

CITY OF LOS ANGELES

CALIFORNIA

**Hollywood Hills West  
Neighborhood Council  
Governing Board**

Anastasia Mann, President  
Stuart Ross, 1<sup>st</sup> Vice-President  
Jane Crockett, 2<sup>nd</sup> Vice-President  
Darnell Tyler, Secretary  
Daniel Bernstein, Treasurer



200 N. Spring Street  
Los Angeles, CA 90012

Email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)  
Website: [www.empowerla.org](http://www.empowerla.org)

**Hollywood Hills  
West  
NEIGHBORHOOD  
COUNCIL**

**Board Meeting**

**Agenda**

May 15, 2024

6:00 pm

**Zoom Meeting Link** <https://us02web.zoom.us/j/86889709826>

**Meeting ID: 868 8970 9826**

**Phone Dial in: +1-669-900-6833 Code: 868 8970 9826**

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Every person wishing to address the Neighborhood Council must dial (669) 900-6833 and enter **868 8970 9826** and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting

The public is requested to dial \*9 or use the Raise Hand option, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Press \*6 to unmute yourself after you have been called on. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board. Agenda is posted for public review: on bulletin boards at the Durant Library Branch, Community Center, 11243 Empowerment Blvd, Los Angeles, and electronically on the Hollywood Hills West Neighborhood Council website [www.hhwnc.org](http://www.hhwnc.org) and on the Department Of Neighborhood Empowerment, [www.empowerla.org](http://www.empowerla.org). You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

Public comment cannot be required to be submitted in advance of the meeting; only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at our website at [www.hhwnc.org](http://www.hhwnc.org), or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board Secretary at [secretary@hhwnc.org](mailto:secretary@hhwnc.org).

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at 200 N. Spring Street Los Angeles, CA 90012 and at our website: [www.empowerla.org](http://www.empowerla.org) or at the scheduled meeting.

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL –AGENDA 1

In addition, if you would like a copy of any record related to an item on the agenda, please contact the Department of Neighborhood Empowerment at (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment by email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org) or phone: (213) 978-1551. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

#### **Public Posting of Agendas -**

Neighborhood Council agendas are posted for public review as follows:

- Upper and Lower Runyon Canyon and **Will and Ariel Durant Library, 7140 W. Sunset Blvd Los Angeles, 90046**
- [www.HHWNC.org](http://www.HHWNC.org)
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

#### **Notice to Paid Representatives -**

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

#### **Public Access of Records -**

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at Neighborhood Council Office Space Address (if applicable), at our website: [www.HHWNC.org](http://www.HHWNC.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Darnell Tyler, Secretary, email at: [secretary@hhwnc.org](mailto:secretary@hhwnc.org).

#### **Reconsideration and Grievance Process -**

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website [www.HHWNC.org](http://www.HHWNC.org)

#### **SB 411 Updates:**

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(C) The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time.

(D) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(E) (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (D), to provide public comment until that timed public comment period has elapsed.

(ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

- I. **Call to order by President, Anastasia Mann (@ 6 pm)**
- II. **Board Roll Call by Secretary, Darnell Tyler**
- III. **Approval of the Minutes of the Regular Meeting 4/17/2024.**
- IV. **President's Report, by President, Anastasia Mann**

- a. **TRANSPORTATION CHAIR** — Election. One Candidate: Naomi Kobrin – 2 minutes statement. Board Vote to fill term remainder (through FY End June 2025) (Candidate was previously Community Chair – resigned May 3<sup>rd</sup>- posted May 6<sup>th</sup>). This “Community” seat is now open for candidates to apply (election June 19<sup>th</sup>).
- b. **CANNABIS LICENSING**- Brief Review of Rules; LISBOR, INC – DBA: WHTC, 3760 Cahuenga Blvd (Area 2) Presentation by: Yana Bakshiy (yana@whtcla.com) (818-266-5144) Owner. Re: Notice of Complete Application from LA Dept. of Cannabis Regulation (DCR) pursuant to 104.06(b)(1)(ii). Additional speakers: Kurtis Delbar (38887@lapd.online), on behalf of NoHo LAPD; CD4 representative. CPPOA representative re community.
- c. **TOUR BUS ENFORCEMENT UPDATE**: Presenter: Brian Gallagher, DOT Principal Engineer (Brian.Gallagher@LACity.org). Re: Regulatory signs posted within HHWNC, Areas 5, 6, and 9. Report re: Enforceability of BUS Regulatory/Restriction signs by West Bureau Traffic LAPD (moving violations) and LA City Parking Enforcement (stopped and slowed vehicles). Sign Unveiling Ceremony was March 18, 2024, with CD4 including Councilmember Raman and additional speakers and guests. Tour Bus operators granted a 30-day warning period.
- d. **MULHOLLAND MUDSLIDES** – Closure update – Four sites closed due to storm damage. Area of sites 1-4: West of Laurel Canyon Dog Park to area just east of Coldwater Canyon. Bureau of Engineering/Dept of Public Works, Kristn Ly (Geotechnical Engineering Division) reports Road should re-open by the end of May with “cautious optimism”. Q&A Presenter: CD4 Representative and possibly LADOT, Brian Gallagher.
- e. **MULHOLLAND & RUNYON CANYON STAKEHOLDER, PARKS AND AREA 6 TASK FORCE**: Re: July 4th advance arrangements for Traffic, illegal parking, blocked roads. Presenter: Resident Stakeholder Jaquelin Sonderling, Task Force Monitor ([jaxmira@gmail.com](mailto:jaxmira@gmail.com)); Sgt. Chad Costello LAPD Hollywood – Community Relations ([33907@LAPDonline.org](mailto:33907@LAPDonline.org))
- f. **AVIVA/Hamburger House Re-Submission NPG**: Aviva approved NPG from March 20th Board Meeting was rejected by City Clerk due to material repair. City Clerk approved re-submittal for alternative use of funds. New NPG requests \$5000 toward two Security Cameras to increase protection for community resident women and children.

