



AGENDA
August 11, 2020
VIDEO

GRANTS ADVISORY COMMISSION MEETING

5:30 p.m.
Council Chambers
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. Meeting Minutes for July 14, 2020 Meeting of the Grants Advisory Commission
Draft Meeting Minutes for the July 14, 2020 Meeting of the Grants Advisory Commission.

6. PRESENTATION/REQUESTS/ACTION ITEMS

- 6.1. Election of Chair and Vice Chair
Grants Advisory Commission will appoint a Chair and Vice Chair for the upcoming FY2021-22.
- 6.2. Grants Advisory Commission Work Plan and Calendar for the FY2021-22 Grant Funding Cycle
The Grants Advisory Commission will review and approve the Work Plan and Calendar for the FY2021-22 grant funding cycle.

7. BOARD MEMBER / COMMISSIONER / STAFF REPORT

- 7.1. Consolidated Subcommittee Report
The Grants Advisory Commission will review the implementation recommendations and direct staff to make revisions as necessary.

8. ADJOURNMENT



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Meeting Minutes for July 14, 2020 Meeting of the Grants Advisory Commission
Contact: Melissa Hagan, mhagan@roseville.ca.us (916-774-5476)

Meeting Date: 8/11/2020
Item #: 5.1.

ATTACHMENTS:

Description

GAC Meeting Minutes July 14-Revised

MINUTES
July 14, 2020

GRANTS ADVISORY COMMISSION MEETING
REVISED

1. CALL TO ORDER

Vice Chair Kriz opened the Meeting at 6:05 pm

2. ROLL CALL

Commissioners Present:

Robert Lyss - Absent

Ed Kriz

Ellaisson Carroll

Audra Flynn

Dawn Heywood

Michelle Gibson

Commissioner Perez

Youth Commissioner Sordi – (entered meeting at 6:30pm)

2.1. Welcome New Commissioner - Renee Perez

Commissioner Perez introduced herself and shared her background with the Commission including what drew her to become a Grants Advisory Commissioner. Vice Chair Kriz also welcomed back Commissioner Heywood.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS - General

Vice Chair Kriz opened up Public Comments

Due to technical difficulties the individual who called in for a Public Comment was unable to be heard by the Commission. He indicated that he would email his comment.

Vice Chair closed Public Comments

5. MINUTES

5.1. Meeting Minutes for June 9, 2020 Meeting of the Grants Advisory Commission

Staff recommends that the Commission review and approve the Draft minutes attached for the June 9, 2020 meeting of the Grants Advisory Commission.

No edits or Comments

Motion to Approve: Gibson

2nd – Flynn

Abstain: Kriz (not in attendance)

Motion Passes

A question was raised as to whether Commissioner Perez could vote and Staff Attorney Levy indicated that Commissioner Perez can vote as long as she has had the opportunity to review the Minutes

6. PRESENTATION/REQUESTS/ACTION ITEMS

6.1. Citizens Benefit Fund and REACH Fund Grant Check Presentations

PowerPoint presentation of checks awarded to 2020-2021 Citizens Benefit Fund and REACH fund grant recipients.

Staff Liaison Matteoli opened up the presentation. Each Commissioner read out 3 or 4 of the checks to the 21 non-profits indicating the amounts that were awarded as well as a brief description of the grant awarded.

PUBLIC COMMENTS – 6.1

Vice Chair Kriz opened up Public Comments –

Recording Secretary Hagan read emails from the Petal Connection, and the Lighthouse Counseling and Family Resource Center expressing gratitude for the grant awards.

6.2. GAC Subcommittee Report on Kone' Consulting's CNA Recommendations

The Grants Advisory Commission's subcommittee update on the development of implementation strategies relating to Koné Consulting Community Needs Assessment (CNA) recommendations and identification of future tasks.

The Commission received a report on each subcommittee's draft implementation recommendations. The Commission acknowledged that both subcommittee's had out of sequence and overlapping recommendations. The Commission recommended that a member of the Commission, the Vice Chair, should work with the Chair to consolidate the draft strategies into one working document and bring back to the Commission for review and further refinement at the August 11, 2020 GAC meeting.

