



May 8, 2018

Dear Providers,

My name is Gilda Kemper; I am the new Manager of the Contracts team with the Department of Homelessness and Supportive Housing (HSH). Thank you for your continued commitment to making homelessness in San Francisco rare, brief and one-time.

In an effort to increase the frequency and quality of communications to our provider partners, I am providing an update on the status of expiring agreements, as well as reminders about timely monthly and year-end invoicing.

Status of Agreements Expiring on June 30, 2018

Many providers have agreements with HSH with terms that will expire on June 30, 2018. Understandably, providers have expressed anxiety about the status of their agreements beyond June 30, 2018. Please know that the HSH Contracts and Program teams are working together to prepare the information necessary to extend agreement terms for at least one year.

Please note that programs included in RFP #111 *Homelessness Response System Housing Solutions Homelessness Prevention Assistance and Rapid Rehousing* will not be extended beyond June 30, 2018, unless awarded through the RFP #111 procurement process.

Status of Agreements with Expiring Procurements Expiring on June 30, 2018

Several providers have agreements with HSH with procurement *and* agreement terms that will expire on June 30, 2018. Please note that with the exception of programs impacted by RFP #111, the Contracts unit is working to extend agreements for up to one year until a new procurement process is implemented in fiscal year (FY) 18-19. Programs impacted by future procurements will be notified by HSH via email.

Agreement Next Steps

HSH contract managers have begun to email providers requesting specific information, including a revised budget based on applicable Cost of Doing Business (CODB) allocations; one-time and ongoing add-backs; and other funding changes. Providers that have not yet received a communication regarding an extended term will receive one within the next few weeks.

San Francisco Minimum Compensation Ordinance

San Francisco's minimum wage increases to \$15.00 per hour effective July 1, 2018. If you have employees, currently funded through your HSH contract and compensated at a rate lower than \$15.00 beginning July 1, 2018, please notify your HSH contract manager via email with the program name, employee name, position title and employee's current hourly rate.

Please note that the City will fund nonprofit providers' minimum wage increases separate from any applicable CODB allocation, but will not be able to address related wage compression issues.



Providers who received a CODB may address wage compression issues with their FY 18-19 CODB allocation.

In order to process amendments in a timely manner, we ask that providers respond to all requests by the deadlines provided.

Invoicing

Receipt of invoices on a monthly basis and timely manner allows HSH to plan for review, and reconcile any issues in order to deliver payments swiftly.

Monthly

We ask that providers submit their invoices to HSH on a monthly basis, per the requirements of the agreement. Most agreements specify that invoices must be submitted within fifteen days after the month of service to HSH.

May Invoice

In order to address potential year-end cash flow issues, providers may submit actuals for May and include projections for June when submitting their invoice no later than June 15. The invoice due no later than July 15 should include June actuals. Any difference in the projected and actual costs incurred will be reconciled by HSH.

Invoice Submitted	Covering Period of	Include
No later than June 15	May and June	May actuals and June projections
No later than July 15	June	June actuals

Year-End

Relatedly, in order for HSH to conduct year-end processes in a timely manner, we ask that providers review their agreements to ensure that year-end requirements and final reports are delivered within the specified timeline.

I am enthusiastic about HSH’s mission and look forward to working to improve Contract unit processes. Should you have specific questions about status of your agreement or invoicing requirements, please do not hesitate to contact me at gilda.kemper@sfgov.org or your contract manager. You may find your assigned contract manager’s name, email and phone number in Carbon.

Thank you,

Gilda Kemper

cc
HSH Program Managers
HSH Program Analysts
Budget and Finance Manager

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