RMC PROP 68

TECHNICAL ASSISTANCE PROGRAM

FINAL
July 22, 2019

Introduction

Pursuant to Section 8008(b)(1) of Proposition 68, the $4 Billion Parks, Environment, and Water Bond (June 2018), up to 10% of the funds available may be allocated for technical assistance to disadvantaged communities. RMC's Technical Assistance Program (TAP) supports local communities with application assistance with the goal of facilitating access to the Conservancy's funding programs. RMC recognizes barriers to accessing resources, including:

- Familiarity with RMC's grant application process,
- Appreciation of the complexity of well-designed parks, open space, and multi-benefit projects, including strategic land acquisitions,
- Commitment to work with and engage the community,
- Ability to successfully manage projects to completion, and
- Ability to successfully operate and maintain completed projects.

RMC offers a TAP program to help ensure eligible grantees receive funding and successfully complete and maintain their RMC Proposition 68 projects.

TAP program provides information, tools, resources, and strategies to help applicants through the stages of project conceptualization, grant initiation, grantmaking, and project completion. In addition to RMC staff, these resources include peer-to-peer mentoring, access to best-practices, identifying technical resources, and providing professional grant writing and facilitation services. TAP will be available for the next three-four years, until RMC's allocated funding is expended, and will include outreach and programs to provide application assistance to eligible applicants. Some TAP resources are available to all applicants; however, applicants with projects in High-Need or Very-High-Need Areas have preferential access to TAP.

Technical Assistance Program Contents

Section 1: Program Goals

The following are the primary goals of RMC's TAP:

1. Ensure that all Cities, local agencies, California recognized native American tribes, and non-profits throughout the RMC region, and especially High-Need or Very-High-Need areas, are well informed regarding available RMC Proposition 68 competitive grant program opportunities, TAP programs as a resource, and the steps required to receive these resources;

2. Maximize participation in RMC's Prop 68 grant program from High-Need or Very-High-Need Areas by providing proactive and flexible technical assistance throughout the grant continuum to help with applying for funding, administering grants, and completing and maintaining projects;

3. Create and support relationships between agencies, organizations, and technical experts and mentors throughout the County;

4. Support organizational capacity-building among RMC's Prop 68 applicants to increase their ability to administer grants;

5. Place emphasis on delivering successfully completed projects to park and open space users.

Section 2: Accessing Technical Assistance

RMC Prop 68 eligible grantees may submit a request for technical assistance and indicate which TAP elements they are interested in prior to and during competitive grant Call-for-Projects. As an initial step to understanding and addressing technical assistance needs, the request of technical assistance needs can be updated as needed by applicants and/or RMC Project Analysts as technical assistance needs arise or change. RMC Project Analysts can also choose to recommend or offer TAP elements to eligible applicants and grantees at any time.

Section 3: TAP Elements

TAP consists of six elements that support all stages of the grant continuum:

1. Web Design and Development
2. Resource Toolkits
3. Technical Advisors
4. Training and Education
5. Ongoing Technical Support from RMC
6. Professional Services

TAP elements have varying requirements for eligibility, with some elements available to the general public, some to all eligible applicants, and some to eligible grantees on a selective and/or competitive basis due to limited availability of resources. Each element is described below.

3.1. Website Design and Development

3.1.1 New website:

RMC will develop a new website that is responsive to both mobile devices and web standards. The new website needs to incorporate the state of California approved template and requirements and be easy for users to navigate and access resources.

