WEST VIRGINIA DEPARTMENT OF HUMAN SERVICES

Bureau for Family Assistance

Announcement of Funding Availability (AFA)

Proposal Guidance and Instructions

Family Support Centers

BFA FY27 FSC OPEN

For technical assistance please forward all inquiries to bfagrants@wv.gov and include "BFA FY27 FSC OPEN" and your organization's name in the subject line.

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Background

Mission

The West Virginia Department of Human Services (WVDoHS) promotes a thriving and healthy West Virginia through providing access to critical health care, essential social services and benefits, and trusted information, with a special emphasis on vulnerable populations. The Bureau for Family Assistance (BFA) provides services and supports that help West Virginians overcome barriers to stability and self-sufficiency.

As a Pass-Through Entity, one of our goals is to provide you with the support, resources, and oversight necessary for your success while ensuring compliance with federal, state, and program regulations. Below is an overview of what you can expect throughout our collaboration.

The Role of the Pass-Through Entity

As a pass-through agency, we-

- Distribute and manage grant funds according to federal and state requirements.
- Provide technical assistance to help you meet grant objectives.
- Monitor your grant to ensure compliance, transparency, and accountability.
- Serve as a bridge between you and the primary funding source.

What you can expect from us-

- **Clear Communication:** Timely updates on requirements, deadlines, and resources.
- **Technical Assistance:** Support on compliance, reporting, and implementation.
- **Monitoring:** Constructive oversight to ensure program success and compliance.
- **Fund Disbursement:** Timely payments based on approved budgets and documentation.
- **Partnership:** A collaborative relationship to achieve shared goals.

What we expect from you-

- **Compliance:** Adhere to the terms, conditions, and regulatory requirements outlined in your agreement.
- **Timely Reporting:** Submit accurate financial and performance reports on schedule.
- **Proper Use of Funds:** Utilize funds only for approved purposes.
- **Communication:** Notify us promptly of any issues, changes, or concerns.

- **Record Keeping:** Maintain thorough documentation of grant-related activities and expenses.

Key phases of the grant lifecycle-

- **Award Phase:** Review, sign, and return your proposed grant agreement.
- **Implementation Phase:** Carry out program activities per your statement of work and report progress regularly and timely.
- **Monitoring Phase:** Participate in site visits, desk audits, or regular check-ins to ensure accountability.
- **Closeout Phase:** Submit final report and ensure all records are complete and compliant.

Monitoring and Oversight-

To ensure success, we may:

- Conduct **Site Visits** to observe operations and review records on-site.
- Perform **Desk Audits** to examine submitted reports and financial data remotely.
- Provide ongoing **Monitoring** through regular communication and feedback.
- Assess **Risk** to focus resources where needed most.

By working together, we can achieve meaningful outcomes for your program and the community it serves.

Basic Information

Information and Resources		
Topic	**Details**	
Name of Department	Department of Human Services	
Date of Release	August 11, 2026; Mod September 4, 2026	
Application Deadline	September 21, 2026; Mod October 16, 2026	
AFA Title	FSC	
AFA Type	Initial Announcement	
AFA Number	BFA FY27 FSC OPEN	
Funding Amount	$200,000	
Number of Awards	Five	
Funding Availability	Funding is subject to the appropriation and availability of State and/or Federal funds. If the funds are not appropriated as anticipated, or they are otherwise unavailable, the Bureau for Family Assistance reserves the right to reduce or terminate a grant agreement upon written notice to the Grantee.	
Geographic Area	Brooke, Hancock, Pleasants, Tyler, Wetzel	
Grant Time Period	October 1, 2026-June 30, 2027	
Email Contact	bfagrants@wv.gov	
Topic	**Description**	**Link**
2 CFR part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	Set of regulations that outlines uniform administrative requirements, cost principles, and audit requirements for federal awards, including grants and cooperative agreements. It aims to simplify compliance for recipients, reduce administrative burden, and promote efficient use of federal funds.	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200
System for Award Management (SAM.gov)	According to 2 CFR Part 25.300, a subaward cannot be made unless potential subrecipients obtain and provide a Unique Entity ID (UEI) to BFA. If you don't have one already, you can get a UEI for your organization without having to complete a registration with SAM.gov. The information required for getting a UEI without registration is minimal. It only validates your organization's legal business name and address. The organization's legal name, UEI, and contact information will be reviewed for accuracy.	https://sam.gov
West Virginia Code §12-4-14	WV Grant Transparency and Accountability Act; Accountability of grantees receiving state funds or grants, procedures, reporting, auditing, investigations, and recovery; sworn statements by volunteer fire departments; rule making, criminal penalties.	https://code.wvlegislature.gov/12-4-14/

