



Council Chambers 311 Vernon Street Roseville, CA
95678

roseville.ca.gov

The City of Roseville welcomes your participation.

Meeting Schedule: Regular meetings of the Grants Advisory Commission are held on the second Tuesday of varying months at 5:30 p.m.

Public Comment: Speakers have three (3) minutes under Public Comment to address the Chair of the meeting on issues that are not listed on the agenda and are within the City's jurisdiction. Please submit a yellow speaker card to the Secretary before the item is heard if you wish to make a comment.

Brown Act: The Grants Advisory Commission cannot discuss or act on items not listed on the agenda.

Agenda Items: Speakers have five (5) minutes to address items that are listed on the agenda.

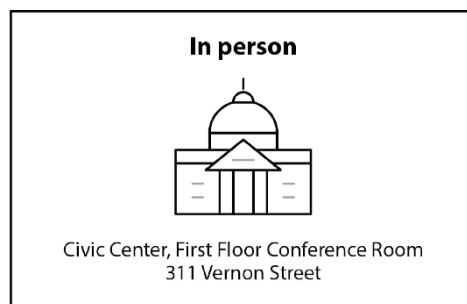
Levine Act Provisions: If you've made a campaign contribution totaling more than \$500 (\$250 prior to January 1, 2025) to City Council Members in the last twelve (12) months, you must disclose it before addressing an item on the agenda. Please visit [Levine Act – City of Roseville](#) for updated forms and information.

Audio/Visual Presentations: If making a presentation regarding an agenda item, audio/visual materials must be submitted to the Secretary for consideration at least 72 hours in advance.

Americans with Disabilities Act: If special assistance is required to participate in a meeting including the need of auxiliary aids or services, please notify the City Clerk at least 72 hours in advance of the meeting.
City Clerk 311 Vernon Street cityclerkroseville@roseville.ca.us 916-774-5263 TDD: 916-774-5220

Security Measures: All Roseville meeting attendees must successfully pass through a security metal detector. Any person with a prohibited item will not be allowed entry. Prohibited items include but are not limited to firearms (even with valid CCW), knives, pepper spray/mace, explosives of any kind/any weapons and/or dangerous devices of any kind, illegal drugs, and alcohol.

Viewing Options: The City of Roseville provides three options for viewing meetings:





Nina Acosta, Chair
Rick Jenkins, Commissioner
Venu Mallesara, Commissioner
Michael Murray, Commissioner
Loretta Odebiyi, Commissioner
Neva Parker, Commissioner
Lauren Razzano, Vice Chair
Zach Unidad, Youth Commissioner
Christine Mesaros, Secretary
Tobi Thomas, Liaison

AGENDA

Grants Advisory Commission Meeting

August 11, 2026

5:30 PM

Council Chambers 311 Vernon Street Roseville, CA 95678

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS

V. REQUESTS/PRESENTATIONS

1. Minutes for the April 14, 2026, Meeting of the Grants Advisory Commission

Summary: Approve the Minutes of the April 14, 2026, Grants Advisory Commission meeting.

CONTACT: Phoebe Schueler 916-746-1171 peschueler@roseville.ca.us

2. Welcome New Commissioners

Summary: Welcome new commissioners Rick Jenkins and Loretta Odebiyi to the Grants Advisory Commission.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

3. 2026/2027 Citizens' Benefit Fund Grant Check Presentation

Summary: Presentation of grant award checks to the 18 grant recipients for the 2026/2027 Citizens' Benefit Fund grant cycle.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

4. Commissioner Orientation and Review

Summary: Informational presentation by Jonathan Levy, Senior Deputy City Attorney, on the Brown Act, Conflicts of Interest, and The California Public Records Act.

CONTACT: Jonathan Levy 916-774-5325 jlevy@roseville.ca.us

5. Review and Adopt the Calendar for the 2027-2028 Funding Cycle

Summary: Staff recommends the Commission review and adopt the attached draft 2027-2028 Grant Funding Cycle Calendar, noting that the calendar is the best approximation and is subject to change as needed.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

6. 2026-2027 Funding Cycle Survey Results

Summary: Staff recommends the Commission review and discuss the attached feedback from the anonymous survey sent out via ZoomGrants regarding the 2026-2027 Funding Cycle application process. No action required.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

7. Discussion of Scoring Methodology & Funding Process

Summary: Staff recommends that the Grants Advisory Commission review and discuss the existing grant application procedures including, but not limited to, the funding allocation process, scoring criteria, and relevant sections of the policy manual. Based on this discussion, the Commission will identify desired modifications and direct staff to incorporate these refinements into a set of recommended updates. Staff will then prepare these recommended changes for presentation to the City Council for further guidance and final decision-making.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

8. Election of Chair and Vice Chair for 2027/2028 Funding Cycle

Summary: The Grants Advisory Commission will appoint a Chair and Vice Chair for the upcoming 2027-2028 grant funding cycle.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

VI. STAFF/COMMISSIONER REPORTS

VII. ADJOURNMENT



Grants Advisory Commission Communication

Meeting Date: 8/11/2026

Item #: V.1

Item ID: 2026-125

Title: Minutes for the April 14, 2026, Meeting of the Grants Advisory Commission

Contact: Phoebe Schueler 916-746-1171 peschueler@roseville.ca.us

SUMMARY

Approve the Minutes of the April 14, 2026, Grants Advisory Commission meeting.

RECOMMENDATION

Respectfully Submitted,
Phoebe Schueler, Executive Assistant

Dennis Kauffman, Chief Financial Officer/Assistant City Manager

ATTACHMENTS:

1. GAC 4-14-26 Draft Minutes.rev.ps

REVIEWERS:

Tobi Thomas, City Manager Department - Assistant City Manager
Dennis Kauffman, City Manager Department - Assistant City Manager
Jonathan Levy, City Attorney Department
Phoebe Schueler, City Manager Department - City Manager

Created/Initiated - 6/22/2026

Approved - 6/25/2026

Approved - 6/25/2026

Final Approval - 6/25/2026



Nina Acosta, Commissioner
Venu Mallesara, Commissioner
Lorin Meeks-Harris, Commissioner
Michael Murray, Commissioner
Neva Parker, Commissioner
Lauren Razzano, Commissioner
Zach Unidad, Youth Commissioner
Heather Blanco, Secretary
Tobi Thomas, Liaison

MINUTES

Grants Advisory Commission Meeting

April 14, 2026

5:30 PM

Roseville Electric Building, 116 S. Grant St., First Floor

**Chair Acosta remote participation from 2218 Dora Ave, NW Albuquerque,
NM 87104**

I. CALL TO ORDER

Meeting called to order by Vice Chair Lauren Razzano at 5:31p.m.

II. ROLL CALL

Roll call taken by Secretary Blanco.

Present:

Commissioner Mallesara
Commissioner Meeks-Harris
Commissioner Murray
Commissioner Parker
Youth Commissioner Unidad
Chair Acosta
Vice Chair Razzano

III. PLEDGE OF ALLEGIANCE

Vice Chair Razzano led in the Pledge of Allegiance.

IV. PUBLIC COMMENTS

No public comment received.

V. REQUESTS/PRESENTATIONS

1. Minutes of the January 13, 2026, Meeting

Summary: Review and approve the Minutes from the January 13, 2026, Grants Advisory Commission meeting.

CONTACT: Heather Blanco 916-746-1171 hblanco@roseville.ca.us

Motion by Lauren Meeks-Harris, seconded by Venu Mallesara, to approve the Minutes from the January 13, 2026, Grants Advisory Commission Meeting. The Motion Passed.

Motion Carries 7-0

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris

Commissioner Murray

Commissioner Parker

Youth Commissioner Unidad

Chair Acosta

Vice Chair Razzano

No:

2. 2026-2027 Fund Deliberation and Recommendations

Summary: Commissioners will review the grant application rankings and proposed average funding to determine award recommendations to forward to the City Council for the 2026–2027 Citizens' Benefit Fund grant.

CONTACT: Tobi Thomas 916-746-1368 tthomas@seville.ca.us

Chair Acosta and Staff Thomas gave a brief introductory presentation about the available funding and the commissioners shared their scoring techniques. Chair Acosta presented a couple options on how to proceed with the deliberation. The commissioners preferred to go to a Category-Based Review starting with the highest ranked in each category. The commissioners then deliberated the funding recommendations and discussed how they scored the applications.

The total amount to award was \$279,940 from the Citizens' Benefit Fund.

The three Priority Groups are:

1. Small Requests (Under \$10,000)
2. Strategic One-Time
3. Operational/Mission

Voting for the funding was broken into 25 motions:

Public Comment:

Ed K, with Campus Life Connection, he was asking the commissioners to consider the ranking vs the percentage.

Motion One:

Commissioner Lorin Meeks-Harris made a motion to fully fund all four organizations that Rank #1 in all three categories, seconded by Commissioner Neva Parker. Small Requests: Placer Community Foundation \$2,500; Strategic One-Time: Ready, Set Grow! School Garden Network \$35,000; Roseville Historical Society \$9,500, and Operational/Mission Support: GiGi's Playhouse, Inc. \$14,141. The Motion Passed.

Motion carried 7-0

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris

Commissioner Murray

Commissioner Parker

Youth Commissioner Unidad

Chair Acosta

Vice Chair Razzano

No:

Motion Two:

Commissioner Neva Parker made a motion to fully fund two organizations Rank #2 in the Small Requests, seconded by Commissioner Lorin Meeks-Harris. Small Requests: Supporting the Taylor House, Inc \$10,000, and United Cerebral Palsy Association of Greater Sacramento Inc. \$6,971. The Motion Passed.

Motion carried 7-0

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris

Commissioner Murray

Commissioner Parker

Youth Commissioner Unidad

Chair Acosta

Vice Chair Razzano

No:

Motion Three:

Commissioner Neva Parker made a motion to fully fund Assistance League of Greater Placer, Rank #2 in Operation/Mission Support, for \$30,000, seconded by Commissioner Venu Mallesara. The Motion Passed.

Motion carried 7-0

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris

Commissioner Murray

Commissioner Parker

Youth Commissioner Unidad

Chair Acosta

Vice Chair Razzano

No:

Motion Four:

Commissioner Neva Parker made a motion to partially fund Valley Foothill Watersheds Collaborative Rank #2 in Strategic One-Time for \$2,500 to cover one Training Session, seconded by Commissioner Lorin Meeks-Harris. The Motion Passed.

Public Comment: Jennifer Chapman, Valley Foothill Watersheds Collaborative, submitted a public comment email which was distributed to the commissioners and with the agendas for the public to review, the email is asking the commissioners to consider at least funding one workshop with \$2,500.

Motion carried 5-2

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Murray

Commissioner Parker

Youth Commissioner Unidad

Vice Chair Razzano

No:

Commissioner Meeks-Harris

Chair Acosta

Motion Five:

Commissioner Michael Murray made a motion to fully fund Campus Life Connection Rank #3 for \$10,000 in Small Request, seconded by Commissioner Lorin Meeks-Harris. The Motion Passed.

Motion carried 7-0

Roll Call:

Ayes:

Commissioner Mallesara
Commissioner Meeks-Harris
Commissioner Murray
Commissioner Parker
Youth Commissioner Unidad
Chair Acosta
Vice Chair Razzano

No:

Motion Six:

Commissioner Venu Mallesara made a motion to fund Seniors First, Rank #3, \$9,000 in Operational/Mission Support, seconded by Commissioner Neva Parker. The Motion Passed.

Motion carried 5-2

Roll Call:

Ayes:

Commissioner Mallesara
Commissioner Murray
Commissioner Parker
Youth Commissioner Unidad
Vice Chair Razzano

No:

Commissioner Meeks-Harris
Chair Acosta

Motion Seven:

Commissioner Lorin Meeks-Harris made a motion to not fund Defending the Cause Regional Alliance, Inc., Rank #4 in Smart Request, seconded by Neva Parker. The Motion Passed.

Motion carried 7-0

Roll Call:

Ayes:

Commissioner Mallesara
Commissioner Meeks-Harris
Commissioner Murray
Commissioner Parker
Youth Commissioner Unidad
Chair Acosta
Vice Chair Razzano

No:

Motion Eight:

Commissioner Lorin Meeks-Harris made a motion to fund Stand Up Placer, Inc., Rank #4 \$20,000 in Operational/Mission Support, Commissioner Neva Parker seconded the motion. The Motion Passed.

Motion carried 7-0

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris

Commissioner Murray

Commissioner Parker

Youth Commissioner Unidad

Chair Acosta

Vice Chair Razzano

No:

Motion Nine:

Commissioner Neva Parker made a motion to not fund CYT Sacramento, Inc Rank #5 in Small Requests, seconded by Commissioner Venu Mallesara. The Motion Passed.

Motion carried 7-0

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris

Commissioner Murray

Commissioner Parker

Youth Commissioner Unidad

Chair Acosta

Vice Chair Razzano

No:

Motion Ten:

Commissioner Lorin Meeks-Harris made a motion to fully fund Tommy Apostolos Fund Rank #5 in Operational/Mission Support \$17,500, seconded by Commissioner Michael Murray. The Motion Passed.

Motion carried 7-0

Roll Call:

Ayes:

Commissioner Mallesara
Commissioner Meeks-Harris
Commissioner Murray
Commissioner Parker
Youth Commissioner Unidad
Chair Acosta
Vice Chair Razzano

No:

Motion 11:

Commissioner Lorin Meeks-Harris made a motion to not fund KidsFirst Family Counseling & Resource Centers, Rank #6 in Small Requests, seconded by Commissioner Venu Mallesara. The Motion Passed.

Public Comment:

A representative from KidsFirst wanted to address some of the missing information the Commissioners discussed in their deliberation.

Motion carried 6-0-1

Roll Call:

Ayes:

Commissioner Mallesara
Commissioner Meeks-Harris
Commissioner Parker
Youth Commissioner Unidad
Chair Acosta
Vice Chair Razzano

No:

Recused:

Commissioner Murray

Motion 12:

Commissioner Venue Mallesara made a motion to fund Compassion Planet, Rank #6 in Operational/Mission Support,\$12,500, seconded by Commissioner Lorin Meeks-Harris. The Motion Passed.

Motion carried 7-0

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris
Commissioner Murray
Commissioner Parker
Youth Commissioner Unidad
Chair Acosta
Vice Chair Razzano

No:

Motion 13:

Commissioner Lorin Meeks-Harris made a motion to not fund Placer Breast Cancer Foundation, Rank #7 in Small Request, seconded by Commissioner Neva Parker. The Motion Passed.

Motion carries 5-2

Roll Call:

Ayes:

Commissioner Meeks-Harris
Commissioner Parker
Youth Commissioner Unidad
Chair Acosta
Vice Chair Razzano

No:

Commissioner Mallesara
Commissioner Murray

Motion 14:

Commissioner Michael Murray made a motion to fund Keaton's Child Cancer Alliance, Rank #7 in Operational/Mission Support, \$20,000, seconded by Commissioner Lorin Meeks-Harris. The Motion Passed.

Motion carries 7-0

Roll Call:

Ayes:

Commissioner Mallesara
Commissioner Meeks-Harris
Commissioner Murray
Commissioner Parker
Youth Commissioner Unidad
Chair Acosta
Vice Chair Razzano

No:

Motion 15:

Commissioner Michael Murray made a motion to fully fund Wellness Within Cancer Support Services, Rank #8 in Operational/Mission Support, \$15,000, seconded by Commissioner Lorin Meeks-Harris. The Motion Passed.

Motion carries: 7-0

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris

Commissioner Murray

Commissioner Parker

Youth Commissioner Unidad

Chair Acosta

Vice Chair Razzano

No:

Vice Chair Lauren Razzano called for a brief recess at 8:30p.m.

The meeting resumed at 8:36p.m.

Motion 16:

Commissioner Lorin Meeks-Harris made a motion to fund Feeding the Foothills, Rank #9 in Operational/Mission Support, \$30,000, seconded by Commissioner Venu Mallesara. The Motion Passed.

Motion carries: 7-0

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris

Commissioner Murray

Commissioner Parker

Youth Commissioner Unidad

Chair Acosta

Vice Chair Razzano

No:

Motion 17:

Commissioner Lorin Meeks-Harris made a motion to fund Child Advocates of Placer County, Rank #10 in Operational/Mission Support, \$15,000, seconded by Vice Chair Lauren Razzano. The Motion Passed.

Motion carries: 6-0-1

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris

Commissioner Parker

Youth Commissioner Unidad

Chair Acosta

Vice Chair Razzano

No:

Abstain:

Commissioner Murray

Motion 18:

Commissioner Lorin Meeks-Harris made a motion to fund Vioffender Family Services, Rank #11 in Operational/Mission Support, \$7,500, seconded by Vice Chair Lauren Razzano. The Motion Passed.

Motion carries: 7-0

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris

Commissioner Murray

Commissioner Parker

Youth Commissioner Unidad

Chair Acosta

Vice Chair Razzano

No:

Motion 19:

Commissioner Lorin Meeks-Harris made a motion to not fund Lighthouse Counseling & Family Resource Center, Rank #12 in Operational/Mission Support, seconded by Commissioner Neva Parker. The Motion Passed.

Motion carries: 7-0

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris
Commissioner Murray
Commissioner Parker
Youth Commissioner Unidad
Chair Acosta
Vice Chair Razzano

No:

Motion 20:

Commissioner Neva Parker made a motion for reconsideration to revisit the funding recommendations for Stand Up Placer and Compassion Planet, seconded by Commissioner Lorin Meeks-Harris. The Motion Passed.

Motion carries: 7-0

Roll Call:

Ayes:

Commissioner Mallesara
Commissioner Meeks-Harris
Commissioner Murray
Commissioner Parker
Youth Commissioner Unidad
Chair Acosta
Vice Chair Razzano

No:

Motion 21:

Commissioner Neva Parker made a motion to increase the funding to Stand Up Placer to \$26,414 and Compassion Planet to \$18,911, seconded by Commissioner Lorin Meeks-Harris. The Motion Passed.

Motion carries: 7-0

Roll Call:

Ayes:

Commissioner Mallesara
Commissioner Meeks-Harris
Commissioner Murray
Commissioner Parker
Youth Commissioner Unidad
Chair Acosta
Vice Chair Razzano

No:

Motion 22:

Commissioner Lorin Meeks-Harris made a motion to not fund all the remaining organizations in Operational/Mission Support without recusal, Placer County Law Enforcement Chaplaincy, Roseville Police Activities League, St. Vincent de Paul Society, Roseville Conference, Hearts Landing Ranch, Royal Stage Performing & Visual Arts, WEIRA, Inc., Hearts and Hands Counseling, Sierra College Foundation, The Gathering Inn, Placer Justice Foundation, Granite Wellness Centers, and Boys & Girls Club of Placer County, seconded by Commissioner Neva Parker. The Motion Passed.

Motion carries: 7-0

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris

Commissioner Murray

Commissioner Parker

Youth Commissioner Unidad

Chair Acosta

Vice Chair Razzano

No:

Motion 23:

Commissioner Lorin Meeks-Harris made a motion to not fund A Touch of Understanding, seconded by Commissioner Neva Parker. The Motion Passed.

Motion carries: 5-0-1-1

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris

Commissioner Murray

Commissioner Parker

Chair Acosta

No:

Abstain:

Youth Commissioner Unidad

Recuse:

Vice Chair Razzano

Motion 24:

Commissioner Lorin Meeks-Harris made a motion to not fund the Roseville City School District Foundation, seconded by Commissioner Neva Parker. The Motion Passed.

Motion carries: 6-0-1

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris

Commissioner Murray

Commissioner Parker

Chair Acosta

Vice Chair Razzano

No:

Recuse:

Youth Commissioner Unidad

Motion 25:

Commissioner Lorin Meeks-Harris made a motion to not fund Asian American Pacific Islander Association of Placer County, seconded by Commissioner Neva Mallesara. The Motion Passed.

Motion carries: 6-0-1

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris

Commissioner Murray

Youth Commissioner Unidad

Chair Acosta

Vice Chair Razzano

No:

Abstain:

Commissioner Parker

VI. STAFF/COMMISSIONER REPORTS

Chair Acosta reminded the commissioners at the May meeting there will be a discussion regarding the Grants process and if there are any changes they would like to bring up to discuss. Recommends reviewing the policy manual and Kone report to see if there are any refinements needed and have

their notes ready for discussion.

Staff Thomas shared she will take these recommendations tonight to the City Council meeting on May 20th, and the check presentation will be at our August 11th, 2026 meeting. The next Grants Advisory meeting will be May 12, 2026, in the Civic Center, First Floor Conference Room at 311 Vernon Street at 5:30p.m. and this meeting will not be recorded.

The commissioners presented Secretary Blanco with flowers and a card for her time serving as Secretary on the Grants Advisory Commission and announced this was her last meeting before her retirement.

VII. ADJOURNMENT

Commissioner Lorin Meeks-Harris made a motion to adjourn the meeting at 9:21p.m., seconded by Vice Chair Lauren Razzano. The Motion Passed.

Motion carried 7-0

Roll Call:

Ayes:

Commissioner Mallesara

Commissioner Meeks-Harris

Commissioner Murray

Commissioner Parker

Youth Commissioner Unidad

Chair Acosta

Vice Chair Razzano

No:



Grants Advisory Commission Communication

Meeting Date: 8/11/2026

Item #: V.2

Item ID: 2026-274

Title: Welcome New Commissioners
Contact: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

SUMMARY

Welcome new commissioners Rick Jenkins and Loretta Odebiyi to the Grants Advisory Commission.

RECOMMENDATION

Welcome new commissioners Rick Jenkins and Loretta Odebiyi to the Grants Advisory Commission.

Respectfully Submitted,
Tobi Thomas, Management Analyst

Dennis Kauffman, Chief Financial Officer/Assistant City Manager

ATTACHMENTS:

None

REVIEWERS:

Heather Blanco, City Manager Department - City Manager
Phoebe Schueler, City Manager Department - City Manager
Tobi Thomas, City Manager Department - Assistant City Manager
Dennis Kauffman, City Manager Department - Assistant City Manager
Jonathan Levy, City Attorney Department
Phoebe Schueler, City Manager Department - City Manager

Created/Initiated - 6/22/2026
Approved - 6/22/2026
Approved - 6/22/2026
Approved - 6/25/2026
Approved - 6/25/2026
Final Approval - 6/25/2026



Grants Advisory Commission Communication

Meeting Date: 8/11/2026
Item #: V.3
Item ID: 2026-126

Title: 2026/2027 Citizens' Benefit Fund Grant Check Presentation
Contact: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

SUMMARY

Presentation of grant award checks to the 18 grant recipients for the 2026/2027 Citizens' Benefit Fund grant cycle.

