



AGENDA

January 4, 2022

GRANTS ADVISORY COMMISSION MEETING

5:30 p.m.

Council Chambers

311 Vernon Street

Roseville, California

www.roseville.ca.us/CORTV

The meeting may be viewed on Comcast channel 14, Consolidated Communications channel 73, and AT&T U-Verse. Grants Advisory Commission meetings are also video streamed live on the City's website at roseville.ca.us/watch and roseville.ca.us/agenda, and the City's YouTube channel at youtube.com/CityofRosevilleCa.

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. Minutes for November 9, 2021 Meetings of the Grants Advisory Commission

Approve the Minutes of the November 9, 2021 Grants Advisory Commission Meeting

6. PRESENTATION/REQUESTS/ACTION ITEMS

6.1. Approve Updated 2022-2023 CBF and REACH Fund Guidelines

Approve Updated 2022-2023 CBF and REACH Fund Guidelines

6.2. 2022-2023 Citizens Benefit Fund/REACH Grant - Applicant Workshop

2022-2023 Citizens Benefit Fund/REACH Grant - Applicant Workshop

7. COMMISSIONER / STAFF REPORT

8. ADJOURNMENT



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Minutes for November 9, 2021 Meetings of the Grants Advisory Commission
Contact: Heather Blanco hblanco@roseville.ca.us 916-746-1171

Meeting Date: 1/4/2022
Item #: 5.1.

RECOMMENDATION

Approve the Minutes of the November 9, 2021 Grants Advisory Commission Meeting

BACKGROUND

Respectfully Submitted,

Heather Blanco, Management Assistant

ATTACHMENTS:

Description

DRAFT Minutes from November 9, 2021 5:30 Grants Advisory Commission Meeting

DRAFT Minutes from November 9, 2021 7:00 Grants Advisory Commission Meeting



MINUTES

November 9, 2021

SPECIAL MEETING

GRANTS ADVISORY COMMISSION MEETING

5:30 p.m.

Council Chambers

311 Vernon Street

Roseville, California

www.roseville.ca.us/CORTV

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.

1. CALL TO ORDER

The meeting called to order by Chair Carroll at 5:30pm

2. ROLL CALL

Silent Roll Call taken by Recording Secretary Blanco

Commissioners Present:

Chair Carroll

Vice Chair Gibson

Commissioner Heywood

Commissioner Kriz

Commissioner Perez

Commissioner Reed

3. PUBLIC COMMENTS

No public comment received

4. PRESENTATION/REVIEWS/ACTION ITEMS

4.1. Interview Youth Commissioner Applicants

Interview applicants to fill the vacant position for Youth Commissioner

Commissioners interviewed 5 applicants for the Grants Advisory Youth Commissioner position

5. **ADJOURNMENT**

Adjourn 6:40

Motion by Dawn Heywood, seconded by Ed Kriz, Approve Motion. The Motion Passed.

Roll call vote: Ayes: Carroll, Gibson, Heywood, Kriz, Perez, Reed

DRAFT



MINUTES

November 9, 2021

GRANTS ADVISORY COMMISSION MEETING

7:00 p.m.

Council Chambers
311 Vernon Street

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1. CALL TO ORDER

Meeting called to order by Chair Carroll at 7:00 PM

2. ROLL CALL

Commissioners Present:
Chair Carroll
Vice Chair Gibson
Commissioner Heywood
Commissioner Kriz
Commissioner Perez
Commissioner Reed

3. PLEDGE OF ALLEGIANCE

Chair Carroll led the Pledge of Allegiance.

4. PUBLIC COMMENTS

No Public Comments received

5. MINUTES

- 5.1. Approve the Meeting Minutes of the October 21, 2021 Grants Advisory Commission Meeting

Staff recommends the Commission review and approve the draft minutes attached for the October 21, 2021 meeting

Motion by Ed Kriz, seconded by Renee Perez, Approve the October 21, 2021 Grants Advisory Commission Meeting Minutes. The Motion Passed.

Roll call vote: Ayes: Carroll, Gibson, Heywood, Kriz, Perez, Reed

6. PRESENTATION/REVIEWS/ACTION ITEMS

6.1. Recommendation of Youth Commissioner Applicant

Recommendation of Youth Commissioner

The commissioners discussed the five applicants that interviewed for the Youth Commissioner opening. The commissioners are recommending to City Council Ryan Leung to serve as the Youth Commissioner for the Grants Advisory Commission

Motion by Renee Perez, seconded by Vanessa Reed, to appoint to recommend a Youth Commissioner to City Council for appointment to the Grants Advisory Commission. The Motion Passed.

Roll call vote: Ayes: Carroll, Gibson, Heywood, Kriz, Perez, Reed

6.2. Review Roles Responsibilities for Applicant Workshop

Review the roles and responsibilities for the applicant workshop

The commissioners discussed the workshop is not mandatory, but recommended, and will be televised.

Informational only

7. COMMISSIONER / STAFF REPORT

December 8th, open applications and closes the site visits for the commissioners.

Commissioner Kriz visited a couple of the recipients from the past funding cycle, and encourages other commissioners to get out and see the services and support being provided to the community

Commissioner Perez wanted to thank all the talented Youth Applicants that applied and interviewed this evening

8. ADJOURNMENT

Meeting adjourn at 7:14 pm

Motion by Dawn Heywood, seconded by Ed Kriz, Approve to adjourn meeting.
The Motion Passed.

Roll call vote: Ayes: Carroll, Gibson, Heywood, Kriz, Perez, Reed

DRAFT



GRANTS ADVISORY COMMISSION COMMUNICATION

Title: Approve Updated 2022-2023 CBF and REACH Fund Guidelines

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

Meeting Date: 1/4/2022

Item #: 6.1.

RECOMMENDATION

Staff recommends that the Commission review the updated Citizens Benefit Fund and REACH fund guidelines.

BACKGROUND

At the October 2021 GAC meeting, the commission reviewed and approved the fund guidelines for the upcoming cycle. Staff received updated funding amounts for both the Citizens Benefit Fund and REACH grant amounts. The updated funding amounts for FY 2022-2023 are as follows:

2022-2023 Fund	Estimated Amount	Updated Amount
2022-2023 Citizens Benefit Fund Guidelines	\$271,172.00	\$277,913.00
2022-2023 REACH Fund Guidelines	\$1,500.00	\$1,768.00

Respectfully Submitted,

Trisha Isom, Housing Manager

ATTACHMENTS:

Description

CBF Grant Guidelines 2022-2023

REACH Grant Guidelines 2022-2023



Citizens' Benefit Fund 2022-2023 FUNDING GUIDELINES

History and Purpose	The Citizens' Benefit Fund was established on June 4, 1993 with the proceeds from the sale of Roseville Community Hospital. Each year up to ninety percent of the interest from these funds may be distributed to non-profit organizations. The purpose of the Citizens' Benefit Fund is to assist in improving the quality of life for the citizens of the City of Roseville.
Funds Available	The Roseville Grants Advisory Commission has approximately \$277,913 in the Citizens' Benefit Fund to distribute to agencies "to improve the quality of life for the citizens of the City of Roseville". Citizens' Benefit Fund are limited, and demand is high. The City is looking to fund a limited number of high impact projects and programs that support collaboration and result in measurable outcomes.
Targeted Maximum Awards	There are no maximum funding awards. Private Schools including Parent Teacher Club's PTC's, Preschools, Booster Clubs, etc. should submit <i>only one application per school site</i> .
Eligibility	Private schools and non-profit 501(c)(3) or 501(c)(4) organizations serving citizens of Roseville are eligible to apply. Grants will not be made for religious purposes/activities or to organizations that discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, veteran status, medical condition, marital status, age, sex, or sexual orientation. Grants will not be made for religious or sectarian activities. Applicants who failed to submit a Final Report from the prior funding year (2020-2021 funding cycle) are not eligible to apply during the 2022-23 funding cycle.
Disqualification	The Grants Staff Liaison makes the decision based upon the written materials submitted by your organizations. Applications submitted without required and/or complete documents will be disqualified.
Public Documents	All grants submitted to the City become public documents and are available to the public for review. If you would like a section or your entire application kept confidential, please mark the top of the application "CONFIDENTIAL" and the City Attorney's office will review your request. Examples of documents that may qualify include those with reference to trade secrets or home addresses of Board Members. Staff will contact the applicant within 10 days of submittal of a request for confidentiality to provide a response to the request.
Roseville Business License	The Roseville Municipal Code requires anyone conducting business within the City of Roseville to have a current business license on file with the City of Roseville. This includes non-profits doing business or providing services in Roseville. Forms are available at the Finance counter in the Roseville Civic Center. The City of Roseville will waive the license fee for non-profit organizations however there is a \$1.00 State fee that will be collected. An active Roseville business license is required for a complete application. Applicants without a business license will be disqualified.

