



A Tradition of Stewardship  
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Agenda Date: 5/22/2012  
Agenda Placement: 9A  
Set Time: 9:10 AM  
Estimated Report Time: 15 Minutes

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Shelli Brobst for Randolph F. Snowden - Director  
Health & Human Services Administration  
**REPORT BY:** Shelli Brobst, Contracts Analyst - 253-4720  
**SUBJECT:** Tobacco Master Settlement Agreement Grant funding recommendations for FY 2012-2013

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### **RECOMMENDATION**

Director of Health and Human Services request direction and possible action regarding Tobacco Master Settlement funds:

1. Approval of the recommended recipients of Fiscal Year 2012-2013 Tobacco Master Settlement Agreement grant funds; and
2. Consider allocating \$25,000 from the Tobacco Master Settlement Agreement grant funds corpus to contract with a consultant to provide another series of courses providing assistance in developing evidence bases and writing successful grants for any non-profit agency providing services to Napa County residents.

### **EXECUTIVE SUMMARY**

On December 6, 2011, the Board reconfirmed the amount of Tobacco Master Settlement Agreement (MSA) monies to be used to fund MSA Grant Awards at ten percent of the value of the MSA fund as of January 1 of each year. The Health and Human Services Agency (HHS) has accordingly submitted a requested budget for Fiscal Year 2012-2013 which includes an appropriation of \$1,028,144 in MSA funds for this purpose. In accordance with Board direction, \$252,455 of this amount will be allocated to multi-year projects from the previous year (2011-2012) of the grant competition. Also in accordance with Board direction, an additional \$100,000 of this amount has been earmarked for a non-competitive contract with Children's Health Initiative Napa County to be used for the purpose of promoting access to health care and health care coverage for children from birth through the age of eighteen.

Pursuant to guidelines previously adopted by the Board, HHS solicited applications from community based organizations providing health-related services to Napa County residents for the distribution of the remaining \$675,689 through a competitive grant process. The request for solicitations resulted in the receipt of 22 pre-applications seeking a total of approximately \$1.2 million in grant awards. Of those, 18 proposals totaling

\$968,053 were invited to submit a full application. Of the 18 applicants invited to submit a full application, all chose to do so. A five-member Full Application Review Panel (Panel) reviewed and rated the applications in accordance with the objective funding criteria and procedures approved by the Board. The resulting recommendations of the Panel are now before the Board for consideration and possible approval.

### PROCEDURAL REQUIREMENTS

1. Staff reports.
2. Public comments.
3. Motion, second, discussion and vote on the item.

### 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

#### Master Settlement Agreement Grant Program Recommendations

At its meeting on December 6, 2011, the Board of Supervisors considered various revisions to the Master Settlement Agreement (MSA) application process and procedures for the Fiscal Year 2012-2013 grant cycle. As a result of those discussions, the Board determined to:

- Continue to utilize the funds being received by the County from the national Tobacco MSA to fund "physical, mental, and drug and alcohol programs and facilities that provide inpatient and outpatient services, including related prevention and education programs";
- Adopt certain changes to the pre-application rating criteria and application process;
- Award in the 2012-2013 grant cycle an amount equal to 10 percent of the balance of the County's MSA fund at January 1, 2012. For the Fiscal Year 2012-2013 grant cycle that amount is \$1,028,144;
- Continue to entertain applications for both single-year and multi-year grants;
- Award up to 50 percent of the total amount available in the current year to multi-year grants, less the amount already allocated to multi-year grants from previous years and the amount automatically allocated to the Children's Health Initiative Napa County (CHI).
- Continue to award the funds through a competitive grant program, with the exception of a non-competitive service contract in the amount of \$100,000 to be awarded to CHI; and
- Continue to structure the program in a manner that encourages the use of evidence-based service models.

As part of the Fiscal year 2011-2012 MSA grant process that Board approved three-year awards to the following agencies: Napa Emergency Women's Services - \$50,000, Cope Family Center - \$70,000, On The Move - \$70,000 and Legal Aid - \$62,455.

Based on the Board actions outlined above, and subtracting the amount of the multi-year awards made last year, for the Fiscal Year 2012-2013 grant cycle the total amount available for new grants is \$675,689. Of that amount, up to \$161,617 can be awarded in new, multi-year grants.

The Board also adopted the "Proposed MSA Grant Application Process," document, which was attached to the December 6, 2011, agenda letter. The document was prepared to carry out the Board's overarching goal of ensuring an objective, functional and needs-based application and allocation process that promotes programs of the highest possible quality.

