AGENDA

August 8, 2017

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

1. ROLL CALL

2. MINUTES OF PRIOR MEETING

2.1. July 11, 2017 Minutes

3. PUBLIC COMMENTS

4. NEW BUSINESS

4.1. Welcome new Commissioners

- Ellaison Carroll
- Robert Lyss

4.2. Election of Chair and Vice Chair

4.3. Adopt 2018/2019 Work Plan

4.4. Adopt 2018/2019 Funding Cycle Calendar

4.5. Review Citizens Benefit Fund Policy Manual updates

4.6. Review 2018/2019 Citizens Benefit Fund Guidelines

4.7. Review 2018/2019 Grant Application

5. REPORTS / COMMENTS / COMMISSION / STAFF

5.1. Written Communications

- Society for the Blind
- Keaton Raphael Memorial

6. ADJOURNMENT

GRANTS ADVISORY COMMISSION

Title: July 11, 2017 Minutes

Meeting Date: 8/8/2017
Item #: 2.1.

ATTACHMENTS:

Description

July 11, 2017 Draft Minutes

CITY OF ROSEVILLE CALIFORNIA

City Manager's Office
311 Vernon Street, Roseville, CA 95678 (916) 774-5362

Minutes

City Of Roseville Grants Advisory Commission
Tuesday, July 11, 2017
5:30 P.M.
Council Chambers
311 Vernon Street

I. Roll Call

Commissioners Present:
Stephanie Dement (Vice Chair)
Kristine Dohner
Audra Flynn
Dawn Heywood
Grace Keller
Cayley Chan (Youth Commissioner)

City Staff Present:
Jonathan Levy, Deputy City Attorney
Laura Matteoli, Economic Development Manager
Kelly Wickline, Executive Assistant

Commissioners Absent:
None

II. Minutes of Prior Meeting

a. Commissioner Heywood made a motion to approve the minutes of the May 9, 2017 meeting. The motion was seconded by Commissioner Dohner.
Vote: Motion carried 5-0
Yes: Dement, Dohner, Flynn, Heywood, Keller

III. Public Comments

None

IV. New Business

a. Grant Check Presentation
Grant checks for the 2017/2018 funding cycle were presented by commissioners.

V. Reports/Comments/Commission/Staff

None.

VI. Adjournment

Commissioner Heywood made a motion to adjourn the meeting at 7:21 p.m., Commissioner Flynn seconded the motion.
Vote: Motion carried 5-0
Yes: Dement, Dohner, Flynn, Heywood, Keller

GRANTS ADVISORY COMMISSION

Title: Adopt 2018/2019 Work Plan

Meeting Date: 8/8/2017
Item #: 4.3.

ATTACHMENTS:

Description

Work Plan

Grants Advisory Commission
2018-2019 Work Plan

Date	Agenda items:
August 8, 2017	**Agenda:** Welcome new commissioners Elect new Chair and Vice Chair Adopt 2018/19 Work Plan Adopt 2017/18 Funding Cycle Calendar Review Citizens Benefit Fund Policy Manual updates Review Grant Guidelines and Application
September 12, 2017	No meeting
October 10, 2017	No meeting
November 14, 2017 **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 Review Roles/Responsibilities for Applicant Workshop 2016/2017 Final Reports
December 11, 2017	*Grant Applications available online*
December 12, 2017	No meeting
January 9, 2018 **(5:30pm)**	**Agenda:** Applicant Workshop (Televised)
February 8, 2018	*Grant Applications due by 5:00 p.m.*
February 13, 2018	No meeting
March 13, 2018	No meeting, staff determines application completeness
March 14, 2018 - April 3, 2018	Commissioners review applications in Zoomgrants and score applications
April 10, 2018 (5:30pm)	**Agenda:** Funding Workshop: Determine funding recommendations (Televised)
May 8, 2018	No meeting
June 12, 2018	No meeting
July 10, 2018 (7:00pm)	**Agenda:** Award checks

GRANTS ADVISORY COMMISSION

Title: Adopt 2018/2019 Funding Cycle Calendar

Meeting Date: 8/8/2017
Item #: 4.4.

ATTACHMENTS:

Description

Funding Cycle Calendar

Grant Funding Cycle Calendar
2018 - 2019
Citizens' Benefit Fund / R.E.A.C.H. Fund

Date	Activity
December 11, 2017	Grant Application link posted on City website, applications available
January 9, 2018 (5:30 p.m.)	Commission meeting - Applicant Workshop - STRONGLY ADVISED *(Televised)*
February 8, 2018 (by 5:00 p.m.)	Grant Applications due by 5:00 p.m. (Staff Liaison to determine application completeness by March 13, 2018)
March 14, 2018 – April 3, 2018	Commissioners to review applications in Zoomgrants and score by April 3, 2018
April 10, 2018 (5:30 p.m.)	Commission meeting – Funding recommendations *(Televised)*
May 2, 2018 (Tentative)	City Council meeting - Review funding recommendations *(Televised)*
July 10, 2018 (7:00 p.m.)	Commission meeting - Grant check presentations

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

CITY OF ROSEVILLE CALIFORNIA

REACH Roseville Employees Annual Charitable Hearts

Grant Funding Cycle Calendar
~~2017~~ – 2018 ~~- 2019~~
Citizens' Benefit Fund / R.E.A.C.H. Fund

Date	Activity
December ~~12, 2016~~11, 2017	Grant Application link posted on City website, applications available
January ~~10, 2017~~9, 2018 (5:30 p.m.)	Commission meeting - Applicant Workshop - STRONGLY ADVISED *(Televised)*
February ~~9, 2017~~8, 2018 (by 5:00 p.m.)	Grant Applications due by 5:00 p.m. (Staff Liaison to determine application completeness by March 13, 2018)
March 14, ~~2017 (5:30 p.m.)~~2018 – April 3, 2018	~~Commission meeting – Eligibility review~~Commissioners to review applications in Zoomgrants and score by April 3, 2018
~~March 29, 2017 (by 5:00 p.m.)~~	~~Deadline for applicants to submit disqualification appeals~~
~~*April 11, 2017 (5:30 p.m.)*~~	~~*Commission meeting - Vote on Appeals if necessary*~~
~~May 9, 2017~~April 10, 2018 (5:30 p.m.)	Commission meeting – Funding recommendations *(Televised)*
~~June 7, 2017~~May 2, 2018 (Tentative)	City Council meeting - Review funding recommendations *(Televised)*
July ~~11, 2017~~10, 2018 (7:00 p.m.)	Commission meeting - Grant check presentations

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

CITY OF ROSEVILLE CALIFORNIA

REACH Roseville Employees Annual Charitable Hearts

GRANTS ADVISORY COMMISSION

Title: Review Citizens Benefit Fund Policy Manual updates

Meeting Date: 8/8/2017
Item #: 4.5.

ATTACHMENTS:

Description

Policy Manual updates

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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A: Ordinance 3388
B: Application Guidelines
C: Application
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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 be continued. The Commission did not want to limit agencies with worthy programs from applying. Applications are judged on their individual merit.

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

Title: Review 2018/2019 Citizens Benefit Fund Guidelines

Meeting Date: 8/8/2017
Item #: 4.6.

ATTACHMENTS:

Description

Guidlines

June 21, 2017 Staff Report to City Council

Citizens' Benefit Fund
2018-2019 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. On average, the Commission has been able to fund only half of the grant requests received.
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 a prior funding year (2016-17 funding cycle) are not eligible to apply during the 2018-19 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.
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.

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 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 2018 with final action by the City Council in May 2018. Grant funds are expected to be available to successful applicants on or after July 10, 2018, 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, 2019, or returned to the City. Final Reports should include details regarding project expenditures and results. Failure to provide a Final Report will disqualify applicant from the next funding cycle for which the applicant would otherwise be eligible.
Dates and Deadlines	December 11, 2017 Link to online Grant Application available on the City's main webpage and at www.roseville.ca.us/grants January 9, 2018 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. February 8, 2018 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.

Citizens' Benefit Fund
2018-2019~~7-2018~~ 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. On average, the Commission has been able to fund only half of the grant requests received.
Targeted Maximum Awards	~~Based on funding availability, the Commission strongly encourages applicants to limit Citizens' Benefit Fund requests to a maximum of **$10,000**. If multiple grant applications are submitted the cumulative requests should be limited to **$10,000**.~~ ~~**Public and**~~ **Private Schools**~~: Individual schools (~~including Parent Teacher Club's PTC's, Preschools, Booster Clubs, etc.~~)~~ should submit *only one application per school site*. ~~Awards to individual school sites will be limited to a maximum of **$2,500**. School districts and school district foundations should submit only one application and limit their request to **$10,000**.~~
Eligibility	~~Public agencies,~~ 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 a prior funding year (2016~~5~~-17~~6~~ funding cycle) are not eligible to apply during the 2017~~2018~~-19~~8~~ funding cycle.
Disqualification	The Grants Staff Liaison ~~Advisory Commission~~ makes the ~~its~~ decisions 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.
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State Prevailing Wage Laws	All Works of Improvement within the State of California that receive public funds in an amount greater than $1,000 are subject to prevailing wage laws. Prevailing wage law 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 ~~May~~ April 2018~~7~~ with final action by the City Council in June ~~2017~~2018. Grant funds are expected to be available to successful applicants on or after July 1, 2018~~7~~, 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, ~~2018~~2019, or returned to the City. Final Reports should include details regarding project expenditures and results. Failure to provide a Final Report will disqualify applicant from the next funding cycle for which the applicant would otherwise be eligible.
Dates and Deadlines	December 12, ~~2017~~ 2018 Link to online Grant Application available on the City's main webpage and at www.roseville.ca.us/grants January 10, ~~2017~~ 2018 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.

	February 9, ~~2017~~ 2018 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 ~~Amy Ruiz~~Rebecca McIntosh, Secretary to Grants Advisory Commission ~~aruiz~~rmcintosh@roseville.ca.us or (916) 74~~7~~-5270.

