



AGENDA

October 13, 2020

GRANTS ADVISORY COMMISSION MEETING

5:30 p.m.

Council Chambers - (Remote)

311 Vernon Street

Roseville, CA 95678

To help minimize the spread of COVID-19, members of the public may not attend in person, but may view the meeting on Comcast channel 14, Consolidated Communications channel 73 and AT&T U-Verse. The City of Roseville meetings are also

video streamed live and are available on the City's website and YouTube channel. Members of the public may offer public comment by the following means:

Dial in Phone Number: 916-774-5353

Email: publiccomment@roseville.ca.us

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. Minutes for the September 8, 2020 Meeting of the Grants Advisory Commission
Adopt the Minutes of the September 8, 2020 Meeting.

6. PRESENTATIONS / REVIEWS / ACTION ITEMS

- 6.1. Review of Citizens Benefit Trust Grant Documents for FY2021-2022 Grant Funding Cycle

The Grants Advisory Commission (GAC) will review the draft Citizens Benefit Trust (CBT) and Roseville Employees Annual Charitable Hearts (REACH) program documents for the upcoming FY2021-2022 grant cycle and provide edits, if necessary.

7. COMMISSIONER / STAFF REPORT

8. ADJOURNMENT



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Minutes for the September 8, 2020 Meeting of the Grants Advisory Commission
Contact: Melissa Hagan, 916-774-5476, mhagan@roseville.ca.us

Meeting Date: 10/13/2020
Item #: 5.1.

RECOMMENDATION

Staff recommends Grants Advisory Commission adopt the Minutes for the September 8, 2020 meeting.

BACKGROUND

There is not background associated with this item.

Respectfully Submitted,

Melissa Hagan, Administrative Analyst II

Laura Matteoli, Economic Development Director

ATTACHMENTS:

Description

Minutes of the September 8, 2020 GAC Meeting



MINUTES
September 8, 2020
VIDEO

GRANTS ADVISORY COMMISSION MEETING

5:30 p.m.

Council Chambers - (Remote)
311 Vernon Street
Roseville, CA 95678

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1. CALL TO ORDER

Meeting was called to order at 5:30 p.m.

2. ROLL CALL

Roll call was taken at 5:31 p.m.

Commissioners Present:

Chair Kriz

Vice Chair Carroll

Commissioner Flynn

Commissioner Heywood

Commissioner Gibson

Commissioner Perez

Youth Commissioner Sordi (arrived at 5:39 p.m.)

Commissioner Lyss - Excused Absense

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

Petal Connection sent in an email thanking the Commission for reviewing and improving the grant application. They also wanted to support the idea of having a mid-year report. The email from Patty Neifer was read to the Commission and staff by staff-person Isom.

5. MINUTES

5.1. Minutes for August 25, 2020 Meeting of the Grants Advisory Commission

Approve the Minutes of the August 11, 2020 Grants Advisory Commission meeting.

Commissioner Perez noted that her name was not included in the Roll Call and requested that it be added to the Minutes.

Motion by Renee Perez, seconded by Dawn Heywood, Approve w/ Conditions Motion to Approve Minutes with Changes. The Motion Passed.

Roll call vote: Ayes: Carroll, Flynn, Gibson, Heywood, Kriz, Perez

Absent: Lyss

6. PRESENTATION/REQUESTS/ACTION ITEMS

6.1. Approve the Grants Advisory Commission (GAC) final draft Implementation Strategy relating to Kone Consulting Community Needs Assessment (CNA)

Approve the Grants Advisory Commission (GAC) final draft Implementation Strategy relating to Kone Consulting Community Needs Assessment (CNA) and recommend the City Council approve the Commission's Implementation Strategy.

Commissioners continued re-working the Proposed Implementation Strategies and made some changes to the Collaboration and Promoting Outcomes sections. The name of the section "Too Big to Handle at This Time" was changed to "Future Considerations".

The final report will be agendaized for City Council's October 21st meeting.

Motion by Audra Flynn, seconded by Dawn Heywood, Approve Motion to Approve the GAC Implementation Strategy relating to Kone Consulting's CNA and recommend the City Council approve the Commission's Implementation Strategy with changes discussed at the September 8th meeting.. The Motion Passed.

