



## **Meeting Agenda**

**Wednesday, April 29, 2026**

**5:30 PM**

**Regular Meeting**

**City Hall Complex, 915 I Street, Sacramento, CA 95814**

### **Ann Land and Bertha Henschel Memorial Funds Commission**

*Peter Coletto, Ex Officio  
Sheila Ellis, President  
Talbot Smith, Vice President  
Alex Brown  
Joseph Contreras*

*Khalil Malik  
Catherine Ruhl  
Christion Seymour  
Kim Stephens  
Teresa Ubag*

## Open Session

Roll Call

Land Acknowledgement

Pledge of Allegiance

## Consent Calendar

### 1. **Approval of Ann Land and Bertha Henschel Memorial Funds Commission Meeting Minutes**

File ID: 2026-00063

**Location:** Citywide

**Recommendation:** Pass a **Motion** approving the Ann Land and Bertha Henschel Memorial Funds Commission Meeting DRAFT Minutes dated January 28, 2026.

**Contact:** Jacob Bredberg, Administrative Analyst, (916) 808-5790, [jbredberg@cityofsacramento.org](mailto:jbredberg@cityofsacramento.org); Mindy Cuppy, City Clerk, (916) 808-5442, [mcuppy@cityofsacramento.org](mailto:mcuppy@cityofsacramento.org); Office of the City Clerk

**Attachments:** [2026-00063 STAFF REPORT](#)

## Discussion Calendar

### 2. **2027 Grant Cycle Dates, Forms and Process**

File ID: 2026-00439

**Location:** Citywide

**Recommendation:** Pass a **Motion** approving updates to the: 1) 2027 Annual Commission Funding Priorities; 2) 2027 Grant Guidelines and Application; 3) Pre-meeting Scores Form; 4) 2027 Grant Evaluation Matrix; and 5) Awards Matrix Form.

**Contact:** Brian Vargas, Administrative Analyst, (916) 808-7547, [bvargas@cityofsacramento.org](mailto:bvargas@cityofsacramento.org), Youth, Parks, & Community Enrichment

**Attachments:** [2026-00439 STAFF REPORT](#)

### 3. **Updating Site Visit Questionnaire**

File ID: 2026-00845

**Location:** Citywide

**Recommendation:** Pass a **Motion** approving updates to the site visit questionnaire.

**Contact:** Brian Vargas, Administrative Analyst, (916) 808-7547, [bvargas@cityofsacramento.org](mailto:bvargas@cityofsacramento.org), Youth, Parks, & Community Enrichment

**Attachments:** [2026-00845 STAFF REPORT](#)

## Commissioner Comments-Ideas and Questions

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

**Adjournment**

Where to Find the Agenda and Staff Reports: The agenda provides a general description and staff recommendation; however, legislative bodies may take action other than what is recommended. Full staff reports are available at <https://meetings.cityofsacramento.org>.

Watch the Legislative Body Meeting Online: Live video streams and archives of past meetings are available at <https://meetings.cityofsacramento.org>.

Submit Written Comments Online: Written comments received are distributed to members, filed in the record, and will not be read aloud. Members of the public are encouraged to submit public comments electronically via eComment through the City's Upcoming Meetings website at <https://meetings.cityofsacramento.org>.

Public Comment Speaker Time Limits: In the interest of facilitating the legislative body's conduct of the business of the City, members of the public (speakers) who wish to address the legislative body during the meeting will have two minutes per speaker for Consent Calendar Items, Public Hearing Items, Discussion Calendar Items, and Matters not on the Agenda for a maximum total of eight minutes per speaker per meeting. Each speaker shall limit his/her remarks to the specified time allotment.

Notice to Lobbyists: When addressing the legislative body, you must identify yourself as a lobbyist and announce the client/business/organization you are representing.

Assistance: In compliance with the Americans with Disabilities Act, if you need special assistance, a disability-related modification or accommodation, agenda materials in an alternative format, or auxiliary aids to participate in this meeting, please contact the Office of the City Clerk at 916-808 7200 or [clerk@cityofsacramento.org](mailto:clerk@cityofsacramento.org) as soon as possible. Providing at least 72 hours' notice will help ensure that reasonable arrangements can be made.

City of Sacramento  
**Ann Land and Bertha Henschel Memorial Funds  
Commission Report**  
915 I Street Sacramento, CA 95814  
www.cityofsacramento.org

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**File ID:** 2026-00063

4/29/2026

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**Approval of Ann Land and Bertha Henschel Memorial Funds Commission Meeting Minutes**

File ID: 2026-00063

**Location:** Citywide

**Recommendation:** Pass a **Motion** approving the Ann Land and Bertha Henschel Memorial Funds Commission Meeting DRAFT Minutes dated January 28, 2026.