The subcommittees provided a status report of each subcommittee's progress. After a lengthy discussion, the Commission voted on the recommendations:

Staff requested action on (3) recommendations and these are the votes:

1. Consider and take action to disband the subcommittees and allow evaluation of development of final implementation strategy by the entire GAC;

Motion to Approve: Heywood

2nd – Perez

All in Favor - yes

None Opposed

Motion Passes

2. Consider, as necessary, the addition of GAC meetings to further evaluate implementation strategies, including taking action to approve adding additional meeting(s); August 25th at 5:30"

Motion to Approve: Heywood

2nd – Carroll

All in Favor - yes
No Oppose
Motion Passes

3. Consider and approve or disapprove GAC to conduct additional surveys
Modify (Gibson): At this point propose to not move forward with additional survey to other groups:
Motion to Approve: Gibson
2nd – Flynn
All in Favor - Yes
Oppose - Carroll
Motion Passes

PUBLIC COMMENTS – 6.2

Vice Chair Kriz opened up Public Comments –
No Comments received

PUBLIC COMMENTS – GENERAL

Recording Secretary Hagan read email from Placer County Law Enforcement Chaplaincy expressing gratitude for the grant award

7. BOARD MEMBER / COMMISSIONER / STAFF REPORT

- Commissioner Carrol shared that she liked working on the subcommittees and getting to know the other Commissioners better and to welcome Commissioner Perez.
- Commissioner Flynn wanted to thank everyone for the hard work on this challenging process and to welcome Commissioner Perez whose input is valued already.
- Commissioner Heywood wished to echo her fellow commissioners in welcoming Commissioner Perez and thanking everyone for their hard work and opportunity to get to know everyone a bit better.
- Commissioner Gibson wanted to echo everyone's comments and thanks to staff.
- Commissioner Perez is looking forward to working with everyone.
- Vice Chair Kriz gave some comments related to the great work the money has provided for the community in the eighteen years that it has been around.
- Staff Liaison Matteoli thanked the Commission for bearing with the many changes and additional work that COVID-19.

8. ADJOURNMENT

Vice Chair Kriz closed the meeting at 8:35pm
Motion to Approve – Kriz
2nd – Perez
All in Favor
None Opposed



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Election of Chair and Vice Chair
Contact: Laura Matteoli, lmatteoli@roseville.ca.us (916-774-5284)

Meeting Date: 8/11/2020
Item #: 6.1.

RECOMMENDATION

Grants Advisory Commission will appoint a Chair and Vice Chair for the upcoming FY2021-22.

BACKGROUND

Respectfully Submitted,

Laura Matteoli, Economic Development Director



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Grants Advisory Commission Work Plan and Calendar for the FY2021-22 Grant Funding Cycle

Contact: Laura Matteoli, lmatteoli@roseville.ca.us (916-774-5284)

Meeting Date: 8/11/2020

Item #: 6.2.

RECOMMENDATION

Staff recommends the Grants Advisory Commission (GAC) review and approve the:

1. Draft Work Plan for the FY2021-22 grant funding cycle, and
2. Draft Calendar for FY2021-22 grant funding cycle

BACKGROUND

Each year the Commission creates a Work Plan and Calendar for the year ahead. The Commission is being asked to review the Draft Work Plan and Calendar for the upcoming FY2021-22 funding cycle and provide any updates including changes to timeline and/or events. See Attachments 1 and 2.

Respectfully Submitted,

Laura Matteoli, Economic Development Director

ATTACHMENTS:

Description

Attachment 1 - GAC Work Plan - Revised

Grants Advisory Commission Work Plan for the 2021-2022 Funding Cycle

Date	Agenda items:
August 11, 2020 (5:30pm)	Agenda: (Televised) – (remote) Elect Chair and Vice Chair Adopt 2021/22 Work Plan Adopt 2021/22 Grant Funding Cycle Calendar Update-Koné Consulting recommendations
August 25, 2020 (5:30pm)	Agenda: (Televised) – (remote) Update - Koné Consulting recommendations
September 8, 2020 (5:30pm)	Agenda: (Televised) – (remote) Update - Koné Consulting recommendations
October 13, 2020 (5:30pm)	Agenda: (Televised) – (if meeting is remote) Review Citizens Benefit Fund/ REACH Policy Manual Updates Review Grant Guidelines and Application
November 10, 2020 (5:30 pm / 7:00 pm)	Agenda (5:30 pm): Interview Youth Commissioner Applicants Agenda (7:00 pm): (Televised only if meeting is remote) Recommendation of Youth Commissioner Adopt Application and Guidelines Review Scoring Criteria Review Roles/Responsibilities for Applicant Workshop Funding Cycle 2019/2020 Final Reports
December 7, 2020	Grant Applications available online in ZoomGrants No Meeting
January 12, 2021 (5:30pm)	Agenda: Applicant Workshop (Televised)
<i>February 8, 2021</i>	<i>Grant Applications due by 5:00 p.m.</i>
February 9, 2021 (5:30pm)	Agenda: TBD or Canceled (Televised only if meeting is remote)
<i>February 15, 2021</i>	<i>Staff begins process of reviewing applications for completeness</i>
<i>March 1, 2021 - April 2, 2021</i>	<i>Commissioners review applications in ZoomGrants and score applications</i>
March 9, 2021 (5:30pm)	Agenda: TBD or Canceled (Televised only if meeting is remote)
April 13, 2021 (5:30pm)	Agenda: (Televised) Funding Workshop: Funding Recommendations
May 11, 2021 (5:30pm)	Agenda: (Televised) - if necessary Funding Workshop: Funding Recommendations
June 8, 2021 (5:30pm)	Agenda: TBD or Canceled (Televised only if meeting is remote)
July 13, 2021 (6:00pm)	Agenda: Grant Check Presentations (Televised)

Grant Funding Cycle Calendar
2021 - 2022
Citizens' Benefit Fund / R.E.A.C.H. Fund

Date	Activity
August 11, 2020 (5:30 p.m.)	Commission Meeting Elect Chair and Vice Chair Adopt 2021/22 Work Plan and Grant Funding Cycle Calendar Update on Koné Consulting recommendations
August 25, 2020 (5:30 p.m.)	Commission Meeting Update on Koné Consulting recommendations
September 8, 2020 (5:30 p.m.)	Commission Meeting Update on Koné Consulting recommendations
October 13, 2020 (5:30 p.m.)	Commission Meeting Review Policy Manual and Grant Guidelines and Application
November 10, 2020 (5:30 p.m.)	Commission Meeting Adopt Application Documents, Finalize Scoring Criteria, 2019-20 Final Reports
December 9, 2020	Grant Application link posted on City website
January 12, 2021 (5:30 p.m.)	Commission Meeting Applicant Workshop – ATTENDANCE STRONGLY ADVISED
February 8, 2021 (by 5:00 p.m.)	Grant Applications due by 5:00 p.m. (Staff Liaison to determine application completeness by March 1, 2021)
February 9, 2021	Commission Meeting – TBD
March 1, 2021 – April 2, 2021	Commissioners to review applications in Zoomgrants and score by April 2, 2021
March 9, 2021	Commission Meeting – TBD
April 13, 2021 (5:30 p.m.)	Commission Meeting Funding Recommendations
May 11, 2021 (5:30 p.m.)	Commission Meeting Funding Recommendations, if necessary
May 19, 2021 (5:30 p.m.)	City Council Meeting Action on Funding Recommendations
June 8, 2021 (5:30 p.m.)	Commission Meeting – TBD
July 13, 2021 (6:00 p.m.)	Commission Meeting Grant check presentations

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



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Consolidated Subcommittee Report
Contact: Laura Matteoli, lmatteoli@roseville.ca.us 916-774-5284

Meeting Date: 8/11/2020
Item #: 7.1.

