

SFY 2020-2021
REQUEST FOR APPLICATIONS and INSTRUCTIONS
Revolving Account for the Prevention and Treatment of Problem Gambling

Problem Gambling
Questions and Answers

General Questions

Q: I cannot download the RFA form, can you please tell me how to access this?

A: *The RFA can be accessed by going to our website and clicking on the hyperlink.*
http://dhhs.nv.gov/Programs/Grants/PG_RFA/

Q: When is the RFA available on your website?

A: *The application has been available on our website since January 04, 2019.*
http://dhhs.nv.gov/Programs/Grants/PG_RFA/

Q: Can we get last grant cycle scores and critiques so we can improve on our weaknesses?

A: *We will not be providing the last grant cycle scores and critiques. We encourage applicants to look at this as new opportunity and answer to the best of their ability.*

Q: It is unclear what the online application process is, will you be using Amplifund this grant cycle and will you be sending the application link after we attend the webinar? Or is there going to be another online application system used?

A: *We will not be using Amplifund this grant cycle. The term “online application” being used with this process refers to submitting the application via email as opposed to delivering hard copies by postage, courier, or in person delivery. All application documents must be submitted directly to the GMU email (gmu@dhhs.nv.gov) by 5 pm February 15th. When submitting the application, it is required to be in PDF form. In the subject line of the email place the RFA title, “Problem Gambling {Treatment/Prevention} RFA Response form {Name of applicant}”. If the email is too large for transmittal or delivery the application can send the complete application in more than once email by indicating in email subject line that the application has been emailed in parts (e.g., “Part 1 of 3”).*

Q: Are multiple copies of the RFA (electronic and paper) needed?

A: *Please submit a single application, including all required documents, to the GMU email (gmu@dhhs.nv.gov). No paper copy will be accepted. Please be sure to submit a scanned version of your signed application form (3.2).*

Q: Do we retype the 3.2 Application form provided?

A: *The mandatory form is available in Microsoft Word format on the website http://dhhs.nv.gov/Programs/Grants/PG_RFA/*

Q: Is the 3.2 Application form required?

A: *A completed Application Form is mandatory. If the application form is not completed in full the application may be rejected or for minor deficiencies may receive a 5-point reduction in the scoring total.*

Q: Is the Application form (3.2) and required attachment under section 3.1 included in the page limits?

A: *The mandatory Application form (3.2) and required attachments under section 3.1 are excluded from the page limits.*

Q: Is there page formatting requirements?

A: *For the Proposal Narrative (3.3), pages must be formatted to use 1.0" margins and 11-point Ariel Font. There are no formatting requirements for the Application Form (3.2) and attachments required under section 3.1.*

Budget Questions

Q: In the RFA budget section, you provided an example of a prevention program that was set up as fee-for-service, but during the orientation you said that only treatment programs were fee-for-service?

A: *Treatment programs are required to be set up as fee-for-service. Other programs may propose a fee-for-service arrangement. If you are a problem gambling prevention applicant who wishes to propose a fee-for-service arrangement, you still need to develop a complete categorical budget so we can see how you arrived at the fee-for-service rate. If your expenses seem reasonable, then it may be possible to set up the grant as fee-for-service.*

Treatment Application Questions

Q: How do I complete 3.3 Proposal Narrative?

A: *Applicants are limited to a total of 15 pages for applicants proposing outpatient gambling treatment services and 17 pages for applicants proposing both outpatient and residential gambling treatment services. The applicant narrative needs to begin each section by identifying the proposal component being answered (proposal components I – VI) followed by their responses to the proposal component’s stated questions and inquiries.*

Q: Regarding Appendix D, is the only requirement to complete this form to answer the activities for goal 1 and 2?

A: *Treatment applicants need to complete three sections in Appendix D. (1) Under the heading, “Description of Services, Scope of Work and Deliverables” the applicant is to provide a brief summary of the services proposed. (2) For each placeholder designated by “XX”, replace “XX” with the projected numbers to be served. (3) Under the “Activities” section for “Goal 1” briefly describe the proposed activities to increase treatment enrollments and for “Goal 2” the proposed activities related to providing recovery support services to individuals discharged from gambling treatment.*

Q: Appendix D Goal 3: Do we sign or agree on this form somewhere that we will comply?

A: *By submitting an application for this RFA, the applicant is agreeing to make it a goal to “Meet all the Performance Standards as described in the DHHS Problem Gambling Services Strategic Plan (p.33)”, is agreeing to strive for the stated “Objectives” of Goal 3, and is agreeing to participate in the related “Activities”. Successful applicants will need to sign an agreement with DHHS that will contain a Scope of Work based on the information provided on this RFAs Scope of Work Form (Appendix D).*

Q: What can I do to make sure that the application is complete?

A: *Carefully read through the Application Instructions. Complete the Application Checklist found in Appendix C prior to submitting the application and double check that all the checklist boxes are checked off as being completed and all required materials are included in the PDF document(s) containing your complete application.*

Q: Can I make changes to a submitted application?

A: *Once the application is submitted, no corrections or adjustment maybe made prior to the negotiation period.*

Prevention Application Questions

Q: Are prevention grantees required to promote and/or provide the Problem Gambling HelpLine number in their grant-funded activities?

A: *Yes, prevention grantees will be required to promote and/or provide the Problem Gambling Helpline number in relevant grant-funded activities.*

Q: Section F, Subcontracting of Services, what exactly do you mean by “subcontract its services”?

A: *If you have a current subcontract that is providing services on behalf of your organization you would need to list their information in this section.*

Q: Section F, Subcontracting of Services, if we contract with another entity for a service we provide fully without grant funding, does that have to be included here?

A: *If you have a contract with another entity for a service that provides prevention services, you would need to provide the information to insure proper fund allocations are allocated correctly and to prevent duplication of services that are relevant to your application.*

Q: Section F, Subcontracting of Services, is this only relevant to services for which we are seeking grant funding?

A: *No, this section is information regarding your agency and services provided by your agency.*

Q: Section G, Key Personnel, do we include both staff and consultants who will be key personnel for the project?

A: *This section is to list all key personnel; you would provide the same information you would provide for staff as you would for the individual subcontractors that are relevant to your application. This could be including a resume or a copy of the subcontract.*

Q: Section J, Current Funding, is this asking about specific project funding currently award to our organization from the State of Nevada and/or other funding sources?

A: *This section is a list of all entities that provide funding to your agency.*

Q: Section J, Current Funding, can you give an example of what information would be entered in to column “Funding”?

A: *This would be the name of the entity that provides the funding to the agency.*

Q: Section J, Current Funding, can you give an example of what information would be entered in to column “Type”.

A: *This would be the type of funds such as but not limited to grant awards, sale of goods and services, donation or fundraising.*

Q: Are we supposed to be describing only one year of our prevention program or explain what we will do over the course of the full two years?

A: *Your proposal should cover what you plan to accomplish over the full two years of the grant cycle. If the activities or elements differ from year to year, you may break them down into Year One and Year Two for clarity.*

Workforce Development Application Questions

Q: Is there a Workforce Development RFA?

A: *There is not a Workforce Development RFA. We plan to support workforce development activities as described in the Strategic Plan. We are exploring a separate simplified procurement method to help support the continuation of an annual state conference on problem gambling*

Corrections

1: In the RFA on page 8 item#2, fourth line, reads Advisory Council on Problem Gambling (ACPG)

This line should read, ...: the Governor’s Advisory Committee on Problem Gambling (ACPG)

2: In the RFA on page 12, item C, sixth line, reads (see Problem Gambling Services Strategic Plan, SFY 2020-202 at <http://dhhs.nv.gov/>).

This line should read. ... (see Problem Gambling Services Strategic Plan, SFY 2020-2021 at <http://dhhs.nv.gov/>).

3: In the RFA on page 16, item G, Licensed/Certified Licensed/Certified reads CGAC or CGAC-I

This section should read “CPGC or CPGC-I”