



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

Date June 9, 2021

To Department of Homelessness and Supportive Housing (HSH) Providers

From Gilda Kemper, Manager, Contracts

Through Gigi Whitley, Deputy Director, Administration and Finance

Cc HSH Budget and Finance, Contracts, and Programs Teams

Re Year End HSH Contracted Provider Letter

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

Each year, the HSH Contracts team sends providers a communication regarding upcoming agreements, invoicing updates, and end of year reminders. This letter provides important fiscal year (FY) 2020-21 year-end information and deadlines. Please share this communication within your organization.

Year-end and Invoicing Reminders

May Invoices

Invoices for the month of May are due no later than **June 15, 2021**. Due to Controller year-end deadlines, any invoices submitted after June 15, 2021 may be delayed in processing and payment as the City's financial system will be closed for several business days. To receive timely payments for costs incurred in May, please submit your invoices on time.

June Invoicing

Providers must submit all final FY 2020-21 invoices and supporting documentation, no later than **July 15, 2021**, unless otherwise stated in the Appendix C, Method of Payment. HSH may request invoices to be submitted earlier in the case of carried forward federal funds or funding that will otherwise expire.

When providers submit invoices in accordance to their agreement's Method of Payment, it allows HSH to plan for review and reconcile any issues to deliver swift payments and comply with the Controller's deadlines.

Housing and Urban Development (HUD) Continuum of Care (CoC) and Non-General Fund

HSH is continuing to urge providers to fully utilize their HUD CoC and non-General Fund funding sources. Providers must also comply with [CoC Eligible Costs](#).

Advance Recoveries

All FY 2020-21 advance recoveries must be made before the close of the fiscal year.

Reports and Other Requirements

For HSH to conduct year-end processes in a timely manner, HSH asks that providers review their agreements carefully to ensure that all year-end requirements and reports are delivered within the

specified timeline. Questions regarding year-end reports should be directed to the assigned HSH Program Manager, as listed in CARBON.

Fiscal Year 2021-22 Reminders

Per the [February 16, 2021 letter](#), please see the following information for FY 2021-22.

Agreements

The HSH Contracts team is continuing its efforts to ensure HSH providers have an executed agreement prior to the end of each agreement term, so services continue uninterrupted and nonprofits are paid in a timely fashion.

Many providers have agreements with HSH with terms that expire on or before June 30, 2021. The Contracts team is working to prepare the information necessary to ensure there is a current agreement in place for the following fiscal year.

Agreements will either be amendments, new, or will be merged. Generally, an agreement will be categorized as the following:

1. *Amendment* if its term is expiring and it has a valid procurement term¹;
2. *New*² if its term is expiring and it does not have a valid procurement term; or
3. *Merged* if the service could fit into an existing or new agreement.

Many providers have already received a notification from their Contract Analyst regarding the plan for their agreements. If you have not yet received a notification, please feel free to contact the HSH Contract Analyst, as listed in CARBON, for information regarding your agreement(s).

Continuing Agreements

Generally, for agreements with current terms, HSH plans to update the 2021-22 Appendix B, Budget and CARBON in July and August. Your Contract Analyst will notify you when the budget is ready for invoicing.

For Housing and Urban Development (HUD) Continuum of Care (CoC) funded agreements, HSH provides an official subrecipient allocation once it has been finalized by the HSH federal team in alignment with the funding re-organization plan.

To ensure timely payment, providers with new, amended, or continuing agreements must promptly respond to requests to review, update, allocate, and provide a narrative for funding within the requested timeline.

Carry Forward Requests

Grantees may request a carry forward of unspent funding after payment of their final FY 2020-21 invoice from their Contract Analyst. This year, Contract Analysts will automatically carry forward unspent one-time Cost of Doing Business (CODB) and one-time Prop C Bonus Pay³.

Requests that are not in the above categories will be reviewed by HSH and added into FY 2021-22 if approved. Funds that are carried forward may only be spent on one-time costs and may not be used

¹ Like Fiscal Year 2020-21, the City Controller approved a limited policy that allows departments to amend an agreement with an expired procurement to help providers and departments respond to the pandemic.

² Generally, will be procured through the Emergency Ordinance, unless a previous Request for Qualifications has been conducted.

³ <https://hsh.sfgov.org/wp-content/uploads/2021/01/Prop-C-One-Time-Bonus-Pay-FAQ-January-2021.pdf>

for ongoing expenditures. Grantees should be prepared to fully utilize any carried forward funds in FY 2021-22.

Updated Budget Revisions

Per the letter dated [February 16, 2021](#), HSH is continuing to pause certain parts of its [Budget Revision policy](#) to provide flexibility in General Fund budgets. Specifically, HSH is allowing providers to overspend their existing line items, above 110 percent, as long as the costs are for existing line items; the total expenditures do not exceed the total budget; and the change in spending does not negatively impact operations and/or fidelity to the program model.

This means that providers may shift costs between line items but should not plan to exceed their total budget. Providers must still obtain approval from HSH to add a new line item. HSH will notify providers when the Budget Revision policy will be fully reinstated or when it has been revised and replaced.

Advance Requests

Nonprofit advance requests for FY 2021-22 must be made in accordance with your executed agreement's Appendix C, Method of Payment. Please send such requests to your assigned Contract Analyst, as listed in CARBON.

As we close another fiscal year, I would like to thank you on behalf of HSH for your continued commitment to our most vulnerable neighbors. By working together, we have made a significant impact on our community and protected people experiencing homelessness from the worst impacts of COVID-19. I look forward to your continued partnership, as well as expanding and improving the services we deliver.

I encourage you to visit the [Provider Updates page](#), which contains helpful memos and templates. Please do not hesitate to contact your assigned HSH Contract Analyst, as listed in CARBON, or me directly at gilda.kemper@sfgov.org with any questions or suggestions on how to improve our communications.

Sincerely,



Gilda Kemper, Contracts Manager