

**SACRAMENTO**

**AREA**

**EMERGENCY**

**HOUSING**

**CENTER**

**AL/BH COMMISSION  
REVIEW AND RATING SHEET**

**Requesting Agency: SACRAMENTO AREA EMERGENCY HOUSING CENTER**

**Amount Requested: \$10,000**

<b>Agency Points</b>	Application Preliminary Points:	Hearing Review Points:
<b>Recommended Funding</b>	Application Preliminary: \$	Hearing Review: \$
<b>Recommended Funding</b>	Application Preliminary: \$	Hearing Review: \$

Is this application complete? Yes \_\_\_\_\_ No \_\_\_\_\_ (If no, go on to next proposal.)

<b>AGENCY/PROPOSAL OVERVIEW</b> (Maximum points 40)	<b>Application Preliminary Points</b>	<b>Hearing Review Points</b>
1. Does agency demonstrate management/organizational stability?		
2. Does proposal support commission's mission?		
3. Does agency demonstrate fiscal stability?		
4. Does agency have a history of successful programs?		

<b>FUNDING PRIORITIES</b> (Maximum points 50)	<b>Application Preliminary Points</b>	<b>Hearing Review Points</b>
1. Does this proposal increase the self-sufficiency of needy city residents?		
2. Does this proposal fill a niche which may be under served by other service providers?		
3. Does this proposal have an innovative approach to meeting Commission's mission statement?		
4. Does this agency have community support (volunteers/in-kind contributions?)		
5. Does this proposal assist any identified under-served population?		

**CITY OF SACRAMENTO  
ANN LAND/BERTHA HENSCHEL MEMORIAL FUNDS COMMISSION  
915 I Street, Sacramento, CA 95814  
2001 APPLICATION FORM**

**I. AGENCY**

**Name:** Sacramento Area Emergency Housing Center

**Address:** 2988 35<sup>th</sup> Street, Sacramento, CA 95817

**Mailing Address (if different):** Same As Above

**Executive Director:** John Fernald

**II. AGENCY CONTACT**

**Name:** John Fernald

**Title:** Executive Director

**Phone Number:** (916) 454-2120

**III. TOTAL AMOUNT REQUESTED: \$10,000**

**IV. PROPOSED USE OF FUNDS REQUESTED**

**A. The amount requested will be applied to: (please choose one)**

New Program     On-going Program     One-time Project

**B. The funds requested will be used to serve:**

Families     Women     Men     Children

**C. For our quick reference, please check the following services you are requesting and indicate the dollar amount requested:**

Food \_\_\_\_\_  Clothing \$ \_\_\_\_\_  Shelter \$10,000  Utilities \$ \_\_\_\_\_

Transportation \$ \_\_\_\_\_  Medication \$ \_\_\_\_\_  Wage/Stipend \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_  Other \_\_\_\_\_ \$ \_\_\_\_\_

**D. Will other funds supplement AL/BH funds request for this program?**

YES     NO    Briefly explain: The Family Shelter and the Firehouse Shelter for single women operate through a consolidation of several grant sources from local, state, and federal monies. SAEHC will spend approximately \$36,000 for food, \$29,000 for utilities, \$18,000 for telephone, and \$6,000 for bus transportation in the upcoming fiscal year. The rest of the funding for shelter operations comes from CalWORKS, CSBG, and FEMA sources.

**E. Total number of clients to be served by AL/BH funds requested: 770**

**F. Hours AL/BH funded programs would be available to clients: 24 hours/day**

**G. Geographic service area, within the City, for requested funds: The Family Shelter and the Firehouse serve the entire County of Sacramento of which approximately 82.5% of shelter clients are city residents.**

**H. Please provide a brief description of the program/service for which you are requesting funds. Indicate how it addresses the AL/BH mission and funding priorities. Your description should be limited to a maximum of 2 pages. (Pages may be numbered 2a and 2b)**

SAEHC provides a comprehensive array of services to homeless women and families who enter its Shelter programs. In addition to up to 60 days of emergency housing, nutritious meals, clothing, and transportation services, clients are given the opportunity to investigate those factors and issues which led to their homelessness and develop skills to help them find and maintain a self-sufficient lifestyle, a major component of which is permanent housing. While in shelter, case management staff work with clients to help them stabilize their income, access needed health care services for all family members, and develop plans of action, which will lead to higher levels of self-sufficiency. In so doing, staff assist adult clients in addressing and dealing with issues surrounding drug and alcohol use, domestic violence, mental health, family dysfunction, parenting, and unemployment. Educational workshops for adults teach personal budgeting and money management, nutrition and living skills, parenting, and responsible tenancy, and support groups offer clients the opportunity to rebuild self-confidence. Children's needs are addressed through an on-site Head Start Program, a Sacramento City Unified School District educational resource center for children in grades 1 through 12, and on-site therapeutic visits from Child and Family Institute program staff. In addition, SAEHC's own Children's Services program addresses the emotional and transitional needs of every child in shelter. All children are exposed to a positive, enriching, empowering, enlightening, self-esteem building, and healthy social and educational environment. Children are given the chance to vocalize their experience about being homeless, obtain much needed counseling and tutoring, and mainstream back into the local school system.

Toward the end of their stay in shelter, clients are assisted in locating suitable transitional or permanent housing, filling out program or rental applications, negotiating with landlords, and ultimately moving into their own homes. As well, staff works to

follow-up clients already placed in housing to insure that they have access to those resources they may still need. Staff members also continue follow-up with landlords to insure the smooth transition of families from homelessness into responsible tenancy in permanent housing.

