



REQUEST FOR APPLICATIONS (RFA)

FOR

MINI-GRANT FUNDING FOR PROBLEM GAMBLING

OUTREACH AND PREVENTION INITIATIVES TO

UNDERSERVED POPULATIONS IN NEW JERSEY

The Council on Compulsive Gambling of

New Jersey, Inc. (CCGNJ)

RFA Issued February 20, 2018

Deadline for Responses – Monday, March 5, 2018 at 4:00 PM

For Information or Questions:

Contact Pamela Wade

Email: Pamela@800gambler.org

I. Application Overview

A. What is CCGNJ and its mission?

The Council on Compulsive Gambling of New Jersey, Inc. is a non-profit organization that provides information, education and referral services for people affected by a gambling problem. The Council's mission is to educate the public to the fact that compulsive gambling is a treatable illness. The Council's 1-800-GAMBLER© Helpline and website www.800gambler.org have been resources for thousands of people who are compulsive gamblers and recovering from compulsive gambling, as well as their families. The 1-800-GAMBLER helpline is free and confidential, and it is available 24 hours a day throughout much of the US.

Mission Statement

The Council on Compulsive Gambling of New Jersey, Inc. (Council) is a private non-profit 501 (c) (3) organization composed of concerned individuals from diverse backgrounds. The Council's primary purpose is to represent the best interests of compulsive gamblers and their families, recognizing that compulsive gambling is a treatable illness.

The Council focuses on educating the general public, training professionals throughout the State, referring compulsive gamblers and their families to treatment, and advocating for increased treatment services for compulsive gamblers and their families.

The Council also advises the New Jersey Department of Human Services, Division of Mental Health and Addiction Services, provides the executive and legislative branches of State Government with relevant data on all aspects of the compulsive gambling problem, and provides assistance to those private or public agencies of the State who request it.

The Council neither opposes nor endorses legalized gambling. However, the Council may take positions on various issues surrounding gambling when the members believe that taking a stand is in the best interest of compulsive gamblers and their families.

The Council is issuing this Request for Applications (RFA) for mini-grant funding to initiate activities concerning problem gambling. The RFA is targeted to organizations in the State of New Jersey that have the capability to develop and implement initiatives to increase public awareness of the risks associated with gambling. The Council is also looking to fund research and focus groups.

B. What is the Goal of this RFA?

The goal of this RFA is to provide funding to grass roots, community and faith-based organizations, as well as the Council's provider organizations which have the capability to provide activities and programs which increase knowledge and awareness of problem and disordered gambling. In addition to heightening awareness, the grant can be utilized for research and focus groups.

The Council will be awarding funding to organizations in the State of New Jersey to initiate activities concerning problem gambling or to fund research. This RFA is part of the Council's initiative to heightening awareness of problem and disordered gambling.

Problem and disordered gambling are public health issues that adversely impact individuals, families, and communities. Legalized gambling is one of the fastest growing industries in the United States. The tremendous popularity of gambling is evident in the recent increase in the number of gambling opportunities, including off-track betting parlors, table gaming, slot machines, internet gambling and sports betting. For most of the industry's patrons, gambling is a form of harmless entertainment. However, for the four to six percent of individuals who become problem or disordered gamblers, it becomes a devastating illness that negatively affects every aspect of their lives. In addition to the more recognized and legal forms of betting, the Council also heightens awareness in sports betting and the fantasy sports industry.

The Council recognizes the potential negative behavioral and social implications of legalized gambling in New Jersey. Our goal is to provide awareness, education, prevention, assertive outreach, early intervention, comprehensive assessments, and treatment services for individuals with problem or disordered gambling. These services are necessary to lessen the potential negative impact of the increase in gambling opportunities in New Jersey. It is essential to offer these services in ways that are accessible and appropriate to the diverse population of New Jersey.

New Jersey's population is extremely diverse in terms of race, ethnicity and culture. The mini-grants offer opportunities for outreach to residents through a wide range of organizations, including faith-based groups, schools, neighborhood organizations and others. These organizations have the opportunity to develop programs or activities to improve public awareness and knowledge about problem gambling and conduct research opportunities. The services may be targeted to specific groups, for example, members of a geographic community, youth, older residents, faith-based organization members or may be more general in scope. The message may focus on outreach, prevention, education, early intervention and/or sources of help for persons who would like gambling-related services.

The Council recognizes that faith-based and community based organizations, both large and small, are a strong force in encouraging and sustaining recovery, enhancing resilience, building protective factors, and preventing conditions that may lead to serious interventions related to problem or disordered gambling. Outreach and prevention services may be geared to the following areas listed below:

Targeted Programs

- Underserved Populations:
 - Asian, African, Latino Americans
- Homelessness
- Peer Specialists
- Domestic Partner Abuse
- Criminal Justice
- Research

C. What is the Level of Funding that is Available and Funding Time Frame?

Each grant is not to exceed \$5,000. All activities must be completed by 6/30/2018. The Consultant who receives an award through this process is eligible to receive funding from the Council. The funds will be processed by the Council. The total number of awards granted will depend upon the activities and budgets proposed as well as the number of applications received.

Due to the source of funding for these grants, the Council cannot commit to providing any additional or future funding support for any submission through this initiative.

This grant opportunity is **NOT to be utilized for the following:**

- Purchase of property, facility maintenance or repairs, renovations (unless they are specifically required in order for people to access services physically), technology purchases, rent and/or utilities

Below are examples of purchases that would be acceptable through this funding opportunity:

- Creation of promotional materials (flyers, brochures, etc.) to advertise programs in the community
- Creation and/or purchase of materials for education or public awareness
- Translation of written materials into other languages
- One-time events that support resilience and recovery related to problem and disordered gambling
- Psycho-educational groups
- One-time purchases of materials or non-technology equipment for programming

Upon successful award of the grants, the Council will hold a mandatory mini-grantee orientation training for those individuals who have not received previous gambling training. Activities can't begin for these individuals until the training is completed. The date of that training is to be determined. Upon completion of the training, grantees will begin to implement their proposed project. Reimbursement will occur 4-6 weeks after appropriate and complete invoicing documents have been received. Grantees will be required to submit invoices to the Council which clearly state the activities and expenses for which the funds are being requested. All invoices must be accompanied by receipts. This is a cost reimbursement contract only. **No grant dollars will be advanced to awardees.** When 50% of the dollars have been

invoiced, the Council will perform a site visit to your program by a staff member of the Council. After successful completion of these activities, the remaining 50% of the award dollars will be available for reimbursement, subsequent to the submission of a second invoice for the remainder of the award.

The applicant must demonstrate ability to implement the project between **March 12th, 2018 and June 30, 2018**. All funds must be spent and invoices with receipts submitted by **June 30, 2018**.

D. Who is Eligible to Apply?

This opportunity is open to all *community*, faith-based organizations and entities in the State of New Jersey. Eligible applicants also include the Council's providers with a current contract.

E. Application Details

It is critical that your application target persons in a defined community and/or population. You must name the community and/or population and provide information on how the planned activities will be appropriate and acceptable to the targeted community and/or population in terms of culture, language and other factors. The planned activities must also be reflective of the Council's Mission Statement. More information on the Council's Mission Statement can be found on the Council's website www.800gambler.org. A central goal of the Council's Mission Statement is to assure that all activities, programs and services embody **SUPPORT, TREATMENT, and HOPE** for problem and disordered gamblers and their families and/or significant others.

It is very important that data is collected and shared with the Council as well as a final report. Final payment will not be made until all of these items are submitted. The Council will provide applicants with pre and post generic surveys that **MUST BE** submitted periodically.

In addition to **SUPPORT, TREATMENT, and HOPE** the applicant must also incorporate resilience and recovery into the grant. Recovery is the ability to bounce back despite the presence of challenging or threatening circumstances. The concept of resilience has important implications not only for working with children, youth, and their families, but also for promoting wellness in adults and communities. Recovery speaks to a return to a healthy condition.

