



# Youth & Veteran Job Training & Placement

**MEASURE A** COMPETITIVE  
GRANT  
PROGRAM

**Guidelines**

June 2022



## CONTENTS

Introduction.....	4
Measure A Youth & Veteran Job Training & Placement Guidelines .....	6
PROGRAM DESCRIPTION .....	6
Available Funding .....	6
Program Award Size and Duration .....	6
Program Types.....	6
Program Eligibility.....	8
Program Timeframe for Grant Funding Period .....	8
APPLICATION SUBMISSION RULES.....	8
Application Filing Period.....	8
Grants Management System Registration and Eligibility .....	8
Types of Eligible Applicants .....	9
Additional Registration Requirements.....	10
QUESTIONS FROM ELIGIBLE APPLICANTS.....	10
APPLICATION PROCESS .....	10
APPLICATION QUESTIONS FOR NEW PROGRAMS.....	13
APPLICATION QUESTIONS FOR EXISTING PROGRAMS .....	15
COMMUNITY OUTREACH AND ENGAGEMENT- REQUIRED FOR NEW AND EXISTING PROGRAMS	16
Minimum Outreach and Engagement Requirements .....	19
Language Access Requirements For Community Outreach And Engagement.....	20
PROJECT BUDGETING .....	21
Overhead/Indirect Costs.....	21
Accounting Rules for In-House Employee Services (Eligible Applicant Labor) .....	22
PROGRAM EVALUATION .....	22



Grant Program Timeline (Application To Award) .....	23
Review Process .....	23
Evaluation Criteria .....	24
Scoring Rubric For New Programs .....	24
Scoring Rubric For Existing Programs .....	27
Definitions .....	31



## APPENDICES

**Appendix A:** Language Access Requirements for Community Outreach and Engagement

**Appendix B:** Youth & Veteran Job Training & Placement Guidelines- Addendum I

**Appendix C:** Youth & Veteran Job Training & Placement Guidelines- Addendum II



# 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 on all taxable real property in the County. Measure A makes funding available to eligible applicants (Eligible Applicants) 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 is issuing its 2022 grant cycle guidelines to solicit grant applications for a funding agreement(s) with organization(s) that can provide youth and veteran job training, and/or certification, job placement and apprenticeship opportunities for jobs and careers in the parks and recreation field for young adults and/or veterans (Job Training Program). These guidelines provide extensive information about RPOSD's programs and the requirements for the grant application submittal, evaluation criteria, and funding agreement(s).

The majority of the evaluation criteria for the Job Training Program came from the Measure A Implementation Steering Committee Proceedings. For more information regarding Measure A funding opportunities, programs, and procedures, please refer to the Grants Administration Manual for Measure A and the Measure A Basics Handbook. Additional information is also available online at [RPOSD.LACounty.gov](http://RPOSD.LACounty.gov).



*This page intentionally left blank.*



# Measure A Youth & Veteran Job Training & Placement Guidelines

---

## PROGRAM DESCRIPTION

Measure A funding will be allocated for new programs (New Programs), or to enhance/expand existing programs (Existing Programs).

### Education and Skills Training Program:

A program that provides education, skills training, and career pathway development to young adults, ages 18 to 25, or to veterans (a person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable), to implement park projects and park programs.

### Certification, Job Placement and Apprenticeship Opportunities:

A program that provides certifications and placement services, or apprenticeship opportunities to young adults, ages 18 to 25, or to veterans (a person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable) for jobs and careers in the parks and recreation field.

RPOSD shall prioritize grants 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 (PNA).

## AVAILABLE FUNDING

The amount of Measure A funding available for this grant program cycle:

\$10,900,000

## PROGRAM AWARD SIZE AND DURATION

The requested grant awards must meet the minimum and maximum grant award size requirements. Successful Eligible Applicants will be eligible for three years of program funding, contingent on successful completion of program Year 1.

Minimum: \$200,000

Maximum: \$1,200,000

Programs that require funding beyond these Measure A limits may include funding from other sources that is secured at the time of application submission. Unsecured funding will not be considered.

## PROGRAM TYPES

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 or park programs, or



programs that provide certifications, placement services or apprenticeship opportunities for jobs and careers in the parks and recreation field to young adults (ages 18 to 25) or veterans.

Careers in the parks and recreation field are wide ranging and include, but are not limited to:

- Recreation Leaders, Coordinators, Supervisors, Specialists
- 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
- Building and Trade Craft positions
- Building Facilities Superintendents

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

## **Education and Skills Training Program Examples**

(For purposes of illustration only, not meant to be all inclusive):

- Educational seminars
- Formal coursework (Virtual or In-person)
- 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

## **Certification, Job Placement and Apprenticeship Opportunities Examples**

(For purposes of illustration only, not meant to be all inclusive):

- 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, etc.)
- Playground Safety and Athletic Field Management Certification
- Camp Counselor Training and Certifications
- California Aquatics Management School Certification
- Aquatics Facility Operator Certification





## PROGRAM ELIGIBILITY

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

- Eligible Applicant has an office within Los Angeles County; and
- Eligible Applicants Organization serves young adults or veterans within Los Angeles County; and

The Eligible Applicant provides education, skills training, and career pathway development to implement park projects or park programs; or a program that provides certifications and placement services, or apprenticeship opportunities for jobs and careers in the parks and recreation field.

## PROGRAM TIMEFRAME FOR GRANT FUNDING PERIOD

Eligible Applicants must submit grant applications to fund their program for a three-year period.

## APPLICATION SUBMISSION RULES

1. Eligible Applicant must be in Good Standing with RPOSD to apply for grant funding. Please refer to the Good Standing section, page 10, of this Guideline for more information.
2. A maximum of two application submissions are allowed per Eligible Applicant for this program. Each of Los Angeles County's departments (Parks and Recreation, Beaches and Harbors, Public Works, etc.) and departments of Large Cities are considered distinct Eligible Applicants for purposes of this grant program. Accordingly, they each may submit up to two separate applications. Large Cities are defined as having 100 or more parks as listed on their park inventory data in the LA Parks Portal.
3. Incomplete application submissions will not be considered. A response for each question must be provided.
4. Applications will not be accepted after the deadline of September 29th, 2022 at 10:00 a.m.
5. Any questions regarding the grant program must be submitted by August 15th, 2022 on or before 5:00 p.m., and in accordance with the Questions from the Eligible Applicants section.

## APPLICATION FILING PERIOD

Application Filing Period Opens: June 20, 2022

Application Period Closes: September 29, 2022 at 10:00 a.m.

## GRANTS MANAGEMENT SYSTEM REGISTRATION AND ELIGIBILITY

Eligible applicants (Eligible Applicants) are required to complete an online registration process prior to applying for a grant program opportunity. Eligible Applicant registration information must be entered and submitted in (GMS) (<http://grantfunding.rposd.lacounty.gov>). Eligible Applicants requiring assistance with the registration process are encouraged to contact RPOSD for assistance. Specific registration requirements for each agency type are listed below. This step can be skipped if your agency is already registered in the GMS.



## Types of Eligible Applicants

### Public Agencies

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

### Nonprofit Organizations

Eligible nonprofit organizations, including certified conservation corps, must have a mission related to one or more of the following focus areas:

- Environmental protection and preservation
- Park, recreation, community services, or facilities
- Gang prevention and intervention
- Environmental education and interpretation
- Tree planting
- Conservation and preservation of wetlands or of lands predominantly in their natural, scenic, historical, forested, or open-space condition
- Restoration of lands to a natural, scenic, historical, forested, or open space condition
- Job skills training and educational opportunities to young adults and/or veterans

## Registration Requirements for Public Agencies and Nonprofit Organizations

- **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, also provide Conservation Corps certification; and/or certification that training, education, placement services provided meet requirements.
- **Proof of Good Tax Standing**- Copy of latest IRS Form 990 (Return of Organization Exempt from Income Tax).

### Schools

Public and private nonprofit schools are eligible to apply for Measure A grants with RPOSD, provided that they allow public use of school facilities during non-school hours and/or offer public education/training programs. Vocational schools offering education/training programs or certification placement services to youth and veterans are also eligible.

## Registration Requirements for Schools

Schools allowing public use of school facilities during non-school hours will be required to submit a joint/shared-use agreement or letter of intent to enter a joint/shared-use agreement when completing a grant application.



## ADDITIONAL REGISTRATION REQUIREMENTS

All Eligible Applicants must adhere to the following:

- **Financial Statement**

Eligible Applicants, and/or the Agency in partnership, must provide their latest completed Financial Statements (must be within the last 3 years). A Comprehensive Annual Financial Report (CAFR) is acceptable for cities and other public agencies that file one, must be the most recent report.

- **Federal Tax Identification Number**

Eligible Applicants must supply their federal tax identification number.

- **Los Angeles County Vendor ID**

Eligible Applicants must have a [Los Angeles](#) County Vendor ID number. Eligible Applicants without a [Los Angeles](#) 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 Eligible Applicants must confirm their enrollment in Direct Deposit with the County or provide documentation of an approved exemption.

## QUESTIONS FROM ELIGIBLE APPLICANTS

Eligible Applicants may submit questions two different ways:

1. Questions can be submitted by email to [info@rposd.lacounty.gov](mailto:info@rposd.lacounty.gov). Please identify the grant program name in the subject line.
2. Or during the online workshop in the chat box.

RPOSD will publish a Frequently Asked Questions document to the RPOSD website.

All questions must be submitted by August 15, 2022, on or before 5:00 p.m. for RPOSD to provide a response before the application submission deadline.

### Eligible Applicants with Subsidiary Organizations

The Eligible Applicant must decide whether the main organization or one of its subsidiaries will apply for grant funding. The main organization and subsidiary cannot both be considered an Eligible Applicant.

## APPLICATION PROCESS

The application for all funding opportunities with RPOSD is to be completed in the online GMS. Each of the funding opportunities, in this case a competitive grant program, will have a set of questions that are specific to each program. The application will include questions specific to this grant program and require that supportive documentation be uploaded to GMS.



## **Application Questions**

RPOSD has provided directional notes along with the questions (in italicized font) to help Eligible Applicants understand the online application which will need to be completed and submitted through GMS. The application will have additional detailed directions for each question and will outline the process required to submit a completed application.

### **General Information**

*All Eligible Applicants are expected to provide the following details.*

- Program Title
- Primary Contact
- Additional Contacts
- Authorized Official
- Organization

### **Acknowledgement**

*All Eligible Applicants must review and acknowledge the following requirements.*

- Proof of Jurisdiction Support to Apply for Measure A Grants

Written support to apply for, accept, and administer grant funds from an authorized representative for the applying department, City Manager's Office, Parks and Recreation department head, City Council, Board of Directors, or other leadership deemed appropriate by Eligible Applicant.

- Competitive Grant Application Workshop

It is recommended that all Eligible Applicants attend the application workshop (date to be announced) before applying.

- Good Standing

The Eligible Applicants must be in Good Standing with RPOSD prior to applying for grant funding. If the Eligible Applicant is an existing RPOSD grantee, all grants agreement(s) must be in full compliance throughout the competitive review process, approval process, award process and through the duration of the program performance period. Eligible Applicants that have never received funding from RPOSD are considered to be in Good Standing. For existing Grantees, contact your RPOSD Grants Officer to verify Good Standing.

- Eligibility Requirement

Eligible Applicant understands that they will be required to provide grant support documentation throughout the grant's lifespan should their program application be selected as a recipient of a grant award per the Program Requirements.

- RPOSD Signage and Branding

Grant funded programs shall acknowledge the assistance of RPOSD funding prominently on signage, outreach materials, etc., in accordance with RPOSD's Branding Policy. For further instructions and more information, refer to the RPOSD website or the Grants Administration Manual.

- Review of Project Delivery



Eligible Applicants must provide the final Grant Agreement closing date at the time of submitting a grant application.

RPOSD procedures requires that existing grants are closed upon completion date. Failure to close a grant within the project completion date will affect the Good Standing status.

- **Review of Addenda**

Review FAQ's, addenda, and updated content on the RPOSD website. Select the appropriate grant program to review the updated content.

