

GUIDELINES FOR SUBMISSION OF GRANT APPLICATIONS

Registration:

Agencies wishing to submit a grant application must complete and file a *Vendor Registration and Disclosure Statement* (WV-1) unless your agency is already registered as a vendor with the state. Failure to properly register will result in a delay in processing the grant agreement.

Oral Statement or Commitments:

Any notification of a grant award is not valid until an agreement has been properly approved and executed in accordance with Department policy and procedures. Implementation of any program based upon an award announcement prior to receipt of a fully executed signed agreement is at the prospective service provider's risk.

Letter of Intent to Apply:

In order for an application to be considered, Applicants must submit a Letter of Intent to Apply via the BCF website by **August 31, 2016**. Questions may be submitted electronically by **August 24, 2016**. Answers will be posted by **August 29, 2016**. **THE DEADLINE FOR APPLICATIONS IS September 8, 2016. APPLICATIONS NOT RECEIVED BY THE BUREAU BY 4:00pm WILL NOT BE ELIGIBLE FOR REVIEW.**

Submission of Applications:

An original and 6 copies of the application must be submitted to:

**West Virginia Department of Health and Human Resources
Bureau for Children and Families
Office of Operations
Division of Grants and Contracts
Attn: Greg Shavers, Director
350 Capitol Street, Room 730**

Charleston, WV 25301-3711

All applications become the property of the Department.

The applications and any completed grant agreements based on the content of these proposals are considered public documents and are available to the public for inspection.

All applications will be subject to evaluation by a committee established by the Department. Applications will be evaluated for content, cost, and compliance with the requirements of the grant announcement. The Department reserves the right to ask applicants for additional information to clarify their application.

Incurring Costs:

The Department is not liable for any expenses incurred for the preparation and delivery of applications by any applicant responding to this announcement.

Application Format:

Proposals must be typed, including budget documents and forms. All pages must be numbered. Handwritten requests will not be accepted. **All applications and budgets must be for the period of November 1, 2016 through October 31, 2017.** The application must be in the order outlined below and include all required information.

Grant Application Cover Page:

Applicant must be a legal entity. Enter grant type and enter all identifying information requested. Applications must be signed by an individual with the authority to bind the agency to the terms of the announcement and the application.

Agency Experience/Capability:

Applicants must demonstrate that the agency has the personnel, administrative ability, and knowledge to administer the program including background, size, resources, and relevant experience.

Program Description:

Applicant must demonstrate a clear understanding of the target population and the services to be delivered.

Work Plan:

The work plan must describe the step by step process for implementation and the detailed plan. The work plan must include specific tasks, responsible parties, and realistic time frames for start up and implementation of services.

Budget:

The Applicant must submit a detailed line item budget and narrative using the forms provided projecting the total operating costs for the grant period beginning November 1, 2016 and ending October 31, 2017. Budgets must be in whole dollars. If applicant intends to sub grant to other agencies, the sub grantee budgets must be provided for each planned sub grantee.