



AGENDA

November 9, 2021

GRANTS ADVISORY COMMISSION MEETING
7:00 p.m.
Council Chambers
311 Vernon Street

If you need a disability-related modification or accommodation to participate in this meeting, please contact Voice: 916-774-5200, TDD: 916-774-5220. Requests must be made as early as possible.

THE CITY OF ROSEVILLE WELCOMES YOUR PARTICIPATION

If an agenda item is open to public comment, such public comment shall be addressed to the chair of the meeting.

Public Comment - Speakers have three minutes under Public Comment to speak on issues that are not listed on the agenda and are within the City's jurisdiction. The Brown Act does not permit any action or discussion on items not listed on the agenda.

Consent Calendar - If applicable, the Consent Calendar consists of routine items that may be approved by one motion. Any person can remove an item from the Consent Calendar to be discussed separately.

Agenda Items - Speakers have five minutes to address items that are listed on the agenda.

Americans with Disabilities Act - Notify the City Clerk or Secretary at least 72 hours in advance if special assistance is required to participate in a meeting including the need of auxiliary aids or services.

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

Roseville City Clerk 311 Vernon Street, Roseville, CA 916-774-5200 TDD 916-774-5220

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENTS**

5. MINUTES

5.1. Approve the Meeting Minutes of the October 21, 2021 Grants Advisory Commission Meeting

Staff recommends the Commission review and approve the draft minutes attached for the October 21, 2021 meeting

6. PRESENTATION/REVIEWS/ACTION ITEMS

6.1. Recommendation of Youth Commissioner Applicant

Recommendation of Youth Commissioner

6.2. Review Roles Responsibilities for Applicant Workshop

Review the roles and responsibilities for the applicant workshop

7. COMMISSIONER / STAFF REPORT

8. ADJOURNMENT



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Approve the Meeting Minutes of the October 21, 2021 Grants Advisory Commission Meeting
Contact: Heather Blanco, 916-746-1171, hblanco@roseville.ca.us

Meeting Date: 11/9/2021
Item #: 5.1.

RECOMMENDATION

Staff recommends the Commission review and approve the draft minutes attached for the October 21, 2021 meeting

BACKGROUND

Respectfully Submitted,

Heather Blanco, Management Assistant

ATTACHMENTS:

Description

DRAFT Minutes_2021_10_21_GAC_Meeting



MINUTES

October 21, 2021

GRANTS ADVISORY COMMISSION MEETING

5:30 p.m.

Council Chambers
311 Vernon Street
Roseville, California
www.roseville.ca.us/CORTV

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1. CALL TO ORDER

Chair Kriz called the October 21, 2021 Grants Advisory Commission meeting to order at 5:30 p.m.

2. ROLL CALL

Commissioners Present:

Chair Kriz

Vice Chair Carroll

Commissioner Gibson

Commissioner Perez

Commissioner Reed

Commission Heywood - Excused Absence

Youth Commissioner Brashear - Absent

Staff member Isom announced Commissioner Flynn had to step down from her duties and the City Clerk's office is in the process of recruiting for a new commissioner.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Kriz.

4. PUBLIC COMMENTS

No public comment received.

5. MINUTES

5.1. Minutes for September 14, 2021 Meeting of the Grants Advisory Commission

Approve the Minutes of the September 14, 2021 Grants Advisory Commission meeting.

6. PRESENTATION/REVIEWS/ACTION ITEMS

6.1. Election of Chair and Vice Chair

Grants Advisory Commission will appoint a Chair and Vice Chair for the upcoming FY2022-23 funding cycle.

The commission appointed Ellaison Carroll as Chair and Michelle Gibson as Vice Chair. The transition will take place at the November 9, 2021 meeting.

No public comment received.

Motion by Renee Perez, seconded by Vanessa Reed, to appoint Ellaison Carroll as Chair and Michelle Gibson as Vice Chair. The Motion Passed.

