

**The City of Roseville welcomes your participation.**

**Meeting Schedule:** Regular meetings of the Grants Advisory Commission are held on the second Tuesday of varying months at 5:30 p.m.

**Public Comment:** Speakers have three (3) minutes under Public Comment to address the Chair of the meeting on issues that are not listed on the agenda and are within the City’s jurisdiction. Please submit a yellow speaker card to the Secretary before the item is heard if you wish to make a comment.

**Brown Act:** The Grants Advisory Commission cannot discuss or act on items not listed on the agenda.

**Agenda Items:** Speakers have five (5) minutes to address items that are listed on the agenda.



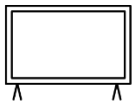
**Levine Act Provisions:** If you've made a campaign contribution totaling more than \$500 to a Grants Advisory commissioner in the last twelve (12) months, you must disclose it before addressing an item on the agenda. Please visit Levine Act – City of Roseville for updated forms and information.

**Audio/Visual Presentations:** If making a presentation regarding an agenda item, audio/visual materials must be submitted to the Secretary for consideration at least 72 hours in advance.

**Americans with Disabilities Act:** If special assistance is required to participate in a meeting including the need of auxiliary aids or services, please notify the City Clerk at least 72 hours in advance of the meeting.  
City Clerk 311 Vernon Street cityclerkroseville@roseville.ca.us 916-774-5263 TDD: 916-774-5220

**Security Measures:** All Roseville meeting attendees must successfully pass through a security metal detector. Any person with a prohibited item will not be allowed entry. Prohibited items include but are not limited to firearms (even with valid CCW), knives, pepper spray/mace, explosives of any kind/any weapons and/or dangerous devices of any kind, illegal drugs, and alcohol.

**Viewing Options:** The City of Roseville provides three options for viewing meetings:

<p style="text-align: center;"><b>In person</b></p>  <p style="text-align: center;">Meetings take place at the City Council Chambers, 311 Vernon Street</p>	<p style="text-align: center;"><b>Online</b></p>  <p style="text-align: center;">Watch meetings live on the City's YouTube channel or at <a href="http://roseville.ca.us/watch">roseville.ca.us/watch</a>. Past meetings are also available on the City's YouTube channel.</p>	<p style="text-align: center;"><b>On TV</b></p>  <p style="text-align: center;">Watch live on government access channel (Comcast 14).</p>
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Nina Acosta, Commissioner  
Ellaison Carroll, Commissioner  
Ed Kriz, Commissioner  
Lorin Meeks-Harris, Commissioner  
Neva Parker, Commissioner  
Lauren Razzano, Commissioner  
Vanessa Reed, Commissioner  
Daniel Zeman, Youth Commissioner  
Heather Blanco, Secretary  
Megan Scheid, Liaison  
Tobi Thomas, Liaison

## **AGENDA**

### **Grants Advisory Commission Meeting**

**May 13, 2025**

**5:30 PM**

**City Council Chambers, 311 Vernon Street**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENTS**
- 5. REQUESTS/PRESENTATIONS**
  - 5.1 Minutes of the April 8, 2025, Meeting (CITY MANAGER DEPARTMENT - DEPUTY CITY MANAGER )**

Summary: Review and approve the Minutes from April 8, 2025, Grants Advisory Commission meeting.

CONTACT: Heather Blanco 916-746-1171 hblanco@roseville.ca.us
  - 5.2 Commissioner Recognitions (CITY MANAGER DEPARTMENT - DEPUTY CITY MANAGER )**

Summary: Recognize and thank Commissioners Ellaison Carroll and Vanessa Reed for their excellent years of volunteer service to the Grants Advisory Commission.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us
  - 5.3 25/26 Funding Cycle Survey Results (CITY MANAGER DEPARTMENT - DEPUTY CITY MANAGER )**

Summary: Review and discuss the attached feedback from the anonymous survey sent out via ZoomGrants regarding the 25/26 Funding Cycle application process. No action required.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

**5.4 Review & Adopt 2026/2027 Funding Cycle Calendar (CITY MANAGER DEPARTMENT - DEPUTY CITY MANAGER )**

Summary: Review and adopt the draft 2026/2027 grant funding cycle calendar, noting that the calendar is a best approximation and is subject to change as needed.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

**5.5 Scoring & Funding Process Discussion (CITY MANAGER DEPARTMENT - DEPUTY CITY MANAGER )**

Summary: Discussion of scoring methodology and funding process.

CONTACT: Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

**6. ADJOURNMENT**



# Grants Advisory Commission Communication

Meeting Date: 5/13/2025  
Item #: 5.1  
File #:  
Item ID: 2025-166

<b>Title:</b>	Minutes of the April 8, 2025, Meeting
<b>Contact:</b>	Heather Blanco 916-746-1171 hblanco@roseville.ca.us

SUMMARY

Review and approve the Minutes from April 8, 2025, Grants Advisory Commission meeting.

RECOMMENDATION

Review and approve the Minutes from April 8, 2025, Grants Advisory Commission meeting.

BACKGROUND

n/a

FISCAL IMPACT

None

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) only applies to projects which have the potential to cause a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. (CEQA Guidelines §15061(b)(3)).

CITY COUNCIL STRATEGIC PLAN/OVERARCHING GOALS

Respectfully Submitted,  
Heather Blanco, Executive Assistant

Megan Scheid, Deputy City Manager

ATTACHMENTS:

1. DRAFT\_GAC Minutes\_4.8.2025\_Meeting

REVIEWERS:

Heather Blanco, City Manager Department - City Manager

Created -



**MINUTES**  
April 8, 2025  
VIDEO

**GRANTS ADVISORY COMMISSION MEETING**

5:30 p.m.

Council Chambers

311 Vernon Street

Roseville, California

[www.roseville.ca.us/CORTV](http://www.roseville.ca.us/CORTV)

The meeting may be viewed on Comcast channel 14. Grants Advisory Commission meetings are also video streamed live on the City's website at [roseville.ca.us/watch](http://roseville.ca.us/watch) and [roseville.ca.us/agenda](http://roseville.ca.us/agenda), and the City's YouTube channel at [youtube.com/CityofRosevilleCa](http://youtube.com/CityofRosevilleCa).

**1. CALL TO ORDER**

Chair Parker called the meeting to order at 5:30p.m.

**2. ROLL CALL**

Roll call taken by acting Secretary Cary Camilleri.

Present:

Commissioner Carroll

Commissioner Kriz

Commissioner Meeks-Harris

Commissioner Razzano

Youth Commissioner Zeman

Chair Parker

Vice Chair Acosta arrived 5:35 p.m.

Excused Absent:

Commissioner Reed

**3. PLEDGE OF ALLEGIANCE**

Youth Commissioner Zeman led the Pledge of Allegiance.

#### 4. PUBLIC COMMENTS

No Public Comment received.

#### 5. MINUTES

##### 5.1. Minutes of January 14, 2025, Meeting

Review and approve the Minutes from the January 14, 2025, meeting.

Motion by Loren Meeks-Harris, seconded by Lauren Razzano. Approved Motion. The motion passed.

Roll call vote:

Ayes: Carroll, Kriz, Meeks-Harris, Razzano, Zeman, Parker

Nos:

Excused Absent: Reed

#### 6. PRESENTATION/ACTION ITEMS

##### 6.1. 2025-26 Funding Deliberation and Recommendations

Commissioners will review the grant application rankings and proposed average funding to determine award recommendations to forward to the City Council for 2025-2026 Citizen's Benefit Fund and REACH grant funds.

Staff gave a short introductory presentation about the applications and available funding. The commissioners deliberated the funding recommendations and discussed their scores. The commissioners gave a brief history about the commission, the process, and the directions from City Council.

The total amount to fund was \$288,010.00 (\$284,710.00 Citizens' Benefit Fund, and \$3,300 from the REACH Funds).

The three Priority Groups are:

1. Strategic One-Time Grants
2. Small Grants (Under \$10,000)
3. Operational/Mission Support

The following chart illustrates the Grant Application Ranking, Amounts Requested, and the Recommended Funding amount to award in each of the categories. We did not have any organizations qualify for funding in the Strategic One-Time Priority Group.

Public Comment:

Gary McDonald, Executive Director of Lighthouse Counseling and Stand-Up

Placer, He provided an update on the status and goals of the Lighthouse Counseling resource center and their mission to invest in Roseville.

The voting for the funding was broken up into the 9 separate motions below:

### **Motion One**

Commissioner Ellaison Carroll made a motion to fully fund Placer Independent Resource Services for \$2,000 and Placer Community Foundation for \$2,500 from the Small Requests -Under \$10,000 priority group. Vice Chair Nina Acosta seconded the motion.

Public Comment:

Cam Maen, Board member of Asian American Pacific Islander Association of Placer County wanted to thank the committee for the opportunity and would like feedback as they are a new organization applying for grants.

Motion carried 7-0

Roll call vote:

Ayes: Carroll, Kriz, Meeks-Harris, Razzano, Zeman, Acosta, Parker

Nos:

Excused Absent: Reed

### **Motion Two**

Commissioner Nina Acosta made a motion to fully fund Take Note Troupe for \$6,300 from the Small Requests - Under \$10,000 priority group. Commissioner Lauren Razzano seconded the motion.

No Public Comment Received.

Motion carried 5-1

Roll call vote:

Ayes: Kriz, Razzano, Zeman, Acosta, Parker

Nos: Meeks-Harris

Recused: Carroll

Excused Absent: Reed

### **Motion Three**

Commissioner Ed Kriz made a motion to partially fund Silver Wishes for \$4,918 and WEIRA, Inc. for \$6,399 from the Small Requests - Under \$10,000 priority

group. Commissioner Lauren Razzano seconded the motion.

No Public Comment Received.

Motion carried 5-2

Roll call vote:

Ayes: Kriz, Razzano, Zeman, Acosta, Parker

Nos: Carroll, Meeks-Harris

Excused Absent: Reed

#### **Motion Four**

Commissioner Ed Kriz made a motion to not fund Asian American Pacific Islander Association of Placer County in the Small Requests - Under \$10,000 priority group. Commissioner Lauren Razzano seconded the motion.

No Public Comment Received.

Motion carried 6-0

Roll call vote:

Ayes: Carroll, Kriz, Meeks-Harris, Razzano, Zeman, Acosta

Nos:

Recused: Parker

Excused Absent: Reed

#### **Motion Five**

Commissioner Ellaison Carrol made a motion to fully fund Tommy Apostolos Fund for \$17,500, partially fund Lighthouse Counseling & Family Resource Center for \$30,000, fully fund Placer Veterans Stand Down for \$20,000, fully fund Child Advocates of Placer for \$30,000, and Seniors First for \$30,000 from the Operational/Mission Support priority group. Commissioner Lauren Razzano seconded the motion.

Motion carried 7-0

Public Comment:

Gary McDonald, Lighthouse Counseling & Family Resource Center program thanked the committee for their consideration and efforts.

Roll call vote:

Ayes: Carroll, Kriz, Meeks-Harris, Razzano, Zeman, Acosta, Parker

Nos:

Excused Absent: Reed

### **Motion Six**

Vice Chair Nina Acosta made a motion to partially fund the recommended amount to Placer County Law Enforcement Chaplaincy for \$23,313, GiGi's Playhouse for \$15,399, Stand Up Placer for \$20,500, and St. Vincent de Paul Society for \$15,875 from the Operational/Mission Support priority group. Commissioner Daniel Zeman seconded the motion.

Motion carried 7-0

Public Comment:

Ed Kaczmarek, Executive Director for Youth for Christ Sacramento thanked the committee for years of support.

Chaplain Lance Dustin, Placer County Law Enforcement Chaplaincy expressed his gratitude to the commission.

Roll call vote:

Ayes: Carroll, Kriz, Meeks-Harris, Razzano, Zeman, Acosta, Parker

Nos:

Excused Absent: Reed

### **Motion Seven**

Commissioner Ed Kriz made a motion to not fund Wellness Within Cancer Support Services, Big Brothers Big Sisters of Greater Sacramento, Defending the Cause Regional Alliance, Hearts Landing Ranch, Compassion Planet, Kids First Child Abuse Prevention Council of Placer County, Roseville Historical Society, Wayfinder Family Services, and Youth for Christ Sacramento from the Operational/Mission Support priority group. Vice Chair Nina Acosta seconded the motion.

Motion carried: 6-1

Roll call vote:

Ayes: Kriz, Meeks-Harris, Razzano, Zeman, Acosta, Parker

Nos: Carroll

Excused Absent: Reed

### **Motion Eight**

Commissioner Lauren Razzano made a motion to fully fund Assistance League of Greater Placer for \$25,000 and partially fund with the recommended amount to Roseville Police Activities League for \$13,306 from the Operational/Mission

Support priority group. Youth Commissioner Daniel Zeman seconded the motion.

Motion carried 6-0

Public Comment:

Jamie Hazen, Executive Director from the Roseville Police Activities League complimented the committee and thanked them for their work.

Roll call vote:

Ayes: Carroll, Kriz, Meeks-Harris, Razzano, Zeman, Acosta

Nos:

Recused: Parker

Excused Absent: Reed

### **Motion Nine**

Youth Commissioner Daniel Zeman made a motion to fully fund A Touch of Understanding for \$25,000 from the Operational/Mission Support priority group. Vice Chair Nina Acosta seconded the motion.

Motion Carried 5-0

No Public Comment Received.

Roll call vote:

Ayes: Kriz, Meeks-Harris, Zeman, Acosta, Parker

Nos:

Recused: Carroll, Razzano

Excused Absent: Reed

## **7. COMMISSIONER / STAFF REPORT**

Staff Thomas will take these recommendations to City Council on May 21, 2025, for approval, and checks will be dispersed at the Tuesday, August 12, 2025, Grants Advisory Commission meeting. Commissioners can resume site visits after Council has approved these recommendations.

Commissioners thanked the staff and fellow commissioners.

Commissioner Kriz and Vice Chair Acosta wanted to recognize Commissioner Carroll for her years of work on this commission and the help onboarding the new commissioners.

Staff Thomas mentioned Commissioner Carroll will be recognized at our May

meeting.

Commissioner Carroll thanked all the organizations for being responsive to our scoring process.

Staff Thomas stated we will discuss the organization surveys, and some commissioners would like to discuss the process, and the Policy manual.

Chair Parker was wondering when we could provide feedback to the organizations that did not receive any funding. Staff Thomas recommended addressing it in our January workshop.

Vice Chair Acosta suggested maybe a point system or a rubric to help with evaluating the applications.

Staff Thomas explained why some of the organizations were disqualified this round.

## **8. ADJOURNMENT**

Chair Parker adjourned the meeting at 7:18 p.m.

Motion by Vice Chair Nina Acosta, seconded by Commissioner Lauren Razzano. Approved Motion. The Motion Passed.

Roll call vote:

Ayes: Carroll, Kriz, Meeks-Harris, Razzano, Zeman, Acosta, Parker

Nos:

Excused Absent: Reed



## Grants Advisory Commission Communication

Meeting Date: 5/13/2025  
Item #: 5.2  
File #:  
Item ID: 2025-174

<b>Title:</b> Commissioner Recognitions
<b>Contact:</b> Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

### SUMMARY

Recognize and thank Commissioners Ellaison Carroll and Vanessa Reed for their excellent years of volunteer service to the Grants Advisory Commission.

### RECOMMENDATION

Recognizing and thanking Commissioner Ellaison Carroll for her eight years of excellent volunteer service to the Grants Advisory Commission.

Recognize and thank Commissioner Vanessa Reed for her excellent service to the Grants Advisory Commission for the past four years of volunteerism.

### BACKGROUND

Commissioner Ellaison Carroll started her volunteerism for the Grants Advisory Commission on July 5, 2017. Her term continued through June 30, 2021, and she reapplied and was awarded this last term from July 7, 2021, until June 30, 2025. We would like to express our gratitude for her time and commitment over the past eight years to the City of Roseville and the non-profit organizations serving our community.

Commissioner Vanessa Reed started her volunteerism for the Grants Advisory Commission on July 7, 2021. We would like to express our gratitude for her time and commitment over the past four years to the City of Roseville and the non-profit organizations serving our community.

### FISCAL IMPACT

No fiscal impact on the General Fund.

### ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) only applies to projects which have the potential to cause a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. (CEQA Guidelines §15061(b)(3)).

### CITY COUNCIL STRATEGIC PLAN/OVERARCHING GOALS

Respectfully Submitted,  
Tobi Thomas, Management Analyst

Megan Scheid, Deputy City Manager

ATTACHMENTS:

None

REVIEWERS:

Tobi Thomas, Public Affairs and Communications Department

Created -



## Grants Advisory Commission Communication

Meeting Date: 5/13/2025  
Item #: 5.3  
File #:  
Item ID: 2025-199

<b>Title:</b> 25/26 Funding Cycle Survey Results
<b>Contact:</b> Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

### SUMMARY

Review and discuss the attached feedback from the anonymous survey sent out via ZoomGrants regarding the 25/26 Funding Cycle application process. No action required.

### RECOMMENDATION

Staff recommends that the Commission review and discuss the attached feedback from the anonymous survey sent out via ZoomGrants regarding the 25/26 Funding Cycle application process. No action required.

### BACKGROUND

During the September 2023 Grants Advisory Commission meeting, the Commissioners mentioned it would be nice to survey the applicants and get their feedback on the application submittal process. This is the second year a survey has been sent out to the applicants. On February 5, 2025, a link to an anonymous survey in Survey Monkey was emailed out to the applicants via ZoomGrants. Applicants had one week to respond. Six surveys were received, which is attached. Staff is requesting the Commission review and discuss the surveys and provide staff with direction if needed.

### FISCAL IMPACT

No fiscal impact.

### ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) only applies to projects which have the potential to cause a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. (CEQA Guidelines §15061(b)(3)).

### CITY COUNCIL STRATEGIC PLAN/OVERARCHING GOALS

Respectfully Submitted,  
Tobi Thomas, Management Analyst

Megan Scheid, Deputy City Manager

### ATTACHMENTS:

1. Post Application Survey to Non-Profits
2. Grant Application Survey Results 2025

REVIEWERS:

Tobi Thomas, Public Affairs and Communications Department

Created -



## 2025/26 Post Application Survey

Thank you for taking the time to apply to the City of Roseville's 2025/26 Citizens' Benefit Fund Grant. Your application is in the review process with City staff. If staff have any questions, they will reach out via email. The Grants Advisory Commission will be reviewing and scoring all the qualified applications during the month of March with the Funding Workshop on Tuesday, April 8, 2025. This meeting is open to the public.

The Grants Advisory Commissioners would greatly appreciate your feedback on the application submittal process and any other information you would like to provide. The survey is anonymous and will close on Wednesday, February 12, 2025. Your feedback will be shared with the Commissioners at the May meeting.

1. Did you have any specific submittal requirements that were exceptionally challenging or difficult to comply with?
2. List any improvements you would suggest regarding the application process.
3. Any comments you would like to share?

## Q1 Did you have any specific submittal requirements that were exceptionally challenging or difficult to comply with?

Answered: 6 Skipped: 0

#	RESPONSES	DATE
1	It is challenging getting a current copy of the RRF1. The State has often delayed mailing it, if 990 taxes have not been filed due to an approved filing extension. We have to print off the webpage that shows we are current.	2/5/2025 1:37 PM
2	No, I did not find any requirements difficult to comply with.	2/5/2025 11:26 AM
3	I found that uploading the documents at times were difficult. I had to do some several times and not sure that they updated correctly. I wasn't able to go back and check to see what was submitted to validate it was the correct document or not.	2/5/2025 11:01 AM
4	All the documentation for bids was onerous	2/5/2025 10:55 AM
5	The number of attachments--minimum 10--required for a relatively small grant is disproportionate and requires considerable staff time to assemble from various sources. The secretary of state registration is particularly difficult to secure since it requires payment of a fee and only one person in the organization can request and receive it. The requirements for the board list are atypical--most funders request only names and affiliations. The Roseville application asks also for appointment dates and term expiration, meaning that an applicant has to generate a board list especially for the Roseville application only.	2/5/2025 9:47 AM
6	only one. The RRF-1 document takes quite a while to receive from the state. 2-3 months still having not received	2/5/2025 9:10 AM

## Q2 List any improvements you would suggest regarding the application process.

Answered: 5 Skipped: 1

#	RESPONSES	DATE
1	I'm new to this process and don't see that any improvements need to be made.	2/5/2025 11:26 AM
2	Is there a way to review the uploaded documents to make sure what you submitted was correct?	2/5/2025 11:01 AM
3	Allow one document to summarize all quotes and supporting documentation.	2/5/2025 10:55 AM
4	In addition to reducing the number of attachments, stop requiring applicants to rename all the attachments. An applicant to Roseville has to go through the tedious process of renaming at least 10 attachments for only this grant. Also, the narrative includes 24 questions, which is a lot compared to other funders. I suggest trimming some of them.	2/5/2025 9:47 AM
5	The application process is quite user friendly, no improvements suggested	2/5/2025 9:10 AM

