



# **Measure A**

## **Annual Allocation Work Plan**

### **Virtual Meeting**

Los Angeles County  
Regional Park and Open Space District

# Annual Allocation Work Plan



## Agenda

- Work Plan Background
- Grants Management System Work Plan Overview
- NTP Sample
- Checklist Overview (by Project Type)
- Q&A

**Land Access/Tenure**

Please note that if the answer is Yes the applicant must provide proof in supporting documents section below. If the answer is NO the applicant must provide written consent or other documentation to develop project. Examples of documentation include, but are not limited to, lease agreement, Memorandum of Understanding (MOU) or other documentation from the landowner agreeing to the proposed project.

Is your agency the landowner of the proposed project location(s)?

Will your agency be responsible for the long term grant obligations?

If your Agency will not be responsible for the long-term grant obligations, please explain. Note: An Assignment and Assumption of Grant Agreement (AAGA) will be required.

Who is the landowner?

Landowner Contact's name and email

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**Reporting Requirements**

Visit the [Park Investment Map Viewer](#) to answer the questions in this section.

Supervisorial District\*

Please press Ctrl + Click to select multiple items

**Park ID Required for Existing Facilities**

Park ID\*

CPAD Unit ID. If no CPAD Unit ID, write 'N/A'

Study Area\*

Please press Ctrl + Click to select multiple items

Level of Need\*

# Annual Allocation Work Plan



## Background

The Annual Allocation Work Plan (AA Work Plan) was created to replace the traditional application process RPOSD has been using to approve grant funding for park projects in its Grants Management System (GMS).

The AA Work Plan will streamline the approval process so you can start your projects faster.

RPOSD will issue a Notice to Proceed to your agency for approved work plans, which is the green light to begin incurring reimbursable project costs on your park project.

**Instructions**  
*Project Details Form*

**REMEMBER: Save your progress often! The "Save" button is on the top right of this page.**

Enter your data onto this form by answering the questions below. When you have completed your entry for each open field, select "Save".

To resume editing after saving your work, select "Edit" at the top of the screen.

Please note the identified character limits of each response field. **Spaces and punctuation marks count towards the character limit.** The system will not alert applicants when the maximum characters have been exceeded. Responses over the character limits must be manually corrected in order to be successfully saved.

For further assistance when completing this form, select "Help" located on the upper left of this page.

When you have completed the entire form, be sure to "Mark as Complete".

[Click here for the Measure A Grants Administration Manual](#)

**Required Fields:**

Fields marked with a red asterisk(\*) are required. You will not be able to save the form without entering data into these fields.

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**Project Description**

**Grant Project Title\***   
50-character limit. Please note that characters include spaces and punctuation.

2 to 3 sentences summarizing the proposed project. The sentences should be concise and allow for a clear understanding of the proposed project.

**Scope of Work\***   
750-character limit. Please note that characters include spaces and punctuation.

**Project Type\***   
Choose your project type

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**Project Location Information**

Enter information for all locations associated with the proposed project. Contact RPOSD if project consists of 6 or more locations. **REMEMBER:** Organizations are required to update the LA Parks Portal on an annual basis.

**Location Name\***   
ie. park name, open space name, etc. Must enter a name. Actual or potential

**Physical Location**   
eg. 1000 S. Fremont Ave. Alhambra, CA 91803. If no physical address, input Latitude and Longitude

**AIN FOR ACQUISITION ONLY**

**Assessor's Identification Number (AIN)\***   
For assistance in finding the AIN number please visit the [Los Angeles County Assessor Portal](#).

**Are additional locations part of this project?**

# Annual Allocation Work Plan



## Background

The AA Work Plan only has five areas:

- (1.) General Information
- (2.) Project Details
- (3.) Budget
- (4.) Community Outreach & Engagement and
- (5.) Supporting Documents

Additional enhancements to the AA Work Plan environment are expected when RPOSD replaces the current Grants Management System.

 **Application**

Application: 10230 - Test Development

Program Area: Measure A

Funding Opportunities: 09522 - Annual Allocation Work Plan

Application Deadline: Final Application Deadline not Applicable

**Instructions**

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

Application Forms		Application Details   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited	
General Information	✓	08/09/2024	
Agency Information	✓	08/09/2024	
Project Details	✓	08/09/2024	
Work Plan Budget	✓	08/09/2024	
Community Outreach and Engagement	✓	08/09/2024	
Supporting Documents		08/12/2024	

# Annual Allocation Work Plan



## Grants Management System Work Plan Overview

Overview of the environment in the GMS and the five areas of the AA Work Plan.