RMC proposes the following solution for a new website:

1. A custom website layout that will utilize the WordPress Content Management System with a custom theme that will provide a mobile responsive layout for RMC Website Visitors.
2. The initial build of the website will include optimization for technical standards.
   a. Existing content as appropriate will be moved and implemented into the new theme and layout,
   b. Technical SEO will utilize best practices,
   c. Website will be 100% ADA compliant.
3. Hosting
   a. Website will require at least a standard LAMP/C-panel server for hosting

3.1.2 Online Grant Management System:

RMC proposes the development of an Online Grant Management System (GMS) to accept applications for Proposition 68 Grant Funds, manage those grants, and close completed grants. The GMS will create a digital record of all grant applications, grant administration records, and grant closing documents. The GMS will also be used to facilitate communication between applicants/grantees and RMC staff. The GMS will seek to be financially sustainable and integrated into RMC grant delivery process for future grant

programs through RMC; RMC will use Prop 68 TAP funds for initial development of GMS system.

The GMS will streamline the grant application, administration, and closing processes through the use of digital records and communication. The GMS ensures that records and communication are maintained in a manner that facilitates access and ease of use. The GMS will also include mechanisms designed to help RMC comply with State reporting requirements.

3.1.3 Geospatial Web Development:

RMC proposes to create a full service, user-centered web application, which integrates the Grant Management System (GMS) with a geospatial web portal. This would combine open source mapping with Content Management Systems, that would work well on both desktop and mobile devices, for a range of users over a long period. Such a system would also allow RMC to create more flexible automated reporting, for the RMC and for various user purposes.

The primary goal of this web tool is for the creation of an online tool and workspace that will assist both the RMC and eligible agencies with map-aspects of Proposition 68 grant application and grant management processes.

At a minimum, the tool will allow eligible applicants to complete the following:
- Update RMC project inventory data on an ongoing basis, with a method for grantees and RMC staff to update data on a regular basis.
- Generate a GIS-based representation of the proposed project boundary, vicinity map, footprint, and service area.
- Print and export information related to proposed projects in various formats, including PDF and spreadsheets.

At a minimum, the online workspace will allow RMC to provide for reporting expenditures of Prop 68, including spatial distribution of funds and grants awarded/not awarded.

3.2. Resource Toolkits

Resource toolkits cover a range of important topics related to the grant continuum, and applicants can use toolkit resources for support during the grant process. These resources can assist grantees conducting community engagement, creating promotional materials for outreach, support in writing grant applications, preparing required documents such as project budgets, and navigating RMC Prop 68 grant application processes. The types of available resource toolkits, which will be available on RMC's website, may include and are not limited to the following:

- Community Outreach and Engagement
    - Best practices for outreach and engagement
    - Social media outreach guides
    - Community Events calendar
    - PowerPoint templates for community engagement meetings/workshops

- - Guidance handbook on meeting facilitation
  - Templates for outreach flyers, sign-in sheets, and other meeting collateral
  - Park-related and open-space stock photos
  - Tribal Consultation resources
- Technical Assistance Directories
  - Qualified Professionals Directory
  - Mentor Directory
  - Key stakeholder contact list
- Grant Application
  - Application quick start guide
- Grant Writing
  - Grant writing handbook, including grant application case studies from past award
  - recipients
  - Cost estimate resources
  - Information regarding other funding sources/leveraging funds
- Grant Project Implementation
  - Planning/Design handbook
  - Acquisition guide
  - Interpretive Signage examples and guides
  - Urban Greening toolkits and portals
  - Establishing joint/shared-use agreements
  - Labor and Prevailing Wage Code requirements
- Maintenance Guides for native landscapes and projects
  - Maintenance guides
- Additional Toolkits – topics to be determined based on applicant feedback

Resource toolkits will be available to the general public and will be available on RMC's website. Resource toolkits will be updated routinely.

3.3 Technical Advisors

Technical Advisors will provide strategic support and guidance to RMC on topics ranging from park and open space planning and development, ecology and ecosystem planning services, hydrology and hydraulics, community engagement, construction, grant writing, among others, to support RMC strategic planning, evaluation of RMC Prop 68 grant projects, and overall technical support for the RMC Prop 68 grant program. Technical Advisors will be professionals, independent contractors or representatives from agencies and organizations.