State Prevailing Wage Laws	All Works of Improvement within the State of California that receive public funds in an amount greater than \$1,000 are subject to prevailing wage laws. Prevailing wage law was detailed in SB975 and became effective January 1, 2001. The law requires that any "construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds" must pay laborers the general prevailing wage rate. Grant applicants should read California Labor Code Sections 1771 and 1720 for more information regarding prevailing wage laws and refer to the State Department of Industrial Relations website at www.dir.ca.gov . Applicants are also encouraged to consult with their attorneys and/or accountants to ensure that the proposed project will include the documentation and resources to demonstrate compliance with state law.
Funding, Limitations and Reporting	The Grants Advisory Commission will make its recommendations in April 2022 with final action by the City Council in May 2022. Grant funds are expected to be available to successful applicants on or after July 12, 2022, following submittal of the signed Grant Agreement to the City Manager's Office. Awards are made for one year only and in no way imply that funding will be awarded in subsequent years. Grant funds must be used for the purpose specified in the grant application. Grant funds are intended to supplement, not supplant funding or programs that already exist. All funds must be spent by June 30, 2023, or returned to the City. Final Reports should include details regarding project expenditures and results. Failure to provide a Final Report by August 31, 2023 will disqualify an applicant from the next funding cycle for which the applicant would otherwise be eligible.
Dates and Deadlines	December 8, 2021: Link to online Grant Application available on the City's main webpage and at www.roseville.ca.us/grants January 4, 2022: Applicant Workshop at 5:30pm in the Roseville Council Chambers, 311 Vernon Street. Applicants are STRONGLY ADVISED to attend the workshop to receive instruction and understand the modifications that have been made to the application and application requirements. Meeting is also televised. February 3, 2022: Completed Grant Applications must be submitted online at www.zoomgrants.com by 5:00 p.m. PST
For more information	Visit the City's Grants website at www.roseville.ca.us/grants or contact Heather Blanco, Secretary to Grants Advisory Commission at hblanco@roseville.ca.us or (916) 746-1171.



