

APPROVED

NOV 17 2022

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 22-294

DATE November 17, 2022

C.D. 3

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: THE ECONOMIC DEVELOPMENT INITIATIVE/COMMUNITY PROJECT FUNDING (EDI/CPF) GRANT – APPROVAL OF SUBMISSION OF GRANT APPLICATION FOR THE IMPROVEMENTS TO WARNER CENTER PARK PROJECT

B. Aguirre, H. Fujita, B. Jackson, M. Rudnick, C. Santo Domingo, \*N. Williams

[Handwritten signature]

General Manager

Approved X Disapproved Withdrawn

If Approved: Board President Sylvia Patanucas Board Secretary Sakisba Sarden

RECOMMENDATIONS

- 1. Authorize the Department of Recreation and Parks (RAP) to submit a grant application for the Economic Development Initiative/Community Project Funding (EDI/CPF) grant program (Grant) for the Improvements to Warner Center Park project as described in this Report and Attachments 2 and 3 to this Report (Project).
2. Authorize RAP staff to make any technical adjustments to the Economic Development Initiative/Community Project Funding (EDI/CPF) grant application for the Project as necessary to carry out the intent of this Report.

SUMMARY

RAP respectfully requests the Board of Recreation and Parks Commissioners (Board) to authorize RAP staff to submit a grant application in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) to the United States Department of Housing and Urban Development (HUD), the grant administrator, for the Economic Development Initiative/Community Project Funding (EDI/CPF) grant, for the Improvements to Warner Center Park project (Project).

Warner Center Park is located at 5800 Topanga Canyon Boulevard in the Canoga Park and Woodland Hills communities in the San Fernando Valley. Warner Center Park is approximately 15-acres in size, and there are approximately 5,676 residents living within a 1/2-mile walking distance to the park. Due to the facility's size, features, programs and services it provides, Warner Center Park meets the standard for a Community Park as defined in the City's Public Recreation

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Plan.

In the Consolidated Appropriations Act, 2022, (P.L. 117-103) (The Act), Congress made available, “grants for the Economic Development Initiative for the purposes of Community Project Funding/Congressionally Directed Spending.” As a result of the work done by Congressman Brad Sherman, representative for the 30<sup>th</sup> Congressional District, funding in the amount of Two Hundred Fifty Thousand (\$250,000) has been approved and earmarked by Congress for the Improvements to Warner Center Park project. In order to secure the funding RAP will need to submit an Application for Federal Assistance, supporting documents, and a National Environmental Policy Act (NEPA) environmental review. Once HUD receives these items, a grant agreement will be prepared, and RAP staff will return to the Board of Recreation and Park Commissioners to present the agreement for approval and to accept any Grant funds that have been awarded. Applications must be received by HUD no later than December 31, 2022 to ensure funds remain available.

The Project, as described in the Grant application (Attachments 2 and 3) is for the construction of new shade structures for the existing fitness area and picnic area.

### TREES AND SHADE

This Project scope as described in the Grant application does not envision any impact on the existing trees but will increase the amount of shade at the picnic area and fitness area at Warner Center Park.

### ENVIRONMENTAL IMPACT

The proposed Project consists of the authorization to apply for a grant to install a shade structures and other improvements at Warner Center Park.

Staff found that the Project is not yet sufficiently defined to make a determination pursuant to the California Environmental Quality Act and will provide information on its environmental impact when the project details become available.

### FISCAL IMPACT

There is no anticipated fiscal impact to RAP’s General Fund in applying for the Economic Development Initiative/Community Project Funding (EDI/CPF) grant program. Prior to any construction, and at the time the project detail is presented to the Board, if additional funding is required to complete the project, a reassessment of any potential impact on the General Fund will be conducted and presented.

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### STRATEGIC PLAN INITIATIVES AND GOALS

Approval of this Board Report advances RAP's Strategic Plan by supporting:

**Goal No. 1:** Provide Safe and Accessible Parks

**Outcome No. 2:** All parks are safe and welcoming

**Result:** The new shade structures at Warner Center Park will increase the appeal of the park and enhance the park users' experience.

This Report was prepared by Nick Incardona, Management Analyst, Grants Administration, and reviewed by Bill Jones, Chief Management Analyst, Finance Division.

### LIST OF ATTACHMENTS

- 1) Attachment 1: HUD's Letter of Invitation (LOI) to apply for the grant funding.
- 2) Attachment 2: Required narrative of project.
- 3) Attachment 3: Required line-item budget.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D.C. 20410-1000

OFFICE OF COMMUNITY PLANNING  
AND DEVELOPMENT

July 18, 2022

Ms. Yolanda Chavez  
Assistant City Administrative Officer  
City of Los Angeles  
200 N. Spring Street  
Los Angeles, CA 90012  
Email: yolanda.chavez@lacity.org

Dear Ms. Chavez:

In the Consolidated Appropriations Act, 2022, (P.L. 117-103) (the Act), Congress made available “grants for the Economic Development Initiative for the purposes of Community Project Funding/Congressionally Directed Spending.” These Community Project Funding (CPF) awards are administered by the Department of Housing and Urban Development (HUD).

Pursuant to the requirements associated with the Act, this Letter of Invitation (LOI) is an important step in the grant award process and outlines the grant award requirements and the information needed from you to prepare the Grant Agreement for execution. Once we receive and verify your information, we will send your Grant Agreement for signature.

The information we received about your project in the Act’s Joint Explanatory Statement (JES) is below. A Grant Number has been generated and will be the unique identifier for your project during the grant process. The Grant Number is noted below.

**Grantee:** City of Los Angeles  
**Project Description:** Improvements to Warner Center Park  
**Grant Amount:** \$250,000.00  
**Grant Number:** B-22-CP-CA-0074

The next step is for you to provide 1) your organization’s Authorized Representative, 2) a detailed project narrative, 3) a line-item budget, and 4) certain Federal forms. The detailed project narrative should capture the maximum anticipated scope of the proposal, not just a single activity that the CPF grant is going toward. It should include all contemplated actions that are part of the project. The line-item budget should identify the use of the CPF grant funds in context of the full project budget.

The “FY2022 Community Project Funding Grant Guide” (CPF Grant Guide) provides instructions for completing the requested information and filling out the required administrative forms. The CPF Grant Guide also provides information on the appropriations-specific and cross-cutting Federal requirements that govern these funds. Links to the required forms are included in the Grant Guide as an attachment to this letter and on our website at this link: [https://www.hud.gov/program\\_offices/comm\\_planning/edi-grants](https://www.hud.gov/program_offices/comm_planning/edi-grants)

Upon receipt of your information, we will review the materials for consistency with the intent of Congress as set forth in the JES and prepare your Grant Agreement for signature. If there are questions about any of the information provided, the Department will notify you prior to issuing the Grant Agreement.

Please note two important considerations regarding allowable costs:

**The first is that the Consolidated Appropriations Act, 2022, prohibits CPF funds from being used to reimburse expenses incurred before the date the CPF Grant Agreement is executed.**

The second is that, in keeping with the National Environmental Policy Act (NEPA) and HUD's NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58, **environmental reviews must be completed, and a Request for Release of Funds and Certification must be approved by HUD, as applicable, for all projects prior to taking any 'choice limiting actions.'** This step is required to avoid violations under 24 CFR 58.22 which provides limitations on activities pending clearance, and Section 110(k) of the National Historic Preservation Act which prohibits anticipatory demolition or significant harm of historic properties prior to completion of the historic preservation review process known as Section 106 review. Examples of 'choice limiting actions' include, but are not limited to, purchasing land, entering into contracts for property acquisition or construction, or physical work on the project.

HUD has determined the federalization of CPF projects as the date of this Letter of Invitation. This is also referred to as the federal 'nexus' date for environmental review for CPF projects. To prevent choice limiting actions from occurring, following issuance of this letter, you may not commit funds or take any actions (outside of existing contracts) until an environmental review is completed. Further explanation of choice limiting actions and the environmental review process, including historic preservation review, is included within the CPF Grant Guide.

All information required for your grant award should be submitted via email to the dedicated mailbox at [CPFGrants@hud.gov](mailto:CPFGrants@hud.gov). In transmitting your information, please copy and paste the bolded information as the subject line of your email:

**B-22-CP-CA-0074: City of Los Angeles: Submission of Required LOI Materials.**

If you or your staff have any questions regarding how to complete or submit the required documents or about your grant in general, please feel free to contact, Njeri Santana-Carter, CPD Congressional Grants Division, at [Njeri.A.Santana@hud.gov](mailto:Njeri.A.Santana@hud.gov).

We look forward to working with you on this important project!

Sincerely,



Robin J. Keegan  
Deputy Assistant Secretary  
Economic Development

ATTACHMENTS  
FY 2022 Community Project Funding Grant Guide

## WARNER CENTER PARK GRANT NARRATIVE

The proposed project will be located in the Warner Center Park. This park is located at 5800 Topanga Canyon Boulevard in the Canoga Park and Woodland Hills neighborhoods in the San Fernando Valley. The Warner Center Park is bounded by Califa St. to the north, the Owensmouth Ave. to the east, Marylee St. to the south, and Topanga Canyon Blvd. to the west, and acts as a regional center between the residential and commercial areas of the San Fernando Valley. The most recent Census data indicates that approximately 1,836,142 people live in the San Fernando Valley with approximately 6,000 living within a ½-mile walking distance to Warner Center Park.

Warner Center Park is approximately 15-acres in size and has picnic areas, a children's playground, an outdoor fitness zone, and a pavilion with a band shell. The pavilion is the site of the Valley Cultural Center's (VCC) Summer Concerts on the Green during the warmer months of June, July, and August. The proposed scope of work for the Warner Center Park is to construct new shade structures for the existing fitness area and picnic area, which is outlined in yellow in the image.

Within the Canoga Park and Woodland Hills neighborhoods, many site improvement projects have occurred in recent years, including the Reseda Park, Mecca Avenue Park, and Woodland Hills Recreation Center. The proposed improvements to Warner Center Park continue the Department of Recreation and Parks commitment to provide safe, welcoming, and well-maintained parks that are accessible to all park visitors.

The estimated cost to construct the new shade structures over the picnic area and fitness area is \$250,000.00 and a line item budget is included. The budget contains four sections, (1) project management, (2) other direct costs, (3) design, and (4) construction. The Department of Recreation and Parks will use the CPF funding to complete the construction of the new shade structures and any remaining funding will be used to recover the Department of Recreation and Parks construction-related labor costs.

The project management section of the budget provides project oversight for the following tasks; investigative work, civil engineering, architectural work, environmental work, cost estimating/budgeting work, and contracting work.

The other direct costs section of the budget includes required permitting for the project.

The design section of the budget will be done in-house by the Department of Recreation and Parks staff and includes working with a contractor for the design and structural elements of the new shade structures.

The construction section of the budget includes various costs including construction/installation of the new shade structures, hardscape, and landscape of the project site area which is outlined in yellow in the image.



**Department of Recreation and Parks**  
Economic Development Initiative (EDI) Community Project Funding

<b>Project Name</b>	Warner Center Park Improvement (Shade)		
<b>Project Address</b>	5800 Topanga Canyon Blvd, Woodland Hills, CA 91367	<b>Council District</b>	3
<b>Grant Number</b>	B-22-CP-CA-0074	<b>Grant Amount</b>	\$ 250,000.00

Specified				Class C Estimate
Activity	Company Name	Work Order	Phase	Budget

<b>Project Management</b>				
Project Mgmt.			PM	\$ 10,000
PM Consultant			PM	
RAP Grants Accounting			Design	
			<b>Subtotal:</b>	<b>\$ 10,000</b>

<b>Other Direct Costs</b>				
Permitting Fees	Building & Safety/USACE		Design/Constr	\$ 10,000
			<b>Subtotal:</b>	<b>\$ 10,000</b>

<b>Design</b>				
In-House	TBD		Design	\$ 10,000
			<b>Subtotal:</b>	<b>\$ 10,000</b>

<b>Construction</b>				
Shade Structures	TBD		Constr	<b>\$ 197,000</b>
			<b>Subtotal:</b>	<b>\$ 197,000</b>

			<b>Total:</b>	<b>\$ 227,000</b>
			<b>Project Contingency:</b>	<b>\$ 22,700</b>
<b>TOTAL PROJECT COST</b>				<b>\$ 250,000</b>

<b>APPROVED BY:</b>	
	10/11/2022
<b>Project Manager</b>	<b>Date</b>
<b>Program Manager</b>	<b>Date</b>