ATTACHMENT C

Recreation Access

MEASURE A COMPETITIVE GRANT PROGRAM

IN COLLABORATION WITH

Metro

Guidelines

July 2022

This page is intentionally blank.

CONTENTS

Introduction 4

Two Competitive Grant Programs in One Document 6

RPOSD'S PROGRAM 6

METRO'S PROGRAM 6

Measure A Recreation Access Program Guidelines 7

PROGRAM DESCRIPTION 7

Available Funding 7

Program Award Size and Timeframe 7

Program Eligibility 7

APPLICATION SUBMISSION RULES 8

Application Filing Period 8

Grants Management System Registration and Eligibility 8

Types of Eligible Applicants 9

Additional Registration Requirements 9

QUESTIONS FROM ELIGIBLE APPLICANTS 10

APPLICATION PROCESS 10

APPLICATION QUESTIONS FOR NEW PROGRAMS 13

APPLICATION QUESTIONS FOR EXISTING PROGRAMS 14

COMMUNITY OUTREACH AND ENGAGEMENT 16

Minimum Outreach and Engagement Requirements 18

Language Access Requirements for Community Outreach and Engagement 19

PROJECT BUDGETING 20

Overhead/Indirect Costs 21

Accounting Rules for In-House Employee Services (ELIGIBLE Applicant Labor) 21

PROGRAM EVALUATION 22

Grant Program Timeline (Application to Award) 22
Review Process 23
Evaluation Criteria 23
Scoring Rubric for New Programs 23
Scoring Rubric for Existing Programs 26
Recreational Access Competitive Grant Program Guidelines for Metro Funding 29
PROGRAM DESCRIPTION 29
Available Funding 29
Program Award Size 29
ELIGIBLE ACTIVITIES 30
Funding Limitations 30
APPLICATION SUBMISSION RULES 30
Application Filing Period 30
Grants Management System Registration and Eligibility 31
Eligible Applicants 31
Questions from Eligible Applicants 31
LOCAL MATCH 31
COVID-19 REQUIREMENTS 31
COMMUNITY-BASED ORGANIZATION PARTNERSHIP 32
APPLICATION QUESTIONS 32
PROPOSAL EVALUATION 36
Eligibility Screening 36
Evaluation Criteria 36
Definitions 38

APPENDIX

Appendix A: Language Access Requirements for Community Outreach and Engagement

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 of 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 makes funding available to eligible applicants (Eligible Applicants) for projects that repair and upgrade parks and recreational facilities; create new parks; preserve and protect open spaces and beaches; and support recreational programming.

These guidelines are for the 2022 Recreation Access Competitive Grant Program grant cycle and reflect a collaboration with the Los Angeles County Metropolitan Transportation Authority (Metro) to meet the directives of both our Boards as well as leverage our separate funding sources to begin to meet the needs of our communities in accessing parks and recreational amenities. The guidelines will provide a better understanding of the application process and evaluation criteria for both the RPOSD and Metro programs.

The majority of the evaluation criteria for the RPOSD program comes from the Measure A Implementation Steering Committee Proceedings. For more information regarding Measure A funding opportunities, programs, and procedures, please refer to the Measure A Grants Administration Manual (GAM) and the Measure A Basics Handbook. Additional information is also available online at RPOSD.LACounty.gov.

Important Note:

*The original version of this document was released on June 2, 2022. Important changes have been made to the guidelines and published as **Addendum I to the Recreational Access Competitive Program** on June 22, 2022, as **Addendum II to the Recreational Access Competitive Program** on July 6, 2022. The changes listed in both addenda have been incorporated into this document dated **July 6, 2022**.*

This page intentionally left blank.

Two Competitive Grant Programs in One Document

This document provides information on the Measure A Recreation Access Program ("RPOSD Program") and Metro's Recreational Access Program ("Metro Program"). Each program has its own application process in the Grants Management System (GMS), unique requirements, and includes its own application questions and evaluation process.

Although the eligibility requirements for each program are unique, an Eligible Applicant that meets both sets of requirements may choose to apply for both programs.

RPOSD'S PROGRAM

The overarching goals of RPOSD's funding for the Recreation Access Program include the following:

- 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.
- Increase the accessibility for recreational purposes for County residents, especially those in High Need or Very High Need Study Areas.

METRO'S PROGRAM

The overarching goals of Metro's funding for the Metro Program include the following:

- Advance key Metro policies, especially the Transit to Parks Strategic Plan and the Equity Platform.
- Provide connections to High Need quality parks and open spaces, especially for communities that lack access.
- Serve as a catalyst to advance Transit to Parks projects and initiatives across Los Angeles County.
- Encourage innovative partnerships, supportive programming, and advance models for Transit to Parks connections.

For more information on the Metro Program, go to page 29.

Measure A Recreation Access Program Guidelines

PROGRAM DESCRIPTION

Measure A allows for up to fifteen percent (15%) of Category 3 and 4 funds to be awarded to Recreation Access grant programs. These grants shall establish new programs (New Programs) or expand/enhance existing programs (Existing Programs) to increase County residents' access to public lands, park facilities, and park amenities, including education, interpretive services, safety information, transportation, and other activities, especially for those living in High Need or Very High Need Study Areas.

RPOSD shall prioritize grants to Eligible Applicants 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.

AVAILABLE FUNDING

The amount of Measure A funding available for the program is: $11,187,267

PROGRAM AWARD SIZE AND TIMEFRAME

The requested grant awards must meet the minimum and maximum grant award size requirements. Successful Eligible Applicants will be eligible for three years of program funding, contingent on successful completion of program Year 1.

- Minimum: $200,000
- Maximum: $1,200,000

Programs that require funding beyond these Measure A limits may include funding from other sources that is secured at the time of application submission. Unsecured funding will not be considered for purposes of evaluating an application.

PROGRAM ELIGIBILITY

The program must be either a New Program or an enhancement/expansion of an Existing Program and must meet the following definition:

> Programs that 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.

Eligible Applicants must provide proof that the intended program meets all the following eligibility requirements to apply for a grant award:

- The program increases or will increase the ability for County residents to access public lands, park facilities, park amenities, and recreational opportunities as defined in these guidelines;
- The program trip(s) destination must occur within Los Angeles County, if applicable;
- The program improves or will improve accessibility, connectivity, and safety, including opportunities for education, interpretive services, and active recreation; and
- The program meets the requirements of the Americans with Disabilities (ADA) Act of 1990.

Program Examples (For purposes of illustration only, not meant to be all inclusive):

- Community-Based Recreation Programs- Enhance and engage participants for access to recreation and programming located within their communities;
- Outdoor Education Programs- Serving participants who have limited access and familiarity with the outdoors, including local and regional Los Angeles County parks, County natural areas, local mountains, beaches, etc.
- Establishing partnerships with Recreation Service Providers that serve to enhance recreation access for residents in a High Need/Very High Need Study Area. (e.g. summer programs, cultural events at parks, special events, etc.)
- Pop-up recreational or interpretive programs.

APPLICATION SUBMISSION RULES

1. Eligible Applicant must be in Good Standing with RPOSD to apply for grant funding. Please refer to the Good Standing section, Page 11, of the Program Guidelines for more information.
2. A maximum of two application submissions are allowed per Eligible Applicant for this program. Each of Los Angeles County's departments (Parks and Recreation, Beaches and Harbors, Public Works, etc.) and departments of Large Cities are considered distinct Eligible Applicants for purposes of this grant program. Accordingly, they each may submit up to two separate applications. Large Cities are defined as having 100 or more parks as listed on their park inventory data in the LA Parks Portal.
3. Incomplete application submissions will not be considered. A response for each question must be provided.
4. Applications will not be accepted after the deadline of September 29, 2022, at 10:00 a.m.
5. Any questions regarding the grant program must be submitted by August 15th, 2022, on or before 5:00 p.m., and in accordance with the Frequently Asked Questions from the Eligible Applicants section.

APPLICATION FILING PERIOD

Application Period Opens: June 20, 2022
Application Period Closes: September 29, 2022, at 10:00 a.m.

