



Date May 24, 2024

To Department of Homelessness and Supportive Housing (HSH) Providers

From Edilyn Velasquez, Contracts Director

Through Gigi Whitley, Chief of Finance and Administration

Cc HSH Budget and Finance, Contracts, and Programs Teams

Re 2023-24 Fiscal Year-End Reminders & Updates for Contracted Providers

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

I am writing to share important timelines to help close this current Fiscal Year (FY) successfully and provide important updates of contract requirements in the upcoming FY 24-25. Please share this communication within your organization to ensure everyone is informed.

FY 2023-24 Year-end Calendar

June

Expiring Agreements

Under San Francisco Administrative Code Section 21B¹, HSH Contracts team extended expiring grant agreements without a valid procurement authority to ensure continuity of services at the beginning of the new FY. You should have received notification of amendment for agreements that expire on or before June 30, 2024. We appreciate your efforts and responsiveness to provide your Contract Analyst with all required documentation to renew your agreement(s). **HSH is asking all providers to execute agreements before June 30, 2024.** This will allow HSH to set-up FY 24-25 budgets in CARBON and ensure it is ready for July invoicing. There must be a current executed agreement as well before providers can request a cash advance.

May Invoices

Invoices for the month of May are due no later than **June 15, 2024**. However, due to the Office of the Controller's (CON) year-end deadlines, any invoices submitted after June 14, 2024, will be reviewed per the usual process but payments will be issued after July 1, 2024 when the City's financial system comes back online. If you need reimbursement for your May invoice, please plan accordingly and submit all supporting documentation as soon as possible but **before June 14th**.

Advance Recoveries

All FY 2023-24 advance recoveries must be made before the close of the fiscal year. If you have an advance balance after your April/May invoice, your assigned Contract Analyst will send you information on how to wire the remaining balance amount to the City on or before **June 14, 2024**.

Program 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

¹ [Chapter 21B: Projects Addressing Homelessness](#)

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

July

June Invoices

Providers must submit all final FY 2023-24 invoices and supporting documentation, no later than **July 15, 2024**, unless otherwise stated in the Appendix C, Method of Payment. Timely submission from providers is critical for HSH to meet its own citywide timelines to close its FY24 books.

FY 24-25 Budget Enhancements

Shortly after all agreements are executed before the end of June, the Contracts team will pivot to apply the approved CODB in multiyear agreements for programs that are funded locally starting in FY 24-25. Your Contract Analyst will send funding notification with specific amounts for CODB and add a placeholder line in CARBON. You may invoice against the line after you allocate the funds via a budget revision. All other approved budget enhancements will be processed starting in summer.

Continuing Agreements

For agreements with current terms, HSH plans to update CARBON with the 2024-25 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.

FY 2024-25 Updates

Appendix C Revision

HSH updated the Appendix C, Method of Payment², which will be included in new agreements and in amendments. General Instructions for Invoice Submittal and Advances or Prepayments sections have been recently revised to clarify instructions and increase compliance around invoicing. Effective July 1, 2024, providers will be required to use HSH's Invoice Summary Template and attach it with each invoice submission along with supporting documentation. HSH will post the Invoice Summary Template as soon as it is available. Contracts team will be conducting two provider trainings on June 26th and July 1st to go over the template and answer any questions. A separate memo with more information is forthcoming.

Nonprofit Fiscal Monitoring

Beginning in the next citywide fiscal monitoring cycle, HSH will be including Section 3 of the Monitoring Form³ as required sections to be completed. Please take the time to review this section to ensure your agency has proper Board Oversight, Personnel Policies, and Emergency Operations Plan to meet conformance with City standards.

Gift Card Policy

HSH is finalizing its CBO Gift Card Policy and Procedures and will be sharing it with all contracted providers. In the meantime, please continue to reference CON's Accounting Policies & Procedures for nonprofit agencies that handle gift cards purchased with City funding.⁴

² [Appendix C, Method of Payment](#)

³ [Fiscal Monitoring Tool](#)

⁴ [Excerpt of Accounting Policies & Procedures \(Section 3.9.6\)](#)

Upcoming Procurements & Provider Updates

If you haven't subscribed, you can click the link to the electronic form on its [Procurements](#) webpage to receive courtesy notifications from HSH on upcoming contracting opportunities. The [Provider Updates](#) page, which contains helpful memos and templates, is also kept up-to-date.

For any questions and/or feedback, please do not hesitate to reach out to me directly at edilyn.velasquez@sfgov.org.

Thank you for your hard work and collaboration to serve the unhoused residents of San Francisco.

In partnership,

Edilyn Velasquez
Contracts Director
