

**FRANCIS**

**HOUSE**

# AL/BH COMMISSION REVIEW AND RATING SHEET

**Requesting Agency: FRANCIS HOUSE**

**Amount Requested: \$8,000**

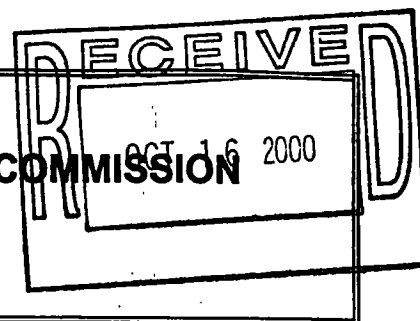
<b>Agency Points</b>	Application Preliminary Points:	Hearing Review Points:
<b>Recommended Funding</b>	Application Preliminary: \$	Hearing Review: \$
<b>Recommended Funding</b>	Application Preliminary: \$	Hearing Review: \$

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: Francis House

Address: 1422 C Street, Sacramento, CA 95814

Mailing Address (if different):

Executive Director: Gregory Bunker

**II. AGENCY CONTACT**

Name: Gregory Bunker

Title: Executive Director

Phone Number: (916) 443-2646

**III. TOTAL AMOUNT REQUESTED: \$8,000.00**

**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 quick reference, please check the following services you are requesting and indicate the dollar amount requested

Food \$ \_\_\_\_\_     Clothing \$ \_\_\_\_\_     Shelter \$ \_\_\_\_\_     Utilities \$ \_\_\_\_\_

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

Other Identification \_\_\_\_\_ \$8,000.00

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

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

YES     NO    Briefly explain:

Francis House was able to designate \$2,488 for identification in the current fiscal year. We are also spending \$21,408 on bus tokens this year and that includes transportation for our clients to get to DMV and job related appointments. We will be seeking more funds from Franciscan Charities for ID and transportation in 2001.

E. Total number of clients to be served by AL/BH funds requested: A program total of \$10,488 will provide 1,748 ID's or 874 Birth Certificates.

F. Hours AL/BH funded programs would be available to clients:

Mon-Fri, 9:30-11:30 AM & 1-3:00 PM

G. Geographic service area, within the City, for requested funds:

City of Sacramento

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.)

See 2A & 2B

## **2a**

### **AL/BH Committee**

#### **Program/Service for Funding Request:**

It is difficult to convey the importance of your assistance in helping Francis House to provide identification for those who suffer poverty in Sacramento. Each month begins with hundreds of individuals flocking to Francis House in order to obtain adequate ID. State picture ID's are required by all government agencies and, at least in California, it is against the law to hire anyone without seeing State picture ID and verification of a social security number. This has made it nearly impossible for Sacramento's poor to find employment or register for assistance without ID assistance and we are the only source for help.

It is difficult and time consuming enough (sometimes taking up to 6 months) for people to get ID, but without financial assistance many individuals would be out of luck and delayed much longer.

Francis House funds bus tokens and gas vouchers for transportation to get our clients to DMV which for many people would make getting ID very difficult. Another great aspect of this program is that there is virtually no abuse or misuse of funds as Francis House printed checks are only made out to government offices.

It seems highly appropriate that this program should receive continued funding from AL/BH for the following reasons:

1. This enables our clients to develop self-sufficiency by making employment or other assistance a possibility.
2. There is no other agency that provides this service in Sacramento.
3. We have developed a system that limits misuse and answers a need in a cost-effective manner.
4. Francis House is supported by 16 prominent congregations and operates primarily through volunteer support.
5. This program opens up opportunities for the poor.

Furthermore, we are asking the funding be increased to 8,000 per year. We know that this is asking a lot but there are good reasons for this request. First, the need is so great that we run out of all ID funds by the end of the second week of the month.

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- 2. This program offers an opportunity for the poor  
operates primarily through volunteer support.
- 4. Francis House is supported by 10 prominent congregations and  
operates in a cost-effective manner.
- 2. We have developed a system that makes misuse and answers a  
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## **2b**

**Secondly, Francis House was forced to relocate at the end of last year due to the East End Office Project. We were successful in doing so but now that we are in a new home at 1422 C Street and have expanded our hours for resource counseling we find that we are nearly twice as busy as we used to be on 17<sup>th</sup> Street. We are averaging over 80 people every day and now we run out of ID money even earlier.**

