

Office of the State Controller
State-Mandated Costs Claiming Instructions No. 2021-04
County of Los Angeles Citizens Redistricting Commission – Program No. 379
Revised October 1, 2023

In accordance with Government Code (GC) sections 17560 and 17561, eligible claimants may submit claims to the State Controller's Office (SCO) for reimbursement of costs incurred for state-mandated cost programs. This document contains claiming instructions and forms that eligible claimants must use for filing claims for the County of Los Angeles Citizens Redistricting Commission program. SCO issues these claiming instructions subsequent to the Commission on State Mandates (CSM) adopting the program's Parameters and Guidelines (Ps & Gs). The [Ps & Gs](#) are an integral part of the claiming instructions and are located on CSM's website.

On May 28, 2021, the CSM adopted a Statement of Decision finding that the test claim statute imposed a partially reimbursable state-mandated program upon the County of Los Angeles within the meaning of Article XIII B, section 6 of the California Constitution and GC section 17514.

Exception

There will be no reimbursement for any period in which the Legislature has suspended the operation of a mandate pursuant to state law.

Eligible Claimants

Only the County of Los Angeles, as defined in GC section 17515, is eligible to claim reimbursement for increased costs as a result of this mandate.

Reimbursement Claim Deadline

- **Initial Reimbursement Claims**

Initial reimbursement claims must be filed within 120 days from the issuance date of the claiming instructions. Costs incurred for compliance with this mandate are reimbursable for the period beginning July 1, 2018, through June 30, 2019 for fiscal year 2018-19; the period beginning July 1, 2019 through June 30, 2020 for fiscal year 2019-20; and the period beginning July 1, 2020 through June 30, 2021 for the fiscal year 2020-21, must be filed with the SCO and be delivered or postmarked on or before **October 27, 2022**, before a late fee is assessed. A separate claim must be filed for each fiscal year.

- **Annual Reimbursement Claims**

Annual reimbursement claims for subsequent fiscal years may be filed by **February 15** following the fiscal year in which costs were incurred. If the deadline falls on a weekend or holiday, claims are due the following business day.

Claims filed more than one year after the filing date will not be accepted.

Penalty

- **Initial Reimbursement Claims**

When filed within one year of the initial filing deadline, claims are assessed a late penalty of 10% of the total amount of the initial claim without limitation pursuant to GC section 17561(d)(3).

- **Annual Reimbursement Claims**

When filed within one year of the annual filing deadline, claims are assessed a late penalty of 10% of the claim amount, not to exceed \$10,000, pursuant to GC section 17568.

Minimum Claim Cost

GC section 17564(a) states that no claim may be filed pursuant to GC sections 17551 and 17561, unless such a claim exceeds one thousand dollars (**\$1,000**).

Reimbursement of Claims

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. These costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating: "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5.

Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, these documents cannot be substituted for source documents.

Audit of Costs

All claims submitted to the SCO are subject to review to determine if costs are related to the mandate, are reasonable and not excessive, and if the claim was prepared in accordance with the SCO's claiming instructions and the Ps & Gs adopted by the CSM. If any adjustments are made to a claim, the claimant will be notified of the amount adjusted, and the reason for the adjustment.

On-site audits will be conducted by the SCO as deemed necessary. Pursuant to GC section 17558.5(a), a reimbursement claim for actual costs filed by a claimant is

subject to audit by the SCO no later than three years after the date the actual reimbursement claim was filed or last amended, whichever is later. However, if no funds were appropriated or no payment was made to a claimant for the program for the fiscal year for which the claim was filed, the time for the SCO to initiate an audit will commence to run from the date of initial payment of the claim.

All documents used to support the reimbursable activities must be retained during the period subject to audit. If an audit has been initiated by the SCO during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings. Supporting documents must be made available to the SCO on request.

Record Retention

All documentation to support actual costs claimed must be retained and made available to the SCO upon request. The documents must be retained for a minimum of three years after the date of initial payment of the claim and/or until the ultimate resolution of any audit finding.

Claim Submission

Submit a signed original Form FAM-27 and one copy with required documents. **Please sign the Form FAM-27 in blue ink or electronic signature. Attach the copy to the top of the claim package if submitting by mail.**

[Mandated costs claiming instructions and forms](#) are available on SCO's website.

Electronic submissions are accepted and is available through an online file transfer protocol called the **Data Exchange Portal** (DEP). All information regarding [DEP](#) is available on the SCO's website.

Use the following mailing addresses:

If delivered by U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Local Government Programs and Services Division
P.O. Box 942850
Sacramento, CA 94250

If delivered by other delivery service:

Office of the State Controller
Attn: Local Reimbursements Section
Local Government Programs and Services Division
3301 C Street, Suite 700
Sacramento, CA 95816

For more information, contact the Local Reimbursements Section by [email](#).

COUNTY OF LOS ANGELES CITIZENS REDISTRICTING COMMISSION CLAIM FOR PAYMENT FORM		For State Controller's Office Use Only (19) Program Number 00379 (20) Date Filed (21) LRS Input		PROGRAM 379
(01) Claimant Identification Number		Reimbursement Claim Data		
(02) Claimant Name		(22)	FORM 1, (04) A. 1. (f)	
County of Location		(23)	FORM 1, (04) B. 1. a. (f)	
Street Address or P.O. Box and Suite		(24)	FORM 1, (04) B. 1. b. (f)	
		(25)	FORM 1, (04) B. 1. c. (f)	
City, State, and Zip Code		(26)	FORM 1, (04) B. 1. d. (f)	
(03)	Type of Claim	(27)	FORM 1, (04) B. 2. a. (f)	
(04)	(09) Reimbursement	(28)	FORM 1, (04) B. 2. b. (f)	
(05)	(10) Combined	(29)	FORM 1, (04) B. 2. c. (f)	
(06)	(11) Amended	(30)	FORM 1, (04) B. 2. d. (f)	
(07)	(12) Fiscal Year of Cost	(31)	FORM 1, (04) B. 2. e. (f)	
(08)	(13) Total Claimed Amount	(32)	FORM 1, (04) B. 2. f. (f)	
(14) Less: 10% Late Penalty		(33)	FORM 1, (04) B. 2. g. (f)	
(15) Less: Prior Claim Payment Received		(34)	FORM 1, (06)	
(16) Net Claimed Amount		(35)	FORM 1, (07)	
(17) Due from State		(36)	FORM 1, (09)	
(18) Due to State		(37)	FORM 1, (10)	
<p>(38) CERTIFICATION OF CLAIM</p> <p>In accordance with the provisions of Government Code sections 17560 and 17561, I certify that I am the officer authorized by the local agency to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 of the Government Code.</p> <p>I further certify that there was no application other than from the claimant, nor any grant(s) or payment(s) received for reimbursement of costs claimed herein, and claimed costs are for a new program or increased level of services of an existing program. All offsetting revenues and reimbursements set forth in the parameters and guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amount for this reimbursement is hereby claimed from the State for payment of actual costs set forth on the attached statements.</p> <p>I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p>				
Signature of Authorized Officer		Date Signed		
		Telephone Number		
Type or Print Name and Title of Authorized Signatory		Email Address		
(39) Name of Agency Contact Person for Claim		Telephone Number		
		Email Address		
Name of Consulting Firm/Claim Preparer		Telephone Number		
		Email Address		

PROGRAM 379	COUNTY OF LOS ANGELES CITIZENS REDISTRICTING COMMISSION CLAIM FOR PAYMENT INSTRUCTIONS	FORM FAM-27
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- (01) Enter the claimant identification number assigned by the State Controller's Office.
- (02) Enter claimant official name, county of location, street or postal office box address, city, state, and zip code.
- (03) to (08) Leave blank.
- (09) If filing a reimbursement claim, enter an "X" in the box on line (09) Reimbursement.
- (10) Not applicable.
- (11) If filing an amended reimbursement claim, enter an "X" in the box on line (11) Amended.
- (12) Enter the fiscal year in which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate Form FAM-27 for each fiscal year.
- (13) Enter the amount of the reimbursement claim as shown on Form 1, line (11). The total claimed amount must exceed \$1,000; minimum claim must be \$1,001.
- (14) Initial reimbursement claims must be filed as specified in the claiming instructions. Annual reimbursement claims must be filed by **February 15**, or as specified in the claiming instructions following the fiscal year in which costs were incurred. Claims filed after the specified date must be reduced by a late penalty. Enter zero if the claim was filed on time. Otherwise, enter the result from the following penalty calculation formula:
- Late Initial Reimbursement Claims: Form FAM-27, line (13) multiplied by 10%, without limitation; or
 - Late Annual Reimbursement Claims: Form FAM-27, line (13) multiplied by 10%, late penalty not to exceed \$10,000.
- (15) Enter the amount of payment, if any, received for the claim. If no payment was received, enter zero.
- (16) Enter the net claimed amount by subtracting the sum of lines (14) and (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount on line (18), Due to State.
- (19) to (21) Leave blank.

PROGRAM 379	COUNTY OF LOS ANGELES CITIZENS REDISTRICTING COMMISSION CLAIM FOR PAYMENT INSTRUCTIONS (CONTINUED)	FORM FAM-27
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- (22) to (37) Bring forward the cost information as specified in the left-hand column of lines (22) through (37) for the reimbursement claim, e.g., Form 1, (04) A. 1. (f) means the information is located on Form 1, block (04), line A. 1., column (f). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. The indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 35.19% should be shown as 35. Completion of this data block will expedite the process.
- (38) Read the statement of Certification of Claim. The claim must be signed and dated by the agency's authorized officer, and include their typed or printed name, title, telephone number, and email address. Claims cannot be paid unless accompanied by an original signed certification. Please sign the Form FAM-27 in blue ink or electronic signature. Attach the copy to the top of the claim package.
- (39) Enter the name, telephone number, and email address of the agency contact person for the claim. If the claim was prepared by a consultant, type or print the name of the consulting firm, claim preparer, telephone number, and email address.

SUBMIT A SIGNED ORIGINAL FORM FAM-27 AND ONE COPY WITH ALL OTHER FORMS TO:

Address, if delivered by U.S. Postal Service:

**Office of the State Controller
Attn: Local Reimbursements Section
Local Government Programs and Services Division
P.O. Box 942850
Sacramento, CA 94250**

Address, if delivered by other delivery service:

**Office of the State Controller
Attn: Local Reimbursements Section
Local Government Programs and Services Division
3301 C Street, Suite 700
Sacramento, CA 95816**

For more information, contact the Local Reimbursements Section by [email](#).

PROGRAM 379	COUNTY OF LOS ANGELES CITIZENS REDISTRICTING COMMISSION CLAIM SUMMARY	FORM 1
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(01) Claimant	(02)	Fiscal Year 20 ___ /20 ___
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(03) Department

Direct Costs	Object Accounts					
(04) Reimbursable Activities	(a) Salaries	(b) Benefits	(c) Materials and Supplies	(d) Contract Services	(e) Fixed Assets	(f) Total

A. One-Time Activity

<p>1. One time training for each CRC member on the Rosenberg Rules of Order and format of public hearings, and the ethics requirements of CRC members, which pursuant to Elections Code (ELEC) section 21532, requires the member to be impartial and apply legal requirements.</p> <p><i>Reimbursement is not required to adjust supervisorial boundary lines and adopt a redistricting plan in accordance with the Voting Rights Act, or for training regarding the Ralph M. Brown Act, the California Public Records Act, or any other activities not identified in Section IV.B. of these Parameters and Guidelines (Ps and Gs).</i></p>						
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B. Ongoing Activities

1. Creation of the Citizens Redistricting Commission (CRC)

<p>a. The county shall create a CRC no later than December 31, 2020, and in each year ending in the number zero thereafter.</p>						
<p>b. The elections official shall review the applications and eliminate applicants who do not meet the specified qualifications, select 60 of the most qualified applicants, publish the list of qualified applicants for 30 days, and create a subpool for each of the five existing supervisorial districts of the board.</p>						
<p>c. At a regularly scheduled meeting of the board, the Auditor-Controller conducts a random drawing to select one commissioner from each of the five subpools, then another random drawing from all of the remaining applicants to select three additional commissioners.</p>						
<p>d. The board shall take all steps necessary to ensure a complete and accurate computerized database is available for redistricting, and that procedures are in place to provide to the public ready access to redistricting data and computer software equivalent to what is available to the CRC.</p>						

PROGRAM 379	COUNTY OF LOS ANGELES CITIZENS REDISTRICTING COMMISSION CLAIM SUMMARY	FORM 1
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(01) Claimant	(02)	Fiscal Year 20 ___ /20 ___
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(03) Department

Direct Costs	Object Accounts					
(04) Reimbursable Activities (Continued)	(a) Salaries	(b) Benefits	(c) Materials and Supplies	(d) Contract Services	(e) Fixed Assets	(f) Total

2. Activities Performed by the CRC
Based on ELEC section 21534(c)(8), which requires the County of Los Angeles to provide reasonable funding and staffing to the CRC, the following activities mandated by the test claim statute and performed by the CRC are eligible for reimbursement:

<p>a. The eight selected commissioners shall review the remaining names in the subpools of applicants and shall appoint six additional applicants to the CRC.</p> <p>Reimbursement for this activity includes the following:</p> <ul style="list-style-type: none"> • Design a selection process to appoint the six CRC members. • Conduct and tabulate surveys of CRC member evaluations of the applicants for the six remaining seats. • Facilitate CRC meetings to select the final six CRC members. • Select replacement commissioners in accordance with ELEC section 21532 for CRC members that resign to ensure a 14-member commission and a quorum are maintained. 						
<p>b. Conduct seven public hearings before drafting a map, to take place over a period of no fewer than 30 days, with at least one public hearing held in each supervisorial district.</p>						
<p>c. Post the draft map for public comment on the website of the County of Los Angeles and conduct one public hearing on the draft map (in addition to the one hearing required under prior law, which is not reimbursable).</p>						

*Reimbursement is **not** required to comply with the Ralph M. Brown Act when conducting the hearings in B.2.b and B.2.c pursuant to Article XIII B, section 6(a)(4) of the California Constitution. Thus, the following activities are not eligible for reimbursement: posting a notice and agenda (Government Code (GC) section 54954.2), mailing agenda items to the public (GC section 54954.1), and complying with the Americans with Disabilities Act for the hearing (GC section 54953.2).*

<p>d. Establish and make available to the public a calendar of the eight public hearings identified in Section IV.B.2.b. and c. of these Ps and Gs.</p>						
<p>e. Arrange for the live translation of a hearing in an applicable language (defined as "a language for which the number of residents of the County of Los Angeles who are members of a language minority is greater than or equal to three percent of the total voting age residents of the county") if a request for translation is made at least 24 hours before the hearing.</p>						

PROGRAM 379	COUNTY OF LOS ANGELES CITIZENS REDISTRICTING COMMISSION CLAIM SUMMARY	FORM 1
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(01) Claimant	(02)	Fiscal Year 20 ____ /20____
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(03) Department

