1. **How are grantees selected?**

First 5 LA conducts an initial assessment of all submitted applications in response to the RFP. All complete applicant packets are forwarded to three (3) external reviewers for review and scoring. Based on their assessments, an average score is formulated based on points obtained. Applicants are encouraged to review the Review Tools I and II posted on the TPT webpage.

2. **District 5 is a very large District, has any consideration been given to offering multiple grants? Can contracts be divided up in consideration of the geography, such as the North or East part of the 5th District?**

If the External Reviewers scores merit such a consideration and their findings align with a financial review and interview scores, this will be considered.

3. **Is there a one single grant for $2,000,000 or are the funds divided among all the applicants?**

The total allocation for District 5 is $2 million and awards will be considered for those that have the highest scores throughout the review process.

4. **Is it acceptable for a lead agency to have its main office in one area but apply for a grant in an area we have served for years and wherein we have staff assigned and strong ties to the community, but do not have a physical field office?**

Staff presence in Supervisorial District 5 is required. If your organization has current or prior operations, cite your experience in the proposal narrative.

5. **Our proposed lead agency also has a history of working within the 5th district however the agency is based outside of the county (San Bernardino). Is our proposed lead agency eligible to apply for funding under the Tot Parks and Trails Project for the 5th Supervisorial District?**

The lead agency should demonstrate substantial expertise in working with non-profits, community organizations and park and recreation agencies in LA County Supervisorial District 5 as well prior experience working with at least two or more members of the partnership.
6. Is our proposal more likely to be funded doing multiple projects vs. one park or trail system?

No. The TPT Review Tools do not allocate points based on the number of projects proposed.

7. Does the lead agency have to be a 501(c)(3)?

Yes. The lead agency should be a registered non-profit. Government agencies, schools, foundations, service clubs, community organizations are ineligible but may be included as partners. Requirements in this regard for charitable organizations in the State of California can be found at: [http://ag.ca.gov/charities/forms/charitable/rrf1_instructs_05.pdf](http://ag.ca.gov/charities/forms/charitable/rrf1_instructs_05.pdf)

8. Can our organization serve as the lead agency in more than one Supervisiorial District?

No. Each Supervisiorial District will have a different lead organization representing the specified District.

9. Can our organization participate in more than one Supervisiorial District?

Yes. Organizations may apply as a partner in each of the five Districts.

10. Do we have to have more than 3 partners?

No. However, each partnership should include at least one government partner, community based organization and a qualified nonprofit organization.

11. Can foundations apply to serve as the Lead Agency?

Yes. A foundation may act as the fiscal agent for the partnership and complete all the fiscal, administrative and contractual obligations.

12. Are schools acceptable partners?

Yes. A joint use agreement should be established to insure the play spaces are accessible to the general public after school hours and on weekends.

13. What level of support does the city/county/school need to show as part of the application?

The decision making authority of the proposed site should demonstrate support through a letter of endorsement or MOU.
14. How should issues of sustainability and upkeep be addressed?

Long-term sustainability requires a plan for keeping the park well maintained, including a provision for water, cleanliness, garden and tree pruning as well as necessary park repairs.

15. What do we need to include from the various partners to demonstrate interest?

A letter of intent or MOU detailing the role and responsibilities agreed to on organizational letterhead should be submitted. Please note the proposed project address. Identify how collaboration with the partner will create a leveraging opportunity.

16. Can we include monies in the budget for outreach and events to support the new parks or trails?

Yes. If the outreach is to be done by the lead agency the expenses should be reflected in the budget according to line item. If they will be completed by a partner, their expense should be noted in line item two (2) “contracted services.”

17. Can you include pictures in the proposal?

Yes. They will be counted as part of the 12 page maximum established for the proposal narrative.

18. Is project management considered an administrative cost or a construction cost?

Management costs for the lead agency should be detailed by line item in the required budget. Project management expenses of partners should be included in their quote and listed under line item two (2) “contracted services.”

19. Our fiscal year 2010-11 audit will not be complete until the fall of 2012. How do we address that issue?

Submit the most recent completed audit with current balance sheets.

20. Does this include funding for park programs?

No. TPT funds are to be used for capital expenses. Programs and direct services are ineligible for funding.

21. How do you define "possession" of land?
One member of the partnership should hold the title to the land associated with the project. The partner should demonstrate a willingness to either engage in a long-term lease or donate the designated property. However, TPT funds cannot be used to purchase or acquire land.

22. What do you mean by leveraging?

First 5 LA seeks to increase the value of its philanthropic efforts through greater collaboration and partnership among foundations and nonprofit partners, as well as other sectors of society. TPT seeks to encourage communities to test new alliances, new ideas, and new ways of working together.

23. Should TPT funds be used to create new play-spaces or upgrade and refurbish existing sites?

TPT seeks to increase the number of parks and play-spaces for children age 2-5. First 5 LA also seeks to increase the number of parks that serve children with special needs. Projects that seek to modify a current site in order to meet access needs will be considered.

24. If a playground includes activities for children over the age of 5 is it eligible for funding (i.e. a playground for kids 0-12)?

Yes. The portion of the larger park that will specifically serve children age 2-5, it will qualify. Walking trails suitable for young children are also qualified.

25. Regarding the “Instructions for Budget Forms,” under Section 1, it is stated that “executive positions may not exceed 60% of their gross salaries ...” By “executive positions” do you mean the “c suite,” i.e. CEO, COO, CFO, etc.? Or would this restriction also apply to middle management positions?

“Executive positions” refers to positions such as the organization’s Executive Director (CEO). If management positions are included in the budget, and they exceed 60% of their gross salaries, their role should be sufficiently justified in the budget narrative.

26. Should I assume there needs to be separate budget for each project that is submitted as part of the $2M total. Is this correct?

No. Only one budget is required. Each partner’s project should be reflected in Section 2, Contracted/Consultant Services and Section 11, Capital Cost/Renovation.

27. We understand there is a $150/hr cap for consultants, but we don't know how we arrive at an estimate for the number of hours such consulting
takes. Do we call random consulting firms for quotes? Do we provide our own best guess?

The more detail you can provide helps to justify expenses in your budget. It is recommended that you complete sufficient research on costs, including consultant estimates if they are applicable.

28. Capital projects often require an immediate deposit for contracted services, creating a cash flow concern for non-profit organizations. Will First 5 LA provide lead agencies a payment advance?

First 5 LA will consider advance payment for services and equipment on a case-by-case basis. Requests for payment advances should be supported sub-contractor bids and supplier estimates.

29. What is the financial role of the lead agency and each partner?

Each organization in the partnership is responsible for their own project paperwork, reporting and payment of vendors. The Lead organization is the link between each of the partners as well as First 5 LA and will facilitate the reimbursement of funds to each of the partner agencies.