

**ANN LAND AND BERTHA HENSCHEL MEMORIAL  
FUND COMMISSION**

**Howard Chan**, Ex Officio  
**Alison Leary**, President  
**Caitlin Maple**, Vice President  
**Terilyn Cobb**, Secretary  
**Jack Boniwell**, Member  
**Laurie Macintosh**, Member  
**Talbott Smith**, Member  
**Wanda Yañez**, Member  
**Vacant**, Member

**COMMISSION STAFF**

Ilee Muller, Administrative Analyst  
Janelle Oishi, Program Specialist  
Sonja Sanders, Administrative Officer  
Joseph Cerullo, Senior Deputy City Attorney



**Meeting Agenda**  
**Ann Land and Bertha Henschel  
Memorial Fund Commission**

**915 I Street, 3rd Floor - NCH**

**Published by the  
Department of Youth, Parks, & Community Enrichment  
(916) 808-1022**

**Wednesday, May 15, 2019  
4:00 p.m.**

**NOTICE TO THE PUBLIC**

You are welcomed and encouraged to participate in this meeting. Public comment is taken on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.

**Notice to Lobbyists:** When addressing the Commission, you must identify yourself as a lobbyist and announce the client/business/organization you are representing (*City Code 2.15.160*).

**Speaker slips are available on the City's Website and available from staff, and should be completed and submitted to the Commission Clerk.**

*Government Code 54950 (The Brown Act)* requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The City posts Agendas at City Hall as well as offsite meeting locations.

The order and estimated time for Agenda items are listed for reference and may be taken in any order deemed appropriate by the Commission.

The Agenda provides a general description and staff Recommendation; however, the Commission may take action other than what is recommended. Hard copies of the agenda and Commission material are available at the Youth, Parks, & Community Enrichment Department, and all written material received is available at the meeting for public review.

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Commission Staff at (916) 808-1022 at least 48 hours prior to the meeting.

## **General Conduct for the Public Attending Ann Land and Bertha Henschel Memorial Fund Commission Meetings**

- Members of the public attending commission meetings shall observe the same rules and decorum applicable to the Members and staff as noted in Chapters 3 and 4 of Council Rules of Procedure.
- Stamping of feet, whistles, yells or shouting, physically threatening conduct, and/or similar demonstrations are unacceptable public behavior and will be prohibited by the Sergeant-at-Arms.
- Lobbyists must identify themselves and the client(s), business, or organization they represent before speaking to the Committee.
- Members of the public wishing to provide documents to the Committee shall comply with Rule 7D of the Council Rules of Procedure.

## **Members of the Public Addressing the Ann Land and Bertha Henschel Memorial Fund Commission**

- Purpose of Public Comment. The City provides opportunities for the public to address the Committee as a whole in order to listen to the public's opinions regarding non-agenized matters within the subject matter jurisdiction of the City during Regular meetings and regarding items on the Agenda at all other meetings.
  - Public comments should not be addressed to individual Members nor to City officials, but rather to the ALBHMFC Commission as a whole regarding Commission business.
  - While the public may speak their opinions on Commission business, personal attacks on Commission members and City officials, use of swear words, and signs or displays of disrespect for individuals are discouraged as they impede good communication with the Commission.
  - Consistent with the Brown Act, the public comment periods on the Agenda are not intended to be "Question and Answer" periods or conversations with the Commission and City officials. The limited circumstances under which Members may respond to public comments are set out in Rule 8D2 of the Council Rules of Procedure.

## **Speaker Time Limits**

In the interest of facilitating the Committee's conduct of the business of the City, the following time limits apply to members of the public (speakers) who wish to address the Committee during the meeting.

- **Matters not on the Agenda** Two (2) minutes per speaker.
- **Consent Calendar Items** the Consent Calendar is considered a single item, and speakers are therefore subject to the two (2) minute time limit for the entire Consent Calendar. Consent Calendar items can be pulled at a member's request. Such pulled Consent Calendar items will be considered individually and up to two (2) minutes of public comment per speaker on those items will be permitted.
- **Discussion Calendar Items** Two (2) minutes per speaker.

Time Limits per Meeting In addition to the above time limits per item, the total amount of time any one individual may address the Committee at any meeting is eight (8) minutes.

- Each speaker shall limit his/her remarks to the specified time allotment.
- The Presiding Officer shall consistently utilize the timing system which provides speakers with notice of their remaining time to complete their comments. A countdown display of the allotted time will appear and will flash red at the end of the allotted time.
- In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group but with no increase in time.
- Speakers shall not concede any part of their allotted time to another speaker.

The Presiding Officer may further limit the time allotted for public comments per speaker or in total for the orderly conduct of the meeting and such limits shall be fairly applied

**AGENDA**  
**Wednesday, May 15, 2019**  
*Historic City Hall – Hearing Room 201*

All items listed are heard and acted upon by the Ann Land and Bertha Henschel Memorial Fund Commission unless otherwise noted.

**Open Session – 4:00 PM**

**Roll Call**

**Consent Calendar**                      **Estimated Time: 5 minutes**

All items listed under the Consent Calendar are considered and acted upon by one Motion. Anyone may request an item be removed for separate consideration

**1. Approval of the Ann Land and Bertha Henschel Memorial Fund Commission Meeting Minutes**

**Location:** Citywide

**Recommendation:** Pass a motion approving Commission minutes for February 20, 2019

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Department of Youth, Parks, & Community Enrichment

**Discussion Calendar**                      **Estimated Time: 1 hour**

Discussion calendar items include an oral presentation including those recommending “receive and file”.

**2. Review and Comment on Ad Hoc Committee Recommendations for the Annual Funding Process and Provide Direction to Staff**

**Estimated Time:** 1 Hour

**Location:** Citywide

**Recommendation:** Review and Comment on the Recommendations by the Ad Hoc Committee on the Annual Funding Process and Provide Direction to Staff

**Contact:** Janelle Oishi, Program Specialist, (916) 808-1016, Youth, Parks, & Community Enrichment

**Public Comments - Matters Not on the Agenda**

**Commission Comments, Questions, and Ideas**

**Adjournment**

**Meeting Date:** 05/15/19

**Report Type:** Consent



**Ann Land and Bertha  
Henschel Report**

915 I Street, 3rd Floor

[www.CityofSacramento.org](http://www.CityofSacramento.org)

**Title:** Approval of the Ann Land and Bertha Henschel Commission Meeting Minutes

**Location:** Citywide

**Recommendation:** Pass a motion approving Commission minutes for February 20, 2019.

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Youth, Parks, & Community Enrichment

**Presenter:** None

**Department:** Youth, Parks, & Community Enrichment

**Division:** Fiscal and Management Services

**Dept ID:** 19001011

**Attachments:**

- 01 Description/Analysis
- 02 February 20, 2019 Minutes

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Submitted By:

Ilee Muller

**Attachment 01 – Description/Analysis**

**Issue:** Approval of Commission meeting minutes is a board requirement.

**Policy Considerations:** None

**Economic Impacts:** None

**Environmental Considerations:** None

**Sustainability:** None

**Commission/Committee Action:** None

**Rationale for Recommendation:** Approval of the minutes is required by the Commission's bylaws.

**Financial Considerations:** None

**Emerging Small Business Development (ESBD):** None



**Meeting Minutes of the  
Ann Land/Bertha Henschel Memorial Fund Commission Wednesday,  
February 20, 2019**

**4:00 p.m.**

***City Hall – 915 I Street – Historic City Hall, Council Chambers***

**Open Session – 4:00 p.m.**

**Roll Call**

The meeting was called to order by Commission President Terilyn Cobb at 4:04 p.m.

Present: Commissioner Leary, MacIntosh, Smith, Cobb, Maple, Commission Staff Ilee Muller, Janelle Oishi, and Joseph Cerullo, Senior Deputy City Attorney to the Commission

**Consent Calendar**

**1. Approval of the Ann Land and Bertha Henschel Commission Meeting Minutes**

**Location:** Citywide

**Recommendation:** Pass a motion approving Commission minutes for November 14, 2018.

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Youth, Parks, & Community Enrichment

Action: Pass a motion approving amended Commission minutes for November 14, 2018.