CITY OF ROSEVILLE CALIFORNIA

COUNCIL COMMUNICATION

CC#: 8571
File#: 0103-34-02

Title: Roseville Grants Advisory Commission - FY2017-18 Funding Recommendations
Contact: Laura Matteoli 916-774-5284 lmatteoli@roseville.ca.us

Meeting Date: 6/21/2017
Item #: 8.1.

RECOMMENDATION TO COUNCIL

Staff recommends that the City Council:

1. Approve the Grants Advisory Commission recommendations to fund 49 grants in the amount of $407,500 ($400,000 from the Citizens' Benefit Fund and $7,500 from the REACH Fund).
2. Approve the inclusion of $400,000 in the fiscal year 2017-18 City of Roseville budget along with the attached list of grant recipients, see Attachment 1.
3. Adopt a Resolution approving revisions to the City's Citizens Benefit Fund Policy Manual, as identified in Attachment 3.

BACKGROUND

The City has two funding sources from which to award grants to non-profit organizations, the Citizens' Benefit Fund (CBF) and the Roseville Employees Annual Charitable Hearts (REACH) Fund. The majority of the available funds are funded through the CBF and as such must be used by non-profits for programs and services benefitting Roseville citizens. Funds through REACH may be used for programs and services outside of Roseville in surrounding communities. Therefore some programs that only serve areas outside of Roseville are restricted to funding through REACH Funds.

2017-18 FUNDING CYCLE

For the FY2017-18 fiscal year, $407,500 is available for distribution:

- $400,000 from the Citizens' Benefit Fund (CBF)
- $7,500 from the REACH Fund

Non-profit 501(c)(3) or (c)(4) organizations, public agencies and schools were eligible to apply. Given the available funding, the Grants Advisory Commission set the maximum limit on the CBF grant requests at $10,000 and the employee REACH Committee recommended a $2,500 maximum limit on REACH grants.

The FY2017-18 funding cycle began on December 12, 2016 when applications were made

available to the public. The Grants Advisory Commission (GAC) conducted a televised voluntary applicant workshop on January 10, 2017. Grant applications were due on February 9, 2017.

A total of 62 Grant applications were submitted requesting funding support totaling $525,752.27 from the combined funding sources. Of these requests, the Commission, at the March 14, 2017 meeting, deemed 22 Grant applications "at risk" and 3 Grant applications "disqualified". Notifications were sent on March 15, 2017. On April 11, 2017 and May 9, 2017, the Commission reviewed the "at risk" and "disqualified" application appeals. After further review, the Commission disqualified two Grant applications.

The Roseville Grants Advisory Commission met on May 9, 2017 to discuss the merits of each Grant application and make funding recommendations. The Commission recommended full or partial funding for 49 eligible Grant requests, or 81% of all eligible requests (with 73% being fully funded). A total of 11 eligible Grant requests were not recommended for funding.

Grant application funding is as follows:

- The Grants Advisory Commission recommends that 48 grant applications be funded with $400,000 of Citizens' Benefit Funds, see Attachment 1.
- The Grants Advisory Commission recommends that 3 grant applications be funded with $7,500 of REACH Funds, see Attachment 2.

Please note that of the 49 grant applications that are recommended for funding that two of the Grant applications (the Life Skills Training & Education Programs and Lighthouse Counseling & Family Resource Center) have been co-funded with Citizens' Benefit Funds and Reach Funds, Attachments 1 and 2.

Attachment 1 provides a comprehensive list of Citizens Benefit Fund Grant applicants that requested funding; the amount of each request and the Grants Advisory Commission's funding recommendations. NOTE: A separate motion is needed for those grants with a Council member(s) abstaining due to service within the organization recommended for funding.

With the 2017-2018 Grant awards proposed tonight, the awards for community projects/benefits from the CBF will total $14,860,697 million. REACH Fund awards have added another $510,007 in grant funding. The total Grant funds are $15,370,704 from the CBF and REACH Funds together.

Annually, the Grants Liaison reviews policies and procedures in a continued effort to improve efficiencies and streamline processes. In recent years, these changes included the use of the online Zoomgrants for submittal system of grant applications and annual reports and changes to the City's investment strategy to increase annual interest earnings for greater community giving. This year, staff recommends Policy revisions to improve efficiencies and reduce Commission and City staff time relating to program policy and management, as follows:

Efficiency Recommendations

- Grants Staff Liaison will review Grant applications to verify completeness and required documents
- Eliminate Appeal process

  These recommendations eliminate two Commission meetings and staff time associated with the preparation of staff reports and minutes and attendance (of three City staff members) at those meetings.

Program Policy and Management:
Additionally, staff recommends the following revisions to Grants giving program to enable the Commission to focus Grant giving and allocations to create larger community impact, as follows:

- Deleted maximum funding limits
- Deleted Public School and City of Roseville and departments therein, from applying

These recommendations focus these limited resources on non-profit agencies within the community where the greatest needs can be addressed and allows for larger grants with a greater community impact and increased efficiency in program delivery.

