

**REQUEST FOR APPLICATIONS**  
**Peer Support Services for Individuals with Intellectual & Developmental Disabilities**  
**RFA DMH22-006CD- Peer I/DD**

|   |   |       |  |
|---|---|-------|--|
| <b>RFA Posted</b>                           | May 27, 2022  |       |  |
| <b>Questions Due</b>                        | June 3, 2022 @ 5:00pm EST   |       |  |
| <b>Applications Due</b>                     | June 10, 2022 @ 5:00 pm EST   |       |  |
| <b>Anticipated Notice of Award</b>          | June 20, 2022   |       |  |
| <b>Anticipated Performance Period</b>       | July 1, 2022 – June 30, 2024  |       |  |
| <b>Service</b>                              | Opioid Settlement Services  |       |  |
| <b>Issuing Agency</b>                       | NC Department of Health and Human Services Division of Mental Health, Developmental Disabilities, and Substance Abuse Services (DMH/DD/SAS) |       |  |
| <b>E-mail Applications and Questions to</b> | DMH/DD/SAS Contracts Team   | Email | <a href="mailto:RFA.responses@dhhs.nc.gov">RFA.responses@dhhs.nc.gov</a> |

**THIS REQUEST FOR APPLICATIONS (RFA)** advertises the Division’s need for the services described herein and solicits applications offering to provide those services pursuant to the specifications, terms and conditions specified herein. All applications received shall be treated as offers to contract. If the Division decides to accept an application, an authorized representative of the Department will sign in the space provided below. Acceptance shall create a contract that is effective as specified below.

**THE UNDERSIGNED HEREBY SUBMITS THE FOLLOWING APPLICATION AND CERTIFIES THAT:** (1) he or she is authorized to bind the named Contractor to the terms of this RFA and Application; (2) the Contractor hereby offers and agrees to provide services in the manner and at the costs described in this RFA and Application; (3) this Application shall be valid for 60 days after the end of the application period in which it is submitted.

**To Be Completed By Contractor:**

|  |                             |
|--|-----------------------------|
| Contractor Name:                           | Catchment Area # (see p.5): |
| Contractor’s Street Address:               | E-Mail Address:             |
| City, State & Street Address Zip:          | Telephone Number:           |
| Name & Title of Authorized Representative: | DUNS Number:                |
| Signature of Authorized Representative:    | Date:                       |

**Unsigned or Incomplete Applications Shall Be Returned Without Being Reviewed**

**NOTICE OF AWARD/FOR NC DHHS USE ONLY:** Application accepted and Contract # \_\_\_\_\_ awarded on \_\_\_\_\_. The Contract shall begin on \_\_\_\_\_ and shall terminate on \_\_\_\_\_.

By: \_\_\_\_\_  
Signature of Authorized Representative      Printed Name of Authorized Representative      Title of Authorized Representative

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## **1.0 OVERVIEW**

On February 24, 2021, North Carolina Attorney General Josh Stein announced a \$573 million multi-state settlement with McKinsey & Company, resolving investigations into the company's role in advising opioid companies how to promote their drugs and profit from the opioid epidemic. The settlement provides nearly \$19 million over five years for North Carolina, with all funds devoted to addressing the opioid epidemic.

The 2021 – 2022 state budget devotes \$15.7 million from the McKinsey settlement to expanding employment and transportation supports for individuals in recovery from opioid use disorder, supporting individuals with opioid use disorder who are involved in the criminal justice system, expanding evidence-based treatment supports and improving connections to care, and developing evidence-based supportive housing services.

### **1.1 PURPOSE**

Grant funds will be used by community providers to respond to the negative impacts of the opioid epidemic within the State of North Carolina. In accordance with Session Law 2021-180 Senate Bill 105, funds will be used for the following: 1) Expand employment and transportation supports through innovative pilot programs in industries that suffered the greatest job losses during the COVID-19 pandemic; 2) Support individuals with opioid use disorder who are involved in the criminal justice system; 3) Expand evidence-based treatment supports and improve connections to care, especially for individuals hospitalized for overdose who are uninsured or underinsured; and, 4) Develop evidence-based supportive housing services that are inclusive of individuals with substance use disorders.

