AGENDA

September 8, 2020
VIDEO

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 August 25, 2020 Meeting of the Grants Advisory Commission

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

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.

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.

7. BOARD MEMBER / COMMISSIONER / STAFF REPORT

8. ADJOURNMENT

GRANTS ADVISORY COMMISSION COMMUNICATION

Title:	Minutes for August 25, 2020 Meeting of the Grants Advisory Commission
Contact:	Melissa Hagan, 916-774-5476, mhagan@roseville.ca.us

Meeting Date: 9/8/2020
Item #: 5.1.

RECOMMENDATION

Recommend the Grants Advisory Commission adopt the Minutes of the August 25, 2020 Grants Advisory Commission meeting.

BACKGROUND

There is no background associated with this item. The request is to approve the attached minutes of previous meeting (Attachment 1).

Respectfully Submitted,

Melissa Hagan, Administrative Analyst II

ATTACHMENTS:

Description

Minutes of the August 25th GAC Meeting-Revised

MINUTES

August 25, 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 by Chair Kriz at 5:34pm -

2. ROLL CALL

Commissioners Present:
Robert Lyss
Ed Kriz
Ellaison Carroll
Audra Flynn
Dawn Heywood
Michelle Gibson
Renee Perez

Absent:
Alex Sordi

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

Public Comments were opened by Commissioner Kriz -
No Public Comments either by phone or email.

Public Comments were opened by Commissioner Kriz again following the Consolidated Report discussion and an email from Petal Connection was shared.

5. CONSENT CALENDAR

5.1. Minutes for August 11, 2020 Meeting of the Grants Advisory Commission

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

The Commission approved the Minutes, with revisions.

Motion by Renee Perez, seconded by Ellaison Carroll, Approve w/ Conditions Motion to Approve Minutes from GAC Meeting of August 11, 2020. The Motion Passed.

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

6. PRESENTATION/REQUESTS/ACTION ITEMS

7. BOARD MEMBER / COMMISSIONER / STAFF REPORT

7.1. Grants Advisory Commission (GAC) consolidated report on draft implementation strategies relating to Koné Consulting Community Needs Assessment (CNA) recommendations

Staff Liaison Matteoli opened the discussion by presenting her staff report regarding the Proposed Implementation Strategies for the 2019/20 Community Needs Assessment.

Commissioner Kriz began the discussion by recapping what the Commissioners had discussed in the August 25, 2020 meeting, and reminded everyone that only two items had been discussed last meeting and that the rest of the items would hopefully be revised at this meeting. At the last meeting Service Categories and Funding had been discussed and tonight, Funding Priorities, Collaboration, Promoting Outcomes, Measuring Success, Scoring Methodologies and "Too Big to Handle" would be further discussed and refined in order to streamline the recommendations for presentation to the City Council.

The Commissioners discussed each item, even circling back to the first two items, and came to consensus on how they should be presented. At the conclusion of the discussion, Commissioner Kriz indicated that he would work with another Commissioner and Commissioner Perez offered to help review the changes and prepare the final report to bring back to the Commission at the September 8, 2020 meeting for approval. The approved report will be taken to City Council by Staff Liaison Matteoli and if approved, implemented by the Grants Advisory Commission.

8. ADJOURNMENT

Commissioner Kriz adjourned the Meeting at 7:13 pm

Motion by Robert Lyss, seconded by Dawn Heywood, Approve Motion to Adjourn Meeting. The Motion Passed.

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

GRANTS ADVISORY COMMISSION COMMUNICATION

Title:	Approve the Grants Advisory Commission (GAC) final draft Implementation Strategy relating to Kone Consulting Community Needs Assessment (CNA)
Contact:	Laura Matteoli, 916-774-5284, lmatteoli@roseville.ca.us

Meeting Date: 9/8/2020
Item #: 6.1.

RECOMMENDATION

Staff recommends that the Grants Advisory Commission (GAC):

1. Receive the final draft implementation strategy report relating to Koné Consulting Community Needs Assessment (CNA) recommendations and finalize report; and
2. Recommend the City Council approve the Commission's Implementation Strategy.

BACKGROUND

At the August 25, 2020 Grants Advisory Commission (GAC) meeting, the Commission received a consolidated report on draft implementation recommendations for Koné Consulting's recommendations. Tonight's meeting (9/8/20) represents the third GAC meeting in which the Commissioners are reviewing the draft implementation strategy, see Attachment 1.

Tonight the Commission shall review the revised final draft implementation strategy report and make any final edits. Upon completion of the Commissioner's review of the implementation strategy report, staff will forward the GAC recommendation and report to City Council for their review and consideration.