Roll call vote: Ayes: Carroll, Flynn, Gibson, Heywood, Kriz, Perez

Absent: Lyss

6.2. Review of Grant Documents for FY2021-2022 Grant Funding Cycle

The Grants Advisory Commission (GAC) will review and make any necessary amendments to the Citizens Benefit Fund and Roseville Employees Charitable Hearts grant funding cycle documents, including the policy manual, the funding guidelines, the grant application and grant scoring criteria. The Commission will also consider establishing a subcommittee to accomplish these tasks.

The Commission began their discussion starting with the Grant Application. They made some changes during the meeting:

- Question #2 was stricken from the Application
- Question #14 recommended some wording be changed in sub committee
- Question #15 had some wording changed

Under **Documents Requested** it was decided by the Commission to add language to the last item related to audited financial statements, to indicate "if not available, provide an explanation".

A motion was made to form a subcommittee to further review, edit and/or make recommendations to the Application, the Scoring Criteria and the Policy Manual. The subcommittee consists of Commissioners Carroll, Flynn and Gibson.

Motion by Dawn Heywood, seconded by Renee Perez, Approve Motion to establish a subcommittee consisting of Commissioners Carroll, Gibson and Flynn to tasked with reviewing the Application, Scoring Criteria and Policy Manual and bring recommendations to the October 13th meeting.. The Motion Passed.

Roll call vote: Ayes: Carroll, Flynn, Gibson, Heywood, Kriz, Perez

Absent: Lyss

7. **BOARD MEMBER / COMMISSIONER / STAFF REPORT**

No Board Member, Commissioner or Staff reports

8. **ADJOURNMENT**

Meeting adjourned at 7:20 p.m.

Motion by Renee Perez, seconded by Ellaison Carroll, Approve Motion to Adjourn. The Motion Passed.

Roll call vote: Ayes: Carroll, Flynn, Gibson, Heywood, Kriz, Perez

Absent: Lyss



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Review of Citizens Benefit Trust Grant Documents for FY2021-2022 Grant Funding Cycle
Contact: Laura Matteoli, lmatteoli@Roseville.ca.us (916) 774-5284

Meeting Date: 10/13/2020
Item #: 6.1.

RECOMMENDATION

Staff recommends that the Grants Advisory Commission (GAC) review and revise the draft Citizens Benefit Trust (CBT) and Roseville Employees Annual Charitable Hearts (REACH) program documents for the upcoming FY2021-2022 grant cycle, including:

1. 2020 CBT Policy Manual updated
2. FY2021-22 CBT Grant Application
3. FY2021-22 CBT Scoring Criteria
4. FY2021-22 CBT Grant Guidelines
5. FY2021-22 REACH Grant Guidelines

BACKGROUND

Annually each year, the GAC reviews the past year's grant funding cycle documents and updates them, as needed, for the upcoming funding cycle. This year the GAC had a greater number of edits to the grant documents as there will be newly approved program goals approved by City Council (scheduled for the October 21, 2020 meeting). At the September 8, 2020 GAC meeting, the Commission established a subcommittee to review and make recommended revisions to program documents. The subcommittee met and reviewed and revised the program documents. The subcommittee's recommended revisions are being brought back to the Commission for their full review.

Staff is not requesting approval of these documents at this time. The City Council is scheduled to review and approve the program changes on October 21, 2020. Once the program changes are approved by City Council, the FY2021-2022 grant funding documents will be brought back to the GAC for final review and approval (tentatively scheduled for the November 10, 2020). All program documents are shown in redline strikeout format. Staff changed all references of the Citizens Benefit Fund (CBF) to the Citizens Benefit Trust (CBT) in keeping with the Finance Department's fund account (a Trust). Last, for the November GAC meeting, staff will

ensure that the Policy Manual's final document format has the correct page numbers and the awkward paragraph and sentence spaces are removed.

The purpose of this report today is to review the subcommittee's recommended changes and edit, if necessary the documents. At this time, staff recommends that the Commission review and revise the annual grant documents for the FY2021-2022 grant funding cycle which include:

- Attachment 1 – 2020 Citizens Benefit Trust (formerly called Fund) Policy Manual
- Attachment 2 – FY 2021-2022 CBT Grant Application
- Attachment 3 - FY 2021-22 CBT Scoring Criteria
- Attachment 4 - FY 2021-2022 Citizens Benefit Trust (CBT) Grant Guidelines
- Attachment 5 – FY 2021-2022 Reach Grant Guidelines

Please note: The Citizens Benefit Trust (CBT) Policy Manual is updated through both the GAC and City Council review and approval. Once the GAC has approved the Policy Manual revisions, staff will take the Policy Manual back to City Council for their consideration and final approval.

Respectfully Submitted,

Laura Matteoli, Economic Development Director

ATTACHMENTS:

Description

Attachment 1 - Citizens Benefit Trust Policy Manual 2020

Attachment 2 - FY 2021-22 CBT Grant Application

Attachment 3 - FY2021-22 CBT Scoring Criteria

Attachment 4 - CBT Grant Guidelines

Attachment 5 - REACH Grant Guidelines

City of Roseville
Citizens' Benefit Trust Fund

Policy Manual



adopted by the
Roseville Grants Advisory Commission

September 12, 2000
amended

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

City of Roseville
Citizens' Benefit Trust Fund

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Policy Manual

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- the Citizens' Benefit ~~Fund~~Trust
- H: Memorandum from Associate City Attorney Michele Sheidenberger dated August 31, 2004 regarding AB 2690 and the Citizens' Benefit ~~Fund~~Trust
- I: 2013 Historical Assessment of the Roseville Grant Program
- J: [Proposed Implementation Strategies For 2019/20 Kone' Consulting's Community Needs Assessment](#)

City of Roseville
Citizens' Benefit ~~TrustFund~~
Policy Manual

Purpose

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

- ◆ Document the policy decisions of the Grants Advisory Commission and Roseville City Council regarding the Citizens' Benefit ~~TrustFund~~ 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 ~~Trust~~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 Trust 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 FundTrust 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~~Trust (CBTF) 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~~Trust and ~~fund~~Trust investment and program options.
- December 16, 2015 City Council considered and reaffirmed:
1. Retention of the Citizens' Benefit ~~Fund~~Trust (CBTF) 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 ~~Trust~~Fund (CBTF) 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](#)

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**Adopted Policies of the Grants Advisory Commission and Roseville City Council
1994-2017**

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Criteria for Grant Applicants

Original Criteria and Application Submittal Requirements (6/94, 2/16)
Americans with Disabilities Act Compliance (1/99)

Citizens' Benefit ~~Trust Fund~~ Policy Manual
amended ~~June~~Nov. 18~~21~~, 2020~~17~~

Bids Required for Capital Items to be Included (1/96, 10/99)
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)
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)

Criteria for Grant Applicants

Original Criteria and Application Submittal Requirements

Adopted July 6, 1994
Revised February 17, 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.

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 Items

Adopted January 1996
Revised October 1999
Revised February 17, 2016

In January 1996, the Commission adopted a requirement for applicants to submit bids for capital expenditures. Capital projects costing \$2,499 and under must have 3 documented telephone bids. Capital items costing \$2,500 and above must have 3 written bids included. Bids do not have to be awarded to the lowest bidder; bids should be awarded to the most responsible bidder.

This language was modified in October 1999 by the Commission and approved by the City Council based on input from grant applicants. In some instances, three bids are not available for specialized equipment that may be manufactured by only one or two companies. Also, in most cases, telephone, online and written bids are only valid for 30 to 60 days or less; the grant application process runs from February to June (120 days) for final approval, which extends beyond the expiration date for the bids. The bids are still to be included in the packet, but with notations if less than three bids are included.

Bid Requirements: Individual items costing \$250 - \$2,499 require 3 documented telephone, online or written cost estimates. Individual items \$2,500 or greater require 3 written cost estimates. Individual items less than \$250 do not require an estimate.

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 FundsAdopted November 1999
Revised February 17, 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 975Adopted November 2002
Revised December 2004
Revised February 17, 2016

The California Labor Code as amended by SB 975 in 2000 affects applicants to the Citizens' Benefit ~~Fund~~Trust 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~~Trusts, 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 web-site: www.dir.ca.gov.

Tax Status

Adopted December 2003
June 21, 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 17, 2016
Revised June 21, 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 17, 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 21, 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~~Trust 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 WorkshopAdopted September 1997
Revised November 2004
Revised February 17, 2016

The Grants Advisory Commission strongly encourages that a representative from each applying agency attend the applicant workshop, held on 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 F 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 VisitsAdopted December 2003
Revised February 17, 2016

The Commission reached consensus to NOT conduct site visits during the application period (January through May) 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

Citizens' Benefit ~~Trust~~Fund Policy Manual
amended ~~June Nov. 1821~~, 202017

received by the other Commissioners. The City's criteria specifically states the grant will be awarded based upon the written materials provided to the Commission for its consideration.

Application Review and Process

Adopted December 2003
Modified October 2013
Revised February 17, 2016
Revised June 21, 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 to review and recommend final funding for each grant application.