Direct Costs	Object Accounts					
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(04) Reimbursable Activities (Continued)	(a) Salaries	(b) Benefits	(c) Materials and Supplies	(d) Contract Services	(e) Fixed Assets	(f) Total
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f. Take steps to encourage county residents to participate in the redistricting public review process. Reimbursement for this activity includes the following: <ul style="list-style-type: none"> • Develop and implement a Public Outreach Plan to increase public participation. • Provide information through media, social media, and public service announcements. • Coordinate with community organizations. • Post information on the Internet Web site of the County of Los Angeles that explains the redistricting process and includes a notice of each public hearing and the procedures for testifying during a hearing or submitting written testimony directly to the CRC. 						
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g. Issue a report that explains the basis on which the CRC made its decisions in achieving compliance with the redistricting criteria required to comply with the Voting Rights Act.						
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(05) Total Direct Cost						
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(06) Indirect Cost Rate	[From ICRP or 10%]	%
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(07) Total Indirect Costs	[Refer to Claim Summary Instructions]	
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(08) Total Direct and Indirect Costs	[Line (05)(e) plus line (07)]	
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Cost Reduction		
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(09) Less: Offsetting Revenues		
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(10) Less: Other Reimbursements		
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(11) Total Claimed Amount	[Line (08) minus {line (09) plus line (10)}]	
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PROGRAM 379	COUNTY OF LOS ANGELES CITIZENS REDISTRICTING COMMISSION CLAIM SUMMARY INSTRUCTIONS	FORM 1
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- (01) Enter the name of the claimant.
- (02) Enter the fiscal year of costs.
- (03) If more than one department has incurred costs for this mandate, give the name of each department. A separate Form 1 should be completed for each department.
- (04) For each reimbursable activity, enter the totals from Form 2, line (05), columns (d) through (h), to Form 1, block (04), columns (a) through (d), in the appropriate row. Total each row.
Note: Please refer to the parameters and guidelines for the details of the reimbursable activities.
- (05) Total columns (a) through (f).
- (06) Indirect costs may be computed as 10% of direct labor costs, excluding fringe benefits, without preparing an Indirect Cost Rate Proposal (ICRP). If an indirect cost rate of greater than 10% is used, include the ICRP with the claim.
- (07) Local agencies have the option of using the flat rate of 10% of direct labor costs or using a department's ICRP in accordance with the Office of Management and Budget Circular 2 CFR, Chapter I and Chapter II, Part 200 et al. If the flat rate is used for indirect costs, multiply Total Salaries, line (05)(a), by 10%, excluding fringe benefits. If an ICRP is submitted, multiply applicable costs used in the distribution base for the computation of the indirect cost rate by the Indirect Cost Rate, line (06).
- (08) Enter the sum of Total Direct Costs, line (05)(f), and Total Indirect Costs, line (07).
- (09) If applicable, enter any offsetting revenue received by the claimant for this mandate from any state or federal source. Submit a schedule detailing the revenue sources and amounts.
- (10) If applicable, enter the amount of other reimbursements received from any source including, but not limited to, service fees collected, federal funds, and other state funds that reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.
- (11) From Total Direct and Indirect Costs, line (08), subtract the sum of Offsetting Revenues, line (09), and Other Reimbursements, line (10). Enter the remainder on this line and carry the amount forward to Form FAM-27, line (13) of the Reimbursement Claim.

PROGRAM 379	COUNTY OF LOS ANGELES CITIZENS REDISTRICTING COMMISSION ACTIVITY COST DETAIL	FORM 2
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(01) Claimant	(02)	Fiscal Year 20__ / 20__
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

A. One-Time Activity

- 1. One time training for each CRC member on the Rosenberg Rules of Order and format of public hearings, and the ethics requirements of CRC members, which pursuant to Elections Code (ELEC) section 21532, requires the member to be impartial and apply legal requirements.

B. Ongoing Activities

1. Creation of the Citizens Redistricting Commission (CRC)

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|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> a. The county shall create a CRC no later than December 31, 2020, and in each year ending in the number zero thereafter. <input type="checkbox"/> b. The elections official shall review the applications and eliminate applicants who do not meet the specified qualifications, select 60 of the most qualified applicants, publish the list of qualified applicants for 30 days, and create a subpool for each of the five existing supervisorial districts of the board. | <ul style="list-style-type: none"> <input type="checkbox"/> c. At a regularly scheduled meeting of the board, the Auditor-Controller conducts a random drawing to select one commissioner from each of the five subpools, then another random drawing from all of the remaining applicants to select three additional commissioners. <input type="checkbox"/> d. The board shall take all steps necessary to ensure a complete and accurate computerized database is available for redistricting, and that procedures are in place to provide to the public ready access to redistricting data and computer software equivalent to what is available to the CRC. |
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2. Activities Performed by the CRC

