



July 31, 2023

Heluna Health

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

**List of Contracts Reviewed:**

<b>Department / Program</b>	<b>Contract Name / Description</b>
Department of Public Health	CHEP-Health Education: Cannabis Social Marketing
Department of Public Health	MH-Adult: Street Crisis Response Team Evaluation
Department of Public Health	CHEP-Health Education: DAO Educational Site Visits
Department of Public Health	CHEP-Health Education: Expedited support for Immigrants and Refugees
Department of Public Health	CHEP-Health Education: Health Ed - Newcomers/Medi Interp/health worker
Department of Public Health	CHEP-Health Education: Multilingual HIV/STD Prevention Support
Department of Public Health	MCAH: MCAH - Pre-term Birth Initiative
Department of Public Health	SA-Adult: Substance Use Research and Surveillance
Department of Public Health	HPS: Component A
Department of Public Health	HPS: Jail Health Services HIV Testing
Department of Public Health	HPS: Component B - Opt In
Department of Homelessness and Supportive Housing	SF HOT (Homeless Outreach Team)
Department of Homelessness and Supportive Housing	SF HOT Stabilization Program (Hotel Rooms)
Mayor's Office of Housing and Community Development	Sister Web
Mayor's Office of Housing and Community Development	SisterWeb
Mayor's Office of Housing and Community Development	SisterWeb

Dear Peter Dale,

This letter conveys the results of the Citywide fiscal nonprofit monitoring for Heluna Health for FY22-23.

The fiscal monitoring included the review of the following documents:

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SAN FRANCISCO, CA 94142-7400  
415.252.3232  
<http://hsh.sfgov.org>



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. Fiscal policies and procedures (Self-Assessments N/A)
7. Financial reports, balance sheets, and profit loss statements
8. Supporting documentation for invoices for two current year billing months (Self-Assessments N/A)

The compliance monitoring included the review of the following documents:

1. Board roster, bylaws, meeting minutes
2. Personnel policies (Self-Assessments N/A)
3. Emergency operations plan (Self-Assessments N/A)
4. American with Disability Act policy and procedures (Self-Assessments N/A)
5. Subcontract Agreements [if applicable]
6. Licenses [if applicable]

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.

Category	Standard	Action Taken / Planned	Status
5. Audited Financial Statements	n. [Core] In current audit, agency has at least 60 days of operating cash [recommended practice]	Agency has 30 days of operating cash	No action needed (best practice only)

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,

Bobby McCarthy

Lead Monitor

cc: Tyler Norgord, Heluna Health  
Charles Witwer, Heluna Health  
Wasim Samara, DPH  
Dolly Sithounnolat, MOHCD