**Presenter:** Priscilla Valencia, VP Development, Aviva Family and Children's Services (pvalencia@aviva.org). Motion, discussion, and vote.

**Motion:** HHWNC Approves the NPG request for Aviva/Hamburger House for \$5000 for purchase and installation of security cameras to provide security for our community women and children residents and visitors at Hamburger House.

See Attached NPG documentation.

- g. INTRODUCTION ASSISTANCE LEAGUE OF LOS ANGELES NPG REEQUEST:** \$5000 request to supply Gardner Street School (7450 Hawthorne Ave., Area 7) with clothing, shoes, backpacks and school supplies. See attached NPG Documents. Presenter: Shelly Blechman, Grants Manager, ([sblechman@AssistanceLeagueLA.org](mailto:sblechman@AssistanceLeagueLA.org)). Motion, discussion, and vote.

**MOTION:** HHWNC Board approves the Assistance League of LA request for \$5000 for clothing and school supplies as described in their NPG for the children at Gardner Street School in HHWNC Area 7.

- h. WEBSITE HOLLYWOOD BOWL-LIVE NATION COMMUNITY GRANT PROGRAM:** Live Nation has established a \$100,000 Annual Community Grant program for eligible communities deemed neighbors to the Hollywood Bowl which are substantially affected by the traffic congestion during the Leased Event periods. The Grants will be awarded via an administration process to be managed by the LA County Parks Foundation (LACPF). Eligibility guidelines, and other information pertaining to these awards were presented via zoom on May 8<sup>th</sup> to the groups invited. For clarity, HHWNC is not an applicant for any funding. The NC system is funded through the City General Fund. We want to acknowledge the efforts and generosity of Live Nation Hewitt Silva.
- i. Congratulations to HHWNC** past and present board for 22 years of service to the community. HAPPY ANNIVERSARY!!!
- j. Next Meeting date: Wednesday June 19<sup>th</sup>. 6 pm Start.**
  - 1. In Person Durant Library.

**V. First Vice President / PLUM Report: Stuart Ross**

- a. Update:** NO REPPORT

**VI. Second Vice President's Report, Jane Crockett**

- a. Reminder:** ANTI-BIAS Training and signing of New CODE OF CONDUCT deadline is June 3<sup>rd</sup> for ALL BOARD MEMBERS, regardless of the status of your previous Code of Conduct. Voting privileges may or will be withheld for board members missing this deadline.

**VII. Board Secretary report, Darnell Tyler**

- a. NO REPORT**

**VIII. Treasurer report, Daniel Bernstein**

**HHWNC Monthly Expenditure reports can be found at [HHWNC.org](http://HHWNC.org) and click on documents/monthly expenditure reports, you will be able to review all the transactions of HHWNC.**

- a. Approve Monthly Expenditure Report:**

**Motion:** The Board of Hollywood Hills West NC approves the April 2024 Monthly Expenditure Report submitted by Treasurer Daniel Bernstein.

**Motion:** The Board of Hollywood Hills West NC approves a second amendment of its 2023-2024 Neighborhood Council Budget to moving \$4,743.90 from the Office category to the Neighborhood Purpose Grant category to fund the two additional grants purposed by our President this evening. The current budgeted fund for NPGs remaining is \$5,256.10.

**Motion:** The Board of Hollywood Hills West NC approves the HHWNC Inventory Report as of 23-24 submitted by Treasurer Daniel Bernstein.

**INVENTORY TO DATE:**

**Items currently held by HHWNC**

NEIGHBORHOOD COUNCIL:		HOLLYWOOD HILLS WEST		Fiscal Year:		as of FY 23-24					
INVENTORY DATE:		5/15/2024		TOTAL PURCHASE PRICE OF ALL INVENTORY ITEMS:		\$902.91		INVENTORY ITEMS:		11	
Entry #	Type of Inventory Item	Item/Description	Make/model	Serial number/ ID number	Date purchased	Where purchased	Quantity	Purchase price	Current Status	If Salvage, was a Salvage Request filed?	If Stolen/Missing, was a Police Report filed?
1	Computer Hardware	Laptop. Computer failed years ago	HP15634 TouchScreen Laptop 15-f162dx	118554194	6/3/2015				Not available	NO	
2	Electronic/Electric Equipment	Epson Projector	Epson EX3220 SVGA 3LCD Projector White V11H552020	V9RKS103986	6/3/2015		1	\$450.98	In Use		
3	Electronic/Electric Equipment	Speakers	Alto TX8 8" Active Loudspeaker		6/3/2015		2	\$258.00	In Use		
4	Electronic/Electric Equipment	Mic Stand	On-Stage Stand MS2358K		6/3/2015		1	\$73.95	In Use		
5	Electronic/Electric Equipment	Mic Stand	ProLine MS235 Round Base Microphone Stand		6/3/2015		1	\$19.99	In Use		
6	Electronic/Electric Equipment	Mic - location unknown	Sennheiser e 835 Performance Mic		1/1/2021			\$99.99	Not In Use	NO	
7	Signage	Large Hollywood Hills West Neighborhood Council vinyl banners			1/1/2023		2		In Use		
8	Signage	Laminated Hollywood Hills West Neighborhood Council posters for outreach booth			1/1/2023		2		In Use	NO	
9	Marketing items	Box of Small Flashlights with Hollywood Hills West Neighborhood Council logo			1/1/2023		2		In Use		

**IX. PUBLIC OFFICIALS' REPORTS: Time limit – 1-2 minutes each.**

**NOTE:** Officials each allocated 3 minutes to address the Board and Stakeholders; however, no discussion or Q&A will be allowed due enforcement of Brown Act Restrictions. Contact info is provided for Board Member and Public to contact with questions.

- a. CD4 – Mehmet Berker (Mehmet.berker@lacity.org), Walker King (Walker.King@lacity.org) Office of Councilmember Nithya Raman
- b. CD13 – Anais Gonzalez (Anais.Gonzalez@lacity.org) Office of Councilmember Hugo Soto-Martinez
- c. Mayor’s Office, Central Area NC Rep, David Nguyen (David.C.Nguyen@lacity.org)
- d. Mehrnoosh Zahiri, Community Law Corps City Attorney (mehrnoosh.zahiri@lacity.org)
- e. LAPD –Hollywood, Captain Craig Heredia (31900@lapd.online); Hwd Hills, SLO Cuitlahuac Dominguez ( 39042@lapd.online); Hwd Ent, Officer Brian White (38074@lapd.online); Hwd Flats, SLO Brian Oliver (37349@lapd.online); NoHo, Officer Kurtis Delbar (38887@lapd.online)
- f. LAFD – Chief Kenneth Cook (kenneth.cook@lacity.org), Vince Alvarado

- ([Vince.Alvarado@lacity.org](mailto:Vince.Alvarado@lacity.org)), Chief Richard Fields (Richard.Fields@lacity.org),
- g. LADOT – Bhuvan Bajaj (bhuvan.bajaj@lacity.org), Brian Gallagher (brian.gallagher@lacity.org)
  - h. LADWP – Michael Ventre (michael.ventre@ladwp.com), Senior Public Relations Specialist
  - i. 5th Supervisorial District – Natalie Vartanian, Deputy (NaVartanian@bos.lacounty.gov); Office of Supervisor Kathryn Barger, District 5 (kathryn@bos.lacounty.gov)
  - j. 3rd Supervisorial District - Office of Supervisor Lindsey Horvath, Amanda Laflen, Constituent Services, ([ALaflen@boslacounty.gov](mailto:ALaflen@boslacounty.gov)) Supervisor Lindsey Horvath (Lindsey@bos.lacounty.gov)
  - k. 51st Assembly District, Joshua Marin ([JoshuaMarinM@ASM.CA.gov](mailto:JoshuaMarinM@ASM.CA.gov)) Office of Assemblymember Rick Chavez Zbur
  - l. 24th Senate State District, Rad.Noorzi (Rad.Noorzi@sen.ca.gov), James Reina (James.Reina@sen.ca.gov), Office of Senator Ben Allen
  - m. 25th Senate State District, Declan Floyd ([Declan.Floyd@sen.ca.gov](mailto:Declan.Floyd@sen.ca.gov)), District Representative, Office of Anthony Portantino
  - n. Department of Neighborhood Empowerment, Dina Andrews (dina.andrews@lacity.org)
  - o. Los Angeles Department of Recreation and Parks, Stefanie Smith (Stefanie.Smith@lacity.org), Joe Losorelli (joe.losorelli@lacity.org), Sean Hinton (Sean.Hinton@lacity.org), Jorge De Loera (Jorge.delora@lacity.org)
  - p. Will & Ariel Durant Branch Library, Jacqueline Welsh (jacqueline.welsh@lapl.org);
  - q. Hollywood Bowl/Stratiscopes, John Bwarie ([HollywoodBowl@stratiscopes.com](mailto:HollywoodBowl@stratiscopes.com))

**X. ISSUE COMMITTEE REPORTS:**

- a. **INFRASTRUCTURE:** Graham Rossmore

**Discussion - Hollywood Reservoir Pollinator Garden Opening on June 1 – Presenters: Committee Chair Rossmore and Michael Ventre – DWP Community Affairs ([Michael.Ventre@LADWP.com](mailto:Michael.Ventre@LADWP.com))**

- b. **PUBLIC SAFETY** – Paul Jenkins

**Volunteer Day at Station 76, May 19, 2024, 9 am to 1pm**

Address: LAFD Station 76, 3111 Cahuenga Blvd, Los Angeles.