Moved/Seconded: (Leary/MacIntosh)

Motion carried 5-Yes 0-No

**Discussion Calendar**

Discussion calendar items include an oral presentation including those recommending “receive and file”.

**2. Nomination and Election of President**

**Location:** Citywide

**Recommendation:** Pass a motion electing the Ann Land and Bertha Henschel Memorial Fund Commission President for 2019

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Youth, Parks, & Community Enrichment

Action: Pass a motion approving nomination and election of President Alison Leary.

Moved/Seconded: (Maple/MacIntosh)  
Motion carried 5-Yes 0-No

**3. Nomination and Election of Vice President**

**Location:** Citywide

**Recommendation:** Pass a motion electing the Ann Land and Bertha Henschel Memorial Fund Commission Vice President for 2019

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Youth, Parks, & Community Enrichment

Action: Pass a motion approving nomination and election of Vice President Caity Maple.

Moved/Seconded: (Leary/MacIntosh)  
Motion carried 5-Yes 0-No

**4. Nomination and Election of Secretary**

**Location:** Citywide

**Recommendation:** Pass a motion electing the Ann Land and Bertha Henschel Memorial Fund Commission Secretary for 2019

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Youth, Parks, & Community Enrichment

Action: Pass a motion approving nomination and election of Secretary Terilyn Cobb.

Moved/Seconded: (Leary/MacIntosh)  
Motion carried 5-Yes 0-No

**5. Semi-Annual Report for July–December 2018; Carryover of Unspent Funds**

**Location:** Citywide

**Recommendation:** Review report and provide direction to staff regarding Traveler's Aid Emergency Assistance Agency 2018 carry-over funding request.

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Youth, Parks, & Community Enrichment

Action: Pass a motion approving carryover of unspent funds for Traveler's Aid Emergency Assistance Agency.

Moved/Seconded: (Smith/MacIntosh)  
Motion carried 5-Yes 0-No

**6. Assignment of 2019 Site Visits**

**Location:** Citywide

**Recommendation:** Pass a motion (1) designating Commissioners to visit the site of each 2019 grant recipient and (2) setting the date by which Commissioners must submit site-visit reports to Commission staff.

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Youth, Parks, & Community Enrichment

Action: Commission Members were selected as per the table below to visit the 2019 grant recipient organizations; all site visit reports will be submitted to Commission staff by July 31, 2019.

Agency	Commissioner
Asian Community Center of Sacramento Valley, Inc. DBA ACC Senior Services	Talbott Smith
Community Against Sexual Harm	Jack Boniwell
First Step Communities	Jack Boniwell
Jewish Federation of the Sacramento Region	Alison Leary
My Sister's House	Terilyn Cobb
reIMAGINE Mack Road Foundation	Caity Maple
Repairing The Breach Neighborhood Project	Laurie MacIntosh
River City Food Bank	Caity Maple
Sacramento Area Emergency Housing Center DBA Next Move (Francis House Center)	Laurie MacIntosh
Sacramento Food Bank & Family Services	Alison Leary
Sacramento LGBT Community Center	Talbott Smith
Sacramento Loaves & Fishes	Terilyn Cobb
Sacramento Neighborhood Housing Service, Inc. (DBA Neighbor Works Home Ownership Center Sacramento Region)	Wanda Yanez
Sacramento Self-help Housing	Laurie MacIntosh
Saint John's Program for Real Change	Talbott Smith
South Sacramento Interfaith Partnership Food Closet	Alison Leary
Stanford Settlement Neighborhood Center	Talbott Smith
The Salvation Army	Caity Maple
Travelers Aid Emergency Assistance Agency	Terilyn Cobb
Wellspring Women's Center	Caity Maple
Women Escaping A Violent Environment, Inc. (WEAVE)	Laurie MacIntosh
Women's Civic Improvement Club	Wanda Yanez
Women's Empowerment	Terilyn Cobb