Technical Advisors will be recruited by RMC through a Request for Qualification (RFQ) process, and a list of qualified consultants will be routinely updated. Because RMC Technical Advisors may participate in the evaluation and scoring of competitive Prop 68 grant applications, selection of Technical Advisors will avoid potential conflicts of interest.

3.4. Training and Education

To better equip applicants about RMC Prop 68 grant process, RMC will hold training and education workshops throughout the year on a range of applicable topics. RMC may require all grantees attend periodic training on selected topics of importance. Workshops will eb led either by RMC or outside instructors/consultants. Workshop presentations will be recorded and posted to the RMC website for those not able to attend in person. Workshop topics may include and are not limited to the following:

- Community Outreach and Engagement
- Grant Application Process
- Introduction to Competitive Grants
- Grant Writing
- Project Management, including finances
- Grant Administration
- Park and Open Space Planning 101
- Tribal Consultation
- Maintenance Guides for native landscapes
- Additional workshop topics will be developed based on request and observed needs.

Training and Education workshops will be available to all eligible applicants and grantees. Recordings of workshops may be available to the general public on the RMC website, as well as digital versions of handouts and presentations.

3.5. Ongoing Technical Support from RMC

RMC will provide ongoing technical assistance support to prospective applicants, applicants, and grantees throughout the grant process, including prior to all application periods, during the application period, grant administration, and project implementation. Ongoing technical support include will include:

- **Ongoing Support**. Includes managing TAP, raising general awareness of TAP, focused and proactive outreach to High-Need or Very-High-Need Areas, providing feedback on grant applications, being a resource for all grant-related questions or needs, and acting as the liaison between applicants and outside professionals and mentors. RMC will also curate, coordinate, and maintain resources related to best practices, case studies, other technical assistance opportunities, other potential funding opportunities, and other resources (including toolkits and recordings of training workshops). These resources will be available to the general public on the RMC website. RMC may collaborate with other agencies and/or organizations to deliver ongoing support.

- **TAP Case Managers**. RMC will work to help ensure that High-Need or Very-High-Need Areas understand and receive the resources they need. RMC TAP Case Mangers will act as liaisons to High-Need or Very-High-Need Area agencies and will work closely with these agencies throughout the grant continuum. RMC staff will screen potential applications to ensure grant funding eligibility via in-person or

telephone intake interviews. Based on the assessment of these interviews, TAP Case Managers will be assigned agencies that are most in need of targeted, one-on-one guidance and will work closely with these selected agencies, assisting them through the grant continuum and helping their agency build capacity. Additional intake interviews and assessments will occur on an annual basis.

Because RMC Project Analyst will participate in the evaluation, scoring, and awarding for funds for competitive Prop 68 grant applications, RMC Project Analyst will avoid serving as TAP Case Managers to try to avoid potential conflicts of interest.

3.6. Professional Services

Professional services in a variety of areas of expertise will be available to eligible agencies and organizations from professionals contracted with RMC. Professional services may include, and are not limited to, the following:

- **Grant Writing Support**. Grant writing assistance is intended to help grant-seeking agencies and organizations successfully write competitive grant proposals. Professional services will provide either grant writing training seminars to organizations seeking to improve their grant writing skills or direct grant writing support services to organizations that have not yet written a successful grant proposal for RMC.

- **Community Outreach and Engagement**. Community outreach and engagement assistance will be available to agencies and organizations at various stages of the grant continuum. Professional services will be provided to agencies and organizations that do not have the capacity or resources to organize and conduct outreach and engagement, including developing and distributing outreach materials; facilitating meetings; support social media engagement; preparing meeting materials; tribal consultation; and providing refreshments, child care, and/or multilingual translation or interpretive services.

- **Construction Administration**. Construction administration assistance will be available to agencies and organizations during the construction phase of capital projects funded by Prop 68. These types of professional services include project management in reviewing construction drawings and overseeing the administrative aspect of the construction process, including prevailing wage requirements.

Additional professional service areas may be added based on participant requests and/or observed need.