GRANTS MANAGEMENT SYSTEM REGISTRATION AND ELIGIBILITY

Eligible Applicants are required to complete an online registration process prior to applying for a grant program opportunity. Eligible Applicant registration information must be entered and submitted in GMS (http://grantfunding.rposd.lacounty.gov). Eligible Applicants requiring assistance with the registration process are encouraged to contact RPOSD. Specific registration requirements for each agency type are listed below. This step can be skipped if your agency is already registered in the GMS.

TYPES OF ELIGIBLE APPLICANTS

Public Agencies

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

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 to young adults and/or veterans

Registration Requirements for Nonprofit Organizations

- Proof of Mission. Documentation showing mission statement relates to nonprofit focus areas stated above.
- Articles of Incorporation. Documentation as filed with the state.
- 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

Public and private nonprofit schools are eligible to apply for Measure A grants with RPOSD, provided that they allow public use of school facilities during non-school hours or offer education/training programs. Vocational schools offering education/training programs or certification placement services to youth and veterans are also eligible.

Registration Requirements for Schools

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.

ADDITIONAL REGISTRATION REQUIREMENTS

All Eligible Applicants must adhere to the following:

- Financial Statement

Eligible Applicants, and/or Agency in Partnership, must provide their latest completed Financial Statements (must be within the last 3 years). A Comprehensive Annual Financial Report (CAFR) is acceptable for cities and other public agencies that file one (must be the most recent report).

- Federal Tax Identification Number

Eligible Applicants must supply their federal tax identification number.

- Los Angeles County Vendor ID

Eligible Applicants must have a Los Angeles County Vendor ID number. Eligible Applicants without a Los Angeles County Vendor ID number can obtain one at https://camisvr.co.la.ca.us/webven/LoginNew.asp.

- Enrollment in Direct Deposit

Per the Los Angeles County's *Method of Payment for County Contractors, Vendors, and Other Payees* policy, Electronic Fund Transfer or direct deposit 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 Eligible Applicants must confirm their enrollment in direct deposit with the County or provide documentation of an approved exemption.

QUESTIONS FROM ELIGIBLE APPLICANTS

Eligible Applicants may submit questions in two different ways:

1. Questions can be submitted by email to info@rposd.lacounty.gov. Please identify the grant program name in the subject line.
2. Or during the online workshop in the chat box.

RPOSD will publish a Frequently Asked Questions document to the RPOSD website prior to the grant application deadline.

All questions must be submitted by August 15, 2022, on or before 5:00 p.m. in order for RPOSD to provide a response before the application submission deadline.

Eligible Applicants with Subsidiary Organizations

The Eligible Applicant must decide whether the main organization or one of its subsidiaries will apply for grant funding. The main organization and subsidiary cannot both be considered an Eligible Applicant.

APPLICATION PROCESS

The application for all funding opportunities with RPOSD is to be completed in the online GMS. Each of the funding opportunities, in this case a competitive grant program, will have a set of questions that are specific to each program. The application will include questions specific to this grant program and require that supportive documentation be uploaded to GMS.

Application Questions

RPOSD has provided directional notes along with the questions (in italicized font) to help Eligible Applicants understand the online application, which will need to be completed and submitted through GMS. The application will have additional detailed directions for each question and will outline the process required to submit a completed application.

General Information

All Eligible Applicants are expected to provide the following details.

- Program Title
- Primary Contact
- Authorized Official
- Organization

Acknowledgements

All Eligible Applicants must review and acknowledge the following requirements.

- Proof of Jurisdiction Support to Apply for Measure A Grants

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

- Competitive Grant Application Workshop

It is recommended that all Eligible Applicants attend the application workshop (date to be announced) before applying.

- Good Standing

Eligible Applicants must be in Good Standing with RPOSD prior to applying for grant funding. If the Eligible Applicant is an existing RPOSD grantee, all grants agreement(s) must be in full compliance throughout the competitive review process, approval process, award process, and through the duration of the program performance period. Eligible Applicants that have never received funding from RPOSD are considered to be in Good Standing. For existing Grantees, contact your RPOSD Grants Officer to verify Good Standing.

- Eligibility Requirement

Eligible Applicant understands that they will be required to provide grant support documentation throughout the grant's lifespan should their program application be selected as a recipient of a grant award per the Program Requirements.

- RPOSD Signage and Branding

Grant funded programs shall acknowledge the assistance of RPOSD funding prominently on all signage, outreach materials, and related documents, in accordance with RPOSD's Branding Policy. For further instructions and more information, refer to the RPOSD website or the Grants Administration Manual.

- Review of Project Delivery

Eligible Applicants must provide the final Grant Agreement closing date at the time of submitting a grant application.

RPOSD procedures requires that existing grants are closed upon completion date. Failure to close a grant within the project completion date will affect the Good Standing status.

- Review of Addenda

Review FAQ's, addenda, and updated content on the RPOSD website. Select the appropriate grant program to review the updated content.

- COVID-19 Requirements

Eligible Applicants must consider all relevant federal, state, and local guidelines and protocols related to COVID-19 in their proposals, including, but not limited to, physical distancing requirements and mask mandates. Proposals must also consider alternative scenarios should federal, state, and local guidelines and protocols related to COVID-19 change before funds are expended.

Agency Information

- Select Agency Type
- Authorized Representative
- Authorized Designee

Program Budget

Include a detailed spreadsheet that explains all costs for the Program from Year 1 through Year 3, including start-up and close-out costs. Please note, the funding awarded will only cover the three years of the Program specified in the Project Agreement.

The budget form is separated into the following sections:

- Program Year 1 (include start-up costs)
- Program Year 2
- Program Year 3 (include close-out costs)
- Contingency (an incidental expense that cannot exceed more than ten percent (10%) of the total grant award for unforeseen, eligible expenditures)

Budgeted items are to be entered in the correct section of the budget.

The following information must be provided on the budget form:

- Provide a line-item budget for the grant amount requested in the application using the budget form. (Spreadsheet report required. Include documentation that supports the calculations of the budgeted expenses.)
- Provide a brief description of each budget item (task) included in the budget.
- Include a Start Date and End Date for each task.
- Identify the deliverable for each task.
- Enter comments to provide additional information as necessary for each budget task.

Other Funding Sources

Eligible Applicants may include a line-item budget that lists costs to be paid for using non-Measure A funding. However, these sources can only be included in the budget form if the funding source is secured at the time of application submission.

Do not include budget items to be paid for using non-Measure A fund sources that have not been secured at the time of application submission.

APPLICATION QUESTIONS FOR NEW PROGRAMS

(If applying for funding for an EXISTING Program, go to page 14 for Application Questions)

General

- Identify what type of New Program you are seeking funding for.
  Provide narrative of the overarching goals, measurable objectives, and purpose for this program.

- Explain how the New Program fits within your organization's mission.
  Provide a detailed description.

Level of Need

1. In what Study Area is the New Program located? Is the program within or immediately adjacent to the specified Study Area(s)?
   Refer to the 2016 Park Needs Assessment for additional information on Study Areas

2. Identify who the New Program will serve and the program's Participant Recruitment and Completion Plan. Also, identify how your organization will publicize the New Program to engage participants in High Need or Very High Need Study Areas.
   Include the Study Area(s) you anticipate your program participants will come from. Upload maps, reports, and/or other documents to support the proposal.

Community Partnerships

3. List partnerships your organization has established with other organizations that will result in inclusive recruitment, collaborative program development, and increased opportunities for New Program participants.
   Provide the name and purpose of the partner organization(s) and any documentation/agreements to verify the partnership(s).

Community Engagement Requirements

4. Describe how your organization engaged or will engage the community while developing the New Program to ensure the New Program will meet the community's needs.

5. Describe how your organization actively sought or will seek to remove barriers to accessing the New Program.
   Examples include scheduling events in the evenings or weekends and providing transportation.

6. Describe how your organization has established (or will establish) or will leverage partnerships with local community-based organization (CBO's/NGO's), citizen advisory groups, and/or school districts to gain support for the New Program.