Office of the Secretary of State	The Secretary of State's (SOS) Office registers corporations and limited liability companies, both profit and nonprofit, issuing certificates of incorporation for the creation of all domestic corporations and certificates of authority to foreign corporations to transact business in WV. Depending on the business structure, BFA will verify SOS registration and the organization's information will be reviewed for accuracy.	https://sos.wv.gov/business/Pages/default.aspx https://onestop.wv.gov/B4WVPublic/
West Virginia State Auditor's Office (WVSAO)	The WVSAO oversees all grants of State grant funds as prescribed in W.Va. Code §12-4-14 and 155 CSR 09. This page contains manuals, forms, and resources to assist State grantor agencies and recipients of grant funds with compliance, reporting, and oversight.	https://www.wvsao.gov/GrantOversight/Default
wvOASIS; Vendor Self Service (VSS) Portal	Vendor Self-Service (VSS): the portal within wvOASIS used by vendors to interact with the state, particularly for vendor registration, managing their accounts, and accessing bid opportunities. The organization's legal name and contact information will be reviewed for accuracy.	https://prd311.wvoasis.gov/PRDVSS1X1ERP/Advantage4
Bureau for Family Assistance (BFA)	BFA is a department within the West Virginia Department of Human Services (WVDoHS); aka pass-through entity (PTE).	https://bfa.wv.gov/ https://dohs.wv.gov/
BFA Financial Forms and Tools	Financial forms, instructions, and other tools for partners to utilize before, during, and after the funding process.	https://bfa.wv.gov/bfa-partners-and-providers/financial-forms-and-tools

Executive Summary

Family Support Centers (FSCs) in West Virginia serve as community-based hubs designed to strengthen family stability, enhance parenting competence, and promote child well-being.

Core Objectives

FSCs operate under four primary purposes aligned with the Temporary Assistance for Needy Families (TANF) program:

- Assisting needy families in keeping children in their homes or the homes of relatives.
- Ending dependence on government benefits through job preparation, work, and marriage support.
- Preventing out-of-wedlock pregnancies.
- Encouraging the formation and maintenance of two-parent families.

Key Responsibilities & Framework

- **Target Audience:** Families with children aged 0-18, pregnant families, and teen parents within West Virginia.
- **Protective Factors Model:** Services are built upon five protective factors: family resiliency, social/emotional support, concrete support, child development knowledge, and nurturing/attachment.
- **Program Requirements:**
    - **Core Services:** Include mobility coaching, evidence-based parenting education, child development programming, and parent/teen support groups.
    - **Governance:** Required to establish a Programmatic Advisory Council (PAC) that includes parents, community stakeholders, and local Bureau for Family Assistance (BFA) representatives.
    - **Operations:** Must provide a welcoming environment, ensure visible signage, adhere to mandate reporting protocols for child abuse/neglect, and maintain records to verify TANF eligibility.
- **Collaborative Approach:** Grantees must maintain Memorandums of Understanding (MOUs) with other BFA grantees, collaborate with local BFA offices, and leverage partnerships (e.g., WVU Extension) to provide comprehensive services such as pantries, kinship support, and academic/recovery resources.

Performance & Evaluation

Success is measured by increased family well-being, achievement of mobility mentoring goals, increased knowledge of child development, and improved social connections. Grantees are required to participate in continuous quality improvement (CQI) sessions and adhere to evaluation efforts mandated by the WVDoHS BFA.

Eligibility

Eligible Applicant(s)

The following entities are eligible to apply:

- Berkeley
- Brooke County
- Hancock County
- Jefferson
- Tyler County
- Pleasants County
- Wetzel County

Cost Sharing

Cost sharing is not required.

Program Description/Requirements/Scope

Introduction

Family Support Centers (FSCs) are community-based resource hubs where families can access formal and informal supports to promote the well-being of children and families. FSCs are designed to increase the strength and stability of families, to increase parents' confidence and competence in their parenting abilities, to afford children a stable and supportive family environment, and otherwise to enhance child development.