**Instructions**  
[View Plan Booklet](#)  
**REMINDER: Save your progress often! The "Save" button is on the top right of this page.**  
**Budget should include all funding for the project regardless of funding source.**  
To enter your data in this form, select **ADD** at the top of each section. When you have completed your entry for this form, select "Save".  
Please note the identified character limits of each response field. **Spaces and punctuation marks count towards the character limit.** The system will not alert applicants when the maximum characters have been exceeded. Responses over the character limits must be manually corrected in order to be successfully saved.  
For further assistance when completing this form, select "Help" located on the upper left of this page.  
When you have completed the entire form, be sure to "Mark as Complete".  
[Click here for the Measure A Grants Administration Manual](#)  
**Required Fields:**  
Provide a concise description of the **DELIVERABLES** of each line item.

Soft Costs - RPOSD Funding					<a href="#">Go to Application Forms</a>   <a href="#">Add</a>
Deliverables	Completion Date	Funding Source	Study Area	RPOSD Funding Amount	
edmon		County Priority Project SD 5	Bradbury / UI Bradbury - 7	\$0.00	

**Hard Costs - RPOSD Funding** [Add](#)

Deliverables	Completion Date	Funding Source	Study Area	RPOSD Funding Amount	
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**Soft Costs - Other Funding** [Add](#)

Deliverables	Completion Date	Funding Source	Study Area	Other Funding Amount	
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**Hard Costs - Other Funding** [Add](#)

Deliverables	Completion Date	Funding Source	Study Area	Other Funding Amount	
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**Total Costs**

Total RPOSD Soft Costs	\$0.00
RPOSD Soft Costs Percentage	0
Total RPOSD Hard Costs	\$0.00
RPOSD Hard Costs Percentage	0
Total RPOSD Amount	\$0.00
Total Other Amount	\$0.00
Total Project Cost	\$0.00



## Grants Management System Work Plan Overview, cont'd.

Overview of the environment in the GMS and the five areas of the AA Work Plan.

# Annual Allocation Work Plan



## NTP Sample



**LOS ANGELES COUNTY  
REGIONAL PARK AND  
OPEN SPACE DISTRICT**

Director

NORMA E. GARCÍA-GONZÁLEZ

District Administrator

CHRISTINA ANGELES, ESQ.



BOARD OF DIRECTORS

Hilda L. Solis  
Holly J. Mitchell  
Lindsey P. Horvath  
Janice Hahn  
Kathryn Barger

Date

Grantee Name  
Grantee Address  
City State ZIP

### NOTICE TO PROCEED

(ENTER NAME OF ANNUAL ALLOCATION PROJECT)  
AGREEMENT NO. (ENTER NUMBER)  
NTP NO. (ENTER NUMBER)  
STUDY AREA NO. (ENTER NUMBER)

This Notice to Proceed ("NTP"), a subordinate agreement executed wholly within and subject to the provisions of Agreement No. \_\_\_\_\_ (Enter Number), dated (Enter Date) ("Agreement"), confirms approval of your Annual Allocations Project, as described in your Work Plan dated (Enter Date), for the project described as (Enter Project) ("Project").

1. Scope of Work
2. NTP Performance Period

This Project shall be completed by the NTP Performance Period (Enter Date).

3. Grant Amount

The total maximum amount RPOSD will reimburse Grantee for this Project is (Enter Amount), including related reimbursable expenses as specified. Any items where cost estimates exceed the approved budget, require prior written authorization from RPOSD.

1000 S. Fremont Avenue, Unit #40, Building A-9 East, Ground Floor, Alhambra, CA 91803  
(626) 588-5060 • RPOSD.LACOUNTY.GOV • INFO@RPOSD.LACOUNTY.GOV

Notice to Proceed  
August 29, 2024  
Page 2

### 4. Reimbursement

- a. Grantee must complete all required deliverables identified in the attached Work Plan.
- b. The total reimbursement from RPOSD for all deliverables may not exceed Grant Amount, identified in the Grant Amount.
- c. Ensure NTP NO. (Enter Number) appears on invoices submitted to RPOSD for purposes of reimbursement.

All terms of the Agreement which authorize this NTP, will remain in full force and effect. The terms of the Agreement will govern and take precedence over any conflicting terms or conditions in this NTP. This NTP must be in compliance with the terms and conditions of the Agreement to be valid or binding.

At Grantee's written request, this NTP may be amended subject to RPOSD's sole discretion and prior approval. Amendments are to be limited to modifications of the Performance Period, Scope of Work, or Grant Amount.