RECOMMENDATION

Staff recommends that the Grants Advisory Commission (GAC):

1. Receive a consolidated draft implementation strategy report relating to Koné Consulting Community Needs Assessment (CNA) recommendations;
2. Consider, as necessary, additional consolidations to the draft implementation strategy to further define and streamline recommendations;
3. Direct staff to make changes and bring back to Commission for final approval.

BACKGROUND

At the July 14, 2020 Grants Advisory Commission (GAC) meeting, the Commission received a report on each subcommittee's draft implementation recommendations. The Commission acknowledged that both subcommittee's reports were out of sequence and overlapping in their recommendations.

The Commission recommended that a member of the Commission - the Vice Chair, should work with the Chair to consolidate the draft strategies into one working document and bring back to the Commission for review and further refinement.

Staff recommends that the Commission, at this meeting, review the consolidated report to further streamline the recommended strategies and direct staff to make changes as identified.

Respectfully Submitted,

Laura Matteoli, Economic Development Director

ATTACHMENTS:

Description

Attachment 1 - The Consolidated Subcommittee Recommendations

At the May 12, 2020 Grants Advisory Commission (GAC) meeting, the GAC formed two subcommittees to work on an implantation strategy for the 2020 Kone' Consulting Community Needs Assessment (CNA) recommendations. On June 9, 2020, each subcommittee reported out on their draft implementation strategies. At that time, the GAC decided to allow another months' time to further develop implementation strategies.

The Grants Advisory Commission's subcommittee update on the development of implementation strategies relating to Koné Consulting Community Needs Assessment (CNA) recommendations and identification of future tasks. At the July 14th, 2020 Grants Advisory Commission meeting, a consolidation of previous subcommittee recommendations was discussed in effort to forward a recommendation to Roseville City Council.

Service Categories - The original intent for the proceeds of the hospital, as demonstrated in historical documents, was to "Improve the quality of life for the citizens of Roseville." The Kone Consulting suggestion to modify the goal to "make Roseville healthier" with health defined broadly is not a significant departure from the original intent. It does allow programs or projects that would have been considered under the original intent to be aligned with "revised" service categories. While this could potentially create confusion for grant applicants that have applied before, this change would enable re-alignment moving forward. Need final discussion.

New service categories aligned with **Determinants of Health** defining an objective to **Make Roseville Healthier**, tying grant awards back to the original source of funds from the sale of the Hospital, would then be:

- Neighborhood and Physical Environment
- Food
- Health Care System
- Community and Social Context
- Education

Funding Priorities – In addition to the revised service categories above, we propose the following three funding priorities divisions:

1. *Strategic, one-time grants for innovative projects or programs, capital improvements or new initiatives.* Criteria to be considered for these “special” grants:

- **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. This would be identifying a new project, along with an explanation of associated rationale. Application criteria would include:
 - Clearly defining a gap area that needs to be addressed.
 - Defining the framework for the new project.
 - Demonstration of collaboration with existing city and county resources to capitalize on work already being done.
 - Defining project success in terms of expectations for the project conclusion.
- **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. Application criteria would include:
 - Identify the objective and information regarding modeled organization, if applicable.
 - Clearly defining a gap area that needs to be addressed.
 - Consider requiring a source of evidence for the proposal including but not limited to:
 - Research evidence supporting the project
 - Evidence that the proposed new project or program has been proven in other areas or regions to be successful. Ability to replicate this model in our community.
 - Other supportive data
 - Identify, other than grant funding, what additional resources will be needed to ensure success
- **One-time requests** – If applicants need special consideration on a single request basis. Situations to be considered include:
 - Capital Improvements