Attachment 3 for a complete redline/strikeout version of the Citizens Benefit Fund Policy Manual and Attachment 4 for a clean version of the document.

Similarly, staff received approval from the REACH Committee amending their policy relating to program policy and management specifically relating to limiting awards of grants to private schools and non-profit 501(c)(3) or 501(c)(4) organizations (including: Parent Teacher Clubs and Booster clubs).

FISCAL IMPACT

The fiscal impact to the General Fund is nominal. Grant money of $407,500 is allocated from the Citizens Benefit and REACH Funds investment revenue proceeds. These monies will be included in the FY 2017-18 City of Roseville budget and approved for grant purposes. The administration of the grants program has a nominal cost associated with staff resources. Estimated annual cost of administration is approximately $30,000 annually.

ECONOMIC DEVELOPMENT / JOBS CREATED

The funding granted to local non-profits is invested directly into the Roseville community and is used to support a variety of programs and services that benefit Roseville and Placer County citizens. The funds granted through the CBF help to improve the quality of life in Roseville and is one of the key factors to attracting and keeping businesses in Roseville. Many of the dollars granted also directly create jobs by funding staff or contract workers for the non-profits.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (ECQA) does not apply to activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment (CEQA Guidelines §15061(b)(3). This award of grants does not include the potential for a significant environmental effect, and is not subject to CEQA.

Respectfully Submitted,

Laura Matteoli, Economic Development Manager

Chris Robles, Economic Development Director

Rob Jensen, City Manager

ATTACHMENTS:

Description

CFB 2017-2018 Recipients

REACH Fund 2017-2018 Recipients

Citizens' Benefit Fund Policy Manual revisions redline

Resolution No. 17-281

Citizens Benefit Fund Policy Manual clean

Attachment 1

2017-2018 FUNDING RECOMMENDATIONS			
Organization Name Application Title	**CBF Funding**	**REACH Funding**	**Funding Source**
A Touch of Understanding, Inc. Disability Awareness Workshops in Roseville schools	$ 10,000.00		CBF
Advocates for Mentally Ill Housing, Inc. Housing Support Services	$ 10,000.00		CBF
Barbara Chilton Middle School Musical Instrument Project Marimba	$ 2,500.00		CBF
Blue Line Arts Arts Vibrancy for Downtown Roseville- Hawaiian Style	$0		
Buljan Middle School Buljan Middle School Robotics Academy	$ 2,500.00		CBF
California Capital Financial Development Corporation Women Veterans Art Project	$0		
Child Advocates of Placer County CASA/Mentor Project for Roseville Foster and At-Risk Youth	$ 10,000.00		CBF
City of Roseville Fire Department Roseville Fire Department Firefighters in Safety Education Community Outreach & Volunteers in Prevention	$ 4,938.00		CBF
City of Roseville Police Department Police Department Community Outreach and Crime Prevention Programs	$ 2,960.73		CBF
City of Roseville Department of Parks, Recreation & Libraries Operation Swim & Sparks Summer Playground Program	$ 10,000.00		CBF
Dry Creek Conservancy Naturalist Program Training	$ 5,874.00		CBF
Eskaton Foundation Transportation Plus and Well-Check Calls	$ 10,000.00		CBF
Friends of the Roseville Public Library Free SAT Preparatory Courses at the Roseville Public Libraries	$ 6,720.00		CBF
Health Education Council Roseville Invest Health Neighborhood Cleanup & Engagement	$0		
Homeless Resource Council of the Sierras Homeless Coordination Activities	$ 10,000.00		CBF
Keaton Raphael Memorial Road to Survival	$ 10,000.00		CBF
KidsFirst Family Mental Wellness	$ 10,000.00		CBF
Life Skills Training & Educational Programs/Life STEPS Life STEPS Enhanced Senior & Youth Services	$ 2,500.00	$ 2,500.00	CBF $2,500 REACH $2,500
Lighthouse Counseling & Family Resource Center Family Wellness Initiative	$ 7,500.00	$ 2,500.00	CBF $7,500 REACH $2,500
My Mother's Voice A Book of My Own and Covering the Basics	$ 10,000.00		CBF
Orangevale Huskies Youth Athletic Association DBA Oakmont Jr. Vikings Safety Grant	$0		