### **1.2 BACKGROUND**

In collaboration with our partners, DHHS provides essential services to improve the health, safety, and well-being of all North Carolinians by advancing innovative solutions that foster independence, improve health, and promote well-being for all North Carolinians. The department works to advance the health, safety, and well-being of all North Carolinians in collaboration with a wide array of partners and stakeholders. Much of this work involves managing the delivery of services to North Carolina's most vulnerable populations, including children, seniors, people with disabilities, and low-income individuals and families.

The opioid epidemic has harmed individuals, families, and communities across the State of North Carolina. Accidental drug overdose is the number 1 cause of accidental deaths in North Carolina and nationwide. In North Carolina, from 2000 to 2020, more than 28,000 North Carolinians lost their lives to drug overdose. To tackle this health crisis, the NC Department of Health and Human Services is working to connect people with preventative healthcare, substance use disorder treatment and community supports.

## **2.0 ELIGIBILITY**

Eligible applicants are community-based substance use disorder providers in good standing with DMHDDSAS.

Applicants must demonstrate that they are able to provide the service specifications and standards set forth in this RFA. Award recipients must meet all applicable DMH/DD/SAS regulations and policies, and conditions and requirements for Opioid Settlement Funds.

### **3.0 AWARD INFORMATION**

This initiative is funded by the Opioid Abatement Reserve – State funds.

Total Anticipated funding: \$800,000

Anticipated Number of Awards: Up to twenty (20) sites, each up to \$400,000 per year

Length of Project: Up to 2 years

Applications will be reviewed and ranked according to the evaluation criteria outlined in the RFA. Applicants must submit a budget detailing the costs for this project that complies with the requirement in this RFA.

It is anticipated that awards will be announced by June 20, 2022.

The Division of Mental Health, Developmental Disabilities and Substance Abuse Services will notify grant recipients electronically via email. Contracts are anticipated to be effective July 1, 2022 – June 30, 2024.

### **4.0 DEFINITIONS, ACRONYMS AND ABBREVIATIONS**

SUD: Substance Use Disorder

ODU: Opioid Use Disorder

DHHS: Department of Health and Human Services

DMH/DD/SAS: Division of Mental Health, Developmental Disabilities and Substance Abuse Services

FSR: Financial Status Report

EHR: Electronic Health Record

ED: Emergency Department

### **5.0 SCOPE OF WORK / PROGRAMMATIC REQUIREMENTS**

Awardees will use funds to respond to the negative impacts of the opioid epidemic within the State of North Carolina by any one or more of the following:

1. To expand employment and transportation supports through innovative pilot programs in industries in North Carolina that suffered the greatest job losses during the COVID-19 pandemic and are most relied upon by individuals recovering from opioid use disorders to reenter the workforce, such as the food service industry, the hotel and lodging industry, and the entertainment industry. These funds may be used to support all of the following:
  - a. Employment support services for individuals in recovery from opioid use disorder, such as job application support and placement with partnering employers, with emphasis on supporting innovative pilot programs to develop a more robust workforce in rural areas of the state;
  - b. Training and development funding to encourage a consortium of public and private employers, workforce development boards, and vocational services providers to develop workplace recovery-friendly ecosystems;
  - c. Transportation support services to enable individuals recovering from opioid use disorder to travel to their places of treatment and their places of employment.
2. To support individuals with opioid use disorder who are involved in the criminal justice system through programs and initiatives designed to accomplish any one or more of the following:

- a. Establishment or expansion of existing pre-arrest and post-arrest diversion programs. This includes pre-arrest diversion, post-arrest diversion, and court-based diversion through treatment or recovery courts;
  - b. Establishment, expansion, or sustainment of medication assisted treatment programs that provide to individuals who are incarcerated any medication approved by the United States Food and Drug Administration for opioid use disorder. Programs authorized under this subdivision that are funded in whole or in part by the Opioid Abatement Fund shall be made available to individuals who were already participating in a medication assisted treatment program prior to being incarcerated, as well as to individuals who initiate medication-assisted treatment during their incarceration to address opioid use disorder;
  - c. Creation or expansion of reentry programs to connect individuals exiting incarceration with harm reduction, treatment and recovery supports.
3. To expand evidence-based treatment supports and to improve connections to care, especially for individuals hospitalized for overdose who are uninsured or underinsured, through the following activities or initiatives:
- a. Evidence-based addiction treatment, including medication assisted treatment provided by inpatient or outpatient treatment programs;
  - b. Expanded access to cost-effective, low-cost, or non-cost medication assisted treatment in community-based settings;
  - c. Expanded care management services, including the use of peer support specialists and care navigators in local health departments, detention facilities, local departments of social services, and community-based settings. Any funding provided pursuant to this subdivision shall be used to provide care management services involving outreach to, engagement with, and coordination for individuals to assist them with accessing opioid use disorder treatment.
4. To develop evidence-based supportive housing services, such as Housing First, that are inclusive of individuals with substance use disorders. Qualifying services that may be funded include the following:
- a. Providing a move-in deposit, rental or utility assistance, or all of these for individuals with substance use disorders who are in recovery or transitioning from residential treatment or incarceration;
  - b. Providing community training sessions on tenancy rights and responsibilities;
  - c. Establishing relationships with landlords to encourage the elimination of preconditions for housing and to reduce potential incidences of eviction due to substance misuse;
  - d. Providing other housing-related supports such as tents, sleeping bags, or other supplies for outdoor living;
  - e. Funding or otherwise supporting recovery supported housing that accepts individuals who are utilizing any medication approved by the United States Food and Drug Administration for the treatment of opioid use disorder.

## **5.1 POPULATION SERVED**

Individuals with opioid use disorders, including those who are in treatment and active recovery. Individuals served can include those who are currently incarcerated and in need of medication

assisted treatment. Funds used for treatment can be used for individuals with opioid use disorders who are uninsured or underinsured.

## **5.2 PERFORMANCE STANDARDS AND EXPECTATIONS**

Selected organizations are expected to:

- a. Adhere to all contractual requirements as stipulated within the contract.
- b. Develop and report on state-approved metrics to measure the impact and effectiveness of services and supports.
- c. Ensure all quarterly and annual reports are completed within the timeframes stipulated within the contract.

All awardees will be expected to report on:

- Number of individuals served
- Demographic information on individuals served
- Type of service received
- Pre-and-post admission substance use rates
- Pre-and-post admission Employment status, including industry of most recent employment
- Pre-and-post admission Housing status
- Pre-and-post admission criminal justice status
- ED Visits
- Other community services received
- Length of service/support
- Number of overdose incidents

Awardees offering employment and transportation services to individuals recovering from opioid use disorders will also be expected to report on:

- Number of individuals served who attained employment
- Number of individuals served who maintained employment at 3, 6, 9 and 12 months
- Number and types of training provided to public and private employers, workforce development boards and vocational service providers to develop workplace recovery friendly ecosystems and number of persons trained
- Number of individuals served who live in an identified rural area
- Transportation support information, if provided, including:
  - o Number of people receiving transportation support;
  - o Place of transportation support (work, treatment, or both)
  - o Average number of miles per trip

Awardees offering support to individuals with opioid use disorders will also be expected to report on:

- Number of individuals diverted from criminal justice settings
- Number of individuals diverted pre-arrest
- Number of individuals diverted post-arrest
- Number of individuals provided with medication assisted treatment during incarceration

- Number of individuals exiting incarceration connected with harm reduction, treatment and recovery supports at re-entry
- Number of individuals who remain in treatment at 3, 6, 9 and 12 months post re-entry
- Number over overdose incidents for individuals receiving treatment services while incarcerated
- Number of overdose incidents for individuals receiving treatment after re-entry

Awardees who develop evidence-based housing services will also be expected to report on:

- Type of evidence-based supportive housing services provided
- Number of individuals who received move-in deposits, rental or utility assistance, and housing-related supports for outdoor living
- Number of individuals offered assistance who are transitioning from residential treatment or incarceration
- Number of community trainings sessions provided on tenancy rights and responsibilities, including number of people served
- Number and type of outreach events to landlords
- Number of individuals housed and type of housing
- Number of individuals housed who are receiving treatment for opioid use disorder
- Number and type of housing

### **5.3 REPORTING REQUIREMENTS**

Monthly Reporting Requirements:

- a. Financial Status Report(s) submitted by the 10th of each month to the contract administrator
- b. Supporting documentation for the FSR(s) (includes receipts and proof of payments)
- c. Tracking report(s) detailing activities conducted, including peer support sessions, and other metrics outlined in section 5.2

### **6.0 PERFORMANCE OVERSIGHT**

The Division of Mental Health, Developmental Disabilities and Substance Abuse Services assumes responsibility for monitoring the performance of the selected applicants and the outcomes of these projects.

