



AGENDA
May 9, 2017
VIDEO

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. April 11, 2017 Minutes
- 3. PUBLIC COMMENTS**
- 4. NEW BUSINESS**
 - 4.1. Review Grant Application to Determine Eligibility
 1. Roseville Community Concert Band
 - 4.2. Review Disqualified Application Appeal
 1. Placer Independent Resource
 - 4.3. FY2017-2018 Grant Funding Recommendations
- 5. REPORTS / COMMENTS / COMMISSION / STAFF**
- 6. ADJOURNMENT**



GRANTS ADVISORY COMMISSION

Title: April 11, 2017 Minutes

Meeting Date: 5/9/2017
Item #: 2.1.

ATTACHMENTS:

Description

April 11, 2017 Draft Minutes

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

Prior to the start of the meeting a vote was taken to elect a temporary Chair and Vice Chair for the April 11, 2017 meeting. Commissioner Speaker made a motion to elect Commissioner Heywood as Chair. The motion was seconded by Commissioner Keller. Commissioner Flynn made a motion to elect Commissioner Speaker as Vice Chair. The motion was seconded by Commissioner Keller.

I. Roll Call

Commissioners Present:

Kristine Dohner
Audra Flynn
Dawn Heywood
Grace Keller
Eileen Speaker

City Staff Present:

Jonathan Levy, Deputy City Attorney
Laura Matteoli, Economic Development Manager
Amy Ruiz, Management Assistant

Commissioners Absent:

Tina Angell, Stephanie Dement, Cayley Chan

II. Minutes of Prior Meeting

- a. Commissioner Keller made a motion to approve the minutes of the March 14, 2017 meeting. The motion was seconded by Commissioner Flynn.
Vote: Motion carried 5-0
Yes: Dohner, Flynn, Heywood, Keller, Speaker

III. Public Comments

Applicant Sarah Weimer of Youth for Christ submitted an appeal letter to the City Attorney's office along with the requested documentation. Youth For Christ's Parent Life Program provides tremendous support and resources to over 30 teen parents and their children in the Roseville Area. She asked if the Commission would re-consider their application so they can continue to support teen parents and their children in Roseville.

IV. New Business

a. Review appeals from disqualified applicants

Commissioners discussed all applicant appeals individually before making individual motions. Applicants appealing their disqualification were given an opportunity to answer additional questions and further explain their appeal.

Commissioners with a conflict of interest recused themselves during discussion and vote. After review and discussion of each appeal the following motions were made.

1. Applicant: Coyote Ridge Elementary PTA did not appeal the disqualification – Commissioner Keller made a motion to uphold the Commission's determination. The application remained disqualified. The motion was seconded by Commissioner Dohner.

Vote: Motion carried 5-0

Yes: Heywood, Keller, Speaker

2. Applicants: Youth for Christ – Commissioner Speaker made a motion to reinstate the application based on information submitted with the appeal. The motion was seconded by Commissioner Keller.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

3. Applicants: Yur Circle – Commissioner Speaker made a motion to reinstate the application based on information submitted with the appeal. The motion was seconded by Commissioner Keller.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

b. Review appeals from at-risk applicants

Commissioner Flynn made a motion to discuss Roseville Community Concert Band's application at the May 9th meeting due to recusals. The motion was seconded by Commissioner Dohner.

Commissioners Keller and Heywood were recused.

Vote: Motion carried 3-0

Yes: Dohner, Flynn, Speaker

Commissioner Keller made a motion to reinstate Blue Line Arts based on the addendum submitted. The motion was seconded by Commissioner Speaker.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Keller made a motion to reinstate Dry Creek Conservancy based on the addendum submitted. The motion was seconded by Commissioner Dohner.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Dohner made a motion to disqualify Excel Roseville for not submitting the proper documentation. The motion was seconded by Commissioner Flynn.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Keller made a motion to reinstate Friends of the Roseville Public Library based on the addendum submitted. The motion was seconded by Commissioner Speaker.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Keller made a motion to reinstate Homeless Resource Council of the Sierras based on the addendum submitted. The motion was seconded by Commissioner Speaker.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Keller made a motion to reinstate Lighthouse Counseling & Family Resource Center based on the addendum submitted. The motion was seconded by Commissioner Flynn.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Keller made a motion to reinstate Orangevale Huskies Youth Athletic Association- Oakmont Jr. Vikings Youth Football and Cheer based on the addendum submitted. The motion was seconded by Commissioner Speaker.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Keller made a motion to reinstate Performing Arts of Roseville based on the addendum submitted. The motion was seconded by Commissioner Speaker.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Keller made a motion to reinstate Placer ARC based on the addendum submitted. The motion was seconded by Commissioner Dohner.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Flynn made a motion to reinstate Placer Community Foundation on behalf of Placer Collaborative Network based on the addendum submitted. The motion was seconded by Commissioner Dohner. Commissioner Speaker was recused.

