ARIZONA CRIMINAL JUSTICE COMMISSION

FY 2020 COMPETITIVE GRANT APPLICATION INSTRUCTIONS

Problem Gambling Prevention Grant Program

ADG | Arizona Department of Gaming
Problem Gambling

For Assistance

If you have questions about the grant instructions or the Grant Management System (GMS), contact Simone Courter, Grant Coordinator, at 602-364-1186 or email scourter@azcjc.gov , Kathy Donner, Education and Prevention Administrator, at 602-255-3889 or e-mail kdonner@problemgambling.az.gov .

Arizona Criminal Justice Commission
1110 W. Washington St., Suite 230
Phoenix, AZ 85007
Office: (602) 364-1146
Fax: (602) 364-1175

Arizona Department of Gaming – Division of Problem Gambling
1110 W. Washington St., Suite 450
Phoenix, AZ 85007
Office: (602) 771-4263
Fax: (602) 255-3883

Introduction

The Arizona Criminal Justice Commission (ACJC) developed these instructions to assist you with your application submission for the FY 2020 Problem Gambling Competitive Grant program.

Assistance and Resources

Arizona Criminal Justice Commission staff is able to provide assistance regarding the application submission through ACJC's Grant Management System (GMS). During the open solicitation period, staff cannot advise applicants on proposed projects. Detailed instructions on the use of the GMS are available at http://acjc.azcjc.gov/GMS3/LogIn.aspx and select the GMS Manual from the left-hand menu bar. Access to the GMS is available at http://acjc.azcjc.gov/GMS3/LogIn.aspx . In addition, application content guidance is found in the grant announcement and the Grant Writing Training Manual available on ACJC's web site. *Please note that the Grant Management System (GMS) is only functional when using Internet explorer and is not supported by any other web browser.*

Funding Priorities

Applicants should submit proposals for gambling community prevention outreach activities that target the youth or older adult population and utilize the following outreach strategies in their projects. The DPG intends to award one or more grants for prevention work targeting youth and one or more grants for prevention work with the older adult community. All grantees must produce and deliver programming that meets the grant programs purpose and outline how their project will accomplish the following:

1. **A Specific Identified Population within the Target Group**

   Each applicant should be a community agency/entity currently working with a sub-group of either youth or older adults within the State of Arizona. Therefore applicants will implement a pilot program that builds and furthers their current prevention efforts within the chosen specific population.

2. **A Description of the Prevention Model to be Utilized**

   Applicants shall provide DPG with a comprehensive description of the prevention model/s to be used in this project. Projects should evaluate one (1) of the public health models, environmental management, youth empowerment and development and social-ecological theory as possible proven prevention models for this type of programming.

3. **Utilization of all six (6) of the Substance Abuse and Mental Health Services Administration (SAMHSA) and the Center for Substance Abuse Prevention (CSAP) Strategies over at least three of the six (6) Prevention Domains (Individual, Peer, Family, School/Work, Community, Society/Environmental) within the Identified Populations**

   Projects need to incorporate the CSAP strategies of using a community-based process, information dissemination, problem identification and referral, education, alternative activities and environmental approaches in each of the specified populations (youth and older adults) in at least three of the six prevention domains.

4. **Use of Evidence-Based Strategies**

   The American Psychological Association (APA) defines Evidenced-Based as "The integration of the best available research with clinical expertise in the context of patient characteristics,

culture and preferences." Therefore "Evidence-Based" indicates a program relies on some proof of effectiveness through research and criteria-based review as the foundation on which to build targeted prevention programming. The projects should incorporate these and would need to provide DPG detailed descriptions of what evidence-based strategies they are using as the foundation or structure for their programming.

5. **Description of the Risk and Protective Factors to be Addressed**
The few statistics known about problem gambling appear to mirror those of substance abuse. Therefore applicants need to incorporate and describe how the risk and protective factors affect their targeted population. Research has shown repeatedly that risk factors such as having a parent, sibling, relative, friend or significant person with either a gambling problem or substance abuse problem can increase a person's chances for gambling or substance abuse, while protective factors such as family cohesion and community connectedness can reduce the risks. Projects focused on using these protective factors in preventing problem gambling in youth and older adults are greatly needed and desired.

