

West Virginia Department of Health and Human Resources
Instructions for Completion of the Subrecipient (Grantee) Information Form
(As Referenced within the Addendum to the DHHR Grant Agreement)

The Federal Funding Accountability and Transparency Act (Pub. L. No. 109-282) requires the West Virginia Department of Health and Human Resources (DHHR) to report information on the subawards it makes to subrecipient (Grantee) organizations. To ensure completeness and consistency in accounting for the funds received and subawarded by the DHHR to its Grantees, the DHHR has developed a standardized form in which Grantees shall be required to complete and submit to the DHHR during the negotiation (pre-award) stage of the grant cycle. The DHHR will not process the Grant Agreement or commit any of the funds related thereto until the Grantee submits a signed copy of the Subrecipient (Grantee) Information Form.

Please note that completion of this form requires that the Grantee organization first obtain a Unique Entity ID from SAM.gov. As indicated within the Addendum to the DHHR Grant Agreement, no entity may receive a subaward from the DHHR until the entity has provided its Unique Entity ID to the DHHR. For purposes of DHHR grant awards, entities are not required to obtain an active SAM registration (i.e., not required to complete full SAM registration) but must obtain a Unique Entity ID. If your organization is already registered in SAM.gov (active or not), your Unique Entity ID has already been assigned and is viewable in SAM.gov. The Unique Entity ID is located on your registration record. If your organization is not registered in SAM.gov, you can still receive a Unique Entity ID. (Subrecipients of federal funds are not required to complete full SAM registration to obtain a Unique Entity ID). Additional information about registration procedures or getting a Unique Entity ID for your organization without having to complete an entity registration may be found at the SAM internet site currently at <https://www.sam.gov>.

The Subrecipient (Grantee) Information Form is divided into seven separate sections as further described below:

1. **Subrecipient (Grantee) Legal Name:** Enter the name of the subaward recipient that relates to the subaward recipient unique identifier. For U.S. based companies, this name is what the business ordinarily files in formation documents with individual states (when required).
2. **Subrecipient (Grantee) DBA Name:** Enter the doing-business-as (DBA) name of the Grantee organization.
3. **Subrecipient (Grantee) Unique Entity ID:** Enter the Unique Entity Identifier (UEI) for the subaward recipient. A UEI is a 12-character unique alphanumeric code used to identify a specific commercial, nonprofit, or business entity.
4. **Subrecipient (Grantee) Physical Location:** Enter the legal business address (street address, city, state, zip code +4, and county) where the office represented by the Unique Entity ID (as registered in the System for Award Management) is located. If unsure of the full (+4) zip code for Grantee Physical Location, please review the following website from the United States Postal Service: <http://zip4.usps.com/zip4/>
5. **Subrecipient (Grantee) Type:** Select the primary category from the list that best corresponds with the Grantee organization type. Grantee organizations are strongly encouraged to check the West Virginia Secretary of State's website (www.sos.wv.gov) and click the link for "Business Organization/Entity Search" to ensure proper registration. Grantee organizations must stay current with annual report filings and fees to the West Virginia Secretary of State. The DHHR will not award grant funds to an organization if it is discovered that the organization's registration has been suspended or revoked by the West Virginia Secretary of State.
6. **Subrecipient (Grantee) Primary Place of Performance:** Enter the physical location (city, state, zip code +4, and county) where the program being funded under this specific Grant Agreement will primarily be performed. Please note this cannot be a Post Office Box and could be a different location than the physical location referenced above for box number two. If unsure of the full (+4) zip code for Grantee Primary Place of Performance, please review the following website from the United States Postal Service: <http://zip4.usps.com/zip4/>
7. **Subrecipient (Grantee) Highly Compensated Officers (if applicable):** Enter the Names and Total Compensation of the five most highly compensated executives of the Grantee Organization. "Executive" means officers, managing partners, or any other employees in the Grantee's management positions. "Total Compensation" refers to the cash and noncash dollar value earned by the executives during the Grantee's preceding fiscal year and includes salary and bonuses, awards of stock, stock options, and stock appreciation rights, earnings for services under non-equity incentive plans, change in pension value, above-market earnings on deferred compensation which is not tax qualified, and other compensation. Please note that this requirement is only applicable if the Grantee organization in its preceding fiscal year meets all the following criteria:
 - a. Eighty percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards).
 - b. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards).
 - c. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 [26 USC §6104].