



*Cal* OES

GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES



---

# Report of Expenditures & Payment Request

# Initiate, View, and Submit Payment Reports

GCS Role:	Organization Authorized Agent	Organization Entity Representative or Organization Authorized Agent			
Grant Subaward Contact:	Grant Subaward Authorized Agent	Grant Subaward Director	Grant Subaward Financial Officer	Governing Board Chair	Grant Subaward Programmatic Point of Contact and Grant Subaward Financial Point of Contact
Authority:	<b>Initiate, view, and submit</b>				<b>Initiate and view only</b>



# Two Ways To Initiate

Grant Subaward:

**KE24016701**

Application Signatures 

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages 

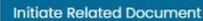
Status Options

Related Documents

 Initiate Related Doc

Payment Report

My Tasks on  
Dashboard:

**My Tasks** 

Filter

My Tasks 

Name	Document Type	Organization	Status	Status Date	Due Date
------	---------------	--------------	--------	-------------	----------



# Grant Subaward

KE24016701

Application Signatures 

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages 

Status Options

Related Documents

 Initiate Related Doc

Payment Report

## Report of Expenditures & Payment Request

Provided By:	Cal OES
Provided To:	Rubys Place, Inc.
Payment Report Availability Dates:	10/1/2024 12:00:00 AM -
Due Date:	N/A



# My Tasks on Dashboard

**My Tasks**

> Filter

My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
------	---------------	--------------	--------	-------------	----------

Initiate Related Document

**Initiate Related Document**

**Instructions:**

- Select a parent document and available related document.
- Use the Create button to initiate the related document.

Document Identifier

Search parent documents by identifier...

Parent Document

XH24001301

Available Documents

Report of Expenditures & Payment Request

Create

## Report of Expenditures & Payment Request

Provided By: Cal OES

Provided To: Rubys Place, Inc.

Payment Report Availability Dates: 10/1/2024 12:00:00 AM -

Due Date: N/A

Proceed

Cancel



KE24016701-REP4

- Forms
- Expenditure & Payment Details**
- Certification
- Tools
- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary
- Document Validation
- Notes
- Print Document
- Document Messages
- Status Options

# Document Landing Page

## Instructions:

- The table below represents high-level data points about the current document.
- The **bold** fields are labels that describe the specific data point.
- Template:** The type of template of the current document.
- Instance:** The type of instance of the current document. For example, if an Application, the instance is the Program name.
- Process:** The process flow the current document follows.
- Document Name:** The unique document identifier of the current document. This is also found in the upper left navigation ("Forms Menu") as a hyperlink, which will bring the person navigating back to this "Document Landing Page".
- Document Status:** The process flow status step name of the current document.
- Organization:** The organization name of the current document.
- Your Role:** The name of the current document role of the person navigating; if the person is not added to the document, no role will display.
- Period Date:** The period dates of the current document. For example, if an Application, the Grant Subaward Performance Period begin date and end dates will display here.
- Due Date:** The due date set for the current document.

<b>Template</b> Report of Expenditures & Payment Request	<b>Instance</b> Report of Expenditures & Payment Request	<b>Process</b> Payment Report
<b>Document Name</b> KE24016701-REP4	<b>Document Status</b> Payment Report in Progress	
<b>Organization</b> Rubys Place, Inc.	<b>Your Role</b> Organization Authorized Agent	



# Expenditures & Payments

## Expenditure & Payment Details

Transaction ID:  
KE24022001-REP1

Reporting Period Start:\*

Reporting Period End:\*



Additional Report of Expenditures/Payment Request for Reporting Period:\*

Yes  No

## Filter

Budget Cost Category

Budget/Project Line-Item

Funds Available

Filter

## Line Items

Budget Cost Category	Budget/Project Line-Item	2024 VCGF								
		Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported	In-Kind Match Remaining	In-Kind Match Reported	Percent Of Funds Remaining
Personnel Costs	Director of Housing	\$15,305	\$15,305	\$ <input type="text"/>	\$ <input type="text"/>	\$0	\$ <input type="text"/>	\$0	\$ <input type="text"/>	100.00%
Personnel Costs	Emergency Housing Program Manager	\$28,978	\$28,978	\$ <input type="text"/>	\$ <input type="text"/>	\$0	\$ <input type="text"/>	\$0	\$ <input type="text"/>	100.00%
Personnel Costs	Emergency Housing Coordinator II	\$0	\$0	\$ <input type="text"/>	\$ <input type="text"/>	\$0	\$ <input type="text"/>	\$0	\$ <input type="text"/>	0.00%
Personnel Costs	Emergency Housing Support Specialist	\$0	\$0	\$ <input type="text"/>	\$ <input type="text"/>	\$0	\$ <input type="text"/>	\$0	\$ <input type="text"/>	0.00%
Personnel Costs	Emergency Housing Case Manager	\$1,746	\$1,746	\$ <input type="text"/>	\$ <input type="text"/>	\$0	\$ <input type="text"/>	\$0	\$ <input type="text"/>	100.00%

# Expenditures & Payments

## Expenditure & Payment Details

Transaction ID:  
KE24022001-REP1

Reporting Period Start:\*

Reporting Period End:\*



Additional Report of Expenditures/Payment Request for Reporting Period:\*

Yes  No

### Filter

Budget Cost Category

Budget/Project Line-Item

Funds Available

Filter

### Line Items

Budget Cost Category	Budget/Project Line-Item	2024 VCGF								
		Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported	In-Kind Match Remaining	In-Kind Match Reported	Percent Of Funds Remaining
Personnel Costs	Director of Housing	\$15,305	\$15,305	\$ <input type="text"/>	\$ <input type="text"/>	\$0	\$ <input type="text"/>	\$0	\$ <input type="text"/>	100.00%
Personnel Costs	Emergency Housing Program Manager	\$28,978	\$28,978	\$ <input type="text"/>	\$ <input type="text"/>	\$0	\$ <input type="text"/>	\$0	\$ <input type="text"/>	100.00%
Personnel Costs	Emergency Housing Coordinator II	\$0	\$0	\$ <input type="text"/>	\$ <input type="text"/>	\$0	\$ <input type="text"/>	\$0	\$ <input type="text"/>	0.00%
Personnel Costs	Emergency Housing Support Specialist	\$0	\$0	\$ <input type="text"/>	\$ <input type="text"/>	\$0	\$ <input type="text"/>	\$0	\$ <input type="text"/>	0.00%
Personnel Costs	Emergency Housing Case Manager	\$1,746	\$1,746	\$ <input type="text"/>	\$ <input type="text"/>	\$0	\$ <input type="text"/>	\$0	\$ <input type="text"/>	100.00%