6. **Measurable Goals and Objectives**
Successful programs have clearly defined and measurable goals. Applicants must have concrete and measurable goals and objectives each year funding is obtained. Program goals are what the general intention or overall aim of the project or program will be during the time period. Objectives are outcomes that represent the achievement of program goals. OPG seeks concrete, observable and measurable objectives from the projects.

7. **Evaluation Component Designed to Measure Changes in the Identified Population's Attitudes, Knowledge and Behaviors**
Any programs or projects developed and submitted for the grants process shall have measurable goals and objectives. Programs shall build an evaluation component into the program which will measure changes in knowledge, attitudes and behaviors while also monitoring programming outcomes. Evaluation components shall also incorporate qualitative, quantitative, and process outcome methods.

8. **The Project must be able to be Replicated and Reproduced in other Communities.**
Successful applicants will be able to sustain their programs after funding has ceased. Funding for projects will be for 12 consecutive months beginning July 1, 2019 with an option to renew the grant for one additional year. Renewals will be based on project performance and the availability of funding. Strong proposals will address the continuation of the project beyond the grant-funded performance period. DPG is searching for programs that are reproducible, have community involvement and ownership and have a long-term commitment from those involved.

Please review the Problem Gambling Prevention Grant Program Competitive Grant Announcement to ensure your project meets the necessary eligibility requirements.

Application Tips

When completing your application:
- Complete text responses in a Word document, then copy and paste them into the GMS application
- Check the spelling and grammar on each response
- Sustainability plan should be addressed within the Project Summary section of the application
- Save your application frequently
- Use the checklist in the Grant Announcement to make sure all required documents are submitted

Completing the Application

Please include as much information as possible for each field in the application. Fields in the GMS with a red flag are required for successful submission of the application.

1. General Information

- **ACJC Grant Program**
  The GMS will auto-fill this field. (Problem Gambling Prevention Grant Program)

- **Period Title**
  The GMS will auto-fill this field. (FY20)

- **Project Title**
  Provide the name of the project or program.

- **Purpose Area**
  The applicant is prompted to select the applicable purpose area from a drop-down menu. Choose "Problem Gambling."

- **Continuation Grant**
  The radial button is automatically selected to "No." The applicant does not need to adjust this setting.

- **Applicant Agency**
  This information pulls directly from the user's profile. A different agency or a different department may be selected from the dropdown menu. However, a new agency or new departments must be added through the "Edit Profile" function. *Before starting our application, please go to "Edit Profile" and add your Federal Tax ID for your agency. This is a new field in the GMS. There is a place to enter the tax id in the application, but if it is not saved in the agency information, it will not save in the application.* (see GMS instructions for more information).

- **Participating Agencies**
  The applicant is to provide a listing of participating agencies or enter "not applicable" if other agencies are not involved with the project.

- **Authorized Official**
  This must be a person in the applicant agency who is authorized to sign grant agreements.

- **Project Official**
  This is the person who is responsible for overseeing the administration of the project or program.

2. Project Narrative

- **Project Mission Statement** (Response limitation is 1,500 characters including spaces.)
  Include a mission statement that describes the focus or direction of the agency or organization in addressing gambling prevention and providing community outreach. If the agency is part of a larger, diverse service organization, use the mission statement that is most closely related to the program applying for funding.

- **Problem Statement** (Response limitation is 7,000 characters including spaces.)
  Utilize this section to demonstrate a compelling need for the program in order to develop, implement, maintain, or improve programs or projects in preventing problem gambling and providing outreach.

  - Describe the problem(s)/issue(s) that require your agency's involvement to reduce problem gambling in the community.
  - Demonstrate the impact of the problem(s)/issue(s) on your community using verifiable statistical data:

    Scope of Problem: Use data that reflects the scope of problem gambling in the community. Include how this may impact and create related problems in your jurisdiction (local threat assessment).

    Resources: Use data that reflects the absence or limitations of resources to support programs or projects that address problem gambling in the community.

- **Project Summary** (Response limitation is 7,000 characters including spaces.)
  Provide a summary of the proposed project that would be supported with requested grant funds.

  - *Strategies/approach:* Describe the strategy/approach to be used in reaching project goals and objectives.
  - *Implementation Plan:* Outline specific tasks/activities to be conducted in order to put the strategy/approach into action.
  - *Organizational Capacity:* Describe your agency's capacity to implement the proposed project. Applicants with previous experience are encouraged to describe previous success with project implementation.
  - *Sustainability Plan:* Identify future potential funding sources to ensure the program is ongoing beyond the funding availability.

