%	0.2%	55,177	8,531	121,168	55,177	879,900
UI La Crescenta - Montrose	Very Low	0.2%	0.0%	64,032	9,900	140,615	64,032	1,021,120
UI Ladera Heights / View Park - Windsor Hills	Very Low	0.2%	0.0%	65,702	10,158	144,282	65,702	1,047,747
UI Lake LA\ UI Pearblossom\UI Liano\UI Valyermo	Very Low	0.1%	0.0%	45,440	7,026	99,787	45,440	724,630
UI Lennox	Very High	0.2%	0.4%	104,307	16,127	229,057	104,307	1,663,369
UI Leona Valley/ UI Lake Hughes	Low	0.0%	0.0%	12,163	1,880	26,709	12,163	193,955
UI Littlerock	Very Low	0.1%	0.0%	27,804	4,299	61,059	27,804	443,396
UI Malibu	Low	0.1%	0.0%	20,398	3,154	44,794	20,398	325,283

Table 1 continued

Study Area Name	Need Category	Category 1 Allocation Ratio (Estimate)	Category 2 Allocation Ratio (Estimate)	Categories 1 & 2 Allocation (Estimate)	\$100M 20 years 3.65%		\$726 M 25 years 3.93%	
					Maximum Annual Debt Service	Bond Proceeds	Maximum Annual Debt Service	Bond Proceeds
UI Marina del Rey	Moderate	0.1%	0.0%	17,235	2,665	37,847	17,235	274,840
UI Monrovia	Low	0.1%	0.0%	47,213	7,300	103,679	47,213	752,898
UI Northeast Antelope Valley	Very Low	0.1%	0.0%	27,244	4,212	59,828	27,244	434,461
UI Northwest Antelope Valley	Low	0.1%	0.0%	17,616	2,724	38,684	17,616	280,915
UI Pellissier Village-Avocado Heights	Very Low	0.1%	0.0%	49,032	7,581	107,675	49,032	781,912
UI Quartz Hill-Lancaster	Moderate	0.2%	0.0%	60,514	9,356	132,890	60,514	965,019
UI Rowland Heights	Moderate	0.5%	0.0%	171,043	26,445	375,612	171,043	2,727,617
UI San Jose Hills	Moderate	0.2%	0.0%	54,801	8,473	120,343	54,801	873,907
UI San Pasqual/ UI East Pasadena	Very Low	0.1%	0.0%	29,748	4,599	65,326	29,748	474,386
UI Santa Monica Mountains/ UI Triunfo Canyon	Very Low	0.1%	0.0%	27,082	4,187	59,472	27,082	431,874
UI South Whittier/ UI East La Mirada	Moderate	0.6%	0.0%	193,305	29,887	424,499	193,305	3,082,624
UI Stevenson/Newhall Ranch	Very Low	0.2%	0.0%	74,681	11,547	163,999	74,681	1,190,928
UI Sunrise Village-S. San Gabriel-Whittier Narrows	Low	0.1%	0.0%	27,129	4,195	59,576	27,129	432,627
UI Topanga Canyon / Topanga	Very Low	0.1%	0.0%	26,722	4,132	58,682	26,722	426,135
UI Valinda	Moderate	0.2%	0.0%	64,178	9,923	140,934	64,178	1,023,437
UI Walnut Park	Very High	0.1%	0.3%	74,060	11,451	162,636	74,060	1,181,027
UI West Athens-Westmont	Very High	0.3%	0.7%	200,916	31,064	441,212	200,916	3,203,996
UI West Carson	High	0.2%	0.4%	125,788	19,448	276,231	125,788	2,005,936
UI West Rancho Dominguez	Very Low	0.1%	0.0%	32,773	5,067	71,969	32,773	522,622
UI West Whittier - Los Nietos	Low	0.2%	0.0%	74,652	11,542	163,935	74,652	1,190,466
UI Willowbrook	High	0.4%	0.7%	206,093	31,865	452,581	206,093	3,286,553
Vernon / UI Vernon	Very Low	0.3%	0.0%	85,100	13,158	186,881	85,100	1,357,092
Walnut	Very Low	0.3%	0.0%	105,252	16,273	231,134	105,252	1,678,452
West Covina	Moderate	1.0%	0.0%	340,068	52,579	746,790	340,068	5,423,037
West Hollywood	Very High	0.4%	0.9%	241,692	37,368	530,755	241,692	3,854,239
Westlake Village	Very Low	0.1%	0.0%	42,464	6,565	93,252	42,464	677,174
Whittier	Low	0.8%	0.0%	282,131	43,621	619,560	282,131	4,499,119

Table 1 continued

Study Area Name	Need Category	Category 1	Category 2	Categories 1 & 2	\$100M 20 years 3.65%		\$726 M 25 years 3.93%	
		Allocation Ratio (Estimate)	Allocation Ratio (Estimate)	Allocation (Estimate)	Maximum Annual Debt Service	Bond Proceeds	Maximum Annual Debt Service	Bond Proceeds
TOTAL		100.0%	100.0%	45,537,286	7,040,625	100,000,000	45,537,286	726,180,000

Table 2: Bonding Scenarios Analysis

General Assumptions:

- + + Issue Date: 7/3/2017
- + Credit Rating: AAA
- + Reserve Fund: None
- + UW Discount: \$4/bond
- + Rates as of: 6/28/2017

Group 1: \$100 million deposit				
	A. 20 years, Base Case	B. 25 years, Base Case	C. 20 years, + 100bps	D. 25 years, + 100bps
Sources				
Par	\$ 82,830,000.00	\$ 83,245,000.00	\$ 88,995,000.00	\$ 89,720,000.00
Premium	17,901,358.15	17,489,193.70	11,766,002.85	11,042,009.85
Total	\$ 100,731,358.15	\$ 100,734,193.70	\$ 100,761,002.85	\$ 100,762,009.85
Uses				
Project Fund	\$ 100,000,000.00	\$ 100,000,000.00	\$ 100,000,000.00	\$ 100,000,000.00
COI + Add'l Proceeds	400,038.15	401,213.70	405,022.85	403,129.85
UW Discount	331,320.00	332,980.00	355,980.00	358,880.00
Total	\$ 100,731,358.15	\$ 100,734,193.70	\$ 100,761,002.85	\$ 100,762,009.85
True Interest Cost	2.884750%	3.251610%	3.652970%	3.932230%
Total D/S	\$ 134,103,616.67	\$148,922,188.89	\$144,080,966.67	\$160,506,327.78
Maximum Annual D/S	\$ 6,553,625.00	\$ 5,835,250.00	\$ 7,040,625.00	\$ 6,289,875.00
Other Assumptions:		\$400,000 COI		