Essential to this comprehensive shelter and assistance program is the provision of basic needs. In the upcoming fiscal year, SAEHC will spend \$29,000 in utilities for its shelter programs, and food costs will total \$36,000. Other necessities such as telephone and bus transportation will require an additional \$24,000. Ultimately without basic necessities, all shelter services leading to the self-sufficiency of our homeless individuals and families would stop.

SAEHC plays a vital role for some of the city of Sacramento's most needy families. Each year the agency receives an average of 5,980 calls requesting emergency housing services. However, last year SAEHC was able to shelter only 925 of those callers and their families, of which 82.5% were city residents. Ultimately, the overall need for family shelter in Sacramento is far greater than the current capacity. Further compounding this lack of shelter space is the fact that few shelters besides SAEHC are able to provide emergency housing to families with teenage or adult male members. Therefore, many families with children end up sleeping on the streets or in cars, doubling-up in motels and hotels, or living in substandard housing.

SAEHC is well supported by the community in its efforts to assist homeless families. In addition to its 15-member Board of Directors, the agency receives support from volunteers and interns who staff the agency's clothing closet and furniture resource center, assist with children's services and activities, host seasonal celebrations, tutor and provide therapeutic counseling in the educational center, and help with fundraising activities. As well, SAEHC receives an average of \$11,386 each month in in-kind donations and services. In-kind services are provided through collaborative efforts with SETA Head Start, Sacramento City Unified School District, Child and Family Institute, Senior Gleaners, Foodlink, Volunteers of America, and a variety of other local service providers.

Realizing that the best efforts at efficient supportive services are those performed in partnership, SAEHC works collaboratively with a variety of other providers. Among these are Lutheran Social Services, Traveler's Aid, WEAVE, Volunteers of America and other members of the Sacramento Shelter Provider's Network. Through involvement in collaborative partnerships and networks such as these, SAEHC helps increase the overall communication between providers and decrease inefficient service duplication.

## V. AGENCY DESCRIPTION

### A. **Mission Statement/Agency Goal:**

SAEHC's mission is to provide shelter, assistance, and services to members of the community in crisis, including families, children, and individuals, in order to alleviate and prevent detrimental physical, financial, psychological, and social impacts, and promote self-sufficiency. In fulfilling this mission, SAEHC, to the extent that public and private resources are available, provides short-term assistance such as emergency shelter, as well as transitional housing, placement in and referrals to permanent housing, and continuing family services. In addition, SAEHC, within the City and County of Sacramento, offers education and advocacy with respect to the causes and impacts of homelessness and the need for adequate and appropriate resources and services for all homeless people.

### B. **Date Incorporated:** July, ~~1992~~ 1972

### C. **Agency overview (briefly describe other services/programs your agency currently provides):**

In its emergency housing sites, SAEHC provides shelter, food, case management, clothing, transportation, personal hygiene, and laundry services to single women and families with children. Living skills and substance abuse recovery education, individual counseling, and a variety of esteem building support groups are offered. Client medical needs are met with regular visits by a Public Health Nurse and an on-site health clinic with services for children. In collaboration with SETA Head Start and Sacramento City Unified School District, a wide range of educational services are made available to homeless children, and SAEHC facilitates counseling services specifically targeting the needs of homeless children in the shelter.

SAEHC also monitors and provides direct services at a variety of housing sites aimed at helping people transition from homelessness to self-sufficiency. The Women's Extended Program and the Family Transitional Housing Program, both managed by SAEHC, provide clients with the opportunity to remedy those issues which led to previous bouts with homelessness and re-establish positive rental histories. In collaboration with Sacramento County Department of Health and Human Services Child Protective Services Division, SAEHC operates a Group Home and Transitional Apartments for families at risk of losing their children to foster care placement. The Transitional Housing Program for Families, a collaborative venture with Lutheran Social Services and Traveler's Aid, provides extensive supportive services to families in developing self-sufficient lifestyles. The Mather Community Campus, also a collaborative effort of many providers, is a job-ready transitional housing site aimed at moving clients from welfare to work. This site has recently received the U.S. Department of Housing and Urban Development's "Best of the Best" award for best practices in social service.

In addition to its emergency and transitional housing programs, SAEHC operates a Family Resource Center. This site provides clients with avenues to develop healthy and positive support within their community. Services are aimed at helping reduce potential risks to children, increasing resources necessary for clients to obtain and maintain housing and jobs, and providing positive neighborhood outlets for families in Oak Park. With this in mind, substance abuse recovery, parenting, and living skills groups are augmented by job-readiness classes and wholesome recreational activities for families. Ultimately, the center helps prevent future occurrences of homelessness and future involvement with Child Protective Services, and it serves as an ongoing supportive environment to clients.

**VI. FINANCIAL INFORMATION**

Please break down your organization's income sources for the past fiscal year as follows:

<b>Income Sources</b>	<b>\$ Amount</b>	<b>% of Total Funding</b>
Private/Corporate Donations	\$12,000.00	.5%
United Way	\$9,532	.37%
SETA	\$0	0%
Federal Assistance	\$2,562,861.00	98%
State Assistance	\$19,163.00	.75%
City/County Assistance (not Ann Land/Bertha Henschel funds)	\$3,404.00	.13%
Grants	\$0	0%
Ann Land/Bertha Henschel Funds	\$6,000.00	.25%
Other	\$0	0%
<b>TOTALS</b>	<b>\$2,612,960.00</b>	<b>100%</b>

**VII. ATTACHMENTS**

Please attach the following items to the application form.

- List of your Board of Directors and Officers
- Organizational chart or description of your organization's management structure
- Verification of your not-for-profit status
- Copy of your most recent scope of audit and any corrective actions or recommendations suggested by the auditing entity. (Do not submit the whole audit.) If you do not have an annual audit, a copy of your most recent CPA financial statement must be submitted.

**VIII. ASSURANCE AND CERTIFICATION**

I, the undersigned, as a duly authorized representative of this agency, affirm that the information and statements contained within this proposal are to the best of my knowledge, truthful and accurate, and further I am authorized to submit this proposal from this agency to deliver services.

I certify that the Ann Land/Bertha Henschel funds will be used to provide services to City of Sacramento residents only.

<u>John P. Fernald</u>	<u>Executive Director</u>
Name (please print)	Title
<u></u>	<u>October 16, 2000</u>
Signature	Date

# **ATTACHMENTS**

**BOARD OF DIRECTORS**

**ORGANIZATION CHART**

**NOT-FOR-PROFIT STATUS**

**RECOMMENDATION LETTERS**

**SACRAMENTO AREA EMERGENCY HOUSING CENTER**

**BOARD OF DIRECTORS**

**REVISED October 16, 2000**

ALDERSON, MIKE	W	939-5642	5220 Robert J. Mathews, Pkwy, El Dorado Hills, CA 95762-5712
	F	939-4874	
	H	530-295-3736	5240 Dream Ranch Circle Placerville, CA 95667
CALPO, RUDY	W-	446-7741	2150 Capitol Ave. Sac., CA 95816
	F-	446-0457	2635 Donner St. Sac. , CA 95818
	H-	455-3953	
COCHLAN, IRIS	W-	443-6637 x23	120 - I St. Ste. 300 - Sac. CA 95814
	F-	443-5254	
CONTENTI, TERRI	W-	264-7382	Crocker Art Museum, 216 O St. Sac. 95814
	H-	924-0829	2242 Rainbow Ave. Sac. CA 95821
	F-	264-7372	
KOSKI, KIM Vice President	W-	731-8991	2904 Franklin Blvd. Sac. CA 95818
	H-	456-4469	2748 21 <sup>st</sup> St. Sac. CA 95818
	F-	731-8422	
KNEPPRATH, KAY	H-	457-3793	2620 P St. Sac. CA 95816
	F-	Same	
NEVILLE, CALLIE Financial Off.	W-	447-7641	555 Capitol Mall Ste. 440 – 95814
	H	530-626-1186	6661 Thunderhead Ln. Pl. ville 95667
	F-	447-7757	
POWELL, LINDA President	W-	654-2378	1600 9 <sup>TH</sup> St. Sac. 95814
	H-	922-6019	2940 Weald Way, Apt. 2024
	F-	654-2440	Sacramento, CA 95833-3569
REEVES, JAN Secretary	W-	875-3590	2433 Marconi Ave. Sac. CA 95821
	F-	875-3591	6016 Coyle Ave. Carm., CA 95608
ROBIE, LYNN	W-	421-1485	7606 Bridgeview Dr. Sac. 95831
ROSE, SCOTT	W-	446-9900	One Capitol Mall, Ste. 400, Sac. 95814
	F-	446-3629	
WATSON, ANNITA	W-	278-7336	Solano 5002 College of HHS 6000 J St.
	F-	278-7421	Sac. CA 95819-6104
	H-	482-1262	751 La Goleta Way. Sac. CA 95864
WONG, CRAIG	W-	874-6388	700 H St. Rm. 5650, Sac. CA 95814
	H-	391-0769	715 Lake Front Dr. Sac. CA 95831
	F-	874-8029	

**BOARD MEMBERS EMERITUS**

ANDREWS, BILL                    W-     322-0919            PO BOX 952053, Sac. 94252-2053  
   H-     965-5502            4619 Charlston Dr. Carm. 95608  
   F-     322-2904

JAVOR, RON                        W-     323-7288            PO BOX 952053, Sac. 94252-2053  
   H-     455-7328            4617 Cabana Way. Sac. 95822  
   F-     323-2815

