

State of Nevada

Department of Health and Human Services

OFFICE OF COMMUNITY PARTNERSHIPS AND GRANTS

**REQUEST FOR APPLICATIONS and INSTRUCTIONS
STATE FISCAL YEARS 2018 – 2019**

PROBLEM GAMBLING WORKFORCE DEVELOPMENT

REVOLVING ACCOUNT FOR THE PREVENTION AND TREATMENT OF PROBLEM GAMBLING

NOTE: This document is available online at <http://dhhs.nv.gov/grants>

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PROBLEM GAMBLING WORKFORCE DEVELOPMENT

This Request for Applications (RFA) is for competitive proposals to be funded through the Revolving Account for the Prevention and Treatment of Problem Gambling for State Fiscal Years (SFY) 2018 and 2019. This RFA is published and administered by the Office of Community Partnerships and Grants (OCPG) in the Director's Office of the Department of Health and Human Services (DHHS-DO).

This is a competitive process. Current grantees are not guaranteed funding in SFY18-19 and applicants who receive awards through this RFA are not guaranteed future funding.

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).

Problem Gambling Workforce Development in Nevada is aligned with a strategic plan (Plan) cooperatively developed in SFY 2016 by DHHS staff, a contracted technical expert, members of the ACPG, and a strategic plan workgroup. The Plan follows the DHHS Problem Gambling Services system's historical conceptualization of program components, funding designation categories, and service procurement categories. These domains are: Administrative Operations; Information Management; Prevention and Health Promotion; Treatment; and Workforce Development. Each of the above problem gambling service components is accompanied with a goal followed by a list of enhancement activities intended to achieve the stated goal. The goal for Workforce Development is: *"Offer training, education programs, and networking opportunities designed to develop provider competencies and foster a supportive and collegial workforce made up of sufficient numbers."* This goal and the enhancement activities stated with the Plan conform to the ACPG's vision and mission, and the Plan's framework and guiding principles. The enhancement activities are divided into two phases, reflecting the sequence in which they will begin: Phase 1 enhancement activities were those that were initiated in SFY 2017 and Phase 2 enhancement activities are those designated to take place during the SFY18-19 grant cycle. Many of these enhancement activities are contingent on funding availability, with some possible with current funding levels and others only being possible with additional dollars invested in DHHS Problem Gambling Services; that is, funding levels beyond what are made available through this RFA. The strategic plan serves as the foundation for this Request for Applications (RFA) and may be viewed

online:

http://dhhs.nv.gov/uploadedFiles/dhhs.nv.gov/content/Programs/Grants/Programs/Problem_Gambling/PGStrategicPlan2017-2019v62316.pdf

Multiple grants and one statewide problem gambling conference sponsorship may 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 utilize service codes designated to support the development of their problem gambling clinical workforce, including service codes for clinical supervision of interns and case consultation.

AVAILABLE FUNDING

Projected available funding for Problem Gambling Workforce Development in SFY18 is \$53,000 and in SFY19 is \$53,000. These projections are subject to the availability of funds as well as all changes made by the 2017 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 – 2018 and 2019. Year One awards will begin July 1, 2017 and end June 30, 2018. Year Two awards will begin July 1, 2018 and end June 30, 2019. All awards are subject to funding availability. Year Two awards are also contingent upon grantee performance in Year One and developing a Year Two work plan that is accepted by the DHHS.

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 24 of Strategic Plan).

This RFA has been developed to provide a single \$25,000 sponsorship for a statewide problem gambling conference and \$28,000 in grants to provide a variety of workforce development activities as detailed below.

Conference Sponsorship: In exchange for a \$25,000 conference sponsorship, the conference organizer must agree to include the following list of activities as part of the conference:

- Provide a conference track, seminar, workshop, or other offerings to provide

qualified mental health professionals with the educational requirements to become back-up problem gambling counselors per the Strategic Plan's Exhibit 2: Problem Gambling Treatment Provider Standards (10 hours of gambling-specific education, including at least 2 hours specific to gambling treatment).

