



Technical Assistance Program



Policy &
Allocations Guidelines

Summer 2022

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Contents

Technical Assistance Program Policy 2

Exhibit 1: Cities & Other Eligible Entities that Qualify for TAP Funding..... 6

Exhibit 2: TAP Step by Step Process..... 7

TAP Guidelines For July 2022 Funding Allocations 8



Technical Assistance Program Policy

SECTION 1: 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 real property in the County. Measure A makes funding available to 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.

Measure A specifically sets aside technical assistance funds to be allocated periodically for High and Very High Need areas, as defined by the 2016 Park Needs Assessment. RPOSD created the Technical Assistance Program (TAP) to assist with the expenditure of these funds. The goal of TAP is to achieve park and open space equity by supporting the development of TAP requests that result in the development of new parks, improved access, or increased park acreage in communities that have been identified as “High-Need” or “Very-High-Need” according to the Los Angeles Countywide Comprehensive Parks and Recreation Needs Assessment. See link at: [Parks Needs Assessment – County of Los Angeles \(lacountyparkneeds.org\)](http://lacountyparkneeds.org)

Future TAP allocations will be announced by RPOSD and may be restricted to specific TAP services dependent upon the particular TAP goal being pursued. Contact RPOSD to receive specific information regarding your Technical Assistance allocation.

General TAP inquiries and requests can also be sent via e-mail to TAP@rposd.lacounty.gov

ELIGIBILITY

Entities that are located in a “High-Need” or “Very-High-Need” study area, per the Los Angeles Countywide Comprehensive Parks and Recreation Needs Assessment (Eligible Entities), automatically qualify for TAP allocations, see **Exhibit 1: Cities and other Eligible Entities that qualify for TAP funding.**

An Eligible Entity must be in Good Standing with RPOSD to apply for TAP funds. 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 receive any grant funds and processing of reimbursable claims, including TAP-eligible projects.

TAP PROGRAM GOALS

RPOSD developed TAP to help ensure that Eligible Entities can access funding and successfully compete for existing Measure A competitive grant programs or other funding opportunities including local, state, federal and private funding, so long as a nexus to Measure A exists.



TAP goals include:

1. Increasing access to parks, open space, and natural areas in Los Angeles County communities within the park “High-need” or “Very-high-need” Study Areas by adding new parks or facilitating the acquisition of land that will result in new parks in these areas.
2. Ensuring that all communities throughout the County, especially those with resource limitations, are well informed on RPOSD Measure A technical assistance funding allocations, competitive grants, maintenance and servicing funds and technical assistance grants;
3. Maximizing value from Measure A to park “High-Need” or “Very-High-Need” communities by providing meaningful technical assistance consulting services;
4. Providing timely, proactive, and flexible resources to assist with leveraging new park development resources, project development, planning and due diligence for land acquisition, design, funding, and completing park projects;
5. Creating and supporting relationships between eligible government agencies, joint power authorities, non-profits, and community-based organizations; and
6. Emphasizing outcomes that help to deliver completion of new projects to park users in park need Communities.

TAP FUNDING AVAILABILITY

Funding for TAP is provided through the Implementation, Operations & Oversight category of the Measure A. Additional TAP funding for purposes of Planning and Design is set aside in Measure A’s Category 3 and 4 sections. These funds accumulate annually and will be allocated on a periodic basis.

MEASURE A CONNECTION

- TAP funding shall require a nexus between the proposed project and Measure A;
 - Natural Lands, Local Beaches, Water Conservation and Protection Program (Category 3);
 - Regional Multi-Use Trails and Accessibility (Category 4);
 - Youth & Veteran Job Training & Placement (Category 5);
 - Recreation Access;
 - Acquisition only

SECTION 2: ACCESSING TECHNICAL ASSISTANCE

Requests for TAP services will be received on a rolling basis -- there is no grant deadline, however, each allocation program will have a deadline to encumber. Eligible Entities will have a pre-determined amount of time to encumber allocated funds for a TAP-eligible service. If an Eligible Entity has not encumbered TAP funds pursuant to an RPOSD approved NTP prior to the stated deadline, funds may be reallocated by RPOSD at its sole discretion.



MASTER AGREEMENT

The first step to accessing TAP funds for an eligible project is the execution of a Master Agreement for Technical Assistance. Once executed, the Master Agreement between an Eligible Entity and RPOSD is in effect for five years, with the option to renew for an additional five years, unless terminated.

An Eligible Entity may have more than one TAP-funded project moving forward at the same time, as long as a Master Agreement has been executed and there is an approved Notice to Proceed (NTP) for each project. For example, City X received a TAP allocation of \$285,000. It submitted a request for a NTP to RPOSD for a \$200,000 TAP-eligible project. City X still has a remaining TAP allocation of \$85,000 dollars. City X may request an additional NTP to utilize all, or a portion of, the remaining \$85,000 even if the first NTP is still in process.

SECTION 3: TECHNICAL ASSISTANCE PROGRAM SERVICES

TAP services are provided through a list of pre-qualified consultants or Qualified Vendors (TAP Consultants). Eligible Entities may work with TAP Consultants to receive the necessary resources to support the realization of park projects. Once the Master Agreement is executed, the Eligible Entity will be provided with the list of TAP Consultants. If an Eligible Entity has a specific consultant that they would like to use, the consultant should contact RPOSD to apply through the Request for Statement of Qualifications (RFSQ) process.

Refer to **Exhibit 2: TAP Step-by-Step Process**

RPOSD TAP program is meant to help provide the following **Professional Services**:

1. Community Outreach & Engagement
2. Planning
 - a. project scoping, park conceptualization, project development
 - b. cost estimation, leveraging, and co-funding
 - c. master planning for land acquisition
3. Design
 - a. park project design
 - b. environmental studies, acquisition services
 - c. engineering and construction documents
4. Grant writing and application assistance for Measure A grants
5. Project and Construction Management
6. County-wide and Regional Projects
7. Innovation

Professional services in a variety of areas of expertise will be available to Eligible Entities from TAP Consultants. These services may include but are not limited to the following:

- **Community Outreach and Engagement.** Community Outreach and engagement assistance will be available to entities at various stages of the grant continuum. Professional services will be provided to those entities that do not have the capacity or resources to organize and conduct outreach and engagement, including developing and distributing outreach materials; facilitating meetings; support social media engagement; preparing meeting materials; and translation services.



- **Grant Writing Support.** Grant writing assistance is intended to help grant-seeking entities successfully write competitive grant proposals. Professional services will provide either grant writing services for an upcoming Measure A competitive grant or provide specific training on how to improve grant writing skills.
- **Construction Administration.** Construction administration assistance will be available to agencies and organizations during the construction phase of capital projects funded through Measure A, or for projects that will result in a new park project. This includes project management to review construction drawings and overseeing the administrative aspect of the construction process.

Additional professional services may be added based on specific requests by Eligible Entities, or as TAP continues to be implemented.

RPOSD will make every effort to work in a timely manner to process all requests for Technical Assistance, provided that there is adequate funding available to an Eligible Entity and the project has been vetted to ensure TAP funding eligibility. Timing for TAP services will vary depending on the request, internal RPOSD processes, and external processes undertaken by the eligible entity (City council actions, actions taken by a governing board, etc.).

MULTI-JURISDICTIONAL PROJECTS

RPOSD may provide funding for projects that will span across city or County boundaries, known as multi-jurisdictional projects. These funds will be made available to Eligible Entities for projects in High or Very High Need areas identified in local or regional plans or that can be justified as serving a regional benefit. There must be one lead applicant identified in the request for TAP funding for a multi-jurisdictional project.

How to Utilize TAP Funds:

Step 1: Master Agreement is executed by the Eligible Entity and RPOSD.

Step 2: RPOSD provides list of RPOSD's TAP Consultants to the Eligible Entity.

Step 3: Eligible Entity releases a Request for Bids for the TAP service with a copy to RPOSD.

Step 4: TAP Consultants submit bid, Eligible Entity reviews and selects winning bid.

Step 5: Grant Management System (GMS) Application is submitted.

Step 6: Upon approval, a Notice to Proceed (NTP) will be issued to Eligible Entity by RPOSD.

