



AGENDA

January 14, 2020

ROSEVILLE GRANTS ADVISORY COMMISSION MEETING
TELEVISED
5:30 pm
Council Chambers
311 Vernon Street
Roseville, California

THE CITY OF ROSEVILLE WELCOMES YOUR PARTICIPATION

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

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

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

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

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

Audio/Visual Presentations - If making 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. **PUBLIC COMMENTS**
4. **MINUTES**
 - 4.1. Minutes for November 12, 2019 Meeting of the Grants Advisory Commission
Draft Meeting Minutes for the November 12, 2019 meeting of the Grants

Advisory Commission Meeting

5. PRESENTATION/REQUESTS/ACTION ITEMS

5.1. 2020-2021 Citizens Benefit Fund/REACH Grant - Applicant Workshop

The Grants Advisory Commission and staff will hold the 2020-2021 Citizens Benefit Fund/REACH Grant Applicant Workshop for the 2020-2021 grant cycle.

5.2. Add Meeting for February 11th - CNA Workshop

Discussion and possible action regarding amending the Grants Advisory Commission Work Plan for 2020-2021 by adding an additional Grants Advisory Commission for the CNA Workshop on February 11, 2020.

6. BOARD MEMBER / COMMISSIONER / STAFF REPORT

7. ADJOURNMENT



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Minutes for November 12, 2019 Meeting of the Grants Advisory Commission
Contact: Laura Matteoli, lmatteoli@roseville.ca.us 916-774-5284

Meeting Date: 1/14/2020
Item #: 4.1.

RECOMMENDATION

Staff recommends that the Commission review and approve the attached Draft minutes for the November 12, 2019 meeting of the Grants Advisory Commission

BACKGROUND

Please see the attached minutes

Respectfully Submitted,

Laura Matteoli, Economic Development Director

ATTACHMENTS:

Description

Minutes of the November 12th GAC Meeting

Minutes
Tuesday, November 12, 2019
Roseville Grants Advisory Commission Meeting
City Council Chambers
311 Vernon Street
Roseville, California

1. CALL TO ORDER – 5:36pm

The meeting was called to order at 5:36pm by Chair Lyss

2. ROLL CALL

Commissioners Present:

Robert Lyss
Ed Kriz
Ellaisson Carroll
Erin Kelly
Dawn Heywood

Commissioners Absent:

Michelle Gibson (excused)
Audra Flynn (excused)

3. PUBLIC COMMENT

Chair Lyss asked for Comments - No Comments
Closed Comments

4. MINUTES

4.1 Meeting Minutes for November 12, 2019 Meeting of the Grants Advisory Commission

Commissioner Heywood made a motion to approve the minutes from the October 9, 2019 meeting.
Chair Lyss seconded the motion.
Vote: Motion carried 4-0-1
Yes: Carroll, Heywood, Kelly, Kriz
Abstentions: Lyss

5. PRESENTATIONS/REQUESTS/ACTION ITEMS

5.1 Recommendation of Youth Commissioner

Commissioner Kriz made a motion to approve the appointment of Alex Sordi as Youth Commissioner for the 2020-2021 funding cycle.

Commissioner Heywood seconded the motion.

Vote: Motion passed unanimously

5.2 2018-2019 Grant Year Final Reports

Staff Liaison Matteoli began a discussion related to seven grant recipients who had not submitted their final reports into Zoomgrants on or before the deadline of August 31, 2019. One of those recipients had emailed their report to Staff after the deadline; the others, although reminded twice through Zoomgrants, had not made any attempts to submit. The Grant Guidelines did not currently advise the recipients of that date, however the Grant Agreements that are signed by the recipients do include that information and the date. The discussion for the Commission is whether the deadline should be extended for these recipients.

After a lengthy discussion, Commissioner Kriz made a motion to not extend the deadline, and to include that date in the Guidelines and to remind recipients during the Workshop.

Commissioner Carrol seconded the motion.

Vote: Motion passed unanimously

5.3 2020-2021 Citizen's Benefit Fund Guidelines

Discussion regarding adding the date for the Final Reports in the Guidelines to avoid confusion for the current funding cycle.

Commissioner Heywood made a motion to include the date of August 31, 2020 into the Guidelines. Commissioner Kelly seconded the motion.

Vote: Motion passed unanimously

5.4 Community Needs Assessment Update

Economic Development Manager Troy Holt discussed the Community Needs Assessment and introduced the consultants, Koné Consulting who will be preparing the assessment.

