

# City of Los Angeles

Bureau of Engineering - Recreational and Cultural Facilities Division

## PROPOSITION K - L.A. FOR KIDS 9<sup>th</sup> COMPETITIVE FUNDING CYCLE TECHNICAL ASSISTANCE SEMINAR



Discovery Cube Los Angeles

- Neil Drucker, Program Manager
- David Moss, Group Manager – Competitive Program

## INFORMATION TO KEEP IN MIND

- RFP was released on January 29, 2015.
- Proposals are due Thursday, April 30, 2015 @ 3:00 p.m.
- One (1) original, bound in a three ring binder, three (3) copies bound with paper clips, and one (1) disk copy which contains a scanned (pdf) copy of the complete proposal must be submitted.
- Prop K Hotline number: (213) 847-4843
- Prop K website address: <http://propk.lacity.org>
- Prop K email address: [engpropkrfp@lacity.org](mailto:engpropkrfp@lacity.org)

## What is Proposition K (Prop K)?

- A ballot initiative passed by voters of the City of Los Angeles in November 1996.
- Created a citywide assessment district for a term of 30 years.
- Generates \$25 million each year for the acquisitions of land for open space purposes, and the improvement, construction, and maintenance of parks, recreation, childcare and community facilities.

## Purpose of Prop K?

- Combat the inadequacies and decay of the City's youth infrastructure which has resulted in serious unmet needs for park, recreation, child care, and community facilities.
- Since 1996, Proposition K has awarded 234 projects and completed approximately 123 projects.

## Source and Use of Proposition K Funds

- Funds are generated through an annual real property tax assessment on City residents over a 30 year period.
  - \$298,850,000 will be awarded to the City for 183 specified projects.
  - \$143,650,000 will be allocated through an open and competitive process.
- Prop K funds are for capital improvements, acquisition of land for parks, recreational, or open-space purposes, and maintenance of Prop K projects.

## Source and Use of Proposition K Funds

- In this ninth (9<sup>th</sup>) funding cycle, eligible proposers and grants to be awarded will be under the following categories only:
  - Aquatic Upgrades (Category 4)
  - Lighting (Category 6)
  - Acquisition of Parks/ Natural Lands (Category 8)
- Funding for Youth Schools/Recreation Projects (Category 3) will be available in the 10<sup>th</sup> Funding Cycle, scheduled to be released in January 2018.

# Funding Categories

Competitive grant funds are awarded to improvement projects in the following categories (Pages 4 & 6 of RFP):

Project Funding Categories	Original Ballot Measure Allocation Per Category	Approximate Remaining Funds Per Category As of FY2016-17
1. Regional Recreation/Educational Facilities	\$20,000,000	\$0
2. Neighborhood At-Risk Youth Recreational Facilities	\$20,000,000	\$0
3. Youth Schools/ Recreation Projects	\$20,000,000	\$10,986,322*
<b>4. Aquatic Upgrades</b>	<b>\$16,000,000</b>	<b>\$4,588,051</b>
5. Athletic Fields	\$16,650,000	\$0
<b>6. Lighting</b>	<b>\$16,000,000</b>	<b>\$6,586,496</b>
7. Urban Greening	\$15,000,000	\$0
<b>8. Acquisition of Parks / Natural Lands</b>	<b>\$20,000,000</b>	<b>\$5,779,888</b>

\*to be made available in a future RFP cycle

## Funding Availability

- Approximately \$16,954,435 will be made available Citywide for the 9<sup>th</sup> funding cycle.
- Proposition K maintains a three-year funding cycle. The 9<sup>th</sup> Funding Cycle entails FYs (2016-17, 2017-18, 2018-19)
- First year funding for the 9<sup>th</sup> cycle will be available July 1, 2016.
- Some projects may not receive funding until July 1, 2019.



## Who is eligible to apply for Prop K funds?

1. Los Angeles City Departments
2. Nonprofit Organizations
3. Public entities

## Eligibility Requirements

1. The physical location of the proposed project must be within the jurisdictional limits of the City of Los Angeles.
2. Applicants must demonstrate the financial and administrative ability to provide programming and programming staff once capital improvements are completed.
3. Applicants must ensure reasonable public access to lands and facilities.
4. Applicants must demonstrate that the proposed project will result in qualitative and/or quantitative increases in recreation services to our City's youth and the general population.

## Projects Not Eligible for Funding

The categories not eligible for the Prop K funding are:

1. Municipal auditoriums or halls, or similar public facilities for the indoor presentation of performances, shows, stage productions, fairs, conventions, exhibitions, pageants, meetings, parties, or other group events, activities or functions;
2. Improvements for employment, education, counseling programs, or programmatic costs;
3. Staffing costs associated with any program or facility;
4. Any funds not for new or additional improvements such as refinancing of property or of facilities is NOT allowable under this RFP.

## Projects Not Eligible for Funding (cont'd)

5. Maintenance of non-Proposition K funded portion of the facility;
6. Operational costs associated with either an existing or proposed facility;
7. Acquisition of personal property ie: items such as basketballs, items that are not fixed; and
8. Projects that are not accessible to the general public.

## RFP Implementation Calendar

1. LA for Kids Program releases RFP
2. Four Technical Assistance Seminars will be conducted. Attendance at one of the seminars is **mandatory**. There will be one in the Valley, Central, and Southern regions of Los Angeles in early February 2015 thru early April 2015. The fourth seminar will be the make-up session and will be held on April 2nd at the Children's Institute, Inc. located in downtown Los Angeles.
3. Proposals **DUE THURSDAY, APRIL 30, 2015, BEFORE 3:00 P.M.**
4. City staff conducts an initial eligibility review of submissions for compliance with minimum threshold eligibility and RFP requirements.
5. City staff will conduct site visits to evaluate project feasibility.

# RFP Implementation Calendar (cont'd)

6. Proposals reviewed and applicants will be notified if initial eligibility is determined to be non-responsive. Determinations of non-eligible proposal packages may be reviewed by Steering Committee upon request of proposer.
7. City staff convenes scoring panels, who will score the proposals that passed the initial review based on criteria discussed in Section II, Subsection C.2.– Scoring on page 15 of the RFP.
8. City staff prepares a proposed ranking of proposals using additional factors such as: Citywide distribution of funds, the appropriate mix of large or small projects, the variety of types of projects to be funded, the availability of funding, and such other factors as are in the best interest of the City. Based upon the ranking, City staff will create a Preliminary Funding Recommendation Report and present it to the Steering Committee for consideration, who will then forward it to the RVNOCs (Regional Volunteer Neighborhood Oversight Committees).

## RFP Implementation Calendar (cont'd)

9. Following receipt of the Preliminary Funding Recommendation Report, each RVNOC will review the proposals for projects within its region, and make recommendations regarding their priorities for projects to be funded.
10. City staff will present its Preliminary Funding Recommendations and RVNOC recommendations to the Steering Committee for review and recommendation. RVNOC determinations may be reviewed by Steering Committee upon request of the Proposer.
11. The Steering Committee forwards its recommendations to Council. The City Council may refer the Steering Committee's recommendation to City Council Committee(s) for evaluation and recommendation before finally approving the funding for this cycle. Final approval of funding will take place by June 30, 2016.

## RFP Implementation Calendar (cont'd)

12. Proposition K Grant Award letters will be mailed and contract negotiations with the selected agencies will begin on or shortly after July 1, 2016. All required documentation, including but not limited to proof of required insurance, pertaining to federal, state and local requirements must be on file with the City before execution of the contract. Funding that is granted pursuant to award in this funding cycle will not be available before July 2016. All successful non-City grantees will be required to sign a Grant Agreement. A sample Grant Agreement is available on the internet at <http://propk.lacity.org>.

All L.A. for Kids Steering Committee, Regional Volunteer Neighborhood Oversight Committee (RVNOC), appropriate Council Committee, and City Council Meetings are open to the public and meeting notices will be posted on the City's website.



# **SCORING**

(Pages 12-17 of RFP)

	<b>EVALUATION CRITERIA</b>	<b>MAXIMUM POINTS</b>
<b>1.</b>	PROJECT DESCRIPTION AND MANAGEMENT	<b>20</b>
<b>2.</b>	FISCAL AND BUDGETARY REVIEW	<b>25</b>
<b>3.</b>	PROJECT READINESS	<b>25</b>
<b>4.</b>	SERVICE CAPABILITY	<b>20</b>
<b>5.</b>	BONUS POINT CRITERIA X 2.0 PTS	<b>10</b>
	<b>TOTAL</b>	<b>100</b>

# SCORING

## PROJECT DESCRIPTION AND MANAGEMENT SECTION II, SUBSECTION C.3.1 (20 POINTS – Page 13 of RFP)

- PROVIDE A COMPLETE DESCRIPTION OF THE PROPOSED CAPITAL IMPROVEMENT AND/OR ACQUISITION PROJECT
- IDENTIFY ORGANIZATION'S CAPACITY FOR MANAGING A LONG-TERM CAPITAL IMPROVEMENT PROJECT.
- HISTORY OF SIMILAR PROJECTS AND RESULTS OF THOSE PROJECTS (NUMBERS OF YOUTH SERVED, TYPES OF SERVICES, ETC...)
- CONSIDER USE OF, AND IDENTIFICATION OF, PROFESSIONAL PROJECT MANAGER IF INADEQUATE AGENCY EXPERIENCE - INCLUDE AS BUDGET REQUEST, AND DESCRIBE IN PROPOSAL. USE OF PROJECT MANAGER MUST FOLLOW CITY'S BIDDING REQUIREMENTS. Staff on Proposer's payroll are not eligible.

# SCORING

## FISCAL AND BUDGETARY REVIEW SECTION II, SUBSECTION C.3.2 (25 POINTS - Pages 13-14 of RFP)

- PROPOSERS MUST USE THE BUDGET FORM AND THE PROJECT INFORMATION SUMMARY (ATTACHMENT E & F)
- FISCAL NARRATIVE OF THE PROPOSED PROJECT BASED UPON TOTAL COST ESTIMATED IN BUDGET SUBMITTAL
- COST-REIMBURSEMENT BASIS (AGENCY HAS TO FRONT THE COST OF THE PROJECT)
- BUDGET BASED ON **CURRENT** COST
- **PROVIDE NAME, TITLE & CONTACT INFORMATION OF THE PERSON WHO PREPARED THE BUDGET**
- PROVIDE COPY OF MOST RECENT AUDITED FINANCIAL STATEMENTS

# SCORING

## FISCAL AND BUDGETARY REVIEW SECTION II, SUBSECTION C.3.2 (25 POINTS - Pages 13-14 of RFP)

- INFLATION
  - CITY MAY ADD INFLATION FACTOR TO BUDGET REQUEST, AT ITS DISCRETION AND DEPENDING ON FUNDING DATE
- PROP K MAY NOT FUND ENTIRE PROJECT COST
- MUST PROVIDE A NARRATIVE IN CASE AWARDED AMOUNT IS LESS THAN REQUESTED
- IDENTIFY AGENCY AND AGENCY STAFF'S HISTORY OF PROJECT MANAGEMENT, DESIGN AND CONSTRUCTION MANAGEMENT EXPERIENCE
- IDENTIFY CONTACT PERSON ABLE TO DISCUSS AGENCY FINANCIAL MATTERS FOR THE PAST THREE YEARS

# **SCORING**

## PROJECT READINESS

### SECTION II, SECTION C.3.3

(25 POINTS – Page 15 of RFP)

- PROVIDE A SCHEDULE AND NARRATIVE THAT EXPLAINS THE PROPOSED PROJECT'S START-UP AND COMPLETION, INCLUDING MILESTONES WHICH DESCRIBE THE VARIOUS PHASES OF COMPLETION
- SEE ATTACHMENT J FOR SAMPLE OF CONSTRUCTION AND EXPENDITURE MILESTONES SCHEDULE
- BE REALISTIC
- 3 YEAR DESIGN AND CONSTRUCTION COMPLETION GRANT CYCLE FOR PROP K FUNDED PROJECTS
- EARLIEST FUNDING AVAILABILITY - JULY 1, 2016

# SCORING

## PROJECT READINESS

### SECTION II, SECTION C.3.3

(25 POINTS - Pages 15 of RFP)