**Presenter:** Charles Malki, President Hollywood Knolls Community Club (info@ivorganics.com)

A volunteer day is planned for May 19th to complete the new landscaping. This is the Culmination of the HHWNC Neighborhood Purpose Grant of \$4,993.90 for LAFD Fire Station 76 to purchase and install materials and supplies to convert a hillside brush area into a landscaped area.

It is a complete transformation for less than \$70,000 which was raised with the community, City, County, HOAs, Universal, HHWNC and other area NCs.

For more information: [hwww.hhwnc.org/event/volunteer-day-at-lafd-station-76](http://hwww.hhwnc.org/event/volunteer-day-at-lafd-station-76).

- XI. GENERAL PUBLIC COMMENT** - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed 2 minute(s).

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

## **XII. ADJOURNMENT**



## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Hamburger Home</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above <b>Aviva Family and Children's Services</b></p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC             <input checked="" type="checkbox"/> C Corporation             <input type="checkbox"/> S Corporation             <input type="checkbox"/> Partnership             <input type="checkbox"/> Trust/estate       </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____       </p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____       </p> <p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> <p><b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>7120 Franklin Avenue</b></p> <p><b>6</b> City, state, and ZIP code <b>Los Angeles CA 90046</b></p> <p><b>7</b> List account number(s) here (optional)</p> <p style="text-align: right;">Requester's name and address (optional)</p>
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### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
OR									
<b>Employer identification number</b>									
9	5	-	1	6	9	3	6	1	6

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ▶

*Amber Rivas*

Date ▶ 11/10/2023

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947



The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABL accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(f)(A))	The grantor <sup>4</sup>
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

**\*Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.





**City of Los Angeles  
Office of the City Clerk  
Neighborhood Council Funding Program**



**Neighborhood Purposes Grants**

Neighborhood Purposes Grants (NPGs) provide NCs opportunities to develop partnerships with local 501(c)(3) nonprofits and public schools to build community and enhance neighborhoods in the City of Los Angeles. Projects and activities supported by NPGs vary widely and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

NPG-funded projects and activities must be for a **public benefit** and purpose, **open**, **accessible**, and **free of charge** to stakeholders.

Grants approved by NCs exceeding \$5,000 involve further review and possible City contract by the Office of the City Clerk.

Visit the NC Funding Program website page on NPGs ([click here](#)) to find out more details about how 501(c)(3) nonprofits and public schools serving NC areas can apply. There are two NPG Information Packets; One for prospective applicants to help guide them in the application process, and one for NC board members outlining considerations and factors to keep in mind while evaluating NPG requests.

A "Project Completion Report" template is also provided to help ensure accountability in the use of Grant funds and help demonstrate how NCs and their partners are supporting L.A. communities and stakeholders. NCs and NPG recipients are strongly encouraged to work together to complete and submit the Report at the conclusion of the project.

Any questions you may have with the NPG process, please contact us at the NC Funding Program:

- [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org)
- (213) 978-1058



**Neighborhood Council Funding Program**

**APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Hollywood Hills West Neighborhood Council

**SECTION I - APPLICANT INFORMATION**

1a) Hamburger Home dba Aviva Family & Children's Services   95-1693616   CA   9/12/2006  
*Organization Name*   *Federal I.D. # (EIN#)*   *State of Incorporation*   *Date of 501(c)(3) Status (if applicable)*

1b) 7120 Franklin Avenue   Los Angeles   CA   90046  
*Organization Mailing Address*   *City*   *State*   *Zip Code*

1c) n/a  
*Business Address (if different)*   *City*   *State*   *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**  
Priscilla Valencia   213-655-3734   pvalencia@aviva.org  
*Name*   *Phone*   *Email*

2) **Type of Organization- Please select one:**  
 Public School (*not to include private schools*)   or    501(c)(3) Non-Profit (*other than religious institutions*)  
**Attach Signed letter on School Letterhead**   **Attach IRS Determination Letter**

3) \_\_\_\_\_  
*Name / Address of Affiliated Organization (if applicable)*   *City*   *State*   *Zip Code*

**SECTION II - PROJECT DESCRIPTION**

4) **Please describe the purpose and intent of the grant.**

This grant aims to enhance Aviva Family & Children's Services safety measures by installing security cameras at the Wallis House, our Interim Supportive Housing Program. The Wallis House is the only housing program in Hollywood designed to support the needs of women and their children transitioning out of homelessness into independent living. Our intent with this request is to enhance our security measures, improve the quality of life and provide peace of mind for our clients, staff, and community members at large. The Wallis House plays a crucial role in ensuring the safety and well-being of families experiencing homelessness, domestic violence, and other crisis situations. Therefore, it is imperative to create a safe environment for families to heal, our staff to effectively deliver services, and volunteers to continue to give their time.