5.5 Community Needs Assessment Presentation – Koné Consulting Update

Alicia Koné, Karin Ellis and Erika Larimer gave a PowerPoint presentation to the Commission

5.6 Update on Community Needs Survey

Item was dropped by Staff Liaison Matteoli, however it was mentioned that Housing Staff was available for questions about the survey if needed.

5.7 2020-2021 Citizen's Benefit Fund / REACH Grant Application

Discussion regarding this item that was tabled at the October 8, 2019 meeting to be finalized at the November 12, 2019 meeting. The issue was that there needed to be changes made to some of the questions, specifically breaking up one of the questions into two questions and potentially adding language to one of the questions. After a lengthy discussion, consensus was achieved and staff was directed to make the changes to the application related to Question #13 and Question #12. The

commission noted that the video of the meeting will likely be helpful in determining the exact changes needed.

Commissioner Heywood made a motion to make the changes
Commissioner Carrol seconded the motion.
Vote: Motion passed unanimously

5.8 2020-2021 2020-2021 Citizen's Benefit Fund / REACH Scoring Criteria

Discussion was related to also making changes to the values of some of the scoring criteria that had been discussed at the October 8, 2019 meeting. Consensus was reached and values were changed for Item #6.

Commissioner Kriz made a motion to make the changes
Commissioner Heywood seconded the motion.
Vote: Motion passed unanimously

5.9 Citizen's Benefit Fund / REACH Grant Applicant Workshop Outline

Discussion was related to adding the final report due date to the script and upating the scoring criteria that had been approved at this current meeting.

Commissioner Heywood made a motion to make the changes
Commissioner Kelly seconded the motion.
Vote: Motion passed unanimously

6. COMMISSIONER/STAFF/REPORTS/COMMENTS

Staff Liaison, Matteoli reminded the Commission that the application would open in six weeks and encouraged the Commission members to visit various service providers and non-profits since doing so would not be advised after the application was opened.

Commissioner Kelly requested staff to send Outlook meeting requests for all of the subsequent meetings so that she could manage the email inflows more efficiently. Staff Liaison Matteoli indicated that we would be able to do that and once the meeting agendas were ready to be disseminated to the Commission members, the original meeting requests would be updated to include a link to the agenda.

7. ADJOURNMENT – 7:02pm

Commissioner Carrol made a motion to adjourn the meeting;
Chair Lyss seconded the motion
Vote: Motion passed unanimously

Meeting was adjourned at 7:02 pm



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: 2020-2021 Citizens Benefit Fund/REACH Grant - Applicant Workshop
Contact: Laura Matteoli, lmatteoli@roseville.ca.us 916-774-5284

Meeting Date: 1/14/2020
Item #: 5.1.

RECOMMENDATION

The Grants Advisory Commission and staff will hold the 2020-2021 Citizens Benefit Fund/REACH Grant Applicant Workshop for the 2020-2021 grant cycle. The application opened in Zoomgrants on December 9, 2019 and will close promptly at 5:00pm on February 10, 2020.

Once the workshop outline presentation is complete, the Commission and staff will receive public comments and questions.

BACKGROUND

Here is an overview of what the workshop will include:

Applicant Workshop Outline January 14, 2020

1. Welcome & Purpose of Workshop (Chair)
2. Overview of the Funding (Chair)
3. Review of Application Timeline (Vice Chair)
4. Online Application Submittal via ZoomGrants (Staff)
5. Application Disqualifications (Staff)
6. Application Scoring Questions and Scale (Chair)
7. Application Required Documents and Budget Highlight (Staff)
8. Helpful Hints for Application and Process (Vice Chair and Commission)
9. Public Comment/Questions from Applicants (Chair and Staff)
10. Closing Comments (Chair)

The workshop will be televised and the recorded meeting will be posted on the City's website with the Commission's agenda and minutes documents.

Respectfully Submitted,

Laura Matteoli, Economic Development Director

ATTACHMENTS:

Description

Attachment 1 - Applicant Workshop Script

2020-2021 Applicant Workshop Agenda Script

1. Welcome: (Chair)

Welcome to the Roseville Grants Advisory Commission Grant Applicant Workshop. We are happy you are here. I am Robert Lyss, the Chair for the Roseville Grants Advisory Commission.

Purpose of workshop: (Chair)

We want to make sure applicants understand what funds are available, how to apply, highlight what's new this year and most importantly, answer YOUR questions.

Our agenda tonight will cover these topics in this order:

1. First, we'll provide an overview of each fund.
2. Next, we'll go over the timeline for this year's grant cycle.
3. We will review the online submittal process.
4. Highlight Application Thresholds and Disqualifications
5. And Provide an Overview of the Application Scoring Questions and Scale.
6. We will then review the required documents section, which we have worked to pare down this year, and Commissioners will provide helpful hints.
7. Then we will open it up to questions from applicants. In order to be most efficient with our time, the Chair will either answer the audience questions or direct staff to answer.
8. After all questions have been answered, Commissioners will provide a few brief comments about this grant cycle and application process.

