



AGENDA

January 12, 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

1.1. Introduction of Trisha Isom to Commission

Introduction of Trisha Isom to Commission as new Staff Liaison.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. 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.

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.

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

7. BOARD MEMBER / COMMISSIONER / STAFF REPORT

8. ADJOURNMENT



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Introduction of Trisha Isom to Commission
Contact: Laura Matteoli, lmatteoli@roseville.ca.us 916-774-5284

Meeting Date: 1/12/2021
Item #: 1.1.

RECOMMENDATION

Introduction of Trisha Isom to Commission as new Staff Liaison.

BACKGROUND

Trisha Isom, the City's Housing Manager, has over sixteen years of housing experience including working with the City's federally-funded housing choice voucher rental assistance and community development block grant, as well as working with affordable housing developers and homelessness, and rapid re-housing efforts with area non-profits.

Trisha is transitioning into the role of the GAC staff liaison during this funding cycle. The Grants Advisory Commission will be in good hands with Trisha assuming this new role and she looks forward to working with you all to further the mission of the GAC.

Respectfully Submitted,

Laura Matteoli, Economic Development Director



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Recommendation for Youth Commissioner for the 2021-2022 Funding Cycle
Contact: Melissa Hagan, 916-774-5476, mhagan@roseville.ca.us

Meeting Date: 1/12/2021
Item #: 5.1.

RECOMMENDATION

Staff is recommending that the Grants Advisory Commission appoint Jenna Brashear as the Youth Commissioner for the 2021-2022 Funding Cycle.

BACKGROUND

At the November 10, 2020 meeting of the Grants Advisory Commission, the Commissioners approved the formation of a subcommittee to interview and select a Youth Commissioner for the 2021-2022 funding cycle. The subcommittee was comprised of Chair Kriz, Commissioner Perez and Commissioner Gibson with Staff Liaison Matteoli in attendance.

Interviews were held on November 19th and 20th remotely via Teams. The subcommittee deliberated after the final interview and made a selection to recommend to the Commission to offer Jenna Brashear the opportunity to serve as the Youth Commissioner for the Grants Advisory Commission for the period January 2021 through December 31, 2021.

City Council approved Ms. Brashear as the GAC Youth Commissioner at the December 16, 2020 City Council Meeting and she took her Oath at the City Clerk's Office on December 31st.

Staff is therefore recommending that the Grants Advisory Commission appoint Jenna Brashear as the Youth Commissioner for the 2021-2022 Funding Cycle.

Respectfully Submitted,

Melissa Hagan, Management Analyst II



GRANTS ADVISORY COMMISSION COMMUNICATION

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

Contact: Melissa Hagan, 916-774-5476, mhagan@roseville.ca.us

Meeting Date: 1/12/2021

Item #: 5.2.

RECOMMENDATION

Staff is recommending the Commission approve the minutes of the November 10, 2020 Grants Advisory Commission Meeting.

BACKGROUND

There is not background associated with this item.

Respectfully Submitted,

Melissa Hagan, Management Analyst II

ATTACHMENTS:

Description

Minutes of the November 10, 2020 GAC Meeting



MINUTES
November 10, 2020
VIDEO

GRANTS ADVISORY COMMISSION MEETING

5:30 p.m.

Council Chambers - (Remote)
311 Vernon Street
Roseville, CA 95678

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1. CALL TO ORDER

Meeting was called to order at 5:30 p.m.

2. ROLL CALL

Roll Call was taken at 5:31 p.m.

Commissioners Present:
Commissioner Flynn
Commissioner Heywood
Commissioner Lyss
Vice Chair Carroll
Commissioner Gibson
Commissioner Perez

Youth Commissioner Sordi was absent

3. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was recited at 5:32 p.m.

4. PUBLIC COMMENTS

Public Comments were opened at 5:34 p.m. and Closed at 5:36 p.m.

5. PRESENTATIONS / REVIEWS / ACTION ITEMS

5.1. Approve the Minutes of the October 13, 2020 Grants Advisory Commission Meeting

Approve the Minutes of the October 13, 2020 Grants Advisory Commission Meeting.

Minutes were adopted for the November 10th meeting.

No Discussion

Commissioner Kriz abstained as he was not present at the November 10, 2020 meeting.

Motion by Ellaison Carroll, seconded by Robert Lyss, Approve Motion to Approve the Minutes of the November 10, 2020 Grants Advisory Commission Meeting. The Motion Passed.

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

Abstain: Kriz

5.2. Approve the Formation of Subcommittee to Select a Youth Commissioner

Approve the formation of a subcommittee to select a Youth Commissioner for the 2021-Grant Funding Cycle.

The Youth Commissioner application deadline is November 13, 2020, which occurs after tonight's meeting and can not be changed. Due to the delayed timing staff recommends that the Commission form a subcommittee to interview and select a youth commissioner who will be seated at the January 12, 2021 meeting.

At this time we have three or four applicants. Staff will schedule Teams interviews for applicants and the subcommittee members to interview and select a Youth Commissioner.

A discussion ensued as to how this was handled last year.

A committee of three is recommended however according to staff attorney Levy, a smaller subcommittee is allowed. Commissioner Perez, Commissioner

Gibson, and Commissioner Kriz volunteered to be a part of the interview process.

Follow up Items:
None

Motion by Robert Lyss, seconded by Renee Perez, Approve Motion to Approve Formation of the Youth Commissioner and Select Youth Commissioner with Perez, Gibson and Kriz for Jan 12 meeting. The Motion Passed.

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

5.3. Approve the Final Reports and Summary Report for the FY2019-20 Grant Funding Cycle

Approve the Final Reports and Summary Report for the FY2019-20 Grant Funding Cycle which ended with the submittals of those reports by August 31, 2020.

Staff Liason shared with the Commission that all grantees filed their reports on time with RPAL and Placer Food Bank submitting their reports with staff assistance.

For this year, the GAC requested that a Final Summary report be created highlighting accomplishments for each grantee. This summary was created by City staff and is being presented tonight for the Commissioners review and approval along with approval for the Final Reports.

A discussion ensued with all Commissioners commenting on how good the summary report looked with the format and the logos.

Some Commissioners suggested that perhaps it could be expanded or embellished?

Ideas:

- Maybe the questions could be tailored to extract the information more easily.
- Maybe there could be something about the community being served.
- Number of students/persons being served
- How was success measured?

It was decided that this year the Summary Report could stand as it is, however for next year perhaps it could be refined and include other information. This one will be shared with the City Council.

A discussion to finalize how the report will look and what will be included for the next funding cycle will be included in a future meeting.

Follow up Items:

- Revisit the Summary Report for next year at a subsequent meeting.

Motion by Robert Lyss, seconded by Michelle Gibson, Approve Motion to Approve the Final Reports and Summary Report for FY2019-20 as presented.. The Motion Passed.

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

5.4. Approval of Final Grant Documents for the FY2021-2022 Grant Funding Cycle
Approve the Final Grant Documents for the FY2021-2022 Grant Funding Cycle.

Staff Liason Matteoli requested the Commission approve the final FY2021-22 Grant Funding cycle program documents which include:

- The Citizens Benefit Fund Policy Manual
- The City Benefit Fund Guidelines
- The REACH Guidelines
- The Scoring Criteria
- The Grant Application

The approval would allow for a provision for any minor revisions to be done by Staff in lieu of taking the items back to the Commission.

Most of the discussion between the Commissioners centered around the question #9 about additional funding and how applicants would be scored if they answer yes or no. Is the question biased? Is the applicant at odds as to whether a no or a yes answer is what is the objective? It was suggested that Question #9 be eliminated.