> *Evidence-Based:* Describe whether the strategy/approach is evidence-based and if it provides information demonstrating that. Evidence-based can include a program, practice, or policy. The project should incorporate proof of effectiveness and detailed descriptions of what evidence based strategies will be used as the foundation or structure for your agency's programming.

- **Project Collaboration** (Response limitation is 4,000 characters including spaces.)
  Demonstrate a strong collaborative effort with public or private organizations that will work together to address problem gambling in the community.

  > List the public and private organizations your agency collaborates with in connection to the scope of the proposed project. If there are member agencies associated with the project, identify resources such as funding, personnel, volunteers, space, equipment, and support systems to be dedicated by each member agency.
  > Describe in detail a recent collaboration. Discuss the purpose of the collaboration and your agency's contribution to the process and the outcomes.

- **Evaluation Plan** (Response limitation is 4,000 characters including spaces.)
  Describe how the agency will determine whether the project is making progress toward achieving its stated goals and objectives, from the list in section 3.

  > Identify the method in which statistical data will be tracked, e.g., service tracking database, Excel spreadsheet, hand-counted tally.
  > Describe the process for reviewing the statistical data and utilizing the data to refine the strategy/approach to meet goals and objectives.

3. Goals and Objectives

Purpose: Goals, objectives, and performance measures are used by the Office of Problem Gambling to establish clear expectations of overall performance and to measure the success of the project.

DETAILED INSTRUCTIONS FOR ENTERING GOALS, OBJECTIVES AND PERFORMANCE MEASURES:

Goals: Goals are general and should reflect what the project aims to accomplish for your jurisdiction or community area.

Step 1: Click **Add New Goal**
Step 2: Enter project goal into **Goal** text box
Step 3: After objective(s) and performance measure(s) have been entered for the goal, click **Add New Goal** to enter additional goals (if applicable)

Objectives: Objectives are specific, measurable, attainable, realistic and achievable within the timeline of the grant award. Objectives have a direct correlation to the goal selected.

Step 1: Type the objective that correlates with the goal stated above into the **Objectives** text box

Step 2: After performance measure(s) have been entered for the first objective, type the next objective in the **Objectives** text box (if there are multiple objectives for the same goal)

Performance Measures: Performance Measures are a quantitative metric used to monitor and evaluate progress toward goals and objectives. *Note: If utilizing* <u>*multiple*</u> *performance measures to monitor an objective, please complete* <u>*separate*</u> *entries for each performance measure.*

Step 1: Quantify the measure by entering an estimated figure (by percent or quantity) for each performance measure, (e.g., 125.)

Step 2: Type the measure into the **Performance Measures** text box, (e.g., Number of program participants.)

Step 3: Click **Add** when the performance measure has been entered.

Step 4: Repeat the process of quantifying the measure, typing the measure into the **Performance Measures** text box and clicking **Add** (if there are multiple measures for the same objective).

SAMPLE VIEW OF GOALS, OBJECTIVES, AND PERFORMANCE MEASURES:

Below, a screenshot has been provided that demonstrates the format for which goals, objectives, and performance measures should be entered. This screenshot is intended to demonstrate format and <u>not content</u>. When inputting measures, use a number or percentage but not both.

Goals and Objectives (Edit this section)

Goal: To reduce or disrupt the flow of illicit drugs imported, transported, and sold in the community.

Objectives (please complete at least 1):

Description	%	#	Performance Measure
Conduct arrests for importing/transporting of illicit drugs	%	75	Number of arrests for transport/import of drugs
Conduct arrests for distribution of illicit drugs	%	225	Number of arrests for distribution/sale of drugs
	%	350	Number of arrests for buying/receiving drugs
Disrupt methamphetamine labs	%	35	Number of methamphetamine related investigations
	%	5	Number of clandestine labs seized
	%	5	Number of methamphetamine dump sites discovered
	%	10	Number of methamphetamine sites referred for mitigation/cleanup
Eradicate marijuana cultivation grows	%	50	Number of indoor marijuana grows seized
	%	100	Number of outdoor marijuana grows seized
Disrupt or dismantle Drug Trafficking Organizations	%	15	Number of DTOs disrupted
	%	5	Number of DTOs dismantled

Goal: Strengthen collaborative partnerships between federal, state, and local law enforcement and prosecutorial agencies.