2017-2018 FUNDING RECOMMENDATIONS			
Organization Name Application Title	**CBF Funding**	**REACH Funding**	**Funding Source**
Performing Arts of Roseville Roseville Music in the Park - 25th Anniversary	$ 10,000.00		CBF
Placer ARC On the Go - Operating Support	$ 10,000.00		CBF
Placer Breast Cancer Foundation Placer Breast Cancer Foundation Education Initiative	$ 5,000.00		CBF
Placer Community Foundation on behalf of Placer Collaborative Network Placer Collaborative Network	$ 1,875.00		CBF
Placer County Law Enforcement Chaplaincy Placer County Law Enforcement Chaplaincy	$ 10,000.00		CBF
Placer Food Bank Feed Our Future (Expansion)	$ 10,000.00		CBF
Placer Independent Resource Services PIRS Assistive Technology Assistance Program		$ 2,500.00	REACH
Placer Multi -Disciplinary Interview Center (MDIC) Roseville Adult School Flag Pole Project	$ 10,000.00		CBF
Placer Veterans Stand Down Placer Veterans Stand Down	$ 10,000.00		CBF
ReCreate ReCreate's Genius/Mobile - Steam Learning	$ 10,000.00		CBF
Robert C. Cooley Middle School Band Instrument Project: Double Bass	$ 2,500.00		CBF
Roseville Alano Club Roseville Alano Club, building and site improvements	$ 7,032.27		CBF
Roseville City School District Cooley Middle School "Geared Up: Bicycle Tech" Community Expansion & Safety Initiative	$ 10,000.00		CBF
Roseville Coalition of Neighborhood Associations - RCONA Revitalizing Roseville Neighborhoods	$0		
Roseville Community Concert Band Music Camp, Sheet Music, Concert Production	$ 10,000.00		CBF
Roseville Community Crime Stoppers Roseville Crime Stoppers Crime Forum	$0		
Roseville Historical Society Roseville Historical Society Operations and Programs	$ 9,500.00		CBF
Roseville Home Start, Inc. Roseville Home Start's Comprehensive Therapy Program for Homeless Families	$ 10,000.00		CBF
Roseville Joint Union High School District- Roseville Adult School Adult Basic Education (ABE) Instructional Materials	$ 10,000.00		CBF
Roseville Police Activities League, Inc. Roseville Police Activities League Summer	$ 10,000.00		CBF
Roseville Theatre Arts Academy Roseville Youth Playwrights Festival and Roseville Title 1 Schools Theatre Experience	$ 10,000.00		CBF
Roseville Utility Exploration Center School Program Access for Roseville Students	$ 3,000.00		CBF

2017-2018 FUNDING RECOMMENDATIONS

Organization Name Application Title	CBF Funding	REACH Funding	Funding Source
Rotary Club of Roseville Foundation Miles of Smiles	$ 10,000.00		CBF
Royal Stage Christian Performing Arts Royal Stage Princess Project	$0		
Sacramento Philharmonic & Opera Sacramento Philharmonic & Opera Roseville Cre8tive Concert Initiative	$0		
Saint Vincent de Paul Society, Roseville Area Conference, Inc. Food Locker Program	$ 10,000.00		CBF
Seniors First Senior Nutrition and Senior Link	$ 10,000.00		CBF
Sierra College Foundation Emancipated Youth Care Packs	$ 10,000.00		
Sierra Forever Families Finding Forever Families for Kids in Foster Care	$ 10,000.00		
Sierra Pregnancy & Health Family Health & Wellness Initiative	$0		
Society for the Blind Roseville Low Vision Clinic and Blindness Skills Training for Older Adults	$ 7,500.00		CBF
Stand Up Placer, Inc. Roseville Victims Services Program	$ 10,000.00		CBF
The Gathering Inn Emergency Overnight Homeless Shelter	$ 10,000.00		CBF
The Lazarus Project, Inc. Lazarus Project	$ 8,100.00		CBF
The Me-One Foundation, Inc. The Me-One Foundation Camp Challenge	$ 10,000.00		CBF
Tommy Apostolos Fund Tommy Apostolos Shopping Spree	$ 10,000.00		CBF
Wellness Within Mindfulness for Cancer Patients and Caregivers	$ 10,000.00		CBF
Youth for Christ Parent Life Roseville	$0		
Yur Circle Yur Circle's Female Empowerment Programs	$0		
Total Funding	**$400,000**	**$ 7,500.00**	

REACH 2017-18 GRANT RECIPIENTS

Life Skills Training & Educational Program	LifeSTEPS Senior & Youth Services	$ 2,500
Lighthouse Counseling & Family Resource Center	Family Wellness Initiative	$ 2,500
Placer Independent Resource Services	Assistive Technology Project	$ 2,500

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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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-~~2016~~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)
~~Audit Form (3/96)~~
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

~~City Projects (9/97)~~
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~~ 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
- ~~government agencies~~
- 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 ~~Commission~~ 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; ~~2) targeted maximum awards~~, and 2~~3~~) Council priorities, if identified.

Recipient Reporting

Adopted November 1999
Revised November 2005, 2008
Revised February 17, ~~2017~~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
Deleted June 21, 2017

There is no appeal of Grant eligibility made by the Grants Staff Liaison or allocation recommendation made by the Commission ~~or designated Grant Staff liaison. All~~Final allocation decisions are made by the City Council. ~~final City Council formally confirmed that if a grant recipient would like to appeal a recommendation of the Grants Advisory Commission, they may appeal to the City Council when the recommendations are presented. There is no appeal process beyond the City Council and its decision is final.~~

~~**Audit Form**~~ ~~Adopted March 1996~~

~~An Audit Form, or financial form was created by the Finance Director and approved by the Grants Advisory Commission in March 1996. The form is signed as part of the Citizens' Benefit Fund Agreement submittal with a summary accounting to be submitted with the final report at the end of the fiscal year. The current form is included as Appendix D.~~

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 ~~Advisory Commission~~ shall review and either approve or disqualify each grant application. Staff will ~~The Grants Advisory Commission~~ make~~s~~ their decisions based upon the ~~written~~ materials submitted by ~~your~~ 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 disqualification~~s.~~, ~~to the Commission, in writing with justification and/or documents. The Commissioners shall review each appeal and make their final decision on each Grant application. This decision is not appealable.~~

The Grants Advisory Commission will meet in the Council Chambers on the second Tuesday of April~~May for informal discussion of each grant application. Following discussion and review of each grant application the Commissioners will make individual funding recommendations and~~ to review and recommend final funding for ~~reach agreement on~~ each grant application ~~before voting on the final funding recommendations~~.

