

## PROPOSITION K 9<sup>TH</sup> CYLCE RFP FREQUENTLY ASKED QUESTIONS (FAQs)

**Question 1: If the proposal is submitted early and is missing information, will the organization be notified and allowed to fix the proposal?**

Answer 1: No, the proposer will not be informed that a proposal is incomplete prior to the April 30, 2015, deadline for submitting proposal. It is entirely the proposer's responsibility to ensure that its proposal is complete. Staff will not review any proposal before the deadline and therefore will not know that it is missing information. *It should be noted that* if a proposal is submitted early, the proposer is allowed to pick up the early proposal and make changes, and resubmit the proposal as long as it is re-submitted before the deadline. The proposer will need to *sign a form indicating that they are picking up their proposal at their own volition and that they understand that a revised proposal must be re-submitted prior to the due date and time (April 30, 2015 by 3:00 PM). Proposals will not be accepted after that deadline.*

If, after reviewing the RFP carefully, a proposer still has questions about what has to be submitted with the proposal, they may contact BOE Proposition K staff at (213) 847-4843 or at [engpropkrfp@lacity.org](mailto:engpropkrfp@lacity.org) regarding their question. This must be done well in advance of the April 30, 2015 submittal deadline.

**Question 2: Page 20 of the RFP says that for a grant of \$500,000 and above the service payback term is 15 years and for \$1 million and above the term is 20 years. Does that mean a proposer has to have a lease for 15 or 20 years if we are applying for more than \$500,000?**

Answer 2: Yes. In the TAS presentation BOE staff typically refers to a service payback term of ten years as an example only. If the service payback term for a grant is 15 or 20 years (depending on the amount of the grant), the grantee is required to have a lease with a term of 15 or 20 years remaining after construction of your project has been completed. If a project is awarded funding, the grantee must submit proof of a lease with a remaining term of 15 to 20 years, as required for the amount of funds awarded to the project, prior to executing a Proposition K grant agreement if your project is funded. As an example, if the grant is for \$1 million, and construction is expected to take two years from execution of the grant agreement, the term of the lease must be at least 22 years so that at least 20 years will be remaining on the lease after the 2-year construction period. Proposers are urged to review the RFP sections that explain what documentation must be submitted with the proposal regarding site control documents.

**Question 3: Is a tennis court project qualified as a recreation project? How do you define the "Lighting" category?**

Answer 3: A tennis court project does qualify as a recreation project. The Lighting Category is defined as outdoor lighting for sports fields, tennis complexes and baseball diamonds. Lighting of a tennis court

is an eligible “lighting” project. If you have any doubt as to whether your project would qualify as a lighting project, contact staff at (213) 847-4843 or at [engpropkrfp@lacity.org](mailto:engpropkrfp@lacity.org)

**Question 4: In the past, what was the annual funding allocation/percentage for (1) City of L.A.; (2) public entities; and (3) non-profit organizations?**

Answer 4: There is no annual funding allocation/percentage for these categories. Each cycle is different and very dependent upon the number of projects submitted. However, staff does try to recommend a mix of projects submitted by the City, public entities and non-profit organizations.

**Questions 5: If the County or City’s parcel profile information for the proposed site indicates that the project is not in a methane zone, will a study have to be conducted?**

Answer 5: No methane study would be required. However the proposer must indicate in its proposal that they looked at the parcel profile information that can be found by following the directions below. Other sites may have similar information. Let us know that this reference states that the project was not within a methane zone.

1) Click on the following link for the new NavigateLA mapping program:

<http://navigatela.lacity.org/NavigateLA>

2) Accept the program, clicking the box that says “Do not show this again”.

3) Enter the sites address in the search box at the upper right of your screen, and click on the magnifying glass icon

4) Once the correct address of your parcel shows in the report window, click on the magnifying glass with a "+" sign.

5) Click on "Parcel is in Report" in the Reports Window/Available Parcel Report box.

If your project site is within a Methane Zone or Methane Buffer Zone, it will be noted within the Parcel is in Report.

**Question 6: I am with the Greater LA Zoo Association (GLAZA), the supporting organization for the LA Zoo (a City dept.). I have three questions: (1) Can the supporting organization apply or should it be the Zoo itself (the City dept.)? (2) The Zoo charges admission for entry, are they eligible to apply? (3) GLAZA wants funding for permanent lighting on Zoo grounds, does that fit into the Proposition K lighting category?**

