

**RFA ONE-STEP APPROVAL FORM**

**NC DHHS Division of:** DMH/DD/SAS

**Section:** Community Mental Health Section

**DHHS Svs #:**

**Division #:**

**Division Contract Administrator:** Robin Soderena

**Tel #:** 910-612-8317

**RFA Title:** North Carolina Psychiatric Rehabilitation Collaborative

**Brief Purpose:** Promote and educate on psychiatric rehabilitation across the state.

Fund	Company #	FRC	RCC	Requirement Account	SFY/BY	Estimated Amount
1461	3001	6Z	5232	536C00	22	85,000
<b>Total:</b>						85,000

**RFA Check List:**

RFA draft and Attachments       Justification Memorandum

1. RS DocuSigned by: Sarah Waleed 01/06/22 | 3:15 PM EST  **Using ARRA Funds?**  Yes  No  
Contract Admin Initials      Section Chief Signature      Date      DUNS# \_\_\_\_\_
2. Brittany Goode 984-236-5314  Approve  
Division Contract Office and telephone number      Date
3. Angela McNeill 01/10/22 | 2:27 PM EST  Funds Proposed  Funds Not Available  Funds Proposed, Requires Realignment BR# 12-0068  
Division Budget Office      Date
4. Christy Is 01/10/22 | 3:30 PM EST  Approve  
Center of Excellence Chair      Date
5. Renee Rader 01/10/22 | 3:50 PM EST  Approve  
Division Director/Designee      Date
6. \_\_\_\_\_  Approve  
DHHS IT, if required      Date
7. \_\_\_\_\_  Approve  
Public Affairs, if required      Date
8. \_\_\_\_\_  Approve  
DHHS Budget & Analysis, if required      Date
9. \_\_\_\_\_  Approve RFA to be Issued  
DHHS OPCS      Date
10. \_\_\_\_\_  Approve  
Attorney General      Date

**Please note:** DHHS IT, and the Public Affairs Offices should be involved in the development of the RFA up front if the scope of work is related to their offices. The approval listed for these offices is only the approval for the final draft of the attached RFA before issuing.

(Completed by Division)  Posted on DHHS Grant Opportunities Website

**Contractor Name:** \_\_\_\_\_ **Tax ID:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_

**RFA #:** \_\_\_\_\_ **Contract Period:** \_\_\_\_\_ to \_\_\_\_\_ **Contract Amount:** \$ \_\_\_\_\_

11. \_\_\_\_\_  Approve for Award  
Division Director Designee      Date

(Completed by Budget Officer after award)

Fund	Company #	FRC	RCC	Requirement Account	SFY/BY	Awarded Amount
<b>Total:</b>						

12. \_\_\_\_\_  Funds Budgeted  
Division Budget Officer      Date

**Request for Application (RFA) Approval Form Instructions**

<b>DHHS System #</b>	Enter the eight digit DHHS Contract System number.
<b>Division Contract ID #</b>	Enter the Contract Number assigned by the Division Contract Office.
<b>NC DHHS Division of</b>	Enter your Division Name.
<b>Section</b>	Enter the Section of your Division.
<b>Div. Contract Admin.</b>	Enter the name and telephone number of the Division Contract Administrator.
<b>RFA Title</b>	Enter the title of the RFA (e.g., Business Analysis, Market Rate Study, Child Care Resource and Referral).
<b>Brief Purpose</b>	Enter a brief purpose for conducting the RFA (e.g., to contract with outside source to conduct pre-licensing workshops for potential child day care providers).
<b>Funding Information</b>	Enter the Fund, Company #, FRC, RCC, Requirement Account and SFY/BY whenever possible. These budget codes will apply to contract(s). Example: CO# 2B01 ACCT 53XXXX CENTER: 1XXXXXXXXX AMOUNT \$200,000. If Company, Account, and Center codes are unknown, enter the Fund Type (CFDA #) and Amount available for contracting.
<b>RFA Checklist</b>	Check the appropriate boxes indicating that the documents are complete and included with the RFA package.