**Contact:** Jacob Bredberg, Administrative Analyst, (916) 808-5790, [jbredberg@cityofsacramento.org](mailto:jbredberg@cityofsacramento.org); Mindy Cuppy, City Clerk, (916) 808-5442, [mcuppy@cityofsacramento.org](mailto:mcuppy@cityofsacramento.org); Office of the City Clerk

**Presenter:** None

**Attachments:**

1-Description/Analysis

2-January 28, 2026, Ann Land and Bertha Henschel Memorial Funds Commission Meeting DRAFT Minutes

**Description/Analysis**

**Issue Detail:** It is best practice for the legislative body to approve the minutes for each meeting.

**Policy Considerations:** Per the City Charter, the City Council shall require the City Clerk to keep a permanent record of its proceedings showing all action considered and taken, motions and records, the text of ordinances and resolutions introduced or adopted and all amendments thereto proposed or adopted, and the vote of each council member regarding any matter before the Council or any committee thereof.

**Economic Impacts:** None.

**Environmental Considerations:** None.

**Sustainability:** Not applicable.

**Commission/Committee Action:** None.

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**Rationale for Recommendation:** After each board, commission, or committee meeting, the City Clerk composes the DRAFT Minutes for noting the action taken by the legislative body. The DRAFT Minutes are presented to the board, commission, or committee for its approval as a permanent record of the meetings actions.

**Financial Considerations:** None.

**Local Business Enterprise (LBE):** Not applicable.

## DRAFT Minutes

### Ann Land and Bertha Henschel Memorial Funds Commission

City Hall Complex

915 I Street

Sacramento, CA 95814

*Published by the Office of the City Clerk  
(916) 808-7200*

#### ANN LAND AND BERTHA HENSCHEL MEMORIAL FUNDS COMMISSION

Peter Coletto, Ex Officio

Sheila Ellis, President

Talbott Smith, Vice President

Desli Beckman

Alex Brown

Joseph Contreras

Khalil Malik

Catherine Ruhl

Christian Seymour

Kim Stephens

Teresa Ubag

#### COMMISSION STAFF

Harveen Gill, Senior Deputy City Attorney

Brian Vargas, Administrative Officer

Raymond Rodriguez, Support Services Manager

**Wednesday, January 28, 2026**

**5:30 p.m.**

### NOTICE TO THE PUBLIC

**Where to Find the Agenda and Staff Reports:** The agenda provides a general description and staff recommendation; however, legislative bodies may take action other than what is recommended. Full staff reports are available at <https://meetings.cityofsacramento.org>.

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**City of Sacramento**  
**Ann Land and Bertha Henschel Memorial Funds Commission**

City Hall Complex, 915 I Street, Sacramento, CA 95814

**Regular Meeting DRAFT Minutes**  
**Wednesday, January 28, 2026**  
**5:30 PM**

**Open Session**

Regular meeting called to order by Chair Ellis at 5:37 p.m. Wednesday, January 28, 2026, at the Sacramento City Hall Council Chamber.

**Commissioners Present:** Alex Brown, Peter Coletto, Joseph Contreras, Khalil Malik, Catherine Ruhl, Christion Seymour, Talbott Smith, Kim Stephens, Teresa Ubag, and President Sheila Ellis.

**Commissioners Absent:** Desli Beckman.

**Land Acknowledgement** – Led by Chair Sheila Ellis.

**Pledge of Allegiance** – Led by Chair Sheila Ellis.

**Welcome New Commissioner – Christion Seymour**

## **Consent Calendar**

*All items listed under the Consent Calendar are considered and acted upon by one Motion.*

**Action:** Moved/Seconded: Commissioner Smith / Commissioner Contreras.

**Yes:** Commissioners Alex Brown, Peter Coletto, Joseph Contreras, Khalil Malik, Catherine Ruhl, Christian Seymour, Talbott Smith, Kim Stephens, Teresa Ubag, and President Sheila Ellis.

**Absent:** Commissioner Desli Beckman

A motion **passed** to adopt the Consent Calendar in one motion except as indicated at each item.

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

File ID: 2025-01919

**Location:** Citywide

**Action:** Passed a **Motion** approving the Ann Land and Bertha Henschel Memorial Funds Commission Meeting DRAFT Minutes dated November 5, 2025.

**Contact:** Jacob Bredberg, Administrative Analyst, (916) 808-5790, [jbredberg@cityofsacramento.org](mailto:jbredberg@cityofsacramento.org), Office of the City Clerk

## **Discussion Calendar**

### **2. Assignment of 2026 Site Visits**

File ID: 2026-00434

**Location:** Citywide

**Action:** Moved/Seconded: Commissioner Smith / Commissioner Malik.

**Yes:** Commissioners Alex Brown, Peter Coletto, Joseph Contreras, Khalil Malik, Catherine Ruhl, Christion Seymour, Talbott Smith, Kim Stephens, Teresa Ubag, and President Sheila Ellis.

