Bureau for Family Assistance

Announcement of Funding Availability (AFA)

Proposal Guidance and Instructions

Family Resource Network

BFA FY27 FRN OPEN

For technical assistance please forward all inquiries to bfagrants@wv.gov and include "BFA FY27 FRN 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	June 16, 2026
Application Deadline	M. 8/24/2026 M. 8/3/2026 Initial July 27, 2026
AFA Title	Family Resource Network
AFA Type	Modification to Extend
AFA Number	BFA FY27 FRN OPEN
Funding Amount	$38,600-$46,600
Number of Awards	Two
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	#1-Brooke and Hancock Counties and #2-Wetzel County
Grant Time Period	July 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

The Family Resource Networks (FRNs) are West Virginia-based organizations dedicated to organizing, mobilizing, and coordinating community resources to improve service systems for children and families.

Core Requirements

- **Governance:** Each FRN must employ a director with decision-making authority and maintain a governing body primarily composed of non-providers, with a majority of those being family representatives. Required members also include local service agencies like the public health department, behavioral health centers, the Department of Human Services (DoHS) Bureau for Family Assistance (BFA), and county school districts.
- **Operational Identity:** FRNs must maintain separate signage to clearly indicate they do not provide direct services and must include a specific funding acknowledgement statement on all program materials, brochures, and websites.

Performance Objectives

FRNs are tasked with five key objectives to support community collaboration and BFA goals:

- **Service Availability:** Increase the availability of family support services by tracking data on existing services and gaps.
- **Resource Capacity:** Boost the county's ability to obtain new resources through monthly stakeholder meetings focused on coordination and addressing service gaps.
- **Service Utilization:** Improve the use of primary prevention and family support services by maintaining Memoranda of Understanding (MOUs) with other programs.
- **Healthcare Access:** Increase access through active outreach, enrollment support, and addressing healthcare issues.
- **Resource Guidance:** Develop and maintain a digital, up-to-date resource guide for community partners and DoHS offices.

Evaluation and Activities

FRNs must actively facilitate community meetings (at least once per month), collaborate with providers, and support at least three community activities monthly. Success is measured against performance standards including documented service increases, resource guide submissions, and qualitative metrics such as stakeholder engagement and outreach to Medicaid-eligible populations.

Eligibility

Eligible Applicant(s)
The following entities serving the following geographic areas are eligible to apply for the following amounts:
- #1-Brooke and Hancock Counties-$46,600
- #2-Wetzel County-$38,600

Cost Sharing
Cost sharing is not required.

Program Description/Requirements/Scope

Introduction
The Family Resource Networks (FRNs) are organizations pledged to be responsive to needs and opportunities in West Virginia (WV) communities. FRNs organize, mobilize, and coordinate events and activities in their identified counties. FRNs provide planning, service coordination, needs assessments and agree to engage in activities to improve service systems for children and families within the community. The grantee will abide by all regulations outlined in CFR200.

Statement of Work-Objectives, Activities, and Measures
The grantee will employ a director who will have decision making authority; agree to a single governing entity and have the majority of the governing body consist of non-providers, which includes family representatives and other members who are not employees of publicly funded agencies, with family representatives as the majority of those members who are non-providers. Additional members must include representatives of local service agencies, including, but not limited to, the public health department, the behavioral health center, the local Department of Human Services (DoHS) Bureau for Family Assistance (BFA), and the county school district (Requirements are outlined in WV Code 46-1-206).

FRNs will be tasked with supporting community collaboration and partnerships. These collaborations are specifically charged to assist with the goals of BFA.

The grantee will establish separate signage for efficient identification of the FRN as an entity that does not provide direct services.

Websites, brochures, flyers and program materials will include the statement, "This program is funded through federal and state Medicaid funds and State of West Virginia appropriations provided through the West Virginia Department of Human Services, Bureau for Family Assistance."

Performance Objectives
1. Increase the availability of family support services in the identified counties where the FRN is operating. This will be accomplished by collecting and tracking data on existing services and service gaps in the community.
2. Increase the county's capacity to obtain new resources by planning and organizing opportunities for all stakeholders to work together to coordinate efforts to obtain new resources and fill identified gaps in services and supports in each county/region by holding monthly meetings.
3. Increase the utilization of primary prevention and family support services by maintaining and continuing Memoranda of Understanding (MOUs) with other family support programs to facilitate an upstream continuum of services.
4. Increase access to healthcare through outreach, enrollment, and strategies to address healthcare issues.
5. Develop and maintain an up-to-date resource guide that is digitally available to the local Department of Human Services offices and other community partners as needed.

Activities

1. Organize and facilitate community meetings, held at a minimum of once per month, to provide opportunities for local stakeholders (with an emphasis on family representation) to work together to maximize community investments and coordinate existing services to benefit families.
2. Collaborate and coordinate with direct service providers, agencies, and entities to mobilize the community to identify emerging needs/issues helping to build capacity to respond to those needs/issues.
3. Support community work plans, implement and support programs and activities by organizing, mobilizing or participating in at least three activities each month.
4. Support BFA efforts to increase the availability of family support services by maintaining established MOUs each quarter to engage in meaningful collaboration. Meaningful collaboration is defined as hosting training, organizing events and not one-time outreach/public awareness efforts.
5. Develop/maintain separate identification of the FRN as the local community organization charged with service coordination, needs and resource assessment, planning, community mobilization, and evaluation. (Definition of a Family Resource Network contained in WV Code 49-1-206).
6. Participate in BFA evaluation efforts.
7. Provide information and outreach to Medicaid eligible populations.

Performance Measures

1. Demonstrate increased availability of family support services in the identified counties where the FRN is operating.
2. Demonstrate increase in the county's capacity to obtain new resources and fill identified gaps in services and support in each county/region with FRN meetings held at a minimum of once per month.
3. Demonstrate increase in families' knowledge and access to existing services.
4. Demonstrate increase in the utilization of primary prevention and family support services.
5. Demonstrate increased access to healthcare through outreach, enrollment, and strategies to address healthcare issues.
6. Submission of an up-to-date resource guide for the counties covered with the 2nd quarter program report.
7. Demonstrate Qualitative measures including meetings held, people reached through activities held, and efforts to meet the outcomes, as outlined in the quarterly report format.
8. Determine the estimated number of Medicaid eligible attendees based on the overall Medicaid population in the county the activity/outreach occurs.

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 5-6 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 August 24, 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 FRN 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)	1. 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.