**APPROVALS FOR INTENT TO CONTRACT**

<b>Signatures</b>	Obtain all appropriate approvals. See the DHHS Procurement and Contract Services Policies/Manual for details regarding the meaning of each approval.
<b>Contract Administrator/ Section Chief Signature</b>	The Contract Administrator should initial and forward to Section Chief. If approved, the Section Chief should sign beside Contract Administrator's initials, enter the current date, and forward the package to the Division Contract Office. If not approved, return the package to the Contract Administrator. Indicate whether this contract is using ARRA Funds by checking Yes or No. If Yes, also include the providers DUNS number. ** Note: ALL Contracts using these funds must also be approved by OPCS.
<b>Division Contract Office</b>	If approved, the Division Contract Manager should sign, enter the phone number, enter the current date, and forward the package to the Division Budget Officer. If not approved, return the package to the Section Chief.
<b>Division Budget Office</b>	The Division Budget Officer determines if the proposed funding is available, if the funding has appropriate obligations/spending periods, and if proposed uses are allowable. The Budget Officer is responsible for designating the specific funding codes for the funds used. If approved, the Division Budget Officer should forward to the Division Director. If not approved, return the package to the Contract Office. <i>Funds Proposed</i> – The amount is in the proposed budget pending action by the General Assembly. <i>Funds Proposed, Require Realignment</i> – Funds are available but not in the proper line item; a budget revision is necessary to budget the amount in the correct account and center. Enter the budget revision number. <i>Funds Not Available</i> – For current year, available funds cannot be identified in the proposed budget. For future year, funds are not in the proposed budget, or if in the proposed budget, funding does not appear likely to be approved, or has been disapproved, by the General Assembly.
<b>COE Chair</b>	The COE Chair is required to sign and date the approval form, representing committee review and approval. "Approval" indicates the RFA includes the elements of PBC.
<b>Division Director</b>	All prior approvals must be in place prior to Director's approval. The Director returns the approved or unapproved RFA package to Contract Manager. The Contract Manager then forwards the package to the next appropriate approval level.
<b>DHHS IT</b>	If required, DHHS IT must review and approve all contracts and contract amendments containing an Information Technology (IT) component, regardless of the amount or funding source. If you are unsure whether any portion of the contract or contract amendment does or does not meet the criteria, please contact the DHHS IT Division.
<b>PIO</b>	If required, PIO will review and approve all Requests For Application for media, public relations, or associated services, regardless of amount or provider. For guidance, or to clarify if the RFA contains media services call PIO's main number 919-733-9190.
<b>DHHS Budget &amp;</b>	Budget & Analysis will review and approve all Requests For Application.

<b>Analysis</b>	
<b>DHHS Office of Procurement and Contract Services</b>	The Office of Procurement and Contract Services will review and approve all Requests For Applications 200,000 and greater. This approval indicates that the RFA is in correct format, appropriate documentation is attached and the RFA is ready to be issued. **** Note: OPCS must approve ALL Contracts using ARRA Funds.
<b>Attorney General</b>	The Attorney General's Office should review and approve the draft RFA if there is any deviation from the standard terms and conditions.

#### After Evaluation

<b>Grant Opportunities Website Posting</b>	The Division will check the appropriate boxes indicating that the documents are complete and included with the RFA package.
<b>Provider Name, Tax ID, Address</b>	The Division will enter the Name, Tax ID, and address of the Provider Selected.
<b>RFA#, Contract Period, Contract Amount</b>	The Office of Procurement and Contract Services will enter the RFA#, Dates of the Contract Period, and the Contract Award Amount.
<b>Division Director/Designee</b>	The Division Director's signature indicates that the provider has been selected and approved for award.
<b>Division Budget Office</b>	The Budget Officer is responsible for designating the specific funding codes for the funds used for the contract or contract amendment.
<b>Division Budget Office</b>	The Division Budget Officer determines if the final proposed funding is available, if the funding has appropriate obligations/spending periods, and if proposed uses are allowable. <i>Funds Budgeted</i> – The contract amount is budgeted in the correct account and center.