Must be the first day of the first month for the Reporting Period

Must be the last day of the last month for the Reporting period

### Expenditure & Payment Details

Transaction ID:  
KE24016701 – REP4

Reporting Period Start:\*

10/1/2024

Reporting Period End:\*

10/31/2024

Additional Report of Expenditures/Payment Request for Reporting Period:\*

Yes  No

Must select one of the radio buttons



# Expenditures & Payments

## Expenditure & Payment Details

Transaction ID:  
KE24022001-REP1

Reporting Period Start:\*

Reporting Period End:\*

Additional Report of Expenditures/Payment Request for Reporting Period:\*

Yes  No

### Filter

Budget Cost Category

Budget/Project Line-Item

Funds Available

Filter

### Line Items

Budget Cost Category	Budget/Project Line-Item	2024 VCGF								
		Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported	In-Kind Match Remaining	In-Kind Match Reported	Percent Of Funds Remaining
Personnel Costs	Director of Housing	\$15,305	\$15,305	\$	\$	\$0	\$	\$0	\$	100.00%
Personnel Costs	Emergency Housing Program Manager	\$28,978	\$28,978	\$	\$	\$0	\$	\$0	\$	100.00%
Personnel Costs	Emergency Housing Coordinator II	\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%
Personnel Costs	Emergency Housing Support Specialist	\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%
Personnel Costs	Emergency Housing Case Manager	\$1,746	\$1,746	\$	\$	\$0	\$	\$0	\$	100.00%

### Filter

Budget Cost Category

Budget/Project Line-Item

Funds Available

**Filter**

### Filter

Budget Cost Category

Personnel Costs

Other Operating Costs

Contractor/Consultant Costs

### Filter

Budget Cost Category

Budget/Project Line-Item

pgm staff #1

**Filter**

---

### Line Items

Budget Cost Category	Budget/Project Line-Item
Personnel Costs	pgm staff #1

### Filter

Budget Cost Category

Budget/Project Line-Item

Funds Available

**Filter**

---

### Line Items

Budget Cost Category	Budget/Project Line-Item	Original Allocation	Funds Available
Personnel Costs	pgm staff #1	\$4,251	\$2,151
Personnel Costs	Prgm Staff #2	\$2,480	\$2,280
Personnel Costs	Prgm staff #5	\$1,771	\$1,571
Personnel Costs	Prgm Staff #3	\$2,391	\$2,391
Personnel Costs	staff #4	\$1,948	\$1,548
Contractor/Consultant Costs	First Aid Training	\$900	\$800
Contractor/Consultant Costs	Prep Time	\$696	\$396
Other Operating Costs		\$171,453	\$170,453

# Expenditures & Payments

## Expenditure & Payment Details

Transaction ID:  
KE24022001-REP1

Reporting Period Start:\*

Reporting Period End:\*

Additional Report of Expenditures/Payment Request for Reporting Period:\*

Yes  No

## Filter

Budget Cost Category

Budget/Project Line-Item

Funds Available

**Filter**

## Line Items

Budget Cost Category	Budget/Project Line-Item	2024 VCGF								
		Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported	In-Kind Match Remaining	In-Kind Match Reported	Percent Of Funds Remaining
Personnel Costs	Director of Housing	\$15,305	\$15,305	\$	\$	\$0	\$	\$0	\$	100.00%
Personnel Costs	Emergency Housing Program Manager	\$28,978	\$28,978	\$	\$	\$0	\$	\$0	\$	100.00%
Personnel Costs	Emergency Housing Coordinator II	\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%
Personnel Costs	Emergency Housing Support Specialist	\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%
Personnel Costs	Emergency Housing Case Manager	\$1,746	\$1,746	\$	\$	\$0	\$	\$0	\$	100.00%

