



## Napa County's MSA Grant

### Process Recommendations to the Board of Supervisors

Greetings,

Every year after MSA awards have been made, HHSA surveys everyone who applied for funds to ask their opinion on the process and to propose changes for the next cycle. The responses to those questions have been used to finalize the proposal presented to the Board of Supervisors for managing the **next grant application** cycle.

We are asking **your opinion** on our responses to the recommendations (see email attachment) by filling out a **short survey** no later than Monday, January 11, 2016. We will collate the responses and present them to the Board of Supervisors on the February 2, 2016 Board meeting. We anticipate opening the application period on February 3, 2016 and having a pre-application meeting on that date. Applications will be due on March 23, 2016.

The attached report concludes that our process is transparent, competitive and has encouraged the use of evidence-based practices and further that it has helped a number of health and human services organizations serve a wide-range of community needs. The County's consultant thinks the process can benefit from streamlining the application process, expanding its definition of evidence-based practices, and revising its scoring criteria. Longer-term, she thinks that Napa County has an opportunity to significantly increase its funding impact through the setting of clear goals, priorities, evaluation processes, and alignment with other initiatives and resources.

Thank you for being a part of this process; It's voices like yours that help us to continually evolve.

Mitch Wipperf  
Deputy Director - Operations  
Napa County Health and Human Services Agency

**1. Application Elements: HHSA will propose that the Board of supervisors consider the elimination of the pre-application phase and interview requirement, basing funding decisions upon review of one full application.**

- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree

**2. Evidence-Based Practices: HHSA will propose that the Board of supervisors consider having HHSA clarify in the application materials, the opportunities to propose promising and emerging practices.**

- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree

**3. Scoring Criteria: HHSA will propose that the Board of supervisors consider the development of a 100-point scoring scale and keep the weighting of evidence-based practices in the rating criteria as-is. A criterion on financial health/sustainability, and past year outputs and outcomes for renewal projects will be included.**

	Agree	Neither agree nor disagree	Disagree
Development of a 100-point scoring scale	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Agree	Neither agree nor disagree	Disagree
Weighting of evidence-based practices in the rating criteria as-is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Criterion on financial health/sustainability and past year outputs and outcomes for renewal projects will be included	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**4. Financial Requirements: HHSA will propose that the Board of supervisors consider the matching of MSA funds so that MSA funds do not comprise more than 25% of the program budget and 25% of the agency budget.**

- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree

**5. Review Panel: HHSA will propose that the Board of supervisors consider approving staff training for consistent rating of grant applications.**

- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree

**6. Grant Award Size: HHSA will propose that the Board of supervisors consider adopting an upper limit cap of 20% of the amount available for new grants.**

- ☐ Agree
- ☐ Neither agree nor disagree



☐ Disagree

**7. Reporting Requirements: HHSA will propose that the Board of supervisors consider moving reporting requirements from quarterly to bi-annual.**

**HHSA will develop a simplified output, outcome and financial reporting form for all agencies to use.**

☐ Agree

☐ Neither agree nor disagree

☐ Disagree

**8. Monitoring: HHSA will propose that the Board of supervisors consider the training of staff in program and financial report review, and allocating time to follow-up with grantees on areas of question or concern. In addition, site visits will be conducted at least every three years.**

	Agree	Neither agree nor disagree	Disagree
Training of staff in program and financial report review, and allocating time to follow-up with grantees on areas of question or concern.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Site visits will be conducted at least every three years.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**9. Streamlined Process for Re-Applicants: HHSA will propose that the Board of supervisors consider that re-applicants compete on an equal footing with all other applicants for on-going funds.**

☐ Agree

☐ Neither agree or disagree

☐

☐ Disagree

**10. HHSA will propose that the Board of supervisors consider the establishment of clear goals for MSA funding – defining the type of impact or the 'What' that the County wants to achieve with these dollars.**

**This is a long term goal.**

☐ Agree

☐ Neither agree or disagree

☐ Disagree

**11. HHSA will propose that the Board of supervisors consider having HHSA work to have the process support emerging organizations meeting their goals so they will be competitive along with the larger, more established organizations. This is a long term goal.**

☐ Agree

☐ Neither agree or disagree

☐ Disagree

**12. HHSA will propose that the Board of supervisors consider developing and implementing an evaluation plan that captures the results of ongoing MSA investments and provide real-time feedback to help adjust its goals and processes. This is a long term goal.**

☐ Agree

☐ Neither agree or disagree

☐ Disagree

Done

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