- Survey conference attendees to assess training needs and satisfaction with training offered and produce report to DHHS with findings.
- Market to the broader Nevada mental health and addictions treatment communities and offer sessions on problem gambling, including links between problem gambling and other behavioral health issues; DHHS-funded problem gambling treatment availability and evaluation outcomes; and problem gambling screening and referral.

Workforce Development Grants: The purpose of the workforce development grants is to build Nevada's human capital infrastructure to contribute to the Strategic Plan's mission "to support effective problem gambling prevention, education, treatment, and research programs throughout Nevada". Grant activities may include the following:

- Explore strategies to increase information exchanges between providers.
- Explore strategies to effectively and efficiently offer core problem gambling treatment counselor education for individuals seeking to become a Certified Problem Gambling Counselor-I (CPGC-I).
- Devise training and education programs to develop provider competencies.
- Assess workforce development needs and implement or advise on programmatic changes based on needs.
- Partner with colleges and institutions to offer specialty education and training in the knowledge, skills and attitudes essential to provide effective gambling disorder prevention and treatment services.
- Expand web accessible resources for problem gambling service providers through the creation of a new provider-specific website for problem gambling service providers.
- Improve and make available continuing education events on a regular basis throughout the state that enhance the knowledge and skills of problem gambling service providers at all levels, including allied providers in the fields of behavioral health, physical health, and public health.
- Maintain an ongoing annual schedule of continuing education events for a variety of professionals.
- Actively seek out and arrange for presentation opportunities at conferences within Nevada attended largely by health care service providers including behavioral health, physical health, and public health.

Note that the above list is not exhaustive. Applicants may propose other workforce development activities and will be expected to collaborate with the DHHS Office of Community Partnerships and Grants 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 that 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.

ELIGIBILITY AND APPLICATION PROCESS

ELIGIBILITY

All nonprofit and public agencies (including state, local and tribal governmental agencies, universities and community colleges) and for-profit agencies can apply if interested in providing services that address one or more of the funding priorities described in this RFA.

EXPLANATION OF COMPETITIVE PROCESS

This is a competitive grant solicitation process structured to meet accepted industry standards. It is inappropriate for applicants to attempt to influence the outcome in any manner other than by submitting a strong proposal. Transparency and respect of the process are essential for a fair result.

USE OF THE TERMS APPLICATION, PROPOSAL AND REQUEST

Throughout this document, the words “application” and “proposal” may be used interchangeably. Both refer to the documents that applicants will submit to support funding for their projects. In this section, a distinction is made between those documents and the point at which the documents become a qualified “request.”

APPLICATION PROCESS

This is an online application process. Additional details about the online process are located in the “[Application Instructions](#)” section of this document

MANDATORY ORIENTATION

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 included in the [Timeline](#) of this RFA, along with contact information for the OCPG staff member who will track RSVPs.

The URL address to access the application website will be released by 5 PM on Friday, February 24 to those prospective applicants who have 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 logged in to the session.

APPLICATION QUESTIONS AND ANSWERS

Substantive questions about the application may be submitted via e-mail to GMU@dhhs.nv.gov through **Monday, March 6, 2017**, and will be posted to the OCPG website <http://dhhs.nv.gov/Grants/> with responses, by Friday, March 10, 2017. The Q&A will remain on the website through the end of the application period. **After March 6, 2017, no substantive questions about the application will be answered.**

Technical questions about navigating the online application may be directed to Gloria Sulhoff via e-mail at GSulhoff@dhhs.nv.gov or via telephone at (702) 486-3530 throughout the application period.

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

EVALUATION AND AWARD PROCESS

Proposals received by the published deadline of **5 PM Friday, March 31, 2017** will be reviewed in a three-step process.

