

# Reimbursement Request - ISP007-11-23

EGMS ID RR-ISP-AEPH-007-011	Status Approved	Subaward ID AD-ISP-AEPH-007-04	Payment Period 11/1/2023 - 11/30/2023
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## Overview

### General Information

Subrecipient Reference # ISP007-11-23	Subrecipient Organization FIRST TO SERVE INC	Budget Period 3/20/2023 - 12/31/2023
Created Date 01/12/2024 4:28 PM	Submitted Date 01/12/2024	Most Recent Invoice Reporting Period Submitted 10/1/2023 - 10/31/2023

### Reimbursement Request Summary

Awarded Amount \$3,383,909.00	Year to Date Spent \$2,439,705.00	Year to Date Unspent Balance \$944,204.00
Outstanding Advance to be Recouped \$0.00	Advance Recouped this Request \$0.00	Advance Remaining after this Request \$0.00
Balance Available for Payment \$944,204.00		
Spent this Request \$343,715.00	Disallowed Amount this Request \$0.00	Net Spent this Request \$343,715.00
Payment Amount this Request \$343,715.00	Payment Remaining after this Request \$600,489.00	

### Reimbursement Request Budget

Budget Category	Budget Category	Funding Account EGMS ID	Awarded Amount	Total Spent	Awarded Balance	Spent this Request	Disallowed Amount this Request	Net Spent this Request	Disallowed Amount Reason	F
: -- HCID/ City General Fund/ / Exp.6/30/2024	34 : Supportive Services/Financial Services (Personnel)	FA-NGO-336	\$138,789.00	\$83,972.00	\$54,817.00	\$10,635.00	\$0.00	\$10,635.00		
: -- HCID/ City General Fund/ / Exp.6/30/2024	37 : Operating Costs (Non-Personnel)	FA-NGO-336	\$1,344,342.00	\$943,298.00	\$401,044.00	\$130,859.00	\$0.00	\$130,859.00		
: -- HCID/ City General Fund/ / Exp.6/30/2024	38 : Operating Costs (Personnel)	FA-NGO-336	\$1,593,151.00	\$1,190,850.00	\$402,301.00	\$170,990.00	\$0.00	\$170,990.00		
: -- HCID/ City General Fund/ / Exp.6/30/2024	40 : Admin	FA-NGO-336	\$307,627.00	\$221,585.00	\$86,042.00	\$31,231.00	\$0.00	\$31,231.00		

### Funding Accounts - Advance Recoup

**EGMS ID:** FA-NGO-336  
**Title:** City GF 22-23 LAHSA AWSP to Inside Safe Initiative  
**Grantor:** HCID

**Funding Source:** City General Fund

**Strategy:**

**Program:** City Inside Safe Program

**CFDA Number:**

**FAIN:**

**Start Date:** 07/01/2022

**End Date:** 06/30/2024

**Approved Amount:** \$3,383,909

**Spent:** \$0.00

**Outstanding Advance to be Recouped:** \$0.00

**Spent this Request:** \$343,715.00

**Net Spent this Request:** \$343,715.00

**Advance Recouped this Request:** \$0.00

## Certification

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I certify that the cost outlined in this reimbursement request is permissible per the terms defined in the subaward contract. Furthermore, I affirm that the information contained herein is, to the best of my knowledge and belief, accurate and complete.

Yes

I certify that all applicable invoices, receipts, and any other pertinent documentation has been attached to this reimbursement request.

Yes

If asset purchases are part of this reimbursement request, I certify that I have obtained LAHSA's prior approval for the purchase of the assets and that I have uploaded the completed asset purchase authorization form.

Yes

## Responsibilities

### Approvers

Name	Responsibility	Description
Gaurav Vig	Final Approver	approver

### Responsibilities

Name	Responsibility
Micayla Owens	Interceptor
Leeman Leung	Owner

### Financial Responsibilities

Name	Responsibility
Leeman Leung	Primary Financial Responsibility
	Secondary Financial Responsibility
Lily Siu	Financial Approver

### Program Responsibilities

Name	Responsibility
Richard Reed	Primary Program Responsibility

Secondary Program Responsibility

## Attachments

### Supporting Documents Checklist

Description	Mandatory	Status	Template Link	Subrecipient Document Link
Scope of Required Services (for reference)	Optional	Active	View	Not Applicable
Reimbursement Certification Form	Optional	Active	View	Not Applicable
Asset Purchase Authorization Form	Optional	Active	Not Applicable	Not Applicable
Cost Verification Forms (required if funded by ESG)	Optional	Active	Not Applicable	Not Applicable
Supporting Financial Documentation (e.g. Trial Balance, P	Mandatory	Active	Not Applicable	View
Spend down Tracker	Mandatory	Active	View	View

### Files: Add additional files at your discretion

Title	Classification	File Extension	Description	Attached on
RR-ISP-AEPH-007-011 TB.pdf	Invoice	pdf		01/16/2024 2:05 PM
RR-ISP-AEPH-007-011 Worksheet.xlsx	Invoice	xlsx		01/16/2024 2:20 PM

### Internal Notes

Title	Description	Created Date	Created By
Invoice Summary	Invoice Summary GL Total \$ 343,714.21 Not Billed \$ 0.00 Rounding \$ 0.79 FR Total \$ 343,715.00 Disallowed \$ 0.00 Adj Total \$ 343,715.00	01/16/2024 2:19 PM	Micayla Owens

### History

Date	Assigned To	Actual Approver	Comments	Status	Overall Status
Step : Step 1					Approved
01/16/2024 3:16 PM	Gaurav Vig	Gaurav Vig	Approved	Approved	
Approval Request Submitted					
01/16/2024 2:20 PM	Micayla Owens	Micayla Owens	Submitted for approval.	Started	
Step : Financial Approver					Approved
01/12/2024 4:34 PM	Lily Siu	Lily Siu	Approve	Approved	
Approval Request Submitted					
01/12/2024 4:33 PM	Leeman Leung	Leeman Leung	Submitted for approval.	Started	

### Field History

EGMS ID	Changed Field	New Value	Old Value	Changed By	Changed On
RR-ISP-AEPH-007-011	Status	Approved	Submitted for Approval	Gaurav Vig	01/16/2024 3:16 PM

RR-ISP-AEPH-007-011	Program Income Spent To Date	\$0.00		Gaurav Vig	01/16/2024 3:16 PM
RR-ISP-AEPH-007-011	Status	Submitted for Approval	Submitted to Grantor	Micayla Owens	01/16/2024 2:20 PM
RR-ISP-AEPH-007-011	Interceptor	Micayla Owens	Lana Counts	Lana Counts	01/16/2024 9:52 AM
RR-ISP-AEPH-007-011	Status	Submitted to Grantor	Submitted for Financial Approval	Lily Siu	01/12/2024 4:34 PM
RR-ISP-AEPH-007-011	Status	Submitted for Financial Approval	Created	Leeman Leung	01/12/2024 4:33 PM
RR-ISP-AEPH-007-011	Interceptor	Lana Counts		Leeman Leung	01/12/2024 4:33 PM
RR-ISP-AEPH-007-011	Fiscal Officer	Gaurav Vig		Leeman Leung	01/12/2024 4:33 PM
RR-ISP-AEPH-007-011	TermsAgreement	Yes		Leeman Leung	01/12/2024 4:28 PM