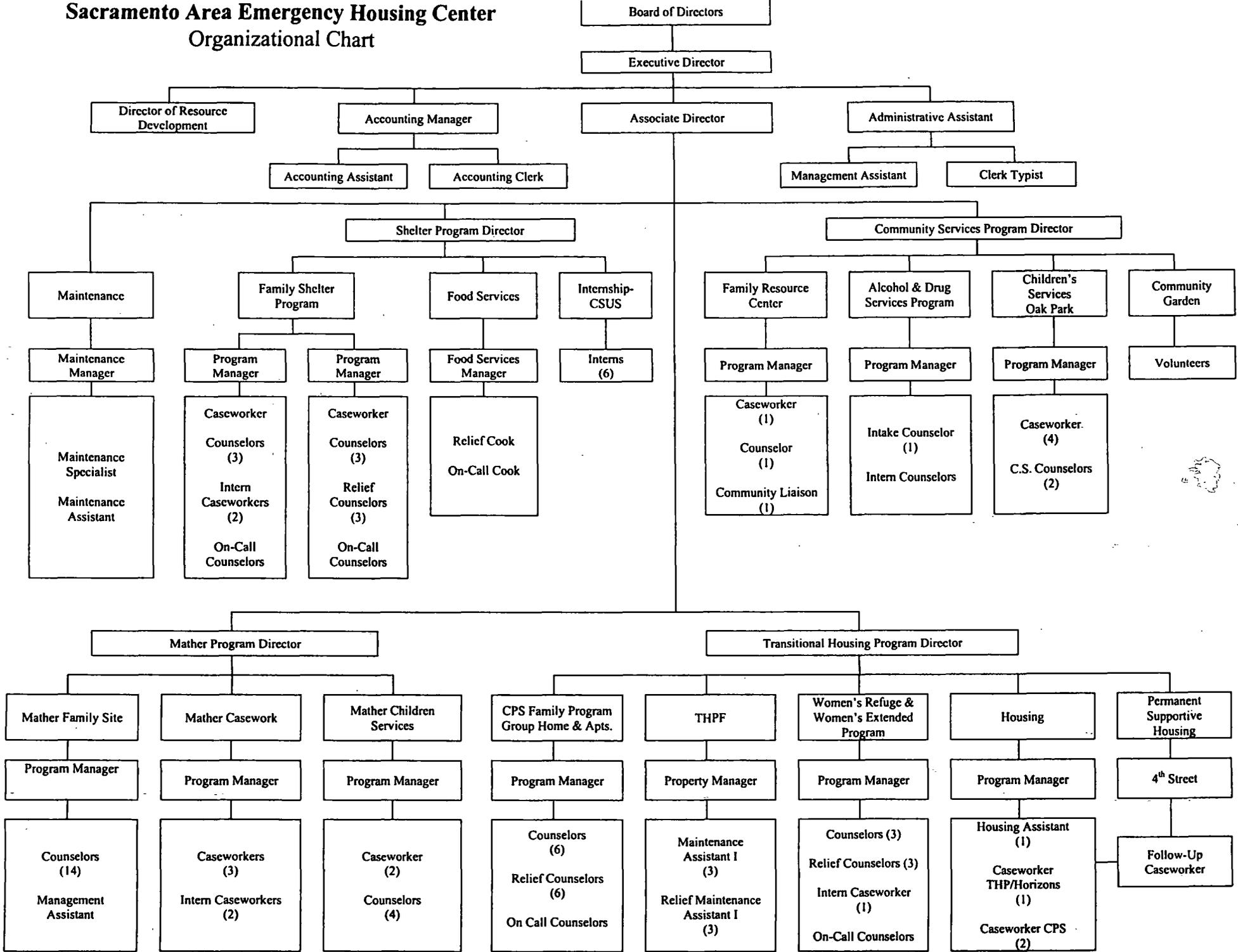
**ADMINISTRATIVE STAFF**

FERNALD, JOHN                    W-     454-2120 x105      2988 35<sup>TH</sup> St. Sac. CA 95817  
**Executive Director**                H-     422-8499            63 Petrilli Circle Sac. 95822  
   F-     454-2102  
   P-     569-9122

HYER, BONNIE                     W-     454-2120 x103      2988 35<sup>th</sup> St. Sac. CA 95817  
**Associate Director**                H-     530-626-3561      4521 Newton Rd. Placerville, CA, 95667  
   F-     454-2102  
   P-     569-9939

DE LISE, GRACE                    W-     454-2120 x101      2988 35<sup>TH</sup> St. Sac. CA 95817  
**Accounts Specialist**                H-     209-367-5619      23390 N.Graham Rd. Acampo, CA 95220  
   F-     454-2102

# Sacramento Area Emergency Housing Center Organizational Chart



Revised Date: 9/12/00

Address any reply to: P.O. Box 36040, San Francisco, Calif. 94102

**Department of the Treasury**

**District Director**

**Internal Revenue Service**

Date: 28 APR 1976

In reply refer to:  
L-178, Code 428

EP/EO:EO 1 MacGregor B  
SF:EO:76-569  
(415)556-7963



South Area Sacramento Emergency Housing  
Center  
4516 Parker Avenue  
Sacramento, Ca. 95820

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 170(b)(1)(A)(vi) and 509(a)(1).

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

If your gross receipts each year are normally more than \$5,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file a return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Please keep this determination letter in your permanent records.

Sincerely yours,



District Director

This determination letter is effective from October 30, 1975 in accordance with section 508(a) of the Internal Revenue Code of 1954. For periods prior to the effective date of exemption from Federal Income Taxes, you are required to file Federal income tax returns with your District Director. Furthermore, contributions to you prior to the effective date of exemption are not deductible on an individual donor's income tax return per Internal Revenue Regulations 1.508-2(b).

INTERNAL REVENUE SERVICE  
EP/EO

Internal Revenue Service  
EP/EO Disclosure Desk  
P.O. Box 2350 Los Angeles, CA 90053

SACRAMENTO AREA EMERGENCY  
HOUSING CENTER  
4516 PARKER AVE  
SACRAMENTO, CA 95820

Person to Contact:  
L. Barragan (A to K)  
F. Mirafior (L to Z)  
Telephone Number:  
(213)894-2336  
Refer Reply to:  
92-773  
Date:  
Jul 22, 1992

RE: 94-2172933  
SACRAMENTO AREA EMERGENCY  
HOUSING CENTER

Gentlemen:

This is in response to your request for a determination letter of the above-named organization.

A review of our records indicates that the above-named organization was recognized to be exempt from Federal income tax in December 1975, as an organization described in Internal Revenue Code section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in section 509(a) of the code, because it is an organization described in section 170(b)(1)(A)(vi).

This letter is to verify your exempt status and the fact that the determination letter issued in December 1975 continues to be in effect.

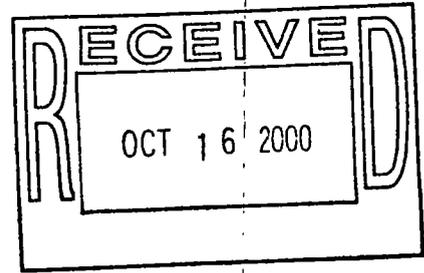
If you are in need of further assistance, please feel free to contact me at the above address.

We appreciate your cooperation in this regard.