Moved/Seconded: (Cobb/Maple)  
 Motion carried 5-Yes 0-No

**7. Review Annual Funding Process and Provide Direction to Staff**

**Location:** Citywide

**Recommendation:** Review and Comment on the Annual Funding Process

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Youth, Parks, & Community Enrichment

Commission Staff Ilee Muller provided an overview of a previous Commission discussion during the meeting on May 16, 2018 and review of the annual funding process. Commission Members discussed the need for clarification on various aspects of the application process,



evaluation of program proposals, and funding award amounts. Commissioners discussed the merits of formalizing the process by which it allocates funds into a regulation, subject to review and approval by the City Council. The President named an ad hoc committee to work with staff to come up with recommendations for a proposed regulation to submit to the commission for discussion and adoption. Commission Members Boniwell, Leary, MacIntosh, and Maple were designated to form the ad hoc committee.

**Public Comments - Matters Not on the Agenda**

None

**Commission Comments, Questions, and Ideas**

None

**Adjournment**

Commission President Leary adjourned the meeting at 5:48 p.m.

Respectfully submitted:

Terilyn Cobb, Secretary  
Ann Land/Bertha  
Henschel Memorial Fund Commission

Approved by:

**Meeting Date:** 05/15/19

**Report Type:** Discussion



**Ann Land and Bertha  
Henchel Report**

915 I Street, 3rd Floor

[www.CityofSacramento.org](http://www.CityofSacramento.org)

**Title:** Review and Comment on Ad Hoc Committee Recommendations for the Annual Funding Process and Provide Direction to Staff

**Location:** Citywide

**Recommendation:** Review and Comment on the Recommendations by the Ad Hoc Committee on the Annual Funding Process and Provide Direction to Staff

**Contact:** Janelle Oishi, Program Specialist, (916) 808-1016, Youth, Parks, & Community Enrichment

**Presenter:** None

**Department:** Youth, Parks, & Community Enrichment

**Division:** Fiscal and Management Services

**Dept ID:** 19001011

**Attachments:**

- 01 Description/Analysis
- 02 Commission Priorities – DRAFT
- 03 Grant Guidelines and Application – DRAFT
- 04 Grant Evaluation Matrix – DRAFT
- 05 Funding Awards Matrix - DRAFT

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Submitted By: Janelle Oishi, Program Specialist

## Attachment 01 – Description/Analysis

**Issue:** The Ann Land and Bertha Henschel Commission is responsible for the disbursement of income of the Ann Land Memorial Fund and the Bertha Henschel Memorial Fund for the benefit, aid, and assistance of the destitute men, women, and children of the City in such a manner as may be deemed proper and beneficial.

The Commission allocates funds through an annual grant process and holds a funding meeting every November. Applicants are required to be present to be considered for funding. The President of the Commission named an Ad Hoc Committee to work with staff to review the grant funding process and bring a recommendation to the Commission for further discussion.

**Policy Considerations:** The Commission may establish a new funding procedure by formally adopting it as a regulation (see City Code § 2.64.100 [directing the Commission to “adopt rules and regulations for its government and for the performance of its duties”]) and submitting it to the City Council for review and approval (see City Code § 2.64.040 [providing that the commission “shall at all times be under the supervision and control of the city council”]).

**Economic Impacts:** None

**Environmental Considerations:** None

**Sustainability:** None

**Commission/Committee Action:** None

**Rationale for Recommendation:** It is within the Ann Land and Bertha Henschel Commission’s authority to decided how to distribute funds to the destitute men, women, and children of the City, subject to the City Council’s supervision. (City Code §§ 2.64.040, 2.64.150.A, 3.48.020).

**Financial Considerations:** None

**Emerging Small Business Development (ESBD):** None

# Ann Land and Bertha Henschel

## Memorial Fund Commission

### Commission Priorities

*It is the purpose of the Ann Land and  
Bertha Henschel Memorial Fund  
Commission to assist the destitute men,  
women, and children of the City of  
Sacramento.*

The Ann Land and Bertha Henschel Memorial Fund Commission (“Commission”) establishes an ongoing strategic planning process by which it translates its purpose and values into actionable and measurable priorities for its support of Sacramento residents. This document outlines long-term strategic priorities for the Commission as well as the process by which the Commission determines annual funding priorities.