7. Describe how your organization has provided or will provide language access services for the New Program.
   Refer to the Language Access Requirements for Community Engagement, in the Appendix, for the minimum requirements for each Study Area.

Program Benefits

8. Describe and summarize the New Program. List the program deliverables, outcome-oriented goals, and objectives. Describe the performance measures to track progress towards objectives and a reporting system to present the analysis of the performance measures against the deliverable and tasks. Describe how the New Program will increase public access for residents living in High Need or Very High Need Study Areas to public lands, park facilities and park amenities and recreational opportunities.

9. Describe the accommodations and/or services the New Program will provide for the diverse needs of the participants.
Provide a detailed description. For example, ADA accommodations, translation services, or other needs.

10. Describe how the New Program incorporates elements that provide interpretation and education to foster user connection and awareness of the environment, environmental stewardship, the outdoors, and/or recreation.

11. Describe how the New Program includes elements that promote the ability of users to travel to and from the program location by active forms of transportation such as walking, biking, skateboarding, or utilizing the Metro or City transportation system.
For example, Safe Routes to Schools programs, safety education and other programs that promote walking and biking.

Organization/Financial Health

12. Describe the fiscal capacity of the organization to carry out the New Program on a reimbursement-only basis and ability to ensure the necessary financial resources are available to complete the New Program. Eligible Applicants and/or the Agency in partnership must include a copy of the latest completed Financial Statement (must be within the last 3 years) or the most recent Comprehensive Annual Financial Report (CAFR).

13. Future funding- address how or if the New Program will continue beyond the grant funding period.
Provide a description detailing the organization's plan for acquiring future funding if the program is anticipated to continue beyond this three-year grant period.

14. Describe how the funding for the New Program will be tracked, recorded, and kept separate from other funding sources.

APPLICATION QUESTIONS FOR EXISTING PROGRAMS

(If applying for funding for a NEW Program, go to page 13 for Application Questions)

General

- Identify the Existing Program and detail the type of enhancement/expansion you are seeking funding for.
Provide narrative of the overarching goals, measurable objectives, and purpose for this program.

- Explain how the enhancements/expansion of the Existing Program fits within your organization's mission.
Provide a detailed description.

Level of Need

1. Where is the Existing Program located? Is this Existing Program within or immediately adjacent to a Study Area(s)?

2. Identify who the enhancement/expansion of the Existing Program will serve and the program's Participant Recruitment and Completion Plan. Also, clearly identify how your organization will publicize the enhancement/expansion of the Existing Program to engage participants in High Need or Very High Need Study Areas.
   Include the Study Area(s) you anticipate your program participants will come from. Upload maps, reports and/or other documents to support the proposal.

Community Partnerships

3. List the partnerships your organization has established with other organizations that have resulted in inclusive recruitment, collaborative program development, and increased opportunities for Existing Program participants.
   Provide the name and purpose of the partner organization(s) and include documentation/agreements to verify partnership(s).

Community Engagement Requirements

4. Describe how your organization has engaged or will engage the community while developing the enhancement/expansion of the Existing Program to ensure the program will meet the community's needs.

5. Describe how your organization actively sought or will seek to remove barriers to accessing the Existing Program.
   Examples include scheduling events in the evenings or weekends and providing transportation.

6. Describe how your organization has established (or will establish) or leverage partnerships with local community-based organizations (CBO's/NGO's), citizen advisory groups, and/or school districts to gain support for the enhancement/ expansion of the Existing Program.

7. Describe how your organization has provided or will provide language access services for the enhancement/expansion of the Existing Program.
   Please refer to the Language Access Requirements for Community Engagement, in the Appendix, for the minimum requirements for each Study Area.

Program Benefits

8. Describe and summarize the Existing Program. List the program deliverables, outcome-oriented goals, and objectives for the enhancement/expansion of the Existing Program. Describe the performance measures to track progress towards objectives and a reporting system to present the analysis of the performance measures against the deliverable and tasks. Describe how the enhancement/expansion of the Existing Program will increase public access for residents living in High Need or Very High Need Study Areas to public lands, park facilities, park amenities, and recreational opportunities.

9. Describe the accommodations and/or services the enhancement/expansion of the Existing Program will provide for the diverse needs of the participants.
Provide a detailed description. For example, ADA accommodations, translation services, or other needs.

10. Describe how enhancing/expanding the Existing Program will incorporate elements that will provide interpretation and education to foster user connection and awareness of the environment, environmental stewardship, the outdoors, and/or recreation.

11. Describe how the enhancement/expansion of the Existing Program will promote the ability of users to travel to and from the program location by active forms of transportation such as walking, biking, skateboarding, or utilizing the Metro or City transportation system.
For example, Safe Routes to Schools programs, safety education and other programs that promote walking and biking.

Organization/Financial Health

12. Describe the fiscal capacity of the organization to carry out the enhancement/expansion of the Existing Program on a reimbursement-only basis and ability to ensure the necessary financial resources are available to complete the enhancement/expansion of the Existing Program. Eligible Applicants and/or the Agency in partnership must include a copy of the latest completed Financial Statement (must be within the last 3 years) or the most recent Comprehensive Annual Financial Report (CAFR).

13. Future funding- address how enhancing/expanding the Existing Program will allow for the program's continuance beyond the grant funding period.
Provide a description detailing the plan for acquiring future funding if the program is anticipated to continue beyond the three-year grant period.

14. Describe how the funding for the enhancement/expansion of the Existing Program will be tracked, recorded, and kept separate from other funding sources.

COMMUNITY OUTREACH AND ENGAGEMENT – REQUIRED FOR NEW AND EXISTING PROGRAMS

Effective Community Outreach and Engagement with Social Distancing and Safer at Home

Recommendation: RPOSD highly recommends completing community outreach and engagement prior to the submission of an application.

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. Input from community members, especially those in High Need or Very High Need Areas who have been historically underrepresented in decision-making processes, should be actively sought during community engagement. By engaging a diverse range of community members when identifying, prioritizing, programming, and designing parks and recreation projects and programs, public agencies and their partners can encourage increased levels of community trust and help to ensure that they deliver community-driven and-supported projects and programs.

Effective Outreach and Engagement should rely on the use of social media and virtual technology. These tools provide a range of opportunities to inform, connect, and follow up with your target community. However, consider that many communities and target groups do not have access or use internet-based social media tools or are not comfortable with their use.

Given the importance of effective and timely community dialogue and input into all phases of your program, we want to ensure that the requirement for Community Outreach and Engagement is met (or exceeded) and documented, while following existing Los Angeles County Public Health (DPH) guidelines (www.publichealth.lacounty.gov/media/Coronavirus/). Identify best practices and ask your peers for help in developing, planning, and conducting your engagement. Review current DPH guidance and modify your engagement accordingly.

Outreach Methods and Engagement Approaches

Outreach and engagement are both necessary when seeking input from community members. 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. All community engagement must be preceded by robust outreach that encourages meaningful public participation and inclusive decision-making processes.

Outreach Methods

The outreach methods used should be appropriate in scale and type to the community being served and must adhere to the language access requirements described later in this section. The materials should include the Measure A and/or RPOSD logo and other associated branding tools such as slogans and hashtags. Utilization of at least one outreach method from each of the three categories listed below, for a minimum of three methods of outreach, is required. All outreach conducted for Measure A-funded projects must adhere to the language access requirements described later in this section. Examples of acceptable outreach methods include but are not limited to:

Online Media Outreach	Local Media Outreach	Grassroots Outreach
E-Mail Blasts	Newsletters	Door-to-door canvassing
Social Media	Local and Regional Newspapers	Phone Banking
Publication on a website	Local Radio and Television	Surveys and Focus groups
		Distribution of flyers and other printed materials

RPOSD will support Eligible Applicants in their successful program outreach efforts through social media and web-based platforms, meetings, and other community engagement events, if requested within a reasonable time frame and so long as work force permits. All social media and other web-based platform materials must be submitted to the assigned RPOSD Grants Officer at least four weeks prior to the requested publication date. RPOSD's logo and identifying hashtags should be included in all social media outreach. The RPOSD Grants Officer should be notified in writing at least one to two weeks in advance of all meetings and other community engagement events.

