

**THE COUNCIL ON COMPULSIVE GAMBLING
OF NEW JERSEY, INC.**

800-GAMBLER

**REQUEST FOR APPLICATIONS (RFA)
FOR PROVISION OF
PROBLEM OR DISORDERED GAMBLING
ASSESSMENTS AND TREATMENT SERVICES**

Issue Date: March 20, 2017

Application Due Date: April 17, 2017

1.0 Executive Summary

The Council on Compulsive Gambling of New Jersey, Inc. (CCGNJ) is seeking applications for providing problem and disordered gambling services, evaluations, assessments, treatment and awareness campaigns. As a result of online gambling offered to the general public in New Jersey which began in November, 2013, coupled with an increase in demand for services for Problem and Disordered Gambling, CCGNJ is looking to increase the workforce and availability of options in the field of gambling addiction. The Council is seeking applications for the following areas:

- Residential services for Gambling Addiction
- Outpatient services for Gambling Addiction
- Evaluations, Assessments and Screenings for problem and disordered gamblers and/or family members/significant others.

1.1 Purpose and Intent

CCGNJ will issue fee-for-service grants to selected agency and individual providers who can furnish treatment services and/or assessments to problem or disordered gamblers and/or their family members/significant others and meet specified criteria outlined herein. Funding for these assessment and treatment services comes to CCGNJ through the NJ Department of Human Services, Division of Mental Health and Addiction Services, and is subject to that agency's pass-through requirements. Additional funding from other sources may become available in the future and may be used to supplement awards made under this solicitation; however, no guarantees are made as to availability or amount of such funding. The parties agree to the fees listed herein.

1.15 Needs

CCGNJ is especially interested in hearing from any provider or organization with an interest in providing problem or disordered gambling services in underserved regions of New Jersey, including but not limited to Bergen, Essex, Union, Sussex, Warren and Hudson counties or for underserved groups such as Asian Americans, Hispanics/Latinos, African-Americans, older adults, adolescents, young adults, veterans, disabled persons and families.

1.2 Overview of CCGNJ

CCGNJ is a not-for-profit 501(c)(3) corporation based in New Jersey that was established in 1982 and is a local affiliate of the National Council on Problem Gambling. CCGNJ conducts education, prevention, outreach and referral services for people affected by problem or disordered gambling throughout the state. CCGNJ is neutral on gambling; it does not oppose it or support it. Its

mandate is to advocate for problem or disordered gamblers in New Jersey and for those who are affected by their gambling, i.e., family members/significant others.

The Council owns and operates the 1-800-GAMBLER Helpline © which is available 24 hours a day, 7 days a week to gamblers, their families/significant others and persons seeking information on treatment and other resources. The Council also created and maintains the www.800gambler.org website while also managing and overseeing a limited network of problem or disordered gambling treatment service providers at various locations across the state.

1.3 Eligibility

This solicitation is open to public or private organizations and independent practitioners that meet the following requirements:

Applicant applying for funding to provide counseling services in a private office must be independently licensed, need to present licenses or registrations entitling it to do business in New Jersey and have an established presence in the state.

Agency applicants must be currently licensed by DHS/DMHAS. All applicants must possess a Bachelor's degree in a behavioral science and must submit documentation of having completed the 30-hour problem gambling training. Applicants with a Bachelor's degree may provide gambling prevention education services including community awareness and/or limited treatment services under proper supervision while working within an agency. Additionally, all applicants are required to provide documentation of the number of hours they have been supervised while working with disordered gamblers and/or family members/loved ones and actively be working towards obtaining the International Certified Gambling Counselor (ICGC) certification. Within a year from being part of CCGNJ's Network of Treatment Providers, the clinician must have passed the gambling examination and obtained their ICGC credential.

- Applicant must demonstrate that it meets all agency and/or independent practitioner criteria.
- Applicants that do not meet the above eligibility criteria, as of the date of submission of the grant application, will not be considered eligible for review.

1.3.1 Certification of Eligibility:

The applicant's proposal should include documentation of all licenses held, including the type and class for each site at which services are proposed. For license applications in process, applicants should describe actions already taken and expected approval dates for securing new/renewal licenses.

The applicant must provide the following additional documentation, as required by the Division of Mental Health and Addiction Services:

Completed Certification of Debarment and Suspension

Certification Regarding Lobbying

1.4 Amount of Award

Awards will be considered on a case by case basis as a result of this solicitation. Successful applicants will be reimbursed through a fee-for-service Contract Agreement with CCGNJ. Funding levels may vary and are subject to State appropriations and funding agency approvals. Individual award levels may vary, based upon differences in client volumes, levels of service to be provided, and number of geographic areas to be served.

1.5 Project Period

This will be a twelve (12) month grant beginning July 1, 2017 and ending June 30, 2018 with an option to extend, pending the availability of funding. CCGNJ may set financial caps on services to be rendered by Grantee in order to ensure availability of services throughout the entire project period; such caps shall be established as of November, 2017 and March, 2018. Continuation of the funding beyond June 30, 2018 is not guaranteed and will be contingent upon performance, availability of funds, and the continued relationship between CCGNJ and Division of Mental Health and Addiction Services as to sub-grants for treatment. Contract agreements may be extended for up to two (2) additional periods of one (1) year each at the option of CCGNJ, subject to approval by the Division of Mental Health and Addiction Services.

2.0 Work Required By The Grantee

Grantees will be expected to provide problem or disordered gambling assessment and/or treatment services at individual, family, and group levels. Proposals that include services to address a continuum of client severity levels or

multiple levels of services are encouraged, but applicants may apply to provide assessments only or to provide a single level of treatment service.

CCGNJ encourages applicants to submit proposals to provide services in more than one county and at more than one site. Applicants that have previously received awards from CCGNJ are not restricted to their current sites and may propose satellite or substitute locations that offer treatment or assessment services on a regular schedule or by appointment.

2.1 Service Definitions and Requirements

Gambling Assessment includes the administration of assessment tools to determine whether an individual has a gambling problem or a family member/significant other is affected by someone's gambling addiction. Such assessments will generally be limited to a single session and result in referral(s) for further evaluation, treatment, mutual aid groups or support services, as clinically indicated.

Gambling Treatment refers to individual outpatient services, group treatment, family treatment, or residential services afforded a gambler and/or family member/significant other.

2.2 Providing Direct Services

The applicant will be capable of providing some, if not all, of the services directly, as noted above, to program participants. Notwithstanding this, the applicant may propose to use consultants and/or intermittent employee staff in providing services, provided that such persons possess required credentials and that the service programs otherwise meet the requirements described in this RFA.

2.3 Key Functions

The major functions which the successful applicant under this RFA will be expected to perform are: to provide gambling treatment services (including assessments) to individuals experiencing gambling problems and/or to the family members/loved ones of individuals suffering from gambling disorder.

2.4 Performance

The applicant agrees to cooperate with the CCGNJ Program Monitor(s) with respect to review and auditing of files, monitoring of adherence to contract requirements, documentation of financial controls and auditing of financial compliance.

The applicant agrees to complete the NJGEARS (MIS) data and forms for all clients seen pursuant to this grant and all clients/family members/significant others receiving treatment for gambling addiction whether utilizing grant funds or not. For clients who choose to pay, NJGEARS forms will be completed and hard copies will be maintained in clients' files but not entered into the NJGEARS system. For clients who choose to pay for all treatment costs, perhaps not wanting their insurance carrier to be contacted, NJGEARS forms will be completed and hard copies will be maintained in clients' files but not entered into the NJGEARS system.

The applicant agrees to provide all equipment, supplies, staffing and facilities necessary to conduct the proposed program of services.

The applicant agrees to cooperate with CCGNJ in any needs assessment or planning activities associated with treatment service enhancement or quality improvement initiatives.

The applicant agrees to enter a HIPAA Business Associate Agreement with CCGNJ and to implement all related privacy protections.