Table 2 continued

Group 2: \$200 million deposit				
	A. 20 years, Base Case	B. 25 years, Base Case	C. 20 years, + 100bps	D. 25 years, + 100bps
Sources				
Par	\$165,415,000.00	\$166,240,000.00	\$177,720,000.00	\$179,165,000.00
Premium	35,749,293.05	34,926,398.60	23,495,868.70	22,051,820.35
Total	\$ 201,164,293.05	\$ 201,166,398.60	\$ 201,215,868.70	\$ 201,216,820.35
Uses				
Project Fund	\$200,000,000.00	\$200,000,000.00	\$200,000,000.00	\$200,000,000.00
COI + Add'l Proceeds	502,633.05	501,438.60	504,988.70	500,160.35
UW Discount	661,660.00	664,960.00	710,880.00	716,660.00
Total	\$ 201,164,293.05	\$ 201,166,398.60	\$ 201,215,868.70	\$ 201,216,820.35
True Interest Cost	2.884730%	3.251630%	3.653050%	3.932210%
Total D/S	\$267,808,488.89	\$297,402,072.22	\$287,730,633.33	\$320,527,794.44
Maximum Annual D/S	\$ 13,084,250.00	\$ 11,651,250.00	\$ 14,058,125.00	\$ 12,556,750.00
Other Assumptions:		\$500,000 COI		

Table 2 continued

Group 2: \$300 million deposit				
	A. 20 years, Base Case	B. 25 years, Base Case	C. 20 years, + 100bps	D. 25 years, + 100bps
Sources				
Par	\$247,995,000.00	\$249,235,000.00	\$266,445,000.00	\$268,615,000.00
Premium	53,597,029.95	52,363,041.45	35,225,450.65	33,060,715.90
Total	\$ 301,592,029.95	\$ 301,598,041.45	\$ 301,670,450.65	\$ 301,675,715.90
Uses				
Project Fund	\$300,000,000.00	\$300,000,000.00	\$300,000,000.00	\$300,000,000.00
COI + Add'l Proceeds	600,049.95	601,101.45	604,670.65	601,255.90
UW Discount	991,980.00	996,940.00	1,065,780.00	1,074,460.00
Total	\$ 301,592,029.95	\$ 301,598,041.45	\$ 301,670,450.65	\$ 301,675,715.90
True Interest Cost	2.884680%	3.251610%	3.653040%	3.932190%
Total D/S	\$401,503,550.00	\$445,874,205.56	\$431,374,050.00	\$480,545,072.22
Maximum Annual D/S	\$ 19,616,250.00	\$ 17,466,000.00	\$ 21,075,750.00	\$ 18,824,125.00
Other Assumptions:		\$600,000 COI		



MEMORANDUM

DATE February 8, 2018
TO Measure A Steering Committee
FROM Los Angeles County Regional Park and Open Space District
SUBJECT Use of Category 3 and 4 Funds - Bonding

The potential for bonding Measure A funds was explored at Steering Committee Meeting #4, on September 28th. The discussion at that meeting resulted in the recommendation to allow local jurisdictions to bond against Category 1 and Category 2 annual allocations and against agency allocations in Categories 3 and 4, in order to make funds available for large projects. Bonding against General Category 3 and 4 competitive grant funds was not recommended, since the Committee felt that adequate funding could be made available during every grant cycle on a “pay as you go basis,” and avoidance of bonding would save interest and bond origination costs.¹ The memorandum that was prepared for Meeting #4, “Use of Measure A Funds – Bonding,” is attached here for your reference. It provided background information on bonding.

Based on feedback received at Steering Committee Meeting #6, held on January 11, 2018, the Committee decided to reopen the question of bonding against General Category 3 and 4 funds. This memorandum explores the potential implications of such bonding.

As you review the information in this memo, please keep in mind that the use of bonded funds must comply with the following requirements:

1. Bonded funds must be spent on capital improvements, although up to 30% of funds can be dedicated to “soft costs.”
2. All projects using bonded funds must be identified prior to the issuance of the bond.
3. All bond funds must be expended within three years of bond issuance.

1. FINANCIAL IMPLICATIONS OF BONDING

The total amount of funding available in General Category 3 is approximately \$5 million annually, and the amount in General Category 4 is approximately \$6 million annually. Bonding these funds, or a portion of these funds, would create a relatively larger pool of funds for immediate expenditure, but would reduce the funds available for regular grant cycles during the bonding period.

¹ It is not possible to bond against funds in Category 5, or those targeted for maintenance and servicing or oversight and innovation, since those are all programs. Bonding can only be used for capital projects.

The likely financial implications of bonding a portion of General Category 3 and Category 4 funds are evaluated below and in Table 1 and Figure 1 under five scenarios. All scenarios assume the following:

- As described in the “Use of Measure A Funds – Bonding” memorandum, the most efficient use of bonding is a minimum of \$100 million in proceeds. Therefore, in scenarios where less than \$100 million of General Category 3 and 4 funds are bonded, it is assumed that this will be supplemented by bonding of Category 1 and 2 funds to reach \$100 million.
- A 20-year maturity is assumed for all scenarios. Bonds are sometimes issued for 25 or 30 years, which results in more upfront money but a longer period for repayment and hence a longer period when funds are not available for other uses.
- The financing cost of bonding is calculated using a multiplier of 14.2 times the total amount bonded, as described in section 4.1 of the “Use of Measure A Funds – Bonding Memo.” Even though it would take 20 years’ worth of funds to pay off the bonds, our research shows that only 14.2 times as much money as the annual repayment would be generated. The difference between these two amounts (amounting to about 29% of the total cash stream) would cover financing costs, which include the costs of issuance, underwriter’s discount, and interest payments.

The five scenarios illustrate the implications of bonding different amounts of General Category 3 and 4 funds and are briefly described below:

- Scenario A - no bonding of General Category 3 and 4 funds.
- Scenario B – limited bonding of General Category 3 and 4 funds, with an expenditure of \$2 million per year to finance the bonds.
- Scenario C – bonding half of General Category 3 and 4 funds, with an expenditure of \$5.5 million per year to finance the bonds.
- Scenario D – bonding to result in \$100 million proceeds of General Category 3 and 4 funds, which requires an expenditure of approximately \$7 million per year to finance the bonds.²
- Scenario E – bonding all of General Category 3 and 4 funds, with an expenditure of \$11 million per year to finance the bonds.

