Measure A Annual Allocations
Development Checklist

UNDER CONSTRUCTION

AA WORK PLAN

- ☁ ☐ Proof of Land Tenure or Access
- ☁ ☐ Grant Boundary Map with Site Plan (and Assessor ID Numbers if applicable)
- ☁ ☐ Design Documents (if applicable)
- 📁 ☁ ☐ Project Photos
- ☁ ☐ Community Engagement Plan
- ☁ ☐ [Funding Acknowledgment Plan](#)

NOTICE TO PROCEED (NTP) ISSUED (RPOSD)

- » ☐ Preliminary Site Inspection

IMPLEMENTATION - DEVELOPMENT

- **The DR must be uploaded within 6 months of issuance of NTP or Grant Execution.**
- **If applicable, the AAGA must be uploaded within 6 months of issuance of NTP or Grant Execution.**
- **Project expenses will not be reimbursed until submission.**

- 📁 ☁ ☐ Deed Restriction (DR)
- 📁 ☁ ☐ Assignment & Assumption Agreement (AAGA)

ONGOING

- 📁 SUBMIT ☐ Grant Status Update
- 📁 SUBMIT ☐ Grant Status Photos

CLOSEOUT REQUIREMENTS

- » ☐ Final Site Inspection
- SUBMIT ☐ Final Report
- 📁 ☁ ☐ Completed Project Photos
- » ☁ ☐ Completed Funding Acknowledgment (Signage Installation)
- » ☁ ☐ Update [LA Parks Portal](#) *(if project is new or if new amenities have been added to existing park)*
- SUBMIT ☁ ☐ Final Claim & Support Documents in [GMS](#)

RPOSD may request and require additional information if necessary.

SUBMIT GMS Form 📁 RPOSD Template » Action Required ☁ Required document upload in GMS by grantee

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