



Date March 12, 2024

To Department of Homelessness and Supportive Housing (HSH) Providers

From Edilyn Velasquez, Contracts Director *Edilyn Velasquez*

Through Gigi Whitley, Chief of Finance and Administration

Cc HSH Budget and Finance, Contracts, and Programs

Re Invoicing Update

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

Effective **January 1, 2024**, HSH is making changes to the General Instructions for Invoice Submittal included in Appendix C, Method of Payment of the agreement. Specifically, Section II, C. Line Item Variance:

C. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee *may invoice more than 100 percent* of an ongoing General Fund or Prop C line item, **provided that total expenditures do not exceed the budget category amount** (i.e., Salary, Operating and/or Capital).

This invoicing flexibility will assist your agency to continually address immediate and emerging program needs while minimizing administrative delays in processing budget revision requests. Invoices received after January 1st will be reviewed and processed accordingly. Any revision between budget categories should continue to be submitted with proper justification to your Program Manager and Contract Analyst for HSH's review and approval. Please share this communication within your organization.

Each grant agreement will be updated with the revised Appendix C as they are renewed to extend the term or upon amendment. HSH is also updating its Budget Revision Policy and Procedure to reflect this change. A separate memo will be released later.

You can reach out to your assigned Contract Analyst if you have any questions.

Thank you for your ongoing partnership.

Sincerely,

Edilyn Velasquez
Contracts Director