**Absent:** Commissioner Desli Beckman

Passed a **Motion:** 1) designating Commissioners to visit the site of each 2026 grant recipient as discussed; and 2) setting the date of June 30, 2026, by which Commissioners must submit site-visit reports to Commission staff.

**Contact:** Brian Vargas, Administrative Analyst, (916) 808-7547, Department of Youth, Parks, & Community Enrichment

### **3. Semiannual Reports for July - December 2025**

File ID: 2026-00435

**Location:** Citywide

**Action:** Reviewed and discussed.

**Contact:** Brian Vargas, Administrative Analyst, Youth, Parks and Community Enrichment, bvargas@cityofsacramento.org, (916) 808-7547

**4. Selection of Chair and Vice Chair for Calendar Year 2026**

File ID: 2026-00271

**Location:** Citywide

**Action:** Moved/Seconded: Commissioner Smith / Commissioner Ruhl.

**Yes:** Commissioners Alex Brown, Peter Coletto, Joseph Contreras, Khalil Malik, Catherine Ruhl, Christian Seymour, Talbott Smith, Kim Stephens, Teresa Ubag, and President Sheila Ellis.

**Absent:** Commissioner Desli Beckman

Passed a **Motion** selecting Sheila Ellis as Chair for calendar year 2026.

**Action:** Moved/Seconded: Chair Ellis / Commissioner Ruhl.

**Yes:** Commissioners Alex Brown, Peter Coletto, Joseph Contreras, Khalil Malik, Catherine Ruhl, Christian Seymour, Talbott Smith, Kim Stephens, Teresa Ubag, and President Sheila Ellis.

**Absent:** Commissioner Desli Beckman

Passed a **Motion** selecting Talbott Smith as Vice Chair for calendar year 2026.

**Contact:** Jacob Bredberg, Administrative Analyst, (916) 808-6846, [jbredberg@cityofsacramento.org](mailto:jbredberg@cityofsacramento.org); Mindy Cuppy, City Clerk, (916) 808-5442, [mcuppy@cityofsacramento.org](mailto:mcuppy@cityofsacramento.org); Office of the City Clerk

**Commissioner Comments – Ideas and Questions**

None.

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

None.

**Adjourned** – 6:20 p.m.

City of Sacramento  
**Ann Land and Bertha Henschel Memorial Funds**  
**Commission Report**  
915 I Street Sacramento, CA 95814  
www.cityofsacramento.org

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**File ID:** 2026-00439

4/29/2026

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## **2027 Grant Cycle Dates, Forms and Process**

**File ID:** 2026-00439

**Location:** Citywide

**Recommendation:** Pass a **Motion** approving updates to the: 1) 2027 Annual Commission Funding Priorities; 2) 2027 Grant Guidelines and Application; 3) Pre-meeting Scores Form; 4) 2027 Grant Evaluation Matrix; and 5) Awards Matrix Form.

**Contact:** Brian Vargas, Administrative Analyst, (916) 808-7547, bvargas@cityofsacramento.org, Youth, Parks, & Community Enrichment

**Presenter:** Brian Vargas, Administrative Analyst, (916) 808-7547, bvargas@cityofsacramento.org, Youth, Parks, & Community Enrichment

### **Attachments:**

- 1-Description/Analysis
- 2-Community Needs Assessment for 2027
- 3-2027 Annual Commission Funding Priorities
- 4-2027 Grant Guidelines and Application
- 5-Pre-Meeting Scores Form - All Questions
- 6-2027 Grant Evaluation Matrix
- 7-Awards Matrix Form
- 8-Presentation

### **Description/Analysis**

**Issue Detail:** 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. The Commission reviews and updates grant cycle documents annually. The Grant Guidelines, forms and application for the Ann Land and Bertha Henschel Grant process are reviewed and updated annually to provide key dates and deadlines for the current grant cycle, and to discuss and document any changes to the grant process.

**Policy Considerations:** Sacramento City Code section 2.64.030 (Powers and Duties) provides as follows:

The Ann Land and Bertha Henschel memorial funds commission shall have power and it shall be its duty:

A. To administer the disbursement of the 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 manner as may be deemed proper and beneficial.

B. The funds commission may provide for the disbursement of the income of the Ann Land memorial fund and the Bertha Henschel memorial fund through such agency or agencies as shall be deemed by the funds commission to be appropriate for carrying out the abovementioned purposes of such funds.

**Economic Impacts:** None.

**Environmental Considerations:** This action is not a project subject to CEQA because it involves only general policy and procedure making and does not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. (CEQA Guidelines, §§ 15002(d), 15378(b)(2), 15061(b)(3).)

**Sustainability:** Not Applicable.

**Commission/Committee Action:** None.

**Rationale for Recommendation:** It is within the Ann Land and Bertha Henschel Memorial Fund Commission's authority to decide how to distribute funds to the destitute men, women, and children of the City, subject to the City Council's supervision. (Sac. City Code §§2.64.020. 2.64.030).

**Financial Considerations:** Not applicable.

**Local Business Enterprise (LBE):** Not applicable.

# Ann Land and Bertha Henschel Memorial Fund Commission

## Community Needs Assessments for 2027 Review

| Community Reports/Needs Assessments                                     | Report Year(s) | Status       | Link to report  |
|---|----------------|--------------|---|
| Sutter Medical Center Sacramento Community Health Needs Assessment      | 2025           | Most Recent  | <a href="https://edge.sitecorecloud.io/sutterhealt962c-sutterhealt8fce-production57cc-4860/media/Project/SutterHealth/SutterHealth/Files/pdf/community-benefit/2025/SMCS-SCP-2025-CHNA.pdf">https://edge.sitecorecloud.io/sutterhealt962c-sutterhealt8fce-production57cc-4860/media/Project/SutterHealth/SutterHealth/Files/pdf/community-benefit/2025/SMCS-SCP-2025-CHNA.pdf</a> |
| Kaiser Foundation Hospital Sacramento Community Health Needs Assessment | 2025           | Most Recent  | <a href="https://about.kaiserpermanente.org/content/dam/kp/mykp/documents/reports/community-health/sacramento-chna-2025_ada.pdf">https://about.kaiserpermanente.org/content/dam/kp/mykp/documents/reports/community-health/sacramento-chna-2025_ada.pdf</a>   |
| UC Davis Medical Center Community Health Needs Assessment               | 2025           | Most Recent  | <a href="https://health.ucdavis.edu/media-resources/about/documents/pdfs/community-health-needs-assessment-2025.pdf">https://health.ucdavis.edu/media-resources/about/documents/pdfs/community-health-needs-assessment-2025.pdf</a>   |
| Agency on Aging Area Plan – Area 4 (Sacramento County)                  | 2026           | Most Recent  | <a href="https://aging.ca.gov/download.ashx?!E0rcNUV0zZy7sJsYYTb7A%3d%3d">https://aging.ca.gov/download.ashx?!E0rcNUV0zZy7sJsYYTb7A%3d%3d</a>   |
| City of Sacramento Fair Housing Assessment Draft                        | 2021-2029      | Most Recent  | <a href="https://www.cityofsacramento.org/-/media/Corporate/Files/CDD/Planning/Long-Range/Housing-">https://www.cityofsacramento.org/-/media/Corporate/Files/CDD/Planning/Long-Range/Housing-</a>   |
| Sacramento Employment and Training Agency Community Action Plan         | 2026-2027      | Most Recent  | <a href="https://www.seta.net/wp-content/uploads/2026-2027-SETA-Community-Action-Plan.pdf">https://www.seta.net/wp-content/uploads/2026-2027-SETA-Community-Action-Plan.pdf</a>   |
| Sacramento County Mental Health Services Act                            | 2026-2029      | Most Recent* | <a href="https://dhs.saccounty.gov/BHS/Pages/BHSA/BHSA-Community-Planning-Process.aspx">https://dhs.saccounty.gov/BHS/Pages/BHSA/BHSA-Community-Planning-Process.aspx</a>   |

*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.*

Ann Land and Bertha Henschel Memorial Fund Commission

## Annual Commission Funding Priorities

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 – 2027 Grant 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.

- Food
- Housing, with a focus on services that pair housing with wraparound services
- Transportation

*\*Though the Commission identifies priority areas each year, all applicants are encouraged to submit proposals regardless of alignment with the Annual Funding Priorities. The Commission will review all eligible applications to determine if a proposal is consistent with the purpose of the Ann Land and Bertha Henschel Memorial Fund.*

### Target Population

The Ann Land and Bertha Henschel Memorial Fund Commission directs its funds to support the basic human needs of 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/or vulnerable individuals and families that are not able to meet their minimum subsistence needs, lack access to the key productive assets needed to escape from poverty, and/or are dependent on public or private assistance.<sup>1</sup>

Based on Abraham Maslow’s Hierarchy of Needs<sup>2</sup>, 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.

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<sup>1</sup> Devereux, Stephen. (2003). Conceptualizing Destitution. *Volume 216 of Working Paper, Institute of Development Studies*. Brighton, Sussex. <sup>2</sup> Maslow, A. H. (1943). A Theory of Human Motivation. *Psychological Review*, 50(4), 370-396.

Ann Land and Bertha Henschel Memorial Fund  
**2027 GRANT GUIDELINES**

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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.