Answer 6: (1) If GLAZA is a 501(c)(3) charitable organization “which has among its purposes: the provision of parks and/or recreation services or facilities serving the general community, youth, or gang prevention and intervention services, “ then theoretically, GLAZA is an entity eligible to submit a proposal. However, the various contracts between GLAZA and the Zoo that establish the respective roles of GLAZA and the Zoo may affect whether GLAZA can submit a proposal, establish site control, or

has the right to manage and implement a capital improvement project at the Zoo. GLAZA is urged to review the RFP to determine what documentation it must submit, including confirmation from the Zoo of GLAZA's legal ability to submit a proposal. The Zoo, as a City department, is also eligible to submit a proposal. In addition to the proposer having to be eligible to submit a proposal, the project must be an eligible project, as defined in the RFP. (2) Yes, the Zoo is eligible to submit a proposal even if they charge an entry fee. However, the proposal should explain how the facility will be open to as many people as possible, regardless of ability to pay the entrance fee. In addition, if the project is selected for funding, the service payback requirement in the grant agreement would have to be negotiated with BOE staff. Something would have to be worked out so that the facility is open to the public as much as possible, and so that inability to pay the entrance fee is not a barrier to public use. (3) Lighting for Zoo grounds is **not** eligible under the Lighting Category as Zoo grounds are not a "sports field, tennis court, or baseball diamond."

**Question 7: What is the funding ceiling per project? For lighting projects in particular? Is there a range per funded project?**

Answer 7: There is no funding ceiling per project. However, proposers are urged to be practical in the amount requested for funding, keeping in mind that Proposition K funding must be spread equitably throughout the City. Extremely large projects would impede the ability to do that.

**Question 8: What is considered to be an "aquatic upgrade"? Eligible costs?**

Answer 8: The Proposition K ballot measure defines "aquatic upgrade" as upgrades and expansion of pool facilities, water playgrounds and slides. Examples of eligible project include pools, splash pads or other similar aquatic and water play features. Eligible costs could include design, permitting and construction activities. Operational and programming costs are not eligible costs.

**Question 9: Please confirm that JPA's and State agencies are eligible to apply under "public entity."**

Answer 9: The RFP defines a "government entity" eligible to submit a proposal as "any public agency that has among its purposes the provision of parks, recreation or community services or facilities serving the general community, providing services to youth, or gang prevention and interventions services, or any public or private school. Joint Powers Authorities (JPAs) and State agencies are generally "public agencies," however to be an eligible proposer, the agency must also have the "purpose" as defined above. Also, the proposed project must be entirely physically located within the boundaries of the City of Los Angeles. If representatives of a public agency are unsure about eligibility to submit a proposal, they are urged to contact BOE staff at (213) 847-4843 or at [engpropkrfp@lacity.org](mailto:engpropkrfp@lacity.org).

**Question 10: Are there grant writers that you can recommend?**

Answer 10: The City/BOE cannot recommend specific grant writers, however there are organizations where proposers can get assistance with preparing their grants and can get referrals for grant writers. For example: The Center for Nonprofit Management, 1000 N. Alameda Street, Suite 250, Los Angeles,

CA 90012. Telephone number (213) 687-9511. Upon request, the Center for Nonprofit Management (CNM) will provide potential proposers with a list of grant writers whose expertise and quality of work the CNM is familiar with. The CNM also provides training to potential proposers and grant writers on grant writing and grant administration.

Another resource is the Grant Professionals Association, 13333 Meadowlark Lane, Suite 105, Kansas City, KS 66102. Telephone number is (913) 788-3000. [www.grantprofessionals.org](http://www.grantprofessionals.org). Grant Professionals Association (GPA) has a chapter in Los Angeles. The website is for the national headquarters and through that website potential proposers can search for a grant writer for a particular subject or type of grant and in a particular geographic location. The webpage to search for grant writers is [www.grantprofessionals.org/AF\\_ConsultantDirectory.asp](http://www.grantprofessionals.org/AF_ConsultantDirectory.asp).

**Question 11: Does the proposal have to include results of all the environmental studies or state an intention to conduct the required studies? In other words, do we submit the studies with the proposal?**

Answer 11: Yes, environmental studies must be submitted with the proposal if the project has been determined to be Categorical Exempt. If a Negative Declaration, Mitigated Negative Declaration, or an Environmental Impact Report (EIR) has been completed and is less than three years old, that document must also be submitted with the proposal. If those documents are more than three years old then the proposal must also include an Environmental Reevaluation, which indicates if the previous environmental studies are still current and adequate. If the project requires a Negative Declaration, Mitigated Negative Declaration, or an EIR, that must be stated in the proposal and the Initial Study, from which that determination was made, must be submitted with the proposal. The Negative Declaration, Mitigated Negative Declaration, or the EIR can be completed during the first year of the funding for this project. Future funding years would cover design and construction phases of the project.

If the City funds the environmental phase of a project and the project is never constructed, the grantee will be required to repay to the City the Proposition K funds that were disbursed to the grantee to pay for preparation of the environment document.

Note that for hazardous materials, lead paint, methane and asbestos, the proposal must include actual studies, results thereof, and any recommended mitigation processes.

**Question 12: Does the proposer have to provide programming and programming staff for an acquisition project?**

Answer 12: Yes, all sites that are acquired will need to be justified with some form of programming (nature walks, camping, hiking, trail and interpretive signage, etc.). The proposer will need to show that they have staff or docents who will provide such services and how they will be compensated. Projects that show more programming have a better chance of being funded. Keep in mind that the purpose of Proposition K was to increase the recreational facilities and open space available to serve youth. Acquisition projects must provide recreational opportunities for youth.