### Strategic Priorities

Every four years, the Commission will engage in a comprehensive, data-driven review to update its Strategic Priorities. Data gathering may include input from:

- Community health needs assessments
- Sacramento strategic plans and City Department planning documents
- Presentations by City staff of various departments on issues relevant to the City
- Feedback from community and stakeholder representatives
- Feedback from recipient of Commission fund awards

The Commission’s Strategic Priorities is an overarching document which ensures alignment with the Commission’s primary purpose as well as City strategic initiatives. This document provides a foundation for members of the Commission to organize and utilize their experience, expertise and knowledge of the needs of Sacramento’s communities.

### Annual Funding Priorities

At the beginning of each calendar year, the Commission sets its Annual Funding Priorities for the following year. The Annual Funding Priorities is a living document which is consistently re-evaluated to assess grant processes and outcomes. This living document gives the Commission members and staff a clear roadmap to help focus energies on priority areas so that projects are implemented in a balanced way.

### Target Population

The Ann Land and Bertha Henschel Memorial Fund Commission directs its support to assist the destitute men, women, and children of the City. Destitution is a multi-dimensional concept, with three main components: economic, social, and political powerlessness. Destitution is defined as a state of extreme poverty experienced by poor and vulnerable households that are not able to meet their minimum subsistence needs, lack access to the key productive assets needed to escape from poverty, and are dependent on public or private assistance.\*

Based on Abraham Maslow’s Hierarchy of Needs\*\*, the most basic needs for physical survival are divided into two categories, physiological needs and safety needs. Physiological needs encompass biological requirements for human survival; if these needs are not satisfied the human body cannot function optimally. Safety needs are defined as protection from the elements, security, order, law, stability, and freedom from fear. The Commission will provide support for the physiological and safety needs of destitute men, women, and children of Sacramento.

## Strategic Priorities for Those At-Risk of Destitution

01

### Services to Support Socio-Economic Stability

- Emergency Shelter
- Information and Referral
- Case Management
- Transitional Housing

02

### Services to Promote Self-Sufficiency

- Training/Education
- Childcare
- Transportation
- Employment-related Supports
- Nutrition assistance

03

### Services to Support Children, Youth & Families

- Support Services for Parents and Parent Education Programs
- Before and After School Programs
- Summer Camp
- Developmental and Social Adjustment Services for at-risk Youth
- Domestic and Child Abuse Services

## Annual Funding Priorities for 2019-2020

The Commission supports programs and services consistent with the Strategic and Annual Funding Priorities, and will give higher consideration for programs and services that meet the following strategies.

- New & Innovative Initiatives [category]
- Demographic/Geographic-Specific Initiatives [category]
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\* Devereux, Stephen. (2003). Conceptualizing Destitution. *Volume 216 of Working Paper, Institute of Development Studies*. Brighton, Sussex.

\*\* Maslow, A. H. (1943). A Theory of Human Motivation. *Psychological Review*, 50(4), 370-396.

## Ann Land and Bertha Henschel Memorial Fund 2019 GRANT GUIDELINES

The City of Sacramento's Ann Land and Bertha Henschel Memorial Fund Commission invites you to apply for grant monies from the Ann Land and Bertha Henschel Memorial Fund.

<p><b>Online Application Available:</b> <b>Monday, August 26, 2019</b></p> <p><b>Application Deadline:</b> <b>Monday, September 23, 2019 at 5pm</b></p>	<p><b>Contact:</b> Ilee Muller, Administrative Analyst Youth, Parks, &amp; Community Enrichment (916) 808-1022 imuller@cityofsacramento.org</p>
<p>All applications shall be submitted via the online application process. Applicants must submit their application by the date of the Application Deadline to be considered for a grant award.</p> <p>Once applications are received, ALBHMF staff will review for completeness and ensure all required documents are attached. Staff will provide notice to applicants to submit any missing documentation by the Application Internal Review Deadline: <i>Monday, October 28, 2019 at 5pm</i>. Beyond submission of documents for completeness, no amendments to application content will be accepted.</p>	

**Purpose:** The purpose of the Ann Land and Bertha Henschel Memorial Fund is to assist the destitute men, women, and children of the City of Sacramento.