- **COVID-19 Requirements**

Eligible Applicants must consider all relevant federal, state, and local guidelines and protocols related to COVID-19 in their proposals including, but not limited to, physical distancing requirements and mask mandates. Proposals must also consider alternative scenarios should federal, state, and local guidelines and protocols related to COVID-19 change before funds are expended.

### **Agency Information**

- Select Agency Type
- Authorized Representative
- Authorized Designee

### **Program Budget**

Include a detailed spreadsheet that explains all costs for the Program from Year 1 through Year 3, including start-up and close-out costs. Please note, the funding awarded will only cover three years of programming as specified in the Project Agreement.

The budget form is separated into the following sections:

- Program Year 1 (includes start-up costs)
- Program Year 2
- Program Year 3 (includes close-out costs)
- Contingency (an incidental expense that cannot total more than ten percent (10%) of the total grant awarded)

Budgeted items are to be entered in the correct section of the budget.

The following must be provided on the budget form:

- Provide a line-item budget for the grant amount requested in the application using the budget form. (Spreadsheet Report Required. Include supporting documentation that provides the calculations of the budgeted expenses.)
- Provide a brief description of each budget item (task) included in the budget.
- Include a Start Date and End Date for each task.
- Identify the deliverable for each task.



- Enter comments to provide additional information, as necessary for each budget task.
- Upload supporting documentation that provides the calculations of the budgeted expenses. (Spreadsheet Report Required)

#### Other Funding Sources

Eligible Applicants may include a line-item budget that lists costs to be paid for using non-Measure A funding. However, these sources can only be included in the budget form if the funding source is secured at the time of application submission.

*Do not include budget items to be paid for using non-Measure A fund sources that are not secured at the time of application submission.*

## **APPLICATION QUESTIONS FOR NEW PROGRAMS**

*(If applying for funding for an Existing Program, go to page 15 for Application Questions)*

#### General

- Clearly identify what type of New Program you are seeking funding for.  
*Provide narrative of the overarching goals, measurable objectives, and purpose for this program.*
- Explain how the New Program fits within your organization's mission.  
*Provide a detailed description.*

#### Level of Need

1. Where is your new program located? Is the program within or immediately adjacent to a Study Area(s)? (Refer to the 2016 Park Needs Assessment)
2. Clearly identify how the New Program will result in the implementation of park projects or park programs and/or development of career pathways within the parks and recreation field within High or Very High Need Study Areas.  
*Include the Study Area(s) you anticipate your program participants will come from. Upload maps, reports, and/or other documents to support the proposal.*
3. Clearly identify who the New Program will serve and the program's participant recruitment and completion plan. Also, clearly identify how your organization will publicize the New Program to engage participants in High Need or Very High Need Study Areas.  
*Include the Study Area(s) you anticipate your program participants will come from. Be prepared to upload maps, reports and/or other documents to support the proposal.*

#### Community Partnerships

4. List partnerships your organization has established with other organizations that will result in inclusive recruitment, collaborative program development, and increased opportunities for New Program participants.  
*Provide the name and purpose of the partner organization(s) and any documentation/agreements of the partnerships.*



### Community Engagement Requirements

5. Clearly describe how your organization engaged or will engage the community while developing the New Program to ensure the New Program will meet the community's needs.
6. Clearly describe how your organization actively sought or will seek to remove barriers to accessing the New Program.  
*Examples include scheduling events in the evenings or weekends and providing transportation.*
7. Clearly describe how your organization has or will establish or leverage partnerships with local community-based organization (CBO's/NGO's), citizen advisory groups, and/or school districts to gain support for the New Program.
8. Clearly describe how your organization has provided or will provide language access services for the New Program.  
*Please refer to the Language Access Requirements for Community Engagement, in the Appendix, for the minimum requirements for each Study Area.*

### Program Benefits

9. Clearly describe and summarize the New Program. List the program deliverables, outcome-oriented goals, and objectives. Describe the performance measures to track process towards objectives and a reporting system to present the analysis of the performance measures against the deliverables and tasks. Describe how the New Program will increase public access for residents living in High Need and Very High Need Study Areas to public lands, park facilities and park amenities and recreational opportunities.
10. Clearly describe your organization's level of capacity and readiness to provide youth and veterans programs.  
*(Examples can include, qualified staff, mentorship relationships, etc.)*
11. Clearly describe the career pathways to be created by your New Program to help participants find employment, earn a steady income, and thrive in careers that in the parks and recreation field.

### Organization/Financial Health

12. Describe the fiscal capacity of the organization to carry out the New Program on a reimbursement-only basis and ability to ensure the necessary financial resources are available to complete the New Program. Eligible Applicants, and /or the Agency in partnership, must include a copy of the latest completed Financial Statement (must be within the last 3 years) or the most recent Comprehensive Annual Financial Report (CAFR).
13. Future funding- address how or if the New Program will continue beyond the grant funding period.  
*Provide a description detailing your plan for acquiring future funding if the program is anticipated to continue beyond the three-year grant period.*
14. Describe how the funding for the New Program will be tracked, recorded, and kept separate from other funding sources.



## APPLICATION QUESTIONS FOR EXISTING PROGRAMS

(If applying for funding for a NEW Program, answer the questions on page 13)

### General

- Clearly identify the Existing Program is and what type of enhancement/expansion you are seeking funding for.  
*Provide narrative of the overarching goals, measurable objectives, and purpose for this program.*
- Explain how the enhancements/expansion of the Existing Program fits within your organization's mission.  
*Provide a detailed description.*

### Level of Need

1. Where is the Existing Program located? Is this Existing Program within or immediately adjacent to a Study Area(s)?
2. Clearly identify how the enhancement/expansion of the Existing Program will result in the implementation of park projects or park programs and/or development of career pathways within the parks and recreation field within High Need or Very High Need Study Areas.
3. Clearly identify who the Existing Program will serve and the program's current participant recruitment and completion plan? How will your organization publicize the Existing Program to engage participants in High Need or Very High Need Study Areas?  
*Include the Study Area(s) you anticipate your program participants will come from. Be prepared to upload maps, reports and/or other documents to support the proposal.*

### Community Partnerships

4. List the partnerships your organization has established with other organizations that have resulted in inclusive recruitment, collaborative program development, and increased opportunities for Existing Program participants.  
*Please provide the name and purpose of the partner organization(s). Please include documentation/agreements of partnership(s).*

### Community Engagement Requirements

5. Clearly describe how your organization engaged or will engage the community while developing the enhanced/expanded program to ensure the Existing Program will meet the community's needs.
6. Clearly describe how your organization actively sought or will seek to remove barriers to accessing the Existing Program.  
*Examples include scheduling events in the evenings or weekends and providing transportation.*
7. Clearly describe how your organization has or will establish or leverage partnerships with local community-based organization (CBO's/NGO's), citizen advisory groups, and/or school districts to gain support for the enhancement/expansion of the Existing Program.