2. Funds (Chair)

To begin, we'll put up a slide showing a summary of available funds.

Citizens' Benefit Fund – The Roseville City Council established the Citizens' Benefit Fund in 1993 with the funds received from the sale of the City-owned Roseville Community Hospital. The City Council at that time voted to place the proceeds of the sale into an interest-bearing account and give ninety percent (90%) of the interest available annually to non-profits for the purpose of "improving the quality of life for the citizens of the City of Roseville." The remaining ten percent (10%) is deposited back into the Citizens' Benefit Fund to grow the principal. This year the CBF has:

- Approximately \$386,000 in funds available, in order to set funding aside for the completion of a Community Needs Study
- This year, the City is considering using funding to complete a Community Needs Study that would guide future funding awards
- Grants are being made available to 501 (c)3, 501(c)4, and private school organizations.
- Private schools and school-based non-profit associations are eligible and are limited to one application per individual site.

- Again, the CBF grant is to assist in improving the quality of life for the citizens of Roseville.
- The City Council would like to focus these funds on fewer large projects that make a significant impact within the community

REACH – Established in 2003, the City-directed Employee Charitable Giving Program is comprised of contributions by Roseville City employees, retirees, and local businesses. There

- \$2,500-\$4,000 estimated funds available
- Same eligible organizations as CBF
- Schools have the same restrictions as CBF, with one application per individual site
- REACH grants are to assist in improving the quality of life for Youth, Families and Seniors of Placer County.

One Application – Please note that applicants only need to submit one application and can request funding from both sources. If you are requesting funds from multiple sources to serve residents in both Roseville and Placer County, it would be very helpful to describe in your project description how those funds will be split. For example, you might say you are requesting \$10,000 total and that \$8,000 will be used to serve Roseville residents and \$2,000 will be used to serve residents outside Roseville in Placer County.

Vice Chair, Ed Kriz, will now go over the timeline for the grant funding cycle.

3. Timeline (Vice Chair)

Hello, let's review some important dates to remember for this funding cycle:

- Applications must be submitted online via ZoomGrants™ by 5:00pm on **Monday, February 10, 2020**
- Staff will review all submitted grant applications and ensure the required documents were submitted. Applications without all of the required paperwork will be disqualified.
- The Commission has a meeting on **Tuesday April 14th** at which time they will agree on funding recommendations. Funding recommendations will go to the City Council in May; and grant checks will be awarded by this Commission at our meeting on **Tuesday, July 14, 2020**.
- **Final Reports are due by August 31st in ZoomGrants for the prior funding cycle (2019-2020)**

4. Online Application Submittal (Staff)

(Staff) So that we know who our audience is, who applied for grant funding during our last funding cycle? Who is new? (Show of hands)

A direct link to the ZoomGrants website is posted on the City's Grants Advisory webpage. All returning applicants can login using their existing ZoomGrants accounts and all new applicants will be directed to create their new ZoomGrants account. Applicants needing assistance with submitting their grant applications

can contact ZoomGrants directly with this toll free number: 866-323-5404 or by accessing the Help key posted on their website.

(Staff) The Grants Advisory Commission re-evaluated the application and review criteria this year with a goal of updating the scoring module that aide the Commission in the equitable evaluation of all applications and in an effort to further streamline the process. The Committee put great thought into the relevance and applicability of each application question, required document, and review criterion, rewording and deleting where possible. The Review Criteria for 2020-2021 CBF and REACH Grant Applications is available on the City's website and as a handout this evening. We will go over highlights of the review criteria and required documents in the application.

5. Highlight Application Disqualification (Staff)

In accordance with the review criteria provided, the primary thresholds are:

- Applicant has submitted all of the required application documents and has a current Business License with the City of Roseville by the application deadline.
- Applicant has submitted required annual report(s) for the 2018-2019 CBF and REACH grants which were due August 31, 2019.

If these thresholds are not met, the application is disqualified. Staff will be reviewing the applications for completeness and making this determination. Staff will notify applicants if their application(s) do not meet these primary thresholds.

6. Application Scoring Questions and Scale (Chair)

The next portion of the Review Criteria is the Application Scoring Questions and Scoring Scale. These will be used in the review and scoring of applications. Each question is aimed at valuing how the application meets local needs and objectives for maximizing community benefit with these funds, particularly through community engagement, leveraging, and collaboration. The questions and scale are provided for you on this slide and are in your handout for reference.