Eligible Applicants will be required to provide supporting documentation to demonstrate which outreach methods were utilized and identify approximately how many people were reached. RPOSD may require applicants demonstrating unsatisfactory outreach to conduct additional outreach and engagement according to the minimum outreach and engagement chart before reimbursements will be issued.

Engagement Approaches

All community engagement should consist of robust outreach that encourages meaningful public participation and inclusive decision-making processes. Measure A recognizes three distinct approaches to engagement ranging from sharing

information with community members to participatory approaches that seek robust input on a project or program. Each approach is described below, and requirements are addressed in next section.

*Inf*ormation Sharing (IS)

IS is any type of engagement that educates and informs community members of potential and ongoing projects or programs, facility needs and challenges, funding opportunities, and available programs and services.
IS can occur at meetings, in the form of written communications such as newsletters or website posting, or through individual contact. IS should generally be conducted at each critical stage of a project or program.

*Concurrent P*articipatory Engagement (CPE)

The CPE approach to engagement actively seeks input from community members and seeks to build strong, sustainable, authentic partnerships by enabling community members to identify needs and priorities and inform project or program decisions. The CPE approach allows agencies the flexibility to discuss Measure A–funded projects, programs, and plans in conjunction with other public meetings or events. CPE events may occur as part of any public meeting with multiple agenda items, such as regularly or specially scheduled council, commission, or committee meetings where public input is invited; or 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 spending priorities within a Study Area; or at other meetings or events where community input can be given. The CPE approach to engagement should occur during the stage(s) of the project or program which allows community input to be incorporated into project or program plans to the greatest extent possible. Input that cannot be feasibly incorporated into project or program plans must be explained to the community in a public forum.

Dedicated Participatory Engagement (DPE)

The DPE approach to engagement actively seeks input from community members and engages them in robust discussion while building strong, sustainable, and authentic partnerships by enabling community members to identify needs and priorities and inform project or program decisions. The DPE approach requires that all engagement meetings, workshops, or events be dedicated to discussing project(s) or program(s) to be financed with Measure A funds. DPE events must focus entirely on parks and open space projects, programs, plans, or priorities and may not include agenda items that do not pertain to specific projects, programs, plans, or priorities. This is intended to provide more time and focus to allow for robust participation without agenda-based time constraints. DPE events include but are not limited to: public workshops or meetings, design charrettes, collective design/visioning, community mapping, model making, and participatory budgeting. The DPE approach to engagement should occur during the stage(s) of the project or program which allows community input to be incorporated into project or program plans to the greatest extent possible. Input that cannot be feasibly incorporated into the project, program, or plans must be explained to the community in a public forum.

MINIMUM OUTREACH AND ENGAGEMENT REQUIREMENTS

All community engagement should consist of robust outreach that encourages meaningful public participation and inclusive decision-making processes. For this program, the minimum level of outreach and engagement is determined by the total program budget. In general, the larger the program budget, the more intensive the engagement requirement. When identifying engagement requirements, Eligible Applicants should find the applicable program budget size bracket.
Engagement requirements do not mandate when the engagement must occur, as long as it occurs no more than 36 months before the application date or is included within the program for future completion. 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. This may include but is not limited to during the program design, planning, and/or development stages.

Although the timing is not specified, some programs are required to engage the community at least two times, as indicated on the chart below. RPOSD may withhold reimbursements until appropriate engagement has been conducted.

Eligible Applicants are required to upload a Community Engagement Plan and supporting documentation to GMS as part of their grant application. The Community Engagement Plan should describe all outreach and engagement conducted and/or describe all plans to engage the community in the future.

Minimum Engagement Requirement Chart

TOTAL PROGRAM BUDGET	INFORMATION SHARING	CONCURRENT PARTICIPATORY	OR = CONCURRENT OR DEDICATED ENGAGEMENT AND = CONCURRENT AND DEDICATED ENGAGEMENT	DEDICATED PARTICIPATORY
$200,000 - $499,999	YES	YES	or	YES
$500,000 - $999,999	YES	YES (2 MEETINGS)	or	YES
$1,000,000 – 1,200,000	YES		and	YES

Community Outreach and Engagement Documentation Submission Requirements

Acceptable supporting documentation for outreach and engagement includes the following items, as applicable:

- vendor invoices
- outreach flyers
- log of canvassing
- media ads and other graphics
- sign-in sheets
- photos
- activity sheets
- public comment cards
- meeting agendas and minutes
- staff reports

The Eligible Applicant has the responsibility to ensure that all funds expended for Community Engagement are spent appropriately and shall maintain accurate and complete financial records of its activities and operations in accordance with generally accepted accounting principles. Said documents, for the purpose of verifying appropriateness and validity of expenditures, shall be made available to RPOSD upon request. These include, but are not limited to, financial accounts, documents, and records must be retained for five (5) years following the completion of the funded grant.

LANGUAGE ACCESS REQUIREMENTS FOR COMMUNITY OUTREACH AND ENGAGEMENT

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. To ensure truly inclusive practices, all outreach and engagement conducted for Measure A funded projects and/or programs must adhere to the language access requirements described in this section. The table below 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 of this document. All Eligible Applicants should refer to the Language Access Requirements for Community Engagement and Outreach chart, in the Appendix, for the minimum Community Outreach and Engagement requirements for each Study Area.

Language Access Tiers and Requirements

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.

PROJECT BUDGETING

To assist Eligible Applicants in preparing their grant budgets, please review the charts below on the types of expenses that are eligible or ineligible for reimbursement using Measure A grant funding. The tables are not exhaustive, and Eligible Applicants should contact RPOSD for clarification regarding the eligibility of expenses not listed. RPOSD will not reimburse for expenses incurred before the execution of the grant agreement or after expiration of the grant agreement.

Eligible Expenses	
COVID Supplies (Masks, Hand Sanitizer)	Community Outreach and Engagement
Program Staff Wages (see Accounting Rules for In-House Employee Services)	Portable Equipment (Pop Up Park Equipment)
Program Staff Benefits (see Accounting Rules for In-House Employee Services)	Signage (RPOSD branding, etc.)

Overhead/Indirect Costs (see Overhead/Indirect cost section)	Vehicle Rental (Charter, etc.)
Mileage (For Eligible Applicants owned vehicles) at County approved rate	Meals (Reasonable expenses for participants during program trips depending on the program type)
Program Materials (Interpretive, Educational information)	Electronic Equipment (Tablets, software, headphones, etc.) with appropriate justification

Ineligible Expenses	
Vehicle Purchase	Vehicle Storage Fees (Housing of vehicle)
Stipends	Interest charges
Lodging (Hotels)	Overnight shipping/delivery charges
Lease/Rental of Office Space	Postage
Costs incurred before or after the grant performance period/program timeline	Office equipment/furnishings
Costs lacking appropriate documentation	
Damage Judgements, Attorney's/Legal Fees	

OVERHEAD/INDIRECT COSTS

Reimbursement of overhead and indirect costs shall not exceed twelve percent (12%) of the grant total and shall require documentation of actual expenses. Overhead/indirect costs are costs not usually identified specifically with the grant, contract, or activity, but are necessary for the general operation of the Eligible Applicant/organization. Overhead/Indirect may include, but not be limited to:

- Personnel
- Accounting
- Administrative Costs
- Communication Expenses
- Employee Services
- Indirect Services and Supplies
- Management Oversight of Funded Activities
- Contracting
- Compliance
- Data and Performance Reporting
- Fiscal Services

ACCOUNTING RULES FOR IN-HOUSE EMPLOYEE SERVICES (ELIGIBLE APPLICANT LABOR)

Eligible Applicants must follow these accounting practices for services performed by its employees to be eligible for reimbursement:

- Maintain time and attendance records as charges are incurred, identifying the employee through a name or other tracking system, and that 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.

• Costs of the salaries and wages must be calculated according to the Eligible Applicant's wage and salary scales and may include only benefit costs for health insurance and workers' compensation.

Benefits List:

• Workers Compensation
• Health Insurance
• Leave Benefits
• Pension Contributions

If claiming in-house employee services costs, Eligible Applicants will need to upload the Grantee Labor Report and Expense Declaration Form into GMS when requesting for reimbursement, signed by their authorized representative attesting that the time spent by their employees on the qualifying Measure A project is accurate.

The Regional Park and Open Space District is not limited by the policies set forth in the Grants Administration Manual, and to ensure due diligence to the taxpayer, Grant Officers may ask questions to help verify appropriate expenditure of funds.

PROGRAM EVALUATION

Eligible Applicants must submit grant applications to fund a three-year program. Grant funding, however, will only be guaranteed for the first year. Funding for subsequent program years is contingent upon approval by RPOSD following an evaluation process.

RPOSD will perform, or cause to be performed, a program evaluation during the first year of your program to determine continued program funding. The evaluation will review the effectiveness of the program; and how successful the program was in meeting its goals, objectives, and deliverables. It will also review whether the program met or exceeded its expected participant levels.

GRANT PROGRAM TIMELINE (APPLICATION TO AWARD)

Milestones

Guideline Release Date: June 2, 2022
Application Filing Period Opens: June 20, 2022
Application Submission Deadline: September 29, 2022, at 10:00am
Administrative Review and Evaluation Panel Review: October 2022 to December 2022

Anticipated Grant Award Announcement: December 2022

Reminder: RPOSD will not reimburse for expenses incurred before the execution of the grant agreement or after termination of the grant agreement.

REVIEW PROCESS

Administrative Review

Once the application period has closed, RPOSD staff will conduct an administrative review of all submitted applications to verify Good Standing status, completeness, and adherence to category and minimum requirements. Applications that pass the administrative review will be sent to the Competitive Grants Evaluation Panel (Evaluation Panel).

Evaluation Panel Review

RPOSD will convene an Evaluation Panel for applications that meet the requirements of the administrative review in each competitive grant program. Each panel will be composed of a multidisciplinary team with diverse backgrounds in various aspects of parks/open space, recreation, programming, and other relevant areas of expertise.

At this stage, the Evaluation Panel will review and evaluate the Applications and assign a preliminary score for each one. This review may include technical comments. Applications shall be evaluated according to the evaluation criteria listed in the grant program guidelines. Since the evaluation criteria varies for each competitive grant category, Eligible Applicants should consult the criteria of the category to which they are applying. After the initial reviews have been completed, evaluators will meet as a group to discuss Applications in closed session. Informed by the Evaluation Panel discussion, individual evaluators may change their initial ratings.

Based on the final scores submitted to RPOSD by the Evaluation Panel, a program ranking list will be prepared by RPOSD staff with recommended programs for funding.

EVALUATION CRITERIA

Applications will be scored using the following criteria:

- Level of Need
- Community Partnerships
- Community Engagement Requirements
- Program Benefits
- Organizational/Financial Health

Each evaluation criterion is described below along with a breakdown of points by sub-criteria.

SCORING RUBRIC FOR NEW PROGRAMS

EVALUATION CRITERIA	POINTS
Level of Need	20
Community Partnerships	15
Community Engagement Requirements	10
Program Benefits	55
Organizational/Financial Health	25
Maximum Number of Points	**125**

Level of Need

Eligible Applicant provides services to and/or recruits a majority of its participants from High Need or Very High Need Study Areas. Refer to the 2016 Park Needs Assessment for a comprehensive list of High Need and Very High Need Study Areas.

Eligible Applicant may receive a maximum of 20 Points by meeting one or more of the sub-criteria below.

(1) Eligible Applicant clearly identified whether or not the New Program is within or immediately adjacent to a High Need or Very High Need Study Areas. ☐ Very High Need Study Area = 10 points; ☐ High Need Study Area = 9 points; ☐ Adjacent to High Need or Very High Need Study Area and will serve those areas = 8 points, etc.	0-10 Points
(2) Eligible Applicant clearly described the New Program's Recruitment Plan and how their organization will publicize the New Program to recruit participants in High Need or Very High Need Study Area(s).	0-10 Points

Community Partnerships

Eligible Applicant has established local community partnerships with public agencies, school districts, universities, private industry, and other Community-Based Organizations. These partnerships lead to inclusive recruitment, collaborative program development, and increased opportunities for New Program participants.

Eligible Applicant may receive a maximum of 15 Points by meeting one of the sub-criteria below. (Eligible Applicants will receive additional points for established partnerships.)

(3A) Eligible Applicant have established partnerships with one or more organizations that will result in inclusive recruitment, collaborative program development, and increase opportunities for participants in the New Program.	6-15 Points
(3B) Eligible Applicant will establish partnerships with one or more organizations that will result in inclusive recruitment, collaborative program development, and increase opportunities for participants in the New Program.	0-5 Points

Community Engagement Requirements

Eligible Applicant will receive points based on the quality of past and/or new Community Engagement requirements.

Points will be awarded based on the evaluators' assessment of the submitted community involvement documentation and/or community involvement plan describing new community involvement. All new community involvement will be tracked as part of the grant administration process.

Eligible Applicant may receive a maximum of 10 Points by meeting one or more of the sub-criteria below.

(4) Eligible Applicant clearly described how their organization will engage the community while developing the New Program, to ensure that the program will meet the community's needs. Community input received	0-4 Points

during the engagement process will be reflected in the New Program and its components.	
(5) Eligible Applicant clearly described how their organization actively sought or will seek to remove barriers to accessing the program, such as scheduling meetings/events in the evenings and/or weekends and providing transportation.	0-2 Points
(6) Eligible Applicant clearly described how their organization will or has established or leveraged, community partnerships with local community-based organizations, citizen advisory groups, and/or school districts to gain support for the New Program.	0-2 Points
(7) Eligible Applicant clearly described how their organization will provide language access services for the New Program.	0-2 Points

Program Benefits

Eligible Applicant has described how the programs will improve accessibility, connectivity, and safety, and provide opportunities for education, interpretive services, and active recreation.

Eligible Applicant may receive a maximum of 55 Points by meeting one or more of the sub criteria below.

(8) Eligible Applicant clearly described and summarized the New Program. Application listed the program deliverables, outcome-oriented goals, and objectives. Described the performance measures to track progress towards objectives and a reporting system to present the analysis of the performance measures against the deliverable and tasks. Additional points awarded if Applicant described how the program will increase public access for residents living in High Need or Very High Need Study Area(s) to public lands, park facilities, park amenities, and recreational opportunities.	0-25 Points
(9) Eligible Applicant has clearly described the accommodations and/or services that their organization's new program will provide for the diverse needs of the participants. (Example, ADA accommodations, translations services, etc.) Additional points will be awarded for programs that target its services to High Need or Very High Need Study Area(s).	0-10 Points
(10) Eligible Applicant clearly described how their organization's New Program incorporates elements that provide interpretation and education to foster user connection, awareness of the environment, environmental stewardship, the outdoors, and/or recreation.	0-10 Points
(11) Eligible Applicant clearly described how the New Program includes elements that promote the ability of users to travel to and from the program location by active forms of transportation such as walking, biking, skateboarding, or by utilizing the Metro or City transportation system.	0-10 Points

Organizational/Financial Health

Eligible Applicant has described the overall financial condition of their organization, future funding, if any, and the fiscal capacity of the organization to carry out the new program on a reimbursement basis only. The Eligible Applicant has also demonstrated their ability to ensure the necessary financial resources are available to complete the New Program.

Eligible Applicant may receive a maximum of 25 Points by meeting one or more of the sub criteria below.

(12) Eligible Applicant clearly described the organization's fiscal capacity to carry out the New Program on a reimbursement-only basis and their ability to ensure that the necessary financial resources will be available to complete the program. (Financial Statement or Comprehensive Annual Financial Report was submitted)	0-10 Points
(13) Eligible Applicant clearly described the organization's future funding by addressing how and if the New Program will continue beyond the three-year grant period.	0-10 Points
(14) Eligible Applicant clearly described how the funding for the New Program will be tracked, recorded, and kept separate from other funding sources.	0-5 Points

SCORING RUBRIC FOR EXISTING PROGRAMS

EVALUATION CRITERIA	Points
Level of Need	20
Community Partnerships	15
Community Engagement Requirements	10
Program Benefits	55
Organizational/Financial Health	25
Maximum Number of Points	125

Level of Need

Eligible Applicant provides services to and/or recruits a majority of its participants from High Need or Very High Need Study Areas. Refer to the 2016 Park Needs Assessment for a comprehensive list of High Need and Very High Need Study Areas.

Eligible Applicants may receive a maximum of 20 Points by meeting one or more of the sub-criteria below.

(1) Eligible Applicant clearly identified whether or not the Existing Program is within or immediately adjacent to a High Need or Very High Need Study Areas. ☐ Very High Need Study Area = 10 points; ☐ High Need Study Area = 9 points; ☐ Adjacent to High Need or Very High Need Study Area and will serve those areas = 8 points, etc.	0-10 Points
(2) Eligible Applicant clearly described the enhancement/expansion of the Existing Program's recruitment plan and how their organization will publicize the program to recruit participants in High Need or Very High Need Study Areas.	0-10 Points

Community Partnerships

Eligible Applicant has established local community partnerships with public agencies, school districts, universities, private industry, and other community-based organizations. These partnerships lead to inclusive recruitment, collaborative program development, and increased opportunities for program participants.

Eligible Applicant may receive a maximum of 15 Points by meeting one of the sub-criteria below. (Applicants will receive additional points for multiple established partnerships.)

(3A) Eligible Applicant has established partnerships with one or more organizations that resulted in inclusive recruitment, collaborative program development, and increased opportunities for past and Existing Program participants.	11-15 Points
(3B) Eligible Applicant will establish productive partnerships with one or more organizations that will result in inclusive recruitment, collaborative program development, and increased opportunities for past and Existing Program participants.	0-10 Points

Community Engagement Requirements

Eligible Applicant will receive points based on the quality of past and/or new Community Engagement requirements.

Points will be awarded based on the evaluators' assessment of the submitted community involvement documentation and/or community involvement plan describing new community involvement. All new community involvement will be tracked as part of the grant administration process.

Eligible Applicant may receive a maximum of 10 Points by meeting one or more of the sub-criteria below.

(4) Eligible Applicant clearly described how their organization will engage the community for the enhancement/expansion of the Existing Program, to ensure that the program meets the community's needs. Community input received during the engagement process is reflected or will be reflected in the program and its components.	0-4 Points
(5) Eligible Applicant clearly described how their organization actively sought and/or will seek to remove barriers to accessing the enhancement/expansion of the Existing Program, such as scheduling meetings/events in the evenings and/or weekends and providing transportation. Eligible Applicants removing more barriers will receive more points.	0-2 Points
(6) Eligible Applicant clearly described how their organization established or leveraged community partnerships with local community-based organizations, citizen advisory groups, and/or school districts to gain support for the enhancement/expansion of the Existing Program.	0-2 Points
(7) Eligible Applicant clearly described how their organization will provide language access services for the enhancement/expansion of the Existing Program.	0-2 Points

Program Benefits

Eligible Applicant has described how enhancing their current programs will improve accessibility, connectivity, and safety, and provide opportunities for education, interpretive services, and active recreation.

Eligible Applicant may receive a maximum of 55 points by meeting one or more of the sub criteria below.

(8) Eligible Applicant clearly described and summarized the enhancement/expansion of the Existing Program. List the program deliverables, outcome-oriented goals, and objectives. Described the performance measures to track progress towards objectives and a reporting system to present the analysis of the performance measures against the deliverable and tasks. Described how the enhanced program will increase public access for residents living in High Need or Very High Need Study Areas to public lands, park facilities, park amenities, and recreational opportunities.	0-25 Points
(9) Eligible Applicant clearly described how the enhancement/expansion of the Existing Program will accommodate and/or provide services for the diverse needs of the participants. (Example, ADA accommodations, translations services, etc.) Additional points will be awarded for programs that target its services to High Need or Very High Need Area(s).	0-10 Points
(10) Eligible Applicant clearly described how the enhancement/expansion of their Existing Program will or can incorporate elements that provide interpretation and education to foster user connection and awareness of the environment, environmental stewardship, the outdoors, and/or recreation, such as programs that educate the public about the Existing Program location and natural and cultural history.	0-10 Points
(11) Eligible Applicant described how the enhancement/expansion of their Existing Program will or can include elements that promote the ability of users to travel to and from the program location by active forms of transportation such as walking, biking, skateboarding, utilizing the Metro or City transportation system, etc. (Examples include Safe Routes to School programs, safety education, and other programs that promote walking and biking.)	0-10 Points

Organizational/Financial Health

Eligible Applicant described the overall financial condition of their organization, future funding, if any, and the fiscal capacity of the organization to carry out the new program on a reimbursement-basis only. The Eligible Applicant has also demonstrated their ability to ensure the necessary financial resources are available to complete the new program.

Eligible Applicant may receive a maximum of 25 Points by meeting one or more of the sub criteria below.

(12) Eligible Applicant clearly described the organization's fiscal capacity to carry out the enhancement/expansion of the Existing Program on a reimbursement-only basis and their ability to ensure that the necessary financial resources will be available to complete the Existing Program.	0-10 Points

(Financial Statement or Comprehensive Annual Financial Report was submitted)	
(13) Applicant clearly described the organization's future funding by addressing how and if the Existing Program will continue beyond the three-year grant period.	0-10 Points
(14) Applicant clearly described how the funding for the enhancement/expansion of the Existing Program will be tracked, recorded, and kept separate from other funding sources.	0-5 Points

Recreational Access Competitive Grant Program Guidelines for Metro Funding

PROGRAM DESCRIPTION

The Metro Board of Directors adopted the Transit to Parks Strategic Plan (Strategic Plan) in June 2019. The Strategic Plan presents a systematic vision for increasing access to parks and open space countywide. The goal of the Strategic Plan is to find targeted, holistic ways to increase access to parks and open spaces, especially for communities most in need of such access. Improving access to parks and open spaces by filling in the gaps in the regional transportation network requires collaboration at all levels of government. As such, the Metro Board of Directors directed actions to implement several key items related to the Strategic Plan, including collaborating with the Regional Park and Open Space District (RPOSD) by contributing $1 million in funding for the Recreation Access Competitive Grant Program.

The overarching goals of Metro's funding for the Recreation Access Competitive Grant Program include the following:

- Advance key Metro policies, especially the Transit to Parks Strategic Plan and the Equity Platform.
- Provide connections to High Need quality parks and open spaces, especially for communities that lack access.
- Serve as a catalyst to advance Transit to Parks projects and initiatives across Los Angeles County.
- Encourage innovative partnerships, supportive programming, and advance models for Transit to Parks connections.

AVAILABLE FUNDING

Metro intends to program funds up to $1 million.

PROGRAM AWARD SIZE

Min: $300,000
Max: $1,000,000

Metro intends to fund a maximum of 3 awards.

ELIGIBLE ACTIVITIES

New projects must:

- Directly connect a "Community of Interest" identified in the Transit to Parks Strategic Plan (page 28) to a High Need-quality park facility.
- Fund an access solution type as defined in the Transit to Parks Strategic Plan (page 59): Circulator, Community Park Express, Schedule Enhancement, Rail Connector, or on Demand Solution.
- Include Performance Monitoring as described in the Transit to Parks Strategic Plan (page 74): develop a baseline, collect data throughout operation, summarize performance.
- Conduct community engagement and a market research* study or demonstrate that community engagement and market research have already been completed. For more information regarding market research expectations, please refer to the Transit to Parks Strategic Plan (page 78).

*(*Market research is separate and apart from community engagement activities. Market research includes the following: front loading research to identify customer needs and wants that help shape the service design and features; defining a target market segment to give the service the best chance to succeed; understanding the positioning and messaging that drives awareness, interest, and ridership within a target segment; and the feedback loops to help optimize the service experience and grow ridership.)*

Applications should consider supporting activities and/or infrastructure from the Transit to Parks Strategic Plan (page 75). Applications that demonstrate a thoughtful, multi-faceted project utilizing multiple strategies and programming from the Transit to Parks Strategic Plan will receive more in evaluation.

FUNDING LIMITATIONS

Metro intends to fund access solution types as defined in the Transit to Parks Strategic Plan (page 59). Metro may select applications for award that include supportive project elements and/or infrastructure (e.g., bus shelters, wayfinding signage, programming, etc.) that strengthen the access solution type. Through this program, Metro will not fund vehicle acquisition. Additionally, Eligible Applicants shall not use more than five percent (5%) of the Metro funds for right-of-way acquisition, utility relocation or landscaping elements. Project management/administration expenses shall be capped at a maximum of ten percent (10%) of the total project cost.

APPLICATION SUBMISSION RULES

1. There is no maximum number of application submissions per eligible applicant for this program.
2. Incomplete application submissions will not be considered. Provide a response to every question. A response for each question must be provided.
3. Applications will not be accepted after the deadline of September 29, 2022 at 10:00 a.m.
4. Any questions regarding the grant program must be submitted by August 15, 2022 on or before 5:00 p.m.

APPLICATION FILING PERIOD

Application Filing Period Opens: June 20, 2022.

Application Period Closes: September 29, 2022 at 10:00 a.m.

GRANTS MANAGEMENT SYSTEM REGISTRATION AND ELIGIBILITY

Eligible Applicants are required to complete an online registration process prior to applying for a grant program opportunity. Applicant registration information must be entered and submitted to GMS(http://grantfunding.rposd.lacounty.gov). Eligible Applicants requiring assistance with the registration process are encouraged to contact RPOSD for assistance. Specific registration requirements for each agency type are listed below. This step can be skipped if your agency has already completed registration in GMS.

ELIGIBLE APPLICANTS

Local/Municipal Transit Agencies: Any governmental agency, special district, or joint powers authority (JPA) that is authorized to administer and manage transit activities and services.

Public Park Authorities: Any governmental agency, special district, or joint powers authority (JPA) that is authorized to acquire, develop, improve, restore, and manage public lands, parks, and park facilities.

QUESTIONS FROM ELIGIBLE APPLICANTS

1. Questions on the grant program are to be e-mailed to Chris Moorman at MoormanC@metro.net
2. Questions can also be submitted during the online workshops in the chat box.

Metro, in collaboration with RPOSD, will publish a Frequently Asked Questions document to the RPOSD's website.

LOCAL MATCH

The maximum Metro share of project costs is ninety percent (90%). The applicant will provide a local share of at least ten percent (10%) percent of the project costs and must document the source of the Local Match in the grant application. The ten percent (10%) Local Match can be cash and/or "in-kind." Eligible "in-kind" Local Match contributions include staff time related to project management/administration expenses. "In-kind" Local Match contributions must be properly documented and may be audited upon project completion.

Eligibility and related record-keeping methods are similar to those contained in administrative requirements for federal grants (or the *Common Rule*). Donations or third-party contributions of staff time, services, land, building space, supplies or equipment must be documented and verifiable from the local jurisdiction's records. Examples of documentation include financial reports of budgeted project expenditures and time sheet reports summarizing staff time spent on a project. For further examples of "in-kind" contributions and record-keeping methods, please refer to the *Common Rule* for federal grant guidelines (also known as 2 CFR Part 225) and the Federal Acquisition Regulations (FAR) for Federal Grant guidelines.

COVID-19 REQUIREMENTS

Eligible Applicants must consider all relevant federal, state, and local guidelines and protocols related to COVID-19 in their proposals, including, but not limited to, physical distancing requirements and mask mandates. Proposals must also consider alternative scenarios should federal, state, and local guidelines and protocols related to COVID-19 change before funds are expended.

COMMUNITY-BASED ORGANIZATION PARTNERSHIP

All Eligible Applicants are required to identify and partner with a community-based organization (CBO) as part of the project development process. Eligible Applicants are encouraged to identify a CBO partner(s) before they apply for funding, however this is not required, and partnership arrangements may be committed/finalized after proposals selected for funding.

A CBO is an organization* with a mission to improve the environmental, economic, social, cultural, and/or quality of life conditions of a common community of interest.

*(*The term "organization" should be broadly interpreted and can encompass groups with formal legal status and unregistered groups such as block clubs, or other groups that may not have a legal designation yet are still organized to work on collective efforts to benefit their community.)*

The CBO(s) must be formally integrated into the project team, with documentation of roles and processes among the CBO(s) and the project team. The exact role a CBO(s) could take varies on a case-by-case basis, some examples include the following: advise on overall project development, outreach planning and communications assistance, outreach staffing, leading programmatic elements, etc.

Other Requirements

Successful Eligible Applicants will be required to enter into a funding agreement with Metro that may include requirements not outlined in this application.

APPLICATION QUESTIONS

General

A. Applicant Name and Title:

B. Applicant Email Address:

C. Applicant Phone Number:

D. Applicant Agency/Organization Name:

E. Select your eligible applicant type:

- Local or Municipal Transit Agency
- Public Park Authority

F. Co-applicant Name and Title:

G. Co-applicant Email Address:

H. Co-applicant Phone Number:

I. Co-applicant Agency/Organization Name:

J. Select your eligible co-applicant type:

- Local or Municipal Transit Agency
- Public Park Authority
- Community-Based Organization

K. Project Name: (100 Character Limit)

L. Grant Award Funding Request: (100 Character Limit)

Enter amount (Minimum $300,000 / Maximum $1,000,000)

M. List the Community(ies) of Interest this proposal serves (refer to page 28 in the Metro Transit to Parks Strategic Plan for a complete list of communities). (100 Character Limit)

N. List the name(s) and location(s) of the park facility(ies) this proposal serves. (300 Character Limit)

O. Select the Access Solution Type your proposal intends to fund (refer to pages 59-65 in the Metro Transit to Parks Strategic Plan for a description of the Access Solution Types):

- Circulator
- Community Park Express
- Schedule Enhancement
- Rail Connector
- On Demand Solution
- Other (please specify)

Other:

Project Elements

1. Describe the scope of the project for which you are seeking funding. Include operational considerations, vehicles to be used (if applicable), and infrastructure to be developed or deployed. (1500 Character Limit)

   Provide a narrative of the overarching goals, measurable objectives, and the purpose of this project. Operational considerations include staging locations, provider, frequency, etc. Examples of infrastructure (if applicable) to be developed or deployed include new or improved pathways, signage, bus/shuttle stops, etc.

2. Is the park or open space defined as a Park of Interest in the Metro Transit to Parks Strategic Plan (refer to pages 34-37 in the Metro Transit to Parks Strategic Plan for a complete list of parks)?

   - Yes
   - No

   (If answer to Question 12 is no) Describe how the park(s) or open space(s) are considered Very High Need or High Need-quality. (1500 Character Limit)

   Provide details about the park size, amenities, conditions, pressure (number of residents served), trails, cooling amenities, provides access to the beach or mountains, features cultural institutions, etc.

3. Discuss any local or regional plans in which the project is included, project history, community engagement that has already occurred, and other relevant background information related to this proposal. (1500 Character Limit)

Project Outcomes

4. How will this proposal improve community health, environmental, and social outcomes for a Community(ies) of Interest? (1500 Character Limit)

5. How will this proposal improve access and connectivity to parks, open spaces, and/or recreational facilities? (1500 Character Limit)

Supportive Programs & Initiatives

6. Discuss how your proposal considers and incorporates "Supportive Programs and Initiatives" as identified in the Metro Transit to Parks Strategic Plan. If your project location has existing "Supportive Programs & Initiatives", describe the specific elements and their current conditions. Proposals should address the strategy categories, if applicable, as follows: (3000 Character Limit)

   A) "Help People Find Their Way"

   Does your proposal include First/Last Mile Pathways and/or wayfinding signage strategies where needed? Would users benefit from maps or other materials help to make transit connections? What communication strategies are considered for your project/program and how will they be funded?

