

REQUEST for APPLICATIONS

PROBLEM GAMBLING WORKFORCE DEVELOPMENT

State Fiscal Years 2016-2017

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**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

SFY 2016 - 2017

**REQUEST FOR APPLICATIONS and INSTRUCTIONS
Revolving Account for the Prevention and Treatment of Problem Gambling**

PROBLEM GAMBLING WORKFORCE DEVELOPMENT

NOTE: This application is also available at <http://dhhs.nv.gov/Grants>

BACKGROUND

Nevada is viewed throughout the world as a leader in the casino and gaming sector with regard to regulation, technology, business strategies, and sophistication of its gaming companies. In the same manner, Nevada has sought to develop systems to reduce gambling-related harms by addressing problem gambling and developing strategies that encourage responsible gaming.

In 2005, the Nevada State Legislature passed Senate Bill 357 to create the Revolving Account for the Prevention and Treatment of Problem Gambling and also an Advisory Committee on Problem Gambling (ACPG) to advise the Department of Health and Human Services (DHHS) in its administration of this account. Today, Nevada Revised Statute (NRS) 458A provides the program structure and NRS 463.320(e) authorizes the revenue (\$2 per slot machine per quarter). Nationwide economic problems led to a reduction in the amount of funding available from State Fiscal Year (SFY) 2011 through SFY2013, but full funding was restored in SFY 2014.

Problem gambling treatment in Nevada is aligned with a strategic plan cooperatively developed in SFY 2011 by DHHS staff, a contracted technical expert, and members of the ACPG and treatment providers. The plan includes treatment standards, fee-for-service rate reimbursements, and specific goals for each year through SFY 2016. In addition, Improvement Domain IV of the plan specifically addresses Workforce Development. The stated goal is to *“offer training, education programs, and networking opportunities designed to develop provider competencies and foster a supportive and collegial workforce made up of sufficient numbers.”* Specific strategies include, but are not limited to, teleconferences, e-learning, a statewide conference, and best practice research.

More details about the specific strategies are provided in the “General Purpose of Funding” section of this Request for Applications (RFA). The plan (which was approved by the ACPG at its April 29, 2011 meeting and last updated in August of 2014) may be viewed by clicking on the URL below.

http://dhhs.nv.gov/uploadedFiles/dhhs.nv.gov/content/Programs/Grants/Programs/Problem_Gambling/PG_Treatment_Strategic_Plan_SFY2015_v81314.pdf

Only one grant will be funded through this RFA. Other Workforce Development activities, which are not funded through this RFA, include the option for Problem Gambling Treatment Grantees to program all or a portion of a supplemental “Program Enhancement” grant, estimated at approximately \$13,150 per treatment grantee, to support workforce development activities specific to their agency’s need.

AVAILABLE FUNDING

Projected available funding for a single Problem Gambling Workforce Development grant in SFY 2016 is \$49,836 and in SFY 2017 is \$49,836. These projections are subject to the availability of funds as well as any and all changes made by the 2015 Legislature during the state budgeting process. If changes occur, amendment(s) to this RFA will be published.

GRANT PERIOD

Awards made under this RFA are intended to span two State Fiscal Years – 2016 and 2017. Year One awards will begin July 1, 2015 and end June 30, 2016. Year Two awards will begin July 1, 2016 and end June 30, 2017. All awards are subject to funding availability. Year Two awards are also contingent upon grantee performance in Year One.

GENERAL PURPOSE OF FUNDING

Problem Gambling Workforce Development services must be designed to “offer training, education programs, and networking opportunities designed to develop provider competencies and foster a supportive and collegial workforce made up of sufficient numbers” (Page 10 of Strategic Plan).

This RFA has been developed to find a grantee to provide a variety of workforce development activities that may include the following.

- Provide quarterly teleconferences as a method to share information between providers and provide regular updates.
- Devise training and education programs to develop provider competencies. Explore the use and financial feasibility of best practice methods of developing the workforce, including models that emphasize coaching and on-site implementation support.
- Develop an e-learning training series via webinars.
- Sponsor a statewide problem gambling conference.
- Survey workforce to assess training needs and satisfaction with training offered.
- Utilize workforce survey results to continue to improve workforce development efforts.

