

INSIDE SAFE HOMELESSNESS EMERGENCY FUNDING REQUEST FORM

Request No: 5-140706-21

Date of Request: 5/14/2024

Contract Administrator (Designated Department): 43

Work Order Number if applicable: 43ISF10A

Service / Product Name:

Service Period: 1/1/2024-6/30/2024

Description / Details (e.g. # of units, hours)

Include CDs, locations of services, and service providers if applicable:

Programs Expenditure Reimbursement: Shelter_ \$8,800,325.10 & ProgramAdmin_ ~~\$950,892.52~~

\$950,982.52

CAO Recommended Amount: \$9,751,307.62

Funding Requested: \$9,751,307.62

One time cost? Yes No

Receiving Account(s) Breakdown: 10A_43WC82

Which initiative(s) is this expenditure for? Mark all that apply. Note: This is meant to capture the purpose of the expenditure, and the type of expenditure (personnel, technology, etc.)

Shelter and Housing Interventions

- Interim Housing Operations
- Permanent Supportive Housing Operations
- Motel/Hotel (including PRK sites) Motel/Hotel
- Name _____
- Time Limited Subsidies
- Leasing Costs
- Storage

Hygiene Services

- Voluntary trash disposal/hazardous waste removal
- Mobile Hygiene
- Hygiene Centers
- Other** (Incidentals not to exceed \$500. Please explain)

Administrative

- Staffing/Subcontractor Staff
- Staff Benefits
- Operating Costs
- Equipment

Outreach and Engagement

- RV/Vehicle Dwelling
- Encampment Canvassing
- Housing Navigation Services

Performance Data Note: This is meant to capture the type of performance data this request addresses. Exact performance data should be reported in the weekly reports

Monday, May 13, 2024

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

Re: Cash Request City General Fund Request No. 21 - Inside Safe Request #5

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 | \$9,751,307.62 |

JUSTIFICATION FOR REIMBURSEMENT:

LAHSA is requesting \$9,751,307.62 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.

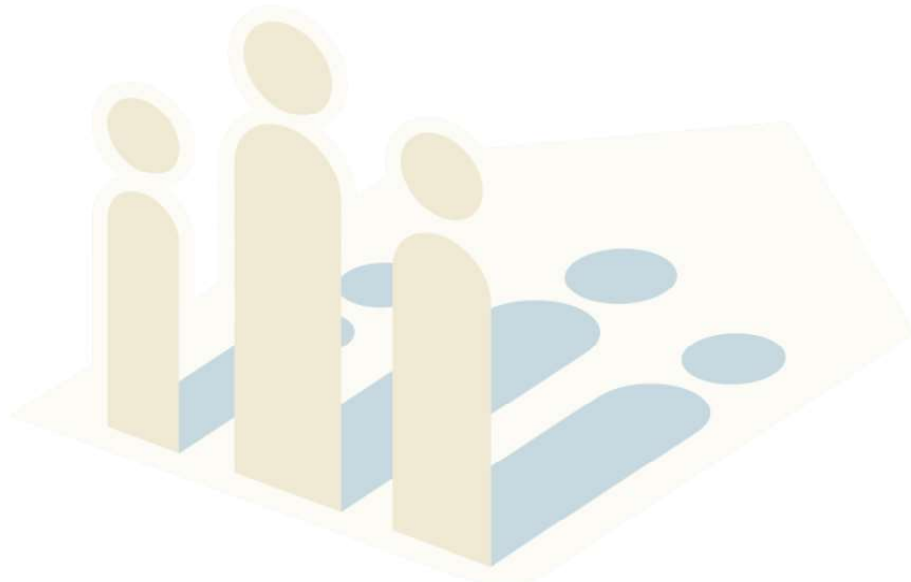
LAHSA is requesting payment from LAHD in accordance with the guidelines outlined in Contract No.140706 with the City of Los Angeles.

LAHSA appreciates your partnership and looks forward to your approval of this request. Please feel free to contact me at (213) 797-4583 or via email at jtrejo@lahsa.org, if you have any questions or need additional information.