# Budget Cost Categories and line-items

# Fund Sources and allocations

## Line Items

Budget Cost Category	Budget/Project Line-Item	2023 VOCA									2024 VCGF									2024 VOCA					
		Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported	In-Kind Match Remaining	In-Kind Match Reported	Percent Of Funds Remaining	Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported	In-Kind Match Remaining	In-Kind Match Reported	Percent Of Funds Remaining	Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported
Personnel Costs	Senior Director of Youth and Residential Services	\$1,454	\$1,454	\$	\$	\$0	\$	\$0	\$	100.00%	\$2,182	\$2,182	\$	\$	\$0	\$	\$0	\$	100.00%	\$1,246	\$1,246	\$	\$	\$0	\$
Personnel Costs	Facility Manager	\$12,254	\$12,254	\$	\$	\$0	\$	\$0	\$	100.00%	\$18,406	\$18,406	\$	\$	\$0	\$	\$0	\$	100.00%	\$10,506	\$10,506	\$	\$	\$0	\$
Personnel Costs	Case Manager	\$4,790	\$4,790	\$	\$	\$0	\$	\$0	\$	100.00%	\$7,189	\$7,189	\$	\$	\$0	\$	\$0	\$	100.00%	\$4,103	\$4,103	\$	\$	\$0	\$
Personnel Costs	Peer Advocate	\$17,572	\$17,572	\$	\$	\$0	\$	\$0	\$	100.00%	\$26,373	\$26,373	\$	\$	\$0	\$	\$0	\$	100.00%	\$15,054	\$15,054	\$	\$	\$0	\$
Personnel Costs	Peer Advocate	\$17,572	\$17,572	\$	\$	\$0	\$	\$0	\$	100.00%	\$26,372	\$26,372	\$	\$	\$0	\$	\$0	\$	100.00%	\$15,055	\$15,055	\$	\$	\$0	\$
Personnel Costs	Peer Advocate	\$17,574	\$17,574	\$	\$	\$0	\$	\$0	\$	100.00%	\$26,373	\$26,373	\$	\$	\$0	\$	\$0	\$	100.00%	\$15,052	\$15,052	\$	\$	\$0	\$
Indirect Costs	Indirect Costs	\$11,646	\$11,646	\$	\$	\$0	\$	\$0	\$	100.00%	\$17,147	\$17,147	\$	\$	\$0	\$	\$0	\$	100.00%	\$9,979	\$9,979	\$	\$	\$0	\$
Other Operating Costs		\$463	\$463	\$	\$	\$0	\$	\$0	\$	100.00%	\$694	\$694	\$	\$	\$0	\$	\$0	\$	100.00%	\$397	\$397	\$	\$	\$0	\$
Other Operating Costs		\$1,171	\$1,171	\$	\$	\$0	\$	\$0	\$	100.00%	\$1,758	\$1,758	\$	\$	\$0	\$	\$0	\$	100.00%	\$1,003	\$1,003	\$	\$	\$0	\$
Other Operating Costs		\$835	\$835	\$	\$	\$0	\$	\$0	\$	100.00%	\$1,254	\$1,254	\$	\$	\$0	\$	\$0	\$	100.00%	\$715	\$715	\$	\$	\$0	\$
Other Operating Costs		\$1,504	\$1,504	\$	\$	\$0	\$	\$0	\$	100.00%	\$2,256	\$2,256	\$	\$	\$0	\$	\$0	\$	100.00%	\$1,288	\$1,288	\$	\$	\$0	\$
Other Operating Costs		\$350	\$350	\$	\$	\$0	\$	\$0	\$	100.00%	\$527	\$527	\$	\$	\$0	\$	\$0	\$	100.00%	\$301	\$301	\$	\$	\$0	\$
Other Operating Costs		\$1,340	\$1,340	\$	\$	\$0	\$	\$0	\$	100.00%	\$2,342	\$2,342	\$	\$	\$0	\$	\$0	\$	100.00%	\$1,148	\$1,148	\$	\$	\$0	\$
Rent Costs		\$818	\$818	\$	\$	\$0	\$	\$0	\$	100.00%	\$1,227	\$1,027	\$	\$	\$0	\$	\$0	\$	83.70%	\$700	\$700	\$	\$	\$0	\$
<b>Total</b>		\$89,353	\$89,353	\$0	\$0	\$0	\$0	\$0	\$0	100.00%	\$134,100	\$133,900	\$0	\$0	\$0	\$0	\$0	\$0	99.85%	\$76,547	\$76,547	\$0	\$0	\$0	\$0



# GRANTS CENTRAL SYSTEM

## Line Items

Budget Cost Category	Budget/Project Line-Item
Personnel Costs	Senior Director of Youth and Residential Services
Personnel Costs	Facility Manager
Personnel Costs	Case Manager
Personnel Costs	Peer Advocate
Personnel Costs	Peer Advocate
Personnel Costs	Peer Advocate
Indirect Costs	Indirect Costs
Other Operating Costs	
Rent Costs	

Budget Cost Categories selected for budget

Budget Line-Items within the Budget Cost Category



2023 VOCA								
Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported	In-Kind Match Remaining	In-Kind Match Reported	Percent Of Funds Remaining
\$1,454	\$1,454	\$	\$	\$0	\$	\$0	\$	100.00%
\$12,264	\$12,264	\$	\$	\$0	\$	\$0	\$	100.00%
\$4,790	\$4,790	\$	\$	\$0	\$	\$0	\$	100.00%
\$17,572	\$17,572	\$	\$	\$0	\$	\$0	\$	100.00%
\$17,572	\$17,572	\$	\$	\$0	\$	\$0	\$	100.00%
\$17,574	\$17,574	\$	\$	\$0	\$	\$0	\$	100.00%
\$11,646	\$11,646	\$	\$	\$0	\$	\$0	\$	100.00%
\$463	\$463	\$	\$	\$0	\$	\$0	\$	100.00%
\$1,171	\$1,171	\$	\$	\$0	\$	\$0	\$	100.00%
\$835	\$835	\$	\$	\$0	\$	\$0	\$	100.00%
\$1,504	\$1,504	\$	\$	\$0	\$	\$0	\$	100.00%
\$350	\$350	\$	\$	\$0	\$	\$0	\$	100.00%
\$1,340	\$1,340	\$	\$	\$0	\$	\$0	\$	100.00%
\$818	\$818	\$	\$	\$0	\$	\$0	\$	100.00%
\$89,353	\$89,353	\$0	\$0	\$0	\$0	\$0	\$0	100.00%

Fund Source

Amount allocated to line-item

Amount remaining for line-item

Column Totals



2023 VOCA								
Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported	In-Kind Match Remaining	In-Kind Match Reported	Percent Of Funds Remaining
\$1,454	\$1,454	\$	\$	\$0	\$	\$0	\$	100.00%
\$12,264	\$12,264	\$	\$	\$0	\$	\$0	\$	100.00%
\$4,790	\$4,790	\$	\$	\$0	\$	\$0	\$	100.00%
\$17,572	\$17,572	\$	\$	\$0	\$	\$0	\$	100.00%
\$17,572	\$17,572	\$	\$	\$0	\$	\$0	\$	100.00%
\$17,574	\$17,574	\$	\$	\$0	\$	\$0	\$	100.00%
\$11,646	\$11,646	\$	\$	\$0	\$	\$0	\$	100.00%
\$463	\$463	\$	\$	\$0	\$	\$0	\$	100.00%
\$1,171	\$1,171	\$	\$	\$0	\$	\$0	\$	100.00%
\$835	\$835	\$	\$	\$0	\$	\$0	\$	100.00%
\$1,504	\$1,504	\$	\$	\$0	\$	\$0	\$	100.00%
\$350	\$350	\$	\$	\$0	\$	\$0	\$	100.00%
\$1,340	\$1,340	\$	\$	\$0	\$	\$0	\$	100.00%
\$818	\$818	\$	\$	\$0	\$	\$0	\$	100.00%
\$89,353	\$89,353	\$0	\$0	\$0	\$0	\$0	\$0	100.00%