5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)**

By enhancing our safety and security measures, Aviva will be better equipped to care for the families we serve while continuing to be an anchor of hope for the Hollywood community. The Wallis House is a historic building on one of the busiest streets in Hollywood, it has historically operated to serve our community's needs, and currently provides not just a shelter, but community to 36 women and children. As an organization that supports vulnerable populations, it is our responsibility to ensure their health and safety. Supporting safety is an investment into our community; security cameras act as a deterrent to potential criminal activities that occur in the neighborhood. By monitoring and recording activities, we can proactively address any security concerns and respond to any incidents that may arise in the neighborhood. Cameras also provide evidence in the event of any criminal activities, helping authorities to investigate and prosecute offenders effectively. In funding the proposed NPG, HHWNC will contribute to a greater sense of security and peace of mind for everyone in the neighborhood.

**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost
n/a	\$	\$
	\$	\$
	\$	\$

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Security Cameras	\$ 5,000	\$ 7,205
	\$	\$
	\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No  Yes If Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs)  No  Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 5,000

10a) Start date: 06 / 01 / 24 10b) Date Funds Required: 07 / 01 / 24 10c) Expected Completion Date: 07 / 01 / 24  
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?  
 No  Yes If Yes, please describe below:

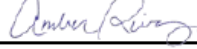
Name of NC Board Member	Relationship to Applicant
n/a	

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?  
 Yes  No \*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

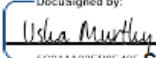
**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

Amber Rivas CEO & President  05/07/24  
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

Usha Murthy CFO  05/07/24  
 PRINT Name Title Signature Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form

Hollywood Hills West Neighborhood Council Neighborhood Council

**Budget Amount**  
**\$38,872.94**  
 Budget: \$32,000.00  
 Adjustments: \$6,872.94

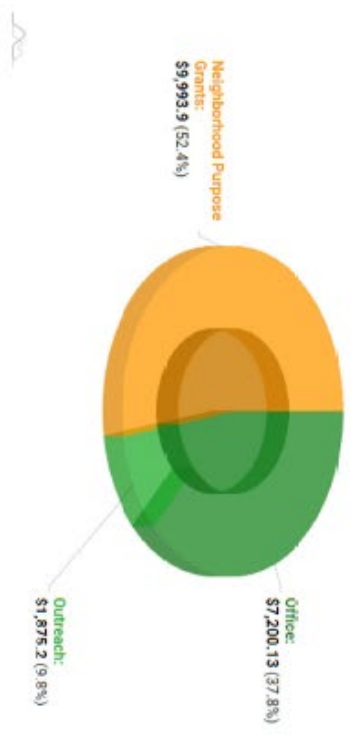
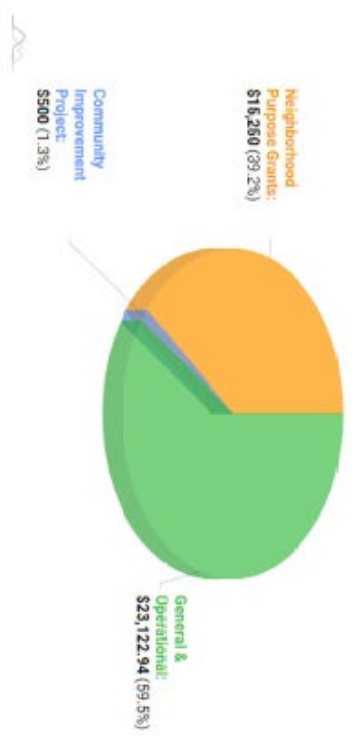
**Expense-to-Date**  
**\$19,069.23**  
 Funding Request: \$15,706.22  
 Credit Card: \$3,363.01

**Total Outstanding**  
**\$1,721.80**  
 Commitments: \$0.00  
 Pending Payments: \$1,721.80

**Net Available**  
**\$18,081.91**  
 Cash Balance: \$19,803.71

Budget Allocation

Expenditures-to-Date by Category



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**SECTION II - PROJECT DESCRIPTION****4) Please describe the purpose and intent of the grant.**

The purpose of this project is to support Operation School Bell (OSB), a program that removes barriers to school attendance for low-income, foster and unhoused children in the Hollywood Hills West Neighborhood Council area. Low-income families, in their pursuit of a better life for their children, encounter significant obstacles exacerbated by limited resources. Poverty acts as a formidable barrier to education, self-esteem, and future achievements for children. Impoverished children also encounter certain barriers that hinder their access to a quality education, with implications for their long-term success. Research confirms that the lack of adequate attire contributes to poor school attendance. Even missing 10 days of school leaves children behind in math and reading. The intent of the grant is to provide children with essential clothing and school supplies they need to attend school regularly.

