

# 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*

To: HSA Partners  
Fr: John Tsutakawa, Director of Contracts  
Date: March 30, 2020  
Re: New Covid Invoicing Process for CARBON

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This memo is to follow up on the communication you received March 25, 2020 regarding Fiscal Year 19/20 budget revision extension. I would first like to thank you for all the emergency work that your agencies have been doing, and continue to do, to respond to the Covid 19 pandemic. We are your partners in this and our office is here to support you and your agency during this unprecedented time.

In keeping with the policy issued by the Office of the Controller from March 11, 2020, we continue the City's commitment to support the full or partial payment for programming costs due to Covid. Attached you will find an Excel invoice template the Department has developed to capture your line item costs for the following three categories of costs:

1. Base: Your contracted services
2. Covid Response Costs: For any additional costs incurred as a result of the Covid response effort - you **must** submit a budget revision to capture these costs, per our memo of 3/25/20, if they are not already included in your line item budget. Examples might be an increase in cleaning supplies, laptop purchases, etc.
3. Non-Covid Costs: For service non-rendered due to Covid - for example: an employee who could not work due to the Covid crisis

This will allow HSA to track and seek critical reimbursement for Covid costs. If your agency has no costs incurred with Covid, invoice as usual. If your agreement budget with us is not a standard line item format, reach out to your contract manager for any specific invoicing instructions.

Below are instructions, beginning with the March invoice for impacted agencies. As are most City agencies, Contracts is operating with a skeleton staff, due to staff being reassigned to the Covid Emergency Response. If you require assistance in the completion of your invoice, reach out to your contract manager and be patient with us. The following email was sent for the coverage schedule:

Johanna Gendelman - Covering Victor Choi and David Kashani  
Ella Lee - Covering Rocio Duenas  
Elizabeth Leone - Covering Esperanza Zapien  
Tahir Shaikh - Covering Steve Kim

## **Instructions:**

1. Before you submit your invoice in CARBON, prepopulate the attached spreadsheet with your current approved budget and save a master.
2. Fill out operating and salary information:
  - The total budget (Column D, row 48) should equal your total approved budget.
  - The salary detail (page 2) will auto-populate to Page 1. (Column Q, R, S, T and U, Row 44).
  - Capital (page 3) should self-populate (Column AC to Column D, Row 47)
3. Page 1 is set to auto-populate totals for personnel, operating, capital and total budget.
4. Create a new version for each month of billing. If you have costs that are not an approved line item or over 110%, seek a revision **BEFORE** submitting. Rejecting invoices is something the Department wishes to avoid to ensure cash flow.
5. The spreadsheet divides your invoice into the three categories: Base, Covid, and Non-covid, as detailed above. Determine what category each of your line items falls under. It may be 100% Covid, or split, depending on the line. You may also proportionally divide indirect and benefits costs, as you see fit between Base and Covid.
6. For items with allocations, like rent for example done by a staffing allocation, it is fine to split the costs between the three funding sources.
7. The three billing categories: Base, Covid, and Non-covid should equal the total invoice amount requested in CARBON. Column E, F and G should equal H for each month.
8. Submit your invoice as usual in CARBON. The CARBON invoice will be for ALL the costs incurred during the month for which you seek reimbursement.
9. Upload the completed monthly attached Excel spreadsheet each month, marked “COVID supporting documentation: Month”. This invoice spreadsheet should exactly equal your CARBON submitted invoice total.

If you have expenses that EXCEED your budget, let your contract manager know immediately. We are working on a process now to provide equity and reimbursement wherever we can. Thank you.