



Measure A Annual Allocations

Claims Checklist



Claims will not be accepted or processed from June 15th through July 15th and from December 17th through December 31st due to the end of fiscal year bookkeeping. Deadline for claims to be paid out during the same fiscal year must be received by May 1st.

- Minimum claim amount is \$20,000 (does not apply for Program Grants or TAP Grants).
- Grantee must have an LA County vendor ID number.
- Grantees must sign up for [Electronic Funds Transfer](#).
- Grantee must have updated authorized signers in GMS.
- Grantee can submit 1 claim per grant, every 45-days.
- Services and Costs being claimed must have occurred within the grant performance period.
- Grantee must provide a running [Claim Log](#) with each Claim request.
- Grantee must submit supporting documents to support eligible costs in chronological order per Claim Log.

SUPPORTING DOCUMENTATION



Proof of Service:

Invoice containing the vendor name or logo in the header and invoice number



Proof of Payment

Must be submitted for each invoice.

Examples include:

- Cancelled check or disbursement register/journal referencing invoice number
- Paid receipts referencing invoice number
- Credit card or bank statement referencing invoice number



Claim Log



Deed Restriction or AAGA is Uploaded in GMS



Third Party Agreement Uploaded in GMS (if applicable)



Status Update is Current



Budget is Current



Timeline is Current



CEQA (if claim includes acquisition or development costs)

CLOSEOUT REQUIREMENTS



Final Report Uploaded in [GMS](#) (if this is a final/closing claim)



Funding Acknowledgment (has been submitted and approved, and if project is complete, signage installed)

RPOSD may request and require additional information if necessary.



GMS Form



RPOSD Template



Action Required



Required document upload in GMS by grantee