II. Application, Selection Process and Type of Contract

A. What is the Process for Application Submission and Schedule?

This RFA is issued on **February 20, 2018**. To submit an application:

1. Each applicant must complete a cover sheet. An official of the submitting agency, legally authorized to bind the agency to all provisions noted in the submission, must sign the cover sheet.
2. Each applicant must answer all the questions and return it as part of the RFA submission.
3. Each prospective applicant must include one (1) signed original submission and three (3) copies of their submission. Submissions can be e-mailed to Pamela@800gambler.org to meet the deadline but signed hard copies will still need to be submitted.

4. **NOTE - Submission deadline is March 5, 2018 by 4:00 PM to:**

**The Council on Compulsive Gambling of New Jersey, Inc.
Attn: Pamela Wade
3635 Quakerbridge Rd Suite #7
Hamilton, NJ 08619**

B. Questions Relating to the RFA

Any questions regarding this RFA should be directed via email to Pamela Wade, CCGNJ at Pamela@800gambler.org or by calling (609) 588-5515.

C. Timetable

The schedule as currently planned for the overall process is:

- RFA issued February 20, 2018
- Submission deadline March 5, 2018
- Letters of award March 12, 2018
- All grants must be completed by June 30, 2018
- **All receipts and the final report must be submitted no later than 30 days after the grant is completed.**

D. Criteria for Selection

The Council's Application Review Committee will review all responses to this RFA. The review of responses will be done in order to identify applicants that are able to meet the goals of the project. The primary criteria to be used will focus on: (1) the experience and capability of the prospective provider and its staff to deliver the proposed service; (2) the soundness of the program design/approach and its appropriateness for the population to be served; and (3) the extent to which the proposal meet the needs of the community. The applications will be evaluated on a weighted scoring system.

Based on the criteria detailed below, the Committee will make recommendations to the Executive Director of the Council concerning those applications that are best able to meet the goals of the project. In reviewing the applications, the Committee will weigh all submissions according to the following criteria:

History and Experience

1. Agency has adequate and relevant experience and/or resources to provide this type of program or project.

Current Services, Population, and Location

1. The agency is neighborhood or community-based.
2. The target area is identified and the need for services is described.
3. The target population is described clearly, including age, gender, ethnicity and cultural factors.

Proposed Activity and Promotion of Support, Treatment and Hope

1. The application describes activities that will be effective in increasing public awareness about the risks and issues related to problem gambling.
2. The proposed project will provide information about the risks of gambling and offer information on where help for problem gambling is available.
3. The proposed project is consistent with **Support, Treatment, and Hope**.
4. Agency has demonstrated that this application is an enhancement related to an existing program or project or an outgrowth of other community focused activities.
5. The proposed project can be implemented within fiscal year 2017.
6. The application documents the involvement of persons in recovery, community members, and/or recipients of service in the development of the application.

Budget

1. The budget is clear and reasonable for the activity(s) proposed.

Evaluation

1. Applicant describes how effectiveness will be measured.

III General Rules Governing RFAs; Reservation of Rights; Confidentiality and Public Disclosure

A. Revisions to RFA

The Council reserves the right to change, modify or revise this RFA at any time. Any revision to this RFA will be posted on the Council's website with the original RFA. It is the applicant's responsibility to check the website frequently to determine whether additional information has been released or requested.

B. Notice of Request for Applications (RFA)

The Council reserves the right to exercise any one or more of the following rights and options:

- 1) To reject any and all applications and to reissue this RFA at any time;
- 2) To issue a new RFA with terms and conditions substantially different from those set forth in this or a previous RFA;
- 3) To issue a new RFA with terms and conditions that are the same or similar as those set forth in this or a previous RFA in order to obtain additional applications or for any other reason the Council determines to be in its best interest;
- 4) To extend this RFA in order to allow for time to obtain additional applications prior to the RFA application deadline or for any other reason the Council determines to be in its best interest;
- 5) To supplement, amend, substitute or otherwise modify this RFA at any time prior to issuing a notice of intent to develop a consultant contract to one or more Applicants;
- 6) To cancel this RFA at any time prior to the execution of a final agreement whether or not a notice of intent to develop an agreement has been issued, with or without issuing, a new RFA for the same or similar services;

C. Confidentiality and Public Disclosure

The successful applicant shall treat all information obtained from the Council, which is not generally available to the public, as confidential and proprietary to the Council. The successful applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful applicant agrees to indemnify and hold harmless the Council, its officials and its employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the successful applicant or any person acquiring such information, directly or indirectly, from the successful applicant.