Further, FSCs are designated to meet the following four purposes:

- Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
- End the dependence of parents on government benefits by promoting job preparation, work, and marriage;
- Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
- Encourage the formation and maintenance of two-parent families.

Statement of Work-Objectives, Activities, and Measures

FSCs are community-focused and driven by identified community needs. Activities provided by the FSCs encourage the formation and maintenance of two-parent families by providing safe spaces for families and children to receive services and supports that promote family stability. These services encourage the formation and maintenance of two-parent families by including families in a holistic approach to overcoming challenges, building social networks, and engaging families to promote the safety, well-being, and permanency of children and families.

The FSC model seeks to provide multiple programs, services, and resources to families with children, which increase parenting skills, protective factors, and reduce the likelihood of formal involvement with child protective services.

The grantee is responsible for the establishment of an FSC which targets programs and services to families with children 0-18 years of age, pregnant families, and teen parents in a specifically identified geographic region. Services will be provided to families within West Virginia (WV) who can access the center closest to them, such as being on a county border. The FSC will conduct primary prevention services based on the Protective Factors framework and the Family Support approach. Services will be

voluntary and available to all interested families. Additional grantee responsibilities include supervision of an annual independent audit and having a clear distinct program approach that includes the following:

- Signage clearly identifying the location as the *Family Support Center* which allows families to easily locate the FSC;
- Websites, brochures, flyers and other program materials will include the statement "This program is supported by federal funding provided by the U.S. Department of Health & Human Services through the West Virginia Department of Human Services, Bureau for Family Assistance. Federal funds represent approximately [XX%] of the total program cost, with the remaining [XX%] funded by state and/or other sources;
- Meaningful collaboration with the local Bureau forFamily Assistance (BFA) office to develop an integrated family support system and address unmet needs by arranging quarterly meetings with BFA Community Service Managers and staff; and
- Incorporation of the mobility coaching model of working with families.

All FSC staff are mandated reporters regarding child abuse/neglect and human trafficking.

All FSCs shall adhere to all applicable policies as outlined in the West Virginia Department of Human Services' (WVDoHS) FSC Programmatic Requirements manual and 45 CFR 75 as a federal funds recipient. This manual includes a provision that the grantee shall be responsible for maintenance of inventory and client records to ensure that Temporary Assistance for Needy Families (TANF) funds are only being expended on eligible families. All FSC services will be made available to eligible families.

The grantee will continue prior year established Memorandums of Understanding (MOUs) with other Division of Family Support grantees outlining specific activities such as referral mechanisms, appearances at classes, and other collaborative efforts to better reach and serve vulnerable families. Outreach efforts such as distribution of fliers does not constitute collaborative efforts.

The grantee will ensure outreach and marketing materials are maximizing the use of free social media, including distributing WVDoHS updates and minimizing printed materials.

The grantee will identify participants who are willing to share success stories with other program recipients and policymakers. Participants may be offered the chance to do so anonymously.

The grantee will participate in any evaluation efforts undertaken by the WVDoHS's BFA.

The grantee will establish a Programmatic Advisory Council (PAC) that supports the direction and services the FSC provides. The PAC will focus exclusively on the FSC and shall include, but not be limited, to:

- FSC Director
- FSC Parents (minimum of three, and expanded opportunities for all parents to gain leadership and engage in program development)
- Local WVDoHS BFA Representative and/or local child welfare representative (may include child welfare services providers)
- Community members and stakeholders who are invested in achieving the FSC's mission

The PAC will meet at least once per quarter and be responsible for:

- Identification of community needs and gaps in services;
- Collaboration with FSC Director to identify needs and support opportunities, as well as, support and promotion of all FSC services, activities, and events;
- Promotion of community partnerships;
- Participation in continuous quality improvement (CQI) sessions using the Plan Do Study Act (PDSA) framework; and
- Collaboration with the Board of Directors.

The FSC is required to engage in meaningful parent engagement that includes:

- Gathering parent input regarding needed services and programs;
- Preparing recommendations and sharing information gathered;
- Active participation in the planning and execution of FSC events, activities, and programs;
- Promotion of community involvement;
- Encouraging completion of the WV Family Survey and other program evaluations, as required;
- Representation at Board of Directors meetings and PAC; and
- Leadership opportunities in the community, state and national level.