Vote: Motion carried 4-0

Yes: Dohner, Flynn, Heywood, Keller

Commissioner Flynn made a motion to disqualify Placer Independent Resource Services for not submitting the proper RRF-1 form. The motion was seconded by Commissioner Keller.

Vote: Motion carried 4-1

Yes: Dohner, Flynn, Heywood, Keller

No: Speaker

Commissioner Flynn made a motion to reinstate Roseville Alano Club on the addendum submitted. The motion was seconded by Commissioner Dohner.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Keller made a motion to reinstate Royal Stage Christian Performing Arts based on the addendum submitted. The motion was seconded by Commissioner Flynn.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Keller made a motion to reinstate Sacramento Philharmonic & Opera based on the addendum submitted. The motion was seconded by Commissioner Flynn.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Keller made a motion to reinstate Seniors First based on the addendum submitted. The motion was seconded by Commissioner Dohner.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Keller made a motion to reinstate Sierra College based on the addendum submitted. The motion was seconded by Commissioner Flynn.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Keller made a motion to reinstate Sierra Forever Families based on the addendum submitted. The motion was seconded by Commissioner Dohner.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Keller made a motion to reinstate Sierra Pregnancy & Health based on the addendum submitted. The motion was seconded by Commissioner Flynn.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Keller made a motion to reinstate The Gathering Inn based on the addendum submitted. The motion was seconded by Commissioner Flynn.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

Commissioner Flynn made a motion to reinstate Wellness Within based on the addendum submitted. The motion was seconded by Commissioner Keller.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker

V. Reports/Comments/Commission/Staff

None

VI. Adjournment

Commissioner Keller made a motion to adjourn the meeting at 6:28 p.m. The motion was seconded by Commissioner Dohner.

Vote: Motion carried 5-0

Yes: Dohner, Flynn, Heywood, Keller, Speaker



GRANTS ADVISORY COMMISSION

Title: Review Grant Application to Determine Eligibility

Meeting Date: 5/9/2017
Item #: 4.1.

ATTACHMENTS:

Description

Application

From: Roseville Community Concert Band <rosevilleband@gmail.com>
Sent: Monday, March 20, 2017 12:59 PM
To: Ruiz, Amy; Matteoli, Laura; Roseville Band; Brian Heywood; Joe Oele
Subject: Re: City of Roseville Grant Application - At-Risk of Disqualification (Roseville Community Concert Band)
Attachments: Form 990N FY15-16 pdf.pdf; Form 990N FY15-16 Accepted.pdf

Hi Amy and Laura,

I have attached two forms for our Tax Form IRS990. Please let me know if these will suffice.

Thanks,
Stephanie Sugano

On Mon, Mar 20, 2017 at 11:29 AM, Ruiz, Amy <aruiz@roseville.ca.us> wrote:

Roseville Community Concert Band –

On Tuesday, March 14, 2017, the Roseville Grants Advisory Commission reviewed all grant applications for eligibility. Your application is “at-risk of disqualification” from further consideration on the following grounds:

- 1) Need further clarification of submitted Tax Form IRS 990

The Commission would like to give you an opportunity to address this issue by submitting an addendum containing further clarification of submitted Tax Form IRS 990. Please submit an electronic copy to Amy Ruiz aruiz@roseville.ca.us and Laura Matteoli lmatteoli@roseville.ca.us by 5pm on **March 29, 2017** (please note that Zoom Grants will not allow you to upload the document but we have access to upload it for you). After the document has been received and deemed complete it will be placed in the category for further consideration and you will be notified.

If you do nothing, the application will be considered disqualified on the grounds that your application was incomplete.

Should you have any questions, please contact Amy Ruiz or Laura Matteoli at 774-5362.

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2015

Open to Public Inspection

A For the 2015 Calendar year, or tax year beginning 2015-07-01 and ending 2016-06-30

B Check if available

☐ Terminated for Business☒ Gross receipts are normally \$50,000 or lessC Name of Organization: ROSEVILLE COMMUNITY CONCERT
BANDPO Box 23, Roseville, CA,
US, 95678D Employee Identification
Number 42-1628008

E Website:

F Name of Principal Officer: Brian HeywoodPO Box 23, Roseville, CA,
US, 95678

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.



Manage Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
42-1628008	ROSEVILLE COMMUNITY CONCERT BAND	2015	06-30-2016	01-19-2017	Accepted	10065520170190748428	

««« Prev Page 1 ▼ Next »»»

CREATE NEW FILING



GRANTS ADVISORY COMMISSION

Title: Review Disqualified Application Appeal

Meeting Date: 5/9/2017
Item #: 4.2.

