



To: Department of Homelessness and Supportive Housing (HSH) Providers

From: Edilyn Velasquez, Contracts and Procurement Director

Through: Gigi Whitley, Chief of Finance and Administration

Date: May 23, 2025

Subject: 24-25 Fiscal Year-End Reminders and 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 contract requirements update in the upcoming FY25-26. Please share this communication within your organization to ensure everyone is informed.

Important Dates

Date	Description
June 13, 2025	Cash advance repayment is due May invoices submitted by this date will be processed and paid by 6/30/25; invoice submission after this date will be processed after 7/1/25
June 15, 2025	May invoices are due
June 19, 2025	City financial system (F&P) goes offline
June 30, 2025	Final day to execute amendments for expiring agreements
July 1, 2025	F&P is back online
July 15, 2025	June invoices are due; invoices for work orders and grant-funded budgets must be submitted by this date in order to draw down funds

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. **HSH is requesting that all providers to execute agreements and amendments before June 30, 2025.** This will allow HSH to set up FY25-26 budgets in CARBON and ensure readiness for July invoicing without further delays. Providers requesting cash advance must have a current, executed agreement with HSH.

May Invoices

May invoices are due no later than **June 15, 2025**. However, due to the Office of the Controller's (CON) year-end deadlines, any invoices submitted after June 13, 2025, will be reviewed per the usual process but payments will be issued after July 1, 2025, 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 13th**.

¹ [CHAPTER 21B: CORE INITIATIVES ADDRESSING HOMELESSNESS, DRUG OVERDOSES AND SUBSTANCE USE DISORDERS, MENTAL HEALTH NEEDS, INTEGRATED HEALTH NEEDS, AND PUBLIC SAFETY HIRING](#)

Advance Recoveries

All FY24-25 advance recoveries must be completed before the close of the FY. If you have remaining balance in your cash advance repayment 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 13, 2025**.

Program Reports and Other Requirements

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 timelines. Questions regarding year-end reports should be directed to your assigned HSH Program Manager.

June Invoices

Providers must submit all final FY24-25 invoices and supporting documentation, no later than **July 15, 2025**, unless otherwise stated in Appendix C, Method of Payment. Supplemental invoices are not allowed in HSH agreements. Please plan accordingly to ensure your FY24-25 costs are properly invoiced by this deadline. Timely submissions from providers are essential for HSH to meet its citywide timelines for closing the FY25 books.

Continuing Agreements

For agreements with current terms, HSH plans to update CARBON with the 2025-26 Appendix B, Budget 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.

FY25-26 Updates

FY25-26 Budget Enhancements

If the final approved City Budget includes an increase in Cost of Doing Business, HSH will communicate the implementation plan and timeline to providers.

Gift Card Policy

Effective January 1, 2025, HSH has issued the Gift Card Policy for Providers.² The policy outlines the Department's expectations and common rules regarding the purchase and distribution of gift cards for participants when using HSH funds. Oversight of this policy will be integrated into the HSH contract monitoring and audit process. To improve tracking of gift card purchases, programs that have an approved budget line item for direct client assistance or related expenses must use the 'Gift Cards' budget line when requesting reimbursement for this item. The total amount requested must comply with the Gift Card Policy and must not exceed the corresponding budget category amount as specified in Appendix C. Please reach out to your assigned Contract Analyst if you have any questions.

Appendix C Revision

HSH has updated Appendix C, Method of Payment, which will be included in new agreements and amendments. The sections on Line Item Variance, General Instructions for Invoice Submittal for Revenue and HUC CoC – Support Services, and Advances or Prepayments have been revised to clarify instructions and enhance compliance with invoicing and audits.

² <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>



Subcontractors

Providers who have a subcontractor carrying out any part of the work outlined in Appendix A – Services to be Provided must establish a Memorandum of Understanding (MOU) with their subcontractor. The MOU should clearly define the scope of work aligned with the prime's Appx A, include rate of compensation & payment schedule (e.g., units of services, hours, reimbursable costs, etc.), and signed by both parties. Your HSH contract analyst will request a valid MOU before you can invoice for any costs associated with subcontractors.

Office Hours

The Contracts team will conduct Office Hours for grantees and contractors to review year-end deadlines, preparations for FY25-26, and updates on contracts including best practices for invoicing gift cards. The first session is tentatively scheduled for June 18, 2025, with more information to come.

Contract Lifecycle Management System (CLMS)

The CLMS, which will automate the contract lifecycle from procurement award to agreement initiation and finalization, through agreement management including invoicing and program monitoring, is underway. Provider engagement is expected in early July to get feedback on the Provider Portal prior to system testing in Fall 2025.

Budget Revision

The policy has been recently revised to update the description, budget revision types and timelines, aligning with the invoicing flexibility in Appendix C – Method of Payment. Please review the revised policy which is posted on the HSH Provider Updates³ webpage.

Multiyear Procurement Plan (MYPP)

HSH released its Multiyear Procurement Plan, which outlines the formal competitive bidding processes and timelines that the Department plans to conduct for each service area, and is posted online on the HSH Provider Updates page . If you haven't subscribed, you can click the link to the electronic form on HSH Procurement Opportunities⁴ webpage to receive courtesy notifications from HSH on upcoming contracting opportunities.

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 continue collaboration to serve the unhoused residents of San Francisco.

In partnership,

Edilyn Velasquez
Contracts and Procurement Director

³ <https://www.sf.gov/resource--2024--hsh-provider-updates>

⁴ <https://www.sf.gov/reports--july-2024--hsh-procurement-opportunities>