The Commissioners settled on leaving the questions as is for this funding cycle but revisiting at another meeting for next year. Another consideration was to be clear as to whether the funds are going to Roseville

For this year, it was suggested that a special mention at the Workshop be done in order to let applicants know that the question should be answered yes or no and to please include an explanation either way. The applicant should not answer "does not apply" or "not applicable": The scoring would be better left to the judgment of each Commissioner as to how to score based on those answers. Too much transparency or consistency in how to score, narrows the discretion of each Commissioner. It was mentioned that the Commission has struggled with this before.

Other discussions included:

- Provide clarification regarding the location of the January meeting which Staff Liaison Matteoli confirmed will most likely be remote.
- Change the date to December 7th for the opening of the application
- clarify language related to where and how the meeting will take place

Public Comments Opened - no comments received - Public Comments Closed

Follow Up Items:

- The Policy Manual and Report Summary will go to Council in December.
- Revisit Question #9 for next cycle
- Agenda will include where and how the meeting will take place and reference "as noticed" and in person or remote

Motion by Dawn Heywood, seconded by Renee Perez, Approve Motion to Approve Final Grant Documents with minor modifications incorporated by Staff.. The Motion Passed.

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

6. PUBLIC COMMENTS

Public Comments on any Item

No Public Comments

7. COMMISSIONER / STAFF REPORT

Staff Liaison Matteoli reminded Commissioners to reach out and/or go to non-profits before cycle opens. Find out what they do and what communities they serve. Matteoli thanked all of the Commissioners for their hard work with Kone's recommendations and integrating them into next year.

In Mar or Apr staff will work on tailoring the final report questions.

Chair Kriz and other Commissioners thanked staff for all hard work with remote meetings etc.

Commissioner Comments:

Vice Chair Carrol shared with the group that she had attended the October council meeting

She suggested that between now and January 12th, the Commissioners think about those council priorities in preparation of any questions that may be received from the public.

Also wanted to share about how to use the ranking methodology for scoring and how it has changed and maybe have a discussion about that. Staff Attorney Levy said that this item could not be discussed at this meeting since it was not on the Agenda. We could include it on the next meeting or a future meeting.

Follow Up Items:

Scoring Methodology

8. ADJOURNMENT

Meeting was adjourned at 6:50 p.m.

Motion by Robert Lyss, seconded by Michelle Gibson, to adjourn Motion to Adjourn Meeting. The Motion Passed.

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

DRAFT



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: 2021-2022 Citizens Benefit Fund/REACH Grant - Applicant Workshop
Contact: Trisha Isom tisom@roseville.ca.us 916-746-1239

Meeting Date: 1/12/2021
Item #: 6.1.

RECOMMENDATION

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

BACKGROUND

The Grants Advisory Commission and staff will hold the Citizens Benefit Fund/REACH Grant Applicant Workshop for the 2021-2022 grant cycle. The application opened in Zoomgrants on December 7, 2020 and will close promptly at 5:00pm on February 9, 2021.

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 12, 2021

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)

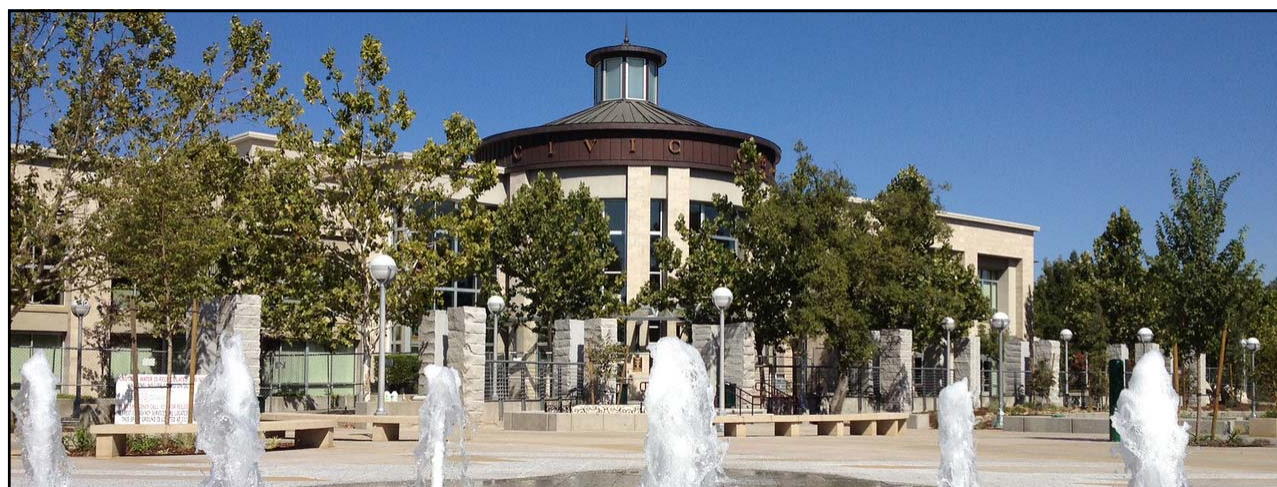
The workshop will be televised and the recorded meeting will be posted on the City's website with the Commission's agenda and minutes documents.