Note that the above list is not exhaustive. Applicants may propose other workforce development activities and will be expected to collaborate with DHHS Grants Management Unit (GMU) to respond to emerging workforce development needs (such as hosting a workshop or workgroup with treatment or prevention grantees, if during the course of the grant year the need is identified and sufficient budget exists). Applicants are encouraged to utilize existing resources when available. For example, rather than utilizing funds to develop a webinar series, applicants should team with a credible existing organization who offers such a series. Rather than designing an online problem gambling counselor basic education course, applicants should utilize an existing course and create an add-on module specific to Nevada.

APPLICATION PROCESS

Eligibility

All governmental, educational, nonprofit and for-profit agencies are eligible to apply for funds to provide services consistent with this RFA.

Application Process

This is an online application process. Additional details about the online process are located in the “Application Instructions” section of this document (*see Page 8*).

Mandatory Orientation

In order to obtain the information necessary to access the application website, applicants **must** attend the Orientation Session, which will be conducted via webinar. The orientation date and time is provided on Page 7. The URL address and password to access ***the application website will be released by 5 p.m. on Friday, February 27, 2015***, to all applicants who attended the orientation session. Verification of attendance is based on webinar registration and log-in, so applicants must be sure that at least one representative of their organization is actually logged in to the session. Applicants will also need a valid email address and the organizations tax ID in order to register online.

Application Questions and Answers

Substantive questions about the application may be submitted via e-mail to gmu@dhhs.nv.gov through 5 p.m. ***Friday, March 6, 2015***. Inquiries will be responded to as quickly as possible, and all questions and answers will be posted to the DHHS Grants Management Unit (GMU) website by 5 p.m. ***Tuesday, March 10, 2015*** (http://dhhs.nv.gov/Programs/Grants/Forms/RFA_2016-17_ProblemGambling/). The Q&A will remain on the website through the end of the application period. After March 6, 2015, no substantive questions about the application will be answered. Technical questions regarding submission may still be directed to Laurie Olson via e-mail at lolson@dhhs.nv.gov or via telephone at (775) 684-4020.

Applicants are advised not to wait until the deadline to ask submittal questions since the GMU cannot guarantee immediate response and applications submitted after the published deadline will be disqualified.

Award Process

Proposals received by the published deadline of 5 p.m. Friday, ***March 27, 2015*** will be reviewed in a three-step process.

1. Staff from the DHHS GMU will review applications to ensure that minimum standards are met. Submissions must include applicant information, an executive summary, answers to all RFA questions, and responses to a fiscal management checklist. Applications **will** be disqualified if they are received after the stated deadline and **may** be disqualified if they:
 - Are missing any fundamental elements (e.g., attachments);
 - Do not meet the intent of the RFA, or
 - Are submitted by an entity that is financially unstable as evidenced by information gleaned from the fiscal management checklist and required fiscal documents.
2. Applications that meet minimum standards will be forwarded to a review team selected by DHHS. Reviewers will score the applications (in accordance with the Scoring Matrix in Appendix A) and make preliminary funding recommendations for the ACPG’s consideration. Proposals scoring 60 or above, out of a possible 100, may be considered for funding. In the event that no proposal achieves a score at least 60, DHHS may request supplemental information to address deficiencies. Reviewers will identify technical strengths and weaknesses of the applicants’ response to each question.
3. In a public meeting scheduled for ***Thursday, May 21, 2015*** ACPG members without a conflict of interest will discuss results of the reviews, funding recommendations prepared by the review team,

and the performance of current or past Problem Gambling grantees. ACPG members with a conflict of interest (i.e., members who have applied for funding or have an affiliation with an applicant agency) will be excused from Step Three of the process.

At the conclusion of the committee discussion, the ACPG will recommend applicants for funding to the DHHS Director. No specific grant amount will be recommended.

