

Thursday, October 26, 2023

Emily Lewis  
Management Analyst, Homeless Services Unit  
Los Angeles Housing Department  
City of Los Angeles

**Re: Cash Request City General Fund Request No. 16- Inside Safe 3<sup>rd</sup> Request**

Dear Emily:

The Los Angeles Homeless Services Authority (LAHSA) requests reimbursement from the City of Los Angeles as follows:

<b>Contract No:</b>	<b>Program(s)</b>	<b>Current Request</b>
C-140706	City General Fund-ISP	\$11,212,824.19

**JUSTIFICATION FOR REIMBURSEMENT:**

LAHSA is requesting \$11,212,824.19 for the programs specified in City Contract Number C-140706. The payment will provide LAHSA with the funds needed to issue reimbursement for the costs related to the programs specified in the afore mentioned contract.

LAHSA is requesting payment from LAHD in accordance with the guidelines outlined in Contract No.140706 with the City of Los Angeles.

LAHSA appreciates your partnership and looks forward to your approval of this request. Please feel free to contact me at (213) 544-5553 or via email at Jsamson@lahsa.org, if you have any questions or need additional information.

Sincerely,

  
Jeffrey Samson (Oct 26, 2023 15:17 PDT)

Jeffrey Samson  
Acting Chief Financial & Administration Officer

## Invoice Analysis GF program-INSIDE SAFE

TO: LOS ANGELES HOUSING DEPARTMENT  
1200 W 7TH ST, 4TH FL

For the month(s) of: June 1, 2023-Sep 30, 2023  
Invoice Number: 16

Inside Safe Req #3

FROM: LOS ANGELES HOMELESS SERVICES AUTHORITY  
707 WILSHIRE BLVD., 10TH FL  
LOS ANGELES, CA 90017

Contract No:	140706	Program:	HOMELESS SERVICES	Contract Period:	7/1/23-6/30/24	Contract Amount:	13,469,641.47
Amendment #:	4	Contact:	Jeffrey Samson	Telephone:	213-544-5583	Email:	<a href="mailto:jsamson@lshsa.org">jsamson@lshsa.org</a>

### CASH STATUS SUMMARY

1 Cost Category	2 APPROVED BUDGET	3 YEAR-TO-DATE EXPENDITURE FROM LAHSA GL	4 ADD ADVANCE	5 LESS CASH RELEASED AND IN TRANSIT	6 CURRENT AMOUNT REQUESTED	7 BUDGET BALANCE	8 ADJUSTMENTS TO REQUEST	9 NET AMOUNT TO DISBURSE
Number	NAME							
		CARRIED FROM EXPENDITURE TAB	CARRIED FROM EXPENDITURE TAB	CARRIED FROM EXP REPORT	3 + 4 - 5	2 - 5 - 6	FROM DET TABS	
5100, 5101 PERSONNEL		698,662.88	476,496.35	-	172,378.50	244,999.00	-	244,999.00
5150-5210 FRINGE BENEFITS		446,900.00	2,555.43	-	112,500.00	-	-	-
5730-5739, 5601-5631, 5410, 5502, 5700-5720, 5600, 5610, 5620, 5534-5535, 5411, 5603, 5604, 5608, 5611-5616, 5841, 5901-5907, 5300-5380, 5401, 5402, 5404, 5500-5502, 5503, 5602-5608, 5840, 5850-5852, 5810, 5820, 5821, 5840, 5830, 5831 NON-PERSONNEL		-	-	-	-	-	-	-
5830-5831 EQUIPMENT		-	-	-	-	-	-	-
5410 RENT		-	-	-	-	-	-	-
5502-5700-5720 PROFESSIONAL SERVICES		23,250.00	3,286.25	-	6,250.00	17,000.00	-	-
5600-5610, 5620 TRAVEL & TRAINING		9,200.00	-	-	2,500.00	6,700.00	-	-
5334, 5335, 5411, 5603, 5604, 5608, 5611-5616, 5841 OUTREACH & OTHER		23,250.00	5,856.80	-	6,250.00	17,000.00	-	-
5901-5907 DEPRECIATION		-	-	-	-	-	-	-
5300-5380, 5401, 5402, 5404, 5500-5502, 5503, 5602-5608, 5842 OFFICE EXPENSES		23,250.00	20.00	-	6,250.00	17,000.00	-	-
5800-5802, 5810, 5820, 5821 COMPUTER		-	-	-	-	-	-	-
5840 FURNITURE		-	-	-	-	-	-	-
6100-6199 SUB-RECIPIENT COSTS		12,245,128.61	16,004,123.44	1,334,655.75	4,889,661.00	10,967,825.19	(3,612,357.58)	10,967,825.19
<b>TOTAL CASH REQUESTED</b>		<b>13,469,641.47</b>	<b>16,492,338.07</b>	<b>1,334,655.75</b>	<b>5,195,789.50</b>	<b>11,212,824.19</b>	<b>(2,938,972.22)</b>	<b>11,212,824.19</b>

