



**Announcement
of
Funding Availability**

Proposal Guidance and Instructions

Announcement of Funding Availability (AFA):

Health Officer Training Forum

Regions of Focus: All counties in WV

AFA Number: BPH-AFA-9-01-2026-HOTG

West Virginia Department of Health

Bureau for Public Health

Center for Local Health

**For Technical Assistance please include (AFA number) in the subject line and forward all
inquiries in
writing to
debbie.e.hissom@wv.gov**

Key Dates and Other Information

Date of Release:	September 1, 2026
Technical Assistance:	Submit written requests to debbie.e.hissom@wv.gov
	A frequently asked questions (FAQ) document will be posted at https://dhhr.wv.gov/bph/Pages/Funding.aspx
Application Deadline:	September 15, 2026
Funding Available:	Health Officer Training
Geographic Area:	All counties in West Virginia
Eligible Applicants:	Center for Rural Health Development
Funding Period:	November 19 – 30, 2026

AFA PURPOSE

PURPOSE OF AFA

To provide funding in the amount of \$25,000 for up to 40 individuals from local health departments (specifically one Health Officer and one Administrator) to attend the Local Health Officer Training. This will allow Health Officers and Administrators to work collaboratively to gain the tools and knowledge in order to positively impact the health of all who live in West Virginia.

Section One: BACKGROUND

In an effort to engage Local Health Department Leadership and encourage Health Officers and Administrators to work collaboratively, the Bureau for Public Health is partnering with The Center for Rural Health Development to provide a Local Health Officer Training. The Center for Rural Health Development is committed to improving health and health care in West Virginia, by focusing on linkages between health, health care, and economic development. This funding will allow up to 40 individuals from local health departments to attend the Local Health Officer Training. This training will provide the tools and knowledge that is needed to impact the health of all who live in West Virginia communities, using a collaborative approach.

Section Two: Objectives and Activities

BPH will award funding via subrecipient grant agreement to eligible entity. The grant agreement will detail the specific roles, responsibilities, and objectives necessary for this award.

I. Performance Goals and Objectives

1. To conduct a full-day training for Local Health Department Health Officers and Administrators that advances their understanding of the following topics: 1) the legal concepts and policy change in public health; 2) local health officer legal responsibilities under 64CSR7; 3) how local health departments can engage in Food is Medicine; 4) public health preparedness and response to H5N1; and/or other training content that support the development of local health officers.

II. Activities

1. Grantee will utilize funds to cover registration, lodging, and other training-related costs for attendees, speakers, and training-support staff.
2. Grantee will conduct the Local Health Officer Training by November 20, 2026 in Charleston, WV.

III. Deliverables and Performance Measures

1. The grantee will provide a certificate of training to all attendees.
2. Grantee will provide an itemized invoice showing all participants and associated costs for attending the Health Officer Training.
3. CME credits provided to attendees.

APPLICATION SUBMISSION

Applications must be received by the West Virginia Bureau for Public Health no later than 6:00 pm eastern time on September 15, 2026.

EVALUATION

Applications will be evaluated on:

1. The level of the applicant's current readiness to hold the training.
2. Program content.

AWARD

Awardees and other applicants will be notified of the decisions no later than September 30, 2026.

REPORTING

Entities awarded funding will be required to provide certificates and itemized invoices as prescribed by the Center for Local Health Director in accordance with grant guidance.

Section Three: Application Instructions/Requirements

The following are requirements for the submission of proposals to the BPH:

Starting July 2, 2022, all new grant documents will be processed through the new West Virginia State Grant Processing System via the WVOASIS Vendor Self-Serve (VSS) Portal. As a result of this change your organization will be required to respond to all applicable Grant Funding Opportunities with a Grant Funding Application submitted through WVOASIS. Applicants should review and attach all applicable documents using the vendor self-serve portal located at www.wvoasis.gov.

- All AFA proposals must be submitted through the WVOASIS Vendor Self Services (VSS Portal) at [Http://www.wvoasis.gov](http://www.wvoasis.gov) For more information and training on application submission, please visit the following links:
 - [Search VSS for Grant Funding Opportunities \(GFO\)](#)
 - [Completing a Grant Funding Application \(GFA\) in VSS - \(Part 1\)](#)
 - [Completing a Grant Funding Application \(GFA\) in VSS - \(Part 2\)](#)

All proposals for funding will be reviewed by the WV Center for Local Health Director for completeness and accuracy.

Application Components:

- a. Statement of Work (SOW) - Describe activities, deliverables and timetables that will be used to target the required objectives.
- b. Detailed Line-Item Budget (DLIB)
- c. DLIB instructions
- d. Budget Narrative-Justification - Specific details on how funds are to be expended. The narrative should clearly specify the intent of and justify each line item in the DLIB.
- e. Subrecipient Information Form (DHHR Finance A-1000) - Form must be signed by the Executive Director or Chief Financial Officer of your agency. Prior to completion of the A-1000, please review the Subrecipient Information Form instructions (A-1000) as some sections of this form may not apply to all grantees.