RECOMMENDATION

Presentation of grant award checks to the 18 grant recipients for the 2026/2027 Citizens' Benefit Fund grant cycle.

Respectfully Submitted,
Tobi Thomas, Management Analyst

Dennis Kauffman, Chief Financial Officer/Assistant City Manager

ATTACHMENTS:

1. 2026/2027 Grant Recipients Summary

REVIEWERS:

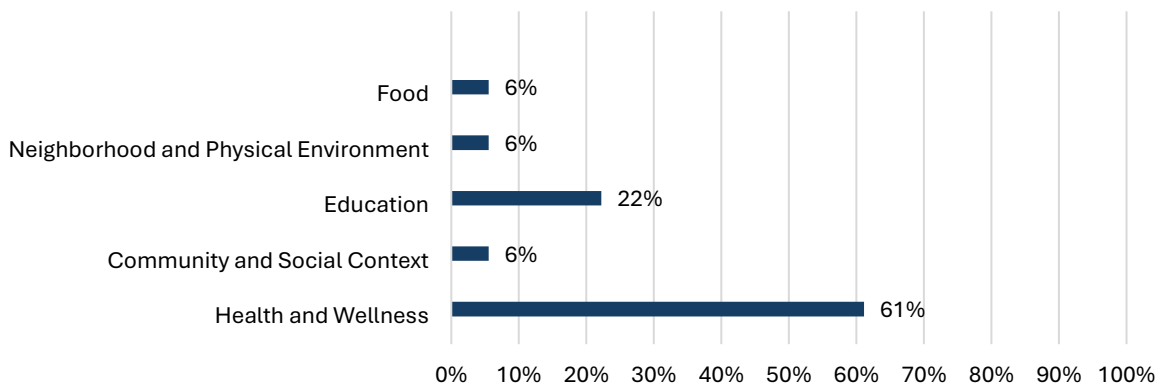
Tobi Thomas, City Manager Department - Assistant City Manager
Dennis Kauffman, City Manager Department - Assistant City Manager
Jonathan Levy, City Attorney Department
Phoebe Schueler, City Manager Department - City Manager

Created/Initiated - 7/8/2026
Approved - 7/13/2026
Approved - 7/14/2026
Final Approval - 7/14/2026

FY 2026/27 Citizens' Benefit Fund Grant Recipients

Organization	Project/Program Description	Community Need Area	Amount
Ready, Set, Grow! School Garden Network	Expanding Outdoor Learning Opportunities for Roseville Youth	Education	\$ 35,000.00
Assistance League of Greater Placer	Roseville Kids Shop Head to Toe	Health & Wellness	\$ 30,000.00
Feeding the Foothills	Roseville Food Access Initiative	Food	\$ 30,000.00
Stand Up Placer	Crisis Support and Emergency Response	Health & Wellness	\$ 26,414.00
Keaton's Child Cancer Alliance	Specialty Family Support Services for Roseville Pediatric Cancer Families	Health & Wellness	\$ 20,000.00
Compassion Planet	Mentoring & Workforce Development - Roseville	Education	\$ 18,914.00
Tommy Apostolos Fund	Tommy Apostolos Shopping Days 2026	Health & Wellness	\$ 17,500.00
Child Advocates of Placer County	CASA of Placer, Yuba and Sutter	Health & Wellness	\$ 15,000.00
Wellness Within Cancer Support Services	Pathways to Community Well-Being for Roseville Residents Impacted by Cancer	Health & Wellness	\$ 15,000.00
GiGi's Playhouse	Learning Without Limits Programs	Education	\$ 14,141.00
Campus Life Connection	Roseville Thriving Youth	Health & Wellness	\$ 10,000.00
Supporting the Taylor House, Inc.	The Taylor House At-Risk Fund	Neighborhood & Physical Environment	\$ 10,000.00
Roseville Historical Society	Archive Accessibility & Oral History Projects	Community & Social Context	\$ 9,500.00
Seniors First	Chronic Health Transportation	Health & Wellness	\$ 9,000.00
Wayfinder Family Services	Wayfinders Kinship Support Services Program in Roseville	Health & Wellness	\$ 7,500.00
United Cerebral Palsy Association of Greater Sacramento Inc,	UCP's Recreation - Accessible programs for all!	Health & Wellness	\$ 6,971.00
Placer Community Foundation	2026 Nonprofit Initiative	Education	\$ 2,500.00
Valley Foothill Watersheds Collaborative	Dry Creek Watershed Health and Safety Workshop Series	Health & Wellness	\$ 2,500.00
		Total Grant Funds	\$279,940.00

Grant Recipients by Community Need Area
Percentage of Need Area out of 18 Applications Funded





Grants Advisory Commission Communication

Meeting Date: 8/11/2026
Item #: V.4
Item ID: 2026-567

Title: Commissioner Orientation and Review
Contact: Jonathan Levy 916-774-5325 jlevy@roseville.ca.us

SUMMARY

Informational presentation by Jonathan Levy, Senior Deputy City Attorney, on the Brown Act, Conflicts of Interest, and The California Public Records Act.

RECOMMENDATION

Informational presentation by Jonathan Levy, Senior Deputy City Attorney, on the Brown Act, Conflicts of Interest, and The California Public Records Act.

Respectfully Submitted,
Jonathan Levy, Senior Deputy City Attorney

Dennis Kauffman, Chief Financial Officer/Assistant City Manager

ATTACHMENTS:

1. Item 4-Brown Act Conflicts CPRA Training 6-26-26

REVIEWERS:

Tobi Thomas, City Manager Department - Assistant City Manager
Tobi Thomas, City Manager Department - Assistant City Manager
Dennis Kauffman, City Manager Department - Assistant City Manager
Jonathan Levy, City Attorney Department
Phoebe Schueler, City Manager Department - City Manager

Created/Initiated - 6/23/2026
Approved - 6/23/2026
Approved - 6/25/2026
Approved - 6/25/2026
Final Approval - 6/25/2026



Brown Act, Conflicts of Interest and Public Records Training

Jonathan Levy, Senior Deputy City Attorney

Purpose of the Brown Act

- Sunshine Laws: Open Legislative Meetings, Public Records, and Conflicts Of Interest.
- The public has the right to know what actions its elected and certain appointed officials take.
- Legislative body must meet in the open and not secretly.
- The public has the right to attend and participate in public meetings.

Who Does the Brown Act Apply to?

- Legislative body of a local agency
 - Governing body of a city or county.
 - Subsidiary bodies created by formal action (e.g., Commissions, Boards, and Committees).
 - Standing committees with continuing subject matter jurisdiction.

Before Holding a Public Meeting

- (1) Notice
 - Regular Meeting: Notice posted **72 hours** in advance in a publicly accessible place.
 - Special Meeting: Notice posted **24 hours** in advance in a publicly accessible place.
 - Meeting must be held within City (certain exceptions exist).

Before Holding a Public Meeting

(2) Agenda

- Must provide an opportunity for public comment on matters within subject matter jurisdiction of local body (cannot prohibit criticism).
- Must contain a brief general description of each item of business to be transacted or discussed at the meeting.
- No action or discussion can take place on an item not posted on the agenda.

Meetings Subject to the Brown Act

- A **meeting** is defined as, “any congregation of a majority of the members of a legislative body at the same time and location to hear, discuss, deliberate, **or** take action upon any item within the subject matter jurisdiction of the legislative body.” (SB 1732)

Prohibited: *Seriatim Meeting*

- A majority shall not, outside an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business of the legislative body (includes e-mail).
- **Examples**
 - “Chain of communications” - member A communicates with member B, member B then communicates with member C.
 - “Hub of a wheel” - member A (the hub) communicates individually with member B and member C (the spokes).
 - Applies to staff, as hub to A, B, and C.

Caution: Social Media and AB 992

- Commissioners can communicate on social media platforms to answer questions from the public, provide information to the public, or to solicit information from the public on commission business.
- Usually a single contact between one public official and another official normally would not constitute a prohibited meeting since that is less than a quorum of the overall body. However, different rules apply for social media.
- CA Assembly Bill 992 – Passed in 2020 to address public officials' use of social media.

Caution: Social Media and AB 992

- AB 992 prohibits members of a legislative body from responding directly to any communication on an Internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member of the legislative body.
- Important - If one public official comments on or reacts to another public officials' social media post, that is a Brown Act violation.
- AB 992 prohibits commenting, retweeting, liking, disliking, responding with positive or negative emojis or digital icons, screenshotting/photographing, reposting, etc.

Permitted Individual Communications

- An employee or official may engage in separate communications outside of a meeting to answer questions or provide information if that person does not communicate to members of the legislative body the comments or position of any other member(s). (SB 1732)
- E-mails concerning commission business are public records even if they are sent on personal devices or from a personal account. Do not use personal accounts to conduct City business. (More on public records, shortly.)

What is not a Meeting?

- Conferences open to the public that involve a discussion of issues of general interest (free admission not required).
- Open and publicized community meetings organized by person or organization other than the local agency.
- Attending an open and noticed meeting of another body of local agency or legislative body of another local agency.
- Attending a purely social or ceremonial occasion.
- Attending a standing committee as an observer.

Penalties for Violating Brown Act

- **Criminal Penalties**

- Each member of a legislative body who attends a meeting of a legislative body where an action is taken in violation of any provision of the Brown Act, and where the member intends to deprive the public of information to which the member knows, or has reason to know, the public is entitled to know under the Brown Act, is guilty of a misdemeanor.

- **Civil Action**

- Injunctions to prevent future violations.
 - By District Attorney or any other person.

- **Invalidation**

- For acts which are not in substantial compliance with the Brown Act.

Conflicts of Interest

- General Premise: City officials should not make decisions on or participate in matters that may result in personal gain or impermissible bias.
- Four main types of conflict of interest laws:
 - CA Gov't Code Section 1090 – Conflicts in contracts
 - The Political Reform Act – Financial conflicts/gifts/income source
 - Doctrine of Incompatible Offices – Conflicts in duties
 - Campaign contributions/bias – Levine Act

Conflicts of Interest – Due Process Considerations

- Do you need to recuse yourself?
 - Is there a personal interest in the decision? If yes, then you must recuse. Briefly state the nature of the conflict for the record and then leave the room until the agenda item is completed.
 - Is there an appearance of impropriety? If yes, then the ethically right thing to do may be to recuse.
- Statements of Economic Interests - Form 700
- Gift limit - \$630 (Effective calendar years 2025 and 2026)
 - Must report gifts (\$50+)
- The Levine Act (Gov't Code, § 84308) – campaign contributions over \$500 in the 12 months before or after consideration of a contract, license, permit, entitlement for use, etc. Disclosure, recusal, and potential cure options.

California Public Records Act

- Purpose is to provide information that enables the public to monitor the functioning of their government (Gov't Code, § 7920.000 et. seq. (formerly, Gov't Code, § 6250 et seq.).)
- Legislature declared the right to access information is a fundamental and necessary right
- General policy favors disclosure of public information, with narrowly construed exceptions

California Public Records Act

- Emails concerning Board/Committee/Commission business are public records
 - Even if sent on personal device or from personal accounts
- Do not use personal accounts or devices to conduct City business
- Open email account for only City-related business
- Emails are subject to disclosure
 - Personal devices *may* be subject to disclosure

Final Note of Caution/Wrap-Up

- A majority of the members may not discuss business items amongst themselves.
- Be careful with social media posts, comments, emojis, etc.
- Be mindful of conflicts of interest, and the mere optics of bias.
- Avoid email forwards and replies to all.
- Seek advice from the City Attorney's Office.



Any Questions?

Please feel free to contact the City Attorney's Office at (916) 774-5325



Grants Advisory Commission

Meeting Date: 8/11/2026

Item #: V.5

Item ID: 2026-127

Communication

Title:	Review and Adopt the Calendar for the 2027-2028 Funding Cycle
Contact:	Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

SUMMARY

Staff recommends the Commission review and adopt the attached draft 2027-2028 Grant Funding Cycle Calendar, noting that the calendar is the best approximation and is subject to change as needed.

RECOMMENDATION

Review and adopt the attached draft 2027-2028 Grant Funding Cycle Calendar, noting that the calendar is the best approximation and is subject to change as needed.

BACKGROUND

Each year, staff create a work plan calendar for the funding year ahead. Enclosed is the draft plan for the upcoming year. The Commission is being asked to review the draft 2027-2028 calendar for the upcoming funding cycle, provide feedback and take action on the item, if needed.

Respectfully Submitted,

Tobi Thomas, Management Analyst

Dennis Kauffman, Chief Financial Officer/Assistant City Manager

ATTACHMENTS:

1. 2027-2028 GAC Funding Calendar

REVIEWERS:

Tobi Thomas, City Manager Department - Assistant City Manager
Dennis Kauffman, City Manager Department - Assistant City Manager
Jonathan Levy, City Attorney Department
Phoebe Schueler, City Manager Department - City Manager

Created/Initiated - 6/22/2026
Approved - 6/25/2026
Approved - 6/25/2026
Final Approval - 6/25/2026

Grants Advisory Commission Calendar for the 2027-2028 Funding Cycle

*Date:	Agenda Items/Funding Activity	*Meeting/Dates Subject to Change
<i>July 14, 2026</i>	<i>No Meeting</i>	
August 11, 2026 (5:30pm)	Agenda: • 26/27 Grant Check Presentation • Welcome New Commissioners • Elect Chair and Vice Chair • Review Grant Guidelines & Policy Manual • Discussion of Scoring Methodology & Funding Process	
<i>August 31, 2026</i>	<i>25/26 Funding Cycle CBF/REACH Grant Recipients Year End Reports Due</i>	
September 8, 2026 (5:30pm)	Agenda: • Presentations from all 2025/2026 Funding Recipients • Review Application, the Application Process, & Scoring Criteria from 2026/27 Funding Cycle	
<i>October 13, 2026</i>	<i>Tentatively No Meeting</i>	
November 10, 2026 (5:30 pm / 7:00 pm)	Agenda (5:30 pm): • Interview Youth Commissioner Applicants Agenda (7:00 pm): • Recommendation of Youth Commissioner / Honor Outgoing Youth Commissioner • Review CBF Year End Summary Reports FY25/26 • Review Roles/Responsibilities for Applicant Workshop	
<i>December 1, 2026</i>	<i>27/28 Funding Cycle Opens Grant Applications Available – Posted on City Website</i>	
<i>December 8, 2026</i>	<i>No Meeting</i>	
January 12, 2027 (5:30pm)	Agenda: Applicant Workshop - ATTENDANCE STRONGLY ADVISED FOR APPLICANTS • Commissioner Application Review Process	
<i>February 1, 2027</i>	<i>Grant Applications are due by 5:00 pm</i>	
<i>February 2 – March 2, 2027</i>	<i>Staff Reviews 27/28 Funding Cycle Grant Applications</i>	
<i>February 9, 2027</i>	<i>Tentatively No Meeting</i>	
<i>March 3 – March 31, 2027</i>	<i>Commissioners Review Applications in ZoomGrants and Score Applications</i>	
March 9, 2027 (5:30pm)	Agenda: (potential no meeting) Items as needed for Application Review/Processing	
April 13, 2027 (5:30pm)	Agenda: • Funding Meeting - Recommendations made by Commissioners	
May 11, 2027 (5:30pm)	Agenda: • Funding Meeting (continued if needed) • Honor Outgoing Commissioners • Review 2028/29 Funding Calendar • Review 27/28 Survey Results	
<i>May 19, 2027</i>	<i>Staff Attend Council Meeting – Presentation of Funding Recommendations</i> <i>(if Commission approves all recommendations on April 13, 2027)</i>	
<i>June 8, 2027</i>	<i>No Meeting</i>	
<i>July 13, 2027</i>	<i>No Meeting</i>	
August 10, 2027 (5:30pm)	Agenda: • 27/28 Grant Check Presentations • Welcome New Commissioners • Elect Chair and Vice Chair • Review Policy Manual • Review Grant Guidelines	



Grants Advisory Commission

Meeting Date: 8/11/2026

Item #: V.6

Item ID: 2026-128

Communication

Title:	2026-2027 Funding Cycle Survey Results
Contact:	Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

SUMMARY

Staff recommends the Commission review and discuss the attached feedback from the anonymous survey sent out via ZoomGrants regarding the 2026-2027 Funding Cycle application process. No action required.

RECOMMENDATION

Staff recommends the Commission review and discuss the survey results and provide staff with direction, if needed.

BACKGROUND

During the September 2023 Grants Advisory Commission meeting, the Commissioners mentioned it would be nice to survey the applicants and get their feedback on the application submittal process. This is the third year a survey has been sent out to the applicants. On February 4, 2026, a link to an anonymous survey in Survey Monkey was emailed out to the applicants via ZoomGrants. Applicants had one week to respond. Eleven surveys were received, which are attached. Staff is requesting the Commission review and discuss the surveys and provide staff with direction if needed.

Respectfully Submitted,

Tobi Thomas, Management Analyst

Dennis Kauffman, Chief Financial Officer/Assistant City Manager

ATTACHMENTS:

1. post application survey to non-profits
2. Survey Responses 26.27

REVIEWERS:

Tobi Thomas, City Manager Department - Assistant City Manager
Dennis Kauffman, City Manager Department - Assistant City Manager
Jonathan Levy, City Attorney Department
Phoebe Schueler, City Manager Department - City Manager

Created/Initiated - 6/22/2026
Approved - 6/25/2026
Approved - 6/25/2026
Final Approval - 6/25/2026



2026/27 Post Application Survey

Thank you for taking the time to apply to the City of Roseville's 2026/27 Citizens' Benefit Fund Grant. Your application is in the review process with City staff. If staff have any questions, they will reach out via email. The Grants Advisory Commission will be reviewing and scoring all the qualified applications during the month of March with the Funding Workshop on Tuesday, April 14, 2026. This meeting is open to the public and will be held in the Electric Building, 116 S. Grant Street, First Floor at 5:30pm.

The Grants Advisory Commissioners would greatly appreciate your feedback on the application submittal process and any other information you would like to provide. The survey is anonymous and will close on Wednesday, February 11, 2026. Your feedback will be shared with the Commissioners at the May meeting.

1. Did you have any specific submittal requirements that were exceptionally challenging or difficult to comply with?
2. List any improvements you would suggest regarding the application process.
3. Any comments you would like to share?

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, February 03, 2026 1:48:00 PM
Last Modified: Tuesday, February 03, 2026 1:52:24 PM
Time Spent: 00:04:23
IP Address: 135.26.163.118

Page 1

Q1

Did you have any specific submittal requirements that were exceptionally challenging or difficult to comply with?

We ran into some difficulty gathering bids for the budget proposal since much of our project is contingent on an IT evaluation that we currently need funding to begin. Gathering these details was difficult but understandable.

Q2

List any improvements you would suggest regarding the application process.

The application process was straightforward. The only portion that felt somewhat repetitive and could be explained more clearly was the budget narrative. This segment made sense because I watched the grant application meeting in January, but if I had not, I believe I would have run into more issues with this particular requirement.

Q3

Any comments you would like to share?

I think Zoom grants worked well as a platform, and I really appreciated your grant workshop meeting held in January. I was unable to attend in person, so the video recording was hugely beneficial to our organization. Thank you so much!

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, February 03, 2026 1:49:34 PM
Last Modified: Tuesday, February 03, 2026 1:53:14 PM
Time Spent: 00:03:39
IP Address: 207.62.231.3

Page 1

Q1

Did you have any specific submittal requirements that were exceptionally challenging or difficult to comply with?

No.

Q2

List any improvements you would suggest regarding the application process.

It's helpful to see all of the application questions instead of having to complete one screen to move onto the next. That way the applicant isn't providing redundant information and having to go back and review answers.

Q3

Any comments you would like to share?

The 2025-2026 calendar is not up-to-date on the website: chrome-extension://efaidnbmninnibpcajpcglclefindmkaj/https://cdnsm5-hosted.civiclive.com/UserFiles/Servers/Server_7964838/File/Grants/2025-2026%20GAC%20Work%20Plan%20Funding%20Calendar%20August_September%20Agenda%20Adjustments.pdf

#3

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, February 03, 2026 2:11:07 PM
Last Modified: Tuesday, February 03, 2026 2:16:37 PM
Time Spent: 00:05:30
IP Address: 67.218.114.70

Page 1

Q1

Did you have any specific submittal requirements that were exceptionally challenging or difficult to comply with?

No, just the saving process took some time and sometimes it stayed on the "saving" mode and I had to leave the form.

Q2

List any improvements you would suggest regarding the application process.

It would be great if the text boxes could be larger.

Q3

Respondent skipped this question

Any comments you would like to share?

#4

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, February 03, 2026 2:50:54 PM
Last Modified: Tuesday, February 03, 2026 2:56:19 PM
Time Spent: 00:05:25
IP Address: 76.137.242.51

Page 1

Q1

Did you have any specific submittal requirements that were exceptionally challenging or difficult to comply with?

<https://www.zoomgrants.com/login>
worked and showed me the 'Upload' button. The other link from Roseville CBF grant page would not show me the "Upload" button (all other application areas were correct when I went to Zoomgrants from CBF grant page).

Q2

List any improvements you would suggest regarding the application process.

Suggestion: Have ZoomGrants IT Department personnel stand by (chat or phone) to answer any urgent questions during the week leading up to the deadline. Share Zoomgrants phone or chat link in the application pages.

Q3

Any comments you would like to share?

The overall application process flow is good and was easy to follow.

#5

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, February 03, 2026 2:57:21 PM
Last Modified: Tuesday, February 03, 2026 3:00:17 PM
Time Spent: 00:02:56
IP Address: 76.14.131.9

Page 1

Q1

Did you have any specific submittal requirements that were exceptionally challenging or difficult to comply with?

No

Q2

List any improvements you would suggest regarding the application process.

It would be nice if the answer windows could be stretched during data entry so the entire answer could be visible at once, rather than having to scroll through the window.

Q3

Respondent skipped this question

Any comments you would like to share?

#6

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, February 03, 2026 3:00:49 PM
Last Modified: Tuesday, February 03, 2026 3:05:14 PM
Time Spent: 00:04:24
IP Address: 207.231.72.66

Page 1

Q1

Did you have any specific submittal requirements that were exceptionally challenging or difficult to comply with?