Roll call vote: Ayes: Carroll, Gibson, Kriz, Perez, Reed

Absent: Brashear, Heywood

6.2. Approve the Final Reports and Summary Report for the FY2020-2021 Grant Funding Cycle

Staff recommends that the Grants Advisory Commission approve the final reports and the summary report for the FY2020-2021 Grant Funding Cycle. Individual final reports are available in ZoomGrants.

The commissioners complemented the visuals, graphics, breakdown, and highlights of the report and expressed how easy it was to read and understand.

Staff member Isom will post the Summary Report for the FY2020-21 Grant Funding Cycle to the website and will be presenting it to City Council in December.

No public comment received.

Motion by Michelle Gibson, seconded by Ellaison Carroll, Approve The Final

Reports and Summary Report for the FY2020-21 Grant Funding Cycle. The Motion Passed.

Roll call vote: Ayes: Carroll, Gibson, Kriz, Perez, Reed

Absent: Brashear, Heywood

6.3. 2021/22 Grants Advisory Commission Process Debrief

The 2021/2022 CBF funding cycle incorporated many changes recommended in the Community Needs Assessment. The Commission will discuss the scoring and evaluation process used during the previous cycle and decide if any changes will be made for the 2022/2023 cycle.

The commissioners decided to maintain the new scoring and evaluation process for the 2022/2023 cycle. Clarification of some of the questions will be discussed at the workshop in January to ensure everyone is on the same page.

Staff member Isom received positive feedback from the applicants about the process.

6.4. Adopt 2022/23 Work Plan and Funding Cycle Calendar

Review the attached draft 2022-2023 Work Plan for the Grants Advisory Commission that covers the grant funding cycle, make any necessary changes, and take action on the plan.

No public comment received.

Motion by Ellaison Carroll, seconded by Renee Perez, to adopt 2022/23 Work Plan and Funding Cycle Calendar. The Motion Passed.

Roll call vote: Ayes: Carroll, Gibson, Kriz, Perez, Reed

Absent: Brashear, Heywood

6.5. Review of Grant Guidelines for FY2022-2023 Grant Funding Cycle

Staff recommends that the Grants Advisory Commission review the attached Citizens Benefit Fund and REACH grant funding cycle documents and make any changes for the upcoming 2022-2023 grant funding cycle.

Staff Isom explained why the available funds are down 24%. The two main reasons are 1.) the reinvestment of the mature bonds took place at a lower market interest rate, and 2.) The City loaned \$1.5 M to Roseville businesses during the pandemic from the CBF funds. As the pandemic continued on the City chose to grant the money and waived the money loaned.

No public comments received.

Motion by Michelle Gibson, seconded by Renee Perez, Approve the grant funding cycle documents as presented and all attachments.. The Motion Passed.

Roll call vote: Ayes: Carroll, Gibson, Kriz, Perez, Reed

Absent: Brashear, Heywood

7. COMMISSIONER / STAFF REPORT

Vice Chair Carroll mentioned Alliance and Stand Up Placer provided dates and times for site visits for the commissioners. Staff member Isom will email all the commissioners the dates and times and will set up the visits.

Commissioner Perez thanked Commissioner Flynn for her time and service on the commission.

Chair Kriz agreed with Comm Perez and thanked Comm Flynn. He also mentioned the vacancies and encouraged anyone interested to apply. He also thanked the commissioners and staff for the opportunity to service as the Chair for the past year.

Staff member Isom mentioned City Manager accepted an award at the end of September from the Assistance League of Greater Placer on behalf of City of Roseville, City Council and the Grants Advisory Commission. The City was awarded the National Assistance League Operation School Bell award given to those who have significantly supported a chapter through financial, in-kind, or service support.

No public comment received.

8. ADJOURNMENT

Motion by Ellaison Carroll, seconded by Michelle Gibson, Approve Motion to adjourn the meeting 6:53 p.m.. The Motion Passed.

Roll call vote: Ayes: Carroll, Gibson, Kriz, Perez, Reed

Absent: Brashear, Heywood



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Recommendation of Youth Commissioner Applicant
Contact: Trisha Isom 916-746-1239 tisom@roseville.ca.us

Meeting Date: 11/9/2021
Item #: 6.1.

RECOMMENDATION

Recommendation of Youth Commissioner

BACKGROUND

Respectfully Submitted,

Trisha Isom, Housing Manager



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Review Roles Responsibilities for Applicant Workshop
Contact: Trisha Isom 916-746-1239 tisom@roseville.ca.us

Meeting Date: 11/9/2021
Item #: 6.2.

RECOMMENDATION

Recommend the commission to review the roles and responsibilities for the applicant workshop

BACKGROUND

This item provides a draft outline and script for discussion of the upcoming Citizens Benefit Fund/REACH grant applicant workshop in January. Consistent with prior years, the Citizens Benefit Fund (CBF)/REACH Grant Applicant Workshop Outline consists of:

1. Welcome and Purpose of the Workshop (Chair)
2. Overview of the Funding (Chair)
3. Review of Application Timeline (Vice Chair)
4. Online Application Submittal via ZoomGrants (Staff)
5. Application Disqualifications (Staff)
6. Application Scoring Questions and Scale (Chair)
7. Application Required Documents and Budget Highlight (Staff)
8. Helpful Hints for Application and Process (Vice Chair and Commission)
9. Public Comment/Questions from Applicants (Chair and Staff)
10. Closing Comments (Chair)

The draft script of information reviewed at the workshop is attached. Please review and provide feedback on content and shared responsibilities for the meeting.

Respectfully Submitted,

Trisha Isom, Housing Manager

ATTACHMENTS:

Description

Applicant Workshop Script 2022-2023

2021-2022 Applicant Workshop Agenda Script

1. Welcome: (Chair) – ask for power point, then begin

Welcome to the Roseville Grants Advisory Commission Grant Applicant Workshop. We are happy you are here. I am Ellaisson Carroll, the Chair for the Roseville Grants Advisory Commission.

Purpose of workshop: (Chair)

We want to make sure applicants understand what funds are available, how to apply, clarify a few points and most importantly, answer YOUR questions.

To begin, we'll put up a slide showing our agenda tonight.

We will cover the following topics in this order:

1. First, we'll provide an overview of each fund.
2. Next, we'll go over the timeline and grant funding priorities for this year's grant cycle.
3. We will review the online submittal process.
4. Highlight Application Thresholds and Disqualifications
5. Provide an Overview of the Application Scoring Questions and Scale, the required documents section, which we have revised this past year to reflect the recently completed Community Need Analysis, and Commissioners will provide helpful hints for the process.
6. Then we will open it up to questions from applicants. In order to be most efficient with our time, the Chair will either answer the audience questions or direct staff to answer.
7. After all questions have been answered, Commissioners will provide a few brief comments about this grant cycle and application process.

• Funds (Chair)

Citizens' Benefit Fund – The Roseville City Council established the Citizens' Benefit Fund in 1993 with the funds received from the sale of the City-owned Roseville Community Hospital. The City Council at that time voted to place the proceeds of the sale into an interest-bearing account and give ninety percent (90%) of the interest available annually to non-profits for the purpose of "improving the quality of life for the citizens of the City of Roseville." The remaining ten percent (10%) is deposited back into the Citizens' Benefit Fund to grow the principal.

(Slide #1)

- As you can see, this year's funds are less than previous years as the reinvestment of the bonds took place at a lower market interest rate, and the City loaned \$1.5 million to Roseville businesses during the pandemic from the principal balance of the CBF funds.
- Approximately \$271,172 in funds will be made available this funding cycle
 - Grants are being made available to 501 (c)3, 501(c)4, and private school organizations.
 - Non-Profits must have a current business license.
 - Private schools and school-based non-profit associations are eligible and are limited to one application per individual site.

- The CBF grant goals are to assist in improving the quality of life for the citizens of Roseville.

REACH – Established in 2003, the City-directed Employee Charitable Giving Program is comprised of contributions by Roseville City employees, retirees, and local businesses. There are approximately

- \$1,500 in funds available
- Same eligible organizations as CBF
- Schools have the same restrictions as CBF, with one application per individual site
- REACH grants are to assist in improving the quality of life for Youth, Families and Seniors of Placer County.

One Application – Please note that applicants only need to submit one application and can request funding from both sources. If you are requesting funds from multiple sources to serve residents in both Roseville and Placer County, it would be very helpful to describe in your project description how those funds will be split. For example, you might say you are requesting

\$10,000 total and that \$8,000 will be used to serve Roseville residents and \$2,000 will be used to serve residents outside Roseville in Placer County.

Vice Chair, Michelle Gibson, will now go over the timeline and the established grant funding priorities for this year's grant cycle.

- **Timeline (Vice Chair)**

Hello, let's review some important dates to remember for this funding cycle:

- The ZoomGrants™ link to the application is currently available on the Grants Advisory Commission webpage.
- Applications must be submitted online via ZoomGrants™ by 5:00pm on Thursday, February 3, 2022
- Staff will review all submitted grant applications and ensure the required documents were submitted. Applications without all of the required paperwork will be disqualified.
- The Commission has a meeting on Tuesday April 12th at which time they will discuss funding recommendations. Funding recommendations will go to the City Council in May or June; and grant checks will be awarded by this Commission at our meeting on Tuesday, July 12th.
- Final Reports are due by August 31st in ZoomGrants™ for the prior funding cycle (2021-2022)

- **Grant Funding Priorities (Vice Chair)**

The Grants Advisory Commission established and City Council approved new Grant Funding Priorities two years ago that reflect the Community Needs Analysis completed in 2019. The Grant Funding Priorities are:

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.

- **Online Application Submittal (Staff)**

Next, I will be going over the online application submittal. I believe there are a lot of you tuning tonight who are familiar with our grant process but just in case we have some newbies or anyone with follow-up questions, please feel free to email me questions directly at tisom@roseville.ca.us. As Chair Carroll mentioned earlier, we will have a Public Comment opportunity after this item concludes. If you are tuning in from home, please free to send emails directly to me to get your questions answered.

A direct link to the ZoomGrants™ website is posted on the City's Grants Advisory webpage. All returning applicants must login using their existing ZoomGrants™ accounts and all new applicants will be directed to create a new ZoomGrants™ account. Applicants needing assistance with submitting their grant applications can contact ZoomGrants™ directly at their toll free number: 866-323-5404 or by accessing the Help key posted on their website.

The Commission also revised the grant application and review criteria two years ago with the goal of streamlining the process as well as updating the scoring module that aides the Commission in the equitable evaluation of all applications. The Committee put great thought into the relevance and applicability of each application question, required documents, and review criteria. The Review Criteria for 2022-2023 CBF and REACH Grant Applications is available on the City's website. We will go over highlights of the review criteria and required documents in the application next.

- **Highlight Application Disqualification (Staff)**

In accordance with the review criteria provided, the primary thresholds are:

1. Applicant has submitted all of the required application documents and has a current Business License with the City of Roseville by the application deadline.
 2. Applicant has submitted required annual report(s) for the 2020-2021 CBF and REACH grant funding cycle which were due August 31, 2021.
- Applicants who did not apply or receive funds in FY20/21 will not be required to submit this report.

If these thresholds are not met, the application is automatically disqualified. Staff will review the applications for completeness and making this determination. Staff will notify applicants if their application(s) do not meet these primary thresholds.

Chair Carroll will review Application Scoring next.

- **Application Scoring Questions and Scale (Chair)**

The next portion of the Review Criteria is the Application Scoring Questions and Scoring Scale. These will be used in the review and scoring of applications. Each question is aimed at valuing how the application meets local needs and objectives for maximizing community benefit with these funds, particularly through community engagement, leveraging, and collaboration. The questions and scale are provided for you on this slide and a copy of this PowerPoint is available online with this information for your reference.

