



AGENDA

February 9, 2021

GRANTS ADVISORY COMMISSION MEETING

5:30 p.m.

Remote Meeting
311 Vernon Street
Roseville, CA 95678

To help minimize the spread of COVID-19, members of the public may not attend in person, but may view the meeting on

**Comcast channel 14,
Consolidated Communications channel 73 and
AT&T U-Verse.**

The City of Roseville meetings are also video streamed live and are available on the **City's website and YouTube channel.**

Members of the public may offer public comment by the following means:

Dial in Phone Number: 916-774-5353

Email: publiccomment@roseville.ca.us

If you need a disability-related modification or accommodation to participate in this meeting, please contact Voice: 916-774-5200, TDD: 916-774-5220. Requests must be made as early as possible.

THE CITY OF ROSEVILLE WELCOMES YOUR PARTICIPATION

If an agenda item is open to public comment, such public comment shall be addressed to the chair of the meeting.

Public Comment - Speakers have three minutes under Public Comment to speak on issues that are not listed on the agenda and are within the City's jurisdiction. The Brown Act does not permit any action or discussion on items not listed on the agenda.

Consent Calendar - If applicable, the Consent Calendar consists of routine items that may be approved by one motion. Any person can remove an item from the Consent Calendar to be discussed separately.

Agenda Items - Speakers have five minutes to address items that are listed on the agenda.

Americans with Disabilities Act - Notify the City Clerk or Secretary at least 72 hours in advance if special assistance is required to participate in a meeting including the need of

auxiliary aids or services.

Audio/Visual Presentations - If making a presentation regarding an agenda item, audio/visual materials must be submitted to the City Clerk or Secretary at least 72 hours in advance.

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

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

5. MINUTES

5.1. Approve the Minutes of the January 10, 2021 Grants Advisory Commission Meeting.

Minutes of the January 10, 2021 Meeting

6. PRESENTATIONS / REQUESTS / ACTION ITEMS

6.1. Approve Scoring Methodology

Discussion and approval of Scoring Methodology. Discuss ZoomGrants Tips and Suggestions to help Commissioners score applications.

6.2. Approve the Creation of New Final Report Questions

Approve the Creation of New Final Report Questions

7. BOARD MEMBER / COMMISSIONER / STAFF REPORT

8. ADJOURNMENT



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Approve the Minutes of the January 10, 2021 Grants Advisory Commission Meeting.
Contact: Melissa Hagan, mhagan@roseville.ca.us, 916-774-5476

Meeting Date: 2/9/2021
Item #: 5.1.

RECOMMENDATION

Staff is recommending the Commission approve the Draft minutes of the January 10, 2021 Grants Advisory Commission Meeting.

BACKGROUND

There is no Background associated with this item.

Respectfully Submitted,

Melissa Hagan, Management Analyst II

ATTACHMENTS:

Description

Minutes Jan 12th GAC Meeting



MINUTES

January 12, 2021

VIDEO

GRANTS ADVISORY COMMISSION MEETING

5:30 p.m.

Remote Meeting

311 Vernon Street

Roseville, CA 95678

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1. CALL TO ORDER

Meeting was called to order at 5:30 pm

1.1. Introduction of Trisha Isom to Commission

Introduction of Trisha Isom to Commission as new Staff Liaison.

Staff Liaison Matteoli introduced Trisha Isom to the Commission.

2. ROLL CALL

Roll Call was taken at 5:33 and all were present:

Commissioner Flynn

Commissioner Heywood

Commissioner Lyss

Vice-Chair Carroll
Chair Kriz
Commissioner Gibson
Commissioner Perez

3. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was recited at 5:35 pm

4. PUBLIC COMMENTS

No Public Comments

5. MINUTES and ACTION ITEM

5.1. Recommendation for Youth Commissioner for the 2021-2022 Funding Cycle

Recommendation of Jenna Brashear as Youth Commissioner for the Grants Advisory Commission's 2021-2022 Funding Cycle.

The Commission sub-committee recommended the appointment of Jenna Brashear as the Youth Commissioner the 2021-22 funding cycle. Jenna graciously accepted and thanked the Commission for the opportunity.

Motion by Renee Perez, seconded by Dawn Heywood, Approve Recommendation of Youth Commissioner for Funding Cycle 2021-2022. The Motion Passed.

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

5.2. Approve the Minutes of the November 10, 2020 Grants Advisory Commission Meeting.

Approve the Minutes of the November 10, 2020 Grants Advisory Commission Meeting.

The Commission approved the Minutes from the November 10, 2020 meeting as long as one of dates is changed.

Motion by Ellaison Carroll, seconded by Michelle Gibson, Approve w/ Conditions Motion to Approve Meeting Minutes. The Motion Passed.

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

6. PRESENTATIONS / REQUESTS / ACTION ITEMS

6.1. 2021-2022 Citizens Benefit Fund/REACH Grant - Applicant Workshop

2021-2022 Citizens Benefit Fund/REACH Grant - Applicant Workshop

Chair Kriz opened the PowerPoint presentation to the public outlining steps in the application process and reminded viewers that the PowerPoint presentation is available to view after the meeting by opening the January 12th agenda.

Vice-Chair Carroll presented as well as Staff Liaison Isom.

