



# Grants Administration Manual for Measure A



MEASURE  
**A**

January 2024

# LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT



## Grants Administration Manual for Measure A

JANUARY 2024

# 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 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 is a parcel tax based on the square footage of improved property and includes both formula-based allocations to Study Areas and competitive grants that are open to public entities, non-profit organizations, schools, and other eligible entities, and it does not have a sunset date. Measure A makes funding available to eligible recipients for projects that repair and upgrade parks and recreational facilities; create new parks; preserve and protect open spaces and beaches; and support recreational programming. RPOSD facilitates online grant applications and administrative processes to provide efficient oversight of all eligible Measure A grants and programs.

The Grants Administration Manual (GAM) contemplates previous input provided by a variety of stakeholders, including the 51-member Measure A Implementation Steering Committee, which met for 14 months in 2017 and 2018. RPOSD also received input from various stakeholders during this GAM update and incorporated their input in the 2024 version. The purpose of the GAM is to provide guidance in applying for and administering Measure A funds so that grantees can complete successful park projects throughout Los Angeles County.

The updated 2024 Grant Administration Manual is effective January 1, 2024.

# TABLE OF CONTENTS

<b>SECTION 1: MEASURE A FUNDING PROGRAMS</b>	4
ANNUAL ALLOCATIONS	5
COMPETITIVE GRANTS	9
TECHNICAL ASSISTANCE PROGRAM (TAP)	12
MAINTENANCE AND SERVICING FUNDS	13
<b>SECTION 2: MEASURE A GRANTS ADMINISTRATION</b>	14
OVERVIEW	14
GRANT MANAGEMENT SYSTEM (GMS)	14
LA PARKS PORTAL: ANNUAL PARK DATA INVENTORY UPDATES	14
ELIGIBILITY AND RENEWALS REQUIREMENTS: GMS	14
GOOD STANDING POLICY	15
BECOME A MEASURE A GRANTEE	16
ADDITIONAL REQUIREMENTS FOR ALL GRANTEES	18
GRANT TYPES	18
MEASURE A ANNUAL ALLOCATION GRANT TYPES	24
COMPETITIVE GRANTS	28
TECHNICAL ASSISTANCE PROGRAM (TAP)	32
FUNDING FOR MEASURE A AWARDED GRANTS	35
POST COMPLETION	46
MAINTENANCE & SERVICING (M&S) FUNDS	48
<b>SECTION 3: COMMUNITY OUTREACH AND ENGAGEMENT</b>	57
COMMUNITY OUTREACH AND ENGAGEMENT EFFORTS	57
SUPPORTING DOCUMENTATION REQUIRED	58
OUTREACH METHODS & ENGAGEMENT APPROACHES	59
RPOSD'S SOCIAL MEDIA AND WEB-BASED PLATFORMS	63



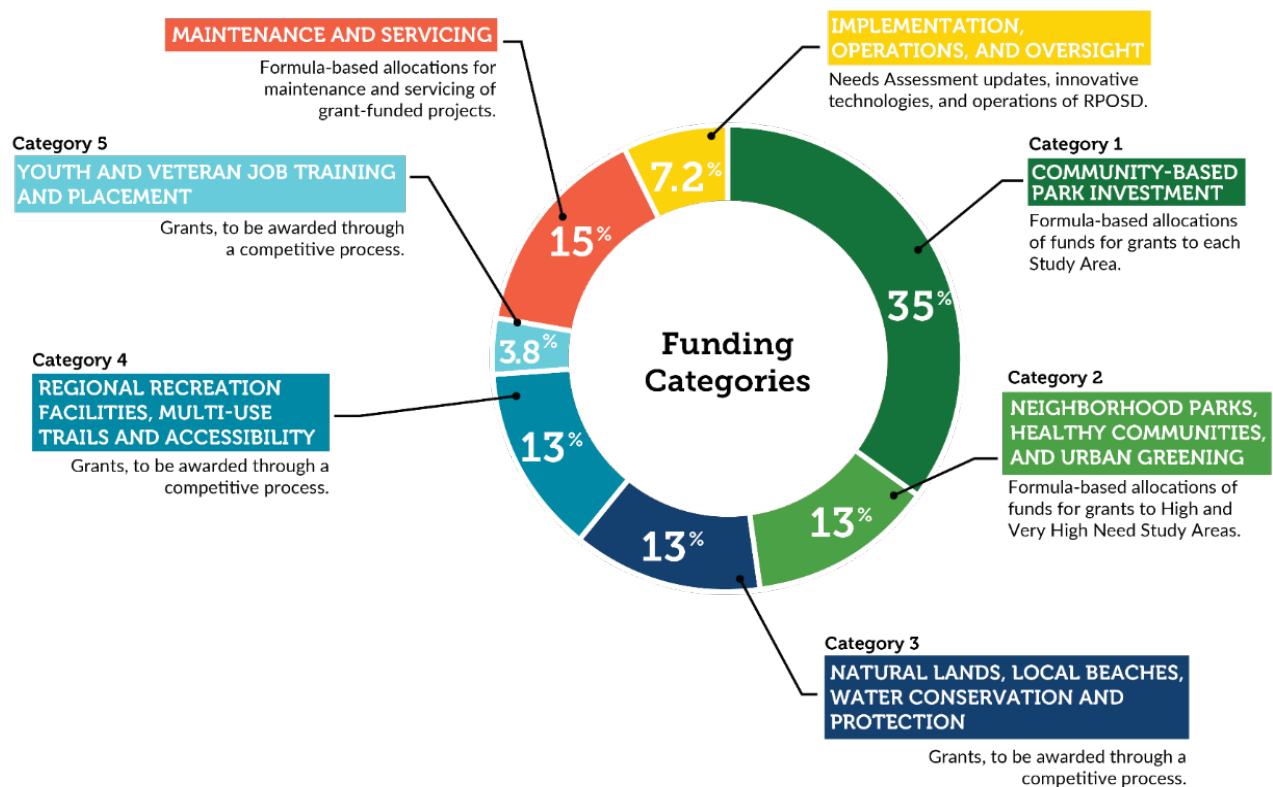
LANGUAGE ACCESS REQUIREMENTS.....	63
EVALUATION OF OUTREACH AND ENGAGEMENT .....	64
FAILURE TO IMPLEMENT THE COMMUNITY ENGAGEMENT PLAN.....	64
<b>SECTION 4: FUNDING ACKNOWLEDGMENT .....</b>	<b>65</b>
USAGE OF BRAND ELEMENTS.....	66
PRINTED AND PROMOTIONAL MATERIALS.....	67
SOCIAL MEDIA POSTS .....	69
SIGNAGE .....	70
<b>SECTION 5: DEFINITIONS .....</b>	<b>73</b>
<b>SECTION 6: MEASURE A GENERAL POLICIES.....</b>	<b>84</b>
<b>APPENDICES</b>	
<b>APPENDIX A:</b> Signed Resolution (Safe Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation Measure)	
<b>APPENDIX B:</b> Displacement Memo	
<b>APPENDIX C:</b> Language Access Requirements for Community Outreach and Engagement	

# SECTION 1: MEASURE A FUNDING PROGRAMS

Measure A funds are derived from an annual special tax on properties throughout Los Angeles County. Measure A funds are distributed into seven funding categories. Each funding category supports specific funding programs, as shown in the Expenditure Plan of Measure A (Figure 1).

This section provides an overview of the Measure A funding programs, including Annual Allocation Programs, Competitive Grant Programs, Technical Assistance Program, and the Maintenance and Servicing Program.

**Figure 1 Expenditure Plan of Measure A**



- **Annual Allocation** funds are distributed to specific grantees on an annual basis using set formulas. The Annual Allocation Programs include:
  - Community-Based Park Investment (Category 1)
  - Neighborhood Parks, Healthy Communities, & Urban Greening (Category 2)
  - Los Angeles County Department of Beaches and Harbors (Category 3)
  - Los Angeles County Department of Parks and Recreation (Category 4)

- **Competitive Grant Program funds are awarded consistent with each specific program and cycle.** Competitive Grant Programs are divided into two groups: Capital Projects and Program Projects.
  - **Capital Projects**
    - Natural Lands, Local Beaches, Water Conservation and Protection (Category 3)
    - Regional Recreation, Multi-Use Trails and Accessibility (Category 4)
    - Acquisition-Only (Categories 3 & 4)
    - Innovation Grant Program (Implementation, Operations and Oversight Category)
  - **Program Projects**
    - Recreation Access (Categories 3 & 4)
    - Youth and Veteran Job Training and Placement (Category 5)
- **Technical Assistance Program (TAP)** funds are allocated periodically to High Need and Very High Need areas as defined by the 2016 Los Angeles Countywide Comprehensive Parks & Recreation Needs Assessment (Parks Needs Assessment). TAP was created to assist with the expenditure of these funds. TAP has its own set of guidelines posted on RPOSD's website, consistent with each funding cycle.
- **Maintenance and Servicing (M&S)** funds are allocated annually to eligible recipients to preserve and promote the longevity of a Proposition A or Measure A-funded improvement or acquisition. M&S funds can be used to offset increased maintenance costs resulting from RPOSD-funded projects.

## ANNUAL ALLOCATIONS

### COMMUNITY-BASED PARK INVESTMENT PROGRAM (CATEGORY 1)

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



Annual Allocation:	35% of Measure A Expenditure Plan
Grant Cycle:	Annual
Recipients:	Responsible agencies that oversee parks in one or more of the 188 Study Areas in Los Angeles County.
Amount:	Calculated by Study Area using the Per Capita Improvements Formula. The dollar amount of funds available to each Study Area will be updated annually based on the revenue received by September 15th of each year.

## Project Types

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

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

## NEIGHBORHOOD PARKS, HEALTHY COMMUNITIES, & URBAN GREENING PROGRAM (CATEGORY 2)

Category 2 funding is allocated annually to High Need or Very High Need Study Areas as identified in the most current Parks Needs Assessment. Funds are allocated using the Per Capita and Structural Improvements Formula.



Annual Allocation:	13% of Measure A Expenditure Plan
Grant Cycle:	Annual
Recipients:	High Need or Very High Need Study Areas
Amount:	Calculated by Study Area using the Per Capita Improvements Formula. The dollar amount of funds available to each Study Area will be updated annually based on the revenue received by September 15 <sup>th</sup> of each year.

## Project Types

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

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

## ALLOCATION TO COUNTY DEPARTMENT OF BEACHES AND HARBORS

Measure A provides that the Los Angeles County Department of Beaches and Harbors (DBH) shall receive up to 25 percent of the total Category 3 funds as an annual allocation.



Annual Allocation:	25% of Natural Lands, Local Beaches, Water Conservation and Protection
Grant Cycle:	Annual
Recipients:	Los Angeles County Department of Beaches and Harbors
Amount:	The dollar amount of funds available is updated annually based on the revenue received by September 15th of each year.

### Project Types

Grants funded with Category 3 shall improve and protect open space, watersheds, and water resources through planning, acquisition, development, improvement, and restoration, of multi-benefit park projects that promote, improve, or protect clean local water supplies, habitat improvements, park space, recreation, public access, watershed health, and open space, including improvements or restoration of areas that buffer our rivers, streams, and their tributaries along with the lakes and beaches throughout the County.

## ALLOCATION TO COUNTY DEPARTMENT OF PARKS AND RECREATION

Measure A specifies that the Los Angeles County Department of Parks and Recreation shall receive up to 25 percent of the total Category 4 funds as an Annual Allocation.



Annual Allocation:	25% of Regional Recreation, Multi-Use Trails and Accessibility Funds
Grant Cycle:	Annual
Recipients:	Los Angeles County Department of Parks and Recreation
Amount:	The dollar amount of funds available is updated annually based on the revenue received by September 15th of each year.

### Project Types

Grants funded with Category 4 shall improve and protect regional recreational facilities, trails and accessibility projects. Greater priority shall be given to trail and accessibility projects that connect river, mountain, and urban areas; especially to County Parks, State Parks, the National Forest, the National Recreation Area(s), and the National Monument(s); and that link other canyons and regional and local parks throughout the County.

## COUNTY CULTURAL FACILITIES PROGRAM

This program funds projects at County Cultural Facilities.



Annual Allocation:	Up to 10% of Regional Recreation, Multi-Use Trails and Accessibility Funds
Grant Cycle:	Annual
Recipients:	An eligible grantee as defined in Measure A and whose project has been identified and put forward by one of the five Los Angeles County Board of Supervisors. These grants are request-based.
Amount:	The dollar amount of funds available is updated annually based on the revenue received by September 15th of each year.

### Project Types

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

## COUNTY PRIORITY PROJECTS PROGRAM

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



Annual Allocation:	Up to 2% of annual revenue from Measure A
Grant Cycle:	Annual
Recipients:	An eligible grantee as defined in Measure A and whose project has been identified and put forward by one of the five Los Angeles County Board of Supervisors. These grants are request-based.
Amount:	The dollar amount of funds available is updated annually based on the revenue received by September 15th of each year.

### Project Types

County Priority Project grants will fund projects including but not limited to community and local parks, playgrounds, dog parks, community gardens, and tree planting to enhance urban tree canopy and reduce heat island effect, especially in park-poor areas.

## COMPETITIVE GRANTS

Funds for each of the competitive grant programs will be accrued until made available within each specific grant cycle. The amounts allocated to each funding category may change in the future due to changes in tax revenue. The release or announcement of the competitive grant programs will be made using various methods, including public announcements, email communication, promotion via social media, and through the RPOSD website.

With the release of each competitive grant program cycle, RPOSD will issue the grant applications, guidelines, deadlines, and all related information including the final notification of grant awards.

All competitive grant programs will include a “Level of Need” evaluation criterion. This criterion, depending on the specific grant program, will consider whether a project or program serves or benefits residents of High Need or Very High Need Study Areas, or provides services to and/or recruits a majority of its participants from High Need or Very High Need Study Areas. Level of Need may also include rural recreation needs that highlight social and transportation barriers, health and environmental vulnerability, and proximity to regional recreation sites, among other evaluation criteria, as set forth in the 2022 Parks Needs Assessment Plus (PNA+).

Competitive grant guidelines will be updated and shared prior to each competitive grant cycle.

## NATURAL LANDS, LOCAL BEACHES, WATER CONSERVATION AND PROTECTION PROGRAM (CATEGORY 3)

This is a Capital Projects grant program funded from Category 3 per the Measure A Expenditure Plan.



### Project Goals

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

At least 30 percent of these funds will be set aside to fund projects strictly located in High Need or Very High Need Study Areas. Level of Need may also include rural recreation needs that highlight social and transportation barriers, health and environmental vulnerability, and proximity to regional recreation sites, among other evaluation criteria, as set forth in the 2022 Parks Needs Assessment Plus (PNA+).

## **REGIONAL RECREATION, MULTI-USE TRAILS AND ACCESSIBILITY PROGRAM (CATEGORY 4)**

This is a Capital Projects grant program funded from Category 4 per the Measure A Expenditure Plan.



### **Project Goals**

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

At least 30 percent of these funds will be set aside to fund projects strictly located in High Need or Very High Need Study Areas. Level of Need may also include rural recreation needs that highlight social and transportation barriers, health and environmental vulnerability, and proximity to regional recreation sites, among other evaluation criteria, as set forth in the 2022 Parks Needs Assessment Plus (PNA+).

## **ACQUISITION-ONLY GRANT PROGRAM (CATEGORIES 3 AND 4)**

This is a Capital Projects grant program funded from Categories 3 and 4 per the Measure A Expenditure Plan.



### **Project Goals**

Acquisition-only grant projects shall meet the goals of the Natural Lands, Local Beaches, Water Conservation and Protection Competitive Grants Program or the Regional Recreation, Multi-use Trails and Accessibility Competitive Grants Program. Urgent acquisitions in High Need or Very High Need Study Areas and for trail connections and access, wildlife corridors, and preservation of critical habitat will be prioritized.

A minimum of 30 percent of these funds will be set aside to fund projects strictly located in High Need or Very High Need Study Areas as defined by the most current Park Needs Assessment. Level of Need may also include rural recreation needs that highlight social and transportation barriers, health and environmental vulnerability, and proximity to regional recreation sites, among other evaluation criteria, as set forth in the 2022 Parks Needs Assessment Plus (PNA+).



## INNOVATION GRANT PROGRAM

This grant program is funded from the Implementation, Operations, and Oversight Category per the Measure A Expenditure Plan.



### Project Goals

The goal is to grant funds to organizations for projects that demonstrate innovation in park design or maintenance, park access, understanding of park users, or functioning of park entities. The projects should incorporate sustainability, energy and water efficiency, stormwater capture, and/or state-of-the-art technology into their scope of work. Projects funded by the Innovation Grant Program should be able to be replicated in communities throughout the County and will serve as precedents that move parks forward in Los Angeles County.

## RECREATION ACCESS PROGRAM (CATEGORIES 3 AND 4)

This program grant is funded from Categories 3 and 4 per the Measure A Expenditure Plan.



### Program Goals

The goal is to grant funds to organizations to provide programming to increase the ability for County citizens to access public lands, park facilities, and park amenities, including education, interpretative services, safety information, transportation, and other activities that increase the accessibility for County residents, especially for those in High Need or Very High Need Study Areas.

## YOUTH & VETERAN JOB TRAINING & PLACEMENT PROGRAM (CATEGORY 5)

This program grant is funded from Category 5 per the Measure A Expenditure Plan.



### Program Goals

The goal is to grant funds to organizations to provide the following programming:

**Education and Skills Training Program.** Organizations or program providers within the County, including certified conservation corps, to administer a program that provides education, skills training, and career pathway development to young adults, ages 18 to 25, or veterans, to implement park projects and programs.

**Certification and Job Placement Program.** Organizations or program providers within the County, including conservation corps, to administer a program that provides certifications and placement services, or apprenticeship opportunities, for young adults, ages 18 to 25, or veterans, for jobs and careers in the parks and recreation field.

## TECHNICAL ASSISTANCE PROGRAM (TAP)



The Technical Assistance Program (TAP) ensures that applicants serving communities with park High Need or Very High Need Study Areas receive resources that support the realization of park projects. TAP's priority is to assist TAP Eligible Entities to maximize the value of Measure A funds (e.g., TAP funds, Annual Allocation, and Competitive Grant Programs).

This program allocation is funded from the Operations and Oversight Category and the Planning and Design Category.

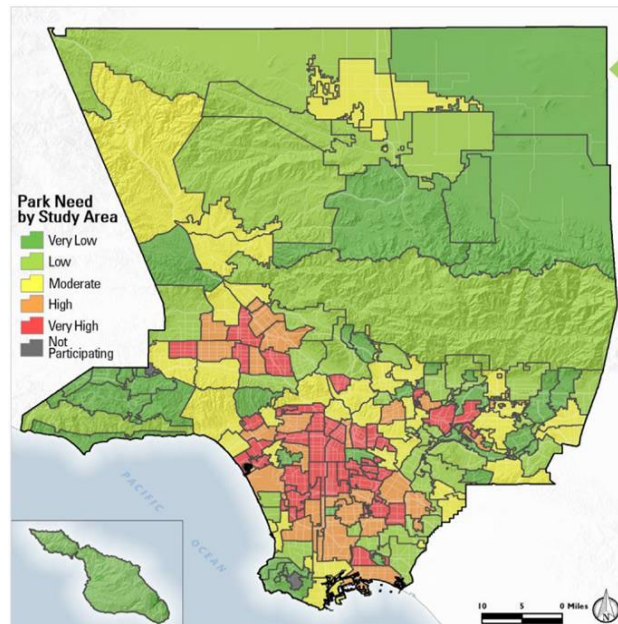
### 2016 Parks Needs Assessment Map

The Very High Need and High Need Study Areas in the findings of the 2016 Parks Needs Assessment determined the focus of the Technical Assistance Program Grants.

30 eligible cities within Los Angeles County, including unincorporated communities were determined as Very High Need and High Need.

#### LEGEND

- Very High Need
- High Need



### TAP Goals

- Increase access to parks, open space, and natural areas in Los Angeles County communities within the park a High or Very High Need Study Areas by adding new parks or facilitate the acquisition of land that will result in new parks in these areas.
- Maximize value from Measure A to park a High or Very High Need Study Areas communities by providing meaningful technical assistance consulting services to assist with leveraging new park development resources, project development, planning, and due diligence for land acquisition, design, funding, and completing park projects.

## MAINTENANCE AND SERVICING FUNDS

Maintenance and Servicing (M&S) funds can be used to offset increased maintenance costs resulting from RPOSD-funded projects as these projects must be maintained and operated in perpetuity. M&S funds are allocated annually to eligible recipients and should be used only to preserve and promote the longevity of a Proposition A or Measure A-funded improvement. M&S cannot be used for a project that did not receive RPOSD funding.



Annual Allocation:	15% of Measure A Expenditure Plan
Funding Cycle:	Annual
Amount:	The amount of funds available to each recipient is updated annually based on the revenue received by September 15 <sup>th</sup> of each year.
Recipients:	Grantees which include public agencies, DBH, DPR, DPW, Joint Powers Authorities (JPAs) and non-profit organizations identified in Measure A.

M&S funds may not be used to fund existing levels of service but instead should be used to supplement or enhance existing service levels. Labor costs that are directly tied to the increase in costs to operate a grant-funded project are eligible. Examples: Landscape services, tree trimming, facility maintenance. M&S funds are not competitive grants and are administered separately from RPOSD's competitive grant program.

There are generally two types of M&S funding requests:

**Annual Maintenance Cost** - Grantees may use M&S Funds for recurring labor, contracts, services and supplies necessary to preserve and extend the longevity, accessibility and usability of grant-funded improvements.

**Repair & Replace** - Grantees may use M&S funds for repairs, replacements and upgrades caused by general wear and tear and accidental or unusual circumstances.

M&S funds are held in trust by RPOSD until a request from a grantee. Grantees are those listed in the Measure A Resolution, Section 6(e)(2)(A) that are in Good Standing with RPOSD.

Additional information regarding M&S reimbursement requests:

- Eligibility for M&S funds requires a project to be completed, open to the public, including providing public access, and the original grant must be closed.
- Grantees must use M&S funds from Proposition A first before using M&S funds from Measure A.
- Grantees requesting to use M&S funding must be the Grantee for the grant-funded project and be responsible for the long-term grant and maintenance obligations, or if an Assignment and Assumption of Grant Agreement (AAGA) is executed, then the grantee assuming the grant obligations can request M&S funds. This applies only if the grantee is an eligible M&S recipient.
- M&S funds shall not be used to fund existing levels of service, only to supplement or enhance service levels.
- M&S funds are on a reimbursement basis.

Additional information regarding the administration of M&S funds can be found in Section 2: Measure A Grants Administration.

## **SECTION 2: MEASURE A GRANTS ADMINISTRATION**

### **OVERVIEW**

This section provides administrative procedures that are consistent with the policies for the implementation of Measure A grant programs. These guidelines will be periodically reviewed and updated as needed. Information on each grant program will also be shared on RPOSD's website.

### **GRANT MANAGEMENT SYSTEM (GMS)**

The processes for grant applications, administration, and delivery of completed projects for all competitive and non-competitive grants will be managed by an online Grants Management System (GMS). The GMS is a tool used by RPOSD which allows participating entities to manage their grants while providing RPOSD with the relevant documents to ensure compliance with all grant requirements.

Every project will have its own Grants Officer assigned once a grant has been approved and is active in GMS. All required documentation must be uploaded to the GMS unless otherwise stated or requested by the Grants Officer. Additional details and instructions for GMS can be found on the RPOSD website:

<https://rposd.lacounty.gov/grants-management-system/>.

### **LA PARKS PORTAL: ANNUAL PARK DATA INVENTORY UPDATES**

Agencies that own or manage a park in Los Angeles County must update their park inventory data annually as a requirement of eligibility to receive Measure A funds and remain in Good Standing with RPOSD. The task includes verifying existing data and providing necessary updates including park names, locations, sizes, and the quantity and condition of identified standard amenities within each park (as described in the Parks Needs Assessment). Grantee can manage their park inventory at the following link:

<https://www.laparksportal.org/>.

### **ELIGIBILITY AND RENEWALS REQUIREMENTS: GMS**

Eligible grantees of any Measure A funds are required to complete an online registration process via GMS to receive and manage the funds at the following link: <https://grantfunding.rposd.lacounty.gov/>.

Once enrolled, eligible grantees may apply for open grants as determined by their agency or organization type.

All grantees must update applicable information annually to ensure that RPOSD has the most current information. This may include reviewing documents and forms previously supplied, uploading new versions of documents and forms, and updating staff and payee information as required by the GMS. Outdated or incomplete information may delay payments and processing of applications and claims.

Grantees requiring assistance with the registration process are encouraged to contact RPOSD for assistance.

## **GOOD STANDING POLICY**

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

### **GRANT TIMELINE:**

100% project completion date has passed (i.e., project completion date is 07/07/25 but project has not been completed; Loss of Good Standing takes effect on 07/08/2025).

### **COMPLETED AND SUBMITTED CLOSEOUT DOCUMENTS:**

Submission of completed closeout documents required by 01/06/25. On 01/07/25, NOT in Good Standing will be in effect if all required documents were not submitted by the closeout date. This includes the final Payment Request submitted with supporting documentation. Not Good Standing will remain in effect until project is closed.

### **FUNDING ACKNOWLEDGMENT**

Failure to comply with RPOSD's funding acknowledgment requirements and/or not properly acknowledging RPOSD on printed, promotional, and social media materials and signs may delay eligible reimbursements and result in a loss of Good Standing.

### **PUBLIC ACCESSIBILITY TO PROJECT:**

Project does not allow reasonable public access to lands acquired in fee with grant funds, including the provision of parking and public restrooms, except that access may interfere with resource protection. The project is not open to the public, as stated in Grant Agreement.