Sincerely



Janine Trejo
Acting Chief Financial Officer



Invoice Analysis GF program-INSIDE SAFE

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

For the month(s) of: 1/1/2024 - 6/30/2024
Invoice Number: 5

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: | 75,388,620.39 |
| Amendment #: | 4 | Contact: | Janine Trejo | Telephone: | 213-797-4583 | Email: | ltwio@lhaa.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 | | 2,389,369.95 | 476,496.35 | 409,712.65 | 476,496.50 | 409,712.65 |
| 5150-5210 FRINGE BENEFITS | | 1,532,539.00 | 2,555.43 | 270,634.75 | 112,500.00 | 270,634.75 |
| 5730-5730, 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, 5900-5802, 5810, 5820, 5821, 5840, 5830, 5831 NON-PERSONNEL | | - | - | - | - | - |
| 5830-5831 EQUIPMENT | | - | - | - | - | - |
| 5410 RENT | | - | - | - | - | - |
| 5502, 5700-5720 PROFESSIONAL SERVICES | | 385,846.82 | 3,286.25 | 90,211.71 | 6,250.00 | 90,211.71 |
| 5600, 5610, 5620 TRAVEL & TRAINING | | 10,000.00 | - | - | 2,500.00 | - |
| 5334, 5335, 5411, 5603, 5604, 5608, 5611-5616, 5841 OUTREACH & OTHER | | 385,846.81 | 5,856.60 | 90,211.70 | 6,250.00 | 90,211.70 |
| 5901-5907 DEPRECIATION | | - | - | - | - | - |
| 5300-5360, 5401, 5402, 5404, 5500-5502, 5503, 5602-5608, 5842 OFFICE EXPENSES | | 385,846.82 | 20.00 | 90,211.71 | 6,250.00 | 90,211.71 |
| 5800-5802, 5810, 5820, 5821 COMPUTER | | - | - | - | - | - |
| 5840 FURNITURE | | - | - | - | - | - |
| 6100-6199 SUB-RECIPEINT COSTS | | 70,299,170.99 | 16,004,123.44 | 8,800,325.10 | 19,608,874.60 | 8,800,325.10 |
| TOTAL CASH REQUESTED | | 75,388,620.39 | 16,492,338.07 | 9,751,307.62 | 20,219,121.10 | 9,751,307.62 |
| | | - | - | - | - | - |

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, AR
Print Name and Title


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

Reviewed by: _____ Christy Zhou / Contoller
Print Name and Title

Certified by: _____ Janine Trejo / Acting Chief Financial Officer
Print Name and Title


Jennifer Lee 5/13/2024 12:28 PDT
Signature/ Date


Kathy Chen 5/13/2024 12:29 PDT
Signature/ Date


Christy Zhou 5/13/2024 12:29 PDT
Signature/ Date


Janine Trejo
Signature/ Date

FOR CITY USE ONLY

GRANTS ACCOUNTING DIVISION APPROVAL

HUD ACTIVITY #: _____

Payment Voucher#: _____ \$

Payment Voucher#: _____ \$

Payment Voucher#: _____ \$

TOTAL \$ _____

- CHECKED LOG MAT'L RECEIPT VERIFICATION
- INSURANCE BTRC / VRN
- HOLD RELEASE DATE/REASON: _____

| | |
|-----------------------------------------------|------|
| 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

Cash Request GF PROGRAMS

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

For the month(s) of:
 Report Number:

1/1/2024 - 6/30/24
 5

LOS ANGELES HOMELESS SERVICES AUTHORITY
 311 WILSHIRE BLVD., 6TH FL
 LOS ANGELES, CA 90017

| | | | | | | |
|--------|----------|-------------------|------------------|----------------|------------------|--------------------------------------------------------|
| 140706 | Program: | HOMELESS SERVICES | Contract Period: | 7/1/22-6/30/24 | Contract Amount: | 75,388,620.39 |
| 4 | Contact: | Janine Trejo | Telephone: | 213-797-4583 | | jtrepo@lahsa.org |

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 |
| 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 |
| Housing Interventions_SHEL-IHOP | 69,848,702.99 | 16,004,123.44 | 8,800,325.10 | 19,608,874.60 | - | 8,800,325.10 |
| Engagement_OUTR | 450,468.00 | - | - | - | - | - |
| in_PADM-0000 | 5,089,449.40 | 488,214.63 | 950,982.52 | 610,246.50 | - | 950,982.52 |
| ces_HYGN | - | - | - | - | - | - |
| | - | - | - | - | - | - |
| TOTAL CASH REQUESTED | 75,388,620.39 | 16,492,338.07 | 9,751,307.62 | 20,219,121.10 | - | 9,751,307.62 |

