AGENDA
August 14, 2018

ROSEVILLE GRANTS ADVISORY COMMISSION MEETING
5:30 p.m.
City Council Chambers
311 Vernon Street
Roseville, California

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 an audio/visual presentation regarding an agenda item, presentation materials must be submitted to the City Clerk or Secretary at least 72 hours in advance. Call (916) 774-5397 with questions.

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

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

4. CONSENT CALENDAR

4.1. Approval of July 10, 2018 Minutes

5. PRESENTATION/REQUESTS/ACTION ITEMS

5.1. Welcome New and Reappointed Commissioners

5.2. Election of Chair and Vice Chair

5.3. Community Needs Discussion: 2019-2020 Funding Cycle

5.4. Adopt 2019-2020 Funding Cycle Calendar

5.5. Review Citizens Benefit Fund Policy Manual

5.6. Review 2019-2020 Citizens Benefit Fund and REACH Fund Guidelines

5.7. Review DRAFT 2019-2020 Grant Application

5.8. Adopt 2019-2020 Work Plan

6. BOARD MEMBER / COMMISSIONER / STAFF REPORT

7. ADJOURNMENT

GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Approval of July 10, 2018 Minutes
Contact:

Meeting Date: 8/14/2018
Item #: 4.1.

ATTACHMENTS:

Description

July 10, 2018 Draft Minutes

Minutes

Tuesday, July 10, 2018
Roseville Grants Advisory Commission Meeting
City Council Chambers
311 Vernon Street
Roseville, California

1. CALL TO ORDER – 7:03 P.M.

2. ROLL CALL

Commissioners Present:
Ellaison Carroll
Kristine Dohner
Miranda Garnett (Youth Commissioner)
Dawn Heywood (Vice Chair) – Acting Chair
Robert Lyss

Commissioners Absent:
Wendy Green

3. PUBLIC COMMENT

There was no public comment.

4. MINUTES

a. Approve minutes of meeting held April 9, 2018
Commissioner Dohner made a motion to approve the April 9, 2018 meeting minutes. Commissioner Carroll seconded the motion.
Vote: Motion carried 4-0
Yes: Carroll, Dohner, Heywood, Lyss

5. PRESENTATIONS/REQUESTS/ACTION ITEMS

a. Grant Process Updates and Community Needs Discussion (8/14 at 5:30 PM)
The Commission amended the agenda to begin with discussion of this item, due to the logistics of setting up for check presentations. The Commission began by requesting a staff presentation of the City Council action and direction to the Commission regarding the Citizens Benefit Fund grant recommendations that were presented to them on May 2, 2018. Staff provided summary that Council restated a desire to promote greater grant outcomes, organizational collaboration, and community impact of the CBF and REACH funds through fewer, larger

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grants. Staff reported that it recommended additional changes to the City Council based on stated Council objectives, and recommended keeping the changes made to the process this year (including removal of grant limits, staff review of application completeness and eligibility, and removal of public organizations). Staff summarized the additional changes that were recommended and approved by the City Council, including:

1. In the Fall, as part of the grant guidelines update, the Grants Advisory Commission will host a public needs discussion and make recommendations to the City Council on local community need areas for the upcoming funding cycle.
2. Sort applications by need areas to focus and distribute the funding on identified needs areas.
3. Incorporate additional points in the scoring criteria and provide greater opportunity and expectation for collaborative applications.
4. Use prior year year-end reports and outcomes as a measurement in the scoring criteria for future funding, providing it greatest weight in scoring.

Staff also reported to the Commission that Council provided the following additional direction that staff:

1. Include a variety of community needs in the local discussion and include one-time project needs that could be accomplished with grant funds.
2. Look into the potential of a charge to the grant fund for staff time in administering the fund.
3. Review program outcomes and bring back the Roseville HomeStart recommendation with additional information for future consideration.

Commissioners asked clarifying questions related to the changes and the schedule of the Community Needs Discussion. Commissioner Carroll provided additional insight into the Council discussion and recommended that other Commissioners review the online video of the City Council discussion.

Public Comment:
There were no public comments received on this item.

