



City Of Roseville Grants Advisory Commission
Tuesday, January 8, 2013
7:00 P.M.
Council Chambers
311 Vernon Street

I. Roll Call

Commissioners present: Susan Duane, Susan Goto, Pam Herman, Stanford Hirata, Meghan Julin, Maxine Sarmiento, Jefferson Willoughby
Staff present: Nela Luken, Tvonna Stern, Kelly Wickline

II. Minutes of Prior Meeting

a. Commissioner Willoughby made a motion to approve the minutes of the November 13, 2012 meeting. The motion was seconded by Commissioner Goto. (6 ayes, 0 nos), motion passed.

III. Oral Communications

Tink Miller of Placer Independent Resource Services spoke in regard to the Comprehensive Grants Review Process. She asked that it be noted that there is a place for smaller funding amounts and they are beneficial to some agencies.

IV. New Business

a. Introduction of Youth Commissioner

The Commission welcomed the new Grants Advisory Youth Commissioner Meghan Julin. Commissioner Julin was appointed by the City Council on December 19, 2012 to serve a one year term as Youth Commissioner.

b. Applicant Workshop

Commissioner Herman reviewed the history and funding guidelines for the Citizens' Benefit Fund and REACH Fund. Funding amounts for the 2013-2014 funding cycle are as follows: Citizens' Benefit Fund \$375,000 and REACH Fund \$17,000. The submittal process will be the same as last year requiring one original signed grant application, complete with all required documents and one labeled CD or DVD with the electronic version of the grant application and all required documents (individually labeled/filed) need to be submitted to the City Manager's Office by 5:00 p.m. on Wednesday, February 6, 2013. Commissioner Goto reviewed the schedule and highlighted the important dates for the funding cycle.

Commissioner Herman opened up the meeting for Q&A

Cheryl Small (Me-One Foundation) **Q.** Asked for clarification on the required business license. **A.** A current business license needs to be submitted for the principal location where services are provided. If an agency's principal location is outside of Roseville but they are conducting business in Roseville the Roseville Municipal Code requires them to have a Roseville Business License.

Julie Hirota (Roseville Library Foundation) **Q.** If an agency is currently going through an appeal process and has received their determination letter from the State of California but have not yet received the Federal determination letter does this preclude the applicant from applying? **A.** Yes the agency can apply and provide an explanation of where they are in the process. When documents arrive they would need to be provided to the Recording Secretary.

Cliff Lacy (Alano Club) **Q.** Is the grant application available to download from the City website? **A.** The grant application and guidelines are all posted on the City's website.

Tink Miller (PIRS) wanted to note that the State of California is now collecting a mandated \$1.00 fee on all business licenses.

Molly Hucklebridge (American River Conservancy, Coloma CA) **Q.** Can an agency based outside of Placer County, that provides educational programs that serve Placer County be eligible to apply for the REACH grant? **A.** Yes they can apply as long as they serve Placer County residents.

Josh Simon (RPAL) **Q.** If RPAL is listed as a direct giving option to Roseville employees and retirees through REACH this year does it preclude RPAL from applying for REACH funding? **A.** Any agency listed as a direct giving option is ineligible to apply for REACH funding.

Shelly Matthews (Placer ARC) **Q.** When listing funding that is dedicated for the project do the funds need to be currently available or can anticipated funds that are expected to be received during the project period also be listed. **A.** List both current funds and anticipated noting who and when funding is expected.

Public Comment closed – 5 minute recess

V. Reports/Comments/Commission/Staff

Commissioners thanked applicants for the questions and for all the work they do in the community. They look forward to reading through the applications.

Nela Luken provided an update from her Council presentation given on December 19, 2013 for the Citizens' Benefit Fund Financial Report and Workplan for a Comprehensive Grants Policy Review. Council voted unanimously to approve the workplan for a

comprehensive review of the grants process and authorization to prepare a Request for Proposal for consultant services to assist with Phase 2 of the grants review process. Nela asked for volunteers to serve on an Ad Hoc Committee for Phase 1 of the review process. Pam Herman, Jefferson Willoughby and Susan Duane will serve on the committee.

VI. Adjournment

Commissioner Hirata made a motion to adjourn the meeting at 7:58 p.m. The motion was seconded by Commissioner Sarmiento.

(6 ayes, 0 nos), motion passed.