- INCLUDE ENVIRONMENTAL DOCUMENTATION, PERMITTING, ENTITLEMENTS AND PLAN CHECK TIME IN SCHEDULE, AS WELL AS DESIGN AND CONSTRUCTION
- INCLUDE HAZARDOUS MATERIALS, LEAD PAINT AND ASBESTOS SURVEY, **METHANE STUDY**, CEQA COSTS IN BUDGET PROPOSAL - MAY BE REIMBURSABLE FOR APPROVED PROJECTS
- NEG DEC, EIR COSTS SHOULD BE SUPPORTED BY CONSULTANT ESTIMATES IF CONSULTANTS TO BE UTILIZED
- COSTS OF REMEDIATION OF HAZARDOUS MATERIALS/LEAD PAINT AND/OR ASBESTOS MAY BE ELIGIBLE FOR REIMBURSEMENT BUT MUST BE IDENTIFIED (BASED ON REASONABLE ESTIMATES).

# SCORING

## SERVICE CAPABILITY

### SECTION II, SECTION C.3.4

#### (20 POINTS - Page 16 of RFP)

- PROPOSALS MUST DEMONSTRATE THE NEED FOR THE PROJECT AND THE PROPOSING AGENCY/ORGANIZATION'S CAPABILITY TO SUSTAIN THE PROJECT AND PROVIDE THE SERVICES FOR THE REQUISITE SERVICE REPAYMENT PERIOD.
- DESCRIBE THE SPECIFIC RECREATIONAL PROGRAMS THAT WILL BE OFFERED. (Here is an example of what you are required to provide)
  - The Youth Recreation Center will serve year round recreational programs, mainly after school programs to 500 youth and their families annually to include the following:
    - Monday – Friday, 2:30 pm – 6:00 pm **{ Facility Hours }**
    - Saturdays, 12:00 pm – 5:00 pm **{ Facility Hours }**
    - Schedule outdoor play; basketball, tetherball, hop scotch, volleyball, badminton, double dutch, etc..
    - Schedule Indoor play such as Ping Pong, Carroms, Foosball, Air Hockey, etc...
    - Schedule board games such as chess, monopoly, etc...

# **SCORING**

## SERVICE CAPABILITY

### SECTION II, SECTION C.3.4 (20 POINTS - Page 16 of RFP)

- DESCRIBE AGENCY'S HISTORY OF PROVIDING SERVICES.
- DESCRIBE HOW AGENCY WILL CONTINUE PROVIDING SERVICES.



**SCORING**  
**BONUS POINTS**  
**SECTION II, SECTION C.3.5**  
**(10 POINTS - Pages 16-17 of RFP)**

TWO (2) BONUS POINTS FOR DOCUMENTATION OF EACH OF THE FOLLOWING:

- i. Project includes an at-risk youth component
- ii. Project serves an area without similar services or facilities
- iii. Project demonstrates community support
- iv. Project demonstrates high cost-effectiveness
- v. Project sustainability

# **SITE CONTROL DOCUMENTS**

## SECTION IV, SUBSECTION D

(Pages 21-23 of RFP)

**ALL PROPOSALS MUST SHOW PROOF OF HOW THE PROJECT SITE IS CONTROLLED BY THE PROPOSER**

- **NON-CITY AGENCY ON NON-CITY PROPERTY**

1. AGENCY OWN PROPERTY
2. PROOF OF OWNERSHIP (GRANT DEED OR TITLE REPORT)
3. **AT THE TIME OF EXECUTION OF THE PROPOSITION K GRANT AGREEMENT, A PROMISSORY NOTE, DEED OF TRUST & OPTION TO LEASE WILL HAVE TO BE EXECUTED (BOE WILL PROVIDE NECESSARY DOCUMENTS THAT MUST BE SIGNED AND NOTARIZED. BOE WILL FILE THESE DOCUMENTS WITH THE LOS ANGELES COUNTY RECORDER'S OFFICE.)**

- **NON-CITY AGENCY ON LEASED PROPERTY**

1. LEASE WITH MINIMUM 10 YEARS REMAINING TERM; AND
2. LETTER FROM OWNER AUTHORIZING IMPROVEMENTS.

- **NON-CITY AGENCY ON CITY PROPERTY**

1. LEASE WITH REMAINING TERM OF 10 YEARS OR MORE; AND
2. LETTER FROM CITY AGENCY AUTHORIZING IMPROVEMENTS;
3. UNDER CERTAIN CIRCUMSTANCES, (AT DISCRETION OF THE CITY), JOINT USE AGREEMENT, OPERATING AGREEMENT, OR EQUIVALENT MAY BE REQUIRED.