8. Clearly describe how your organization has provided or will provide language access services for the enhancement/expansion of the Existing Program.  
*Please refer to the Language Access Requirements for Community Engagement, in the Appendix, for the minimum requirements for each Study Area.*

### Program Benefits

9. Describe and summarize the Existing Program. List the program deliverables, outcome-orientated goals, and objectives for the enhancement/expansion of the Existing Program. Clearly describe the performance measures to track progress towards objectives and reporting system to present with analysis of the performance measures against the deliverables and tasks. Describe how the enhancement/expansion of the Existing Program will increase public access for residents living in High Need or Very High Need Study Areas to public lands, park facilities and park amenities and recreational opportunities.
10. Clearly describe your organization's level of capacity and readiness to provide youth and veterans programs.  
*Examples can include, qualified staff, mentorship relationships, etc.*
11. Clearly describe the career pathways to be created by the enhancement/expansion of the Existing Program to help participants find employment, earn a steady income, and thrive in careers that in the parks and recreation field.

### Organization/Financial Health

12. Describe the fiscal capacity of the organization to carry out the Existing Program on a reimbursement-only basis and ability to ensure the necessary financial resources are available to complete the existing Program. Eligible Applicants, and /or the Agency in partnership, must include a copy of the latest completed Financial Statement (must be within the last 3 years) or the most recent Comprehensive Annual Financial Report (CAFR).
13. Future funding: address how enhancing/expanding the Existing Program will allow for the program's continuance beyond the grant funding period.  
*Provide a description detailing your plan for acquiring future funding if the program is anticipated to continue beyond the three-year grant period.*
14. Describe how the funding for the enhancement/expansion of the Existing Program will be tracked, recorded, and kept separate from other funding sources.

## COMMUNITY OUTREACH AND ENGAGEMENT - REQUIRED FOR NEW AND EXISTING PROGRAMS

*Effective Community Outreach and Engagement with Social Distancing and Safer at Home*

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



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 and programs, public agencies and their partners can encourage increased levels of community trust and help to ensure that they deliver community-driven and -supported projects and programs.

Effective Outreach and Engagement should rely on the use of social media and virtual technology. These tools provide a range of opportunities to inform, connect, and follow up with your target community. However, consider that many communities and target groups do not have access or use internet-based social media tools or are not comfortable with their use.

Given the importance of effective and timely community dialogue and input into all phases of your program, we want to ensure that the requirement for Community Outreach and Engagement is met (or exceeded) and documented, while following existing Los Angeles County Public Health (DPH) guidelines ([www.publichealth.lacounty.gov/media/Coronavirus/](http://www.publichealth.lacounty.gov/media/Coronavirus/)). Identify best practices and ask your peers for help in developing, planning, and conducting your engagement. Review current DPH guidance and modify your engagement accordingly.

## **Outreach Methods and 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 or program 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 later in this section. The materials should include the Measure A and/or RPOSD logo and other associated branding tools such as slogans and hashtags. Utilization of 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 later in this section. Examples of acceptable outreach methods include but are not limited to:

Online Media Outreach	Local Media Outreach	Grassroots Outreach
E-Mail Blasts	Newsletters	Door-to-door canvassing
Social Media	Local and Regional Newspapers	Phone Banking
Publication on a website	Local Radio and Television	Surveys and Focus groups
		Distribution of flyers and other printed materials

RPOSD will support Eligible Applicants in their successful program outreach efforts through social media and web-based platforms, meetings, and other community engagement events, if requested within a reasonable time frame and so long as work force permits. All social media and other web-based platform materials must be submitted to the assigned RPOSD



Grants Officer at least four weeks prior to the requested publication date. RPOSD's logo and identifying hash tags should be included in all social media outreach. The RPOSD Grants Officer should be notified in writing at least one to two weeks in advance of all meetings and other community engagement events.

Eligible Applicants will be required to provide supporting documentation to demonstrate which outreach methods were utilized and identify approximately how many people were reached. RPOSD may require Eligible Applicants demonstrating unsatisfactory outreach to conduct additional outreach and engagement according to the minimum outreach and engagement chart before reimbursements will be issued.

## **Engagement Approaches**

All community engagement should consist of 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 or program. Each approach is described below, and requirements are addressed in the next section.

### *Information Sharing (IS)*

IS any type of engagement that educates and informs community members of potential and ongoing projects or programs, facility needs and challenges, funding opportunities, and available programs and services.

IS can occur at meetings, in the form of written communications such as newsletters or website posting, or through individual contact. IS should generally be conducted at each critical stage of a project or program.

### *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 or program decisions. The CPE approach allows agencies the flexibility to discuss Measure A-funded projects, programs 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 or program which allows community input to be incorporated into project or program plans to the greatest extent possible. Input that cannot be feasibly incorporated into project or program 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, and authentic partnerships by enabling community members to identify needs and priorities and inform project or program decisions. The DPE approach requires that all engagement meetings, workshops, or events be dedicated to discussing project(s) or program(s) to be financed with Measure A funds. DPE events must focus entirely on parks and open space projects, programs, plans, or priorities and may not include agenda items that do not pertain to specific projects, programs, 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 or program which allows

community input to be incorporated into project or program plans to the greatest extent possible. Input that cannot be feasibly incorporated into the project, program, or plans must be explained to the community in a public forum.

