BBH Grant Process
Overview
FY 2020

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Adding or Continuing a Grant

- Decision is made to initiate a new program (Announcement for Funding Availability (AFA), Unsolicited Proposal, other)

- An existing program has been reviewed and a decision has been made to continue from previous year
Overview of Grant Process

- Grantee will be sent via e-mail a grant packet that includes:
  - Grantee Procedures Memo
  - Grant Processing Checklist
  - Allocation Amount
  - Statement of Work (SOW)
  - Budget Templates
Overview of Grant Process

All forms and instructions discussed in this presentation can be found here:

http://www.dhhr.wv.gov/bhhf/forms/Pages/FinancialForms.aspx
Grant Agreement

- **Component of the grant agreement:**
  - Scope of Work
  - Budget and Cost Analysis
  - Payment Methodology
  - Program – Specific Reporting Requirements
  - Special Terms and Conditions
  - Subawards – from the subrecipient to another subrecipient
  - Subrecipient Contact Person
Statement of Work (SOW) needs to include the following required elements:

- Timeframes (when)
- Introduction and Background (why)
- Scope of Work (who, where, how and to what extent)
- Performance Measures and Objectives (expectations)
- Outputs (tangible/measurable results)
Grant Agreement - Exhibit A

- **Statement of Work (SOW)**
  - Needs to include precise activities, outputs and delivery dates
  - Needs to clearly delineate responsibility and accountability for the end-results
  - Needs to identify the performance objectives and require a program evaluation
  - Dates in the SOW need to match other sections of the grant
Grant Agreement - Exhibit A

- **Statement of Work (SOW)**
  - All referenced documents within the SOW need to be readily available at an accessible location (website, etc.)
  - SOW needs to be accurate with consideration to the approved budget
  - SOW incorporates DHHR formatting requirements
Grant Agreement - Exhibit A

- **Statement of Work (SOW)**
  - Each program has a SOW
    - There may be more than one location for each program (example: Group Homes may have as many as 9 locations)
  - There may be more than one SOW in a grant; SOWs are packaged together in a document known as Exhibit A
Grant Agreement - Exhibit A

- **Statement of Work (SOW)**
  - SOW: Grantee completes blank boxes. Upon return of the grant, Exhibit A needs to be reviewed by program staff for accuracy
  - Common mistakes
    ✓ boxes left blank
    ✓ wrong regions, wrong counties
    ✓ wrong targeted population
    ✓ wrong address
    ✓ wrong number of beds
Subawards from the BBH subrecipient to other recipients:

- A subrecipient needs to obtain prior approval from DHHR before sub-awarding DHHR funds to another subrecipient organization.
- When sub-awarding federal funds, the subrecipient assumes dual roles and responsibilities as both a recipient organization and a pass-through entity under Federal administrative requirements.
Grant Agreement - Budget

- **Budget and Cost Analysis**
  - Budget forms and related worksheets need to be completed
  - Budget plan needs to be realistic when compared with the services described in the SOW and sufficient to achieve the stated goals and objectives
  - Proposed cost needs to be reasonable and allowable
Overview of Grant Process

- Grantee will review, complete, edit and return documents to the Bureau’s grants email box
  - A completed SOW *(must be submitted in WORD as BBH cannot accept PDF for this document – specific form for making changes located at: http://www.dhhr.wv.gov/bhhf/forms/Pages/FinancialForms.aspx)*
  - Targeted Funding Budget (TFB) for each SOW program *(must be submitted in Excel as BBH cannot accept PDF for this document)*
There have been incidents of grant documents being sent directly to a BBH staff member instead of the grants email box.

It is important that the grant documents be sent directly to the grants email box to ensure the documents are received.
Overview of Grant Process

- Grantee will review, complete, edit and return documents to the Bureau’s grants email box
  - Detailed Line Item Budget (DLIB) *(must be submitted in Excel and PDF)*
  - Narrative combining all programs *(must be submitted in Word)*  
    Ensure narrative details indirect cost plan determination in accordance with DLIB instructions, if applicable
Overview of Grant Process

- Grantee will review, complete, edit and return documents to the Bureau’s grants email box
  - DHHR Sub-Recipient Information Form (DHHR Finance A-1000), *(must be submitted in PDF)*
  - Grantee Contact List *(may be submitted in PDF or Excel)*
  - Indirect Cost Plan *(if required)*
Overview of Grant Process

- Grantee does NOT need to submit; however, each grantee must ensure compliance:
  - Verify active Central Contract Registration (CCR) at [www.sam.gov/index.html](http://www.sam.gov/index.html)
    Please note: The zip code on the CCR must include the plus 4 digits
  - Verify active registration with the WV Secretary of State at [www.sos.wv.gov/Pages/online-services.aspx](http://www.sos.wv.gov/Pages/online-services.aspx)
Overview of Grant Process

- **Grantee Forms**
  - Reminder: All forms and instructions can be found at [http://www.dhhr.wv.gov/bhhf/forms/Pages/FinancialForms.aspx](http://www.dhhr.wv.gov/bhhf/forms/Pages/FinancialForms.aspx)
Overview of Grant Process

- Documents will be reviewed by Fiscal and Program Staff at the Bureau; dialogue with the grantee may occur during this time to resolve any issues.
• Upon final review of the grant by Bureau staff, the grant will be entered into DHHR’s Grant Management System (CRM); then
  • GARD Review
  • General Accounting and Reporting (GAAR)
  • GAAR sends to grantee for signature
  • Grantee returns original signed grant
  • Grant is final
Finalization of the Grant Agreement

- All invoicing templates and guidance will be emailed to grantees upon finalization of the grant agreement
Grant Agreement

- The grant agreement is the official document/instrument by which the DHHR negotiates the terms and conditions assigned to the grant award and related program.
- The grant agreement serves as the DHHR’s most important tool for monitoring subrecipient activities.
- The grant agreement provides an overall basis for administrating the subaward as well as a comprehensive framework for documenting the flow-through of information and responsibilities for federal funds.
Payment Methodology

Schedule of Payments
Grant Agreement - Reporting

- Program-specific Reporting Requirements
  - Program Reports need to contain the necessary parameters to compare the subrecipient’s actual accomplishments with the goals and objectives established for the period of the grant
  - *May be asked to use a specific form or format for reporting*
Special Terms and Conditions

Federal administrative requirements provide that if an applicant has a history of poor performance; is not financially stable; has a management system that does not meet administrative requirements; has not conformed to the terms and conditions of previous awards; or is not otherwise responsible, additional requirements (special terms and conditions) may be imposed by the grantor as needed.
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