Amount of Cash Match and In-Kind Match remaining for line-item

Percent of funds remaining for line-item



Total match reported for **this** report

Total payment requested for **this** report

Total expenditures reported for **this** report

Total of **all** payments requested for line-item

Previously Reported Payments	Total Expenditures Reported	Total Payment Requested	Total Match Reported
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$2,000	\$2,000	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$200	\$0	\$0	\$0
\$200	\$2,000	\$2,000	\$0

\$0

\$2,000

\$2,000

\$200

Totals include all Fund Sources



Enter expenditures and payment request amounts by line-item



### Line Items

Budget Cost Category	Budget/Project Line-Item	2023 VOCA								
		Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported	In-Kind Match Remaining	In-Kind Match Reported	Percent Of Funds Remaining
Personnel Costs	Senior Director of Youth and Residential Services	\$1,454	\$1,454	\$ 500	\$ 500	\$0	\$	\$0	\$	100.00%
Personnel Costs	Facility Manager	\$12,264	\$12,264	\$ 1,000	\$ 1,000	\$0	\$	\$0	\$	100.00%
Personnel Costs	Case Manager	\$4,790	\$4,790	\$	\$	\$0	\$	\$0	\$	100.00%
Personnel Costs	Peer Advocate	\$17,572	\$17,572	\$	\$	\$0	\$	\$0	\$	100.00%
Personnel Costs	Peer Advocate	\$17,572	\$17,572	\$	\$	\$0	\$	\$0	\$	100.00%
Personnel Costs	Peer Advocate	\$17,574	\$17,574	\$	\$	\$0	\$	\$0	\$	100.00%
Indirect Costs	Indirect Costs	\$11,646	\$11,646	\$	\$	\$0	\$	\$0	\$	100.00%
Other Operating Costs		\$463	\$463	\$	\$	\$0	\$	\$0	\$	100.00%
Other Operating Costs		\$1,171	\$1,171	\$	\$	\$0	\$	\$0	\$	100.00%
Other Operating Costs		\$835	\$835	\$	\$	\$0	\$	\$0	\$	100.00%
Other Operating Costs		\$1,504	\$1,504	\$	\$	\$0	\$	\$0	\$	100.00%
Other Operating Costs		\$350	\$350	\$	\$	\$0	\$	\$0	\$	100.00%
Other Operating Costs		\$1,340	\$1,340	\$	\$	\$0	\$	\$0	\$	100.00%
Rent Costs		\$818	\$818	\$	\$	\$0	\$	\$0	\$	100.00%

XH24001301-REP17

Forms

Expenditure & Payment Details

Certification

### Certification

#### Certification of Approval

By checking this box, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Certified By:



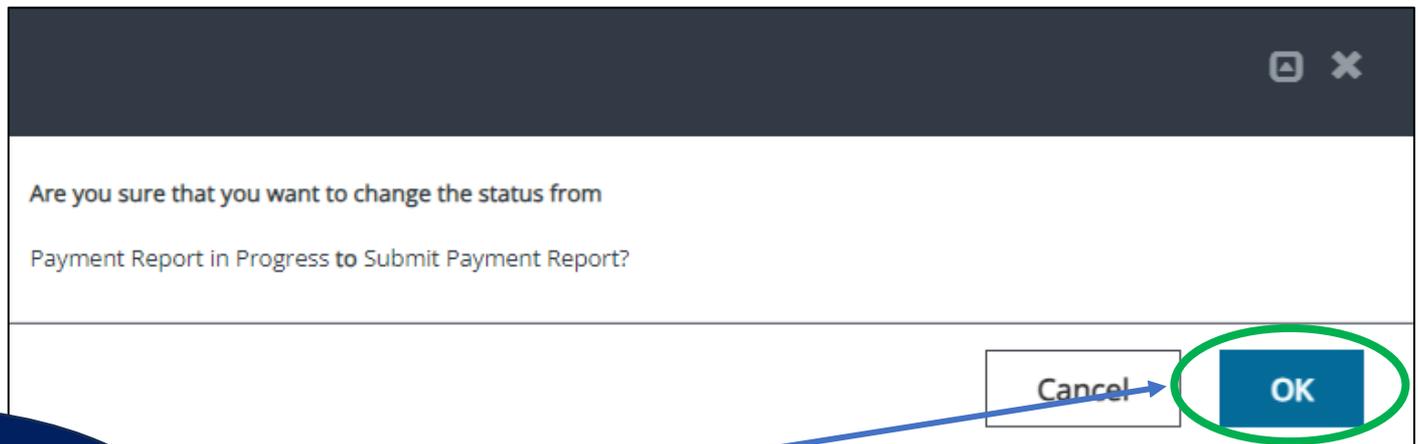
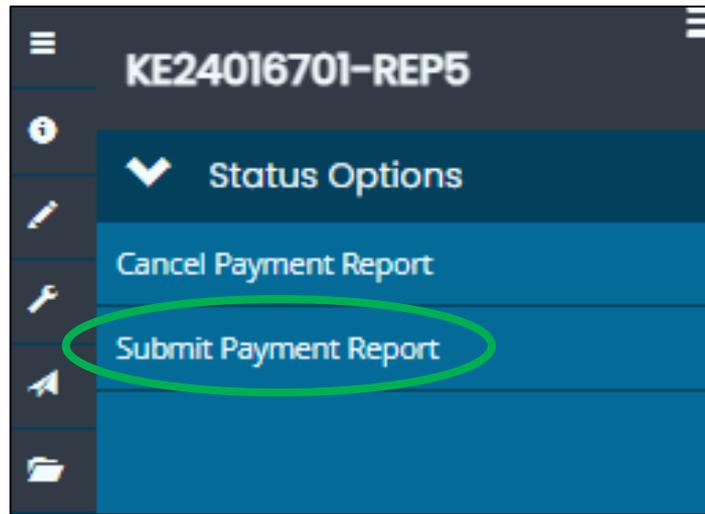
### Certification