Sincerely,



Disclosure Assistant



October 16, 2000

City Manager's Office  
915 I Street, Room 101  
Sacramento, CA 95814  
ATTN: Kathy Trapp

Dear Ann Land/Bertha Henschel Commission Members:

It is with enthusiasm that Sacramento Area Emergency Housing Center (SAEHC) submits the enclosed proposal for Ann Land/Bertha Henschel funds. As you are already aware, SAEHC uses Ann Land/Bertha Henschel funds to make ends meet in our shelter programs and is therefore able to serve some of Sacramento's neediest individuals and families.

In addition to the grant proposal, I have included the required attachments. Should you have any questions or if I can be of further assistance, please contact me at SAEHC's Administrative Offices, (916) 454-2120.

Thank you for considering the enclosed proposal.

Sincerely,

A handwritten signature in cursive script that reads "John P. Fernald".

John Fernald  
Executive Director

**Sacramento Area Emergency Housing Center**  
**2988 35th St., Sacramento, CA 95817**  
**Ph: 916-454-2120 Fax: 454-2102**



STATE OF CALIFORNIA

**FRANCHISE TAX BOARD**

SACRAMENTO, CA 95857-0026

In reply refer to : 344:je  
Date : 8-25-89

South Area Emergency Housing Center

4516 Parker Avenue

Sacramento, CA 95820

**EXEMPT LETTER OF GOOD STANDING**

CORPORATE NAME

South Area Emergency Housing Center

CORPORATE NUMBER

0661257

STATUS DATE

08 — 25 — 89

The above designated organization is currently exempt from tax under Section 23701  of the Bank and Corporation Tax Law and is in good standing with this office at the present time.

A. Scott, Supervisor  
Exempt Organizations Unit

Public Service Information  
Telephone: 1-(800) 852-7050

# FINANCIAL INFORMATION

*Financial Statements of*

SACERDAN DENNY & COMPANY LIMITED  
INCORPORATED IN CANADA

*June 30, 1991*

# SACRAMENTO AREA EMERGENCY HOUSING CENTER

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Charles K. Benn  
Steven A. Campbell  
Stephen B. Taylor  
Linda L. House

INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Sacramento Area Emergency Housing Center  
Sacramento, California

We have audited the accompanying statement of financial position of Sacramento Area Emergency Housing Center (a California not-for-profit corporation) as of June 30, 1999, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Sacramento Area Emergency Housing Center's management. Our responsibility is to express an opinion on these of financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Sacramento Area Emergency Housing Center as of June 30, 1999, and the changes in its net assets and its cash flows for the year then ended in conformity with generally accepted accounting principles.

Our audit was performed for the purpose of forming an opinion on the basic financial statements of Sacramento Area Emergency Housing Center taken as a whole. The accompanying schedule of support and revenue and functional expenses by grant is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Campbell, Benn & Taylor*  
An Accountancy Corporation

August 23, 1999  
Sacramento, California

SACRAMENTO AREA EMERGENCY HOUSING CENTER

STATEMENT OF FINANCIAL POSITION

June 30, 1999

ASSETS

Current Assets:	
Cash - Note 2	\$ 42,378
Grants receivable	283,027
Prepaid expenses	<u>10,442</u>
Total current assets	<u>335,847</u>
Property and Equipment - Notes 2 and 3:	
Land	86,598
Buildings	446,881
Furniture and equipment	133,619
Leasehold improvements	<u>123,672</u>
Total property and equipment	790,770
Less accumulated depreciation - Note 3	<u>(312,090)</u>
Property and equipment, net	<u>478,680</u>
Total assets	<u>\$ 814,527</u>

LIABILITIES AND NET ASSETS

Current Liabilities:	
Accounts payable	\$ 6,231
Accrued liabilities	42,738
Security deposits - Note 2	<u>5,979</u>
Total current liabilities	<u>54,948</u>
Commitments and contingencies - Note 5	
Net Assets:	
Unrestricted	343,368
Permanently restricted	<u>416,211</u>
	<u>759,579</u>
Total liabilities and net assets	<u>\$ 814,527</u>

The accompanying notes are an integral part of these financial statements.

**SACRAMENTO AREA EMERGENCY HOUSING CENTER**

**STATEMENT OF ACTIVITIES**  
For the Year Ended June 30, 1999

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
<b>Support and Revenue:</b>				
Grants and contracts	\$ 2,150,796	\$ -	\$ -	\$ 2,150,796
Contributions	32,225	-	-	32,225
Rental income	9,625	-	-	9,625
Special events, net of direct costs of \$7,057	14,046	-	-	14,046
In-kind donations - Note 2	<u>163,641</u>	<u>-</u>	<u>-</u>	<u>163,641</u>
Total support and revenue	<u>2,370,333</u>	<u>-</u>	<u>-</u>	<u>2,370,333</u>
<b>Functional Expenses:</b>				
Program	2,062,494	-	-	2,062,494
General and administrative	<u>258,702</u>	<u>-</u>	<u>-</u>	<u>258,702</u>
Total functional expenses	<u>2,321,196</u>	<u>-</u>	<u>-</u>	<u>2,321,196</u>
<b>Other Changes:</b>				
Depreciation of permanently restricted assets	<u>22,022</u>	<u>-</u>	<u>(22,022)</u>	<u>-</u>
Total other changes	<u>22,022</u>	<u>-</u>	<u>(22,022)</u>	<u>-</u>
Change in net assets	<u>71,159</u>	<u>-</u>	<u>(22,022)</u>	<u>49,137</u>
Net assets, beginning of year	<u>272,209</u>	<u>-</u>	<u>438,233</u>	<u>710,442</u>
Net assets, end of year	<u>\$ 343,368</u>	<u>\$ -</u>	<u>\$ 416,211</u>	<u>\$ 759,579</u>

The accompanying notes are an integral part of these financial statements.