### Q3 Any comments you would like to share?

Answered: 5 Skipped: 1

#	RESPONSES	DATE
1	I attended the workshop, and thought the information provided was excellent. The board walked through, and clearly presented each step of the process. I contacted Tobi T. several times for clarification as this was my first time working through this grant, and she was awesome to work with. Thank you!	2/5/2025 11:26 AM
2	None at this time	2/5/2025 11:01 AM
3	The city staff were very responsive and helpful	2/5/2025 10:55 AM
4	The Roseville proposal is too long and time-consuming to prepare, especially considering the potential grant size. Other funders do not require such an arduous application.	2/5/2025 9:47 AM
5	I appreciate being able to apply through ZoomGrants	2/5/2025 9:10 AM



# Grants Advisory Commission Communication

Meeting Date: 5/13/2025  
Item #: 5.4  
File #:  
Item ID: 2025-175

<b>Title:</b>	Review & Adopt 2026/2027 Funding Cycle Calendar
<b>Contact:</b>	Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

### SUMMARY

Review and adopt the draft 2026/2027 grant funding cycle calendar, noting that the calendar is a best approximation and is subject to change as needed.

### RECOMMENDATION

Staff recommends that the Commission review and adopt the attached draft 2026/2027 grant funding cycle calendar, noting that the calendar is a best approximation and is subject to change as needed.

### BACKGROUND

Each year, staff create a work plan calendar for the funding year ahead. Enclosed is the draft plan for the upcoming year. The Commission is being asked to review the draft 2026-2027 calendar for the upcoming funding cycle, provide feedback and take action on the item, if needed.

### FISCAL IMPACT

No General Fund impact.

### ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) only applies to projects which have the potential to cause a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. (CEQA Guidelines §15061(b)(3)).

### CITY COUNCIL STRATEGIC PLAN/OVERARCHING GOALS

Respectfully Submitted,  
Tobi Thomas, Management Analyst

Megan Scheid, Deputy City Manager

### ATTACHMENTS:

1. 2026-2027 GAC Work Plan Funding docx

### REVIEWERS:

Tobi Thomas, Public Affairs and Communications Department

Created -



# Grants Advisory Commission

## Work Plan Calendar for the 2026-2027 Funding Cycle

*Date:	Agenda Items/Funding Activity	<i>*Meeting/Dates Subject to Change</i>
<i>July 8, 2025</i>	<i>No Meeting</i>	
<b>August 12, 2025</b> (5:30pm)	<b>Agenda:</b> <ul style="list-style-type: none"> <li>• 25/26 Grant Check Presentation</li> <li>• Welcome New Commissioner</li> <li>• Elect Chair and Vice Chair</li> <li>• Review Policy Manual</li> <li>• Review Grant Guidelines</li> </ul>	
<i>August 31, 2025</i>	<i>24/25 Funding Cycle CBF/REACH Grant Recipients Year End Reports Due</i>	
<b>September 9, 2025</b> (5:30pm)	<b>Agenda:</b> <ul style="list-style-type: none"> <li>• Presentations from all 2024/2025 Funding Recipients</li> <li>• Review Application, the Application Process, &amp; Scoring Criteria from 2025/26 Funding Cycle</li> </ul>	
<i>October 14, 2025</i>	<i>No Meeting</i>	
<b>November 12, 2025</b> (5:30 pm / 7:00 pm)	<b>Agenda (5:30 pm):</b> <ul style="list-style-type: none"> <li>• Interview Youth Commissioner Applicants</li> </ul> <b>Agenda (7:00 pm):</b> <ul style="list-style-type: none"> <li>• Recommendation of Youth Commissioner / Honor Outgoing Youth Commissioner</li> <li>• Review CBF Year End Summary Reports FY24/25</li> <li>• Review Roles/Responsibilities for Applicant Workshop</li> </ul>	
<i>December 1, 2025</i>	<i>26/27 Funding Cycle Opens Grant Applications Available – Posted on City Website</i>	
<i>December 9, 2025</i>	<i>No Meeting</i>	
<b>January 13, 2026</b> (5:30pm)	<b>Agenda:</b> Applicant Workshop - <b>ATTENDANCE STRONGLY ADVISED FOR APPLICANTS</b>	
<i>February 2, 2026</i>	<i>Grant Applications due by 5:00 pm</i>	
<i>February 2 – March 3, 2026</i>	<i>Staff Reviews 26/27 Funding Cycle Grant Applications</i>	
<i>February 10, 2026</i>	<i>No Meeting</i>	
<i>March 4 – March 29, 2026</i>	<i>Commissioners Review Applications in ZoomGrants and Score Applications</i>	
<b>March 10, 2026</b> (5:30pm)	<b>Agenda:</b> <i>(potential no meeting)</i> Items as needed for Application Review/Processing	
<b>April 14, 2026</b> (5:30pm)	<b>Agenda:</b> <ul style="list-style-type: none"> <li>• Funding Workshop - Recommendations made by Commissioners</li> </ul>	
<b>May 12, 2026</b> (5:30pm)	<b>Agenda:</b> <ul style="list-style-type: none"> <li>• Funding Workshop (continued if needed)</li> <li>• Honor Outgoing Commissioners</li> <li>• Review 2027/28 Funding Calendar</li> <li>• Review 26/27 Survey Results</li> </ul>	
<i>May 20, 2026</i>	<i>Staff Attend Council Meeting – Presentation of Funding Recommendations (if Commission approves all recommendations on April 14, 2026)</i>	
<i>June 9, 2026</i>	<i>No Meeting</i>	
<i>July 14, 2026</i>	<i>No Meeting</i>	
<b>August 11, 2026</b> (5:30pm)	<b>Agenda:</b> <ul style="list-style-type: none"> <li>• 26/27 Grant Check Presentations</li> <li>• Welcome New Commissioners</li> <li>• Elect Chair and Vice Chair</li> <li>• Review Policy Manual</li> <li>• Review Grant Guidelines</li> </ul>	