#### Certification of Approval

By checking this box, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Certified By:  
Jennifer Green

Must be certified by the Grant Subaward Authorized Agent, Grant Subaward Director, Grant Subaward Financial Officer, or Board Chair



Submit Payment  
Report



# Additional Report Request

---



**GRANTS CENTRAL SYSTEM**

---

# Initiate From Grant Subaward or My Tasks

KE24016701

Application Signatures

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

Status Options

Related Documents

Initiate Related Doc

Payment Report

**Report of Expenditures & Payment Request**

Provided By: Cal OES  
Provided To: Rubys Place, Inc.  
Payment Report Availability Dates: 10/1/2024 12:00:00 AM -  
Due Date: N/A

Proceed Cancel

From Grant Subaward

From My Tasks on Dashboard

**My Tasks**

Filter

My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
------	---------------	--------------	--------	-------------	----------

**Initiate Related Document**

Instructions:

- Select a parent document and available related document.
- Use the Create button to initiate the related document.

Document Identifier: Search parent documents by identifier...

Parent Document: KE24016701

Available Documents: Report of Expenditures & Payment Request

Create

**Report of Expenditures & Payment Request**

Provided By: Cal OES  
Provided To: Rubys Place, Inc.  
Payment Report Availability Dates: 10/1/2024 12:00:00 AM -  
Due Date: N/A

Proceed Cancel

KE24016701-REP4

- Forms
- Expenditure & Payment Details**
- Certification
- Tools
- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary
- Document Validation
- Notes
- Print Document
- Document Messages
- Status Options

# Document Landing Page

## Instructions:

- The table below represents high-level data points about the current document.
- The **bold** fields are labels that describe the specific data point.
- Template:** The type of template of the current document.
- Instance:** The type of instance of the current document. For example, if an Application, the instance is the Program name.
- Process:** The process flow the current document follows.
- Document Name:** The unique document identifier of the current document. This is also found in the upper left navigation ("Forms Menu") as a hyperlink, which will bring the person navigating back to this "Document Landing Page".
- Document Status:** The process flow status step name of the current document.
- Organization:** The organization name of the current document.
- Your Role:** The name of the current document role of the person navigating; if the person is not added to the document, no role will display.
- Period Date:** The period dates of the current document. For example, if an Application, the Grant Subaward Performance Period begin date and end dates will display here.
- Due Date:** The due date set for the current document.

<b>Template</b> Report of Expenditures & Payment Request	<b>Instance</b> Report of Expenditures & Payment Request	<b>Process</b> Payment Report
<b>Document Name</b> KE24016701-REP4	<b>Document Status</b> Payment Report in Progress	
<b>Organization</b> Rubys Place, Inc.	<b>Your Role</b> Organization Authorized Agent	



# Expenditures & Payments

## Expenditure & Payment Details

Transaction ID:  
KE24022001-REP1

Reporting Period Start:\*

Reporting Period End:\*

Additional Report of Expenditures/Payment Request for Reporting Period:\*

Yes  No

### Filter

Budget Cost Category

Budget/Project Line-Item

Funds Available

**Filter**

### Line Items

Budget Cost Category	Budget/Project Line-Item	2024 VCGF								
		Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported	In-Kind Match Remaining	In-Kind Match Reported	Percent Of Funds Remaining
Personnel Costs	Director of Housing	\$15,305	\$15,305	\$	\$	\$0	\$	\$0	\$	100.00%
Personnel Costs	Emergency Housing Program Manager	\$28,978	\$28,978	\$	\$	\$0	\$	\$0	\$	100.00%
Personnel Costs	Emergency Housing Coordinator II	\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%
Personnel Costs	Emergency Housing Support Specialist	\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%
Personnel Costs	Emergency Housing Case Manager	\$1,746	\$1,746	\$	\$	\$0	\$	\$0	\$	100.00%

Must be the first day of the first month for the Reporting Period

Must be the last day of the last month for the Reporting Period

## Expenditure & Payment Details

Transaction ID:  
KE24016701-REP6

Reporting Period Start:\*



10/1/2024

Reporting Period End:\*



10/31/2024

Additional Report of Expenditures/Payment Request for Reporting Period:\*

Yes

No

Justification:\*

Forgot to include a portion of expenditures and request a payment for those expenditures.

Select the YES radio button and provide a justification

Enter only the additional  
expenditure amount(s) and  
payment request amount(s)



## Line Items

Budget Cost Category	Budget/Project Line-Item	2024 VCGF				
		Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining
Personnel Costs	Senior Director of Youth and Residential Services	\$2,182	\$1,682	\$ 1,000	\$ 1,000	\$0
Personnel Costs	Facility Manager	\$18,406	\$17,406	\$	\$	\$0
Personnel Costs	Case Manager	\$7,189	\$7,189	\$	\$	\$0
Personnel Costs	Peer Advocate	\$26,373	\$26,373	\$	\$	\$0
Personnel Costs	Peer Advocate	\$26,372	\$26,372	\$	\$	\$0
Personnel Costs	Peer Advocate	\$26,373	\$26,373	\$ 2,000	\$ 2,000	\$0
Indirect Costs	Indirect Costs	\$17,147	\$17,147	\$	\$	\$0
Other Operating Costs		\$694	\$694	\$	\$	\$0
Other Operating Costs		\$1,758	\$1,758	\$	\$	\$0



XH24001301-REP17

Forms

Expenditure & Payment Details

Certification

### Certification

#### Certification of Approval

By checking this box, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Certified By:



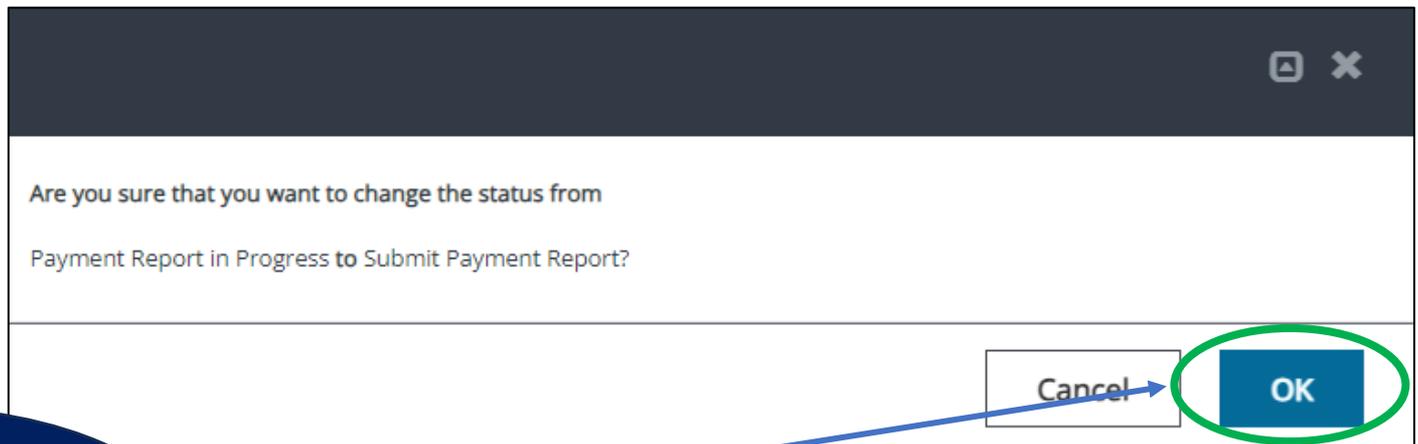
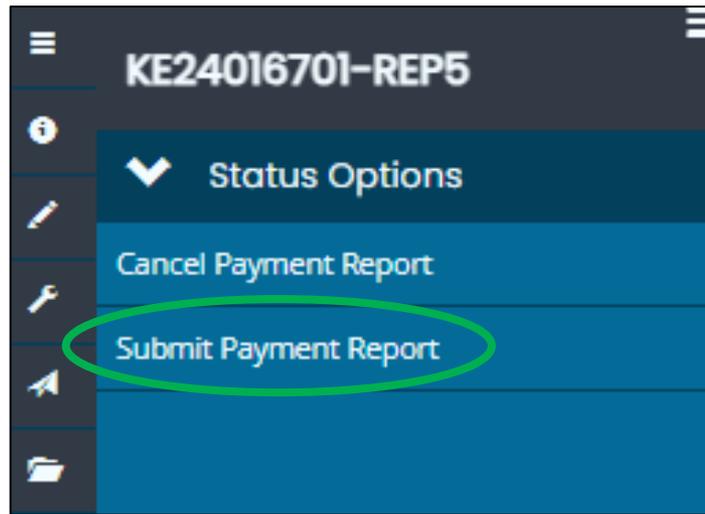
### Certification

#### Certification of Approval

By checking this box, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Certified By:  
Jennifer Green

Must be certified by the Grant Subaward Authorized Agent, Grant Subaward Director, Grant Subaward Financial Officer, or Board Chair



Submit Payment  
Report



# Demonstration

---



**GRANTS CENTRAL SYSTEM**

---

# Business Rules

---



**GRANTS CENTRAL SYSTEM**

---

# Initiate, View, and Submit Payment Reports

GCS Role:	Organization Authorized Agent	Organization Entity Representative or Organization Authorized Agent			
Grant Subaward Contact:	Grant Subaward Authorized Agent	Grant Subaward Director	Grant Subaward Financial Officer	Governing Board Chair	Grant Subaward Programmatic Point of Contact and Grant Subaward Financial Point of Contact
Authority:	<b>Initiate, view, and submit</b>				<b>Initiate and view only</b>



# Report of Expenditures & Payment Request Frequency

No longer have a defined reporting period

Can submit reports with one or several months

No longer required to submit a report if there are not any expenditures

If submitting two reports at the same time, Subrecipients cannot request funds from a line-item that is requested in another active report

# Reporting & Requesting Funds

State funds must be fully expended for a line-item before requesting a payment for federal funds for the same line-item

Subrecipients with state funds may request up to 25% of state funds awarded without reporting expenditures

Older funds must be fully expended for a line-item before requesting a payment for newer funds for the same line-item

# Reporting & Requesting Funds

Expenditures reported must be equal to or less than funds available

Amount requested must be equal to or less than funds that are available

Amount requested must match the expenditures reported (federal funds\*)

Cannot enter a match amount that is more than the remaining amount

# Error Messages

---



**GRANTS CENTRAL SYSTEM**

---

## Attention

- Period Start date must be the first day of a month and Period End date must be last date of a month within the Grant Subaward performance period.



First date entered must be the first of the month and the second date entered must be the end of the month

Incorrect



### Expenditure & Payment Details

Transaction ID:  
XH24001301-REP16

Reporting Period Start:\*

10/1/2024

Reporting Period End:\*

10/24/2024

Correct



### Expenditure & Payment Details

Transaction ID:  
XH24001301-REP16

Reporting Period Start:\*

10/1/2024

Reporting Period End:\*

10/31/2024

## Attention

Additional Report/Payment Request for Reporting Period is required.