**History:** The Ann Land Memorial Fund was established in 1914 with a bequest of \$200,000 to the City by former Mayor William Land as a memorial to his mother, Ann Land. In 1952, Bertha Henschel bequeathed \$275,000 to the City to establish a fund in her name. Additional contributions to these funds have been made by Emma Hotfilter, Annie Zacariah, and Warren Reed. Each year, interest earnings on these bequests and contributions may be distributed to non-profit organizations. The Sacramento City Council appoints community members to the Ann Land and Bertha Henschel Memorial Fund Commission to review grant applications and award grants to qualified non-profit organizations.

<b>Funds Available</b>	<p>For 2019, the Ann Land and Bertha Henschel Memorial Fund Commission has approximately <b>\$143,000</b> in funds to distribute to organizations that provide “direct aid and assistance to the destitute men, women, and children of the City of Sacramento.” Funds are limited, and demand is high. On average, the Commission awards between 12 to 20 grants annually.</p> <p>Last year’s average award was <b>\$6,040</b>. The Commission anticipates an increase in applications this year, so the average award may be lower.</p>
<b>Eligibility</b>	<p>Only non-profit 501(c)(3) organizations that have an office or facility within the City of Sacramento and serve destitute residents of the City are eligible to apply.</p>

<p><b>Required Online Application Attachments</b></p>	<p>The names of the members of your organization’s board of directors and of your organization’s officers.</p> <p>An organizational chart or description of your organization’s management structure.</p> <p>Verification of your organization’s not-for-profit status (letter from IRS confirming § 501(c)(3) status).</p> <p>Verification that your organization (1) is registered with the Registry of Charitable Trusts maintained by the California Attorney General or (2) is not required to register.</p> <p>A copy of your organization’s current business license or a letter from the City of Sacramento Finance Department verifying your organization’s exemption from the City’s business-operations tax. The Sacramento City Code requires that anyone conducting business within the City of Sacramento have a current business license on file with the City. The City issues nonprofit organizations a waiver letter in lieu of a business license. A waiver letter can be obtained at the Revenue Counter in New City Hall, First Floor, Room 1214. Indicate your organization’s non-profit status on the application form. There is no charge for nonprofit organizations.</p> <p>A copy of your organization’s most recent audit and any corrective actions or recommendations suggested by the auditor. If you do not have an annual audit, please explain why. You must also provide a copy of your organization’s most-recent annual financial statements, <b>signed by your organization’s treasurer AND by the preparer</b>, whether a CPA or bookkeeper.</p> <p>A budget sheet showing how awarded funds will be spent.</p>
<p><b>Disqualification</b></p>	<p><b><i>Read all instructions thoroughly and complete the application carefully. An application will be disqualified if it is incomplete or if it does not include all required materials.</i></b></p> <p><b><i><u>Your failure to attend the Commission’s annual funding meeting at 9:00 a.m. on Wednesday, November 13, 2019, in the Council Chambers, New City Hall, 915 I Street, First Floor, Sacramento, will result in disqualification even if you have previously been funded.</u></i></b></p>
<p><b>Date Funds Available</b></p>	<p>Grant funds are expected to be available to successful applicants on or after January 1, 2020. The Ann Land and Bertha Henschel Memorial Fund Commission will make its allocations at its annual funding meeting on November 13, 2019. Written notification of the Commission’s decision will be emailed to all</p>

