

County of Los Angeles Quality and Productivity Commission  
**PRODUCTIVITY INVESTMENT FUND PROPOSAL**  
(Please submit the proposal with a cover letter signed by the department head)

Last Updated: 2/5/2026

Department:

Date:

Project Name:

**PURPOSE OF FUNDING (50 words). Describe how the PIF funding will be used.**

**SUMMARY OF PROJECT, INCLUDING BENEFITS (300 words). Describe benefits and potential multi-departmental or countywide adaptation.**

**EVALUATION/PERFORMANCE MEASURES (300 words). Describe what specific outcomes are to be achieved and how the project will enhance quality and/or productivity.**

County of Los Angeles Quality and Productivity Commission  
**PRODUCTIVITY INVESTMENT FUND PROPOSAL**  
 (Please submit the proposal with a cover letter signed by the department head)

Last Updated: 2/5/2026

Is this an Information Technology (IT) project?

Yes     No     N/A

If you answered yes, please obtain endorsement and sign off from your department's CIO/IT manager and answer question 5 on page 3 below. In addition, you must apply for Information Technology Funds (ITF) with the Chief Executive Office (CEO), Chief Information Office (CIO) first before applying for Productivity Investment Funding (PIF). If your IT project was not approved by the CEO-CIO, please indicate the reason it was not approved and/or the status of your project below:

**Amount Requested:**            Loan \_\_\_\_\_            Grant \_\_\_\_\_            Total \_\_\_\_\_

Cost Analysis Summary. Attach detail for A and B, including staff, equipment, supplies, etc.

	<u>Implementation Period</u>	<u>Project Year 1</u>	<u>Project Year 2</u>	<u>Project Year 3</u>
A. Annual Cost of Current Process:				
B. Estimated Annual Cost of Proposal:				
C. Savings (B minus A)		\$0.00	\$0.00	\$0.00

**Funds Flow Summary: Indicate the amount of funds needed during implementation by period (fiscal year and quarter)**

Quality and Productivity Manager (Print and Sign)	Project Manager (Print and Sign)
Telephone Number	Telephone Number
E-mail	E-mail
Department CIO/IT Manager (Print and Sign)	Budget/Finance Manager (Print and Sign)
Telephone Number	Telephone Number
E-mail	E-mail
Department Head (Print and Sign)	Telephone Number
E-mail	

**\*\* Electronic, Original, or Scanned Signatures Are Accepted \*\***



County of Los Angeles Quality and Productivity Commission  
**PRODUCTIVITY INVESTMENT FUND PROPOSAL**

- 8. (300 words) Does this proposal relate to a specific Countywide Strategic Plan North Stars and Board-Directed priorities? (To view the County’s strategic plan, click here: [LA County Strategic Plan 2024-2030 – Los Angeles County](#). To view the Board-Directed priorities, click here: ([Chief Executive Office | County of Los Angeles \(lacounty.gov\)](#)). If yes, please explain.
  
- 9. (150 words) Does this proposal enhance the County image and/or improve relationships with the County’s constituents? Please explain.
  
- 10. (150 words) How might this proposal promote interdepartmental cooperation including, if applicable, data sharing and program design?
  
- 11. (150 words) Where did the original idea for this project come from?
  
- 12. When will the funds be needed? Please indicate the amount needed by fiscal year and quarter:

**2025-26**

1<sup>st</sup> Quarter \$ \_\_\_\_\_  
2<sup>nd</sup> Quarter \$ \_\_\_\_\_  
3<sup>rd</sup> Quarter \$ \_\_\_\_\_  
4<sup>th</sup> Quarter \$ \_\_\_\_\_

**2026-27**

1<sup>st</sup> Quarter \$ \_\_\_\_\_  
2<sup>nd</sup> Quarter \$ \_\_\_\_\_  
3<sup>rd</sup> Quarter \$ \_\_\_\_\_  
4<sup>th</sup> Quarter \$ \_\_\_\_\_

**2027-28**

1<sup>st</sup> Quarter \$ \_\_\_\_\_  
2<sup>nd</sup> Quarter \$ \_\_\_\_\_  
3<sup>rd</sup> Quarter \$ \_\_\_\_\_  
4<sup>th</sup> Quarter \$ \_\_\_\_\_

**2028-29**

1<sup>st</sup> Quarter \$ \_\_\_\_\_  
2<sup>nd</sup> Quarter \$ \_\_\_\_\_  
3<sup>rd</sup> Quarter \$ \_\_\_\_\_  
4<sup>th</sup> Quarter \$ \_\_\_\_\_

County of Los Angeles Quality and Productivity Commission  
**PRODUCTIVITY INVESTMENT FUND PROPOSAL**

**IMPLEMENTATION PLAN**

<u>KEY MILESTONES</u>	<u>START DATE</u>	<u>FUNDS NEEDED</u>	<u>FUNDS REPAID</u>
(Major steps in the project development)	(Estimated date for each project step)	(Amount and quarter funds will be needed)	(Amount and quarter funds will be repaid)
		\$	\$

County of Los Angeles Quality and Productivity Commission  
**PRODUCTIVITY INVESTMENT FUND PROPOSAL**

**LINE-ITEM BUDGET DETAIL**

(Work with your Budget Analyst)

**Services and Supplies**

List all services and supplies here

(a) Total services and supplies \$

**Other Charges**

List all other charges here

(b) Total other charges \$

**Fixed Assets**

List all equipment and other fixed assets here

(c) Total fixed assets \$

**TOTAL COSTS (a+b+c) \$**