



San Francisco Department of Public Health Grant
 Colfax, MD
 Director of Health

City and County of San Francisco
 London N. Breed
 Mayor

6/12/2024

Kara Zordel
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Community Forward SF
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Subject: Citywide Fiscal and Compliance Monitoring of Current Contracts/Grants for Community Forward SF for Fiscal Year FY23-24.

List of City Contracts:

Department / Program	Contract Name / Description
Department of Public Health	MH-Adult: TL Transportation Services (#1000006000)
Department of Public Health	SA-Adult: BHS Outreach Transportation (#1000006000)
Department of Public Health	HHS: A Women's Place (#1000002678)
Department of Public Health	MH-Adult: SoMa, Recover, Initiate, Support, Engage (RISE) (#1000006000)
Department of Public Health	SA-Adult: A Woman's Place (#1000010020)
Department of Public Health	MH-Adult: A Woman's Place (#1000010020)
Department of Public Health	SA-Adult: Women's Place Drop-in (#1000010020)
Sheriff's Department	Women's Service Program
Department of Homelessness and Supportive Housing	A Woman's Place Shelter
Department of Homelessness and Supportive Housing	Supportive Housing for Chronic Alcoholics at Eddy Street Apartments

Department of Homelessness and Supportive Housing	Coronado (Housing First Master Lease)
Mayor's Office of Housing and Community Development	A Woman's Place Drop in Center Gender Inclusive Re-Entry Program
Department of Homelessness and Supportive Housing	A Woman's Place Shelter
Department of Homelessness and Supportive Housing	Supportive Housing for Chronic Alcoholics at Eddy Street Apartments

Dear Kara Zordel:

This letter conveys the results of the Citywide Fiscal and Compliance Monitoring conducted for FY23-24. The monitoring was led by Wasim Samara, Department of Public Health in conjunction with other funding City Departments.

The fiscal and compliance monitoring reviewed multiple standards, including but not limited to the following categories: Agency-Wide Budget, Audited Financial Statements, Financial Reports and Invoice Review.

Overall Assessment

In general, Community Forward San Francisco meets most of the financial stability standards of the City. It's change in unrestricted net assets (net income) hovers around break-even over the years, with most of the years having a small surplus. Its cash flow from operations is also positive over the years. The agency did make some investments in property and equipment that resulted in their cash reserves dipping below the 30 days mark.

Please find the summary table below of the findings the monitoring team identified during the fiscal and compliance monitoring this fiscal year.

Fiscal and Compliance Monitoring Findings

Standard Section	Standard Sub-Section	Finding Description	Required Corrective Action	Respond By:
5	m. [Core] In current audit, agency has at least 30 days of operating cash	Agency has only 9 days of operating cash reserves as of June 30th 2023	The City considers this item to be an important indicator of nonprofit health, and encourages contractors to take actions necessary to achieve this standard.	7/5/2024

Status Report of Previous Year’s Findings:

Monitoring Form Section	Monitoring Form Sub-section	Finding Description	Required Corrective Action
5	m. [Core] In current audit, agency has at least 30 days of operating cash	As of 6/30/2022, the agency had 22 days of operating cash reserve.	This Standard was considered only a Recommendation in prior years. No action was required.

Required Response by Contractor

Please respond to this letter by the date mentioned above. In your response letter please indicate the agency’s completion of the required corrective actions. For any findings requiring additional time to address, please include your action plan and timeframe to complete the corrective actions. When the City determines that your organization has appropriately addressed the monitoring findings, you will receive a final status letter that states the initial findings have been addressed and are now in conformance.

If the findings have not been addressed by the date indicated, the final status letter will list the standard findings that are not in conformance for the monitoring period. Your funding departments will continue to work with you as your agency works to address the finding, after the monitoring period; however, your organization’s findings will be included in the City’s annual report.

If you have any questions, please do not hesitate to contact me by email at wasim.samara@sfdph.org.

Please extend our appreciation to your staff for their preparation of the monitoring and assistance during the process. Thank you for serving the San Francisco community.

Sincerely,

Wasim Samara

Wasim Samara, CMA – Department of Public Health

Cc:

Mohamed Rahali, Department of Public Health.

Katie Derrig, Department of Homelessness and Supportive Housing.

Dolly Sithounnolat, Mayor's Office of Housing and Community Development.

Jane Mason, Sheriff's Department.

Tarundeep Singh, Department of Homelessness and Supportive Housing.