<b>Title:</b>	Scoring & Funding Process Discussion
<b>Contact:</b>	Tobi Thomas 916-746-1368 tthomas@roseville.ca.us

SUMMARY

Discussion of scoring methodology and funding process.

RECOMMENDATION

Staff recommends that the Commission discuss the scoring methodology and funding process. Provide direction to staff if necessary.

BACKGROUND

The Commissioners will discuss best practices on how to score applications to ensure use of the entire funding amount, review the scoring spreadsheet and funding process, and clarify when it is appropriate to recuse from scoring due to a conflict of interest.

The Citizens' Benefit Fund was established to give annually to non-profits for the purpose of "improving the quality of life for the citizens of the City of Roseville." City Council approved the following three grant funding priorities as well as the five Service Categories:

**Funding Priorities:**

1. Strategic, one-time grants for innovative projects or programs, capital improvements or new initiatives. Examples of these "special" grants may be:
  - New Initiative - Applicant identifies a need, service, or opportunity in the community that could offer an enhanced and improved quality of life or experience in Roseville.
  - Innovative Ideas - Based on models from other areas or agencies and attempting to take a new approach in providing opportunity to enhance or improve quality of life or experience in Roseville.
  - One-Time Request - If applicants need special consideration on a single request basis.
2. Operational/Mission support grants for programs or projects that demonstrate effectiveness addressing a community need. Grant recipient can reapply in future years for this priority.
3. Smaller requests of up to \$10,000 grants which can go towards either new programs/projects or support existing operations which have demonstrated effectiveness at meeting community needs.

**Funding Service of Categories (Social Determinates of Health)**

1. Neighborhood & Physical Environment - Improved access to safe and affordable housing for all
2. Food - Increased access to healthier food options for lower-income communities
3. Health & Wellness - Improved physical, mental, and behavioral health and wellness
4. Community & Social Context - Improved access to arts and cultural resources for all and a kinder, more inclusive and connected community

5. Education - More vocational training and educational opportunities for all ages

**Best Practices**

- Score every application - don't leave a score blank unless recused from scoring.
- Scores can tie, but you must rank one application above another.
- Recommend funding (full, \$0 or something in between) for each applicant.
- Strive to make a greater impact by fully funding fewer, larger grants that serve the highest needs of the community while also considering the greater good.
- The total funding recommendation should add up to the available funds.
- Don't deduct, or leave funds on the table, for projects you are not scoring due to a recusal.

**FISCAL IMPACT**

No fiscal impact.

**ENVIRONMENTAL REVIEW**

The California Environmental Quality Act (CEQA) only applies to projects which have the potential to cause a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. (CEQA Guidelines §15061(b)(3)).

**CITY COUNCIL STRATEGIC PLAN/OVERARCHING GOALS**

Respectfully Submitted,  
Tobi Thomas, Management Analyst

Megan Scheid, Deputy City Manager

**ATTACHMENTS:**

None

**REVIEWERS:**

Tobi Thomas, Public Affairs and Communications Department

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