   B) "Make it Easier"

   Describe how transportation service or infrastructure will be user friendly, considering schedules, pick-up and drop-off, vehicles, and walk/bike connections.

   C) "Make it Fun"

   Does your proposal include educational or interpretive programming and how is programming integrated with the transportation project/program?

   D) "Make it Last"

   Discuss how your project/program will be sustained, including financially sustained, beyond the grant period. Does your project consider/incorporate transportation demand management at park sites? Describe any program evaluation elements.

Innovative Partnerships & Roles

7. Identify the CBO(s) that will be an active partner(s) in this proposal. Describe their role(s) and responsibilities in the project development process. (1000 Character Limit)

   If you have not identified a CBO partner at the time of application, discuss your plan for engaging with CBOs and describe their potential roles and responsibilities.

8. Identify other agencies, organizations, and/or property owners that will be active partners in this proposal. Describe their role(s) and responsibilities in the project development process. (1000 Character Limit)

   If you have not identified other relevant partners at the time of application, discuss your plan for engaging with these entities and describe their potential roles and responsibilities.

Community Engagement & Market Research

9. Discuss your community engagement plan. (1500 Character Limit)

   - *Discuss the audiences you are planning to engage with throughout the community engagement process and how those audiences will be identified.*
   - *Describe the engagement events or activities for this project.*
   - *Describe the materials and techniques that will be utilized to reach community members.*
   - *Indicate how you will reach people who have been hard to reach with traditional outreach methods.*
   - *Describe which local stakeholders will be impacted by the project and how they will be engaged directly in the project.*

10. Discuss how your proposal considers and incorporates "Market Research" as described below. (1500 Character Limit)

    Conducting market research includes front loading research to identify customer needs and wants that help shape the service design and features; going deeper to define a target market segment that gives your project the best chance to succeed; understanding the positioning and messaging that drives awareness, interest, and ridership within a target segment; and the feedback loops that help optimize the service experience so ridership can continue to grow.

Budget & Funding Strategy

11. Upload a table or spreadsheet with a line-item budget for both the project and the amount requested in this proposal.

    Provide details related to project phase, tasks, fiscal year, funding sources (general funds, grant funds, or in-kind resources), unit costs, unit type, quantities, total costs, etc. Feel free to use the budget template, linked here.

12. Provide an explanation of what costs are included in the budget and how those cost estimates were determined. (1500 Character Limit)

    Be prepared to provide a description clarifying costs for administrative overhead and any other budget line-items that require more details. Provide details on the methodology used to determine cost estimates.

13. Provide a description of all funding sources for this proposal, including identification of a local funding match of at least ten percent (10%) of total project costs. (1500 Character Limit)

    Identify the type of funding source (general funds, grant funds, or in-kind resources), the status of any grant funding (applied, awarded, denied, etc.), and the amount of funding secured or anticipated from each funding source.

Performance Monitoring & Cost Effectiveness

14. Discuss how your proposal considers and incorporates "Performance Monitoring" as described in the Metro Transit to Parks Strategic Plan (refer to page 74). (1000 Character Limit)

15. Describe how you will measure cost effectiveness. (1000 Character Limit)

    Number of riders served, number of destinations served, etc.

PROPOSAL EVALUATION

ELIGIBILITY SCREENING

1. Is the lead applicant a public park authority or local/municipal transit agency? (Y/N)
2. Does this proposal fund an Access Solution Type from the Transit to Parks Strategic Plan? (Y/N)
3. Does this proposal connect to a Community(ies) of Interest? (Y/N)
4. Does the applicant identify a funding source for the local match? (Y/N)
5. Does the applicant commit to providing a local match of at least ten percent (10%) of total project costs? (Y/N)
6. Is a written commitment to partner or intent to partner with a community-based organization included? (Y/N)

EVALUATION CRITERIA

Each evaluation criterion is described below along with a breakdown of by sub-criteria (where applicable):

Evaluation Criteria	Max
Project Elements	20
Project Outcomes	20
Supportive Programs & Initiatives	20
Innovative Partnerships	10
Community Engagement & Market Research	10
Budget & Funding Strategy	10
Performance Monitoring & Cost Effectiveness	10
TOTAL	100

Project Elements (See Application Questions 1, 2, 3)	
Project Elements is evaluated along three dimensions: Project Scope (up to 10), "Park of Interest" / Park Facility Description (up to 5), and Background Information (up to 5).	20 MAX
A) Project Scope	0-10
B) "Park of Interest" / Park Facility Description	0-5
C) Background Information	0-5

Project Outcomes (See Application Questions 4, 5)	
Project Outcomes is evaluated along two dimensions: Community Health, Environmental, and Social Outcomes (up to 10) and Park Access and Connectivity (up to 10).	20 MAX
A) Community Health, Environmental, and Social Outcomes	0-10
B) Park Access and Connectivity	0-10

Supportive Programs & Initiatives (See Application Question 6)	
Supportive Programs & Initiatives is evaluated along one dimension: "Help People Find Their Way", "Make it Easier", "Make it Fun", and "Make it Last" (up to 20).	20 MAX
A) "Help People Find Their Way" B) "Make it Easier" C) "Make it Fun" D) "Make it Last"	0-20

Innovative Partnerships (See Application Questions 7, 8)	
Innovative Partnerships is evaluated along two dimensions: the Community-Based Organization Partnership (up to 5) and Other Innovative Partnerships (up to 5).	10 MAX
A) Community-Based Organization Partnership	0-5
B) Other Innovative Partnerships	0-5

Community Engagement & Market Research (See Application Questions 9, 10)	
Community Engagement & Market Research is evaluated along two dimensions: Community Engagement (up to 5) and Market Research (up to 5).	10 MAX
A) Community Engagement	0-5
B) Market Research	0-5

Budget & Funding Strategy (See Application Questions 11, 12, 13)	
Budget & Funding Strategy is evaluated along one dimension: Budget & Funding Strategy (up to 10).	10 MAX
A) Budget & Funding Strategy	0-10

Performance Monitoring & Cost Effectiveness (See Application Questions 14, 15)	
Performance Monitoring & Cost Effectiveness is evaluated along two dimensions: Performance Monitoring (up to 5) and Cost Effectiveness (up to 5).	10 MAX
A) Performance Monitoring	0-5
B) Cost Effectiveness	0-5

Definitions

Community Engagement Plan- All Measure A grant programs require community outreach and engagement. A Community Engagement Plan must be submitted with each application. The Community Engagement Plan must provide 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 the grant.

Contingency- An incidental expense.

Eligible Costs- Actual expenditures incurred by the grantee that are necessary and reasonable to the accomplishment of the work.

Existing Program- A currently funded and operating program.

Grant Administration Manual –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 RPOSD.

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 the Grant Agreement is in effect. Length of Grant Performance is determined by the timeline provided by the grantee and included in the grant agreement.

High Need or Very High Need – Areas designated as such in the 2016 Los Angeles Countywide Comprehensive Parks & Recreation Needs Assessment.

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

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).

New Program- A program that has not existed within the past two years.

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

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

Appendix A

Language Access Requirements

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

ATTACHMENT C

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%
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

ATTACHMENT C

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%
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

ATTACHMENT C

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

ATTACHMENT C

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%
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

ATTACHMENT C

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%
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

ATTACHMENT C

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. Pearblossom/ 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

ATTACHMENT C

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		

This page is intentionally blank.

LOS ANGELES COUNTY
REGIONAL PARK AND
OPEN SPACE DISTRICT

MEASURE A

626.588.5060 • info@RPOSD.lacounty.gov • RPOSD.LACounty.gov