

B # 1312

RSH

Consulting Services

INVOICE

Risa S Helman

Invoice No : 111

Anaheim, CA 92804-3044

Date : 8/3/2019

TO: Annie Khin
Long Beach Police Department, Financial Bureau
400 W Broadway, 2nd Floor
Long Beach, CA 90802
(562)570-6635

received
8/11/19

Ref# 11915799 / PO# 21911424

| DESCRIPTION | Terms | | Due Date |
|---|-------|-------|-------------------|
| | QTY | RATE | |
| Homeland Security Preparedness Grant Consulting Services for Port Security Grant Program (PSGP) | | | |
| Project Period April 01-30, 2019 | | | |
| Consultant Hours | 31 | 75.00 | 2,325.00 |
| Hourly Detail Attached | | | |
| ACCOUNTS PAYABLE | | | |
| SEP 12 2019 | | | |
| RECEIVED | | | |
| CHARGE POINT: PD0598734 | | | |
| TOTAL | | | \$2,325.00 |

OK TO PAY

Approved by: [Signature]

Date: 8/21/19

Make all checks payable to Risa S Helman.

THANK YOU FOR YOUR BUSINESS!

| <u>Date</u> | <u>Hours</u> | <u>Labor Code</u> | <u>Client</u> | <u>Description</u> |
|-------------|--------------|-------------------|---------------|---|
| 4/2/2019 | 1 | Grant admin | LBDP | check status on extension and modification; submit modification to program analyst |
| 4/3/2019 | 1 | Grant admin | LBDP | received approval of modification from program analyst; check status on extension in ndgrants |
| 4/4/2019 | 1 | Grant admin | LBDP | review desk monitor questionnaire |
| 4/9/2019 | 1 | Grant admin | LBDP | provide update to Lt Ledesma for PSGP 2015 |
| 4/17/2019 | 8 | Grant admin | LBDP | contact program analyst regarding amendment status; psgp 2019 call; meeting for monitor review |
| 4/22/2019 | 3 | Grant admin | LBDP | request expense reports from fiscal; review and respond to monitor questions |
| 4/24/2019 | 5 | Grant admin | LBDP | submit financial reports in pars; provide financial reports to fiscal/ Lt Ledesma; respond to monitor questions |
| 4/25/2019 | 1 | Grant admin | LBDP | contact program analyst regarding amendment status and release of funds |
| 4/26/2019 | 3 | Grant admin | LBDP | conference call with fiscal to go review monitor questions; update and download application items in grants.gov |
| 4/29/2019 | 6 | Grant admin | LBDP | check on amendment status; contacts nd grants, program analyst and specialist regarding status and process moving forward; respond to financial reporting questions; complete application in grants.gov |
| 4/30/2019 | 1 | Grant admin | LBDP | send email regarding confirmation of another extension |
| Total | 31 | | | |

CHARGE POINT

04/30/2019