**Question 13: What demonstrates cost effectiveness of projects?**

Answer 13: Cost effectiveness deals with the number of additional youth that a project can serve with the least amount of additional capital. For example, a \$100,000 project that would serve an additional 100 youth is much more cost effective than a \$100,000 project that would serve an additional 20 youth. Matching funds would also provide a level of cost effectiveness. Also, a \$100,000 project that has \$50,000 in matching funds, and thus is requesting \$50,000 from Proposition K, would be more cost effective than a project with the same general scope, same \$100,000 anticipated cost but has no matching funds available, and thus is requesting the full \$100,000 project cost be funded by Proposition K funds.

**Question 14: Lake Balboa Neighborhood Council would like lighting at Lake Balboa for use during winter months and also at the Sepulveda Basin Dog Park. Is this something that would qualify for Proposition K money?**

Answer 14: The Lighting Category is defined as “outdoor lighting for sports fields, tennis complexes and baseball diamonds.” Lighting for a dog park would not be an eligible Proposition K lighting project. Lighting for winter months would be eligible if it is lighting of sports fields, tennis complexes or baseball diamonds. Neighborhood Councils are not agencies that are eligible to submit proposals for Proposition K grants, because they are not 501(c)(3) charitable organizations, nor are they public agencies whose purposes meet the definition specified in the RFP for eligible “government entities.” Neighborhood Councils should work with their Council Office, who would then request that the Department of Recreation and Parks or another City department consider submitting a proposal for the project that the Neighborhood Council is advocating for.

**Question 15: Who is the contact at Recreation and Parks (RAP) for a Neighborhood Council to advocate that RAP submit a proposal for a project of interest to the Neighborhood Council?**

Answer 15: The RAP contact is Isophine Atkinson. She can be reached at (213) 202-3272.

**Question 16: Is the Maintenance Funding RFP process included in the general Proposition K RFP? Or is it handled differently?**

Answer 16: Awarding of maintenance funding is handled separately from the Proposition K 9<sup>th</sup> Cycle RFP. The process for submitting maintenance funding applications is done annually in January. Maintenance funding can only be awarded to projects that have been funded by Proposition K and that have been completed prior to the release of the application for funding. Maintenance funding, if awarded, is provided on a reimbursement basis. Proposers must show that they have expended their own funds, which would then be reimbursed to the extent Proposition K maintenance funds are awarded. Also, there is no guarantee that the amount of maintenance funds awarded will cover all of the grantee’s maintenance costs. So, for purposes of the Proposition K 9<sup>th</sup> Cycle RFP, proposers should incorporate maintenance expenses into their annual operating budget and should have their own

funding sources to pay for the maintenance costs since Proposition K maintenance funds are not disbursed until at least six months after the January application process.

**Question 17: Am I right in understanding that we would need to acquire or at least have an option to buy a particular building and then we would apply and wait for more than a year to learn if we got the grant or not, and then wait longer before we actually get the grant money to pay back the loan or buy the building?**

Answer 16: First, I would strongly urge you not to make a purchase before you are awarded the Prop K grant. The Prop K Program has no ability to payback, reimburse or otherwise pay for acquisitions that have already been completed.

All proposals under the 9<sup>th</sup> Cycle Proposition K RFP process are due by 3:00 p.m. on April 30, 2015. BOE expects the City Council to announce funding awards somewhere around mid-June 2016. The earliest that any 9<sup>th</sup> cycle funding would be available is July 1, 2016. In actuality, July 1, 2016 is the earliest date that BOE could begin grant agreement negotiations. These negotiations can take several months or more, and no funding can be released until a grant agreement is executed.

If your proposal is under Category 8 – Acquisition of Parks/Natural Lands, the proposal would have to identify one (or more) specific parcels proposed to be acquired, and all of the required information about that parcel and the proposed future use (i.e. current site ownership, current use, former use(s), a letter from the owner(s) stating their intention to sell the property and their willingness to sell the property to the City and their willingness to negotiate in good faith. Any property acquired with Prop K funds are purchased in the name of the City of Los Angeles, and will be leased back to the grantee for operation purposes. The agency will also need to include in their proposal environmental documentation which includes a review for the potential for hazardous materials, lead paint, asbestos, and methane contamination etc. A Class C Appraisal is also required. Please check the RFP for other required documents.

As discussed at the Technical Assistance Seminars, it does take more than a full year from the release of the RFP until the earliest funding date. Property acquisitions are often very difficult to fund through Proposition K due to the long time period before funds are available and potential changes in market conditions and therefore property values. However, the program has funded a number of such acquisitions over the life of the competitive grant program.

A detailed 9<sup>th</sup> Cycle Implementation Calendar can be found on Page 36 of the RFP. Please contact staff if you have further questions regarding this subject.