**As the only provider of Identification services for the poor in the greater Sacramento area, we have learned a great deal about the process to get ID and I'd like to share with you briefly, some of the complications of doing so. If one is fortunate and already in the California Department of Motor Vehicles computers, then it is relatively simple, and all you need is \$6 and the means to get there. If, however, you are not listed in the computer, being from another state or not having an ID or Driver's License for the past three years, it is much more difficult, time consuming and expensive. In this case, to apply for a DMV ID or Driver's License you must have an original Birth Certificate and a Social Security Card. The State of California is the worst State office in the Country to get an original Birth Certificate from because, due to budget cutbacks, it now takes 6 months to get one. Most other States take 4 - 6 weeks. If you were born in Sacramento County you are lucky and can walk in and get one on the spot for \$18.**

**Fortunately, we have recently worked out an arrangement with the State Office of Vital Records where, if we accompany the request with a letter stating the urgency of the matter, which is almost always the case with our clients, they then will expedite the request and mail the BC within 4 - 6 weeks. This is already working. The State office has also provided us, through their Web sight, with a list of all California County offices for Vital Records. This also helps to expedite matters.**

**I thank you, very sincerely, for enabling us to help so many of our clients to overcome this primary barrier to changing their lives for the better.**

**You will notice the increase in our request this year , from \$5,000 to \$8,000 due to fact that we exhaust these funds by the 10th of every month. Please consider this request and Thank you again for the good you have made possible.**

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shortage. The State of California is the worst State office in the  
District because you must have an original Birth Certificate and a Social  
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Sacramento area we have found a great deal about the process to get  
as the only provider of identification services for the poor in the district

and now we run out of ID money even earlier.  
We need to be on ID. We are waiting to get 50 people every day  
born for resource counseling we find that we are nearly twice as busy as  
now that we are in a new home at 1425 C Street and have expanded our  
due to the fact that Office moved. We were successful in doing so but  
secondly, House was forced to relocate at the end of last year

SP



## **V. AGENCY DESCRIPTION**

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

The new mission statement of Francis House is: Because God calls us to respond to the cry of the poor, Francis House, a faith based community, provides personal presence and practical care to all who come to us.

**B. Date incorporated:** June 2, 1978 FH was operated by St. Francis Church since 1970.

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

The big news on Francis House is that in December, 1999, we relocated our agency from 17<sup>th</sup> Street to 1422 C Street. This has brought about many changes in programs and what we can provide. In order to successfully relocate, we had to close our Hospitality program and mail drop services. These programs would have made it impossible for us to get a permit. But then, strictly as a resource-counseling center we were able to increase our hours to 9:30 – 11:30 AM and 1 – 3 PM (our business has doubled). Through our resource-counseling services, our trained volunteers provide personal attention, advocacy, referrals, job and housing placements and emergency aid through vouchers for shelter, ID, and transportation (ie, Bus tokens, gasoline, and Greyhound discounts). We find that through personal attention our simple prescription of services changes lives.

As an information and referral center, Francis House provides printed resource information for the public in the form of the "Street Sheet". This is made available for our clients and any public or private agency requesting a master. We are also a community information center for InfoLine Sacramento and have the Community Service Directory on a computer for access by clients and volunteer counselors.

We have formed a partnership with Self-Help Housing and provide John Foley and his staff with office space so that he can provide his housing services for our clients. Once we fully develop our building, we hope to make similar partnerships with Crossroads Inc. for employment services and Sacrament Food Bank for educational services. We are presently designing and planning for an application to double our office space in the building we now own.

Attendant services include toiletry supplies, reading materials, blankets and sleeping bags, and Christmas presents for children.

We are very busy and we are growing our services to help more of our clients to change their lives. Your funding will go a long way to facilitate those changes.

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reach and Christianize people for Christ.

Additional services include: shelter, food, clothing, materials, blankets and sleeping

office space in the building we now own.

Services: We are presently designing and building for an addition to double our

Christianity Inc. for employment services and sacrament food bank for educational

Once we fully develop our building, we hope to make similar partnerships with

the staff with office space so that we can provide the housing services for our clients.

We have formed a partnership with Self-Help Housing and provide job help and

services directly on a computer for access by clients and volunteer contributors.

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center) provide):

C. Agency activities (briefly describe other services/programs your agency

1980

B. Date incorporated: June 3, 1978 FH was organized by St. Francis Church since

presence and personal care to all who come to us.

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The new mission statement of Francis House is: Because God calls us to respond to

A. Mission Statement/Agency Goal:

A. AGENCY DESCRIPTION

**VI. FINANCIAL INFORMATION**

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

Income Sources	\$ Amount	% of Total Funding
Private/Corporate Donations <sup>9 churches</sup>	105,140 <sup>-</sup>	70%
United Way	10,176 <sup>-</sup>	10%
SETA	0	
Federal Assistance	0	
State Assistance	0	
City/County Assistance (not Ann Land/Bertha Henschel funds)	0	
Grants	13,700 <sup>-</sup>	9%
Ann Land/Bertha Henschel Funds	5,000 <sup>-</sup>	3%
Other	10,184 <sup>-</sup>	8%
<b>TOTALS</b>	<b>150,200<sup>-</sup></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.

