

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 9, 2020

To: All Current HSA Contractors
From: John Tsutakawa, Director of Contracts (J4)

Subject: Fiscal Year 19/20 and 20/21 Budget Revision Submission Instructions

It is sometimes necessary to make revisions to contract budgets during the fiscal year. 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 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.**

Please email an Excel version of the budget in standard City format to your Contract Manager and Program Manager by **Wednesday, April 15, 2020** for review and approval. All changes must be approved by the Director of Contracts. If the budget is approved, it will be unlocked in the Contract Administration Reporting and Billing Online (CARBON) system for you to input.

As in the past, we will consider exceptions to this on a case-by-case basis. Additional funding, new initiatives or transfers across program/contracts will not be considered or approved.

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