1. Staff from the DHHS OCPG will review applications to ensure that minimum standards are met. Applications **may** be disqualified if they:
 - Are missing any fundamental elements (unanswered questions, required 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 composed of DHHS OCPG staff and business associates. Reviewers will score each application, using the Scoring Matrix in [Appendix A](#) of this document, and develop preliminary funding recommendations for consideration by the Advisory Council on Problem Gambling (ACPG).
3. In a public meeting scheduled for **Thursday, May 18, 2017** 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 grantees. ACPG member 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 3 of the process.

After the committee discussion, the ACPG will recommend applicants for funding to the

DHHS Director. 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 available funds within the Revolving Account for the 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
- 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 OCPG staff will conduct negotiations with the applicants recommended for funding. During these negotiations, any specific issues identified by the ACPG, the OCPG, or the DHHS Director will be addressed. These issues may include, but are not limited to:

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

Not all applicants who submit a qualifying proposal or are contacted for final negotiations will necessarily receive an award. All questions and concerns must be resolved before a grant will be awarded. Upon successful conclusion of negotiations, DHHS OCPG staff will complete and distribute to grantees the Notice of Grant Award (NOGA), General Conditions and Grant Assurances, and Grant Instructions and Requirements (GIRS).

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 OCPG. 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 award amount (See [Budget Instructions](#) in this RFA for more details.)

REPORTING AND OTHER REQUIREMENTS

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

All grantees and sub-recipients 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.

SFY2018-2019 RFA TIMELINE – PROBLEM GAMBLING SERVICES

	Applications for Problem Gambling Programs
Friday, February 17, 2017	Publish Request for Applications (RFA)
Thursday, February 23 1:30 – 3:30 pm	Orientation held via webinar. <u>Attendance is mandatory.</u> URL to access online application released by 5 pm Friday, February 24, 2017.
Monday, March 6, 5:00 pm	Deadline for submission of substantive questions about RFA
Friday, March 10	DHHS posts final Q & A for RFA on website
Friday, March 31, 5:00 pm	Deadline for submission of applications
Monday, April 3	Applications are forwarded to reviewers
Monday, May 1	Reviewers return results of evaluations to DHHS
Thursday, May 11	DHHS staff provides ACPG with results of reviews and recommendations
Thursday, May 18	ACPG Meeting - Committee discussion, award recommendations
Friday, June 2	DHHS Director makes final funding decisions
Monday, June 5 – Friday, June 23	DHHS staff conducts final negotiations with funded agencies and issues grant awards
July 1, 2017	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 22, 2017** so that the link to the webinar can be provided.

APPLICATION INSTRUCTIONS

ONLINE APPLICATION PROCESS

- A. This is an online application process. The URL address to access the application website will be released by 5 PM on **Friday, February 24, 2017** to all applicants who have attended the orientation session.
- B. The online application form will require, at minimum, organizational and contact information, a project title, a program summary, projected outputs and outcomes, and responses to questions regarding the proposed project. Some questions may have a word limit. Applicants must provide an answer for each question marked with an asterisk, which indicates that an answer is required. If a required question does not apply to a particular organization or proposal, the applicant must at least respond “Not applicable, or N/A.” The online system will not allow an application to be submitted if a required field is left blank.
- C. Applicants will also be asked to attach documents to the application. Some are required while others are optional, depending on the content of the proposal. The application software supports the following file types for uploading: Word (.doc, .docx); Excel (.xls, .xlsx); and PDF (.pdf).
- If a document’s extension does not match one of these choices, the applicant is advised to convert it to pdf format.
 - The system will allow only one uploaded document per Upload File field. If you have multiple documents relating to a specific question/request (i.e., Letters of Agreement or MOUs), scan them into one PDF document and upload the resulting file.
 - Requested documents include the following. Note that all may not be applicable to the applicant. If the field is marked as required, but does not apply or the required document is not available, please upload a simple word document of explanation.
 - Copy of agency’s IRS 501(c)(3) Letter of Determination
 - Letters of Agreement or Memorandums of Understanding
 - Draft Agreements with Sub-awardees
 - Year-One Budget
 - Board of Directors or Other Governing Board Roster, including member affiliations and terms of office
 - Most recent Single Audit and Management Letter (if agency receives more than \$750,000 annually in federal funds) OR most recent year-end financial statements (if federal audit is not applicable.)
 - Proof of agency liability insurance
 - Proof of workers’ compensation insurance
- D. There is no option to attach unsolicited materials to the online application. Any unsolicited

materials mailed, delivered or e-mailed to the OCPG will **not** be accepted. This includes support letters, cover pages, cover letters, brochures, newspaper clippings, photographs, media materials, etc.

- E. Technical questions regarding submission may be directed to Gloria Sulhoff via e-mail at gsulhoff@dhhs.nv.gov or by phone at (702) 486-3530.

Applicants are strongly advised not to wait until the deadline to ask submittal questions since the OCPG cannot guarantee immediate response and the online system will automatically close at 5 pm.

- 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 template form (Excel file) provided for downloading in the Budget Section of the online application. Use the budget definitions provided in the “Categorized Budgets” section below to complete the narrative budget (spreadsheet tab labeled Budget Narrative). This spreadsheet contains formulas to automatically calculate totals and links to the budget summary spreadsheet (tab labeled Budget Summary) 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 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.**

CATEGORIZED BUDGETS

Personnel

Staff members who are employees of the applicant organization should be identified here. The following criterion is useful in distinguishing employees from contract staff.

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/hour x 2,080/year + 22% fringe) x 25% of time = \$17,763
 Intake Specialist – (\$20/hour x 40 hours/week + 15% fringe) x 52 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 OCPG. A copy of written agreements with any and all partners must be provided. Scan these documents along with the budget into one file to attach to the application. The exception is for project use of the DHHS contracted Statewide Problem Gambling Program consultant, whose costs are **not** to be included in the budget request. A written agreement is not required for use of the DHHS contracted problem gambling consultant; however, an explanation of the need, purpose, and estimated time and travel requirements may be required when requests are made during the grant period.

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 53.5 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. GSA rates can be found online at <https://www.gsa.gov/portal/category/26429>.

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, inventoried 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 will be denied.

Occupancy

Identify and justify any facility costs specifically associated with the project, such as rent, 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, justify, and cost-allocate 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 add a third tab to the budget template workbook for that purpose.

Indirect Costs

Indirect costs represent the expenses of doing business that are not readily identified with or allocable to a specific 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, memberships, and general administrative expenses such as management/administration, accounting, payroll, legal and data processing expenses that cannot be traced directly back to the grant project. Identify these costs in the narrative section, but do not enter any dollar values. The form contains a formula that will automatically calculate the indirect expense at 8% of the total direct costs. Indirect costs may not exceed 8% of the total funds being requested; however, if you wish to request less than 8%, you may override the formula (located in Cell C-125).

BUDGET SUMMARY FORM 2

After completing Budget Narrative Form 1, turn to Budget Summary Form 2. Column B of Form 2 (“OCPG”) 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) in Row 6 with the name of the funding source. Enter either “Secured” or “Pending” in the cell(s) in Row 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 OCPG 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 J-26 labeled for this purpose. This should include all funding available to the agency for all projects including the proposed project. Cell J-27 directly below, labeled “Percent of Total Budget,” will automatically calculate the percentage that the funding requested from the OCPG 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 OCPG
Second Party: The grantee (and any 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 Summary 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).

APPENDIX A: PROBLEM GAMBLING WORKFORCE DEVELOPMENT SCORING MATRIX

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 Problem Gambling Prevention Guidelines.

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. Executive Summary	Not Scored
II. Funding Request	20
III. Project Description	60
IV. Organization and Project Staff	20
V. Outcomes and Outputs	Not Scored
VI. Additional Information	Not Scored (Optional)
Total	100