**SACRAMENTO AREA EMERGENCY HOUSING CENTER**

**STATEMENT OF FUNCTIONAL EXPENSES**  
For the Year Ended June 30, 1999

	<u>Program</u>	<u>General &amp; Administrative</u>	<u>Total</u>
Functional Expenses:			
Salaries	\$ 1,228,351	\$ 229,347	\$ 1,457,698
Employee benefits	111,114	11,337	122,451
Payroll taxes	119,221	10,204	129,425
In-kind goods and services - Note 2	163,641	-	163,641
Supplies	140,122	-	140,122
Depreciation	44,523	-	44,523
Rent	37,541	-	37,541
Food	39,336	-	39,336
Insurance and bonds	12,598	-	12,598
Maintenance	30,832	-	30,832
Telephone	21,865	-	21,865
Travel and lodging	29,441	-	29,441
Utilities	67,221	-	67,221
Motel vouchers	4,550	-	4,550
Rental housing	6,301	-	6,301
Staff training	5,837	-	5,837
Audit and accounting	-	7,814	7,814
	<u>          </u>	<u>          </u>	<u>          </u>
Total functional expenses	<u>\$ 2,062,494</u>	<u>\$ 258,702</u>	<u>\$ 2,321,196</u>

The accompanying notes are an integral part of these financial statements.

**SACRAMENTO AREA EMERGENCY HOUSING CENTER**

**STATEMENT OF CASH FLOWS**  
For the Year Ended June 30, 1999

Cash Flows From Operating Activities:	
Cash received from grants, contracts, and clients	\$ 2,368,281
Cash paid to suppliers and employees	<u>(2,271,607)</u>
Cash provided by operating activities	<u>96,674</u>
Cash Flows From Investing Activities:	
Acquisition of property and equipment	<u>(33,772)</u>
Cash Flows From Financing Activities:	
Change in cash overdraft	<u>(20,524)</u>
Net increase in cash	42,378
Cash, beginning of year	<u>-</u>
Cash, end of year	<u><u>\$ 42,378</u></u>

Reconciliation of Change in Net Assets to  
Cash Provided By Operating Activities:

Change in net assets	\$ 49,137
Adjustments to reconcile change in net assets to cash provided by operating activities:	
Depreciation and amortization	44,524
Loss on disposal of fixed assets	1,105
(Increase) decrease in assets:	
Accounts receivable	(2,052)
Other current assets	1,461
Increase (decrease) in liabilities:	
Accounts payable	(153)
Accrued expenses	2,084
Security deposits	<u>568</u>
Cash provided by operating activities	<u><u>\$ 96,674</u></u>

The accompanying notes are an integral part of these financial statements.

# SACRAMENTO AREA EMERGENCY HOUSING CENTER

## NOTES TO FINANCIAL STATEMENTS

June 30, 1999

### NOTE 1: GENERAL

Sacramento Area Emergency Housing Center (SAEHC) is a not-for-profit corporation organized to provide temporary shelter, food, and transportation to families and women in emergency situations in Sacramento County. SAEHC has been in existence since 1970 and was incorporated in July 1972.

SAEHC is funded principally by contracts from various governmental agencies; however, it also receives support from the United Way and other donors.

SAEHC operates the following programs:

**Summer Food Service Program/Homeless Children Nutrition Program (USDA)** The Summer Food Service Program provides supplemental assistance to the school lunch program in furnishing meals to eligible children from low-income families. The Homeless Nutrition Program provides meals to homeless children under the age of six in emergency shelters. Funding for both programs is provided by the federal government and administered through the U.S. Department of Agriculture.

**Community Services Block Grant (CSBG)** This grant provides funds for continuous weekend services for the family shelter and permanent housing assistance for all residents of the shelter. Funding is provided by the federal government and administered through the Sacramento Housing and Redevelopment Agency.

**Transitional Housing Program (THP)** provides year-long housing for repeatedly homeless families. The funds provide for resident maintenance, resident monitor, housing location, and assistance. Funding is provided by the Sacramento County Department of Human Assistance from a five year HUD McKinney Transitional Housing Grant.

**Federal Emergency Management Agency (FEMA)** These funds provide food and shelter for both the family and the women's shelters. Funding is provided by the federal government, designated by the Local Emergency Food and Shelter Board, with funds administered by the National United Way.

**CPS Families** This program provides counseling assistance and other services to homeless parents with children who are at risk of losing or have lost their children to foster care.

**Emergency Housing Assistance Program (EHAP)** provides funding utilities to the family shelter and case worker in the Transitional Leased Housing Program.

**Cal Works Program** provides for a family shelter and a single woman shelter and encourages and educates adults to enter the workforce. Funding is provided by the State of California.

**Drug and Alcohol Rehabilitation Program** provides drug and alcohol rehabilitation services to residents of the family shelter and single woman shelter. Funding is provided by the County of Sacramento.

**Youth Works Program** provides for case management services for youth.

The accompanying notes are an integral part of these financial statements.

**NOTE 1: GENERAL (Continued)**

**Mather Community Campus** This is a collaborative effort providing transitional housing, case management training, and employment to homeless families. SAEHC's role is resident monitoring of the family housing. Funding is received through a HUD supportive housing grant.

**Mather Case Work** This program provides case management services for families at Mather Campus Community.

**Title IV-B** This program provides for outreach and support services through SAEHC's Family Resource Center to families with neglectful or abusive parents referred by Child Protective Service. Services include home visits; workshops covering parenting; drug and alcohol abuse counseling, and classes for constructive recreation. Funding is provided by the federal government and administered through the Sacramento County Department of Health and Human Services.

**Other Programs** include the following:

***Land/Henschel Fund*** Consists of a restricted donation to the Organization to be used to offset food and utility costs. For the year ended June 30, 1999, a donation of \$6,000 was recorded, of which \$6,000 was expended.