At this time, the ACPG may also recommend changes in an applicant's service plan to address concerns brought forward by the reviews.

Final funding decisions will be made by the DHHS Director based on the following factors.

- Reasonable geographic distribution of the available funds within the Revolving Account for Prevention and Treatment of Problem Gambling;
- Conflicts or redundancy with other federal, state or locally funded programs, or supplanting (substitution) of existing funding;
- Availability of funding, and
- Consideration of the recommendations of the ACPG.

Funding decisions made by the DHHS Director are final. There is no appeals process.

Applicants will be notified of their status after the Director's decisions have been made. DHHS GMU staff will conduct negotiations with the applicants recommended for funding. During these negotiations, any specific issues identified by the ACPG, the GMU or DHHS Director will be addressed. These issues may include, but are not limited to:

- Revisions to the project budget;
- Revisions to the Scope of Work;
- Revisions to outcomes, and/or
- Enactment of Special Conditions (e.g., certain fiscal controls, more stringent performance requirements or more frequent reviews).

Not all applicants who submit a qualifying proposal or are contacted for final negotiation will necessarily receive an award. All questions and concerns must be resolved before a grant will be awarded. Upon successful conclusion of negotiations, DHHS GMU staff will complete and distribute to grantees notices of grant award, general conditions, grant assurances and grant instructions.

ALL FUNDING IS CONTINGENT UPON AVAILABILITY OF FUNDS.

Reimbursement Method

Payments will be based on monthly or quarterly reimbursement of actual expenditures incurred. Expenses must be included on the approved budget, allocable to the grant, and allowable under all applicable statutes, regulations, and policies and procedures including, but not limited to the Grant Instructions and Requirements (GIRS) issued by the DHHS GMU. Payments to applicants whose proposals are funded through Fee-for-Service budgets will be based on the actual units of service provided; total payment may not exceed the grant amount. (See "Budget Instructions" on Pages 9-12 for more details.)

Reporting and Other Requirements

All applicants whose proposals are funded will be required to submit to the DHHS GMU quarterly progress reports based on approved outcome measures no later than 30 days following the end of each quarter.

All grantees and subrecipients that provide direct services to clients are required to submit organizational and service information to Nevada 2-1-1 and to update that information annually. Proof of submission and/or updates will be required as part of the grantee's second quarter progress report.

DHHS is not responsible for any costs incurred in the preparation of the application. All applications become the property of DHHS. DHHS, in coordination with the ACPG, reserves the right to accept or reject any or all applications. Projects awarded funding are those deemed to be in the best interest of the people of the State of Nevada.

TIMETABLE

	Application for Problem Gambling Treatment Programs
Monday, February 23	Publish Request for Applications (RFA)
Thursday, February 26 1:30 pm – 3:30	Orientation – will be scheduled via webinar – attendance is mandatory – URL to access online application released to webinar attendees by 5 p.m. on Friday February 27, 2015.
Friday, March 6	Deadline for submission of substantive questions about RFA (No Questions will be accepted after 5 p.m.)
Tuesday, March 10	DHHS posts final Q & A for RFA on website
Friday, March 27	Deadline for submission of applications (No Applications will be accepted after 5 p.m.)
Wednesday, April 1	Applications that meet minimum standards are forwarded to reviewers
Friday, May 1	Reviewers return results of evaluations to DHHS
Monday, May 11	DHHS staff provides ACPG with final results of reviews and recommendations
Thursday, May 21	ACPG Meeting- , committee discussion, award recommendations
Thursday, May 28	DHHS Director makes final funding decisions
Friday, May 29 - Friday, June 26	DHHS staff conducts final negotiations with funded agencies and issues grant awards
July 1	Effective date for funds awarded to agencies

Applicants must attend the Orientation session to be conducted via webinar. Please RSVP to Gloria Sulhoff at gsulhoff@dhhs.nv.gov by 3:00 pm on **Wednesday February 25, 2015** so that the link to the webinar can be provided.

APPLICATION INSTRUCTIONS

I. Online Application Process

- A. This is an online application process. The URL address and password to access the application website will be released by 5 p.m. on **Friday, February 27, 2015**, to all applicants who have attended the orientation session. Applicants will also need a valid email address and the organizations tax ID in order to register online.
- B. The online application form will require, at minimum, organizational and contact information, a project title, a program summary, outputs and outcomes, and responses to questions regarding the proposed project. Each question will have a word limit. Applicants **must** provide an answer for each question marked with an asterisk to indicate that is required or otherwise specifies that it is required. Failure to do so may result in disqualification. If a required question does not apply to a particular organization or proposal, the applicant must at least respond “**Not applicable.**”
- C. Applicants will be asked to provide the following documents. Some are required while others are optional depending on the content of the proposal. The online process will allow applicants to attach them when the application is submitted. The online system is programmed to accept documents with the following extensions – pdf, doc, docx, xls and xlsx. If a document’s extension does not match one of these choices, the applicant is advised to convert the document to pdf electronically, or print and scan the document to achieve a pdf format.
- Year One Budget
 - Commitment letters from partner agencies (if applicable)
 - Memorandums of Understanding with partner agencies (if applicable)
 - Current List of Board of Directors or Other Governing Board (if applicable) including affiliations and terms of office
 - Auditor’s Letter and Schedule of Findings and Questioned Costs from most recent Federal Audit (if agency receives more than \$ 750,000 annually in federal funds)
 - Most recent Financial Status Report or Financial Statement (if Federal Audit not applicable)
- D. There is no option to attach unsolicited materials to the online application. Any unsolicited materials mailed, delivered or e-mailed to the GMU will **not** be accepted. This includes support letters, cover pages, cover letters, brochures, newspaper clippings, photographs, media materials, etc.
- E. Technical questions regarding online submission may be directed to Laurie Olson via e-mail at lolson@dhhs.nv.gov or via telephone at (775) 684-4020.

Applicants are strongly advised not to wait until the deadline to ask submittal questions since the GMU cannot guarantee immediate response and applications submitted after the published deadline will be disqualified.

- F. Once the full application is submitted, no corrections or adjustments may be made prior to the negotiation period.

BUDGET INSTRUCTIONS

All proposals must include a detailed project budget. Applicants **must** use the budget form in Appendix E. Use the budget definitions below to complete the narrative budget (labeled Form 1). This spreadsheet contains formulas to automatically calculate totals and links to the budget summary (labeled Form 2) to automatically complete budget totals in Column B. **Do not override formulas.**

The column for extensions (unit cost, quantity, total) on the budget narrative should include only funds requested in this application. Budget items funded through other sources may be included as “information only” in the budget narrative description, but not in the extension column. **Ensure that all figures add up correctly and that totals match within and between all forms and sections.**

Fee-for-Service Budgets

Applicants who wish to request funding based on a Fee-for-Service budget, instead of a Categorized budget, are invited to do so. A Fee-for-Service budget is based on the unit cost of providing a service. For instance, a problem gambling conference budget may be based on the per-attendee cost to subsidize the event. That is, the Fee-for-Service budget may ask for grant support for X number of conference attendees, at \$XXX per attendee, which may or may not cover the entire cost of the event depending on event cost-sharing described in the budget narrative.

A Categorized budget must still be developed and submitted in order to demonstrate how the applicant arrived at the unit cost. Evaluation will be based on the applicant’s explanation of costs, allowability and allocability of costs, and the reasonableness of cost. If the application is approved for funding, the reimbursement process will be based on units of service instead of the cost of salaries, supplies, occupancy, etc. Reimbursement will be limited to the number of units actually provided (not proposed), with maximum reimbursement limited to the total grant award.

Categorized Budgets

Personnel:

Staff who are employees of the applicant organization should be identified here. The following criteria are useful in distinguishing employees from contractors:

CONTRACTOR	EMPLOYEE
Delivers product	The applicant organization is responsible for product
Furnishes tools and/or equipment	The applicant organization furnishes work space & tools
Determines means and methods	The applicant organization determines means and methods

In the narrative section, list each position and provide a breakdown of the wages or salary and the fringe benefit rate (e.g., health insurance, FICA, worker's compensation). For example:

Program Director – $(\$28/\text{hour} \times 2,080/\text{year} + 22\% \text{ fringe}) \times 25\% \text{ of time} = \$17,763$

Intake Specialist – $(\$20/\text{hour} \times 40 \text{ hours/week} + 15\% \text{ fringe}) \times 52 \text{ weeks} = \$47,840$

Any staff member whose time can be traced directly back to the grant project should be included in this budget category. This includes those who spend only part of their time on grant activities. All others should be considered part of the applicant's indirect costs (explained later).

Contractual/Consultant Services:

Project workers who are not employees of the applicant organization should be identified here. Any costs associated with these workers, such as travel or per diem, should also be identified here. Explain the need and/or purpose for the contractual/consultant service. Identify and justify these costs. For collaborative projects involving multiple sites and partners, separate from the applicant organization, all costs incurred by the separate partners should be included in this category, with subcategories for Personnel, Fringe, Contract, etc. Written sub-agreements must be maintained with each partner, and the applicant is responsible for administering these sub-agreements in accordance with all requirements identified for grants administered under the GMU. A copy of written agreements with any and all partners must be provided.

Staff Travel/Per Diem:

Travel costs must provide direct benefit to this project. Identify staff that will travel, the purpose, frequency, and projected costs. U.S. General Services Administration (GSA) rates for per diem and lodging, and the state rate for mileage (currently 57.5 cents, subject to change) should be used unless the organization's policies specify lower rates for these expenses. Local travel (i.e., within the program's service area) should be listed separately from out-of-area travel. Out-of-state travel and nonstandard fares/rates require special justification.

Equipment:

List equipment to purchase or lease costing \$1,000 or more and justify these expenditures. Also list any computer hardware to be purchased regardless of cost. All other equipment costing less than \$1,000 should be listed under Supplies. Equipment that does not directly facilitate the purpose of the project, as an integral component, is not allowed. Equipment purchased for this project must be labeled and tracked as such.

Supplies:

List and justify tangible and expendable property, such as office supplies, program supplies, etc.,

that are purchased specifically for this project. As a general rule, supplies do not need to be priced individually, but a list of typical program supplies is necessary. If food is to be purchased, detail must be provided that explains how the food will be utilized to meet the project goals. Uses that are not in compliance with the Grant Instructions and Requirements (GIR-15-11) will be denied.

Occupancy:

Identify and justify any facility costs specifically associated with the project, such as rent, maintenance expenses, insurance, and utilities such as power and water. If an applicant administers multiple projects that occupy the same facility, only the appropriate share of costs associated with this grant project should be requested in this budget.

Communications:

Identify and justify any communications costs associated with the project, such as telephone services, internet services, cell phones, fax lines, etc.

Public Information:

Identify and justify any costs for brochures, project promotion, media buys, etc.

Other Expenses:

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Sub-awards, mini-grants, stipends, or scholarships that are a component of a larger project or program may be included here, but require special justification as to the merits of the applicant serving as a “pass-through” entity, and its capacity to do so. If there is insufficient room in the narrative section to provide adequate justification, please include an attachment with your budget.

Indirect Costs:

At the end of the budget narrative forms, please include the total dollar amount for indirect costs and show it as a percentage of the total funds being requested through the GMU. Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. Indirect costs include, but are not limited to: Depreciation and use allowances, facility operation and maintenance, and general administrative expenses such as accounting, payroll, legal and data processing expenses that cannot be traced directly back to the grant project. Indirect costs may not exceed 8% of the total funds being requested. *(Note that the budget form contains a formula that will automatically calculate 8% indirect. This formula is located in Cell C-125. Applicants may override this formula if they wish to request less than 8% indirect.)*

Budget Summary Form 2

After completing Budget Narrative Form 1, turn to Budget Summary Form 2. Column B of Form 2 (“GMU”) should automatically update with the category totals from Budget Narrative Form 1. Column B should reflect only the amount requested in this application.

