



North Carolina Department of Health and Human Services
Division of Budget and Analysis
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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

James B. Slate, Jr., Director

November 28, 2005

MEMORANDUM

TO: Division/Office Directors
FROM: Jim Slate
SUBJECT: Public Notification of Funding Availability

There is a Department Policy on Public Notification of Funding Availability found in the Policy Manual under the heading General Administration. I am attaching a copy for your reference.

This policy applies to the Request For Applications (RFA) purchasing mechanism. It makes the Department's contracting process for flow-through of grant funding more transparent and easily accessible to potential service providers and the public. Unlike the process for purchasing with Request For Proposals (RFP), where potential contractors submit sealed technical proposals and bids, RFA notices are not consolidated elsewhere for those who wish to do business with the State.

Compliance with this RFA Public Notification Policy naturally ceased when the old Community Resource Information System (CRIS) closed for lack of funding. However we now have the means through the Department's web page to provide this much needed public service. Therefore, the purpose of this memo is to communicate to you the Department's desire to ensure compliance with this policy.

Please transmit this policy to appropriate staff with direction to implement this policy effective immediately. We respectfully request the following:

- Please notify Andy Watry in this office as to who is your designated coordinator for ensuring compliance.

- The “Summary Notice of Funding Availability” should be transmitted to this office electronically in a MS Word document. I am attaching a form for that purpose for your convenience, and an electronic version will be sent to you via email. Please email these completed forms to Andrew.watry@ncmail.net. These notices will then be posted on the Department’s website. We ask that you pay special attention to the Title, as this will be the descriptive link to the announcement on the website. We will advise you of the specific DHHS website address as soon as it is finally established.

This service will assist customers of the Department who wish to locate these notices more readily. The Department’s website will provide a site for one stop shopping and referral to the appropriate Division/Office. This site will be maintained only for open announcements- i.e. those queried between the announcement and application deadline dates. Eventually this site should ease the process of answering public inquiries about RFA announcements. Additionally this may lower your administrative burden for maintaining mailing lists of those who wish to be notified of these opportunities. Most of all, service to the public is improved. As always, your cooperation and support are appreciated. If you have any questions, please contact Andy at 733-6396.

JBSjrAWW:gg
Attachments

Cc:
Carmen Hooker Odom
Allyn Guffey
Dan Stewart
Jackie Sheppard
Allen Dobson, M.D.



DHHS POLICIES AND PROCEDURES

Section IV: General Administration
Title: Public Notification of Funding Availability
Current Effective August 1, 2002
Date:
Revision History: 8/1/02
Original Effective 1/1/01
Date:

Purpose

The purpose of this Policy is to institute a procedure through which information about certain types of requests for applications for funding, which will be awarded on a competitive basis, will be made available for access and review by the general public.

Policy

This Policy shall apply to all Divisions, Offices and Institutions of DHHS to insure that information regarding funding opportunities which are offered by the Department is accessible to as many of North Carolina's citizens as possible.

Implementation

1. Each Division/Office Director shall appoint a coordinator who is responsible for insuring compliance with the requirements of this Policy.

