

West Virginia Department of Health and Human Resources
Bureau for Behavioral Health and Health Facilities
Grant Processing Checklist

The following items **MUST** be submitted to the Bureau for Behavioral Health and Health Facilities (BBHFF) for Fiscal Year 2016 grant processing, per the 2016 State Grant Allocation, Process and Procedures Memorandum:

- Statement of Work for each program
- Target Funding Budget for each program
- Detailed Line Item Budget for the total grant amount
- Budget Narrative that describes the Detailed Line Item Budget
- DHHR Sub-Recipient Information Form (DHHR Finance A-1000)
- Grantee Contact List
- Verify active Central Contract Registration (CCR) at www.sam.gov/index.html
(Expiration date cannot be prior to 10/1/15) 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
- Indirect Cost Plan (if required)

All Forms and Instructions can be found at
<http://www.dhhr.wv.gov/bhff/forms/Pages/FinancialForms.aspx>

Submit the items listed above to the BBHFF at
DHHR.BHFF.Grants@wv.gov