## MINIMUM OUTREACH AND ENGAGEMENT REQUIREMENTS

All community engagement should consist of robust outreach that encourages meaningful public participation and inclusive decision-making processes. For this program, the minimum level of outreach and engagement is determined by the total program budget. In general, the larger the program budget, the more intensive the engagement requirement. When identifying engagement requirements, Eligible Applicants should find the applicable program budget size bracket. Engagement requirements do not mandate when the engagement must occur, as long as it occurs no more than 36 to 60 months before the application date or is included within the program 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 regarding the program are being made.

Although the timing is not specified, some programs are required to engage the community at least two times, as indicated on the chart below. RPOSD may withhold reimbursements until appropriate engagement has been conducted.

All Eligible Applicants are required to upload a Community Engagement Plan to 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 Eligible Applicants and must be uploaded to the GMS.

**Minimum Engagement Requirement Chart**

TOTAL PROGRAM BUDGET	INFORMATION SHARING	CONCURRENT PARTICIPATORY	OR = CONCURRENT OR DEDICATED ENGAGEMENT  AND = CONCURRENT AND DEDICATED ENGAGEMENT	DEDICATED PARTICIPATORY
\$200,000 - \$499,999	YES	YES	or	YES
\$500,000 - \$999,999	YES	YES (2 MEETINGS)	or	YES
\$1,000,000 – \$1,200,000	YES	YES	and	YES

## Community Outreach and Engagement Documentation Submission Requirements

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
- meeting agendas and minutes
- staff reports

The Eligible Applicant has the responsibility to ensure that all funds expended for Community Engagement are spent appropriately and shall maintain accurate and complete financial records of its activities and operations in accordance with generally accepted accounting principles. Said documents, for the purpose of verifying appropriateness and validity of expenditures, shall be made available to RPOSD upon request. These include, but are not limited to, financial accounts, documents, and records must be retained for five (5) years following the completion of the funded grant.

## LANGUAGE ACCESS REQUIREMENTS FOR COMMUNITY OUTREACH AND ENGAGEMENT

When conducting community outreach and engagement, cultural and language sensitivities must be considered to encourage participation from groups that typically face barriers and are less likely to participate in public process collaborations. To ensure truly inclusive practices, all outreach and engagement conducted for Measure A-funded projects and/or programs must adhere to the language access requirements described in this section. The table below 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 the Appendix of this document. All Eligible Applicants should refer to the Language Access Requirements for Community Engagement and Outreach chart, in the Appendix, for the minimum Community Outreach and Engagement requirements for each Study Area.

### 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.
--------	--	---

## PROJECT BUDGETING

To assist Eligible Applicants in preparing their grant budgets, please review the charts below on the types of expenses that are eligible or ineligible for reimbursement using Measure A grant funding. The tables are not exhaustive, and Eligible Applicants should contact RPOSD for clarification regarding the eligibility of expenses not listed. RPOSD will not reimburse for expenses incurred before the execution of the grant agreement or after expiration of the grant agreement.

Eligible Expenses	
COVID Supplies (Masks, Hand Sanitizer)	Community Outreach and Engagement
Program Staff Wages (see Accounting Rules for In-House Employee Services)	Portable Equipment (Pop Up Park Equipment)
Program Staff Benefits (see Accounting Rules for In-House Employee Services)	Signage (RPOSD branding, etc.)
Overhead/Indirect Costs (see Overhead/Indirect cost section)	Vehicle Rental (Charter, etc.)
Mileage (For Eligible Applicant owned vehicles at County approved rate)	Electronic Equipment (Tablets, software, headphones, etc.) with appropriate justification
Program Materials (Interpretive, Educational information)	

Ineligible Expenses	
Vehicle Purchase	Vehicle Storage Fees (Housing of vehicle)
Stipends	Interest charges
Lodging (Hotels)	Overnight shipping/delivery charges
Lease/Rental of Office Space	Postage
Costs incurred before or after the grant performance period/program timeline	Office equipment/furnishings
Costs without backup documentation	
Damage Judgements, Attorney/Legal Fees	

## OVERHEAD/INDIRECT COSTS

Reimbursement of overhead and indirect costs shall not exceed twelve percent (12%) of the grant total and shall require documentation of actual expenses. Overhead/indirect costs are costs not usually identified specifically with the grant,



contract, or activity, but are necessary for the general operation of the Eligible Applicant/organization. Overhead/Indirect may include, but not be limited to:

- Personnel
- Accounting
- Administrative Costs
- Communication Expenses
- Employee Services
- Indirect Services and Supplies
- Management Oversight of Funded Activities
- Contracting
- Compliance
- Data and Performance Reporting
- Fiscal Services

## **ACCOUNTING RULES FOR IN-HOUSE EMPLOYEE SERVICES (ELIGIBLE APPLICANT LABOR)**

Eligible Applicants must follow these accounting practices for services performed by its employees to be eligible for reimbursement:

- Maintain time and attendance records as charges are incurred, identifying the employee through a name or other tracking system, and that employee's actual time spent on the project.
- Time estimates, including percentages, for work performed on the project are not acceptable.
- Time sheets that do not identify the specific employee's time spent on the project are not acceptable.
- Costs of the salaries and wages must be calculated according to the Eligible Applicant's wage and salary scales and may include only benefit costs for health insurance and workers' compensation.

### **Benefits List:**

- Workers Compensation
- Health Insurance
- Leave Benefits
- Pension Contributions

If claiming in-house employee services costs, Eligible Applicants will need to upload the Grantee Labor Report and Expense Declaration Form into the GMS when requesting for reimbursement, signed by their authorized representative attesting that the time spent by their employees on the qualifying Measure A project is accurate.

The Regional Park and Open Space District is not limited by the policies set forth in the Grants Administration Manual, and to ensure due diligence to the taxpayer, Grant Officers may ask questions to help verify appropriate expenditure of funds.

## **PROGRAM EVALUATION**

Organizations must submit grant applications to fund a three-year program. Grant funding, however, will only be guaranteed for the first year. Funding for subsequent program years is contingent upon approval by RPOSD following an evaluation process.



RPOSD will perform, or cause to be performed, a program evaluation during the first year of your program to determine continued program funding. The evaluation will review the effectiveness of the program; and how successful the program was in meeting its goals, objectives, and deliverables. It will also review whether the program met or exceeded its expected participant levels.

