



December 20, 2018

To Whom It May Concern:

The biennial Human Services Board's "Request for Funding" and application instructions are enclosed for your use in seeking grant awards for the 2019-21 two-year funding cycle of the Benicia Human Services Board. A downloadable application form will be available on the City's website at [www.ci.benicia.ca.us](http://www.ci.benicia.ca.us) for your convenience. The deadline for submissions is 5:00pm Tuesday, January 29, 2019. See "Instructions" for further detail.

A notice will be placed in area newspapers and on the City of Benicia website announcing the availability of funding, so that those who do not yet receive grants from the fund may be made aware of grant opportunities.

The Benicia Human Services Board will evaluate proposals using the following criteria:

- Service commensurate with the Board's mission and purpose
- Present need of the service provided
- Quantifiable goals attached to measurable and specific outcomes
- Financial ability of agency to provide services to Benicians
- Cost per client vs. impact of the intervention
- Other sources of funding
- Outreach Plan
- Past performance providing services to Benicians

Should you have any question or comments concerning the Request for Funding, please call Cindy Mosser at 746-4217 or Sarah Terherst at 746-4334.

Sincerely,

Sarah Terherst  
Senior Management Analyst