**Online Application Available:**

**Monday, August 31, 2026 @ 8:00AM**

**Application Deadline:**

**Wednesday, September 30, 2026 @ 3:00PM**

**Contact:**

**Brian Vargas, Administrative Analyst**

Youth, Parks, & Community Enrichment

**(916) 808-7547**

**bvargas@cityofsacramento.org**

All applications shall be submitted via the online application process through City of Sacramento's Grant Management System (GMS: <https://grants.cityofsacramento.gov/>). Applicants must submit their application by the date of the Application Deadline to be considered for a grant award.

Once applications are received, ALBHM staff will review for completeness and ensure all required documents are attached. Staff will provide notice to applicants to submit any missing documentation by **Friday, October 9, 2026**. Beyond submission of documents for completeness, no amendments to application content will be accepted.

**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.

|   |   |
|---|---|
| <p><b>Funds Available</b></p>                         | <p>For <b>2027</b>, the Ann Land and Bertha Henschel Memorial Fund Commission has approximately <b>\$190,000</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 20 to 30 grants annually.</p> <p>Last year’s average award was <b>\$8,253</b>. The Commission anticipates an increase in applications this year, so the average award may be lower. The maximum grant request is \$12,500.</p>  |
| <p><b>Eligibility</b></p>                             | <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> | <ul style="list-style-type: none"> <li>➤ Verification of your organization’s not-for-profit status - letter from IRS confirming § 501(c)(3) status.</li> <li>➤ Verification that your organization (1) is registered and holds “Current” status with the Registry of Charitable Trusts maintained by the California Attorney General or (2) is not required to register. Your organization’s status can be verified using this link for the CA Office of Attorney General’s Registry: <a href="https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y">https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y</a> . Please print a copy of your organization’s status and upload it as an attachment.</li> <li>➤ A copy of your organization’s current business license from the City of Sacramento 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. <i>As the Revenue Counter is currently closed to walk-in services due to COVID-19, please use this link to apply or renew online: --</i> <a href="https://www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax&gt;BOT Exempt Application vFY2025.pdf">https://www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax&gt;BOT Exempt Application vFY2025.pdf</a></li> <li>➤ 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 and provide a copy of your organization’s most-recent annual financial report/statements, <b>signed by your organization’s treasurer AND by the preparer (2 signatures required)</b>, whether a CPA or bookkeeper.</li> <li>➤ A budget showing the proposed expenses using ALBH funds. <b>A grantee may not use funds to defray its administrative expenses, overhead, or unanticipated expenses; this includes salary or personnel costs.</b> The budget should clearly explain the dollar amount requested for each categorized expense. Program activities outlined in the grant application narratives should be clearly linked to the budget request.</li> </ul> |
| <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>Applicant agencies are required to have one representative attend the Commission annual funding meeting. This year's meeting will be held in person at 10am on Wednesday, November 4, 2026 at New City Hall Chambers on the 1st floor, 915 I Street. Failure to attend the meeting will result in disqualification even if an organization has been previously funded.</i></b></p> <p><b><i>Due to the number of grant requests, the commissioners will not be requesting a presentation from each applicant, but the grant applicants must have a representative present to answer any questions that might arise during discussion of their application.</i></b></p> |
| <b>Date Funds Available</b>  | <p>Grant funds are expected to be available to successful applicants on or after <b>January 1, 2027</b>. The Ann Land and Bertha Henschel Memorial Fund Commission will make its allocations at its annual funding meeting on <b>November 4, 2026</b>. Written notification of the Commission's decision will be emailed to all applicants on or about <b>December 12, 2025</b>. 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 <b>November 4</b>. 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; this includes 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 a length of 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 to support the basic human needs of 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>For more information, <b>please contact Brian Vargas, Support Staff to the Ann Land and Bertha Henschel Memorial Fund Commission:</b></p> <p><b>Email: <a href="mailto:bvargas@cityofsacramento.org">bvargas@cityofsacramento.org</a></b></p> <p><b>Telephone: (916) 808-7547</b></p>  |

# 2027 Ann Land & Bertha Henschel Memorial Fund Online Grant Application

## Contact Information

1. Organization Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
3. Primary Grant Contact  
(Correspondence, Reporting)  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
4. Authorized Representative  
(Authorized to sign Grant Agreement)  
Name: \_\_\_\_\_  
\*Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## Program Proposal

1. Select the Sacramento City Council District(s) where services will be rendered.  
Please reference this link for Council District areas:  
<https://www.cityofsacramento.org/GIS/Map-Gallery>
  - Council District 1
  - Council District 2
  - Council District 3
  - Council District 4
  - Council District 5
  - Council District 6
  - Council District 7
  - Council District 8
2. Select your program service recipients.
  - Adult Men
  - Adult Women
  - Families
  - Children/Youth
3. What category of services will you provide using this funding?
  - Food/Nutrition
  - Shelter/Housing
  - Transportation
  - Social Services to Support Basic Human Needs
  - Other: \_\_\_\_\_
4. Describe how your program's objectives align with the goals of the Commission (to assist the destitute men, women and children of the City of Sacramento)?
5. Describe how your program objectives align with the ALBH Annual Funding Priorities?
6. Describe your program intake and assessment process. How will you determine eligibility for the proposed services?
7. Describe any collaboration with other agencies for delivery of the proposed program services.
8. Briefly describe the proposed program services.

9. How many clients will be served with ALBHMF funds? What is the percentage out of your total clients served?  
(clients served with ALBHMF funds ÷ total clients served by the proposed program)
10. Describe your program evaluation methods. What are the program's goals and expected outcomes?
11. Describe your indicators and criteria for judging success. How will success be measured?

#### Sustainability

1. Why is this funding important to your program?
2. What is the organization's plan for program sustainability beyond the grant project period?

#### Organizational Capacity

1. Please provide your mission statement.
2. What is your organization's date of incorporation?
3. What other services and programs does your organization provide?
4. Please describe your organization's experience and capacity to implement the proposed program.
5. Please describe your program staff's experience and capacity to deliver effective services.

Information Only - Not a Valid Form

## ALBHMf GRANT EVALUATION MATRIX<sup>1</sup>

| Organization : Project/Program: _____ |  |  |   |   | Commissioner Name: _____   |   |   |  |   |   |        |
|---------------------------------------|--|--|---|---|--|---|---|--|---|---|--------|
|                                       | FACTORS  | WEIGHTED DECISION-MAKING CRITERIA  |   |   |  |   |   |  |   |   | RATING |
|                                       |  | 0  | 1 | 2 | 3  | 4 | 5 | 6  | 7 | 8 |        |
| 1                                     | <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                          |   |   |        |
| 2                                     | <b>Fit with ALBHMf's purpose</b>   | No significant alignment   |   |   | Moderate alignment   |   |   | Strategic alignment  |   |   |        |
| 3                                     | <b>Alignment with ALBHMf Annual Funding Priorities</b>   | Low priority, limited impact   |   |   | Moderate priority alignment or impact  |   |   | High priority and potential impact   |   |   |        |
| 4                                     | <b>Demonstrated assessment process to determine target population/eligibility</b>                                  | <b>Minimal or no demonstrated assessment process</b>                                       |   |   | <b>Assessment process is too vague OR stringent for appropriateness to target population</b> |   |   | <b>Appropriate assessment process described relative to target population</b>        |   |   |        |
| 5                                     | <b>Collaboration with other agencies for delivery of services</b>  | <b>No identified partners or collaborative agreements</b>                                  |   |   | <b>Potential partners or collaborators identified</b>  |   |   | <b>Longstanding relationships with partners/collaborators</b>                        |   |   |        |
| 6                                     | <b>Scope – number of clients that will be served with ALBHMf 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                      |   |   |        |
| 7                                     | <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 |   |   |        |

<sup>1</sup> The ALBHMf GRANT EVALUATION MATRIX is the tool used by ALBHMf Commissioners to review each grant application.

|    |  |  |   |  |   |
|----|--|--|---|--|---|
| 8  | <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              |   |
| 9  | <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   |   |
| 10 | <b>Staff experience and capacity</b>   | Staff inexperienced; inadequate credentials/training   | Some/partial staff experience; related credentials/training   | Demonstrated staff experience; related credentials/training  |   |
| 11 | <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>Additional Notes:</b>   |  |   |  | <p style="text-align: right;"><b>TOTAL:</b></p> <p style="text-align: right;">/99</p> |







| AGENCY | 2027 REQUEST |           | Geographic area is accessible & appropriate for identified target population | Fit with ALBHMF's purpose | Alignment with ALBHMF Annual Funding Priorities | Demonstrated assessment process to determine target population/eligibility | Collaboration with other agencies for delivery of services | Scope - # of clients that will be served with ALBHMF funds | Evaluation: program objectives & outcomes have technical merit & are clear, appropriate, & measurable | Sustainability - program is likely to be sustainable after the grant project period | Organization's experience and capacity | Staff experience & capacity | Organization's financial capacity - program activities are reflected in the budget | Total Score | Additional Notes: |
|--------|--------------|-----------|--|---------------------------|---|--|--|--|---|---|--|-----------------------------|--|-------------|-------------------|
|        |              | Smith     |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Stephens  |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Ubag      |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Brown     |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Contreraz |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Ellis     |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Ruhl      |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Seymour   |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Smith     |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Stephens  |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Ubag      |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Brown     |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Contreraz |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Ellis     |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Ruhl      |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Seymour   |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Smith     |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Stephens  |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Ubag      |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Brown     |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Contreraz |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Ellis     |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Ruhl      |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Seymour   |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Smith     |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Stephens  |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Ubag      |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Brown     |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Contreraz |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Ellis     |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Ruhl      |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Seymour   |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Smith     |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Stephens  |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Ubag      |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Brown     |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Contreraz |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Ellis     |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Ruhl      |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Seymour   |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Smith     |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Stephens  |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |
|        |              | Ubag      |  |                           |   |  |  |  |   |   |  |                             |  | 0           |                   |