- o Loss of significant funding from other sources. Request to include explanation of strategies to resolve a funding shortfall in subsequent years.
 - o Organizations requiring “seed money” to apply for larger, ongoing grant support from other sources in the future.
 - o Demonstrate the need for how this item will enhance programs and services and how many additional residents will be served with this “one time” funding
- **GAC recommends setting aside a percentage of funds for these specific grant areas.** - Goal of potentially 20% of funds set aside, the reserved amount of which will be evaluated annually.
2. *Operational support* grants for programs or projects that demonstrate effectiveness addressing a community need and would be considered for applicant “Mission Support” for award consideration.
 - Mission Support defined as efforts or materials needed for continued operations. This includes salaries, utilities, supplies, food (i.e. food bank purchases for feeding programs), Clothing (i.e. support of underserved with appropriate clothing), materials (i.e. school supplies, backpacks, computers, etc. in support of education)
 3. *Smaller requests* of up to \$5,000 which can go towards either new programs or projects or support existing operations for non-profits supporting efforts within the community.
 - **GAC recommends setting aside a percentage of funds for these smaller grant areas.** - Goal of potentially 20% of funds set aside, the reserved amount of which will be evaluated annually.
 4. *Full funding of grant requests* - We have heard and agree that it is most helpful and fair to provide guidance at the start of a funding cycle on the range of grant funds the Commission anticipates awarding. We will work to fully 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. (Need discussion on spending cap for applications).

Collaboration

Develop stronger relationships with grantees post grant making

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

Continue reinforcing importance – retain questions related to collaboration as part of application process and attempt to identify the manner of reflecting this in scoring methodologies

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. Promoting outcomes (item below) will also help get the word out about grant opportunities.

Promote outcomes - 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. *(Example of the 20/21 report attached)*
2. A retrospective report 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.

Share grantee performance results to be used to improve services provided

- o Consider “special” GAC meeting that highlights the successes and efforts of applicants as a result of their award.
- o Yearly event suggested above would help achieve this goal
- o Work with City of Roseville Staff to develop targeting messaging to the public and community of program results and grantees
 - Social Media
 - Impact report of results
 - website enhancements Video clip

Measuring Success

Require current grantees to report on measurable results and consider performance when considering requests for renewed funding

- Grant recipients currently required to report on previous fund use and results. May consider adding this to application questions for consideration of serial requests. Example could be, "Objective of previous funding request and project/program outcomes as a result of funding". Objective to keep from continued funding efforts that are not making the difference sought.

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.

Further categorize applications by the type of service delivered, population served, social determinant of health most impacted or other area as part of the grant application questions and establish ranking, priorities, or preferences with consideration for the following:

- Number of clients served through agency funds
- Prioritize funding for use in Roseville as opposed to county or region-wide
- Early Intervention as opposed to relief:
 - Educational opportunities to change lifestyles:
 - budgeting classes
 - healthy choices
 - career counseling
 - Helping reduce chances of poor choices resulting in homelessness or life struggles by developing:
 - skill sets
 - confidence
 - healthy relationships
- Community connection events for general population (i.e. Music or Movie in the park, community gathering events, neighborhood connections, chamber of commerce events, etc.)

Too Big to Handle at This Time

Coordinate with other City and County Health efforts

- This is a large undertaking that GAC cannot accomplish in the time. However, adding a question on our grant application about additional local government and related funding is a way to better understand how other public organizations are helping to support the work of non-profits in our community.

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

- Kone report recommended to make a multi-year commitment to the requestors when awarded. GAC subcommittee concluded to forgo implementation of multiple year award of serial requests at this time. (Explanation needed or do not include?)

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

- In lieu of having GAC develop logic models to demonstrate theory of change objectives, consideration will be made to have applicants provide additional information in applications. *A logic model outlines: the relationship between what you have - the resources; what you do - the activities; what you produce - the outputs; and, the results - or outcomes.*
- GAC does not have expertise or capability to develop such models to result in effective change. Applicants are able to explain objectives for requested grants.

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

- Koné recommended city convene facilitated efforts for agency objective sharing, goal setting, and collaboration.
- Again, GAC does not have expertise or capability to facilitate these events but can rely on applicants to develop and engage their own peer groups for effectiveness. Consideration will be made of finding opportunities to share results and impacts of grant awards for the benefit of future applicants.

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

- Koné recommended considering allocating funding percentages to 5 target areas developed in the focus groups.
- Subcommittee does not recommend focusing funding based on pre-set percentages at this time but to focus primarily on strategic grants at this time. Further classification of available grant funds could be considered in future grants cycles based on effectiveness of changes implemented within the next funding cycle.