



Technical Assistance Program



Allocation Guidelines
2025

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Technical Assistance Program Allocation Guidelines – 2025

I. INTRODUCTION

The Los Angeles County Regional Park and Open Space District (RPOSD) administers the Safe, Clean Neighborhood Parks and Beaches Measure (Measure A), which provides permanent, dedicated annual funding for the creation, improvement, and maintenance of parks, recreational facilities, and open space across Los Angeles County. Measure A was approved by 75% of voters and is funded through a parcel tax on real property in the County.

To ensure equitable access to Measure A resources, RPOSD created the Technical Assistance Program (TAP). TAP is designed to reduce barriers for entities located in High and Very High Need Study Areas, as defined in the 2016 Los Angeles Countywide Comprehensive Park and Recreation Needs Assessment (Park Needs Assessment). A full list of eligible entities by Study Area is included in the Appendix. TAP provides financial and professional support to help eligible entities plan, secure, and implement park projects that expand access to open space, particularly in communities with the greatest need. See link at: [Parks Needs Assessment – County of Los Angeles \(lacounty.org/parks-needs-assessment\)](https://lacounty.org/parks-needs-assessment)

These 2025 Allocation Guidelines (Guidelines) outline the policies, eligibility criteria, funding opportunities, and procedural requirements for the 2025 TAP cycle. They are intended to support eligible grantees throughout the full lifecycle of a project—from concept development and acquisition through design, construction, and closeout. These Guidelines aim to be comprehensive; however, all final eligibility and funding determinations are made at the discretion of RPOSD.

The creation of new parkland in High and Very High Need communities is essential to achieving park equity across Los Angeles County. In many neighborhoods, the absence of accessible green space continues to limit opportunities for health, connection, and quality of life. While the process of creating new parks can be complex, RPOSD is committed to supporting eligible entities through TAP and other Measure A programs. These investments in planning, partnerships, and implementation are vital to building a greener, healthier, and more inclusive Los Angeles County for generations to come.

A full list of terms and definitions used throughout the Guidelines can be found in the Appendix. For questions or assistance, please contact the TAP team at TAP@rposd.lacounty.gov.



II. TECHNICAL ASSISTANCE PROGRAM GOALS

Technical Assistance Program funds work to eliminate the barriers to creating new parkland in High Need and Very High Need Areas. RPOSD does this by:

1. **Advancing Park Equity:** Direct resources to High and Very High Need Study Areas to support the planning, acquisition, and development of new, publicly accessible, and protected parkland.
2. **Promoting Access to Information:** Ensure that all eligible entities are well-informed and supported in navigating Measure A resources, including TAP allocations, competitive grant opportunities, annual allocations, and maintenance and servicing funds.
3. **Leveraging Funding:** Maximize the impact of Measure A by supporting technical assistance that enables the successful pursuit and administration of additional funding sources.
4. **Fostering Collaboration:** Facilitate partnerships between eligible government agencies and nonprofit organizations to promote innovation, shared learning, and project success.
5. **Delivering Tangible Results:** Prioritize projects that will lead to the completion of new parkland, generating meaningful and measurable benefits for communities with the greatest need.

III. AVAILABLE FUNDING TYPES

A total of **\$6,400,000** is allocated in TAP funding to two different categories. Eligible Entities must use these funds for eligible TAP activities located within High or Very High Need Study Areas. The administration of all TAP funds must conform to the policies, procedures, and requirements herein and in accordance with the **RPOSD Grants Administration Manual (GAM)**. All reimbursements, documentation, and project compliance will be reviewed according to the GAM.

A. DIRECT TAP ALLOCATION FUND - \$5,150,000

1. Overview

The Direct TAP Allocation Fund provides dedicated, non-competitive technical assistance funding to jurisdictions located in High and Very High Need Study Areas. These funds are intended to support eligible activities that advance new parkland.