Gregory Bunker  
Name (please print)

Executive Director  
Title

  
Signature

10/16/00  
Date

# **ATTACHMENTS**

**BOARD OF DIRECTORS**

**ORGANIZATION CHART**

**NOT-FOR-PROFIT STATUS**

**RECOMMENDATION LETTERS**

# Francis House Board of Directors - 2000/01

- Gary Gallery - CHAIRMAN

Public Employment Relations Board  
1031 18th Street, Sacramento, CA 95814  
WK: 324-0143 HM: 428-9430 FX: 327-7955  
E-MAIL: [ggallery@ips.net](mailto:ggallery@ips.net)

- Rev. Scot Sorensen - VICE CHAIRMAN

*St. John's Lutheran Church*  
1701 L Street, Sacramento, CA 95814  
CH: 444-0874 HM: 424-7268 FX: 444-1205  
E-MAIL: [staff@StJohnsLc.org](mailto:staff@StJohnsLc.org)

- Ms. Deirdre Bigus - TREASURER

657 55<sup>th</sup> Street, Sacramento, CA 95819  
HM: 454-0200

- Mr. Joseph B. de Illy - SECRETARY

2001 S Street, Sacramento, CA 95814  
WK: 454-0966 HM: 364-8160 FX: 454-0971

- Rev. Vincent Brady

*Cathedral of the Blessed Sacrament*  
1017 11th Street, Sacramento, CA 95814  
CH: 444-3070 FX: 443-2749  
E-MAIL: [cath4@ips.net](mailto:cath4@ips.net)

- Very Rev. Donald Brown

*Trinity Episcopal Cathedral*  
2620 Capital Ave., Sacramento, CA. 95816  
CH: 446-2513 HM: 484-7013 FX: 446-2589  
E-MAIL: [TVRBrown@ix.netcom.com](mailto:TVRBrown@ix.netcom.com)

- Ms. June Chryslar

*St. Mark's UMC*  
4300 Ravenwood Ave., Sacramento, CA 95821  
HM: 485-2950 CH: 483-7848

- Mr. Bill Cochran

*Westminster Presbyterian Church*  
1300 N Street, Sacramento, CA. 95814  
CH: 442-8939 HM: 443-4866 CH FX: 447-5729

- Mr. Bryce Docherty

*Fremont Presbyterian Church*  
23 Crossley Court, Sacramento, CA 95833  
WK: 648-2727X130 HM: 924-8589 CH: 452-7132  
E-MAIL: [Brvcer@gatewav.net](mailto:Brvcer@gatewav.net)

- Rev. Steven Fietz

*1<sup>st</sup> Christian Church, Disciples of Christ*  
3901 Folsom Blvd., Sacramento, CA 95819  
CH: 452-7661 HM: 386-9613 FX: 452-8461  
E-MAIL: [sacfcc@ips.net](mailto:sacfcc@ips.net)

- Sister Claire Graham

*St. Francis Catholic Church*  
1066 26th Street, Sacramento, CA. 95816  
CH: 443-8084 FX: 443-7356  
E-MAIL: [francisassis@msn.com](mailto:francisassis@msn.com)

- Rev. Dexter McNamara

*Interfaith Service Bureau*  
4233 American River Dr., Sac., CA 95864  
ISB: 456-3815 ISB HM: 972-1282 FX: 456-3816  
E-MAIL: [DexMcN@aol.com](mailto:DexMcN@aol.com)

- Revs. Michael & Faith Moran

*Spiritual Life Center*  
2331 K Street, Sacramento, CA 95816  
WK: 448-6508 HM: 427-1867 FX: 448-6308  
E-MAIL: [SLCSactoA@ips.net](mailto:SLCSactoA@ips.net)

- Reverend Jay K.-Pierce

*Central United Methodist Church*  
5265 H Street, Sacramento, CA 95819  
CH: 452-5016 HM: 739-8533 FX: 457-5462  
E-MAIL: [cumc@tms.net](mailto:cumc@tms.net)

- Mr. Bob Metzger

*All Saints Episcopal Church*  
6827 Coachlite Way, Sacramento, CA 95831  
CH: 455-0643 HM: 422-5168

- Ms. Eileen Riesinger

*First United Methodist Church*  
1701 9th Avenue, Sacramento, CA 95818  
HM: 441-7054 CH: 446-5025 CH FX: 446-3463

