



Announcement Of Funding Availability West Virginia Family Planning Program Proposal Guidance and Instructions

Announcement of Funding Availability (AFA):

**West Virginia Family Planning Program
Regions of Focus: Statewide, by county or combination of
counties based upon the 2027 Personal Responsibility
Education Program (WV PREP) Federal Grant**

AFA Number: BPH-AFA-10-01-2026-PREP

West Virginia Department of Health
Bureau for Public Health,
Office of Maternal, Child and Family Health,
Division of Women's & Family Health

For Technical Assistance please include ***BPH-AFA-10-01-2026-PREP*** in the subject line and forward all inquiries in writing to Carrie.E.Linn@wv.gov

Key Dates and Other Information

Date of Release	Friday, October 1, 2026
Technical Assistance	Submit written requests to Carrie.E.Linn@wv.gov

Application Deadline	Friday, October 23, 2026
Ongoing Funding Available	WV State Personal Responsibility Education Program (WV PREP) Federal Grant
Geographic Areas	By county or combination of counties based upon highest risk and vulnerable youth. State Personal Responsibility Education Program (PREP), Family and Youth Service Bureau (FSYB) awards grants to state agencies to educate young people who might be homeless, in foster care, living in rural areas or areas with high teen birth rates, and from minority groups (including sexual minorities).
Eligible Applicants	Statewide
	Non-profit organizations/coalitions licensed to operate as businesses in West Virginia and be a registered state vendor.

AFA PURPOSE AND ELIGIBLE APPLICANTS

The West Virginia Department of Health (WVDH), Bureau for Public Health (BPH), Office of Maternal Child and Family Health (OMCFH), Family Planning Program/Adolescent Pregnancy Prevention Initiative is seeking proposals for local agencies to provide evidence-based pregnancy prevention activities by utilizing approved curricula and State Personal Responsibility Education Program (PREP) Federal Grant funds.

Section One: Introduction to WV Personal Responsibility Education Program

BACKGROUND

The West Virginia (WV) Adolescent Pregnancy Prevention Initiative (APPI) operates under the WV Family Planning Program (WV FPP) in the Office of Maternal, Child, and Family Health (OMCFH). APPI provides community outreach and education while supporting teens as they explore and determine responsible sexual and reproductive options for the future. The goal of the program is to reduce the number of pregnancies among adolescents using an abstinence-based approach, which includes improvement of decision-making skills, development of refusal techniques, and information about access to contraceptive services.

APPI Specialists conduct approximately 225 presentations, reaching 5,000 WV youth with medically accurate, age appropriate, and comprehensive sexuality education. APPI distributes over 100,000 pieces of literature to further educate the public about sexual health and reproductive options.

APPI is charged with the administration and monitoring of the WV Personal Responsibility Education Program (PREP). WV PREP supports the use of evidence-based program models.

The WV PREP goal is to change behavior by delaying the sexual activity of teens and increase condom and contraceptive use for sexually active youth, thereby reducing unplanned teen pregnancy.

PREP sub-awardees are selected based upon proposals from community organizations that agree to implement evidence-based curricula with high risk or vulnerable populations. Sub-awardees are required to sign a written agency agreement stating they will comply with the federal and state regulations. Each sub-awardee is required to complete a Statement of Work which ensures program activities are in accordance with the State's proposed PREP work plan and federal priorities.

To provide new and changing staff with an opportunity to receive the same level of professional training, the WV Family Planning Community Outreach & Education Coordinator is certified by the publisher to both facilitate youth training and training of facilitators:

- Making Proud Choices (MPC)
 - MPC provides youth with knowledge, skills, and confidence to protect themselves from unplanned pregnancy, Human Immunodeficiency Virus (HIV), and other Sexually Transmitted Infections (STIs) by empowering young people to change their behaviors and lower their risk. The research-proven approach utilizes DVDs, games, brainstorming, role playing, skill-building activities, and small-group discussions.

WV PREP sub-awardees must provide services to youth, ages 10—19, who are at high risk for pregnancies. This group includes youth in or aging out of foster care, homeless youth, youth with HIV/AIDS, victims of human trafficking, pregnant and/or parenting youth who are under age 21, and youth who live in areas with high teen birth rates. Programs must place substantial emphasis on both abstinence and contraception education for the prevention of pregnancy and STIs. WV PREP projects must also educate young people in at least three of the six congressionally mandated subject areas below:

- Healthy relationships, including marriage and family interactions
- Adolescent development, such as the development of healthy attitudes and values about adolescent growth and development, body image, racial and ethnic diversity, and other related subjects
- Financial literacy
- Parent-child communication
- Educational and career success, such as developing skills for employment preparation, job seeking, independent living, financial self-sufficiency, and workplace productivity
- Healthy life skills, such as goal setting, decision making, negotiation, communication and interpersonal skills, and stress management

WV PREP sub-awardees are selected based on proposals from community organizations that agree to implement evidence-based curricula with high risk or vulnerable populations. Sub-awardees are required to sign a written agency agreement stating they will comply with federal and state regulations. Each sub-awardee is required to complete a statement of work which

ensures program activities are in accordance with the State's proposed PREP work plan and federal priorities.

Section Two: Expected Performance Measures and Activities

The purpose of this AFA is to solicit proposals for federal funding for local community organizations to provide evidence-based pregnancy prevention activities by utilizing approved curricula and State Personal Responsibility Education Program (PREP) Federal Grant funds. The WV PREP Grant sub-awardees are required to be in good standing with WV DH Grants Management and have experience with community partnerships.

This funding opportunity is based upon an approved budget for a one-year period (October 1, 2026, through September 30, 2027). Funds will be dispersed via a subrecipient grant agreement from the West Virginia Department of Health (WVDH) with potential annual renewal, based upon performance and program success.

WV PREP Grant Objectives:

1. Increase youth's knowledge, skills, and confidence to protect themselves from unplanned pregnancy, HIV, and other STIs.
2. Promote delayed sexual activity for adolescents, increase condom or contraceptive use for sexually active youth, and/or reduce pregnancy and STIs among youth.
3. Reduce adolescent unplanned pregnancies and STI transmissions within WV high-risk populations, such as youth in foster care, homeless teens, minorities, youth with HIV/AIDS, victims of human trafficking, pregnant and/or parenting individuals who are under age 21, and youth who live in rural areas with high teen birth rates.

WV PREP Grant Activities:

1. Implementation of 5th Edition Making Proud Choices (MPC) evidence-based curriculum that will provide high-risk youth with knowledge, skills, and confidence to protect themselves from unplanned pregnancy, HIV, and other STIs by empowering young people to change their behaviors and lower their risk.
2. Educate young people in at least three of the six congressionally mandated adult preparation subject areas such as: healthy relationships, financial literacy, adolescent development, parent child communication, educational and career success, and/or health life skills.
3. Attend and participate in the WV Alliance for Teen Health and the National Adolescent Health Month event.
4. Complete evaluations of their organization's PREP programming by record keeping, and documenting individuals served, activities conducted, and hours completed.

Program evaluators will complete and submit:

- Enrollment forms completed by individual youth.
- Attendance sign-in Sheets for each class to track the number of hours for each participant.
- Fidelity logs to track the activities.
- Semi-annual PREP Performance Progress Report.

- Educator observation forms are completed to ensure fidelity.
- Entrance/Exit surveys to track the youth demographics, knowledge, and behavioral changes.

WV PREP Grant Performance Measures:

The U.S. Department of Health & Human Services (HHS) oversees the effectiveness of each State PREP project. The Administration for Children & Families (ACF) collects the following broad categories of performance measures to facilitate this oversight. All PREP Grant sub-awardees will implement the appropriate WV PREP Grant Performance Measure collection tools and submit to the PREP Grant coordinator. PREP grantees began submitting performance measures data for the 2011–2012 federal grant year, and the performance measures were revised several times, most recently including revisions to the participant entry and exit surveys to be used beginning November 2024.

The primary purpose of collecting PREP performance measures is to obtain information from all grantees on the extent to which the PREP objectives are being met and to contribute to lessons learned from implementing evidence-based programs. Performance measures can be used for program management, but should not be used to measure program effectiveness.

Performance levels are collected at three levels (grantee, provider, and program levels), and each grantee implements data collection responsibilities that best reflect its own implementation structure. The PREP Grantee is responsible for submitting the performance measures from all sub-awardees to the Administration for Children and Families (ACF). The three categories of PREP performance measures for data collection and submission are:

1. Structure, cost, and support for program implementation
2. Attendance, reach, and dosage
3. Participants' characteristics, behaviors, program experiences, and perceptions of effects

The WV PREP Grantee use these performance measures to track the progress in achieving program goals; monitor program providers and implementation sites; plan for training and technical assistance needs; share progress with funders and other stakeholders; identify opportunities for coordination, collaboration, and referrals; and enhance planning for sustainability. The following output will be completed:

- Structure, cost, and support for program implementation:
 - Grantee Level:
 - PREP funding obligated, overall and by spending category
 - Number of grantee staff and full-time equivalents (FTEs)
 - Training, technical assistance, and monitoring, including the types of organizations providing these supports
 - Provider Level:
 - Implementation challenges and needs for technical assistance
 - PREP and non-PREP funding
 - Provider staff administering PREP
 - Number of facilitators

- Numbers of facilitators trained and observed implementing PREP programming

Program Level:

- Program model implemented
- Intended program delivery hours
- Target populations
- Adulthood preparation subjects covered and source of the content

- Attendance, reach, and dosage:

Program Level:

- Number of youth who ever attended, overall, by grade grouping (middle school, high school or older), and by setting
- Number of youth completing at least 75 percent of intended program hours
- Whether a majority of youth were from a specific population (such as involved in foster care or juvenile justice)

Cohort Level:

- Number of cohorts that ended programming
- Number of program hours delivered for each cohort

- Participants' characteristics, behaviors, program experiences, and perceptions of effects by utilizing the State PREP middle school version entry/exit surveys and State PREP high school version entry/exit surveys.

Measures of survey administration

- Number of surveys completed, by grade grouping (middle school, high school, or older)
- Whether program received approval to delay the entry or exit survey data collection start date
- Whether program received an approved waiver for any entry or exit survey items
- Modes of data collection for entry and exit surveys

Measures of participants' characteristics (at program entry and exit)

- Age
- Grade
- Language spoken at home
- Race and ethnicity
- Sex
- Living situation

Measures of participants' behaviors (at program entry)

- Behaviors related to the six Adulthood Preparation Subjects
- Behaviors related to sexual activity (high school version only)

Measures of participants' perceptions of program effects (at program exit)

- Perceptions of how the PREP program affected their behaviors related to the six Adulthood Preparation Subjects
- Perceptions of how the PREP program affected their sexual behaviors and intentions (high school version only)

Measures of participants' program experience (at program exit)

- Experiences with peers and program facilitators
- Satisfaction with amount of material received about abstinence and birth control methods

PREP Grant Semi-annual Performance Progress Report

- Performance Progress Report Program Cover Sheet and Indicators
- Major activities and accomplishments during this period
- Description of any challenges related to the areas addressed activities and accomplishments
- Significant observations, findings, and events
- Organizational issues
- Training and Technical Assistance Needs
- Activities planned for next reporting period

WV PREP Grant Timeframes:

1. PREP Grant programming, outreach activities, training, reports, and data collection must be conducted from October 1, 2026 through September 30, 2027.
2. PREP Grantees will report semi-annual progress using the Performance Progress Report (PPR) template provided in this guidance document. The reports are to be submitted on April 30th and October 31st of each year throughout the project period via the On-Line Data Collection (OLDC) website.
3. PREP Grantees will complete and submit data collection for the structure, cost, and support program implementation every summer. For example, data covering October 2026 to September 2027 will be submitted in August 2027 for all PREP grants.
4. PREP Grantees will complete and submit data collection for the attendance, reach, and dosage twice a year. Data collection covering July to December 2026 will be submitted by February 2027. Data collection covering January to June 2027 will be submitted by August 2027 for all PREP grants.
5. PREP Grantees will complete and submit data collection for the participants' characteristics, behaviors, program experiences, and perceptions of effects twice a year. Data collection covering July to December 2026 will be submitted by February 2027. Data collection covering January to June 2027 will be submitted by August 2027 for all PREP grants.

Starting October 1, 2026, all new grant documents will be processed through the new West Virginia State Grant Processing System via the WVOASIS Vendor Self-Serve (VSS) Portal.

Section Three: Application Instructions/Requirements

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

- All RFA 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 FPP/APPI administrative staff for completeness and accuracy. Proposals will be scored according to the point values for each of the application components.

Application Components:

1. Proposal Narrative
 - a) Proposed Outcomes (35 points) Please describe activities to ensure programs can meet the 85% minimum caseload capacity for the year. Briefly describe activities that will be performed to target the required performance objectives and be measurable. (Existing agency annual plans, work plans, strategic plans or successful continuous quality improvement activities can be submitted)
 - b) WV FPP/APPI and organizational experience (40-45 points). Describe your agency's experience and capacity to carry out the proposed outcomes. Include any blue-ribbon affiliate documents, accreditation letters from National models and major accomplishments in WV FPP/APPI. Briefly describe your experience with managing federal funds and subrecipient grant agreements within WVDH.
2. Detailed Line-Item Budget and Budget Narrative (20 points)
 - a) Please complete the attached Detailed Line-Item Budget form.
 - b) Please complete a Budget Narrative-Justification 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. A template for the Budget Narrative is attached.
3. Target Funding Budgets (TFBs) for each grantees FY 2026 allocations will be processed via email for the current period. The allocation amounts provided are subject to the appropriation and availability of state and/or federal funds. Should funding not be appropriated to or received by WVFPP/APPI as anticipated, WVFPP/APPI reserves the right to reduce or cancel the allocations provided. Applicants should note:
 - a) A separate TFB is required for each program and for each program code and must be submitted in excel.
4. A Subrecipient 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 A1000 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.

5. 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 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 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 the purpose of 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 DHHR 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 DHHR is funding this grant award with federal pass-through dollars, state appropriated dollars or a combination of both.