This was an informational item that did not require formal Commission action.

b. Grant Check Presentation
Grant checks for the 2018-2019 funding cycle were presented by each of the Commissioners, including recently termed out Commissioners:

- Audra Flynn (Chair); and
- Stephanie Dement.

6. COMMISSIONER/STAFF/REPORTS/COMMENTS

Staff Liaison, Danielle Foster, thanked all applicants and commissioners for participating in this funding cycle. She also reminded all present grantees that the year-end reports for the 2017-2018 grant year are due by the end of August and that timely submittal of this report is necessary for eligibility to apply for additional funding.

7. ADJOURNMENT

Commissioner Lyss made a motion to adjourn the meeting at 8:22 p.m., Commissioner Carroll seconded the motion.
Vote: Motion carried 4-0
Yes: Carroll, Dohner, Heywood, Lyss

GRANTS ADVISORY COMMISSION COMMUNICATION

Title:	Community Needs Discussion: 2019-2020 Funding Cycle
Contact:	

Meeting Date: 8/14/2018
Item #: 5.3.

ATTACHMENTS:

Description

Staff Report

ITEM Vc.

City of Roseville
Grants Advisory Commission - Staff Report
August 14, 2018

Subject: **2019-2020 Grants Application Cycle Community Needs Discussion**

In May, the City Council provided additional direction on the grants application process in order to promote: greater grant outcomes, organizational collaboration, and increased community impact of the Citizens Benefit Fund and REACH funds. Part of their direction included the use of a Community Needs Discussion as a means for focusing the grant funding into fewer larger grants. As part of its August meeting, the Grants Advisory Commission is conducting the newly implemented Community Needs Discussion for the 2019-2020 Grants Application Cycle.

The Community Needs Discussion will cover a variety of categories with the goal of brainstorming and hearing from the Commission and the public on:

- identified needs areas where there are gaps in services or need for a greater level of service; or
- identified needs where there is an identified capital project or purchase that would result in a notable positive impact to the community.

These identified needs for services and projects will be presented to the City Council for final action prior to release of the grants application and will factor into the scoring process and consideration of applications.

Below are the identified categories for discussion:

- Arts and Music
- Education, Awareness, and Training
- Environmental and Animal Services
- Housing and Social Services
- Neighborhood Strength and Community Building
- Physical Health and Wellness
- Public/Community Buildings and Infrastructure
- Senior and Veteran
- Youth

The Community Needs Discussion will include opportunity for the Commission and members of the public to provide input on areas of need within the categories above and the identification of other categories that may have been missed or need additional definition.

Respectfully Submitted,

Danielle Foster
Staff Liaison
Grants Advisory Commission

GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Adopt 2019-2020 Funding Cycle Calendar
Contact:

Meeting Date: 8/14/2018
Item #: 5.4.

ATTACHMENTS:

Description

2019-2020 Funding Cycle Calendar

ITEM V.d.

Grant Funding Cycle Calendar
2019 - 2020
Citizens' Benefit Fund / R.E.A.C.H. Fund

Date	Activity
August 14, 2018 (5:30 p.m.)	*Community Needs Discussion (Televised)*
December 10, 2018	Grant Application link posted on City website
January 8, 2019 (5:30 p.m.)	Commission meeting - Applicant Workshop - STRONGLY ADVISED (Televised)
February 7, 2019 (by 5:00 p.m.)	Grant Applications due by 5:00 p.m. (Staff Liaison to determine application completeness by March 12, 2019)
March 13, 2019	*Commissioners to review applications in Zoomgrants and score by April 1, 2019*
April 9, 2019 (5:30 p.m.)	*Commission meeting – Funding Recommendations (Televised)*
May 8, 2019 (Tentative)	City Council meeting - Action on Funding Recommendations (Televised)
July 9, 2019 (6:00 p.m.)	Commission meeting - Grant check presentations (not Televised)

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For more information call the Housing Office at (916) 774-5270

CITY OF ROSEVILLE CALIFORNIA

REACH Roseville Employees Annual Charitable Hearts

GRANTS ADVISORY COMMISSION COMMUNICATION

Title:	Review Citizens Benefit Fund Policy Manual
Contact:	

Meeting Date: 8/14/2018
Item #: 5.5.