2. Funding Limits

A total of **\$5,150,000** is allocated for Direct TAP Allocations in 2025:

- Very High Need Study Areas: \$150,000 each (total: \$2,250,000)
- High Need Study Areas: \$100,000 each (total: \$1,200,000)
- City of Los Angeles: \$700,000
- County of Los Angeles: \$700,000
- City of Long Beach: \$300,000

3. Eligibility and Access

Each eligible entity may access its allocation by submitting a TAP Request Form describing the project scope and funding needs. See Appendix 4 for the TAP Request Form.

- A project may be site-specific or early-stage planning. The full requirements of each project can be reviewed in Appendix 1: Project Eligibility Checklist.
- Multiple project scopes may be submitted under the same allocation.
- Funds are accessed on a rolling basis but must be encumbered before the funding deadline of August 31, 2027. Unencumbered balances as of September 1, 2027, may be reallocated at RPOSD's sole discretion. Funds are only encumbered through the issuance of a Notice to Proceed (NTP) from RPOSD.

4. Use of Funds

Funds may be used for planning, acquisition, and non-capital development activities that support the creation of new parkland in eligible areas. See Appendix 2 for a list of eligible uses.

5. Key Deadlines

- Allocation available until August 31, 2027
- Performance Period: Up to 2 years from issuance of the Notice to Proceed (NTP)
- Close-out Deadline: No later than 12 months after performance period

6. How to Apply

Submit a TAP Request Form for review and eligibility screening. Upon approval, TAP Entity will apply via GMS. RPOSD will issue a Notice to Proceed (NTP), after which project expenses can be incurred and eligible expenses reimbursed.

B. PARTNERSHIP ALLOCATION - \$1,250,000

1. Overview

The Partnership Allocation provides additional non-competitive technical assistance funding for entities that collaborate with an eligible nonprofit organization or conservation corps. Like the Direct Allocation, these funds support planning, acquisition, and early development efforts for new or expanded publicly accessible parkland—but are only available when the work is delivered through a documented, eligible partnership. Funds may be used for separate or related Direct Allocation efforts and are *awarded on a first-come, first-served basis*, subject to funding availability.

2. Funding Limits

A total of \$1,250,000 is available through the Partnership Allocation:

- Up to \$125,000 per eligible entity, with a minimum request of \$50,000.
- Entities may submit multiple requests but may not exceed the cap.

3. Eligibility and Access

To access Partnership Allocation funding, the following conditions must be met:

- The eligible entity must partner with an eligible nonprofit organization or conservation corps (Partner).
- The partnership must be formalized through an MOU, contract, or similar formal document that is countersigned by both parties and includes:
 - Scope, budget, and timeline
 - Roles and responsibilities
- A project may be site-specific or early-stage planning. The full requirements of each project can be reviewed in Appendix 1: Project Eligibility Checklist.

4. Use of Funds

- Partnership Allocation funds may be used for the same eligible purposes as the Direct Allocation. See Appendix 2 for eligible uses.
- At least 90% of the total Partnership Allocation must go to Partner.
- No more than 12% of the total grant amount may be utilized by grantee and/or partner for indirect expenses. Indirect expenses are defined in the GAM. Grantee and partner must determine the allocation of the indirect expenses for each entity.
- TAP entities may only contract with nonprofit organizations who 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
- RPOSD, at its sole discretion, may require additional support documentation to validate the nonprofit's mission and status if the nonprofit is not already registered with RPOSD.

5. Key Deadlines

- Allocation available until August 31, 2027, or until funds are exhausted
- Performance Period: Up to 2 years from issuance of the NTP
- Close-Out Deadline: No later than 12 months after performance period

6. How to Apply

Submit a **TAP Request Form**, selecting "Partnership Allocation" as the funding category. TAP entity will apply via GMS and upload the required partnership documentation. RPOSD will review the request and, if approved, issue an NTP.

IV. CONCLUSION

TAP is a vital tool in advancing park equity and addressing historic gaps in access to parks and open space across Los Angeles County. Through planning support, strategic partnerships, and dedicated resources, TAP empowers communities in High and Very High Need Study Areas to overcome barriers and bring transformative park projects to life. RPOSD encourages eligible entities to use these Guidelines as a roadmap for engaging with the TAP, and to reach out early in the process for support and collaboration. For additional questions, please contact the TAP team at **TAP@rposd.lacounty.gov**.



APPENDIX 1

Project Eligibility Checklist



Technical Assistance Program 2025 Allocation Guidelines Project Eligibility Checklist



To qualify for TAP funding, a project must fall under one of the two categories below:

A. Site-Specific Projects

Site-Specific Projects involve a clearly identified parcel—or set of parcels—with the objective of creating new parkland. To be eligible under this category, a project must meet all of the following criteria:

- ☐ The project must work toward the creation of a new public park or the expansion of an existing park through meaningful, measurable additions in acreage, or by establishing new connections to communities that have historically faced significant physical barriers to access (e.g., freeways, hillsides, walls, or flood channels). Minor additions or cosmetic improvements that do not substantially increase the park's reach or footprint are not eligible.
- ☐ The project site must not currently appear in RPOSD's LA Parks Portal inventory or otherwise recognizable as an existing public park or open space. Land previously acquired or developed with RPOSD grant funds does not qualify.
- ☐ The land must be eligible for long-term public use protection through a deed restriction or an Assignment and Assumption of Grant Agreement (AAGA), in accordance with RPOSD grant requirements.

B. Early-Stage Planning Projects

Early-Stage Planning projects lay the groundwork for future park development but are **not yet tied to a specific site**. These projects help eligible entities identify opportunities, evaluate feasibility, engage the community, and build readiness for future park creation. To be eligible under this category, the proposed work must meet all of the following criteria:

- ☐ Supports the identification, planning, acquisition or future development of a new public park or the significant expansion of an existing one by establishing new connections to communities that previously faced significant physical barriers to access (e.g., freeways, hillsides, walls, or flood channels). Minor additions or cosmetic improvements that do not substantially increase the park's reach or footprint do not qualify.
- ☐ The potential project site(s) included in the project are not currently listed in RPOSD's LA Parks Portal inventory or otherwise recognizable as an existing public park or open space. Acquired or developed land included in prior RPOSD grant agreements does not qualify.
- ☐ Demonstrates a reasonable pathway to identifying one or more sites that could be protected through a deed restriction or AAGA in the future.

Projects that do not meet these criteria—such as general planning efforts without a connection to new parkland creation or work on sites that cannot be permanently protected—are not eligible for TAP funding. For examples of eligible project types, refer to Appendix 2 in the Guidelines.

APPENDIX 2

Eligible and Ineligible Uses of TAP Funds



Eligible Use of TAP Funds

Early-Stage Planning

- Community engagement and visioning
- Project scoping and partnership development
- Parkland opportunity mapping
- Land inventory and site identification
- Equity-focused outreach and needs assessment

Feasibility & Due Diligence

- Feasibility studies/ site readiness assessment
- Environmental studies (e.g., CEQA, Phase I/II)
- Soils or hydrology reports
- Biological, cultural, or habitat assessments
- Title review or appraisal

Acquisition

- Purchase of land, including but not limited to escrow, title, or closing support
- Acquisition/ due diligence

Design

- Conceptual or schematic design
- Preliminary site layout / design alternatives
- Design refinement with community input
- Landscape design/ plant palette development
- Green infrastructure or stormwater integration
- Community engagement

Development Support (Pre-Construction)

- Permitting / entitlement support
- Cost estimation and phasing plan
- Bid package preparation
- Project management or owner's rep services
- Construction management planning (non-capital)

Construction (Non-Capital Support Only)

- Technical assistance related to Measure A compliance
- Construction timeline/ readiness support
- Site coordination or inspection support





Ineligible Use of TAP Funds

TAP funds may only be used for eligible planning, acquisition, and development activities that lead to the creation or expansion of publicly accessible parkland in High or Very High Need Study Areas. The following costs and activities are not eligible for reimbursement under any TAP funding category and are in addition to the costs outlined in the Grants Administration Manual:

1. Work on park sites that are not intended for long-term public access.
2. Improvements to existing parks that do not result in a net increase in park acreage or accessibility.
3. Projects on land that cannot be protected through a deed restriction or Assignment and Assumption of Grant Agreement (AAGA).
4. Projects located outside of High or Very High Need Study Areas.
5. Travel, lodging, or per diem costs.
6. Food, beverages, or hospitality expenses, unless pre-approved for community outreach and engagement.
7. Deficits, overdrafts, late fees, or other costs incurred due to poor financial management.
8. Legal services, including but not limited to services related to litigation, mitigation, or eminent domain.
9. Relocation assistance or settlement costs.
10. Mitigation-related requirements under CEQA or other regulatory frameworks such as the Park Preservation Act.
11. Cost recovery or internal billing mechanisms intended to offset the Eligible Entity's own operational or personnel expenses.
12. Staff time for employees of the Eligible Entity who are managing or overseeing the TAP project. Staff time is only allowed for other departments within the jurisdiction that will provide necessary services for the completion of the TAP project (Public Works, Real Estate Division, etc.) and can provide clear billing directly related to TAP project.
13. Administrative overhead not directly tied to an eligible TAP project.
14. Costs reimbursed by another funding source (i.e., no double-dipping).
15. Work performed before the Notice to Proceed (NTP) is issued, or after performance period.
16. Fundraising or lobbying activities.
17. Costs inconsistent with the RPOSD Displacement Avoidance Policy.
18. Work on parcels already funded through Proposition A or Measure A.
19. Any other cost deemed ineligible at the sole discretion of RPOSD.
20. Insurance unrelated to the project.
21. Any capital construction or improvement to real property.



LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT



APPENDIX 3

Eligible Entity List by Study Area

Eligible Study Areas for TAP Allocations

CITIES IN LA COUNTY

Very High Need

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

City of Long Beach

Long Beach West

City of Los Angeles

Boyle Heights
 Canoga Park
 Central City
 Exposition Park- University Park
 Hollywood South
 Mission Hills
 North Hollywood
 Palms-Mar Vista
 South Los Angeles
 Southeast LA-North
 Southeast Los Angeles
 Van Nuys- North Sherman Oaks
 Venice
 West Adams
 Westlake
 Westwood-Veterans Center

High Need

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

Long Beach North
 Long Beach South

Arleta- Pacoima
 Baldwin Hills - Leimert Hills
 Central City- North
 Harbor Gateway
 Northridge
 Reseda-West Van Nuys
 Sun Valley- La Tuna Canyon
 Valley Glen
 West LA
 Westchester-Playa del Rey/LAX
 Wilshire
 Wilshire West

LA COUNTY UNINCORPORATED AREAS

Very High Need

Bassett - West Puente Valley
 East Los Angeles - Northwest
 East Los Angeles - Southwest
 East Rancho Dominguez
 East San Gabriel -Arcadia
 Florence- Firestone
 Hawthorne
 Lennox
 Walnut Park
 West Athens
 West Carson

High Need

Charter Oak Islands
 Del Aire
 Willowbrook

To learn more about how Study Areas are designated and how Park Needs are measured, please refer to the *Los Angeles Countywide Comprehensive Parks and Recreation Needs Assessment (PNA)* conducted in 2016.

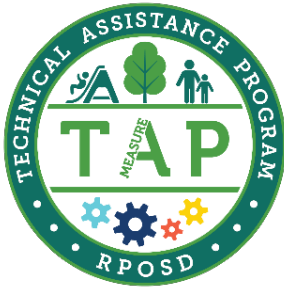


LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT



APPENDIX 4

TAP Request Form



Technical Assistance Program TAP Request Form 2025 TAP Allocation Cycle

Instructions: Submit this form to tap@rposd.lacounty.gov to request TAP funding.