The FSC is expected to provide a warm and welcoming community center where any family with children up to age 18 or pregnant families can come, not only in times of need, but as a regular part of day-to-day life. The community center will offer a safe gathering place for community members to socialize, receive services, and collaborate on projects.

The FSC is expected to support the development and strengthening of a family's Protective Factors, strengths that can be built in all families, which expand parental capacity and reduce the risk factors associated with abuse and neglect. The five Protective Factors include:

- Family Functioning and Resiliency
- Social and Emotional Support
- Concrete Support in Times of Need
- Child Development and Knowledge of Parenting
- Nurturing and Attachment

To support development and strengthening of the Protective Factors, the FSC is expected to provide:

- Services responsive and adaptive to family needs, involving family members in service planning, delivery, and evaluation;
- Programs embedded in local communities that provide the best access to services and the development of community partnerships;
- Services integrated in the continuum of services offered by the community and responsive to individual community needs;
- Linkages to both formal (agencies and services) and informal (peer) support networks to reduce isolation and provide support;
- Programs and services targeted to families with young children that support the development of positive parent-child interactions, screen for possible developmental delays, and intervene at the time of greatest brain development;
- Program services targeted to families with adolescent children that provide both parenting and youth support during challenging times;
- Development of partnerships with parents, community agencies, and businesses as a primary focus for family wrap around support;
- Full inclusion of parents in decision making and program development;
- Encouragement of paternal involvement in services and family activities;
- Programs and services developmentally appropriate for the stages and developmental needs of participants;
- Programming focused on building the Protective Factors and fulfilling the 4 purposes of TANF.

The grantee will develop and report on a logic model that identifies family outcomes to be tracked.

The grantee will participate in any evaluation efforts undertaken by the WVDoHS' BFA.

Performance Objectives

- Increased capacity of families to advance well-being, protective factors, and optimum family health through family enrollment and family outcomes tracking;
- Families setting and meeting goals through the mobility mentoring process;
- Increased capacity to address health needs;
- Increased knowledge of child development, positive parenting practice, and decreased child abuse referrals for enrolled families;
- Increased social connections of families to address challenges and promote healthy families,

- Increased access to concrete supports through the provision of mobility coaching, parenting education, support groups, child development activities, pantries and linkages to other services, and
- Increased availability of healthy marriage education and other Division of Family Support supports by continuing prior year MOU activities.

Activities

Grantee will provide the following services during the grant period. FSCs will provide:

- Intake and enrollment procedures utilizing the WV Family Survey Intake and Family First Prevention Services Act (FFPSA) assessment for services;
- Four core services:
    - Multi-session individualized mobility coaching continuously throughout the program year with regular and recurring sessions based on family need;
    - Evidence-based parenting education for all ages and stages of child development consisting of a minimum of one 4 session parenting education series per year and additional series are encouraged to meet demand;
    - Multi-session child development programming that serves different age groups (infants, preschoolers, school age children and teens;
    - Minimum of one multi-session evidence based support group for parents and one multi session group for teens consisting of a minimum of four sessions
- Parent engagement and leadership opportunities;
- Health information and programming;
- Food, Baby and Hygiene/Cleaning pantries following WVDoHs non-recurrent short term benefits and access to clothing pantries;
- Minimum of mattresses and bed frames to kinship families not involved in the child welfare system to preserve kinship relative placements;
- Provide healthy relationship programming in collaboration with West Virginia University (WVU) Extension;
- Participate in BFA evaluation efforts; and
- Engage in continuous quality improvement efforts that include identifying outcomes of enrolled families, using evidence based practices and curriculums and evaluating process outcomes.

Additional programming, based on community need, should include collaboration with other programs to include:

- Grandfamily programs;
- Kinship navigator programs;
- Childcare services;
- Responsible Fatherhood/Paternal Engagement programming;
- After school and academic enrichment;
- High school equivalency (HSE) assessment and literacy instruction;
- Recovery support groups;
- Respite care for non-child welfare involved caregivers; and
- Other services designed in accordance with identified community needs.

