



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

June 4, 2018

Dear Grantee,

The Department of Homelessness and Supportive Housing (HSH) understands that grantee programs may require the use of subcontracted agencies to provide staffing coverage due to shortages and unexpected absences. However, it has come to our attention that programs may be invoicing against the incorrect line items for these services. This letter provides clarity about how to correctly budget and invoice for such costs.

**2017-2018**

To minimize disruption, programs currently invoicing subcontracted staff against salaried staff may close out fiscal year (FY) 17-18 in this manner. For auditing and accounting purposes, providers must continue to provide supporting documentation when submitting invoices in Carbon. Your assigned contract manager may request additional documentation, when required. Please promptly respond to these requests so that invoices may be paid in a timely manner.

**2018-2019 and Onward**

Beginning July 1<sup>st</sup> 2018, for FY 18-19 and onward, programs must accurately budget and invoice for all costs in the appropriate line item, including subcontracted staff. All providers who utilize subcontracted staffing services must develop and include a budget line item for subcontracted staff, including non-employee janitorial services, by including subcontracted staffing costs in the Operating Detail tab, Consultants/Subcontractors line item of the Appendix B. Any invoices that bill temporary staffing costs billed against staff line items will be rejected.

HSH acknowledges that providers may not be able to fully predict staff absences, but encourage providers to estimate line items based on past costs. HSH will work to ensure line item spending is on track and assist with adjusting the budget, as needed.

Please do not hesitate to contact your assigned contract manager with any questions. Assigned contract manager names, emails and phone numbers are listed in Carbon.

Thank you,  
Gilda Kemper

cc  
HSH Program Managers  
HSH Program Analysts  
Contracts Staff  
Budget and Finance Staff

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