



Date April 10, 2020

To Department of Homelessness and Supportive Housing (HSH) Grantees and Contractors
("Providers")

From Gilda Kemper, HSH Contracts Manager

Re COVID-19 - Department of Homelessness and Supportive Housing Invoice Process

Dear Department of Homelessness and Supportive Housing (HSH) Providers:

Beginning with the March 2020 invoice, HSH is requiring that you complete the [attached spreadsheet](#) with each invoice submitted to HSH, until otherwise notified. This process will help the City track COVID-19 related expenses and seek reimbursement from state and federal sources.

- A. Before you submit your invoice in CARBON, prepopulate the attached spreadsheet with your most recent and current approved budget and save a master.
- B. Create a new version for each monthly invoice and complete the yellow highlighted cells. If you have costs that are not an approved line item or over 110%, please seek a revision **before** submitting. Please do not add new line items. Rejecting invoices is something HSH wishes to avoid to ensure cash flow. To request new line items, please request a Budget Revision from your Contract Manager, as listed in CARBON.
- C. The spreadsheet divides your invoice into three categories:
 1. **Base: Regular agreement services**
 2. **COVID-19 Response Costs: Any additional costs incurred as a result of the COVID-19 response effort - Please submit a budget revision to capture these costs, if they are not already included in your line item budget (e.g. increase in cleaning supplies, laptop purchases)**
 3. **COVID-19 Non-Services: Service not rendered due to COVID-19 (e.g. an employee who could not work due to the public health emergency)**
- D. It is fine to split the line item costs between the three categories (e.g. rent).
- E. Upload a completed HSH COVID-19 Cost Categorization Spreadsheet with each invoice, saved as "COVID-19 Cost Categorization <Month>". Please make sure the spreadsheet is equal to the amount invoiced in CARBON.
- F. Submit your invoice and supporting documentation as usual in CARBON. The CARBON invoice will be for all costs incurred during the month for which you seek reimbursement.

Please don't hesitate to contact your Contract Manager, as listed in CARBON with any questions or concerns.

Thank you,

The HSH Contracts Team