

Thursday, February 1, 2024

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

Re: Cash Request City General Fund Request No. 19- Inside Safe Request #4

Dear Emily:

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

Contract No:	Program(s)	Current Request
C-140706	City General Fund-ISP	\$5,478,082.00

JUSTIFICATION FOR REIMBURSEMENT:

LAHSA is requesting \$5,478,082.00 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.

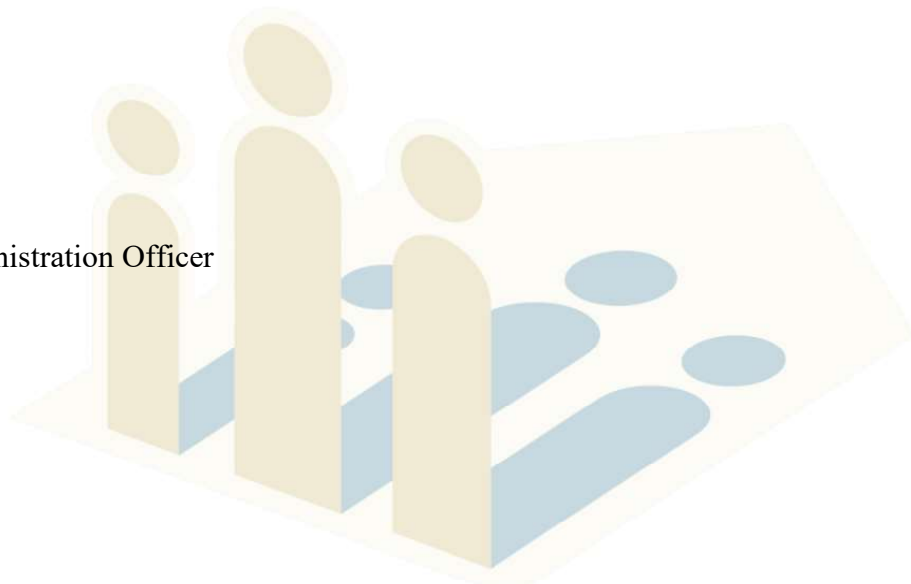
LAHSA is requesting payment from LAHD in accordance with the guidelines outlined in Contract No.140706 with the City of Los Angeles.

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 (Feb 2, 2024 08:32 PST)

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: 10/1/2023 - 12/31/2023
Invoice Number: 4

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

Contract No:	140706	Program:	HOMELESS SERVICES	Contract Period:	7/1/22-6/30/24	Contract Amount:	50,000,000.00
Amendment #:	4	Contact:	Jeffrey Samson	Telephone:	213-544-5553	Email:	jsamson@lshsa.org

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
Number	NAME					
		CARRIED FROM EXPENDITURE TAB	CARRIED FROM EXPENDITURE TAB	CARRIED FROM EXP REPORT	3 + 4 - 5	2 - 5 - 6
5100, 5101 PERSONNEL		750,519.36	476,496.35	-	172,378.50	578,140.86
5150-5210 FRINGE BENEFITS		450,000.00	2,555.43	-	112,500.00	337,500.00
5730-5739, 5601-5631, 5410, 5502, 5700-5720, 5600, 5610, 5620, 5534, 5535, 5411, 5603, 5604, 5608, 5611-5616, 5841, 5901-5907, 5300-5360, 5401, 5402, 5404, 5500-5502, 5503, 5602-5608, 5842, 5800-5802, 5810, 5820, 5821, 5840, 5830, 5831 NON-PERSONNEL		-	-	-	-	-
5830-5831 EQUIPMENT		-	-	-	-	-
5410 RENT		-	-	-	-	-
5502,5700-5720 PROFESSIONAL SERVICES		25,000.00	3,286.25	-	6,250.00	18,750.00
5600,5610,5620 TRAVEL & TRAINING		10,000.00	-	-	2,500.00	7,500.00
5334,5335,5411,5603,5604,5608,5611-5616,5841 OUTREACH & OTHER		25,000.00	5,856.60	-	6,250.00	18,750.00
5901-5907 DEPRECIATION		-	-	-	-	-
5300-5360, 5401,5402,5404,5500-5502,5503,5602-5608,5842 OFFICE EXPENSES		25,000.00	20.00	-	6,250.00	18,750.00
5800-5802,5810,5820,5821 COMPUTER		-	-	-	-	-
5840 FURNITURE		-	-	-	-	-
6100-6199 SUB-RECIPEINT COSTS		48,714,480.64	16,004,123.44	5,478,082.00	6,224,316.75	37,012,081.89
TOTAL CASH REQUESTED		50,000,000.00	16,492,338.07	5,478,082.00	6,530,445.25	37,991,472.75


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: Jennifer Lee / Principal Accountant
Print Name and Title


Reviewed by: Kathy Chen / Associate Director of Accounting
Print Name and Title


Reviewed by: Christy Zhou / Controller
Print Name and Title

Certified by: Jeffrey Samson / Acting Chief Financial Officer & Administration Officer
Print Name and Title