ATTACHMENTS:

Description

Policy Manual

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

City of Roseville
Citizens' Benefit Fund

Policy Manual
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B: Application Guidelines
C: Application
D: Finance Department Audit Form (Request for Funds and Report of Expenditures) – form retired after 2007/08 funding cycle
E: Grant Agreement
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.

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

GRANTS ADVISORY COMMISSION COMMUNICATION

Title:	Review 2019-2020 Citizens Benefit Fund and REACH Fund Guidelines
Contact:	

Meeting Date: 8/14/2018
Item #: 5.6.

ATTACHMENTS:

Description

Funding Guidelines

Citizens' Benefit Fund
2019-2020 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 **$400,000** 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 (2017-18 funding cycle) are not eligible to apply during the 2019-20 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.**

DRAFT

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 2019 with final action by the City Council in May 2019. Grant funds are expected to be available to successful applicants on or after July 9, 2019, 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, 2020, or returned to the City. Final Reports should include details regarding project expenditures and results. Failure to provide a Final Report will disqualify an applicant from the next funding cycle for which the applicant would otherwise be eligible.
Dates and Deadlines	December 10, 2018: Link to online Grant Application available on the City's main webpage and at www.roseville.ca.us/grants January 8, 2019: 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 7, 2019: 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 Becca McIntosh, Secretary to Grants Advisory Commission rmcintosh@roseville.ca.us or (916) 774-5270.

Roseville Employees Annual Charitable Hearts Fund
2019-2020 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 (2017-18 funding cycle) are not eligible to apply during the 2019-20 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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DRAFT

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Dates and Deadlines	**December 10, 2018:** Link to online Grant Application available on the City's main webpage and at www.roseville.ca.us/grants **January 8, 2019:** Applicant Workshop at 5:30pm in the Roseville Council Chambers, 311 Vernon Street. Changes have been made to the 2017-18 Grant Application and Funding Guidelines; 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 7, 2019:** 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 Becca McIntosh, Secretary to Grants Advisory Commission rmcintosh@roseville.ca.us or (916) 774-5270.

GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Review DRAFT 2019-2020 Grant Application
Contact:

Meeting Date: 8/14/2018
Item #: 5.7.

ATTACHMENTS:

Description

Draft Grant Application

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City of Roseville
Citizens' Benefit Fund / R.E.A.C.H.
~~2018-2019~~ 2019-2020 Grant Application

Deadline 2/7/19 ~~2/8/2018~~

Open Programs | Description Requirements Restrictions Contact Admin

Description [hide this]

The Citizens' Benefit Fund (CBF) was established on June 4, 1993 with the proceeds from the sale of Roseville Community Hospital. Each year up to ninety percent of the interest from these funds may be distributed to non-profit organizations. The purpose of the Citizens' Benefit Fund is to assist in improving the quality of life for the citizens of the City of Roseville. The Roseville Grants Advisory Commission has approximately $400,000 in Citizens Benefit Funds to distribute to agencies "to improve the quality of life for the citizens of the City of Roseville".

The Roseville Employees Annual Charitable Hearts (REACH) 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.

Restrictions [hide this]

There is no funding maximum for CBF grant applications. Non-profit 501(c)(3) or 501(c)(4) organizations serving citizens of Roseville are eligible to apply for CBF Funding. One non-profit application per school site please.

REACH Fund - Based on funding availability, grant requests for REACH Fund are limited to Non-profit 501(c)(3) or 501(c)(4) organizations improving the quality of life for youth, families and seniors in Placer County.

Private School sites and Public School Non-profits: Individual private school sites and public school non-profits (including PTC's, Preschools, Booster Clubs, etc.) are limited to one application per school site. School district foundations are limited to only one application per school site.

All applicants must have a current business license with the City of Roseville by the application deadline to qualify.

