



Date May 2, 2022

To Department of Homelessness and Supportive Housing (HSH) Providers

From Edilyn Velasquez, Contracts Director

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:

I am excited to join HSH as the new Contracts Director and support our provider community in our shared efforts to address the homelessness crisis.

Like in previous years, the HSH Contracts team sends provider communication regarding upcoming agreements, invoicing updates, and end of year reminders. This letter provides important fiscal year (FY) 2021-22 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, 2022**. Due to Controller year-end deadlines, any invoices submitted after June 15, 2022, may be delayed in processing and payment as the City's financial system will be closed for several business days. In order to receive timely payments for costs incurred in May, please make every effort to submit your invoices before this deadline.

June Invoicing

Providers must submit all final FY 2021-22 invoices and supporting documentation, no later than **July 15, 2022**, unless otherwise stated in the Appendix C, Method of Payment.

When providers submit invoices in accordance with 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.

Advance Recoveries

All FY 2021-22 advance recoveries must be made before the close of the fiscal year.

Reports and Other Requirements

In order for HSH to complete year-end processes, 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 2022-23 Reminders

Expiring 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, 2022. The Contracts team is working to prepare the information necessary to ensure there is a current agreement in place for the following fiscal year.

To authorize continued funding of programs with expiring agreements, the HSH Contracts team will execute either an amendment or a new agreement, depending on the status of the agreement's procurement authority.

1. *Amendment* if its term is expiring and it has a valid procurement term or
2. *New*¹ if its term is expiring and it does not have a valid procurement term.

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

For agreements with current terms, HSH plans to update the 2022-23 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.

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. HSH is asking all providers to execute agreements before June 30, 2022, in order to pay invoice submission in August for July services and mitigate any cash flow issues. Providers who are seeking advance requests must have an executed FY 2022-23 contract before making such request. Any necessary budget revision as a result of the Approved FY 2022-23 City Budget will be done later after all agreements are executed.

Carry Forward Requests

Grantees may request a carry forward of unspent funding after payment of their final FY 2021-22 invoice from their Program Manager and Contract Analyst. Carry forward requests are not automatic and will be evaluated based on prioritization of needs by HSH.

Funds that are carried forward may only be spent on one-time costs and may not be used for ongoing expenditures. Grantees should be prepared to fully utilize any carried forward funds in FY 2022-23.

¹ Generally, will be procured through Emergency Ordinance 61-19, unless there is an active procurement authority in place covering the services.

Advance Requests

Nonprofit advance requests for FY 2022-23 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 you prepare for the upcoming FY, here are additional helpful reminders.

Cost Allocation

For your quick reference, please see the Controller's Office's guidance² on the treatment and allowability of direct and indirect costs in City grants and contacts with nonprofit service providers.

Debarment and Exclusion

For programs that receive federal funding which applies to a good bulk of HSH agreements, grantees are required to provide a valid Unique Entity Identifier (UEI) and maintain an active SAM.gov³ registration with current information. Please provide your valid UEI number along with your active SAM.gov registration to your assigned Contract Analyst, as listed in CARBON, no later than June 30, 2022.

On behalf of HSH, I would like to extend my appreciation for all your collaborative work this past year. As we continue to recover from the impacts of the COVID-19 pandemic, I look forward to partnering with each one of you in the years ahead.

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 reach out to me directly at edilyn.velasquez@sfgov.org with any questions and/or feedback.

Sincerely,



Edilyn Velasquez
Contracts Director

² Guidelines for Cost Categorization in Nonprofit Contract and Grants
<https://sfcontroller.org/sites/default/files/Documents/Auditing/Guidelines%20for%20Cost%20Categorization%20in%20Nonprofit%20Contracts%20and%20Grants%20Version%201.2.pdf>

³ UEI and active registration can be accessed here: <https://www.sam.gov/SAM/>.