APPROVED BY:

\_\_\_\_\_  
RPOSD Representative Signature

\_\_\_\_\_  
RPOSD Representative (Name and Title)

Date: \_\_\_\_\_



**LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**

1000 S. Fremont Avenue, Unit #40, Building A-9 East, Ground Floor, Alhambra, CA 91803  
(626) 588-5060 • RPOSD.LACOUNTY.GOV • INFO@RPOSD.LACOUNTY.GOV

# Annual Allocation Work Plan



## Checklist Overview

Three checklists have been created to assist you with the required supporting documents that need to be uploaded into the Supporting Documents area of the GMS as part of your AA Work Plan, depending on your project type:

- Planning and Design
- Acquisition
- Development

A link is available to the three checklists in the Supporting Documents area of the AA Work Plan.

**Instructions**

**Supporting Documents**

**REMINDER: Save your progress often! The "Save" button is on the top right of this page.**

Enter your data onto this form by selecting the **ADD** button in each section to add supporting documents such as a resolution, proof of ownership, maps, and other items required by the administration of your grant. When you have completed your entry for each open field, select "Save".

Please note the identified character limits of each response field. **Spaces and punctuation marks count towards the character limit.** The system will not alert applicants when the maximum characters have been exceeded. Responses over the character limits must be manually corrected in order to be successfully saved.

When you have completed the entire form, be sure to "Mark as Complete".

For further assistance when filling this form, select "Help" located on the upper left of this page.

**Required Fields:**

For guidance on what documents are required in each section click below for the Supporting Documents Checklists:

[Click here for the Application Checklists and Forms](#)

[Click here for the Measure A Grants Administration Manual](#)

Provide a concise **DESCRIPTION** of the document

Documents should be uploaded as a single file when possible (PDF, Excel, and Word are accepted file formats)

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**Notice to Proceed** [Mark as Complete](#) | [Go to Application Forms](#) | [Add](#)

**RPOSD USE ONLY**

Description	Date of Document	Attachment	Comments
test			

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**Annual Allocation (AA) Work Plan** [Add](#)

Description	Date of Document	Attachment	Comments
test			

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**Implementation** [Add](#)

Description	Date of Document	Attachment	Comments
test			

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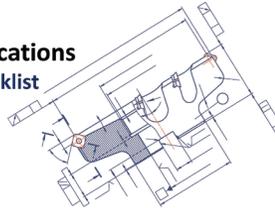
**Closeout Requirements** [Add](#)

Description	Date of Document	Attachment	Comments
test			

# Annual Allocation Work Plan



## Measure A Annual Allocations Planning & Design Checklist



### AA WORK PLAN

- Location Map (Assessor Identification Numbers (AIN's) (if applicable))
- Site Plan (if applicable)
- Project Photos
- Community Engagement Plan
- Funding Acknowledgement Plan

### NOTICE TO PROCEED (NTP) ISSUED (RPOSD)

- »  Preliminary Site Inspection (if applicable)

### ONGOING

- Status Reports

### CLOSEOUT REQUIREMENTS

- Final Report
- Final Deliverables (Per Scope & Work Plan)
- »  Completed Funding Acknowledgement
- Final Claim & Support Documents in GMS

RPOSD may request and require additional information if necessary.

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

July 2024



## Measure A Annual Allocations Acquisition Checklist



### AA WORK PLAN

- Grant Boundary Map with Assessor Identification Numbers (AIN's)
- Project Photos
- Funding Acknowledgement

### NOTICE TO PROCEED (NTP) ISSUED (RPOSD)

- Preliminary Site Inspection

### IMPLEMENTATION

- Status Reports

### ACQUISITION DOCUMENTATION

Required at least 30 days prior to requested deposit date  
Escrow company must have an LA County vendor id

- Appraisal Report
- Purchase Agreement
- Escrow Instructions
- Preliminary Title Report
- Disclosure Form
- Estimated Buyers Statement
- Escrow Memo

Must be uploaded within 90 days of Close of Escrow

- Deed Restriction
- Grant Deed
- Closing Escrow Statement
- Policy of Title Insurance

### CLOSEOUT REQUIREMENTS

- Final Report
- Project Photos
- Completed Funding Acknowledgment (Signage Installation)
- Update Park Portal
- Final Claim Submitted with back-up documents

- Eminent Domain projects only*
- Eminent Domain Documents
  - Final Relocation Report

add disclaimer

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

July 2024



## Measure A Annual Allocations Development Checklist



### 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 Acknowledgement

### 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
- Assignment & Assumption Agreement (AAGA)

### ONGOING

- Grant Status Update
- Grant Status Photos

### CLOSEOUT REQUIREMENTS

- »  Final Site Inspection
- Final Report
- Completed Project Photos
- »  Completed Funding Acknowledgment (Signage Installation)
- »  Update Park Portal (if project is new or if new amenities have been added to existing park)
- Final Claim & Support Documents in GMS

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

July 2024

# Annual Allocation Work Plan



**Questions?**