### **PARK INVENTORY DATA:**

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

### **EVALUATION OF OUTREACH AND ENGAGEMENT:**

Documentation must support the submitted engagement plan, project scope, budget, and schedule. Failure to implement the Community Engagement Plan as stated could result in a delay of reimbursements and may impact Good Standing status with RPOSD.

### **WORK PLAN, GRANT ADMINISTRATION, AND PROJECT DELIVERY**

Failure to comply with all elements of the project Work Plan may result in a loss of Good Standing.

### **GRANT STATUS UPDATES (GSU):**

It is the grantee's responsibility to provide GSUs by the due date. If grantee fails to submit the GSU by the due date, the grantee will not be in Good Standing with RPOSD until the GSU is submitted.

## BECOMING A MEASURE A GRANTEE

Find out how to apply for Measure A funding with the Los Angeles County Regional Park and Open Space District (RPOSD) on this page of our website: <https://rposd.lacounty.gov/become-our-grantee/>

### PUBLIC ENTITIES

#### Eligibility

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

### NONPROFIT ORGANIZATIONS

#### Eligibility

Eligible nonprofit organizations must have a mission related to one or more of the following focus areas:

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

#### Registration Requirements

- Proof of Mission: Documentation showing a mission statement that relates to nonprofit focus areas stated above
- Articles of Incorporation: Documentation as filed with the State of California
- 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

#### Eligibility

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

#### Registration Requirements

Schools are not required to meet any requirements beyond those required of all entities and organizations. However, those schools allowing public use of school facilities during non-school hours will be required to submit a joint/shared-use agreement or letter of intent to enter a joint/shared-use agreement when completing a grant application. Likewise, schools offering education/training programs will be required to provide documentation showing that training/education and certification/placement services provided meet grant program requirements when completing a grant application.

## Measure A Grant Programs by Agency/Organization Type

ANNUAL ALLOCATION GRANT PROGRAM		ELIGIBLE ENTITIES
Community-based Park Investment Program		Public Entities
Neighborhood Parks, Healthy Communities, & Urban		Public Entities (High or Very High Need Study Areas only)
Greening Program		
Allocation to Los Angeles County Department of Beaches and Harbors		DBH
Allocation to Los Angeles County Department of Parks and Recreation		DPR
County Cultural Facilities Program		Public Entities, Nonprofit Organizations
County Priority Projects Program		Public Entities, Nonprofit Organizations, Schools
Maintenance and Servicing Funds		Public Entities, Nonprofit Organizations Public Entities, JPA’s, Nonprofit Organizations
COMPETITIVE GRANT PROGRAM		
Acquisition / Development Projects	Natural Lands, Local Beaches, Water Conservation and Protection Program	Public Entities, Nonprofit Organizations, Schools
	Regional Recreation, Multi-use Trails and Accessibility Program	
	Acquisition-Only Program	
	Innovation Grant Program	
Programs	Recreation Access Program	
	Youth and Veteran Job Training and Placement Program	
TECHNICAL ASSISTANCE PROGRAM		ELIGIBLE ENTITIES
Availability of curated services		30 eligible entities and unincorporated LA County.



## **ADDITIONAL REQUIREMENTS FOR ALL GRANTEES**

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

### **FEDERAL TAX IDENTIFICATION NUMBER**

Grantees must supply their federal tax identification number.

### **LA COUNTY VENDOR ID**

Grantees must have an LA County Vendor ID number. Registrants without an LA County Vendor ID number can obtain one at <https://camisvr.co.la.ca.us/webven/LoginNew.asp>.

### **ENROLLMENT IN DIRECT DEPOSIT**

Los Angeles County's Method of Payment for County Contractors, Vendors, and Other Payees is via an Electronic Fund Transfer, or direct deposit. This is the default form of payment for any amounts due for goods and/or services provided under an agreement or contract with the County. All registrants must confirm their enrollment in Direct Deposit with the County or provide documentation of an approved exemption.

### **JURISDICTION/BOARD SUPPORT (IF AVAILABLE AT TIME OF REGISTRATION)**

Grantees must submit proof of authority from its jurisdiction/board representatives to apply for, accept, and administer any and all Measure A grant funds. Submission of this authority is required at the time of application preparation in the Grants Management System.

### **UPDATES IN GRANTS MANAGEMENT SYSTEM (GMS)**

Grantees must update their organization information in GMS whenever there is a change to any authorized representative and/or registered users.

## **GRANT TYPES**

### **ANNUAL ALLOCATION (AA)**

RPOSD has implemented revisions in applying for Annual Allocation funding to streamline the application process. Under this new process, grantees are required to execute a Measure A Annual Allocation Agreement (Allocation Agreement) with RPOSD. Instead of an application, an Annual Allocation Work Plan (Work Plan) must be submitted in the GMS whenever a grantee wants to utilize its Annual Allocation funds for an eligible project. The Allocation Agreement will replace the grant application to grant agreement per project process.

Grantees that receive Annual Allocation funds and are in Good Standing have several options for utilizing their Annual Allocation, including expend, accrue, or transfer. Before a grantee requests its Annual Allocation funding, an Allocation Agreement must be executed between the eligible grantee and RPOSD. Once an Allocation Agreement is executed, expenditures of Annual Allocations require the submission of an Annual Allocation Work Plan (Work Plan) for each proposed project. The Work Plan includes a Scope of Work, Deliverables, Timeline, Budget, and other attachments. There may also be additional documentation necessary to establish land tenure for purposes of the Measure A perpetuity requirements. Upon review of the Work Plan, RPOSD Staff will issue a Notice to Proceed (NTP) for implementation of each eligible project(s).



<b>ANNUAL ALLOCATION GRANT PROGRAM</b>	<b>ELIGIBLE ENTITIES</b>
Community-Based Park Investment Program	Public Entities
Neighborhood Parks, Healthy Communities, & Urban Greening Program	Public Entities (High Need or Very High Need Study Areas only)
Allocation to the Los Angeles County Department of Beaches and Harbors (DBH)	DBH
Allocation to the Los Angeles County Department of Parks and Recreation (DPR)	DPR

Grantees must inform RPOSD of their plans for using their Annual Allocations when RPOSD issues a survey requesting the information and in subsequent verifications. New funding allocations for eligible grantees are deposited every year by September 15th. The information regarding Annual Allocation funding can be found on the GMS.

## **EXPEND**

Each year, grantees in Good Standing may choose to expend all or a portion of their total Annual Allocation. Grantees choosing not to expend any funds or expend only a portion of the total available allocation funds must follow the guidelines for accruing funds listed below.

## **ACCRUE**

Grantees may accrue all or a portion of their Annual Allocation to accumulate enough funds for a future project. Grantees intending to accrue their Annual Allocation funds must inform RPOSD of their plan for the funds and the number of accrual years anticipated. RPOSD strongly encourages grantees to utilize their Annual Allocation funds within a period of five years from the start of accrual.

Grantees will be required to provide information regarding the intent for utilization of accrued Annual Allocation funds through an RPOSD survey inquiry or similar process. This information should reflect the pre-project work completed or planned, including community engagement, planning, design, California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and/or site assessments. Failure to provide this information may affect a grantee's Good Standing status.

## **TRANSFER**

Under Measure A, allocations from the Community-based Park Investment Program (Category 1) and the Neighborhood Parks, Healthy Communities, & Urban Greening Program (Category 2) represent relatively fixed funding allocations that are to flow to and be expended within specific Study Areas by the Agency of Record. However, due to distribution of local resources, land availability, and other local conditions, it is likely that transferring Annual Allocation funds between Study Areas could benefit residents of all Study Areas involved.

A grantee receiving Annual Allocation under the Community-based Park Investment Program and Neighborhood Parks, Healthy Communities, & Urban Greening Program may consider transferring Annual Allocation funds in one of the following ways:

- Utilize funds associated with a Study Area for which it is the Agency of Record for a project in an adjacent Study Area for which it is the Agency of Record; or
- Transfer funds associated with a Study Area for which it is the Agency of Record to an immediately adjacent Study Area for which it is not the Agency of Record; or
- Transfer funds to a Study Area identified as High or Very High Need from a Study Area **not** defined as High or Very High Need; or
- Transfer funds associated with a Study Area for which it is the Agency of Record to another agency that owns and/or operates parks in said Study Area

Such transferring of Annual Allocation funding may occur provided that:

- Funds may not be transferred to an area of less park need (Ex. Funds from a High Need Study area may not be transferred to a low or moderate-need study area)
- The transferred funds must be expended on a Measure A eligible project or projects that are eligible for Measure A funds
- The grantee initiating the request must demonstrate to RPOSD's satisfaction that all Study Area(s) involved will benefit from the transferring of funds and resulting project(s). To do this, the grantee must provide the following:
  - Describe the public benefits to the community(ies) from where the funds are being transferred
  - GIS data showing the service area of the proposed project(s) based on local, state, or national standards for the project type(s)
  - Information about project accessibility for all involved Study Areas
  - Evidence of support from communities in all Study Areas involved; must be the result of meaningful community engagement conducted by all entities involved in the transfer of funds
- RPOSD determines that the proposed transfer of funds will result in the timely completion of the park project(s); and
- The governing body of each Study Area has authorized the transfer of funds for a specific project or projects

If all five provisions above are true, the relinquishment of funds from the donor Study Area(s) to recipient Study Area(s), may be approved at RPOSD's sole discretion for use on the identified project or projects.

## **ANNUAL ALLOCATIONS WORK PLAN (AA WORK PLAN)**

After execution of the Allocation Agreement, grantees will be able to apply for funding by submitting an AA Work Plan and applicable attachments for each project seeking Annual Allocation funds.

Grantees may only apply for funds that have already been allocated and are available, per Study Area, at the time of AA Work Plan submittal. The AA Work Plan will include the scope of work, deliverables, timeline, budget, land tenure, perpetuity plan, community engagement plan, funding acknowledgment and attachments. RPOSD Staff will review the AA Work Plan and verify that all the elements included are eligible for Annual Allocation funds.

## Scope of Work

The scope of work must clearly define deliverables with accurate and unambiguous terms outlining the work to be performed under the resultant Notice to Proceed (NTP).

- **Example** of a clear Scope of Work: Replace outdated, dilapidated playground equipment and surfacing at Las Casitas Park with upgraded play structures and permeable rubberized surfacing.
- **Example** of an overly general, and thus unacceptable Scope of Work: General Improvements at Las Casitas Park.

## Deliverables

Deliverables should include all the RPOSD approved stated outputs, including but not limited to tangible, conceptual, informational, internal, and external project-oriented outputs, within the scope of a project.

## Timeline

The project performance period by which the scope of work, budget and deliverables will adhere to.

## Budget

The specific grant amount that a grantee commits to be able to complete the project as described in the scope of work. The budget shall include a breakdown of costs for each element.

## Proof of Land Access/Tenure

Grantee must provide proof of land tenure such as a grant deed or purchase document. If the grantee is not the landowner, it must provide documentation from the landowner agreeing to the project proposed being constructed on its property. If the grantee is not the landowner but has a lease with the landowner, the applicant must provide a copy of the lease agreement. Examples of documentation from the landowner agreeing to a proposed project include:

- Written consent to develop project
- Memorandum of Understanding (MOU)

## Project Location Map(s)

- Project Vicinity Map
- Grant Boundary Map
- Site Plan
- Design Documents

## Community Engagement Plan

The community outreach and engagement plan should describe all outreach and engagement conducted and/or describe all plans to engage the community. See Section 3 Community Outreach and Engagement.

## Funding Acknowledgement

The preliminary plan must outline the type(s) of printed and promotional material(s) the grantee intends to create for the project and detail how RPOSD's funding acknowledgment requirements will be incorporated into such materials. See Section 4 Funding Acknowledgment.

## Other Regulatory Requirements (if applicable)

- A completed CEQA document
- CEQA Plan Narrative

## Notice To Proceed (NTP)

Upon approval of the AA Work Plan, RPOSD will issue a Notice to Proceed (NTP) for each eligible project. The performance period including beginning and end dates will be included in the approved NTP and be consistent with the timeline submitted in the approved AA Work Plan. The performance period including beginning and end dates will be included in the NTP.

- All project costs must be incurred within the performance period identified in the NTP to be eligible for reimbursement.
- All documentation related to the grant must be uploaded into GMS by the date(s) identified in the AA Work Plan.

## IMPLEMENTATION

Once the NTP has been issued, work on the project can begin. This includes keeping RPOSD informed of the project's progress, ensuring the scope of work requirements and deliverables are met, managing project milestones according to the timeline detailed in the work plan, and tracking funds properly for the reimbursement of expenses.

## Perpetuity Requirements

### Deed Restriction (DR) or Assignment and Assumption of Grant Agreement (AAGA)



**\*See Limited Exceptions**

Grantees must provide a plan to meet the perpetuity requirements of Measure A **at the time the AA Work Plan is submitted**. This may include a Deed Restriction (DR) if landowner, or an Assignment & Assumption of Grant Agreement (AAGA) if the grantee is not the landowner. The relevant document must be notarized and recorded and uploaded in the GMS before a grantee can request reimbursement of any expended grant fund.

**Deed Restriction (DR)** is intended to ensure that the project developed using Measure A funds is maintained and operated in perpetuity. When a grantee enters into a funding agreement with RPOSD, the agreement obligates the grantee to all grant obligations including maintaining and operating the project in perpetuity. A recorded deed restriction is required on a per property, as opposed to a per project, basis.

- **Example:** The City of Las Casitas received a grant to develop 5 acres of land into a park for their community. The City of Las Casitas owns the land for the park project, therefore, the city must submit a notarized and record a DR as a condition of receiving RPOSD funding.

**Assignment and Assumption of Grant Agreement (AAGA)** is intended to allow grantees to transfer all grant obligations to another eligible agency that will assume all grant responsibilities as the new grantee. This usually occurs when a non-profit organization is awarded Measure A funds for a project that is located on land the non-profit organization does not own. In most cases, the entity that owns the land will be responsible for the long-term maintenance and operation of the improved land through an executed and recorded AAGA.

- **Example:** A non-profit organization was awarded Measure A funds for improvements at a local city park and pre-authorization of the project was granted to the non-profit by the city. The improvements included planting native trees, refurbishing the playground, and replacing the restrooms. Once the project is completed, the city will assume responsibility, from the non-profit, of all grant requirements, including the long-term maintenance and operation of the park. The non-profit and the city must submit an AAGA for the assignment and assumption transfer of the grant obligations.

**(\*) Limited Exceptions: Deed Restriction and Assignment and Assumption of Grant Agreement**

The requirement for a DR or AAGA may be waived if a project falls into one of the following categories:

- Tree Planting Projects
- Landscape Projects with no more than 25% of the awarded grant amount attributed to irrigation or other ancillary costs
- Signage Projects (wayfinding, etc.)
- Projects where recording a DR/AAGA is specifically prohibited by law. Grantee must submit documentation to RPOSD's satisfaction, that articulates the prohibition. (i.e., statute, ordinance, etc.)
- Projects where recording a DR/AAGA is prohibited by the landowner because the intended purpose of the land is not for use as parkland

The Deed Restriction and Assignment and Assumption of Grant Agreement are PDF fillable documents – and may not be altered. These documents can be found on the RPOSD website in the Forms Section.

## MEASURE A ANNUAL ALLOCATION GRANT TYPES

### PLANNING & DESIGN GRANTS

Planning and Design grants are funded to perform work in planning and/or designing a park, trail, open space, or other recreation project for a purpose consistent with the following Measure A programs including:

- Community Based Park Investment Program (Category 1 Annual Allocation)
- Neighborhood Parks, Healthy Communities, & Urban Greening Program (Category 2 Annual Allocation)

#### Planning

Planning funds provide resources to complete a range of planning efforts such as park master plans, feasibility studies, and other site studies required to effectively plan and design a park project.

Site studies provide information on acquisition and development of new parks; and provide evaluation of physical context and site conditions, land use and zoning compatibility, traffic, safety, and utilities.

Planning work related to necessary environmental compliance and permitting required for site acquisition and development may also be funded.

#### Design

Design funds can be used to complete design services and may include preliminary conceptual designs, design development drawings, or construction documents. Design efforts may also include specific tasks such as landscape design, materials selection, design of stormwater treatment elements, or incorporation of best management practices.

#### Planning and Design: Project Types

Below is a non-exhaustive list of project types that may be eligible for funding for Planning & Design Grants:

- Conceptual Designs
- Project Scoping
- Cost Estimation
- Community Engagement/Outreach
- Environmental Planning/Compliance
- Environmental Studies
- Feasibility Studies
- Open Space and Recreation Element Updates
- Park or Park System Master Plan
- Project Scoping
- Multi-Benefit Plan
- Site Plans or Project Studies
- Soil Testing
- Surveys
- Environmental Planning/Compliance

## **Award Size**

- The minimum amount of a request for a grant award for planning and design grants is \$20,000.

## **Eligible Costs**

- CEQA/NEPA Filing Fees
- Park Master Plans
- Community Engagement/Outreach
- Consultants
- Grantee Labor/In House Employee Services
- Plans and Specifications
- Feasibility/Technical Studies

## **Ineligible Costs**

- Costs incurred before or after the project timeline
- Costs for elements not included in the scope of work/work plan
- Construction Costs
- Grant Writing
- Travel fees
- Deficits & Overdrafts

## **ACQUISITION GRANTS**

Acquisition grants are funds intended for land to be acquired for a purpose consistent with Measure A.

## **Project Types**

- Brownfields
- Community Parks
- Enhanced Park Access
- Greenways
- Habitat & Open Space
- Land Conservation
- Natural Lands
- Park Access
- Park Expansion
- Pocket Parks
- Trail Connections
- Wildlife Corridor

## **Award Size**

- The minimum amount of a request for an acquisition grant award is \$50,000.

## **Eligible Costs**

- Appraisals
- Community Outreach/Engagement
- CEQA Filing Fees
- Cost of Conservation Easements
- Escrow Fees

- Indirect Overhead Costs (see In-House Direct Employees & Indirect Costs for additional information)
- Land
- Preliminary Title Reports
- Signage: RPOSD Funding Acknowledgement, interpretive, educational, directional, etc.
- Soft Costs capped at 10% of total grant amount for Acquisition projects
- Surveys
- Property taxes paid as part of escrow
- Title Insurance

### **Ineligible Costs**

- Acquisitions where purchase price is greater than the appraised and/or fair market value
- Costs to fulfill any mitigation requirements
- Relocation Costs

## **DEVELOPMENT GRANTS**

Development grants are funds intended for capital projects for a purpose consistent with Measure A. Development grants are typically capital projects that include improvements to facilities and infrastructure including construction, enhancement, renovations of park or open space elements. Once funding has been accepted for the development of any park or open space project, there is a requirement that the project be maintained in perpetuity. Review the Maintenance and Servicing section (Section 3) for additional information regarding Maintenance and Servicing.

Below is a non-exhaustive list of improvements that may be eligible for Development grants:

- Adaptive Play
- Community & Local Parks
- Community Center
- Community Gardens
- Dog Parks
- Greenspace
- Gymnasiums
- Picnic Areas
- Playgrounds
- Recreational Facilities
- Sport Courts
- Swimming Pools
- Trail System
- Urban Canopy
- Wildlife Corridor

### **Award Size**

- The minimum amount of a request for a grant award is \$50,000



## Eligible Costs

- CEQA filing fees
- Community Outreach and Engagement
- Construction Management including site inspections and project administration
- Engineering
- Indirect overhead costs (see In-House Direct Employees and Indirect Costs for additional information)
- Signage (RPOSD Funding Acknowledgement, interpretive, educational, directional, etc.)
- Plans, specifications, construction documents (bidding preparation and packages)
- Construction - necessary labor and construction activities to complete project; site preparation (demolition, clearing, grading, excavation); onsite implementation; construction supervision
- Permits
- Purchase of pre-approved site amenities
- Playground equipment necessary for adaptive play (i.e., action track chair mobility device, sports wheelchairs)
- Cost of rental equipment necessary for construction (i.e., excavators, lifts, bulldozers, porta potty, etc.)
- Geographic Information Systems: mapping specific to grant funded project

All eligible costs are subject to change depending on the program. Please see guidelines, when posted, for the most accurate list of eligible expenses.

## Ineligible Costs

- Pre-Construction Costs that exceed soft costs limits
- All non-capital costs, including interpretive and recreational programming, software and software development
- Construction or improvements to facilities that are not primarily designated for recreational purposes, such as non-park office
- Costs incurred before or after the performance period set forth in the NTP
- Construction costs outside the boundaries of the project
- Use of Aircraft: fixed wing, helicopter, drone, etc.
- Cleaning Supplies: multi-surface cleaning supplies, cleaning wipes, bleach, trash bags, etc.
- Daily Use Items: air freshener, hand soap, paper towels, toilet paper, etc.
- Consumables: food/beverages, hospitality items (unless pre-approved for Community Outreach and Engagement purposes)
- Non-fixed portable items: BBQ pits, benches, computers, projectors, etc.
- Postage/Shipping: overnight, expedited shipping, delivery charges
- Events: staff training, educational workshops, networking
- Fundraising
- Books, subscriptions, and memberships
- Interest charges
- Legal Judgements
- Attorney/Legal Fees
- Costs reimbursable or paid by other fund sources
- Transportation, vehicle rentals, vehicle purchase, gas, contractor's mileage claimed by the grantee
- Insurance & extended warranties
- Grant writing and application costs

- Costs for elements not included in the approved NTP
- Ceremonies

All ineligible costs are subject to change depending on the program. Please see guidelines, when posted, for the most accurate list of ineligible expenses.

## INNOVATION GRANTS

Innovation grants are for projects that demonstrate innovation in park design or maintenance, park access, understanding of park users, or functioning of park agencies.

The grant program funds will be distributed on a competitive basis as funding is available.

Project examples include the following, but the list is non-exhaustive:

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

All Innovation Grant recipients are required to meet the Grant Administration and Project Delivery requirements.

An Impact Statement that details the anticipated impact of the project, especially as it pertains to setting a precedent for innovative technology and practices, will be required. The impact statement should describe how the project's innovations will impact park users and the park agency and should consider park access and equity; park usage, including frequency of use, diversity of park users, and/or health, safety and well-being of park users; consumption of natural resources, including water and electricity; and/or agency budget, schedule, or operations. It must also indicate the need for this type of innovative project on a countywide scale and the potential for the project to be replicated in other parks or by other jurisdictions.

## COMPETITIVE GRANTS

### PROGRAM GRANTS: RECREATION ACCESS & YOUTH AND VETERAN

**Recreation Access Program Grants** are funds intended to establish and implement programming



or continue building upon established programs; increase the ability of residents to access public lands, park facilities, and park amenities, including education, interpretative services, safety information, transportation, and related activities; and increase the accessibility for recreational purposes for County residents, especially those in a High or Very High Need Study Areas.

- **Who Is Eligible to Apply**
  - Government Entities
  - Special Districts
  - Joint Powers Authority (JPA)
  - Nonprofit Organizations
  - Schools

- **How to Apply**

- Obtain the Recreation Access Program Guidelines located on RPOSD's website
- If applicant qualifies, an application needs to be submitted in GMS

- **Program Evaluation**

Program grants will be evaluated upon the completion of the first year or cycle to determine if program goals, outcomes and deliverables were met.

- **Program Guidelines**

Recreation Access Program Guidelines are located on RPOSD's website and include detailed policies and procedures for the application and implementation of this competitive program. Guidelines will be updated as needed through the course of each respective grant cycle.

## **Youth & Veteran Job Training & Placement Program Grants** are funds intended to provide



education and skills training programs that provide opportunities to acquire certifications, job placement and apprenticeship opportunities for Los Angeles County residents, especially those residing in a High or Very High Need Study Areas.

- **Who Is Eligible to Apply**

- Government Entities
- Special Districts
- Joint Powers Authority (JPA)
- Nonprofit Organizations
- Schools

- **How to Apply**

- Obtain the Youth and Veteran Job Training and Placement Program Guidelines located on RPOSD's website
- If applicant qualifies, an application needs to be submitted in GMS

- **Review Process of Applications**

RPOSD employs a robust review process to evaluate and review program grant applications. Applicants will be notified if their application is awarded.

- **Program Evaluation**

Program grants will be evaluated upon the completion of the first year or cycle to determine if program goals, outcomes and deliverables were met.

- **Program Guidelines**

Youth and Veteran Job Training and Placement Program Guidelines are located on RPOSD's website and include detailed policies and procedures for the application and implementation of this competitive program. Guidelines will be updated as needed through the course of each respective grant cycle.

## **ELIGIBLE COSTS\*: Recreation Access Program & Youth & Veteran Job Training & Placement Program**

<b>IN-HOUSE EMPLOYEE</b> (See accounting rules)	<b>EXCURSION FEES</b>	<b>PARTICIPANT PROGRAM FEES</b>
<ul style="list-style-type: none"> <li>- Program staff</li> <li>- Program staff benefits (workers compensation, paid leave, Pension and medical)</li> </ul>	<ul style="list-style-type: none"> <li>- Entrance fees, activity fees at venue, parking fees</li> <li>- Excursion supplies: sunscreen, PPE, clipboard, pens, permits</li> </ul>	<ul style="list-style-type: none"> <li>- Tuition</li> <li>- Scholarships</li> <li>- Sponsorship</li> </ul>
<b>EQUIPMENT</b>	<b>TRANSPORTATION AND MILEAGE</b>	<b>PROGRAM SUPPLIES</b>
<ul style="list-style-type: none"> <li>- Electronic equipment: Tablets, Laptops, software, headphones, etc.</li> <li>- Portable equipment: Pop-up Park equipment, bikes, tents, binoculars, bike wagons, cooler, backpack to transport supplies, helmets, goggles</li> <li>- Tables, foldable chairs</li> <li>- Tools: hand tools, Shears, chainsaws, wheelbarrows, rakes, ween whackers, etc.</li> <li>- Eye wash station, fire extinguisher, First Aid station</li> <li>- Hot spot/WiFi</li> </ul>	<ul style="list-style-type: none"> <li>- Bus, van, car &amp; boat rental to transport participants</li> <li>- Bus passes and bus tokens for program participants (extra documentation required)</li> <li>- Mileage: Only for in-house Employee-owned vehicles or agency vehicles (must adhere to LA County Mileage Procedures)</li> </ul>	<ul style="list-style-type: none"> <li>- Interpretive, Education information</li> <li>- Markers, crayons, pens, pencils, journals</li> <li>- First Aid Kit</li> <li>- Personal Protective Equipment (PPE): Masks, hand sanitizer</li> <li>- Other supplies, depending on program): Tablecloths, Picnic mats, gardening seeds</li> <li>- Other</li> </ul>
<b>UNIFORM</b>	<b>MEALS: RECREATION ACCESS ONLY</b>	<b>TRAINING</b>
<ul style="list-style-type: none"> <li>- Participant uniforms: Shirts, polos, jackets, gloves, hats, fanny packs, backpacks, cinch bags, boots, hard hats, canteens, face masks</li> </ul>	<ul style="list-style-type: none"> <li>- Participant snacks, meals, and beverages during programming</li> </ul>	<ul style="list-style-type: none"> <li>- Participant training/Certifications</li> <li>- Staff training/Certifications</li> </ul>
<b>PROGRAM RECRUITMENT/MARKETING EXPENSES</b>	<b>PARTNER CONSULTANT /VENDOR/ CONTRACTOR/PROFESSIONAL SERVICES</b>	<b>OTHER COSTS</b>
<ul style="list-style-type: none"> <li>- Printing Materials</li> <li>- Translation of Material</li> <li>- Banners, Flyers, Postcards</li> <li>- Cost for social media, text banking, etc.</li> <li>- Other program supplies may be considered</li> </ul>	<ul style="list-style-type: none"> <li>- Interpreters/Translators</li> <li>- Stewards, Docents, Instructors</li> <li>- Background check/Fingerprinting</li> <li>- TB testing</li> <li>- Vendors</li> </ul>	<ul style="list-style-type: none"> <li>- Community outreach and engagement</li> <li>- Contingency 10%</li> <li>- Indirect cost (up to 12%)</li> </ul>

**\*NOTE:**

- **All eligible costs are subject to change depending on the program. Please see guidelines, when posted, for the most updated list of eligible expenses.**
- All eligible costs must be purchased within the grant agreement performance period and require appropriate documentation, and in some cases, appropriate justification.

**INELIGIBLE COSTS\*: Recreation Access Program & Youth & Veteran Job Training & Placement Program**

<b>ORGANIZATIONAL OPERATIONS</b>	<b>PARTNER CONSULTANTS/VENDORS/ CONTRACTORS/PROFESSIONAL SERVICES</b>	<b>LEGAL</b>
<ul style="list-style-type: none"> <li>- Rush delivery charges/Overnight shipping</li> <li>- Postage</li> <li>- Cleaning supplies: multi-surface cleaning supplies, cleaning wipes, bleach, trash bags, etc.</li> <li>- Daily use Items: air freshener, hand soap, paper towels, toilet paper, etc.</li> </ul>	<ul style="list-style-type: none"> <li>- Stipends</li> <li>- Honorariums</li> <li>- Awards</li> </ul>	<ul style="list-style-type: none"> <li>- Damage judgments,</li> <li>- Attorney/Legal fees</li> </ul>
<b>GENERAL</b>	<b>CEREMONIES (Graduation, closing, reward, etc.)</b>	<b>MEALS (Recreation Access Only)</b>
<ul style="list-style-type: none"> <li>- Costs incurred before or after grant timeline</li> <li>- Costs lacking appropriate documentation</li> </ul>	<ul style="list-style-type: none"> <li>- Venue rentals and associated costs</li> <li>- Receptions</li> <li>- Food/Drink</li> </ul>	<ul style="list-style-type: none"> <li>- Beverages that contain alcohol</li> <li>- Food/Refreshments</li> </ul>
<b>TRANSPORTATION &amp; MILEAGE</b>	<b>ORGANIZATION</b>	<b>EQUIPMENT (With appropriate justification)</b>
<ul style="list-style-type: none"> <li>- Mileage, fuel</li> <li>- Insurance: buses, vans, cars</li> <li>- Boat rental</li> <li>- Vehicle purchases</li> <li>- Vehicle storage fees</li> <li>- DMV fees</li> </ul>	<ul style="list-style-type: none"> <li>- Lease/Rental of office space</li> <li>- Office equipment/Furnishings</li> <li>- Insurance: vehicles, buildings, etc.</li> <li>- Interest charges</li> <li>- Lodging, hotels</li> </ul>	<ul style="list-style-type: none"> <li>- Porta potty</li> <li>- Hosting fees for domain name if domain name already exists</li> <li>- Repair/Maintenance of equipment</li> <li>- Replacement of grantee-owned equipment</li> </ul>

**\*NOTE:**

- **All ineligible costs are subject to change depending on the program. Please see guidelines, when posted, for the most updated list of ineligible expenses.**

# TECHNICAL ASSISTANCE PROGRAM (TAP)

## WHO IS ELIGIBLE TO RECEIVE TAP FUNDING?

TAP funding may be allocated to government entities, in Good Standing. Government entities that represent a High Need or Very High Need Study Area provided that:

- TAP funding can only be used in the TAP Eligible Entities in High Need or Very High Need Study Area(s).
- If a TAP Eligible Entity has multiple Study Areas, its TAP funding must be used only in those designated as High Need or Very High Need Study Areas, but funds may be distributed at the eligible entity's discretion within Study Areas under its control.

## TAP ALLOCATION

It is anticipated that TAP funding cycles will be announced every 2-4 years as technical assistance funds accumulate.

## TAP PROCESS

Below is a step-by-step process on how to utilize TAP allocations:

### Step 1: Master Agreement (MA)

A Master Agreement for Technical Assistance (TAP Master Agreement) between the Eligible Entity and RPOSD must be executed to access TAP funds.

### Step 2: TAP Eligible Project/Service Request Form

Eligible Entity's should identify a TAP-eligible project based on the TAP funding cycle guidelines. Eligible Entities must fill out a Service Request Form which identifies the proposed project and the types of professional services requested. Upon submittal to RPOSD, TAP staff will review, vet, and approve/deny the proposed project.

### Step 3: Solicitation for Professional Services/Request A Bid

When an Eligible Entity's project is approved by RPOSD, it may solicit bids from qualified consultants to provide project service(s).

RPOSD maintains and updates a list of pre-vetted, qualified consultants that Eligible Entities may request bids from.

### Step 4: RPOSD Review of Bid/Project Approval

The Eligible Entity selects a qualified consultant and submits the consultant proposal to the TAP team. TAP staff reviews the scope of work against the Service Request Form to determine if all services are eligible.

### Step 5: Enter Information In GMS

When consultant proposal is approved, RPOSD instructs the Eligible Entity to formally enter the TAP funding request into RPOSD's GMS.

### Step 6: Notice to Proceed Issued

RPOSD issues a Notice to Proceed (NTP) to the Eligible Entity. The Eligible Entity now has approval to begin the work and may enter into an agreement with the selected consultant to perform project services.

### Step 7: Conduct Project Work

The consultant begins the work on the TAP project.

### Step 8: Request Reimbursement(s)

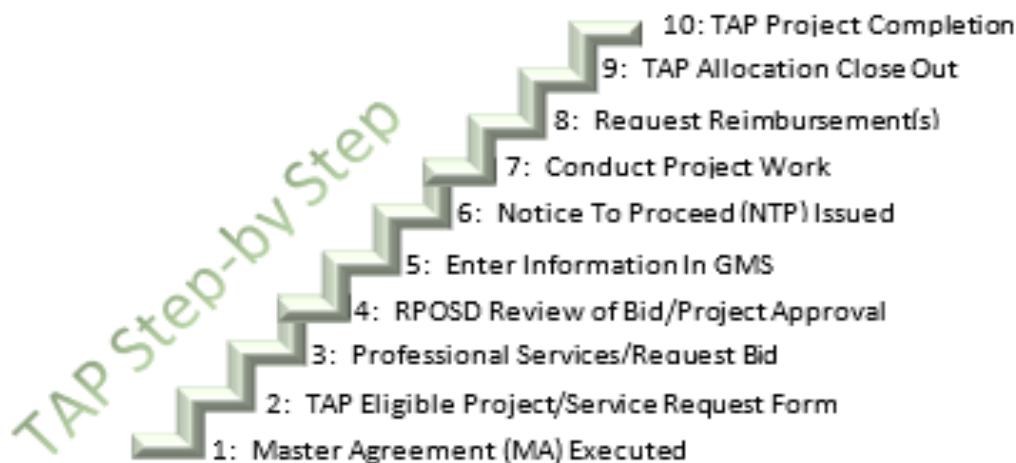
- TAP project work is paid to the consultant directly by the Eligible Entity.
- The Eligible Entity requests reimbursement from RPOSD by entering the request in GMS with approved invoices and acceptable supporting documentation.
- Any work conducted prior to the NTP issue date or after the NTP expiration date will not be reimbursed.

### Step 9: TAP Allocation Close Out

- The TAP project should be complete by the expiration date on the NTP.
- All required supporting documents related to the TAP project should be uploaded to GMS, in addition to reimbursement requests.
- The TAP team will close out the TAP allocation.

### Step 10: TAP Project Completion

TAP project work is complete.



### MULTIPLE NTP'S ISSUED SIMULTANEOUSLY

An Eligible Entity may have multiple NTPs issued for a TAP project. For example:

The City of Las Casitas received a TAP allocation of \$185,000. The City owns land that is underutilized that it would like to develop into a park. The City would like to use its TAP allocation to conduct community outreach and engagement, design elements, soils testing and project and construction management. The City releases a Request for Bid (RFB) which may result in different consultants performing the work.

- The City is issued an NTP for \$25,000 to conduct community outreach and engagement by Consultant One and has a remaining TAP allocation of \$160,000.
- As community outreach and engagement was occurring, the City was issued a second NTP for \$55,000 to create designs based on community input by Consultant Two and has a remaining TAP allocation of \$105,000.
- The City plans to use the remaining allocation to hire several more consultants to conduct soil tests and possibly project and construction management. It may also utilize the remaining funds for a non-related but TAP eligible project via a concurrent NTP.

## AMENDMENTS OR CHANGES TO TAP NTP'S

TAP projects must be completed in accordance with the NTP and the approved consultant proposal, which includes **scope**, **budget**, **timeline** and **project deliverables**. It is the TAP Eligible Entity's responsibility to inform the TAP team of any project changes regarding the TAP project.

- TAP Eligible Entities must communicate to the TAP team in writing regarding any foreseen changes to their TAP project.
- Should an amendment be required, then the Eligible Entity must seek prior approval via a submitted Amendment Request in GMS for RPOSD's review and potential approval.
- Amendments must be entered within the grant performance period; and no later than 3 months before the expiration of the performance period.

Important reminder: Once the performance period expires, the NTP cannot be extended or amended.

## TAP NEXUS TO MEASURE A COMPETITIVE PROGRAMS

TAP eligible projects must have a nexus to future Measure A grants. The intent is for TAP Eligible Entities to use other RPOSD funding to complete park projects by using their Annual Allocation, and/or applying for Competitive Grant Programs or Acquisition-Only grant funding. For example:

The City of Las Casitas completed a TAP project where it identified a vacant lot which could be developed into a park. The City conducted community outreach and engagement that informed the conceptual design. The City will implement this project by applying to several funding opportunities, including Measure A, to acquire and develop the land.

## USING TAP AND OTHER MEASURE A FUNDS

TAP allocations may be used in conjunction with multiple Measure A funding sources to fund a new park development project. TAP Eligible Entities should consult their Grants Officer to discuss the project and timing when attempting to use Annual Allocation funding or Competitive Capital Project Funds in conjunction with TAP allocations.

## TAP POLICY AND ALLOCATIONS GUIDELINES

[Technical Assistance Program Guidelines](#) are located on RPOSD's website and include the most updated policies and procedures.

## MULTIJURISDICTIONAL PROJECTS

TAP funds multijurisdictional projects that address regional or Countywide needs located in High Need or Very High Need communities. Applicants must be a TAP Eligible Entity that represents a High Need or Very High Need Study Area.

- A multijurisdictional project should span across at least two jurisdictions\*, at least one of which is a TAP Eligible Entity, should result in a multi-benefit park or open space project, and must include one or more of the following:
  - Be part of a network or connection of projects (such as trails, linear parks, pocket park network, green alleys, and active/passive parks, etc.); or
  - Enhance a connection for increased accessibility



- A document must be signed and submitted to RPOSD by all entities seeking funding for the multijurisdictional project. Acceptable written requests include an agreement, resolution, MOU or equivalent document approved and signed by all entities and/or their governing bodies.
- TAP funds may only fund the portion(s) of a project located in the High or Very High Need community. Moreover, any resultant NTP may only be between the TAP Eligible Entity and RPOSD.

### **Multijurisdictional Policy**

Additional information regarding multijurisdictional projects is located on RPOSD's website and includes the most updated policies and procedures.

## **FUNDING FOR MEASURE A AWARDED GRANTS**

### **USING MULTIPLE MEASURE A FUNDING SOURCES ON PROJECTS**

RPOSD, at its discretion, may allow grantees to use multiple Measure A funding sources to fund a project. Provided, however, that the combined sources fund distinct project elements. Combinations of multiple Measure A fund sources may include using:

- Technical Assistance Program (TAP) funding and Annual Allocation funding
- TAP funding and Competitive Capital Project Funding
- Competitive Capital Project Funding and Annual Allocation funding, or
- Annual Allocation and Maintenance & Servicing funds, if eligible

**Example 1:** The City of Las Casitas is a Very High Need Study Area and has \$285K available in TAP allocations and \$1.6M available in Annual Allocation funding. The City would like to create a new pocket park on City owned property that is not currently a park. The City requests to use its \$285k TAP funding for Design and Construction Management and \$1.3K from its Annual Allocation funding for Community Outreach and park amenities.

**Example 2:** The City of Las Casitas received \$900K funding through a Measure A Competitive Capital Project award for the renovation of a park that includes new restrooms, baseball field, lighting, and native planting. The City would also like to utilize \$1.2M of its Annual Allocation to fund other elements of the park renovation, such as basketball courts, picnic areas, and pathways that are not part of the competitive grant award.

**Example 3:** The City of Las Casitas has a park where the playground was funded by Proposition A/Measure A several years ago. The funding was applied towards the playground equipment, playground surfacing, and path of travel. The City determines that the playground requires several repairs due to deterioration. It may request funds available from its Annual Allocation for any eligible costs of the renovation as well as M&S funds for eligible elements not provided for in the Annual Allocation funding request.

## **THE FOLLOWING IS A LIST OF THESE REQUIRED DOCUMENTS, AS APPLICABLE FOR EACH PROGRAM**

### **Measure A Funds Request**

- **Jurisdictional Support**
  - Adopted Resolution
  - Authorization Letter
    - Written Consent to develop project
    - Memorandum of Understanding (MOU)
    - Lease
- **Annual Allocation Agreement**
- **Work Plan**
  - Scope of Work
  - Deliverables
  - Timeline
  - Budget (include all funding to be used for project)
  - Proof of Land Access/Tenure
- **Project Location Map(s)**
  - Project Vicinity Map
  - Grant Boundary Map
  - Site Plan
  - Design Documents
- **Community Engagement Plan**
- **Funding Acknowledgement Plan**
- **Other Regulatory Requirements (if applicable)**
  - California Environmental Quality Act (CEQA)

The grantee is required to comply with applicable provisions of the California Environmental Quality Act. If CEQA is not recorded at the time of the AA Work Plan submittal it must be included in the timeline. The grantee should consult with its local planning agency for more information on how to complete CEQA. As evidence of compliance, grantee must submit to RPOSD complete CEQA documentation, which must include one of the following:

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

If CEQA has been recorded prior to the AA Work Plan submittal, grantee must upload document in the GMS.

## **IMPLEMENTATION**

### **Development Projects**

- Deed Restriction\*
- Assignment & Assumption Agreement\*
- Status Reports
- Deliverables

*\* Must be completed within 6 months of issuance of Notice to Proceed or Grant Execution*

### **Acquisition Projects**

- Status Reports
- Deliverables
- Implementation

**The following documents must be uploaded in GMS at least 30 days prior to requested deposit date**

- Appraisal Report
- Purchase Agreement
- Escrow Instructions
- Preliminary Title Report (only applicable for advanced payment to escrow)
- Disclosure Form (online form)
- Estimated Buyers Statement (only applicable for advanced payment to escrow)
- Escrow Memo (online form)

### **Close of Escrow**

- Deed Restriction\*
- Grant Deed\*
- Status Reports
- Deliverables

*\* Must be submitted within 60 days of Close of Escrow*

### **Acquisitions by Eminent Domain**

Documents required:

- Acquisitions through Eminent Domain/Express Authorization to Acquire through Eminent Domain
  - Copy of the resolution approved by grantee's governing body of that provides evidence of express authorization to acquire through eminent domain, if applicable
- Judgment in Condemnation
  - Copy of the court document demonstrating that grantee has applied for an order of condemnation on property to be acquired and showing the price determined by the court, if applicable

## **SITE VISITS**

Site visits will be scheduled and conducted during the course of a project's life cycle and after the project has been completed to ensure that perpetuity requirements are met, as required by Measure A. Site visits may occur at key stages of the project to verify grant status, consistency with scope of work, timeline, and budget as described in the grant agreement.

## STATUS REPORTS

It is the grantee's responsibility to upload project status in GMS by the deadline, consistent with the approved grant agreement.

## ANNUAL ALLOCATION NTP AMENDMENTS

Projects must be completed in accordance with an approved AA Work Plan which include scope, budget, timeline, and project deliverables. It is the grantee's responsibility to keep RPOSD updated regarding any project changes, consistent with the approved grant agreement.

Grantee's must report any change by submitting an NTP Amendment Request, through the GMS, within the NTP grant performance period and must provide an acceptable reason and proof of the issue. Amendment Requests must be submitted to RPOSD as soon as a change is needed and no later than 6 months before the expiration of the performance period.

Grantee must provide documentation that the proposed amendment will result in the fulfillment of the NTP. RPOSD will carefully evaluate all amendment requests and may require a meeting to address areas of concern. If the request to amend the NTP is approved, RPOSD will initiate an amendment.

Once a project is completed an amendment to extend the NTP performance period for solely document submittal (closing or other outstanding documents) will not be accepted. Grantee must take into account the time needed to submit all required documents when the Work Plan's Timeline is submitted for the project.

## AMENDMENT TYPES

### Budget\*

- Increase in project costs associated with the bidding process; or
- Project cost overruns associated with increase in materials, construction, labor, and other related project costs

*\* These types of Amendment Requests will only be considered if the request is made within 6 months from the original bid submission, and if the project is shovel ready.*

### Scope of Work

- Grantee demonstrates additional deliverables beyond the original scope of work

### Timeline

- Grantee demonstrates a need for additional time to complete the project scope elements that go beyond the initial grant timeline. It is Grantee's responsibility to provide any project changes to their Grants Officer to ensure consistency with the NTP.

**Important reminder: Once the NTP performance period expires, it may not be extended or amended.**

## COMPETITIVE GRANT AMENDMENTS

Due to the competitive nature of the grant awards, requests to amend competitive grant awards may not be considered, except for a one-time extension of the performance period if justified.

## ADVANCE REQUESTS

Pursuant to very limited circumstances, grantees may submit a request to RPOSD for an advance payment. If advance payment is necessary, grantees requesting advance payment must submit the following for consideration by RPOSD:

- Expense justification (explanation of why the advance is needed, i.e., large one-time purchase of materials and supplies, staff salaries, etc.; and
- Spending plan and timeline of all expenses needed in a spreadsheet format. The plan must show when funding will be spent and for what purposes.

Further, grantees:

- May request advanced funds up to a maximum of 20% of the grant award amount,
- Are required to establish a separate interest-bearing account for deposit of the advance funds which must be insured by the Federal Deposit Insurance Corporation (FDIC), and
- All interest earned belongs to RPOSD and must be returned to RPOSD prior to issuance of any remaining balance.

If RPOSD, in its sole discretion, approves the advance funds request, the grantee must submit the following:

- A monthly expenditure report to RPOSD. This report must provide details on the incurred expenses and the percentage of each task completed; and
- Supporting documentation on incurred expenses (invoices, checks, other evidence of expenditure).

The grantee must expend funds and return any unspent funds, including all accrued interest, as proposed in the spending plan, before requesting reimbursement of additional expenses. Outstanding advances with non-expended funds will prohibit grantees from submitting claims for active/open grants.

## CLAIMS

- Measure A funds will be distributed to grantees on a reimbursement basis
- Eligible costs must have been incurred within the specified performance period
- Grantees must submit supporting documentation for incurred expenses as required. Supporting documentation must follow a specific format as detailed on the RPOSD website
- Minimum Claim amount is \$20,000. This minimum claim amount does not apply to Program Grants or the TAP Program
- Grantees may submit one claim, per project, every 45 days. Program Grants and TAP may be submitted every 30 days



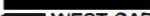
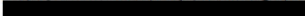
Examples of Supporting Documentation for Incurred Expenses:

- Invoices containing the vendor's name in the header or vendor's logos AND proof of payment such as the cancelled check or disbursement register/journal
- Paid receipts with invoices
- Credit card or bank statements with invoices AND proof of payment

**Example 1:** Grantee annotated directly on the invoice which line it is claiming and the amount being claimed.

Accounts Payable	Invoice #:	0675-03-0423		
	Project #:	0ABC		
	Invoice Date:	May 17 2023		
Professional services rendered for:	Total Amount Due:	<b>\$7,632.50</b>		
<p><b>Bridge replacement</b></p> <p><u>Note:</u> Claiming \$5,235 from line B.02</p>				
A.01 Kickoff Meeting & Site Walk	Contract Amount	Previously Invoiced	Current Invoice	Remaining Contract
A.02 Schematic Plans (30% CDs)	\$3,575.00	\$3,575.00	\$0.00	\$0.00
A.03 Supplemental Topographic Survey	\$36,214.00	\$36,214.00	\$0.00	\$0.00
A.04 Geotechnical Evaluation	\$6,580.00	\$6,580.00	\$0.00	\$0.00
A.04 Geotechnical Evaluation	\$29,150.00	\$29,150.00	\$0.00	\$0.00
B.01 60% Draft Construction Documents	\$29,150.00	\$29,150.00	\$0.00	\$0.00
B.02 90% Draft Construction Documents	\$46,520.00	\$46,520.00	\$0.00	\$0.00
	\$29,826.00	\$16,334.37	\$5,235.00	\$8,256.63

**Example 2:** Grantee annotated on the invoice the current amount being claimed and the amount that will be claimed on a future payment request.

   <b>WEST GARVEY AVENUE</b> WEST COVINA, CA 91790	Invoice number    20215815 Date                 03/31/2022 Billed thru:        03/31/2022  Project <b>220136 WC VARIOUS PLAYGROUND</b> 
---	---

---

**Professional Fees**

	Hours	Rate	Billed Amount
CONSTRUCTION MANAGER	23.00	164.00	3,772.00
PROJECT MANAGER	18.00	164.00	2,952.00
SR. PROJECT INSPECTOR	49.00	133.00	6,517.00
ASSOCIATE ENGINEER	1.00	130.00	130.00

Payment Request #1 \$10,000

Payment Request #2 \$ 3,371

Total **\$13,371**

---

Invoice total      **13,371.00**

---

### **Same invoice for payment requests across multiple grants/projects:**

When the same invoice is used to support payment requests across multiple grants or projects, the invoice must be appropriately cross-referenced by adding an annotation on the invoice at the time each claim is submitted. The annotation must state: 1) the grant numbers, and 2) the respective amounts being claimed for each grant/project

(See Example 3) or provide a spreadsheet with the breakdowns (See Example 4).

**Example 3:** Grantee annotated on the invoice the grant numbers and respective amounts being claimed.

CITY OF [REDACTED] MR. [REDACTED] CITY MANAGER [REDACTED]		Invoice number 20217106 Date 06/30/2022 Billed thru: 06/30/2022 Project 220136 [REDACTED] PLAYGROUND
<b>Professional Fees</b>		
SENIOR ENGINEER	Hours	Rate
CONSTRUCTION MANAGER	38.00	164.00
SR. PROJECT INSPECTOR	8.00	133.00
ASSOCIATE ENGINEER	2.00	130.00
Subconsultant		
[REDACTED]	Cost Amount	Multiplier
	490.00	1.05
		Billed Amount
		514.50
	Invoice total	9,546.50
<b>Grant#</b>	<b>Claim Amount</b>	
12345	\$1,345.81	
23456	\$4,658.06	
34567	\$674.96	
45678	\$2,867.67	
<b>Total</b>	<b>\$9,546.50</b>	

**Example 4:** Grantee provided the invoice along with a spreadsheet to show the amount they are claiming on the invoice.

[REDACTED] MR. [REDACTED] CITY MANAGER [REDACTED]		Date 06/30/2022 Billed thru: 06/30/2022 Project 220136 [REDACTED] PLAYGROUND
<b>Professional Fees</b>		
SENIOR ENGINEER	Hours	Rate
CONSTRUCTION MANAGER	38.00	164.00
SR. PROJECT INSPECTOR	8.00	133.00
ASSOCIATE ENGINEER	2.00	130.00
Subconsultant		
[REDACTED]	Cost Amount	Multiplier
	490.00	1.05
		Billed Amount
		514.50
	Invoice total	9,546.50

#### Example 4: continued

Date	Check Date	Check	Amount	Less Retention	Vendor	Description	12345	Grant Numbers	23456	34567	45678
3/29/2022	4/6/2022	717618	\$ 1,592.00			RFP Public Notice	21-22 \$ 224.43		776.79	\$ 112.56	\$ 478.22
4/26/2022	5/4/2022	717923	\$ 148,344.50	\$ 140,927.28		Construction	21-22 \$ 60,451.54		46,641.49	\$ 8,075.00	\$ 25,759.25
5/10/2022	5/16/2022	718097	\$ 10,361.00			Project Management 1	21-22 \$ 1,460.63		5,055.48	\$ 732.55	\$ 3,112.33
5/10/2022	5/16/2022	718097	\$ 6,368.00			Project Management 2	21-22 \$ 897.72		3,107.16	\$ 450.24	\$ 1,912.88
6/14/2022	6/22/2022	718476	\$ 199,550.00	\$ 189,572.50		Construction	21-22 \$		161,310.00	\$ 22,363.00	\$ 5,899.50
6/14/2022	6/22/2022	718498	\$ 4,190.00			Project Management	21-22 \$ 590.68		2,044.44	\$ 296.24	\$ 1,258.63
6/30/2022	7/26/2022	718897	\$ 91,690.00	\$ 87,105.50		Construction	21-22 \$			\$	\$ 87,105.50
6/30/2022	8/10/2022	719020	\$ 23,945.98			Equipment	21-22 \$			\$	\$ 23,945.98
6/30/2022	8/31/2022	719357	\$ (101.59)			Equipment	21-22 \$			\$	\$ (101.59)
6/30/2022	9/8/2022	719584	\$ 13,371.00			Project Management 1	21-22 \$ 1,884.97		6,524.16	\$ 945.37	\$ 4,016.51
6/30/2022	9/8/2022	719584	\$ 13,052.50			Project Management 2	21-22 \$ 1,840.06		6,368.75	\$ 922.85	\$ 3,920.83
6/30/2022	9/8/2022	719584	\$ 9,546.50			Project Management 3	21-22 \$ 1,345.81		4,658.06	\$ 674.96	\$ 2,867.67
6/30/2022	9/8/2022	719584	\$ 5,355.00			Project Management 4	21-22 \$ 754.92		2,612.88	\$ 378.61	\$ 1,608.59
6/30/2022	9/8/2022	719584	\$ 328.00			Project Management 5	21-22 \$ 46.24		160.04	\$ 23.19	\$ 98.53
10/25/2022	11/2/2022	720293	\$ 6,512.50			Project Management	22-23 \$ 918.09		3,177.67	\$ 460.45	\$ 1,956.29
11/1/2022	11/7/2022	720335	\$ 11,797.60	\$ 11,207.72		Construction	22-23 \$ -		1,280.79	\$ (119.70)	\$ 10,046.63
12/5/2022	12/5/2022	720685	\$ 22,569.10			Construction	22-23 \$ 3,181.66		11,012.23	\$ 1,595.70	\$ 6,779.52

Final payment on development/construction capital projects shall be withheld until the project scope is complete and the project is open to the public.

Grantee will be notified if submitted costs are deemed ineligible and thus not subject to reimbursement.

For Acquisition Grants, acquisition documents must be submitted to the Grants Officer at least 30 days prior to any requests for deposits to escrow or submittal of requests for reimbursement of acquisition costs.

### Payment Blackout Period

Claims will not be accepted or processed from June 15th through July 15th due to the end of fiscal year bookkeeping requirements and from December 17th through December 31st.

### Soft Costs

Pre-construction costs incurred prior to project groundbreaking.

- Approval of ongoing soft costs depends on progress in the approved Work Plan or Scope of Work
- Up to 10 percent of the grant award for acquisition projects may be used for soft costs
- Up to 25 percent of the grant award for all other grant types may be used for soft costs
- Soft costs that were paid and/or reimbursed by RPOSD must be returned for projects that are cancelled and/or terminated, unless RPOSD and Grantee agree that the termination is due to changes outside of the Grantee's control

### Hard Costs

Construction costs incurred after project groundbreaking. Approval of ongoing hard costs depends on progress in the approved Work Plan or Scope of Work.

### GMS Budget Adjustments

GMS Budget adjustments are required when actual expenses exceed the GMS budget category amount. Adjustments to the budget will be made prior to payment request approval.



## IN-HOUSE DIRECT EMPLOYEE LABOR COSTS AND INDIRECT OVERHEAD COSTS

### In-House Direct Employee

Grantees may request reimbursement for their in-house direct employee labor costs.

### In-House Direct Employee Labor Costs

These include salaries and allowable employee benefits directly related to the delivery of a project, easily attributable, and readily identified with a specific project or program.

**Examples:** construction worker salary, tradesman, “craft/skilled” laborer salary, project staff salaries directly attributable to the project (e.g., planners, architects, etc.).

### Indirect Overhead Costs

Grantee may request reimbursement of its indirect overhead costs. The total allowed accumulated indirect costs amount shall **not exceed 12% of the total grant award.**

Indirect overhead costs include charges not identified specifically with the grant, contract, or program, but necessary for the operation of the business/organization. These are support functions that benefit the organization as a whole and are NOT directly charged to a project or program. The indirect overhead costs vary depending on the nature of the business/organization and the industry it operates in.

**Examples:** Executive Office, Division Chief, clerical support staff as well as the general "administrative" sections, such as Human Resources, personnel, accounting, and other costs related to the general operation of the organization.

Grantees will utilize the [Direct Labor Cost Form](#) to recover their indirect overhead costs. Grantees may do so by applying the indirect overhead cost *percentage rate* to the employee’s total salary to derive with the indirect overhead cost dollar amount (Refer to **Example 1** below) using the labor form. Alternatively, Grantees may enter the indirect overhead cost *value* using the [alternate labor form](#). The total salary is the hourly pay rate paid to the employee multiplied by the actual number of hours worked in the delivery of the project. The hourly rate is the amount paid to the employee before any employee taxes and deductions are subtracted from it.

- Grantees will formulate and identify their own indirect costs percentage rate.
- Supporting documents for the Salary, Allowable Employee Benefits, Indirect Overhead Costs, M&S Supplies/Materials costs, and the payroll timecards or time distribution accounting records for total work time must be retained by grantee and shall be provided to RPOSD or the Auditor upon request.

An example of a supporting document for the Indirect Overhead costs rate would be the Cost Allocation Plan (CAP). The rate must identify the Fiscal Year and be approved and signed by the grantee’s authorized representative certifying its accuracy.

Alternatively, grantee may elect to use a flat 10% De Minimis rate as another option for recovering indirect overhead costs if it does not have the resources to calculate its own rate and will not be required to submit supporting documentation. De minimis means the minimum overhead rate.

The indirect overhead costs will be charged against the grant soft cost allocation (Refer to **Example 2** and chart: Indirect Costs below).

### Example 1

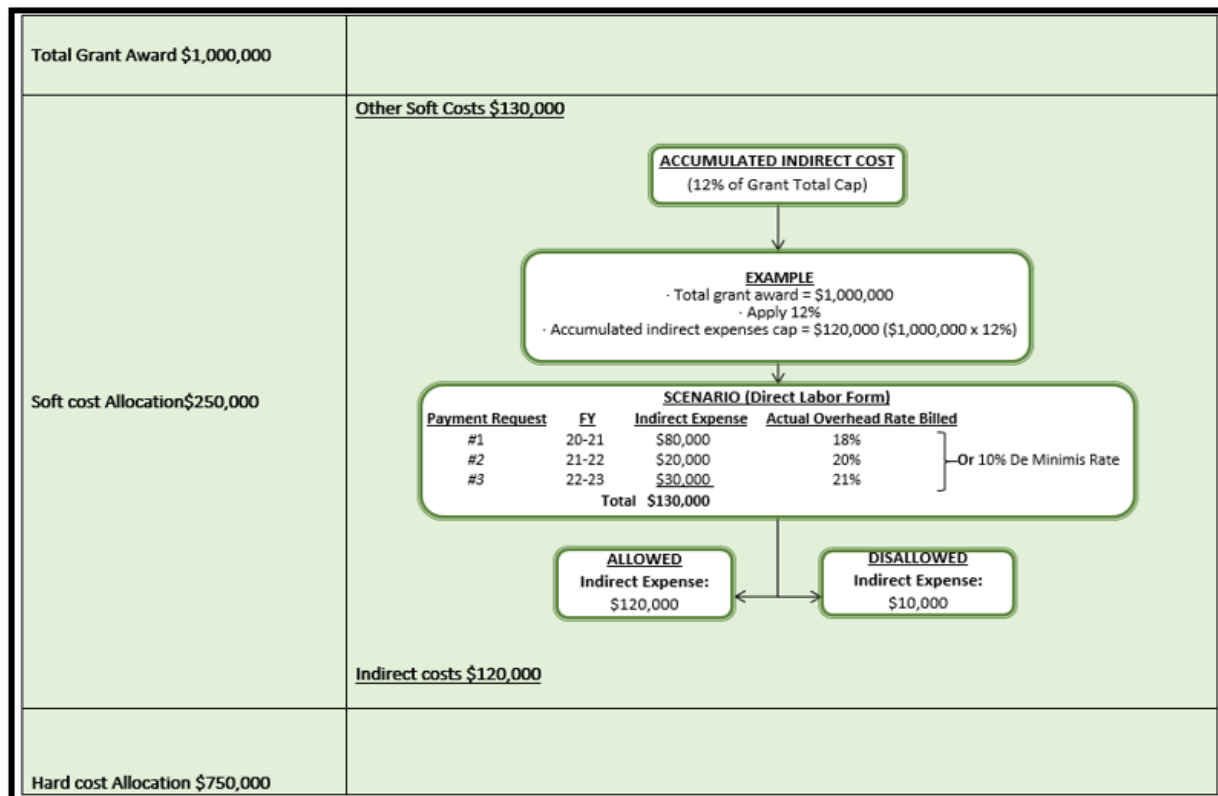
- “ABC” requests for reimbursement of \$100,000 for in-house direct employee salaries and wages;
- Grantee’s indirect overhead cost rate is 11%;
- Total indirect overhead cost amount would be \$11,000 ( $\$100,000 \times 11\%$ );
- Total reimbursement for the payment request would be \$111,000 (\$100,000 direct employee salaries + 11,000 indirect cost);
- Provided, however, that accumulated reimbursement of indirect costs shall be capped at 12% of the total grant award. Costs that exceed the 12% cap shall not be reimbursed.

### Example 2

- Total Grant Award \$1,000,000;
- Total allowed accumulated indirect overhead costs limit is \$120,000 ( $\$1M \times 12\%$ );
- Grantee incurred the accumulated indirect overhead costs from three payment requests totaling \$130,000. Grantee will be reimbursed for \$120,000 and \$10,000 will be disallowed.

COSTS	AWARD AMOUNT
Soft Cost	\$ 130,000
Indirect allocation (12% of total grant award)	\$ 120,000
Soft Cost Subtotal	\$ 250,000
Hard Cost	\$ 750,000
Total Grant Award	\$ 1,000,000

### Chart: Indirect Costs



## ACCOUNTING RULES

Grantees must maintain time and attendance records as charges are incurred, identifying the employee through a name or other tracking system, and noting the 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.
- If requested by the Grants Officer, the grantee will need to submit an Excel spreadsheet to verify formulas used to calculate salaries and wages that include the allowable benefits listed above.

## TRANSPORTATION/TRAVEL COSTS

Mileage and parking fees may be reimbursed in accordance with the Los Angeles County Mileage Policy and Procedures established in the County's Fiscal Manual and mileage reimbursement rates. [Click Here for The Mileage Claim Reimbursement Form.](#)

### Mileage Calculation

- Mileage may be reimbursed for mileage driven while conducting business during the project performance period of the awarded grant, consistent with the Los Angeles County Mileage Policy and Procedures.
- Mileage may be reimbursed for mileage between the employees' worksite and the project site and from the project site to the employee's worksite. Should the employee have a different starting point, the employee may only claim the shortest driven distance between actual miles driven or miles from the assigned worksite to the project site. For example: if the employee starts his/her day at home and it takes 5 miles to get to the project site, and it takes 10 miles to get to the project site from his/her worksite, then the employee may use the home address as a starting point and claim a total of 5 miles (shortest distance would be from home to the project site). If the employee starts his/her day at home and it takes 15 miles to get to the project site, but it would take 10 miles to get to the project site from the worksite, then the employee may use the home address as a starting point but only claim a total of 10 miles (shortest distance would be from the worksite).
- Grantees are allowed reimbursement for all actual miles driven for project performance that are directly related to the grant project, subject to the County's policy and mileage log submission. Mileage can only be claimed by employees of grantee, no third-party claims will be accepted.

## UNUTILIZED FUNDS

Grant reimbursements that exceed final total project costs shall be retained or refunded to RPOSD.

Examples include:

- Funds advanced into escrow that closed at a lower final settlement amount
- Development costs reimbursed by RPOSD that were later refunded by a vendor
- Grantee under budgeted project expenses resulting in a grant balance once project is complete

Grantees returning funds are required to submit a memo that includes the Grant Number, a reason for the refund, and reimbursement crediting the amount back to RPOSD, along with supporting documents.

## **CLOSEOUT**

- Site Inspection
- Final Report
- Project Photos
- Update Park Portal if project is new or new amenities have been added to an existing project  
<https://www.laparksportal.org/>

## **INCOMPLETE PROJECTS**

For projects where the scope of work could not be completed and Measure A grant funding was reimbursed to the grantee, the grantee may have to return/refund the funding to RPOSD.

## **POST COMPLETION**

### **PUBLIC ACCESS**

All Measure A-funded projects must be open and accessible to the public in perpetuity, except as noted under the special provisions of the Project Agreement. The grantee or any other agency operating the Measure A-funded project must comply with the following provisions:

- Project must be open to the public
- Project must include reasonable public access including the provision of parking and public restrooms, except where that access may interfere with resource protection
- Project must be open and accessible without discrimination as to race, color, sex, sexual orientation, age, religious belief, national origin, marital status, physical or mental handicap, medical condition, or place of residence
- Grantees may not charge fees that differentiate between residents and non-residents, allow for early registration for residents, etc.

RPOSD must be notified in writing if there are ever any changes or impacts to the Measure A-funded project that will change the public's ability to access facility or project site. Including when the facility is closed or restricted from public use and access due to health and safety reasons including fire, flood, earthquake, or other natural disasters.

### **AMENITY REPLACEMENTS**

When a grantee receives Measure A funds, it agrees to use the property acquired or developed as originally intended and commits to maintaining it in perpetuity.

If there are changes required to the original Measure A-funded project, grantee must provide a minimum of 6 months written notice to RPOSD so it may determine if the requested revisions are consistent with the requirements set forth in Measure A. RPOSD's prior approval must be obtained to replace amenities with amenities that have similar characteristics. If RPOSD's approval is not obtained, grantee may lose its Good Standing until the issue has been resolved.

If a grantee requests to dispose of the property acquired or developed with grant monies provided from RPOSD, it must provide documentation detailing the benefits that the disposal of the property will provide to the taxpayers of Los Angeles County for RPOSD's review and approval. Grantee must also comply with the relevant sections of Measure A that govern disposals.

## **DISPOSAL OF PROPERTY**

- If the grantee receives the prior permission of RPOSD, with the approval of its Board, to sell or otherwise dispose of property acquired or developed with grant monies provided under this Agreement, grantee shall reimburse RPOSD in an amount to the greater of:
  - i. the amount of grant monies provided under this Contract
  - ii. the fair market value of the real property determined by an independent appraisal
  - iii. the proceeds from the portion of the property acquired, developed, improved, rehabilitated or restored with grant monies

Grantee must provide documentation to RPOSD detailing the benefits that the disposal of property will provide to the taxpayers of Los Angeles County.

- If the property is sold or otherwise disposed of with the prior permission of the RPOSD, acting through its Board of Supervisors, is less than the value of the property originally acquired, developed, improved, rehabilitated, or restored with the grant monies, then grantee shall reimburse the RPOSD an amount to the greater of:
  - i. the amount of the proceeds
  - ii. the fair market value of the real property determined by an independent appraisal

## **ACCOUNTING & AUDIT REQUIREMENTS**

- Grantees must maintain adequate financial documents and records that accurately account for disbursements of Measure A funds.
- For Measure A funds disbursed for grants, grantees must retain financial records for at least five years after the grant is closed or terminated. Some non-financial records must be retained for compliance with the perpetuity requirement of a grant agreement.
- For Measure A Maintenance and Servicing funds disbursements, recipients must retain financial records for at least five years after disbursement.
- RPOSD may conduct a financial audit within a five-year time frame and reserves the right to recover funds lacking adequate documentation. To help ensure adequate financial record keeping, grantees are encouraged to practice the following:
  - Maintain good audit trails by retaining copies of source documents such as receipts, purchase orders, payments, invoices, timecards, cancelled warrants, etc.
  - Maintain an accounting system with necessary controls and safeguards that accurately records financial transactions for a grant
  - Maintain timesheets that describe labor costs and specific tasks performed for a grant

## **MAINTENANCE & SERVICING (M&S) FUNDS**

Measure A provides funding to help protect and maintain the long-term investments of grantees in parks, recreation, beaches, open spaces and natural areas throughout LA County. M&S allocations are made to entities that certify that: (A) such funds shall be used only to maintain and service Proposition A & Measure A projects, and (B) such funds shall not be used to fund existing levels of service, but rather to supplement or enhance existing service levels.

### **WHAT IS MAINTENANCE & SERVICING (M&S)?**

M&S consists of activities necessary to keep a site in good condition and ready for its intended use. M&S is defined as routine, recurring, preventative and/or corrective repairs and upgrades that may include demolition and replacement of facilities toward the end of their useful life.

#### **Examples include:**

- Replacement or upgrades of the entire project or a portion of the project
- Normal repairs which include replacement of parts and structural components
- Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury (trees, plants, shrubs)
- Removal of rubbish, debris, and other waste
- Cleaning, sandblasting, painting, resurfacing
- Periodic inspections (pool, playground, etc.)
- Servicing of equipment

M&S funds may be used for any of the above activities whether the work is performed by an eligible grantee's employees, subcontractors, and/or other purchasing methods. New allocations of M&S Funds are posted on the RPOSD website annually by September 15th.

### **WHAT ARE THE REQUIREMENTS?**

#### **Accruals**

M&S allocations may be accrued for up to a maximum of five (5) years. After that time, any unused funds for which a claim has not been submitted, may be reallocated at RPOSD's discretion. Priority for reassignment of unutilized M&S funds will be given to entities located in a High or Very High Need Study Areas.

#### **Land Tenure & Grant Obligations**

The agency requesting to use M&S funds must be:

- The grantee for the grant-funded project, and
- Responsible for the long-term grant and maintenance obligations

If the agency requesting M&S funds was not the grantee for the grant-funded project, the agency may qualify for maintenance and servicing funds provided that the agency assumed the long-term grant and maintenance obligation from the original grantee and has executed an Assignment and Assumption of Grant Agreement (AAGA) prior to seeking M&S reimbursement.

## **M&S EXPENSE TYPES**

There are two methods for claiming M&S expenses:

- Annual Maintenance Costs
- Repair & Replace

Generally, funds may only be requested for elements included in the original RPOSD grant agreement or NTP.

### **Annual Maintenance Cost (AMC)**

Using the Annual Maintenance Cost method, grantees may use M&S Funds for recurring labor, contracts, services and supplies necessary to preserve and extend the longevity, accessibility and usability of grant funded improvements. Grantees must demonstrate the increase in facility costs as a direct result of the completion of a project. See page 54 for examples.

### **Repair & Replace**

Previously known as Extraordinary Expenses, grantees may use Repair & Replace for repairs, replacements and upgrades caused by general wear and tear and accidental or unusual circumstances. See page 55 for examples.

### **M&S Eligible and Ineligible Costs**

The list of eligible and ineligible expenses is not exhaustive and other expenses may be considered at the discretion of RPOSD depending on the connection to the grant-funded project. However, M&S Funds may only be requested for elements included in the original grant scope/project agreement subject to limited exceptions. See exceptions/examples on Page 55.

### **Indirect Overhead Costs**

Grantee may request reimbursement of its indirect overhead costs. The total allowed accumulated indirect costs amount shall **not exceed 12% of the total claim amount**. See page 50 for additional information.

## M&S ELIGIBLE COSTS

### CONTRACTS & SERVICES

The following activities and services may be reimbursable:

Emergency Services

Graffiti Removal

Landscaping

Lighting & Security Systems

Maintenance

Pest Control

Resource Protection

Signage Replacement

Trail Maintenance

Utilities

- Gas, electricity, sewer, water,

- Reimbursement of utility costs will only be allowed for new facilities and amenities funded by RPOSD (e.g. new park developed with grant funds and new amenity with separately metered utilities)

Weed Control & Abatement

### LABOR

Examples:

Carpenters

Electricians

Landscapers

Groundskeepers

Painters

Plumbers

### EQUIPMENT RENTALS

Examples:

Floor Buffers, Dump Trucks, Scissor Lifts

### UPGRADES & REPLACEMENT

Amenities and equipment included in the original project description (see exceptions)

### MATERIALS & SUPPLIES

Eligible materials and supplies include items necessary for workers to perform eligible maintenance activities. Examples include, but are not limited to:

#### General Maintenance

Drywall, electrical supplies, paint, paint brushes, turpentine, plaster, plumbing supplies, small tools

#### Cleaning

Brooms, cleaning supplies, dustpans, gloves, small tools, safety glasses, trash bags

Materials and supplies must be used at the facility that is subject to the claim being submitted

#### Option 1: % of Grantee Labor

RPOSD will allow up to 35% of the total salaries of the direct labor cost to be billed for materials and supplies. This amount is optional and may be reported/claimed via the Direct Labor Cost Form. Supporting documents will be retained with the grantee and will be provided to RPOSD or the Auditor upon request.

#### Option 2: Direct Costs

For large purchases, grantees may request reimbursement for direct costs by submitting the expense summary form with required supporting documents.



## ELIGIBLE COSTS: M&S

CONTRACTS & SERVICES	LABOR	MATERIAL AND SUPPLIES
<p><i>The following activities and services may be reimbursable:</i></p> <ul style="list-style-type: none"> <li>- Emergency Services</li> <li>- Graffiti Removal</li> <li>- Landscaping</li> <li>- Lighting &amp; Security Systems</li> <li>- Maintenance</li> <li>- Pest Control</li> <li>- Resource Protection</li> <li>- Signage Replacement</li> <li>- Trail Maintenance</li> </ul> <p><i>Utilities</i></p> <ul style="list-style-type: none"> <li>- Gas, electricity, sewer, water,</li> <li>- Reimbursement of utility costs will only be allowed for new facilities and amenities funded by RPOSD (e.g. new park developed with grant funds and new amenity with separately metered utilities)</li> <li>- Weed Control &amp; Abatement</li> </ul>	<p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>▪ Carpenters</li> <li>▪ Electricians</li> <li>▪ Landscapers</li> <li>▪ Groundskeepers</li> <li>▪ Painters</li> <li>▪ Plumbers</li> </ul>	<p>Eligible Materials and supplies include items necessary for workers to perform eligible maintenance activities. Examples include, but are not limited to:</p> <p><b>-General Maintenance</b> Drywall, electrical supplies, paint, paint brushes, turpentine, plaster, plumbing supplies, small tools</p> <p><b>-Cleaning</b> Brooms, cleaning supplies, dustpans, gloves, small tools, safety glasses, trash bags</p> <p>Materials and supplies must be used at the facility that is subject to the claim being submitted.</p> <p><b>Option 1: % of Grantee Labor</b> RPOSD will allow up to 35% of the total salaries of the direct labor cost to be billed for materials and supplies. This amount is optional and may be reported/claimed via the Direct Labor Cost Form. Supporting documents will be retained with the grantee and will be provided to RPOSD or the Auditor upon request.</p> <p><b>Option 2: Direct Costs</b> For large purchases, grantees may request reimbursement for direct costs by submitting the expense summary form with required supporting documents</p>
	<b>EQUIPMENTS RENTAL</b>	
	<p><i>Examples:</i></p> <p>Floor Buffers, Dump Trucks, Scissor Lifts</p>	
	<b>UPGRADES &amp; REPLACEMENT</b>	
	<p>Amenities and equipment included in the original project description (see exceptions)</p>	

## M&S INELIGIBLE COSTS

### INELIGIBLE COSTS: M&S

ADMINISTRATIVE EXPENSES	ORGANIZATIONAL OPERATIONS	FEES
Direct charges for clerical, management, etc.	Daily use items e.g. air freshener, hand soap, paper towels	Penalties- late fees, legal fees, interest, and similar costs levied against an agency permit fees, etc.
COMPUTER EQUIPMENT	SALARIES FOR STAFF TO RUN RECREATIONAL PROGRAMMING	CONCESSION AGREEMENTS
	Coaches, karate instructors, recreation leaders, cashiers, etc.	
FOOD AND BEVERAGES	LODGING	INSURANCE & WARRANTIES
CERTIFICATIONS & TRAININGS	POLICE OR OTHER SECURITY PATROLS	PROJECTS NOT PAID FOR WITH MEASURE A OR PROPOSITION A FUNDS
SUPPLIES FOR OFFICE, PROGRAMMING, ETC.	PUBLIC INFORMATION MATERIALS	CELLULAR SERVICE
SPECIAL DELIVERIES	TRAVEL AND FIELD INSPECTION EXPENSES OF AGENCY PERSONNEL	UNIFORMS

All eligible and ineligible costs are subject to change depending on the program.

\*Refer to the RPOSD website for the current, expanded list of M&S Eligible and Ineligible Costs.

For additional questions contact your Grants Officer (GO).

## Annual Maintenance Cost (AMC)

### *A Few Key Points to Keep in Mind*

- Not all projects are suitable for reimbursement of annual maintenance costs. There must be a clear and verifiable reason for increased costs. In many cases, the costs to maintain a facility would be lower after a project is complete, for example:
  - Installation of energy efficient lighting
  - Retrofit community pool with high efficiency pool heater and filtration systems
- In other instances, there would be no clear increase in cost to claim, for example:
  - Renovation of sports courts (basketball, volleyball, tennis, etc.)
  - Demolition and replacement of playground

Although the above projects may not be suitable for Annual Maintenance Cost, grantees may use the repair and replace method as needed.

### **EXAMPLES:**

#### **Example #1: Park Expansion**

Grantee used Measure A funds to expand a park by transforming adjacent unused land into native habitat and public plaza with walking paths, water features and other amenities.

Expansion	FY 2002/03 <i>Oct 1 – Sep 30</i>	FY 2021/22 <i>Oct 1 – Sep 30</i>	Increase (Delta/Change)
Salaries	\$75,000	\$205,000	\$130,000
Contracts & Services	\$15,000	\$40,000	\$25,000
<b>Total</b>	<b>\$90,000</b>	<b>\$245,000</b>	<b>\$155,000</b>

Eligible expenses in the Fiscal Year 2002/03 prior to completion equals \$90K

**Eligible expenses in the applicable claim year (FY 2021/22) equals \$245K**

**Grantee may claim up to \$155K (\$245K - \$90K) in Annual Maintenance Costs for FY 2021/22**

#### **Example #2: New Amenities**

Grantee used Measure A funds to install a new restroom at the southeastern edge of a local park. Because this project included the installation of separately metered utilities, water and electricity are eligible expenses and included in the above chart under Contracts and Services.

New Amenities	FY 2019/20 <i>Jul 1 – Jun 30</i>	FY 2022/23 <i>Jul 1 – Jun 30</i>	Difference
Salaries	\$200,000	\$250,000	\$50,000
Contracts & Services	\$15,000	\$40,000	\$25,000
<b>Total</b>	<b>\$215,000</b>	<b>\$290,000</b>	<b>\$75,000</b>

*The grantee's available M&S Fund Balance is \$300K*

Eligible expenses in the Fiscal Year 2019/20 prior to project completion equals \$215K. Eligible expenses in the applicable claim year (FY 2022/23) equals \$290K. Grantee may claim up to \$75K (\$290K - \$215K) in Annual Maintenance Costs for the FY 2022/23.

#### **Example #3: New Trail**

Measure A funds were used towards the development of a new nature trail. Prior to the project, the grantee contracted with a service provider for maintenance of two other trails at this location. Once the project was completed, maintenance costs increased by 30%. This increase is reimbursable via the Annual Maintenance Costs reimbursement process.

### **Ineligible M&S**

If the grantee wanted to plant trees along the new nature trail after project completion (Phase II), the maintenance of the trees would not be eligible for M&S reimbursement because the trees were not part of the original scope of the nature trail project.

Note: RPOSD may request additional documentation for verification of before and after costs at its sole discretion.

## Repair & Replace

Grantees may use M&S funds to repair, replace and upgrade elements included in the approved scope of work from the grant agreement or NTP. This section includes examples of eligible expenses.

### Examples

#### **Natural Disasters**

Strong Winds, Hurricanes, Earthquakes, Floods, and Lightning

Example: Used Measure A funds for the construction of new walking trails, restrooms, shade structures, and picnic areas; and installation of interpretive signage, solar lighting, drought tolerant landscape, and bioswales. Three years after the project was completed, excessive rain and winds washed out trails and damaged lighting and the picnic area.

Grantee may use the Repair & Replace method for trail repair and to replace solar light fixtures, shade structures, and picnic tables.

#### **Vandalism & Destruction**

Graffiti, Theft, Destruction

Example: Grantee used Measure A funds for site improvements including irrigation, turfing, landscaping, new lighting, game courts, sports field improvements, ADA improvements, and recreation center renovations. Several years later, the recreation center was vandalized, and the game courts were destroyed.

Grantee may use the Repair & Replace method to repair the recreation center and to replace the game courts, elements included in the original scope of work.

#### **Deterioration & Obsolescence**

Decay, Outdated Amenities, Safety, Energy Efficient Equipment

Example: Grantee used Measure A funds to install fitness zones and playground equipment at three community parks. Ten years later the playground equipment at each park is determined to be outdated and unsafe.

The cost to replace the play equipment at each site would be eligible for reimbursement via the Repair Replacement and Replace method.

## UTILIZATION OF M&S FUNDS FOR NON-SCOPE OF WORK ELEMENTS

To ensure that facilities remain accessible and usable, grantees may request to repair and replace elements not included in the original scope of work, if not addressing the issue would render the improvement or acquisition inoperable or inaccessible to the public.

### Example 1:

Measure A funds are used to improve a community center including the replacement of auditorium flooring, restoration of stages, ADA improvements, electrical system upgrades, and addition of a new computer lab. Five years later, the computer lab and auditorium are flooded during a storm and grantee discovers that the roof needs to be replaced.

Although the roof was not included in the Measure A project, applicable roof repairs may be eligible for M&S Funds to ensure that the community center remains open to the public. This would also apply to any other infrastructure improvements that would render the community center inoperable if these improvements are not made (e.g. sewage pipes break, electrical panel burnout, infestation, etc.).

**Ineligible Costs:** Grantees may not request funds for desks, computers, electronics because these items are ineligible for reimbursement.

**Example 2:**

Measure A funds were used to replaster an outdoor swimming pool. The pool is used by the community and over time the pool filtration system deteriorated.

Although the system was not included in the Measure A project, repair or replacement would be eligible because failure to repair or replace the filtration system would cause a pool closure thereby making it inaccessible to the public.

**Ineligible Costs:** Grantees may not request funds for swimming pool furniture, life jackets, or similar recreational-type amenities or programmatic costs because these items are ineligible for reimbursement.

## **M&S CLAIMS**

### **Claims Process**

There is a two-step process to apply for M&S funds:

Step 1: Submit an application in the GMS for approval

Step 2: After application approval, submit a claim for payment processing

When applying for M&S funds, the amount being requested cannot exceed the total amount of M&S funds available to an agency at the time of application submission.

A separate application must be submitted for each facility and only one request per facility will be allowed each fiscal year. However, grantees may submit multiple applications per fiscal year. Grantees may combine Annual Maintenance Costs and Repair & Replace expenses on the same claim request.

The minimum claim amount for each facility per fiscal year is \$20K. RPOSD may waive the minimum requirement if the fiscal year TOTAL is less than \$20K for any facility/fiscal year.

Important:

- As of April 30, 2024, RPOSD will no longer accept M&S claims with expenses incurred prior to Fiscal Year 2019-2020
- As of May 1, 2024, only claims with expenses that are 3 years or less will be accepted
- Grantees may elect, for M&S claims for Fiscal Year 2023/24 and prior M&S, to use the M&S claims methodology from the prior Measure A GAM version or to utilize the methodology provided in the 2024 GAM version
- As of Fiscal Year 2024/25 grantees must adhere to the 2024 GAM M&S methodology

### **Documentation to Submit**

#### **Annual Maintenance Costs**

- Invoices<sup>1</sup> and Supporting Documentation<sup>2</sup> for work performed via contracts and other purchasing methods
- Direct Labor Cost Form<sup>3</sup> for work performed by grantee labor

### **Repair & Replace**

- Invoices<sup>1</sup> and Supporting Documentation<sup>2</sup> for work performed via contracts and other purchasing methods
- Direct Labor Cost Form<sup>3</sup> for work performed by grantee labor
- Aerial Map of location or address marked where the maintenance and servicing occurred
- Before & after photos of the areas where M&S work was completed

### **Project Site Revenue Reporting**

Grantees shall deduct the dollar amount of revenue generated at the project site from its M&S claim amount.

### **Unutilized M&S Funds**

RPOSD shall accumulate unutilized M&S funds for future use by grantees.

- Funds do not earn interest
- Funds that have been accumulated for a period of five years may be reassigned at RPOSD's sole discretion to another eligible recipient for purposes consistent with M&S
- Priority for reassignment of accumulated M&S funds will be given to entities located in a High or Very High Need study area

### **M&S Funds for Nonprofit Organizations**

Measure A allocates maintenance and servicing funds for eligible nonprofit organizations that own and/or operate parklands consistent with the Measure. Eligible nonprofit organizations that own and/or operate parklands improved or acquired with RPOSD funds, may apply for M&S funds on a cyclical basis, following the established procedures and requirements for M&S funds. Funding cycles will be announced by RPOSD.

<sup>1</sup> For invoices, please use the examples beginning on page 42 for guidance.

<sup>2</sup> Examples of **Supporting Documentation** for Incurred Expenses:

- Invoices containing the vendor's name in the header or vendor's logos AND proof of payment such as the cancelled check or disbursement register/journal
- Paid Receipts with invoices  
Credit Card or Bank Statements with invoices AND proof of payment

<sup>3</sup> Accounting Rules

Grantees must maintain time and attendance records as charges are incurred, identifying the employee through a name or other tracking system, and noting the employee's actual time spent on maintenance activities.

- Time estimates, including percentages, for work performed on maintenance activities are not acceptable.
- Time sheets that do not identify the specific employee's time spent on maintenance activities are not acceptable.
- If requested by the Grants Officer, the grantee will need to submit an Excel spreadsheet to verify formulas used to calculate salaries and wages that include the allowable benefits

## SECTION 3: COMMUNITY OUTREACH & ENGAGEMENT

RPOSD recognizes the importance of robust and inclusive community outreach and engagement that actively seeks input from the public when determining how to utilize Measure A funds. By engaging a diverse range of community members when identifying, prioritizing, programming, and designing parks and recreation projects, public entities and their partners can encourage increased levels of community trust and help to ensure that they deliver community-driven and community-supported projects.

Grantees receiving Measure A funding must conduct community outreach and engagement efforts to ensure that the grantee's community is included during the course of the grant implementation. Community outreach and engagement must meet the minimum requirements described in this section for the following RPOSD funded projects:

- Annual Allocation
- Competitive Grants
- Acquisition Grants
- Maintenance & Service (M&S)
- Program Grants
- Technical Assistance Program (TAP)

### COMMUNITY OUTREACH AND ENGAGEMENT EFFORTS

All grantees are required to upload a plan or summary of their **community outreach and engagement efforts** to GMS as part of their AA Work Plan (or grant application), this also includes efforts that were conducted prior to receiving the grant award. The plan must include:

- Award type
- Budget for funds spent/will spend on community outreach and engagement efforts
- Language access verification
- Outreach methods used/plan to use, dates, frequency
- Supporting documentation demonstrating outreach and engagement (what shared/will share with the community)
- A "Community Response" section (described below)

Depending on the project, multiple community outreach and engagement efforts may be required. All RPOSD funds expended for community outreach and engagement must be spent appropriately.

The community outreach and engagement plan/summary should describe all outreach and engagement conducted and/or describe all plans to engage the community during the course of grant execution.

- If community engagement was conducted **prior** to the grant award, a write up of the community outreach and engagement efforts conducted should be summarized as part of the grant application.  
This engagement should speak to the specific element that is being funded by Measure A; and should have been conducted no more than 36 months prior to the date of application.
- If the community outreach and engagement efforts will occur after the grant award, a write up or summary of the intended community outreach and engagement efforts should be documented and be included in the project scope of work.

The summary must include a “Community Response” section and answer the following questions, where relevant:

Did the community engagement illicit a positive response?

- What aspects were positive about the project?
- What percentage of the community was supportive of the project?

Did the community engagement illicit a negative response?

- What aspects were negative about the project?
- What percentage of the community was opposed the project?

If there were community concerns, did the grantee address the concerns?

- If yes, how?

As a result of the community engagement,

- Was the project discussed put on pause?
- Was the project scope altered or changed?
- Did grantee move forward with the project?

## SUPPORTING DOCUMENTATION REQUIRED

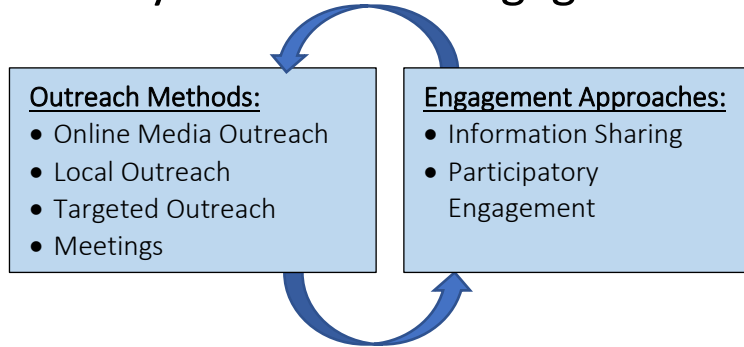
Grantees will be required to provide supporting documentation to demonstrate the outreach methods that were/will be utilized, and to identify approximately how many people were/will be reached. For those grantees that conducted efforts prior to grant award, a write up of how outreach and engagement was performed and supporting documentation will be required.

Below is a non-exhaustive list of supporting documentation that will be accepted to demonstrate the outreach methods that will be utilized:

- |                         |                                |  |
|-------------------------|--------------------------------|--|
| · canvass log           | · door to door knocking        | · notifications                              |
| · fact sheets           | · mailers to homes             | · emails sent                                |
| · social media posts    | · meeting agenda(s)            | · script(s) of meeting                       |
| · meeting minutes/notes | · participant sign in sheet(s) | · photos of meeting                          |
| · vendor invoices       | · outreach flyers              | · media ads                                  |
| · sign-in sheets        | · activity sheets              | · public comment cards                       |
| · staff reports         | · other summary documents      | · 3rd party outreach<br>(partnerships, etc.) |



# Community Outreach & Engagement Efforts



## OUTREACH METHODS & ENGAGEMENT APPROACHES

Outreach and engagement are both necessary when seeking input from community members. RPOSD encourages robust outreach, meaningful public participation, and inclusive decision-making processes.

- **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.

### OUTREACH METHODS

The table below contains a non-exhaustive list of acceptable outreach methods and approaches. RPOSD requires using two or more of the following outreach methods to meet the minimum requirements:

<p><b><u>ONLINE MEDIA OUTREACH</u></b></p> <ul style="list-style-type: none"> <li>• Email blasts (meeting invite, information sharing)</li> <li>• Social media &amp; web-based platforms: Facebook, X (formerly known as Twitter), Instagram</li> <li>• Publication on a website (Government, non-profit, partners)</li> <li>• Wireless messages/wireless alerts subscriptions</li> </ul>	<p><b><u>LOCAL OUTREACH</u></b></p> <ul style="list-style-type: none"> <li>• City Newsletters</li> <li>• Local and regional newspapers</li> <li>• Local radio and television</li> <li>• Distribution of flyers or other printed materials</li> <li>• Booth at outdoor event (farmers market, community fair, resource fair, etc.)</li> </ul>
<p><b><u>TARGETED OUTREACH</u></b></p> <ul style="list-style-type: none"> <li>• Door-to-door canvassing</li> <li>• Outreach in project area and surrounding communities</li> <li>• Phone banking, phone trees</li> <li>• Information/Fact Sheets</li> <li>• Postcards</li> <li>• Surveys</li> <li>• Focus Groups</li> <li>• Interviews</li> </ul>	<p><b><u>MEETING TYPES</u></b></p> <ul style="list-style-type: none"> <li>• Open Houses</li> <li>• Public Meetings</li> <li>• Public Hearings</li> <li>• Online Forums</li> <li>• Virtual Meetings (TEAMs, Zoom, etc.)</li> <li>• Workshops</li> <li>• Charettes</li> </ul>

### **Examples:**

Grantee is holding a public meeting to solicit input for a community park design. Information will be disseminated through a social media post with an attached flyer of the meeting. In addition, flyers will be posted at City Hall, different park and recreation community centers and special events (farmers market, art walks, other). The information will also be publicized in the grantee's newsletter.

In this example two approaches have been met:

- Online Media Outreach
- Local Outreach

## **UNACCEPTABLE OUTREACH METHODS AND APPROACHES**

The table below contains a non-exhaustive list of stand-alone, unacceptable outreach methods and approaches that do not meet the minimum requirement for outreach and engagement:

<b><u>EXAMPLES OF UNACCEPTABLE METHODS AND APPROACHES</u></b>	
<ul style="list-style-type: none"><li>• Providing public comment at a City Council Meeting during a timed 1–3-minute time allotment</li><li>• Inform or announce the project information to only one entity / organization / stakeholder</li><li>• Holding a meeting with the public too late in the process of the project</li><li>• Text blast</li></ul>	<p>Holding Meetings:</p> <ul style="list-style-type: none"><li>- Without proper notice</li><li>- With inaccessible, limited, or no parking</li><li>- With a lack of signage</li><li>- At an inconvenient time</li><li>- Language translation not provided</li></ul> <p>Requesting feedback and not allowing sufficient time, capacity, and resources to respond to engagement request</p>

## **ENGAGEMENT APPROACHES**

Measure A recognizes two distinct approaches to engagement ranging from sharing information with community members to participatory approaches that seek robust input on a project. Each approach is described below, and RPOSD grantees must adhere to the requirements that are addressed in this section when they develop their Community Outreach and Engagement Plan.

### **Information Sharing (IS):**

Engagement that educates and informs community members of potential and ongoing projects, facility needs and challenges, funding opportunities, and available programs and services. Information sharing types:

- meetings
- newsletters
- website posts
- written communications
- flyers
- individual contact

Information Sharing should generally be conducted at each critical stage of a project.

## Participatory Engagement (PE)

Actively seeks input from community members and engages them in a robust discussion, while building strong, sustainable, authentic partnerships by enabling community members to identify needs and priorities and inform project decisions. Participatory Engagement can occur:

- at face to face to meeting(s) where multiple agenda items are discussed
- at public workshops where project is discussed
- at meetings where design charrettes, collective design/visioning, community mapping, model making occur regarding the project
- at budget meetings where public input is invited, and the project is discussed
- 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 the project

The Participatory Sharing approach to engagement should occur during the stage(s) of the project which allows community input to be incorporated into project plans to the greatest extent possible. Input that cannot be feasibly incorporated into project plans must be explained to the community in a public forum or similar public method (newsletter, publication, letter, etc.).

## WHEN TO CONDUCT ENGAGEMENT

Engagement requirements do not mandate when the engagement must occur, if it occurs no more than 36 months before the application date or is included within the project scope for future completion, but before grant is completed.

- Engagement occurring after the grant award must be implemented according to the reported scope and timeline on the Community Engagement Plan.
- As a rule, the community should be engaged each time critical decisions must be made or when notable changes to the project's scope occur.

This may include, but is not limited to:

- At the onset of the project
- During design phases
- During construction
- Changes to project budgets may trigger additional engagement requirements if the updated budget falls into a different bracket. RPOSD may withhold reimbursements until appropriate engagement has been conducted.

## MINIMUM ENGAGEMENT REQUIREMENTS:

Two factors determine the minimum amount of engagement requirements:

1. <u>AWARD TYPE</u>	AND	2. <u>TOTAL PROJECT BUDGET</u>
<ul style="list-style-type: none"><li>• Annual Allocation</li><li>• Competitive Grant</li><li>• Acquisition Grants</li><li>• Maintenance &amp; Service (M&amp;S)</li><li>• Program Grants</li><li>• Technical Assistance Program(TAP)</li></ul>		<ul style="list-style-type: none"><li>• RPOSD Funding</li><li>• Other Funding</li></ul>

The upcoming sections describe RPOSD's community outreach and engagement effort requirements for each Award Type, in conjunction with the Total Project Budget.

## Community Engagement Requirements for Annual Allocations:

- Jurisdictions under the Community-Based Park Investment Program; the Neighborhood Parks, Healthy Communities & Urban Greening Program
- The Department of Beaches and Harbors (DBH)
- The Department of Parks and Recreation (DPR) and
- County Cultural Facilities and County Priority Projects

Table A: Community Engagement Requirements: Annual Allocation Grants

TOTAL PROJECT BUDGET	INFORMATION SHARING	PARTICIPATORY ENGAGEMENT
\$50,000 - \$1 Million	Yes	and 1 Event
\$1 Million+	Yes	and 2 Events
See exception below		

Measure A project funded using Annual Allocation:

\$500,000 RPOSD Allocation  
\$500,000 ABC Funding  
\$500,000 XYZ Funding  
\$1.5M Total Project Funding

In the example above, the required engagement is based on a \$1.5M project budget; and the minimum required engagement approaches include:

- Information Sharing (IS) and
- 2 Participatory Engagement events (PE)

## Exception to the Rule:

If an Annual Allocation project is replacing an amenity with the same type of amenity, “like for like” then community outreach and engagement is not required, although **information sharing** is strongly encouraged to inform the community.

## Community Engagement Requirements for Competitive Grant Programs:

- Natural Lands, Local Beaches, Water Conservation and Protection Program Competitive Grants
- Regional Recreation, Multi-use Trails and Accessibility Program Competitive Grants
- Youth and Veteran Job Training and Placement Program Grants
- Recreation Access Program Grants and
- Planning and Design Funds

Table B: Community Engagement Requirements: Competitive Grants

TOTAL PROJECT BUDGET	INFORMATION SHARING	PARTICIPATORY ENGAGEMENT
\$50,000 - \$1 Million	Yes	and 1 Event
\$1 Million+	Yes	and 2 Events

Measure A project, funded using Competitive Grants funding:

\$200,000	RPOSD Allocation
\$100,000	ABC Funding
<u>\$150,000</u>	<u>XYZ Funding</u>
\$450K	Total Project Funding

Based on the example above, the required engagement is based on a \$450K project budget; and the minimum required engagement approaches include:

- Information Sharing (IS) and
- 1 Participatory Engagement event (PE)

### **Community Engagement Requirements for Acquisition-Only Grants**

Acquisition-only projects often involve complex real estate negotiations that are required to lead to a successful acquisition. These projects may need to approach community engagement with unique considerations, but community engagement to the extent possible is strongly encouraged.

### **Community Engagement Requirements for Maintenance & Servicing (M&S)**

RPOSD does not require community outreach and engagement for M&S projects, although **Information Sharing** is strongly encouraged.

### **Community Engagement Requirements for Youth & Veteran Job Training & Placement and Recreation Access Program Grants**

RPOSD does not require community outreach and engagement for Program Grants. RPOSD recognizes that program grantees will continuously conduct outreach to promote the programs in High Need or Very High Need Study Areas.

### **Community Engagement Requirements for Technical Assistance Program (TAP)**

RPOSD does not require community outreach and engagement for TAP projects.

## **RPOSD'S SOCIAL MEDIA AND WEB-BASED PLATFORMS**

Grantees may request to share their social media posts on RPOSD's web-based platforms. Post should be submitted to assigned Grants Officer no less than 10 working days prior to the requested publish date.

For additional details regarding social media and branding, refer to Section 4 - Funding Acknowledgment.

## **LANGUAGE ACCESS REQUIREMENTS**

All outreach and engagement conducted for Measure A-funded projects must adhere to the language access requirements described in this section. Table C 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. All registrants should refer to Appendix C to identify which languages spoken within a Study Area require language access consideration.

**Table C: Language Access Tiers and Requirements**

<b>TIER</b>	<b>DEFINITION</b>	<b>REQUIREMENT</b>
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.

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.

## EVALUATION OF OUTREACH AND ENGAGEMENT

All RPOSD grantees, during the grant performance period, will be evaluated on the implementation of the community outreach and engagement efforts. Grants Officers or other RPOSD staff may randomly attend selected engagement meetings to verify the quality of engagement being conducted.

Evaluation will be based on:

- community engagement plan/summary
- dates, frequency, and outreach methods used
- dates of engagement completed
- scope of planned and/or conducted engagement activities
- language access verification
- supporting documentation
- the approved budget and
- timeline

## FAILURE TO IMPLEMENT THE COMMUNITY ENGAGEMENT PLAN

Failure to implement the Community Engagement Plan as stated could result in a delay of reimbursements and may impact Good Standing status with RPOSD.

## SECTION 4: FUNDING ACKNOWLEDGMENT

Acknowledging RPOSD's funding support increases public awareness of RPOSD-funded projects and, most importantly, highlights the significant investment made by taxpayers in parks, open spaces, recreation facilities, trails, gardens, and other public investments. All projects, programs, and activities partially or fully funded by RPOSD are required to acknowledge our support by complying with the requirements herein at project-related events and sites, as well as on printed, promotional, and social media materials. This requirement applies to projects, including, without limitation:

- Capital
- Acquisition-Only
- Programmatic
- Technical Assistance
- Planning & Design
- Innovation
- County Priority

As part of the funding agreement with RPOSD, 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.

Subsequent sections provide specific details and requirements for each form of funding acknowledgment.

To foster early consideration and planning, a preliminary funding acknowledgment plan is a mandatory component of the work plan and a milestone in the project timeline. To the extent possible, the preliminary plan entails an outline of (if applicable) potential printed, promotional, and social media materials and signage that the grantee anticipates will be created for the project and details how RPOSD will be acknowledged for our funding assistance. While the preliminary funding acknowledgment plan is initially submitted as part of the work plan, RPOSD is cognizant that circumstances can evolve during project implementation, necessitating adjustments. Should adjustments arise, the grantee shall communicate the funding acknowledgment changes with their Grants Officer.

Obtaining prior approval before the production of all printed and promotional materials and signage is a crucial eligibility prerequisite to receive reimbursements for such items.

- **Exceptions**

In instances where the grantee deems certain funding acknowledgment requirements are unsuitable for the project, the grantee may suggest alternative options and coordinate with their Grants Officer regarding an alternative recommendation that is more appropriate for the project.

RPOSD will consider alternative acknowledgments based on:

- Site acreage
- Project footprint
- Number of RPOSD-funded projects completed at the same location
- Multiple funding sources
- Level of funding awarded by RPOSD
- Extenuating circumstances

It is at RPOSD's sole discretion to allow or require alternative or additional acknowledgments.

## USAGE OF BRAND ELEMENTS

To best represent our identity and protect our reputation as a public agency committed to serving and empowering the community through equitable grantmaking, RPOSD has specific rules regarding the use of our brand elements. RPOSD's brand elements may not be used without official permission, and any alterations, distortion, re-creation, or misuse are strictly prohibited. The RPOSD logo shall not be used or displayed in a manner that may cause confusion or risk misinterpretation. RPOSD reserves the right to stop any use of its brand elements if they are not used appropriately or displayed in a manner that can be considered misleading, inaccurate, or otherwise objectionable to RPOSD.

### Official RPOSD Logo

The RPOSD logo is to be used for all projects, programs, activities, and public communications to acknowledge RPOSD's funding assistance. There are three iterations of the RPOSD logo that grantees may use for funding acknowledgment:

Seal:



Stacked:



Horizontal:



Digital files of the logos in color and monochrome are available for download and use from our [Branding Toolkit webpage](#). Use only the official files provided. Contact the Grants Officer if an alternative file format is needed.



## **PRINTED AND PROMOTIONAL MATERIALS**

Printed and promotional materials created for an RPOSD-funded project or program must adhere to the following requirements:

### **CONTENT**

Include a funding acknowledgment statement followed by one of the listed versions of the RPOSD logo.

### **LOGO**

All elements of the RPOSD logo must be clearly legible.

### **PLACEMENT**

Place the acknowledgment in a highly visible location on the printed/promotional material.

### **APPROVAL PROCESS**

Step 1: A preliminary funding acknowledgment plan is a required element of the work plan. The preliminary plan must outline the type(s) of printed and promotional material(s) the grantee intends to create for the project and detail how RPOSD's funding acknowledgment requirements will be incorporated into such materials.

Step 2: Before production of any printed and promotional materials, the grantee is required to seek approval from their Grants Officer. Allow a minimum of 10 days for the Grants Officer's review and approval. Submit the following to the Grants Officer for review and approval:

- A mock-up of the printed/promotional material, clearly illustrating the placement and sizing of the funding acknowledgment statement and RPOSD logo.
- A list of event schedule and location(s) where the printed/promotional material will be distributed and/or displayed.

Step 3: The funding acknowledgment plan shall be a milestone in the project timeline. The grantee will provide supporting documents confirming the funding acknowledgment was completed.

### **MATERIALS COST**

RPOSD will reimburse for eligible costs associated with printed and promotional materials for acknowledgment. Grantee should consult with their Grants Officer for cost eligibility questions. Failure to receive RPOSD's approval for printed and promotional materials may affect item's eligibility for reimbursement.

## EXAMPLES

### Promotional Banner for a Recreation Program



### Community Outreach and Engagement Flyer for an Improvement Project



## Grand Opening Flyer



"Funded By" statement

Legible RPOSD logo placed in a highly visible location

## SOCIAL MEDIA POSTS

Social media post(s) for an RPOSD-funded project or program must adhere to the following requirements.

### CAPTION

Acknowledge RPOSD as a funder and include RPOSD's handle (@RPOSD). Use applicable RPOSD-approved hashtags. The approved hashtags are listed on the [Branding Toolkit webpage](#).

### PHOTO/GRAPHIC

Tag RPOSD's handle (@RPOSD) on the photo/graphic. Utilization of RPOSD's logo on the image requires prior approval from RPOSD.

### SOCIAL MEDIA PROCESS

**Step 1:** A preliminary funding acknowledgment plan is a required element of the work plan. The preliminary plan must outline the social media post(s) the grantee intends to create for the project and detail how RPOSD's funding acknowledgment requirements will be incorporated into the posts. At minimum, one (1) funding acknowledgment post must be created and shared on social media platforms available to them, accompanied by appropriate tagging and hashtags.

**Step 2:** The funding acknowledgment plan shall be a milestone in the project timeline. The grantee will provide supporting documents confirming the funding acknowledgment was completed.

## EXAMPLES

### Instagram Post for a Community Outreach and Engagement Event



### Instagram Caption for the Community Outreach and Engagement Event



**cityofloremipsum** Residents are invited to participate in the City's community input session to discuss potential park improvements for Gardenia Park! We will be at Gardenia Park on February 15th from 4:00 PM to 6:00 PM. This improvement project is funded by @rposd .

"Funded By" Statement and mentioning RPOSD's handle

#MeasureA #ParksMakeLifeBetter #WeAllNeedParks #CommunityEngagement

Used approved hashtags

1w

## SIGNAGE

Each capital and acquisition-only project must acknowledge RPOSD's funding support with a sign installed at the project site. RPOSD understands that the signage requirements may not always complement the aesthetic and theme of the park, amenity, building architecture, neighborhood, and/or community. Thus, grantees are encouraged to consider factors that could affect the space's aesthetics when designing the sign and determining the placement. To ensure a harmonious addition to the environment, grantees shall prioritize incorporating RPOSD signage requirements into existing signage plan at the project location. If no existing signage plan allows for the integration of RPOSD signage requirements, grantees must install a dedicated RPOSD funding acknowledgment sign. If the grantee determines certain RPOSD signage requirements may be unsuitable for the project, refer to the Exceptions section above.

Signage for an RPOSD-funded project must adhere to the following requirements.



## SIZE

The sign is required to be a minimum size of 18" x 24."

## CONTENT

At a minimum, the sign must include the funding acknowledgment statement: "Funded by Los Angeles County 2016 Measure A."

## COLOR SCHEME

The background of the sign is recommended to be Pantone 654 blue (Hexadecimal #003A70) and/or white.

## LOGO

The sign must include one of the listed versions of the RPOSD logo. For optimal viewing, it is preferred that the size of the logo take up at least half of the sign's space.

## FONT

The font should be minimalistic and simple to maximize legibility. The text size should be proportionate with the sign's dimensions for optimal readability.

## MATERIAL

All materials used must be durable to withstand weather and exposure and address long-term wear and tear, including graffiti resistance.

## INSTALLATION

The sign must be installed in close proximity to the project site, in a highly visible area, unobscured by any other objects, and easily visible by the general public using the space or amenity. The sign must be installed no later than by project's completion.

## DURATION

The sign must remain in place in perpetuity, and any potential need for relocation or removal, whether temporary or otherwise, should be promptly communicated to RPOSD. RPOSD's approval is required before the sign can be removed or relocated and is subject to RPOSD's discretion. The requirements outlined in this paragraph also apply to new and replacement signs.

## APPROVAL PROCESS

**Step 1:** A preliminary funding acknowledgment plan is a required element of the work plan. For signage, this entails adding a location pin on the grant boundary map to show the proposed installation area for the sign. Grantees should also indicate any other RPOSD signage already present at the site on the map.

**Step 2:** The finalized signage plan shall be a milestone within the project timeline and must be provided prior to submitting the first payment request. As part of the finalized signage plan, the grantee is required to provide the following to the Grants Officer for review and approval before production. Allow a minimum of 10 days for RPOSD's review and approval.

- A mock-up showing the sign's layout design and size dimensions
- An updated grant boundary map indicating the direction the sign will be facing and if there have been any changes to the location of sign installation
- Site acreage
- Sign material composition details
- Installation details, such as the sign's support or base
- Sign's placement height

### Step 3:

The completed sign must be available for final inspection by RPOSD prior to the close of the grant project.

### COST

The cost of the new signage is a reimbursable expense through the grant. Grantees are responsible for the care, maintenance, and cost of replacement and relocation of the sign. Grantees may be able to use their available Maintenance and Servicing funds for maintenance costs. Grantees should consult with their Grants Officer for cost eligibility questions. Failure to receive RPOSD's approval for signage may affect the sign's eligibility for reimbursement.

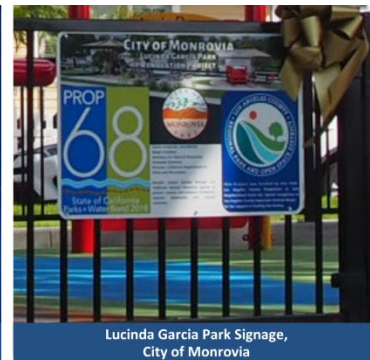
### EXAMPLES



Los Nietos Park Signage,  
City of Santa Fe Springs



Dodgers Dreamfields at Gonzales Park Signage,  
City of Compton



Lucinda Garcia Park Signage,  
City of Monrovia



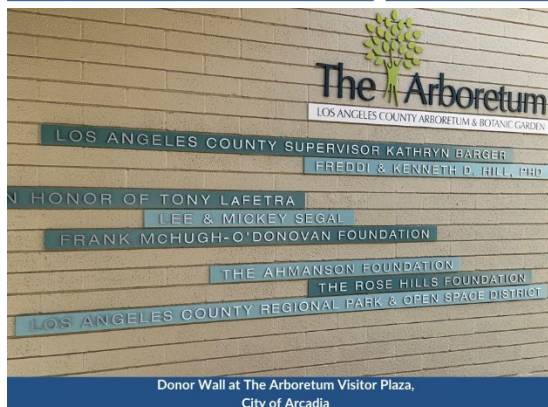
Bronze Plaque at Parque Dos Rios,  
City of South Gate



Monument Signage at Palos Verdes Nature Preserve,  
City of Rancho Palos Verdes



Mackenzie-Scott Clubhouse Signage,  
City of Pasadena



Donor Wall at The Arboretum Visitor Plaza,  
City of Arcadia



Cameron Nature Preserve Signage,  
City of Malibu

## SECTION 5: DEFINITIONS

**Accrue** – To accumulate or save.

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

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

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

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

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

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

**Amendment Request** – Written request for RPOSD to make a material change to an agreement, including changes to a grant's budget, scope, timeline, or performance period.

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

**Amenity Replacement** – Replacement of an amenity funded with Measure A funds with an amenity with similar characteristics.

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

**Annual Allocation** – Grant funds awarded annually using a formula. Annual Allocations are noncompetitive.

**Applicant** – An entity who submits a formal application/work plan for a specific funding source.

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

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

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

**Award Recipient** – Entity that receives a grant award.

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

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

**Blackout Period** – Period of time during which payment requests will not be processed. The blackout periods are June 15th through July 15th and from December 17th through December 31st.

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

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

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

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

**BOS** – The County of Los Angeles Board of Supervisors.

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

**Capital Project** – A parks and recreation or related project to acquire, build, restore, and/or improve, parkland, amenities, park facilities, and/or infrastructure, to be used by the public, or for the public benefit. Proposition and/or Measure A funds used for a Capital Project shall be used in accordance with the rules, regulations, policies and procedures of the funding source. The minimum grant award amount will be determined on a program by program basis.

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

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

**Community Engagement Plan** – The Community Engagement Plan must include the following information: dates, frequency, and outreach methods used or planned to be used; dates of all engagement (planned or completed); scope of planned and/or conducted engagement activities; language access verification and supporting documentation. This plan may need to be updated over the course of a grant.

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



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

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

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

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

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

**Consultant/Consulting Firm** – A professional or firm who provides expert advice in a particular area such as park construction, community engagement, engineering, or any of many other specialized fields.

**Contingency** – An amount that is included in a budget to represent uncertainty; necessary expense for the project/program to be completed. Examples include design contingency, construction, and market escalation costs.

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

**County** – Los Angeles County.

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

**Deed Restriction** – Rules and regulations pertaining to the use of land for an RPOSD grant funded project that is recorded by the grantee/property owner within the Los Angeles County Registrar–Recorder/County Clerk.

**Deliverable** – All the RPOSD approved stated outputs, including but not limited to tangible, conceptual, informational, internal, and external project-oriented outputs within the scope of a project.

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

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

**Direct Costs** – Costs that are salaries and wages, allowable employee benefits and services and supplies that are *directly* related, *easily attributable*, and *readily identified* with a specific project or program. Examples: line operation workers, construction worker salary, “craft/skilled” laborer salary (e.g. painter carpenter, landscaper, tradesman, craftsman, etc.), construction materials, program staff salaries and other expenses directly attributable to the project or program.

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

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

**District** – The Los Angeles County Regional Park and Open Space District.

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

**Eligible Entity/TAP Eligible Entity** – An agency that is located in a High Need or Very High Need Study Area per the Los Angeles Countywide Comprehensive Park Needs Assessment.

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

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

**Equipment** – Is a tangible long-term asset that benefits a program over the life of the Measure A Program grant.

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

**Financial Audit** – An evaluation of an agencies or organizations financial reports.

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

**Gentrification** – The process whereby the character of a poor urban area is changed by wealthier people moving in, improving housing, and attracting new businesses, typically displacing current inhabitants in the process.

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

**Good Standing** – Good Standing is when an agency or organization is in compliance with all requirements stated in the guidelines, policies, and procedures of RPOSD for both Proposition A and Measure A. Good Standing is required of grantees in order for payment requests to be processed and to receive or apply for any grant funds from RPOSD.

**Grantee** – An entity to whom a grant is provided via an Executed Grant Agreement.

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

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

**Grant Award** – The total available funds given to eligible grantees.

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

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

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

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

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

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

**Grant Program** – A funding program with distinct goals and requirements. Measure A includes twelve distinct grant programs, six of which are Annual Allocations, and five of which are competitive.

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

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

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

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

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

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

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

**Indirect Cost** – Costs that are usually not identifiable specifically with the grant, contract, or program, but are necessary for the general operation of the /organization. These are costs of support functions within the organization that benefit the organization as a whole; are NOT directly charged to a project or program; and are NOT line operations.

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

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

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

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

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

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

**Judgement in Condemnation** – A court document demonstrating that the grantee has applied for an order of condemnation on property to be acquired and showing the price determined by the court.

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

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

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

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

**Lease** – A contract by which one conveys real estate, equipment, or facilities for a specified term and for a specified rent.

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

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

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

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

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

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

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

**Materials** - Raw materials, semi-finished products, additives, parts, and small tools and devices.

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

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

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

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

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

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

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

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

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

**Notice of Completion** – A document recorded by the landowner that states a capital project has been completed.

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

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

**Organization** – A nonprofit or community-based organization.

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

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

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

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

**Participatory Engagement (PE)** – Community engagement dedicated to discussing specific project(s) with Measure A funding needs. These meetings can be part of other community meetings as long as the project in question is discussed.

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

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

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

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

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

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

**Project Vicinity Map** – A map showing the project's location including its general vicinity. The map shall be detailed enough to allow someone unfamiliar with the area to locate the project.

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

**Public Agency** – Any governmental agency, special district, or joint power authority, established pursuant to the laws of the State that is authorized to acquire, develop, improve and restore real property for beach, wildlife, park, recreation, community, cultural, open space, water quality, flood control, or gang prevention and intervention purposes.

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

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

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

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

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

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

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

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

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

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

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

**Servicing** – The furnishing of electric current or energy, gas, or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements; and water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements for RPOSD funded projects.

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

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

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

**Steering Committee** – A committee of 46 representatives selected by the Board of Supervisors in Los Angeles to guide the direction of Measure A.

**Structural Improvements** – The square footage of building floor area on a parcel per the Measure A Resolution.

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

**Supplies** – Items that organizations use for their daily Measure A Programming and participant use.

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



**Technical Assistance Program (TAP)** – Provides park development resources and provides funding for projects that serve communities with park High Need or Very High Need.

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

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

**Total Salary** – The total salary is the hourly pay rate paid to an employee multiplied by the actual number of hours worked during the delivery of a project. The hourly rate is the amount paid to the employee before any employee taxes and deductions are subtracted from it.

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

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

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

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

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

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

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

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

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

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

## **SECTION 6: MEASURE A GENERAL POLICIES**

All Measure A policies referenced in this Grant Administration Manual (GAM) can be accessed via the following links:

[CONSUMER PRICE INDEX UPDATE POLICY](#)

[LOS ANGELES COUNTYWIDE COMPREHENSIVE PARK & RECREATION NEEDS ASSESSMENT UPDATE POLICY](#)

[COUNTY PRIORITY PROJECTS POLICY](#)

[TRANSFER FUNDS POLICY](#)

[GRANTMAKING POLICY](#)

[TECHNICAL ASSISTANCE POLICY & ALLOCATIONS GUIDELINES](#)

[TARGETING FUNDS](#)

## Appendix

# A

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

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF  
LOS ANGELES, ALSO ACTING AS THE GOVERNING BODY OF THE LOS  
ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT,  
PROVIDING FOR AND GIVING NOTICE OF A SPECIAL TAX ELECTION TO  
BE HELD IN THE COUNTY OF LOS ANGELES ON NOVEMBER 8, 2016, AND  
CONSOLIDATING THE SPECIAL TAX ELECTION WITH THE CALIFORNIA  
STATEWIDE GENERAL ELECTION TO BE HELD ON  
NOVEMBER 8, 2016

WHEREAS, every year, more than 70 million people visit the over 3,000 parks in the County of Los Angeles (the "County") and its cities, including their neighborhood parks, and participate in park-sponsored recreational programs. Parks are important to families, as millions of children and youth use park facilities for after-school, weekend, and summer programs, and millions of seniors attend programs at nearby senior centers; and

WHEREAS, parks, natural lands, open space, and beaches contribute to the health and vitality of our citizens in the County. These natural areas help make our community a wonderful place to live and protect our quality of life; and

WHEREAS, County citizens spend a great deal of time working indoors and commuting in cars, making our parks and natural resources essential to protecting and enhancing our quality of life; and

WHEREAS, the County and its cities have a long history of making significant investments in parks and recreation, beaches, open spaces, and natural areas; and

WHEREAS, the Los Angeles County Regional Park and Open Space District (the "District") has awarded more than 1,500 development, acquisition, improvement, restoration, and rehabilitation grant projects for parks, recreational, cultural, and community facilities, as well as beaches and open space lands throughout Los Angeles County; and

WHEREAS, for over 20 years the County has relied on local voter-approved funding to protect and maintain our local neighborhood, city and county parks, outdoor areas, beaches, rivers, watersheds, and local water resources. This funding is expiring and we face the loss of the only source of dedicated local funding for our neighborhood parks; and

WHEREAS, dedicated local funding from the District has served as matching funds for State, Federal, and philanthropic funding, and in this way is essential for our communities to receive their fair share of available resources; and

WHEREAS, while many of the over 3,000 parks, beaches, and open space areas and over 9,000 recreational amenities throughout the County have

received District funding since 1992, heavy usage by the public year-round result in a continuous need for resources to repair and replace amenities; and

WHEREAS, the County has undertaken an inventory, analysis, and community engagement process that culminated in the 2016 Los Angeles Countywide Comprehensive Park and Recreation Needs Assessment Final Report (the "2016 Countywide Park Needs Assessment"), which allowed the County to document and analyze the needs of all the communities within its jurisdiction; and

WHEREAS, the 2016 Countywide Park Needs Assessment was a 16-month outreach process to study 188 sub-regions of the County (the "Study Areas") to identify community park needs and priorities; and

WHEREAS, the 2016 Countywide Park Needs Assessment shows that there is a serious need for tens of billions of dollars in investments in safe neighborhood parks; protection of rivers, streams, lakes, beaches and watersheds; safe and healthy communities; urban greening; sustainability and energy efficiency; senior centers, community and facility rehabilitation and maintenance; at-risk youth job training and placement, gang violence prevention; and improved community access, connectivity and trails to these facilities; and

WHEREAS, the Board of Supervisors of the County, also acting as the governing body of the District (the "Board"), finds and determines that the continued development, acquisition, improvement, restoration and maintenance of parks, recreational, cultural and community facilities, beaches, and open space lands within the County confer documented health, social, environmental and economic benefits throughout the County resulting in increased opportunities for physical activity, improved safety and social cohesion, sustainability and maintained or enhanced property values; and

WHEREAS, the Board further finds and determines that the public interest and convenience require, and that it is in the best interest of the County, that local funding be secured within the County, to fund projects consistent with the plan of expenditure hereinafter set forth; and

WHEREAS, the collection and expenditure of all funds under this measure will continue to be transparent to the voters through annual independent financial audits and a public oversight committee, and all communities throughout the County will receive a share of the funding. To the extent feasible, funds generated by this measure shall be spent on priorities pursuant to the 2016 Countywide Park Needs Assessment; and

WHEREAS, the District may issue Bonds to pay for Eligible projects that are payable from and secured by the Special Taxes authorized herein; and

WHEREAS, the acquisition, construction, rehabilitation and maintenance of parks and recreation facilities, natural resources, beaches, and open space

lands under this measure will aid in the development of safe places and facilities for local children, youth and families, thereby creating healthy places for children and youth to play, learn and interact with other children. These alternatives keep children and youth off the streets and limit exposure to gangs, drugs and vandalism while providing positive incentives for healthy living; and

WHEREAS, the Board further finds and determines that it is necessary to provide a voter-approved funding source to ensure all parks and recreation centers throughout Los Angeles County and its cities are continuously serviced, maintained and upgraded, and that new parks and facilities are established and open space lands preserved; and

WHEREAS, the protection and restoration of our last open spaces and natural areas of scenic beauty located next to rivers, creeks, streams and lakes is necessary for the purposes of conserving native and endangered species, biological diversity, protecting the health of the County's environment, and for the enjoyment of this and future generations; and

WHEREAS, improving non-motorized or active transportation methods to reach the network of park facilities, beaches, and multi-use trails, including regional bike paths, is important to our health and provides for greater accessibility for our citizens; and

WHEREAS, the programs funded under this measure will increase the accessibility of public lands, park facilities, and park amenities to the people of Los Angeles County, especially to those living in high-need and very-high need Study Areas; and

WHEREAS, the District intends to use the 2016 Countywide Park Needs Assessment as a guide to direct funding to all communities within the County to ensure local priorities are met; and

WHEREAS, the District intends to continue the community and stakeholder engagement processes and make periodic updates to the 2016 Countywide Park Needs Assessment including but not limited to regional and specialty facilities, open space, and access; and

WHEREAS, the Board deems that this measure supports the mission and goals of the County as detailed in its strategic plan; and

WHEREAS, a public hearing on the matters set forth in this resolution was called and held on July 5, 2016, and this resolution shall not take effect unless and until the question of approval of the matters set forth herein shall have been submitted to the electorate of the County and approved by a supermajority of voters voting on the question; and

WHEREAS, the Board deems it necessary and essential to submit the question of a special tax to the qualified voters within the County at a special tax



election to be held on November 8, 2016, and to consolidate such election with the Statewide General Election to be held on that date;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Los Angeles, also acting as the governing body of the Los Angeles County Regional Park and Open Space District, as follows:

#### Section 1.

A special tax election shall be held and the same is hereby called and ordered to be held in the County on the 8th day of November, 2016, for the purpose of submitting to the voters of the County the question of a special tax to be levied by the District in the amounts and for the purposes hereinafter set forth and to be administered by the District and the issuance of bonds and other indebtedness in accordance with Public Resources Code Sections 5500 et seq. The special election called by this resolution shall be consolidated with the Statewide General Elections conducted by and in the County of Los Angeles on November 8, 2016, and the Proposition shall be placed on the same ballot and the same precincts, polling places, election officers, and facilities shall be used for this special election.

Commencing with Fiscal Year 2017-2018, an annual special tax to raise revenue to continue funding for programs pursuant to the plan of expenditure contained herein is hereby imposed upon all improved parcels located within the District, whose boundaries are coterminous with the County of Los Angeles, including all incorporated cities. The Special Tax shall be levied on all improved parcels in the District at a rate of 1.5 cents per square foot of structural improvements, excluding the square footage of improvements used for parking. For each fiscal year after 2017-2018, the Board shall by a majority vote set the rate of the tax; however, in any fiscal year the rate may be set no higher than the amount of 1.5 cents per square foot, as adjusted by the cumulative increases, if any, to the Western Urban Consumer Price Index from July 1, 2017, as established by the United States Bureau of Labor Statistics. If for any fiscal year the Board fails to set the rate, the tax shall continue at the same rate as the preceding year.

- (a) All laws and procedures regarding exemptions, due dates, installment payments, corrections, cancellations, refunds, late payments, liens and collections for the secured roll ad valorem property taxes shall be applicable to the collection of the Special Tax. The secured roll tax bills shall be the only notices required for the levying of the Special Tax. The Auditor-Controller of the County shall place the Special Tax on the secured tax roll for the initial Fiscal Year 2017-2018, and for subsequent fiscal years. The Treasurer and Tax Collector of the County shall collect the Special Tax for the initial Fiscal Year 2017-2018, and for subsequent fiscal years, on the tax roll at the same time and in the same manner, and subject to the same penalties as the ad valorem property

taxes fixed and collected by or on behalf of the County. The Los Angeles County Regional Park and Open Space District shall establish and administer an appeals process to address and correct potential errors in the levy of the Special Tax.

(b) Properties owned by public agencies devoted to a public use or to protect public health or safety will not be assessed, consistent with the statutes applying to possessory interests. The Special Tax shall be levied on possessory interests based on the amount of privately-held structural improvements.

(c) Based upon all of the facts before it on this matter, the Board finds that the submission of this question of a Special Tax to the voters is not subject to, or is exempt from, the California Environmental Quality Act (CEQA) because it is not a project as defined by California Code of Regulations Section 15378(b)(4) because it relates to the creation of government funding mechanisms, which do not involve commitment to any specific project which may result in a potentially significant physical impact on the environment.

## Section 2.

The Proposition for levying said special tax and issuing bonds shall appear upon the ballot substantially as follows:

### ***Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation Measure***

*To replace expiring local funding for safe, clean neighborhood/ city/ county parks; increase safe playgrounds, reduce gang activity; keep neighborhood recreation/ senior centers, drinking water safe; protect beaches, rivers, water resources, remaining natural areas/ open space; shall 1.5 cents be levied annually per square foot of improved property in Los Angeles County, with bond authority, requiring citizen oversight, independent audits, and funds used locally?*

The Board does hereby submit to the qualified voters of the County, at said special District election, this proposition. The Chair and Clerk of the Board of Supervisors are hereby authorized and directed to publish notice of said special election in accordance with the California Elections Code. Analysis and review of this resolution shall be carried out pursuant to Section 9160 of the California Elections Code.

## Section 3.

As used in this resolution, the following terms have the indicated meanings:



"1992 and 1996 Propositions" means the Safe Neighborhood Parks Propositions approved by voters on November 3, 1992 and November 5, 1996, respectively.

"2016 Countywide Parks Needs Assessment" means the 2016 Los Angeles Countywide Comprehensive Park and Recreation Needs Assessment Final Report and any supplementary material adopted, and as subsequently updated, by the District.

"Advisory Board" means the Citizens Oversight Advisory Board established in Section 7.

"Americans With Disabilities Act of 1990" means the federal law as codified in Chapter 126, Title 42, of the U.S. Codes.

"Assessor" means the County of Los Angeles Office of the Assessor.

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

"Board" means the County of Los Angeles Board of Supervisors, also acting as the governing body of the Los Angeles County Regional Park and Open Space District.

"Bonds" means borrow any form of indebtedness, including notes and bonds, issued to finance Eligible projects and related bond costs.

"Community Development" means the feasibility, planning, design, permitting and construction of recreational infrastructure and amenities.

"County" is used as defined in the recitals to this resolution.

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

"Director" means the Director of the Los Angeles County Regional Park and Open Space District.

"District" means the Los Angeles County Regional Park and Open Space District.

"Eligible project" means pre-project assistance and feasibility, planning, acquisition, construction, development, improvement, restoration, rehabilitation, or any combination thereof, for any park or recreation project or improvement.

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

"High-Need and Very-High Need" means areas designated as such in the Parks Needs Framework as identified the 2016 Countywide Park Needs Assessment.

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

"Joint-use" means shared management of facilities, land, utilities, programs, or other common elements between two or more parties.

"Local jurisdiction" means a city, county, special district or local agency.

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

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

"Nonprofit Organization" means any charitable organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, which has among its purposes the provision of park, recreation or community services or facilities, gang prevention and intervention, conservation corps, environmental education and interpretation, tree-planting, or the conservation and preservation of wetlands or of lands predominantly in their natural, scenic, historical, forested or open-space condition, or restoration of lands to a natural, scenic, historical, forested or open-space condition.

"Open space, foothill, mountain, trail, river, wetlands and stream projects" include any of the following: preservation of natural lands, scenic vistas and

wildlife habitat, wildlife corridors, development and restoration of mountain and other open space hiking, biking, walking and equestrian trails, especially those maintained by the County Public Works and Parks and Recreation Departments, restoration of natural vegetation and habitat, habitat and recreation facilities in and adjacent to riparian and flood control channels, and the provision of recreational opportunities and public access in mountain, foothill, river, stream and wetland areas.

"Parcel" means any unit of real property that receives an annual secured property tax bill from the Los Angeles County Treasurer and Tax Collector.

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

"Parks Fund" means the Los Angeles County Regional Park and Open Space District Park Fund.

"Per Capita and Structural Improvements" refers to each Study Area's respective percentage of total Countywide 1) population as of the 2010 Census, and subsequent updates; and 2) structural improvements on parcels on the secured property tax rolls according to the Assessor's records as of January 1, 2017, and subsequent updates.

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

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

"Public Agency" means any governmental agency, special district, or joint power authority, established pursuant to the laws of the State that is authorized to acquire, develop, improve and restore real property for beach, wildlife, park, recreation, community, cultural, open space, water quality, flood control, or gang prevention and intervention purposes.

"Recreation Access" means those programs that increase the ability for county citizens to access public lands, park facilities, and park amenities,

including education, interpretive services, safety information, transportation, and other activities that increase the accessibility for county residents, especially for those in high-need and very-high need study areas.

"Regional Recreational Parks" means facilities with unique, countywide significance that are publicly owned, consist of at least 100 contiguous acres and have three or more active recreational amenities.

"Special Tax" is the Tax levied on all improved parcels at a rate of 1.5 cents per square foot of structural improvements, within the County pursuant to this resolution.

"State" means the State of California.

"State Lands Commission" means the Lands Commission of the State of California.

"Structural Improvements" means the square footage of building floor area on a parcel.

"Study Areas" means the 188 regions studied for need in the 2016 Countywide Parks Needs Assessment.

"Urban area" means an urban place, as that term is defined by the United States Department of Commerce, of 2,500 or more persons.

"Urban Forest" means those native or introduced trees and related vegetation in an urban area, including, but not limited to, urban watersheds, soils and related habitats, street trees, park trees, natural riparian habitats, and trees on other private and public properties. Where feasible, introduced trees and plants shall be native species selected and planted in accordance with best management practices. No plants or trees identified on the California Invasive Species list maintained by the California Invasive Plant Council, or other appropriate sources, shall be planted.

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

"Urban Park" means a park in an urban area that offers respite, rest, recreation, education, exercise, inspiration or enjoyment to residents of, and visitors to, that urban area.

"Veterans" means any person who served in the United States armed forces as defined by Title 38 of the Code of Federal Regulations.

"Youth and Veterans Career Development and Job Training" means a program that provides job training, career development, or both, to young adults

aged 18-24 and veterans, including education and/or certification for jobs within the conservation and parks and recreation fields.

#### Section 4.

It is the intent of this proposition to provide funds to benefit property and improve the quality of life throughout the District by preserving and protecting parks, safe places to play, community recreation facilities, beaches, rivers, open spaces, water conservation, youth and veteran career development, and the urban tree canopy. Funds will be disbursed by the District consistent with the 2016 Countywide Park Needs Assessment to ensure all communities within the County can fund local priorities.

#### Section 5.

##### Expenditure Plan

(a) Proceeds of the Special Tax shall be allocated by the District to develop and implement grant programs that invest in eligible projects consistent with or similar to those identified in the 2016 Park Needs Assessment, including, but not limited to, the following:

1. Protecting and developing parks, safe places to play, beaches, open space lands, and natural areas,
2. Protecting, enhancing, and preserving open space, natural areas, and waterways,
3. Promoting Healthy Communities,
4. Increasing investments in high-need and very high-need regions identified in the Countywide Park Needs Assessment,
5. Protecting water resources, including lakes, rivers and creeks,
6. Developing and improving local and regional recreational facilities, including general infrastructure improvements, sustainability improvements, and removal of asbestos, mold, and lead paint from existing facilities,
7. Helping reduce gang activity by maintaining safe and healthy parks to encourage use by the community
8. Ensuring local drinking water continues to be safe and accessible at park and recreation centers,

9. Providing safe places to play for afterschool programs for children and youth,
10. Providing youth and veteran career development and job training,
11. Improving park safety and universal accessibility, including for seniors and those with disabilities,
12. Protecting and enhancing clean and safe beaches,
13. Improving water quality and implementing stormwater capture on park and open space lands,
14. Developing and enhancing urban gardens, pocket parks, and other small-scale greening projects, including education and food health programs,
15. Facilitating community education, engagement, natural, historical and cultural resource interpretation, and other innovative projects that engage the community regarding park facilities funded by the District.
16. Developing and enhancing senior citizen, youth, multi-generational, and other neighborhood and community recreation facilities,
17. Developing and enhancing public equestrian facilities, especially to promote sustainable practices,
18. Developing, restoring and maintaining museums and cultural facilities,
19. Protecting and preserving the urban canopy and promoting tree health.

(b) The funds allocated pursuant to subsection (a) shall be expended according to the following schedule:

(1) Community-Based Park Investment Program.

(A) Thirty-five percent (35%), on an annual basis, for eligible projects located in each study area, to all incorporated cities and unincorporated areas of the County located within the District. To ensure that each community throughout the County will benefit from improvements such as those identified in or consistent with those identified in the 2016 Countywide Park Needs Assessment Report, funds will be allocated to each study area based on the Per Capita and Structural Improvements Formula. The District shall prioritize projects located in each study area as identified in or consistent with the 2016 Countywide Park Needs Assessment.



(2) Safe, Clean Neighborhood Parks, Healthy Communities and Urban Greening Program.

(A) Thirteen percent (13%), on an annual basis, for the acquisition of real property, and the construction and rehabilitation of parks and recreation facilities that provide safe places and facilities for after-school, weekend and holiday programs for local children, youth and families, provide opportunities for healthy living in all neighborhoods, and improve the quantity and quality of green spaces in the county. The District shall fund projects in high-need, and very high-need, study areas, as identified in the 2016 Countywide Park Needs Assessment, based on the Per Capita and Structural Improvements Formula, including, but not limited to, the following:

- (i) community and local parks, including pocket parks, playgrounds, playground equipment, dog parks, and picnic areas, especially those that connect and restore underutilized spaces;
- (ii) community and senior recreational centers;
- (iii) park safety, graffiti removal, facility safety lighting, safe routes to schools, and other safety improvements;
- (iv) greenspace and greenway development; gardens;
- (v) urban canopy development to reduce the heat island effect, especially in heavily urbanized, tree-poor areas of the County;
- (vi) active transportation and physical activity programming that promotes recreation and accessibility to recreational facilities;
- (vii) interpretation, education and communication about parks, local environmental issues and recreational activities;

(B) Of the funds allocated to this paragraph, multi-benefit projects should seek to leverage public and private funding from water conservation and supply; water and air quality improvements; flood risk management; climate pollution reduction or adaptation; carbon sequestration; heat-island reduction; habitat protection and biodiversity; public health; and environmental justice benefit programs.

(3) Natural Lands, Open Spaces and Local Beaches, Water Conservation, and Watershed Protection Program.

(A) Thirteen percent (13%), on an annual basis, for planning, acquisition, development, improvement, and restoration, of multi-benefit park projects that promote, improve, or protect clean local water supplies, habitat improvements, park space, recreation, public access, watershed health, and open space, including improvements or restoration of areas that buffer our rivers, streams, and their tributaries along with the lakes and beaches throughout the County, including but not limited to, the following:

- (i) riparian corridor improvements;
- (ii) river and stream parkway development;
- (iii) river and stream clean up, access and community development;
- (iv) lake clean up, access and community development;
- (v) beach and coastal watersheds clean-up, access and community development;
- (vi) fishing and boating facilities;
- (vii) natural lands, wildlife corridors, and watershed protection;
- (viii) recreational facilities, public property and rights of way, flood control infrastructure, and other easements;
- (ix) natural and cultural resource interpretive programs and nature education activities.

(B) Of the funds allocated to this paragraph, multi-benefit projects should seek to leverage public and private funding from water conservation and supply; water and air quality improvements; flood risk management; climate pollution reduction or adaptation; carbon sequestration; heat-island reduction; habitat protection and biodiversity; public health; and environmental justice benefit programs.

(C) The District shall prioritize projects that offer the greatest regional benefits, or serve the greatest regional need.

#### (4) Regional Recreational Facilities, Multi-use Trails and Accessibility Program.

(A) Thirteen percent (13%), on an annual basis, for acquisition, development, improvement, restoration, or rehabilitation projects, including but not limited to, the following:



- (i) regional parks, regional facilities, museum, environmental education and other cultural facilities;
- (ii) multi-use sports facilities, including golf facilities and other community recreational facilities;
- (iii) multi-use trail connectivity for existing and future park facilities, including connection to Public Works-maintained Class I bike path facilities;
- (iv) multi-use trail and path projects, with special emphasis being placed on those multi-use trails that provide hiking, equestrian, bicycle and other opportunities, including universal access and access consistent with the Americans with Disabilities Act of 1990, especially in urban communities;
- (v) regional, ecological, zoological, geological, archeological, anthropological, paleontological, and cultural sites of countywide significance.

(B) Trail and accessibility projects funded under this paragraph that connect river, mountain, and urban areas, especially to County Parks, State Parks, the National Forest, the National Recreation Area(s), and the National Monument(s), and that link other canyons and regional and local parks throughout the County will be given higher priority.

(5) Youth and Veteran Job Training and Placement Opportunities Program.

(A) Three point eight percent (3.8%), on an annual basis for:

- (i) Organizations within the county, including certified conservation corps, that provide education, skills training, and career pathway development to young adults, aged 18 to 25, or veterans, to implement park projects.
- (ii) Organizations within the county that provide certifications and placement services, or apprenticeship opportunities, for young adults, aged 18-25, or veterans, for jobs and careers in the Parks and Recreation field.

(B) The District shall prioritize grants to organizations that provide services to, or recruit a majority of their participants from, the areas of high-need, and very high-need, as identified in the 2016 Countywide Park Needs Assessment Report. The District

shall grant no less than eighty percent (80%) of funds from this paragraph pursuant to sub-paragraph (A)(i).

## Section 6.

### Implementation

- (a) Authority to award and administer grants pursuant to Section 5 shall be delegated by the Board to the Director for projects consistent with this resolution, and subject to the Board adopted policies and procedures and annual work plan to be approved by the Board.
- (b) Of the funds allocated pursuant to Section 5, eligible project applicants include Public Agencies and Nonprofit Organizations.
- (c) To the extent feasible, priority may be given to multi-benefit recreational projects that maximize climate pollution reduction and adaptation, carbon sequestration, heat-island reduction, stormwater capture that increase infiltration, habitat protection and biodiversity, community health improvements, promote innovative public-private partnerships, or a combination thereof.
- (d) Of the funds allocated pursuant to Section 5(b)(3) through Section 5(b)(5), the District may periodically dedicate a portion of funds to:
  - (1) Competitive grant solicitations accessible to eligible Public Agencies and Nonprofit Organizations for projects consistent with the goals of this paragraph.
  - (2) Grant solicitations designed to leverage federal, or state, park, conservation, water, or climate funding programs.
- (e) In each of the years after the date the special tax is levied and collected, the schedule of expenditure of all proceeds of the special tax shall conform to the following:
  - (1) Consistent with Section 5, up to seventy-seven point eight percent (77.8%) shall be used for grant projects, including but not limited to, pre-project assistance, planning, acquisition, development, improvement, restoration, rehabilitation, technical assistance, and program oversight. For purposes of this resolution, grant projects include the servicing of bonds, notes or other evidences of indebtedness issued by the District/County.

(2) Up to fifteen percent (15%) shall be set aside and designated as the maintenance and servicing amount, and shall be used only to maintain and service, including resource protection activities for the capital outlay projects funded by the District, inclusive of projects funded by 1992 and 1996 Propositions. These funds shall be administered separately from the District's grant program and shall be held in trust by the District until a request from an eligible entity is made pursuant to rules established by the District. To ensure that every community maintains park and recreation facilities and park safety improvements as identified in, consistent with or similar to the 2016 Countywide Park Needs Assessment, funds granted pursuant this paragraph will be allocated based on the Per Capita and Structural Improvements Formula. The District shall grant funds, pursuant to this paragraph, for projects identified in the 188 study areas, as well as the associated addenda, as contained in the report. For projects identified in the 188 study areas, the District shall prioritize funds for high-need, and very high-need, areas as identified in the report, as well as projects that provide public access. The maintenance and servicing amount shall be allocated each year as follows:

(A) Fifty point eighty-five percent (50.85%) to cities; ten point fifty percent (10.50%) to the Department of Beaches and Harbors; thirteen point five percent (13.50%) to the Department of Parks and Recreation; three percent (3.00%) to the Department of Public Works; one percent (1.0%) to the Baldwin Hills Regional Conservation Authority; point five percent (0.5%) to the Los Cerritos Wetlands Authority; eight percent (8.0%) to the Mountains Recreation and Conservation Authority; two percent (2.0%) to the Puente Hills Habitat Preservation Authority; one percent (1.0%) to the Santa Clarita Watershed Recreation and Conservation Authority; five point fifteen percent (5.15%) to the Watershed Conservation Authority; and, four point five percent (4.5%) unallocated for eligible nonprofit organizations that own, operate, or both, parklands consistent with this resolution.

(i) Any additional local agencies created for park purposes after January 1, 2017, may receive funding made available pursuant to (e)(2)(A) according to a determination made by the District.

(3) Up to seven point two percent (7.2%) shall be set aside and designated for strategic planning, updates to the 2016 Countywide Park Needs Assessment, and the District for operations, management, technical assistance, outreach, and oversight,

including personnel, to administer programs pursuant to this resolution.

(f) Notwithstanding Section 6(e), starting in 2026, and each year thereafter, the District may increase funds made available pursuant to provision (e)(2) up to 2%, annually, and correspondingly decrease funds made available pursuant to (e)(1), until funding made available pursuant to provision (e)(1) and (e)(2) both equal 46.4%.

(g) (1) Funds for maintenance and servicing as described in this section shall be allocated annually to each recipient within the District. Allocations shall be made only to those entities which certify that: (A) such funds shall be used only to maintain and service projects funded by the District, inclusive of grants issued pursuant to the 1992 and 1996 Propositions and this resolution, and (B) such funds shall not be used to fund existing levels of service, but rather only to supplement or enhance existing service levels.

(2) Funds allocated to the Department of Beaches and Harbors consistent with (e)(2)(A) shall be used for projects that repair and replace facilities impacted from high user activity and weatherization from being located near the ocean, such funds shall be used to supplement existing levels of service.

(h) Except for those funds allocated to cities, the Director may, on an annual basis with Board approval, adjust the allocations pursuant to Section 6 (e)(A) .

(i) (1) Of the funds provided in Section 5 (b)(3), up to twenty-five percent (25%), on an annual basis, shall be allocated to the Department of Beaches and Harbors.

(2) Of the funds provided in Section 5 (b)(3), up to fifteen percent (15%), on an annual basis, shall be allocated to develop and implement Recreation Access programs that increase the ability for county citizens to access public lands, park facilities, and park amenities, including education, interpretive services, safety information, transportation, and other activities that increase the accessibility for county residents, especially for those in high-need and very-high need areas. Programs funded pursuant to this paragraph shall meet the requirements of the Americans with Disabilities Act of 1990.

(3) Of the funds provided in Section 5 (b)(4), up to twenty five percent (25%), on an annual basis, shall be allocated to the Department of Parks and Recreation.

(4) Of the funds provided in Section 5 (b)(4), up to fifteen percent (15%), on an annual basis, shall be allocated to develop and implement Recreation Access programs that increase the ability for county citizens to access public lands and park facilities, including education, interpretive services, safety information, transportation, and other activities that increase the accessibility for county residents, especially for those in high-need and very-high need areas. Programs funded pursuant to this paragraph shall meet the requirements of the Americans with Disabilities Act of 1990.

(5) Of the funds provided in Section 5(b)(4), up to ten percent (10%), on an annual basis, shall be allocated to County cultural facilities.

(j) The District shall promote sustainability, energy and water efficiency, stormwater capture, and technology innovation through the implementation of this program, including but not limited to the following:

(1) Development of projects that include as many of the following elements as possible:

- (A) Sustainability,
- (B) Cost-saving energy efficiency,
- (C) Weatherization,
- (D) Stormwater capture
- (E) Water efficiency, including irrigation efficiency,
- (F) Use of reclaimed water or stormwater, and
- (G) Use of climate and site appropriate native California tree and plant materials.

(2) Investment in enhanced electronic communications and other forms of technology innovation that benefits the public's interactions with individual parks or the park system, including internet connectivity; electronic or mobile reservation, scheduling, and fee systems; regional websites; or other systems deemed necessary by the District.

(k) (1) The Director may provide advanced payment for up to 50 percent (50%) of the grant award for those projects that satisfy one or both of the following criteria:

(A) The project proponent is an eligible grantee and would require advanced payment to implement the project.

(B) The grant award for the project is less than five hundred thousand dollars (\$500,000).

(2) The Director shall establish rules to determine how advanced funds will be managed and administered.

(3) If funds are not expended, the unused portion of the grant shall be returned to the District within 60 days after project completion or the end of the grant performance period, whichever is earlier.

(4) All funds granted pursuant to this paragraph are subject to an independent audit.

(l) Notwithstanding Sections 4, 5 and 6 of this resolution, of the funds available from the special tax, the District's Board may, on an annual basis, allocate up to 2% of the funds for eligible projects.

(m) As a California Special District established pursuant to Section 5500 of the Public Resource Code, officers and employees of the County may act ex officio as the officers and employees of the District. However, in order to maintain transparency and accountability to the public and fairness to its various grant recipients, the District shall hereby operate as an independent agency of the County, with the District Administrator reporting directly to the Director of Parks and Recreation with clear separation from its grant recipients in all aspects of District administration including, but not limited to, personnel, fiscal, budget, and audit functions.

(n) The District shall have the authority to grant funds from any study area with a population of 2,500, or less, to an adjacent high-need, or very high-need study area.

## Section 7.

### Community Oversight and Accountability

(a) The Citizens Oversight Advisory Board ("Advisory Board") is hereby created.

(1) The Advisory Board shall be composed of five members appointed by the Board. Each appointing office shall appoint one member who meets each of the following criteria:

(A) An accountant, economist, or other professional with knowledge and expertise in parks, park development, evaluating financial transactions and program cost-effectiveness, or an appointed member of the Park Needs Assessment Steering Committee;



(B) A community member from one of the five Supervisorial Districts.

(2) The Advisory Board shall do all of the following:

(A) Quarterly (4 times per year) review of all expenditures from the special tax;

(B) Ensure that this program is integrated in the annual independent audit of the District;

(C) Publish a complete accounting of all allocations each year, posting the information on the District's publicly accessible Internet Web site; in a downloadable spreadsheet format, including information about the location and footprint of each funded project, its objectives, status, and outcomes, any matching funds used, and the applicable program from the expenditure plan schedule in Section 5(b);

(D) Submit to the County periodic evaluations of the program, which may at the Board's direction be undertaken by independent researchers, identifying any changes needed to meet the objectives of this resolution.

(3) (A) Members of the Advisory Board shall serve a term of four years at the pleasure of the Board, and no member may serve more than two consecutive four-year terms. The Board may, by order, extend this length of service or waive this limit for individuals or the Advisory Board as a whole. A member's position shall become vacant upon his or her death, resignation, or removal by the Advisory Board. In the case of such a vacancy, the Board shall appoint a successor to fill the unexpired term.

(B) Members of the Advisory Board shall not be compensated for their service, but may be reimbursed for actual and necessary expenses incurred in the performance of their duties.

## Section 8.

### Eligibility

(a) No funds authorized pursuant to Section 5 may be disbursed to any recipient unless the recipient agrees:

(1) To maintain and operate in perpetuity the property acquired, developed, improved, rehabilitated or restored with the funds. With the

approval of the granting agency, the recipient or its successors in interest in the property may transfer the responsibility to maintain and operate the property in accordance with this Section.

(2) (A) To use the property only for the purposes of this resolution and to make no other use, sale, or disposition of the property, except as described in paragraph (B).

(B) If the use of the property acquired through grants pursuant to this resolution is changed to one other than a use permitted under the category from which the funds were provided, or the property is sold or otherwise disposed of, an amount equal to the (1) amount of the grant, (2) the fair market value of the real property, or (3) the proceeds from the portion of such property acquired, developed, improved, rehabilitated or restored with the grant, whichever is greater, shall be used by the recipient for a purpose authorized in that category or shall be reimbursed to the Parks Fund and shall be available for a use authorized in that category.

If the property sold or otherwise disposed of is less than the entire interest in the property originally acquired, developed, improved, rehabilitated or restored with the grant, an amount equal to the proceeds or the fair market value of the property interest sold or otherwise disposed of, whichever is greater, shall be used by the grantee for a purpose authorized in that category or shall be reimbursed to the Parks Fund and be available for a use authorized in that category. Nothing in this Section shall limit a Public Agency from transferring property acquired pursuant to this order to the National Park Service or the State Park System, with or without consideration.

(3) Any beach, park or other public facility acquired, developed, rehabilitated or restored with funds from this act shall be open and accessible to the public without discrimination as to race, color, sex, sexual orientation, age, religious belief, national origin, marital status, physical or medical handicap, medical condition or place of residence, to the extent consistent with the provisions of subdivision (b) of Section 9.

(4) In order to maintain the exclusion from gross income for federal income tax purposes of the interest on any bonds, notes or other evidences of indebtedness issued for purposes of this resolution, each recipient of funds pursuant to this resolution covenants to comply with each applicable requirement of Section 103 and Sections 141 through 150 of the Internal Revenue Code of 1986, as amended. Each recipient of funds disbursed pursuant to this resolution shall agree in writing to the conditions specified in this paragraph.



(5) An entity receiving funds pursuant to this resolution shall agree to audits of expenditures on a regular basis, as directed by the District.

(6) To the extent practicable, a project that receives funds from this measure will include signage informing the public that the project received funds from the Los Angeles County Regional Park and Open Space District.