Complete Columns C through H of the form for all other funding sources that are either secured or pending for this project (not for the organization as a whole). Use a separate column for each separate source, including in-kind, volunteer, or cash donations. Replace the words “Other Funding” in the cell(s) on Line 6 with the name of the funding source. Enter either “Secured” or “Pending” in the cell(s) on Line 7. If the funding is pending, note the estimated date of the funding decision in Section B below the table, along with any other explanation deemed important to include.

Diversity of funding is important for project sustainability. The strongest proposals will be those in which the applicant has demonstrated they are actively seeking or have secured multiple sources of funding, and/or will use DHHS GMU grant funds to leverage other funds, and/or have secured significant additional resources. (See below for information about the use of in-kind contributions, volunteer services and cash donations.)

Enter the “Total Agency Budget” in Cell J26 labeled for this purpose. This should include all funding available to the agency for all projects including the proposed project. Cell J27 directly below, labeled “Percent of Total Budget,” will automatically calculate the percentage that the funding requested from the GMU for the proposed project will represent.

Complete Column I of the form if any program income is anticipated through this project. In Section C below the table, provide an explanation of how that income is calculated.

Additional Resources (In-Kind, Volunteer, or Cash Donations)

Additional resources are not required as a condition of these grants but will be a factor in the scoring. Such resources might include in-kind contributions, volunteer services, or cash contributions. In-kind items must be non-depreciated or new assets with an established monetary value.

Definition of In-Kind: Any property or services provided without charge by a third party to a second party are In-Kind contributions.

- First Party:** Funding Source administered by the GMU
- Second Party:** The grantee (and sub-grantee of project supported by the grant)
- Third Party:** Everyone else

If the grantee (second party) provides the property or services, then it is considered “cash” contributions, since only third parties can provide “In-Kind” contributions.

When costing out volunteer time, remember to calculate the cost based on the duties performed, not the volunteer’s qualifications. For example, an attorney may donate his/her time to drive clients a certain number of hours per month but the donation must be calculated on the normal and expected pay received by drivers, not attorneys.

Program Income

Program income means gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the grant award. For programs receiving federal funds, program income shall be added to funds committed to the project and used to further eligible project or program objectives.

A program may charge reasonable fees/subsidies/costs to be paid by recipients of services. Any estimated cash income generated in such a way must be identified and reported on Budget Form 2 in Column I – “Program Income.” Attach an explanation of how recipient costs are determined (e.g., a copy of the organization’s sliding fee scale calculations).

**Nevada Department of Health and Human Services
Request for Applications SFY 2016-2017**

APPENDIX A

WORKFORCE DEVELOPMENT SCORING MATRIX

A maximum of 100 points may be awarded to each proposal. Proposals with an average score lower than 60 may be excluded from further consideration

Accepted proposals will be evaluated based on the following criteria:

- A. All parts of each section are included and addressed.
- B. Descriptions and detail are clear, organized and understandable.
- C. Descriptions are responsive to the intent of the RFA objectives.
- D. The overall ability of the applicant, as judged by the evaluation committee, to successfully provide services in accordance with the Nevada Problem Gambling Treatment Strategic Plan.

Points will be assigned for each item listed as follows:

- 80% - 100% of Maximum Points:** Applicant’s proposal or capability is superior and exceeds expectations for this criterion.
- 60% - 79% of Maximum Points:** Applicant’s proposal or capability is satisfactory and meets expectations for this criterion.
- 40% - 59% of Maximum Points:** Applicant’s proposal or capability is unsatisfactory and contains numerous deficiencies for this criterion.
- 0 – 39% of Maximum Points:** Applicant’s proposal or capability is not acceptable or applicable for this criterion.

The maximum points to be awarded for each proposal section are as follows:

Proposal Component	Potential Maximum Score
I. Applicant Information	Not Scored
II. Executive Summary	Not Scored
III. Services Proposed/Program Description	60
IV. Funding Request	20
V. Organization and Staff	20
VI. Outcomes and Outputs	Not Scored
VII. Additional Information	Optional
Total	100