### **7.0 TERM OF AWARD, OPTIONS TO EXTEND**

The performance period for this project begins July 1st, 2022 – June 30th, 2024. Any extension of funding or the funding period will be determined by the availability of funds and status of goals and outcomes.

### **8.0 BUDGET**

The line-item budget shall constitute the total cost to DMH/DD/SAS for the complete performance in accordance with the requirements and specifications herein. The applicant shall not invoice for any amounts not specifically allowed for in the line-item budget of this RFA.

## **9.0 REIMBURSEMENT**

Upon award, funds will be allocated to the provider that has responsibility for the population of the county in which the provider(s) is located.

## **10.0 THE SOLICITATION PROCESS**

The following is a general description of the process by which agencies or organizations will be selected to complete the goal or objective.

- 1) Written questions concerning the RFA specifications will be received until the date specified on the cover sheet of this RFA. A summary of all questions and answers will be posted on the RFA website.
- 2) Applications will be received from each agency or organization. The application must be signed and dated by an official authorized to bind the agency or organization.
- 3) All applications must be received by the funding agency not later than the date and time specified on the cover sheet of the RFA. Faxed applications will not be accepted.
- 4) Applications from each responding agency and organization will be logged in at the date and time received.
- 5) At their option, the evaluators may request additional information from any or all applicants for the purpose of clarification or to amplify the materials presented in any part of the application. However, agencies and organizations are cautioned that the evaluators are not required to request clarification; therefore, all applications should be complete and reflect the most favorable terms available from the agency or organization.
- 6) Applications will be evaluated according to completeness, content, experience with similar projects, ability of the agency's or organization's staff, cost, etc. The award of a grant to one agency and organization does not mean that the other applications lacked merit, but that, all facts considered, the selected application was deemed to provide the best service to the North Carolina residents.
- 7) Agencies and organizations are cautioned that this is a request for applications, and the funding agency reserves the unqualified right to reject any and all applications when such rejections are deemed to be in the best interest of the funding agency.

## **11.0 GENERAL INFORMATION ON SUBMITTING APPLICATIONS**

### 1) Award or Rejection

All qualified applications will be evaluated and awarded to those agencies or organizations whose capabilities are deemed to be in the best interest of the funding agency. The funding agency reserves the unqualified right to reject any or all offers if determined to be in its best interest.

Successful applicants will be notified no later than June 20th, 2022.

### 2) Cost of Application Preparation

Any cost incurred by an agency or organization in preparing or submitting an application is the agency or organization's sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.

- 3) Elaborate Applications  
Elaborate applications in the form of brochures or other presentations beyond that necessary to present a complete and effective application are not desired.
- 4) Oral Explanations  
The funding agency will not be bound by oral explanations or instructions given at any time during the competitive process or after awarding the grant.
- 5) Reference to Other Data  
Only information that is received in response to this RFA will be evaluated; reference to information previously submitted will not suffice.
- 6) Titles  
Titles and headings in this RFA and any subsequent RFA are for convenience only and shall have no binding force or effect.
- 7) Form of Application  
Each application must be submitted on the form provided by the funding agency.
- 8) Exceptions  
All applications are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions. The attachment of other terms and condition by any agency and organization may be grounds for rejection of that agency or organization's application.
- 9) Advertising  
In submitting its application, agencies and organizations agree not to use the results therefrom or as part of any news release or commercial advertising without prior written approval of the funding agency.
- 10) Right to Submitted Material  
All responses, inquiries, or correspondence relating to or in reference to the RFA, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the agency or organization will become the property of the funding agency when received.
- 11) Competitive Offer  
Pursuant to the provision of G.S. 143-54, and under penalty of perjury, the signer of any application submitted in response to this RFA thereby certifies that this application has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.
- 12) Agency and Organization's Representative  
Each agency or organization shall submit with its application the name, address, and telephone number of the person(s) with authority to bind the agency or organization and answer questions or provide clarification concerning the application.
- 13) Subcontracting  
Agencies and organizations may propose to subcontract portions of work, provided that their applications clearly indicate the scope of the work to be subcontracted, and to whom. All information required about the prime grantee is also required for each proposed subcontractor.
- 14) Proprietary Information  
Trade secrets or similar proprietary data which the agency or organization does not wish disclosed to other than personnel involved in the evaluation will be kept confidential to the