**5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)**

The purpose of this grant is to ensure that children in the HHWNC area have appropriate clothing and essential supplies they need to attend school regularly. OSB will provide 50 Gardner Street Elementary School students with all new clothing (tops/skirts, shirts/pants, shoes, socks, underwear, and jackets), backpacks filled with school supplies, grooming kits, and a reading book. The benefit to the public is that it children served by OSB improve their school attendance, comportment and academic achievement. Maintaining consistent school attendance stands out as a pivotal factor for at-risk students to excel, significantly boosting their prospects of high school graduation. Access to education for impoverished children offers a myriad of transformative benefits that extend beyond the classroom. Education serves as a powerful catalyst for breaking the cycle of poverty by providing children with essential knowledge and skills. It equips them with the tools needed to navigate life's challenges, fostering critical thinking, problem-solving abilities, and creativity. Moreover, education acts as a gateway to future opportunities, empowering children to aspire to greater heights and pursue meaningful careers.



**Neighborhood Council Funding Program**  
**APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: HHWNC

**SECTION I - APPLICANT INFORMATION**

1a) Assistance League of Los Angeles 95-1641960 CA 1938  
*Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)*

1b) 6640 Sunset Blvd. Los Angeles CA 90028  
*Organization Mailing Address City State Zip Code*

1c) \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
*Business Address (if different) City State Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**

Mayboll Carrasco 323-469-1973 mcarrasco@assistanceleaguela.org  
*Name Phone Email*

2) Type of Organization- Please select one:

- Public School (not to include private schools) **or**  501(c)(3) Non-Profit (other than religious institutions)  
**Attach Signed letter on School Letterhead** **Attach IRS Determination Letter**

N/A

3) \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
*Name / Address of Affiliated Organization (if applicable) City State Zip Code*

**SECTION II - PROJECT DESCRIPTION**

4) Please describe the purpose and intent of the grant.

The purpose of this project is to support Operation School Bell (OSB), a program that removes barriers to school attendance for low-income, foster and unhoused children in the Hollywood Hills West Neighborhood Council area. Low-income families, in their pursuit of a better life for their children, encounter significant obstacles exacerbated by limited resources. Poverty acts as a formidable barrier to education, self-esteem, and future achievements for children. Impoverished children also encounter certain barriers that hinder their access to a quality education, with implications for their long-term success. Research confirms that the lack of adequate attire contributes to poor school attendance. Even missing 10 days of school leaves children behind in math and reading. The intent of the grant is to provide children with essential clothing and school supplies they need to attend school regularly.

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The purpose of this grant is to ensure that children in the HHWNC area have appropriate clothing and essential supplies they need to attend school regularly. OSB will provide 50 Gardner Street Elementary School (area 7) students with all new clothing (tops/skirts, shirts/pants, shoes, socks, underwear, and jackets), backpacks filled with school supplies, grooming kits, and a reading book. The benefit to the public is that it children served by OSB improve their school attendance, comportment and academic achievement. Maintaining consistent school attendance stands out as a pivotal factor for at-risk students to excel, significantly boosting their prospects of high school graduation. Access to education for impoverished children offers a myriad of transformative benefits that extend beyond the classroom. Education serves as a powerful catalyst for breaking the cycle of poverty by providing children with essential knowledge and skills. It equips them with the tools needed to navigate life's challenges, fostering critical thinking, problem-solving abilities, and creativity. Moreover, education acts as a gateway to future opportunities, empowering children to aspire to greater heights and pursue meaningful careers.

**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
	N/A	\$	\$
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Clothing, shoes for 50 children at Gardner Street Elementary @\$100 each	\$ 5000	\$ 5000
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No  Yes If Yes, please list names of NCs: East Hollywood Neighborhood Council

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs)  No  Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ \_\_\_\_\_

10a) Start date: July 1 / 2024 10b) Date Funds Required: July 1 / 2024 10c) Expected Completion Date: Dec 1 / 2024  
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?  
 No  Yes If Yes, please describe below:


Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?  
 Yes  No \*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)


**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

Melanie Merians Chief Exec. Officer  5-3-24  
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

Sue Thalken President  5-3-24  
 PRINT Name Title Signature Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form



# Monthly Expenditure Report



**Reporting Month: April 2024**

**Budget Fiscal Year: 2023-2024**

**NC Name: Hollywood Hills West  
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$20383.71	\$580.00	\$19803.71	\$1721.80	\$0.00	\$18081.91

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$23122.94	\$580.00	\$14047.61	\$997.00	\$12325.81
Outreach		\$0.00		\$724.80	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Neighborhood Purpose Grants	\$15250.00	\$0.00	\$5256.10	\$0.00	\$5256.10
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$18489.23	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	David Horowitz	03/26/2024	To Pay David Horowitz for his hosting of the March 20, 2024 Board Meeting on Zoom. Those service included scheduling, inviting participants, managing technical settings, timing and mutin...	General Operations Expenditure	Office	\$280.00
2	David Horowitz	03/26/2024	Payment for March, 2024 services rendered to HHWNC by David Horowitz as budgeted.	General Operations Expenditure	Office	\$300.00
<b>Subtotal:</b>						<b>\$580.00</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Dept. of Recreation & Parks	04/16/2024	Motion: The Hollywood Hills West Neighborhood Council gives to Yucca Community Center financial support in the amount of \$724.80 for its Spring event to be held Saturday, March 30, 2...	General Operations Expenditure	Outreach	\$724.80
2	David Horowitz	04/22/2024	HHWNC April 17, 2024 Board meeting on Zoom: scheduling, inviting participants, managing technical setting, timing and muting participants, etc.	General Operations Expenditure	Office	\$200.00

