



A Tradition of Stewardship
A Commitment to Service

Napa County Health and Human Services Agency Tobacco Master Settlement Agreement Grant

Application Process
Fiscal Year 2014-2015

Introduction

This document outlines the steps and requirements to apply for Master Settlement Agreement (MSA) grant funds. These funds are disbursed by the County of Napa Board of Supervisors each year. The total anticipated award amount in fiscal year 2014-2015 will be ten percent of the value of the MSA trust accounts. For FY 2014-2015 the award amount is approximately \$1,048,000. The final amount available will be known in early January 2014.

Of the total amount available, \$100,000 has been set aside for a non-competitive contract with the Children's Health Initiative (CHI) and \$157,653 was awarded as part of multi-year grants in the FY 2012-2013 grant cycle. The County of Napa has the option of awarding up to 50% of the total funds available in any year for multi-year contracts, minus these already-committed funds. Accordingly, up to approximately \$266,000 can be let for new multi-year contracts in the FY 2014-2015 grant cycle. The remaining funds, approximately \$524,000, are reserved for single-year contracts.

1) Mandatory Pre-Application Conference and Application Package

A mandatory pre-application conference will be held on Friday, October 11, 2013, from 10:30 a.m. to 12:00 p.m. in the Napa County Health and Human Services Agency's Building K conference room (2261 Elm Street, Napa) to orient applicants and to answer questions about the application process. Agencies must have a representative attend this meeting to be eligible to apply for MSA grant funds. The 2014-2015 fiscal year grant cycle applications, along with a written summary of the minimum qualifications, the grant rating criteria, the key dates, the MSA contract boilerplate, and other supporting documents will be available at this meeting. Applicants may ask questions about the MSA application process at the meeting or may submit written questions regarding the application process at any time. Health and Human Services Agency staff will respond to every question received. Responses to all questions will be posted for public review on the County website at <http://www.countyofnapa.org/hhs/tobaccoMSA/>.

2) Minimum qualifications (a checklist is provided on the pre-application form for applicants to certify that they meet each of these minimum qualifications)

- a) Applicants must either be legally formed non-profit organizations exempt from State and Federal taxation or be a local government agency. Non-profit applicants must submit a copy of a letter from the IRS determining nonprofit status.
- b) To be eligible to apply for MSA grant funds, applicants must not be excluded, suspended, debarred, or otherwise ineligible to participate in the Federal Health Care Programs. However, applicants are eligible to apply for MSA grant funds if they have been reinstated to participation in the Federal Health Care Programs after a period of exclusion.

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- c) Applicants must not have been convicted of a criminal offense related to the provision of health care items or services.
- d) Applicants must comply with all applicable federal, state, and local regulations regarding smoking in the workplace; have a policy relating to the use of tobacco products by staff and/or volunteers and/or clients; and have a tobacco use prevention practice incorporated in the proposed program. Applicants shall, as part of the grant application packet, provide evidence of such policies and practices.
- e) All grant proceeds must be used for projects that provide health services and/or health-related services in at least one of the categories named below. Applicants are invited to submit grant requests that benefit any age group, including services for individuals and families.

Grant Categories:

i. *Health and Wellness*

- 1. Service Connection and Access
- 2. Disease Prevention
- 3. Disease Education/Management
- 4. Health care

ii. *Alcohol, Tobacco and Drugs*

- 1. Service Connection and Access
- 2. Prevention/Promotion
- 3. Early Intervention
- 4. Treatment/Cessation
- 5. Recovery Support

iii. *Mental Health*

- 1. Service Connection and Access
- 2. Prevention/Promotion
- 3. Brief Intervention or Treatment

iv. *Youth Development*

- 1. Mentoring
- 2. After school Programs
- 3. Leadership Development

v. *Programs that provide basic social safety net needs*

- 1. Food
- 2. Shelter
- 3. Economic Self Sufficiency

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- f) All applicants and all grant-funded activities, projects, and undertakings must comply with all applicable laws, including those pertaining to civil rights, confidentiality and privacy, regulatory compliance, and, where applicable, employment and housing.
- g) Substantially all funding awarded must be used for the provision of services to residents of Napa County.