Performance Measures

- Increased capacity of families to advance well-being, protective factors, an optimum family health through family enrollment and family outcomes tracking
- Increased family functioning through the goal setting and achievement process within the mobility coaching model;
- Increased knowledge of child development, positive parenting practices, and decreased child abuse referrals for enrolled families;
- Increased social connections of families to address challenges and barriers and promote healthy families;
- Increased availability of healthy marriage education and other family supports through continuing MOUs with other TANF support programs and community services that meet the needs of families in the area served; and

- Completion of WVDoHS BFA provided reporting form and WV Family Survey database capturing both qualitative and outcomes information.

Application Process

Apply
Entities wishing to apply for grant funding through the WVDoHS BFA must register as vendors through the West Virginia Vendor Self Service (VSS) Portal. At this link, you can create your vendor account, download vendor forms, and view published solicitations, grant opportunities, and the latest announcements. For questions specific to wvOASIS or Vendor access/account please contact helpdesk@wvoasis.gov.

Applicants should review, understand, and comply with the Program Requirements/Scope (pages 5-9 of this AFA). This AFA contains all forms and materials needed to apply. Applicants are responsible for ensuring all information submitted in response to the AFA is prepared using the documents provided*. All proposals must be submitted through the wvOASIS VSS portal at https://prd311.wvoasis.gov/PRDVSS1X1ERP/Advantage4. For more information and training on how to submit your application, please visit the following links:

- West Virginia Vendor Self Service (VSS)
- Locating a Grant Funding Opportunity in VSS
- Creating a Grant Funding Application in VSS

Vendors interested in applying must submit their application and supporting documents by October 16, 2026.

Required documents* and instructions are available on BFA's website:
https://dhhr.wv.gov/bfa/partnersandproviders/Pages/Financial-Forms-and-Tools.aspx
Vendors should also submit a copy of the application and supporting documents to bfagrants@wv.gov. Include "BFA FY27 FSC OPEN" and your organization's name in the subject line.

Required Documents/Instructions
The following documents should be prepared and submitted in response to this AFA:

Document	Tips
1. Subrecipient vs. Contractor Checklist	Intended to help a recipient of federal funds make a judgment as to whether each agreement it makes, for the disbursement of federal program funds, casts the entity receiving the funds in the role of a subrecipient or a contractor. Applicants are responsible for completing the form with their information and sign off as 'Determined by'. BFA is responsible for approval.
2. Accounting System/Financial Capabilities Evaluation Report	As a PTE under 2 CFR part 200, the BFA is responsible for ensuring both our own compliance and that of our subrecipients with federal grant requirements. This includes maintaining a financial management system that supports accurate tracking, reporting, and oversight of federal funds. To encourage simplicity and uniformity in the review of a grantee's financial management system, BFA utilizes this evaluation as a tool to assist both the grantee and BFA staff in assessing the grantee's financial management capabilities.
3. Authorized Signature Form	Indicate which staff person(s) and board member(s) are authorized to sign official documents, such as grants, invoices, checks, reports, etc. Must be signed and dated. Stamped signatures will not be accepted.
4. Detailed Line-Item Budget (DLIB)	• A separate DLIB is required for each grant. Must be signed and dated. A. The Grantee's legal name must match wvOasis, SAM, and SOS documentation. B. Staff positions must be listed individually by position title and/or employee name. The Grantee shall identify (1) each position by title and/or name of employee; (2) the annual salary rate; (3) the percentage of time that will be devoted to the project; (4) the total cost for each position; and (5) the total cost for all personal services.