One of the radio buttons must be selected to continue

Select YES if any portion of the report period has previously been requested

Select NO if the report period has not already been requested

Additional Report of Expenditures/Payment Request for Reporting Period:\*

Yes

No

## Attention

- ⊘ A Report of Expenditure & Payment Request has already been submitted for the Reporting Period - To report additional expenditures or request additional funds, "Additional Report/Payment Request for Reporting Period" must be selected and a justification must be entered.



A Report of Expenditures & Payment Request has already been submitted for the timeframe requested

If this is an additional Report of Expenditures & Request for Payment, select YES and provide a justification

Additional Report of Expenditures/Payment Request for Reporting Period:\*



Yes



No

Justification:\*

Forgot to include all expenditures and full payment request on previous report.

▼ **Attention**

⊘ Justification is required.



YES radio button was selected for an Additional Report of Expenditures/Payment Request for Reporting Period, but a justification was not included

Incorrect



Additional Report of Expenditures/Payment Request for Reporting Period:\*

Yes  No

Justification:\*

0 of 750

Correct



Additional Report of Expenditures/Payment Request for Reporting Period:\*

Yes  No

Justification:\*

Forgot to include all expenditures and full payment request on previous report.

80 of 750

## Attention

- State funds must be requested in full before federal funds can be requested for particular line-item.

If there are state funds available on a line-item, those must be requested/fully expended before requesting federal funds

VOCA  
(Federal Fund)

Incorrect

2023 VOCA									2024 VCGF								
Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported	In-Kind Match Remaining	In-Kind Match Reported	Percent Of Funds Remaining	Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported	In-Kind Match Remaining	In-Kind Match Reported	Percent Of Funds Remaining
\$21,766	\$21,766	\$ 1,000	\$ 1,000	\$0	\$	\$0	\$	95.41%	\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%
\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%	\$16,078	\$16,078	\$	\$	\$0	\$	\$0	\$	100.00%
\$12,334	\$12,334	\$	\$	\$0	\$	\$0	\$	100.00%	\$11,974	\$11,974	\$	\$	\$0	\$	\$0	\$	100.00%

Correct

VCGF  
(State Fund)

2023 VOCA									2024 VCGF								
Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported	In-Kind Match Remaining	In-Kind Match Reported	Percent Of Funds Remaining	Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported	In-Kind Match Remaining	In-Kind Match Reported	Percent Of Funds Remaining
\$21,766	\$21,766	\$	\$	\$0	\$	\$0	\$	100.00%	\$0	\$0	\$ 1,000	\$ 1,000	\$0	\$	\$0	\$	0.00%
\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%	\$16,078	\$16,078	\$	\$	\$0	\$	\$0	\$	100.00%
\$12,334	\$12,334	\$	\$	\$0	\$	\$0	\$	100.00%	\$11,974	\$11,974	\$	\$	\$0	\$	\$0	\$	100.00%

# Navigation Tips

---



**GRANTS CENTRAL SYSTEM**

---

# Expenditures & Payments

## Expenditure & Payment Details

Transaction ID:

LY24023003-REP11

Reporting Period Start:\*



11/1/2024

Reporting Period End:\*



10/31/2024

Additional Report of Expenditures/Payment Request for Reporting Period:\*



Yes



No

## Filter

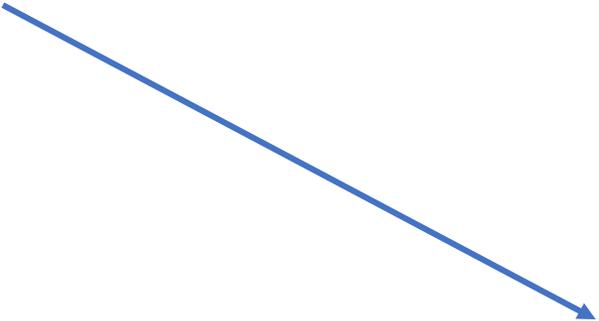
Budget Cost Category

Budget/Project Line-Item

Funds Available

Filter





LY24023003-REP11

Forms

Expenditure & Payment Details

Certification

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

Status Options

Cancel Payment Report

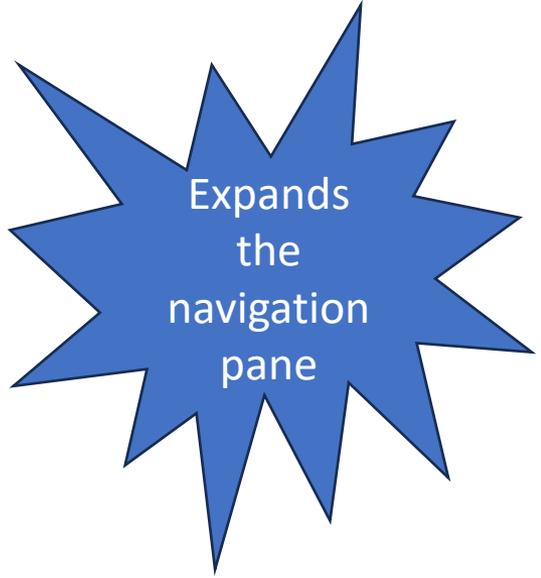
Submit Payment Report

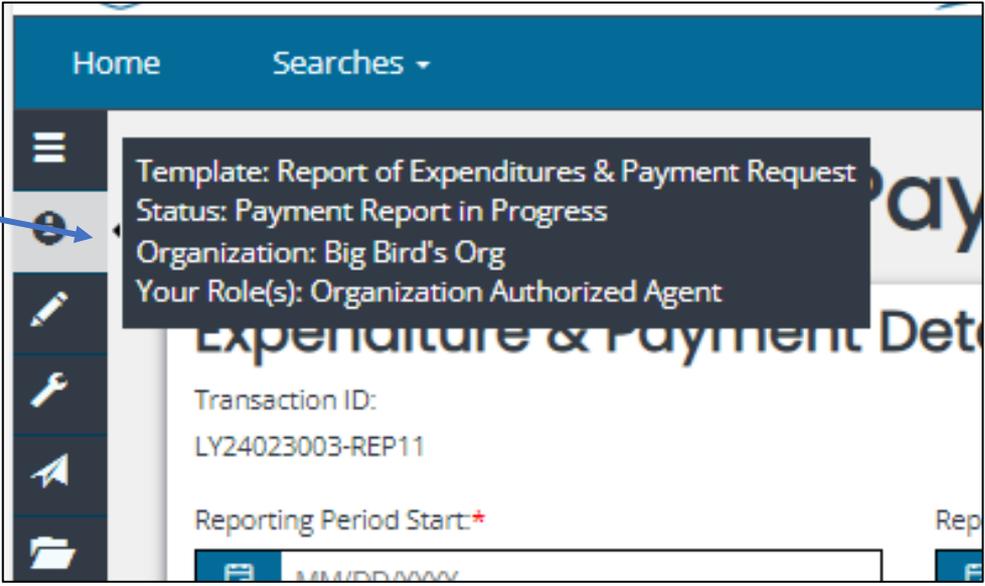
Related Documents

Initiate Related Doc

Applications

Payment Report





Provides information (template type, status, etc.)



The main content area has a dark blue header with the document ID 'LY24023003-REPT11'. Below the header is a list of items: 'Forms' (with a dropdown arrow), 'Expenditure &amp; Payment Details', 'Certification' (with a square icon), and an empty space. On the left side of this area is a vertical menu with icons for info, edit, settings, share, and folder.

A blue starburst callout box containing the text 'Forms related to the document' in white font.

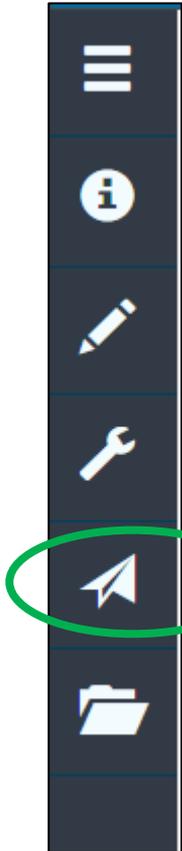


LY24023003-REP11

Tools

- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary
- Document Validation
- Notes
- Print Document
- Document Messages





Home      Searches ▾

---

☰

## LY24023003-REPT1

☰

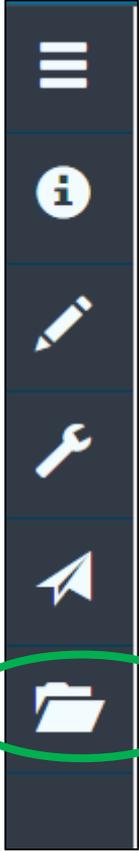
- ☰
- ⓘ
- ✎
- 🔧
- 📄
- 📁

▼ Status Options

Cancel Payment Report

Submit Payment Report





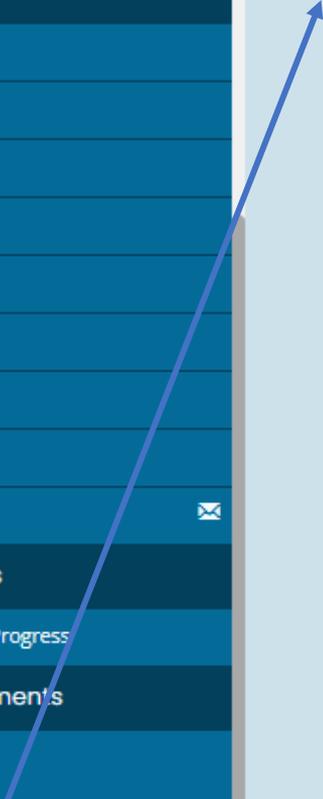
LY24023003-REPT1

- Related Documents
  - Initiate Related Doc
- Applications
- Payment Report

Documents related to the form

**KE24016701** **Payment Report** 

Congressional Districts 	Report of Expenditures & Payment Request
State Assembly Districts 	KE24016701-REP1: Payment Report Complete 
State Senate Districts 	KE24016701-REP2: Payment Approved - Processing 
Service Area [Download]	KE24016701-REP3: Payment Report in Progress 
<b>Signatures</b>	KE24016701-REP4: Payment Report in Progress 
Application Signatures 	
<b>Tools</b>	
Landing Page	
Add/Edit People	
Status History	
Attachment Repository	
Modification Summary	
Document Validation	
Notes	
Print Document	
Document Messages 	
<b>Status Options</b>	
Amendment Request in Progress	
<b>Related Documents</b>	
 Initiate Related Doc	
<b>Payment Report</b>	



# Search Options

---



**GRANTS CENTRAL SYSTEM**

---

Home    Searches ▾

# Das

Navigation: **Payments**

- Recent Documents ▸
- Applications
- Payments

- Subrecipients must have an Organization Category
- Click on an Opportunity Name to start applying for

## Payments

**Instructions:**

- Fill out the Search Criteria and click Search to search for a specific document.
- Leave the Search Criteria blank and click Search to show all your documents.

### Document Search

Name	<input type="text"/>	Sub Code	<input type="text"/>
Type	<input type="text" value="v"/>	Status	<input type="text" value="v"/>
Organization	<input type="text"/>	Person	<input type="text"/>

Status

Cancel Payment Report

Payment Approved - Processing

Payment Approved - Processing (Transmittal Number Assigned)

Payment Processed

Payment Report Complete

Payment Report Denied

Payment Report in Progress

Payment Report in Review

Payment Report in UC Review

Programmatic Payment Report Modifications Required

Submit Payment Report



# Thank You!

---



**GRANTS CENTRAL SYSTEM**

---