

Reimbursement Request - ISP007-23-10

EGMS ID RR-ISP-AEPH-007-009	Status Approved	Subaward ID AD-ISP-AEPH-007-03	Payment Period 10/1/2023 - 10/31/2023
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Overview

General Information

Subrecipient Reference # ISP007-23-10	Subrecipient Organization FIRST TO SERVE INC	Budget Period 3/20/2023 - 12/31/2023
Created Date 11/17/2023 4:17 PM	Submitted Date 11/21/2023	Most Recent Invoice Reporting Period Submitted 9/1/2023 - 9/30/2023

Reimbursement Request Summary

Awarded Amount \$3,254,879.00	Year to Date Spent \$2,093,093.00	Year to Date Unspent Balance \$1,161,786.00
Outstanding Advance to be Recouped \$0.00	Advance Recouped this Request \$0.00	Advance Remaining after this Request \$0.00
Balance Available for Payment \$1,161,786.00		
Spent this Request \$346,612.00	Disallowed Amount this Request \$0.00	Net Spent this Request \$346,612.00
Payment Amount this Request \$346,612.00	Payment Remaining after this Request \$815,174.00	

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	\$115,833.00	\$72,688.00	\$43,145.00	\$11,284.00	\$0.00	\$11,284.00		
: -- HCID/ City General Fund/ / Exp.6/30/2024	37 : Operating Costs (Non-Personnel)	FA-NGO-336	\$1,529,545.00	\$811,337.00	\$718,208.00	\$131,961.00	\$0.00	\$131,961.00		
: -- HCID/ City General Fund/ / Exp.6/30/2024	38 : Operating Costs (Personnel)	FA-NGO-336	\$1,313,603.00	\$1,018,987.00	\$294,616.00	\$171,863.00	\$0.00	\$171,863.00		
: -- HCID/ City General Fund/ / Exp.6/30/2024	40 : Admin	FA-NGO-336	\$295,898.00	\$190,081.00	\$105,817.00	\$31,504.00	\$0.00	\$31,504.00		

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: \$3,254,879

Spent: \$0.00

Outstanding Advance to be Recouped: \$0.00

Spent this Request: \$346,612.00

Net Spent this Request: \$346,612.00

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
Gaurav Vig	Final Approver	approver

Responsibilities

Name	Responsibility
Lana Counts	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
LH - Normal TB (50).pdf	Other	pdf	Trial Balance - \$2,093,093.00 - 11/30/23	11/30/2023 9:38 AM
RR-ISP-AEPH-007-009_EGMS Processing Template.xlsx	Other	xlsx	RR Worksheet	11/30/2023 9:42 AM

Internal Notes

Title	Description	Created Date	Created By
Invoice Summary	Invoice Summary GL Total \$ 346,612.46 Not Billed \$ 0.00 Rounding \$ (0.46) FR Total \$ 346,612.00 Disallowed \$ 0.00 Adj Total \$ 346,612.00	11/30/2023 9:41 AM	Lana Counts

History

Date	Assigned To	Actual Approver	Comments	Status	Overall Status
Step : Step 1					Approved
11/30/2023 1:28 PM	Gaurav Vig	Gaurav Vig	Approved	Approved	
Approval Request Submitted					
11/30/2023 9:42 AM	Lana Counts	Lana Counts	Submitted for approval.	Started	
Step : Financial Approver					Approved
11/21/2023 6:00 PM	Lily Siu	Lily Siu	Approve	Approved	
Approval Request Submitted					
11/21/2023 5:58 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-007-009	Status	Approved	Submitted for Approval	Gaurav Vig	11/30/2023 1:28 PM

RR-ISP-AEPH-007-009	Program Income Spent To Date	\$0.00		Gaurav Vig	11/30/2023 1:28 PM
RR-ISP-AEPH-007-009	Status	Submitted for Approval	Submitted to Grantor	Lana Counts	11/30/2023 9:42 AM
RR-ISP-AEPH-007-009	Status	Submitted to Grantor	Submitted for Financial Approval	Lily Siu	11/21/2023 6:00 PM
RR-ISP-AEPH-007-009	Status	Submitted for Financial Approval	Created	Leeman Leung	11/21/2023 5:58 PM
RR-ISP-AEPH-007-009	Interceptor	Lana Counts		Leeman Leung	11/21/2023 5:58 PM
RR-ISP-AEPH-007-009	Fiscal Officer	Gaurav Vig		Leeman Leung	11/21/2023 5:58 PM
RR-ISP-AEPH-007-009	TermsAgreement	Yes		Leeman Leung	11/17/2023 4:17 PM