Items highlighted were:

- The Citizens Benefit Fund (CBF) is intended "to improve the quality of life for the citizens of Roseville;
- One application can be used to request funding from both CBF and REACH funds if the criteria are met;
- Please pay attention to important dates;
- Review of the process to access ZoomGrants;
- Required Documents, if no document available, include a statement of explanation of why not available - do not leave blank;
- Review of application scoring and changes;
- Review of Required Documents;
- Make sure emails are up to date, the Commission staff uses those email addresses when communicating with the applicants/agencies;

Open to Public Comments by Chair Kriz:

1. Question regarding Other funding received-which period? the grant period FY2021-22
2. No Budget Template in ZoomGrants? Staff will look into it
3. Can we call the Public Comment # to ask questions - Call Trisha Isom (916-746-1239) or email her at tisom@roseville.ca.us -
4. Ability to view questions from this presentation? Yes, look at the presentation on-line in the Agenda, videos for recent meetings. Staff can also prepare an FAQ
5. Project for Placer County? should definitely differentiate between the two- Roseville and Placer County
6. Given the nature of Covid and the fact that our program model has changed, how should we address the expected number of individuals reached if that is uncertain? Yes, COVID has affected expectations so a discussion and explanation of that would be beneficial to the commission.
7. Standup Placer providing "thanks" to Commission for work they do - no question -
8. The three priority areas: Strategic One-time; Operational Support on-going, and Small Requests - up to \$10k

Close Public Comments by Chair Kriz

7. BOARD MEMBER / COMMISSIONER / STAFF REPORT

Comments from Commissioners:

- be consistent and be clear and concise in your descriptions
- review with someone "outside eyes:
- avoid acronyms as much as possible or provide an explanation
- The commission is mindful of Covid and looking forward to seeing what

the applications will show them

- Who will benefit from the funds? If the project covers both Roseville and Placer County, be specific in your application. The funding amounts are very different
- The funding is for a future fiscal year, so include all funding sources both current and future.
- Thanks to all non-profits - reading through the applications is inspirational and looking forward to reviewing them.
- Welcome to Trisa Isom and thanks to Laura for all of her hard work -
- Welcome to Youth Commissioner Brashear

8. ADJOURNMENT

Meeting adjourned at 6:23 pm

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

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



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Approve Scoring Methodology
Contact: Trisha Isom, tisom@roseville.ca.us 916-746-1239

Meeting Date: 2/9/2021
Item #: 6.1.

RECOMMENDATION

Discussion of Scoring Methodology ZoomGrants Tips and Suggestions to help Commissioners score applications.

BACKGROUND

None

Respectfully Submitted,

Trisha Isom, Housing Manager

ATTACHMENTS:

Description

Scoring Methodology

Scoring Methodology Illustration

Step 1: Grant applications are divided into Funding Priority groups

Strategic	Operational	\$10K or less
Application X	Application D	Application K
Application F	Application Y	Application E
Application C	Application K	Application N
	Application G	Application B
	Application Q	Application P
	Application L	
	Application S	

Step 2: Commissioners evaluate applications within each group

- Every application will be scored unless a commissioner is abstaining
- 0-100 points assigned based on Scoring Questions and Scale
- Commissioners will use scores to then rank applications within each group

Example for Commissioner #1

Strategic Group	Score	Ranking	Funding Requested
Application X	62	3	\$15,000
Application F	74	2	\$30,000
Application C	90	1	\$20,000

Step 3: Applications are compared within each group based on all rankings

Commissioner Rankings

Strategic Group	C #1	C #2	C #3	C #4	C #5	C #6	C #7	Average Ranking
Application X	3	1	1	2	2	1	3	1.86
Application F	2	3	2	3	3	3	2	2.57
Application C	1	2	3	1	1	2	1	1.57

Step 4: Applications are ordered by average ranking and discussed by group

Strategic Group	Average Ranking	Funding Requested	Cumulative Total
Application C	1.57	\$20,000	\$20,000
Application X	1.86	\$15,000	\$35,000
Application F	2.57	\$30,000	\$65,000



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Approve the Creation of New Final Report Questions

Contact: Trisha Isom 916-746-1239 tisom@roseville.ca.us

Meeting Date: 2/9/2021

Item #: 6.2.

RECOMMENDATION

Commissioners to review 2019-2020 Final Report questions and edit as necessary to approve 2021-2022 Final Report questions.

BACKGROUND

Respectfully Submitted,

Trisha Isom, Housing Manager

ATTACHMENTS:

Description

Final Questions - Draft

Funding Cycle - 2019-2020

Draft 21-22 ZoomGrants Final Report Questions

- 1. Did your agency use all of its funding? If not, how much was used and briefly explain why the unused portion of the grant was not expended.**
- 2. Describe the population served with grant funds and indicate the percentage or number served that were Roseville residents.**
- 3. Describe accomplishments of the project/program funded by the grant.**
- 4. How was success of the project/program measured? Please be specific and identify:**
 - a. the tool(s) used for measuring**
 - b. the resulting score achieved for the program/project for the grant year**
 - c. how the score compared to prior years**
 - d. why the result is considered successful**
- 5. List collaborative partners for the program/project and describe the nature of the collaboration.**
- 6. Will this program/project continue without future grant funds?**

19-20 Funding Cycle Final Report Questions
(submitted August 2020)

- 1. Did your agency use all of its funding? If not briefly explain why your agency did not expend all of your agency funding.**

☐ Yes
☐ No, Please explain
- 2. Describe the accomplishments of the program/project funded through the Citizen's Benefit Fund & REACH Fund. Provide details on how the program/project responded to the needs within the community. How was success measured for this program/project?**
- 3. Please describe how your agency is planning for ongoing sustainability, programmatically and financially.**
- 4. Were there any significant challenges encountered during the grant period? What were some of the strategies used to address those challenges?**
- 5. List agencies you collaborated with on the program/project. Describe the nature of the collaboration. Enter N/A if not applicable.**