Step 7: The Eligible Entity enters into an agreement with the selected TAP Consultant.

Step 8: Pre-qualified consultant performs TAP service for the Eligible Entity; Entity pays consultant upon completion of services.

Step 9: Eligible Entity request reimbursement from RPOSD for TAP services performed by TAP Consultant.

Step 10: Close out of TAP Grant.



Exhibit 1: Cities and other eligible entities that qualify for TAP funding

Communities with “High Park Need” (12)

Alhambra
 Artesia
 Carson
 Compton
 Downey
 Gardena
 La Puente
 Lynwood
 Norwalk
 San Fernando
 Temple City
 Torrance

Hollywood South Very High
 Mission Hills Very High
 North Hollywood Very High
 Northridge High
 Palms-Mar Vista Very High
 Reseda-West Van Nuys High
 South Los Angeles Very High
 Southeast Los Angeles Very High
 Southeast LA-North Very High
 Sun Valley- La Tuna Canyon High
 Valley Glen High
 Van Nuys- North Sherman Oaks Very High
 Venice Very High
 West Adams Very High
 Westlake Very High
 Westwood-Veterans Center Very High
 Westchester-Playa del Rey/LAX High
 West LA High
 Wilshire High
 Wilshire West High

Communities with Park “Very High Need” (15)

Baldwin Park
 Bell
 Bell Gardens
 Bellflower
 Cudahy
 El Monte
 Glendale
 Hawthorne
 Huntington Park
 Inglewood
 Lawndale
 Maywood
 Paramount
 South Gate
 West Hollywood

Los Angeles County – Unincorporated (14)

Charter Oak Islands High
 Del Aire High
 Willowbrook High
 Bassett – West Puente Valley Very High
 East Los Angeles – Northwest Very High
 East Los Angeles – Southwest Very High
 East Rancho Dominguez Very High
 East San Gabriel –Arcadia Very High
 Florence– Firestone Very High
 Hawthorne Very High
 Lennox Very High
 Walnut Park Very High
 West Athens Very High
 West Carson Very High

City of Los Angeles (28)

Arleta– Pacoima High
 Baldwin Hills – Leimert Hills High
 Boyle Heights Very High
 Canoga Park Very High
 Central City Very High
 Central City- North High
 Exposition Park- University Park Very High
 Harbor Gateway High

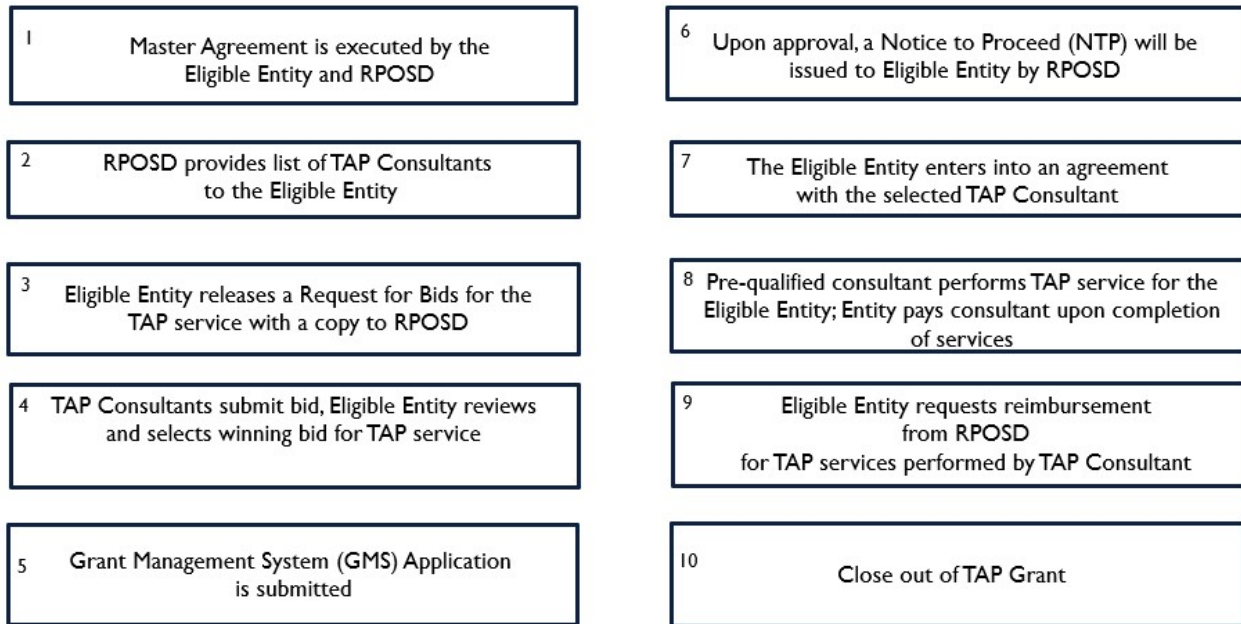
City of Long Beach (3)

Long Beach North High
 Long Beach South High
 Long Beach West Very High



Exhibit 2: TAP Step-by-Step Process

Technical Assistance Program
Step-by-Step Process



TAP Guidelines For July 2022 Funding Allocations

INTRODUCTION

This document provides an overview of the July 2022 Funding Allocations for Technical Assistance (2022 Allocations) geared specifically toward projects that will result in **the acquisition of new park land** in high and very high need study areas.

RPOSD anticipates the release of an **“Acquisition Only” competitive grant program in early 2025**. The 2022 Allocations are intended to assist Eligible Entities to be competitive for that grant cycle. TAP services including community outreach, planning, design, grant writing, project, and construction management, should be a direct component of an acquisition project for reimbursement through the 2022 Allocations.

Execution of a Master Agreement between RPOSD and an eligible entity is required prior to obtaining any TAP services. Eligible Entities will then have until **December 31, 2024**, to encumber funding from the 2022 Allocations pursuant to an RPOSD approved Notice to Proceed (NTP). The [Master Agreement](#) can be found on the following pages of the RPOSD official website:

- <https://rposd.lacounty.gov/TAP-resources/>
- <https://rposd.lacounty.gov/TAP-services/>

2022 Allocations TAP Timeline

July 2022	Public Announcement of TAP Allocations
September 2022- ongoing	Execution of Master Agreements
2022-2024	Funding from 2022 Allocations encumbered through RPOSD approved NTP’s
December 31, 2024	Deadline to encumber 2022 Allocations
Spring 2025	Acquisition Only Grant Program



SECTION 1: UTILIZATION OF 2022 ALLOCATIONS

Funding from the 2022 Allocations may be used to further park projects in the following areas:

1. To conduct a Land Inventory to determine acquisition potential for NEW parkland
2. To fund due diligence and pre-acquisition real estate negotiations related to land acquisition
3. To conduct elements related to new park development for vacant land including community outreach and engagement, design, project, and construction management

Examples of technical assistance projects which may be funded by the 2022 Allocations include:

- To explore the feasibility of acquiring new land for park use, including passive and active uses
- To explore the feasibility of securing land or land access through a long-term joint-use agreement with public or private bodies, i.e., Caltrans, public utilities, school districts, other public entities, etc.,
- To conduct planning and feasibility studies including land inventories for future land acquisition for new parks and open space
- To develop a project that may include more than one city or County boundary, resulting in an expansion of park land, enhanced park access, trail connections, or other multi-jurisdictional projects
- To provide community outreach and engagement for a project that will result in new park space and will be or is in the community engagement phase
- To complete components of a real estate transaction resulting in the acquisition of park land, including environmental studies, surveys, soils reports, EIRs, hydrologic reports, habitat assessment, or other elements

SECTION 2: TAP POLICY REGARDING USE OF FUNDS

Eligible Entities have until **December 31, 2024**, to encumber 2022 Allocation funds. Any funds not encumbered by that deadline may be re-allocated by the District at its sole discretion for other TAP projects.

Future TAP funding allocations will be geared towards other TAP services. General TAP inquiries can be made via e-mail at TAP@rposd.lacounty.gov.



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LOS ANGELES COUNTY
REGIONAL PARK AND
OPEN SPACE DISTRICT



626.588.5060 • info@RPOSD.lacounty.gov • RPOSD.LACounty.gov