For each scenario, the graphics illustrate the amount of bond proceeds and unencumbered funds available, if any. In scenarios with available unencumbered funds, those funds would be available on a four-year cycle, as described in the Competitive Grants Calendar shared previously. Appendix A explains in words the meaning of Table 1 and Figure 1.

Increasing the amount of bonded General Category 3 and 4 funds results in a greater amount of funds available upfront for acquisition projects and projects that are “shovel-ready” when the bonds are issued, as well as for leveraging other grant funds. At the same time, increasing the amount of bonded funds reduces the unencumbered funds available during competitive grant cycles for projects not included in the bond.

² The \$100 million bond volume is a guideline for illustrative purposes, and the determination of exactly how much to bond will depend on a variety of factors such as the readiness of the projects, bond market conditions, etc.

2. KEY CONSIDERATIONS FOR BONDING GENERAL CATEGORY 3 AND 4 FUNDS

Bonding General Category 3 and 4 funds would create a source of funds for immediate use on capital projects, while reducing the amount of funds available in subsequent competitive grants cycles and the total amount of funds available for projects over the life of the bonds. The following implications should be considered when discussing the potential for bonding General Category 3 and 4 funds.

1. Bonded funds could be used as matching funds for several anticipated and existing parks and open space funding programs at the federal, state, and local levels. It is anticipated that many of these grant programs will require matching funds, which could be provided by Measure A. Appendix B contains a list of some such funding programs.
2. Using bonded funds for projects may provide a cost benefit, as construction and acquisition costs tend to increase over time. Bonded funds could be used immediately, while costs are relatively low, instead of requiring waiting until funds are accumulated for expenditure on a “pay as you go” basis, at which time construction costs are likely to have risen.
3. While using bonded funds would result in the completion of many projects within a relatively short timeframe, increasing the amount of bonded funds would reduce the total amount of Measure A funds available, and would also reduce the amount of funds available in on-going grant cycles.
4. Because bonded funds must be expended within three years of bond issuance, only “shovel-ready” projects could generally be included in the bond. Agencies without “shovel-ready” projects when the bonds are issued would have to compete for a decreased amount of unencumbered funding (if any is available) over the life of the bond.
5. Many agencies without “shovel-ready” projects may need technical assistance to build capacity and develop their projects, a process which could take several years and may not be complete prior to the issuance of bonds.

APPENDIX A: EXPLANATION OF TABLE 1 AND FIGURE 1

Table 1 and Figure 1 show the same information for each of the five scenarios.

Scenario A

- Scenario A would not dedicate any Category 3 or 4 funds to bond funding.
- Scenario A would leave just over \$11 million per year in unencumbered General Category 3 and 4 bonds, which would provide \$44.3 million for competitive grants of every four years.

Scenario B:

- Scenario B would dedicate \$2 million per year to bond funding, resulting in total cash flow of \$40 million over 20 years.
- Of this \$40 million, \$28.4 million would be available in bond proceeds, while \$11.6 million would go toward financing costs.
- After bonding, Scenario B would leave just over \$9 million per year in unencumbered General Category 3 and 4 funds, providing \$36.3 million for competitive grants every four years.

Scenario C

- Scenario C would dedicate just over \$5.5 million per year to bond funding, resulting in total cash flow of \$110.7 million over 20 years.
- Of this \$110.7 million, \$78.6 million would be available in bond proceeds, while \$32.1 million would go toward financing costs.
- After bonding, Scenario C would leave just over \$5.5 million per year in unencumbered General Category 3 and 4 funds, providing \$22.1 million for competitive grants every four years.

Scenario D

- Scenario D would dedicate just over \$7 million per year to bond funding, resulting in total cash flow of \$140.8 million over 20 years.
- Of this \$140.8 million, \$100 million would be available in bond proceeds, while \$40.8 million would go toward financing costs.
- After bonding, Scenario D would leave just over \$4 million per year in unencumbered General Category 3 and 4 funds, providing \$16.1 million for competitive grants every four years.

Scenario E

- Scenario E would dedicate all General Category 3 and 4 funds (just over \$11 million per year) to bond funding, resulting in total cash flow of \$221.3 million over 20 years.
- Of this \$221.3 million, \$157.1 million would be available in bond proceeds, while \$64.2 million would go toward financing costs.
- Scenario E has no unencumbered General Category 3 and 4 funds, and there would not be any General Category 3 and 4 competitive grants during the 20 year bonding period.

APPENDIX B: SAMPLE OF FUNDING SOURCES WITH POTENTIAL TO USE MEASURE A AS MATCHING FUNDS

The funding sources listed below provide a sample of the programs that could be used to leverage Measure A funds.

California Senate Bill No. 5

Senate Bill No.5 (SB 5), the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018, would authorize the issuance of approximately \$4 billion in bonds to finance a “drought, water, parks, climate, coastal protection, and outdoor access for all program.” SB 5 was approved by Governor Brown on October 15, 2017 and will be on the June 5, 2018 statewide primary ballot as Proposition 68.

The General Provisions of SB 5 state that “To the extent practicable, priority for funding pursuant to this division will be given to local parks projects that have obtained all required permits and entitlements and a commitment of matching funds, if required.” Programs included under SB-5 provide more specific guidelines for matching funds.

Land and Water Conservation Fund

Since 1964, The Land and Water Conservation Fund (LWCF) has directed earnings from offshore oil and gas leasing to federal, state, and local lands and waters. LWCF’s “State Side” program provides matching grants to states and local governments for the acquisition and development of public outdoor recreation areas and facilities. LWCF grants require matched funds of at least 50 percent.

Although the LWCF will expire on September 30, 2018 unless Congress takes action, legislation has been introduced in Congress to permanently reauthorize LCWF and it is feasible that this program will continue with some modifications.

LA Metro Measure M

The recently passed Measure M, resulting in \$120 billion for transit improvements, includes funds for trails and other projects that could use Measure A funds as matching funds. The amount of funds available for park and trail projects, and requirements for matching funds are not currently known.

Habitat Conservation Fund

The Habitat Conservation Fund is a program under the California Wildlife Protection Act of 1990 that provides grants to “to protect fish, wildlife, and native plant resources, to acquire or develop wildlife corridors and trails, and to provide for nature interpretation programs and other programs which bring urban residents into park and wildlife areas.” The Fund allocates approximately \$2 million on an annual basis to local entities, and requires matching funds of 50 percent.

