

Mayor's Office of Housing and Community Development
City and County of San Francisco



London N. Breed
Mayor

Eric D. Shaw
Director

July 25, 2023

Michael Armentrout
Executive Director
Maitri Compassionate Care
401 Duboce Ave
San Francisco, CA 94117

Subject: Citywide Fiscal and Compliance Monitoring of Current Contracts/Grants for MAITRI for FY22-23

List of Contracts Reviewed:

Department / Program	Contract Name / Description
Department of Public Health	HHS: Hospices Svs Residential Nursing & Attendant Care
Mayor's Office of Housing and Community Development	Maitri Compassionate Care

Dear Michael Armentrout:

This letter conveys the results of the Citywide fiscal and compliance monitoring completed on February 27, 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. Financial reports, balance sheets, and profit loss statements

The compliance monitoring included the review of the following documents:

1. Board roster, bylaws, meeting minutes

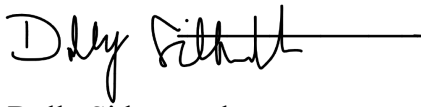
We are pleased to report that there were no findings identified in our fiscal and compliance monitoring.

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.

If you have any questions regarding this monitoring, please contact me at dolly.sithounnolat@sfgov.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Dolly Sithounnolat", followed by a horizontal line extending to the right.

Dolly Sithounnolat
MOHCD Fiscal and Compliance

cc: Maitri Board President

Helen Hale, MOHCD Director of Residential and Community Services

Arata Goto, MOHCD Program Evaluation and Operations Manager

Wasim Samara, DPH Business Office of Contract Compliance