

**FY 24
DMH Certified Providers
Request for Applications (RFA)
Competitive Grant
Instructions**

- Only DMH Certified Providers are eligible to apply for the posted RFA opportunities.
- General questions may be sent to Dr. Mallory Malkin, Chief Clinical Officer, Bureau of Behavioral Health Services (mallory.malkin@dmh.ms.gov)
- For specific RFA questions please contact the listed staff person on each respective RFA posting
 - o Each RFA has a staff point of contact noted at the top of the announcement along with the PowerForm Link that is necessary for submission.

1. Click the PowerForm Link

Complete the PowerForm Signer Information:

- **Provider Representative Name and Email** (The Provider Representative should be the best person in the agency suited to fill out the budget and attach the application materials)
- **Provider Executive Director or Designee Name and Email** (If this is not the Executive Director of the agency, then it should be an individual in a position authorized to legally bind the agency contractually [i.e., CFO, Chief of Staff]. Request clarification before submission if unsure of the appropriate designee please contact me directly).
 - o The provider representative and executive director or designee can be the same individual.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.

Provider Representative

Your Name: *
Full Name:

Your Email: *
Email Address:

Please provide information for any other signers needed for this document.

Provider Executive Director or Designee

Name: *
Full Name:

Email: *
Email Address:

BEGIN SIGNING

Click Begin Signing → Got It → Check the box to “agree to use electronic records and signatures.” → Click Continue.

Please note – if you need to come back to the form to finish later, click → the “Finish Later” button at the top of the page

2. **Attach the required documents.** *Ensure you are attaching the correct document to the appropriate paperclip.*
 - a. **Attachment 1** – click the “paperclip” icon, upload a file, after attaching your file (**the respective Request for Funding Application (RFA) provided by DMH**), click done.
 - b. **Attachment 2** – click the “paperclip” icon, upload a file, after attaching your files.
 - i. **DMH 100-2 and 100-3 forms,**
 - ii. **udget justification/narrative**
 - iii. **Program narrative**
 - iv. **Supporting documentation**
 - c. Then click → done.

****Only submit ONE SET of RFA application materials (i.e., service/program) per DocuSign PowerForm submission link****

For example, if you are submitting your RFA application for Level 4 Withdrawal Management, you would only submit your respective Level 4 Withdrawal Management application materials through that respective submission link. You would click on the PowerForm link again to start a new RFA submission for another service/program and begin a new submission.

3. **Complete Proposed Budget, 100-1 form:**
 - **Select your Agency Name from the Dropdown Menu**
 - **Fill-in the Proposed Budget Form by category of expense**
****Make sure to Attach RFA application materials respective to the service/program in the Dropdown Menu****
 - **Click Initial.** If the “Adopt Your Initials” box appears, click Adopt and Initial. **Click Finish, Close.** Your document is now complete, **click Close** (top of the page).
****If any required fields are not filled out, the system may take you back to make corrections****
****The agency will receive a copy of the final document when fully approved/executed****
4. *Once the document is signed by the Provider Representative, it will then be routed to the Executive Director or Designee for signature.*

EXECUTIVE DIRECTOR OR DESIGNEE

5. *Open DocuSign email link. Check the box to “agree to use electronic records and signatures,” and click Continue. Review Proposed Budget, DMH 100-1 form. Type 10-digit telephone number without dashes. Click Sign. If “Adopt Your Initials” box appears, click Adopt and Sign. Then click Finish. Your document is now complete, click Close at the top of the page.*
6. *Once document is signed by the Executive Director or Designee, it will be routed to the programmatic staff at DMH for review and processing.*

The agency will receive a copy of the final document once all parties with DMH have signed.

The agency may check the status of their application at any time through DocuSign.