D. Incurring Costs

The Council is not liable for any costs incurred by applicants for work performed in preparation of a response to the RFA.

E. Prime Applicant Responsibility

The selected applicants will be required to assume responsibility for all services described in their applications whether or not they provide the services directly. The Council will consider the selected applicants as the sole point of contact with regard to contractual matters.

F. Disclosure of Application Contents

Cost and price information provided in applications will be held in confidence and will not be revealed or discussed with competitors. All material submitted as part of the RFA process becomes the property of the Council and subject to any state or local public disclosure laws which may be applicable. Applications submitted to the Council may be reviewed and evaluated by any person other than competing applicants. The Council retains the right to use any/all ideas presented in response to this RFA. Selection or rejection of an application does not affect this right.

G. Selection / Rejection Procedures

Applicants whose submissions are selected or rejected will be notified in writing by the Council as to their selection or rejection.

H. Non-Discrimination

Successful applicants, as a condition of accepting and executing a contract through this RFA, agree to comply with all applicable sections of the Civil Rights Act of 1964 and Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act, hereby assuring that the provider agency does not and will not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, gender, sexual orientation, handicap or disability in providing services, programs or employment or in its relationship with other provider contractors.

I. Compliance

Successful applicants shall agree to comply with the conditions set forth in DHS' Standard Language Document and other DHS' Grant requirements which may apply.
Successful applicants shall be required to submit a copy of their licensing and credentials and also their professional liability insurance.

COVER SHEET

Name: _____

Position: _____

Affiliation/Organization: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Contact Person: _____ Title of Contact Person: _____

Email address for Contact Person _____

Phone Number for Contact Person _____

APPLICATION FORM

Application

The applicant must respond to the questions below. Your responses to the questions **must be typed**. Your application may not be considered if it does not follow these guidelines.

1. **Experience and Capability:** Describe your agency, organization or group. Describe your experience and explain your capability to implement the initiative related to problem gambling.

2. **Statement of Need:** Describe the problem. Include data and/or other information to explain why the service you offer is needed. Describe the population, including the cultural and ethnic backgrounds, age range, religious groups (if applicable) of the people to whom the project is targeted. Also, provide information on the neighborhoods or geographic areas in which you will provide the services.

3. **Proposed Initiative:** Describe the outreach or prevention and/or intervention services or other types of services you intend to provide. Provide information on resources that will be used. For example, if there will be speakers, include their names and roles; if written material will be used, describe the content and the distribution methods. This section must include information on who will be providing the service and why these persons are appropriate to provide the information or services for the target populations.

4. **Budget:** Explain how you will use the funds. Provide the costs for materials, speakers and every other expense that will occur as you implement the project.

5. **Evaluation:** Describe how you will measure the effectiveness of your initiative. Depending on the type of initiative for which you are applying, you may choose to count contacts of persons seeking assistance as a result of your program, distribute questionnaires about satisfaction and learning at the end of presentations, or use other methods to assess the effectiveness of the service.

Type of organization: (Check all that apply)

- ☐ Community groups/coalitions
- ☐ County Government
- ☐ Non-profit Group
- ☐ Social/Human Service Agencies

- ☐ Community Health Centers
- ☐ Education- Schools, Colleges, University,
- ☐ Faith-Based Group
- ☐ Other _____

Type of event, product, activity, or materials you are requesting and will provide as part of the mini-grant program

(Check all that apply)

as part of the mini-grant program:

- | | | |
|--|--|---|
| <input type="checkbox"/> Educational Resources | <input type="checkbox"/> Outreach Event | <input type="checkbox"/> Photo Exhibit |
| <input type="checkbox"/> Information Dissemination | <input type="checkbox"/> Speaking Engagement | <input type="checkbox"/> Training Event |
| <input type="checkbox"/> Other: Specify _____ | | |