Jennifer Lee (Feb 1, 2024 10:32 PST)
Signature/ Date


Kathy Chen (Feb 1, 2024 10:32 PST)
Signature/ Date


Christy Zhou (Feb 1, 2024 10:32 PST)
Signature/ Date


Jeffrey Samson (Feb 2, 2024 08:32 PST)
Signature/ Date

FOR CITY USE ONLY

GRANTS ACCOUNTING DIVISION APPROVAL

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

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

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

Contract No: 140706 Program: HOMELESS SERVICES Contract Period: 7/1/22-6/30/24 Contract Amount: 50,000,000.00
 Amendment #: 4 Contact: Jeffrey Samson Telephone: 213-544-5553 jsamson@lahsa.org

CASH STATUS SUMMARY

		1	2	3	4	5	6	7	
		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	
		CARRIED FROM EXPENDITURE TAB	CARRIED FROM EXPENDITURE TAB	CARRIED FROM EXPENDITURE TAB	CARRIED FROM EXPENDITURE TAB	CARRIED FROM EXPENDITURE TAB	3 + 4 - 5 + 6		
10A-43WC82	Cost Category INSIDE SAFE SPENDING CATEGORY	48,694,480.64	16,004,123.44	5,478,082.00	6,224,316.75	-	5,478,082.00	36,992,081.89	
		20,000.00	-	-	-	-	-	20,000.00	
	1. Shelter and Housing Interventions_SHEL-IHOP	1,285,519.36	488,214.63	-	306,128.50	-	-	979,390.86	
	2. Outreach and Engagement_OUTR	-	-	-	-	-	-	-	
	3. Program Admin_PADM-0000	-	-	-	-	-	-	-	
	4. Hygiene Services_HYGN	-	-	-	-	-	-	-	
	5. Other_N/A	-	-	-	-	-	-	-	
	TOTAL CASH REQUESTED	50,000,000.00	16,492,338.07	5,478,082.00	6,530,445.25	-	5,478,082.00	37,991,472.75	

For the month(s) of: 10/1/2023 - 12/31/2023
 Report Number: 4

Invoice Analysis GF program-INSIDE SAFE

Grants Accounting Division, Housing Department, City of Los Angeles

For the month(s) of: June 1, 2023-Jun/31/2024
 Report Number: 4

Contract No. / Amendment #	Program: / Contact	Contract Period: / Telephone	Contract Amount: / Email	7	8	9		
1	2	3	4	5	6	7		
COST CATEGORY/LINE ITEM	APPROVED BUDGET	YTD EXPENDITURE from LARSA UL	PREVIOUS REPORTED YTD EXPENDITURES	EXPENDITURE FOR THE PERIOD	ADVANCE	LESS CASH RELEASED AND IN TRANSIT from FMS adjustments	CURRENT AMOUNT REQUESTED	BUDGET BALANCE
				3 - 4			3 + 6 - 7	2 - 3 - 9
BUDGET AND EXPENDITURE INFORMATION - Detail								
1-Shelter and Housing Interventions								
6100-6199 SUBRECIPIENT COSTS FROM SCHEDULE OF SUBRECIPIENT TAB	48,694,480.64	16,004,123.44	6,540,728.00	8,463,304.44	5,478,082.00	6,224,316.73	5,478,082.00	36,992,081.88
1-SUBTOTAL: Shelter and Housing Interventions	48,694,480.64	16,004,123.44	6,540,728.00	8,463,304.44	5,478,082.00	6,224,316.73	5,478,082.00	36,992,081.88
2-Outreach and Engagement								
6100-6108 SUBRECIPIENT COSTS FROM SCHEDULE OF SUBRECIPIENT TAB	20,000.00	-	-	-	-	-	-	20,000.00
2-SUBTOTAL: Outreach and Engagement	20,000.00	-	-	-	-	-	-	20,000.00
3-Program Admin								
6100-5101 PERSONNEL SALARIE	750,619.36	476,486.35	-	476,486.35	-	172,776.50	-	578,142.86
6100-5200 FRINGE BENEFITS	450,000.00	2,555.43	-	2,555.43	-	112,500.00	-	337,900.00
6100-5300 TRAVEL EXPENSES	-	-	-	-	-	-	-	-
6100-5400 PERSONNEL OTHER COST	-	-	-	-	-	-	-	-
6100-5500 EQUIPMENT	-	-	-	-	-	-	-	-
6100-5600 PROFESSIONAL SERVICES	25,000.00	3,286.25	-	3,286.25	-	6,250.00	-	18,750.00
6100-5700 CONTRACTS	10,000.00	-	-	-	-	2,500.00	-	7,500.00
6111-6000 6000-6014-6016 6014 OFFICE SUPPLIES (Rent for Amador, Ben Lovers, Venice Rental, Program Offices, Warehouse, Community Outreach, Bus, Van, etc.)	25,000.00	5,856.60	-	5,856.60	-	6,250.00	-	18,750.00
6100-5100 6001 6402 6404 6500-5002 6003 6002-6006 6042-OFFICE EXPENSES	25,000.00	20.00	-	20.00	-	6,250.00	-	18,750.00
6100-5200 6010 6001 6001-COMPUTER EXPENDITURE	-	-	-	-	-	-	-	-
6100-6199 SUBRECIPIENT COSTS FROM SCHEDULE OF SUBRECIPIENT TAB	-	-	-	-	-	-	-	-
3-SUBTOTAL: Program Admin	1,285,619.36	486,214.63	6,540,728.00	486,214.63	-	3,061,126.50	-	978,289.96
TOTAL	50,000,000.00	16,490,338.07	6,540,728.00	9,951,889.07	5,478,082.00	6,530,446.23	5,478,082.00	37,891,472.79