Respectfully Submitted,
Trisha Isom, Housing Manager

ATTACHMENTS:

Description

Slide Deck for Workshop



Roseville Grants Advisory Commission Applicant Workshop

January 12, 2021



Purpose of workshop

- Provide overview of each fund
- Review timeline and grant funding priorities for this year's grant cycle
- Review online submittal process
- Provide overview of application scoring questions and scale
- Review required documents, budget, funding priorities, scoring scale
- Commissioners will provide helpful hints and answer questions



Citizens' Benefit Fund

- Funds available: approximately \$357,700
- Eligible applications: private schools & nonprofit organizations (501(c)3/501 (c)4)
- School sites/organizations: private schools and nonprofit organizations, one application per school site
- Current Roseville Business License
- "Improve the quality of life for the citizens of Roseville"



Roseville Employees Annual Charitable Hearts

- Funds available: approximately \$1,634
- Eligible applications: private schools & nonprofit organizations (501(c)3/501 (c)4)
- School sites/organizations: private schools and nonprofit organizations, one application per school site
- Current Roseville Business License
- "Improve the quality of life for Youth, Families, Seniors of Placer County"



Timeline

- Monday, December 7th - Grant application opened/link posted
- Monday, February 8th - Grant applications must be submitted **ONLINE** in ZoomGrants by **5:00 pm**
- Staff will review applications to ensure threshold requirements are met
- March 2nd through April 2nd – Grant applications reviewed and scored by Commissioners individually in ZoomGrants



Timeline

- Tuesday, April 13th – Commission determines funding recommendations
- Wednesday, May 19th – City Council reviews funding recommendations and takes final action
- Tuesday, July 13th – Commission holds check presentations to funded applicants



Overview and online application

- City of Roseville Grants Page:
www.roseville.ca.us/government/city_manager/grants
- ZoomGrants Website:
www.zoomgrants.com
- ZoomGrants Helpline:
866-323-5404



Review criteria for applications

Scoring Questions and 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.	20
5. Application demonstrates evidence of community support.	10
6. Application clearly describes how the collaborative partners increase efficiency and efficacy of the grant.	10
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 sustainability.	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



Required documents

- Documents – Upload all required documents
- No document and/or Not Applicable documents –
A document with an explanation is required to be uploaded.
- Bids are required for capital expenditures or construction projects



Application reminders/helpful hints

- ZoomGrants link posted on www.roseville.ca.us/government/city_manager/grants/
- Create a new ZoomGrants™ account or sign in using an existing account
- Grant application automatically saves
- Changes can be made by applicant up until application is "submitted"
- Turn on **Show/Hide Instructions** tab for instruction



Questions

- Audience questions
 - To re-watch this meeting - www.roseville.ca.us
 - Government
 - Agendas and Minutes
 - Grants Advisory Commission
 - If you still have questions, please email Trisha Isom, Grants Advisory Commission Liaison @ tisom@roseville.ca.us
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