ATTACHMENTS:

Description

Application

From: Levy, Jonathan
Sent: Wednesday, April 19, 2017 7:49 AM
To: Ruiz, Amy; Matteoli, Laura
Subject: FW: Addendum: Re: Placer Independent Resource- CBF Grant Application Determination

Amy, please include the two messages below with the agenda as part of PIRS' appeal (and, of course, anything else we receive before the deadline). Thank you.

-----Original Message-----

From: Tink Miller [mailto:tmiller@pirs.org]
 Sent: Tuesday, April 18, 2017 1:09 PM
 To: Matteoli, Laura <LMatteoli@roseville.ca.us>
 Cc: City Atty Admin <cityattyadmin@roseville.ca.us>
 Subject: Addendum: Re: Placer Independent Resource- CBF Grant Application Determination

Addendum:

I forgot to add that the Instructions for filing the RRF-1 with the Attorney General's office requires the submission of the 990 with the form and any payment due. It cannot have been submitted yet because our 990 is not completed.

https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rrf1_instructs_05.pdf
 <https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rrf1_instructs_05.pdf> Charities with total gross revenue or assets of \$25,000 or more must file a copy of the IRS Form 990, 990-EZ, or 990-PF and attachments with the Attorney General's Registry of Charitable Trusts.

Tink

=====

Laura,

I'm quite shocked and frustrated. I specifically inquired by email on the morning of the Commission meeting whether I needed to attend that meeting. I was told the items I submitted appeared to be sufficient and that it was not necessary for me to attend. I relied on that response.

Regarding the RRF-1, it is always prepared by our Auditor and sent to us with the 990 and 199 Tax Reports. We are being penalized solely because our Auditor took an extension. I feel that we are being grossly mistreated. At the top of the RRF-1 form, in the center section, it specifically states: "IRS extensions will be honored." Therefore, I believe it is incumbent on the Commission to do likewise.

https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rrf1_form.pdf

<https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rrf1_form.pdf> I am copying this to the City Attorney to explore this matter in the context of the rules for this grant competition. I will accept their decision whether the rules are being applied correctly.

With regard,

Tink

Susan L. (Tink) Miller
Executive Director
Placer Independent Resource Services, Inc.
11768 Atwood Rd., Ste. 29
Auburn, CA 95603
(530) 885-6100
(530) 885-3032 fax
(530) 885-0326 tty
tmiller@pirs.org
www.pirs.org

<<http://www.pirs.org/>> At 10:43 AM 4/18/2017, you wrote:

Dear Tink,

The Grants Advisory Commission voted at the April 11, 2017 Grants Meeting to disqualify the Placer Independent Resource Services grant application. After review and further discussion by the Grants Advisory Commissioners the extension documents and email back up that you submitted it appears that the RRF-1 form is not covered as part of the tax extension.

We realize that this outcome is not what you had hoped for. We know that the Grants process may seem difficult at times, but we remain committed to preserving the integrity of how we distribute funds in our community. To be effective stewards of these public funds, we must be consistent and adhere to this process.

We thank you for the fantastic and valuable work that you do in our community, and look forward to your application next year.

With that being said, your agency may request City Council Discretionary Funds after July 1st, if you would like to request Council Discretionary Funding please send a letter to: City Council via the City Clerk 311 Vernon Street Roseville, CA 95678.

- The request must include a detailed description of the intended use of the funds and proof of 501c3

Please feel free to contact me or Amy Ruiz at 746-1362 if you have further concerns or questions.

Best Regards,

Laura Matteoli
Economic Development Manager
Economic Development
o: (916) 774-5284

Civic Center | 311 Vernon Street | Roseville, CA | 95678
<<http://www.roseville.ca.us/ed/default.asp>>



Making a Lasting Contribution
To our Clients, To our Community, To our Profession

P.O. Box 160
Lincoln, CA 95648
Office (916) 434-1662
Fax (916) 434-1090

FEB 24 2017

February 15, 2017

Placer Independent Resource Services, Inc.
11768 Atwood Road, #29
Auburn, CA 95603

Dear Valued Client,

Please find enclosed a copy of the extension request for your information returns. We have sent the extension to the IRS on your behalf. The new due date is May 15, 2017.

The IRS may not send our office a copy of the approved extension. They may, instead, send it directly to you. Please forward the approved extension request to our office so it may be included in your returns when they are ready to be filed.

If you have any questions about this letter, please call us.

Sincerely,

Brandy Bucher
Office Manager

- If you are filing for an **Additional (Not Automatic) 3-Month Extension**, complete only Part II and check this box. ☒ **Note.** Only complete Part II if you have already been granted an automatic 3-month extension on a previously filed Form 8868.
- If you are filing for an **Automatic 3-Month Extension**, complete only Part I (on page 1).

Part II Additional (Not Automatic) 3-Month Extension of Time. Only file the original (no copies needed).

