



**Maria Su, Psy.D.**  
Executive Director



**London N. Breed**  
Mayor

6/7/2024

Al Gilbert  
Executive Director  
Felton Institute  
1500 Franklin Street, San Francisco, CA 94109

**Subject: Citywide Fiscal and Compliance Monitoring of Current Contracts/Grants for Felton Institute for Fiscal Year FY23-24.**

**List of City Contracts:**

<b>Department / Program</b>	<b>Contract Name / Description</b>
Department of Early Childhood	ECE Training & Technical Assistance
Department of Public Health	MCAH: Teen Pregnancy and Parenting Services (TAPP) (#1000010193)
Department of Public Health	MH-Adult: TAY Acute Linkage (TAY Triage grant) (#1000013660)
Department of Public Health	SA-Adult: Drug Line/Relapse Prevention Line (#1000015738)
Department of Public Health	MH-Adult: ACCESS Off-Hours Prgram (#1000015738)
Department of Public Health	MH-Adult: Prevention & Recovery in Early Psychosis (PREP) - EPI Plus (#1000009936)
Department of Public Health	MH-Adult: Felton Street Case Management Team (#1000007692)
Department of Public Health	MH-Adult: Citywide Crisis Line: Mental Health-Suicide Intervention (#1000015738)
Department of Public Health	MH-Adult: Peer to Peer (#1000024190)

**Department of Children, Youth and Their Families**

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Department of Public Health	MH-Adult: Deaf Community Counseling svc (#1000010831)
Department of Public Health	MH-Adult: Crisis Line 988 (#1000015738)
Department of Public Health	MH-Adult: Behavioral Health Engagement Specialists (#1000007692)
Department of Public Health	MH-Adult: TAY Acute Linkage (#1000013660)
Department of Public Health	MH-Adult: TAY Full Service Partnership (#1000009936)
Department of Early Childhood	Family Resource Center Initiatives
Department of Public Health	MH-Child: Full Circle Family Program-EPSDT 3822O3 (#1000009936)
Department of Public Health	MH-Adult: Geriatric Services at Franklin/OP38223MH (#1000009936)
Department of Public Health	MH-Adult: Adult Care Management (Non MHSA) (#1000009936)
Department of Public Health	MH-Adult: Geriatric intensive Care Mgmt at Franklin (Non-MHSA) 382213 (#1000009936)
Department of Public Health	MH-Adult: Geriatrics Services West (#1000009936)
Department of Public Health	MH-Adult: Adult Full Service Partnership (MHSA) (#1000009936)
Department of Public Health	MH-Adult: Behavioral Health Engagement Specialists - Tenderioin (#1000007692)
Department of Public Health	MH-Adult: Older Adult FSP at Franklin (MHSA) (#1000009936)
Department of Public Health	MH-Adult: Prevention & Recovery in Early Psychosis (PREP) (#1000009936)
Department of Public Health	SA-Adult: Supporting Treatment and Reducing Recidivism (STARR) (#1000027339)

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Department of Children Youth and Their Families	Felton's Young Adult Court Program
Human Services Agency	Senior Companion Program FY23-28
Human Services Agency	Case Management FY23-27
Human Services Agency	Employment Navigation And Benefits Support
Human Services Agency	Community Services FY23-27
Department of Homelessness and Supportive Housing	Hope House for Vets
Human Services Agency	Information, Referral, & Assistance for ESSS 22-25
Human Services Agency	Long Term Care Ombudsman Program FY21-25
Department of Homelessness and Supportive Housing	Hope House Support Services
Department of Homelessness and Supportive Housing	Hope House
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool
Department of Homelessness and Supportive Housing	Bayview Drop-in Center
Department of Homelessness and Supportive Housing	Pier 94 Shelter RV Site

Dear Al Gilbert:

This letter conveys the results of the Citywide Fiscal and Compliance Monitoring conducted for FY23-24. The monitoring was led by Greg Rojas, Department of Children Youth and Their Families 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.

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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**

<b>Standard Section</b>	<b>Standard Sub-Section</b>	<b>Finding Description</b>	<b>Required Corrective Action</b>	<b>Respond By:</b>
5	m. [Core] In current audit, agency has at least 30 days of operating cash	Agency does not have 30. Only have \$792,171 and monthly expenses are \$4,918,604. Please provide an explanation on how you will meet your monthly financial obligations.	The City considers this item to be an important indicator of nonprofit health and encourages contractors to take actions necessary to achieve this standard.	July 7, 2024

### **Status Report of Previous Year's Findings:**

<b>Monitoring Form Section</b>	<b>Monitoring Form Sub-section</b>	<b>Finding Description</b>	<b>Required Corrective Action</b>	<b>Finding Resolved? Y/ N</b>	<b>Description of Status</b>
5	m. [Core] In current audit, agency has at least 30 days of operating cash	Agency has 12 days of operating cash.	No action is required for Recommended Practices. However, the City considers this item to be an important indicator of nonprofit health and encourages contractors to take		Not Yet in Conformance

			actions necessary to achieve this recommended practice.		
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### **Required Response by Contractor**

Please respond to this letter by **July 7, 2024**. 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 with 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.

Furthermore, if the City does not receive your response letter by **July 7, 2024**, or is not satisfied with the response, your organization is at risk of being placed on elevated concern status. Elevated concern is a designation by the City indicating a nonprofit has not responded to the City's request for monitoring documents, has not responded to the City's request for corrective action, has not provided a corrective action plan that is acceptable to the City, or has not complied with the implementation of its corrective action plan.

Once a nonprofit is designated as elevated concern, the agency may become less competitive for new grants or contracts from the City. Nonprofits remain on elevated concern status until a satisfactory corrective action plan is received and implemented to funding City department(s).

For more information on elevated concern status, as well as the standard monitoring and corrective action process, please review the City and County of San Francisco Citywide Nonprofit Corrective Action Policy (<http://sfcontroller.org/modules/showdocument.aspx?documentid=2824>).

If you have any questions, please do not hesitate to contact me by email at Greg Rojas; [greg.rojas@dcyf.org](mailto:greg.rojas@dcyf.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,

Greg Rojas  
Sr. Fiscal Officer

Cc:

Marvin Davis	Felton Institute
Ronny Bruning Miles	HOM
Wasim Samara	DPH