



Announcement of Availability (AFA)

WV Children with Special Health Care Needs (CSHCN) Program

Family Support and Engagement Initiative

Proposal Guidance and Instructions

Region(s) of Focus: Statewide

AFA Number: DH-BPH-FY2027-CSHCN FSE

**West Virginia Department of Health (WVDH)
Bureau for Public Health (BPH)
Office of Maternal, Child and Family Health (OMCFH)**

For Technical Assistance, please include the AFA # in the subject line and forward all inquiries via email to: julie.a.jackson@wv.gov.

Key Dates and Other Information

AFA Title	Maternal and Child Health (MCH) Family Support and Engagement Initiative
AFA Number	DH-BPH-FY2027-CSHCN FSE
AFA Date of Release	Wednesday, September 9, 2026
Application Deadline	Wednesday, September 23, 2026
Anticipated Total Annual Available FY 2024	Up to \$500,000 Proposed budgets that exceed the maximum available will be considered non-responsive and ineligible for review.
Estimated Number and Type of Award(s)	One (1) subrecipient grant (SRG) award
Geographic Areas of Coverage	Statewide
Eligible Applicants	• Eligible applicants include any subrecipient type as follows registered to do business in the State of West Virginia: ○ Public /State Controlled Institution of Higher Learning ○ Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) • Eligibility for this funding opportunity is limited to applicants within the State of West Virginia. • Preference will be given to entities with a history of and experience in providing support to families at the regional, local, and/or community level(s).

AFA PURPOSE AND ELIGIBLE APPLICANTS

The West Virginia Department of Health (WVDH), Bureau for Public Health (BPH) CSHCN Program is soliciting proposals for the purpose of providing information, education, technical assistance, and peer support to families of children and youth with special health care needs (CYSHCN) and the professionals who serve them. This AFA is in alignment with the work of the Health Resources and Services Administration (HRSA), Maternal and Child Health Bureau (MCHB) Title V Maternal and Child Health (MCH) Block Grant, as well as supportive of the MCHB Division of Services for Children with Special Health Care Needs “Family-to-Family Health Information Centers (F2F HICs)” funding opportunity (HRSA-22-069). Eligible applicants include any subrecipient type as follows, registered to do business in the State of West Virginia: Public /State Controlled Institution of Higher Learning; Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education). Eligibility for this funding opportunity is limited to applicants within the State of West Virginia. Preference will be given to entities with a history of and experience in providing support to families at the regional, local, and/or community level(s).

Section One: AFA Opportunity Description

The Selected Grantee (herein after “Grantee”) will collaborate under the direction of the WV OMCFH CSHCN Program to lead the family support and engagement initiative, providing direct outreach services (e.g., information, education, technical assistance, and peer support) to families of children and youth with special health care needs (CYSHCN) and the professionals who serve them. This work is supportive of the State Title V Agency, Office of Maternal, Child and Family Health (OMCFH) and in alignment with services for the population of focus (CYSHCN). The state Children with Special Health Care Needs (CSHCN) Program provides enhanced care coordination and patient navigation to CYSHCN in support of the medical home model and in collaboration with various state and national agencies. The state CSHCN Program will provide administrative oversight and monitoring for this work under the direction of the WV Title V CYSCHN Director.

Section Two: Expected Performance Objectives, Activities, and Measures

Objectives:

- The Grantee will engage parents and families of CYSHCN with the intent to: (1) conduct activities to support CYSHCN and their families in self-management of health care; (2) provide introductory, and evidence-based, information within the health and wellness domain; (3) provide accessible on-line and written resources related to a variety of parental/guardian interests and needs; and (4) provide brief summaries of service utilization, trends, and other information from CSHCN Program sources.
- The Grantee will work in partnership with the OMCFH to support its accomplishments in two priority areas: (1) to support all children and families of CYSHCN as active, core partners in decision making in all levels of care; and (2) to increase parent/guardian engagement of families of CYSHCN to identify available resources and service gaps.
- The Grantee will assist the CSHCN Program in collecting responses from families relating to the development of formal processes for consumer involvement.
- The Grantee will facilitate capacity building and infrastructure for access to specialty services through the Leadership in Education in Neuro-developmental Disabilities (LEND) Program and a select graduate research assistant.

Activities:

The Grantee will perform the following:

1. Develop and submit a staffing plan and functional job descriptions for each paid personnel position on the grant agreement. These functional job descriptions will

be submitted to the CSHCN Program for review and approval within 30 days of the finalized award.