Grant Application Scoring Questions and Scoring Scale

Scoring Questions	Scoring Scale
1. Application demonstrates the need for the project or program.	15
2. Application clearly defines the project/program and how success is measured.	15
3. Application reflects mission and meets the general requirements and guidelines for CBF and/or REACH.	5
4. Requested funds achieve an impact on the identified need.	15
5. Application demonstrates evidence of community engagement.	10
6. Application includes a collaboration within the community that increases efficiency and efficacy of the grant.	15
7. Request is reasonable given the proposed project/program and the organization's experience and capacity.	5
8. Project budget is clear and organization's budget demonstrates stability.	10
9. Additional funding support for this project/program is clearly identified.	5
10. Application clearly identifies how agency will reduce costs or generate additional revenue to cover project/program and operating costs.	5
TOTAL POINTS	100

7. Required Documents and Budget Highlight (Staff)

Under the **Documents Tab** in the grant application there is a list of required documents that must be submitted as part of your application.

VERY IMPORTANT! Required documents are stated as such in the required column. If a required document does not apply to your organization, you **MUST** upload a document with an explanation of why it does not apply, label the document with an N/A in front of the respective file name. If a document is not included and there is no explanation indicating why the document is not attached or required, the application will be deemed incomplete and disqualified.

- Explanations do not need to be lengthy. For example, if you are awaiting your 501 (c)3 status, please provide that information and accompanying documentation.
- If you are requesting grant funds for a Capital Expenditure or Property Improvement we require a total of three bids for individual items costing more than \$250. **Very important for private schools and school nonprofit organizations** – these organizations are also required to submit the requested number of bids for Capital Expenditures or Property Improvement. We understand that these organizations often purchase items under a larger contract that was bid through the private school or district. Even so, three bids are required. You can use the price of an existing contract as one bid, but you must also get two additional bids. The reason we require this is to ensure that the grant funds are being used as efficiently as possible.

- One last clarification for Capital Expenditures or Property Improvement - The type of required bid is based on the cost of the individual item. For example, if you are requesting \$5,000 in grant funding for 10 items that each cost \$500; you would need to submit 3 phone/online bids based on the cost of the individual item, not the total cost.
- **Signed** Board Authorization & Assurances/Certificates should be completed and uploaded, please use the template provided and do not substitute. Please note this could be a time-sensitive item for your board to complete if they do not meet monthly.
- Grant applications for organizations that are providing therapy/counseling services **MUST** include their certification information that allows them to practice in that field as well as include the number of volunteer hours being provided to that organization.
- While a copy of your business license is not required to be submitted, your organization is required to have a current one on file and the city will confirm your organization's current business license as of the application submittal deadline.
- While collaboration is not a requirement of this grant process, it is highly recommended and scored more favorably. Collaboration serves to stretch these local funds further and reduces duplication of services.
- This year, the application also provides the option of co-applicants being listed in the application for organizations that wish to apply together on a joint project or service. If you decide to have co-applicants in your application, please designate a lead agency to complete the application and supply the required documents. The lead agency will be accountable to the grant process and requirements.

8. Helpful Hints (Vice Chair/Commission)

I'd like to take a few minutes to reiterate a couple of points or reminders that will make completing your application easier, and I would invite my colleagues to add any other helpful hints for potential applicants.

- Applicants can access the application using the link located on the City's Grants homepage
- That link will take you to ZoomGrants.com for you to set up your account or sign in using your existing log-in.
- Your grant application will automatically save when you advance to the next question or click outside of the text box.
- You can access your incomplete application up until it has been submitted, once it is submitted, no changes can be made.

- Most sections on the application have instructions; however, the system default is to hide the instructions. If you'd like to see the instructions simply click on the **show/hide instructions** at top of each section and they will appear.

(Open for commissioner comments and discussion on collaboration)

Thank you and I will now turn it back over to our Chair, Robert Lyss.

9. Public Comment/Questions (Chair)

Now we will open it up for public comment and applicants may use this time to ask any questions they have about the application process. (Robert fields questions—answers or defers to staff)

Close Public Comment (Chair) -

Thank you for your questions. I am now closing public comment and moving on to Commissioners for their closing comments. If Commissioners would like to provide some brief comments to further assist our applicants in submitting the best application possible, we will now take a few minutes to do so.

10. Closing (Chair)

I want to remind our applicants that tonight's workshop will be available to view online on the city's website. Also, from now until we make final funding recommendations in April, our Commissioners will not be visiting or touring any agencies; however, fundraisers and special events that are open to the public are fine to attend if they so choose.

