



**Bruce Robertson, Deputy Director** | Financial Management & Administration

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June 13, 2023

Sarah Wan  
Executive Director  
Community Youth Center of San Francisco  
1038 Post Street, San Francisco, CA 94109

**Subject: Citywide Fiscal and Compliance Monitoring of Current Contracts/Grants for Community Youth Center of San Francisco for FY22-23**

**List of Contracts Reviewed:**

<b>Department / Program</b>	<b>Contract Name / Description</b>
Department of Public Works	Sidewalk Pressure Washing
Department of Public Works	Trashcan Steam Cleaning
Department of Public Health	MH-Child: IHBS EPSDT
Department of Public Health	MH-Child: TAY
Office of Economic and Workforce Development	Chinatown Open Space Activation
Office of Economic and Workforce Development	Commercial Corridor Steam Cleaning Project Amendment 1
Office of Economic and Workforce Development	Young Adult Job Center
Office of Economic and Workforce Development	Chinatown Halloween and Springtime Festivals - 1st Amendment
Mayor's Office of Housing and Community Development	Digital Literacy Program for Non-English Speaking Residents in Chinatown, Bayview and Richmond Districts
Mayor's Office of Housing and Community Development	API Council
Mayor's Office of Housing and Community Development	API Youth Leadership Council
Mayor's Office of Housing and Community Development	Transition Opportunities and programs for Success (TOPS)
Mayor's Office of Housing and Community Development	Bayview Service Connection & Multicultural Engagement Program
Department of Children Youth and Their Families	API Parent and Youth Empowerment Program
Department of Children Youth and Their Families	Asian Pacific Islander Violence Prevention Services
Department of Children Youth and Their Families	Coalition for Community Safety and Justice
Department of Children Youth and Their Families	CYC - Connective Services Program

Department of Children Youth and Their Families	CYC - District 7 Youth Council
Department of Children Youth and Their Families	CYC API Middle School Mentorship Program
Department of Children Youth and Their Families	CYC Bayview Youth Advocates
Department of Children Youth and Their Families	CYC Beacon at Aptos Middle School
Department of Children Youth and Their Families	CYC Career Awareness Pathways to Success
Department of Children Youth and Their Families	CYC Dragon Boat - REACH Program
Department of Children Youth and Their Families	CYC High School Partnerships Program at SF International HS
Department of Children Youth and Their Families	CYC Newcomer Club
Department of Children Youth and Their Families	CYC STEM Program
Department of Children Youth and Their Families	CYC Table Tennis Program
Department of Children Youth and Their Families	CYC Teen Arts Program (TAP) (Former name: Balboa Arts Program)
Department of Children Youth and Their Families	Garfield Elementary ExCEL Program
Department of Children Youth and Their Families	Job Readiness for English Language Learners
Department of Children Youth and Their Families	Moscone (George R.) Elementary ExCEL Program
Department of Children Youth and Their Families	OST Summer Program for Elementary School
Department of Children Youth and Their Families	Redding Elementary ExCEL Program
Department of Children Youth and Their Families	Supporting Transitions and Aspirations Mentorship Program (STAMP)
Department on the Status of Women	Young Asian Women Against Violence Project

Dear Ms. Wan:

This letter conveys the results of the Citywide fiscal monitoring on May 31, 2023. The fiscal monitoring included the review of the following documents:

1. Agency-wide budget and cost allocation plan
2. Board minutes
3. Recent 990 form
4. Recent DE 9, DE 9C, and 941 reports
5. Most recent audited financial statements
6. Fiscal policies and procedures
7. Financial reports, balance sheets, and profit loss statements
8. Supporting documentation for invoices for two current year billing months
- 9.

The compliance monitoring included the review of the following documents:

1. Board roster, bylaws, meeting minutes

We are pleased to report that there were no findings identified in our fiscal and compliance monitoring.

Monitoring staff also reviewed governance practices (based on Section 3 of the Standard Monitoring Form: Board of Director Best Practices). While governance best practice results are not classified as “findings” for the purposes of this Monitoring Report Letter, they are important indicators of healthy nonprofit agencies. We are pleased to report that your agency is also in conformance with all governance best practices.

Please extend our appreciation to your staff for their preparation in advance of the monitoring and assistance during the process. We thank you for your work in serving the San Francisco community.

Sincerely,  
DocuSigned by:

*Robynn Takayama*

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Robynn Takayama  
Lead Monitor

cc:

Yazmin Escorcía, OEWD  
Dolly Sithounnolat, MOHCD  
Greg Rojas, DCYF  
My Lan Nguyen, DoSW  
Wasim Samara, DPH

Nonprofit cc:

**Executive Director/CEO:** Sarah Wan  
**CFO:** Jenny Liu