2. Develop and submit an MOU/MOA outlining roles and responsibilities related to this Statement of Work (SOW).
3. Hire and maintain staff to meet deliverables for all award activities, including a Project Manager and Parent Network Specialists.
4. Collaborate with the CSHCN Program to update the reporting template(s) to reflect programmatic data needs.
5. Administer an online project resource center that provides information representing the MCH Blueprint for Change critical areas of focus: health equity, family and child well-being and quality of life, access to services, and financing of services and provides linkages to WV MCH programs.
6. Oversee social media activities with the goal of increasing engagement and web traffic by no less than 10% from previous year.
7. Supply first time referred families a Welcome Packet that includes a letter of introduction, an invitation to Circle of Parents® family support groups, a Parent Pocket Guide, a copy of the Disability Resource Library's rack card, and a Parent Network Specialist flyer.
8. Supply the CSHCN Eligibility Unit (EU) with project brochures for distribution to all newly enrolled families.
9. Provide follow-up for CSHCN Program referrals.
10. Refer eligible non-enrolled children or youth to the CSHCN Program and advise on application process.
11. Provide at least weekly opportunities for families to attend family/peer support events (e.g., Circle of Parents).
12. Participate in CSHCN Program care coordination meetings as requested with the CSHCN Director of Social Services and/or Director of Nursing & Clinical Services.
13. Identify and promote local opportunities for accessible recreation and socially engaging activities for families no less than quarterly as available
14. Maintain active membership in local Family Resource Networks (FRNs) and serve on the West Virginia (WV) Family-to-Family Advisory Committee.
15. Arrange for the student trainee to participate in no less than two observational experiences with OMC FH, CSHCN and Title V staff.
16. Promote the Disability Resource Library and track usage.

Performance Measures:

- Principal Investigator
 - Family-to-Family Annual Performance/Progress Report (APR) submission to Health Resources and Services Administration (HRSA)
- Program Manager
 - Number of PNS employed and summary of status of vacant positions
- Family Resource Specialists
 - Number of referrals received with a breakdown of type of referral source (CSHCN Program, by CSHCN Professional Staff, community provider, self-referral, other)
 - Number of applications provided to non-enrolled CSHCN Program children to the CSHCN EU
 - Breakdown of type of needs identified

- Number of client contacts
- Number of parent peer support meetings and count of attendees at each
- Number of resources distributed, by type and count
- Number of Individualized Educational Plan (IEP) Meetings supported
- Number of outreach events
- Success story or anecdote

Outputs

1. A monthly report, including performance measures, as well as summary of accomplishments, summary of barriers to implementation, and requests for technical assistance.
2. An annual report to include month 12 report and summative report of entire performance year.
3. Copies of any media, presentations, publications, etc. developed by staff in the course of work for the CSHCN Program. Funding disclosure and disclaimer should be included.

Timeframe

All objectives for the grant activities will be maintained and completed within the established timeframe of the grant, October 1, 2026 to September 30, 2027.

Section Three: Application Instructions/Requirements

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

- 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 WV CSHCN administrative staff for completeness and accuracy. Proposals will be scored according to the point values for each of the application components.

Application Components:

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1. Proposal Narrative

- a. The proposal narrative will suffice as the project statement of work (SOW) and should consist of the following headings:
 - i. Introduction
 - ii. Area of Coverage

- iii. Objective
- iv. Activities
- v. Performance Measures (Outputs)
- vi. Timeframe
- b. The proposal narrative should be submitted as an editable text file (e.g., Microsoft Word, Google Docs, etc.)

2. Detailed Line-Item Budget and Budget Narrative

- a) Please complete the attached **Detailed Line-Item Budget** form (editable text file)
 - b) Please complete a **Budget Narrative-Justification** (Microsoft Excel and/or Google Sheets) with 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.
3. A **Sub recipient Information Form (DHHR Finance A-1000)** must be submitted. This 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 **Sub-recipient Info Form Instructions A-1000** as some sections of this form may not apply to all grantees, specifically Section 7. The address and zip code supplied on the A-1000 **MUST** match the address and zip code +4 shown on the CCR.
4. A **Grantee Contact List** must be submitted. This list should include any/all requested contacts for items contained in the applicable grant document to include financial and progress/service provision reporting. BPH will use this list for the primary contacts for all originating emails pertaining to the grant and we will not assume responsibility for maintaining or copying alternative contacts.

Each applicant **MUST** provide at least two contacts and ensure the list provides for coverage of all applicable facets of the grant (Administrative, Financial, Project/Program Director, Reporting, etc.)