Applicant View

Application Status: Not Submitted

Apply Now/Start Application

Summary | Application Questions | Program/Project Budget | Documents

Summary

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

Application Title/Project Name

Amount Requested $

Lead

Applicant Information

First Name

Last Name

Telephone

Email

Organization Information

(changes to this data will be reflected on all other applications for this organization)

Organization Legal Name/Entity Name

Address 1

Address 2

City

State/Province Non-US

ZIP+4/Postal Code

Country United States

Telephone

Fax

Website

CEO/Executive Director

First Name

Last Name

Title

Email

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City of Roseville
Citizens' Benefit Fund / R.E.A.C.H.
~~2018-2019~~ Grant Application
2019-2020

Deadline 2/7/19 ~~2/8/2018~~

Open Programs | Description Requirements Restrictions Contact Admin

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Applicant View

Application Status: Not Submitted

Apply Now/Start Application

Summary Application Questions Program/Project Budget Documents

Application Questions

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

Instructions Show/Hide

1. Agency is:

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

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

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

Maximum characters: 500. You have 500 characters left.

Community Need Areas:

3. ~~Project primarily serves:~~

- ○ Animals
- ○ Arts & Humanities
- ○ Environmental
- ○ Health
- ○ Human Services
- ○ Public Society Benefit
- ○ Recreation & Sports
- ○ Schools (Education)
- ○ Youth

Change to community Need Areas + group applications based on response

4. Number of:

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

5. Date Founded:

Maximum characters: 255. You have 255 characters left.

6. Organization's Mission:

Maximum characters: 1500. You have 1500 characters left.

7. What are the major goals of your organization?

Maximum characters: 1500. You have 1500 characters left.

8. What were the major accomplishments of the organization last fiscal year? Please list specific outcomes.

Maximum characters: 1500. You have 1500 characters left.

9. How does the organization use volunteers?

Maximum characters: 1500. You have 1500 characters left.

10.

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

Does your organization have collaborative partners in the provision of your proposed program or project? How are you avoiding duplication of services in the community?

Maximum characters: 1500. You have 1500 characters left.

12. ~~11.~~ **Describe the need for this project/program and evidence of community support. Describe the population and number to be served.**

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).

Maximum characters: 1500. You have 1500 characters left.

13. ~~12.~~ **Define anticipated outcomes for this project or program. How will success be measured?**

Maximum characters: 1500. You have 1500 characters left.

14. ~~13.~~ **If full funding is not available will your organization be able to accomplish your project/program?**

- ○ Yes
- ○ No, please explain:

15. ~~14.~~ **Please list other funding support requested for this project (include funder, date requested, amount requested, and status of request).**

Maximum characters: 1500. You have 1500 characters left.

16. ~~15~~. **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?**

Maximum characters: 1500. You have 1500 characters left.

17. ~~16~~. **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.

Maximum characters: 1500. You have 1500 characters left.

18. ~~17~~. **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

19. If requesting capital for Property Improvemet or Capital Expenditure, have you included the required bids?

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City of Roseville
Citizens' Benefit Fund / R.E.A.C.H.
~~2018-2019~~ 2019-2020 Grant Application

Deadline ~~2/8/2018~~ 2/7/19

Open Programs | Description Requirements Restrictions Contact Admin

Description [hide this]

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Applicant View

Application Status: Not Submitted

Apply Now/Start Application

Summary Application Questions Program/Project Budget Documents

Program/Project Budget

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

Instructions Show/Hide

Project/Program Income

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

Item Description	Program/Project Amount
Federal Government Funding	$
State Government Funding	$
Local Government Funding	$
CBF/REACH Grant Request	$
Corporation/Foundation Funding	$
Individual Contributions/Membership Dues	$
Fees for Service	$
Investment/Interest Income	$
In-Kind Support	$
Other	$

Total $ 0.00

Project/Program Expenses

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

Item Description	Program/Project Amount
Salaries	$
Payroll Taxes and Benefits	$
Professional Fees (Consultants & Contractor	$
Other Compensation	$
Rent/Utilities/Maintenance	$
Printing/Supplies/Postage	$
Equipment	$
Promotion/Advertising	$
Travel/Training	$
Insurance	$
Other	$
Other	$
Other	$
	$
	$

	$
	$
	$
	$
	$

Total $ 0.00

Program/Project Budget Narrative (Discuss/justify the items and amounts you entered above.)

Provide additional information only if necessary.

Maximum characters: 1500. You have 1500 characters left.