Funding Policies

City Projects

Adopted September 1997
Reaffirmed October 1999
Revised February 2016

~~City projects may be submitted, upon approval of application by the City Manager, or his designee, and will be considered on a case-by-case basis by the Commission and Council. After considerable discussion during the 1999-2000 funding cycle, this policy was reaffirmed by the Ad Hoc Commission-Council subcommittee, Grants Advisory Commission and City Council.~~ 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
June 21~~7~~, 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 ~~arranges~~ arranged to promote, improve, conserve or restore mental or physical well-being.
- Human Services – This category focuses on human needs ~~focusing~~ 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, ~~fourth~~ 4th of July community celebration).
- Recreation & Sports – This category benefits activityies ~~does~~ 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~~ school-based associations that seek to enrich the education experience. Public Schools and Districts ~~entities~~ mayshall not be eligible to apply.
- Youth – This ~~categories~~ category benefits minors in challenging circumstances that have faced ~~challenges~~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 services duplication will be considered favorably, as well as applications that address existing gaps in community services. ~~The maximum grant amount will be determined by the Grants Advisory Commission each funding cycle based upon the available funds. The purpose of the target amount is to benefit as many citizens as possible and to give grant applicants a realistic idea of the amount that most likely will be funded. The Commissioners also stated during their discussion that with smaller amounts, the funding would be more likely to make a difference to many citizens of Roseville, thus meeting the mission of the Fund – "to improve the quality of life of Roseville's citizens."~~

~~The Commission will, review every application and consider larger grants, especially for unique capital projects and programs/projects identified by an annual needs assessment, as directed and/or approved by the City Council. The target amount is a recommendation. Applicants are encouraged to limit their requests to no more than that amount and exceptions would be considered.~~

~~The Commission will review the target amount each year based upon the projected funds available and recommend a target amount to be adopted by the Council prior to each funding cycle. The City Council agreed that a target amount would be set annually.~~

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
June 21, 2017

The Commission agreed that the practice of allowing multiple grant applications from a single agency should be continued. The Commission did not want to limit agencies with worthy programs from applying. ~~However, agencies submitting multiple applications are encouraged to limit their requests to no more than the Target Maximum Amount adopted by the Council for the funding year.~~ Applications are judged on their individual merit.

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

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
June 21, 2017

~~Effective with the 2009-10 grant funding cycle, individual schools may compete for a maximum of $2,500 per school. Each~~ Private School and non-profits~~School (including its~~ Parent-Teacher Clubs, Booster~~s~~ Clubs and non-profit school-based programs are ~~elibigle~~eligible to apply and ~~other groups are) is limited~~are limited to one grant request per site. ~~School districts and school district foundations remain eligible to compete for the Target Maximum Amount adopted for the funding year.~~

~~The Grants Advisory Commission (GAC) and the City Council strongly support education and have funded requests from individual schools, PTC's, Booster Clubs, school districts, school district foundations and non-profit school-based programs. Grants have funded a wide variety of projects; as a result it is difficult to determine the overall impact of the grants.~~

~~In recent years, the percentage of grants requesting support for schools or school-based programs has steadily increased. In addition, the size of requests has increased. The Commission adopted this policy in order to serve many segments of the community and to support significant district-wide projects while still allowing individual schools to compete for smaller amounts.~~

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

RESOLUTION NO. 17-281

APPROVING REVISIONS TO THE CITIZENS BENEFIT FUND POLICY MANUAL

WHEREAS, the Grants Liaison reviews policies and procedures annually in an effort to improve efficiencies and streamline processes; and

WHEREAS, this year, staff recommends policy revisions to improve efficiencies and reduce Commission and City staff time relating to program policy management, as follows:

Efficiency Recommendations

- Grants Staff Liaison will review Grant applications to verify completeness and required documents
- Eliminate Appeal process

Program Policy and Management:

- Deleted maximum funding limits
- Deleted Public School and City of Roseville and departments therein, from applying

WHEREAS, these recommendations eliminate two Commission meetings and staff time associated with the preparation of staff reports and minutes and attendance of City staff members at those meetings; and

WHEREAS, these recommendations also focus these limited resources on non-profit agencies within the community where the greatest needs can be addressed and allows for larger grants with a greater community impact and increased efficiency in program delivery; and

WHEREAS, City Council has reviewed staff recommendations; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville that said recommendations are hereby approved.