Grant Application Scoring Questions and Scoring Scale (Chair)

Scoring Questions	Scoring Scale
1. Application demonstrates the need for the project or program.	15
2. Application clearly defines the project/program and how success is measured.	15
3. Application reflects mission and meets the general requirements and guidelines for CBF and/or REACH.	5
4. Requested funds achieve an impact on the identified need.	20
5. Application demonstrates evidence of community support.	10
6. Application clearly describes how the collaborative partners increase efficiency and efficacy of the grant.	10
7. Request is reasonable given the proposed project/program and the organization's experience and capacity.	5
8. Project budget is clear and organization's budget demonstrates sustainability.	10
9. Additional funding support for this project/program is clearly identified.	5
10. Application clearly identifies how agency will reduce costs or generate additional revenue to cover project/program and operating costs.	5
TOTAL POINTS	100

- **Required Documents and Budget Highlight (Staff)**

Under the **Documents Tab** in the grant application there is a list of required documents that must be submitted as part of your application. I am going to highlight the required documents section.

If a document is required it is marked in the required column. If a document that is required does not apply to your organization, you **MUST** still upload a document, labeled with an N/A in front of the respective file name, and include an explanation of why it is not applicable. **If a document is not included and an explanation is not included indicating why the document is not required for your organization, the application will be deemed incomplete and**

disqualified. Explanations do not need to be lengthy. For example, if you are awaiting your 501 (c)3 status, provide that statement and any accompanying proof of pending application.

- If you are requesting grant funds for a Capital Expenditure or Property Improvement the program requires a total of three bids for individual items costing more than \$250 each.
 - It is very important for private schools and non-profit schools to know that this rule applies to your organizations as well. We understand that schools often purchase items under larger contracts. Even so, three bids are still required.
 - If purchasing individual items, the required bids must be based on the cost of each item and not the project as a whole. For example, if you are purchasing a computer, microphone and headset for each staff person, we would need 3 bids for each item being purchased.
 - You can use the price of an existing contract as one bid, but you must also get two additional bids in order to ensure that the grant funds are being used efficiently. Verbal and online bids are acceptable.
- A Signed Board Authorization must be completed and uploaded for each application. Please do not substitute with another form, it is important that you use the template provided. Just a caution here to get started on requesting signatures early as this could be a time-sensitive item for your board to complete if they do not meet monthly.
- Grant applications for organizations that are providing any therapy or counseling services MUST include their certification information that allows them to practice in that field as well as include the number of volunteer hours being provided to that organization.
- Each organization is required to have a current business license on file with the City. Staff will confirm your organization's current business license after application submittal.

Next the commission will go over some helpful hints

- **Helpful Hints (Vice Chair/Commission)**

I'd like to take a few minutes to reiterate a couple of points or reminders that will make completing your application easier, and **I invite my colleagues to add any other helpful hints for potential applicants.**

- Applicants can access the application using the link located on the City's Grants homepage
- That link will take you to ZoomGrants™.com for you to set up your account or sign in using your existing log-in.
- Your grant application will automatically save when you advance to the next question or click outside of the text box.
- You can access your incomplete application up until it has been submitted, once it is submitted, no changes can be made.

- Most sections on the application have instructions; however, the system default is to hide the instructions. If you'd like to see the instructions simply click on the **show/hide instructions** at top of each section and they will appear.

(Open for commissioner comments and discussion on collaboration)

Thank you and I will now turn it back over to Chair Carroll.

- **Public Comment/Questions (Chair)**

Now we will open it up for public comment and applicants may use this time to ask any questions they have about the application process. (Chair fields questions—answers or defers to staff)

- **Close Public Comment (Chair) -**

Thank you for your questions. I am now closing public comment and moving on to Commissioners for their closing comments. If Commissioners would like to provide some brief comments to further assist our applicants in submitting the best application possible, we will now take a few minutes to do so.

- **Closing (Chair)**

I want to remind our applicants that tonight's workshop and a copy of this PowerPoint will be available to view online on the City's website. Also, from now until we make final funding recommendations in April, our Commissioners **will not** be visiting or touring any agencies; however, fundraisers and special events that are open to the public are fine to attend if they so choose.

That concludes the Applicant Workshop portion of our meeting. Thank you to all of our applicants participating tonight, we thank you for the valuable work you do in the community and look forward to reading your applications.