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|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> a. The eight selected commissioners shall review the remaining names in the subpools of applicants and shall appoint six additional applicants to the CRC. Reimbursement for this activity includes the following: <ul style="list-style-type: none"> • Design a selection process to appoint the six CRC members. • Conduct and tabulate surveys of CRC member evaluations of the applicants for the six remaining seats. • Facilitate CRC meetings to select the final six CRC members. • Select replacement commissioners in accordance with ELEC section 21532 for CRC members that resign to ensure a 14-member commission and a quorum are maintained. <input type="checkbox"/> b. Conduct seven public hearings before drafting a map, to take place over a period of no fewer than 30 days, with at least one public hearing held in each supervisorial district. <input type="checkbox"/> c. Post the draft map for public comment on the website of the County of Los Angeles and conduct one public hearing on the draft map (in addition to the one hearing required under prior law, which is not reimbursable). <input type="checkbox"/> d. Establish and make available to the public a calendar of these eight public hearings identified in Section IV.B.2.b. and c. of these Ps and Gs. | <ul style="list-style-type: none"> <input type="checkbox"/> e. Arrange for the live translation of a hearing in an applicable language (defined as "a language for which the number of residents of the County of Los Angeles who are members of a language minority is greater than or equal to three percent of the total voting age residents of the county") if a request for translation is made at least 24 hours before the hearing. <input type="checkbox"/> f. Take steps to encourage county residents to participate in the redistricting public review process. Reimbursement for this activity includes the following: <ul style="list-style-type: none"> • Develop and implement a Public Outreach Plan to increase public participation. • Provide information through media, social media, and public service announcements. • Coordinate with community organizations. • Post information on the Internet Web site of the County of Los Angeles that explains the redistricting process and includes a notice of each public hearing and the procedures for testifying during a hearing or submitting written testimony directly to the CRC. <input type="checkbox"/> g. Issue a report that explains the basis on which the CRC made its decisions in achieving compliance with the redistricting criteria required to comply with the Voting Rights Act. |
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PROGRAM 379	COUNTY OF LOS ANGELES CITIZENS REDISTRICTING COMMISSION ACTIVITY COST DETAIL	FORM 2
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(01) Claimant	(02) Fiscal Year 20__ / 20__
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(04) Description of Expenses	Object Accounts
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(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked	(d) Salaries	(e) Benefits	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets
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(05) Total <input style="width: 40px;" type="text"/> Subtotal <input style="width: 40px;" type="text"/> Page: ___ of ___	
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PROGRAM 379	COUNTY OF LOS ANGELES CITIZENS REDISTRICTING COMMISSION ACTIVITY COST DETAIL INSTRUCTIONS	FORM 2
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- (01) Enter the name of the claimant.
- (02) Enter the fiscal year of costs.
- (03) Check the box which indicates the activity being claimed. Check only one box per form. A separate Form 2 must be prepared for each applicable activity.
- (04) The following table identifies the type of information required to support reimbursable costs. To itemize costs for the activity checked in block (03), enter each employee name, job classification, a brief description of the activities performed, productive hourly rate, actual time spent, fringe benefits, materials and supplies used, contract services, fixed assets, and training expenses. The descriptions required in column (04)(a) must be of sufficient detail to explain the cost of activities or items being claimed.

Object Accounts	Columns								Submit Supporting Documents with the Claim
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
Salaries	Employee Name and Job Classification	Hourly Rate	Hours Worked	Salaries equal Hourly Rate times Hours Worked					
Benefits	Activities Performed	Benefit Rate		Benefits equal Benefit Rate times Salaries					
Materials and Supplies	Description of Supplies Used	Unit Cost	Quantity Used		Costs equal Unit Cost times Quantity Used				
Contract Services	Name of Contractor and Specific Tasks Performed	Hourly Rate	Hours Worked and Inclusive Dates of Service			Costs equal Hourly Rate times Hours Worked or Total Contract Cost			Copy of Contract and Invoices
Fixed Assets	Description of Equipment Purchased	Unit Cost times Quantity	Usage				Costs equal Total Cost times Usage		Copy of Contract and/or Invoices

- (05) Total line (04), columns (d) through (h) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail activity costs, number each page. Enter totals from line (05), columns (d) through (h) on Form 1, block (04), columns (a) through (e) in the appropriate row.