total requested for 2027: \$ -

# ALBHMf GRANT EVALUATION MATRIX

|   |  |  |   |  |  |
|---|--|--|---|--|--|
|   | <b>Organization: Project/Program:</b> _____  | <b>Commissioner Name:</b>  |   |  |  |
|   | <b>FACTORS</b>   | <b>WEIGHTED DECISION-MAKING CRITERIA</b>   | <b>RATING</b>   |  |  |
|   |  | 0   1   2   3      4   5   6      7   8   9  |   |  |  |
| 1 | <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  |  |
| 2 | <b>Fit with ALBHMf's purpose</b>   | No significant alignment   | Moderate alignment  | Strategic alignment  |  |
| 3 | <b>Alignment with ALBHMf Annual Funding Priorities</b>   | Low priority, limited impact   | Moderate priority alignment or impact   | High priority and potential impact   |  |
| 4 | <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   |  |
| 5 | <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   |  |
| 6 | <b>Scope – number of clients that will be served with ALBHMf 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  |  |
| 7 | <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                               |  |
| 8 | <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            |  |
| 9 | <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 |  |

|                   | FACTORS  | WEIGHTED DECISION-MAKING CRITERIA  |   |  | RATING |
|-------------------|--|--|---|--|--------|
|                   |  | 0   1   2   3  | 4   5   6   | 7   8   9  |        |
| 10                | Staff experience and capacity  | Staff inexperienced; inadequate credentials/training   | Some/partial staff experience; related credentials/training   | Demonstrated staff experience; related credentials/training  |        |
| 11                | Organization's financial capacity – program activities are reflected in the budget | 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 |        |
| Additional Notes: |  |  |   |  |        |
|                   |  |  |   |  | TOTAL: |
|                   |  |  |   |  | /99    |

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 |
|-----------|---------|-------|--------------|
|           |         |       | 100%         |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |
|           |         |       | 80%          |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |
|           |         |       | 60%          |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |
|           |         |       | 40%          |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |
|           |         |       | 20%          |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |
|           |         |       | no award     |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |
|           |         |       |              |

TOTAL

# *Grant Management System (GMS) Overview Presentation*

Presented by:

Brian Vargas

Administrative Analyst

Wednesday, April 29, 2026.

# What is GMS?

The **Grants Management System (GMS)** is the City of Sacramento's centralized, end-to-end platform for creating, administering, applying to, reviewing, and managing City grant programs. It standardizes how grant opportunities are published, how applications are submitted, how reviewers score and evaluate them, and how staff track awards and reporting throughout the full grant lifecycle.

It can be accessed by visiting <https://grants.cityofsacramento.gov/>

# Benefits of GMS

## For Applicants and Grantees

- **A consistent and predictable experience**  
No matter which department they apply to, applicants know where to go, how the application works, and what to expect.
- **Less administrative burden**  
Applicants can track applications, upload required documents, respond to checklists, and receive communications all in one place—without navigating multiple disconnected systems.
- **Clearer requirements and guidance**  
Standardized forms, tooltips, program guidelines, and automated validations reduce confusion and help applicants submit accurate and complete applications.
- **Improved transparency and fairness**  
Standardized scoring, blind review options, and consistent evaluation processes help ensure that applications are reviewed objectively and equitably.

# Grants Management

## Browse the Grants Management Site

[Grant Opportunities](#)

[Public Awards](#)

[Resources](#)

Get notified about new grant funding opportunities



Sign up for email alerts

## Browse Grant Opportunities

Review the open grant opportunities in the list below. Use the caret next to the "Open Grant Opportunities" title to switch to viewing other lists of opportunities such as department specific or closed opportunities.

Click on the value in the "Grant Opportunity Name" column to navigate to the details for that Grant Opportunity where you may also apply.

[View Past Grant Opportunities.](#)

### Grants Currently Accepting Applications

4 items • Sorted by Managing City Department • Filtered by All grant opportunities - 4 more filters applied • Updated a few seconds ago



|   | Grant Opportunity Name  | Application Deadline | Managing City Department       |
|---|---|----------------------|--------------------------------|
| 1 | <a href="#">Neighborhood and Commercial Corridor Action Grant for the Stockton Blvd. Plan</a> | 4/3/2026 11:59 PM    | City Manager's Office          |
| 2 | <a href="#">2026 Economic Gardening 2.0 Program</a>   | 4/20/2026 4:59 PM    | City Manager's Office          |
| 3 | <a href="#">2026/2027 Workforce Training Grant Program</a>                                    | 4/10/2026 4:59 PM    | City Manager's Office          |
| 4 | <a href="#">Sacramento Film + Media Grant Program FY 2025-2026</a>                            | 5/15/2026 11:59 PM   | Convention & Cultural Services |

### Grants Currently Accepting Applications through Other Submission Methods

- [Neighborhood Clean-up Grant Program](#) | **Applications Due:** Applications accepted on a rolling basis.
- [City of Festivals Special Event Support Program](#) | **Applications Due:** Applications accepted on a rolling basis.
- [Small Business Microgrant Program](#) | **Applications Due:** Invitation-only until funding is exhausted.