Date	
Name of Eligible Entity	
Primary Contact Name	
Title	
E-mail	
Phone number	

1) Funding Type Requested (select one)

- ☐ Direct Allocation
- ☐ Partnership Allocation
- Proposed partner _____

2) Project Type (select one)

- ☐ Site-Specific Project – tied to a known parcel that will result in new or expanded parkland
- ☐ New Park
- ☐ Expansion of existing
- ☐ Early-Stage Planning Project – not yet tied to a specific site, but supports park creation

3) Total Fund Request

\$ _____

4) Project Overview

- Proposed Project Name:

- Brief Project Summary (2-3 Sentences)

5) Project Location (if site-specific)

- Address/Approximate Location: _____
- APN #(s): _____
- Ownership Status:

☐ Owned by Eligible Entity

☐ Owned by Other Jurisdiction

If owned by other jurisdiction, list entities and process for establishing an agreement:

☐ Privately owned

☐ Long Term Lease Agreement with Eligible Entity as Lessee

If under a lease agreement, when does the lease currently expire?

What is the eligible entity's plan to renew the lease?

☐ Unknown

☐ Other _____

- Current Use of Property: _____

6) Project Eligibility Checklist

Project works to create a new public park or significantly expand the acreage and accessibility of an existing park

Project is located within a High or Very High Need Study Area

Project site is not already listed in RPOSD's LA Parks Portal or otherwise recognizable as an existing public park or open space

Land is eligible for long-term public use protection through a deed restriction or Assignment and Assumption of Grant Agreement (AAGA), consistent with RPOSD grant requirements

7) TAP Services Requested (Check all that apply)

☐ A. Early-Stage Planning

☐ Community engagement and visioning

☐ Project scoping and partnership development

☐ Parkland opportunity mapping

☐ Land inventory and site identification

☐ Equity-focused outreach and needs assessment

☐ Other (please specify): _____

☐ B. Feasibility & Due Diligence

- ☐ Feasibility studies / site readiness assessment
- ☐ Environmental studies (e.g., CEQA, Phase I/II)
- ☐ Soils or hydrology reports
- ☐ Biological, cultural, or habitat assessments
- ☐ Title review or appraisal
- ☐ Other (please specify): _____

☐ C. Acquisition

- ☐ Purchase of land but limited to: escrow, title, or closing support
- ☐ Acquisition/ due diligence
- ☐ Other (please specify): _____

☐ D. Design

- ☐ Conceptual or schematic design
- ☐ Preliminary site layout / design alternatives
- ☐ Design refinement with community input
- ☐ Landscape design / plant palette development
- ☐ Green infrastructure or stormwater integration
- ☐ Community engagement
- ☐ Other (please specify): _____

☐ E. Development Support (Pre-Construction)

- ☐ Permitting / entitlement support
- ☐ Cost estimation and phasing plan
- ☐ Bid package preparation
- ☐ Project management or owner's rep services
- ☐ Construction management planning (non-capital)
- ☐ Other (please specify): _____

☐ F. Construction (Non-Capital Support Only)

- ☐ Technical assistance related to Measure A compliance
- ☐ Construction timeline / readiness support
- ☐ Site coordination or inspection support
- ☐ Other (please specify): _____

8) Deliverables, Timeline, and Budget

For each TAP service requested, please complete the table below by identifying:

- The specific deliverable (e.g., feasibility report, concept plan, community engagement summary)
- The anticipated timeline (e.g., Q1 2026 or July–Sept 2026)
- The estimated consultant cost (including any subcontracted work)

Note: All consultant costs must be eligible under the TAP Allocation Guidelines and comply with the RPOSD GAM. TAP does not reimburse for ineligible uses or indirect overhead not directly tied to project execution.

#	TAP Service	Deliverable	Timeline	Consultant Cost
1				
2				
3				
4				
5				

9) Project Summary

Please respond briefly (2-3 sentences) to each of the following prompts to help RPOSD understand the purpose and context of your proposed TAP project:

1. Describe the project in more detail and how does this TAP request advance this project at this stage?

2. Are there any known constraints or challenges that may impact project progress?

3. What is the long-term outcome or next steps after this phase of TAP-funded work is complete?

4. What additional technical support, funding, or in-kind support would strengthen or accelerate this project?



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