Funding Policies

City Projects

Adopted September 1997
Reaffirmed October 1999
Revised February 2016

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 no longer qualify for funding.

Categories and Target Maximum Amount

Adopted September 1997
Revised December 2003
Revised February 17, 2016
Revised June 21, 2017
[Revised November 18***, 2020](#)

~~The City Council approved nine (9) CBF Categories, as follows (listed in alphabetical order, not level of emphasis):~~

~~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~~

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• 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 or previously approved ***

- ~~Animals – This category benefits animals (shelters and rescue).~~
- ~~Arts & Humanities – This category benefits modern languages, literature, philosophy, visual and performing arts.~~
- ~~Environmental – This category benefits the natural world and/or promotes education and protection of the natural world.~~
- ~~Health – This category includes all services performed, provided or arranged to promote, improve, conserve or restore mental or physical well-being.~~
- ~~Human Services – This category focuses on human needs focused on prevention and remediation of problems and improving the overall quality of life of service population.~~
- ~~Public Society Benefit – This category includes organizations for larger public benefit and not directed to one defined class of beneficiaries (rotary clubs, learning centers, Chamber of Commerce, 4th of July community celebration).~~
- ~~Recreation & Sports – This category benefits activities done for enjoyment or competition. The City of Roseville and departments therein, shall not be eligible to apply.~~
- ~~Schools – This category benefits private educational institutions and school-based associations that seek to enrich the education experience. Public Schools and Districts may not be eligible to apply.~~
- ~~Youth – This category benefits minors in challenging circumstances that have faced obstacles.~~

For a more detailed definition of previously approved CBTF 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 CBTF funding for a given application year.

~~In an effort to ensure efficient use of time staff and city resources, the Grants Advisory Commission and City Council may establish a minimum grant amount for this process. There shall not be any maximum funding level established within a grant cycle and each application shall be reviewed and funded based on the value and benefit to the community. The establishment of a minimum funding level and no maximum will result in funding fewer applications at greater funding levels. Collaborative applications and reductions in service duplication will be considered favorably, as well as applications that address existing gaps in community services.~~

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

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Commented [af2]: I changed this sentence a bit to reflect all educational opportunities, not solely those related to job skills

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Commented [af3]: Do we want to revisit the "no maximum"? Here is the language that specifies the "fewer and greater" that city council has since revisited/revised the messaging.

My suggestion: Strike this sentence. Consider whether we want a minimum number, and add annual maximum aware amount to be based on grant funds available for the funding cycle as recommended by the GAC with approval from City Council?"

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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:
 - o **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.
 - o **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.
 - o **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 21, 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.

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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 17, 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 21, 2017

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.

Appendices

Related Ordinances - Appendix A

Funding Guidelines for Current Year - Appendix B

Grant Application for Current Year - Appendix C

Request for Funds & Report of Expenditures - Appendix D

Grant Agreement - Appendix E

Request for Amendment to CBF Grant - Appendix F

Memorandum re: SB975 and Citizens' Benefit Fund - Appendix G

Memorandum re: AB 2690 and Citizens' Benefit Fund - Appendix H

2013 Historical Assessment of the Roseville Grant Program – Appendix I

[Proposed Implementation Strategies For 2019/20 Kone' Consulting's Community Needs Assessment](#) - Appendix J

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2021-2022 Grant Application CBTF/REACH

Deadline: 2/10/2020 2/8/2021

1. Lead Agency is:

- ☐ Non Profit 501
- ☐ Non Profit 501
- ☐ Private School

2. If you are including any Co-Applicant(s), please include each co-applicant organization's name, the full name of the executive director, telephone, email and address. (If you do not have any Co-Applicants, please write Not Applicable.)

3. 2. Project Description: In 50 words or less, describe the proposed program/project, including the use of 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.

3. Funding Priority: (please select one option)

- ☐ Strategic, One-time grants for innovative projects/programs, 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 towards either new programs/projects or support existing operations which have demonstrated effectiveness at meeting community needs.

4. Community Need Areas: (please select one that your program/project serves)

- | | |
|--|--|
| ☐ At Risk Populations | ☐ Community Building |
| ☐ Arts & Education | ☐ Environment & Animal Services |
| ☐ Capital Projects | ☐ Health & Human Services |

- ☐ 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.

5. Number of:

_____ Board Members
_____ Paid Staff (F/T)
_____ Paid Staff (P/T)
_____ Volunteers
_____ Total

6. Date Founded:

7. Organization's Mission:

8. What are the major goals of your organization?

9. What were the major accomplishments of the organization last fiscal year?
(please list specific outcomes)

10. How does the organization use volunteers?

11. Please describe the need for this project/program and evidence of community engagement support.

12. Describe the population, number to be served, and how the proposed project or program differentiates from similar services in the community.

*Include key supporters, volunteer hours, collaborators, donors and processes used to ensure those being served are **Roseville residents** (Citizens' Benefit Funding) or Placer County Youth, Families or Seniors (REACH Funding).*

13. Does your organization have collaborative partners in the provision of your proposed program or project? If yes, please describe the role/relationship of each partner in the provision of the proposed program or project.

14. Define anticipated outcomes for this project or program. How will success be measured?

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

~~*Provide a status update of your most recent grant application and/or outcomes achieved and/or the progress toward those outcomes.*~~

16. If your organization received a FY20-21 grant award, please provide the amount, funds spent to date and accomplishments thus far. Also include the number of those served, other success measures and any challenges encountered in achieving the outcomes described in your grant application.

17. 16. If full funding is not available, how will your organization be able to accomplish your project/program? Please explain:

18. 17. Please list other funding support received or requested for this project or program (include funder, date requested, amount received or requested, and status of request, if applicable. Also include any fund raisers or donations as well as financial support requested or received from government entities.).

19. 18. If funding is requested for program or operating support, rather than one-time projects, how will your organization reduce costs or generate additional revenue once grant funds are expended to ensure sustainability of this program/project?

20. ~~19.~~ If the grant money obtained is to be used to fund a Capital Expenditure or Property Improvement, please describe briefly the item(s) needed and the itemized costs.

Capital Expenditure is defined as any grant money that is used to acquire or upgrade a long term asset that has a useful life of more than one (1) year.

21. ~~20.~~ If requesting capital for Property Improvement, does the organization own or lease the building or property to be improved?

- ☐ Yes (Provide Proof of Ownership or Copy of Lease under the Documents Tab)
- ☐ No
- ☐ Not Applicable

22. ~~20.~~ If requesting capital for Property Improvement or Capital Expenditure, have you included the required bids?

- ☐ Yes
- ☐ Not Applicable

Change to Documents Requested:

Most recent audited financial statement **or financial review, if applicable** (Label AuditedFinancials.pdf)



Review Criteria for 2020-2021-22 Funding Cycle for Citizens Benefit ~~TrustFund~~ (CB~~TF~~) and REACH Grant Applications

Grant Threshold Requirements

Applications will only be considered if:

- Applicant has submitted all of the required application documents by the application deadline.
- Applicant has submitted required annual report(s) for 2017-2018 ~~2019-2020~~ CB~~TF~~ and REACH grants.

Grant Application Scoring Questions and Scoring Scale

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 CB TF and/or REACH.	5
4. Requested funds achieve an impact on the identified need.	15 20
5. Application demonstrates evidence of community engagement support.	10
6.a Application includes a collaboration within the community	5
6.b Application clearly describes how the collaboration collaborative partners increase s 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 stability 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



Citizens' Benefit TrustFund
2021-2022~~20-2021~~ FUNDING GUIDELINES

History and Purpose	The Citizens' Benefit <u>TrustFund</u> 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 <u>TrustFund</u> 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 \$365,000 in the Citizens' Benefit <u>TrustFund</u> to distribute to agencies "to improve the quality of life for the citizens of the City of Roseville". Citizens' Benefit <u>TrustFunds</u> 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.
Targeted Maximum Awards	There are no maximum funding awards. Private Schools including Parent Teacher Club's PTC's, Preschools, Booster Clubs, etc. should submit <i>only one application per school site</i> .
Eligibility	Private schools and non-profit 501(c)(3) or 501(c)(4) organizations serving citizens of Roseville are eligible to apply. Grants will not be made for religious purposes/activities or to organizations that discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, veteran status, medical condition, marital status, age, sex, or sexual orientation. Grants will not be made for religious or sectarian activities. Applicants who failed to submit a Final Report from the prior funding year (2019-2020 8-2019 funding cycle) are not eligible to apply during the 2021- 2022 0-2021 funding cycle.
Disqualification	The Grants Staff Liaison makes the decision based upon the written materials submitted by your organizations. Applications submitted without required and/or complete documents will be disqualified.
Public Documents	All grants submitted to the City become public documents and are available to the public for review. If you would like a section or your entire application kept confidential, please mark the top of the application "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 contact the applicant within 10 days of submittal of a request for confidentiality to provide a response to the request.
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 will 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

