



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ed Harrington
Controller
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Deputy Controller

Announcement

The Controller's Office, together with the Department of Children, Youth and Families (DCYF), the Department of Public Health (DPH), and the Human Services Agency (HSA), will hold an informational session on the City's new, streamlined contract monitoring procedures for nonprofits. **Only nonprofits that have multiple contracts with these three City departments are invited to attend this particular informational session, which will be held on Thursday, November 3, 2005, from 9am to 11am.** Additional sessions will be scheduled for other nonprofits in the near future.

Background

This effort is a direct result of the City's Nonprofit Contracting Task Force Report, published in June 2003, which recommended strategies to improve citywide nonprofit contract monitoring. Over the past year the Controller's Office has been working with the City's three largest contracting departments to develop a new approach to contract monitoring that reduces the administrative burden for nonprofits (i.e., multiple site visits, duplicate requests for information, etc.). As a result, nonprofits with two or more City contracts with DCYF, DPH or HSA will receive one standard fiscal & compliance monitoring this year, either as a site visit or a self-assessment. The results of this monitoring will be shared among other departments contracting with that agency. The purpose of this session is to introduce you to the standard fiscal & compliance monitoring procedures that have been adopted, and to help prepare you for an effective monitoring experience this year.

Who Should Attend

Executive directors and/or those with responsibility for the financial management functions of your organization should attend this session. Due to space considerations, please send no more than 2 representatives. **Please RSVP by October 27th to Sally Allen at sally.allen@sfgov.org or 415-554-7498.**

Location

State Building at 350 McAllister

Milton Marks Conference Center (lower level)

This building is on the Civic Center Plaza, entrance mid-block. Go straight into the Atrium and look right to stairs down to the Conference Center.