

CITY OF LOS ANGELES  
INTERDEPARTMENTAL CORRESPONDENCE  
L.A. FOR KIDS STEERING COMMITTEE MEETING, NOVEMBER 16, 2023  
AGENDA ITEM (2)  
BUREAU OF ENGINEERING

DATE: November 16, 2023

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

FROM: Ohaji Abdallah, Interim Program Manager *Ohaji K. Abdallah, P.A.*  
Proposition K – L.A. for Kids Program  
Bureau of Engineering, Architectural Division

**SUBJECT: FY 2023-24 PROPOSITION K MAINTENANCE FUNDING APPLICATION**

**RECOMMENDATION**

That the L.A for Kids Steering Committee (Steering Committee) authorize the Bureau of Engineering (BOE) to release the application for FY2023-24 Proposition K Maintenance Funds (July 1, 2023, to June 30, 2024).

**DISCUSSION**

BOE has prepared the Instructions for Application for FY 2023-24 Proposition K Maintenance Funds and the associated Application Form (Attachment No. 1).

Subject to action by the Steering Committee and the approval of this report, the application is scheduled to be released on January 11, 2024, and due back before 3:00 p.m. on February 8, 2024.

Approximately \$4,484,575 will be available for maintenance awards for reimbursement of eligible maintenance expenses incurred from July 1, 2023, through June 30, 2024.

Eligibility for maintenance funding is restricted to projects with active service payback during the respective fiscal years, and that are compliant with their Service and Maintenance obligations, which for non-city entities are specified in their respective Proposition K Grant Agreements.

It is noted that last year BOE received a grand total of 28 eligible applications. BOE expects to receive a similar number of applications this year.

**ATTACHMENT**

Attachment No. 1 - Instructions for Application for 2023-24 Proposition K Maintenance Funds and Application Form

**MEMORANDUM**

Date: January 11, 2024

To: Recipients of Proposition K Project Funds

From: Ohaji Abdallah, Program Manager  
Proposition K – L.A. for Kids Program

Subject: **Instructions for Applying for Proposition K Maintenance Funds:  
July 1, 2023 to June 30, 2024**

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**A. General Information**

This memo describes the application process for the 2023-24 Proposition K Maintenance Funding for reimbursement of eligible maintenance expenses.

Eligibility for 2023-24 Proposition K Maintenance Funding is restricted to projects completed on or before December 31, 2023, as reflected in the project's *Certificate of Occupancy* or *Notice of Completion issued by Building and Safety* or a *Certificate of Completion* issued by BOE. Applicants must also be compliant with their Service and Maintenance obligations, which for non-City entities are specified in their respective Grant Agreements. Eligible maintenance expenses must be incurred from July 1, 2023 to June 30, 2024.

Agencies are responsible for adequately maintaining Proposition K funded improvements regardless of whether maintenance funding is awarded. Due to limited funding availability, it is unlikely that Proposition K will fully offset annual maintenance expenses. Agencies that have been awarded maintenance funds in prior years are still required to submit a new application for the 2023-24 Proposition K Maintenance Funding process. Prior to payment, all maintenance award recipients will be required to submit documentation substantiating the incurrence of eligible maintenance expenses during the award period. Additionally, non-City agencies will need to execute or amend a maintenance funding contractual agreement administered by the Department of Public Works: Bureau of Engineering.

The **only** method for submitting the maintenance application is by email. Agencies that do not receive an electronic application via email may obtain one from the contact listed under Section D of this memorandum. To be considered responsive for supplemental maintenance funding, a separate maintenance application completed fully in the format provided in the attached form is required for each facility or project that received Proposition K funds for capital improvements. The application form may be modified to add additional rows, as needed. Handwritten applications will not be accepted.

## **B. Eligible Maintenance Expenses**

Maintenance funds can only reimburse expenses associated with maintaining the specific facility improvements funded by Proposition K project funds. Depending on the nature of the Proposition K facility improvements, eligible maintenance expenses could include custodial and landscaping services and building and equipment repairs.

For this maintenance funding application process, **only** expenses pertaining to the items listed below and specified time periods are eligible:

### 2023-24 Maintenance Funding (July 1, 2023 to June 30, 2024):

1. Active service payback period from July 1, 2023 to June 30, 2024;
2. Expenses that are determined to be for maintaining the specific facility improvements funded by Proposition K;
3. Graffiti removal;
4. Brush clearance;
5. Regulation 4 compliance testing, servicing, and repairs (for fire-life safety systems);
6. Pension, health, vacation, sick leave, or other benefits for maintenance staff;
7. Eligible expenses incurred from July 1, 2023 through June 30, 2024; and
8. In completing the application, the agency will have to include estimates of expenses incurred through June 30, 2024.

## **C. Ineligible Expenses**

Ineligible expenses for maintenance funding under this memorandum include, but are not limited to, the following:

1. Contributions and donations;
2. Travel and entertainment: Costs of travel, amusements, social activities and incidental costs, such as meals, beverages, lodging and gratuities relating to entertainment, or any political or lobbying activity;
3. Fines and Penalties: Costs resulting from violations of, or failure to comply with Federal, State, and local laws and regulations;
4. Interest and Other Financial Costs: Interest or borrowings (however represented), bond discounts, refinancing of property or of facilities, cost of financing and refinancing operations, and legal and professional fees paid in connection therewith, other than those specifically allowed in advance;
5. Membership Expenses: Membership expenses are specifically disallowed;
6. Meeting Attendance: Grantee's staff costs of attending meetings with City, and/or its consultants, and Grantee's staff and/or subcontractors;
7. Losses: Due to theft, vandalism and/or misconduct of Grantee's staff;
8. Losses due to delay: Lack of scheduling, coordinating, and monitoring;
9. Non-competitive Subcontracts: Payments under a subcontract not obtained under competitive bidding procedure unless specifically waived by the City;
10. Costs incurred prior to the date of execution of this Agreement unless specifically allowed hereunder;
11. Operating license fees;

12. Grantee's program staffing costs;
13. Non-maintenance equipment costs;
14. Cost of furnishings;
15. Utilities;
16. Personal hygiene products such as toilet paper, tissue, bars of soap; and
17. Expenses that are determined to be unrelated to the original scope of the Proposition K project.