Environmental Enhancement and Mitigation Program

The Environmental Enhancement and Mitigation Program is for projects that mitigate the environmental effects of transportation facilities. The state legislature is authorized to allocate up to \$7 million annually for this program. Applicants are not required to have matching funds, but projects with matching funds will be considered more competitive.

California Climate Investments – Urban Greening Program

The California Climate Investments’ Urban Greening Program is a program under SB 859, which was signed into law September, 2016 and authorized Cap and Trade revenues to be directed towards

projects that reduce GHG emissions. The California Natural Resources Agency manages the Urban Greening Program, allocating appropriations towards green infrastructure projects that reduce GHG emissions and provide multiple benefits. Through Fiscal Year 2017-2018, \$106 million Cap-and-Trade proceeds had been appropriated to the Urban Greening Program. While matched funds are not required for projects seeking grants under this program, projects with matched funds may be more competitive. Round Two is currently open, and additional funding cycles are anticipated.

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Appendix

D

Language Access Requirements for Community Outreach and Engagement

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Language Access Requirements

When conducting community outreach and engagements, cultural and language sensitivities must be considered to encourage participation from groups that typically face barriers and are less likely to participate in public process collaborations.

To ensure truly inclusive practices, all outreach and engagement conducted for Measure A-funded projects must adhere to the language access requirements described in the table below.

The table below identifies the required levels of translation and interpretation services required based on the percentage of linguistically isolated populations speaking a given language within a given Study Area.

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

Linguistically isolated populations are those that speak English "less than very well," as reported in the U.S. Census 2015 American Community Survey (ACS) Table B16001 "Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over."

Refer to the table on the following pages to determine which languages are spoken by linguistically isolated populations in your Study Area(s), and which requirements apply.

**Measure A Language Access Requirements:
Isolated Languages by Study Area and Tier**

ID	Study Area Name	TIER 1: Language(s) with Isolation of 15% or greater	TIER 2: Language(s) with Isolation of 5 to 14.99%	TIER 3: Language(s) with Isolation of 1 - 4.99%
81	City of Agoura Hills			Spanish
82	City of Alhambra	Chinese	Spanish	Vietnamese
166	City of Arcadia	Chinese		Spanish; Korean
40	City of Artesia		Spanish	Portuguese; Gujarati; Hindi; Indic; Chinese; Korean; Tagalog
53	City of Avalon / Unincorporated Channel Islands North	Spanish		
175	City of Azusa	Spanish		
54	City of Baldwin Park	Spanish	Chinese	Vietnamese; Tagalog
71	City of Bell	Spanish		
114	City of Bell Gardens	Spanish		
100	City of Bellflower	Spanish		Tagalog
167	City of Beverly Hills		Persian	Spanish; Korean; Hebrew
7	City of Bradbury / Unincorporated Bradbury		Chinese	Spanish
176	City of Burbank		Spanish; Armenian	
101	City of Calabasas			Persian
161	City of Carson		Spanish; Tagalog	
184	City of Cerritos / Unincorporated Cerritos		Chinese; Korean	Spanish; Tagalog
171	City of Claremont / Unincorporated Claremont			Spanish; Chinese
55	City of Commerce	Spanish		
142	City of Compton	Spanish		
93	City of Covina		Spanish	Chinese; Tagalog
56	City of Cudahy	Spanish		
172	City of Culver City			Spanish
157	City of Diamond Bar		Chinese; Korean	Spanish; Tagalog
162	City of Downey	Spanish		
143	City of Duarte		Spanish	Chinese; Tagalog
115	City of El Monte	Spanish	Chinese; Vietnamese	
158	City of El Segundo			Spanish
102	City of Gardena		Spanish	Japanese; Korean; Vietnamese

**Measure A Language Access Requirements:
Isolated Languages by Study Area and Tier**

ID	Study Area Name	TIER 1: Language(s) with Isolation of 15% or greater	TIER 2: Language(s) with Isolation of 5 to 14.99%	TIER 3: Language(s) with Isolation of 1 - 4.99%
180	City of Glendale - Northside	Armenian		Spanish; Korean
168	City of Glendale - Southside	Armenian	Spanish	Russian; Korean; Tagalog
144	City of Glendora / Unincorporated Glendora			Spanish
41	City of Hawaiian Gardens	Spanish		
145	City of Hawthorne	Spanish		
128	City of Hermosa Beach			
1	City of Hidden Hills			Chinese
72	City of Huntington Park	Spanish		
25	City of Industry	Spanish	Chinese	Korean; Vietnamese; Tagalog
116	City of Inglewood	Spanish		
57	City of Irwindale	Spanish		
117	City of LA Arleta - Pacoima	Spanish		
83	City of LA Baldwin Hills - Leimert - Hyde Park		Spanish	
26	City of LA Bel Air - Beverly Crest/ Unincorporated Hollywood Hills			Spanish; Persian
135	City of LA Boyle Heights	Spanish		
129	City of LA Brentwood - Pacific Palisades			Persian
66	City of La Canada Flintridge		Korean	Armenian; Chinese
58	City of LA Canoga Park - Winnetka	Spanish		Persian; Vietnamese; Tagalog
118	City of LA Central City		Spanish; Korean	Chinese; Japanese
59	City of LA Central City North	Chinese	Spanish	Korean; Cambodian; Vietnamese
152	City of LA Chatsworth-Porter Rnch / Unin. Chatsworth/ Unin. Northridge/ Unin. Canoga Pk/ Unin. Porter Rnch Oat Mountain		Spanish	Persian; Korean; Vietnamese
136	City of LA Encino - Tarzana		Persian	Spanish; Russian; Hebrew
164	City of LA Exposition Park - University Park - Vermont Square	Spanish		Chinese; Korean
73	City of LA Granada Hills - Knollwood		Spanish	Armenian; Korean; Tagalog
42	City of La Habra Heights			Spanish; Chinese
43	City of LA Harbor Gateway	Spanish		Japanese; Korean; Vietnamese; Tagalog
103	City of LA Hollywood - North		Spanish	Russian; Armenian
104	City of LA Hollywood - South	Spanish		Russian; Armenian; Tagalog
137	City of La Mirada		Spanish	Korean; Tagalog

Measure A Language Access Requirements:
Isolated Languages by Study Area and Tier