- Ms. Julie Strahl

*St. Mary's Catholic Church*  
3428 Birch Tree Way, Sacramento, CA 95826  
HM: 362-6076 CH: 452-0296 FX: 452-3908  
E-MAIL: [jewelvTBS@aol.com](mailto:jewelvTBS@aol.com)

- Mr. Ted White (w Trinity)

*Sacramento Delta Property Management*  
910 Florin Road, Ste. 100, Sac., CA 95831  
WK: 429-4475 HM: 684-4015 FX: 429-4562  
E-MAIL: [sacdelt@aol.com](mailto:sacdelt@aol.com)

- • OTHER SUPPORTING CHURCHES:

*1<sup>st</sup> Baptist*  
*Pioneer Congregational*  
*St. Elizabeth's*

- Gregory Bunker, Executive Director  
WEB SITE: [www.sacramento.org/francis](http://www.sacramento.org/francis)

- Louis Baum, Manager  
E-MAIL: [gregbunk@aol.com](mailto:gregbunk@aol.com) WK: 443-2646

July 1, 2000  
FX: 554-7566

# FRANCIS HOUSE ORGANIZATIONAL CHART- [REDACTED]

Base of Support = 16 Supporting Congregations

Board of Directors  
Representatives from Supporting  
Congregations & Members at Large

Committees of the Board

Budget & Finance

Personnel

Congregational  
Outreach

Resource  
Development

Ad-hoc  
Committees

Program

Location

Executive  
Director

Manager

Hospitality  
Manager

Client  
Volunteers

Hospitality  
Services

Volunteers

Resource  
Counselling  
& Case  
Management

Internal Revenue Service  
District Director

Department of the Treasury

SF:EO:78-790

Date: JUN 2 1978

Employer Identification Number:

94-2437147

Accounting Period Ending:

June 30

Foundation Status Classification:

509(a)(1) and 170(b)(1)(A)(vi)

Advance Ruling Period Ends:

June 30, 1979

Person to Contact:

L. Huey

Contact Telephone Number:

(415) 556-1585

Francis House of Sacramento  
1112 26th Street  
Sacramento, CA 95816

Dear Applicant:

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.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 170(b)(1)(A)(vi) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 170(b)(1)(A)(vi) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 170(b)(1)(A)(vi) organization.



# State of California



## SECRETARY OF STATE CERTIFICATE OF STATUS DOMESTIC CORPORATION

I, BILL JONES, Secretary of State of the State of California, hereby certify:

That on the **11th day of May, 1977, FRANCIS HOUSE OF SACRAMENTO** became incorporated under the laws of the State of California by filing its Articles of Incorporation in this office; and

That no record exists in this office of a certificate of dissolution of said corporation nor of a court order declaring dissolution thereof, nor of a merger or consolidation which terminated its existence; and

That said corporation's corporate powers, rights and privileges are not suspended on the records of this office; and

That according to the records of this office, the said corporation is authorized to exercise all its corporate powers, rights and privileges and is in good legal standing in the State of California; and

That no information is available in this office on the financial condition, business activity or practices of this corporation.

I further certify that said corporation is organized pursuant to the General Non-Profit Corporation Law of the State of California.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of October 12, 2000.

*Bill Jones*

BILL JONES  
Secretary of State

pf

**FINANCIAL**

**INFORMATION**

**FRANKLIN J. LACUSKY**

*Certified Public Accountant*

*(916) 974-1282 Fax (916) 974-1282*

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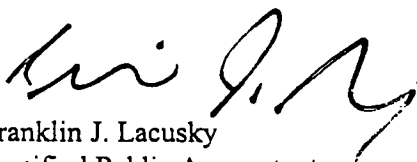
**INDEPENDENT AUDITOR'S REPORT**

Board of Directors  
Francis House of Sacramento  
Sacramento, California

I have audited the accompanying statements of assets, liabilities and fund balance-modified cash basis, of Francis House of Sacramento (a non-profit 501(c)(3) corporation) as of June 30, 1999 and 1998 and the related statements of support and receipts, expenditures and changes in fund balance; statements of cash flows; and statements of functional expenditures for the years then ended. These financial statements are the responsibility of the management of Francis House of Sacramento. My responsibility is to express an opinion on these financial statements based on my audits.

I conducted my audits in accordance with generally accepted auditing standards. Those standards require that I 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. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the assets and liabilities arising from modified cash basis transactions of Francis House of Sacramento as of June 30, 1999 and 1998, and its results of operations during the years then ended, on the basis of accounting described in Note 2.



Franklin J. Lacusky  
Certified Public Accountant

December 30, 1999