3) Grant Rating Criteria

The grant rating criteria that will be used to rate the fiscal year 2014-2015 pre- and full grant applications are set forth in documents titled “Master Settlement Agreement Grant Pre-Application Rating Criteria, Fiscal Year 2014-2015” and “Master Settlement Agreement Grant Full Application Rating Criteria, Fiscal Year 2014-2015”.

4) Pre-Application

- a) *Submittal* – All applicants must submit a pre-application before being asked to submit a full application requesting Master Settlement Agreement funds. Pre-applications should be submitted in writing and signed by an officer of the organization submitting the application who certifies that he/she has the authority to submit the application. All materials requested for the pre-application must be submitted electronically to:

Napa County Health and Human Services Agency
Attention: Ben King
benjamin.king@countyofnapa.org

All materials requested in the pre-application must be submitted no later than 5:00 PM on November 8, 2013.

- b) *Format* - All documents will be created using 12-point Arial or Times New Roman font, single spaced, with one-inch margins. Applicants must submit **one electronic PDF copy** of the pre-application.
- c) *Content* - The pre-application consists of the following:
 - i) Basic organization and project information (on cover sheet)
 - ii) Minimum qualifications checklist, including project categories
 - iii) Responses to the Narrative Criteria listed in the pre-application document, which correspond to the five Pre-Application Rating Criteria (maximum two pages, plus one optional page for end note citations)
 - iv) For nonprofit applicants, a letter from the IRS determining nonprofit status
 - v) Evidence of Agency’s Tobacco Policy and Practices, per Minimum Qualification 2d

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5) Full Application

- a) *Submittal* – The 17 applicants who score the highest on the pre-application will be invited to submit a full application. Full applications may only be submitted by invitation. Full applications should be submitted in writing and signed by an officer of the organization submitting the application who certifies that he/she has the authority to submit the application. All materials requested for the full application must be submitted electronically to:

Napa County Health and Human Services Agency
Attention: Ben King
benjamin.king@countyofnapa.org

All materials requested in the full application must be submitted no later than 5:00 PM on January 31, 2014.

All applicants that submit a full application will be invited to present their applications to the grant review panel. The details of that presentation are outlined below.

- b) *Format* – All documents will be created using 12-point Arial or Times New Roman font, single spaced, with one-inch margins. Applicants must submit **one PDF copy** of the full application.
- c) *Content* – the full application will consist of the following:
- i) Staff will keep the pre-application on hand to inform the review panel’s evaluation of the full application.
 - ii) A maximum 0.5-page statement that documents how the proposed project fits with the core mission of the sponsoring agency;
 - iii) For collaborative applications, the name of the lead organization which will bear administrative, reporting, and fiscal responsibility on behalf of the collaborative
 - iv) The tasks and responsibilities the lead agency will undertake and a copy of an MOU from each other participating partner stating what its role is in the collaborative and showing how much of the grant award is to be distributed to it.
 - v) A statement (maximum one page) that answers the following questions: “Have you applied for funding from other sources for this proposed project/ program or a similar project/ program? If so, what is the status of these other funding requests, what is the timing on funding decisions, and have you received funding from these other sources before? What will you do if

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you receive MSA Grant funds from the County of Napa as well as funds from the other sources?”

- vi) A maximum of one page, including the following:
 - a. A statement indicating whether or not the proposed project is an expansion or enhancement of a program that the applying agency/agencies currently provide under contract to the Napa County Health and Human Services Agency
 - b. A statement that documents how the proposed project relates to existing services – does it duplicate, enhance, or substitute, or does it stand alone? If it duplicates, enhances, or substitutes, what are the other programs currently in place that provide similar services?
- vii) One statement for each final application rating criterion 1-9 that clearly indicates how the proposed project meets the criterion. Responses to all full application rating criteria should total no more than six pages. Up to one additional page may be provided for end-note citations.
- viii) A one-page budget, describing how the grant funds will be used, based on the template provided. The budget must show in line item detail, as shown on the attached sample budget, the proposed expenditures for the project. If the program is an ongoing program, include a copy of the prior year's budget. If the funding requested will be used to fund a portion of a larger program, include a copy of the overall program budget. The budget must also show other funding sources that the applicant has applied for and/or secured for the proposed project.

6) Project Presentation

Project presentations will occur between March 6 and March 20, 2014. Every eligible applicant that submits a complete full application will be invited to appear before the grant application review panel for 30 minutes. The first 10 minutes of that time will be the applicant's opportunity to make a presentation on their proposed project. The remainder of the time will be reserved for questions by the panel members regarding the proposed project. The applicant's presentation should offer information that shows how the proposed project meets the funding guidelines as shown on the attached document titled "Master Settlement Agreement Grant Full Application Award Criteria, Fiscal Year 2014-2015." Members of the review panel will give the application a final rating after the applicant presentation. This is an important opportunity for the applicant to help the panel understand their proposal.

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Appendix: Application Review and Contract Processes

A1) Pre-Application Review Process

A pre-application review panel will be convened by the Napa County Health and Human Services Agency for rating the pre-applications. HHSA staff has prepared and will submit to the review panel the attached document titled “Master Settlement Agreement Grant Pre-Application Rating Criteria, Fiscal Year 2014-2015.” HHSA staff will provide to the review panel a copy of each pre-application that has been deemed to meet the minimum qualifications set forth in Section 2 of this document. Each reviewer will be asked to read the pre-application and then to rate it against Pre-Application Rating Criteria 1, 2, 3, 4, and 5 in the aforementioned document. The reviewers will then meet to compare and discuss ratings before finalizing them. The 17 highest-rated pre-applicants will be invited to submit full applications.

Applicants will be informed of their pre-application score, and whether or not they are invited to submit a full application, no later than December 18, 2013, at 5 P.M.

A2) Full Application Review Process

- a) *Initial review* - All applications will be initially reviewed for completeness by staff. Any incomplete applications will be returned to the applicant. They can be corrected and resubmitted only if the application deadline has not passed. Applicants must continue to meet all minimum qualifications set forth in Section 2 of this document.
- b) *Final review* – A full application review panel will be convened by the Napa County Health and Human Services Agency for rating the full applications and for making funding recommendations to the Board of Supervisors. In the review of the full applications each reviewer will be asked to read the application, attend the applicants’ project presentations, and then evaluate them against the attached document titled “Master Settlement Agreement Grant Full Application Rating Criteria, Fiscal Year 2014-2015”. During the project presentations a subject matter expert, not affiliated with the applicant and selected by the review panel, may be asked to join the panel in its review of the application. This expert will not be a rating member of the panel, but will provide technical insight and question the applicant on their proposed project. In the case that a proposed project falls under the purview of the division in which any of the review panel members work, those members will not rate the application. Instead, they will review the application, participate in the question and answer session, and offer any opinions they may have on the proposed project. Before the ratings are final, the reviewers will meet to discuss their ratings, adjust them as they see fit, and finalize their recommendations for funding. Based on the panel’s deliberations, staff may develop and disseminate information on the rating process that might be helpful to applicants in the future. The panel will forward its recommendations for funding to the Board of Supervisors. The panel may suggest multi-year

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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.

A3) 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 County insurance requirements prior to their contract being forwarded to the Board of Supervisors for 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. Contractors will be required to submit performance reports, as specified in their contract, for the period in which they are utilizing MSA grant funds to fund the project.

A4) Homeless Management Information System (HMIS) and Napa Health Matters Reporting Requirements

Any agency awarded MSA grant funds will, at the discretion of the Agency's HMIS Administrator, be required to participate in the Agency's HMIS system if the services provided by that Agency 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, on a quarterly basis.