**DR800A (New 11/17) Federal Prior Approval Instructions**

Federal Awarding Agency approval is required for certain cost categories which are included on Page 2 of the DR800 Federal Prior Approval form. For the cost categories identified, please follow the steps below to obtain the necessary Federal Awarding Agency approval **prior to** issuance of a purchase order or authorization to purchase.

**Administrative/BEP Purchases:**

1. Buyer to initiate Federal Prior Approval Form (DR800) by completing Section 1 of the form.

 If an Expedite is being requested, please mark the Expedite Requested box and include justification for expedite in the Reason/Justification for the Purchase portion of the form in Section 1.

2. Manager to review for completeness.

3. Buyer sends electronically the DR800 request form and backup procurement documentation, including DR 812 if required, to CO Contract & Procurement Section (C&PS) via the Priorapproval@dor.ca.gov mailbox.

4. The assigned C&PS Analyst will log in the request, complete Section 2 of the DR800, review and finalize form, and forward to C&PS Manager for review.

5. The assigned C&PS Analyst will forward the completed DR800 to the DOR Approver (Deputy Director/Designee) for approval and cc the Priorapproval@dor.ca.gov mailbox for tracking purposes.

6. The Deputy Director/Designee to review, and if approved, complete DOR Approver under Section 3 and forward DR800 to the Federal Awarding Agency for approval with a cc to Priorapproval@dor.ca.gov mailbox for tracking purposes.

7. The C&PS will maintain a tracking log and follow up with Deputy Director/Designee on any pending requests.

8. Upon notification of approval of the DR800, the Deputy Director/Designee will notify the Buyer/Requestor of the approval and provide the Buyer/Requestor with a copy of the approved DR800 with a cc to Priorapproval@dor.ca.gov mailbox for tracking purposes.

9. The assigned C&PS Analyst will attach a hard copy of the approved DR800 to the purchasing document and submit to Accounting for encumbering and federal reporting purposes.

**Vocational Rehabilitation/Supported Employment Consumer Purchases:**

The DR800 form must be completed and submitted through the **AWARE** system as follows:

1. Counselor and/or Service Coordinator (SC) create an Activity Due (AD) to include: Description of purchase, justification for purchase, and proposed date of purchase.

2. Counselor or SC shall communicate to the consumer the timeline for DOR and Federal Agency approvals. The Federal Agency approval could take 4 to 8 weeks.

3. Team Manager and/or District Administrator (DA) approve the AD in accordance with RAM 12.

4. Buyer (PTII/OT-G) prepares purchasing packet (including DR 815, bid/quotes and procurement documentation, the DR 812 if applicable, and the DR 800). Buyer to initiate DR800 by completing Section 1 of the form.

 If an Expedite is being requested, please mark the Expedite Requested box and include justification for expedite in the Reason/Justification for the Purchase portion of the form in Section 1.

5. Buyer to attach all documents and forward to C&PS through AWARE system.

6. The assigned C&PS Analyst will log in the request, complete Section 2 of the DR800, review and finalize the procurement package, and forward to C&PS Manager for review.

7. The assigned C&PS Analyst will forward the completed DR800 to the DOR Approver (Deputy Director/Designee) for approval and cc the Priorapproval@dor.ca.gov mailbox for tracking purposes.

8. The Deputy Director/Designee to review, and if approved, complete DOR Approver under Section 3 and forward DR800 to the Federal Awarding Agency for approval with a cc to Priorapproval@dor.ca.gov mailbox for tracking purposes.

9. The C&PS will maintain a tracking log and follow up with Deputy Director/Designee on any pending requests.

10. Upon notification of approval of the DR800 by the Federal Awarding Agency, the Deputy Director/Designee will forward a copy of the approved DR800 to Priorapproval@dor.ca.gov mailbox for tracking purposes.

11. The C&PS Analyst will upload the DR800 to AWARE and notify the Buyer/Requestor of Federal Awarding Agency approval.

12. Once notified that all approvals have been obtained, the Buyer (PTII/OT-G) can create and issue the authorization.

13. The Buyer (PTII/OT-G) to upload the authorization and procurement documents in AWARE so that C&PS can register applicable purchases in the SCPRS and FHE systems as required by the State of California.

**Other Federally Funded Programs (Independent Living, Older Blind, etc.)**

1. The Buyer (Grant Administrator or designee) to initiate Federal Prior Approval Form (DR800) by completing Section 1 of the form.

 If an Expedite is being requested, please mark the Expedite Requested box and include justification for expedite in the Reason/Justification for the Purchase portion of the form in Section 1.

2. Manager to review for completeness.

3. Buyer sends electronically the DR800 request form and backup procurement documentation, including DR 812 if required, to CO Contract & Procurement Section (C&PS) via the Priorapproval@dor.ca.gov mailbox.

4. The assigned C&PS Analyst will log in the request, complete Section 2 of the DR800, review and finalize form, and forward to C&PS Manager for review.

5. The assigned C&PS Analyst will forward the completed DR800 to the DOR Approver (Deputy Director/Designee) for approval and cc the Priorapproval@dor.ca.gov mailbox for tracking purposes.

6. The Deputy Director/Designee to review, and if approved, complete DOR Approver under Section 3 and forward DR800 to the Federal Awarding Agency for approval with a cc to Priorapproval@dor.ca.gov mailbox for tracking purposes.

7. The C&PS will maintain a tracking log and follow up with Deputy Director/Designee on any pending requests.

8. Upon notification of approval of the DR800, the Deputy Director/Designee will notify the Buyer/Requestor of the approval and provide the Buyer/Requestor with a copy of the approved DR800 with a cc to Priorapproval@dor.ca.gov mailbox for tracking purposes.

9. The assigned C&PS Analyst will attach a hard copy of the DR800, after all approvals have been obtained, to the purchasing document and submit to Accounting for encumbering and federal reporting purposes.

**Social Security Reimbursement/Program Income Purchases:**

Purchases using Social Security Reimbursement funds must follow the same steps above for one of the following procurement types:

* Administrative/BEP Purchases
* Vocational Rehabilitation/Supported Employment Consumer Purchases
* Other Federally Funded DOR Programs

**Contracts/Sub-Grantees:**

1. DOR Contract/Grant Administrator, working with the contractor/sub-grantee, to initiate Federal Prior Approval Form (DR800) by completing Section 1 of the form.

 If an Expedite is being requested, please mark the Expedite Requested box and include justification for expedite in the Reason/Justification for the Purchase portion of the form in Section 1.

2. Manager to review for completeness.

3. DOR Contract/Grant Administrator sends electronically the DR800 request form and backup procurement documentation, including DR 812 if required, to CO Contract & Procurement Section (C&PS) via the Priorapproval@dor.ca.gov mailbox.

4. The assigned C&PS Analyst will log in the request, complete Section 2 of the DR800, review and finalize form, and forward to C&PS Manager for review.

5. The assigned C&PS Analyst will forward the completed DR800 to the DOR Approver (Deputy Director/Designee) for approval and cc the Priorapproval@dor.ca.gov mailbox for tracking purposes.

6. The Deputy Director/Designee to review, and if approved, complete DOR Approver under Section 3 and forward DR800 to the Federal Awarding Agency for approval with a cc to Priorapproval@dor.ca.gov mailbox for tracking purposes.

7. The C&PS will maintain a tracking log and follow up with Deputy Director/Designee on any pending requests.

8. Upon notification of approval of the DR800, the Deputy Director/Designee will notify the DOR Contract/Grant Administrator of the approval and provide them with a copy of the approved DR800 with a cc to Priorapproval@dor.ca.gov mailbox for tracking purposes.

9. The DOR Contract/Grant Administrator will notify the contractor/sub-grantee of the federal agency approval, and to proceed with the purchase.

10. The assigned C&PS Analyst will provide a copy of the approved DR800 to Accounting for federal reporting purposes.