PASSED AND ADOPTED by the Council of the City of Roseville this ___ day of _____, 20__, by the following vote on roll call:

AYES – COUNCILMEMBERS:

NOES – COUNCILMEMBERS:

ABSENT COUNCILMEMBERS:

_____
MAYOR

ATTEST:

_____
City Clerk

GRANTS ADVISORY COMMISSION

Title: Review 2018/2019 Grant Application

Meeting Date: 8/8/2017
Item #: 4.7.

ATTACHMENTS:

Description

Grant Application

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City of Roseville
Citizens' Benefit Fund / R.E.A.C.H.
2017-2018 Grant Application

CLOSED **Deadline** 2/8/2017

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.

~~Based on funding availability, the Commission strongly encourages applicants to limit CBF requests to a maximum of $10,000. If multiple grant applications are submitted the cumulative requests should be limited to $10,000. Public agencies, schools, and~~ Non-profit 501(c)(3) or 501(c)(4) organizations serving citizens of Roseville are eligible to apply for CBF Funding. One application per school site please.

REACH Fund - Based on funding availability, grant requests for REACH Fund are limited to ~~$2,500. Public agencies, schools, and~~ Non-profit 501(c)(3) or 501(c)(4) organizations improving the quality of life for youth, families and seniors in Placer County are eligible to apply for REACH Funds.

Public and Private Schools: Individual schools (including PTC's, Preschools, Booster Clubs, etc.) are limited to one application per school site ~~and requests are limited to a maximum of $2,500. School districts and~~ school district foundations are limited to only one application ~~and requests are limited to a maximum of $10,000~~. per school site.

Nonprofits

Application Status: Not Submitted

You must be logged in to begin.

Summary | Application Questions | Program/Project Budget | Documents

Summary

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

Application Title/Project Name

Amount Requested

~~*Citizens' Benefit Fund requests should not exceed $10,000. REACH Fund requests should not exceed $2,500. Cumulative requests should not exceed $10,000.*~~

$

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.
2017-2018 Grant Application

CLOSED **Deadline** 2/9/2017

Open Programs | Description Requirements Restrictions Contact Admin

Applicant View

Application Status: Not Submitted

You must be logged in to begin.

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)
- ○ ~~Government~~
- ○ ~~Public/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.

3. Project primarily serves:

- ○ Animals
- ○ Arts & Humanities
  Environmental

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

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?

Maximum characters: 1500. You have 1500 characters left.

9. How does the organization use volunteers?

Maximum characters: 1500. You have 1500 characters left.

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

Maximum characters: 1500. You have 1500 characters left.

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.

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

Maximum characters: 1500. You have 1500 characters left.

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

- ○ Yes
- ○ No, please explain:

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.

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.

16. Schools and Public Agencies ONLY (others enter N/A): Explain why your school's/agency's existing funding is not available or not sufficient to fund this request.
Demonstrate how requested funds will supplement or enhance school's/agency's programs rather than underwrite school's/agency's core mission.

Maximum characters: 1500. You have 1500 characters left.

17. If the grant money obtained is to be used to fund a Capital Expenditure or Work of 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. If requesting capital funds for Works of 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

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City of Roseville
Citizens' Benefit Fund / R.E.A.C.H.
2017-2018 Grant Application

CLOSED **Deadline** 2/8/2017

Open Programs | Description Requirements Restrictions Contact Admin

Applicant View

Application Status: Not Submitted

You must be logged in to begin.

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.

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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Application Status: Not Submitted

You must be logged in to begin.

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)	Required	-none-	Upload
Copy of Agency's registration/renewal fee report, California State Attorney General (ct RRF-1), if applicable (Label RRF1.pdf)	Required	-none-	Upload
Agency's budget for the current Fiscal Year (Label AgencyBudget.pdf)	Required	-none-	Upload
Audited financial statement, if available (Label AuditedFinancials.pdf)	Required	-none-	Upload
Most recent IRS 990. Law requires for all but schools, government agencies and churches (Label IRS990.pdf)	Required	-none-	Upload
California tax Form 199 (Label Form199.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
Applications submitted by City of Roseville departments must include a cover letter from the City Manager (Label CityManagerLetter.pdf)		-none-	Upload
Copy of your business license. The Roseville Municipal Code requires anyone conducting business within Roseville to have a current business license on file with the City. This includes non-profits doing business or providing services in Roseville.	Required	-none-	Upload
If your request is for Capital Expenditures or Works of 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 require 3 written/online estimates from vendor.		-none-	Upload

Individual items $2,500 or greater require 3 written estimates from vendor. Individual items less than $250 require no estimates (LabelBids123.pd)			
If request is for Works of 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
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 Commission. (Label OptionalOther.pdf)		*-none-*	Upload
Assurances and Certifications (Label AssurancesCert.pdf) Download template: Assurances and Certifications	Required	*-none-*	Upload
Signed Board Authorization (Label BoardAuthorization.pdf) Download template: Board Authorization	Required	*-none-*	Upload

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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 schools - principal; for public agency - department head)

Name: Enter name

Title: Enter title

Date: _____

Second Signature: _____
(for non-profits - chair of the board; for schools -district superintendent; for public - city/county exec)

Name: Enter name

Title: Enter title

Date: _____

Board Authorization

TO: City of Roseville Grants Advisory Commission

WHEREAS, Agency Name Is applying for grant funding through the ROSEVILLE GRANTS ADVISORY COMMISSION during the 2016-2017 Grant Funding Cycle

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

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

AYES: enter value

NOES: enter value

ABSTENTIONS: enter value

ABSENT: enter value

Board President Date

Board Secretary Date

GRANTS ADVISORY COMMISSION

Title: Written Communications

Meeting Date: 8/8/2017
Item #: 5.1.