## GRANT PROGRAM TIMELINE (APPLICATION TO AWARD)

### Milestones

Guideline Release Date: June 2, 2022

Application Filing Period: June 20, 2022

Application Submission Deadline: September 29, 2022 at 10:00am

Administrative Review and Evaluation Panel Review: October 2022 to December 2022

Anticipated Grant Award Announcement: December 2022

Reminder: RPOSD will not reimburse for expenses incurred before the execution of the grant agreement or after termination of the grant agreement.

## REVIEW PROCESS

### Administrative Review

Once the application period has closed, RPOSD staff will conduct an administrative review of all submitted applications to verify Good Standing status for each program Eligible Applicant, completeness, and adherence to category and minimum requirements. Applications that pass the administrative review will be sent to the Competitive Grants Evaluation Panel.

### Evaluation Panel Review

RPOSD will create an evaluation panel(s) for each competitive grant program. Each panel will be composed of a multidisciplinary team with diverse backgrounds in various aspects of parks/open space, recreation, programming, and other relevant areas of expertise.

Applications that meet the requirements of the administrative review will be assigned to an evaluation panel with knowledge and experience in the areas under review.

At this stage the evaluators will review and evaluate the Applications and assign a preliminary score for each one. This review may include technical comments. Applications shall be evaluated according to the evaluation criteria listed in the grant program guidelines. Since the evaluation criteria varies for each competitive grant category, Eligible Applicants should consult the criteria of the category to which they are applying. After the initial reviews have been completed, evaluators will meet as a group to discuss Applications in closed session. Informed by the panel discussion, individual evaluators may change their initial ratings.

Based on the final scores submitted to RPOSD by the Competitive Grants Evaluation Panel, a program ranking list will be prepared with recommended programs for funding.





## EVALUATION CRITERIA

Applications will be scored using the following criteria:

- Level of Need
- Community Partnerships
- Community Engagement Requirements
- Program Benefits
- Organizational/Financial Health

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

## SCORING RUBRIC FOR NEW PROGRAMS

EVALUATION CRITERIA	POINTS
Level of Need	25
Community Partnerships	15
Community Engagement Requirements	10
Program Benefits	50
Organizational/Financial Health	25
<b>Maximum Total of Points</b>	<b>125</b>

### Level of Need

Eligible Applicant provides services to and/or recruits a majority of its participants from High or Very High Need Study Areas.

Refer to the 2016 Park Needs Assessment for a comprehensive list of High and Very High Need Study Areas.

Eligible Applicant may receive a maximum of 25 Points by meeting one or more of the sub criteria below.

(1) Eligible Applicant clearly identified whether or not the New Program is within or immediately adjacent to a High Need or Very High Need Study Areas. <input type="checkbox"/> Very High Need Study Area = 10 points; <input type="checkbox"/> High Need Study Area = 9 points; <input type="checkbox"/> Adjacent to High Need or Very High Need Study Area and will serve those areas = 8 points, etc.	0-10 points
(2) Eligible Applicant clearly identified how the proposed New Program will result in career pathway development to implement park projects/park programs within the parks and recreation field in High Need or Very High Need Study Areas.	0-10 points
(3) Eligible Applicant clearly identified the New Programs participant recruitment and completion plan. The Eligible Applicant has a plan of	0-5 points

how they will publicize their New Program that will engage participants within High Need or Very High Need Study Areas. <i>(Include the Study Area(s) you anticipate your program participants will come from. Be prepared to upload maps, reports and/or other documents to support the proposal.)</i>	
---	--

## Community Partnerships

Eligible Applicant has established local community partnerships with public agencies, school districts, universities, private industry, and other community-based organizations. These partnerships lead to inclusive recruitment, collaborative program development, and increased opportunities for program participants

Eligible Applicant may receive a maximum of 15 Points by meeting one of the sub criteria below. (Eligible Applicants will receive more points for established partnerships.)

(4A) Eligible Applicant has established partnerships with one or more organizations that resulted in inclusive recruitment, collaborative program development, and increased opportunities for participants in the New Program.	6-15 points
(4B) Eligible Applicant will establish partnerships with one or more organizations that will result in inclusive recruitment, collaborative program development, and increased opportunities for participants in the New Program.	0-5 points

## Community Engagement Requirements

Eligible Applicant will receive points based on the quality of past and/or new Community Engagement requirements.

Points will be awarded based on the evaluators' assessment of the submitted community involvement documentation and/or community involvement plan describing new community involvement. All new community involvement will be tracked as part of the grant administration process.

Eligible Applicant may receive a maximum of 10 Points by meeting one or more of the sub-criteria below.

(5) Eligible Applicant clearly described how their organization will engage the community while developing the New Program, to ensure that the program will meet the community's needs. Community input received during the engagement process will be reflected in the New Program and its components.	0-4 Points
(6) Eligible Applicant clearly described how their organization actively sought or will seek to remove barriers to accessing the New Program, such as scheduling meetings/events in the evenings and/or weekends and providing transportation.	0-2 Points
(7) Eligible Applicant clearly described how their organization will or has established or leveraged,	0-2 Points



community partnerships with local community-based organizations, citizen advisory groups, and/or school districts to gain support for the New Program.	
(8) Eligible Applicant clearly described how their organization will provide language access services for the New Program.	0-2 Points

## Program Benefits

Eligible Applicant provides programs(s) related to (1) Education, Skills Training, and Career Pathway Development to Implement Park Projects or Programs, and/or (2) Certifications and Placement Services, or Apprenticeship opportunities for jobs and careers in the parks and recreation field.

Eligible Applicants may receive a maximum of 50 points by meeting one or more of the sub criteria below.