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City of Roseville
Citizens' Benefit Fund / R.E.A.C.H.
~~2018-2019~~ Grant Application
2019 - 2020

Deadline 2/7/19 ~~2/8/2018~~

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Applicant View

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Apply Now/Start Application

Summary | Application Questions | Program/Project Budget | Documents

Documents

Instructions Show/Hide

Documents Requested *	Required?	Uploaded Documents *	
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.	Required		Upload
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.	Required	-none-	Upload
Agency's budget for the current Fiscal Year (Label AgencyBudget.pdf)	Required	-none-	Upload
Most recent audited financial statement (Label AuditedFinancials.pdf)	Required	-none-	Upload
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)	Required	-none-	Upload
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)		-none-	Upload
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)		-none-	Upload
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)		-none-	Upload
Assurances and Certifications (Label AssurancesCert.pdf)	Required	-none-	Upload
Signed Board Authorization (Label BoardAuthorization.pdf)	Required	-none-	Upload
Optional Other (4MB maximum) Opportunity to upload one document		-none-	Upload

with any additional information (not previously requested in the application) you feel important to share with the Commission. (Label OptionalOther.pdf)

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Assurances and Certifications

In submitting this application,

I/We understand that copies of the required assurances and certifications must be provided prior to the award of funding, and must be maintained during the entire funding period.

I/We certify that:

- **The agency complies with the Americans with Disabilities Act (ADA) and State law in providing access to programs, services and facilities.**
- **Funds will not be used for sectarian (religious) purposes.**
- **If CBF funds are awarded for capital expenditures or works of improvement the organization will comply with State prevailing wage law for construction, alteration, demolition, installation or repair work.**
- **Under penalty of perjury of the laws of the State of California that all statements in this application are true and correct.**

Agency Name: Enter name

First Signature: _____
(for non-profits - Exec Director; for private schools - Principal)

Name: Enter name

Title: Enter title

Date: _____

Second Signature: _____
(for non-profits - Chair of the Board; for private schools - District Superintendent/Trustee)

Name: Enter name

Title: Enter title

Date: _____

Board Authorization

TO: City of Roseville Grants Advisory Commission

WHEREAS, Is applying for grant funding through the ROSEVILLE GRANTS ADVISORY COMMISSION during the 2019-2020 Grant Funding Cycle

BE IT RESOLVED, the agency shall be authorized to submit the referenced Grant Application to the ROSEVILLE GRANTS ADVISORY COMMISSION.

PASSED AND ADOPTED by the Board of Directors of , at which a quorum was present on , by the following roll call vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

_____

Board President Date

_____

Board Secretary Date

GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Adopt 2019-2020 Work Plan
Contact:

Meeting Date: 8/14/2018
Item #: 5.8.

ATTACHMENTS:

Description

2019-2020 Work Plan

Grants Advisory Commission 2019-2020 Work Plan	
Date	**Agenda items:**
August 14, 2018	**Agenda:** Community Needs Discussion (Televised) Welcome new and reappointed commissioners Elect new Chair and Vice Chair Adopt 2019/20 Work Plan Adopt 2019/20 Funding Cycle Calendar Review Citizens Benefit Fund Policy Manual Updates Review Grant Guidelines and Application
September 11, 2018	No meeting
October 9, 2018	No meeting
November 13, 2018 **5:30 pm / 7:00 pm**	**Agenda (5:30 pm):** Interview Youth Commissioner applicants **Agenda (7:00 pm):** Recommendation of Youth Commissioner Adopt Application and Guidelines Review Scoring Criteria and Identified Community Needs Review Roles/Responsibilities for Applicant Workshop 2017/2018 Final Reports
December 10, 2018	*Grant Applications available online*
December 11, 2018	No meeting
January 8, 2019 **(5:30pm)**	**Agenda:** Applicant Workshop (Televised)
February 7, 2019	*Grant Applications due by 5:00 p.m.*
February 12, 2019	No meeting
March 12, 2019	No meeting, staff determines application completeness
March 13, 2019 - April 1, 2019	Commissioners review applications in Zoomgrants and score applications
April 9, 2019 (5:30pm)	**Agenda:** Funding Workshop: Funding Recommendations (Televised)
May 14, 2019	No meeting
June 11, 2019	No meeting
July 9, 2019 (6:00pm)	**Agenda:** Grant Check Presentations