



Date August 2, 2023

To Department of Homelessness and Supportive Housing (HSH) Providers

From Lisa Agustin, Budget and Finance Director
Edilyn Velasquez, Contracts Director

Through Gigi Whitley, Deputy Director, Administration and Finance

Cc HSH Budget and Finance, Contracts, and Programs Teams

Re 2023-24 Fiscal Year Updates

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

As we embark upon another fiscal year, we would like to share new information and requirements regarding carry forward requests and monthly invoicing, and reminders regarding advance requests and invoicing flexibility.

Please share this communication within your organization.

Carry Forwards

Providers are expected to spenddown the approved budget in their agreement at the end of each fiscal year. HSH is closely monitoring timely invoicing from providers and their burn rate when reviewing additional funding requests from provider, including carry forward requests. Requests to purchase equipment such as laptops, or program supplies to enhance existing program services should be billed to the corresponding line items in the approved budget and will not be approved as carry forwards.

HSH will only approve carry forward requests this year based on the following criteria:

- For **emergencies** not funded in the currently approved budget and
- For budgets with local funds.

Vendor Invoice Number

Beginning in FY23-24, providers must enter a predefined Vendor's Invoice Number with their monthly invoice submission in CARBON. The Vendor's Invoice Number is a 16 character unique identifier for each invoice.

Providers must use the following naming convention:

HOM<2 digit fiscal year end number><first 3 characters of the invoice month>-<budget ID>

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Note: The Budget ID is an identification number unique to each fiscal year budget in CARBON. It is located immediately next to the PO number in the invoice (see highlighted below).

INVOICE 7/1/2023 - 7/31/2023	
SERVICES	
Submission/Approval Chain	
Vendor	Fiscal Budget
Not Submitted	Not Approved
Prop C	
PO NUMBER	
PO 743799; ID 5709296	
Vendor's Invoice Number	

Using the example above, the Vendor's Invoice Number for the invoice is: **HOM24JUL-5709296**

Enter the Vendor Invoice Number in the Vendor's Invoice Number field located directly below the PO Number in the invoice. Invoices without the Vendor's Invoice Number or an incorrect Vendor's Invoice Number will be rejected back to the provider for correction.

Advance Requests

FY23-24 nonprofit advance requests for *continuing* programs will be considered on a case by case basis. Advance requests from providers with outstanding invoices or those who have a documented history of late invoice submissions or non-responsiveness may be denied an advance request.

Per the [Appendix C, Method of Payment](#), advances or prepayments are allowable on certified annual ongoing General Fund or Prop C amounts (i.e., authorized by executed Agreements) in order to meet non-profit Grantee cash flow needs in certain circumstances. Advances are not intended to be a regular automatic procedure.

Invoicing Flexibility

Per the [2022-23 Fiscal Year End Memo](#) dated April 19, 2023, HSH has wound down its public response to COVID-19. Therefore, HSH's budget flexibility¹ which allowed grantees to overspend their existing line items above 110 percent ended on June 30, 2023. Grantees must adhere to the invoicing requirements included in the Appendix C of their executed agreement(s).

As a reminder, HSH's [Budget Revision Policy](#) allows programs funded through General Fund dollars to file up to two budget revisions in the first three quarters of the fiscal year.

¹ Continuity of Payment Policy Update and HSH Budget Flexibility
<https://hsh.sfgov.org/wp-content/uploads/2022/02/Continuity-of-Payment-Policy-Update-and-HSH-Budget-Flexibility.pdf>

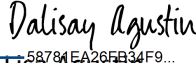
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Please do not hesitate to reach out to us directly at lisa.agustin@sfgov.org or edilyn.velasquez@sfgov.org with any questions and/or feedback.

Thank you for your ongoing partnership.

Sincerely,


DocuSigned by:


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Lisa Agustin

Budget & Finance Director

DocuSigned by:


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Edilyn Velasquez

Contracts Director