



Dear Contracted Provider Partner,

Thank you for your ongoing commitment to our communities during this challenging time. The City is offering support for our human services providers through a centralized COVID-19 HHS Response Team accessible at c-19.hhsteam@mocs.nyc.gov. Business guidance is available at nyc.gov/nonprofits, which is updated regularly.

As we continue to face these unprecedented times, the City remains committed to reimbursing providers for COVID-19 related expenditures pursuant to the revised scopes of work developed and authorized in collaboration with contracting agencies. If you have not yet confirmed a revised scope of work, please reach out to your City agency program manager directly or through c-19.hhsteam@mocs.nyc.gov.

To facilitate reimbursement for COVID-19 expenses, please maintain the following protocols:

- Maintain records of all COVID-19 expenses. We are creating more detailed guidance that we will circulate shortly.
- COVID-19 expenses must be invoiced separately. For contracts managed in HHS Accelerator, Invoices should be submitted in HHS Accelerator through a separate invoice submission. Providers are to enter "COVID-19" in the "Provider Invoice Number" field (see example below) to identify their invoice submission. Backup documentation should be uploaded into the document section of the invoice. Please note, in HHS Accelerator, providers can submit multiple invoices for the same service period.
- Providers are to review March Invoices and determine if these invoices include expenses related to COVID-19 response. If the invoice contains COVID-19 expenses, the COVID-19 expenses should be removed and transferred to a new invoice submission. Any remaining expenses need to be resubmitted separately. The segregated invoices can indicate the same service period and can be submitted for approval simultaneously for the same service periods. For COVID-19 invoice submissions, please enter COVID-19 into the Provider Invoice Number field (see example below). For invoices with non-COVID-19 expenses, please enter "Non-COVID-19 Expenses" in the Comments Section and resubmit.
- This guidance also applies to Health and Human Service contract invoices that are managed outside of HHS Accelerator Financials.

Contract Invoicing [Return to Invoice List](#)

Status: Pending Submission [Print Invoice](#)

Contract Information	
Agency:	Department of Homeless Services (DHS)
Procurement/Contract Title:	Procurement DHS CT3
Provider:	Training Provider 3
Procurement E-PIN:	CT300000187
Award E-PIN:	CT300000187
CT#:	CT107120300000187
Contract Start Date:	07/01/2017
Contract End Date:	06/30/2020
Contract Amount:	\$3,000,000.00
Program Name:	Safe Haven

Fiscal Year Budget Information						
Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount	Cash Balance
07/01/2017	06/30/2018	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$1,000,000.00

Invoice Information	
Invoice Number:	171200014
Provider Invoice Number:	<input type="text"/>
Agency Invoice Number:	<input type="text"/>
Service Date From:	<input type="text"/>
Service Date To:	<input type="text"/>
Invoice Submission Date:	N/A
Invoice Approved Date:	N/A

Description	Amount
Invoice Total	\$0.00
Assignment Total	\$0.00
Advance Recoupment Total	\$0.00
Total Proposed Payment to Vendor	\$0.00

View Related: [Contract](#) | [Budget](#) | [Payments](#) [Save](#) [Submit](#)

Program Budget	\$1,000,000.00
Documents	
Advances	
Assignments	

Comments [View Comments History](#) [Save](#)

Guidance on Submitting COVID-related expenditures:

The City is defining a "COVID-related expenditure" as one that a provider or agency would not have otherwise incurred if not for the COVID-19 emergency, regardless of whether such cost can be paid for within the provider's existing budget.

This would likely include costs such as:

- Incremental or new costs outside the scope of pre-COVID budgets
- Laptops that are purchased to allow staff to perform their usual job from a different location.
- Rent for sites that would not be utilized for the current purpose if not for this emergency (e.g. RECs).
- Home-delivered meals that are provided in lieu of on-site congregate meals.

This would likely not include costs such as:

- Wages/fringe for staff who are performing their usual job from a different location, e.g. remotely.
- Ongoing services that are now taking place remotely, e.g. virtual socialization services.

Please feel free to reach out to us at c-19.hhsteam@mocs.nyc.gov with any questions or concerns. For assistance with HHS Accelerator please contact the [MOCS Service Desk](#).

With kind regards,

C-19 HHS Team