That concludes the Applicant Workshop portion of our meeting. Thanks to all our applicants for coming tonight, we thank you for the valuable work you do in the community and look forward to reading your applications.



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Add Meeting for February 11th - CNA Workshop
Contact: Laura Matteoli, lmatteoli@roseville.ca.us - 916-774-5284

Meeting Date: 1/14/2020
Item #: 5.2.

RECOMMENDATION

Discussion to determine if the CNA Workshop being held at Martha Riley Library on February 11, 2020 between 11:00am and 4:00pm should be noticed and held as a regular Grants Advisory Meeting, thereby requiring an amendment to the GAC Work Plan for 2020-2021.

Review the approved 2020-2021 Grants Advisory Commission (GAC) 2020-2021 Work Plan and Funding Cycle and 2020-2021 Funding Cycle Calendar. Adding an additional meeting will require an amendment to those documents.

BACKGROUND

At the end of the November 12, 2019 GAC meeting, Commission member Ellaisson Carrol suggested that the scheduled Community Need Analysis (CNA) Workshop by Kone Consulting be scheduled as a GAC meeting. The CNA workshop is scheduled at Martha Riley Library on February 11, 2020 between 11:00 am and 4:00pm. The intent of Commissioner Carrol request is to avoid the limit of only having three GAC Commissioners attend the workshop.

If the Board has consensus, the GAC Work Plan for 2020-2021 and the 2020-2021 Funding Cycle Calendar would need to be amended to include that as a regularly scheduled meeting, and would require a separate agenda notifying the public that the meeting will be held at Martha Riley Library on that date.

Respectfully Submitted,

Laura Matteoli, Economic Development Director

ATTACHMENTS:**Description**

2020-2021 Work Plan

2020-2021 Funding Cycle Calendar

Grants Advisory Commission

2019-2020 Work Plan for the 2020-2021 Funding Cycle

Date	Agenda items:
October 8, 2019 (5:30pm)	Agenda: Welcome new commissioner Elect Chair and Vice Chair Adopt 2020/21 Work Plan Adopt 2020/21 Funding Cycle Calendar Review Citizens Benefit Fund/ REACH Policy Manual Updates Review Grant Guidelines and Application
November 12, 2019 (5:30 pm / 7:00 pm)	Agenda (5:30 pm): Interview Youth Commissioner Applicants Agenda (7:00 pm): Recommendation of Youth Commissioner Community Needs Assessment (CNA) Update Adopt Application and Guidelines Review Scoring Criteria Review Roles/Responsibilities for Applicant Workshop 2018/2019 Final Reports
<i>December 9, 2019</i>	<i>Grant Applications available online</i>
December 10, 2019	No meeting
January 14, 2020 (5:30pm)	Agenda: Applicant Workshop (Televised)
<i>February 10, 2020</i>	<i>Grant Applications due by 5:00 p.m.</i>
February 11, 2020	No meeting
March 2, 2020	Staff determines application completeness
<i>March 3, 2020 - April 1, 2020</i>	<i>Commissioners review applications in ZoomGrants and score applications</i>
March 10, 2020 (5:30pm)	Agenda: Community Needs Assessment Presentation (Televised)
April 14, 2020 (5:30pm)	Agenda: Funding Workshop: Funding Recommendations (Televised)
May 12, 2020	No meeting
June 9, 2020	No meeting
July 14, 2020 (6:00pm)	Agenda: Grant Check Presentations

Grant Funding Cycle Calendar 2020 - 2021

Citizens' Benefit Fund / R.E.A.C.H. Fund

Date	Activity
November 12, 2019 (5:30 p.m.)	Community Needs Assessment Update Adopt Application Documents Finalize Scoring Criteria
December 9, 2019	Grant Application link posted on City website
January 14, 2020 (5:30 p.m.)	Commission meeting - Applicant Workshop – ATTENDANCE STRONGLY ADVISED (Televised)
February 10, 2020 (by 5:00 p.m.)	Grant Applications due by 5:00 p.m. (Staff Liaison to determine application completeness by March 2, 2020)
March 3, 2020	Commissioners to review applications in Zoomgrants and score by April 1, 2020
March 10, 2020	<i>Community Needs Assessment Presentation (Televised)</i>
April 14, 2020 (5:30 p.m.)	<i>Commission meeting – Funding Recommendations (Televised)</i>
May 20, 2020 (Tentative)	<i>City Council meeting - Action on Funding Recommendations (Televised)</i>
July 14, 2020 (6:00 p.m.)	Commission meeting - Grant check presentations (not Televised)

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