No.

Q2

Respondent skipped this question

List any improvements you would suggest regarding the application process.

Q3

Any comments you would like to share?

Many thanks to Tobi Thomas for quick and empathetic email responses for questions regarding the grant. I was very grateful!

#7

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, February 03, 2026 2:43:55 PM
Last Modified: Tuesday, February 03, 2026 3:50:44 PM
Time Spent: 01:06:48
IP Address: 67.58.227.27

Page 1

Q1

Did you have any specific submittal requirements that were exceptionally challenging or difficult to comply with?

No

Q2

List any improvements you would suggest regarding the application process.

Would it be possible for uploaded documents that don't change (like the 501c3 letter) to roll over year after year?

Q3

Any comments you would like to share?

Thank you for the opportunity to apply!

#8

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, February 03, 2026 3:55:39 PM
Last Modified: Tuesday, February 03, 2026 3:56:25 PM
Time Spent: 00:00:45
IP Address: 24.7.147.29

Page 1

Q1

Did you have any specific submittal requirements that were exceptionally challenging or difficult to comply with?

Wet copy of signature from our Board

Q2

List any improvements you would suggest regarding the application process.

aside from the wet signature- easy process

Q3

Any comments you would like to share?

none

#9

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, February 03, 2026 2:13:26 PM
Last Modified: Tuesday, February 03, 2026 4:04:24 PM
Time Spent: 01:50:57
IP Address: 152.44.170.98

Page 1

Q1

Did you have any specific submittal requirements that were exceptionally challenging or difficult to comply with?

No, all were reasonable.

Q2

List any improvements you would suggest regarding the application process.

I don't have anything immediate that comes to mind other than the platform looks outdated, but it functioned fine.

Q3

Any comments you would like to share?

N/A

#10

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, February 04, 2026 10:25:01 AM
Last Modified: Wednesday, February 04, 2026 10:41:40 AM
Time Spent: 00:16:39
IP Address: 76.166.231.139

Page 1

Q1

Did you have any specific submittal requirements that were exceptionally challenging or difficult to comply with?

The application contained many prompts with multiple questions each, which made it time-intensive to ensure that all questions were fully addressed. While the generous character limits were helpful, some prompts felt redundant, requiring careful review to avoid repeating information while still fully answering each part.

Q2

List any improvements you would suggest regarding the application process.

Consider consolidating questions that cover similar topics to reduce redundancy.

Provide clearer guidance on how multiple prompts within a section should be answered, especially when each has several sub-questions.

Maintain the generous character counts, as this allows for complete responses.

Q3

Any comments you would like to share?

The level of detail requested can be challenging, particularly when prompts include multiple questions. This application takes a considerable amount of time to work on, especially when there are other grant deadlines to consider. Streamlining or combining overlapping prompts could make the process more efficient for applicants without sacrificing clarity or quality.

#11

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, February 09, 2026 6:30:21 PM
Last Modified: Monday, February 09, 2026 6:35:34 PM
Time Spent: 00:05:13
IP Address: 156.47.230.98

Page 1

Q1

Did you have any specific submittal requirements that were exceptionally challenging or difficult to comply with?

I answered all the questions in a word document to cut and paste the answers. The system would not let me paste more than a one or two sentences at a time, even after I stripped all of the formatting. This was very frustrating. It would just circle trying to save. I looked up the reasons why and followed all of the advice. I felt at times I had to "trick" the system by starting to type the answer, then I could copy and paste a portion but never more than 2 or 3 sentences.

Q2

List any improvements you would suggest regarding the application process.

Fix the above.

Q3

Any comments you would like to share?

I wasted a significant amount of time retyping what I should have been able to copy/paste.

Title: Discussion of Scoring Methodology & Funding Process
Contact: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

SUMMARY

Staff recommends that the Grants Advisory Commission review and discuss the existing grant application procedures including, but not limited to, the funding allocation process, scoring criteria, and relevant sections of the policy manual. Based on this discussion, the Commission will identify desired modifications and direct staff to incorporate these refinements into a set of recommended updates. Staff will then prepare these recommended changes for presentation to the City Council for further guidance and final decision-making.

RECOMMENDATION

Staff recommends that the Grants Advisory Commission review and discuss the existing grant application procedures including, but not limited to, the funding allocation process, scoring criteria, and relevant sections of the policy manual. Based on this discussion, the Commission will identify desired modifications and direct staff to incorporate these refinements into a set of recommended updates. Staff will then prepare these recommended changes for presentation to the City Council for further guidance and final decision-making.

To support a structured and productive discussion, staff offers the following topics and policy concepts for consideration by the Commission:

1. Establishing a Funding Cap (\$30,000–\$50,000)

The Commission may consider implementing a maximum award amount within a defined range (e.g., \$30,000 to \$50,000). The Commission may also discuss whether caps should vary by program type, population served, or demonstrated community impact.

2. Limiting the Number of Consecutive Years an Organization May Apply

To increase access and encourage equitable participation, the Commission may evaluate placing limits on the number of consecutive years an organization can be funded. This discussion should also consider program stability, community reliance on existing services, and the potential impact on smaller nonprofits.

3. Allocating Funding by Social Determinants of Health (SDOH)

The Commission may consider whether a percentage-based funding distribution across SDOH categories should be adopted. This may include establishing baseline minimum percentages or flexible target ranges. Ensuring representation across program areas such as housing stability, economic opportunity, health access, food security, education, and community engagement.

4. Transitioning to “Score/Rank Only” Without Funding Recommendations

Staff suggests evaluating a potential shift where the Commission provides only application scores and final ranking, without making specific funding recommendations.

5. Full Funding for Top Three Applications

The Commission may discuss whether the top three scoring applications should automatically receive full requested funding, provided the requests fall within the allowable cap and program guidelines. The Commission may also consider whether partial funding should still be permitted in exceptional circumstances (e.g., categories with three or fewer applications).

6. Proposed Scoring Definitions Aligned with Grants Advisory Commission Scoring Criteria

Definitions should be written so they can be applied consistently across all rubric categories (e.g., community need, program design, feasibility, outcomes, collaboration, budget clarity, organizational capacity, and alignment with Social Determinants of Health). Each point range reflects the 1–15 structure commonly used by the Commission.

Respectfully Submitted,
Tobi Thomas, Management Analyst

Dennis Kauffman, Chief Financial Officer/Assistant City Manager

ATTACHMENTS:

1. Applicant View of 26-27 Application Questions
2. 26.27 Grant Guidelines
3. 2026-27 Scoring Criteria
4. CBF Policy Manual - 2025
5. Roseville_CNA_Report_Final_-_Kone_Consulting_4.2020
6. Lorin Meeks Harris Email re Agenda Item 7

REVIEWERS:

Tobi Thomas, City Manager Department - Assistant City Manager
Dennis Kauffman, City Manager Department - Assistant City Manager
Jonathan Levy, City Attorney Department
Phoebe Schueler, City Manager Department - City Manager

Created/Initiated - 6/22/2026
Approved - 6/25/2026
Approved - 6/25/2026
Final Approval - 6/25/2026

City of Roseville

CLOSED Deadline 2/2/2026

FY2026-27 CBF Grant

SHOW DESCRIPTION

SHOW REQUIREMENTS

HIDE ZOOMGRANTS HELP

ZoomGrants Help [\[hide this\]](#)

Creating a New Application to Submit
Invite Collaborators to Work on Application
The 'Saving' screen is still flashing...now what?
Missed Deadline FAQs

Applicant View

Application Status: Not Submitted

Summary

Application Questions

Proposed Effort Budget

Required Documents

Application Questions

*(answers are saved automatically when you move
to another field)*

Instructions [Show/Hide](#)

The Grants Advisory Commission will make its recommendation to the City Council based upon your written application. Your time and effort spent reviewing the Grant Application Guidelines and completing this application is appreciated. Thank you for improving the quality of life in the Roseville community.

1. Lead Agency is:

- ☐ Non-Profit 501(c)(3)
- ☐ Non-Profit 501(c)(4)
- ☐ Private School

2. Project Description: In 50 words or less, describe the proposed program/project, including the use of the funds and who will be served.

Example: The ABC Unified School District requests \$5,000 to support "The Learning Project," a comprehensive youth service and leadership program for low-income youth.

Maximum characters: 65000. You have 65000 characters left.

3. This request will: (Select only one option below)

- ☐ Launch a new service, program or facility
- ☐ Continue to provide an existing service
- ☐ Increase or improve quality of services provided
- ☐ Expand services provided to a larger population or increase the capacity of a facility

4. Funding Priority (Select only one option below)

- ☐ Strategic: One-time grants for innovative programs/projects, capital improvements or new initiatives

- ☐ Operational/Mission Support: Grants for programs/projects that demonstrate effectiveness addressing a community need
- ☐ Small Request (up to \$10,000): Grants which can go toward either new programs/projects or support existing operations which have demonstrated effectiveness at meeting community need

5. Community Need Areas: (Select only one option below)

- ☐ Food - Increased access to healthier food options for lower income communities
- ☐ Health and Wellness - Improved physical, mental and behavioral health, and wellness
- ☐ Community and Social Context - Improved access to arts and cultural resources for all and a kinder more inclusive and connected community
- ☐ Education - More vocational training and educational opportunities for all ages
- ☐ Neighborhood and Physical Environment - Improved access to safe and affordable housing for all

6. Number of:

Board Members

Paid Staff (F/T)

Paid Staff (P/T)

Volunteers

7. Date Founded:

Maximum characters: 65000. You have 65000 characters left.

8. Organization's Mission:

Maximum characters: 65000. You have 65000 characters left.

9. What are the major goals of your organization?

Maximum characters: 65000. You have 65000 characters left.

10. What were the major accomplishments of the organization last fiscal year?

Please list specific outcomes.

Maximum characters: 65000. You have 65000 characters left.

11. Will the organization utilize volunteers for this proposed effort?

If so, please describe roles and responsibilities of volunteers.

Maximum characters: 65000. You have 65000 characters left.

12. Describe the need for this proposed effort and evidence of community support.

Maximum characters: 65000. You have 65000 characters left.

13. Describe the population, number to be served, and how the proposed effort differentiates from similar services in the community. Explain the processes used to ensure those being served are ROSEVILLE RESIDENTS and follow the funding guidelines.

How is the organization uniquely positioned to serve the community?

Maximum characters: 65000. You have 65000 characters left.

14. Does the proposed effort require collaborative partners? If yes, please describe the role/relationship of each partner in the implementation of the proposed effort.

(Does the organization provide/accept referrals? Does the organization participate with other coordinating organizations or work with service, business, and/or government organizations?)

Maximum characters: 65000. You have 65000 characters left.

15. Describe how this proposed effort aligns with Roseville City Council's current Strategic Plan.

The Strategic Plan can be found here: www.roseville.ca.us/strategicplan

Maximum characters: 65000. You have 65000 characters left.

16. Define anticipated outcomes for this proposed effort. How will success be measured?

Maximum characters: 65000. You have 65000 characters left.

17. List below any previous funds awarded in the last five funding cycles by the Roseville Grants Advisory Commission and the purpose of funding.

Maximum characters: 65000. You have 65000 characters left.

18. If your organization received a FY2025-26 grant award, please provide the amount, funds spent to date, accomplishments so far and any challenges encountered.

Maximum characters: 65000. You have 65000 characters left.

19. If full funding is not available, how will the organization be able to accomplish the proposed effort?

How will goals be reduced? How will the proposed effort be affected?

Maximum characters: 65000. You have 65000 characters left.

20. Please list other funding received or requested for this proposed effort (include funds, amount received or requested, and status of request, if applicable). Also include any

fundraisers or donations as well as financial support requested or received from governmental entities.

Maximum characters: 65000. You have 65000 characters left.

21. How will your organization reduce costs or generate additional revenue once grant funds are expended to ensure sustainability of this grant effort?

Maximum characters: 65000. You have 65000 characters left.

22. If the grant money obtained is to be used to fund Capital Expenditure, please briefly describe the item(s) needed and the itemized costs.

Capital Expenditure is the purchase of fixed assets that have benefits of more than one year. Ex: construction of buildings, additions and remodeling, initial, additional & replacement of equipment, furniture, fixtures, machinery, vehicles & media.

Maximum characters: 65000. You have 65000 characters left.

23. If requesting Capital Expenditure for property improvement, does the organization own the building or property to be improved?

- ☐ Yes - Upload proof of ownership in Documents Tab
- ☐ No - Upload lease and owner's written authorization for making the proposed property improvements in Documents Tab
- ☐ Not Applicable

24. If requesting funds for Capital Expenditure, have you included the required bids?

If providing bids, use one Quote Summary Sheet per Capital Expenditure located in the Documents Tab.

- ☐ Yes
- ☐ No - Provide explanation why bids are not necessary in Documents Tab
- ☐ Not Applicable

[Previous](#)

[Next](#)

Application ID: -1

City of Roseville

CLOSED Deadline 2/2/2026

FY2026-27 CBF Grant

SHOW DESCRIPTION

SHOW REQUIREMENTS

HIDE ZOOMGRANTS HELP

ZoomGrants Help [hide this]

Creating a New Application to Submit
Invite Collaborators to Work on Application
The 'Saving' screen is still flashing...now what?
Missed Deadline FAQs

Applicant View

Application Status: Not Submitted

Summary

Application Questions

Proposed Effort Budget

Required Documents

Proposed Effort Budget

*(answers are saved automatically
when you move to another field)*

Instructions [Show/Hide](#)

REQUIRED: Budget Narrative - Please provide a budget narrative with the Budget Income and Expense information for the PROPOSED EFFORT for which you are requesting funding. (Funds are awarded in August, information included below is for the Budget year in which funds are to be used.) In the budget narrative, be sure to answer how will funding these costs meet goals and objectives described in this request?

Please note: the AGENCY Budget information is a separate request under the Documents Tab and should not be included below.

Proposed Effort Income

If you use "other" line item, please explain in Budget Narrative box below. The program budget should be balanced and should focus on the proposed effort that would utilize this grant.

Item Description	Proposed Effort Amount
Federal Government Funding	USD\$
State Government Funding	USD\$
Local Government Funding	USD\$
CBF/REACH Grant Request	USD\$
Corporation/Foundation Funding	USD\$
Individual Contributions/Membership Dues	USD\$
Fee for Service	USD\$
Investment/Interest Income	USD\$
In-Kind Support	USD\$
Other	USD\$

Total USD\$ 0.00**Proposed Effort Expenses**

The "other" item descriptions in this section allow you to include other expenses and change "other" to the description, if needed.

Item Description	Proposed Effort Amount
Salaries	USD\$
Payroll Taxes and Benefits	USD\$
Professional Fees (Consultants & Contractors)	USD\$
Other Compensation	USD\$
Rent/Utilities/Maintenance	USD\$
Printing/Supplies/Postage	USD\$
Equipment	USD\$
Promotion/Advertising	USD\$
Travel/Training	USD\$
Insurance	USD\$
Other	USD\$
Other	USD\$
	USD\$
	USD\$
	USD\$
	USD\$
	USD\$
	USD\$
	USD\$
	USD\$
	USD\$
	USD\$

Proposed Effort Budget Narrative (Discuss the items and amounts you entered above.)

How will funding these costs meet goals and objectives described in this request?

Maximum characters: 65000. You have 65000 characters left.

[Previous](#) [Next](#)

Application ID: -1

City of Roseville

CLOSED Deadline 2/2/2026

FY2026-27 CBF Grant

SHOW DESCRIPTION

SHOW REQUIREMENTS

HIDE ZOOMGRANTS HELP

ZoomGrants Help [\[hide this\]](#)

Creating a [New Application](#) to Submit
Invite Collaborators to Work on Application
The 'Saving' screen is still flashing...now what?
Missed Deadline FAQs

Applicant View

Application Status: Not Submitted

Summary Application Questions Proposed Effort Budget Required Documents

Required Documents

Instructions [Show/Hide](#)

Please make sure to attach **all required** documents below.

Use the templates provided for the Board Authorization, Assurances and Certifications and the Levine Act Form. Leave yourself enough time to get these documents signed by the appropriate parties. Typed in signatures will not be accepted. **Wet signatures, DocuSign or Adobe Sign** are the **ONLY accepted signatures** and should be scanned into ZoomGrants as a PDF.

Documents that are being required to be attached to the application are:

- Board Authorization Form
- Assurances and Certifications Form
- Levine Act Form
- Copy of Current 501(c)3 or 501(c)4 IRS Tax Determination Letter
- Copy of Agency's Currently Filed Registration Renewal Fee Report (RRF-1) or documentation of an extension.
- Agency's Budget for Current Fiscal Year
- Proof of a Current Roseville Business License
- Proof of Registration with the Secretary of State
- List of Agency Board Members, Officers, Directors, and Key Management
- List of Key Personnel for Proposed Effort Seeking Funding
- Quote Summary Sheet (if applicable)
- Counseling Certifications (if applicable)

Documents Requested *

Board Authorization - Use Provided Form
(Label - Board Authorization)

[Download template: Board Authorization Form](#)

Assurances and Certifications - Use
Provided Form

(Label - Assurances and Certifications)

[Download template: Assurances & Certifications Form](#)

Levine Act Form - Use Provided Form
(Label - Levine Act)

[Download template: Levine Act Form](#)

Required?Uploaded Documents *

Required *-none-*

Required *-none-*

Required *-none-*

Copy of Current 501(c)3 or 501(c)4 IRS tax determination letter;
E-card is acceptable
(Label - 501c3 or 501c4)

Required *-none-*

Copy of Agency's Registration Renewal Fee Report (RRF-1)

Required *-none-*

The RRF-1 must show current filing status with the CA Attorney General's Office or documentation of an extension. (Check status at: rct.doj.ca.gov) - (Label - RRF-1)

Agency's Budget for the Current Fiscal Year
(Label - Agency Budget)

Required *-none-*

A Roseville Business License is required for all contracts with the City of Roseville. Provide a copy of the Roseville Business License or proof of a recent application for a license.
(Label - Business License)

Required *-none-*

Registration with the Secretary of State is required for all contracts with the City of Roseville. Provide a copy of the organization's active registration.
(Label - Sec of State)

Required *-none-*

Provide a list of Agency Board Members, Officers, Directors, and Key Management positions, include their appointment dates, when term expires and affiliations.
(Label - Board Members)

Required *-none-*

Key Personnel: See Attached Document for Explanation
(Label - Key Personnel)

Required *-none-*

Download template: Key Personnel Description

Quote Summary Sheet:
Complete One (1) Quote Summary Sheet

-none-

per project/item that will cost \$500 or more. (Question 24 - if applicable)

Download template: Quote Summary Sheet

Counseling Certifications:

-none-

If applicable, upload a copy of each certified counselor California Board Certification.

(Label - Counseling Certifications)

If request is for Property Improvement (Question 23), Proof of Ownership (grant deed, tax bill) or copy of lease specifying the length of property lease is required (Label -Proof of Ownership)

-none-

Optional Other

-none-

Opportunity to upload one document with any additional information (not previously requested in the application) you feel important to share with the Commission (Label -Optional Other)

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Previous

Application ID: -1



2026-2027 FUNDING GUIDELINES - Grants Advisory Commission

History and Purpose	The Citizens' Benefit Fund ("CBF") was established on June 4, 1993 with the proceeds from the sale of Roseville Community Hospital. Each year up to ninety percent of the interest from these funds may be distributed to non-profit organizations. The purpose of the Citizens' Benefit Fund is to assist in improving the quality of life for the citizens of the City of Roseville .
Funds Available	The Roseville Grants Advisory Commission has approximately \$279,940 . (subject to change based on final number) in the CBF to distribute to agencies "to improve the quality of life for the citizens of the City of Roseville". CBF funds are limited, and demand is high. The City is looking to fund a limited number of high impact projects and programs that support collaboration and result in measurable outcomes.
Eligibility	Non-profit 501(c)(3) or 501(c)(4) organizations and private schools, serving citizens of Roseville are eligible to apply. Private schools may not receive direct benefit from public funds (see, below). Grants will not be made to organizations or for projects or activities that discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, military or veteran status, medical condition, marital status, age, sex, sexual orientation, or any other legally protected status or characteristic. Grants will not be made for religious or sectarian activities. Applicants who failed to submit a Final Report from the prior funding year (2024-2025 funding cycle) are not eligible to apply during the 2026-27 funding cycle.
Targeted Maximum Awards	There are no maximum funding awards. Private Schools and Parent Teacher Club's PTC's, Preschools, Booster Clubs, etc. should submit <i>only one application per school site</i> .
Disqualification	The Grants Staff Liaison makes the final decision based upon the written materials submitted by your organizations. Applications submitted without required and complete documents will be disqualified.
Private Schools	Funds will not be made directly available for private schools (a private school is any school not under the exclusive control of the officers of the public schools; public charter schools are generally not private schools), unless it is clear that any benefit to a private school is, at most, merely an "incidental" or "indirect" effect, and the direct benefit is improving the quality of life for the citizens of Roseville. For example, a private school passing through funds to provide food security to its students who are citizens of Roseville has no real benefit to the private school itself, providing direct benefit, though, to our citizens.
Public Documents	All grant applications and material submitted to the City become public documents and are available to the public for review. If you would like a specific portion or your application to be kept confidential, please notate (type-in) the section as "CONFIDENTIAL" and the City Attorney's office will review your request. Examples of documents that may qualify include those with reference to trade secrets or home addresses of Board Members. Staff will endeavor to contact the applicant within 10 days of submittal of a request for confidentiality to provide a response to the request. If funds are awarded, each applicant will be required to enter into a grant agreement acceptable to the City Attorney's Office prior to receiving the funds, and that grant agreement is a public document.
City Projects	Due to the limited amount of funding in the community and the high level of local need for qualifying projects, City projects and programs will not qualify for funding. "City projects" is inclusive of capital expenditures, alterations, modifications, construction, City public works projects, etc. directly involving City property, land, and facilities; also inclusive of any activity in which the City would be considered a project lead or require

	active City staff participation to facilitate the project, beyond normal permitting, entitlement, and planning/building processing for applications submitted thereto. (Certain exceptions <i>may</i> exist on specific facts arising out of City property leased to another party and subject to the terms of the lease.)
Roseville Business License	The Roseville Municipal Code requires anyone conducting business within the City of Roseville to have a current business license on file with the City of Roseville. This includes non-profits doing business or providing services in Roseville. Forms are available at the Finance counter in the Roseville Civic Center. The City of Roseville may waive the license fee for non-profit organizations however there is a \$1.00 State fee that will be collected. An active Roseville business license is required for a complete application. Applicants without a business license will be disqualified.
State Prevailing Wage Laws	All Works of Improvement within the State of California that receive public funds in an amount greater than \$1,000 are subject to prevailing wage laws. Prevailing wage law was detailed in SB975 and became effective January 1, 2001. The law requires that any “construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds” must pay laborers the general prevailing wage rate. Grant applicants should read California Labor Code Sections 1771 and 1720 for more information regarding prevailing wage laws and refer to the State Department of Industrial Relations website at www.dir.ca.gov . Applicants are also encouraged to consult with their attorneys and/or accountants to ensure that the proposed project will include the documentation and resources to demonstrate compliance with state law.
Funding, Limitations and Reporting	The Grants Advisory Commission will make its recommendations in or around April 2026 with final action by the City Council no later than June 2026. Grant funds are expected to be available to successful applicants on or after August 11, 2026, following submittal of the signed Grant Agreement to the City Manager’s Office. Awards are made for one year only and in no way imply that funding will be awarded in subsequent years. Grant funds must be used for the purpose specified in the grant application. Grant funds are intended to supplement, not supplant funding or programs that already exist. All funds must be spent by June 30, 2027, or returned to the City. Final Reports should include details regarding project expenditures and results. Failure to provide a Final Report by August 31, 2027, will disqualify an applicant from the next funding cycle for which the applicant would otherwise be eligible.
Dates and Deadlines	December 1, 2025: Link to the online Grant Application available on the City’s main webpage and at www.roseville.ca.us/grants. January 13, 2026: Applicant Workshop at 5:30pm in the temporary Roseville Council Chambers, 116 S. Grant Street. Applicants are <u>STRONGLY ADVISED</u> to attend the workshop to receive instruction and understand the modifications that have been made to the application and application requirements. Meeting is also televised. February 2, 2026: Completed Grant Applications <u>must</u> be submitted online at www.zoomgrants.com by 5:00 p.m. PST. No Exceptions.
For More Information	Visit the City’s Grants website at www.roseville.ca.us/grants or contact Tobi Thomas, Staff Liaison to the Grants Advisory Commission at tthomas@roseville.ca.us / (916) 746-1368 or Heather Blanco, Secretary to Grants Advisory Commission at hblanco@roseville.ca.us / (916) 746-1171.

Funding cycle calendar meeting dates provided herein are informational and subject to change – Applicants are solely responsible for adhering to final dates and deadlines.



Review Criteria for FY2026/27 Funding Cycle Citizens Benefit Fund (CBF) Grant Applications

Grant Threshold Requirements

Applications will only be considered if:

- Applicant has submitted all required application documents by the application deadline.
- Applicant has submitted required annual report(s) for FY2024/25 CBF, REACH and ARPA grants.

Grant Application Scoring Questions and Scoring Scale

Scoring Questions	Scoring Scale
1. Application demonstrates the need for the proposed effort.	15
2. Application reflects mission and meets the general requirements and guidelines for CBF, and/or REACH.	10
3. Requested funds achieve an impact on the identified need.	15
4. Application demonstrates evidence of community support.	10
5. Application clearly describes how the collaborative partners increase efficiency and efficacy of the grant.	10
6. Application clearly defines the proposed effort and how success is measured.	15
7. Request is reasonable given the proposed effort and the organization's experience and capacity.	5
8. Additional funding support for this proposed effort is clearly identified.	5
9. Proposed efforts budget is well defined and budget narrative explains how funding will meet efforts goals and objectives.	5
10. Proposed efforts budget is reasonable in relation to the organization's annual budget and demonstrates proposed efforts sustainability.	10
TOTAL POINTS	100

**City of Roseville
Citizens' Benefit Fund
Policy Manual**



**Adopted by the
Roseville Grants Advisory Commission**

Updated:

September 12, 2000
November 12, 2002
December 3, 2003
November 9, 2004
November 8, 2005
November 18, 2008
December 19, 2012
October 8, 2013
February 17, 2016
June 21, 2017
November 18, 2020
October 18, 2023
August 21, 2024
October 15, 2025

Policy Manual

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**City of Roseville
Citizens' Benefit Fund
Policy Manual**

Purpose

The purpose of the Citizens' Benefit Fund Policy Manual is to:

- ◆ Document the policy decisions of the Grants Advisory Commission and Roseville City Council regarding the Citizens' Benefit Fund by year and by topic;
- ◆ Serve as a reference for new Grants Advisory Commissioners and Roseville City Councilmembers as to program implementation; and
- ◆ Answer questions from the public regarding the grants process, including questions from potential grant applicants, and current grant recipients.

Chronology of Citizens' Benefit Fund

Jun 1, 1994	Grants Advisory Commission established by Ordinance 2774. Hospital Proceeds Fund Established by Ordinance number 2788. Chapter 4.06 is added to the Roseville Municipal Code to establish the Hospital Proceeds Fund.
Jul 12, 1994	City Council approves criteria and first grant application.
Jan 25, 1995	Joint City Council/Grants Advisory Commission Workshop to discuss Grant application process, including estimated timeframe for processing grant applications and restricting grant funds to benefit Roseville residents only for specific project, rather than general funding; no funding for administrative costs, audit procedures following Grant awards; procedures to notice Commission meetings and interviews with applicants.
Sep 10, 1997	Joint City Council/Grants Advisory Commission Workshop to discuss grant consideration process, appeal opportunities, award process, stewardship of funds, application form changes, multiple year funding, auditing, collaboration of organizations, grant requests for capital projects, city projects or from agencies outside the city.
Dec 16, 1998	City Council approves formal process to consider modifications to approved grants and adoption of marketing program for the Citizens' Benefit Fund.
Aug 18, 1999	Ordinance 3388 adopted by the Roseville City Council amending Chapter 4.06 of the Roseville Municipal Code. Amendments include: 1. Name change from Hospital Proceeds Fund to Citizens' Benefit Fund to reflect opportunity for donations to the fund from the community rather than limited principal amount from sale of municipal hospital. 2. Amendment to Section 4.04.040, Expenditures of Money, to indicate unappropriated amounts may be carried forward to subsequent fiscal years, or at the discretion of the City, may be added to the principal.
Jul 10, 1999	Joint City Council/Grants Advisory Commission Workshop to discuss policies related to requirement for matching funds, grant funding for leased vs. owned property, perpetual funding, monitoring/annual reports, and Ad Hoc Committee.
Nov 3, 1999	City Council adopts policies related to issues from joint Commission/Council workshop.
Dec 3, 2003	City Council approves Grants Advisory Commission recommendations for funding criteria and process improvements following three workshops by the Commission and the first REACH/Enron funding cycle.
Dec 15, 2004	City Council approved Grants Advisory Commission recommendations for revisions as a result of AB 2690 – repealing the requirement that

volunteers be paid prevailing wages and eliminating the mandatory workshop.

- December 19, 2012 The City Council approved a financial report on the Citizens' Benefit Fund (CBF) and a work plan for a comprehensive grants policy review.
- May 29, 2014 GIM to the City Council regarding completion of phase 1 in the Comprehensive Grants Review Process – Historical Assessment Report of the Roseville Grants program.
- April 20, 2015 Joint City Council/Grants Advisory Commission Workshop to discuss policies relating to administration of the Fund and Fund investment and program options.
- December 16, 2015 City Council considered and reaffirmed:
1. Retention of the Citizens' Benefit Fund (CBF) with the City to be invested and administered by the City.
 2. Retention of the Grants Program and Commission with administration by the City.
 3. Revision of the Citizens' Benefit Fund (CBF) Policy Manual and Guidelines, as follows:
 - a) Accept investment strategy revisions expanding strategy consistent with Government Codes.
 - b) Reaffirm smoothing strategy to hold back proceeds in excess of \$500K and establish new policy for annually utilizing proceeds in excess of \$500K for smoothing or special projects or community benefits.
 - c) Reaffirm the nine (9) funding program categories.
 - d) Retain limits on school districts and schools, as approved by the Grants Commission.
 - e) Continue policy that the City Manager, or his designee, approve grants submitted for City requests.
 - f) Confirm no giving priorities with each funding request to be evaluated on its own merits.
 - g) Establish a policy for an annual needs assessment for Council to consider and establish priorities for the coming funding cycle.
- June 17, 2017 City Council approved revisions to Grants Policy Documents to streamline program procedures relating to administration of Grants program. Additionally, Grants have been focused and aligned to solely private schools and non-profits entities.

November 18, 2020. City Council approved new [Implementation Strategies](#) provided by the Grants Advisory Commission based on findings from the [Community Needs Assessment](#) by Kone Consulting. Changes include:

- 1.) Service Categories
- 2.) Funding priorities
- 3.) Collaboration
- 4.) Promoting Outcomes
- 5.) Measuring Success
- 6.) Scoring Methodologies

October 18, 2023 City Council approved revisions to clarify policies relating to bid requirements and site visits by the Grants Commissioners.

August 21, 2024 City Council approved revisions to update policies relating to the California Constitutional provision from 1879 barring the use of public funds to directly aid private schools.

October 15 , 2025 Clarify the exclusion of grant funding for “City projects.”

Adopted Policies of the Grants Advisory Commission and Roseville City Council

Criteria for Grant Applicants

Original Criteria and Application Submittal Requirements (6/94, 2/16)
Americans with Disabilities Act Compliance (1/99)
Bids Required for Capital Expenditures to be Included (1/96, 10/99) revised 10/23
Funding for Religious or Sectarian Activities Prohibited (1/99)
Grant recipients located in Roseville (9/97)
Ownership or Long-term Lease of Property Improved by Grant Funds (11/99)
Compliance with State of California Prevailing Wage Law – SB 975 (11/02) & AB 2690 (12/04)
Tax Status (12/03)

Process-Related Policies

Annual Review (10/13, 6/17)
Recipient Reporting (11/99)
Appeal of Grant Advisory Commission Decision (9/97, 6/17)
Funds Expended within One Year (8/97)
Line-Item Review (11/99)
Applicant Workshop (9/97)
Process to Amend or Extend Timeframe of Approved Grants (12/98)
Site Visits (12/03, clarified 10/23)
Application Review and Process (12/03, 2/16, 6/17)

Funding Policies

Categories and Target Maximum Amount (9/97, 12/03, 2/16, 6/17, 11/20)
Priority Areas (11/20)
Matching Funds Not Required (11/99)
Multiple Applications from One Agency (12/03, 6/17)
Multiple Year Grants (9/97, 12/03)
Perpetual Funding (11/99)
Fund Investing and Funding Source (11/05, 2/16)
Funding for Schools (11/08, 6/17, 8/24)
City Projects (9/1997, 10/1999, 2/2016, ____10/ 2025)

Criteria for Grant Applicants

Original Criteria and Application Submittal Requirements

Adopted July 1994
Revised February 2016

The original criteria and application form were established by the Grant Evaluation Criteria Subcommittee in 1994. The subcommittee conducted public meetings on May 24, June 14, and June 27 to discuss and revise the guidelines and presented their draft, adopted by the Commission on June 27th to the City Council on July 6, 1994.

The criteria included a points/rating system that was not adopted by the Commission. A majority of the questions in the current application were as originally drafted. New policies that have amended the application over time are discussed in this manual.

In January 2014, the Grants Advisory Commission approved, and made a requirement that all, Grant Applications be submitted via an online web-based program (exception for reasonable accommodations).

Americans with Disabilities Act Compliance

Adopted January 1999

The Commission added a question to the application form requesting specific information regarding compliance with the Americans with Disabilities Act. The City is not allowed to fund programs or services by agencies that do not comply with ADA. Applicants are also required to comply with state disability laws, which in many cases are more stringent than the federal ADA law.

Bids Required for Capital Expenditures

Adopted January 1996
Revised October 1999
Revised February 2016
Revised October 2023

In January 1996, the Commission adopted a requirement for applicants to submit bids for "capital expenditures."

Capital expenditures for individual items and projects less than \$500 do not require documented bids. Capital expenditures for individual items and projects costing \$3,999 and under must have at least three (3) telephone or written bids documented/included with the submitted application. Capital expenditures for individual items and projects costing \$4,000 and above must have three (3) written bids included with the submitted application. Bids do not have to be awarded to the lowest bidder; bids should be awarded to the most responsible bidder.

If, in the rare case, the capital expenditure item or project is not conducive to bidding, an explanation in lieu of bid information should be attached to the application, e.g., in some instances, three bids are not available for specialized equipment that may be manufactured by only one or two companies. Additionally, in some cases, bids are only valid for 30 to 60 days or less, while the grant application process runs from approximately December through June for final approval, which may extend beyond the expiration date for the bids. The bids are still to be included in the application, but with notations if less than three (3) bids are included.

Bid Requirements Summary: Individual items and projects costing \$500 - \$3,999 require three (3) documented telephone, online or written cost estimates. Individual items and projects \$4,000 or greater require three (3) written cost estimates. Individual items or projects less than \$500 do not require an estimate.

Capital expenditure – An expenditure that results in the acquisition of fixed assets or additions to fixed assets that have benefits for more than one (1) year. Examples include: the acquisition of land; existing buildings; land improvements; construction of buildings; additions and remodeling of buildings; initial, additional, and replacement of equipment, furniture and fixtures, machinery, vehicles, and media materials.

Funding for Religious or Sectarian Activities Prohibited

Adopted January 1999

In January 1999, the Commission added a question to the application form asking if funding would be used to support any religious or sectarian activities. The City is allowed to fund religious organizations, but the activity, project or program cannot include the promotion a particular religious belief. The City is prohibited from funding religious activities based on laws governing the separation of church and state.

Grant Recipients Located in Roseville

Adopted September 1997

The Commission and Council specified that grant recipients are to be located in Roseville rather than previous wording stating that grant recipients are to be “local.” In practice, this has been interpreted by the Commission to mean that grant recipients that provide service in Roseville, but may have headquarters or offices in other locations, are eligible for funding.

Ownership or Long-Term Lease for Properties Improved by Grant Funds

Adopted November 1999

Revised February 2016

Concerns were raised during the 1999-2000 grant funding cycle regarding the investment in properties by grant applicants who do not own the property. The public funds are therefore making the property of a private citizen more valuable. Grant applicants are required to submit ownership documents and/or copies of lease agreements that reveal how long the property will be leased by the applicant. With long-term leases, the value of any capital improvements will depreciate over time and benefit the grant recipients directly. The Commission recommended and the Council adopted a policy to review the applicants with long-term leases on a case-by-case basis. Staff is to look at the amount of grant funding requested and the use of the funds in particular.

Compliance with California Prevailing Wage Law – SB 975

Adopted November 2002

Revised December 2004

Revised February 2016

The California Labor Code as amended by SB 975 in 2000 affects applicants to the Citizens' Benefit Fund in two ways: the requirement to pay prevailing wages for public or private works of improvement that receive public funds and the use of volunteer labor.

By Interoffice Memorandum from the City Attorney's Office to the City Manager's Office dated September 20, 2002, the attorney clearly states applicants must comply with the SB 975. The memo details the policy for the State Prevailing Wage Laws and the Applicability to Volunteer Labor. The memorandum is attached as Appendix G to the Policy Manual.

By Interoffice Memorandum from the City Attorney's office to the City Manager's office dated August 31, 2004, the requirement that prevailing wages be paid to volunteers on public works projects was repealed by urgency legislation signed by the Governor.

Under the new law, AB 2690, the requirement to pay prevailing wages does not apply to volunteers, volunteer coordinators, or members of the California Conservation Corps or Community Conservation Corps. Although a volunteer cannot be paid, the volunteer may receive reasonable meals, lodging, transportation, and incidental expenses or nominal non-monetary awards without losing volunteer status if those benefits and payments are not a substitute form of compensation for work performed. The Memorandum is attached as Appendix H to the Policy Manual.

State Prevailing Wage Laws. Any grant applicant receiving \$1,000 or greater in public monies, in this case, Citizens' Benefit Fund, must pay prevailing wages to all workers employed on public works. Public works actually includes any public or private work of improvement, and is defined as "construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds." (Labor Code Section 1720 (a)(1)).

Exceptions to the law include public utility improvements, carpet installation, transportation projects, and certain residential and low-income housing projects. (Labor Code Section 1720(a)).

An applicant or their advisor may request the Director of Industrial Relations to provide an opinion as to the applicability of SB 975 to their project. Previous opinions and current prevailing wages can be found at the state agency's website: www.dir.ca.gov.

Tax Status

Adopted December 2003
June 2017

The Grants Advisory Commission is recommending that only agencies with the following tax status be eligible for funding.

- 501(C) 3
- 501(C) 4
- Private schools

Applications from agencies that are not within one of these categories will be ineligible. For example, 501 (C) (6) are not eligible because 1) by definition they exist primarily to serve their members rather than the community at large and 2) they can lobby and take political positions on issues, thus creating potential for conflict of interest.

Process-Related Policies

Annual Review

Adopted October 2013
Revised February 2016
Revised June 2017

The Grants Staff Liaison will annually review the Grant Application and Guidelines, and make revisions to improve efficiencies. The Grant Application and Guidelines shall reflect but is not limited to: 1) current funds available; and 2) Council priorities, if identified.

Recipient Reporting

Adopted November 1999
Revised November 2005, 2008
Revised February 2016

Beginning with the 2009-10 funding cycle, applicants who fail to submit a Final Report for a grant received from the preceding funding year are not eligible to apply during the subsequent funding year, or any future funding cycle until at least one year after the Final Report has been submitted.

Beginning with the 2006-2007 funding cycle, each recipient is required to submit a report describing the expenditures and accomplishments achieved with the grant funds. The report is due within 30 days of the end of the grant period. In addition, the Commission at its discretion may also require a grant recipient to submit a “mid-year” report due six months from the grantee’s initial receipt of funds.

Appeal of Grant Advisory Commission Decision

Adopted September 1997
Revised June 2017

There is no appeal of Grant eligibility made by the Grants Staff Liaison or allocation recommendation made by the Commission. Final allocation decisions are made by the City Council.

Funds Expended within One Year

Adopted August 1997

Based upon several requests from agencies that funds be carried over to another fiscal year, or be used for additional purposes, the Commission voted to revise all forms stating that funds must be expended during the fiscal year for which the grant was included in the City budget. The Citizens’ Benefit Fund contract was also amended to state that all funds must be spent with one year.

Line Item Review

Adopted November 1999

The City Council reaffirmed a standing practice that individual grant applications may be reviewed by the City Council following the recommendations being forwarded by the Grants Advisory Commission. The City Council reviews the recommendations as part of the annual budget adoption in June of each year. Councilmembers may “pull” individual grant applications for discussion, questions, and separate action.

Applicant Workshop

Adopted September 1997
Revised November 2004
Revised February 2016

The Grants Advisory Commission strongly encourages that a representative from each applying agency attend the applicant workshop, held on approximately the 2nd Tuesday of January.

**Process to Amend or Extend Timeframe of
Approved Grants**

Adopted December 1998

In September 1998, the Commission determined that a formal process should be established to clearly define the requirements in the event a change to an approved grant was requested by a grant recipient. Through the work of Policy Subcommittee members, Sylvia Besana, Carol Garcia, and Susan Rohan, guidelines and a standard form were drafted for use by future applicants. Appendix E includes the Guidelines and Form approved by the City Council on December 16, 1998. As stated in the Guidelines, the City does not encourage amendments to approved grants. Circumstances may warrant flexibility by the Grants Commission and the City Council; however, only if the criteria established by the Policy Subcommittee are met and the amendment process is followed.

Site Visits

Adopted December 2003
Revised February 2016
Revised October 2023

The Commission reached consensus to NOT conduct site visits during the application period - beginning when applications become available to applicants until City Council takes action on funding recommendations (approximately, December through June— and to limit visits to other times during the year.

If individual Grants Commissioners visit applicants during the process of reviewing grants, they may receive information in addition to that contained in the written application that is not received by the other Commissioners (in addition to general Brown Act considerations). The City's criteria specifically states the grant will be awarded based upon the written materials provided to the Commission for its consideration.

For clarity, "site visits" includes visiting the physical location(s) or site(s) of an applicant or anticipated applicant (collectively, "applicant") of grant funding, as well as attending, participating, or visiting, a location where an applicant(s) is hosting, co-hosting, sponsoring, or otherwise engaged in carrying out an event, program, open house, or activity.

Application Review and Process

Adopted December 2003
Modified October 2013
Revised February 2016
Revised June 2017

The Grants Commission Staff Liaison shall review and either approve or disqualify each grant application. Staff will make their decisions based upon the materials submitted by the agency and/or organization. Grant applications submitted without required and/or complete documents will be disqualified. Grant applicants do not have the right to appeal disqualifications.

The Grants Advisory Commission will meet in the Council Chambers on the second Tuesday of April, or as otherwise agendized, to review and recommend final funding for each grant application.

Funding Policies

City Projects

Adopted September 1997
Reaffirmed October 1999
Revised February 2016
Revised June 2025

Due to the limited amount of funding in the community and the high level of local need for qualifying projects, City projects and programs will not qualify for funding. “City projects” is inclusive of capital expenditures, alterations, modifications, construction, City public works projects, etc. directly involving City property, land, and facilities; also inclusive of any activity in which the City would be considered a project lead or require active City staff participation to facilitate the project, beyond normal permitting, entitlement, and planning/building processing for applications submitted thereto. (Certain exceptions *may* exist on specific facts arising out of City property leased to another party and subject to the terms of the lease.)

Categories and Target Maximum Amount

Adopted September 1997
Revised December 2003
Revised February 2016
Revised June 2017
Revised November 2020

In keeping with the original intent of the sale of the Roseville hospital to “Improve the Quality of Life for the Citizens of Roseville”, Service Categories have been aligned with Social Determinants of Health as interpreted in the Kone Consulting community workshops with the goal of making Roseville a healthier community. The City Council approved updated funding Service Categories as follows:

- Neighborhood and Physical Environment – Improved access to safe and affordable housing for all
- Food – Increased access to healthier food options for lower income communities

- Health and Wellness – Improved physical, mental, and behavioral health and wellness
- Community and Social Context – Improved access to arts and cultural resources for all and a kinder, more inclusive and connected community
- Education – More vocational training and educational opportunities for all ages

For a more detailed definition of previously approved CBF Categories, please refer to the 2013 Historical Assessment of the Roseville Grant Program (Appendix I). At its discretion, the Grants Advisory Commission, with action by the City Council, may wish to prioritize the above-stated categories for CBF funding for a given application year.

Funding Priorities

Adopted November 2020

The target goal is to divide the grants awards among the three areas described below. The Commission will work to fund grant requests to the extent it is reasonable based on funds available, the applications received and the consensus on merit of the proposals in a given year.

The City Council approved the addition of the following funding priorities:

1. Strategic, one-time grants for innovative projects or programs, capital improvements or new initiatives. Examples of these “special” grants may be:
 - **New Initiatives** – Applicant identifies a need, service, or opportunity in the community that could offer an enhanced and improved quality of life or experience in Roseville.
 - **Innovative Ideas** – Based on models from other areas or agencies and attempting to take a new approach in providing opportunity to enhance or improve quality of life or experience in Roseville.
 - **One-time requests** – If applicants need special consideration on a single request basis.
2. Operational/Mission support grants for programs or projects that demonstrate effectiveness addressing a community need. Grant recipient can reapply in future years for this priority area.
3. Smaller requests of up to \$10,000 which can go towards either new programs/projects or support existing operations which have demonstrated effectiveness at meeting community needs.

Matching Funds Not Required

Adopted November 1999

The City Council approved the Grants Advisory Commission recommendation that matching funds not be required of grant applicants. Mandating that matching funds be required would limit the application numbers and the flexibility of the Commission and Council to award grants to worthy applicants. Matching funds will be a component of the evaluation by Commissioners and Council in determining which applicants have demonstrated their commitment to a project but will not be mandatory.

Multiple Applications from One Agency

Affirmed December 2003

Revised November 2004

Revised June 2017

The Commission agreed that the practice of allowing multiple grant applications from a single agency should not be continued. The City Council has directed the Commission to issue fewer larger grants.

Multiple Year Grants

Adopted September 1997

Reaffirmed November 2020

The Grants Advisory Commission and City Council discussed, but voted against allowing grant applicants to apply for funding beyond one fiscal year. Funding is only available for the fiscal year in which the grant is approved.

The Commission and Council affirmed this policy after discussion in 2020.

Perpetual Funding

Adopted November 1999

Reaffirmed December 2003

The City Council approved the Grants Advisory Commission recommendation that no limit be set on the number of years a grant applicant may receive funding. Grant applicants will be judged on their individual merit each year.

The Commission and Council affirmed this policy after discussion in 2003. There are several agencies that receive repetitive funding from the Citizens' Benefit Fund. In fact, five organizations have received funding in all of the past ten funding cycles, and six organizations have received funding in eight of the last ten funding cycles. The Commission agreed that because the agencies provide worthy services to the community and Commissioners do an independent evaluation each year, there should not be a limit on repetitive funding.

Fund Investing & Funding Source

Adopted November 2005

Revised February 2016

Grant Funds shall be invested in accordance with the Government Code §53601, as determined by the City's Chief Financial Officer or his designee.

Grant Fund proceeds in excess of \$500,000 shall be retained for smoothing during lean years and/or special project or community benefits, as approved by the City Council.

The Grants Advisory Commission may award grants from multiple funding sources. In the event that an applicant meets funding criteria for more than one funding source, the Commission has the discretion to make awards from any or all funds for which any individual applicant is eligible.

Grant Requests from Schools

Adopted November 2008

Revised June 2017

Revised August 2024

Private School and non-profit Parent-Teacher Clubs, Booster Clubs and non-profit school-based programs are eligible to apply and are limited to one grant request per site.

Funds will not be awarded directly for private schools (a private school is any school not under the exclusive control of the officers of the public schools; public charter schools are generally not private schools), unless it is clear that any benefit to a private school is, at most, merely an “incidental” or “indirect” effect, and the direct benefit is improving the quality of life for the citizens of Roseville. For example, a private school passing through funds to provide food security to its students who are citizens of Roseville has no direct benefit to the private school itself, providing direct benefit, though, to our citizens.

Appendices (to be replaced/updated annually by City staff as needed)

Related Ordinances - Appendix A

Funding Guidelines for Current Year - Appendix B

Grant Application for Current Year - Appendix C

Sample Grant Agreement - Appendix D

Request for Amendment to CBF Grant - Appendix E

Memorandum re: SB975 and Citizens’ Benefit Fund - Appendix F

Memorandum re: AB 2690 and Citizens’ Benefit Fund - Appendix G

2013 Historical Assessment of the Roseville Grant Program – Appendix H

Implementation Strategy 2019/20 Kone’ Consulting’s CNA - Appendix I



FINAL REPORT

City of Roseville Community Needs Assessment

PREPARED FOR

City of Roseville
April 2020



GROWING IDEAS INTO SUCCESS koneconsulting.com

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Executive Summary

The City of Roseville and Koné Consulting have conducted a community needs assessment for the purpose of guiding the use of Citizens Benefit Funds (CBF) and Roseville Employees Annual Charitable Hearts (REACH) funds. As next steps identified during the Historical Assessment of the Roseville Grants Program in 2013, the focus of this assessment includes: 1) revisiting the policy of **serial requests**, 2) discussion and recommendation on whether to establish **focus years**, 3) discussion and recommendation on **measures of success**, 4) opportunities to increase **money available for grants**, 5) policy discussion and recommendation on whether the **administrative costs** of administering the Grant Program be supported by the General Fund or covered by Grant Funds, 6) ways **to improve efficiencies and determine effectiveness** of grant funding, 7) exploration and recommendation on the use of **funding priorities**, 8) exploration of opportunities to streamline and determine **scope and ranking methodology** based on local community needs.

To achieve the objective, a mixed-methods research approach was utilized, thus ensuring findings represent a broad perspective. The approach included 26 key informant interviews, two community workshops with a total of 39 participants, an online survey garnering 673 responses, and analysis of extant data/reports to identify community needs, resources, and opportunities.

What became clear early on during this assessment is that the Roseville grants program is a unique municipal funding program that represents a commitment to the community and part of what makes Roseville a special place. That said, the community-at-large is not aware of the grants program, so there is an opportunity to promote the work of the Grants Advisory Commission (GAC) as well as the work of the organizations that are utilizing CBF funding to serve the community.

*"The Roseville Grants Advisory Commission offers a resource to **make a difference in our community** – the kind of thing that **makes Roseville a special place** – continuing the legacy."*

There was general consensus amongst stakeholders that grant funding priorities should align with the initial intention and the sale of the hospital. This includes a broad definition of health and aligns with the City Council goal of maintaining a healthy community. Stakeholders also agreed that there is an opportunity to streamline current service categories and that the GAC should work to recommend full funding of grant requests in priority areas to make a greater impact rather than funding smaller amounts across applicants.

Roseville is also a rapidly growing community and is experiencing the benefits and the challenges that comes with rapid growth. When asked about community needs, stakeholders most frequently mentioned the need to address an increase in people experiencing homelessness in the community, as well as a need for more affordable housing to address rising housing costs. Stakeholders also reported a need for more mental health services and addressing the needs of youth who are currently

underserved. There are other city and county efforts addressing these needs, so stakeholders acknowledged that grant funding could not resolve these needs alone but could supplement other efforts. There also remains a dilemma amongst stakeholders about whether the funds should be used to address a specific need in the community or used to benefit as much of the community as possible.

Based on community feedback from the community workshops, the highest priority issues were identified (in no particular order) as: 1) improved access to **safe and affordable housing** for all, 2) a **kinder, more inclusive & connected community**; 3) improved **physical, mental, and behavioral health and wellness**, 4) more **education and training opportunities** for all ages; 5) improved access to **quality arts and cultural resources** for all, and 6) increased access to **healthier food options** for lower income communities. There is agreement around using a mixture of qualitative and quantitative data to measure the success of the grant program and an opportunity to improve the metrics through standardizing and clarifying funding priorities.

Based on what was learned through the assessment, our recommendations are as follows.

Regarding **Serial Requests**, our recommendation is to:

- Fund new projects, innovative ideas, or one-time requests (**strategic grants**) differently than ongoing services
- Set aside a percentage of funds for strategic grants
- Require current grantees to report on measurable results and consider performance when considering requests for renewed funding
- Make grants for ongoing services (**operational grants**) on a biennial basis

Regarding **Focus Years**, our recommendation is to:

- Focus grants on one goal - to **make Roseville healthier** – defining health broadly through the social determinants of health framework
- Coordinate with other city and county health efforts

To better define **Measures of Success**, our recommendations include:

- Implementing **measures and targets** for each funding priority based on input from workshops
- Developing a logic model or theory of change that supports each funding priority
 - o Either GAC could create these or request applicants to describe in their proposals
- Use a **Collective Impact Model** to convene a community-wide collaboration on priorities and results
 - o Support a common agenda, collaboration and shared measures

Regarding **Administrative Costs** and opportunities for **Additional Funds**, our recommendation is to:

- Continue to support administrative costs of the grant program through City general funds

- Consider requiring real and in-kind matching funds when awarding operational grants to organizations to increase purchasing power

Regarding opportunities to **Improve Efficiencies and Determining Effectiveness**, our recommendation is to:

- Transition to **biennial granting** for operational grants to decrease paperwork for grantees and the GAC, freeing up time to focus on strategic grantmaking opportunities
- Develop stronger **relationships** with grantees post grantmaking
 - o Invite grantees to present at Commission meetings
 - o Formalize site visits
 - o Support relationships and collaboration between grantees through quarterly meetings or other venues
- Share grantee performance results so they can be used to improve services provided

Regarding **Funding Priorities**, our recommendations are to:

- Align grant program funding priorities with the **original intent** and sale of the hospital
- **Connect** Citizens' Benefit Fund (CBF) priorities with the City's strategic plan goals related to healthier community
- Increase **communication** about CBF, **promote outcomes** of the program, and **convene** on priority issues

Regarding opportunities to streamline and determine **Scope and Ranking Methodology** based on local community needs, our recommendation is to:

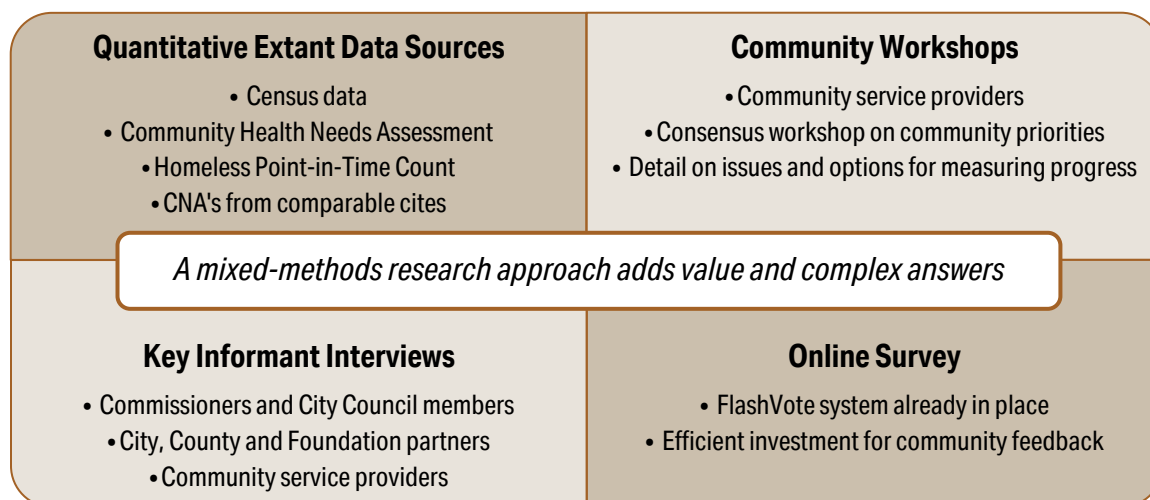
- Focus on **social determinants of health** in next grant cycle and the priorities identified by the community in workshops
- During the next grantmaking cycle, GAC should recommend **full funding of grant requests** in priority areas to make a greater impact
- **Streamline** current service categories

These recommendations provide a framework that will remain a relevant guide for GAC recommendations and City Council funding decisions for years to come while also allowing the flexibility to adapt to changing needs in the community. More details on the findings and recommendations can be found in the body of this report.

Approach

To achieve the objective of this assessment, a mixed-methods research approach was utilized, thus ensuring findings represent a broad perspective. We conducted the following activities:

- 26 Key Informant Interviews – see Attachment A for interview protocol and Attachment B for coded themes
- 2 Community Workshops (39 participants) – see Attachments E and G for the outcomes
 - The first workshop was conducted using the **Institute of Cultural Affairs (ICA) Technology of Participation (ToP)** methodology to facilitate group processes through a consensus-based approach that focuses on including all points of view, perspectives and experiences.
 - The second workshop was a performance measurement workshop using the **PuMP Blueprint** developed by Stacy Barr. The PuMP Blueprint is a deliberate step-by-step performance measurement process, wherein participants map measurable results, design meaningful measures, and build buy-in to measures, leading to interpreting signals from measures, reporting performance measures, and ultimately reaching performance targets.
- Flash Vote Survey (673 respondents) – Attachment C
- Extant Data/Reports Synthesis



Background

The City of Roseville and Koné Consulting have conducted a community needs assessment for the purpose of guiding the use of Citizens Benefit Funds (CBF) and Roseville Employees Annual Charitable Hearts (REACH) funds.

In 2013, the City prepared a Historical Assessment of the Roseville Grant Program. The Historical Assessment evaluated the program since inception and made recommendations for continued

implementation of the program. Phase one included a historical assessment of the grant process including agencies funded, how many years, how many consecutive years, total awards for each recipient and years requested vs. years granted. Phase two was a recommendation that the City have a community needs assessment conducted that examines the process for awarding grants, along with nonprofit and grant funding sources.

As next steps identified during the Historical Assessment, the focus of this assessment includes: 1) revisiting the policy of **serial requests**, 2) discussion and recommendation on whether to establish **focus years**, 3) discussion and recommendation on **measures of success**, 4) opportunities to increase **money available for grants**, 5) policy discussion and recommendation on whether the **administrative costs** of administering the Grant Program be supported by the General Fund or covered by Grant Funds, 6) ways **to improve efficiencies and determine effectiveness** of grant funding, 7) exploration and recommendation on the use of **funding priorities**, 8) exploration of opportunities to streamline and determine **scope and ranking methodology** based on local community needs.

The community needs assessment will be presented to the City Council for review and approval with the intent of the Grants Advisory Commission to implement policy recommendations prior to the FY 2021/22 grant funding cycle.

Findings and Recommendations

Overview/Origins

*"GAC funding shows a **sense of community**. Compassion. **Heart**."*

What became clear early on during this assessment is that the Roseville grants program is a unique municipal funding program that represents a commitment to the community and part of what makes Roseville a special place. There is pride amongst those interviewed that City leadership had the foresight to turn the hospital sale into a way to benefit the community. The grant funding honors the providers in the community and shows heart.

One interesting finding learned through the FlashVote survey is that **the greater community (75%) is not familiar with the Citizens Benefit Fund**. There is an opportunity to promote the work of the commission as well as the work of the organizations that are utilizing CBF funding to serve the community.

*"GAC **honors nonprofits** and those that really lay down such an investment of time and talent and energy to **really serve other people**."*

Community Needs

This community needs assessment is different than the **community needs survey** which is conducted by the City through the Roseville Housing Authority every two years to better understand the housing and service needs of the community. The results of the community needs survey were not available at the writing of this report but should also be considered by the grants commission in the future to inform funding priorities.

Homelessness

Homelessness quickly became a theme when talking to stakeholders about community needs. Homelessness was the most frequently mentioned need during interviews and also as a write-in response on the survey. We looked into data on homelessness and found that homelessness has been increasing in the City of Roseville. 2020 data is not available at this time but should be taken into consideration during the next grant cycle. According to the 2019 **Point-in-time count** results (see attachment D) there were 258 people living homeless in the City of Roseville. Most were living in Placer County at least one year before becoming homeless and 46% are considered chronically homeless – living homeless for a year or more or having experienced four or more episodes of homelessness in the past three years.

"Homelessness is pervasive – there's a misconception that it only exists in certain areas. Anywhere there is a creek or roadway – there is an encampment."

Stakeholders also discussed the related need for affordable housing. The demand for housing is increasing as the city experiences rapid growth - 17% increase in population since 2010¹ and this has impacted the housing market as well. In 2017, 39.2% of households in Roseville were cost-burdened, meaning they spend 30% or more of their monthly income on housing.

Other frequently mentioned community challenges or areas of need include mental health, underserved youth, transportation/traffic, gentrification, community outreach, healthcare, and parks.



Figure 1: Coded themes from interviews. Size of word represents the number of times it was mentioned.

¹ https://www.roseville.ca.us/government/departments/economic_development/demographics

Health

The next data source we looked into was the 2019 Community Health Needs Assessment conducted by Kaiser Permanente for Kaiser Foundation Hospital-Roseville. According to this report, Roseville hospital service area (HSA) is doing better than the state average in the areas of **healthy eating & active living, and health access**, *except* there are **significant disparities** by race and ethnicity related to obesity, physical inactivity, receipt of Supplemental Nutrition Assistance Program (SNAP) benefits, and stroke deaths; and higher rates of cancer and people of color are at greater risk of being uninsured, not receiving preventive care, and dying from cancer. Roseville HSA is similar to the state average in **mental and behavioral health**, however, have *slightly higher* rates of suicide deaths and **fewer mental health providers** per capita.²

"We are not serving our young people. We have failed our youth. We need to support mental health for teenagers and youth experiencing homelessness."

Serial Requests

Upon revisiting the policy of awarding funds to a single organization on a regular/annual basis, the majority of stakeholders support funding programs or services year-after-year as long as the organizations are achieving results towards funding priorities. Stakeholders also believe regular grantees could be held to higher standards such as sharing budgets and sustainability plans. There is also interest in incentivizing or prioritizing new ideas or innovative programs and funding pilot projects.



Recommendation

We recommend the GAC fund new project ideas and one-time requests, referred to as **strategic grants** differently than currently funded programs. The GAC should set aside a percentage of funds for innovative projects or new programs and one-time requests. Strategic granting supports adaptive approaches to address community needs that require collaboration, experimentation and learning. An example of a strategic grant could be funding an organization that has an idea for a new program that they believe would have a great impact in the community and need financial support to pilot. Another example of a strategic grant could be an organization that needs a "big ticket" item through a one-time request such as a vehicle or a refrigerator in order to continue or expand operations.

The GAC should continue to make grants for ongoing services, referred to as **operational grants** but do so on a biennial basis. Biennial granting for operating support is a best practice in granting as it allows organizations to build a stronger base of operations, plan ahead, build capacity, and reduces the administrative burden on grantees.³ Philanthropic organizations and comparable cities that fund

² <https://about.kaiserpermanente.org/content/dam/internet/kp/comms/import/uploads/2019/09/Roseville-CHNA-2019.pdf>

³ <https://www.ncrp.org/publications/good-grantmaking-practices>

community services use the biennial granting model.^{4/5} Biennial granting also frees up GAC time (less applications to review every year) to focus on strategic grantmaking opportunities. GAC should continue to require current grantees to report on measurable results at least annually and consider performance when considering requests for renewed funding.

Focus Years

There is little interest amongst stakeholders in establishing focus years – where grant funding would be strategically directed towards a single cause. Most believe changing focus every year would not allow enough time to make a meaningful impact and would negatively impact continuity of funding for important community services. Stakeholders acknowledged that there are already other City and County efforts addressing community needs - including services for high priority needs like homelessness and health - and that even a year's worth of CBF funds cannot address these needs alone but could supplement other efforts when distributed strategically. There is interest in focusing the priority of the grant funding and establishing a structure to fund across community priorities.



Recommendation

GAC should focus grants on one goal - to **Make Roseville Healthier**. Health should be defined broadly, utilizing the social determinants of health framework as identified in the green section of Figure 3 below. The GAC should coordinate funding with other city and county health efforts to supplement funding where there may be higher needs or service gaps.

Funding Priorities

The first community workshop, survey results and stakeholder interviews provided a clear picture of constituents' feedback around funding priorities and community needs. The community workshop "sticky wall" output (as seen in the photo) may be found in Attachment E.



⁴ <https://cityoflakewood.us/community-services/human-services-grants/>

⁵ <http://www.ashland.or.us/Page.asp?NavID=15304>

The **highest priority issues** to fund based on community feedback are:

- Improved access to safe, affordable housing for all
- More vocational education and training opportunities for all ages
- Increased access to healthier food options for lower income communities
- Kinder, more inclusive & connected community
- Improved access to quality arts and cultural resources for all
- Improved physical, mental, and behavioral health and wellness

"The homeless issue itself is huge. Personally, I think it needs to be taken up at city or county level. Nonprofits wouldn't be able to take up the issue as a whole..."

The results of the survey included many respondents identifying a need to address the growing homeless issue in the community by prioritizing funding for homeless services. Additional responses to prioritizing funding included:

- 53% Improve access to physical and mental health care
- 50% Reduce personal and property crimes
- 41% A more educated community with better access to vocational training
- 35% Improve access to housing for all

When constituents were asked via survey what the best way to prioritize grant funding, there were more responses to addressing specific needs in the community (71%) versus using funding to benefit as much of the community as possible (48%). This was a dilemma that often came up during interviews as well.

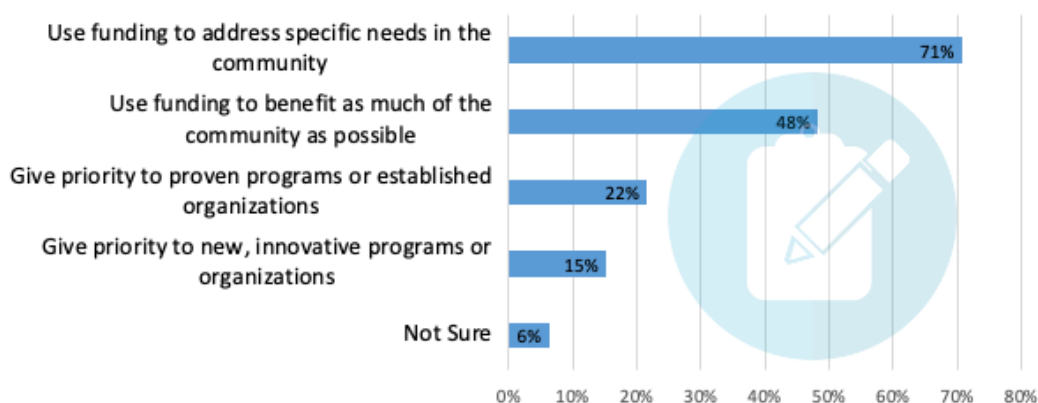


Figure 2: Survey results when asked what the best way to prioritize grant funding. Respondents could choose up to two.



Recommendation

The GAC should prioritize funding based on the high-level goal to make Roseville healthier (center circle of Figure 3 below) which should not change over time, then use the social determinants of health framework as the broader definition of health (second, green circle of Figure 3 below) to organize and streamline the priorities identified by the community in workshops (outer, blue

circle of Figure 3 below). The funding priorities in the outer circle should change over time as the needs in the community change.

The GAC should coordinate funding in these priority areas with other City and County health efforts to supplement funding where there may be higher needs or service gaps – for instance around health disparities noted in the Community Health Needs Assessment. This could be achieved by establishing a structure that identifies percentages of strategic and operational grants for each of the funding priorities (as outlined in the next section) based on the need and service gaps in the community. For example, the City could decide to focus 50% of funding towards improving access to affordable housing for all and set aside 10% of that funding for strategic grants and the remaining 90% would go towards operational grants.

The City should also increase communication about the grant program and the identified funding priorities and promote the outcomes.



Figure 3: The center circle represents the primary focus of the GAC and will remain the same over time. The next circle, in green, represents the social determinants of health framework, and the outer circle represents funding priorities identified by stakeholders during the community consensus workshop which are anticipated to change over time as community needs change.

Measures of Success

There is agreement amongst stakeholders around using a mixture of qualitative and quantitative data to measure the success of the grant program. Survey respondents (77%) agreed that specific data should be used to measure quantity of outcomes – such as number of people served, services delivered, things built, etc). Qualitative measures such as sharing stories should be used to demonstrate impact and quality of services. Stakeholders recommend improving the metrics used to measure the impact of grant awards through standardizing and clarifying GAC funding priorities.

Workshop participants refined the funding priorities and developed a menu of possible performance measures during the performance measurement workshop. The result of the workshop and the menu of possible measures in Figure 4 below (also found in Attachment H) provides a starting point, not a final or cumulative list of ways to measure performance. Just as the needs in the community will change over time, so will the measures. The menu of measures should be refined and updated using the worksheets used during the performance measures workshop which can be found in Attachment F. The menu of possible measures provides options for applicants to choose one or two to for reporting in order to track progress towards the collective impact.

Menu of Measures

Target: Healthy Community

Measures represent ways in which grants/grantees efforts toward achieving priorities may be measured and tracked toward the Healthy Community target.

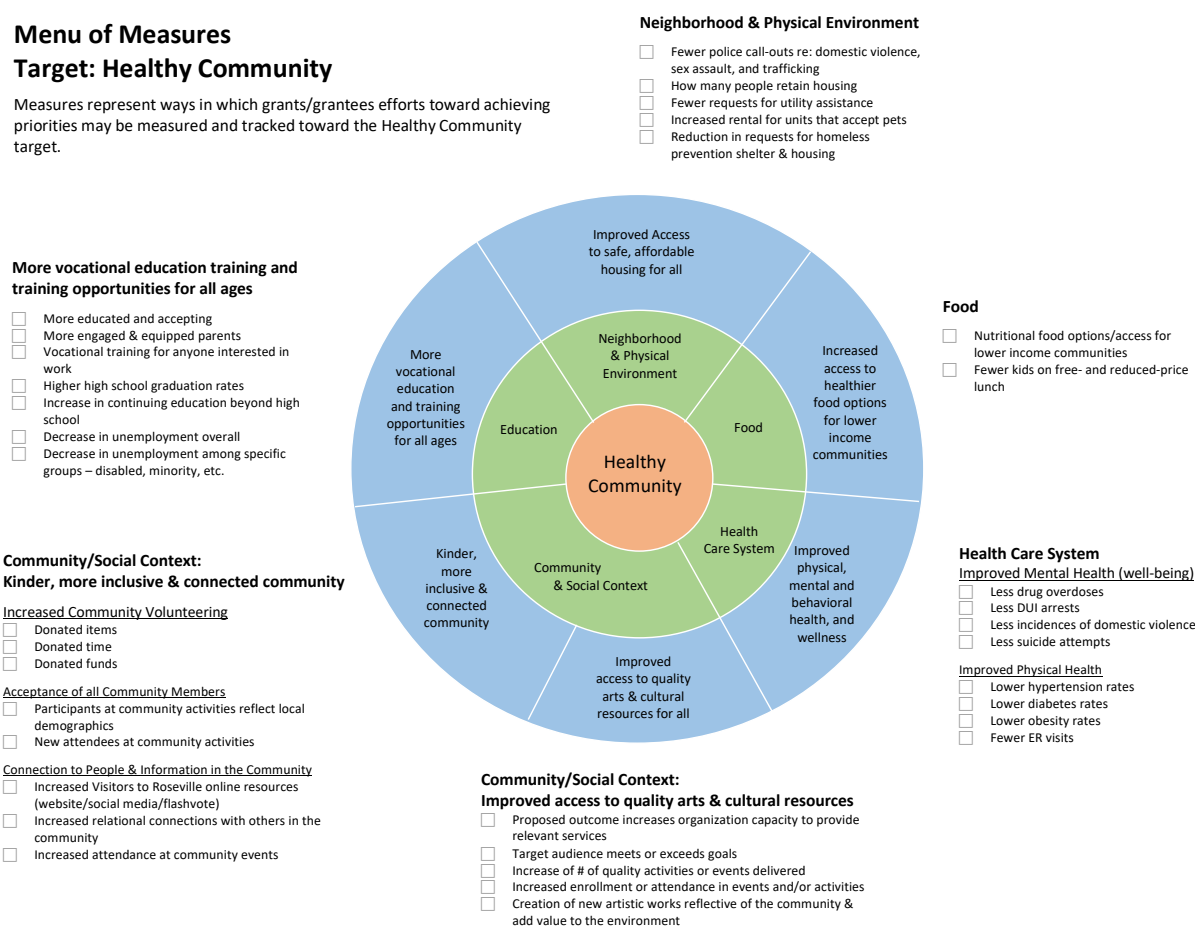


Figure 4: Funding priorities and menu of possible performance measures to track progress towards a collective impact.



Recommendations

The GAC should implement **measures and targets** for each funding priority based on input from workshops using the menu of possible measures and develop an implementation plan to refine the measures and at what frequency to do so. Measures should respond to three different levels:

- 1) Quantity – how much did we do?
- 2) Quality – how well did we do it?
- 3) Is anyone better off?

We recommend developing a **logic model** to demonstrate the **theory of change** that supports grant request.⁶ A logic model outlines: the relationship between what you have- the resources; what you do- the activities; what you produce- the outputs; and, the results- or outcomes. A logic model is one way to describe or demonstrate the underlying theory of change, which also usually includes the bigger picture like the things that can't be controlled. Logic models for each funding priority could be created by GAC, or they could be created by applicants and described in their grant proposals.

We also recommend the use of a **Collective Impact Model** – based on the observation that organizations working together towards the same goal are more likely to make progress towards solving complex problems together than if they were working on their own. A collective impact initiative surpasses collaboration in a few important ways that the grants program already has going for it – shared goals, measures, a coordinating committee (GAC), open communication, and the resources to sustain it and support activities like convening a community-wide collaboration on priorities and results.^{7/8}

Scope and Ranking Methodology

Stakeholders agreed that there is a need to streamline current service categories and that GAC should strive to make a greater impact by fully funding fewer, larger grants that serve the highest needs of the community while also considering the greater good.



Recommendations

We recommend using the social determinants of health as the framework and focusing on the priorities identified by the community in workshops in the next grantmaking cycle. GAC should establish a structure that identifies percentages of strategic and operational grants for each of the funding priorities. This could include full funding of grant requests in one priority area to make a greater impact and determining percentage for a second and third funding priority based on the need and service gaps in the community. For example, the City could decide to focus 50% of funding towards improving access to affordable housing for all and set aside 10% of that funding for strategic

⁶ https://hewlett.org/wp-content/uploads/2016/08/Outcome_Focused_Grantmaking_March_2012_0.pdf

⁷ <https://www.councilofnonprofits.org/tools-resources/collective-impact>

⁸ <https://www.sopact.com/perspectives/collective-impact-model>

grants and the remaining 90% would go towards operational grants. The City could decide to focus 30% of funding on improved physical, mental and behavioral health and wellness and set aside 20% of that funding for strategic grants and the remaining 80% would go towards operational grants.

We also recommend a blend of “transactional” and “transformational” metrics – specific data should be used to measure quantity of outcomes – such as number of people served, services delivered, things built, etc). Qualitative measures such as sharing stories should be used to demonstrate the quality of services and the impact.

Administrative Costs

GAC administrative costs are currently covered by the City General Fund, in the amount of \$28,000. This is a relatively low cost in relation to the \$360,000 in grants awarded and stakeholders agree that there are additional benefits to the City administering the grants program including learning opportunities for city staff and commissioners.



Recommendation

We recommend the City continue to support administrative costs of the grant program through City general funds.

Additional Available Funds for Grants

There aren't currently any practical missed opportunities identified by stakeholders within Roseville or the County to significantly increase money available for grants. Stakeholders report that a lot of businesses in the community are already donating to causes but there may be an opportunity to promote the CBF with new businesses moving into the community. Some suggested City-sponsored fundraisers as a way to raise funds. There is an opportunity to increase purchasing power of grants by requiring organizations that receive operational grants to document real or in-kind matching funds.



Recommendation

The GAC should consider requiring real- or in-kind matching funds when awarding operational grants to organizations.

Improving Efficiencies and Determining Effectiveness

A common theme throughout interviews and community workshops was the need for **clearer expectations, policy, and procedures** to improve efficiencies and determine effectiveness of grant funding. Stakeholders agreed it is difficult to understand and trust decision-making when policies are unclear or lack transparency.

“Transparency is very important. The GAC won’t make everyone happy, but applicants deserve to know what to expect going into the process.”



Recommendation

The GAC should update the policy manual in response to the needs assessment and define policies in-writing. Transitioning to **biennial granting** for operational grants will improve efficiencies by decreasing paperwork for grantees and the GAC, freeing up time to focus on strategic grantmaking opportunities. Determining the effectiveness and impact of the grants program requires strategy, planning, collaboration, and focus on outcomes.⁹ This can be accomplished through developing stronger **relationships** with grantees; inviting grantees to present at GAC meetings, formalizing site visits, and supporting relationships and collaboration between grantees. We recommend acting on opportunities to “match” grantees and supporting peer learning and technical assistance. Sharing grantee performance results could also be used to improve services provided.

Conclusion

The challenges that the City of Roseville faces are not necessarily unique, but the foresight of city leaders to develop CBF, the generous spirit of REACH funds, and the compassion and dedication of community organizations are special. The recommendations in this report provide a framework that will remain a relevant guide for GAC recommendations and City Council funding decisions for years to come while also allowing the flexibility to adapt to changes and needs in the community.

Attachments

- A. Interview Protocol
- B. Interview Themes
- C. Flash Survey Data
- D. Roseville 2019 Point-in-Time Report
- E. Community Workshop Results “Sticky Wall”
- F. Performance Measurement Worksheets “How to Measure Impact”
- G. Performance Measurement Workshop Results “Sticky Wall”
- H. Funding Priorities and Menu of Possible Measures

⁹ <https://results4america.org/what-works-toolkit/>





City of Roseville Community Needs Assessment Interview Protocol

Introduction: Thank you for your willingness to be interviewed today. We are working with the City of Roseville on a community needs assessment. This is the second phase of work that began with the historical assessment of the grant program in 2013. Our role is to further explore policy and funding topics identified during the historical assessment. The results of this assessment will be used to develop recommendations for a Grants Strategic Plan and is anticipated to be implemented in the FY2021/22 grant funding cycle.

We have a list of prepared questions, and will be taking notes, but nothing you say will be attributed to you by name to encourage candid responses. Do you have any questions before we begin?

Attendees:	Date:
Question	Response
Please tell us a little more about yourself, your position/role and your organization.	
What is your experience with the grant program and/or Grants Advisory Commission?	
In your opinion, what is the most important accomplishment achieved with the grant funding?	
What do you think is the best way to measure success of the grant program?	
In what ways do you think the GAC could improve the metrics used to measure the impact of the grant awards on the community? (ex: transactional/ quantitative, transformational/ qualitative, etc)	
What opportunities do you see to increase yearly grant funds? (ex: solicit businesses, fundraise, philanthropic partnerships, etc)	
What opportunities do you see to improve efficiencies and determine effectiveness of grant funding?	
Do you think the administrative costs of administering the Grant Program should be supported by the General Fund or covered by Grant Funds?	



The current grant service categories are: At-Risk Populations, Arts & Education, Capital Projects, Community Building, Environment & Animal Services, Health and Human Services. Do you think these are still the right categories? Are there ways to streamline?	
What are your thoughts about funding by service category – for example rotating annually on focus areas and/or setting aside percentages of funds to each category?	
What are your thoughts about revisiting serial requests – the policy of awarding funds to a single organization on a regular/annual basis?	
Do you see a need for prioritizing funding? If so, how would you go about determining what service category should be prioritized?	
What are your thoughts on establishing focus years – where grant funding would be strategically directed towards a single cause or a focused set of causes.	
Conclusion	
Are there any reports or data sources you think are important for us to be aware of in this process?	
Anything else you think is important for us to know?	
Anyone you think we should be sure to interview?	

Roseville CNA Stakeholder Interview Coding

Totals

In your opinion, what is the most important accomplishment achieved with the grant funding?

Makes Roseville special/Shows a sense of community/making a difference serving needs of community	8
Who are we serving - larger & smaller grants; breadth of service	3
Gives funding to small grassroots orgs/seed money	2
Using both GAC funds and CDBG funds	1
Focus on "better" work, new projects	1
Discretionary funding is possible/available	1
Tangible things in community everyone uses - i.e. universally accessible park	1
Moving toward funding larger grants and big impact projects and fewer small grants/orgs	1
Has encourage great partnership/philanthropy with area businesses	1

What do you think is the best way to measure success of the grant program?

Mixture of qualitative and quantitative/follow up	8
arts programs, parks)	5
Measurable data aligned with mission	3
Impact and number of citizens it affects	3
Social determinants of health - outcomes	2
Determining identity of GAC	1
Telling stories is important	1

In what ways do you think the GAC could improve the metrics used to measure the impact of the grant awards on the community?

Standardize/make clear what GAC is prioritizing for funding	6
How many people minimally are being served (by particular program)	4
Come to agreement with grantees on how to measure success/clear about what data GAC is requesting	2
Provide training for potential grantees (ideas to include: match funding, data collection, using public reports to identify/prove need)	2
Determine extent funding is being used for purpose (Mid-cycle check)	2
Request data bi-annually (every other year)	1
Provide in-service training for GAC commissioners to ensure consistent scoring	1
Don't have stringent reporting requirements - GAC members aren't trained to read them.	1
Best if grantee raises some of the needed funds - not exclusively reliant on public funding/grants	1

What opportunities do you see to increase yearly grant funds?

Matching fund	6
Business community (may need to see tax benefit)	4
Challenging to ask for more funds from already philanthropic community	2
City fundraisers - Quilt fundraiser, festival proceeds; new fundraisers like Rose Planter Sculptures around town	2
Big project - i.e. healthcare w Kaiser or Adventis Health	1
Sacramento Regional Foundation	1
Placer Community Foundation	1
Development agreements with new developers/City Manager	1
Expand REACH program	1
Placer Land Grant	1
Council discretionary fund	1

What opportunities do you see to improve efficiencies and determine effectiveness of grant funding?

Clearer expectations, policy and procedures for applicants	7
Annual reports added to website for accountability and transparency	3
Funding by function - hone in on categories	2
Should grants go to Roseville organizations or those serving the greater community	2
Two tracks: 1) big projects, 2) operations	1
Storytelling showcase/educational event - w/ voting on prioritized need/service category through purchased tickets	1
Invite applicants to present on org during GAC mtg	1
Favorably score matching funds	1
Don't score down if org doesn't have matching funds	1
Grants to orgs that are collaborating together	1
Provide multi-year (3 yr) operating support grants - which reduces annual reporting	1

Do you think the administrative costs of administering the Grant Program should be supported by the General Fund or covered by Grant Funds?

Costs s/b supported by general fund, not grant funds	3
City offers grant writing workshop	2
Ask grantees their methods for measuring success/what resources they have to measure	1
Believe orgs have capacity to collect data/doesn't need to be burdensome. Just need direction.	1
Start factoring in the overhead cost of administering the grant program	1

The current grant service categories are: At-Risk Populations, Arts & Education, Capital Projects, Community Building, Environment & Animal Services, Health and Human Services. Do you think these are still the right categories? Are there ways to streamline?

Yes, streamline. Need fewer categories/not duplicate or overlapping	9
Since fund originally came from hospital, should be applied along similar lines; look at original intent of GAC	4
Community Needs Assessment should guide before determining categories	3
What is the definition of need or benefit?	3
Categories creates creative writing on behalf of agencies to fit into prioritized service categories.	2
Would prefer funding arts, music, culture - see bigger benefit - quality of life	2
Need parameters for what it's NOT intended for	1
Embedded social work at Police Dept - Adults and children	1
Seniors aging.	1
Focus limited funds on core neighborhoods and non-profits that serve them.	1

What are your thoughts about funding by service category – for example rotating annually on focus areas and/or setting aside percentages of funds to each category?

Better; able to do more/full funding, fewer grantees	5
Need a framework for grants vs. discretionary; non-subjective scoring	3
Required paperwork must be done to be eligible	1
Orgs getting funding from multiple pots of city money - possibly adjust scoring?	1
Thinks a community survey could help determine priorities	1

What are your thoughts about revisiting serial requests - the policy of awarding funds to a single organization on a regular/annual basis?

Fund smaller, startup, more innovative programs; new ideas	3
Caution orgs that expect/rely on annual grant	3
Look at additional funding groups receive - orgs must be transparent about their budgets	2
Need to implement return on investment reporting	1
Consider if org provides unique (only) service in community	1
Don't punish old standbys - if prgram is doing good things, continue to fund	1

Do you see a need for prioritizing funding? If so, how would you go about determining what service category should be prioritized?

Funding c/b allotted by percent of target; critical, less critical, not critical - Developmental Model of prioritizing (strategic/innovative vs annual/operational/sustainable); different "pots"	7
Yes	3
Catching people "on the way down" - before becoming homeless/proactive programming; i.e. youth program	2
Project budget vs. operating budget - not rec'ing fund shouldn't impact project.	1
Score higher for collaborative projects	1
Focus on City council goals and community feedback.	1
Difficult dilemma arts vs hot meals (value both)	1
Need a clear rubric for decision making	1
Prioritize underservd categories such as environment or animals	1
Score higher for projects which cover multiple categories	1

What are your thoughts on establishing focus years – where grant funding would be strategically directed towards a single cause or a focused set of causes.

Focus priority, plus structure for some funding for other things	3
Good if after a year meant able to get data/learn outcome and impact	1
2-year cycle	1
Possibly align focus with REACH program	1
If focus years, would depend on expectations of results and clear on decision to do so?	1
More focused funding leads to more success within those categories and city could fund smaller categories that need funding.	1

What are constituents concerned about? Biggest need?

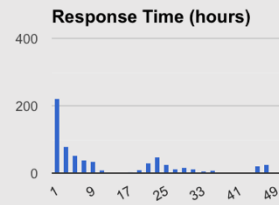
Homelessness (although underlying issues at play also; is a symptom)	13
Mental health	3
Underserved youth	3
Transportation/Traffic	2
Ripe for gentrification	2
Affordable housing	2
Not much constituent outreach	1
Medical/Cancer	1
Safe and healthy community/parks/sports	1

City of Roseville Community Needs Assessment FlashVote Survey Results

673
Total Participants

634 of 1545 initially invited (41%)
39 others
Margin of error: ± 4%

Applied Filter:
Locals only
Participants for filter:
586



Started:
Feb 5, 2020 11:37am
Ended:
Feb 7, 2020 11:32am
Target Participants:
All Roseville

Q1 The Citizens' Benefit Fund was established in 1993 following the sale of the city-owned Roseville Hospital. In recent years it has funded about \$350,000 of grants through a competitive grant process, to improve the quality of life for the citizens of Roseville.

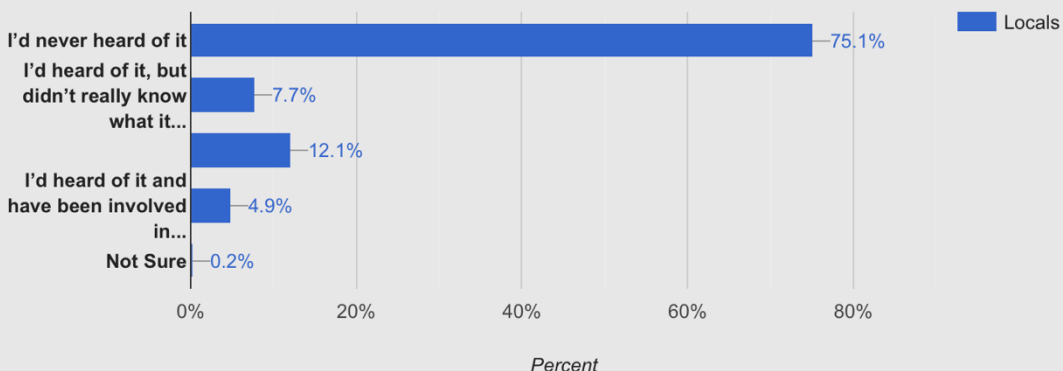
Prior to reading this, which of the following best describes what you knew about the Citizens' Benefit Fund?

(586 responses by locals)

[Touch chart bars for details]

[Show table view](#)

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Q2 Which of the following, do you think are the best ways to prioritize grant funding? (You can choose up to TWO)

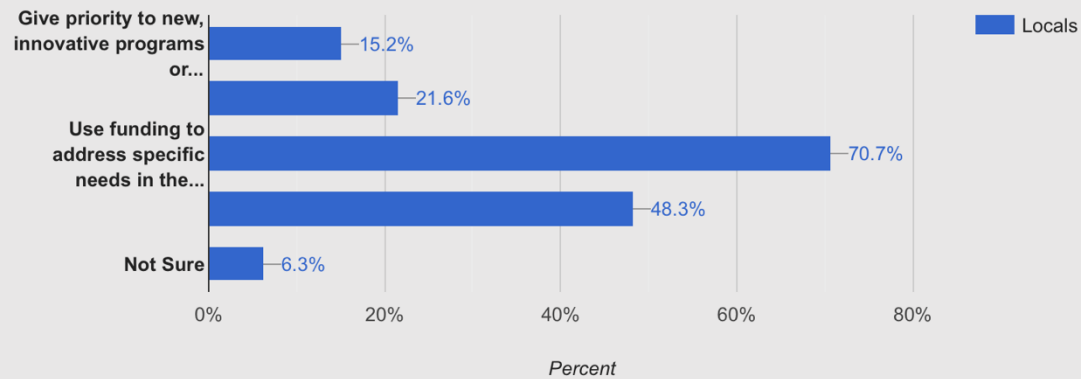
(559 responses by locals)

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Options	Locals (559)
Give priority to new, innovative programs or organizations	15.2% (85)
Give priority to proven programs or established organizations	21.6% (121)
Use funding to address specific needs in the community	70.7% (395)
Use funding to benefit as much of the community as possible	48.3% (270)
Not Sure	6.3% (35)

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Q3 What do you think are the best ways to share the results of grant funding with the community? (You can choose up to THREE)

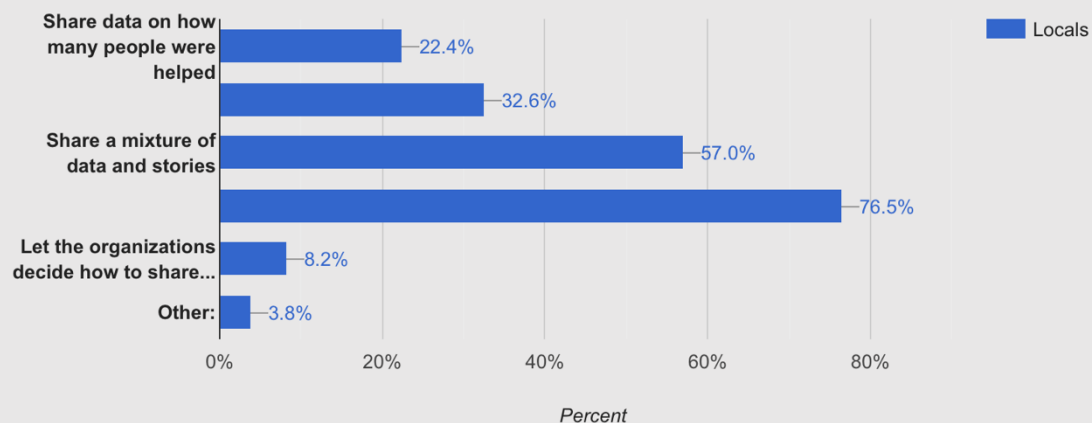
(558 responses by locals)

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Options	Locals (558)
Share data on how many people were helped	22.4% (125)
Share stories of who and how the funding helped	32.6% (182)
Share a mixture of data and stories	57.0% (318)
Share specific data on grant outcomes (number of people served, services delivered, things built, etc.)	76.5% (427)
Let the organizations decide how to share results of the funds they received	8.2% (46)
Other:	3.8% (21)

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enabled use hard require
 information data need area
 soft grant fund great apply
 program answer share number define
 make helps important result

Unfiltered responses

Show only the first 5 responses

These are difficult to answer without more information. Before this survey, had no idea about this

Make all grant information available on the web

Mixture, but do more than outputs. X number of kids who get y says nothing about impact long-term

For things hard to quantify (i.e. ease of use of public areas) share stories, otherwise data.

Think that there are a myriad of answers to this type of question!

And HOW to apply for the grant.

Transparency is important!

May not be "number of people helped" but maybe "number engaged/enjoying". Imagine art or music for

Share data on city website and continuously improve upon success metrics

Ask for specific need and require proof of spending as requested.

Publish a final report on the results of the program.

Would be great to know details of how the funds are spent. This is a great fund and opportunity.

add a new recipient and drop a former applicant every year so the fund stays vibrant

Both hard & soft data are important; hard data helps define reach & soft data helps define effect

Require some sort of longitudinal data follow up. Especially for any group that applies 2 times

all of the above

Independent audit

Never heard of this program

Enabling achievements--what indirect benefits were enabled as a result

Q4 Which of the following results would you most like the Citizens' Benefit Fund to achieve for Roseville? (You can choose up to THREE)

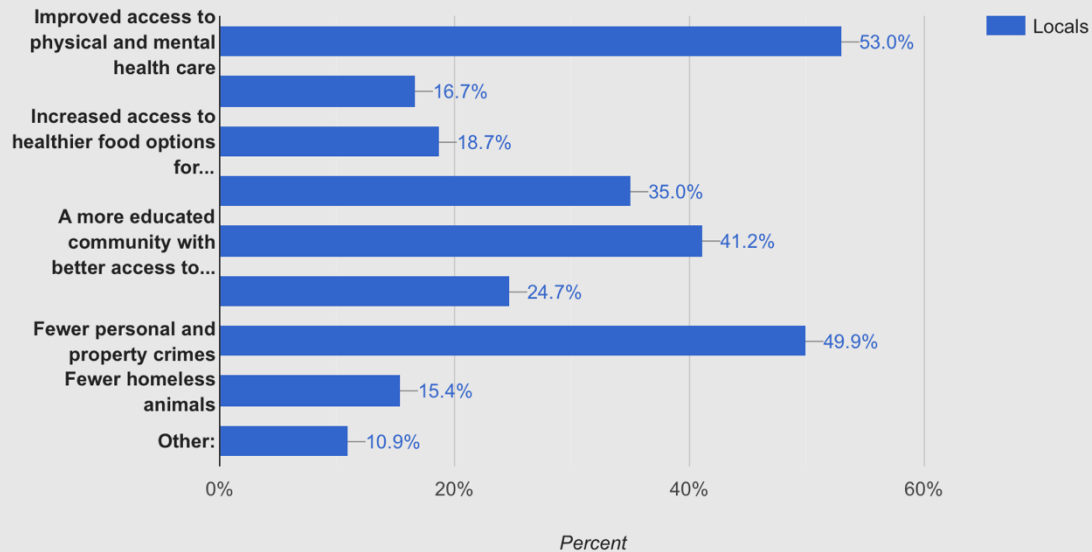
(551 responses by locals)

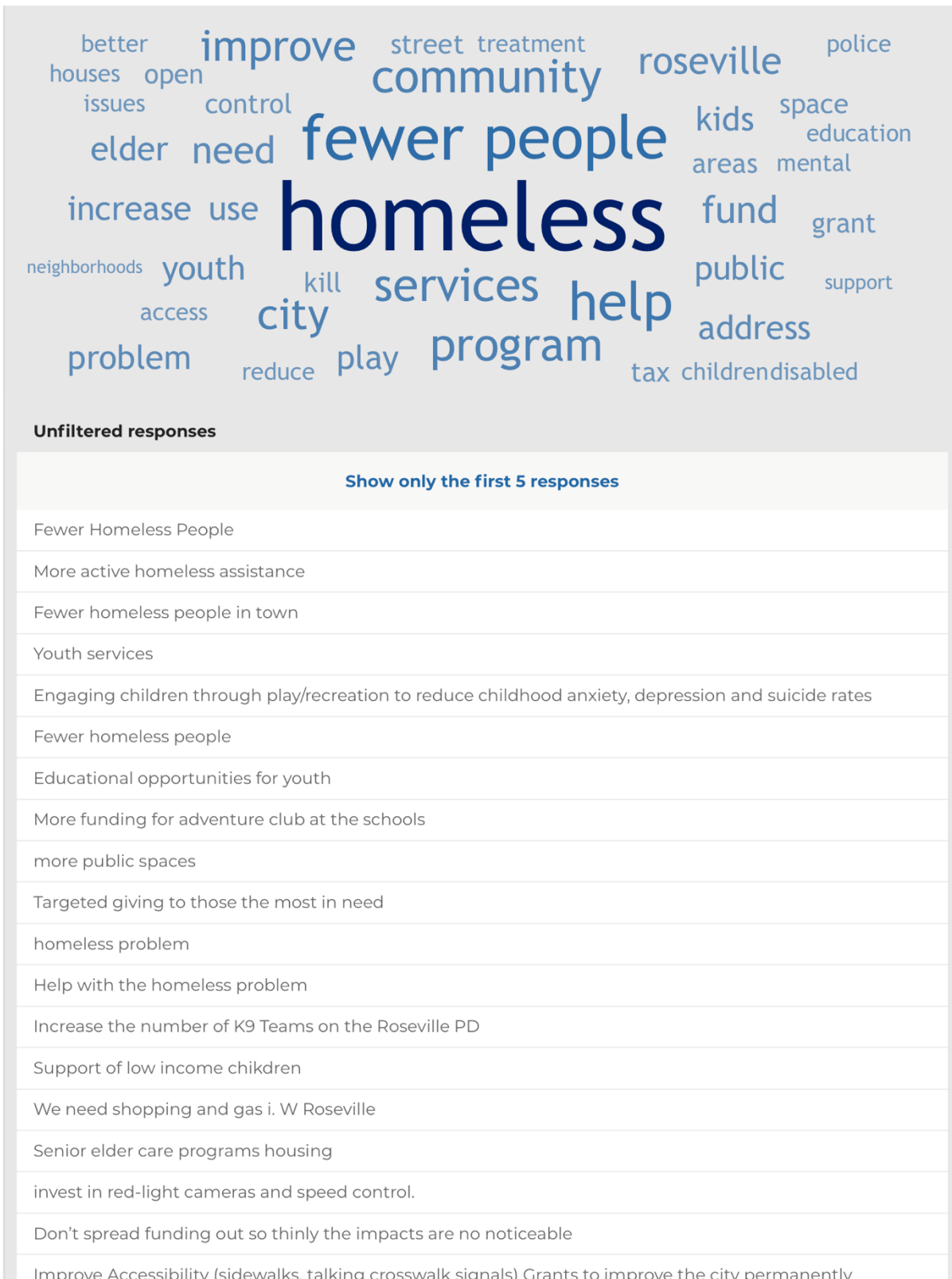
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Options	Locals (551)
Improved access to physical and mental health care	53.0% (292)
A kinder, more accepting and inclusive community	16.7% (92)
Increased access to healthier food options for lower income communities	18.7% (103)
Improved access to housing for all	35.0% (193)
A more educated community with better access to vocational training	41.2% (227)
Thriving arts and cultural events	24.7% (136)
Fewer personal and property crimes	49.9% (275)
Fewer homeless animals	15.4% (85)
Other:	10.9% (60)

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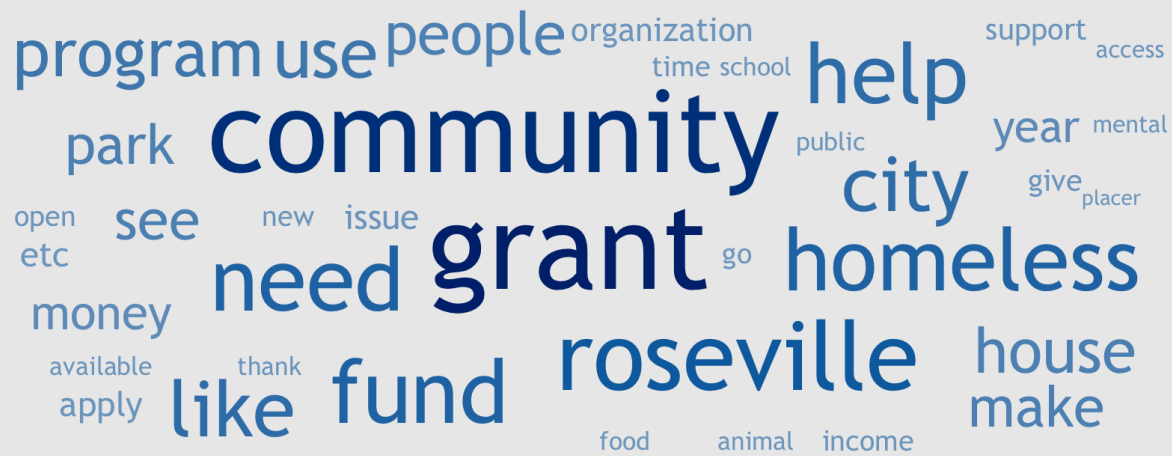


More police services
Fewer homeless people come to mind, but that may open a can of worms!
more police
LOWER TAXES!!!! No utility bill increases
Fewer homeless
Homeless population getting worse
Joint cooperative programs with other communities, to bring people together.
Fewer homeless people
Reducing homeless problem
Addressing various needs that can change each year based on annual community input
Address defined community needs identified by applicants
All of the above are handled by other programs. This fund would be redundant
Fewer homeless people
fewer homeless humans
Services for adults with developmental and intellectual disabilities
helping the homeless than want help
Fewer homeless people
expand hours for public libraries
get rid of the Republicans
Use to offset potential tax increases
How about using for homeless issues...the city seems to ignore their homeless issues
Help for the homeless
Use the funds to start beautifying areas the City has let deteriorate: Baseline Rd and Douglas Blv
fewer homeless people
For children! Put shade awnings in parks so kids can play outside!!! Makes them healthier!!!!
improved transportation for the elderly
More access to programs for learning disabled

Decrease homelessness through drug treatment and mental health services
efforts to help connect us as community to be better as a whole, better sharing, more supportive
Address the homeless situation so our natural areas are not destroyed
Services that improve quality of life for the underserved; including the elderly.
Help The Homeless re-enter
Outreach workers for the homeless/mentally ill
Cleanup Theiles Manor and Roseville Heights Neighborhoods and boost positive youthoutreach programs
Kill the rats!
Roseville centered. No city or county program
Build/create systems to get homeless off the streets and functioning in the community!
Promoting play and outdoor education for young kids
Small organizations benefiting kids or neighborhoods.
help the youth in the community thrive
Wider roads. Fewer houses.

Q5 Any other comments or suggestions about community needs or grants?

(114 responses by locals)



Unfiltered responses

Show only the first 5 responses

We need to focus on homelessness, mental health & drug addiction! It leads to property crime, diminished quality of life in the community, etc.

Open forum to discuss issues w residents. M

In the mid-1990's - Placer County HHS had a full-time staff person to liaison and assist the non-profits that focused on homeless populations and those at risk. I was that staff person!

More education about what it is and what it can do. Answering who should get the money seems lame in this survey. There should be some kind of proposal review and approval process that is transparent.

I do t believe that grants should be used towards business, that's what loans are for. Businesses assume a profit to repay loans. Grants should be used toward non-profit only and I. This instance towards something that Roseville is lacking which looks to be homeless assistance.

Let people vote on what gets done, and not a few that gives to the same over and over

Roseville is one of the best communities in California

The grants should be used to benefit the community, not to attract a group of outside people looking for a handout.

Who decides on the grant findings and how does the community get involved in that process. Not a comment, but a question :-)

Find funding solutions to widen I-80 into Sacramento. I know the majority of it lies in Sac County, but if something could set-up like the placer transportation authority that would be most beneficial.

we need to see some new models that humanize and empower aid recipients, e.g. allow food recipients to choose foods that they have facilities/knowledge to prepare, and fit in their ethnic diet, instead of being handed a generic bag of food. Low-income parents need to be included in choosing for their children, instead of marginalized. Build up the family, help them make choices, instead of telling them "if you are low-income, you obviously are incapable or unwilling to make appropriate choices for your children."

Not sure if these grants come with strings or to whom they are aimed. Greater publicity would be helpful in alerting the Roseville community of its existence and availability.

Grants should be granted for start-up, small business that is in Placer county

I'm a fan of the Tiny House communities going up around the nation and think helping our homeless and/or food insecure military vets should be a priority.

I like that you prioritize by issue type because if you just let us all vote on who gets a grant, people's answers would be biased toward their friends. We should do what works best, not what gives us the greatest political benefit.

I think that departments within the City of Roseville should NOT be allowed to apply for this very limited funding. The non-profit community has such limited resources that it is unfair for them to have to compete with the City programs. The City should be planning for these issues within the City Budget.

Apply the grant monies where it will help our community and it's residents. Look to new, innovative applications that will continue to move Roseville into the future

I am very concerned about the building of large complexes, i.e., new kaiser, adventist complex, the new health club, etc. We are being charged for water and asked to conserve water, yet you build complexes that take more water from residents. You want us to take away grass, which takes away oxygen. I am seriously concerned about decisions made by the council. Meadow Oaks has to wait for permit parking so Oakmont students won't be inconvenienced, even though they don't pay taxes. So we have to endure a crowded neighborhood until the end of the school year. These are just a couple of issues that do not make sense. I have tried on several occasions to be appointed to a board for Roseville, but I guess my resume does not compare to the residents that have been appointed. You would think that 28 years in the air force reserves and 41 years with the State of California are not enough, and processing remains from 9/11 and the thousands of dollars in charitable donations are not enough. Thank

Aging community members are struggling to afford housing medical ins and eat! We need more affordable places or assistance programs that are easy to qualify for and are prompt in payment!

Roseville is a great community, all outcomes from these funds should make it better and greener

What helps the community best is always going to be a matter of personal perspective. If you are lower income and struggling you desired results will likely include outreach and support. If you are middle to upper income it is more likely you will strive for better traffic flow, cleanliness of the community, etc. Regardless, I believe the voting questions are going to not directly appeal to everyone because most people are not going to regard the questions purely from a community perspective but through a personal perspective. "What does that grant and its results do for me?" rather than "What will that grant do for the betterment of the entire community regardless of income/social bracket?"

Housing for low and mid-level incomes must be a priority for the community.

I would like to see more policing of open spaces. Too many people trashing bike paths and walk ways. Could we get more trash cans put around town.

We need more culture and arts in Roseville.

I love that we donate, as a city, to organizations that help feed, house, etc. but I'd like to see this money going toward permanent improvements in our city for accessibility AND organizations that address the root causes of homelessness, poverty, etc. It's great to feed people (and we should do that) but let's help them get established and be able to feed and house themselves long-term.

I'd also like to see fewer homeless animals.

Develop a large soccer complex for tournaments with bathrooms and food available (could even be food trucks). This could be self supporting and bring more business to Roseville- motels, restaurants, etc. Soccer clubs could run /design it with City cooperation. My grandkids when living here went to Reno and down the valley for tournaments. Now living in Idaho they are coming to Davis for a tournament in May. This could be a big draw.

Publicize on the City of Roseville emails who got the grant, and what organization plans to do with the grant.

The CBF is such an important grant. Thank you for continuing its funding. Roseville citizens benefit significantly from its careful distribution.

Use the money to prevent utility bill increases for all!

Think that Roseville City does a great job with community needs.....maybe establishing a committee to see what are the needs of the community would be a start, which would by definition would evolve over time!

Leaving in this globally-connected world with mass online access to information, there should be not a problem to keep community aware how the funds are spent and how should be spent better by timely surveys...

thanks for letting us know about this.

Do not ignore programs and events that enhance the "Roseville experience" for those choosing to engage. Serving the needy and underserved should not be the only focus of grant funds.

More education/ on the job traing and job readiness/ apprenticeships opportunities for low income and homeless. There are jobs out there but without experience or training they won't hire people. I've tried for the past 9 years with no luck.

Grants should be given to those with the best results, do not give to existing organizations just because they exist. Provable results are needed, otherwise you end up wasting the money by giving to the guy with the next idea.

maybe just eliminate the Grant Fund, and addit back into the capital improvements fund and improve the infrastructure of Roseville for future generations.

Thank you for supporting the community with grants. Please choose a mix of new and established programs and spread the funds across a broad spectrum (rather than putting all the \$\$\$ in one basket, so to speak). Plant lots of seeds and see what develops.

The needs for alternative public transit options like maybe volunteer programs that could help disabled and seniors get to work and appointments

Attention to Communities that are in the least recognized, ie: middle income neighborhoods. As in, cleaning up and improving the edges of these communities of debris/trash, broken concrete/blacktops, trash cans and dog bag & trash posts that collect because they are on the cusp of vacant properties, parks, greenspaces, etc, ie: pathways, sidewalks, curbs, plantings... Also enforcing abandoned and unregistered vehicles on residential and business properties. AND lowering the speed limits on several roadways that

Give us monthly reports on grant effectiveness and why
Use the funding to assist the homeless relocate or help to a shelter
Education on how to apply and to what extent the community can be improved by this finding opportunity.
Affordable housing for young single, elders and people in public service jobs.
Allow the community to vote on projects.
Homelessness seems to be increasing. Sacramento County seems to have a worse problem than South Placer. Therefore, would it be wise to join with Sacramento County and City to share the cost of finding solutions that help both areas? Can we put housing in places where work could be available to pull these people back from destitution.
Housing is a huge issue all over Roseville. Anything that can be done to help with this issue is worth pursuing.
Stop babying homeless, put in mental facilities or jail....
Additional Police where needed including Home Depot as recurrent theft is an issue.
I think the issue of homelessness and real solutions to get people off the streets and helped should take the utmost priority. No one should be hungry or sleep in the freezing cold and rain or blistering heat on the streets
I think the survey would be better if we could rank all choices of grant recipient categories. Survey too simplistic. Also more information on grant details would help decision of survey response. Amount of grant, recipient reporting requirements, one time grant or only apply once every x years, current grant recipients.
It should be used for needed projects & services that don't have general funding. Something that will help the community that otherwise wouldn't happen.
Thank you. I would be interested and willing to serve on the selection committee.
More clarity on process of how awards are determined
More enforcement of speed limits in west Roseville
List Grant requests and have feedback from Community comment on pending proposals prior to awarding grants
Let's make sure everyone is housed and fed, with access to mental health services, before turning our attention to higher items on Maslow's hierarchy of needs.
I would like to learn more about the \$330k that has already been distributed.
You should promote it widely on social media to schools and nonprofits.
Please do not use the money for homeless programs.
Do not use to encourage more homeless to stay without trying to lift themselves out.
It makes sense for a multi year grant to include an increasing emphasis on helping the organization to become more self sustaining on their own fundraising.

I would love to have Roseville gain a reputation for being a place where people can Live safely. Maybe not fancy, but a roof, food, safety.