#### **D. Application Due Date & Submission Instructions**

Applications must be **received electronically** on or before **3:00 p.m. Pacific Time on Thursday, February 8, 2024**. Submit applications only by email to [engpropkrfp@lacity.org](mailto:engpropkrfp@lacity.org). If you have any questions, please contact Eden Gascon at (213) 485-4819. It is the responsibility of the applicant to ensure that the application is received by the deadline stated above.

#### **E. Notification of Funding Award**

City staff will review the applications and will recommend projects and funding amounts to the L.A. for Kids Steering Committee. The recommended maintenance awards will then be submitted to the City Council for approval. Agencies approved for maintenance funding will be notified of both the funding amount recommended by the L.A. for Kids Steering Committee and the final amount of the maintenance award approved by the City Council.

## 2023-24 Proposition K Maintenance Funding Application Form

Applications must be **received** no later than **3:00 p.m. on Thursday, February 8, 2024**. Applications must be submitted by email to [engpropkrfp@lacity.org](mailto:engpropkrfp@lacity.org). The **only** method for submitting supplemental funding applications is via email.

### A. Project Background

1. General Information	(Agency Response)
Maintenance funding cycle:	Fiscal Year 2023-24 (July 1, 2023 – June 30, 2024)
Project name: <i>(Include any alternate project names)</i>	
Project address:	
Agency name:	
Agency contact: <i>(Include name, address and phone number)</i>	
Completion date of Proposition K project:	

2. Description of Amenities & Improvements	(Agency Response)
Amenities at facility prior to Proposition K project.	
Improvements funded by Proposition K monies.	
Improvements funded by other funding sources <i>(as part of the Proposition K project)</i> .	
Additional facility improvements added after the completion of the Proposition K project.	
Number of clients served annually <i>(indicate whether figure reported applies to entire facility or portion funded by Proposition K)</i>	

3. Disclosure of Funding Source(s) for Proposition K Facility Improvements:			
Funding Source(s)	Project Scope <i>(as pertains to itemized funding sources)</i>	Amount	% of Total Funding
Proposition K *			
<i>(list additional funding sources separately)</i>			
<b>Total</b>			<b>100%</b>

*\* If this amount is zero, this application is not eligible for Proposition K maintenance funding.*

**B. 2023-24 Maintenance Budget** (Reflect total budget for all maintenance costs directly related to the Proposition K- funded facility improvements):

<b>1. Monthly Maintenance: Personnel, Contract and Other Costs</b>					
<b>a. Position Title</b>	<b>Number of Positions</b>	<b>Description of Duties</b>		<b>Total Hours per Week</b>	<b>Monthly Salary Cost</b>
<i>(add new row for each position title)</i>					\$
	<b>Pension</b>	<b>Health</b>	<b>Vacation</b>	<b>Sick Leave</b>	<b>Other Benefits</b>
<b>Position Costs Subtotal (a)</b>					<b>\$</b>
<b>b. Contract Costs</b>					
<b>b. Contract Costs</b>	<b>Purpose of Contract</b>			<b>Length of Contract</b>	<b>Monthly Contract Cost</b>
<i>(List contractor names; add rows as needed)</i>					\$
<b>Contract Costs Subtotal (b)</b>					<b>\$</b>
<b>c. Other Costs</b> <i>(exclude one-time costs)</i>	<b>Item</b>	<b>Quantity</b>	<b>Cost per Item</b>	<b>Total Monthly Cost</b>	
	Brush Clearance				
	Regulation 4 Expenses				
	Graffiti Abatement/Removal				
	Equipment rental				\$
	Materials				\$
	Other – specify				\$
<b>Other Costs Subtotal (c)</b>					<b>\$</b>
<b>Annual Baseline of Personnel, Contract and Other Costs:</b> <i>= (Subtotal a + Subtotal b + Subtotal c) x 12</i>					<b>\$</b>

<b>2. Annual One-Time Costs</b>	<b>Item</b>	<b>Quantity</b>	<b>Cost per Item</b>	<b>Total Cost</b>
<i>(list items separately)</i>				\$
<b>Total One-Time Costs</b>				<b>\$</b>

<b>3. Total Annual Baseline Maintenance Budget:</b> <i>= Annual Baseline of Personnel, Contract &amp; Other Costs + Total One-Time Costs</i>	<b>\$</b>
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**C. Amount Requested for 2023-24 Proposition K Maintenance Funds:**

Requested Information	(Agency Response)
1. Amount of 2023-24 Proposition K Maintenance Funding Request	\$

**D. Certification by Applicant**

In signing below, as a duly authorized representative of said agency, I hereby certify under penalty of perjury that the information contained in this Application for 2023-24 Proposition Maintenance Funding is true in all respects, and that all funds will be used solely for the purposes allowed under the Proposition K – L.A. for Kids Program as set forth in the *Instructions for Applying for Proposition K Maintenance Funds*.

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Proposition K Project Title (as listed in the Proposition K Grant Agreement)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date