



SAN FRANCISCO
HUMAN SERVICES AGENCY

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

June 18, 2024

Paul Hepfer
Executive Director
Project Open Hand
730 Polk Street, 4th Floor , San Francisco, CA 94109

**Subject: Citywide Fiscal and Compliance Monitoring of Current
Contracts/Grants for Project Open Hand for FY23-24**

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org

List of Contracts Reviewed:

Department / Program	Contract Name / Description
Human Services Agency	Nutrition and Supportive Services for Healthy Outcomes FY22-26
Human Services Agency	Nutrition and Supportive Services for Healthy Outcomes FY22-26
Human Services Agency	AWD Home Delivered Meals FY21-25
Department of Public Health	HHS: Food/Delivered Meal (#1000002671)
Human Services Agency	ENP Congregate Meals FY21-25
Human Services Agency	Nutrition and Supportive Services for Healthy Outcomes FY22-26
Department of Public Health	CHEP: GTZ Curb Food Insecurity (#1000002671)
Human Services Agency	AWD Congregate Meals FY21-25
Department of Public Health	HHS: Food/Delivered Meals (#1000002671)
Human Services Agency	ENP Congregate Meals FY21-25



London Breed
Mayor

Trent Rhorer
Executive Director

Dear Paul Hepfer:

This letter conveys the results of the Citywide fiscal April 18, 2024.

The fiscal monitoring included the review of the following documents:

1. Agency-wide budget and cost allocation plan
2. Board minutes



SAN FRANCISCO
HUMAN SERVICES AGENCY

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org

3. Recent 990 form
4. Recent DE 9, DE 9C, and 941 reports
5. Most recent audited financial statements
6. Fiscal policies and procedures (Self-Assessments N/A)
7. Financial reports, balance sheets, and profit loss statements

The compliance monitoring included the review of the following documents:

1. Board roster, bylaws, meeting minutes
2. Public Access
3. Preparedness/Responsiveness

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

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,

Tahir Shaikh
Lead Monitor

cc: Mike Henry, Board President
Wasim Samara, CMA-Department of Public Health