Respectfully Submitted,

Laura Matteoli, Economic Development Director

ATTACHMENTS:

Description

Roseville Grant Advisory Commission

Proposed Implementation Strategies
For 2019/20 Kone Consulting's Community Needs Assessment

Service Categories

In keeping with the original intent of the sale of the Roseville hospital to "Improve the Quality of Life for the Citizens of Roseville", align service categories with Social Determinants of Health and make Roseville a healthier community. Examples of the new service categories may include:

- Neighborhood and Physical Environment
- Food
- Health and Wellness
- Community and Social Context
- Education

Funding Priorities

It is proposed that funding priorities be divided into three areas:

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.

The target goal is to divide the grants funds among the three areas described above 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.

Collaboration

Develop stronger relationships with grantees post grant making

- Invite grantees to present at Commission meetings – develop a schedule to allow as many grantees as possible to come and present.
- Help in getting the word out as to grant efforts and impacts within the community.

Promoting Outcomes

Increase communication about grants opportunities in the community - We will continue to promote grant opportunities through various City newsletters and the website as well as use of social media. Reports related to grant outcomes can be generated and maintained:

1. A list of awardees, brief project and program descriptions and grant amounts for distribution at the July grant awards meeting.
2. A year end summary on program successes released in fall of each year and shared with City Council and posted on the city's website. Organizations receiving awards may be invited to Grants Commission meetings to share accomplishments.

Measuring Success

Continue to require current grantees to report on measurable results and consider performance when evaluating requests for renewed funding

Scoring Methodologies

Ranking methodology - We anticipate revising questions on the grant application to better assess proposal effectiveness and overall merit. We recommend an approach where applications are scored using the 100-point scale and then ranked within each category described above (strategic, operational & small requests). All commissioners' individual rankings (unless abstaining) will be used in the evaluations. Applications in each category will be reviewed together as an individual group.

Too Big to Handle at This Time

Kone recommendations included items that GAC concluded would be too much to change at this time or not warranted when combined with recommendations considered for implementation. These items include:

Facilitate Coordination with other City and County Health efforts

Make grants for ongoing services (operational grants) on a biennial basis

Developing a logic model or theory of change that supports each funding priority.

Use a Collective Impact Model to convene a community-wide collaboration on priorities and results

Implementing measures and targets for each funding priority based on input from workshops

GRANTS ADVISORY COMMISSION COMMUNICATION

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

Meeting Date: 9/8/2020
Item #: 6.2.

RECOMMENDATION

Staff recommends that the Grants Advisory Commission (GAC) review the Citizens Benefit Fund (CBF) and Roseville Employees Annual Charitable Hearts (REACH) grant funding cycle documents for the upcoming FY2021-2022 grant funding cycle, and consider:

1. Establishing a subcommittee to review and update the grant funding documents; and
2. Review the grant funding documents, including:
    - Policy Manual;
    - Grant Guidelines;
    - Grant Application; and
    - Scoring Criteria

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 is anticipated to have a greater number of edits to the grant documents as there will be a newly approved implementation strategy from City Council . Therefore staff has offered to the Commission establishment of a subcommittee to review the documents. The subcommittee will have the opportunity to present their recommendations to the entire Commission who will ultimately review and approve as a whole.

Annual grant documents for the FY2021-2022 grant funding cycle for review and updating include:

- Attachment 1- 2019 Citizens Benefit Fund Policy Manual
- Attachment 2- 2020-2021 Citizens Benefit Fund and REACH Fund Guidelines
- Attachment 3-2020-2021 Grant Application
- Attachment 4- 2020-2021 Scoring Criteria

Please note: The Citizens Benefit Fund Policy Manual is only updated through Commission and City Council review and action. Once the GAC has updated the Policy Manual, staff will take to City Council for their consideration.

Respectfully Submitted,

Laura Matteoli, Economic Development Director

ATTACHMENTS:

Description

Attachment 1 - CBF Policy Manual

Attachment 2 - CBF Grants Guidelines

Attachment 3 - CBF Grant Application

Attachment 4 - Scoring Criteria Scale

City of Roseville
Citizens' Benefit 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

Policy Manual
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F: Request for Amendment to Grant Application
G: Memorandum from Deputy City Attorney Bob Schmitt to Assistant to the City Manager Julia Burrows dated September 20, 2002 regarding SB 975 and the Citizens' Benefit Fund
H: Memorandum from Associate City Attorney Michele Sheidenberger dated August 31, 2004 regarding AB 2690 and the Citizens' Benefit Fund
I: 2013 Historical Assessment of the Roseville Grant Program

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.

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

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 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)
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 Funds Adopted 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 975 Adopted 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 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 Funds, 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 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 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 Visits Adopted 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

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

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

- 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 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.

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.

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.

Multiple Year Grants Adopted September 1997

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.

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.

Citizens' Benefit Fund
2020-2021 FUNDING GUIDELINES

History and Purpose	The Citizens' Benefit Fund 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 **$365,000** in the Citizens' Benefit Fund to distribute to agencies "to improve the quality of life for the citizens of the City of Roseville". Citizens' Benefit 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.
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 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 (2018-2019 funding cycle) are not eligible to apply during the 2020-2021 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 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 2020 with final action by the City Council in May 2020. Grant funds are expected to be available to successful applicants on or after July 14, 2020, 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, 2021, or returned to the City. Final Reports should include details regarding project expenditures and results. Failure to provide a Final Report by August 31, 2021 will disqualify an applicant from the next funding cycle for which the applicant would otherwise be eligible.
Dates and Deadlines	December 09, 2019: Link to online Grant Application available on the City's main webpage and at www.roseville.ca.us/grants January 14, 2020: 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 10, 2020: 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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City of Roseville
Citizens' Benefit Fund / R.E.A.C.H.
2020-2021 Grant Application CBF/REACH
Deadline: 2/10/2020

Print Preview Prop

Jump to: Application Questions Program/Project Budget Documents

USD$ 0.00 Requested

Additional Contacts
none entered

printpreview@printpreview.com
Tel: 888-867-5309

Application Questions *top*

1. Lead Agency is:

- Non Profit 501(c)(3)
- Non Profit 501(c)(4)
- 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.)
-no answer-

3. 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.
-no answer-

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

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

5. Number of:

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

0.00 **TOTAL**

6. Date Founded:
-no answer-

7. Organization's Mission:
-no answer-

8. What are the major goals of your organization?
-no answer-

9. What were the major accomplishments of the organization last fiscal year?
(please list specific outcomes)
-no answer-

10. How does the organization use volunteers?
-no answer-

11. Please describe the need for this project/program and evidence of community engagement.
-no answer-

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).
-no answer-

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.
-no answer-

14. Define anticipated outcomes for this project or program. How will success be measured?
-no answer-

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.
-no answer-

16. If full funding is not available will your organization be able to accomplish your project/program?

- Yes
- No, please explain:

17. Please list other funding support requested for this project (include funder, date requested, amount requested, and status of request).
-no answer-

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?
-no answer-

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.
-no answer-

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

21. If you are requesting capital for Property Improvement or Capital Expenditure, have you included the required bids?

- Yes
- Not Applicable

Program/Project Budget *top*

Project/Program Income	Program/Project Amount
-none-	**USD$ 0.00**

Project/Program Expenses	Program/Project Amount
-none-	**USD$ 0.00**

Documents *top*

Documents Requested *	Required?	Attached Documents *
Signed Board Authorization (Label BoardAuthorization.pdf) download template	✔	
Optional Other (4MB maximum) Opportunity to upload one document with any additional information (not previously requested in the application) you feel important to share with the Commission. (Label OptionalOther.pdf)		
Assurances and Certifications (Label AssurancesCert.pdf) download template	✔	
If request is for Property Improvement (Questions 18), Proof of Ownership (grant deed, tax bill) or copy of lease specifying the length of property lease is required (Label ProofofOwnership.pdf)		
If your request is for Capital Expenditures or Property Improvement (Question 17) provide description of the item(s) needed and itemized costs (Label CapitalItemDescription.pdf)		
Bid Requirements: Individual items costing $250-$2,499 or greater require 3 written estimates from vendor. Individual items less than $250 require no estimates (Label Bids123.pd)		
Provide a list of Board Members, Officers, Directors and key management positions, include their appointment dates, when term expires and affiliations. Identify any personnel paid from grant proceeds. (Label KeyPersonnel.pdf)	✔	
Copy of 501(C)(3) or 501(C)(4) IRS tax determination letter if applicable (Label 501C3.pdf or 501C4.pdf) E-card is acceptable.	✔	
Copy of Agency's registration/renewal fee report, California State Attorney General (ct RRF-1), if applicable (Label RRF1.pdf) If not required, please submit an explanation.	✔	
Agency's budget for the current Fiscal Year (Label AgencyBudget.pdf)	✔	
Most recent audited financial statement (Label AuditedFinancials.pdf)	✔	

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Application ID: 124545

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Review Criteria for 2020-2021 Funding Cycle for Citizens Benefit Fund (CBF) 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 CBF 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 CBF and/or REACH.	5
4. Requested funds achieve an impact on the identified need.	15
5. Application demonstrates evidence of community engagement.	10
6.a Application includes a collaboration within the community 6.b Application clearly describes how the collaboration increases efficiency and efficacy of the grant.	5 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.	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**