ATTACHMENTS:

Description

Letter from Society of the Blind

Letter from Keaton Raphael Memorial

SOCIETY FOR THE BLIND

More than what you see

Board of Directors

Dawn Cornelius
President

Janice Walth
Vice President

Allison Otto
Secretary

Les Passuello
Treasurer/CFO

William Carter
Immediate Past President

Tracy Kinoshita

Stephen Lerner

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Mark Mannis, M.D.

Marlene Mourtzikos

Steve Osterholt

Gary M. Orr

Marilyn Park

Paul Peterson, D.C.

Neil Silk, O.D.

Nancy Stockman

Jeff Thom

Shari Roeseler
Executive Director

Low Vision Clinic

Ron Cole, M.D.

Marvin Nakamoto, O.D.

Kristin White, O.D.

Monica Rodriguez-Bayes, O.D.

July 14, 2017

Ms. Stephanie Dement
Vice Chair, City of Roseville
Grants Advisory Commission
311 Vernon Street
Roseville, California 95678

Dear Ms. Dement,

I want to thank the City of Roseville Grants Advisory Commission for the generous $7,500.00 grant which we received on July 11, 2017 to support Society for the Blind's Roseville Low Vision Clinic and Blindness Skills training for Roseville clients.

These funds will be used to support our satellite Low Vision Clinic in Roseville, as well as transportation and white canes for Roseville seniors to attend our low vision workshops and senior retreats in Sacramento so they can continue to live independently.

Because of The City of Roseville's support, individuals with vision loss from the Roseville community will be able to access the vital services and instruction that they need to live independent, active and fulfilling lives.

Please know that this gift is appreciated each day as our Roseville clients develop new skills, build new relationships and uncover new possibilities.

With gratitude,

Shari Roeseler
Executive Director

No goods or services were provided in consideration of this gift. Society for the Blind is an Internal Revenue Code section 501(c)(3) charitable organization. Your gift is tax deductible as allowed under current law. Federal Tax ID number 94-1384666.

1238 S Street
Sacramento, CA 95811
(916) 889-7515
SocietyfortheBlind.org

Hope, Strength, Healing for children with cancer.

Keaton Raphael Memorial

DEAR TINA,
ON BEHALF OF THE BOARD OF DIRECTORS, THE STAFF AND MOST IMPORTANTLY ALL THE FAMILIES WE SERVE, THANK YOU FOR YOUR CONTINUED SUPPORT OF OUR PROGRAMS. KRM IS SO FORTUNATE TO BE IN ROSEVILLE AND THIS WONDERFUL COMMUNITY. WE ARE SO APPRECIATIVE.
SINCERELY,
REED

July 13, 2017

Tina Angell
Grants Advisory Commission Chair
City of Roseville
311 Vernon Street
Roseville, CA 95678

Dear Tina:

On behalf of our Board of Directors and our Keaton Raphael Memorial families, thank you for your **$10,000.00 Grant**. Your gift will be used by Keaton Raphael Memorial to help families who have received the heart-stopping news that their child has been diagnosed with cancer. KRM provides a Hope Chest (family care package) and financial assistance to approximately 150 newly diagnosed children each year. Your contribution helps a trained Family Navigator link each family to community services and provides guidance and support during this critical time.

Your donation directly impacts families in need:

So grateful and blessed for this foundation to step into our lives. There are not words for the kindness we have been shown. Our son Gunnar, age 2 was diagnosed with Leukemia and so many have come from all directions to help us through this very difficult journey.

At any given time, we provide direct services to 500 families, giving them the strength and resources to work toward their child's recovery from cancer.

We are truly thankful for your commitment to making a difference in the life of a child.

Sincerely,

Dear Grants Advisory Team
The City of Roseville has been so generous to help children with cancer. Thank you.
Patty

Reed Baumgarten
Executive Director

Patty Neifer
Development Coordinator

cc: Grants Advisory Commissioners, Amy Ruiz- Secretary

Donate your used car, truck, motorcycle, R.V. or boat to Keaton Raphael Memorial and make a difference in the life of a child battling cancer. Call 888-205-3420 or visit our web site to donate on line www.childcancer.org

Keaton Raphael Memorial is a 501(c)(3) non-profit organization; Tax ID # 68-0406980. Your donation is tax deductible to the fullest extent of the law. No goods or services were provided in exchange for this donation. Please retain this receipt for end of year reporting of your gift.