The ***Head Start*** program provides a children's school readiness program. Funding is provided by the federal government and administered through the Sacramento Employee Training Agency (SETA).

***Monitoring*** program provides SAEHC staff security supervision at night for the apartment complex adjacent to SAEHC's 5th Avenue location where SHRA and the County of Sacramento are operating housing for the disabled.

The ***Horizons Consortium*** is a collaborative grant with the Chemical Dependency Center for Women as the lead agency in which SAEHC provides permanent housing placement services to battered women and referrals to a community support network.

**NOTE 2: SIGNIFICANT ACCOUNTING POLICIES**

**Financial Statement Presentation:**

SAEHC reports information according to two classes of net assets: unrestricted net assets and permanently restricted net assets. All financial transactions have been recorded and reported by the following net assets classifications:

***Unrestricted Net Assets***

Unrestricted net assets represent resources over which the Board of Directors has discretionary control and that are neither permanently restricted nor temporarily restricted by donor-imposed stipulations. SAEHC shows grant and contract income whose restrictions are met in the same reporting period as unrestricted grants and contracts revenue.

***Permanently Restricted Net Assets***

Permanently restricted net assets represent resources whose use by SAEHC is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the organization.

**Cash**

SAEHC maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. SAEHC has not experienced any losses in such accounts and management believes it is not exposed to any significant risk on cash. Additionally, SAEHC maintains separate cash accounts for security deposits related to HUD rental and transitional housing programs. Deposits are refunded, or expended, as units become vacant.

The accompanying notes are an integral part of these financial statements.

NOTE 2: **SIGNIFICANT ACCOUNTING POLICIES (Continued):**

**Grants Receivable**

Grants receivable represent expenditures for which reimbursement has been requested but not yet received. Unearned grant revenues represent reimbursable grant expenditures that are authorized and allowable under the terms of a grant contract. Grant revenue is recognized when services are performed and related reimbursable expenses are incurred, in accordance with the terms of applicable grant awards.

**Concentration of Accounts and Grants Receivable and Support and Revenue**

During the year, the SAEHC earned a significant portion of its grant revenues from governmental agencies. Grant revenues from governmental agencies amounts to 98% of total revenue during the year ended June 30, 1999 and related receivables at year-end amounted to 100% of total grant and contract receivables. Historically, the SAEHC has experienced no losses on receivables from governmental agencies.

**In-Kind Donations**

SAEHC recognizes revenue for certain donated goods and services at the fair market value of those goods and services. Donated goods and services include the following items:

Undesignated contributions	
Salaries / services (used for the family shelter)	\$ 92,438
Food commodities (used for the family shelter)	15,786
Supplies (used for all programs)	<u>55,417</u>
 Total in-kind donated goods and services	 <u>\$ 163,641</u>

**Property and Equipment**

SAEHC records the acquisition of property and equipment at cost, if purchased, or at estimated fair market value if donated.

**Depreciation**

Buildings and leasehold improvements are depreciated on a straight-line basis over 10 to 30 years. Furniture and equipment are depreciated on a straight-line basis over 3 to 10 years.

**Use of Estimates in the Preparation of Financial Statements**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Income Taxes**

SAEHC is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. Therefore, no provision for income taxes has been recorded.

**Change in Year End**

SAEHC changed its fiscal year end from February 28 to June 30 beginning June 30, 1998.

The accompanying notes are an integral part of these financial statements.

**NOTE 3: PROPERTY AND EQUIPMENT**

Land and buildings were conveyed in grant deeds by the County of Sacramento and Mr. Aubrey D. Parker, with a provision that if the property is not used exclusively for the purpose of the SAEHC, the County of Sacramento and the State of California may take possession of the property. Total net book value of the land, buildings, and related improvements are \$416,211. These assets are classified as permanently restricted.

**NOTE 4: TAX-SHELTERED ANNUITY PROGRAM**

SAEHC maintains a tax-sheltered annuity program covering all employees who elect to participate. Employees may contribute up to the maximum amount allowed under the provisions of Section 403(b) of the Internal Revenue Code. No employer contributions are made to this program.

**NOTE 5: COMMITMENTS AND CONTINGENCIES**

SAEHC entered into a non-cancelable operating lease for administrative office facilities for a seven-year period commencing August 1, 1998. Minimum required monthly lease payments of \$1,401 over the life of the lease are as follows:

Year Ending June 30:	
2000	\$ 16,812
2001	16,812
2002	16,812
2003	16,812
2004	16,812
Thereafter	<u>18,213</u>
Total	<u>\$ 102,273</u>

SAEHC has a \$50,000 line of credit with a bank at 12.525% interest. As of June 30, 1999, there was no outstanding balance.

SAEHC purchased a vacant lot during the fiscal year ended June 30, 1999. The property has liens placed against it from the County of Sacramento. SAEHC may be liable for these liens which approximate \$12,000.

**NOTE 6: GRANT REVENUES**

Grant revenues under unrestricted programs include rents collected by SAEHC which were reflected in grant draw-downs in the following amounts:

THP	\$ 29,587
Family preservation	<u>34,503</u>
Total	<u>\$ 64,090</u>

The accompanying notes are an integral part of these financial statements.