Enter filer's identifying number, see instructions

Type or print	Name of exempt organization or other filer, see instructions.	Employer identification number (EIN) or
	Placer Independent Resource Services, Inc.	94-3209861
	Number, street, and room or suite number. If a P.O. box, see instructions.	Social security number (SSN)
File by the due date for filing your return. See instructions.	Jensen Smith Certified Public Accountants, Inc.	
	661 5th St, Ste 101 PO Box 160	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions.	
	Lincoln, CA 95648	

Enter the Return code for the return that this application is for (file a separate application for each return).

01

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01		
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (section 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

STOP! Do not complete Part II if you were not already granted an automatic 3-month extension on a previously filed Form 8868.

- The books are in the care of ▶ Susan L. Miller
Telephone No. ▶ 530-885-6100 Fax No. ▶ _____
- If the organization does not have an office or place of business in the United States, check this box. ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN). If this is for the whole group, check this box . . . ▶ ☐ . If it is for part of the group, check this box ▶ ☐ and attach a list with the names and EINs of all members the extension is for.

- I request an additional 3-month extension of time until 5/15, 20 17.
- For calendar year _____, or other tax year beginning 7/01, 20 15, and ending 6/30, 20 16.
- If the tax year entered in line 5 is for less than 12 months, check reason: ☐ Initial return ☐ Final return
☐ Change in accounting period
- State in detail why you need the extension. We respectfully request additional time to complete our annual financial statement audit.

8a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	8a \$
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit and any amount paid previously with Form 8868.	8b \$
c Balance due. Subtract line 8b from line 8a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	8c \$

Signature and Verification must be completed for Part II only.

Under penalties of perjury, I declare that I have examined this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete, and that I am authorized to prepare this form.

Signature ▶

Title ▶

CPA

Date ▶

2/14/17

BAA

Form 8868 (Rev 1-2014)

MAIL TO:
Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470
Telephone: (916) 445-2021

WEB SITE ADDRESS:
<http://ag.ca.gov/charities/>

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Sections 12586 and 12587, California Government Code
11 Cal. Code Regs. sections 301-307, 311 and 312

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties as defined in Government Code section 12586.1. IRS extensions will be honored.



State Charity Registration Number _____ Name of Organization _____ Address (Number and Street) _____ City or Town, State and ZIP Code _____	Check if: ☐ Change of address ☐ Amended report Corporate or Organization No. _____ Federal Employer I.D. No. _____
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ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311 and 312) Make Check Payable to Attorney General's Registry of Charitable Trusts

Gross Annual Revenue	Fee	Gross Annual Revenue	Fee	Gross Annual Revenue	Fee
Less than \$25,000	0	Between 100,001 and \$250,000	\$50	Between \$1,000,001 and \$10 million	\$150
Between \$25,000 and \$100,000	\$25	Between \$250,001 and \$1 million	\$75	Between \$10,000,001 and \$50 million	\$225
				Greater than \$50 million	\$300

PART A - ACTIVITIES

For your most recent full accounting period (beginning ____/____/____ ending ____/____/____) list:

Gross annual revenue \$ _____ Total assets \$ _____

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: If you answer "yes" to any of the questions below, you must attach a separate sheet providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof either directly or with an entity in which any such officer, director or trustee had any financial interest?	☐	☐
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?	☐	☐
3. During this reporting period, did non-program expenditures exceed 50% of gross revenues?	☐	☐
4. During this reporting period, were any organization funds used to pay any penalty, fine or judgment? If you filed a Form 4720 with the Internal Revenue Service, attach a copy.	☐	☐
5. During this reporting period, were the services of a commercial fundraiser or fundraising counsel for charitable purposes used? If "yes," provide an attachment listing the name, address, and telephone number of the service provider.	☐	☐
6. During this reporting period, did the organization receive any governmental funding? If so, provide an attachment listing the name of the agency, mailing address, contact person, and telephone number.	☐	☐
7. During this reporting period, did the organization hold a raffle for charitable purposes? If "yes," provide an attachment indicating the number of raffles and the date(s) they occurred.	☐	☐
8. Does the organization conduct a vehicle donation program? If "yes," provide an attachment indicating whether the program is operated by the charity or whether the organization contracts with a commercial fundraiser for charitable purposes.	☐	☐
9. Did your organization have prepared an audited financial statement in accordance with generally accepted accounting principles for this reporting period?	☐	☐

Organization's area code and telephone number (_____) _____ - _____
 Organization's e-mail address _____

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, it is true, correct and complete.

Signature of authorized officer _____

Printed Name _____

Title _____

Date _____



GRANTS ADVISORY COMMISSION

Title: FY2017-2018 Grant Funding Recommendations

Meeting Date: 5/9/2017
Item #: 4.3.