

**CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE  
L.A. FOR KIDS STEERING COMMITTEE MEETING, AUGUST 28  
AGENDA ITEM ( )  
THE 2025 VERMONT/WESTERN STATION NEIGHBORHOOD AREA PLAN (SNAP)  
PARKS FIRST TRUST FUND AND HEALTH ALTERNATIVES TO TOBACCO  
SMOKING (HATS) REQUEST FOR PROPOSALS  
FOR  
(FISCAL YEARS 2026-27; 2027-28; 2028-29)  
BUREAU OF ENGINEERING**

**DATE:** August 28, 2025

**TO:** Proposition K – L.A. for Kids Steering Committee

**FROM:** Ohaji K. Abdallah, Interim Program Manager *OKA*  
Recreational and Cultural Facilities Program  
Architectural Division

**SUBJECT: REQUEST FOR PROPOSALS FOR THE 2025 VERMONT/WESTERN STATION NEIGHBORHOOD AREA PLAN (SNAP) PARKS FIRST TRUST FUND AND HEALTH ALTERNATIVES TO SMOKING (HATS) TRUST FUND FOR FISCAL YEARS 2026-27, 2027-28 and 2028-29**

**RECOMMENDATION**

The Bureau of Engineering (BOE) requests that the L.A. for Kids Steering Committee recommend that the City Council:

1. Approve the 2025 Vermont/Western Station Neighborhood Area Plan (SNAP) Parks First Trust Fund (Parks First) and Health Alternatives to Tobacco Smoking (HATS) Request for Proposals (2025 Parks First/HATS RFP), substantially in the form attached, that includes funding from both the Parks First and HATS Trust Funds, and authorize its release on or about September 19, 2025, with a due date of on or about November 19, 2025; and,
2. Authorize the L.A. for Kids Steering Committee staff, with the assistance of the City Attorney, to make technical modifications to the attached 2025 SNAP/HATS RFP.

**BACKGROUND:**

**Part 1 - The Vermont/Western Station Neighborhood Area Plan (SNAP) Park First Trust Fund**

SNAP Park First Trust Fund was established in January of 2001 by Ordinance No. 173749 (C.F. 00-1999). The ordinance established a \$4,300 per dwelling unit fee on newly constructed residential units within the SNAP area. The fees are to be disbursed to support the Parks First Program.

The Ordinance states that these funds may only be used for acquisition/development of open or park space. Non-profit organizations, governmental entities and City of Los Angeles departments may apply for Parks First funding through the RFP process.

Approximately \$1,417,561 in Parks First Trust Fund monies are currently available to be awarded through this competitive grant RFP process. As of August 1, 2025, the Fund has received \$5,360,726 in fee collections and \$927,441 in interest earnings, for a total of \$6,288,167. Of this amount, \$4,186,869 has been awarded through multiple Request for Proposal (RFP) processes, of which \$102,327 remains unspent and available for use. As an administrative action, an additional \$786,034.60 has been set aside for future maintenance of the parks and open spaces developed with Parks First funding which will be administratively awarded at a future date. Additional interest earnings may be available at the time of award; if so, those earnings may be included in this SNAP RFP funding cycle, as well as interest earned throughout the awarded project(s) timeline.

## Part 2 - **Health Alternatives to Smoking (HATS) Trust Fund Ordinance**

The HATS Trust Fund (Ordinance No. 172727) was established by the Los Angeles City Council in July 1999. The fund will disburse monies collected from the National Tobacco Settlement, and will only be used for the acquisition of park land and recreation improvements in under-served areas. Under-served areas are census-tracts that meet all of the following criteria based on the latest available census: above average youth in poverty (greater than 36 percent); above average persons 18 and under (greater than 26 percent); below average acreage in parks (less than 2 percent; and not adjacent to major parks or national forest land.

Approximately \$656,655 will be made available by the HATS Trust Fund Ordinance. Proposals submitted for HATS funding will follow all of the same policies, procedures, guidelines, content and formatting, as proposals submitted for prior cycles of Proposition K, Parks First, and HATS funding.

BOE will review the proposals for responsiveness to the RFP and for Program compliance. The proposals will then be evaluated by Scoring Panels. BOE will then present preliminary funding recommendations to the L.A. for Kids Steering Committee (LAFKSC). As in the past, it is anticipated that BOE's funding recommendations will be presented to the Regional Volunteer Neighborhood Oversight Committees (RVNOCs) in the spring of 2026. The RVNOCs will conduct independent analysis of the proposed projects and will submit their own funding recommendations to the LAFKSC. Finally, the LAFKSC will submit its funding recommendations to the City Council for final consideration in May/June of 2026, or thereabouts.

All proposals for SNAP and/or HATS funding must adhere to all of the guidelines set forth in the 2025 Parks First Trust Fund (SNAP) and Health Alternatives to Smoking (HATS) Request for Proposal appropriate to the fund source(s) being applied for. Eligible projects may apply for both HATS and Parks First funds; the City reserves the right to choose the source, and amount, of funding for any given project, if selected.

## **DISCUSSION**

Proposals submitted for Parks First and/or HATS funding will follow all of the same policies, procedures, guidelines, content and formatting, as past cycle proposals submitted for Proposition K funding, with the exception of SNAP only projects, which will be reviewed by only the Council Office(s) appointees within the boundaries of the plan.

BOE will review the proposals for responsiveness to the RFP and for Program compliance. The proposals will then be evaluated by Scoring Panels. BOE will then present preliminary funding recommendations to the L.A. for Kids Steering Committee (LAFKSC).

As in the past, it is anticipated that BOE's funding recommendations will be presented to the Regional Volunteer Neighborhood Oversight Committees (RVNOCs) in the fall/winter of 2026. The RVNOCs will conduct independent analysis of the proposed projects and will submit their own funding recommendations to the LAFKSC. Finally, the LAFKSC will submit its funding recommendations to the City Council for final consideration in April of 2026.

Grant awards will not be final until after June of 2026, when the City Council approves the final awards. Projects that are approved for funding may get all, partial, or none of the funding in fiscal years 2026-27, 2027-28, or may not get any funding until fiscal year 2028-29, although it is envisioned that most, if not all, funded projects would be funded during the earlier fiscal years of the RFP cycle.

Due to the recent release of similar RFPs by the program, Technical Assistance Seminars (TAS) will not be held, however, the RFP has links to prior training sessions as well as Frequently Asked Questions from prior cycles, and links to our BOE Recreational and Cultural Facilities help line should potential proposers have additional questions.

The RFP will contain the applicable City requirements relating to RFPs and City contracts. As necessary, BOE staff will update the RFP and attachments to implement any applicable City contracting requirements. Staff from the Bureau of Engineering will advertise the RFP through the City's procurement interface and will send a notice of the release of the RFP to the more than six hundred non-profit agencies and governmental entities that are part of BOE's mailing list. Additionally, BOE staff will email several hundred schools/agencies, issue a press release coordinated through Department of Public Work's Public Information Office, and will send notice of release of the RFP to all City Council Offices, City departmental general managers, City Neighborhood Councils and other non-profit clearing houses.

### **Attachment:**

1. 2025 Parks First and HATS Request for Proposal (Fiscal Years 2026-27 • 2027-28 • 2028-29)

**CITY OF LOS ANGELES  
L.A. FOR KIDS STEERING COMMITTEE**

**2025  
VERMONT/WESTERN STATION  
NEIGHBORHOOD AREA PLAN  
PARKS FIRST TRUST FUND (SNAP)\*  
AND  
HEALTH ALTERNATIVES TO SMOKING  
TRUST FUND (HATS)\*\***

**REQUEST FOR PROPOSALS**

Issued: **Friday, September 19, 2025**

**DEADLINE TO SUBMIT PROPOSALS TO L.A. FOR KIDS  
PROGRAM**

**Due: Tuesday, November 18, 2025, 3:00 p.m.**

**\*NOTE:** The SNAP covers an approximately 2.2 square mile area within the Hollywood and Wilshire communities, within Council Districts 4, 10 and 13. **Only projects located within the Census Tracts covered by the SNAP are eligible to apply.** See page 38 of this Request for Proposals (RFP) for a map of the SNAP area and page 10 of this RFP for directions on obtaining Planning Department concurrence of location eligibility.

**\*\*NOTE:** HATS covers various census tracts Citywide that are low in parklands nor adjacent to state or national parks, that have high numbers of youth, and specifically, youth in poverty, please see pages 6 to 8 for more information on Census Tract eligibility.



City of Los Angeles

L.A. for KIDS PROGRAM

2025 VERMONT/WESTERN STATION NEIGHBORHOOD AREA PLAN  
PARKS FIRST TRUST FUND (SNAP) AND HEALTH ALTERNATIVES  
TO SMOKING TRUST FUND (HATS)

REQUEST FOR PROPOSALS

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*This competitive grant process includes a multi-tiered review and scoring process, which begins upon submission of proposals and ends in approximately June 2026 when the City Council makes final awards. Success at any tier of this is not a guarantee of selection for award.*

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**City of Los Angeles  
L.A. for KIDS PROGRAM  
2025 Vermont/Western Station Neighborhood Area Plan (SNAP) -  
Parks First Trust Fund, and Health Alternatives to Smoking Trust  
Fund (HATS) - Request For Proposal (RFP)**

**Overview**

The City of Los Angeles ("City"), is announcing a competitive grant process to identify eligible proposers and projects for grants to be awarded under the **2025 Vermont/Western Station Neighborhood Plan Area Parks First Trust Fund ("Parks First Trust Fund")**, and the **Health Alternatives To Smoking Trust Fund (HATS) RFP**.

This Request for Proposals ("RFP") competitive grant process invites eligible non-profit organizations, government entities, and City departments to submit proposals for viable capital improvement and/or acquisition projects that will meet the eligibility and other requirements of the Parks First Trust Fund and/or the Health Alternatives to Smoking Trust Fund, as described in this document.

This document describes the process involved in preparing and submitting project proposals in this competitive grant process. Proposers may submit proposals for an unlimited number of capital improvement and/or acquisition projects. **However, proposers must submit each project proposal separately and each proposal must stand alone.**

This competitive grant process includes a multi-tiered review and scoring process, which begins upon submission of proposals and ends when the City Council makes final awards. Success at any tier of the competitive grant process is not a guarantee of success until recommendation(s) for grant awards are finally approved by the City Council.

**This RFP will award approximately \$1,252,734 in Parks First Trust Funds made available in the Vermont/ Western Station Neighborhood Plan Area. It will also award approximately \$635,437 in Health Alternatives to Smoking Trust (HATS) funds. Grant funding under this RFP may not be available until after July 1, 2026.**

Eligible proposers must submit project proposals electronically as described on page 36 of this RFP by **Tuesday, November 18, 2025 at 3:00 pm.**

<i>This competitive grant process includes a multi-tiered review and scoring process, which begins upon submission of proposals and ends in approximately June 2026 when the City Council makes final awards. Success at any tier of this is not a guarantee of selection for award.</i>
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## **Technical Assistance Seminars (TAS)**

There are no Technical Assistance Seminars (TAS) planned for this RFP. If you have questions regarding any aspect of this Request for Proposals (RFP), please contact staff via email at [eng.propkrfp@lacity.org](mailto:eng.propkrfp@lacity.org).

If the City determines that a TAS is necessary, the City reserves the right to schedule such seminar and potential proposers will be notified of the date(s) and time(s) for any TAS that may be scheduled. The links to prior training sessions and Frequently Asked Questions (FAQs) follow:

Training Session 2021:

<https://engineering.lacity.gov/about-us/divisions/recreation-and-cultural-facilities/competitive-grants/technical-assistance-seminar-powerpoint-presentation-2021>

Frequently Asked Questions (FAQs):

10<sup>th</sup> Cycle:

<https://engineering.lacity.gov/about-us/divisions/recreation-and-cultural-facilities/competitive-grants/10th-cycle-2020-frequently-asked-questions>

9<sup>th</sup> Cycle:

<https://engineering.lacity.gov/about/divisions/recreation-and-cultural-facilities/competitive-grants/9th-cycle-rfp-frequently-asked-questions>

**If a TAS is held**, reasonable accommodation, as well as information in alternative formats will be made available upon request. As an entity covered under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign Language Interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request no later than three working days (72 hours) prior to the seminar by contacting staff at the above mentioned email.

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## **PART ONE – PARKS FIRST TRUST FUND**

In January 2001, the City Council established the Specific Plan for the Vermont/Western Station Neighborhood Area Plan (SNAP) (Ordinance No. 173749). The SNAP covers an approximately 2.2 square mile area within the Hollywood and Wilshire communities, within the 4<sup>th</sup>, 10<sup>th</sup>, and 13<sup>th</sup> Council Districts. See page 36 of this RFP for a map of the SNAP area.

The SNAP Ordinance established the Parks First Trust Fund Program for the purpose of developing ten or more acres of small parks and other open space within the Plan Area. The SNAP Ordinance requires that prior to issuance of a Certificate of Occupancy, an applicant for any residential project within the Plan Area must pay a fee to the Parks First Trust Fund of \$4,300 per dwelling. In lieu of paying the Parks First Trust Fund fee, an applicant may choose to provide park or open space on-site or off-site so long as certain conditions are met as provided in the SNAP Ordinance.

The Parks First Trust Fund Ordinance (No. 173964) provides that the L.A. for Kids Steering Committee shall administer, have overall management of, and expend funds from the Parks First Trust Fund in accordance with the Trust Fund Ordinance. Monies in the Parks First Trust Fund shall be used only for the purpose of acquiring land and developing, improving and maintaining parks and open space that is physically located within the boundaries of the Vermont/Western Station Neighborhood Area Specific Plan area. At least 15% of the monies in the Parks First Trust Fund must be allocated over the life of the Plan for operation and maintenance of the parks and open spaces developed within the Plan area.

Approximately \$1,252,734 in Parks First Trust Fund monies are currently available to be awarded through this competitive grant RFP process. As of March 31, 2025, the Fund has received \$5,360,726 in fee collections and \$864,911 in interest earnings, for a total of \$6,225,637. Of this amount, \$4,186,911 has been awarded through multiple RFP processes. As an administrative action, an additional \$786,034.60 has been set aside for future maintenance of the parks and open spaces developed with Parks First funding. Additional interest earnings may be available at the time of award; if so, those earnings may be included in this SNAP RFP funding cycle, as well as interest accrued over the duration of the award period.

Projects awarded utilizing Parks First Trust Funds must adhere to the Service and Maintenance requirements as stated in Section IV of this RFP.

### **Kaiser Permanente Role Regarding Park Name and Signage**

Kaiser Permanente has contributed approximately \$350,000 to the Parks First Trust Fund. Pursuant to the Parks First Trust Fund Ordinance, which reads, in part: ". . . a park or open space funded by Kaiser Permanente pursuant to an MOU entered into prior to the effective date of this ordinance, shall be subject to the following restrictions: the name of the park or open space shall be acceptable to Kaiser Permanente, provided that Kaiser will not unreasonably withhold approval of a recommendation for a name made by the members of the local stakeholders selection panel; Kaiser Permanente shall have the right to install a plaque at the park or open space area acceptable to the members of the local stakeholders selection panel, provided the members of that panel will not unreasonably withhold approval of the plaque;. . ." **Proposers must acknowledge in their proposal that it will abide by this requirement.**

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## **PART TWO - HEALTH ALTERNATIVES TO SMOKING (HATS) TRUST FUND**

In July 1999, the Los Angeles City Council approved the Health Alternatives to Smoking (HATS) Trust Fund (Ordinance No. 172727). The HATS Trust Fund was created to disburse monies collected from the National Tobacco Settlement. Monies from the fund may only be used for the acquisition of park land and recreation improvements in under-served areas.

Approximately \$635,437 will be made available under PART TWO of this RFP process. The total funding of \$635,437, as stated above, is made up of \$390,443 in residual project balances, and \$244,994 in remaining accrued interest. Please see this RFP regarding adjustment of this amount at time of award. Under-served areas are census tracts that meet all of the following criteria based on the latest available census **(See map and census tract on pages 7 and 8):**

- Above average youth in poverty (greater than 36 percent);
- Above average persons 18 and under (greater than 26 percent);
- Below average acreage in parks (less than 2 percent); and
- Not adjacent to major parks or national forest land.

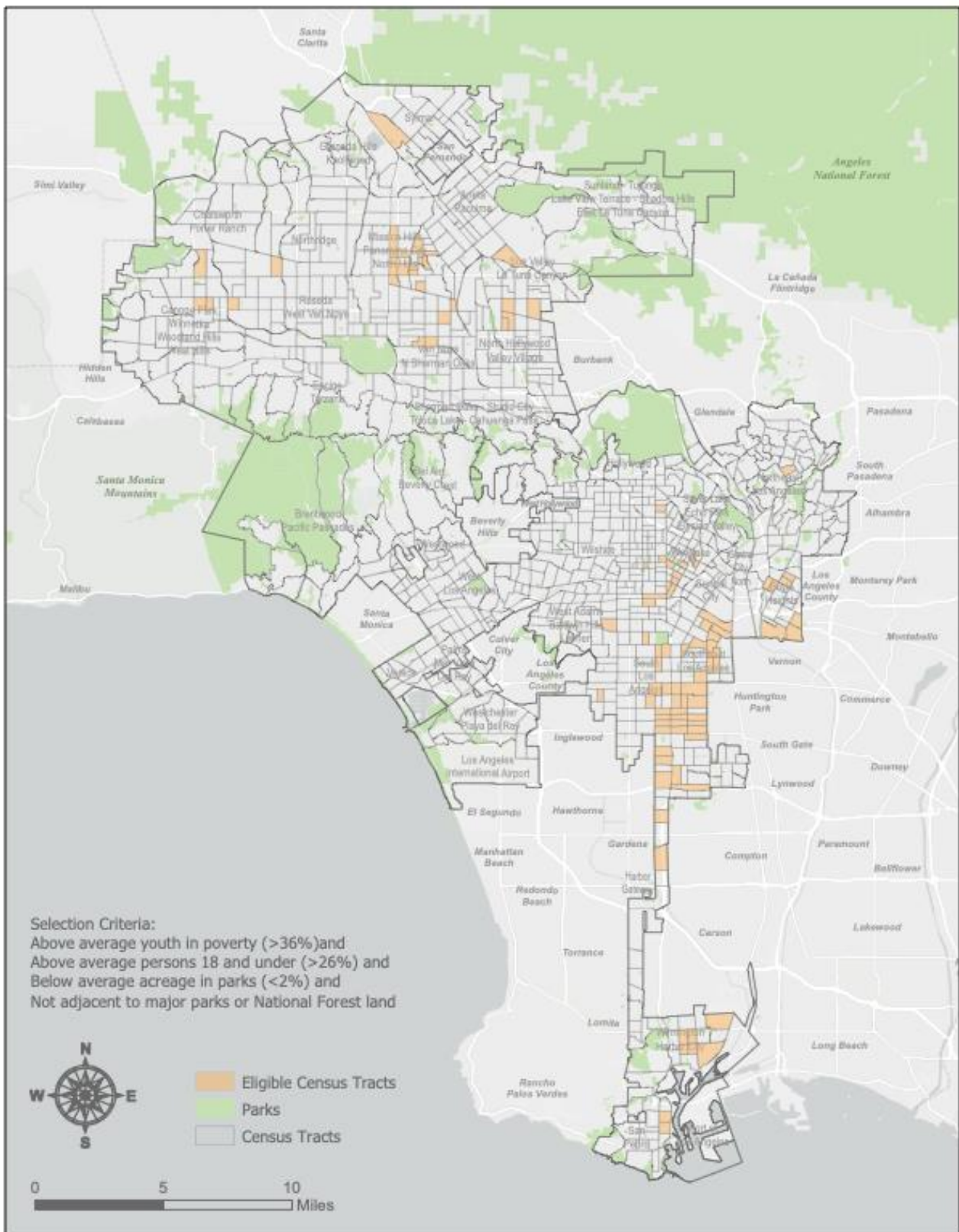
Any eligible proposal for HATS funding may also be submitted for Parks First funding if eligible. The proposal must clearly identify the funding sources (i.e., Parks First and/or HATS) that the proposal is to be considered for. The proposal must meet the submittal requirements for the funding source(s) identified, either Parks First, HATS or both. Note that the City reserves the right to fund eligible projects using one or both fund sources at its sole discretion.

Below is the link to the interactive HATS map:

<https://ladcp.maps.arcgis.com/apps/webappviewer/index.html?id=2541142a257244198e39df862c7c596f>

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## HEALTH ALTERNATIVES TO SMOKING (HATS) CENSUS TRACTS MAP



*This competitive grant process includes a multi-tiered review and scoring process, which begins upon submission of proposals and ends in approximately June 2026 when the City Council makes final awards. Success at any tier of this is not a guarantee of selection for award.*

**CENSUS TRACT for the Health Alternative to Smoking Trust Fund**

106604	123204	209104	229420	239701
113233	127103	209401	231210	239702
115302	127520	209520	231710	239801
117201	127920	209820	231720	239802
117405	128210	212204	232110	240010
117407	128303	212305	234901	240401
117408	134521	219020	237101	240402
117510	134522	221601	237102	241001
117530	134710	221602	237401	241120
119320	183520	224310	237710	241202
119340	191410	224320	237720	291120
120030	203710	226001	238310	291210
120103	203720	226420	238320	294120
120105	204410	227010	239201	294510
120105	204420	227020	239202	294520
120106	204910	228210	239310	294701
120107	204920	228220	239320	294810
121222	205120	228310	239330	294820
122410	208301	228420	239502	296220
123010	208902	228710	239601	297110
123203	209103	228720	239602	

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## **SECTION I. ELIGIBLE PROPOSERS/PROJECTS**

The City's L.A. for Kids Steering Committee administrative staff, including representatives from the Mayor's Office, the Office of the City Administrative Officer, the Chief Legislative Analyst, and the Department of Public Works - Bureau of Engineering, will administer the competitive grant process.

Successful proposals will be funded commencing on or about July 1, 2026.

### **A. Eligible Proposers**

Eligible proposers for the Parks First Trust Fund Program include projects within, the boundaries of Council District 13 (CD 13), and a very small area in Council District 4 (CD 4) and 10 (CD 10), and eligible proposers for the HATS funds should fall within the census tract as shown above on page 8.

They can include the following:

Government Entities: Any public agency which 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 intervention services, or any public school.

Non-profit organizations: Any charitable organization authorized under Section 501.c.3 of the Internal Revenue Code of 1986, as amended, which has among its purposes the provision of park, recreation, or community services or facilities or providing services to youth, or private/independent schools.

City Departments: Any department of the City of Los Angeles 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.

### **B. Proposal Submittal and Review Process**

#### **1. Eligibility Limited to Projects Located Within Vermont/Western SNAP Area**

A very large majority of the Vermont/Western SNAP falls within the boundaries of Council District 13 (CD 13) and a very small area is in Council District 4 (CD 4) and 10 (CD 10). The Parks First Trust Fund Ordinance provides that the Councilmember of the Council District(s) within the SNAP area will establish a selection panel to review each application and to rate the proposals according to the criteria described in this RFP. Because Council Districts 4 and 10 are such a small portion of the SNAP area, CD 4 & CD 10 representatives have deferred to Council District 13 to designate the selection panel for the SNAP proposals.

Only projects that are located within the boundaries of the Specific Plan for the Vermont/Western Station Neighborhood Area Plan (SNAP) (Ordinance No. 173749) are eligible for funds from the Parks First Trust Fund. Non-profit organizations, governmental entities, and City departments may submit proposals for funding of projects within the specified boundaries. The map on page 38 is provided as reference for convenience only. Ordinance No. 173749, establishing the Specific Plan for the Vermont/Western Station Neighborhood Area Plan

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(SNAP) and Ordinance No. 173964 that created the Parks First Trust Fund are attached as Appendix No. 1 and Appendix No. 2, respectively for convenience only.

Potential proposers must contact Jane Choi, Principal City Planner, of the City Planning Department at (213) 978-1379, to verify that the proposed project is within the boundaries of the Specific Plan, and to answer any questions about the specific building requirements for projects within the Specific Plan area. **The proposal must affirmatively state that the proposer has verified with the City Planning Department that the project is within the boundaries of the Specific Plan for the Vermont/Western Station Neighborhood Area.**

## 2. Proposal Content and Review Process

Proposals for Parks First funding that are found to be responsive to this RFP will be forwarded to the selection panel established by CD 13. Recommendations from the selection panel for Parks First funding will be forwarded to the Council members for CD 13, CD 4, and CD 10, and to the L.A. for Kids Steering Committee for final recommendation and then to City Council for final award of grants. Grant awards will not be final until approximately June 2026 when the City Council approves the final awards.

## 3. Evaluation Criteria

Evaluation priority for competitive grants for Parks First funding will be given to projects that address one or more of the following criteria. The relative value afforded to the selection criteria is specified below. Neither **City staff nor City Council is bound to the proposal rankings pursuant to the scores assigned by the selection panel.**

A maximum of 100 points is possible. Each proposal will be rated on the criteria listed below. Evaluation criteria and maximum points available are listed in order of importance starting with the highest. Definitions for the evaluation criteria listed below can be found in Section II, Subsections C.2. - Scoring and C.3. - Evaluation Criteria, on page 16 of this RFP.

	EVALUATION CRITERIA	MAXIMUM POINTS
1	Project Description and Management	25
2	Cost Effectiveness; Fiscal and Budgetary Review	25
3	Project Readiness	20
4	Need for Project; Sustainability; Service Capability	20
5	Community Support	10
	<b>MAXIMUM POSSIBLE</b>	<b>100</b>

A proposal submitted for a Parks First Trust Fund grant must describe in detail how the proposal meets the above criteria.

## **C. Eligible Capital Improvement and Acquisition Projects**

Funds are available for capital improvement projects and acquisition of land for parks, recreational, or open-space purposes. Parks First Trust Fund improvement projects may include park and recreational improvements including, but not limited to, land preparation such as grading, leveling, cutting and filling sod, landscaping, irrigation systems, sidewalks, drainage,

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lights, permanent playground equipment, play courts, and public restrooms. Allowable acquisitions include the acquisition of land for parks, recreational, or open-space purposes. All property acquired with Parks First Trust Fund monies shall be acquired with the City of Los Angeles as the owner and the property may be leased back to the grantee for development, operation and maintenance.

Proposers must demonstrate in their proposal that all services are to be provided at the proposer's expense, including provision of proof of adequate funding and staffing to provide such services over the entire Parks First Trust Fund service and maintenance period, which is from 5 to 20 years or more, depending on the funding amount approved. Please see Section IV-Contract Requirements (pages 20-25) of this RFP for additional information.

#### **D. Ineligible Capital Improvement and Acquisition Projects**

The following projects are not eligible for Parks First and/or HATS grant funding:

1. Municipal auditoriums or halls, or similar public facilities for the indoor presentation of performances, shows, productions, fairs, conventions, exhibitions, pageants, meetings, parties or other group events, activities or functions.
2. Improvements for employment, education, and counseling programs or programmatic costs.
3. Staffing costs associated with any program or facility.
4. Project proposals that are not for new or additional improvements, such as refinancing of property or facilities.
5. Maintenance of a non-grant funded portion of the facility.
6. Operational costs associated with either an existing or proposed facility.
7. Acquisition of personal property.
8. Projects that are not accessible to the public.
9. Projects and related programming that will be used for religious purposes.
10. Additional examples of projects that are ineligible include, but are not limited to: classrooms, computer rooms, theaters, auditoriums, meeting rooms (lacking recreational components), sports equipment and other equipment, personal property, and libraries.

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As a part of this RFP process, proposers will be required to describe how the agency or organization would do the following if it is awarded less than the requested amount of funding:

- a. Supply additional funds,  
and/or;
- b. Reduce the scope of the proposed project.

**Note: All proposers must review, sign and return Attachment A – Title Page and Assurances, which deals with Terms and Conditions for all Proposers.**

The City reserves the right to determine whether, and to what extent, proposed projects will be eligible to receive grant funds discussed in this document.

## **SECTION II - COMPETITIVE GRANT PROCESS FOR PARKS FIRST & HATS**

### **A. Review and Award Process Summary**

1. Upon receipt of proposals, the City staff will conduct an initial eligibility review of submissions for compliance with minimum threshold eligibility and RFP responsiveness requirements.
2. City staff will conduct site visits to evaluate project feasibility, for presentation to review panels.
3. City staff will convene scoring panels, who will score the proposals that passed the initial review based on criteria discussed in Section II, Subsection C.2.– Scoring.
4. Once proposals are reviewed by City staff for eligibility, responsiveness, and feasibility, applicants will be notified of initial eligibility recommendations. If City staff determines that a proposal is not eligible for consideration for funding, the proposing agency/organization may request a review of that determination by the L.A. for Kids Steering.
5. City staff will prepare a proposed ranking of proposals using additional factors such as: 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 Selection Panel brought together by the Council member for CD 13.
6. Following receipt of the Preliminary Funding Recommendation Report, the Selection Panel will review the project proposals and make funding recommendations for projects. These recommendations may or may not be consistent with the Preliminary Funding Recommendation Report presented by the City staff.
7. Steering Committee staff will present the Preliminary Funding Recommendations and the Selection Panel Recommendations to the L.A. for Kids Steering Committee for review.

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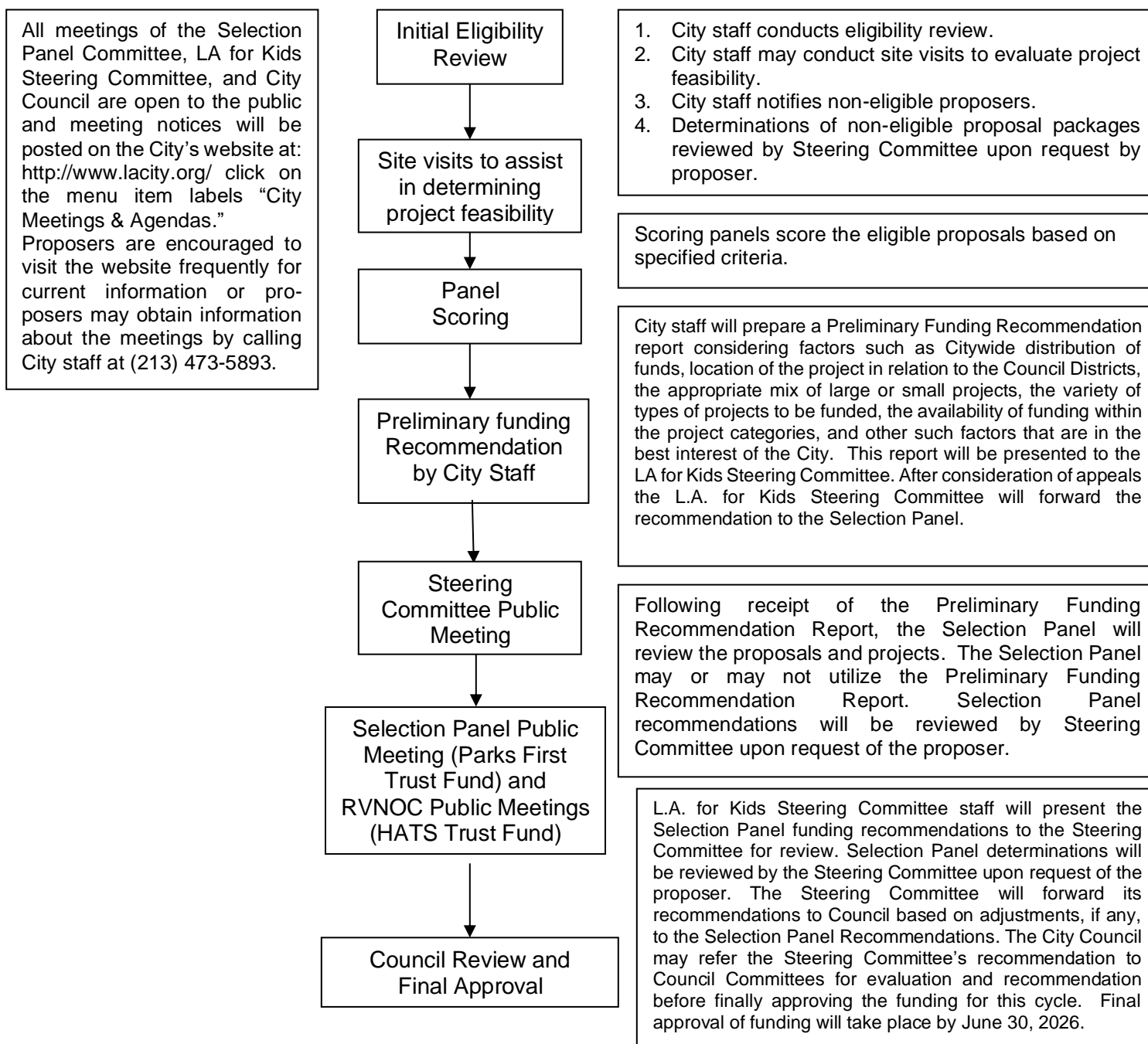
Selection Panel recommendations will be reviewed by the Steering Committee upon request of any of the proposers.

8. The L.A. for Kids Steering Committee, taking into consideration the Preliminary Funding Recommendations and the Selection Panel Recommendations, will forward its recommendations to the City Council. The City Council may refer the Steering Committee's Recommendations to City Council Committees for consideration and recommendation before finally approving the funding for this cycle. It is anticipated that final approval of funding will take place by June 30, 2026 by the City Council, and funding would be available subsequent to July 1, 2026.
9. Parks First Trust Fund and/or HATS Grant Award letters will be mailed and contract negotiations with the selected agencies is anticipated to begin on or shortly after July 1, 2026. 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 Bureau of Engineering's – Prop. K website at <http://propk.lacity.org>. Your agency will be required to sign a similar agreement specifically for Parks First and/or HATS grants, as appropriate.

All Selection Panel Committee, L.A. for Kids Steering Committee, appropriate Council Committee, and City Council Meetings are open to the public and meeting notices will be posted on the City's website at: <http://www.lacity.org>. Proposers are encouraged to visit the website frequently for current information or proposers may obtain information about the meetings by via e-mail at [eng.propkrfp@lacity.org](mailto:eng.propkrfp@lacity.org). The City of Los Angeles reserves the right to amend the Sample Grant Agreement, as City contracting requirements are changed.

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## **B. Parks First Trust Fund And Health Alternatives to Smoking Trust Funds Competitive Grant Project Selection Process Chart**



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## **C. RFP Evaluation Criteria and Procedures**

### **C.1. Initial Review**

Proposals that are submitted after the deadline of 3:00 p.m., on Tuesday, November 19, 2025, will **not** be accepted nor retained by City staff.

Proposals that are submitted by the deadline will be screened initially by City staff to determine if at a minimum, the following requirements have been met in order for the proposal to be found responsive and thereafter eligible for further consideration. If the proposal does not meet the minimum requirements to be responsive, the proposal will be deemed non-responsive and will be rejected and will not be eligible for further consideration.

- a. The project is either located within the boundaries of the Vermont/Western Station Neighborhood Area Plan (SNAP) or within a HATS eligible Census Tract, unless applying under both funding sources, in which case, the project must be located within the SNAP boundary as well as within a HATS eligible Census Tract page 7. See SNAP area map on page 38 of this RFP and HATS Census Tract Map on page 8.
- b. Completeness of proposal – contains the documents that are required to be submitted with the proposal.
- c. If the proposer is a non-profit entity, proof of whether the agency has been incorporated, in good standing, and in the State of California for a minimum of one year.
- d. Adequate documentation of site control is provided (e.g., grant deed, escrow instructions, letters of intent, or lease with requisite term remaining on the lease, etc.). See Section IV., Subsection D – Site Control Documents, of this RFP.

**Proposals that do not include appropriate evidence of site control, as applicable, shall be deemed non-responsive and will be rejected.**

- e. Land acquisition projects must submit the following: a letter from proposer identifying a single project site; a letter from the property owner indicating willingness to negotiate in good faith for the sale of the property; letter from the Board Commissioners of the Department of Recreation and Parks regarding the willingness of the department to own the property and lease it back to proposer for development, operation and maintenance; a preliminary title report; a Class “C” appraisal; and an Acquisition Schedule. See Section IV.D of this RFP. **Note: The City shall own all property acquired using Parks First Trust Fund or Health Alternatives to Smoking funds.**

**Proposals that do not include the specified information and documentation shall be deemed non-responsive and will be rejected.**

- f. Proposer is eligible and proposal is for an eligible project as defined in Section I – Eligible Proposers/Projects of this RFP.

If an agency’s proposal does not satisfy the initial screening process, outlined above, including evidence of site control, the proposal will be deemed non-responsive, will be

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disqualified and will not be reviewed further. Proposers will be made aware of such disqualification by written, mailed notice, approximately three weeks after the proposal submission deadline.

## C.2. Scoring

City Staff will convene a panel of individuals with the appropriate expertise and professional experience to score proposals. Each proposal will receive a score based on the quality of the responses.

A maximum of 100 points is possible. Each proposal will be rated on the criteria listed below. Evaluation criteria and maximum points available are listed in order of importance starting with the highest.

	<b>EVALUATION CRITERIA</b>	<b>MAXIMUM POINTS</b>
1	Project Description and Management	25
2	Cost Effectiveness; Fiscal and Budgetary Review	25
3	Project Readiness	20
4	Need for Project; Sustainability; Service Capability	20
5	Community Support	10
	<b><i>TOTAL MAXIMUM POSSIBLE</i></b>	<b><i>100</i></b>

After the selection panel score the proposals, City staff will further evaluate and rank the proposals using factors such the appropriate mix of large or small projects, the variety of types of projects to be funded, the availability of funding, and other factors to be determined regarding which projects are in the best interest of the City, and make a recommendation to the L.A. for Kids Steering Committee in a Preliminary Funding Recommendation Report. **City staff is not bound to the proposal rankings pursuant to the scores assigned by the selection panel.**

## C.3. Evaluation Criteria

The review panels will evaluate and score qualified proposals based on the following:

### a. Project Description and Management (25 points; 3 pages maximum)

Proposals that do not address the following requirements will be disqualified and will not be reviewed further.

- i. Provide a complete description of the proposed capital improvement project and/or acquisition of land for parks, recreational, or open-space. Proposers may propose projects that construct and improve recreation facilities, renovate, improve and expand existing facilities, and site preparation. The project description should discuss the project's design, location, style, type, and approximate size.

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- ii. Provide a detailed narrative history of agency/organization's previous experience with capital improvement projects (including project management) and results of that involvement.
- iii. Identify a qualified person or persons responsible for managing the proposed project and provide that person's or persons' previous experience in the management of similar projects. Provide the name(s), telephone number(s), and e-mail address for said person or persons.

**b. Cost Effectiveness; Fiscal and Budgetary Review (25 points; 3 pages maximum)**

Proposals that do not address the following requirements will be disqualified and will not be reviewed further. Proposals must demonstrate how the project is cost effective and how the proposing agency/organization is financially stable and capable of implementing the project.

When submitting agency/organization detailed budget, proposer may only use the attached form (does not count against page maximum) provided in this RFP for the Fiscal and Budgetary Review (See Attachment C - Project Budget Forms and Attachment D - Project Information Summary).

- i. Provide a narrative discussion of the estimated cost of the proposed acquisition and/or capital improvement project (based on current costs for construction), and the organization's plan for staffing the proposed project. The narrative must reflect the proposer's ability to operate on a cost-reimbursement basis, and consider the proposed project's impact on the organization's cash flow. The City reserves the right, in its discretion, to adjust for inflation if appropriate and desirable.
- ii. Using the attached Proposed Budget form, completely fill in all line items in the form. (See Attachment C and Attachment D) These attachments are not included in the page limit. If proposing under more than one funding category, provide a budget form for each funding category. Different components of the project may fall under different categories therefore a separate budget form will be necessary.
- iii. Provide a copy of the proposer's most recent audited financial statements for the last two years (unless incorporated for less than two years), signed by a Certified Public Accountant (CPA). These attachments are not included in the page limit.
- iv. Provide the names, telephone numbers and e-mail addresses of the qualified person or persons in the agency/organization responsible for financial matters and describe that person or persons' experience in managing the financial aspects of grant funding, design and construction/acquisition projects in the past three years.
- v. Describe how the project is feasible and viable within the funding limitations of the detailed budget submitted. Demonstrate how it can be built within the proposed budget. Explain whether the proposer has secured all the other funds necessary so that the project would be fully funded assuming the requested Parks First and/or HATS Trust Fund were awarded. If not fully funded with the requested

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grant, describe what steps are necessary to secure full funding for the project and the timeline for such fundraising.

- vi. As a part of this RFP process, proposers will be required to describe how the proposing agency/organization would do the following, if it is awarded less than requested funding and instead receives the amount listed under the Suggested Grant Maximum Request or less:
  - a. Supply additional funds, and/or;
  - b. Reduce the scope of the proposed project.

c. Project Readiness (20 points; 3 pages maximum)

Proposals that do not address the following requirements will be disqualified and will not be reviewed further. Proposals must demonstrate how far along the proposing agency/organization is toward having a project that is ready to proceed to implementation if Parks First Funds are awarded.

- i. Implementation Schedule - Provide a schedule or narrative that explains the proposed project's start-up and completion, including milestones which describe the various phases of completion. Provide at least the milestones indicated below:
  - Securing all funds necessary to implement the project
  - Architect selection
  - Plan check completion
  - Bid & Award process
  - Construction timeline
  - Start of construction
  - Completion date of construction

Discuss the proposing agency/organization's understanding of the process to secure the services of a licensed contractor via a sealed competitive bid process. Assume for the purposes of the schedule that the earliest that any Parks First Trust Fund and/or HATS Trust Fund money would be received by a successful project is subsequent to July 1, 2026.

- ii. Describe how the project is consistent with existing zoning requirements and provide a complete description of seismic and/or Los Angeles Building and Safety requirements. Describe how the agency would complete plan check. Identify the current use and type of occupancy permit and the proposed use and type of occupancy permit.
- iii. Describe the proposer's current or proposed site control. Identify the existing site size, and proposed project floor area.
- iv. Discuss the proposed project site's ownership status, current use and current occupancy status. Describe the process by which the proposer would obtain a Notice of Completion, Certificate of Occupancy, or Temporary Certificate of Occupancy upon completion of the proposed Parks First Trust Fund project.

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- v. Describe the likely environmental documents (CEQA, Lead Paint, Asbestos, Methane, and Hazardous Material Surveys) which will be required for the project. Describe the steps, if any, the proposing agency/organization will take to meet the above requirements and how this would affect the proposed timeline and milestones.

d. Need for the Project; Sustainability of the Project; Service Capability (20 points; 3 pages maximum)

Proposals that do not address the following requirements will be disqualified and will not be reviewed further. Proposals must demonstrate the need for the project in the community it will serve, in particular the community within the SNAP and/or HATS Census Tract area, and the proposing agency/organization's capability to sustain the project and provide the services for the requisite service repayment period.

- i. Describe the specific recreational programs that the proposer will offer for youth at the project site, including the schedule and frequency of the programs. Also describe the benefits that the proposed project and programming will provide to the City's youth and general population. Note: Grantee will be required to provide recreational programming/services throughout the term of service repayment as specified in Section IV – Contract Requirements of this RFP.
- ii. Describe the organization's qualitative and quantitative goals and objectives in terms of providing recreation services to our City's youth and general population; indicate how agency has sustained these goals.
- iii. Provide information on youth population currently being served by your agency, and youth programs offered over the past two years (**attach as Exhibit 1**) (not included in page limit).
- iv. Estimate how many additional youth will be served with the proposed expanded services over the life of the capital improvement project. How will the agency/organization ensure expansion of services to youth? How will the agency/organization manage the increase in staffing needs and services? Note: Grantee will be required to provide services throughout the term of service repayment as specified in Section IV – Contract Requirements of this RFP.
- v. Discuss how the proposed project will create or enhance the existing capacity of recreation and leisure facilities available to local youth and residents and the methods used to reach that conclusion. Identify the census tract number, address, and zip code of the location of the project. Discuss why and how this project meets local needs and program requirements, especially with respect to youth.
- vi. Include information about the proposing agency/organization's percentage of operating funds allocated to administrative costs, program/service delivery costs and project maintenance costs.

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e. Community Support (10 points; 1 page maximum, not including letters or petitions)

Proposals that do not address the following requirements will be disqualified and will not be reviewed further. Proposals must demonstrate the level of community support existing for the project.

- i. Discuss the involvement of local residents in developing the proposed project.
- ii. Discuss if the project includes an at-risk youth component, either by including training and employment of at-risk youth to implement the project or by providing facilities to serve at-risk youth.
- iii. Demonstrate community support (may include letters or petitions of support; not included in page limit).

### **SECTION III - GENERAL INFORMATION**

#### **A. Technical Assistance**

City staff will be available to respond to e-mails at [eng.propkrfp@lacity.org](mailto:eng.propkrfp@lacity.org), from Monday through Thursday, 9:30 a.m. - 3:30 p.m. to answer questions pertaining to the RFP process.

Questions regarding CEQA issues on privately owned property should be directed to the City's Planning Department. Questions regarding CEQA issues on publicly owned property should be directed towards the agency/City department that controls the property.

Copies of the RFP's can be obtained via the web site at: <http://propk.lacity.org>

#### **B. Sample Standard Grant Agreement**

Sample Standard Grant Agreements are available at <http://propk.lacity.org>. **All grantees will be required to sign a similar grant agreement specifically for Parks First and/or HATS grants. It is strongly recommended that proposers and their legal counsel review the sample Standard Grant Agreement prior to submitting a proposal for Parks First funds and/or HATS funds.** Interested parties should contact City staff via e-mail at [eng.propkrfp@lacity.org](mailto:eng.propkrfp@lacity.org) with any questions about the standard Grant Agreement.

#### **C. Proposal Submission**

Proposals will be received **electronically only via e-mail**. No hard copy proposals will be accepted. Proposals must be sent via email to [engpropkrfp@lacity.org](mailto:engpropkrfp@lacity.org) and received **no later than 3:00 p.m. on Tuesday, November 18, 2025, as further described on Page 36 of this RFP.**

#### **D. Proposal Conditions**

1. All costs of the proposal preparation, including site visits if applicable, shall be borne by the proposer's agency. The City shall not, in any event, be liable for any pre-contractual

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expenses incurred by the proposer in the preparation or submission of the proposal. The proposer shall not include any such expense as part of the budget in the proposal.

2. The proposal must set forth full, accurate, and complete information as required by this RFP.
3. Proposers may submit more than one project proposal package; however, each proposal package must be freestanding and complete.
4. Proposals may be withdrawn by the applicant by written request at any time up to the time of the funding/grant award, if any.

#### **E. Authority to Proceed**

Implementation of the proposed activities will proceed only after the City has signed and executed an agreement with the selected proposer. Any project activity or cost associated therewith which takes place prior to contract execution will be at the financial risk of the proposer.

#### **F. General City Reservations**

1. The City reserves the right to retain all submitted proposals. Proposals and the information contained therein shall become the property of the City of Los Angeles. Selection or rejection of a proposal does not affect these rights.
2. The City reserves the right to reject any and all proposals and to waive any informality in the proposal when to do so would be to the advantage of the City.
3. The City reserves the right to reject the proposal of any proposer who has previously failed to timely and satisfactorily perform any contract with the City.
4. The City reserves the right to extend the RFP submission deadline should such action be in the best interest of the City.
5. The City reserves the right to reject any or all proposals received in response to this request if deemed not feasible or incomplete or not in the best interest of the City.
6. The City reserves the right to reject any or all proposals wherein the City has determined that the proposer is capable of financing its proposed project without assistance from the City.
7. The City reserves the right to withdraw this RFP at any time without prior notice. Further, the City makes no representations that any contract will be awarded to any proposer responding to this RFP.
8. The City reserves the right to refuse to fund any agency with outstanding disallowed costs with the City, regardless of the merits of the proposal submitted.
9. The City reserves the right to maintain site control of all funded projects. In the instance of City-owned property used for project purposes, the City Council will enact a resolution indicating that the Council will make the property available for purposes of the project and

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its related programs and services.

10. The City reserves the right to waive any provision(s) of this RFP to the extent that waiver of such provision(s) allows for the intent of the Parks First Trust Fund Program to be implemented.
11. If it is in the best interest of the City, the City reserves the right to schedule one or more Technical Assistance Seminars. Proposers will be notified of such date(s) and time(s).

## **SECTION IV - CONTRACT REQUIREMENTS**

### **A. Service and Maintenance Obligation**

All selected proposers will be required to sign a grant agreement requiring them to use and operate the project funded by the Parks First Trust Funds and/or HATS Funds, if awarded, to provide recreational services to area youth for a specified period. The grant agreement will also require the grantees to maintain all capital improvements and acquisitions of land for parks, recreational, or open-space purposes funded by the Parks First Trust Fund and/or HATS Programs. In addition, grantees will be required to comply with all of the City's general contracting requirements as contained in Section VI - Proposal Content Guidelines of this RFP and attachments to this RFP.

A copy of the sample Standard Grant Agreement is located on the internet at <http://propk.lacity.org>. Should you be successful in this process, your agency will be required to sign a similar agreement that will be customized for the Parks First and/or HATS Program(s). **Failure to fulfill this obligation by not providing the specified services and maintenance, as listed in Attachment D – Project Information Summary, and in the grant agreement, for the requisite number of years may result in the termination of the grantee's agreement with the City.** Termination of a Parks First Trust Fund and/or HATS Grant Agreement will trigger various remedies as set forth in the Standard Grant Agreement, including but not limited to, requiring the grantee to repay the City the cash equivalent of the unexpired portion of the agreement between the City and the grantee for the number of years specified in the Parks First Trust Fund Service and Maintenance Repayment Table below:

<b>SERVICE AND MAINTENANCE REPAYMENT TABLE</b>	
<b>5 years</b>	<b>\$1 - \$100,000</b>
<b>10 years</b>	<b>\$100,001 - \$500,000</b>
<b>7 years</b>	<b>Synthetic Sports Fields</b>
<b>15 years minimum (more than 15 years may be required on a case by case basis)</b>	<b>\$500,001 - \$1,000,000</b>
<b>20 years minimum (more than 20 years may be required on case by case basis)</b>	<b>\$1,000,001 and above</b>

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## **B. Performance Security and Site Security Instruments**

Successful non-City proposers will be required to enter into a Performance Security and Site Security Agreement for the Project site to ensure that the project will be completed and the services will be provided for the requisite Service and Maintenance Performance period (also referred to as the “services repayment period”). Performance Security and Site Security Instruments may include one or more of the following: Deed of Trust, Promissory Note, Option to Lease, or Sublease/Leaseback Agreement.

Successful proposers leasing City property must amend their leases to provide a cross default provision such that a default of the Grant Agreement constitutes a default under the lease and a default under the lease constitutes a default of the Grant Agreement.

## **C. Reimbursements**

To be eligible for Parks First and/or HATS reimbursement, the grantee shall adhere to the competitive bid requirements for the selection on the contractor, unless previously agreed to, in writing, by the City. The City reserves the right to refuse reimbursement to the grantee for services contracted by the grantee that did not utilize the City’s competitive bid process.

## **D. Site Control Documents**

Proposers must review the following requirements and submit appropriate documents as part of the proposal. Proposals that do not include the appropriate evidence of site control, as applicable, shall be deemed non-responsive and rejected.

If a proposer leases the project site and is awarded a Parks First Trust Fund and/or a HATS grant, the term of the lease may have to be extended beyond the 20 years as specified below, depending on the amount of the grant awarded and consistent with the length of terms described in the Parks First Trust Fund and HATS Service and Repayment Table above.

### **1. For Proposed Capital Improvement Projects:**

The following information and documentation must be submitted with the proposal unless otherwise noted herein.

- a. City projects on City owned property:
  - i. Proof of ownership of the land in the form of a grant deed or title report.
- b. Non-City agency on City owned property:
  - i. Non-City’s agency’s lease with the City with a remaining term of 20 years or less, depending on the amount of funding sought and the associated service and maintenance payback period listed in this RFP.

AND

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- ii. Letter from the City agency controlling the property authorizing the construction and operation of the Parks First Trust and/or HATS funds improvements on the site by the lessee.
  - iii. Under certain circumstances, at the discretion of the City, a joint-use agreement, operating agreement, or partnership agreement between the agency and the City, or other equivalent proof of site control, will be accepted in lieu of a lease.
- c. Non-City agency on non-City property:
- i. Proof of Non-City agency's ownership of land in the form of either a grant deed or title report;
- OR
- ii. Non-City agency's lease from property owner (lessor) with a minimum remaining term of 20 years or less, depending on the amount of funding sought and the associated service and maintenance payback period listed in this RFP; and a letter from the lessor authorizing the construction and operation of the Parks First Trust Fund and/or HATS improvements on the site.
- d. Projects on LAUSD or on Proposer's own School Property:
- i. Proof of ownership of the land in the form of a grant deed or title report;
- AND
- ii. Executed joint-use agreement (JUA) with the City Department of Recreation and Parks.
  - iii. If a potential proposer's proposal package does not have an executed Master JUA and an executed Project/Site-Specific JUA in place on or before Tuesday, November 18, 2025, 3:00 p.m., proposer must submit with their proposal a Letter of Commitment and subsequently the JUAs as specified below.
    - Letter(s) of Commitment to Enter into Good Faith Negotiations from each party (executed by authorized representatives of the Youth school and the Department of Recreation and Parks), outlining the subject areas for which project-specific terms and conditions will need to be negotiated to formulate "joint use", including, but not limited to: Maintenance protocols
    - Public access requirements and hours available for public use
    - Operational costs and procedures for cost allocation
    - Specific areas of the campus that are subject to joint use
    - Allocation formula for utilities costs
    - Length of official "joint use" term (keyed to amount of grant award)
    - Parking
    - Security
    - Indemnification and "Risk Management" requirements

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Letter(s) of Commitment to Enter into Good Faith Negotiations from interested parties, as described above, must be submitted as part of the proposal via email to [engpropkrfp@lacity.org](mailto:engpropkrfp@lacity.org) by **Tuesday, November 18, 2025, 3:00 p.m.**

Joint Use Agreements after Deadline for Submittal of Proposals - Where a proposer has submitted a Letter 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 Project/Site Specific JUA, as further described below, on or before **Tuesday, March 17, 2026, 3:00 p.m.** Executed Master JUAs and Project/Site Specific JUAs must be submitted on or before this deadline to the Bureau of Engineering Recreational and Cultural Facilities Program Proposition K, 1149 S. Broadway, Suite 800, Los Angeles, CA 90015 or via email at [engpropkrfp@lacity.org](mailto: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.

Master Joint Use Agreements - All proposers seeking funding for more than one site requiring a JUA must negotiate a Master JUA between the proposer and the City of Los Angeles Department of Recreation and Parks. The Master JUA will include all terms and conditions applicable to all sites requiring a JUA potentially funded in the current funding cycle. Master JUAs should address as many of the terms and conditions as possible that are listed above for Letters of Commitment. The Master JUA must identify each Youth School/ Recreational Project that will be subject to the Master JUA. Only projects determined to be responsive to Parks First Trust Fund submittal requirements will be included in the Master JUA.

Executed Master Joint Use Agreements must be submitted either with the proposal on or before the deadline for submitting proposals, or if the proposal included a Letter of Commitment to Negotiate in Good Faith, the executed Master JUA must be submitted on or before **Tuesday, March 17, 2026, 3:00 p.m.**, as specified above, to the Bureau of Engineering Recreational and Cultural Facilities Program Proposition K, 1149 S. Broadway, Suite 800, Los Angeles, CA, 90015, or via email at [engpropkrfp@lacity.org](mailto:engpropkrfp@lacity.org).

Project/Site Specific Joint Use Agreements - All proposers seeking funding for a site requiring a JUA must submit an executed Project/Site Specific JUA for each site. Each Project/Site Specific JUA should address as many of the terms and conditions as possible that are listed above for Letters of Commitment. Only Project/Site Specific JUAs for projects that have satisfied initial threshold Parks First Trust or HATS Fund submittal requirements, and which are under consideration for funding in the current funding cycle, may be submitted.

Executed Project/Site Specific Joint Use Agreements must be submitted either with the proposal on or before the deadline for submitting proposals, or if the proposal included a Letter of Commitment to Negotiate in Good Faith, the executed Project/Site Specific JUA must be submitted on or before **Tuesday, March 17, 2026, 3:00 p.m.**, to the Bureau of Engineering Recreational and Cultural Facilities Program Proposition K, 1149 S. Broadway, Suite 800, Los Angeles, CA, 90015 or, via email to: [engpropkrfp@lacity.org](mailto:engpropkrfp@lacity.org).

Each of these Master JUAs and Project/Site Specific JUAs must contain the following paragraph:

“The LAUSD or other Youth Schools and the Department of Recreation and Parks recognize and acknowledge that, prior to undertaking the activities set forth in the Joint Use Agreement, that one or both of the parties must perform, complete and certify the adequacy of environmental review

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in accordance with the California Environmental Quality Act ("CEQA"). The parties further recognize that, as a result of the information obtained by means of the CEQA process, the parties may decide to modify, condition, or disapprove the activities set forth in the Joint Use Agreement. Nothing in the Joint Use Agreement shall limit or hinder the parties' exercise of their independent judgment and discretion with respect to these activities. In particular, the parties' obligations under the Joint Use Agreement are subject to, and shall not arise until after, completion of the CEQA process and Parks First and/or HATS Funds grant approval by the Los Angeles City Council."

The JUAs are contingent on CEQA approval and grant approval by the Los Angeles City Council. JUAs are not required to be in effect until after the Parks First or HATS Funds grant agreement is executed, however, they must be executed by the date shown above.

For telephone inquiries regarding Letter(s) of Commitment and JUAs, contact, City Of Los Angeles, Department of Recreation and Parks at (213) 202-2608. Send correspondence to: Jimmy Kim, General Manager, Department of Recreation and Parks, Attention: Rick Tonthat, Real Estate Division, 221 N Figueroa St., 1st Floor, Los Angeles, CA, 90012.

## 2. For Proposed Acquisition Projects:

All of the following information and documentation must be included with the proposal for acquisition projects.

- a. A letter from proposer identifying a single project site.
- b. A letter from the property owner indicating their willingness to negotiate in good faith for the sale of the property acknowledging that the City will be the owner of the property;
- c. If the proposer is a non-City entity: a letter from the City of Los Angeles Department of General Services or a letter regarding formal action of the Board of Recreation and Parks Commissioners indicating their willingness to collaborate with the proposer to effectuate the purchase and development (if applicable) of the property with the title to be held by the City. The letter must also explain the anticipated roles and responsibilities of the proposer and the City entity during the negotiation and acquisition and development after the acquisition (if applicable), including the City's willingness to lease the site back to the grantee for development, operation and maintenance.
- d. A preliminary title report;
- e. A Class "C" appraisal;  
AND
- f. An Acquisition Schedule.

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## **SECTION V. ENVIRONMENTAL ASSESSMENT PROCEDURES**

Proposers must complete and submit five types of environmental documents as part of the proposal as further described below:

1. Initial Site Investigation for Hazardous Materials (also known as a “Phase I Environmental Assessment”)
2. Lead Paint Study
3. Asbestos Study
4. Statement of whether or not project is located within identified Methane Hazard Area, and, if so, recommended mitigation measures.
5. Required CEQA information

### **A. Initial Site Investigation for Hazardous Materials**

The proposer must submit an Initial Site Investigation for Hazardous Materials (“Phase I Environmental Assessment”) as a part of their proposal submittal.

1. For non-City projects, located on private property, the investigation should be done by a private consultant registered as a qualified Environmental Assessor by the State of California or equivalent.
2. For non-City projects, located on City-owned property, the proposer should check with the City Department with which they have a lease for the subject property, to determine whether an Initial Site Investigation for Hazardous Materials already exists. If not, the proposer should coordinate with staff of the responsible City Department regarding preparation of the Initial Site Investigation.
  - a. The investigation must include, at a minimum, a determination of the likelihood of presence of hazardous materials within (and/or nearby), the project site, and the types of contaminants likely to be present. Recommended further actions (such as a Phase II soils study, e.g., soil borings to determine actual types and concentrations of contamination present and/or recommendations for removal or mitigation of likely contaminants) should be addressed in the report if it is determined that contamination is likely.
  - b. At a minimum, the report should identify:
    - i. Current and historic uses of the property;
    - ii. Likely nearby or on-site current and historical potential sources of contamination;
    - iii. Any enforcement actions, site cleanups or other known related public agency actions with respect to hazardous materials contamination on or nearby to the proposed project site; and
    - iv. Recommendations to further the study, mitigate, remove and/or abate any identified or likely hazardous materials on-site.

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## **B. Lead Paint Study**

1. At a minimum, the proposer shall provide a Lead Based Paint study of all painted surfaces within the proposed project site. The study shall comply with all current requirements for Lead Based Paint studies, and include:
  - a. The results of samples of a representative number of painted surfaces from the proposed project site.
  - b. If no painted surfaces are present on/within the project site, the proposer shall submit a statement so stating.
  - c. If lead based paint, or the likelihood thereof, is identified, the study should include recommendations for the abatement and/or mitigation of said lead based paint, and an estimated cost for such abatement and/or mitigation.
2. For City projects, the lead study shall be prepared by qualified City staff or private consultants.
3. For Non-City projects the lead study shall be prepared by qualified City staff, licensed private consultants, or a licensed private testing lab.

## **C. Asbestos Study**

1. At a minimum, the proposer shall provide an asbestos study. The study shall include:
  - a. A brief history of the construction and use of any building and/or structure proposed for acquisition, renovation and/or expansion;
  - b. The likelihood of presence of asbestos containing materials (ACM), based upon the construction date of the structure(s) or building(s), type of construction materials, etc;
  - c. If, based upon the historical review of the building, it is determined that there is a potential for/likelihood of, Asbestos Containing Materials to be present within the project site, samples of any materials suspected to be ACM shall be taken and submitted for laboratory analysis, and the results of such analysis shall be included in the asbestos study;
  - d. If the results of laboratory analysis determine the presence of ACMs, recommendations for abatement and/or mitigation of the ACMs shall be included in the asbestos report, as well as an estimated cost for abatement of the ACMS.
2. For City projects, the asbestos study shall be prepared by qualified City staff or private consultants.
3. For Non-City projects, the asbestos study shall be prepared by qualified City staff, a licensed consultant, or a licensed private testing lab.

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#### **D. Methane Study**

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

#### **E. CEQA Information**

1. Prior to submitting the proposal, all proposers with projects to be located on City property should meet with representatives of the City's Bureau of Engineering. Proposers with projects to be located on City of Los Angeles Recreation and Parks property or Community Redevelopment Agency property should meet with representatives of those respective entities.
2. Non-city proposers (Non-profit organizations and other governmental agencies) must submit the same information required of City proposers described below in subsection 3. All proposers with projects to be located on non-City property must meet with representatives of the City Planning Department, EIR Section. Those representatives will help proposers determine the appropriate CEQA compliance method, and the documentation required to be submitted with the proposal. Environmental documents must be prepared or approved by qualified City staff or consultants.
3. Compliance with the requirements of the California Environmental Quality Act (CEQA) is required before award of funds. All City and non-City proposers must submit the following information as part of the proposal:
  - a. If a Notice of Determination or Notice of Exemption has already been filed in connection with an earlier approval of the project, proposers should submit a copy of the filed Notice, and a copy of the Environmental Impact Report ("EIR") or Negative Declaration, prepared for the project, if applicable.
  - b. Please note that if the project being proposed has changed from that previously analyzed (including any expansion of a previously approved project or change of location), a substantial amount of time has passed since CEQA was completed (generally 3 years since approval of the project by the lead City agency), or other factors affect the accuracy of the previous CEQA analysis, proposers must submit an analysis of whether new environmental review will be needed.
  - b. If no Notice of Determination or Notice of Exemption has previously been filed, or new environmental review is needed, proposers must submit one of the following:
    - i. A draft Notice of Exemption, if the project is determined to qualify for the exemption.

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- ii. An initial study or Initial Endowment Assessment form and discussion of whether a Negative Declaration, Mitigated Negative Declaration, or EIR will be required.
  - iii. An initial study and draft of Negative Declaration Mitigated Negative Declaration, or EIR.
- 4. At or before the time the final Parks First Trust Fund and/or HATS funding decisions are made by Council, the City must complete the CEQA process by filing a notice of exemption, or notice of determination for projects for which a negative declaration, mitigated negative declaration, or EIR has been prepared.
- 5. Proposers for projects for which a Negative Declaration, Mitigated Negative Declaration, or an EIR is required that have not been completed prior to funding decisions may apply for CEQA documentation preparation costs, and a portion of project design costs.

#### **F. Environmental Costs Potential Funding**

- 1. Project design that can be funded in the first year of the project includes only the design necessary to complete CEQA documentation (e.g., the cost to prepare a preliminary design sufficient to be able to determine the likely environmental impacts and any required mitigation measures of the proposed project). Funding of environmental costs is no guarantee of future project approval.
- 2. Funding of the design and construction costs of the improvement project in future years will depend upon the results of the environmental analysis. See “CEQA Compliance Costs” below.

#### **G. CEQA Compliance Costs**

A proposer may qualify to be reimbursed for CEQA compliance costs associated with the proposal. The City may reimburse successful proposers up to \$500.00 for projects for which a Notice of Exemption was prepared and up to \$10,000.00 for projects for which a Negative Declaration or Mitigated Negative Declaration was prepared prior to submission of the proposal. Proposers should include a request for reimbursement of those costs, and proof of monies spent, as part of the proposal. If additional funds beyond the amount specified are requested, the proposer must provide bids from three environmental consulting firms or an appropriate City Agency justifying the greater cost of environmental compliance.

The City reserves the right to reimburse all, part or none of these CEQA compliance costs, depending upon when and under what circumstances the documents were prepared, the source of funds used for the original preparation, and the justification of the costs.

Projects that are not chosen for funding will not be eligible for reimbursement of CEQA compliance costs or other costs of preparation of the proposal.

For projects requiring a Negative Declaration, Mitigated Negative Declaration or an EIR, which cannot be completed prior to the submission deadline, proposers may apply for funds to prepare the environmental document in the first year.

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1. The proposal must include a budget for both the environmental costs and the overall project costs, including capital improvement costs.
2. Proposers must also submit cost estimates for preparation of the environmental documents from three or more environmental consulting firms or the appropriate City agency.
3. The proposal must also include a time-line for completion of the environmental document, and the overall project, assuming completion and approval of the environmental documentation by January 1, 2027.

**Please Note:**

- a) If actual environmental compliance costs exceed the amount funded for grant in the first year of the project, the additional cost will not be reimbursable and will be the obligation of grantee.
- b) Approval of CEQA compliance funding in the first year of the grant cycle does not guarantee that the project will be approved for additional monies in future years. Additional funding will depend on the results of the environmental analysis and availability of funds.

**SECTION VI - PROPOSAL CONTENT GUIDELINES**

All submitted proposals must be complete. Contextual changes or additions to the proposal after it has been submitted will not be accepted. Failure to comply with legal or administrative submission requirements will lead to disqualification. Proposals must include the following:

**A. Title Page and Assurances (Attachment A)**

The Title Page and Assurances must be submitted in the legal name of the corporation as stated in the Articles of Incorporation, if applicable, and must be signed by the person or persons (i.e. Chief Executive Officer, General Manager, Agency Director, Board Chair, etc.) who has legal authority to bind the non-profit organization or government entity in a contract with the City.

Please note that the Title Page and Assurances packet will not be counted as a part of the 20 page maximum requirement. Required information includes the legal name of the organization submitting the proposal, street address, City, State, and Zip Code, daytime telephone number with Area Code, fax number with Area Code, and E-mail address. The Title Page and Assurances packet must also identify the individual(s) authorized to represent the proposer's organization in negotiating and executing an agreement with the City of Los Angeles, and information on how to contact them.

Proposers must also include the organization's Los Angeles Business Tax Registration Certificate Number, Federal Employer Identification Number, City Council District, and Census Tract Number, and Project Category (See Attachment A). If applying for either of the funds, Parks First or HATS funds, the Cover Sheet must be accompanied by a Resolution of the Board or other governing body of the organization authorizing submission of the proposal, either 1) affirming that

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the proposer has confirmed with the City Planning Department that the project is within the SNAP area boundaries, and acknowledging that the proposer will abide by the requirements involving Kaiser Permanente as described on page 5 of this RFP; or, 2) if applying for HATS funds, that the project is within a HATS eligible Census Tract, page 8 or, if applying for both Parks First and HATS, that the project complies with both requirements 1) and 2), above.

**B. City of Los Angeles Non-Collusion Affidavit and Lobbying Ordinance CEC Form 50 (Attachments B.1 and B.2)**

1. Non-Collusion Affidavit (Attachment B.1)

All proposers must submit a completed Non-Collusion Affidavit. Individuals authorized on behalf of the agency/department/entity are required to sign and include the form with your proposal. PLEASE NOTE THAT A NOTARY SEAL IS REQUIRED ON THIS DOCUMENT.

2. Lobbying Ordinance CEC Form 50 (Attachment B.2)

All proposers **must** submit a completed City Lobbying Ordinance CEC Form 50. Please review the following link for more information on the City's Municipal Lobbying Ordinance: [http://ethics.lacity.org/PDF/laws/law\\_mlo.pdf](http://ethics.lacity.org/PDF/laws/law_mlo.pdf)

**NOTE: FAILURE TO SUBMIT THIS COMPLETED CEC FORM 50 WILL RESULT IN THE PROPOSER BEING DEEMED NON-RESPONSIVE AND THE PROPOSAL WILL BE REJECTED.**

**C. Table of Contents**

An accurate table of contents listing required and optional proposal components and related pages must be included. Proposers need to ensure that each page of their proposal documentation is clearly numbered.

All proposals must include the following documents and information regarding the proposer.

**D. Legal Entity Status**

Non-Profit Organization - Proof of incorporation in the State of California and tax-exempt status under U. S. Code 26, Section 501(c)(3) of the Internal Revenue Code - Submit a copy of the letter from the State Franchise Tax Board and Internal Revenue Service that recognizes the organization's tax-exempt status and authority to operate. (This requirement pertains to non-profit organizations only).

Government Agency - Proof of status as a government entity.

**E. Articles of Incorporation**

Non-Profit Organization - Grantee's Articles of Incorporation and all amendments thereto, as filed with the Secretary of State.

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## **F. By-Laws**

Non-Profit Organization - Grantee's By-laws, and all amendments thereto, as adopted by the grantee and properly attested.

## **G. Corporate Board or Governing Body Authorization**

Resolutions or other corporate actions of the grantee Board of Directors or of the governmental agency's governing body, properly attested or certified, which specify the name(s) of the person(s) authorized to submit the proposal and authorized to obligate the grantee and execute all contractual documents required of successful Parks First Trust Fund and/or HATS Trust Fund agencies.

## **H. City Business License**

A current and valid license to do business within the City or evidence of exemption.

## **I. Taxpayer Identification**

An Internal Revenue Service taxpayer identification number.

## **J. Scoring**

Information regarding how the project meets the following evaluation criteria, are more fully described in Section II, Subsection C – RFP Evaluation and Criteria and Procedures, of this RFP.

1. Project Description and Management
2. Cost Effectiveness; Fiscal and Budgetary Review; Project Budget Form and Project Information Summary (Attachments C & D)
3. Project Readiness
4. Need for Project; Sustainability; Service Capability
5. Community Support

## **K. For Proposed Acquisition projects:**

1. Class C appraisal, and
2. Preliminary Title Report, and
3. Letter from property owner indicating willingness to negotiate in good faith for sale of the property.
4. Letter from the City's Department of General Services or the Board of Recreation and Parks Commission regarding ownership of the land by the City and lease back to the grantee for development, operation and maintenance.
5. Acquisition Schedule (See Attachment E–Sample Schedule)

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#### **L. For Proposed Capital Improvement Projects**

1. Title Report or Grant Deed, or Lease with a minimum remaining term of 20 years or less, depending on the amount of funding sought and the associated service and maintenance payback period listed in this RFP (See Parks First Trust Fund and HATS Service and Maintenance Repayment Table on page 22).
2. Potential Proposers, applying for a project on a youth school property are required to enter into a Joint-Use Agreement with the City of Los Angeles or other entity (if applicable) (See Section IV-Contract Requirements, pages 23-26 for projects requiring a JUA).
3. Letter authorizing the construction and operation of improvements on the site.

#### **M. For all Proposed Projects**

1. Conceptual Site Plans of Proposed Project.
2. Site Map, documenting project site in relation to community, including project's location relative to existing facilities.
3. Parcel Map (must include parcel number, and site address).

#### **N. Financial Documents**

1. Current audited financial statement for the past two years, signed by a Certified Public Accountant (CPA).
2. Itemized list of all current funding sources, including contact information.
3. Construction and Expenditure Milestone Schedule.

#### **O. Environmental Documents**

1. Environmental Assessment Documentation (pages 27-30)
  - a. Initial Site Investigation for Hazardous Materials
  - b. Lead Paint study
  - c. Asbestos study
  - d. Methane study
  - e. CEQA documentation

#### **P. Compliance Documents – To Be Submitted with Proposal**

1. Equal Benefits Ordinance Contract Language, EBO Compliance Form (return with proposal), Application for Reasonable Measures (only if applicable), Application for Provisional Compliance (only if applicable) (Attachment F)
2. Nondiscrimination, Equal Employment Practices, and Affirmative Action Construction & Non Construction Contractors (Vendors, Suppliers, Consultants) (return with proposal) (Attachment G)

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3. Certification regarding Americans with Disabilities Act (return with proposal) (Attachment J)
4. Living Wage Ordinance and Service Contract Workers Retention Requirements – Declaration of Compliance (Living Wage and Service Contract Worker Retention documents are due after final Council approval before execution of the contract with the City of Los Angeles) (Attachment K)
5. Compliance with Slavery Disclosure Ordinance (Attachment M)
6. Compliance with Contractor Responsibility Ordinance, Contractor Responsibility Questionnaire (return with proposal) (Attachment N)

#### **Q. Compliance Documents – Post-Award**

The following compliance documents will be required after final Council approval and before the execution of the contract with the City of Los Angeles (please submit now with your proposal if you have them in your possession):

1. Minority Business Enterprises (MBE)/Women Business Enterprises (WBE)/Other Business Enterprises (OBE) Subcontractor Outreach Program (Attachment H)

After the City Council approves the grants to be awarded under this RFP process, Grantees will be required to execute a Parks First Trust Fund and/or HATS Grant Agreement. That Grant Agreement will require the Grantee to comply with the Minority Business Enterprise (MBE)/Women Business Enterprise (WBE)/Other Business Enterprise (OBE) Subcontractor Outreach Program at the time the Grantee contracts for personal services (e.g., architectural services) and for construction services. Information regarding the MBE/WBE/OBE Subcontractor Outreach Program is provided in Attachment H of this RFP.

Attachment H, MBE/WBE/OBE Subcontractor Outreach Program, is NOT to be completed at this time nor submitted with your proposal. Subsequent to City Council approval of any Parks First Trust Fund and/or HATS awards, City and other public agencies will be requested to complete Attachment H and submit it to the City for approval.

The following compliance documents will be required after final Council approval and before the execution of the contract with the City of Los Angeles (please submit now with your proposal if you have them in your possession):

2. Deed of Trust/Promissory Note/Option to Lease (grantee owned Sites).
3. Lease-Leaseback Agreement and Leaseback of Sublease Agreement (grantee leased sites).
4. City Lease or Permit to Use, including Cross Default language (a default on the Parks First Trust Fund grant agreement is a default on the lease and vice-versa).

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5. Site designs and blueprints (if available).
6. Assignment of Architect's Contract and Plans, and copy of Architect's contract.
7. Copies of Construction/Renovation Bids.
8. Prevailing Wage Requirement.

All construction/renovation activities shall be subject to all applicable Prevailing Wage laws. Cost estimates submitted with the proposal package must clearly demonstrate compliance with the Prevailing Wage Laws. For a copy of the current Prevailing Wage Determination, please contact the Department of Public Works, Bureau of Contract Administration at 1149 S. Broadway, Suite 300, Los Angeles, CA 90015, (213) 847-1922.

9. Standard Provisions for City Contracts (Attachment O).
10. Insurance Requirements, and coverage levels set by the City Risk Manager, specific to each project, based on total grant amount, type of project environmental document, acquisition, design and/or construction, etc., as well as total project cost. (May include Workers Compensation, Automobile, Professional Liability, General Liability, and/or Property coverage) (Attachment P).
11. Storm Water Pollution Control Measures for Construction Activities (Attachment L).
12. Required permits (land use, building and safety permits and approval).

## **SECTION VII - PROPOSAL SUBMISSION GUIDELINES**

- A. Submit proposal responses only in the order given in Section VI - Proposal Content Guidelines.
- B. For the convenience of all parties, proposals will be received **electronically via e-mail, or cloud storage applications**. No hard copy proposals will be accepted. Proposals, and or cloud storage access, must be sent via email to **engpropkrfp@lacity.org**. and received **no later than 3:00 p.m. on Tuesday, November 18, 2025.**
- C. Each submission file size must be **20 megabytes (MB)** or smaller or broken up into multiple files not to exceed **20 MB each**. The email subject line should state: **2025 Parks First/HATS Proposal – Agency Name – Project Title**
- D. If one agency is submitting multiple project proposals, each project proposal should be submitted separately.
- E. **Proposals received after this time** will be deemed non-responsive and ineligible for SNAP and/or HATS funding under this RFP. City staff will facilitate the competitive grant process. Proposers may contact City staff for information regarding the administration of this RFP process, technical assistance, Technical Assistance Seminars

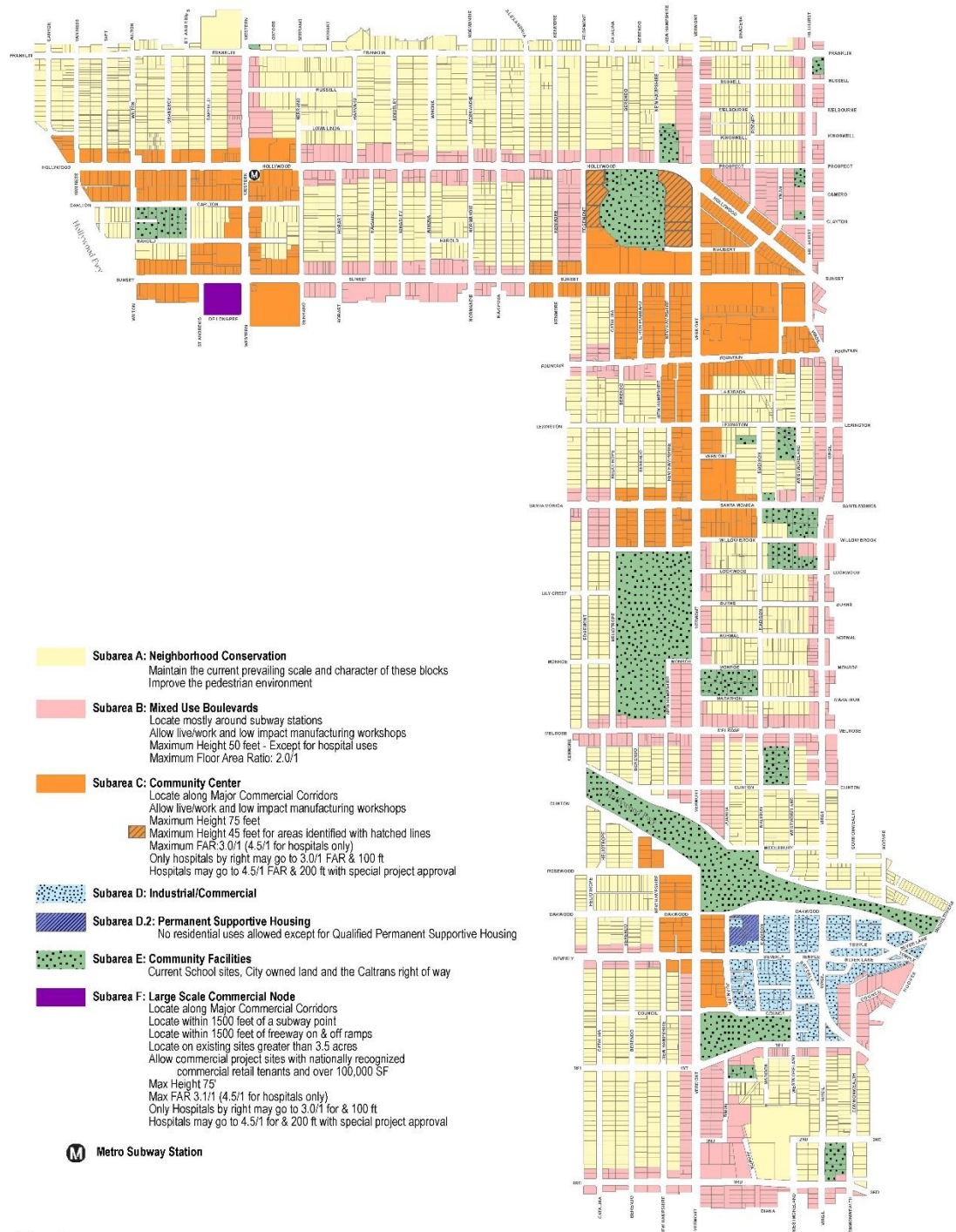
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(if any), and the process of appealing recommendations made by City staff by contacting the L.A. for Kids Program via e-mail at [eng.propkrfp@lacity.org](mailto:eng.propkrfp@lacity.org).

- F. Inclusion in the pool of recommended projects is not an indication of success in this competitive grant process. Until the full City Council approves the final list of projects, the recommended list of projects is subject to change.

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Map I

## Vermont/Western Transit Oriented District Specific Plan

(Station Neighborhood Area Plan)

CPC 2016-1450-CPU

Los Angeles Department of City Planning: G.I.S. Section/CF



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**L.A. FOR KIDS PROGRAM  
Request for Proposals**

**2025 Parks First Trust Fund and HATS Trust Fund Competitive Grant Process  
RFP Implementation Calendar - All dates subject to change**

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Parks First and HATS Request for Proposals released to community-Friday, September 19, 2025  
based organizations, City departments and government entities.

Deadline to submit proposals	Tuesday, November 18, 2025 3 pm
Initial Eligibility Review & Initial Site Visits	Completed by early January, 2026
Proposals reviewed and applicants notified of initial eligibility recommendations	mid-January, 2026
Determinations of non-eligible proposal packages reviewed by Steering Committee upon request of proposer	Late January, 2026
Scoring panels administered	Late January, 2026
BOE staff review and prepare preliminary funding recommendations report	Early February, 2026
Deadline for submittal of executed Master JUAs and agreements and Site Specific JUAs (where applicable)	Tuesday, March 17, 2026 3 pm
BOE staff preliminary funding recommendations	Late February, 2026 SC Meeting anticipated.
Transmitted to Selection Panel/L.A. for Kids Steering Committee during a to be determined L.A. for Kids Steering Committee Meeting	
Selection Panel and Steering Committee review, prioritize proposed projects	Early March, 2026
Selection Panel determinations will be reviewed by Steering Committee upon request of Proposer(s).	Late March, 2026
L.A. for Kids Steering Committee reviews, prioritizes projects and submit recommendations to City Council	early April, 2026
City Council approval process	Late April – early May 2026
Parks First and/or HATS awards notification	July 2026

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	<b>ATTACHMENTS &amp; EXHIBITS</b>
A	Title Page and Assurances
B.1 B.2	Non Collusion Affidavit Lobbying Ordinance CEC Form 50
C	Project Budget Forms
D	Project Information Summary
E	Acquisition Schedule
F	Equal Benefits Ordinance Contract Language
G	Nondiscrimination/Equal Employment Practices/Affirmative Action
H	Personal Services Contracts – Minority Business Enterprises (MBE)/Women's Business Enterprises (WBE)/Other Business Enterprises (OBE) Subcontractor Outreach Program
I	Certification of Compliance with Child Support Obligations
J	Certification Regarding Compliance with the American Disabilities Act
K	Living Wage Ordinance and Contractor Service Worker Retention Ordinance
L	Stormwater Pollution Control Measures for Construction Activities
M	Compliance with Slavery Disclosure Ordinance
N	Contractor Responsibility Ordinance
O	Standard Provisions for City Contracts
P	Insurance Requirements
Exhibit 1	Information on Youth Population Currently Served (no form provided; document is to be prepared by proposer)

APPENDIX No. 1 - Ordinance No. 173749, Specific Plan for the Vermont/Western Station Neighborhood Area Plan

APPENDIX No. 2 - Ordinance No. 173964, Vermont/Western Station Neighborhood Area Plan Parks First Trust Fund

APPENDIX NO. 3 - Ordinance No. 172727, Health Alternatives to Tobacco Smoking

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