3	David Horowitz	04/22/2024	April Web & Email Administration fee to HHWNC	General Operations Expenditure	Office	\$300.00
4	City of LA Publishing Services	04/26/2024	Printing of business cards for new board members for 2023/24 & 24/25 fiscal years. 50 cards each per 23/24 HHWNC budget of \$500.	General Operations Expenditure	Office	\$497.00
<b>Subtotal: Outstanding</b>						<b>\$1721.80</b>

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**HOLLYWOOD HILLS WEST - NEIGHBORHOOD COUNCIL**

**DAVID  
HOROWITZ**

310-869-4949  
david@corniche.com

22054 Windham Way  
Santa Clarita, CA 91350

Bill To: Hollywood Hills West Neighborhood Council 7095  
Hollywood Blvd.,  
Suite #1004  
Hollywood CA, 90028

Project Title: March Board Meeting  
Project Description: March Board Meeting on Zoom:  
scheduling, inviting participants, managing technical  
settings, timing and muting participants, etc.  
Invoice Number: 2024-00006  
Invoice Date: 03/25/2024




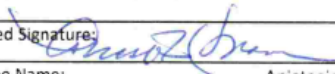
Description	Hours	Price/Hr	Cost
March Board Meeting	3.50	\$ 80.00	\$ 280.00
		Subtotal	\$ 280.00
		Total	\$ 280.00

Please make check payable to David Horowitz.

Thank you for your business!

Best regards,

David Horowitz

Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program Board Action Certification (BAC) Form															
NC Name: Hollywood Hills West		Meeting Date: 5/17/23													
Budget Fiscal Year: FY 22 / 23		Agenda Item No: R(D)													
Board Motion and/or Public Benefit Statement (CIP and NPG):		MOTION: THE BOARD OF HHWC APPROVES THE ADMINISTRATIVE PACKET INCLUDING ANNUAL BUDGET AS SUBMITTED BY MATTHEW SHICHTMAN													
Method of Payment: (Select One)		<input type="checkbox"/> Check		<input type="checkbox"/> Credit Card											
<input type="checkbox"/> Board Member Reimbursement															
<b>Vote Count</b>															
<b>Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.</b>															
Board Member's First and Last Name		Board Position		Yes		No		Abstain		Absent		Ineligible		Recused	
Anastasia Mann		President		✓											
Brian Dyer		Area 3		✓											
Charles Coker		Area 5		✓											
Cheryl Holland		Environment								✓					
Chris Wintode		Community Enrichment		✓											
Daniel Savage		Area 1								✓					
Darnell Tyler		Secretary		✓											
Jane Crocket		Second Vice President		✓											
Jeff Straebler		Area 2								✓					
Jeffrey Masino		Parks and Open Space		✓											
Joshua Sliwa		Infrastructure		✓											
Kyle (Mihail) Naumovski		Outreach / Public Events								✓					
Krystin Munson		Transportation								✓					
Lincoln Williamson		Area 7		✓											
Lisa Scott		Area 4		✓											
Mary Yarber		Area 6								✓					
Matt Shichtman		Treasurer		✓											
Michael Konik		Housing		✓											
Oren Katz		Business								✓					
Paul Jenkins		Public Safety		✓											
Richard Klug		Area 9		✓											
Serra Aladag		Area 8		✓											
Stuart Ross		Vice President		✓											
Board Quorum: 12		Total:		16		0		0		7		0		0	
We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.															
Authorized Signature: 						Authorized Signature: 									
Print/Type Name: Matthew Shichtman						Print/Type Name: Anastasia Mann									
Date: 5/17/23						Date: 5/17/23									

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## HOLLYWOOD HILLS WEST - NEIGHBORHOOD COUNCIL

DAVID  
HOROWITZ

310-869-4949  
david@corniche.com

22054 Windham Way  
Santa Clarita, CA 91350

Bill To: Hollywood Hills West Neighborhood Council 7095 Hollywood Blvd.,  
Suite #1004  
Hollywood CA, 90028

Project Title: March 2024 Web & Email Administration  
Project Description: Website & Email administration for the month of March  
Invoice Number: 2024-00005  
Invoice Date: 03/25/2024

Description	Cost
March Web & Email Administration	\$ 300.00
	Subtotal \$ 300.00
	Total \$ 300.00

Please make check payable to David Horowitz.

Thank you for your business!