Roseville Employees Annual Charitable Hearts Fund 2022-2023 FUNDING GUIDELINES

History and Purpose	The R.E.A.C.H. Fund is a special fund that was established in March 2003 when the City of Roseville established a City-directed Employee Charitable Giving Program comprised of contributions by Roseville city employees, retirees and businesses in our community. 100% of the donated funds may be distributed to non-profit organizations to assist in improving the quality of life for youth, families and seniors in Placer County .
Funds Available	The Roseville Grants Advisory Commission has \$1,768 in funds from contributions by Roseville city employees, retirees and businesses in our community.
Targeted maximum awards	There are no maximum funding awards. Private Schools including Parent Teacher Club's PTC's, Preschools, Booster Clubs, etc. should submit only one application per school site.
Eligibility	Private schools and non-profit 501(c)(3) or 501(c)(4) organizations are eligible to apply. The R.E.A.C.H. Committee, comprised of employees from every department in the City, determined funds are to benefit youth, families and seniors in Placer County. Grants will not be made for religious purposes/activities or to organizations that discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, veteran status, medical condition, marital status, age, sex or sexual orientation. The 19 organizations* designated for direct employee contributions are not eligible to apply for R.E.A.C.H. funds. *(KidsFirst, American Cancer Society, Make-A-Wish, Stand Up Placer, Placer County Law Enforcement Chaplaincy, United Cerebral Palsy/Saddle Pals, Placer SPCA, Sacramento Fire Chaplaincy, SAFE KIDS Placer County, American Red Cross, Sacramento Ronald McDonald House, American Diabetes Association, Foothills Habitat for Humanity, Shriners Hospital for Children Northern California, Placer Food Bank, United Way, Zafia's Family House, Roseville Police Activities League, Roseville Fire Museum) Applicants who failed to submit a Final Report from the prior funding year (2020-2021 funding cycle) are not eligible to apply during the 2022-23 funding cycle.
Disqualification	The Grants Advisory Commission makes its decisions based upon the written materials submitted by your organizations. Applications submitted without required documents will be disqualified.
Public Documents	All grants submitted to the City become public documents and are available to the public for review. If you would like a section or your entire application kept confidential, please mark the top of the application "CONFIDENTIAL" and the City Attorney's office will review your request. Examples of documents that may qualify include those with reference to trade secrets or home addresses of Board Members. Staff will contact the applicant within 10 days of submittal of a request for confidentiality to provide a response to the request.
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	was detailed in SB975 and became effective January 1, 2001. The law requires that any “construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds” must pay laborers the general prevailing wage rate. Grant applicants should read California Labor Code Sections 1771 and 1720 for more information regarding prevailing wage laws and refer to the State Department of Industrial Relations website at www.dir.ca.gov. Applicants are also encouraged to consult with their attorneys and/or accountants to ensure that the proposed project will include the documentation and resources to demonstrate compliance with state law.
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Dates and Deadlines	December 8, 2021: Link to online Grant Application available on the City's main webpage and at www.roseville.ca.us/grants January 4, 2022: Applicant Workshop at 5:30pm in the Roseville Council Chambers, 311 Vernon Street. Applicants are STRONGLY ADVISED to attend the workshop to receive instruction and understand the modifications that have been made to the application and application requirements. Meeting is also televised. February 3, 2022: Completed Grant Applications <u>must</u> be submitted online at www.zoomgrants.com by 5:00 p.m. PST
For more information	Visit the City's Grants website at www.roseville.ca.us/grants or contact Heather Blanco, Secretary to Grants Advisory Commission at hblanco@roseville.ca.us or (916) 746-1171.





GRANTS ADVISORY COMMISSION COMMUNICATION

Title: 2022-2023 Citizens Benefit Fund/REACH Grant - Applicant Workshop
Contact: Trisha Isom 916-746-1239 tisom@roseville.ca.us

Meeting Date: 1/4/2022
Item #: 6.2.

RECOMMENDATION

2022-2023 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 2022-2023 grant cycle. The application opened in Zoomgrants on December 8, 2021 and will close promptly at 5:00 pm on February 3, 2022.

The workshop will include:

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

Once the applicant workshop presentation is complete, the meeting attendees will be able to provide public comment and ask questions. The workshop will be televised and a recording of the meeting will be posted on the City's website with the meeting minutes.

Respectfully Submitted,

Trisha Isom, Housing Manager

ATTACHMENTS:

Description

Grants Advisory Commission Workshop



Roseville Grants Advisory Commission Applicant Workshop

January 4, 2022

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 methodologies
- Commissioners will provide helpful hints and answer questions

Citizens' Benefit Fund

- Funds available: approximately \$277,913
- 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 \$1,768
- 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

- Wednesday, December 8th - Grant application opened/link posted
- Thursday, February 3rd - Grant applications must be submitted **ONLINE** in ZoomGrants by **5:00 pm**
- Staff will determine whether grant applications meet threshold requirements
- March 1st through April 1st – Grant applications reviewed and scored by Commissioners individually in ZoomGrants

Timeline

- Tuesday, April 12th – Commission makes final funding recommendations
- June Council Meeting – City Council reviews funding recommendations and takes final action
- Tuesday, July 12th – Commission holds check presentations to awardees

Overview and online application

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

Review criteria for applications

■ Threshold requirements & 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.	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 documents that are N/A –
Must upload a document with an explanation
- Bids are required for capital expenditures or works of improvement, including private schools and school non-profits

Application reminders/helpful hints

- ZoomGrants link posted on *roseville.ca.us/government/city_manager/grants/*
- Create a new ZoomGrants™ account or sign in on 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
- Link to application at roseville.ca.us/government/city_manager/grants/
- Tonight's meeting www.roseville.ca.us, search agendas and minutes
- If you have questions, email Trisha Isom, Grants Advisory Commission Liaison @ tisom@roseville.ca.us