Invoice Analysis GF program-INSIDE SAFE

Grants Accounting Division, Housing Department, City of Los Angeles

For the month(s) of: 1/1/2024 - 6/30/2024
Report Number: 5

Contractor: **LOS ANGELES HOMELESS SERVICES AUTHORITY**

| Contract No: | 140706 | Program: | HOMELESS SERVICES | Contract Period: | 7/1/22-6/30/24 | Contract Amount: | \$75,388,620.39 | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------|------------------------------------|----------------------------------|---------------------|----------------------------------------------------------|------------------------------------|--------------------------|--|--|
| Amendment #: | 4 | Contact: | Janine Trejo | Telephone: | 213-797-4583 | Email: | jtrepo@lahsa.org | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | |
| 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 AND IN TRANSIT from FMS disbursements | CURRENT AMOUNT REQUESTED 3 + 6 - 7 | BUDGET BALANCE 2 - 3 - 8 | | |
| BUDGET AND EXPENDITURE INFORMATION - Detail | | | | | | | | | | |
| 1-Shelter and Housing Interventions | | | | | | | | | | |
| 6100-6199 SUB-RECIPIENT COSTS (FROM SCHEDULE OF SUBRECIPIENT TAB) | 69,848,702.99 | 16,004,123.44 | 16,004,123.44 | - | 8,800,325.10 | 19,608,874.60 | 8,800,325.10 | 41,439,503.29 | | |
| 1-SUBTOTAL: Shelter and Housing Interventions | 69,848,702.99 | 16,004,123.44 | 16,004,123.44 | - | 8,800,325.10 | 19,608,874.60 | 8,800,325.10 | 41,439,503.29 | | |
| 2-Outreach and Engagement | | | | | | | | | | |
| 6100-6199 SUB-RECIPIENT COSTS (FROM SCHEDULE OF SUBRECIPIENT TAB) | 450,468.00 | - | - | - | - | - | - | 450,468.00 | | |
| 2-SUBTOTAL: Outreach and Engagement | 450,468.00 | - | - | - | - | - | - | - | | |
| 3-Program Admin | | | | | | | | | | |
| 5100, 5101 PERSONNEL SALARIE | 2,389,369.95 | 476,496.35 | 476,496.35 | - | 409,712.65 | 476,496.50 | 409,712.65 | 1,503,160.80 | | |
| 5150-5210 FRINGE BENEFITS | 1,532,539.00 | 2,555.43 | 2,555.43 | - | 270,634.75 | 112,500.00 | 270,634.75 | 1,149,404.25 | | |
| 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 | - | - | - | - | - | - | - | - | | |
| 5830-5831 EQUIPMENT | - | - | - | - | - | - | - | - | | |
| 5410-RENT | - | - | - | - | - | - | - | - | | |
| 5502, 5700-5720-PROFESSIONAL SERVICES | 385,846.82 | 3,286.25 | 3,286.25 | - | 90,211.71 | 6,250.00 | 90,211.71 | 289,385.11 | | |
| 5600, 5610,5620-TRAVEL & TRAINING | 10,000.00 | - | - | - | - | 2,500.00 | - | 7,500.00 | | |
| 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) | 385,846.81 | 5,856.60 | 5,856.60 | - | 90,211.70 | 6,250.00 | 90,211.70 | 289,385.11 | | |
| 5901-5907-DEPRECIATION | - | - | - | - | - | - | - | - | | |
| 5300-5360, 5401, 5402, 5404, 5500-5502,5503, 5602-5608, 5842-OFFICE EXPENSES | 385,846.82 | 20.00 | 20.00 | - | 90,211.71 | 6,250.00 | 90,211.71 | 289,385.11 | | |
| 5800-5802, 5810, 5820, 5821-COMPUTER | - | - | - | - | - | - | - | - | | |
| 5840-FURNITURE | - | - | - | - | - | - | - | - | | |
| 3-SUBTOTAL: Program Admin | 5,089,449.40 | 488,214.63 | 488,214.63 | - | 950,982.52 | 610,246.50 | 950,982.52 | 3,528,220.38 | | |
| TOTAL | 75,388,620.39 | 16,492,338.07 | 16,492,338.07 | 0.00 | 9,751,307.62 | 20,219,121.10 | 9,751,307.62 | 45,418,191.67 | | |

