



AGENDA

January 8, 2019

ROSEVILLE GRANTS ADVISORY COMMISSION MEETING

5:30 p.m.

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. MEETING MINUTES**
 - 4.1. Meeting Minutes for November 13, 2018 Meeting of the Grants Advisory Commission
Draft Meeting Minutes for the November 13, 2018 Meeting of the Grants

Advisory Commission.

5. PRESENTATION/REQUESTS/ACTION ITEMS

5.1. 2019-2020 Citizens Benefit Fund/REACH Grant - Applicant Workshop

The Grants Advisory Commission will hold the 2019-2020 Citizens Benefit Fund/REACH Grant Applicant Workshop for the 2019-2020 grants application cycle.

6. COMMISSIONER / STAFF COMMENTS

7. ADJOURNMENT



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Meeting Minutes for November 13, 2018 Meeting of the Grants Advisory Commission

Contact: Danielle Foster dfoster@roseville.ca.us (916) 774-5446

Meeting Date: 1/8/2019

Item #: 4.1.

RECOMMENDATION

Staff recommends that the Commission review and approve the draft attached minutes for the November 13, 2018 Meeting of the Grants Advisory Commission.

BACKGROUND

Please see the attached minutes.

Respectfully Submitted,

Danielle Foster, Housing Manager

ATTACHMENTS:

Description

Attachment 1 - Draft Meeting Minutes for November 13, 2018 Meeting of the Grants Advisory Commission



MINUTES

Tuesday, November 13, 2018
Roseville Grants Advisory Commission Meeting
City Council Chambers
311 Vernon Street
Roseville, California

1. CALL TO ORDER - 5:31pm

2. ROLL CALL

Commissioners Present:

Ellaisson Carroll (arrived during Item 5.1)

Audra Flynn

Wendy Green (arrived during public comment)

Dawn Heywood, Chair

Erin Kelly

Ed Kriz

Robert Lyss, Vice Chair

Chair Heywood welcomed Commissioner Kelly to her new role with the Commission. Commissioner Kelly spoke of her interest, relevant experience and hopes for her time on the Commission.

3. PUBLIC COMMENTS

No public comment.

4. MEETING MINUTES

4.1. Meeting Minutes for August 14, 2018 Meeting of the Grants Advisory Commission

Commissioner Kriz made a motion to approve the meeting minutes from the August 14, 2018 meeting. Commissioner Lyss seconded the motion.

Vote: Motion carried 4-0-2

Yes: Green, Heywood, Kriz, Lyss

Abstain: Flynn and Kelly

5. PRESENTATION/REQUESTS/ACTION ITEMS

5.1. Community Needs Study

Staff provided information in follow-up to the August discussion on community needs. Staff reported that the City Manager has directed staff to include funding for a Community Needs Study, estimated to cost approximately \$40,000-\$60,000, as part of the upcoming funding allocation recommendations. The Commission acknowledged this approach as something that would offer a useful reference document in future funding cycles and there was discussion that a study likely would not be available until the 2020-2021 funding cycle for grants.

5.2. 2019-2020 Citizens Benefit Fund/REACH Grant Application

The 2019-2020 Citizens Benefit Fund/REACH Grant Application was reviewed by the Commission and additional updates were discussed and added by the Commission in order to: allow for co-applicants in the process, update community need areas to align with recent commission discussions (change to: at-risk populations, arts & education, capital projects, community building, environment & animal services, and health & human services), and add additional questions and language regarding outcomes, collaboration, differentiation of services, and public engagement. The Commission also made a small correction to the Assurances and Certifications form. Action was taken on the recommended application, as amended. The Commission also requested that staff provide the most-recent year-end report with each application in the upcoming application cycle and staff agreed to look into the request.

Commissioner Green made a motion to approve the application, as amended.

Commissioner Kelly seconded the motion.

Vote: Motion carried 7-0

Yes: Carroll, Flynn, Green, Heywood, Kelly, Kriz, Lyss

5.3. 2019-2020 Citizens Benefit Fund/REACH Grant Application Scoring Criteria

The 2019-2020 Citizens Benefit Fund/REACH Grant Application Scoring Criteria was reviewed by the Commission for their final action prior to the opening of the application cycle in December. The Commission redistributed the scoring scale to give more points for collaboration and a clear stable budget.

Commissioner Green made a motion to approve the scoring criteria, as amended.

Commissioner Flynn seconded the motion.

Vote: Motion carried 7-0

Yes: Carroll, Flynn, Green, Heywood, Kelly, Kriz, Lyss

5.4. Citizens Benefit Fund/REACH Grant Applicant Workshop Outline

Staff presented and the Commission reviewed a draft workshop outline for the upcoming Citizens Benefit Fund/REACH grant applicant workshop in January. The Commission asked that staff speak to the difference between collaboration and co-applicants, as part of Item 7 in the outline. It was also agreed that the Chair would clarify in Item 2 that the reduction in estimated available funding is due to the funding needed for completion of a Community Needs Study.

Other updates to amend the funding year and scoring scale were noted.

Commissioner Green made a motion to approve the workshop outline, as amended.

Commissioner Lyss seconded the motion.

Vote: Motion carried 7-0

Yes: Carroll, Flynn, Green, Heywood, Kelly, Kriz, Lyss

6. BOARD MEMBER/ COMMISSIONER/ STAFF REPORT

6.1. 2017-2018 Grant Year Final Reports

Staff presented the information regarding organizations that did not submit their final grant reports for the 2017-2018 Grant Year that was due August 31, 2018, making those organizations ineligible in the upcoming funding cycle.

Other Commissioner and Staff Comments:

Release of CBF/REACH funding application- The Commission asked staff about how the Citizens Benefit Fund and REACH funding application is advertised. Staff confirmed that the information is posted on the City's website, emailed out to all past applicants on the ZoomGrants email listserv, and sent to organizations who have requested emails. Staff also forwards the notifications to local non-profit association groups.

Impacts of Camp Fire on Roseville- Commissioner Carroll brought up the events of the Camp Fire and consideration of potential impacts locally.

Youth Commissioner recruitment- Staff reminded the Commission to refer any potential youth commissioner applicants to the City Clerk's Office or city website directly.

7. ADJOURNMENT- 7:20 pm

Commissioner Lyss made a motion to adjourn the meeting.

Commissioner Flynn seconded the motion.

Vote: Motion carried 7-0

Yes: Carroll, Flynn, Green, Heywood, Kelly, Kriz, Lyss



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: 2019-2020 Citizens Benefit Fund/REACH Grant - Applicant Workshop
Contact: Danielle Foster dfoster@roseville.ca.us (916) 774-5446

Meeting Date: 1/8/2019
Item #: 5.1.

RECOMMENDATION

The Grants Advisory Commission and staff will hold the 2019-2020 Citizens Benefit Fund/REACH Grant Applicant Workshop for the 2019-2020 grants application cycle. Once the workshop outline 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 8, 2019

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,

Danielle Foster, Housing Manager