Some of these applications may have closed since the time this screenshot was taken.

### Upcoming Grants

0 items • Sorted by Accepting Applications Start Date • Filtered by All grant opportunities - Record Type, Grant Opportunity Status, Publish to Public • Updated a few seconds ago



|  | Grant Opportunity Name | Accepting Applications Start Date | Managing City Department |
|--|------------------------|-----------------------------------|--------------------------|
|--|------------------------|-----------------------------------|--------------------------|



## View Grant Opportunity Detail

THIS GRANT OPPORTUNITY IS COMING SOON.

APPLICATIONS ARE NOT BEING ACCEPTED AT THIS TIME.

### ▾ Information

Grant Opportunity Name

Ann Land & Bertha Henschel Memorial Fund 2027 Grant Cycle

Grant Opportunity Status

Published

Managing City Department

Youth, Parks, & Community Enrichment

Number of Awards Available

Sacramento Grant Opportunity Number

GRANT-2026-000161

Program Guidelines

City Staff Contact Information

Amount Available per Award

12500

### ▾ Dates

Publish Date

4/1/2026

Application Deadline

9/30/2026 3:00 PM

Grant Performance Period Start

1/1/2028

Opportunity to Submit Questions Deadline

9/29/2027 11:45 PM

Award Date

11/4/2026

Grant Performance Period End

12/31/2028

### ▾ Details

# Questions?

# Thanks!

Contact us:

Brian Vargas:

[Bvargas@cityofsacramento.org](mailto:Bvargas@cityofsacramento.org)

Website:

[Ann Land and Bertha Henschel Memorial  
Fund Commission](https://www.cityofsacramento.gov/clerk/meetings-and-agendas/legislative-bodies/boards-and-commissions/ann-land-and-bertha-henschel-memorial-fund-commission)

<https://www.cityofsacramento.gov/clerk/meetings-and-agendas/legislative-bodies/boards-and-commissions/ann-land-and-bertha-henschel-memorial-fund-commission>

*City of*  
**SACRAMENTO**

Youth, Parks, & Community Enrichment



City of Sacramento  
**Ann Land and Bertha Henschel Memorial Funds  
Commission Report**  
915 I Street Sacramento, CA 95814  
www.cityofsacramento.org

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**File ID:** 2026-00845

4/29/2026

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### **Updating Site Visit Questionnaire**

File ID: 2026-00845

**Location:** Citywide

**Recommendation:** Pass a **Motion** approving updates to the site visit questionnaire.

**Contact:** Brian Vargas, Administrative Analyst, (916) 808-7547, bvargas@cityofsacramento.org, Youth, Parks, & Community Enrichment

**Presenter:** None

#### **Attachments:**

1-Description/Analysis

2-Site Visit Questionnaire

#### **Description/Analysis**

**Issue Detail:** 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. One of the ways they evaluate these efforts is by conducting site visits to awarded applicants. Based on experiences from years past, the commission would like to discuss potential updates to their site visit questionnaire.

**Policy Considerations:** Sacramento City Code section 2.64.030 (Powers and Duties) provides as follows:

The Ann Land and Bertha Henschel memorial funds commission shall have power and it shall be its duty:

A. To administer the disbursement of the 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 manner as may be deemed proper and beneficial.

B. The funds commission may provide for the disbursement of the income of the Ann Land

memorial fund and the Bertha Henschel memorial fund through such agency or agencies as shall be deemed by the funds commission to be appropriate for carrying out the abovementioned purposes of such funds. . . .

**Economic Impacts:** None.

**Environmental Considerations:** This action is not a project subject to CEQA because it involves only general policy and procedure making and does not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. (CEQA Guidelines, §§ 15002(d), 15378(b)(2), 15061(b)(3).)

**Sustainability:** Not Applicable.

**Commission/Committee Action:** None.

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

**Financial Considerations:** Not applicable.

**Local Business Enterprise (LBE):** Not applicable.

# ALBHMF Site Visit Questionnaire

**Date of Visit**

---

**Commission Member Conducting  
Visit**

---

**Organization Visited**

---

**Contact Name**

---

**Grant Amount**

---

**Grant Use**

---

**1. How are the grant funds  
spent?**

---

**2. How do you identify the  
indigent and destitute population  
that you serve?**

---

**3. Who else provides funding for  
the same services that we fund?  
Are there any changes in other  
funding sources?**

---