	C. If applicable, fringe benefits should be broken out by type (ex. FICA, Retirement, Workers' Compensation, SUTA, Insurance, etc.).
	D. When preparing the DLIB, ensure that it agrees to the sum of the total award amount. Ensure that all amounts in the "Total Cost" column are rounded to the nearest whole number. Budgets that have not been rounded to the nearest whole dollar will not be accepted. Ensure that all totals calculate accurately. If calculations are incorrect, the budget cannot be processed and will be returned for revision. Please note: Travel and Subawards are separate line items (no longer included in the 'Other' category).
5. Budget (DLIB) Narrative	The budget narrative should explain and justify expenditures on the DLIB by individual category. The narrative must include: the dollar amounts of each line item, how the cost was calculated, and a description of the costs. Each budgeted line item on the DLIB should be clearly identified and described on the budget narrative and how they relate to the grant's activities.
	If applicable: Contracts, subawards, and/or depreciation schedules documentation must be made available upon request.
	Personal Services: Additional staff capability documentation will not be required if the budget narrative includes an adequate description of the responsibilities and duties of each position in relation to fulfilling the project goals and objectives.
6. Indirect Cost Verification (if applicable)	If charging indirect costs to the grant, BFA requires documentation prepared by a grantee to substantiate its request for the establishment of an approved indirect cost rate, when issued by a federal/state agency or CPA. If electing to charge up to 15% of modified total direct costs, additional documentation is not required when the Grantee affirms the rate substantiation in the budget narrative.
7. Grantee Contact List	Provide current list of staff/positions information and locations associated with the grant.
8. Board of Directors	Provide current Governing Board Roster, including names, addresses, email, and phone numbers, if a nonprofit organization.
9. Subgrantee Compliance Checklist and Acknowledgement Form	Acknowledge receipt of 2 CFR part 200, West Virginia Code §12-4-14, and the WV State Grantor Manual 2024 resources.
10. Grant Application Cover Sheet	Intended to help an applicant ensure all required documentation is submitted. Must be signed and dated.
Common application submission errors include: missing signatures, incorrect/missing dates, fringe and travel calculation errors, DLIB and Budget Narrative not matching, legal entity name inconsistencies, address inconsistencies, address missing +4 of zip. Please remove DHHR references and replace with DoHS.	
Failure to submit the completed application and supporting documents by the due date may result in the grant application being rejected/processing delays.	

Application Review Information

Responsiveness Review

- Relevant Authority
  - 2 CFR 200.206 (Federal awarding agency review of risk)
  - 2 CFR 200.332 (Subaward requirements)
  - West Virginia Office of Shared Administration Subrecipient Monitoring and Management Policy

Applications will be reviewed to determine whether all required forms, certifications, attachments, and supporting documentation have been submitted by the established deadline and in the format required by the Announcement of Funding Availability (AFA). Incomplete applications, applications submitted after the deadline, or applications that fail to comply with submission requirements may be rejected or experience processing delays. Pre-award responsiveness to the AFA includes, but is not limited to, the following considerations:

- Application received by deadline
- Required signatures/certifications included
- UEI verified
- SAM.gov exclusion check completed
- Required attachments included

- Budget submitted and mathematically accurate
- Applicant meets eligibility criteria
- Conflict of interest disclosures completed
- Late/incomplete applications disposition process

Failure to submit required application and supporting documents by the established due date may result in the application being rejected or processing delays.

Review Criteria

Applications may be evaluated based on programmatic, financial, operational, and risk-based considerations, including but not limited to:

- Organizational experience/capacity
- Prior grant performance
- Demonstrated ability to administer the proposed activities
- Financial capacity/ management systems
- Ability to meet reporting requirements
- Staffing capacity
- Cost reasonableness
- Geographic distribution of services (if applicable)
- Risk indicators
- Applicant's ability to comply with applicable federal and state requirements.

Review and Selection Process

Applications determined to be responsive may undergo programmatic, fiscal, administrative, and risk-based review. Funding recommendations may consider application evaluations, available funding, program priorities, identified community needs, and the applicant's demonstrated capacity to administer grant funds in accordance with applicable federal and state requirements. Final funding decisions remain subject to approval by the Department. Document governance and approval workflow includes, but is not limited to:

- Grants Management, Budget, and Program application review
- Whether a review committee/scoring panel is used
- How conflict is managed (if applicable)
- Recommendation and approval chain
- Final award authority
- Documentation retention requirements
- Notice of award/non-award process

Risk Review

Consistent with 2 CFR 200.332 and Department policy, the Department may conduct a pre-award risk assessment to evaluate each subrecipient's fraud risk and risk of noncompliance. Risk assessments may consider factors including prior experience with similar programs, audit results, financial stability, internal controls, staffing changes, reporting history, and prior monitoring results.

Based on the results of the risk assessment, the Department may impose specific award conditions, additional monitoring requirements, technical assistance, reimbursement-only payment methods, corrective action requirements, or other conditions necessary to ensure compliance and protect public funds.