All DH Grantees are required to meet specific registration requirements as part of the award process. At a minimum, all grantees should register/verify registration with the following:

- A. All Grantees must be registered with SAM.gov. A System for Award Management (SAM) registration is required for any entity to bid on and get paid for federal contracts or to receive federal funds. These include for profit businesses, nonprofits, government contractors, government subcontractors, state governments, and local municipalities. Registration must be renewed each year to remain active and compliant.
- B. All Grantees must have an active registration with the West Virginia Secretary of State at www.sos.wv.gov.

Section Four: Legal Requirements

Eligible applicants are public or private organizations with a valid West Virginia Business License and/or unit of local government. If the applicant is not already registered as a vendor in the State of West Virginia, registration must either be completed prior to award, or the vendor must demonstrate proof of such application.

The grantee is solely responsible for all work performed under the agreement and shall assume responsibility for services offered and products to be delivered under the terms of the agreement. The State shall consider the designated Grantee applicant to be the sole point of contact regarding all contractual matters.

STARTUP COSTS

Applicants who wish to request reasonable startup funds for their programs must submit a separate “startup” target funded budget (TFB) and budget narrative, along with their proposal narrative. For purposes of this funding, startup costs are defined as non-recurring costs associated with the initiation of a program. These include costs such as fees, registrations, training, equipment purchases, renovations, or capital expenditures.

For proposal review, all startup cost requests submitted by the applicant will be necessary for the development of the proposed program. If, when taken together, the startup costs and program costs exceed funding availability, BPH will contact the applicant organization and arrange a meeting to discuss remedial budget action.

FUNDING REIMBURSEMENT

This grant will be awarded on a schedule-of-payment (SOP) multiple reconciliation basis. All expenditures must be incurred within the approved grant project period in order to be reimbursed. Providers must maintain timesheets for grant-funded personnel, and activities performed should be consistent with the stated program objectives.

OTHER FINANCIAL INFORMATION

Allowable Costs:

Please note that DH policies are predicated on requirements and authoritative guidance related to federal grants management and administrative rules and regulations. Grantees shall be required to adhere to those same requirements when administering other DH grants or assistance programs, the source of which is non-federal funds (e.g., state-appropriated general revenue and appropriated or non-appropriated special revenue funds) unless specifically provided direction to the contrary.

Cost Principles:

Subpart E of the Code of Federal Regulations (2 CFR 200) establishes principles for determining the allowable costs incurred by non-federal entities under federal awards. The Grantee agrees to comply with the cost principles set forth within 2 CFR 200 Subpart E, regardless of whether DH is funding this grant award with federal pass-through dollars, state-appropriated dollars, or a combination of both.

Grantee Uniform Administrative Regulations, (Cost Principles, and Audit Requirements for Federal Awards):

Title 2, Part 200 of the Code of Federal Regulations (2 CFR 200) establishes uniform administrative requirements, cost principles and audit requirements for federal awards to non-federal entities. Subparts B through D of 2 CFR 200 set forth the uniform administrative requirements for grant agreements and for managing federal grant programs. The Grantee agrees to comply with the uniform administrative requirements set forth within 2 CFR 200 Subparts B through D, regardless of whether DH is funding this grant award with federal pass-through dollars, state appropriated dollars or a combination of both.

Section Five: Follow Up

1. **Final Grant Documents:** After processing is complete, grantee will receive an email with a copy of the grant agreement from DH Grants Management (DHHRGrants@wv.gov) which will need to be signed and returned. A cover letter will be included with an explanation as to how approve and where to return the signed agreement (For submission of the signed grant agreement the electronic submission address is DHHRGrants@wv.gov and not the Bureau's DHHRBPHGrants@wv.gov mailbox so please make sure to send to the email from where it was sent). Once the grant agreement is returned and finalized by DH, the grantee will be emailed a counter-signed approved copy.
2. **Invoice/Reconciliation Documents:** FY 2025 invoice/reconciliation templates will be provided by the Bureau once the grant agreement has been returned signed by the grantee and processed as final. The purpose of these templates is to ensure proper coding is contained on the invoices/reconciliations and to facilitate processing. Invoice documents should be completed in accordance with guidance included in Exhibit D for invoicing and Exhibit G for reconciliations and should be submitted to the DHHRBPHInvoice@wv.gov mailbox and not the DHHRBPHGrants@wv.gov mailbox.

Timely submission of invoices/reconciliations is vital to the proper administration of the grant. Invoices are due at the beginning of each quarter on the 15th and reconciliations are due on the 15th of the following month after the month's end. Grantees have 30 days following the end date of the grant to submit any missing documents including closing documents for the grant. No invoices will be accepted after the 30-day deadline due to closeout requirements and the timeframes necessary to complete Federal Reporting. Payment of invoices may be withheld until such a time that all progress reporting is received in alignment with the finalized statement of work.