# Planning, Building & Environmental Services

# Napa County Wildlife Conservation Commission

February 23, 2026 – Agenda Item 7(C): Grant Process & Evaluation Improvements

# Agenda Item 7(C)

- Grant Award Process Feedback

- Process Improvement Ideas

- Grant Evaluation Feedback

- Evaluation Improvement Ideas

- Timeline and other Considerations

# Grant Award Process Feedback

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# Process Improvement Ideas

- Simple survey questions to recent/frequent grant award recipients to request input on recommendations.

- Do not invite presentations or formal attendance by applicants.

- Update grant application guidelines to include FAQs (e.g., is the project scalable?).

# Process Improvement Ideas

- Two-meeting decision process.

  - Sonoma County Fish & Wildlife Commission

  - Contra Costa County Fish & Wildlife Committee
    - Review applications and rate with plus (+), minus (-) or question mark (?) at first meeting; review new information and make final funding recommendations at second meeting

  - Solano County Parks & Recreation Commission
    - Fish & Wildlife Committee (1 subject matter expert in fish & wildlife issues and 2 Parks & Rec Commissioners)

# Grant Application Evaluation Feedback

# Evaluation Improvement Ideas

- Clarify priority funding objectives or project types.

- Allocate percentage of funding or place caps on funding by project type.

  - Alameda County Fish & Wildlife Comm: Three grant levels –
    - One large grant ($30,000) for habitat restoration,
    - One to two mid-size grants (up to 10,000), and
    - five to eight small grants (up to $5,000).

- Remove or de-prioritize or cap funding for staff salaries.

  - Contra Costa County FWC and Solano County FWC generally do not recommend funding for operating costs and overhead, incl. salaries.

# Evaluation Improvement Ideas

- Adopt an application scoring system.

  - Solano County Parks & Recreation Commission (example for discussion)
    - Link to Solano County FWC Scoring Sheet

  - Commissioner Allen Xie's Proposed Scoring Model (example for discussion)
    - Link to Commissioner Allen's Proposed Model

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# Considerations

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- Any algorithm developed for a scoring system would need to be adopted and made accessible by Commissioners and by staff.

- Any changes to application or evaluation guidelines would need two readings before vote.

- Any changes to process or evaluation would need to be in place and advertised in advance of grant application window

- Phased approach to changes – short-,  mid-, long-term.