	<p>applicants on or about December 9, 2019. Successful applicants must enter into a funding agreement with the Commission as a condition for receiving funds.</p>
<b>Public Documents</b>	<p>All applications submitted to the City become public documents and are available to the public for review once included in the agenda packet for the Commission's meeting on November 13. If you believe that all or part of your application should be kept confidential, please notify the Commission's staff.</p>
<b>Authorized Uses</b>	<p>Grant funds may be used only to carry out activities that benefit, aid, and assist the destitute men, women, and children of the City. A grantee may not use the funds to defray its administrative expenses, overhead, or unanticipated expenses (e.g. salary or personnel costs). Exceptions may be made at the discretion of the Commission. A grantee may only expend these funds during the term of the funding agreement.</p>
<b>Other Important Notes</b>	<p>Grants are awarded for only one year. Approval of a grant this year in no way implies that funding will be awarded in subsequent years.</p> <p>Grant funds must be used for the purposes specified in the grant application. Grant funds are intended to address homelessness within the City and to provide shelter, support, food, clothing, and assistance to the destitute men, women, and children of the City.</p> <p><b><i>Grantees are required to submit semi-annual reports to the Commission, and the failure to do so will disqualify a grantee from participating in the next funding cycle for which the grantee would otherwise be eligible.</i></b></p>
<b>For More Information</b>	<p><a href="#">For more information please contact Ilee Muller, Support Staff to the</a> Ann Land and Bertha Henschel Memorial Fund Commission:</p> <p>Email: <a href="mailto:imuller@cityofsacramento.org">imuller@cityofsacramento.org</a></p> <p>Telephone: (916) 808-1022.</p>



# 2019 Ann Land & Bertha Henschel Memorial Fund Online Grant Application

## Contact Information

1. Organization Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
3. Contact Person  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
4. Executive Officer  
Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
5. Reporting Contact  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## Program Proposal

1. Select a category based on your program services.
  - Individuals and Families at-risk of Homelessness
  - Services to Promote Self-Sufficiency in Individuals and Families
  - Child Care and Youth Services
2. Select the Sacramento City Council District(s) where services will be rendered.
  - Council District 1
  - Council District 2
  - Council District 3
  - Council District 4
  - Council District 5
  - Council District 6
  - Council District 7
  - Council District 8
3. Select your program service recipients.
  - Adult Men
  - Adult Women
  - Families
  - Children/Youth
4. What category of services will you provide?
  - Shelter
  - Information/Referral
  - Case Management
  - Transitional Housing
  - Training/Education
  - Employment Support
  - Transportation
  - Childcare
  - Nutrition Assistance
  - Parent Services/Education
  - Before/After School Prog.
  - Camp
  - Developmental/Social Services for Youth
  - Domestic/Child Abuse Services



# ALBHMFG GRANT EVALUATION MATRIX

<b>Organization :</b> _____ <b>Project/Program:</b> _____	<b>Commissioner Name:</b> _____									
FACTORS	WEIGHTED DECISION-MAKING CRITERIA									RATING
	<i>Negative</i>			<i>Neutral</i>			<i>Positive</i>			
	0	1	2	3	4	5	6	7	8	
<b>Fit with ALBHMFG's purpose</b>	No significant alignment			Moderate alignment			Strategic alignment			
<b>Alignment with ALBHMFG Annual Funding Priorities</b>	Low priority, limited impact			Moderate priority alignment or impact			High priority and potential impact			
<b>Geographic area is accessible and appropriate for identified target population</b>	No clear connection between target population and area			Moderate linkage between target population and area			Clear demonstrated links between target population and area			
<b>Scope – number of clients that will be served with ALBHMFG funds</b>	Minimal clients served relative to request for funds			Moderate scope of clients served relative to request for funds			Demonstrated maximum impact on clients served relative to funds			
<b>Demonstrated assessment process to determine target population/eligibility</b>	Minimal or no demonstrated assessment process			Assessment process is too vague OR stringent for appropriateness to target population			Appropriate assessment process described relative to target population			
<b>Collaboration with other agencies for delivery of services</b>	No identified partners or collaborative agreements			Potential partners or collaborators identified			Longstanding relationships with partners/collaborators			
<b>Evaluation: program objectives and outcomes have technical merit and are clear, appropriate, and measurable</b>	Vague or no clear program outcome measures OR measures are not linked to services provided			Appropriate outcomes linked to services provided			Appropriate, clear, and measurable outcome metrics link clearly to services provided			
<b>Organization's experience and capacity</b>	No demonstrated experience in provision of services; significant investment of resources required to build program			Some history of experience in services; some investment of resources required to build/implement program			Demonstrated history of experience providing services; little or no investment required to build/implement program			
<b>Organization is a first-time applicant</b>	Organization is not a first-time applicant (0 points)			Organization is a first-time applicant (5 points)			-----			

<b>Staff experience and capacity</b>	Staff inexperienced; inadequate credentials/training	Some/partial staff experience; related credentials/training	Demonstrated staff experience; related credentials/training	
<b>Organization's financial capacity – program activities are reflected in the budget</b>	Budget line items do not reflect appropriate categorized expenses. Program activities are not linked to budget expenses.	Budget adequately reflects dollar amounts per categorized expense. Program activities are somewhat reflected in the budget expenses	Budget clearly reflects dollar amounts per categorized expense. Program activities clearly linked to budget expenses	
<b>Sustainability – program is supported by matching funds or in-kind contributions</b>	No support (matching or in-kind) is committed to the program	Some support (matching OR in-kind) is committed to the program	Demonstrated support (matching or in-kind) is committed to the program	
<b>Sustainability – program is likely to be sustainable after the grant project period</b>	Program is not likely to operate beyond the grant project period/ no plan for sustainability	Program seems likely to operate beyond the grant project period/ plan describes some future needs/actions	Plan is highly likely to operate beyond the project period/ plan describes diverse future needs/actions	
<b>Additional Notes:</b>				
				<b>TOTAL:</b>
				<b>/117</b>

PROPOSAL SCORING LEGEND

Score	Descriptor	Additional Guidance
0	Inadequate	No strengths present
1	Poor	Very few strengths and numerous major weaknesses
2	Marginal	A few strengths and a few major weaknesses
3	Fair	Some strengths but with at least one major weakness
4	Satisfactory	Some strengths but also some moderate weaknesses
5	Good	Strong but with at least one moderate weakness
6	Very Good	Strong but with numerous minor weaknesses
7	Excellent	Very strong with only some minor weaknesses
8	Outstanding	Extremely strong with negligible weaknesses
9	Exceptional	Exceptionally strong with essentially no weaknesses
<ul style="list-style-type: none"> <li>• Minor Weakness: an easily addressable weakness that does not substantially lessen impact</li> <li>• Moderate Weakness: a weakness that lessens impact</li> <li>• Major Weakness: a weakness that severely limits impact</li> </ul>		
<p>Non-numeric score options:</p> <ul style="list-style-type: none"> <li>• NR: not recommended for further consideration</li> <li>• DF: deferred</li> <li>• CF: conflict</li> <li>• NP: not present</li> <li>• ND: not discussed</li> </ul>		

## ALBHMF Funding Awards Matrix

Applicant	Request	Award	% of request
A	\$10,000	\$10,000	100%
B	\$10,000	\$10,000	
C	\$10,000	\$10,000	
D	\$10,000	\$10,000	
E	\$10,000	\$10,000	

F	\$10,000	\$8,000	80%
G	\$10,000	\$8,000	
H	\$10,000	\$8,000	
I	\$10,000	\$8,000	
J	\$10,000	\$8,000	

K	\$10,000	\$6,000	60%
L	\$10,000	\$6,000	
M	\$10,000	\$6,000	
N	\$10,000	\$6,000	
O	\$10,000	\$6,000	

P	\$10,000	\$4,000	40%
Q	\$10,000	\$4,000	
R	\$10,000	\$4,000	
S	\$10,000	\$4,000	
T	\$10,000	\$4,000	

U	\$10,000	\$2,000	20%
V	\$10,000	\$2,000	

W	\$10,000	\$0	no award
X	\$10,000	\$0	
Y	\$10,000	\$0	
Z	\$10,000	\$0	

<b>TOTAL</b>	<b>\$260,000</b>	<b>\$144,000</b>	
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