



**Mayor's Office of Housing
& Community Development
(MOHCD)**

London N. Breed
Mayor

Eric D. Shaw
Director

2021-22 Contracting Overview – Next Steps

1. **Please review the documents available at:**
<https://sfmohcd.org/community-development-forms-and-documents>
 - Including Operating Procedures Manual, GMS User Guide
2. **You must be a City-approved supplier to get into contract with MOHCD. If you know that you are not a City-approved supplier yet, please contact Dolly Sithounnolat at dolly.sithounnolat@sfgov.org for instructions on how to meet that requirement. We will also reach out directly to organizations we identify as not yet being City-approved suppliers.**
3. **If you are a new agency on GMS, complete the Agency Information tab and create new Agency Users by Wednesday, June 23rd**
4. **If your agency is already on GMS, review and update the Agency Information tab, update your Board Member list on the Agency Docs tab, and update Agency Users by Wednesday, June 23rd**
5. **Gather Items from Checklist of Required Documents, and upload these onto the 2021-22 "Agency Docs" form by Wednesday, June 23rd**
6. **Review list of activities and outcomes for strategies you are funded in, begin building workplans with goals and descriptions**
7. **Begin planning and preparing project budget**
8. **Timeline**
 - Online Grant Negotiation on GMS will be available on Wednesday, June 16th
 - Discuss workplans with Program Officer – Complete Narrative, Activities & Outcomes, Clients & Neighborhoods, and Budget forms
 - Upload all Agency Documents by Wednesday, June 23rd
 - **Complete Negotiations – all forms should be accepted by Grantee and Program Officer by Wednesday, June 30th**
 - MOHCD Fiscal and Manager Approvals – July 1st through July 15th
 - Start Routing Grant Agreements through DocuSign – July 6th