Technical assistance from professional services is limited and thus not all agencies and organizations will receive these services. Funding for professional services will be distributed through a selective process to eligible applicants and grantees who report a need for professional services. RMC will determine which applicants are eligible for professional services based on a request of technical assistance, the need identified, and the Project Area's Need Level, and match eligible applicants to specific consultants depending on the agency's or organization's type of need.

Any eligible applicant or grantee who reported a need for professional services but were not selected to receive professional services may submit a support letter to RMC to explain their need for professional services in further detail.

Section 4: Program Schedule

As shown in Figure 1 below, different TAP elements will be available at appropriate stages throughout the grant continuum. For example, Professional Services and Training and Education focused on grant writing will be available prior to the grant application due date. Resource Toolkits, the Technical Assistance Directories, and Ongoing Technical Assistance Support from RMC will be available throughout the grant process.

Figure 1: TAP along the Grant Project Continuum

		Grant Project Continuum			
		Project Development	Grant Application and Award	Grant Administration	Project Completion (and O&M)
Technical Assistance Program - Elements	1. Web Design and Development	RMC website - easier for users to navigate and access resources			
		Online GMS - streamline grant application, administration, and close-out processes			
		Geospatial Web Development - integrated web portal			
	2. Resource Toolkit	Meeting facilitation handbook, community engagement meeting best practices, technical assistance directories, tracking of matching funding, stock photos			
		Design and Planning handbook; UG toolkits	Grant Writing handbook	Grant Administration Guides	Maintenance guides
	3. Technical Advisors	Technical support, strategic planning, and evaluation of projects			
	4. Training and Education	Intro to RMC grant process	Grant Writing	Grant Administration	Long-term O&M
		Park & Open Space Planning 101; Tribal Consult.	Community Outreach & Engagement	Project Management, including finances	
	5. Ongoing RMC Prop 68 Support	One-on-One Assistance			
		Outreach about Prop 68 and TAP	TAP Case Managers	Project Administration	Grant Close-out Guidance
		TAP Needs survey	Workshops		TAP Evaluation
	6. Professional Services	Community Engagement	Grant Writing Support	Construction Admin Support	Maintenance Guides

TAP funding will come from RMC's Prop 68 Technical Assistance funds, which is up to 10 percent of RMC's overall Prop 68 allocation.

Development and Pilot Phase, Year 1 and Year 2

The first two years of TAP will be the development and pilot phase of the grant program and focus more on the Project Development and Grant Application and Award on the Grant Program Continuum.

The development and pilot phase will allow RMC to gain an understanding of which TAP elements or services are most needed by agencies and organizations, allow time for RMC to develop and coordinate resources, such as toolkits, that are tailored to applicant needs, and develop administrative processes that ensure easy access to TAP by all applicants.

Year 1 of the program's development and pilot phase will focus on developing the administrative processes, content, and delivery methods of TAP, while also providing resources related to applying for Prop 68 funds, guidance/assistance in performing outreach and engagement to communities, and maintenance guides. The following TAP elements will be available during Year 1:

- Resource toolkits on RMC's website
- Professional services for community engagement and outreach
- Training and Education workshops

RMC will release the RFQ to create a shortlist of Technical Advisors in Year 1, and

RMC will update its website in Year 1, and

RMC will scope the feasibility of developing the online GMS system and integrated Geospatial Web Development tools and determine if deliverables are reasonable for the funding source.

During Year 2 of the program's development and pilot phase, RMC will continue to provide professional services for community engagement and outreach, provide an increased range of Training and Education workshops, and coordinate launch of Technical Assistance Directories and related resources and toolkits.

Full Implementation Phase - Year 3 through Year 4

During this period, all TAP elements detailed in this section will be available, including professional services for other service areas that were unavailable during the development and pilot phase. These elements will be designed to help agencies and organizations gain adequate knowledge, experience, and resources and increased independence in grant processes.