# **SITE CONTROL DOCUMENTS**

## SECTION IV, SUBSECTION D

(Pages 21-23 of RFP)

- **CITY PROJECT ON CITY PROPERTY**
  1. GRANT DEED OR TITLE REPORT

# **SITE CONTROL DOCUMENTS**

## SECTION IV, SUBSECTION D (Pages 21-23 of RFP)

### **ALL ACQUISITION PROJECTS**

All acquisition projects approved for funding by the City Council will be owned by the City of Los Angeles, and leaseable back to the agency.

- MUST IDENTIFY, IN WRITING, A SINGLE PROJECT SITE
- LETTER FROM OWNER/LANDLORD INDICATING A WILLINGNESS TO NEGOTIATE IN GOOD FAITH FOR THE SALE OF THE PROPERTY
- PRELIMINARY TITLE REPORT (VERIFYING OWNERSHIP)
- CLASS "C" APPRAISAL
- ACQUISITION SCHEDULE
- CURRENT USE
- OCCUPANCY STATUS

# SITE CONTROL DOCUMENTS

(Page 32 of RFP)

## ALL PROPOSED PROJECTS MUST SUBMIT:

- Conceptual Site Plan of Proposed Project. **Site plan must be in color.**
- Site Map, documenting project site in relation to community, including project's location relative to existing facilities
- Parcel Map (must include parcel number, and site address)

# **SITE CONTROL DOCUMENTS**

## SECTION IV, SUBSECTION B

### PERFORMANCE SECURITY AND SITE SECURITY INSTRUMENTS

(Page 20-21 of RFP)

If your project is approved for Proposition K funding, you will be required to provide the following:

- **NON PROFIT GRANTEES WHO OWN THEIR PROJECT SITE**
  1. DEED OF TRUST
  2. OPTION TO LEASE
  3. PROMISSORY NOTE
  
- **NON-PROFIT GRANTEES WHO LEASE THEIR PROJECT SITES**
  1. SUBLEASE-LEASEBACK AGREEMENT
  2. LEASE BACK OF SUBLEASE AGREEMENT FOR TENANTS
  
- **NON CITY GRANTEE PROJECTS ON CITY PROPERTY**
  1. CITY LEASE OR PERMIT TO USE, INCLUDING PROP K CROSS DEFAULT LANGUAGE (A DEFAULT ON THE PROP K GRANT AGREEMENT IS A DEFAULT ON THE LEASE AND VICE-VERSA)

**ENVIRONMENTAL ASSESSMENT PROCEDURES**  
**SECTION V (Pages 23-29 of RFP)**

**TOPICS TO COVER**

- A. INITIAL SITE INVESTIGATION FOR HAZARDOUS MATERIALS  
(AKA "PHASE I SITE ASSESSMENT")
- B. LEAD PAINT STUDY
- C. ASBESTOS STUDY
- D. METHANE STUDY
- E. CEQA

# **ENVIRONMENTAL ASSESSMENT PROCEDURES**

## **SECTION V (Pages 23-29 of RFP)**

### **A. INITIAL SITE INVESTIGATION FOR HAZARDOUS MATERIALS** **("PHASE I SITE ASSESSMENT")**

- DETERMINE LIKELIHOOD FOR PRESENCE OF HAZARDOUS MATERIALS
- PREPARED BY QUALIFIED PROFESSIONAL
- RECOMMENDATIONS FOR REMEDIATION SHOULD BE INCLUDED IF HAZARDOUS MATERIALS LIKELY TO BE PRESENT, INCLUDE REMEDIATION COST ESTIMATE IN PROJECT BUDGET
- HAZARDOUS MATERIALS STUDY (SOIL SAMPLING) MAY BE REQUIRED IF CONTAMINATION IS LIKELY
- PRESENCE OF HAZARDOUS MATERIALS DOES NOT MAKE PROJECT INELIGIBLE FOR PROP K
- FIRST YEAR FUNDING FOR CEQA, PRELIMINARY DESIGN
- 2ND YR FUNDING FOR CONSTRUCTION IF CEQA APPROVED



# **ENVIRONMENTAL ASSESSMENT PROCEDURES**

## **SECTION V (Pages 23-29 of RFP)**

### **B. LEAD PAINT STUDY**

- PREPARED BY QUALIFIED PROFESSIONAL. SAMPLE SHOULD INCLUDE RESULTS FROM A REPRESENTATIVE NUMBER OF PAINTED SURFACES FROM PROJECT SITE.
- IF NO PAINTED SURFACES, SUBMIT LETTER SO STATING
- IF LEAD BASED PAINT IDENTIFIED, INCLUDE PROPOSAL FOR REMEDIATION AND INCLUDE COSTS IN BUDGET.

**ENVIRONMENTAL ASSESSMENT PROCEDURES**  
**SECTION V (Pages 23-29 of RFP)**

**C. ASBESTOS STUDY**

- PREPARED BY QUALIFIED PROFESSIONAL
- DETERMINE LIKELIHOOD OF PRESENCE OF ASBESTOS
- IF LIKELY, INCLUDE RECOMMENDATIONS AND BUDGET FOR REMEDIATION

# **ENVIRONMENTAL ASSESSMENT PROCEDURES**

## **SECTION V (Pages 23-29 of RFP)**

### **D. METHANE STUDY**

- Include statement as to whether or not proposed project is located in a methane hazard area or other area likely to have high concentrations of methane. Study should identify source(s) consulted.
- Study prepared by qualified City staff or private consultants.
- If proposed project is found to be located in a methane hazard area or area likely to have high concentrations of methane, study should recommend potential mitigation measures and project/budget should include adequate funding to implement such mitigation measures.

# **ENVIRONMENTAL ASSESSMENT PROCEDURES**

## **SECTION V (Pages 23-29 of RFP)**

### **E. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

- TYPES OF ENVIRONMENTAL DOCUMENTS
  1. CATEGORICAL EXEMPTION
  2. NEGATIVE DECLARATION (ND)/MITIGATED NEGATIVE DECLARATION (MND)
  3. ENVIRONMENTAL IMPACT REPORT (EIR)
- PREPARED BY CITY DEPARTMENT IF ON CITY PROPERTY, BY APPLICANT'S CONSULTANT (THROUGH PLANNING DEPARTMENT) IF ON APPLICANT OWNED OR NON CITY LEASED PROPERTY
- IF ND, MND OR EIR, SUBMIT 3 ESTIMATES FROM ENVIRONMENTAL CONSULTING COMPANY, INCLUDE IN OVERALL BUDGET AND SCHEDULE

# **ENVIRONMENTAL ASSESSMENT PROCEDURES**

## **SECTION V (Pages 23-29 of RFP)**

### **E. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

- IF ELIGIBLE FOR CATEGORICAL EXEMPTION, SUBMIT DRAFT OR FINAL EXEMPTION WITH PROPOSAL
- IF REQUIRES ND, MND OR EIR (BASED UPON CONSULTATION WITH BUREAU OF ENGINEERING OR PLANNING DEPARTMENT STAFF, AS RELEVANT), AND NO PREVIOUS ENVIRONMENTAL DOCUMENT COMPLETED, SUBMIT DRAFT INITIAL STUDY AND/OR ENVIRONMENTAL ASSESSMENT FORM, AND DISCUSS LIKELY REQUIRED ENVIRONMENTAL DOCUMENT IN TEXT OF PROPOSAL.
- YEAR 1 FUNDS WILL BE PROVIDED FOR CEQA COMPLIANCE ONLY

**ENVIRONMENTAL ASSESSMENT PROCEDURES**  
**SECTION V (Pages 23-29 of RFP)**

**E. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

IF CEQA COMPLETED WITHIN LAST 3 YEARS:

- SUBMIT APPROVED/SIGNED NOTICE OF EXEMPTION
- NOTICE OF DETERMINATION (FILED WITH COUNTY CLERK)
- COPY OF ENVIRONMENTAL DOCUMENTS

**ENVIRONMENTAL ASSESSMENT PROCEDURES**  
**SECTION V (Pages 23-29 of RFP)**

**E. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

**IF CEQA COMPLETED MORE THAN 3 YEARS AGO:**

DETERMINE IF:

1) PROJECT HAS BEEN CHANGED SIGNIFICANTLY;

2) ENVIRONMENTAL FACTORS HAVE CHANGED;

AND/OR

3) POTENTIAL IMPACTS HAVE CHANGED.

- IF YES TO 1, 2, AND OR 3, ABOVE, PREPARE SUPPLEMENTAL ENVIRONMENTAL DOCUMENTS

- IF NO TO ALL 3, EXISTING ENVIRONMENTAL DOCUMENTS MAY BE SUFFICIENT.

**PROPOSITION K - L.A. FOR KIDS PROGRAM  
9<sup>TH</sup> COMPETITIVE FUNDING CYCLE REQUEST FOR PROPOSALS**

# **PROPOSAL SUBMITTAL CHECKLIST**

	<b>Proposers must initial &amp; sign this checklist certifying that the proposal as submitted contains the required information or documents and where applicable that the required documents have been completed through BAVN.</b>	<b>RFP Page #</b>	<b>Initials</b>
1.	Table of Contents: An accurate table of contents is required	30	
2.	Title Page and Assurances (Attachment A)	29 A-1 to A-3	
3.	City of Los Angeles Non-Collusion Affidavit (Attachment B)	29 B-1	
4.	City Ethics Commission, CEC Form 50 (Attachment C)	29 C-1 and C-2	
5.	City Ethics Commission, CEC Form 55 (Attachment D)	30 D-1 to D-3	
6.	Proof of legal entity status and tax-exempt status	30	
7.	Articles of Incorporation and By-Laws – Adopted by agency and properly attested	30	
8.	Proof of corporate board or governing body action authorizing submission of proposal	30	
9.	City of Los Angeles Business Tax Registration Certificate (BTRC) or Evidence of Exemption	31	
10.	Documents for Proposed Acquisition Projects	11 and 31 G-1	
11.	Site Control – Grant deed, Title Report, Lease,	21	
12.	Conceptual Site Plans	32	
13.	Site Maps	32	
14.	Parcel Map	32	
15.	Project Budget Forms (Attachment E)	32 E-1 to E- 4	



**PROPOSITION K - L.A. FOR KIDS PROGRAM  
9<sup>TH</sup> COMPETITIVE FUNDING CYCLE REQUEST FOR PROPOSALS**

# **PROPOSAL SUBMITTAL CHECKLIST**

16.	Project Information Summary (Attachment F)	32 F-1	
17.	Construction and Expenditure Milestones Schedule (Attachment J) (Sample only)	32 J-1	
18.	Project Description and Management	13	
19.	Fiscal and Budgetary Review	13	
20.	Project Readiness	15	
21.	Service Capability	16	
22.	Bonus Points (optional)	16	
23.	Financial Documents	33	
24.	List of all other Funding Sources	33	
25.	Environmental Assessment Documents	33	
26.	Certification of Compliance With Child Support Obligations	33 K-1 to K-2	
27.	Certification regarding Compliance with the American Disabilities Act - (Attachment L)	33 L-1	
28.	Living Wage and Service Contract Worker Retention Ordinance –(Attachment M) – LW 10 or LW 13	33 M-1 to M-7	
29.	Contractor Responsibility Ordinance – (Attachment O)	33 O-1 to O-11	
30.	Compliance with Iran Contracting Act of 2010 – (Attachment Q)	33 Q-1 to Q-3	
31.	Equal Benefits Ordinance – (Attachment H) <b>TO BE COMPLETED ON BAVN</b>	34 H-1 to H-3	
32.	Non-discrimination, Equal Employment Practices, Affirmative Action Program, (Attachment I) <b>TO BE COMPLETED ON BAVN</b>	34 I-1 to I-7	
33.	Compliance with Slavery Disclosure Ordinance – (Attachment N) <b>TO BE COMPLETED ON BAVN</b>	34 N-1 to N-2	
	<b>A PDF COPY OF THE PROPOSAL MUST BE SUBMITTED ON DISK WITH YOUR PROPOSAL</b>		

# PROP K HOTLINE NUMBER/WEBSITE

Bureau of Engineering

Recreational and Cultural Facilities Division

Telephone: (213) 847-4843

Website: <http://PROPK.LACITY.ORG>

Email: [engpropkrfp@lacity.org](mailto:engpropkrfp@lacity.org)

BAVN: <http://www.labavn.org>