Health and Human Services Agency (HHS) staff notified more than 100 agencies of the new grant cycle, solicited grant applications, and on December 13, 2011, held a conference for organizations that were considering applying for a grant. HHS used an updated pre-application process: interested applicants submitted a pre-application and narrative that were reviewed by a Pre-Application Review Panel. The Panel evaluated pre-applications on the basis of the objective "Pre-Application Rating Criteria" approved by the Board. To be invited to submit a full application, a proposal had to fall within the 17 highest scoring pre-applications.

HHS received 22 pre-applications seeking a total of approximately \$1.2 million in grant awards. Due to a tie for 17th place, 18 proposals totaling \$968,053 were invited to submit a full application. All of the applicants invited to submit a full application chose to do so.

A Full Application Review Panel ("Panel") then considered all 18 grant applications for the Fiscal Year 2012-2013 funding cycle. This year the Panel was composed of five HHS staff members:

- Bill Carter, Deputy Director, Quality Management Division, and HHS Compliance Officer
- Hannah Euser, Senior Quality Management Specialist, Quality Management Division
- Heidi Merchen, Staff Services Analyst II, Public Health Division
- Lisa Fletcher, Supervising Staff Services Analyst, Self Sufficiency Services Division
- Susan Wright, Staff Services Analyst II, Comprehensive Services for Older Adults Division

Additionally, three individuals assisted the Panel by reading applications, attending full applicants' presentations, and offering input during scoring and funding discussions. These individuals did not rate the applications:

- Suzanne Shiff, Executive Director, Napa Valley Coalition of Nonprofit Agencies
- Mitch Wippen, Deputy Director, Operations Division, HHS
- Benjamin King, Staff Services Analyst I, Operations Division, HHS

Each applicant made a presentation to the entire Panel. The presentations allowed time for follow-up questions to further clarify the proposed projects. After reviewing all 18 applications and the presentations, Panel members rated each application against the Rating Criteria adopted by the Board. The results of the review process are shown in Attachments A and B. Attachment A shows "2012-2013 MSA Proposals Recommended for Funding" and Attachment B shows the "2012-2013 MSA Proposals Not Recommended for Funding."

The Panel is recommending that a total of \$666,053 be awarded to the 12 applicants listed in Attachment A.

The application guidelines allowed applicants to seek multi-year funding and seven of the proposals being recommended for funding did so. The Panel recommends, within the framework provided by the Board for allocating multi-year funding, that multi-year grant commitments be issued to the three highest-scoring proposals that requested multi-year funding. The per-year amount sought under these three applications totals \$157,653. Board direction has capped the amount made available for multi-year grants at 50% of the total funds available for competitive grants each year, less the amount already committed from previous years to multi-year grants and less

the yearly amount allocated to CHI. In this funding cycle, that amount is \$161,617.

When the Board awarded the Fiscal Year 2011-2012 MSA grant funds it also directed staff to contract to provide assistance in developing evidence bases and writing successful grants for any non-profit agency providing services to Napa County residents. HHSA contracted with the California Institute for Mental Health for a series of such trainings. The trainings were attended by representatives from over 30 local agencies and were very well received. Nine of the twelve MSA applicants being recommended for funding in the Fiscal Year 2012-2013 cycle attended the trainings. Based on the quality of the proposals submitted this year and the comments received from attendees, staff feels that this assistance was of use beneficial to local non-profits. Accordingly, staff is also recommending the Board consider allocating \$25,000 from the Tobacco Master Settlement Agreement grant funds corpus to contract with a consultant to provide another series of courses providing assistance in developing evidence bases and writing successful grants for any non-profit agency providing services to Napa County residents.

If today's requested action is approved, HHSA will return to the Board for approval of contractual agreements for the 12 new grants and the non-competitive award to CHI.

The Grant Application Review Committee did not recommend funding for six applications. Those applications, shown in Attachment B, received scores ranging from 65.5 to 73.9 points.

### **Summary**

In summary, HHSA is requesting Board consideration and possible action on the Panel's funding recommendations to:

1. Consider awarding MSA funding for the 12 proposals shown in Attachment A; and
2. Consider allocating \$25,000 from the Tobacco Master Settlement Agreement grant funds corpus to contract with a consultant to provide another series of courses providing assistance in developing evidence bases and writing successful grants for any non-profit agency providing services to Napa County residents.

### **SUPPORTING DOCUMENTS**

A . 2012-2013 MSA Proposals Recommended for Funding

B . 2012-2013 MSA Proposals Not Recommended for Funding

CEO Recommendation: Approve

Reviewed By: Karen Collins