(9) Eligible Applicant clearly described, summarized the New Program. Eligible Applicant list the program deliverables, outcome-oriented goals, and objectives. Eligible Applicant described the performance measures to track progress towards objectives and a reporting system to present the analysis of the performance measures against the deliverable and tasks. Eligible Applicant described how the New Program will increase public access for residents living in High Need or Very High Need Study Areas to public lands, park facilities and park amenities and recreational opportunities.	0-25 points
(10) Eligible Applicant clearly described the organizations level of capacity and readiness to provide New Programs for youth and veterans.	0-10 points
(11) Eligible Applicant clearly described career pathways to be created by the New Program to help participants find employment. (Eligible Applicant's primary goal is to provide education, skills training, and career pathway development to implement park projects or programs. The New Program can also have a component that provides certifications and placement services, or apprenticeship opportunities for jobs and careers in the parks and recreation field.)	0-15 points

## Organizational/Financial Health

Eligible Applicant has explained the types of outreach annually conducted, the overall financial condition of their organization, future funding, if any, and the fiscal capacity of the organization to carry out the new program on a reimbursement basis only. The Eligible Applicant has also demonstrated their ability to ensure the necessary financial resources are available to complete the New Program.

Eligible Applicant may receive a maximum of 25 points by meeting one or more of the sub criteria below.

(12) Eligible Applicant clearly described the fiscal capacity of the organization to carry-out the New Program on a reimbursement-only basis and their ability to ensure the necessary financial	0-10 points
--	-------------

resources are available to complete the New Program. (Financial Statement or Comprehensive Annual Financial Report was submitted)	
(13) Eligible Applicant clearly described the organization's future funding by addressing how and if the New Program will continue beyond the three year grant period.	0-10 points
(14) Eligible Applicant clearly described how the funding for the New Program will be tracked, recorded, and kept separate from other funding sources.	0-5 points

## SCORING RUBRIC FOR EXISTING PROGRAMS

EVALUATION CRITERIA	POINTS
Level of Need	25
Community Partnerships	15
Community Engagement Requirements	10
Program Benefits	50
Organizational/Financial Health	25
<b>Maximum Total of Points</b>	<b>125</b>

### Level of Need

Eligible Applicant provides services to and/or recruits a majority of its participants from High or Very High Need Study Areas. Refer to the 2016 Park Needs Assessment for a comprehensive list of High and Very High Need Study Areas.

Eligible Applicants may receive a maximum of 25 points by meeting one or more of the sub criteria below.

(1) Eligible Applicant clearly identified whether or not the Existing Program is within or immediately adjacent to a High Need or Very High Need Study Areas. <input type="checkbox"/> Very High Need Study Area = 10 points; <input type="checkbox"/> High Need Study Area = 9 points; <input type="checkbox"/> Adjacent to High Need or Very High Need Study Area and will serve those areas = 8 points, etc.	0-10 points
(2) Eligible Applicant clearly described how the enhancement/expansion of the Existing Program will result in career pathways and/or park projects/park programs within the parks and recreation field in High Need or Very High Need Study Areas.	0-10 points
(3) Eligible Applicant clearly identified the enhanced/expanded Existing Programs participant recruitment and completion plan. The Eligible Applicant has a plan of how they will publicize the enhancement/expansion of the Existing Program that will engage participants within High Need or Very High Need Study Areas. (Proof must	0-5 Points



be provided and can consist of; documentation showing recruitment efforts to date and documentation showing recruitment plans, etc.)	
--	--

## Community Partnerships

Eligible Applicant has established local community partnerships with public agencies, school districts, universities, private industry, and other Community-Based Organizations. These partnerships lead to inclusive recruitment, collaborative program development and increased opportunities for program participants.

Eligible Applicant may receive a maximum of 15 Points by meeting one of the sub criteria below. (Eligible Applicant's will receive additional points for multiple established partnerships.)

(4A) Eligible Applicant has established partnerships with one or more organizations that resulted in inclusive recruitment, collaborative program development, and increased opportunities for past and Existing Program participants.	6-15 points
(4B) Eligible Applicant will established productive partnerships with one or more organizations that resulted in inclusive recruitment, collaborative program development, and increased opportunities for past and Existing Program participants.	0-5 points

## Community Engagement Requirements

Eligible Applicant will receive points based on the quality of past and/or new Community Engagement requirements.

Points will be awarded based on the evaluators' assessment of the submitted community involvement documentation and/or community involvement plan describing new community involvement. All new community involvement will be tracked as part of the grant administration process.

Eligible Applicant may receive a maximum of 10 Points by meeting one or more of the sub-criteria below.

(5) Eligible Applicant clearly described how their organization will engage the community for the enhancement/expansion of the Existing Program, to ensure that the program met the community's needs. Community input received during the engagement process is reflected or will be reflected in the program and its components.	0-4 Points
(6) Eligible Applicant clearly described how their organization actively sought and/or will seek to remove barriers to accessing the Existing Program, such as scheduling meetings/events in the evenings and/or weekends and providing transportation. Eligible Applicants removing more barriers will receive more points.	0-2 Points
(7) Eligible Applicant clearly described how their organization established or leveraged community	0-2 Points

partnerships with local community-based organizations, citizen advisory groups, and/or school districts to gain support for the enhancement/expansion of the Existing Program.	
(8) Eligible Applicant clearly described how their organization will provide language access services for the enhancement/expansion of the Existing Program.	0-2 Points

## Program Benefits

Eligible Applicant currently provides program(s) related to (1) Education, Skills Training, and Career Pathway Development to Implement Park Projects or Programs, and/or (2) Certifications and Placement Services, or Apprenticeship opportunities for jobs and careers in the parks and recreation Field.

Eligible Applicant may receive a maximum of 50 points by meeting one or more of the sub criteria below.

(9) Eligible Applicant clearly described and summarized the enhancement/expansion of the Existing Program, listed the program deliverables, outcome-oriented goals, and objectives; described the performance measures to track progress towards objectives and a reporting system to present the analysis of the performance measures against the deliverable and tasks, and described how the program will increase public access for residents living in High Need or Very High Need Study Areas to public lands, park facilities and park amenities and recreational opportunities.	0-20 points
(10) Eligible Applicant clearly described the organization's level of capacity and readiness to continue to provide Existing Programs for youth and veterans.	0-15 points
(11) Eligible Applicant clearly described career pathways to be created by the enhancement/expansion of the Existing Program to help participants find employment. (Eligible Applicant's primary goal is to provide education, skills training, and career pathway development to implement park projects or programs. Enhanced/expanded programs can also have a component that provides certifications and placement services, or apprenticeship opportunities for jobs and careers in the parks and recreation field.)	0-15 points

## Organizational/Financial Health

Eligible Applicant explained the types of outreach annually conducted, the overall financial condition of their organization, future funding, if any, and the fiscal capacity of the organization to carry out the new program on a reimbursement basis only. The Eligible Applicant has also demonstrated their ability to ensure the necessary financial resources are available to complete the Existing Program.