2. The procedures specified herein apply to all applicable solicitations that result in the award of a grant, contract, or any other type of agreement.
3. Competition refers to the fair and open solicitation of applications from more than one applicant, in which funding will not be provided to all potential applicants. Competitive solicitations which are intended for consideration by a single type of applicant organization, such as public universities or a single type of unit of government, are subject to the provisions of this Policy.
4. This Policy shall apply to all solicitations which conform with the definition of "Request for Applications" as presented in the Department of Health and Human Services' **Purchasing Manual**. Solicitations of this type are herein referred to as RFA's, regardless of any other categorization or classification. In general, this Policy applies to solicitations of applications that will be considered for funding through a competitive process in which:
 - A. Applicants are aware of the amount of funding which is available or the maximum award amount that will be provided;
 - B. Applicants are asked to submit an application that includes a description of the services to be performed;
 - C. Applicants are asked to provide a budget and budget description of the potential award amount; and
 - D. Applicants are traditionally non-profit organizations, colleges and universities, local units of government, or organizations which are considered to be special purpose units of government.
5. This Policy shall not apply to solicitations which conform with the definition of "Request for Proposals" as presented in the Department of Health and Human Services' Purchasing Manual. Such solicitations generally consist of a purchase description that includes the time and/or service required, information on quantities, required delivery schedules, and special terms and conditions. Generally, such awards are made to the offeror presenting the most advantageous overall proposal to the State.
6. All requests for applications to which this Policy applies shall comply with the following procedures:
 - A. The administering division/office shall prepare a Request for Applications in accord with all appropriate requirements and guidance, including the incorporation of appropriate limitations concerning the availability of funding and use of funds.
 - B. The Request for Applications (RFA) will be subject to approval by the division/office director.
 - C. An RFA Contact person for each Request for Applications will be designated by the division/office.
 - D. The RFA contact person will complete a summary of the contents of the Request for Applications which conforms to the format provided in Attachment I ("Summary Notice of Funding Availability").
 - E. The RFA contact person will submit an original and two copies of the "Summary Notice of Funding Availability" and one complete copy of the request for applications to the Office of Grants Management ten (10) calendar days prior to the release of the RFA to potential applicants. The "Summary Notice of Funding Availability" will be transmitted to the Office of Grants Management under a written memorandum of approval from the division/office's chief budget officer.

- F. The Office of Grants Management will review the "Summary Notice of Funding Availability".
 - G. After review, the "Summary Notice of Funding Availability" will be posted by the Office of Purchasing and Contracting on the Community Resource Information System (CRIS) web site which is maintained by the Office of State Planning. Reference to the posting will also be included at the Department's web site.
 - H. The posting will be removed from the CRIS web site by the Office of Purchasing and Contracting on the next work day following the specified deadline for submission.
7. The policies and procedures that are specified in this Policy are not intended to supersede or replace established or required authorization or public notification requirements associated with the authorization or funding of any State administered program.

Summary:

Notice of Funding Availability

Title: Specify the working title of the funding program.

Purpose: The statement of purpose should provide a description of the function of the program. It should give the reason why the program was created.

Description: The description should provide a brief statement of information relating to the nature and scope of the program. Provide enough information that will allow a potential applicant to decide whether to seek more information regarding the program.

Funding Availability: Indicate the total amount of funding that is available to be awarded to all applicants under the announcement, the estimated number of awards to be made, and the maximum amount of a single award (if any).

Eligibility: Clearly define the eligibility requirements and general restrictions for making application. Insure that readers can easily determine whether their organization is eligible to submit an application for funding.

How to Apply: Provide a general statement concerning how to apply for funding. Do not repeat detailed application instructions that are contained in the Request for Applications.

Deadline for Submission: Specify the date by which applications must either be received or submitted. Insure that the reader understands how you will document compliance with requirements for meeting submission deadlines (such as the presence of a valid USPS post mark).

How to Obtain Further Information: Provide instructions to potential applicants regarding the action they should take to obtain more information about the opportunity. If information is available at a web site, then provide the URL. Include the name, address, phone number and e-mail address of a person who can be contacted for more information. Make it easy for a reader to reach someone. If the program is summarized in the Community Resource Information System please refer to it.

For questions or clarification on any of the information contained in this policy, please contact [The Office of Purchasing and Contracting](#). For general questions about department-wide policies and procedures, contact the [Office of Policy & Planning](#).



NC DHHS Notice of Funding Availability

Reporting Form

DHHS Division/Office issuing this notice:

Date of this notice:

Working Title of the funding program:

Purpose- description of function of the program and reason why it was created:

Description- Brief statement of nature and scope of the program:

Eligibility:

How to Apply:

Deadline for Submission:

How to Obtain Further Information: