

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

0220-05912-0002

Date: February 22, 2022

To: Honorable Members of the City Council

From: Matthew W. Szabo, City Administrative Officer Sharon Tso, Chief Legislative Analyst Subject: **FEDERAL AND STATE GRANT FUNDING OPPORTUNITIES – PROPOSED  
INTERNAL REVIEW PROCESS (C.F. 21-1015)****RECOMMENDATIONS**

That the Council, subject to Mayor approval:

1. Approve the proposed review process, as described in this report, through which City projects will be considered by Mayor and Council as Federal and State Notices of Funding Availability (NOFA) are released, which incorporates the City's Capital and Technology and Improvement Policy along with additional criteria; and,
2. Authorize the Office of the City Administrative Officer to make changes to the attached Project Prioritization Form template to incorporate additional information in the form that may later be deemed necessary.

**SUMMARY**

The Infrastructure Investment and Jobs Act (IIJA) provides \$1.2 trillion to improve roads, bridges, pipes, ports, airports, broadband, and other public infrastructure nationwide over the next 10 years, and the 2021-22 State of California Budget provides \$262.6 billion to continue governmental operations and includes investments to address homelessness, environment stewardship, clean energy, and clean water infrastructure. The Council instructed the Offices of the City Administrative Officer (CAO) and the Chief Legislative Analyst (CLA) to propose an internal process to review and prioritize the anticipated applications that will be submitted to compete or apply for this funding. The proposed review process integrates the City's current grant application process and Capital and Technology Improvement Policy prioritization process into the proposed internal review process for federal and state grant funding opportunities.

**BACKGROUND**

This report is in response to Council-adopted Motion (Krekorian - Blumenfield - O'Farrell - Martinez - Harris-Dawson - Price - Cedillo) instructing the CAO and the CLA to report within 60 days of passage of the Motion to finalize an internal process to review and prioritize applications for federal and state grant infrastructure funding (C.F. 21-1015). All City departments, including proprietary departments, will be instructed to submit their projects through this process. Projects should be evaluated based on metrics such as: job creation, economic competitiveness,

advancing equity, environmental sustainability, availability of required matching funds or other costs, and project shovel-readiness. A common template should also be developed for all departments to use for submission of grants for consideration through this evaluation process.

### Pre-planning and Ongoing Efforts

The Mayor's Office of Intergovernmental and Legislative Affairs (IGLA) provided the CAO with an initial list of proposed project information submitted by Departments that may be eligible for the California Comeback Plan (CCP) or Federal Infrastructure Investment and Jobs Act (IIJA) grant funding opportunities. It should be noted that until the Notices of Funding Availability (NOFA) are issued by the state and federal agencies, the CAO and City departments will be unable to determine whether the proposed projects are eligible for the anticipated funding opportunities.

The CAO released a memo to all City Departments with an updated list of federal and state grant funding opportunities and requested that the Departments re-evaluate and propose projects that may qualify for these funding opportunities. A Grant Coordinators and Proposed Projects Google form was provided for Departments to submit the requested information and also discuss prior grants received. In addition, Departments were requested to assign a minimum of two grant coordinators with at least one at the level of an Assistant General Manager.

### **PROPOSED INTERNAL REVIEW AND PRIORITIZATION PROCESS**

The following provides the proposed review process through which projects for each NOFA will be reviewed for Mayor and Council consideration.

1. NOFA Notification – The CAO will notify Departments when relevant NOFAs for federal and state grants become available. Department grant coordinators are also requested to notify CAO staff if it becomes aware of upcoming NOFAs.
2. Project Prioritization Form (Attachment 1) - Grant coordinators will be requested to complete the attached template form (which will be available to be completed online) to gather further information about the Department's proposed project grant application and how it meets the following criteria:
  - a) Grant Requirements - Evaluate the proposed project's alignment with the awarding agency's program goals and grant requirements.
  - b) Grant Deadline - Assess the Department's ability to complete the scope of work and expend the funds within the applicable deadlines.
  - c) Match Requirement - Determine that the Department can meet the grant's match requirement, whether this is in-kind resources or funding match.
  - d) Application of the CTIP prioritization criteria - The CTIP (C.F. 19-1353) is part of the City's Financial Policies and provides the framework in which the City plans, identifies, evaluates, and prioritizes funding for new capital and technology projects. The majority of IIJA opportunities provides funding for capital improvement projects. The following provides an outline of the CTIP's primary and secondary prioritization criteria:

Primary Criteria:

- Risk to health and safety - Project reduces or minimizes the risk to health, safety, climate concerns, and seismic risk associated with an infrastructure or asset.
- Compliance with legal, regulatory, or other policy mandated requirements - Project complies with local, state, or federal regulations, court orders, or settlements.
- Resilience and sustainability - Project improves the health of City residents and the City's natural environment which includes but not limited to its wildlife, water resources, air quality, and open space and land.
- Impact to City Operations, asset condition, annual recurring costs, and asset longevity - Project is necessary to meet basic level service needs, avoid infrastructure failure, minimizes maintenance needs, or minimizes significant future costs.
- Equitable community investment and economic sustainability - Project advances economic development and revitalization efforts or benefits the underserved communities in which the project is located. Project's Social Equity Index score and/or other equity score measurement tool as outlined in the grant requirements.

Secondary Criteria:

- Project readiness – Department's ability to enter the phase corresponding to the funding requested.
  - Multiple category benefit and bundling opportunities - Project provides financial or other benefit by bundling the proposed project with other grant applicants within the City or other local, state, or federal agencies.
- e) Review of the project's capacity to create jobs - Project's ability to create jobs either through City forces or contracted opportunities.
3. Recommendations to the Mayor and Council

Upon completion of the Project Prioritization Form review, the CAO will submit its recommendation of prioritized grant applications to the Mayor and Council for approval.

The CAO will work collaboratively with the grant coordinators to ensure that information is disseminated expeditiously so that City departments interested in applying may have sufficient time to put together a thoughtful application and receive appropriate Mayor and Council approval to submit their application.

**FISCAL IMPACT STATEMENT**

Adoption of the recommendations in this report will not result in a General Fund impact.

**FINANCIAL POLICIES STATEMENT**

To the extent that this report integrates the CTIP prioritization criteria, it is in compliance with the City's Financial Policies.

Attachment

**CITY OF LOS ANGELES  
STATE AND FEDERAL GRANTS – IJJA AND CALIFORNIA COMEBACK PLAN  
INTERNAL PROJECT PRIORITIZATION FORM - PROPOSED**

<b>City Department / Contact Name / Email / Phone Number:</b>	<b>Awarding Agency and Program Name</b> <input type="checkbox"/> Federal <input type="checkbox"/> State <i>(Replace Text) Indicate name of Agency and Program Name</i>
<b>Project Name:</b>	<b>Has the Department previously received funding from this Agency?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Project Location:</b>	<b>Has a Notice of Funding Availability (NOFA) been released?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**Project Description and Scope:**

<b>FUNDING CATEGORY</b>		
<input type="checkbox"/> Broadband	<input type="checkbox"/> Transportation	<input type="checkbox"/> Transportation (continued)
<input type="checkbox"/> Energy and Power	<input type="checkbox"/> Airports	<input type="checkbox"/> Reconnecting Communities
<input type="checkbox"/> Environmental Remediation	<input type="checkbox"/> Clean Buses and Ferries	<input type="checkbox"/> Roads and Bridges
<input type="checkbox"/> Resiliency	<input type="checkbox"/> Electric Vehicle Chargers	<input type="checkbox"/> Safety
<input type="checkbox"/> Water Infrastructure	<input type="checkbox"/> Ports and Waterways	<input type="checkbox"/> Public Transit
<input type="checkbox"/> Western Water Infrastructure		

**Purpose and Need:** *(Replace Text) Provide the purpose and need of the proposed elements and include a summary of the project's overall benefits to the community. Include any additional information that will help "tell the story" of why this project should be approved. When thinking about the purpose of the project, think about the root problems you are trying to solve through this project.*

**Project Meets Grant Requirements:** *(Replace Text) Please describe how the proposed project is in alignment with the Awarding Agency's Program goals and meets the grant requirements (which includes but not limited to meeting the eligible uses of the grant funds)*

**Project will be Completed and Funding Expended by the Grant Deadline:**  Yes  No. **Grant Expenditure Deadline** MM/DD/YY

<b>FOR INFRASTRUCTURE PROJECTS (COST AND SCHEDULE)</b>				
Project Phase: <i>(Indicate which phase for which funding is requested as well as the status of the other phases and anticipated project delivery method)</i>	Estimated Start Date (MM/YYYY)	Estimated Completion Date (MM/YYYY)	Cost (\$ in thousands)	Funding Available
Environmental	0	0	\$0	<input type="checkbox"/> Yes <input type="checkbox"/> No
Design, Plans, Specifications and Estimates (PS&E)	0	0	\$0	<input type="checkbox"/> Yes <input type="checkbox"/> No
Right of Way (Capital/Support)	0	0	\$0	<input type="checkbox"/> Yes <input type="checkbox"/> No
Construction (Capital/Support)	0	0	\$0	<input type="checkbox"/> Yes <input type="checkbox"/> No
Opening (if applicable): <i>(Replace Text) Date</i>		<b>Total Cost</b>	\$0	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>FOR NON-INFRASTRUCTURE PROJECTS (COST AND SCHEDULE)</b>				
Task/Task Description	Estimated Start Date (MM/YYYY)	Estimated Completion Date (MM/YYYY)	Cost (\$ in thousands)	Funding Available
	0	0	\$0	<input type="checkbox"/> Yes <input type="checkbox"/> No
	0	0	\$0	<input type="checkbox"/> Yes <input type="checkbox"/> No
	0	0	\$0	<input type="checkbox"/> Yes <input type="checkbox"/> No
Opening (if applicable): <i>(Replace Text) Date</i>		<b>Total Cost</b>	\$0	

<b>CAPITAL AND TECHNOLOGY IMPROVEMENT POLICY CRITERIA</b>	
<input type="checkbox"/> Risk to Health and Safety <input type="checkbox"/> Compliance with Legal, Regulatory, or Other Policy Mandated Requirements <input type="checkbox"/> Resilience and Sustainability <input type="checkbox"/> Impact to City Operations, Asset Condition, Annual Recurring Costs and Asset Longevity <input type="checkbox"/> Equitable Community Investment and Economic Sustainability	<i>(Replace Text) Select the criteria that applies and provide an explanation as to how this project will meet the selected criteria</i>

**ADDITIONAL METRICS**

Job Creation:  City Forces  Contractor  Both Estimated number of jobs retained/created: \_\_\_\_\_ FTE  
*(Replace Text) Please indicate if the work will be completed by City forces or contracted. In addition, please provide the anticipated number of jobs that will either be retained or created if this project is funded. The Number of jobs should be reported in terms of Full Time Equivalent (FTE). The FTE can be calculated by dividing the estimated total number of hours needed to complete the project by the number of hours representing a full work schedule for the project.*

Advancing Equity: \_\_\_\_\_ Score  
*(Replace Text) Using the Controller's Equity Index Score (www.lacontroller.org/data-stories-and-maps/equityindex/), indicate the equity index score. Explain how the project can potentially improve the area's equity score.*

**Other Grant/Specific Equity Guidelines:**  
 Does the grant provide additional Equity Requirements  Yes  No  
 Does the project meet this/these guidelines:  Yes  No

Environmental Sustainability:  
*(Replace Text) Please indicate how this project can help better conserve, protect, or preserve the City's natural resources.*

**CITY RESOURCES REQUIREMENTS**

What is the required local match, as a percentage of total project costs? \_\_\_\_\_% \$\_\_\_\_\_ (dollar amount)  
Will the awarding agency allow the use of another grant or in kind services to be used as a match?  Yes  No  
Please provide details on the match funding (\$ or staff time) to be used. (Replace Text) Please indicate if local match funds are available, being considered through the City's budgetary process, or have not yet been requested.

**Coordination with Other City Departments**  
(Replace Text) Please indicate which other City Departments, if any, will need to be involved in the delivery of this project. If yes, to what extent has coordination and planning have been initiated with these other Departments.

**Maintenance Requirements**  
(Replace Text) Please indicate what maintenance requirements will be needed to ensure the continued use of any equipment purchased or asset improvements completed with grant funds.

**Other Funding Requirements and Resources**  
Will the City have to front fund the cost of the project?  Yes  No. If Yes, please provide source(s) of funds \_\_\_\_\_  
Has the project been awarded other funds?  Yes  No. If Yes, please provide additional details \_\_\_\_\_

**SUPPLEMENTAL INFORMATION**

**Supplemental Materials:**  
(Replace Text) List (and label) any attachments that help to demonstrate why the proposed elements are needed or legally mandated (i.e. Letters of support, survey results, additional maps, outreach materials, before and after simulations, concept reports, feasibility studies, etc.)

**Collaborative Opportunities:**  
(Replace Text) Please describe if the Department anticipates to collaborate with other non-city organizations.