Objectives (please complete at least 1):

Description	%	#	Performance Measure
Conduct coordination or collaborative activities with other agencies	%	20	Number of deconfliction events
	%	40	Number of tips/leads referred to other task forces
	%	10	Number of counterterrorism referrals
	%	25	Number of drug-endangered child referrals or calls to CPS
	%	25	Number of drug interdiction activity assists
Conduct intelligence driven, collaborative investigations	%	40	Number of intelligence driven, collaborative investigations
	%	30	Number of intelligence driven investigations resulting in arrest
	%	25	Number of intelligence driven investigations resulting in drug seizures

4. Budget

Provide budget detail and narrative for the *applicable* budget categories listed below.

- Salary and ERE
  In the budget table provide the position title, what portion of the position will be funded (e.g., 1.0 or 0.5), the total annual salary for the position, and the ERE Rate. If requesting funding for more than one position, please prioritize the positions from top to bottom.

  Use the "Personnel" text box above the table to provide a very brief description of each position (please provide detailed job descriptions as attachments). Please explain why this position is critical to the program. If requesting funding for multiple positions, please explain prioritization.

  In the "ERE Breakdown" text box below the Overtime table, list all the expenses included in fringe benefits (i.e., health insurance, workers' compensation, FICA, etc.). Include a percentage for each category and a total ERE percentage for each position.

NOTE: If requesting Salary, Overtime or ERE for "Other" agencies that are working with the agency, please include these employees in the "Consultant/Contractual Services" category. In the text box provided, include the breakdown of the Salary and ERE as follows:

Position Title	#Pos (FTE)	Annual Salary	Subtotal Salary	ERE Rate	ERE Subtotal	Total

ERE Breakdown (should include a breakdown of the ERE Rate above)

Please remember to save after entering individual lines when entering budget data.

- Overtime
  Enter the request for overtime in the table provided.

  Please remember to save after entering individual lines when entering budget data.

- Consultant/Contractual Services
  In the text box for each vendor, provide detailed vendor information including name and a description of the services provided to the program.

  In the table, provide the type of service, number of hours and hourly rate for each vendor. Examples of Consultant/Contractual Service types are contractual accounting, legal, counseling, and data processing services. See the Salary and ERE section for information on entering "Other" agency participation on taskforces.

  Please remember to save after entering individual lines when entering budget data.

- In-State Travel
  In the text box, provide a detailed description of the purpose of the travel and how it supports the work of the program.

  In the table, provide a description of the travel type, rate per mile and number of miles using your organization's established mileage rate.

  Please remember to save after entering individual lines when entering budget data.

- Out-of-State Travel
  In the text box, provide a detailed description of the purpose of the travel and how it supports the work of the program.

  In the table provide a description of the travel type, rate per mile and number of miles using your organization's established mileage rate.

  Please remember to save after entering individual lines when entering budget data.

- Other Operating Expenses
  In the text box provide a detailed description of the expense; in the table, information on the amount requested. "Other Operating Expenses" include pager, cell phones, training fees, etc. Other expenses must be in direct support of the program.

  Please remember to save after entering individual lines when entering budget data.

- Equipment
  In the text box, provide a description of the item, quantity, purchase price or monthly lease rate for each type of equipment item requested. Note: Pagers and cell phones will be reported under Other Operating Expenses. Complete the table to request equipment funding.

  Please remember to save after entering individual lines when entering budget data.

5. Financial Capacity

- Answer all of the questions provided to help the Division of Problem Gambling determine your agency's financial capacity to administer grant funds.

6. Attachments

- *A-133 Audit or Single Audit*
  To meet federal audit requirements, the jurisdiction's most recently completed financial audit must be attached (uploaded) at the time of the application If your agency does not have a current audit completed for the period ending June 30, 2018, a written explanation as to why and a timeframe for completion is required.

- *Participation/Collaboration Letters*
  Participation/collaboration letters or documents signed by the Authorized Official(s) of the participating agencies indicating their intent to **participate fully** (staff assignment, office space, etc.) in the project are required to be uploaded with the application

How to attach (upload) a document into GMS

Step 1: From the **Attachments** tab in GMS, Click the **Browse** button to navigate to the document you wish to attach/upload.
Step 2: Once you have selected the document, click **Upload Selected File**.
Step 3: Click the **Save** button on the right side of the screen

7.   Special Conditions

Please read all special conditions. Acceptance is required in order to submit the grant application.