**Introduction**

This document contains the steps, requirements, and forms needed to apply for Tobacco Master Settlement Agreement (MSA) grant funds. These funds are disbursed by the County of Napa Board of Supervisors each year. The total award amount in fiscal year 2019-2020 will be $1.1 million.

**Award Amounts**

Of the total amount available, $100,000 has been set aside for a non-competitive contract with the Community Health Initiative (CHI), $75,000 has been set aside for smoking cessation services as part of multi-year grants in the FY 2018-19 grant cycle and $275,000 has been set aside for COPE Triple P program as part of a multi-year grant in the FY 2019-20. This leaves $650,000 available for competitive award in FY 2019-20.

The County of Napa will not be awarding any multi-year projects for the FY 2019-2020 grant cycle. The total available funds will be reserved for single-year contracts only.

The maximum award for one agency will not be more than 20% of the overall amount available for new grants; for FY 2019-20, the maximum amount for single-agency applications is $130,000. This maximum award amount is total of all grants awarded to a single agency. The maximum award for collaborative applications (applications filed by at least two agencies for a single project) will not be more than 30% of the overall amount for new grants; for FY 2019-20, the maximum amount for collaborative applications is $195,000. This maximum award amount is total of all grants awarded to the collaborative. Furthermore, the award amount cannot comprise more than 75% of the overall program budget or 25% of each agency’s overall agency budget. There is no minimum grant award amount.

The fiscal year 2019-2020 key dates and all application materials will be available online at the County’s MSA Grant webpage <http://www.countyofnapa.org/hhs/tobaccoMSA/>. Applicants may ask questions about the MSA application process at the pre-application meeting or may submit written questions via email regarding the application process prior to the application due date. Health and Human Services Agency staff will respond to every question received and post their answers for public review on the County’s MSA Grant webpage. Please contact Jen Cantrell with MSA Grant questions at Jennifer.cantrell@countyofnapa.org.

**Minimum qualifications**

All applicants must meet the minimum qualifications and assurances described in detail on the second page of the Full Application.

**Application Submission**

Applications must be submitted electronically by 5:00 p.m. (Pacific Standard Time) on March 15th, 2019 to Jen Cantrell at Jennifer.Cantrell@countyofnapa.org. All applicants that submit a complete application by the deadline will be reviewed by the County’s MSA Funding Review Panel. County staff may request additional clarifying information as needed during the review process.

**Funding Selection Criteria**

Applications can be awarded up to 100 points based upon a range of criteria. The selection criteria that reviewers will use to score the fiscal year 2019-2020 grant applications are as follows:

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| **Scoring Criteria** | **Max Points** | **Description** |
| **Need:**  The project will address a documented, high-priority, un-met or under-met local, health or health-related service need for one or more low-income populations. | 15 | Points will be awarded based upon the level of need for this intervention and/or population and the extent to which it is documented. Documentation can include service and turn-away data from the agency's own statistics, data generated by other local agencies, and publicly available data about residents of Napa County from city, county, state, and national sources.  |
| **Target Population:** The program's approach (design, delivery, and staffing) is tailored to meet the specific needs of the target population(s) including in terms of gender, racial, ethnic, language, physical ability, and/or sexual orientation. | 5 | Points will be awarded based on the extent to which: the program serves the diverse range of individuals within the target population, and the intervention is designed to meet these populations’ specific needs. |

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| **Scoring Criteria** | **Max Pts** | **Description** |
| **Alignment with County’s Strategic Plan:** Points will be awarded to organizations that show a compelling link to Goal(s) and Strategic Action(s) in the County of Napa Strategic Plan 2019-2022 | 2.5 | Points will be awarded based on your response, indicating which Goal(s) and Strategic Action(s) your proposed project supports and how that support manifests itself. |
| **Program Design:** The extent to which the project employs evidenced-based practices and implements them with fidelity to meet the specific needs of the specific target population(s). See definition and range of evidence-based practices for more detail. Also the extent to which the project has clearly identified strategies and activities, qualified staff to provide these services, and a reasonable timeline for implementation. | 32.5 | Points will be awarded based upon the level of evidence that the applicant demonstrates with the most points awarded for evidence-based, then promising, and then emerging practices. Clear logic models or theories of change, the use of external evaluators, written program manuals and other evidence of consistent implementation, and outside evidence (literature review, research findings) that this practice is an effective intervention all increase the amount of points awarded. Clarity and feasibility of project plan and qualifications of staff also contribute positively to applicant's score. |
| **Collaboration and Linkages:** The organization has formal and informal linkages and partnerships with other community-based programs, leveraging other providers as needed to holistically support clients, while preventing duplication of services. | 10 | Points will be awarded based upon the extent to which the applicant demonstrates the community connections necessary to provide for the needs of its clients as well as by the extent to which the applicant is providing a unique, non-duplicative service.  |
| **Past Performance:** The organization has a successful track record with this project, meeting or exceeding projected outputs and outcomes. For new projects, demonstrated track record with providing these types of services and/or serving these target populations in its other programs.  | 15 | Points will be awarded based upon the level of outputs and outcomes achieved with this population and/or intervention over the past three years. Outcomes (results) will be weighted more heavily than outputs.  |
| **Evaluation:** The evaluation of measurable outputs and outcomes is an integral part of program design and delivery. Qualitative and quantitative data is collected and evaluation findings are incorporated into future programming. | 10 | Points will be awarded based upon the extent to which the organization regularly evaluates its work and demonstrates that it incorporates the learning from the evaluation into its future service delivery and changing programming to achieve stronger results.  |
| **Organizational Capacity:** The organization has proven capacity to support, deliver, and sustain the proposed project including board, staffing, infrastructure, financial health and long-term sustainability | 10 | Points will be awarded based upon the organization's demonstrated capacity and sustainability including being in good fiscal health as demonstrated by ratio of assets to liabilities, annual surpluses (rather than deficits), positive cash flow, and a diversified revenue stream. Also upon having sufficient staffing structure and levels and a robust board of directors. |

**Application Review Process**

All applications will be initially reviewed for completeness by staff. Any incomplete applications will be returned to the applicant. Applications can be corrected and resubmitted only if the application deadline has not passed.

An application review panel will be convened by the Napa County Health and Human Services Agency for rating the full applications and making funding recommendations to the Board of Supervisors. Each reviewer will be asked to read the application and evaluate them against the full application scoring criteria above. The review panel will then meet to discuss their scores, adjust as needed, and develop a composite score and recommendations to submit to the Board of Supervisors.

The panel may suggest multi-year funding for a project even if the applicant did not originally make that request, provided that sufficient multi-year funding is available. The panel may also suggest partial funding or funding of only certain portions of an application and may recommend any changes it considers to be warranted before a proposal is awarded funding. The final selection of projects and the terms of funding shall be at the discretion of the Napa County Board of Supervisors.

**Contract Process**

Any proposal awarded funding by the Board of Supervisors will be managed through a contract with HHSA. All contractors will need to meet Office of Inspector General screening and County insurance requirements prior to their contract being forwarded to the Board of Supervisors for approval and execution. During the course of the development of the contract, HHSA staff may negotiate the scope of the project to better target it to evidence-based practices.

**Reporting Requirements**

Contractors will be required to submit bi-annual performance reports, as specified in their contract, for the period in which they are utilizing MSA grant funds to fund the project. Any agency awarded MSA grant funds will also, at the discretion of the Agency’s Homeless Management Information Systems (HMIS) Administrator, be required to participate in the Agency’s HMIS system if the services provided by that contractor meet the requirements of the HMIS program. All agencies receiving MSA grant funds will be required to update and/or certify the currency of their information on the Napa Health Matters [website](http://napa.networkofcare.org/ph/) on an annual basis.

**FY 2019-20 Key Dates & Deadlines**

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| **Milestone** | **Date** | **Time** | **Address** |
| BOS agenda item on FY 19-20 MSA application process | February 12th, 2019 | BOS meeting 2:00 p.m. | Napa County Board of Supervisors1195 Third Street, Suite 305Napa, CA 94559 |
| Pre-Application Meeting (NOT MANDATORY) | February 13th, 2019 | 11:00 a.m. | 2751 Napa Valley Corporate Drive, Bldg A - [Madrone Conference Center](https://www.countyofnapa.org/DocumentCenter/View/10390/Campus-Map-JPG) |
| Full Application Period Begins | February 14th, 2019 |  |  |
| Full Application Due(PDF copy only) | March 15th, 2019 | 5:00 p.m. | Email to Jen Cantrell at: jennifer.cantrell@countyofnapa.org  |
| Full Application Scores and Funding Recommendations Released | April 30th, 2019 | 5:00 p.m. |  |
| Present Funding Recommendations for approval at Board of Supervisors | May 14th, 2019 | BOS meeting begins 9:00 a.m. (time of agenda Item TBD) | Napa County Board of Supervisors1195 Third Street, Suite 305Napa, CA 94559 |
| Grantee Contracts to Board of Supervisors for Approval | June 4th, 2019 | BOS meeting begins 9:00 a.m. (Consent Item) | Napa County Board of Supervisors1195 Third Street, Suite 305Napa, CA 94559 |
| First Contract Payment Made to Grantees | On or about August 1, 2019 |  |  |