Best regards,

David Horowitz





HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

FY 2023-2024 Budget

**Draft of Proposed Second Adjustment to the 23/24 Budget**

FY 23/24 Annual Budget Funds	\$32,000.00			
FY 22/23 Rollover Funds	\$6,872.94			
FY 22/23 Encumbered Funds				
Additional Adjustments (not allocated)				
<b>Total Annual Budget Funds:</b>	<b>\$38,872.94</b>			
<b>NOTES:</b>				
<b>Adjustments</b>	<b>Not Allocated</b>	<b>Allocated</b>		
<b>Total :</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>Office / Operational Expenditures Category</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Outstanding</b>	<b>Spent</b>
Business Cards	\$500.00	\$3.00	\$497.00	\$0.00
Email (Microsoft, Constant Contact, Mail Chimp)	\$2,000.00	\$7.56	\$0.00	\$1,992.44
Website Hosting & Software Costs	\$200.00	\$150.00	\$0.00	\$50.00
Photocopies / Scanning for Meetings	\$250.00	\$250.00	\$0.00	\$0.00
Meeting Room Rentals (1 @ \$150, 1 @ \$500)	\$1,650.00	\$1,441.00	\$0.00	\$209.00
Meeting Room Refreshments (6 @ \$175, 20 @ \$50)	\$3,179.04	\$2,553.35	\$0.00	\$625.69
NC Mailbox	\$800.00	-\$34.00	\$0.00	\$834.00
Renew SSD Nodes Subscription	\$200.00	\$91.00	\$0.00	\$109.00
David Horowitz - Website & Admin support @ \$250/mo, \$360 for insurance + \$80-90/hr for special projects	\$7,000.00	\$3,120.00	\$500.00	\$3,380.00
<b>Total Office / Operational Expenditures:</b>	<b>\$15,779.04</b>	<b>\$7,581.91</b>	<b>\$997.00</b>	<b>\$7,200.13</b>
Remaining:	\$7,581.91			
<b>NOTES: May switch from Constant Contact to Mail Chimp. Cheaper and integrates better with Wordpress</b>				
<b>Outreach Expenditures Category</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Outstanding</b>	<b>Spent</b>
Outreach Items with HHWNC Logo	\$875.20	\$0.00	\$0.00	\$875.20
Facebook Ads	\$0.00	\$0.00	\$0.00	\$0.00
Advertising	\$0.00	\$0.00	\$0.00	\$0.00
Event Expenses	\$1,724.80	\$0.00	\$724.80	\$1,000.00
<b>Total Outreach Expenditures:</b>	<b>\$2,600.00</b>	<b>\$0.00</b>	<b>\$724.80</b>	<b>\$1,875.20</b>
Remaining:	\$0.00			
<b>NOTES:</b>				
<b>Election Expenditures Category</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Outstanding</b>	<b>Spent</b>
	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Outreach Expenditures:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Remaining:	\$0.00			
<b>NOTES:</b>				
<b>Neighborhood Purpose Grants (NPG) Expenditures Category</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Outstanding</b>	<b>Spent</b>
NPG #1	\$4,993.90	\$0.00	\$0.00	\$4,993.90
NPG #2	\$5,000.00	\$0.00	\$0.00	\$5,000.00
NPG #3	\$5,000.00	\$5,000.00	\$0.00	\$0.00
NPG #4	\$5,000.00	\$5,000.00	\$0.00	\$0.00
<b>Total NPG Expenditures</b>	<b>\$19,993.90</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$9,993.90</b>
Remaining:	\$10,000.00			
<b>NOTES:</b>				
<b>Community Improvement Projects (CIP) Expenditures Category</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Outstanding</b>	<b>Spent</b>
CIP #1	\$0.00	\$0.00	\$0.00	\$0.00
CIP #2	\$500.00	\$500.00	\$0.00	\$0.00
<b>Total CIP Expenditures:</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Remaining:	\$500.00			
<b>NOTES:</b>				
<b>Encumbrments</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Outstanding</b>	<b>Spent</b>
<b>Total Encumbrances:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Remaining:	\$0.00			
<b>NOTES:</b>				
<b>Total Budget Allocations</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Outstanding</b>	<b>Spent</b>
Office / Operational Expenditures	\$15,779.04	\$7,581.91	\$997.00	\$7,200.13
Outreach Expenditures	\$2,600.00	\$0.00	\$724.80	\$1,875.20
Elections Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
General and Operational Expenditures	\$18,379.04	\$7,581.91	\$1,721.80	\$9,075.33
Neighborhood Purpose Grants (NPG) Expenditures	\$19,993.90	\$10,000.00	\$0.00	\$9,993.90
Community Improvement Projects (CIP) Expenditures	\$500.00	\$500.00	\$0.00	\$0.00
FY 22/23 Encumbered Funds	\$0.00	\$0.00	\$0.00	\$0.00
Additional Adjustments (not allocated)		\$0.00	\$0.00	\$0.00
<b>TOTAL FOR FISCAL YEAR ENDING JUNE 30 2024 TO DATE</b>	<b>\$38,872.94</b>	<b>\$18,081.91</b>	<b>\$1,721.80</b>	<b>\$19,069.23</b>
<b>TOTAL REMAINING FOR FISCAL YEAR ENDING JUNE 30 2024 TO DATE</b>	<b>\$18,081.91</b>			