SUPPLEMENTARY INFORMATION

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**SACRAMENTO AREA EMERGENCY HOUSING CENTER**

**SUPPORT AND REVENUE AND FUNCTIONAL EXPENSES BY GRANT**

For the Year Ended June 30, 1999

	<u>USDA</u>	<u>CDBG</u>	<u>CSBG</u>	<u>THP</u>	<u>Tax Increment</u>	<u>FEMA</u>	<u>Drugs &amp; Alcohol</u>	<u>Children's Trust</u>
<b>Support and Revenue:</b>								
Grants and contracts	\$ 17,982	\$ 675,067	\$ 51,255	\$ 150,559	\$ 29,900	\$ 33,250	\$ 125,503	\$ 26,689
Rental income	-	-	-	-	-	-	-	-
In-kind donations	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-
Special events	-	-	-	-	-	-	-	-
<b>Total support and revenue</b>	<u>17,982</u>	<u>675,067</u>	<u>51,255</u>	<u>150,559</u>	<u>29,900</u>	<u>33,250</u>	<u>125,503</u>	<u>26,689</u>
<b>Functional Expenses:</b>								
<b>Program Services:</b>								
Salaries	-	332,374	33,249	82,705	18,472	3,858	53,774	11,673
Employee benefits	-	34,519	2,767	9,002	950	-	4,979	427
Payroll taxes	-	38,279	3,228	7,518	950	-	5,637	1,414
Rent	-	1,200	3,000	-	-	-	8,500	2,650
Food	17,534	12,146	820	-	-	6,336	-	-
Insurance and bonds	-	6,548	800	250	-	-	-	-
Maintenance	-	15,469	-	11,767	-	-	-	-
Supplies	-	39,773	1,623	6,433	-	7,113	28,753	3,889
Telephone	-	10,938	588	1,645	-	(251)	1,500	-
Travel and lodging	-	15,372	4,565	652	-	-	1,577	343
Utilities	-	15,382	357	17,526	-	6,234	1,500	-
In-kind goods & services	-	-	-	-	-	-	-	-
Motel vouchers	-	4,550	-	-	-	-	-	-
Rental housing	-	-	-	-	-	-	-	-
Staff training	-	4,150	-	-	-	-	139	-
Depreciation	-	24,372	-	593	539	-	105	-
<b>General and Administrative:</b>								
Salaries	-	119,622	-	14,258	-	-	14,813	6,149
Employee benefits	-	8,796	-	360	-	-	-	-
Audit, accounting and other	-	6,395	-	-	-	700	-	-
Payroll taxes	-	7,917	-	324	-	-	-	-
<b>Total functional expenses</b>	<u>17,534</u>	<u>697,802</u>	<u>50,997</u>	<u>153,033</u>	<u>20,911</u>	<u>23,990</u>	<u>121,277</u>	<u>26,545</u>
<b>Support and revenue over (under) functional expenses</b>	<u>\$ 448</u>	<u>\$ (22,735)</u>	<u>\$ 258</u>	<u>\$ (2,474)</u>	<u>\$ 8,989</u>	<u>\$ 9,260</u>	<u>\$ 4,226</u>	<u>\$ 144</u>

Family Pres. Housing	Family Pres. Group/ Transitional	EHAP	Mather	Title IV B	Mather Case Work	Youthworks	Other Programs	Other Contributions	Total
\$ 50,471	\$ 294,145	\$ 48,557	\$ 266,136	\$ 101,455	\$ 202,705	\$ 33,498	\$ 43,624	\$ -	\$ 2,150,796
-	-	-	-	-	-	-	9,625	-	9,625
-	-	-	-	-	-	-	-	163,641	163,641
-	-	-	-	-	-	-	-	32,225	32,225
-	-	-	-	-	-	-	-	14,046	14,046
<u>50,471</u>	<u>294,145</u>	<u>48,557</u>	<u>266,136</u>	<u>101,455</u>	<u>202,705</u>	<u>33,498</u>	<u>53,249</u>	<u>209,912</u>	<u>2,370,333</u>
30,818	220,102	19,103	170,618	43,513	159,934	23,135	24,284	739	1,228,351
963	15,642	1,815	16,567	7,642	12,422	2,275	1,144	-	111,114
2,351	18,809	2,869	18,016	4,243	11,676	1,871	2,360	-	119,221
3,600	-	5,880	-	2,250	-	8,261	2,200	-	37,541
-	-	-	-	-	-	-	2,500	-	39,336
-	-	-	2,500	-	2,500	-	-	-	12,598
-	2,583	-	-	40	-	-	973	-	30,832
3,776	16,596	-	12,268	3,597	13,903	1,683	715	-	140,122
1,115	2,031	-	499	2,023	-	239	1,287	251	21,865
540	1,578	-	2,163	1,003	767	99	782	-	29,441
115	18,334	-	-	3,175	-	-	4,230	368	67,221
-	-	-	-	-	-	-	-	163,641	163,641
-	-	-	-	-	-	-	-	-	4,550
-	-	-	-	-	-	-	6,301	-	6,301
270	-	-	-	200	978	100	-	-	5,837
-	4,812	3,237	2,999	-	1,605	-	2,083	4,178	44,523
-	-	-	44,300	30,205	-	-	-	-	229,347
-	-	-	-	2,181	-	-	-	-	11,337
-	12	-	-	-	-	-	-	707	7,814
-	-	-	-	1,963	-	-	-	-	10,204
<u>43,548</u>	<u>300,499</u>	<u>32,904</u>	<u>269,930</u>	<u>102,035</u>	<u>203,785</u>	<u>37,663</u>	<u>48,859</u>	<u>169,884</u>	<u>2,321,196</u>
<u>\$ 6,923</u>	<u>\$ (6,354)</u>	<u>\$ 15,653</u>	<u>\$ (3,794)</u>	<u>\$ (580)</u>	<u>\$ (1,080)</u>	<u>\$ (4,165)</u>	<u>\$ 4,390</u>	<u>\$ 40,028</u>	<u>\$ 49,137</u>

The accompanying notes are an integral part of these financial statements.