We hereby each certify under penalty of perjury under the laws of the State of California that this Cash Request, and its supporting financial records, are true in all respects and that all funds have been or will be used solely for the purposes set forth in the Statement of Work contained in the contract entered into by this Contractor and the Housing & Community Investment Department (HCID). We also understand that allowability of cash requested is subject to final acceptance by HCID and that payroll tax returns have been timely filed and applicable payroll taxes have been timely paid.

Prepared by: <u>Gloria Garcia/Sr Analyst, Finance</u> <small>Print Name and Title</small>	<u>Gloria Garcia</u> <small>Signature/Date</small>
Reviewed by: <u>Kathy Chen/Associate Director, Accounting</u> <small>Print Name and Title</small>	<u>Kathy Chen</u> <small>Signature/Date</small>
Reviewed by: <u>Camille Donnell/Acting Director of Finance</u> <small>Print Name and Title</small>	<u>Camille Donnell</u> <small>Signature/Date</small>
Certified by: <u>Jeffrey Samson/Acting Chief Financial Officer &amp; Administration Officer</u> <small>Print Name and Title</small>	<u>Jeffrey Samson</u> <small>Signature/Date</small>

### FOR CITY USE ONLY

GRANTS ACCOUNTING DIVISION APPROVAL	
Payment Voucher#: _____ \$ _____ Payment Voucher#: _____ \$ _____ Payment Voucher#: _____ \$ _____ TOTAL \$ _____	Y T D EXPENDITURE AS OF _____ \$ _____ ADD: ADVANCE _____ \$ _____ TOTAL ALLOWED _____ \$ _____ LESS: YTD PAID _____ \$ _____ LESS: DISALLOWED EXPENSES & Adjustments _____ \$ _____ APPROVED CASH RELEASE BY HCID _____ \$ _____
<input type="checkbox"/> CHECKED LOG <input type="checkbox"/> INSURANCE <input type="checkbox"/> HOLD RELEASE DATE/REASON: _____	<input type="checkbox"/> MAT'L RECEIPT VERIFICATION <input type="checkbox"/> BTRC / VRN
Svetlana Seamone Preparer's Name & Signature _____ Date _____ Preparer's Name & Signature _____ Date _____ Supervisor's Name & Signature _____ Date _____	

**Cash Request GF PROGRAMS**

TO: LOS ANGELES HOUSING DEPARTMENT  
 1200 W 7TH ST, 4TH FL  
 LOS ANGELES, CA 90017

For the month(s) of: June 1, 2023-Sep 30, 2023  
 Report Number: 16

FROM: LOS ANGELES HOMELESS SERVICES AUTHORITY  
 811 WILSHIRE BLVD., 6TH FL  
 LOS ANGELES, CA 90017

Contract No:	<b>140706</b>	Program:	<b>HOMELESS SERVICES</b>	Contract Period:	<b>7/1/22-6/30/24</b>	Contract Amount:	<b>13,469,641.47</b>
Amendment #:	<b>4</b>	Contact:	<b>Jeffrey Samson</b>	Telephone:	<b>213-544-5553</b>		<a href="mailto:jsamson@lahsa.org">jsamson@lahsa.org</a>

**CASH STATUS SUMMARY**

1		2	3	4	5	6	7	
Cost Category		APPROVED BUDGET	YEAR-TO-DATE EXPENDITURE FROM LAHSA GL	ADD ADVANCE	LESS CASH RELEASED AND IN TRANSIT	ADJUSTMENTS IN FMS	CURRENT AMOUNT REQUESTED	BUDGET BALANCE
10A-43WC82	INSIDE SAFE SPENDING CATEGORY	CARRIED FROM EXPENDITURE TAB	CARRIED FROM EXPENDITURE TAB	CARRIED FROM EXPENDITURE TAB	CARRIED FROM EXPENDITURE TAB	CARRIED FROM EXPENDITURE TAB	3 + 4 - 5 + 6	
1. Shelter and Housing Interventions_SHEL-IHOP		12,245,128.61	16,004,123.44	1,334,655.75	4,889,661.00	-	10,967,825.19	(3,612,357.58)
2. Outreach and Engagement_OUTR		-	-	-	-	-	-	-
3. Program Admin_PADM-0000		1,224,512.86	488,214.63	-	306,128.50	-	244,999.00	673,385.36
4. Hygiene Services_HYGN		-	-	-	-	-	-	-
5. Other_N/A		-	-	-	-	-	-	-
<b>TOTAL CASH REQUESTED</b>		<b>13,469,641.47</b>	<b>16,492,338.07</b>	<b>1,334,655.75</b>	<b>5,195,789.50</b>	<b>-</b>	<b>11,212,824.19</b>	<b>(2,938,972.22)</b>

# Invoice Analysis GF program-INSIDE SAFE

Grants Accounting Division, Housing Department, City of Los Angeles

For the month(s) of: June 1, 2023-Sep 30, 2023  
Report Number: 16

Contractor: LOS ANGELES HOMELESS SERVICES AUTHORITY

Inside Safe Req #3

Contract No:	140706	Program: HOMELESS SERVICES	Contract Period: 7/1/22-6/30/24	Contract Amount: \$13,469,641.47
Amendment #:	4	Contact: Jeffrey Samson	Telephone: 213-544-5553	Email: jsamson@lahsa.org

1	2	3	4	5	6	7	8	9	10	11	
COST CATEGORY / LINE ITEM	APPROVED BUDGET	YTD EXPENDITURE from LAHSA GL	PREVIOUS REPORTED YTD EXPENDITURES	EXPENDITURE FOR THE PERIOD 3 - 4	ADVANCE	LESS CASH RELEASED	CURRENT AMOUNT REQUESTED 3 + 6 - 7	BUDGET BALANCE 2 - 3 - 8	Disbursement Adjustment	Amount to Release	
						AND IN TRANSIT <small>from FMS disbursements</small>					
BUDGET AND EXPENDITURE INFORMATION - Detail											
1-Shelter and Housing Interventions											
6100-6199 SUB-RECIPEINT COSTS (FROM SCHEDULE OF SUBRECIPIENT TAB)	12,245,128.61	16,004,123.44	6,540,729.00	9,463,394.44	1,334,655.75	4,889,661.00	10,967,825.19	(\$3,612,357.58)	0.00	10,967,825.19	
1-SUBTOTAL: Shelter and Housing Interventions	12,245,128.61	16,004,123.44	6,540,729.00	9,463,394.44	1,334,655.75	4,889,661.00	10,967,825.19	(3,612,357.58)	0.00	10,967,825.19	REQ 12-Payment Pending
3-Program Admin											
5100, 5101 PERSONNEL SALARIES	698,662.86	476,496.35	0.00	476,496.35	0.00	172,378.50	244,999.00	\$281,285.36	0.00	244,999.00	58,119.00
5150-5210 FRINGE BENEFITS	446,900.00	2,555.43	0.00	2,555.43	0.00	112,500.00	0.00	\$334,400.00	0.00	0.00	
5730-5739, 5601-5631, 5410, 5502, 5700-5720, 5600, 5610,5620, 5534, 5335, 5411, 5603, 5604, 5608, 5611-5616, 5841, 5901-5907, 5300-5360, 5401, 5402, 5404, 5500-5502,5503, 5602-5608, 5842, NON-PERSONNEL/OTHER COST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00	
5830-5831 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00	
5410-RENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00	
5502, 5700-5720-PROFESSIONAL SERVICES	23,250.00	3,286.25	0.00	3,286.25	0.00	6,250.00	0.00	\$17,000.00	0.00	0.00	
5600, 5610,5620-TRAVEL & TRAINING	9,200.00	0.00	0.00	0.00	0.00	2,500.00	0.00	\$6,700.00	0.00	0.00	
5411, 5603, 5604, 5608, 5611-5616, 5841-OUTREACH & OTHER (Rent for Armories, Bus tokens, Vehicle Rental, Program Utilities, Warehousing, Community Outreach, Business Meeting, Uniforms, Emer. Shelter Housing Voucher Program, Client Supplies)	23,250.00	5,856.60	0.00	5,856.60	0.00	6,250.00	0.00	\$17,000.00	0.00	0.00	
5901-5907-DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00	
5300-5360, 5401, 5402, 5404, 5500-5502,5503, 5602-5608, 5842-OFFICE EXPENSES	23,250.00	20.00	0.00	20.00	0.00	6,250.00	0.00	\$17,000.00	0.00	0.00	
5800-5802, 5810, 5820, 5821-COMPUTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00	
5840-FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00	
6100-6199 SUB-RECIPEINT COSTS (FROM SCHEDULE OF SUBRECIPIENT TAB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00	
3-SUBTOTAL: Program Admin	1,224,512.86	488,214.63	0.00	488,214.63	0.00	306,128.50	244,999.00	673,385.36	0.00	244,999.00	1,646,998.00
<b>T O T A L</b>	<b>13,469,641.47</b>	<b>16,492,338.07</b>	<b>6,540,729.00</b>	<b>9,951,609.07</b>	<b>1,334,655.75</b>	<b>5,195,789.50</b>	<b>11,212,824.19</b>	<b>(2,938,972.22)</b>	<b>\$0.00</b>	<b>\$11,212,824.19</b>	













# 16\_LAHSA 10A\_C-140706\_2022-2023-Req 16- Inside Safe Req 3 10.26.23

Final Audit Report

2023-10-26

Created:	2023-10-26
By:	Gloria Garcia (ggarcia@lahsa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAADaO6u6ObHijFaPyMLAlqnBHRwAixo3r

## "16\_LAHSA 10A\_C-140706\_2022-2023-Req 16-Inside Safe Req 3 10.26.23" History

-  Document created by Gloria Garcia (ggarcia@lahsa.org)  
2023-10-26 - 9:00:56 PM GMT- IP address: 137.25.13.118
-  Document e-signed by Gloria Garcia (ggarcia@lahsa.org)  
Signature Date: 2023-10-26 - 9:02:32 PM GMT - Time Source: server- IP address: 137.25.13.118
-  Document emailed to Kathy Chen (kchen@lahsa.org) for signature  
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-  Document e-signed by Kathy Chen (kchen@lahsa.org)  
Signature Date: 2023-10-26 - 9:10:58 PM GMT - Time Source: server- IP address: 47.37.183.53
-  Document emailed to Camille Donnell (cdonnell@lahsa.org) for signature  
2023-10-26 - 9:10:59 PM GMT
-  Document e-signed by Camille Donnell (cdonnell@lahsa.org)  
Signature Date: 2023-10-26 - 10:16:37 PM GMT - Time Source: server- IP address: 47.33.70.190
-  Document emailed to Jeffrey Samson (jsamson@lahsa.org) for signature  
2023-10-26 - 10:16:39 PM GMT
-  Email viewed by Jeffrey Samson (jsamson@lahsa.org)  
2023-10-26 - 10:17:15 PM GMT- IP address: 104.47.58.254
-  Document e-signed by Jeffrey Samson (jsamson@lahsa.org)  
Signature Date: 2023-10-26 - 10:17:55 PM GMT - Time Source: server- IP address: 216.86.220.194
-  Agreement completed.  
2023-10-26 - 10:17:55 PM GMT