The grants should not be the primary source of funding for the entity applying for them. This creates an abusive situation where a nonprofit operating on a shoestring depends wholly on the city for its existence. It should have a broader donor base and not put elected officials in a no-win situation just because they have not diversified their funding base. If it's a great idea, then more funding sources than the city would jump on board; otherwise the nonprofit leverages ties with city council who are craving positive publicity to skew the vote.

As I have never heard of this program and have lived in Roseville since 2005, I'd love to where the funding has been given in the past. Is there a compilation of data available?

Maintain what makes Roseville the warm, welcoming community it's been while managing future growth and not forgetting the history that created this community..

as in much of California, Roseville's homeless (human) population is getting more visible and causing environmental problems with waste in our community.

Affordable housing affects all ages and it is scarce as hen's teeth. That should be a major use of grants.

Ones the also benefit rare medical diseases in the community would be nice.

we need more free activities for after school kids and skill training we need to be their for our kids to keep them safe from drugs and falling into crime we kids have mentors they are more likely to not to fall victims to drugs which lead to crime

Limit the number of times an organization can receive grant funding. They should not be dependent on the funds for their organization. They should be able to justify how they can continue their efforts when the grant funds are depleted. If organizations are granted funds every year, it makes it difficult for new organization to receive funding. Maybe allow an organization to apply every other year instead of every year.

Crime seems to be increasing! I don't feel as safe as I use to in Roseville.

fix the roads, more street traffic lights, get rid of Republicans, school board members need to be elected by district like the city council

Typically when the City asks for Input, they have already made a decision...they just like to placate us citizens!

There are certain areas like west Roseville and the Douglas Blvd corridor that are a mess. What about investing in these areas? There's trash everywhere, dead plants, broken sprinklers, and syringes on the ground.

Anything that promotes cultural diversity and global citizenship

I would like to be able to follow the grant process through how much is available each year, who applies, how much each organization gets and what benefit was achieved by the winning organization

Doing something about the increasing homeless population especially in our parks

We need to be mindful of how the traffic, homeless, parking has changed the quality of life for those that can't easily get around. Moms with more than 1 child- walking so far to get to parks or shopping. Bathrooms not accessible Or dirty these days, seniors can't walk far- available parking not close to shopping, or things they used to do. Many of us now have to stay home and can't use the trails, etc like we used too- you are creating a whole other problem with the community.

This is a great program, love it and how it comes gives back to the community. Your grant process is very labor intensive and time consuming is the only challenge.

No

Grants to improve safety for our police. Maybe education on all the ways the police help our community.

none

I would like Christian organizations and other religious organizations to be eligible for grants. Not sure if they already are or not.

Help or assist the most people possible. The needs of the many outweigh the needs of the one.

+ any efforts that help build momentum over time as 'in the long run' thriving (economy) + trade & arts community vs hand to mouth

I would like to see this grant program serve non-profits of all sizes that bring diverse enhancement to the quality of life for the most citizens of Roseville.

traffic is a community problem

Give people the support they need, especially in times of need, for them to be able to succeed. Further, lead by example (which is why I included "less homeless animals" as an important goal) rather than with rhetoric only. Overall, I believe we do a good job here in Roseville doing these things (using FlashVote being a prime example to seek community feedback). Keep up the good work. Keep things transparent (reporting+end user stories as mentioned before) and again, lead by example!

Thank you for reaching out for input. In my experience Grant money is valuable for making changes in the community.

The Maidu Museum used to have monthly Art presentations and talks. It would be wonderful if artists from a variety of Ethnic and cultural groups could be brought in to exhibit their work and make presentations.

Cleanup Theiles Manor and Roseville Heights neighborhoods. Build a community center in Theiles to help provide a location for youth outreach programs and other positive neighborhood ventures/meetings.

Can the results of the grants on the community be published as to outcomes? Or publish where the results can be found online. Thank you.

Rat population in the City of Roseville is out of control. With loss of snakes to control the rodent population, the rats will spread disease.

Increased in housing does not solve drug and alcohol problems, particularly for the homeless and mentally ill

Eliminate homeless issues

I am animal rights Conservative. When I see animals at the SPCA it breaks my heart. I'd like to see the SPCA get more funding so they can take care of more abused animals. Don't get me wrong, I have feelings for the homeless and the poor, but I think that sometimes we as a society don't treat our animals the way they should be treated.

With the high cost of housing, a grant program for young struggling families; providing healthy food choices, educational needs, and health care needs.

I heard it has recently become more difficult and restrictive to receive this grant.

Do not hire new positions like high priced boss with benefits and retirement. Instead use established director and employees to figure out how to channel the money. I feel we need more code enforcement for excessive street parking in newer neighborhoods, people should park in garages not on street or park in house driveway.

Prayers for wise choices

Reaching out to known 501(c)(3)s in the area, like Roseville Community Preschool. I am no longer at the school, but it has strong community support among its alumni and current families; would love to apply for a grant if they knew about it, I bet!

Nope

Full inclusion for people with disabilities!! Especially in Roseville schools!!!

Better publicize grant opportunities and how to apply.

Make the process easier.

Traffic is the number one complaint I hear from my friends and neighbors. Stop funding pet projects and fix our transportation system. You grant building permits with no real regard to traffic impacts. Build the roads and schools first!

Be sure information about grants gets to majority of citizens, maybe through emails. I have no idea what's available nor where to go to get the information.

Unemployment/under-employment

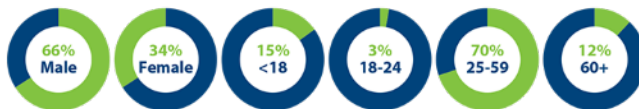
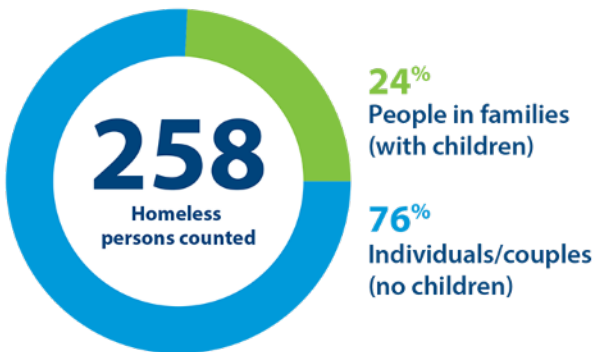
By "improved access to healthcare" I'm meaning, specifically, that we have a dearth of doctors available for our growing community. It often takes 4-6 months for new patients to see the doctor for the first time, and referral timeframes are prolonged. This appears to be an issue related to growth/expansion without the similar growth in medical service providers. I love all the new hospitals; this helps. But we need to find a way to attract talented medical professionals.

Homelessness 2019



2019 Point-in-time count results

Each January, Placer County and its partners survey homeless individuals. A point-in-time count is only a snapshot reflecting those persons identified as homeless for one night and is not an absolute number. Many people move in and out of homelessness throughout a year.



118 Sheltered

46%



140 Unsheltered

54%



Chronically homeless

46%*

Defined as currently homeless for a year or more OR 4+ episodes of homelessness in the past 3 years totaling a year or more, AND a disability of long, continued duration.

Most said they lived in Placer County at least 1 year before becoming homeless:

75%*

25%*



38%*

With a serious mental illness



29%*

With a substance abuse disorder



24%*

Who have lived in foster care or group homes



10%*

Currently fleeing domestic violence, sexual assault, dating violence or stalking situation



11%*

Veterans



HOMELESS RESOURCE
COUNCIL OF THE SIERRAS

Percentages marked with an asterisk (*) are calculated on the total number of responses received to the associated question(s) on the survey. Limited information was collected for people who were observed could not be interviewed.

03-26-19

Roseville Community Consensus Workshop

Sticky Wall

December 10, 2019



Green stickies represent column headings/descriptors created by workshop participants to classify ideas which follow in yellow/blue/orange (the latter colors have no significance other than distinguishing one column from another).

City of Roseville: Community Needs Assessment

Workshop: How to Measure Impact

Draft Goal:

Test A: Is the goal a result?	Action-oriented goals are tasks, projects, milestones, activities. They are hard to meaningfully measure. We want results-oriented goals because they are statements about how something will change for the better (<i>e.g. decrease traffic fatalities; increase graduation rates; keep projects on-time and within budget, etc.</i>).
<i>If no, write down the most important intended result(s).</i>	
Test B: Are there any weasel words?	Weasel word examples: <i>Agile, benefits, capacity, diversity, efficiency, holistic, inclusive, livability, productivity, sustainability.</i>
<i>If yes, replace the weasel words with plain language and write the new result(s):</i>	
Weasel words:	Meaning:
Test C: Is the goal multi-focused?	Multi-focused goal example: <i>Customers get their orders within the time they expected, for the cost they expected, and in as few steps as they expected.</i>
<i>If yes, write a separate result statement for each one area of focus:</i>	
Rewrite the draft goal as a results-oriented goal with no weasel words and a single focus. If you split out a multi-focused goal into more than one goal, write them all here.	
Rewrite the results-oriented goal here.	

List sensory evidence of the result (<i>When result is attained, we will see/hear/smell/taste/touch...</i>)			
Sense:		Description of evidence:	
See			
Hear			
Smell			
Taste			
Touch			
Create Potential Measures:	A performance measure is a quantification that provides objective evidence of the degree to which a result is occurring over time . <i>*See next page for strength and feasibility ratings.</i>		
Potential measure	Strength	Feasibility	Select?
1.			
2.			
3.			
4.			
5.			
Check the Bigger Picture: What could be the unintended consequences of achieving this result (<i>e.g. diverting resources away from other strategic activities, minority groups could be disadvantaged, etc.</i>)? Are there cause-and-effect or companion-or-conflict relationships to other results? What other results might you need to measure to help avoid these consequences?			
Name and describe the measures:			
Measure Name:		Measure Description:	

If our grantees were providing services and reporting on the above measures, would we know our City of Roseville community is getting healthier?

Rating	Strength	Feasibility
1	The measure could signal changes in the opposite direction to how the goal is actually tracking.	Don't have the data and it is impossible to get the data, at any cost.
2	The measure could signal changes that correlate poorly with how the goal is actually tracking.	Don't have the data and getting it is definitely more costly than we can afford.
3	The measure could signal changes that don't correlate strongly with how the goal is actually tracking.	Don't have the data, and while we can afford to get it, the benefit isn't worth the cost of getting it.
4	Could rely in part on this measure, but other measures are needed to track the goal.	Don't have the data, but we can afford to get it and the benefit is worth the cost of getting it.
5	Could rely mostly on this measure, but another measure would be useful to track the goal.	Have some of the data, and/or can easily get all the data needed.
6	Could rely solely on this measure as sufficient evidence to track the goal.	Have most of the data and can easily get the rest.
7	Could rely solely on this measure as complete evidence to track the goal.	Already have the right data for this measure.

For more information on developing performance measures, see [Practical Performance Measures](#) by Stacy Barr.

Healthier Community								
Neighborhood & Physical Environment	Education	Food	Community & Social Context			Health Care System		
Improved access to safe, affordable housing for all	More vocational education and training opportunities for all ages	Increased access to healthier food options for lower income communities	Kinder, more inclusive & connected community			Improved access to quality arts & cultural resources for all	Improved physical, mental and behavioral health, and wellness.	
Fewer police call-outs for domestic violence, sex assault and trafficking	More educated and accepting	Nutritional food options/access for lower income communities	Increased community volunteering	Acceptance of all community members	Connection to people & information in the community	Proposed outcome increases organization capacity to provide relevant services	Improved Mental Health (well-being)	Improved physical health
How many people retain housing	More engaged & equipped parents	Fewer kids on free- and reduced-priced lunch	Donated items	Participants at community activities reflect local demographics	Increased visitors to Roseville online resources (website/social media/flashvote)	Target audience meets or exceeds goal	Less drug overdoses	Lower hypertension rates
Fewer requests for utility assistance	Vocational training for anyone interested in work		Donated time	New attendees at community activities	Increased relational connections with others in the community	Increase of # of quality activities or events delivered	Less DUI arrests	Lower diabetes rates
Increased rental for units that accept pets	Higher HS Graduation rates		Donated funds		Increased attendance at community events	Increased enrollment or attendance in events and/or activities	Less incidences of domestic violence	Lower obesity rates
Reduction in requests for homeless prevention shelter & housing	Increase in continuing education beyond high school					Creation of new artistic works that are reflective of the community & add value to the environment	Less suicide attempts	Fewer ER visits
	Decrease in unemployment overall							
	Decrease in unemployment among specific groups - disabled, minority, etc.							

Menu of Measures

Target: Healthy Community

Measures represent ways in which grants/grantees efforts toward achieving priorities may be measured and tracked toward the Healthy Community target.

More vocational education training and training opportunities for all ages

- ☐ More educated and accepting
- ☐ More engaged & equipped parents
- ☐ Vocational training for anyone interested in work
- ☐ Higher high school graduation rates
- ☐ Increase in continuing education beyond high school
- ☐ Decrease in unemployment overall
- ☐ Decrease in unemployment among specific groups – disabled, minority, etc.

Community/Social Context:

Kinder, more inclusive & connected community

Increased Community Volunteering

- ☐ Donated items
- ☐ Donated time
- ☐ Donated funds

Acceptance of all Community Members

- ☐ Participants at community activities reflect local demographics
- ☐ New attendees at community activities

Connection to People & Information in the Community

- ☐ Increased Visitors to Roseville online resources (website/social media/flashvote)
- ☐ Increased relational connections with others in the community
- ☐ Increased attendance at community events

Neighborhood & Physical Environment

- ☐ Fewer police call-outs re: domestic violence, sex assault, and trafficking
- ☐ How many people retain housing
- ☐ Fewer requests for utility assistance
- ☐ Increased rental for units that accept pets
- ☐ Reduction in requests for homeless prevention shelter & housing



Food

- ☐ Nutritional food options/access for lower income communities
- ☐ Fewer kids on free- and reduced-price lunch

Health Care System

Improved Mental Health (well-being)

- ☐ Less drug overdoses
- ☐ Less DUI arrests
- ☐ Less incidences of domestic violence
- ☐ Less suicide attempts

Improved Physical Health

- ☐ Lower hypertension rates
- ☐ Lower diabetes rates
- ☐ Lower obesity rates
- ☐ Fewer ER visits

Community/Social Context:

Improved access to quality arts & cultural resources

- ☐ Proposed outcome increases organization capacity to provide relevant services
- ☐ Target audience meets or exceeds goals
- ☐ Increase of # of quality activities or events delivered
- ☐ Increased enrollment or attendance in events and/or activities
- ☐ Creation of new artistic works reflective of the community & add value to the environment

From: [Lorin Meeks-Harris](#)
To: [Thomas, Tobi](#)
Subject: Re: Canceling the GAC meeting next week - Tuesday, May 12th
Date: Monday, May 4, 2026 3:57:56 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

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Hi Tobi,

Thank you. I'm happy to expand a bit further.

On capping or tiering funding, one approach could be to establish general ranges based on program size or impact. For example, smaller or newer organizations could fall into a lower funding tier, while larger or more established programs could be eligible for higher amounts, with a reasonable cap to allow broader distribution across applicants. As a reference point, the Commission would consider a cap (e.g., no single request exceeding \$20,000), depending on the total funding available each cycle. This cap could be applied consistently across all project categories (e.g., one-time projects, small projects, and operational funding) to ensure fairness and clarity in the process.

For repeat funding, there are a couple of approaches the Commission could consider, depending on priorities:

- A one-cycle cooldown model, where an organization that receives funding must sit out the following cycle before reapplying. This would maximize access and allow more organizations to receive funding.
- A two-consecutive award limit, where an organization may receive funding for up to two consecutive cycles, but would then be required to sit out the following cycle (e.g., funded in 2025–2026 and 2026–2027, then ineligible for 2027–2028). This approach allows for program continuity while still ensuring broader distribution over time.

From an equity standpoint, the one-cycle cooldown model may provide the greatest opportunity for broader community participation.

Regarding the budgeting and outcomes portion, I do think additional focus during the workshop could be helpful. In particular, providing a model budget template or a fully developed example for applicants could be beneficial. For instance, an organization serving approximately 1,000 Roseville clients with a \$10,000 request could show a clear, line-item budget (e.g., \$100 for workshop supplies such as notebooks, pens, and materials), along with corresponding outcomes (e.g., number of workshops delivered and participants served). Walking through a practical example like this may help applicants better understand expectations and improve the overall quality of their applications.

I hope this is helpful.

Warm regards,
Lorin

On Mon, May 4, 2026 at 3:04 PM Thomas, Tobi <TThomas@roseville.ca.us> wrote:

Thank you Lorin for your feedback and I will get your certificate in the mail.

If you would like to expand on the feedback, that would be great. I have added my questions in red below.

Thank you again!

Tobi Thomas

Management Analyst

City Manager's Office

☎ (916) 746-1368

📍 **Civic Center** | 311 Vernon Street | Roseville, CA 95678



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From: Lorin Meeks-Harris <lorin.meeksharris@gmail.com>

Sent: Monday, May 4, 2026 2:42 PM

To: Thomas, Tobi <TThomas@roseville.ca.us>

Subject: Re: Canceling the GAC meeting next week - Tuesday, May 12th

Hi Tob,

Thank you. I truly appreciate your kind words. It has been an honor to serve on the Grants Advisory Commission and to contribute to the work.

I completely understand regarding the meeting, and I am grateful for the opportunity to have been part of the Commission.

Thank you as well for the Certificate of Appreciation, which is very thoughtful. I am happy to provide my mailing address below:

If helpful, I am also happy to share a few brief observations from my time on the Commission that may support the grant process going forward:

- Consider tiering or capping award amounts to better align with limited funding and allow broader distribution across applicants – **Do you have a suggested capping amount? What would it look like to tier the funding?**
- Limit the frequency of repeat funding (e.g., within a two-year period) to ensure equitable access for new organizations – **Suggestions on what this would look like – examples of what you are thinking for within a two-year period?**
- Strengthen applicant support around budgeting and outcomes, including enhanced workshops or a dedicated session focused on building clear, line-item budgets and demonstrating measurable impact – **Are you thinking we should spend more time on this during the budget workshop? Curious on how this looks to you?**

I would be glad to expand on any of these if it would be helpful.

I appreciate the opportunity to serve and wish the Commission continued success.

Warm regards,
Lorin

Lorin Meeks-Harris

Cybersecurity | AI Governance | Critical Infrastructure Oversight
[linkedin.com/in/lorin-meeks-harris](https://www.linkedin.com/in/lorin-meeks-harris)

On Mon, May 4, 2026 at 2:12 PM Thomas, Tobi <TThomas@roseville.ca.us> wrote:

Hi Lorin,

I wanted to reach out personally and express my sincere gratitude for the time and dedication you've shown while serving on the Grants Advisory Commission. I truly appreciate your commitment, and I feel quite bad that after asking you to make the May meeting your final one, we are now canceling that meeting. Your contributions have been helpful, and I don't want this to go without proper recognition.

To honor your service, I have a Certificate of Appreciation signed by the Mayor that I'd love to send your way. When you have a moment, could you please share the address where you'd like it mailed?

As part of our ongoing work, I'm planning to ask the Commission to discuss the existing grant application procedures, including the funding allocation process, scoring criteria, and relevant sections of the policy manual. From this conversation, the Commission will identify modifications we'd like to make and direct how to incorporate these refinements into a set of recommended updates. I'll then prepare these changes for presentation to City Council for further guidance and final decision-making. I want to make sure your input isn't missing. I had hoped to get your feedback at the meeting regarding any changes you think are needed to our scoring methodology and funding process. If you have any suggestions or observations, please feel free to send them to me directly. I will be sure to bring your input for the rest of the Commission to consider.

Wishing you all the best as you pursue your Masters of Policy Management. Thank you again for your service – it's been a pleasure working with you!

Sincerely,

Tobi Thomas

Management Analyst

City Manager's Office

☎ (916) 746-1368

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Lorin Meeks-Harris

Cybersecurity | AI Governance | Critical Infrastructure Oversight

[linkedin.com/in/lorin-meeks-harris](https://www.linkedin.com/in/lorin-meeks-harris)

Communication

Title:	Election of Chair and Vice Chair for 2027/2028 Funding Cycle
Contact:	Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

SUMMARY

The Grants Advisory Commission will appoint a Chair and Vice Chair for the upcoming 2027-2028 grant funding cycle.

RECOMMENDATION

The Grants Advisory Commission will appoint a Chair and Vice Chair for the upcoming 2027-2028 grant funding cycle.

BACKGROUND

According to the City's City Council/Boards, Commissions & Committees Administrative Standards, "The chair and vice chair shall be selected by the board, commission, or committee members at a January or July meeting, or as soon thereafter as is practicable. Any voting member of the board, commission, or committee, except a youth member, can serve as chair and shall be seated at the next meeting. The length of term for the chair and vice chair shall be one (1) year. However, there are no limitations on the number of consecutive terms the chair or vice chair may serve.

The chair is the presiding officer of the meeting. In the absence of the chair, the vice chair shall be the presiding officer of the meeting. In the absence of the vice chair, a temporary chair shall be selected from among the other members present, with priority given to seniority, and shall be the presiding officer of the meeting. Upon the arrival of the chair or vice chair, the temporary chair shall relinquish the chair immediately upon the conclusion of the item of business before the members.

The chair shall preserve order at all official meetings of the board, commission, or committee and shall decide all questions of order without debate, subject to advice from the City Attorney or City Attorney designee. The chair shall not make any motion but may second a motion. The presiding officer shall have all other rights and privileges of a board, commission, or committee member.

Additional role of the chair:

- Attend City Council meetings as needed to represent the board, commission, or committee;
- Call a meeting to order and propose adjournment;
- Call for discussion and vote on motions;
- Clarify or request clarification of motions made by members;
- Rule whether motions are out of order;

- Interpret and enforce any meeting management bylaws or rules of procedure;
- Call members to order if they disregard rules of procedure or decorum for the meeting;
- Ensure that meetings are conducted in an efficient and productive manner."

Respectfully Submitted,

Tobi Thomas, Management Analyst

Dennis Kauffman, Chief Financial Officer/Assistant City Manager

ATTACHMENTS:

REVIEWERS:

Tobi Thomas, City Manager Department - Assistant City Manager
Dennis Kauffman, City Manager Department - Assistant City Manager
Jonathan Levy, City Attorney Department
Phoebe Schueler, City Manager Department - City Manager

Created/Initiated - 6/22/2026
Approved - 6/25/2026
Approved - 6/25/2026
Final Approval - 6/25/2026