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City of Roseville Citizens' Benefit ~~Trust Fund~~
2021-20220-2024 Grant Application Guidelines

	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 April 2021 9 with final action by the City Council in May 2021 9 . Grant funds are expected to be available to successful applicants on or after July 14, 2021 9 , 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, 2022 1 , or returned to the City. Final Reports should include details regarding project expenditures and results. Failure to provide a Final Report by August 31, 2022 1 will disqualify an applicant from the next funding cycle for which the applicant would otherwise be eligible.
Dates and Deadlines	December 09, 2020 19 : Link to online Grant Application available on the City's main webpage and at www.roseville.ca.us/grants January 124, 2021 10 : Applicant Workshop at 5:30pm in the Roseville Council Chambers, 311 Vernon Street. Applicants are STRONGLY ADVISED to attend the workshop to receive instruction and understand any modifications that have been made to the application and application process. Meeting is also televised. February 810, 2021 10 : Completed Grant Applications must be submitted online at www.zoomgrants.com by 5:00 p.m. PST
For more information	Visit the City's Grants website at www.roseville.ca.us/grants or contact Melissa Hagan, Secretary to Grants Advisory Commission, at mhagan@roseville.ca.us or (916) 774-5476.

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Roseville Employees Annual Charitable Hearts Fund 2021-20220-2021 FUNDING GUIDELINES

History and Purpose	The R.E.A.C.H. Fund is a special fund that was established in March 2003 when the City of Roseville established a City-directed Employee Charitable Giving Program comprised of contributions by Roseville city employees, retirees and businesses in our community. 100% of the donated funds may be distributed to non-profit organizations to assist in improving the quality of life for youth, families and seniors in Placer County .
Funds Available	The Roseville Grants Advisory Commission is projected to have approximately \$2,500 - \$4,000 in funds from contributions by Roseville city employees, retirees and businesses in our community.
Targeted maximum awards	There are no maximum funding awards. Private Schools including Parent Teacher Club's PTC's, Preschools, Booster Clubs, etc. should submit only one application per school site.
Eligibility	Private schools and non-profit 501(c)(3) or 501(c)(4) organizations are eligible to apply. The R.E.A.C.H. Committee, comprised of employees from every department in the City, determined funds are to benefit youth, families and seniors in Placer County. Grants will not be made for religious purposes/activities or to organizations that discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, veteran status, medical condition, marital status, age, sex or sexual orientation. The 19 organizations* designated for direct employee contributions are not eligible to apply for R.E.A.C.H. funds. *(KidsFirst, American Cancer Society, Make-A-Wish, Stand Up Placer, Placer County Law Enforcement Chaplaincy, United Cerebral Palsy/Saddle Pals, Placer SPCA, Sacramento Fire Chaplaincy, SAFE KIDS Placer County, American Red Cross, Sacramento Ronald McDonald House, American Diabetes Association, Foothills Habitat for Humanity, Shriners Hospital for Children Northern California, Placer Food Bank, United Way, Zafia's Family House, Roseville Police Activities League, Roseville Fire Museum) Applicants who failed to submit a Final Report from the prior funding year (2019-8-202019 funding cycle) are not eligible to apply during the 2021-220-21 funding cycle.
Disqualification	The Grants Advisory Commission makes its decisions based upon the written materials submitted by your organizations. Applications submitted without required documents will be disqualified.
Public Documents	All grants submitted to the City become public documents and are available to the public for review. If you would like a section or your entire application kept confidential, please mark the top of the application "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 contact the applicant within 10 days of submittal of a request for confidentiality to provide a response to the request.
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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 April 20219 with final action by the City Council in May 20219. Grant funds are expected to be available to successful applicants on or after July 14, 20219, 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, 20229, or returned to the City. Final Reports should include details regarding project expenditures and results. Failure to provide a Final Report by August 31, 20224 will disqualify an applicant from the next funding cycle for which the applicant would otherwise be eligible.
Dates and Deadlines	December 79, 202019: Link to online Grant Application available on the City’s main webpage and at www.roseville.ca.us/grants January 124, 20219: Applicant Workshop at 5:30pm in the Roseville Council Chambers, 311 Vernon Street. Applicants are STRONGLY ADVISED 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 810, 20219: Completed Grant Applications must be submitted online at www.zoomgrants.com by 5:00 p.m. PST
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