

**West Virginia Department of Human Services**  
**Instructions for Completion of the Subrecipient (Grantee) Information Form**  
(As Referenced within the Addendum to the DoHS Grant Agreement)

Both the Federal Funding Accountability and Transparency Act and the American Recovery and Reinvestment Act address the primary recipient's (DoHS) requirements 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 DoHS to its Grantees, the DoHS has developed a standardized form in which Grantees shall be required to complete and submit to the DoHS during the negotiation (pre-award) stage of the grant cycle. The DoHS 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 to first obtain a valid Dun & Bradstreet Data Universal Numbering System, also known as a DUNS number, and then register with the Central Contractor Registration (CCR) database. In order to obtain a DUNS number or for further information the Grantee may contact Dun and Bradstreet at 1-866-705-5711 or via the internet at <http://fedgov.dnb.com/webform/>. After obtaining a valid DUNS number, the Grantee organization may then register with the CCR. However, prior to beginning the registration process with the CCR the Grantee should gather a few other important items. These items include the organization's Tax Identification Number (TIN) and Taxpayer Name used in Federal tax matters, statistical information about your organization, and the Electronic Funds Transfer (EFT) Information for payment of invoices. For further information, please review the Central Contractor Registration User's Guide. To obtain the CCR User's Guide and to begin the online registration with the CCR, please access the CCR homepage at <http://www.ccr.gov>.

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

1. **Subrecipient (Grantee) Name** – Enter the legal name of the Grantee organization as recorded within the Central Contractor Registration (CCR) database.
2. **Subrecipient (Grantee) Location** – Enter the Grantee's physical location (street address, city, state and zip code) as listed in the CCR database.
3. **Subrecipient (Grantee) DUNS Number** – Enter the 9 digit Data Universal Numbering System (DUNS) Number or "Central Contractor Registration plus 4 extended" DUNS number.
4. **Subrecipient (Grantee) Type** – Select the primary category from the list that best corresponds with the Grantee organization type (this must correspond with the "business type" field from the Central Contractor Registration).
5. **Subrecipient Place of Performance** – Enter the physical location (city, state, zip code 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.
6. **Names and Total Compensation for the Five Most Highly Compensated Officers of the Organization** – Enter the Names and Total Compensation of the five most highly compensated officers of the Grantee Organization. "Total Compensation" refers to the cash and noncash dollar value earned by the officers during the Grantee's fiscal year. For further information regarding how to calculate the total compensation please see 17 CFR 229.402(c)(2). Please note that this requirement is only applicable if the Grantee organization in its preceding fiscal year meets all of the following criteria:
  - a. Eighty percent or more of its annual gross revenues in Federal awards and
  - b. \$25,000,000 or more in annual gross revenues from Federal awards and
  - c. The public does not have access to information about the compensation of senior executives of the Grantee organization 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].