extent permitted by NCAC TO1: 05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the application that is to remain confidential shall also be so marked in boldface on the title page of that section.

15) Participation Encouraged

Pursuant to Article 3 and 3C, Chapter 143 of the North Carolina General Statutes and Executive Order No. 77, the funding agency invites and encourages participation in this RFA by businesses owned by minorities, women and the disabled including utilization as subcontractor(s) to perform functions under this Request for Applications.

16) Federal Certifications

- i) Agencies or organizations receiving Federal funds will be required to execute Federal Certifications regarding Non-discrimination, Drug-Free Workplace, Environmental Tobacco Smoke, Debarment, Lobbying, and Lobbying Activities. Federal Certifications must be signed or returned with the application.

## **12.0 APPLICATION CONTENT AND INSTRUCTIONS**

This section includes what the provider organization is required to provide the Division in its application response. *The applicant must clearly demonstrate (describe) in its proposal response* how the applicant's organization will meet or address the programmatic requirements described in the scope of work section of the RFA. The applicant proposal shall include the following items in this specific order and clearly marked as such. Applications must be 10 pages or less, not including any attachments or appendices. See each section below for detailed information.

Whenever possible, use appendices to provide details, supplementary data, references, and information requiring in-depth analysis. These types of data, although supportive of the proposal, if included in the body of the design, could detract from its readability. Appendices provide the proposal reader with immediate access to details if clarification of an idea, sequence or conclusion is required. Timetables, work plans, schedules, activities, and methodologies, legal papers, personal vitae, letters of support, and endorsements are examples of appendices.

Applicants shall populate all attachments of this RFA that require the applicant to provide information and include an authorized signature where requested. Applicant RFA responses shall include the following items and those attachments should be arranged in the following order: Number each page consecutively. (Please provide the order of arrangement and content and page count if applicable).

**A. Cover Page (at the beginning of this RFA) with all fields completed, signed by an authorized official of the applicant organization (not inclusive in the 10-page limit)**

**B. Face Page**

- 1) The applicant's name, principal place of business and location(s) where services will be directly provided.
- 2) The applicant's legal status as a non-profit or not-for-profit agency.

**C. Proposal Summary (5 points)**

The summary should be prepared after the application has been developed to encompass all the key points necessary to communicate the objectives of the project. It is the document that becomes the cornerstone of the proposal, and the initial impression it gives will be critical to success of the venture. In many cases, the summary will be the first part of the proposal package seen by the agency and very possible could be the only part of the package that is carefully reviewed before the decision is made to consider the project any further.

## **D. Organization Background and Qualifications (5 points)**

Describe the organization and its qualifications for funding including:

- 1) Mission and goal of the Organization.
- 2) A brief overview of the applicant's history.
- 3) Describe the applicant's experience with providing the service, working with the behavioral health system and cross-system partnerships (organization's past achievements and accomplishments and evidence of its impact).
- 4) Brief overview of all services provided by the applicant within the last three years, including (if applicable):
  - a) The beginning and ending dates of any contracts.
  - b) The services provided under those contracts.
  - c) The total number of applicant employees assigned to service each contract.
  - d) Whether any of those contracts were extended or renewed at the end of their initial terms.
  - e) Whether any of those contracts were terminated early for cause by either party to the contract.
  - f) The "lessons learned" from each of those contracts.
- 5) Qualifications/background on organization's Key Staff.
- 6) Provide evidence of partnerships with other relevant agencies.
- 7) The details of:
  - a) Any criminal investigations pending against the applicant or any of their officers, directors, employees, agents, or subcontractors of which the applicants have knowledge or a statement that there are none.
  - b) Any regulatory sanctions levied against any of the applicants or any of their officers, directors, employees, agents, or subcontractors by any state or federal regulatory agencies within the past three years of which the applicant s have knowledge or a statement that there are none. As used herein, the term "regulatory sanctions" includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings.
  - c) Any regulatory investigations pending against of any of the applicants or any of their officers, directors, employees, agents, or subcontractors by any state or federal regulatory agencies of which the applicants have knowledge or a statement that there are none.  
Note: The Department may reject a proposal solely based on this information.
  - d) Any of the applicant's directors, partners, proprietors, officers, or employees or any of the proposed project staff are related to any DHHS employees. If such relationships exist, identify the related individuals, describe their relationships, and identify their respective employers and positions.
  - e) Assurance that the applicant and the proposed applicant staff are not excluded from participation by Medicaid or the Office of the Inspector General of the United States

### **E. Assessment of Need/s (Problem Statement) (15 points)**

- 1) Problem (explain why the service is necessary).
- 2) Describe what your organization is currently doing to address this problem and/or why your agency is interested in expanding services.
- 3) Primary county/counties served.
- 4) Ethnicity, age, and gender of population served.
- 5) Target population or who are you plan on serving.
- 6) Number of individuals.
- 7) Eligibility requirements to receive service.
- 8) Statistical facts and figures (national, state, local).
- 9) Program website.

### **F. Project Description and Narrative (30 points)**

- 1) Describe your proposed project. This should include detail on which approved activity/activities will be provided and the anticipated number of individuals to receive services under this grant (elaborate on how the anticipated number of individuals to be served was chosen).
- 2) Explain how you engaged the priority population in developing this proposed project.
- 3) Detail how this project will address the community's and organization's needs.
- 4) List the goals, objectives, and anticipated outcomes of the project.
- 5) Include timelines for project implementation with specific program objectives as they relate to performance measures and budget (e.g., hiring staff or contractors, determining services to be provided, engaging participants, etc.).
- 6) Identify potential challenges the project may face (regulatory, environmental, or other constraints) and discuss how these challenges will be addressed and/or minimized.

### **G. Collaboration and Community Support (20 points)**

All applicant agencies must:

- 1) Describe how they will collaborate on this project with other relevant organizations in the community.
- 2) Describe the reasons for partnering with specific organizations.
- 3) Describe how you will verify that projects or services are not being duplicated in the community and with the population served.

Letters of support that involve collaboration should be included with your grant application as an appendix and will not count toward the narrative page limit of this RFA. Please do not have letters sent separately to the Division. They will not be included in your application and will not be read by reviewers.

### **H. Potential Impact (10 points)**

Explain why the proposed project is a good use of opioid settlement dollars. Describe the potential impact and other effects on your community and its residents. Use research on program outcomes to identify what works. Whenever possible, quantify the possible economic savings and/or gains brought about by the project through program specific data.

**I. Line-Item Budget and Budget Narrative (10 points) (Not inclusive in the 10-page limit)**

Every item that appears in the budget should be explained clearly, so the evaluator/reviewer will understand it. The budget narrative should explain how the numbers in the budget were calculated and how each expense is related to the proposed project. The Budget Narrative is the justification of ‘how’ and/or ‘why’ a line item helps to meet the program deliverables. It is also used to determine if the cost in the contract is reasonable and permissible.

The budget should be for the period July 1st, 2022 – June 30th, 2024.

- Salary Detail – Staff salaries and expenses for temporary/contract staff should be entered by position type in the appropriate section. For employed staff and temporary/contract staff, enter the average number of hours to be worked per week for each position type on the project.
- Summary – Detailed cost breakdown for the project and all sources of funding identified for the project.
- Narrative – Expanded details for specific line items in the budget.

Funds may not be used for purchase of land or buildings, nor may extensive renovations be completed with these funds. Equipment, such as computers, may be purchased with these funds if the cost is less than \$5000.00.

**The applicant agency shall use the budget template found in ATTACHMENT A to create the Line Item Budget.**

**J. Supporting Documents (5 points) (not inclusive in the 10-page limit)**

- 1) An organizational chart identifying the personnel who will be assigned to work on this project.
- 2) Letters of support from key partners, including any proposed sub awardees.
- 3) Applicable Terms and Conditions (select and attach the appropriate Terms and Conditions for your organization type from Appendix A).
- 4) Applicable Certifications from Appendix A.
- 5) Other documents outlined above.

**Submit the complete Application, including signature of authorized representative, to [RFA.responses@dhhs.nc.gov](mailto:RFA.responses@dhhs.nc.gov) no later than 5:00 pm EST June 10, 2022.**

**13.0 EVALUATION CRITERIA AND SCORING**

**PHASE I: INITIAL QUALIFYING CRITERIA**

The applicant’s proposal must meet all the following Phase I application acceptance criteria in order to be considered for further evaluation. Any proposal receiving a “no” response to any of the following qualifying criteria shall be disqualified from consideration.

| ITEM | APPLICATION ACCEPTANCE CRITERIA  | RFA Section | YES | NO |
|------|--|-------------|-----|----|
| 1    | Application received by the deadline specified in the RFA  |             |     |    |
| 2    | Proposal includes all required affirmative statements, assurances and certifications signed by the applicant’s responsible representative, as described in Appendix A of the RFA |             |     |    |

|   |  |  |  |  |
|---|--|--|--|--|
| 3 | Included in those certifications, the applicant states that it is not excluded from receiving funds through an LME-MCO due to restrictions related to the federal debarment list, etc. |  |  |  |
| 4 | Applicant meets eligibility requirements as stated in Section 2.0  |  |  |  |
| 5 | Applicant meets the minimum Qualification Requirements as described in Section 5.5   |  |  |  |

**PHASE II: CRITERIA FOR SCORING PROPOSAL/APPLICATIONS**

Qualifying application proposals will be collectively scored by the proposal review team. All qualified applications will be evaluated, and awards made based on the following criteria considered, to result in awards most advantageous to the State of North Carolina. Applications will be scored on the content, quality, and completeness of the responses to the items in the scope of work and to how well each response addresses the following core factors. DMH/DD/SAS will consider scores, organizational capacity, and distribution among catchment areas, and variety of quality improvement plans in determining awards. Please note that applicants not meeting the eligibility requirements or any of the minimum or mandatory requirements as stated in Phase I: Initial Qualifying Criteria will not be scored.

| <b>Evaluation Criteria</b>                   | <b>Score</b>      |
|--|-------------------|
| Proposal Summary                             | 5 points          |
| Organizational Background and Qualifications | 5 points          |
| Assessment of Need / Approach to the Project | 10 points         |
| Project Description and Narrative            | 25 points         |
| Collaboration and Community Support          | 20 points         |
| Potential Impact                             | 10 points         |
| Organizational Stability                     | 10 points         |
| Line-Item Budget/Budget Narrative            | 10 points         |
| Supporting Documentation                     | 5 points          |
| <b>Total Possible Score</b>                  | <b>100 points</b> |

**ATTACHMENT A**  
**LINE-ITEM BUDGET AND BUDGET NARRATIVE (SAMPLE).**

| CATEGORY           | ITEM | NARRATIVE | AMOUNT |
|--------------------|------|-----------|--------|
| SALARY/WAGE        |      |           |        |
| FRINGE BENEFITS    |      |           |        |
| OTHER              |      |           |        |
| SUPPLIES MATERIALS |      |           |        |
| EQUIPMENT          |      |           |        |
| TRAVEL             |      |           |        |
| RENT               |      |           |        |
| UTILITIES          |      |           |        |

|                           |  |  |  |
|---------------------------|--|--|--|
| ADVERTISING               |  |  |  |
| DUES AND<br>SUBSCRIPTIONS |  |  |  |
| STAFF DEVELOPMENT         |  |  |  |
| PROFESSIONAL<br>SERVICES  |  |  |  |
| SUB CONTRACTORS           |  |  |  |
|                           |  |  |  |
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