3.0 Application Requirements

Interested applicants must submit a Project Narrative detailing how they would carry out the requirements in Section 2 above. To facilitate review, applicants are asked to assemble their application packages in the order of this outline. All items listed below are required, unless clearly marked "optional".

3.1 Cover Letter (optional)

3.2 Project Narrative

A narrative description of the program is required and must be no more than ten (10) pages. Any pages over this number will be discarded prior to review. The numbers of pages for each of the sections within the narrative are suggestions only; any of these may be shorter or longer if the total narrative does not exceed ten (10) pages. The narrative should be written in the form of a coherent essay, with headings and subheadings (not a series of disconnected answers to questions). This narrative will be the primary document that reviewers will use to judge the application. It should be written with economy, great care and attention to all the requirements listed in Section 2 above and the items listed herein. It should be designed to thoroughly acquaint intelligent, well-educated reviewers who are entirely unfamiliar with the applicant organization and with the way it plans to carry out required activities.

The narrative must address each of the issues raised in Section 2 above. It must describe, in the Required Organizational Features Section below, how it meets the requirements set forth in the above Section 1.3, Eligibility. It should describe any experience the applicant may have had that would bear on its ability to fulfill the program requirements, indicate what resources, tangible and intangible, the applicant would bring to it, and present an argument as to why it should be chosen. Further, the application should show how many people will do the work, explain who they are and how they qualify for the functions they will perform, show how they will be organized, describe any important timelines or phases of the operation and document the eligibility of the applicant to receive an award.

The following is a strongly suggested format for the narrative:

EXECUTIVE SUMMARY (1 page)

APPLICANT ORGANIZATION (1 page)

- Required Organizational Features
- Prior Experience
- Resources Available

COMPLIANCE WITH SCHEDULE A ELIGIBILITY (2 pages)

COORDINATION OF SERVICES-Describe (1 page)

Discuss linkages and services with the following, as applicable:

- Drug Courts
- Other Criminal Justice/Probation/Parole/Corrections
- DWI/ Intoxicated Drivers Resource Centers
- Drug and Alcohol Treatment Programs
- Mental Health / Health Services
- Senior Services
- Homeless Programs/Housing
- Domestic Violence Programs
- Veterans Programs
- Gamblers Anonymous and Gam-Anon
- Other mutual-aid fellowships
- Alumni groups

Applicant may incorporate existing agency literature descriptive of coordination services.

TREATMENT SERVICE PROVISION (2 pages)

Please discuss each service you are proposing to render in any of the following areas and indicate if these are existing or new levels of service for your agency (agencies may propose one or more of the listed services):

- Assessment/Evaluation services
- Residential services
- Gambling specific programming
- Integration with other programming
- Outpatient-Individual, group, family treatment
- Specialized Programs

Discuss agency procedures and policies applicable to programs and services you are proposing to provide through this grant, including:

- Treatment plans (individualized, schedule for review/update), extension requests beyond normal levels of service
- Staff back up protocols
- Clinical recordkeeping

ACCESS CAPABILITY (2 pages)

- Regions and Counties proposed to be covered
- Locations - on-site and off-site (list all addresses)
- Priority populations
- Agency's scheduling procedures
- Sliding fee scales/Co-pay requirements
- Approved insurance affiliations and participations
- Marketing of your agency's program

Applicants are urged to think outside the box and provide possible ways to bridge the existing treatment gap. Services that are co-located or coordinated with other local providers are allowable.

For each category of service and location proposed, applicant should indicate expectations for number of clients to be serviced in a twelve (12) month period, number of anticipated sessions, volume of services for each level of care, and anticipated staff to accomplish same. Applicant should provide best estimate for grant funds anticipated to be utilized during a twelve (12) month period and indicate projected program income amounts (e.g., other grant funding, "in-kind" contributions, client co-payments, and third party reimbursements).

PROJECT ORGANIZATION AND STAFFING (1 page)

- Biographical Sketches of Key Personnel
- Table of Organization of Applicant Agency
- Organization of Program
- Names and certification numbers of all ICGCs staff or for individuals affiliated with applicant. (Note: In the absence of a presently certified gambling counsellor on staff, CCGNJ would expect at least one (1), preferably two (2) staff members to pursue certification within the first 12 months.
- Clinical supervision approach, generally, and with respect to any trainees or non-ICGC staff proposed to provide services

3.3.1 Required Documentation (Note: These items do not count toward 10 page application limit)

After the project narrative, submit the following additional documentation for the applicant (and any subcontractor(s) unless otherwise indicated) in appendices labeled as shown below. These items will be evaluated by the reviewers and will be used to judge the application.

3.3.2 Resumes and Position Descriptions for the applicant and any subcontractor(s), showing the educational and experiential qualifications of the Director and for all fiscal/administrative personnel and any other managerial and client-contact personnel deemed key to the operation of the project. Copies of current licenses and/or certifications of staff must be submitted. Experience in establishing, networking and/or overseeing the development of treatment services is required for key staff of either the applicant or its sub-contractor.

3.3.4 Evidence of Presence in New Jersey (required for the applicant only) such as a certificate of incorporation in the State or documentation of lease of an office within the State.

3.3.5 Affiliation, Referral, Linkage and Agreements - Supply copies of any of these agreements and/or letters of commitment from outside agencies proposed to provide services, as applicable.

3.4 Optional Documentation

Here the applicant may attach any letters of support, additional affiliation agreements or any other documents intended to support its application provided they are on standard, letter sized paper and are able to be photo-copied. Do not send any original documents requiring return to the applicant. These items will be evaluated by the reviewers and will be used to judge the application.

3.5 Sub-Contracting - If program services will be provided by a subcontractor of the grantee, attach an anticipated line item budget for each sub-grant or sub-contract. Complete management and budget information should also be provided for each of these. Identify the potential sub-grantee, and indicate the methods to be utilized to monitor the performance of the sub-grantees. Identify all sub-contractors and provide certification forms for said agency /individual as listed in Certification of Eligibility section of this RFA.

4.0 Compliance and Reporting Requirements

The successful applicant and its sub-contractor(s) must agree to abide by the Standard Language Document (Terms and Conditions) for all DHS social service and training contracts, as amended. (A copy can be downloaded from the following location):

<http://nj.gov/dcf/documents/contract/forms/StandardLanguage.pdf>

The grantee must also agree to abide by all certifications and representations made in its application and applicable federal, state and local laws and regulations in carrying out this grant.

All applicants must indicate that they will not discriminate in providing services based upon age, race, creed, national origin or source of lawful income. The awardee must also comply with the affirmative action requirements of P.L. 1975 c. 127 (N.J.A.C. 17:27) and the Americans with Disabilities Act of 1990, P.L. 101-336, 42 U.S.C., 104 STAT 327.

5.0 Application Review and Award Information

5.1 Schedule

The following summarizes the application schedule:

March 20, 2017

Release of RFA

April 17, 2017	Application due to CCGNJ
April 24, 2017	Awards notification
July 1, 2017	Start date for new contract
June 30, 2018	End of Contract

5.2 Billing and Payments

Fees for Service shall be as follows:

Initial Assessment	\$126.22
Individual Sessions	\$ 81.23
Family Session	\$102.55
Group Session	\$ 24.75
Inpatient Day Rate	\$220.50
Psychiatric Services	\$142.15 (with prior CCGNJ approval)

Reimbursement will be limited to 26 sessions per client. Initial authorizations will be given for 8 sessions, then extension requests with clinical justification must be submitted for the remaining sessions pending the approval of CCGNJ.

It is expected that insurance coverages, both private and/or government will be applied, where applicable, or that a co-payment be required from the individual who is receiving services. Such co-pays shall be disclosed to CCGNJ and shall be used to offset the billed rate. When appropriate, a sliding-fee scale will be implemented for individuals provided treatment services.

All bills for the month must be submitted by the 5th working day of the following month. Any bill not submitted in a timely manner may not be honored.

Applicant will be required to abide by **“payor of last resort”** and agrees to look first to any State and/or County alcohol, drug or mental health grants (as may be applicable) and to third party insurance payments. As noted above, a sliding-fee scale will be implemented should a client not have any type of insurance coverage. Applicants who do not have a sliding-fee scale will be required to develop one or utilize one from another agency.

It is anticipated that utilization of grant funds shall be equally divided among twelve (12) months of the Contract.

5.3 Application Screening for Eligibility, Completeness and Conformity with RFA

All applications received will be screened by CCGNJ staff for applicant eligibility and conformity with the specifications in the RFA. The initial screening will be conducted to determine whether the application is eligible for review and includes the following:

A Project Narrative

A Required Organizational Features Section clearly indicating an eligible organization, as specified in Section 1.3 above.

Those applications, which fail this screening, will be returned to the applicant with a letter indicating the reason for the return.

Those applications found eligible for review will next be screened for completeness. To the extent practicable, this second screening process is designed to identify those applications with deficiencies e.g., the obvious accidental omission of one of a number of budget forms or attachments which may be faxed that are correctable without requiring any additional writing of the Narrative section by the applicant prior to the Review Committee meeting.

Applications judged to be eligible and complete will be submitted to the Review Committee, which will make the final determination of the conformity of the application with the specifications of the RFA, after thorough review and discussion of the content of the complete application (See Sections 5.4 and 5.5 below). Applicants are advised that during the review process the Review Committee may find that applications deemed presumptively eligible by staff are ineligible based upon the content of the full proposal. Committee review will be conducted according to the criteria listed in section 5.4 below.

5.4 Review Criteria

Funding recommendations will be based on the judgment of the reviewers, who will use the information contained in the project narrative, budget forms and required documentation to rate each application for overall quality according to the criteria listed below:

Relevant organizational capability and prior experience;

Soundness of the management and financial proposals;

Quality of the proposed staff which includes credentialing of gambling treatment staff;

Ability of the applicant to establish linkages with New Jersey treatment providers and recovery community;

Ability to establish operational facilities in the State;

Appropriateness and reasonableness of the utilization estimate;

Likelihood of being able to accomplish specific project objectives;

Extent to which the applicant is contributing supplementary resources to the program

5.5 Review Committee

CCGNJ will convene a Review Committee, which will include CCGNJ representatives and may also include outside consultants with varied backgrounds, which will conduct a thorough and comprehensive review of each application, in accordance with the review criteria specified above. These reviewers may be unfamiliar with some or all of the applicants. All potential reviewers will complete conflict of interest forms. Those with conflicts, or the appearance of conflicts, will be disqualified from participating in the review.

The Review Committee will have sole authority to determine the outcome of the review. The Committee may find the application acceptable or unacceptable. Acceptable applications will be scored and recommended for funding in the priority order of the scores (highest score = most highly recommended). Unacceptable applications will be returned to the applicant with an explanation of the reason(s) for the finding. Among the reasons for a finding of unacceptability are ineligibility, incompleteness, non-conformity with RFP criteria, overall poor quality and such other reasons as the Committee may find.

5.6 Application Copies and Due Date

Applicants must submit one (1) original signed application, and two (2) copies, to CCGNJ by 5:00 PM on April 17, 2017.

Applications received after this time will be returned without review.

5.7 Contacts for Further Information

Applicants are guided to rely upon the information in this RFA in developing their proposals. Any clarification regarding the application process, if required, can be obtained from George Mladenetz, CCGNJ, at 609-588-5515 x20.

5.8 Application Delivery Instructions

If using the US Post Office or other delivery service, mail the original and two (2) copies of the applications to:

George Mladenetz, Treatment Coordinator
Council on Compulsive Gambling of New Jersey, Inc.
3635 Quakerbridge Road, Suite 7
Hamilton, New Jersey 08619