Target Community (please identify the area(s) of the city where you will provide activities by zip code, police district and/or name of community or section of city):

Please check what best describes the focus of your agency (Please check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Advocacy Organization | <input type="checkbox"/> Addiction Services | <input type="checkbox"/> Children/Youth Services |
| <input type="checkbox"/> Co-Occurring Services | <input type="checkbox"/> Community Organization | <input type="checkbox"/> Faith-Based Organization |
| <input type="checkbox"/> Family Member Services | <input type="checkbox"/> Homeless Services | <input type="checkbox"/> Mental Health Services |
| <input type="checkbox"/> Peer group | <input type="checkbox"/> Provider Agency | <input type="checkbox"/> Recovery House |
| <input type="checkbox"/> Recovery-Based Supports | <input type="checkbox"/> Re-Entry Services | <input type="checkbox"/> Other: _____ |

Application Summary (No more than 150 words):

Audience

Who is the target audience? Please explain who you are trying to target with your initiative. Include the rationale for your selection, including whether the activities are designed to address any community and/or population. Please identify the group you are targeting such as race/ethnic target groups, low socioeconomic groups and/or specific populations such as underserved populations, criminal justice, etc.

How many people will the activity or event be able to accommodate and/ or the number of individuals participating to be impacted with respect to the application?

Cost

- A. Will participants be charged to attend any part of this event or activity?

☐ Yes ☐ No

If yes please specify:

- B. Will there be any co-sponsors?

☐ Yes ☐ No

If yes specify who will be co-sponsoring:

- C. Will the co-sponsors be funding any portion of the event or activity?

☐ Yes ☐ No

If so, what will their contribution?

Media

- A. Will this event or activity be promoted? ☐ Yes ☐ No

If yes, please specify exactly how it will be promoted:

-
-
-
- B. Will there be media coverage at the event or activity? ☐ Yes ☐ No

If yes, please specify exactly what media coverage.

Format of Event

- A When and where will this event(s) or activity be held?

Date:

Time:

Location:

The event(s) MUST be held in facilities which are accessible meeting the standards of the Americans with Disabilities Act.

Please certify that the event(s) will be held in an Americans with Disabilities Act (ADA) accessible location.

The event will be held in an ADA accessible location. ☐ Yes

a. Will individuals be able to earn educational credits for attending?

☐ Yes ☐ No

i. Which ones are available? (Check all that apply)

- ii. ☐ AMA Credits ☐ CEU's ☐ Psychology
iii. ☐ Credits for Clergy ☐ Continuing Medical Credits ☐ NCPG Credits
☐ Social Work Credits ☐ Other: Specify _____

b. Will there be multiple speakers: ☐ Yes ☐ No

i. If you are paying an honorarium please include justification.

5. Information Dissemination

What is to be printed? (Check all that apply)

☐ Bulletin inserts

☐ Posters

☐ Billboard

☐ Brochures/ Pamphlets

☐ Newsletters

☐ Other: _____

Please note: All brochures, print materials, media, etc., developed **must include** problem gambling website (www.800gambler.org), problem gambling helpline (1-800-GAMBLER) and **must be reviewed and approved by the Council.** Some promotional items may, while quantities last, be obtained from the Council.

Do any of the materials have copyright issues? ☐ Yes ☐ No ☐ Not Sure

Note: We cannot fund copyrighted materials.

6. Educational Resources

Are you planning on purchasing educational resources? ☐ Yes ☐ No

Type of resources: (Check all that apply)

☐ Books

☐ Brochures/Pamphlets

☐ Cassette Tapes /DVDs/VHS Videos

☐ Computer Software Programs

☐ Curriculum

☐ Posters

Provide a list below of the titles of all proposed educational materials/resources that you wish to purchase:

List and describe in detail each activity, purchase, education, effort, training, etc. that is not addressed elsewhere in the application.

If additional information is required, the Council will contact you for further information.

Applicant Signature: _____

Date: _____