ID	Study Area Name	TIER 1: Language(s) with Isolation of 15% or greater	TIER 2: Language(s) with Isolation of 5 to 14.99%	TIER 3: Langage(s) with Isolation of 1 - 4.99%
130	City of LA Mission Hills - Panorama City - North Hills	Spanish		Armenian; Tagalog
94	City of LA North Hollywood - Valley Village	Spanish		Russian; Armenian
183	City of LA Northeast Los Angeles - North	Spanish		Chinese; Tagalog
177	City of LA Northeast Los Angeles - South	Spanish	Chinese	
60	City of LA Northridge		Spanish	Chinese; Korean
105	City of LA Palms - Mar Vista - Del Rey		Spanish	Chinese
27	City of La Puente	Spanish		Chinese; Tagalog
95	City of LA Reseda - West Van Nuys	Spanish		Armenian; Persian; Vietnamese; Tagalog
185	City of LA San Pedro / City of LA Port of Los Angeles / Unincorporated La Rambla		Spanish	
84	City of LA Sherman Oaks - Studio City - Toluca Lake - Cahuenga Pass / Unin. Universal City			Spanish; Russian
138	City of LA Silver Lake - Echo Park - Elysian Valley	Spanish		Chinese; Tagalog
119	City of LA South Los Angeles	Spanish		
163	City of LA Southeast Los Angeles	Spanish		
169	City of LA Southeast Los Angeles - North	Spanish		
120	City of LA Sun Valley - La Tuna Canyon	Spanish		Armenian; Tagalog
139	City of LA Sunland - Tujunga - Lake View Terrace - Shadow Hills		Spanish; Armenian	Korean
96	City of LA Sylmar	Spanish		
61	City of LA Valley Glen - North Sherman Oaks	Spanish		Russian; Armenian
44	City of LA Van Nuys - North Sherman Oaks	Spanish		Armenian
106	City of LA Venice			Spanish
159	City of La Verne / Unincorporated La Verne/ Unincorporated Claremont			Spanish; Chinese
107	City of LA West Adams	Spanish		Korean
146	City of LA West Hills - Woodland Hills / Unin.Canoga Park - West Hills			Spanish; Persian
85	City of LA West Los Angeles			Spanish; Persian; Chinese
67	City of LA Westchester - Playa del Rey / City of LA Los Angeles International Airport			Spanish
147	City of LA Westlake	Spanish	Korean	Tagalog
45	City of LA Westwood / Unincorporated Sawtelle VA Center			Persian; Chinese; Korean
121	City of LA Wilmington - Harbor City / City of LA Port of Los Angeles	Spanish		Korean
68	City of LA Wilshire - Koreatown	Spanish; Korean		Tagalog

**Measure A Language Access Requirements:
Isolated Languages by Study Area and Tier**

ID	Study Area Name	TIER 1: Language(s) with Isolation of 15% or greater	TIER 2: Language(s) with Isolation of 5 to 14.99%	TIER 3: Language(s) with Isolation of 1 - 4.99%
108	City of LA Wilshire - West		Spanish	Persian; Korean
153	City of Lakewood / Unincorporated Lakewood		Spanish	Chinese; Korean; Tagalog
69	City of Lancaster - Eastside		Spanish	
122	City of Lancaster - Westside		Spanish	
74	City of Lawndale	Spanish		Vietnamese
62	City of Lomita		Spanish	Japanese; Korean; Tagalog
97	City of Long Beach Central		Spanish	Tagalog
165	City of Long Beach East / Unincorporated Long Beach			Spanish
123	City of Long Beach North	Spanish		Cambodian
188	City of Long Beach South		Spanish	Cambodian
154	City of Long Beach West	Spanish		Cambodian; Tagalog
109	City of Lynwood/ Unincorporated Lynwood	Spanish		
75	City of Malibu			
178	City of Manhattan Beach			
76	City of Maywood	Spanish		
77	City of Monrovia		Spanish	Chinese
131	City of Montebello	Spanish		Armenian; Chinese
148	City of Monterey Park	Chinese	Spanish	Japanese; Vietnamese
149	City of Norwalk	Spanish		Chinese; Korean; Tagalog
124	City of Palmdale - Eastside / Unincorporated South Antelope Valley	Spanish		
125	City of Palmdale - Westside		Spanish	
46	City of Palos Verdes Estates			Spanish; Chinese; Japanese
140	City of Paramount	Spanish		
132	City of Pasadena - Eastside / Unincorporated Kinneloa Mesa		Spanish	Armenian; Chinese
173	City of Pasadena - Westside		Spanish	Chinese
110	City of Pico Rivera	Spanish		
155	City of Pomona - Northside	Spanish		
150	City of Pomona - Southside	Spanish		Chinese; Vietnamese
170	City of Rancho Palos Verdes			Spanish; Chinese; Japanese; Korean

Measure A Language Access Requirements:
Isolated Languages by Study Area and Tier

ID	Study Area Name	TIER 1: Language(s) with Isolation of 15% or greater	TIER 2: Language(s) with Isolation of 5 to 14.99%	TIER 3: Language(s) with Isolation of 1 - 4.99%
186	City of Redondo Beach			Spanish
2	City of Rolling Hills			Spanish; Chinese; Japanese; Korean
86	City of Rolling Hills Estates / Unincorporated Westfield			Spanish; Chinese; Japanese; Korean
98	City of Rosemead	Chinese	Spanish; Vietnamese	
156	City of San Dimas / Unincorporated San Dimas			Spanish; Chinese
87	City of San Fernando	Spanish		
111	City of San Gabriel	Chinese	Spanish	Vietnamese
8	City of San Marino	Chinese		Spanish
126	City of Santa Fe Springs	Spanish		Korean
182	City of Santa Monica			Spanish; Chinese
112	City of Sierra Madre			Spanish; Chinese
141	City of Signal Hill		Spanish	Cambodian; Tagalog
78	City of South El Monte/ Unincorporated El Monte/ Unincorporated Whittier Narrows	Spanish		Chinese; Vietnamese
88	City of South Gate	Spanish		
89	City of South Pasadena			Spanish; Chinese; Japanese; Korean
28	City of Temple City	Chinese		Spanish; Vietnamese
174	City of Torrance - North			Spanish; Chinese; Japanese; Korean;
181	City of Torrance - South			Spanish; Chinese; Japanese; Korean
3	City of Vernon / Unincorporated Vernon	Spanish		Chinese
133	City of Walnut	Chinese		Spanish; Korean; Vietnamese; Tagalog
160	City of West Covina		Spanish; Chinese	Vietnamese; Tagalog
90	City of West Hollywood		Russian	Spanish
79	City of Westlake Village			
187	City of Whittier		Spanish	
179	Santa Clarita - North		Spanish	
151	Santa Clarita - South		Spanish	
9	Unincorporated Acton/ Unincorporated South Antelope Valley		Spanish	
10	Unincorporated Agua Dulce-Angeles National Forest- Canyon Country			Spanish
47	Unincorporated Altadena		Spanish	Armenian

