



Agenda Date: 6/6/2006
Agenda Placement: 9A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Randy Snowden - Director
Health & Human Services
REPORT BY: Mitch Wippern, Project Manager - HHSA, 259-8653
SUBJECT: Review of the Master Settlement Agreement Grant Award Program

RECOMMENDATION

Director of Health and Human Services Agency requests discussion and possible action on the following recommendations related to the Fiscal Year 2006-2007 allocation of Tobacco Master Settlement Agreement (MSA) Funds:

1. Approval of the Funding Guidelines for the Tobacco Master Settlement Agreement Grant Program for Fiscal Year 2006-2007;
2. Approval of the Process for Distribution of Tobacco Master Settlement Agreement Funding for Fiscal Year 2006-2007; and
3. Direction to staff to solicit and process applications in accordance with the Recommended Procedures.

EXECUTIVE SUMMARY

Approval of the recommended action on the "Funding Guidelines for the Tobacco Master Settlement Agreement Grant Program for Fiscal Year 2006-2007" will incorporate the following factors in the proposed guidelines:

1. Increase the weighting of award criteria to favor the use of evidence-based program models;
2. Increase the weighting for applications that target underserved populations;
3. Increase the weighting to favor applications using objective outcome evaluation measures;
4. Delete the weighting that favors projects to be conducted by two or more collaborating agencies; and
5. For applications seeking multi-year funding, further increase the weighting for projects that demonstrate a clear plan for sustainability.

Approval of the recommended action on the "Process for Distribution of Tobacco Master Settlement Agreement Funding for Fiscal Year 2006-2007" will incorporate the following factors in the proposed process:

1. Modify the composition of the Application Review Panel by removing the requirement that one spot be held

by "a professional in the health or social services field who does not reside in Napa County and who does not have any affiliation with the County or any organization seeking funding" and adding a second representative from HHSA;

2. The Grant Application Review Panel may recommend awarding multi-year funding, for a maximum of three years, for qualifying applications in an amount not to exceed 20 percent of the available MSA grant funds for the award year; and
3. Set aside up to \$10,000 from the grant funds available for the 2006-2007 year to fund a contract to MSA-funded non-profit organizations with training regarding the development of sustainability funding for grant projects.

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

On July 19, 2005, the Board adopted procedural guidelines and funding criteria for the Fiscal Year 2005-2006 MSA grant cycle. At that time, the Board also gave "approval for staff to begin a review of the ... [MSA grant] ... distribution process for Fiscal Year 2006-2007 and beyond." Subsequent to this Board action, the County Executive Officer delegated the responsibility for administering the MSA grant process to HHSA.

In March 2006 HHSA began soliciting input on the grant procedure process and the grant award criteria. HHSA requested input from the Napa Valley Coalition of Non-Profit Agencies and from its approximately 45 separate member agencies. HHSA sought input from several public advisory panels, including the Mental Health Board and the Advisory Board on Alcohol and Drug Programs, and from major local funders, including the Gasser Foundation, Auction Napa Valley, and the Community Foundation of the Napa Valley. Input derived from existing community needs assessments was additionally solicited from the management team at HHSA.

Responding non-profit agencies, local funders and HHSA program managers were asked to provide input on the grant award criteria and the application process. Other respondents were asked to comment on the grant award criteria and to provide any general input they wished. A summary of all comments received is attached.

HHSA reviewed the comments in detail and based on that review developed recommended modifications to the Funding Guidelines and Procedures for the Fiscal Year 2006-2007 funding cycle. The modifications that staff proposes be made to these documents continue previous efforts to make the process more open and competitive. Additionally, the proposed modifications will help to ensure that the funds are awarded to programs that are well managed and capable of producing meaningful and measurable outcomes.

Each grant application will be reviewed to ensure that it is complete and meets minimum qualifications. Applications that meet the minimum standards will then be reviewed by a grant application review committee and rated against a set of standard criteria. Applications that propose collaborative projects or that request multi-year funding will undergo an additional level of review.

HHSA recommends adoption of the Funding Guidelines and Process for the Fiscal Year 2006-2007 funding cycle as set forth in the attachments. Additionally, the Agency requests that the Board direct staff to solicit and process applications in accordance with the Recommended Process.

SUPPORTING DOCUMENTS

- A . FY 2006-2007 MSA Funding Guidelines
- B . FY 2006-2007 MSA Funding Process
- C . MSA Comments Received

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita