



Measure A Grants Administration Manual (GAM) 2024 Edition Comprehensive Summary of Changes

1. Table of Contents

The Grants Administration Manual (GAM) was reorganized into the following six sections:

- Section 1: Measure A Funding Programs
- Section 2: Measure A Grants Administration
- Section 3: Community Outreach & Engagement
- Section 4: Funding Acknowledgment
- Section 5: Definitions
- Section 6: Measure A General Policies

2. Section 1: Measure A Funding Programs

Competitive Grants

- Depending on the specific grant program, the Level of Need evaluation criterion has been expanded to include rural recreation needs that highlight social and transportation barriers, health and environmental vulnerability, and proximity to regional recreation sites, among other evaluation criteria, consistent with the [2022 Parks Needs Assessment Plus \(PNA+\)](#).

3. Section 2: Measure A Grants Administration

Applying for Annual Allocation Funds

- The process to draw down on Annual Allocations funds has been streamlined to a Notice to Proceed (NTP) format following execution of an Annual Allocation Master Agreement.
- Applicants in the Grants Management System (GMS) will submit a Work Plan in lieu of a traditional application for projects using Annual Allocation funding.
- Upon approval of the Work Plan, a Notice to Proceed is issued by RPOSD to the grantee, which is the project approval. Grantees may begin to incur project costs upon issuance of the NTP.

Reimbursement of Grantee Direct Labor Costs

- Two new grantee labor forms have been created to assist grantees in requesting reimbursement of direct labor costs: (1) By Allowable Employee Benefit Percentage and (2) By Allowable Employee Benefit Dollar Value. The forms will also allow grantees to be reimbursed for their indirect overhead costs.

Advancing Funds (Grant Programs)

- Up to 20% of the grant award amount may be advanced based on certain restrictions.

Acquisition-Only Projects

- The soft cost cap has been modified to 10%.

Annual Allocation and Competitive Grant Claims

- The minimum claim amount is \$20K per claim submission.
- Claims may be submitted every 45 days per project/grant.

Maintenance and Servicing Funds Program

- Advance payments are not allowed.
- Extraordinary expenses are now called “Repair and Replace.”
- There are now two options for requesting reimbursement of materials and supplies:
 1. The materials/supplies rate of up to 35% is applied to the total salaries of the direct labor cost to be billed for materials and supplies for each facility.
 2. Direct costs for large purchases by submitting expense summary with required supporting documents.

Maintenance & Servicing Claims

- The minimum claim amount is \$20K per claim submission per facility.
- Only one claim per facility is allowed per fiscal year. Exception: if the total cost to maintain the facility per fiscal year is less than \$20K, then a claim for a lesser amount may be submitted.
- The deadline to submit claims with expenses over 3 years old is April 2024.
- Effective May 1, 2024, claims for expenses more than 3 years old shall not be accepted.

4. Section 3: Community Outreach and Engagement

- Engagement approaches were reduced from three to two types. The dedicated participatory meeting type was removed as a minimum requirement. Depending on total project budget, the minimum requirements now include Information Sharing and Participatory Engagement meetings (events).
- Community Engagement is no longer required for projects where the grantee is replacing “like for like” amenities. Examples include playgrounds and basketball courts.
- Decreased the number of days to request a post on RPOSD’s social media platform from 4 weeks to 10 days.
- The total project budget amount tables have been updated for Annual Allocation and Competitive Grants. Reduced the total project budget amount ranges to: (1) \$50,000 to \$1 million or (2) over \$1 million.

5. Section 4: Funding Acknowledgment (formerly Branding Policy)

- A preliminary funding acknowledgment plan is a required element of the Work Plan and a milestone in the project timeline.
- Grantees are obligated to acknowledge RPOSD's financial assistance for each project that has been awarded funding through the following means:

- Printed and Promotional Materials

Prominently feature RPOSD's funding support on all printed and promotional materials created for the project, such as brochures, pamphlets, banners, community outreach and engagement documents, including event materials like invitations, programs, and signage for the project's groundbreaking, grand opening, or ceremony.

- Social Media Post

At a minimum, one (1) funding acknowledgment post must be created and shared on social media platforms accompanied by appropriate tagging and hashtags.

- Signage

Capital and acquisition-only projects have an additional requirement to display signage at the project site acknowledging RPOSD's assistance.

- Grantees should include RPOSD signage requirements in their existing signage plans or a dedicated RPOSD sign will be required.

6. Section 5: Definitions

The definitions section has been updated, and additional items have been added as needed due to the GAM update.

7. Section 6: Measure A General Policies

Transfer Funds Policy (formerly Sharing Funds Policy)

- High-Need or Very-High-Need Study Areas cannot transfer their funds to Moderate, Low, or Very-Low-Need Study Areas.