



Agenda Date: 1/29/2008
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NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Snowden, Randolph F. - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst - 253-4720
SUBJECT: Award Criteria for Fiscal 2008-2009 Tobacco Master Settlement Agreement Grants

RECOMMENDATION

Director of Health and Human Services requests the following regarding the Fiscal Year 2008-2009 allocation of Tobacco Master Settlement Agreement (MSA) Funds:

1. Adoption of changes to the funding guidelines and the funding process for the Fiscal Year 2008-2009 MSA funding cycle as shown in the "Proposed Fiscal Year 2008-09 Changes to the Tobacco MSA Grant Procedures and Process"; and
2. Direction to staff to solicit and process applications in accordance with the process detailed the "Proposed Fiscal Year 2008-2009 MSA Grant Application Process" and the "Proposed Fiscal Year 2008-2009 MSA Grant Award Criteria."

EXECUTIVE SUMMARY

Commencing in 2005, the Board each year adopted procedural guidelines and funding criteria for the award of Tobacco Master Settlement Account (MSA) grants. The Board has also directed staff to continue to review and update the guidelines and criteria annually. In accordance with this direction, following the Fiscal Year 2007-2008 funding cycle, Health and Human Services Agency (HHSA) staff solicited input on the grant procedure process and funding criteria from non-profit agencies and from major local funders. The management team at HHSA also reviewed the funding criteria for alignment with existing community needs. Based on input received from these sources, staff recommends the Board adopt the revisions to the Funding Guidelines and Procedures for the Fiscal Year 2008-2009 funding cycle reflected in Attachment A. Additionally, it is requested the Board direct staff to solicit and process applications in accordance with the procedures detailed in Attachment B and the Grant Award Criteria shown in Attachment C.

1. Chair announces the agenda item.
2. Staff reports on the item.
3. Questions by the Board.

4. Chair invites public comments.
5. Member makes a motion.
6. Different member seconds the motion.
7. Board discussion and debate on the motion.
8. Chair calls for the vote.
9. If roll call vote requested by member, Clerk calls the roll.
10. Chair announces the result of the vote.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

In Fiscal 2005-2006 the Board authorized increasing the MSA grant funding from \$750,000 to \$800,000 for the next three years. Starting in Fiscal 2006-2007 the Children's Health Initiative (CHI) would receive \$100,000 per year from the MSA grant funds for three years. Fiscal 2008-2009 will be the third year of the Board-directed funding for CHI. Accordingly, HHS staff anticipates awarding a maximum of \$700,000 in MSA grant funds to other successful applicants in the Fiscal 2008-2009 funding cycle.

The Health and Human Services Agency (HHS) has managed the process for the award of Tobacco Master Settlement Agreement (MSA) grant funds for the past three fiscal years. Pursuant to Board direction, this process has included an annual review of the procedure used to solicit and evaluate grant applications. The general goal of the annual review is to ensure that the grant process is competitive, the application procedure is effective, and the activities benefitting from the awards are evidence-based. Each year, staff's review has resulted in recommendations to the Board for updates and revisions to the grant application process and award criteria to be utilized in the subsequent grant cycle.

As a part of this year's review process, non-profit agencies, local funders and HHS program managers were asked to provide input on proposed changes to the grant award criteria and the application process. HHS solicited input from the Napa Valley Coalition of Non-Profit Agencies and its approximately 45 separate member agencies, as well as from major local funders, including Auction Napa Valley, Queen of the Valley Community Outreach Program, First Five Foundation, and the Community Foundation of the Napa Valley. Input regarding the proposed changes and the alignment of the funding criteria with community need was also solicited from the management team at HHS. All of those responding indicated they felt the proposed changes would improve the annual grant process. This year's recommended revisions to the Funding Guidelines, Procedures and Process for Fiscal Year 2008-2009 are reflected in the Attachments. The recommended changes generally fall into four categories:

1. Funding Criteria – The proposed revisions more clearly delineate target areas. The revised funding categories encompass all applications funded over the past three years.

- | Application Process – Staff proposes a variety of revisions to streamline the process and obtain more detailed information regarding the proposed projects being evidence based.
- | Application Review – The proposed revisions will broaden the composition of the Grant Application Review Panel and provide additional opportunities for subject matter expert input on proposed projects. The proposed revisions include inviting a member of the Napa Valley Coalition of Non-Profit Agencies to serve on the Grant Application Review Committee. Staff also proposes to remove rating criteria which are superseded by other proposed changes or have proven not to be useful in rating applications.
- | Administration – The proposed revisions are designed to make the process more efficient, to make the programs to be funded more effective, and to increase the proportion of applications receiving multi-year funding.

The Director of Health and Human Services recommends the Board:

1. Adopt the changes to the funding guidelines and the funding process as shown in Attachment A, "Proposed Fiscal Year 2008-2009 Changes to the MSA Grant Procedures and Process"; and
2. Direct staff to solicit and process applications in accordance with the process set forth in Attachment B, "Proposed Fiscal Year 2008-2009 MSA Grant Application Process" and Attachment C, "Proposed Fiscal Year 2008-2009 MSA Grant Award Criteria."

Subject to approval of today's recommended actions, the timeline for the Fiscal Year 2008-2009 MSA grant application process calls for a 30-day application period opening on February 8, 2008 and closing on March 20, 2008. Staff intends to return to the Board on June 13, 2008 with recommendations for the award of MSA grant funds, and again on September 23, 2008 to request the Board approve contracts awarding MSA funding to the awardees' selected projects.

SUPPORTING DOCUMENTS

- A . Proposed FY 2008-09 Changes to the MSA Grant Procedures and Process
- B . Proposed FY 2008 - 09 MSA Grant Application Process
- C . Proposed FY 2008 - 09 MSA Grant Award Criteria

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita