

# Reimbursement Request - INSIDE SAFE\_NOV 2023

EGMS ID RR-ISP-AEPH-008-006	Status Approved	Subaward ID AD-ISP-AEPH-008-03	Payment Period 11/1/2023 - 11/30/2023
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## Overview

### General Information

Subrecipient Reference # INSIDE SAFE_NOV 2023	Subrecipient Organization HARBOR INTERFAITH SERVICES, INC.	Budget Period 5/30/2023 - 6/30/2024
Created Date 01/09/2024 4:59 PM	Submitted Date 01/10/2024	Most Recent Invoice Reporting Period Submitted 10/1/2023 - 10/31/2023

### Reimbursement Request Summary

Awarded Amount \$1,273,029.00	Year to Date Spent \$733,686.92	Year to Date Unspent Balance \$539,342.08
Outstanding Advance to be Recouped \$0.00	Advance Recouped this Request \$0.00	Advance Remaining after this Request \$0.00
Balance Available for Payment \$539,342.08		
Spent this Request \$155,756.33	Disallowed Amount this Request \$0.00	Net Spent this Request \$155,756.33
Payment Amount this Request \$155,756.33	Payment Remaining after this Request \$383,585.75	

### 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	Total Project Cost
: -- HCID/ City General Fund/ / Exp.6/30/2024	33 : Supportive Services/Financial Services (Non-Personnel)	FA-NGO-346	\$95,869.00	\$95,869.00	\$0.00	\$0.00	\$0.00	\$0.00		
: -- HCID/ City General Fund/ / Exp.6/30/2024	34 : Supportive Services/Financial Services (Personnel)	FA-NGO-346	\$70,000.00	\$68,627.80	\$1,372.20	\$1,372.20	\$0.00	\$1,372.20		
: -- HCID/ City General Fund/ / Exp.6/30/2024	37 : Operating Costs (Non-Personnel)	FA-NGO-346	\$350,000.00	\$256,103.11	\$93,896.89	\$93,896.89	\$0.00	\$93,896.89		
: -- HCID/ City General Fund/ / Exp.6/30/2024	38 : Operating Costs (Personnel)	FA-NGO-346	\$630,160.00	\$312,829.33	\$317,330.67	\$54,840.99	\$0.00	\$54,840.99		
: -- HCID/ City General Fund/ / Exp.6/30/2024	40 : Admin	FA-NGO-346	\$127,000.00	\$257.68	\$126,742.32	\$5,646.25	\$0.00	\$5,646.25		

### Funding Accounts - Advance Recoup

**EGMS ID:** FA-NGO-346

**Title:** City GF 22-23 ISP (CD 15 - Lomita/McCoy/"Five Points)

**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:** \$1,273,029

**Spent:** \$0.00

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

**Spent this Request:** \$155,756.33

**Net Spent this Request:** \$155,756.33

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

## Certification

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
Gabriela Prince	Final Approver	Supervisor

#### Responsibilities

Name	Responsibility
Lana Counts	Interceptor
April Williams	Owner

#### Financial Responsibilities

Name	Responsibility
April Williams	Primary Financial Responsibility
Tahia Hayslet	Secondary Financial Responsibility
Tahia Hayslet	Financial Approver

### Program Responsibilities

Name	Responsibility
April Williams	Primary Program Responsibility
Shari Weaver	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
Spend down Tracker	Mandatory	Active	View	View
Supporting Financial Documentation (e.g. Trial Balance, P	Mandatory	Active	Not Applicable	View

#### Files: Add additional files at your discretion

Title	Classification	File Extension	Description	Attached on
LH - Normal TB - 2024-01-30T102428.578.pdf	Other	pdf	Trial Balance - 415,636.92 - 1/30/24	01/30/2024 10:25 AM

INSIDE SAFE_Contract Spenddown Tracker.xlsx	Other	xlsx	Spenddown Tracker	01/30/2024 11:21 AM
11_AD-ISP-AEPH-008_NOV 2023.xlsx	Receipt	xlsx	P&L and GL	01/30/2024 11:22 AM
RR-ISP-AEPH-008-006_EGMS Processing Template.xlsx	Other	xlsx	RR Worksheet	01/30/2024 11:23 AM

### Internal Notes

Title	Description	Created Date	Created By
Invoice Summary	Invoice Summary GL Total \$ 155,756.33 Not Billed \$ 0.00 Rounding \$ 0.00 FR Total \$ 155,756.33 Disallowed \$ 0.00 Adj Total \$ 155,756.33	01/30/2024 11:23 AM	Lana Counts

### History

Date	Assigned To	Actual Approver	Comments	Status	Overall Status
Step : Step 1					Approved
02/08/2024 8:51 AM	Gabriela Prince	Gabriela Prince	Approved	Approved	
Approval Request Submitted					
02/07/2024 1:19 PM	Lana Counts	Lana Counts	Submitted for approval.	Started	
Approval Request Recalled					Sent Back
01/30/2024 1:18 PM	Gabriela Prince	Gabriela Prince	Routing amendment, submit once amendment	Sent Back	

			has been activated.		
Approval Request Submitted					
01/30/2024 11:23 AM	Lana Counts	Lana Counts	Submitted for approval.	Started	
Step : Financial Approver					Approved
01/29/2024 3:39 PM	Tahia Hayslet	Tahia Hayslet	TH	Approved	
Approval Request Submitted					
01/10/2024 9:27 AM	April Williams	April Williams	Submitted for approval.	Started	

### Field History

EGMS ID	Changed Field	New Value	Old Value	Changed By	Changed On
RR-ISP-AEPH-008-006	Status	Approved	Submitted for Approval	Gabriela Prince	02/08/2024 8:51 AM
RR-ISP-AEPH-008-006	Program Income Spent To Date	\$0.00		Gabriela Prince	02/08/2024 8:51 AM
RR-ISP-AEPH-008-006	Status	Submitted for Approval	Submitted to Grantor	Lana Counts	02/07/2024 1:19 PM
RR-ISP-AEPH-008-006	Status	Submitted to Grantor	Change Requested	Automated Process	01/30/2024 1:18 PM
RR-ISP-AEPH-008-006	Status	Change Requested	Submitted for Approval	Gabriela Prince	01/30/2024 1:18 PM
RR-ISP-AEPH-008-006	Status	Submitted for Approval	Submitted to Grantor	Lana Counts	01/30/2024 11:23 AM
RR-ISP-AEPH-008-006	Status	Submitted to Grantor	Submitted for Financial Approval	Tahia Hayslet	01/29/2024 3:39 PM
RR-ISP-AEPH-008-006	Status	Submitted for Financial Approval	Created	April Williams	01/10/2024 9:27 AM
RR-ISP-AEPH-008-006	Interceptor	Lana Counts		April Williams	01/10/2024 9:27 AM
RR-ISP-AEPH-008-006	Fiscal Officer	Gabriela Prince		April Williams	01/10/2024 9:27 AM

RR-ISP-AEPH-008-006	TermsAgreement	Yes		April Williams	01/10/2024 9:16 AM
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