

Colon, Monique (HOM)

From: Colon, Monique (HOM)
Sent: Friday, January 28, 2022 6:03 PM
Subject: Continuity of Payment Policy Update and HSH Budget Flexibility

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

As discussed during the Provider Call on Tuesday, January 24, 2022, please see the Controller's Office policy update regarding [Continuity of Payment for Nonprofit Suppliers in the Event of COVID-19 Related Disruptions](#).

In the event of a program closure due to COVID-19 safety protocols, please notify your assigned HSH Contract Analyst, as listed in CARBON.

Budget Flexibility

In some cases, continuing essential services while accommodating COVID-19 safety protocols may incur new costs (such as additional cleaning services and temporary staffing).

In response to this need, HSH is continuing to suspend certain parts of its Budget Revision policy to provide flexibility in **General Fund** budgets. Specifically, HSH is continuing to allow General Fund grantees to overspend their existing line items, above 110 percent, if the costs are for budgeted line items; the total expenditures do not exceed the total annual budget; and the change in spending does not negatively impact operations and/or fidelity to the program model.

Grantees with General Fund agreements may shift costs between line items without pre-approval but should not plan to exceed their annual grant budget. Providers must still obtain approval from their assigned HSH Contracts Analyst to add a new budget line item.

Please note that covering paid sick leave for nonprofit employees who have exhausted their personal sick leave is an ineligible expense.

Prop C – Frontline Worker Bonus Pay

The deadline to spend down [Prop C - Bonus Pay](#) carried forward from FY 20-21 is **February 28, 2022** with final invoices due with the March 2022 invoice submission. If Providers are unable to spend this allocation by the end of February, please notify to your assigned HSH Contract Analyst.

For questions regarding these updates or if your agency is incurring unanticipated COVID-related expenses, please reach out to your assigned HSH Contract Analyst, as listed in CARBON, as soon as possible.

Thank you for your partnership,
Monique Colón



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