## Section 9.

### Property

(a) All real property acquired pursuant to this resolution shall be acquired in compliance with Chapter 16 (commencing with Section 7260) of Division 7 of Title 1 of the California Government Code. Public Agencies and Nonprofit Organizations receiving funds pursuant to this resolution shall certify compliance to the Department of Parks and Recreation. Funds disbursed to a Public Agency in accordance with this resolution may be expended by that agency pursuant to an agreement, or by an entity, authorized or established pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code.

(b) Reasonable public access to lands acquired in fee with funds made available pursuant to this resolution shall be provided except where that access may interfere with resource protection. For purposes of this resolution, reasonable public access shall include parking and public restrooms.

(c) Prior to recommending the acquisition of lands that are located on or near tidelands, submerged lands, swamp or overflowed lands, or other wetlands, whether or not those lands have been granted in trust to a local public agency, any agency receiving funds pursuant to this resolution shall submit to the State Lands Commission any proposal for the acquisition of those lands pursuant to this measure. The State Lands Commission may, at its discretion, within ninety (90) days of such a submission, review the proposed acquisition, make a determination as to the State's existing or potential interest in the lands, and report its findings to the entity making the submittal and to the Department of Parks and Recreation.

(d) No wetlands or riparian habitat acquired pursuant to this resolution shall be used as a dredge spoil area or shall be subject to revetment which damages the quality of the habitat for which the property was acquired.

(e) No provision of this resolution shall be construed as authorizing the condemnation of publicly-owned lands.

(f) Funds that are granted pursuant to this resolution for the purposes of development, improvement, rehabilitation or restoration shall be expended for these purposes only on lands owned by the applicant Public Agency or Nonprofit Organization or subject to a lease or other interest held by such Public Agency or Nonprofit Organization. If such lands are not owned by the applicant or subject to such other interest held by the applicant, the applicant shall first demonstrate to the satisfaction of the administering agency that the project will provide public benefits commensurate with the type and duration of the interest in land held by the applicant.

(g) The use of property acquired using funds pursuant to this resolution shall be consist with purposes identified in this resolution and shall be set forth in the grant contract executed by the District. Unless otherwise approved by the Board, in no circumstances may oil, gas, or other mineral extraction occur on or under any property acquired with funds pursuant to this resolution.

(h) The District shall ensure the following:

(1) To the maximum extent possible an irrevocable deed restriction setting forth the requirements of this resolution shall be recorded on all properties for which funds are awarded pursuant to this resolution. This deed restriction shall provide that the County may enforce the requirements of this resolution, and the contract entered into with the recipient of grant funds, at any time without restriction of any statute of limitations, and that the County shall be awarded its reasonable attorney fees and costs for such enforcement.

(2) A grant applicant must maintain and operate in perpetuity the property that was acquired, developed, improved, rehabilitated or restored with the funds from this resolution, and the purpose and/or use of the property for such acquisition, development, improvement, rehabilitation, or restoration. The recipient must also enter into a contract with the County whereby the recipient shall agree to comply with all terms of this resolution and any other terms deemed necessary by the District for the effective administration and implementation of this resolution. Said contract shall have no termination date and its provisions shall last in perpetuity. With the prior approval of the District, the recipient or its successors in interest in the property may transfer the responsibility to maintain and operate the property in accordance with this resolution.

(3) That any beach, park, or other public facility acquired, developed, rehabilitated, or restored with funds derived under this resolution shall be open and accessible to the public without discrimination as to race, color, sex, sexual orientation, age, religious belief, national origin, marital status, physical or medical handicap, medical condition, or place of residence. The recipient shall not discriminate against, or grant

preferential treatment to, any person or organization seeking to use such facility based upon the place of residence of such person or the members of such organization.

(4) That the conditions specified in paragraphs (1), (2), and (3) of this Section shall not prevent the transfer of property acquired, developed, improved, rehabilitated or restored with funds authorized pursuant to Section 5 of this resolution from the recipient to another Public Agency or to a Nonprofit Organization authorized to acquire, develop, improve, restore and/or operate real property for park, wildlife, recreation, community, open space or gang prevention and intervention purposes, or to the California Department of Parks and Recreation, National Park Service, or the US Forest Service, provided that approval by the District is obtained prior to the change and any such successor to the recipient assumes the obligations imposed by this resolution.

(5) Revenue generated on projects funded by this measure shall be utilized for the purposes of the measure.

## Section 10.

### Financing

(a) It is the intention of the Board to authorize the District to issue Bonds payable from and secured by the Special Taxes to fund all or a portion of the costs of the projects authorized by this resolution pursuant to Article 3 of Division 5 of the Public Resources Code. In addition, the District may also issue Bonds as may be authorized by applicable law in the future. Such Bonds may be issued in one or more series at such times, in such principal amounts, with such terms and subject to sale, all as the Board may determine in its sole discretion.

(b) All funds generated by the Special Tax shall be deposited into the Regional Parks and Open Space District Park Fund (Parks Fund). The Auditor-Controller of the County, on behalf of the District, may create any other funds, accounts or subaccounts necessary or desirable, including for the proceeds of Bonds issued by the District.

(c) All revenue generated by the District, including the proceeds from the issuance of any Bonds, shall be deposited in the Parks Fund and shall be allocated among all affected Public Agencies within the District as defined in Section 5506.9 of the California Public Resources Code, for expenditure consistent with the purposes of Division 5, Chapter 3, Article 3 of the Public Resources Code and of this resolution. The District shall reimburse the County from the Parks Fund for all costs of administration of the District, and the costs of issuance of bonds, notes, or other evidences of indebtedness.

(d) Pursuant to subdivision (e) of Section 5506.9 of the Public Resources Code, no proceeds from any Bonds issued by the District shall be used for any operations, maintenance or servicing purposes, except that such proceeds may be used to pay all costs incidental to the preparation and issuance of the bonds.

#### Section 11.

The Special Tax levied pursuant to this resolution shall be levied beginning with the fiscal year in which the tax is first levied by the District and collected by the County.

#### Section 12.

(a) In case any provision of this resolution shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

#### Section 13.

(a) This resolution shall take effect immediately, and upon declaration by the Board that the Special Tax herein has been approved by the voters, all officers and employees of the County and the District shall take all actions necessary and desirable to carry out the purposes of this resolution. The officers and employees of the County and the ex officio officers and employees of the District, are and each of them acting alone is, hereby authorized and directed to take any and all actions which are necessary or desirable to carry out the purposes of this resolution.

The foregoing resolution was on the day of July 5, 2016, adopted by the Board of Supervisors of the County of Los Angeles, also acting as the governing body of the Los Angeles County Regional Park and Open Space District.



Executive Officer-Clerk of the Board of Supervisors  
of the County of Los Angeles

By: \_\_\_\_\_

Deputy

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By: \_\_\_\_\_

Deputy

Appendix

B

Displacement Memo



---

## **DISPLACEMENT AVOIDANCE Goals and Objectives**

January 26, 2021

In addition to supporting overall health and wellness, providing community cohesion, and environmental benefits, parks contribute economic benefits to communities they serve. Park improvements can positively impact real property values and municipal revenues.

Unfortunately, this means that communities with parks have increased neighborhood appeal. This may attract affluent residents and lead to increased property values. The problem arises because this can gradually price out low-income residents and businesses from these neighborhoods. The process of economic forces pricing lower income populations out of their homes and neighborhoods is called *displacement*; the resulting changes of neighborhood affluence from lower to higher income is referred to as *gentrification*.<sup>[1][2][3]</sup>

Although the Los Angeles County Regional Parks and Open Space District (RPOSD) is not able to directly fund housing and other displacement prevention projects, the implementation of Measure A should encourage strategies intended to directly address and lessen the likelihood of displacement and gentrification as a result of park enhancement projects. The following Goals and Objectives are intended to lessen the likelihood of displacement and gentrification that result from park enhancement projects:

### **1. Ensure that parks and recreation facilities funded by Measure A serve all residents of Los Angeles County, particularly low-income people and ethnic minorities who live in communities with ‘High-Need’ or ‘Very-High-Need’ Study Areas.**

- a) Set aside a portion of Measure A funds for park ‘High-Need’ or ‘Very-High-Need’ communities;
- b) In scoring competitive grant applications, award points to projects that serve park ‘High-Need’ or ‘Very-High-Need’ communities;
- c) Within the Natural Lands, Local Beaches, Water Conservation and Protection Competitive Grants; Regional Recreation, Multi-use Trails, and Accessibility Competitive Grants; and the Acquisition-only Competitive Grants, at least 30% of funds should be expended on projects located in park ‘High-Need’ or ‘Very-High-Need’ communities;
- d) Allow non-profit affordable housing developers working in collaboration with local park agencies and/or non-profit park developers to receive Measure A funds for



the development of publicly-accessible park space that is located adjacent to or within one-half mile of the affordable housing development;

- e) Collaborate with other public agencies to expand Measure A's Technical Assistance Program to include information about accessing and leveraging additional public funding to support open space projects (e.g., Measures H, W, & M; State Cap and Trade programs). Additionally, refer potential grantees to technical assistance offered by other agencies and organizations that could assist with these types of projects.

**2. Avoid direct impacts on land values and existing housing that might occur through parkland acquisition and park development in low income areas.**

- a) Minimize advanced public disclosure of proposed use of Measure A funds to acquire specific parcels, so as to avoid speculative increases in land value;
- b) Avoid funding acquisition projects when purchase prices are based on speculative or inflated land values;
- c) In scoring competitive grant applications, give points to value capture, or other displacement prevention policies;
- d) Require conformance to applicable relocation law regarding the loss of any housing units demolished in the course of park construction or enhancement.

**3. Require culturally competent, linguistically appropriate, inclusive and meaningful public outreach and engagement aimed at existing populations for all Measure A projects.**

- a) Adopt a community engagement policy for Measure A funded projects which requires meaningful engagement, language access, and cultural inclusion;
- b) In competitive grant scoring, give points to projects that include community outreach that goes beyond the basic requirements referenced in Policy 1, including strategies to employ small, local businesses and workers; and integrate workforce development through partnerships with organizations such as a conservation corps or similar youth employment organizations;
- c) Engage Los Angeles County park-users through innovative online platforms that allow individuals to connect to their local park agencies to assist in reporting ongoing local park conditions and needs;

**4. Collect, analyze, and report park investment data to monitor for displacement and gentrification.**

- a) As a part of the on-going analysis of Measure A implementation, produce GIS map layers that show the location and size of Measure A investments;
- b) Partner with research institutions, universities, non-profit organizations, and other public agencies seeking to address displacement and gentrification, by facilitating conversations and sharing data to support the development of equity and displacement avoidance tools and reports;



- c) Periodically evaluate how the policies in this Displacement Avoidance Strategy are being met and make adjustments as needed to lessen the likelihood of displacement and gentrification as a result of park enhancement projects;

**5. Support countywide open space and housing coordination and comprehensive anti- displacement policy development.**

- a) Support the development of a countywide anti-displacement taskforce that includes representatives from County agencies and expert stakeholders including representatives from the nonprofit sector, housing, parks, transportation, and planning;
- b) Support the taskforce's work on the identification of best practices, reduction of barriers, and opportunities for collaboration that contribute to the development of joint housing and parks projects using local and state funding sources;
- c) Support the taskforce's development of an incentive-based system to encourage local governments to adopt broader tenant protection, anti-displacement, and value capture policies;
- d) Support the taskforce's development of long-term, multi-sector partnerships that leverage private and public funds to sustain community revitalization, neighborhood stabilization, and equitable development;
- e) Support the taskforce's development of tools such as anti-displacement plan templates and other resources that can be used by communities experiencing displacement and gentrification;
- f) Support the taskforce in partnering with organizations and/or academic institutions to document existing gentrification and displacement trends in Los Angeles County using indicators such as year-over-year changes in property values, ethnicity, income, and the rate of property sales;

---

[1] American Planning Association: City Parks Forum: How Cities Use Parks for Economic Development [2] The Trust for Public Land: Measuring the Economic Value of a City Park System [3] Active Living Research: The Economic Benefits of Open Space, Recreation Facilities and Walkable Community Design

## Appendix

# C

### Language Access Requirements for Community Outreach and Engagement



# Language Access Requirements

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

To ensure truly inclusive practices, all outreach and engagement conducted for Measure A-funded projects must adhere to the language access requirements described in the table below.

The table below identifies the required levels of translation and interpretation services required based on the percentage of linguistically isolated populations speaking a given language within a given Study Area.

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

Linguistically isolated populations are those that speak English "less than very well," as reported in the U.S. Census 2015 American Community Survey (ACS) Table B16001 "Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over."

Refer to the table on the following pages to determine which languages are spoken by linguistically isolated populations in your Study Area(s), and which requirements apply.

**Measure A Language Access Requirements:**  
**Isolated Languages by Study Area and Tier**

ID	Study Area Name	TIER 1: Language(s) with Isolation of 15% or greater	TIER 2: Language(s) with Isolation of 5 to 14.99%	TIER 3: Language(s) with Isolation of 1 - 4.99%
81	City of Agoura Hills			Spanish
82	City of Alhambra	Chinese	Spanish	Vietnamese
166	City of Arcadia	Chinese		Spanish; Korean
40	City of Artesia		Spanish	Portuguese; Gujarati; Hindi; Indic; Chinese; Korean; Tagalog
53	City of Avalon / Unincorporated Channel Islands North	Spanish		
175	City of Azusa	Spanish		
54	City of Baldwin Park	Spanish	Chinese	Vietnamese; Tagalog
71	City of Bell	Spanish		
114	City of Bell Gardens	Spanish		
100	City of Bellflower	Spanish		Tagalog
167	City of Beverly Hills		Persian	Spanish; Korean; Hebrew
7	City of Bradbury / Unincorporated Bradbury		Chinese	Spanish
176	City of Burbank		Spanish; Armenian	
101	City of Calabasas			Persian
161	City of Carson		Spanish; Tagalog	
184	City of Cerritos / Unincorporated Cerritos		Chinese; Korean	Spanish; Tagalog
171	City of Claremont / Unincorporated Claremont			Spanish; Chinese
55	City of Commerce	Spanish		
142	City of Compton	Spanish		
93	City of Covina		Spanish	Chinese; Tagalog
56	City of Cudahy	Spanish		
172	City of Culver City			Spanish
157	City of Diamond Bar		Chinese; Korean	Spanish; Tagalog
162	City of Downey	Spanish		
143	City of Duarte		Spanish	Chinese; Tagalog
115	City of El Monte	Spanish	Chinese; Vietnamese	
158	City of El Segundo			Spanish
102	City of Gardena		Spanish	Japanese; Korean; Vietnamese

**Measure A Language Access Requirements:  
Isolated Languages by Study Area and Tier**

ID	Study Area Name	TIER 1: Language(s) with Isolation of 15% or greater	TIER 2: Language(s) with Isolation of 5 to 14.99%	TIER 3: Language(s) with Isolation of 1 - 4.99%
180	City of Glendale - Northside	Armenian		Spanish; Korean
168	City of Glendale - Southside	Armenian	Spanish	Russian; Korean; Tagalog
144	City of Glendora / Unincorporated Glendora			Spanish
41	City of Hawaiian Gardens	Spanish		
145	City of Hawthorne	Spanish		
128	City of Hermosa Beach			
1	City of Hidden Hills			Chinese
72	City of Huntington Park	Spanish		
25	City of Industry	Spanish	Chinese	Korean; Vietnamese; Tagalog
116	City of Inglewood	Spanish		
57	City of Irwindale	Spanish		
117	City of LA Arleta - Pacoima	Spanish		
83	City of LA Baldwin Hills - Leimert - Hyde Park		Spanish	
26	City of LA Bel Air - Beverly Crest/ Unincorporated Hollywood Hills			Spanish; Persian
135	City of LA Boyle Heights	Spanish		
129	City of LA Brentwood - Pacific Palisades			Persian
66	City of La Canada Flintridge		Korean	Armenian; Chinese
58	City of LA Canoga Park - Winnetka	Spanish		Persian; Vietnamese; Tagalog
118	City of LA Central City		Spanish; Korean	Chinese; Japanese
59	City of LA Central City North	Chinese	Spanish	Korean; Cambodian; Vietnamese
152	City of LA Chatsworth-Porter Rnch / Unin. Chatsworth/ Unin. Northridge/ Unin. Canoga Pk/ Unin. Porter Rnch Oat Mountain		Spanish	Persian; Korean; Vietnamese
136	City of LA Encino - Tarzana		Persian	Spanish; Russian; Hebrew
164	City of LA Exposition Park - University Park - Vermont Square	Spanish		Chinese; Korean
73	City of LA Granada Hills - Knollwood		Spanish	Armenian; Korean; Tagalog
42	City of La Habra Heights			Spanish; Chinese
43	City of LA Harbor Gateway	Spanish		Japanese; Korean; Vietnamese; Tagalog
103	City of LA Hollywood - North		Spanish	Russian; Armenian
104	City of LA Hollywood - South	Spanish		Russian; Armenian; Tagalog
137	City of La Mirada		Spanish	Korean; Tagalog

**Measure A Language Access Requirements:**  
**Isolated Languages by Study Area and Tier**

ID	Study Area Name	TIER 1: Language(s) with Isolation of 15% or greater	TIER 2: Language(s) with Isolation of 5 to 14.99%	TIER 3: Langage(s) with Isolation of 1 - 4.99%
130	City of LA Mission Hills - Panorama City - North Hills	Spanish		Armenian; Tagalog
94	City of LA North Hollywood - Valley Village	Spanish		Russian; Armenian
183	City of LA Northeast Los Angeles - North	Spanish		Chinese; Tagalog
177	City of LA Northeast Los Angeles - South	Spanish	Chinese	
60	City of LA Northridge		Spanish	Chinese; Korean
105	City of LA Palms - Mar Vista - Del Rey		Spanish	Chinese
27	City of La Puente	Spanish		Chinese; Tagalog
95	City of LA Reseda - West Van Nuys	Spanish		Armenian; Persian; Vietnamese; Tagalog
185	City of LA San Pedro / City of LA Port of Los Angeles / Unincorporated La Rambla		Spanish	
84	City of LA Sherman Oaks - Studio City - Toluca Lake - Cahuenga Pass / Unin. Universal City			Spanish; Russian
138	City of LA Silver Lake - Echo Park - Elysian Valley	Spanish		Chinese; Tagalog
119	City of LA South Los Angeles	Spanish		
163	City of LA Southeast Los Angeles	Spanish		
169	City of LA Southeast Los Angeles - North	Spanish		
120	City of LA Sun Valley - La Tuna Canyon	Spanish		Armenian; Tagalog
139	City of LA Sunland - Tujunga - Lake View Terrace - Shadow Hills		Spanish; Armenian	Korean
96	City of LA Sylmar	Spanish		
61	City of LA Valley Glen - North Sherman Oaks	Spanish		Russian; Armenian
44	City of LA Van Nuys - North Sherman Oaks	Spanish		Armenian
106	City of LA Venice			Spanish
159	City of La Verne / Unincorporated La Verne/ Unincorporated Claremont			Spanish; Chinese
107	City of LA West Adams	Spanish		Korean
146	City of LA West Hills - Woodland Hills / Unin.Canoga Park - West Hills			Spanish; Persian
85	City of LA West Los Angeles			Spanish; Persian; Chinese
67	City of LA Westchester - Playa del Rey / City of LA Los Angeles International Airport			Spanish
147	City of LA Westlake	Spanish	Korean	Tagalog
45	City of LA Westwood / Unincorporated Sawtelle VA Center			Persian; Chinese; Korean
121	City of LA Wilmington - Harbor City / City of LA Port of Los Angeles	Spanish		Korean
68	City of LA Wilshire - Koreatown	Spanish; Korean		Tagalog

**Measure A Language Access Requirements:  
Isolated Languages by Study Area and Tier**

ID	Study Area Name	TIER 1: Language(s) with Isolation of 15% or greater	TIER 2: Language(s) with Isolation of 5 to 14.99%	TIER 3: Language(s) with Isolation of 1 - 4.99%
108	City of LA Wilshire - West		Spanish	Persian; Korean
153	City of Lakewood / Unincorporated Lakewood		Spanish	Chinese; Korean; Tagalog
69	City of Lancaster - Eastside		Spanish	
122	City of Lancaster - Westside		Spanish	
74	City of Lawndale	Spanish		Vietnamese
62	City of Lomita		Spanish	Japanese; Korean; Tagalog
97	City of Long Beach Central		Spanish	Tagalog
165	City of Long Beach East / Unincorporated Long Beach			Spanish
123	City of Long Beach North	Spanish		Cambodian
188	City of Long Beach South		Spanish	Cambodian
154	City of Long Beach West	Spanish		Cambodian; Tagalog
109	City of Lynwood/ Unincorporated Lynwood	Spanish		
75	City of Malibu			
178	City of Manhattan Beach			
76	City of Maywood	Spanish		
77	City of Monrovia		Spanish	Chinese
131	City of Montebello	Spanish		Armenian; Chinese
148	City of Monterey Park	Chinese	Spanish	Japanese; Vietnamese
149	City of Norwalk	Spanish		Chinese; Korean; Tagalog
124	City of Palmdale - Eastside / Unincorporated South Antelope Valley	Spanish		
125	City of Palmdale - Westside		Spanish	
46	City of Palos Verdes Estates			Spanish; Chinese; Japanese
140	City of Paramount	Spanish		
132	City of Pasadena - Eastside / Unincorporated Kinneloa Mesa		Spanish	Armenian; Chinese
173	City of Pasadena - Westside		Spanish	Chinese
110	City of Pico Rivera	Spanish		
155	City of Pomona - Northside	Spanish		
150	City of Pomona - Southside	Spanish		Chinese; Vietnamese
170	City of Rancho Palos Verdes			Spanish; Chinese; Japanese; Korean

**Measure A Language Access Requirements:  
Isolated Languages by Study Area and Tier**

ID	Study Area Name	TIER 1: Language(s) with Isolation of 15% or greater	TIER 2: Language(s) with Isolation of 5 to 14.99%	TIER 3: Language(s) with Isolation of 1 - 4.99%
186	City of Redondo Beach			Spanish
2	City of Rolling Hills			Spanish; Chinese; Japanese; Korean
86	City of Rolling Hills Estates / Unincorporated Westfield			Spanish; Chinese; Japanese; Korean
98	City of Rosemead	Chinese	Spanish; Vietnamese	
156	City of San Dimas / Unincorporated San Dimas			Spanish; Chinese
87	City of San Fernando	Spanish		
111	City of San Gabriel	Chinese	Spanish	Vietnamese
8	City of San Marino	Chinese		Spanish
126	City of Santa Fe Springs	Spanish		Korean
182	City of Santa Monica			Spanish; Chinese
112	City of Sierra Madre			Spanish; Chinese
141	City of Signal Hill		Spanish	Cambodian; Tagalog
78	City of South El Monte/ Unincorporated El Monte/ Unincorporated Whittier Narrows	Spanish		Chinese; Vietnamese
88	City of South Gate	Spanish		
89	City of South Pasadena			Spanish; Chinese; Japanese; Korean
28	City of Temple City	Chinese		Spanish; Vietnamese
174	City of Torrance - North			Spanish; Chinese; Japanese; Korean;
181	City of Torrance - South			Spanish; Chinese; Japanese; Korean
3	City of Vernon / Unincorporated Vernon	Spanish		Chinese
133	City of Walnut	Chinese		Spanish; Korean; Vietnamese; Tagalog
160	City of West Covina		Spanish; Chinese	Vietnamese; Tagalog
90	City of West Hollywood		Russian	Spanish
79	City of Westlake Village			
187	City of Whittier		Spanish	
179	Santa Clarita - North		Spanish	
151	Santa Clarita - South		Spanish	
9	Unincorporated Acton/ Unincorporated South Antelope Valley		Spanish	
10	Unincorporated Agua Dulce-Angeles National Forest- Canyon Country			Spanish
47	Unincorporated Altadena		Spanish	Armenian



**Measure A Language Access Requirements:  
Isolated Languages by Study Area and Tier**

ID	Study Area Name	TIER 1: Language(s) with Isolation of 15% or greater	TIER 2: Language(s) with Isolation of 5 to 14.99%	TIER 3: Langage(s) with Isolation of 1 - 4.99%
29	Unincorporated Angeles National Forest		Spanish	
127	Unincorporated Azusa	Spanish		Chinese; Tagalog
50	Unincorporated Bassett-West Puente Valley	Spanish		Chinese; Tagalog
91	Unincorporated Castaic		Spanish	
11	Unincorporated Charter Oak Islands		Spanish	Chinese
12	Unincorporated Compton		Spanish	
5	Unincorporated Covina Islands	Spanish		Chinese
4	Unincorporated Covina-San Dimas		Chinese	Spanish; Gujarati
13	Unincorporated Del Aire	Spanish		Arabic
70	Unincorporated East Los Angeles - Northwest	Spanish		
30	Unincorporated East Los Angeles - Southeast	Spanish		
31	Unincorporated East Rancho Dominguez	Spanish		
32	Unincorporated East San Gabriel/ Unincorporated Arcadia	Chinese	Spanish	Vietnamese
80	Unincorporated Florence-Firestone	Spanish		
99	Unincorporated Hacienda Heights-Whittier		Spanish; Chinese	Korean
34	Unincorporated Hawthorne/ Unincorporated Alondra Park		Spanish; Vietnamese	Chinese; Tagalog
14	Unincorporated La Crescenta - Montrose		Korean	Spanish; Armenian
48	Unincorporated Ladera Heights / View Park - Windsor Hills			Spanish
35	Unincorporated Lake Los Angeles/ Unin. Pearlblossom/ 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		



LOS ANGELES COUNTY  
REGIONAL PARK AND  
OPEN SPACE DISTRICT

MEASURE  
**A**

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