



City Of Roseville Grants Advisory Commission
Tuesday, March 11, 2014
7:00 P.M.
Council Chambers
311 Vernon Street

I. Roll Call

Commissioners present: Tina Angell, Morgan Cutter, Susan Goto, Pam Herman, Eileen Speaker, Jefferson Willoughby
Commissioners absent: Susan Duane, Marilyn Eisner Festersen
Staff present: Laura Matteoli, Vicki Philpott, Bob Schmitt, Kelly Wickline

II. Minutes of Prior Meeting

a. Commissioner Willoughby made a motion to approve the minutes of the January 14, 2014 meeting. The motion was seconded by Commissioner Angell. (5 ayes, 0 nos), motion passed.

III. Oral Communications

None.

IV. New Business

a. Review grant applications to determine eligibility

The Commissioners shared their experiences reviewing the grants on the new online system for the first time. The review revealed a couple of areas that appeared to cause some level of confusion with regard to what information was being requested for the Project Budget (under the Questions Tab) and Key Personnel (one of the required documents to be uploaded). Since this seemed to be an anomaly from prior years, Commission consensus was that perhaps the transition to the online process was to fault or instructions were not sufficiently clear. As a result the Commission sorted the problematic applications into two categories (with Commissioners abstaining with respect to any matters of conflicts of interest) – “at risk of disqualification” and “incomplete”. Those applications found “at risk” will have an opportunity to modify the information in these two specific areas.

Based on the application submitted, the following applications are at risk of disqualification for reason of missing or incomplete project budget information:

- Barbara Chilton Middle School – *Band Instrument Project*
- City of Roseville Police Department – *Community Outreach and Crime Prevention Programs*
- City of Roseville Fire Department – *Volunteers in Prevention and Community Outreach Programs*
- Placer County Office of Education – *School Gap Program for Foster Youth*

- Placer SPCA – *SOS Emergency Fund*
- Robert C. Cooley Middle School – *Musical Instrument Project*
- Roseville Home Start, Inc. – *support startup of new Client Services Office*

Based on the information provided in the Key Personnel document, the following applications are at risk of disqualification for reason of incomplete or insufficient information:

- City of Roseville, Department of Parks, Recreation and Libraries – *Youth Program Passport & Sparks Summer Playground Program*
- Roseville Adult School – *Computer Based GED Testing Room*
- Seniors First, Inc. - *Programs Helping Local Seniors*

Based on the information provided in the Project Budget and Key Personnel document, the following applications are at risk of disqualification for reason of incomplete or insufficient information:

- Roseville City School District – *Geared Up: Bicycle Tech Program*
- Roseville Utility Exploration Center – *Programs and Transportation for students*
- Society for the Blind – *Transportation Services*

The Commission will allow the applicants in the “at risk” category to submit Project Budget and/or Key Personnel information to staff as an addendum to their application. If no additional information is submitted by the established deadline, the application will be found “incomplete”.

Incomplete applications will be sent a disqualification letter from the City Attorney’s office explaining the reason(s) for the disqualification and instructions if they wish to appeal. Appeals will be reviewed by the Grants Advisory Commission on April 8, 2014. The following grant applications were found to be incomplete:

- Freedoms Foundation @ Valley Forge – *Sacramento Chapter Leadership and Education Program* - No Resolution. Required documents included with application are those of national organization, not the local chapter.
- Gold Country Chaplaincy – *Chaplaincy Services and Gold Country Stand Down Event* - No RRF-1
- Performing Arts of Roseville – *Music in the Park* - RRF-1 is blank
- Placer People of Faith Together – No business license
- Prism-Q LGBT & Allies Resource Center – Applicant is not a 501c3
- Roseville Library Foundation – *The Future of the Roseville Public Library* - No bids and missing or incomplete project budget (at risk of disqualification)
- Roseville Theatre Arts Academy – *Theater Lighting Project* - unable to open Form 199
- The Arts Council of Placer County – *Roseville Reel Food Film Festival* - business license is expired

V. Reports/Comments/Commission/Staff

Vicki Philpott highlighted upcoming meeting dates and time:

April 8, 2014 at 5:30 p.m. – vote on appeals

May 6, 2014 at 5:30 p.m. – Funding Workshop phase 1, discuss applications

May 13, 2014 at 5:30 p.m. – Funding Workshop phase 2, funding recommendations

VI. Adjournment

Commissioner Herman made a motion to adjourn the meeting at 9:00 p.m. The motion was seconded by Commissioner Willoughby.

(5 ayes, 0 nos), motion passed.