PROPOSITION K - L.A. FOR KIDS
11th COMPETITIVE FUNDING CYCLE
TECHNICAL ASSISTANCE SEMINAR
INFORMATION TO KEEP IN MIND

• RFP was released on March 23, 2023.

• Proposals are due Thursday, June 22, 2023 before 3:00 p.m.

• Proposals will be received electronically only via e-mail.

• Proposals must be sent via email to engpropkrfp@lacity.org. and received no later than 3:00 p.m. on Thursday, June 22, 2023.

• Prop K website address: https://eng.lacity.org/propk

• Prop K email address: engpropkrfp@lacity.org
Funding Categories

Competitive grant funds are awarded only to capital improvement projects in the following categories:

1. **Proposition K Funds**: $11,394,353

   I. **Restricted Funds** - Available Funding Categories only two (2)

   a. Youth Schools/Recreation Projects: $10,650,619

   b. Acquisition of Parks/Natural Lands: $743,734

2. **Health Alternatives to Smoking (Hats) Trust Fund**: $565,000

   Funding for design and construction of youth facilities is only located in the HATS eligible Census Tracts & Map on pages 16 -17, of the RFP.
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.
• 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.
## Proposition K Categories

<table>
<thead>
<tr>
<th>Project Funding Categories Proposition K</th>
<th>Original Ballot Measure Allocation Per Category</th>
<th>Approximate Remaining Funds Per Category For this RFP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Regional Recreation/Educational Facilities</td>
<td>$20,000,000</td>
<td>$0</td>
</tr>
<tr>
<td>2. Neighborhood At-Risk Youth Recreational Facilities</td>
<td>$20,000,000</td>
<td>$0</td>
</tr>
<tr>
<td>3. Youth Schools/ Recreation Projects</td>
<td>$20,000,000</td>
<td>$10,650,619</td>
</tr>
<tr>
<td>4. Aquatic Upgrades</td>
<td>$16,000,000</td>
<td>$0</td>
</tr>
<tr>
<td>5. Athletic Fields</td>
<td>$16,650,000</td>
<td>$0</td>
</tr>
<tr>
<td>6. Lighting</td>
<td>$16,000,000</td>
<td>$0</td>
</tr>
<tr>
<td>7. Urban Greening</td>
<td>$15,000,000</td>
<td>$0</td>
</tr>
<tr>
<td>8. Acquisition of Parks / Natural Lands</td>
<td>$20,000,000</td>
<td>$743,734</td>
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</tbody>
</table>

### Restricted Funds

<table>
<thead>
<tr>
<th>Proposition K Funds</th>
<th>TOTAL</th>
<th>$11,394,353</th>
</tr>
</thead>
</table>
What is the Health Alternatives to Smoking (HATS) Trust Fund?

- Created in July 1999 (Los Angeles City Ordinance No. 172727).
- Created to disburse monies collected from the National Tobacco Settlement.
- Monies from this fund may only be used for the acquisition of park land and recreation improvements in under served areas.
- Funding for design and construction of youth facilities are located in the HATS eligible Census Tracts.
- Under-served areas are census tracts that meet all of the following criteria based on the latest available census:
  1. Above average youth in poverty (greater than 36 percent);
  2. Above average persons 18 and under (greater than 26 percent);
  3. Below average acreage in parks (less than 2 percent); and
  4. Not adjacent to major parks or national forest land.
- Please see page 16 &17 for qualifying map and census tracts.
- Approximately $565,000 will be made available under this RFP.
Funding Availability

- This RFP maintains a three-year funding cycle.
- The 11th Funding Cycle entails FYs (2024-25, 2025-26, 2026-27).
- First year funding for the 11th cycle will be available July 1, 2024.
- Some projects may not receive funding until July 1, 2026.
Who is eligible to apply for under this 11th Cycle?

1. Los Angeles City Departments
2. 501(c)(3) 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.
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 i.e.: 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 Online Seminars will be conducted. Attendance at any one of the online seminars is mandatory. The date of the online seminars are: April 26, May 3, May 17, and June 7.

3. Proposals DUE THURSDAY, June 22, 2023, 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.
6. Proposals are 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 the proposer.

7. City staff convenes scoring panels, who will score the proposals that passed the initial review.

8. Once the proposals are reviewed, City staff prepares a proposed ranking of the 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).
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, 2024.
12. Proposition K Grant Award letters will be mailed and contract negotiations with the selected agencies will begin on or shortly after July 1, 2024. 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. All successful non-City grantees will be required to sign a Grant Agreement. A sample Grant Agreement is available on the internet at https://eng.lacity.org/propk

PLEASE BE SURE TO SUBMIT THE CHECK LIST WITH YOUR PROPOSAL. IT IS MANDATORY

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

(Page 22-27 of RFP)

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<tr>
<th>EVALUATION CRITERIA</th>
<th>MAXIMUM POINTS</th>
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<td>1. PROJECT DESCRIPTION AND MANAGEMENT</td>
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<tr>
<td>2. FISCAL AND BUDGETARY REVIEW</td>
<td>25</td>
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<tr>
<td>3. PROJECT READINESS</td>
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<tr>
<td>4. SERVICE CAPABILITY</td>
<td>20</td>
</tr>
<tr>
<td>5. BONUS POINT CRITERIA X 2.0 PTS</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
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</tbody>
</table>
SCORING
PROJECT DESCRIPTION AND MANAGEMENT
(20 POINTS – Page 23 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
(25 POINTS - Pages 23-25 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).