- Relevant Authority
    - 2 CFR 200.206
    - 2 CFR 200.208
    - 2 CFR 200.332
    - West Virginia Office of Shared Administration Subrecipient Monitoring and Management Policy
- Pre-award risk assessment and evaluation considerations, include, but are not limited to:
    - Prior audit findings/Subpart F review
    - Financial stability

- Prior grant performance
- Staff capacity
- Internal control environment
- History of late reports
- Monitoring tier determination
- Fraud risk indicators
- Additional specific conditions if warranted

Risk assessments may be used to determine monitoring strategies, reporting frequency, reimbursement restrictions, technical assistance needs, and whether specific award conditions are necessary.

Award Notices

Applicants selected for funding will receive an official Notice of Award and/or grant agreement identifying the approved funding amount, period of performance, applicable federal award information, reporting requirements, payment methodology, and any specific award conditions. Funding awards are contingent upon the availability of funds and final approval by the Department.

- Relevant Authority:
  - 2 CFR 200.332(a)
  - West Virginia Office of Shared Administration Subrecipient Monitoring and Management Policy
- Award notices may include:
  - Conditional vs final approval
  - Required acceptance documentation
  - Period of performance
  - Funding amount
  - Federal award identification elements
  - Specific conditions (if applicable)
  - Reporting requirements
  - Payment method
  - Contact information
  - Appeal/reconsideration language (if applicable)

Post-Award Requirements and Administration

Administrative and National Policy Requirements

Grantees shall comply with all applicable federal and state laws, regulations, policies, and grant requirements, including but not limited to 2 CFR Part 200, program-specific statutes and regulations, audit requirements, procurement standards, civil rights requirements, record retention requirements, and all terms and conditions contained within the grant agreement and associated exhibits.

Additional administrative, financial, reporting, monitoring, and compliance requirements may be outlined within the grant agreement, exhibits, special terms and conditions, guidance documents, and Department-issued instructions. You must comply with these requirements:

- 2 CFR Part 200 compliance
- Federal program regulations
- Civil rights requirements
- Record retention
- Procurement standards
- Internal controls
- Allowable costs
- Cost principles
- Audit requirements
- Mandatory disclosures/fraud reporting
- Debarment/suspension
- Lobbying restrictions

- FFATA (if applicable)

Grant Payments (Invoices)
The payment methodology applicable to the award, including advance payment or reimbursement, invoice requirements, payment schedules, and submission instructions, shall be identified within Exhibit D of the grant agreement.

Payments are subject to the submission and approval of required invoices, reports, certifications, supporting documentation, and compliance with all applicable grant requirements. The Department reserves the right to withhold payments, require additional supporting documentation, transition a grantee to reimbursement-only status, or impose additional conditions based on monitoring activities, audit findings, reporting deficiencies, identified risks, or noncompliance.

Submission of a payment request certifies that expenditures are accurate, allowable, reasonable, allocable, and incurred in accordance with the approved grant agreement and applicable federal and state requirements. You must comply with the following requirements:
- Required invoice format
- Required supporting documentation (if applicable)
- Submission deadlines
- Advance vs reimbursement payment rules
- Withholding authority for noncompliance
- Certification statement
- Signature/date requirements
- Consequences for late reports
- Cash management expectations

Advance payments should be tied to:
- immediate cash needs,
- minimized time between transfer and disbursement,
- and adequate financial controls.

Continued payments may be contingent upon timely submission of required financial and programmatic reports. BFA reserves the right to place a grantee on reimbursement-only status based on risk, monitoring results, audit findings, or noncompliance.

Reporting
Grantees shall submit all required financial, performance, programmatic, property, and other reports in accordance with the grant agreement, Exhibit G – Required Reports, and Department instructions. Reports must be complete, accurate, and submitted by the established due dates.

Failure to submit required reports in a timely manner may result in delayed payments, additional monitoring, corrective action requirements, reimbursement restrictions, suspension of activities, or other enforcement actions permitted by the grant agreement and applicable regulations.

Reports submitted by grantees may be used by the Department for monitoring, risk evaluation, compliance verification, performance management, and closeout activities.
- Relevant Authority
    - 2 CFR 200.328
    - 2 CFR 200.329
    - 2 CFR 200.330

Reports may be used to support ongoing monitoring, risk evaluation, technical assistance, and closeout activities.