

**County of Los Angeles Quality and Productivity Commission
Productivity Investment Fund
Guidelines**

IV. IS THERE A CHECKLIST TO MAKE SURE I INCLUDE EVERYTHING?

- √ 1. **Be accurate and specific.** Your numbers should add up and be very clear what you intend to accomplish with the PIF funding. If you refer to a set of numbers in the budget and then refer to it in the actual PIF form, the numbers should be consistent.
- √ 2. **Send a cover letter and the forms to the Chair of the PIB.** The cover letter must be signed by your Department Head. The letter should clearly summarize the project to be funded, the amount requested, why funding is necessary, was the project discussed in the budget process, what will be achieved, and how will the project lead to enhanced productivity.
- √ 3. **Use plain language.** It is important that the information you are trying to convey is clear and understandable. Take a step back! Look at the project as a layperson – someone who does not work in your department and is not familiar with common ideas and jargon in your department (define acronyms).
- √ 4. **Submit a budget with your proposal.** Make sure things add up! Make sure the numbers in the budget can relate to what you put in the letter or on the forms. Additionally, identify any project cost savings, cost avoidance, or revenue generation. Be prepared to justify costs and support your numbers with the source of funds for each activity. Remember that while PIF funds may not be used to compensate County employees/staff, other funding sources (including the department itself) may be free of such limitations—but the full cost of the entire project must be accounted for.
- √ 5. **Read the proposal one last time to make sure it is complete and is submitted by the deadline.**
- √ 6. **Obtain appropriate signatures on the forms.** Do not just type in the names. The Department Head must sign the proposal. If your project is an information technology project, ensure you have also obtained sign off from your department's CIO/IT manager. (Original signatures are required.)
- √ 7. **Ensure the Project Manager and other necessary staff attends the PIB Advisory Committee and PIB presentations.** If basic questions cannot be answered about the proposal, it will generally be evaluated as incomplete.
- √ 8. **At each review, you may be required to make changes to the proposal.** The PIB Advisory Committee, PIB, or full Commission may recommend or require revisions to the project.
- √ 9. **Commission staff is always available to answer questions.** Please call (213) 974-1361 or (213) 974-1390 if you have any questions.