• Create a 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
(25 POINTS - Pages 23-25 of RFP)

• Prop K or any of the other funds (HATS, PARKS FIRST) may not fund the entire project cost.

• Must provide a narrative in case the 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**

(25 POINTS – Pages 25-26 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, 2024.
SCORING

PROJECT READINESS
(25 POINTS - Pages 25-26 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**

(20 POINTS - Pages 26-27 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, etc...
- Schedule Indoor play such as Ping Pong, Foosball, Air Hockey, etc...
- Schedule board games such as chess, monopoly, etc...
SCORING
SERVICE CAPABILITY
(20 POINTS – Page 26-27 of RFP)

- Describe your agency’s history of providing services.
- Describe how your agency will continue providing services.
SCORING
BONUS POINTS
(10 POINTS – Page 27 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
(Pages 29-33 of RFP)

Category 3 - Youth Schools/Recreational Projects and projects on LAUSD property or on proposer’s own school property require a joint-use agreement with the Department of Recreation and Parks and all other documents indicated below prior to recommendation of award.

Proof of ownership of the land in the form of a grant deed or title report.

AND

Executed Master Joint-Use Agreement (JUA) and/or Project/Site Specific Joint-Use Agreement with the City Department of Recreation and Parks as further described below.

If a potential proposer’s proposal package does not have an executed Master JUA and executed Project/Site-Specific JUA in place on or before Thursday, June 22, 2023, by 3:00 p.m., proposer must submit with their proposal a Letter of Commitment and subsequently the JUAs as specified below. SEE PAGE 29 OF RFP.
SITE CONTROL DOCUMENTS (PAGES 29-33 OF RFP)

• Joint Use Agreements after Deadline for Submittal of Proposals - Where a proposer has submitted Letter(s) of Commitment to Enter into Good Faith Negotiations as part of its proposal, in order to continue to be eligible for consideration for a grant award, the proposer must submit the applicable executed Master JUA and/or Project/Site Specific JUA, as further described below, on or before Thursday, December 28, 2023, by 3:00 p.m. Executed Master JUAs and/or Project/Site Specific JUAs must be submitted on or before this deadline to the Bureau of Engineering Recreational and Cultural Facilities Program, via email at engpropkrfp@lacity.org. Failure to submit executed JUAs by this deadline may result in the proposal being disqualified from further evaluation and consideration for award of a grant.

• Please read pages 29-33 carefully.
• **Non-CITY AGENCY ON NON-CITY PROPERTY**
  1. Agency owns the 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 10-20 years remaining term, depending on the funding amount; and
  2. Letter from owner authorizing improvements.

• **NON-CITY AGENCY ON CITY PROPERTY**
  1. Lease with remaining term of 10 - 20 years or more, depending on the funding amount; and
  2. Letter from city agency such as RAP, GSD, etc... authorizing improvements;
  3. Under certain circumstances, (at discretion of the City), joint use agreement, operating agreement, or equivalent may be required.
• **CITY PROJECT(S) ON CITY PROPERTY**

1. Proof of ownership of land, project site, in the form of a grant deed or title report.
2. If the proposer is a City agency, and not RAP, the proposal must include a Motion by the City Council committing to make the property available for purposes of the project and its related programs and services.
3. If the proposer is the City’s Department of Recreation and Parks (RAP), the proposal must include a resolution from the Board of Recreation and Park Commissioners authorizing submittal of the proposal and committing to make the property available for purposes of the project and its related programs and services.
SITE CONTROL DOCUMENTS
(Pages 29-33 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 – valid for 2 years
• Acquisition schedule
• Current use
• Occupancy status
SITE CONTROL DOCUMENTS
(Pages 29-33 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)
If your project is approved for Proposition K funding, you will be required to provide the following:

**NON PROFIT GRANTEE WHO OWN THEIR PROJECT SITE**
1. Promissory Note (Forms will be provided by BOE)
2. Deed of Trust
3. Option to lease

**NON-PROFIT GRANTEE WHO LEASE THEIR PROJECT SITES**
1. Sublease agreement (Forms will be provided by BOE)
2. Sublease-leaseback agreement

**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
(Pages 34-39 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
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.
ENVIRONMENTAL ASSESSMENT PROCEDURES
(Pages 34-39 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
(Pages 34-39 of RFP)

C. ASBESTOS STUDY

- Prepared by qualified professional.
- Determine likelihood of presence of asbestos.
- If likely, include recommendations and budget for remediation.
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.
E. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

- Types of environmental documents:
  1. Categorical exemption;
  2. Negative declaration (ND)/mitigated negative declaration (MND); and

- Prepared by City department if on City property

- Prepared by applicant (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 as part of proposal.
ENVIRONMENTAL ASSESSMENT PROCEDURES
(Pages 34-39 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

(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
(Pages 34-39 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
11TH COMPETITIVE FUNDING CYCLE REQUEST FOR PROPOSALS

PROPOSAL SUBMITTAL CHECKLIST
Pages 48-49
PROP K WEBSITE

Bureau of Engineering
Architectural Division

Website: https://eng.lacity.org/propk
Email: engpropkrfp@lacity.org