

Service Name: **PROBLEM GAMBLING PREVENTION SERVICES**

Service ID Code: **A&D 80**

I. Service Description

Problem Gambling Prevention services (A&D 80) are designed to meet one or more of the following objectives: (a) increase awareness of problem gambling, (b) prevent problem gambling; (c) prevent the onset of pathological gambling in individuals who do not meet the criteria for pathological gambling but who are showing early danger signs; (d) case finding and referral.

The anticipated goals and outcomes for County's Problem Gambling Prevention Services will be described and included in County's Biennial Problem Gambling Prevention Implementation Plan approved by Department. County's A&D 80 Services will be monitored and evaluated on the basis of their effectiveness in achieving the goals and outcomes identified in the approved Biennial Problem Gambling Prevention Implementation Plan. Department financial assistance to County in the subsequent biennium, for A&D 80 Services, will in part depend upon achievement of the goals and outcomes identified in County's Problem Gambling Prevention Implementation Plan for the previous biennium as approved by Department.

II. Performance Requirements

- A. County must designate a County employee as its Problem Gambling Prevention coordinator or contact person responsible for the development and implementation of the County's Problem Gambling Prevention Implementation Plan.
- B. County's designated Problem Gambling Prevention coordinator/contact person must attend two Department of Human Services sponsored problem gambling prevention meetings per calendar year. Meetings will be held in Salem Oregon.
- C. County must attend at least one meeting each of County's Local Alcohol and Drug Planning Committee (LADPC) and Commission on Children and Families (CAF) during the biennium and must present information on problem gambling prevention and outreach issues, services and data to

these partners. County shall also obtain input on its Biennial Problem Gambling Prevention Implementation Plan during County's comprehensive planning process. Department may require additional County agency review and approval, provided Department gives notice in writing at least 45 days before the plan is due.

III. Special Reporting Requirements

- A. Providers of A&D 80 services funded under this Contract must submit written reports to Department by August 30 of each year, in a format prescribed by Department, describing the Provider's activities, appraisal of activities, and expenses during the preceding fiscal year in providing A&D 80 services.
- B. Final Biennial Expenditure Report: Providers of A&D 80 services funded under this Contract must submit to Department a final report of actual revenues and expenditures of A&D 80 funds disbursed under this Contract, due within 60 days after termination of this Contract or termination of Department's obligation under this Contract to provide financial assistance to County for A&D 80 services, whichever is earlier. Reports must be prepared using forms and procedures designated by DHS.

IV. Payment Procedures

- A. Basis of payment: Department payment for A&D 80 services identified in a particular line of the Financial Assistance Award is based on reimbursement for actual allowable expenditures incurred by a Provider in delivering A&D 80 services under that line of the Financial Assistance Award during period specified in that line, subject to the following:
 - 1. Allowable expenditures are limited to the standard and customary rates for the following:
 - a. Personnel expenses (salaries, wages, payroll tax and fringe benefit costs) for delivery of A&D 80 services.
 - b. Operating expenses, such as office rent/lease, office utilities, telephone costs, office equipment rental and repair, office supplies, and staff travel for delivery of services, participation in problem gambling-related meetings, trainings and events..

Operating expenses are limited to the amount approved in the Biennial Problem Gambling Prevention Implementation Plan budget.

- c. Professional consultation needed to support or enhance Department-funded problem gambling prevention services.
 - d. Administrative expenses, capital outlay, or other expenses not listed in sections IV(A)(1)(a), (b) and (c) above, only if approved in writing or e-mail by Department.
 - e. Workforce development expenses for an amount up to , but not exceeding \$5,000.
 - f. Special project “seed” funds or minigrants for appropriate partners and allies who address problem gambling prevention and awareness.
2. Total Department payment for all A&D 80 services delivered under a particular line of the Financial Assistance Award shall not exceed the total funds awarded for A&D 80 as specified in that line of the Financial Assistance Award.
 3. Department is not obligated to pay for any A&D 80 services that are not properly reported to Department as described in this Service Description.
- B. Disbursement of funds: Unless a different disbursement method is specified in that line of the Financial Assistance Award, Department will disburse the funds awarded for A&D 80 services in a particular line of the Financial Assistance Award to County in substantially equal monthly allotments during the period specified in that line of the Financial Assistance Award, subject to the following:
1. Department, may, at its discretion, reduce the monthly allotments based on under delivery of services identified through CPMS or through other reports required or permitted by this Service Description or an applicable Specialized Service Requirement.

2. Department may, at its discretion, adjust monthly allotments to meet cash flow requirements for continued delivery of A&D 80 services.
3. Department may, at its discretion, adjust monthly allotments to reflect changes in the funds awarded for A&D 80 services on that line of the Financial Assistance Award as a result of amendments to the Financial Assistance Award.

C. Agreement Settlement. Agreement Settlement will reconcile any discrepancies that may have occurred during the term of this Agreement between actual Department disbursements for A&D 80 services under a particular line of the Financial Assistance Award and amounts due for such services based on actual allowable expenditures incurred by a Provider in delivering A&D 80 services under that line of the Financial Assistance Award during the term of this Agreement and in accordance with a Gambling Prevention Implementation Plan, as such expenses are properly reported in CPMS or by other reporting method required or permitted by this Service Description or an applicable Specialized Service Requirement.

V. Exceptions and Waivers

County may request in advance in writing, and Department in its sole discretion may approve, a limited number of waivers and exceptions to the above.