

City and County of San Francisco



London Breed, Mayor

Human Services Agency

Department of Human Services
Department of Disability and Aging Services
Office of Early Care and Education

Trent Rhorer, Executive Director

Date: March 25, 2020

To: All Current HSA Contractors
From: John Tsutakawa, Director of Contracts

Subject: Fiscal Year 19/20 and 20/21 Budget Revision Submission Deadline and COVID19 Invoicing

As stated in our memo dated March 9, 2020, if you would like to propose adjustments to your contract budget for fiscal year 19/20 and 20/21, please submit proposed revisions to your Contract Manager and Program Manager for review and approval. **If no changes are necessary to your fiscal year 19/20 and 20/21 budgets, you do not need to resubmit them.**

We are flexible with the Budget Revision Submission deadline, however, we would like to receive your revisions no later than **Tuesday, June 19, 2020**, before the end of the fiscal year. This will allow time for processing, review and approval. Ideally, if at all possible, we would like to receive an Excel version of the budget in standard City format sent to your Contract Manager and Program Manager sooner than Tuesday, June 19, 2020.

All changes must be approved by the Director of Contracts. As in the past, we will consider exceptions to this on a case-by-case basis.

There may also be changes due to COVID19. If your program closes due to COVID19, the City will cover the staffing costs for salaries of staff that are not able to work due to the closure. The City will also cover costs associated with clean up related to COVID. For staffing costs, please indicate in your invoice if it is for staff who are not able to work due to COVID. For instructions on how to invoice for clean-up and other costs, consult with your contract manager.

If you have specific questions, please contact your assigned Contract Manager.