Eligible Applicant may receive a maximum of 25 points by meeting one or more of the sub criteria below.



12. Eligible Applicant clearly described the fiscal capacity of the organization to carry-out the program on a reimbursement-only basis and their ability to ensure the necessary financial resources are available to complete the enhancement/expansion of the Existing Program. <b>(Financial Statement or Comprehensive Annual Financial Report was submitted)</b>	0-10 Points
(13) Eligible Applicant clearly described the organization's future funding by addressing how and if the enhancement/expansion of the Existing Program will continue beyond the three year grant period.	0-10 Points
(14) Eligible Applicant clearly described how the funding for the enhancement/expansion of the Existing Program will be tracked, recorded, and kept separate from other funding sources.	0-5 Points



## Definitions

---

**Community Engagement Plan**- All Measure A grant programs require community outreach and engagement. A Community Engagement Plan must be submitted with each 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 the grant.

**Contingency**- An incidental expense.

**Eligible Costs**- Actual expenditures incurred by the grantee that are necessary and reasonable to the accomplishment of the work. (google)

**Existing Program**- A currently funded and operating program. (lawinsider.com dictionary) FYI- any program not previously approved by the Commission or by their predecessor review authorities, regardless of whether it comprises new instructional components or the reassembled components of existing programs (lawinsider.com dictionary)

**Grant Administration Manual** – 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 RPOSD.

**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. (GAM)

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

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

**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).

**New Program** - A program that has not existed within the past two years.

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





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

**Veteran** - a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable

**Young Adults**– a person between 18 and 24 years old



This page is intentionally blank.

# Appendix A

## Language Access Requirements



# 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: Language(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 B

## Addendum I



# Youth & Veteran Job Training & Placement Guidelines - **Addendum I**



## 1. Page 12 – Program Budget

Revised as follows:

- Contingency (an incidental expense that cannot total more than ten percent (10%) of the total grant awarded set aside a minimum of ten percent (10%) of the total grant awarded for unforeseen, eligible expenditures)

## 2. Page 14 - Application Questions for New Programs

Question #9, **Program Benefits**, is revised as follows:

Clearly describe and summarize the New Program. List the program deliverables, outcome-oriented goals, and objectives. Describe the performance measures to track ~~process~~ progress towards objectives and a reporting system to present the analysis of the performance measures against the deliverables and tasks. ~~Describe how the New Program will increase public access for residents living in High Need and Very High Need Study Areas to public lands, park facilities and park amenities and recreational opportunities.~~ Describe how the New Program will provide education, skills training and/or certification, and placement services.

## 3. Page 16 - Application Questions for Existing Programs

Question #9, **Program Benefits**, is revised as follows:

Describe and summarize the Existing Program. List the program deliverables, outcome-oriented goals, and objectives for the enhancement/expansion of the Existing Program. Clearly describe the performance measures to track progress towards objectives and a reporting system to present the analysis of the performance measures against the deliverables and tasks. ~~Describe how the enhancement/expansion Existing Program will increase public access for residents living in High Need and Very High Need Study Areas to public lands, park facilities and park amenities and recreational opportunities.~~ Describe how the enhancement/expansion of the Existing Program will provide education, skills training and/or certification, and placement services.

## 4. Page 26 - New Programs

Question #9, **Scoring Rubric**, is revised as follows:

Eligible Applicant clearly described and summarized the New Program. Eligible Applicant listed the program deliverables, outcome-oriented goals, and objectives. Eligible Applicant described the performance measures to track progress towards objectives and a reporting system to present the analysis of the performance measures against the deliverables and tasks. ~~Eligible Applicant described how the New Program will increase public access for residents living in High Need or Very High Need Study Areas to public lands, park facilities and park amenities and recreational opportunities. and~~

described how the New Program will provide education, skills training and/or certification, and placement services.

## 5. Page 26 – Existing Programs

Question #12, **Organization/Financial Health**, is revised as follows:

Describe the fiscal capacity of the organization to carry out the enhancement/expansion of the Existing Program on a reimbursement-only basis and ability to ensure the necessary financial resources are available to complete the enhancement/expansion of the Existing Program. Eligible Applicants, and/or the Agency in partnership, must include a copy of the latest completed Financial Statement (must be within the last 3 years) or the most recent Comprehensive Annual Financial Report (CAFR).

## 6. Page 29 - Existing Programs

Question #9, **Scoring Rubric**, is revised as follows:

Eligible Applicant clearly described and summarized the enhancement/expansion of the Existing Program, listed the program deliverables, outcome-oriented goals, and objectives; described the performance measures to track progress towards objectives and a reporting system to present the analysis of the performance measures against the deliverables and tasks, ~~and described how the program will increase public access for residents living in High Need or Very High Need Study Areas to public lands, park facilities and park amenities or recreational opportunities.~~ and described how the enhancement/expansion of the Existing Program will provide education, skills training and/or certification, and placement services.

# Appendix C

## Addendum II



# Youth & Veteran Job Training & Placement Guidelines - **Addendum II**



## 1. Page 19 - Minimum Outreach and Engagement Requirements

### **Revised as follows:**

- All community engagement should consist of robust outreach that encourages meaningful public participation and inclusive decision-making processes. For this program, the minimum level of outreach and engagement is determined by the total program budget. In general, the larger the program budget, the more intensive the engagement requirement. When identifying engagement requirements, Eligible Applicants should find the applicable program budget size bracket. Engagement requirements do not mandate when the engagement must occur, as long as it occurs no more than 36 to 60 months before the application date or is included within the program 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 regarding the program are being made. This may include, but is not limited to, during the program design, planning, and/or development stages.





This page is intentionally blank.



LOS ANGELES COUNTY  
REGIONAL PARK AND  
OPEN SPACE DISTRICT



626.588.5060 • [info@RPOSD.lacounty.gov](mailto:info@RPOSD.lacounty.gov) • [RPOSD.LACounty.gov](http://RPOSD.LACounty.gov)