Measure A Language Access Requirements:
Isolated Languages by Study Area and Tier

ID	Study Area Name	TIER 1: Language(s) with Isolation of 15% or greater	TIER 2: Language(s) with Isolation of 5 to 14.99%	TIER 3: Langage(s) with Isolation of 1 - 4.99%
29	Unincorporated Angeles National Forest		Spanish	
127	Unincorporated Azusa	Spanish		Chinese; Tagalog
50	Unincorporated Bassett-West Puente Valley	Spanish		Chinese; Tagalog
91	Unincorporated Castaic		Spanish	
11	Unincorporated Charter Oak Islands		Spanish	Chinese
12	Unincorporated Compton		Spanish	
5	Unincorporated Covina Islands	Spanish		Chinese
4	Unincorporated Covina-San Dimas		Chinese	Spanish; Gujarati
13	Unincorporated Del Aire	Spanish		Arabic
70	Unincorporated East Los Angeles - Northwest	Spanish		
30	Unincorporated East Los Angeles - Southeast	Spanish		
31	Unincorporated East Rancho Dominguez	Spanish		
32	Unincorporated East San Gabriel/ Unincorporated Arcadia	Chinese	Spanish	Vietnamese
80	Unincorporated Florence-Firestone	Spanish		
99	Unincorporated Hacienda Heights-Whittier		Spanish; Chinese	Korean
34	Unincorporated Hawthorne/ Unincorporated Alondra Park		Spanish; Vietnamese	Chinese; Tagalog
14	Unincorporated La Crescenta - Montrose		Korean	Spanish; Armenian
48	Unincorporated Ladera Heights / View Park - Windsor Hills			Spanish
35	Unincorporated Lake Los Angeles/ Unin. Pearblossom/ Unin. Liano/ Unin. Valyermo		Spanish	
15	Unincorporated Lennox	Spanish		
6	Unincorporated Leona Valley/ Unin.Lake Hughes			
36	Unincorporated Littlerock	Spanish		
16	Unincorporated Malibu			Spanish
63	Unincorporated Marina del Rey			Chinese; Arabic
33	Unincorporated Monrovia		Spanish; Chinese	
17	Unincorporated Northeast Antelope Valley		Spanish	
18	Unincorporated Northwest Antelope Valley			Spanish
51	Unincorporated Pellissier Village-Avocado Heights	Spanish		Chinese; Vietnamese
19	Unincorporated Quartz Hill-Lancaster			Spanish

Measure A Language Access Requirements:
Isolated Languages by Study Area and Tier

ID	Study Area Name	TIER 1: Language(s) with Isolation of 15% or greater	TIER 2: Language(s) with Isolation of 5 to 14.99%	TIER 3: Langage(s) with Isolation of 1 - 4.99%
92	Unincorporated Rowland Heights	Chinese	Spanish	Korean; Tagalog
20	Unincorporated San Jose Hills	Spanish		Chinese
37	Unincorporated San Pasqual/ Unincorporated East Pasadena		Spanish; Chinese	Tagalog
38	Unincorporated Santa Monica Mountains/ Unincorporated Triunfo Canyon			Spanish; Korean
134	Unincorporated South Whittier/ Unincorporated East La Mirada	Spanish		
49	Unincorporated Stevenson/Newhall Ranch			Spanish; Korean
52	Unincorporated Sunrise Village-South San Gabriel- Whittier Narrows	Chinese	Spanish; Vietnamese	Korean; Tagalog
64	Unincorporated Topanga Canyon / Topanga			Spanish; Chinese
39	Unincorporated Valinda	Spanish		Chinese; Vietnamese; Tagalog
21	Unincorporated Walnut Park	Spanish		
22	Unincorporated West Athens-Westmont	Spanish		
23	Unincorporated West Carson		Spanish	Japanese; Korean; Tagalog
24	Unincorporated West Rancho Dominguez	Spanish		
65	Unincorporated West Whittier - Los Nietos	Spanish		
113	Unincorporated Willowbrook	Spanish		

Appendix

E

Engagement Framework Memo

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Measure A Community Engagement Framework

The purpose of this framework is to outline best practices for community outreach and engagement in the park planning process and to recommend these practices for inclusion in Measure A's Community Engagement Guidelines and Technical Assistance Program. The framework is organized in three sections: recommended community outreach standards, recommended community engagement standards, and recommendations for future phases of RPOSD's community engagement work. This first two sections are based on best practices for community outreach and engagement for specific park projects but can be used to inform ongoing engagement between agencies and communities. The third section focuses specifically on next steps for RPOSD's community engagement work. The framework expands upon the work accomplished by the Measure A Implementation Steering Committee on Community Engagement Guidelines.

Section I. Community Outreach Standards

Community outreach is an opportunity to develop strong relationships with residents and stakeholders in a specific neighborhood. Community outreach must be an integral part of a plan when building new parks/open green spaces and improving existing park projects. Community outreach is also required by the Measure A grant guidelines. The standards outlined in this document will support the implementation of the community outreach guidelines, and thus should be included in the technical assistance package as best practices to potential grantees.

By involving community in the process, it is more likely that the project will meet community needs and develop long term stewards of projects. Community stewards can provide ongoing support to park agencies by organizing programming, neighborhood watch programs to keep projects safe, clean ups, and other programs that are beneficial to both the park and the community. Community outreach best practices include, but are not limited to:

1. Outreach plan
2. Timing
3. Message & call to action
4. Asset map
5. Tactics
6. Budget
7. Materials



8. Partnerships with CBOs
9. Community Stakeholders

An **outreach plan** is a tool that can be used to identify tactics, develop a message, highlight important dates, and identify potential partners. Work backwards from a significant date, such as an initial community design meeting, for effective planning. Planning should start early to ensure that there is time to develop an outreach strategy and materials, meet language access requirements, and conduct an asset map of the neighborhood.

Timing of outreach efforts should be carefully considered. It is important to start outreach planning at least six weeks before a small meeting. For larger meetings and events where the goal for attendance is over one hundred residents, it is best to start outreach planning at least twelve weeks before the event. This timeline works for most small nonprofit agencies, but park agencies are encouraged to adjust the timeline based on their agency culture and best practices.

In the beginning of the outreach period, banners and flyers should be posted in key locations. Online outreach should take place at the beginning of the timeline and should continue on an ongoing basis throughout the duration of the outreach timeframe. Grassroots outreach can occur at key events throughout the duration of the period and should accelerate at key gathering areas as the engagement event approaches (1-2 weeks in advance).

A strong **message & call to action** should be identified and is an important step to mobilize residents and stakeholders to meetings and events. To develop an effective message, answer the following questions:

1. *Who is the audience?*
Be as specific as possible. For example, young adults who are skaters, and who also live in Unincorporated Whittier.
2. *What is the event or meeting type?*
For example, is it an informational meeting, community design meeting, family fun park grand opening, etc.
3. *What is the message?*
How best to describe the purpose of this meeting or event to the audience? Message should be clear, compelling, concise, culturally relevant, and tailored to your audience. Materials must be developed in multiple languages to reach target constituencies.



4. *What type of graphic image should be used to use to convey a message to the audience?*

Graphics should include images related to the project, as well as the agency or organization logos.

5. *What is the ask?*

Be direct. For example, *can we count on you to join us on August 15 at 1:00pm at this community meeting?*

An **asset map** outlines the strengths, areas of improvement, resources, community-based organizations, and other community valuables in a neighborhood or Study Area. Some organizers refer to this as social investigation or ground-truthing. To successfully complete this step requires a significant amount of time exploring the neighborhood by foot and car examining its strengths and potential threats. See Appendix A for a sample asset map.

Tactics are the individual steps in carrying out a community outreach plan. While there are many tactics, the most effective tactics involve direct contact or communication with residents and stakeholders. These include door-to-door outreach to communicate directly with residents, presentations at community gathering spaces, phone and text banks, and direct contact with community-based organizations, churches, and park recreational staff with an ask to attend meetings and events. Passive outreach tactics are less effective because they do not have direct communication with residents and stakeholders. Passive tactics include social media postings, mailers, leaving flyers at residents' door without talking to them, and posting flyers on bulletin boards. See Appendix B for sample outreach tactics.

An **outreach budget** is a plan for how to spend resources for outreach. Resources are needed for staff time, flyers, translation, printing, and for hiring community-based organizations to support outreach efforts.

A flyer and banner are examples of **outreach materials**. Outreach materials should be translated in all appropriate languages for the area. Materials should be easy to read and prominently display important information about the event or meeting such as the date, time, location, and a brief, compelling description. It is recommended that outreach materials have information about language interpretation at the meetings and events. Important to let potential attendees know if there will be simultaneous translation or just key written materials. See Appendix C for a sample event flyer.

Forming **partnerships** with community based organizations (CBOs) is a strategy to consider during the planning stage. Funding contracts can be provided to CBOs to lead outreach and mobilizations to events and meetings. The ideal CBO should have a



history of working in the community and experience with mobilizing residents and stakeholders to events and meetings. Usually these organizations will have an existing base in the neighborhood and Study Area. It is important to budget for this tactic because most CBOs are nonprofits and need to be compensated for their work. One tactic to consider is developing a “stakeholder” committee of CBO’s to meet with on a month-to-month basis to help conduct accurate and regular updates and outreach to the community.

As the outreach plan is developed, it is important to identify **community stakeholders**. Community stakeholders are individuals, groups, organizations, government departments, businesses, and any other key groups with a stake in the project. Key stakeholders to engage within a mile of a specific project are:

- Churches
- Elementary, Middle, and High School
- Neighborhood Councils
- Block Clubs/Homeowner Associations
- Businesses, large and small
- Community Based Organizations/Labor Unions
- Park recreational staff
- Youth and adult recreational programs
- Government Agencies (i.e. Local police, social service agencies, etc.)
- Libraries
- Social services agencies
- Local, state, and federal elected officials

Section II. Community Engagement Standards

Community engagement efforts are crucial in working toward a park planning process that is transparent and responsive to the needs and desires of the community that the planned parks and amenities are intended to serve. Community engagement events can take many forms, from the more robust meetings, roundtables, and park advisory boards, to more basic information sharing on social media or at events. In planning for community engagement, it is imperative that the community understands the intended level of engagement from the park agency. Before any given event, park-building entities should clearly communicate how the community can expect to be engaged: whether through information sharing, community design, or decision-making.

In order to collect accurate feedback and input from community members during the initial phases of a project, direct and robust community engagement should take place



during the planning and concept design phases. Conversations should be held with different community stakeholders to collect feedback. Creation and distribution of surveys in digital and physical formats can engage those who cannot attend meetings.

In the beginning planning phases of a project, it is important to solicit community input to ensure that a project fits the needs of the community and in turn, will be used frequently and appropriately by the community. After the initial planning and concept design phase, which often includes the most extensive engagement efforts, community engagement should continue throughout subsequent phases of the park project planning process. This will ensure the community remains informed as the project progresses. Relevant content should be shared with the community at each phase of the project.

Frequent timeline and project status updates should be provided. These should be communicated in written and graphic format, and materials should be translated in the appropriate languages. Information sharing can occur in the form of community presentations, tabling at events, social media postings, email blasts, newsletters, newspaper editorials, etc. Agencies should participate in both community and agency-led meetings.

If a robust engagement effort has taken place during the planning and concept phase of the project, it is possible to engage the community through project updates and information-sharing during later phases of the project. This strategy will help avoid the problem of receiving contradictory feedback from the community after the project is already underway. Community expectations around project timelines can be managed by providing an estimated project timeline to the community in the beginning phases, and following-up to provide regular project updates, including both accomplishments and setbacks, throughout the duration of the project. An honest, open, and ongoing dialogue is the best way to sustain a healthy relationship with the community. It is important to be consistent in engagement with the community, even if a project is stalled.

It is important to note that not all community members are entering the planning process with the same level of knowledge and information. It is recommended to assess communities for their level of understanding prior to requesting feedback, and to provide enough information to fill in any gaps. In working with a community to select a project, it is important to be detailed and transparent about the process and where the community can expect to have influence. Presentations, roundtable discussions, question and answer sessions, and surveys are all ways to engage community members. Digital and social media platforms can also be used to collect information from members that are



not able to attend in-person meetings (i.e. schedule Twitter chat parties, use Google forms or Survey Monkey, etc.). When feedback/input cannot be incorporated into the project, it is important for agencies to be transparent with the community about the reasons. If necessary, information should be provided regarding the selection processes, including relevant data and statistics. If possible, provide information on other ways in which input may be incorporated for other projects, or during another phase.

Community Engagement: Frequency and Timeline

It is important that community members who attend public meetings are engaged at different points during the process and not only during the beginning or end of a project. If a project is going to take several years to complete, the community should be invited to hear updates at a meeting or event at least twice a year. The update should include progress since the last meeting, updated timelines, and any setbacks that have occurred. Communities can be engaged via monthly emails, mailed newsletters, and/or through social media. These are helpful tools in keeping community members engaged and active but should supplement, not replace, in-person meetings.

In preparing for a community meeting or other in-person engagement, outreach should begin 6-12 weeks in advance, as noted in Section I above. All event details and written outreach materials should be finalized at this time, and outreach partners, community stakeholders, and outreach strategies should be identified.

Community Engagement Event Standards

Community engagement events should be held at locations that are familiar to and frequently used by community members. The likelihood of good turnout is higher if a meeting or event is held in a location that community members already visit as opposed to one that is unknown. If possible, the location should be an existing community hub, such as a community center, park facility, library, or senior center. For parks-related community engagement, a park facility is ideal. However, the location should be one that is already used often by a large swath of the community for events, meetings, programs, and other gatherings.

The event location should be in a well-known and highly frequented area, easily accessible by public transportation. The location should have parking, especially in dense urban areas, as lack of parking alone can deter attendance. Please see Appendix D for lists of potential meeting locations in select High and Very High Need Study Areas.

For language interpretation and translation requirements at engagement events, agencies must adhere to RPOSD's Language Access Methodology and Requirements.



Translation of all printed and digital material, including presentations, outreach materials, signage, and agendas will be necessary for each language required within a particular Study Area. Best practice includes using two projectors and screens to allow for simultaneous presentation of materials in two languages. For interpretation needs, it is a best practice to have all monolingual speakers wear a headset. If more than one language (other than English) is required per the Language Access requirement, headsets with multiple channels should be available for use during an event.

The best date and time for a community meeting will depend on the community that is being served. A time and day of the week when parks or community centers are busiest and when programming is well-attended should be selected. Evenings can work well, but if a meeting or event cuts into dinnertime, consider providing a meal. In some instances, it can be very successful to pair a meeting or event with an existing, well-attended event or program.

If the meeting or event is scheduled during a regular mealtime, it is encouraged that food be provided. Healthy and local catering options should be considered and use of Styrofoam and single-use plastics should be avoided. If possible, compostable or other eco-friendly alternatives should be used instead.

Providing “childwatch” is an important strategy to increase attendance at meetings and ensure that parents can fully engage. It is recommended to work with a CBO and/or agency recreation department to organize “childwatch.” Provide an engaging activity for children, and if possible, make it relevant to the meeting.

Free giveaways are great incentives to encourage participation. Small items such as stickers, lip balm, beach balls, tote bags, bracelets, etc., can encourage community members to participate in surveys, sign-ups, question and answer sessions, or other meeting activities. Large items are best used as raffle items. Raffles should be advertised on the flyer and the raffle should be held at the culmination of an event.

It is important to celebrate the completion of a project and thank the community and other stakeholders for their feedback and support throughout the project. At the final stage, depending on the size of the project and budget, it is recommended to host an event such as a “party”, a concert at the site, a Grand Opening, a thank you dinner, or other celebratory event. This is the opportunity to recognize key players and highlight community members to further garner support and build trust and relationships. It is also recommended, whenever possible, to reach out to local bands, artists, and school groups. to participate in the event. This is not only a celebration, but also a thank you



gesture. For this reason, each event should be tailored towards its community. Finally, it is important to invite elected officials as well as all CBOs involved and those with whom you are interested in furthering a relationship.

Section III. Feedback and Specific Recommendations for RPOSD's Future Phases of Community Engagement

Asset Map

The asset map is a critical element of community engagement, and it is essential that community input be incorporated into that map on an ongoing basis to reflect current conditions. For the High and Very High Need Study Areas, changing demographics impact community values and must be updated regularly. Therefore, it is recommended that RPOSD provide training to all agencies in developing asset maps.

Complete Spreadsheet with Stakeholders and Meeting Locations for All Study Areas (Appendix D)

Meeting locations for the community meetings conducted as part of this scope of work were staged primarily in parks. To a certain degree, the informed or already park-affiliated community members attended the community meetings. For future phases of this work, it is recommended that outreach be conducted with non-park-affiliated organizations such as church, social justice, school, and health groups as well. These programs must reach new audiences to increase the participation of community members.

Language (Translation and Interpretation) Costs and Budgeting

In addition to the cost of language translation, there should be more focus on outreach to these populations to bring them to the meetings. There was not sufficient budget in this phase of the work to do any type of canvassing of monolingual organizations in order to cultivate trust and interest in parks issues.



Next Phases of Work:

Community Engagement and Base Building

In order to build on the work initiated in the first phase, it is critical to have sustained community engagement to ensure that there is a knowledge base in the community about the community and social benefits of parks and to provide a platform for identifying pressing park needs which will enhance personal and community experiences.

As RPOSD rolls out the technical assistance programs that will be initiated prior to the release of the competitive grant programs, these community engagement opportunities will have established a base that will be able to engage with their cities and non-profits considering projects in their area.

Maintaining these relationships on at least a quarterly basis is essential to ensure that a deep knowledge and understanding of the issues is developed and sustained. The training with community members should include the principles of civic engagement to ensure that community members are well equipped to work with their local jurisdictions on park projects and to promote outcomes that meet their unique community needs.

City education & engagement

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1. RPOSD should engage cities-one on-one and provide education regarding community outreach and engagement at least once per year.
2. RPOSD should continually build upon information obtained during interactions with cities.
3. RPOSD should discuss and address challenges that cities face in learning about and implementing community outreach/engagement and develop strategies for mitigating those challenges.
4. RPOSD work closely with cities that have had significant staff transitions to ensure that park projects are ready for implementation once funds are released.

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MEASURE
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