

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA
ADMINISTRATIVE OFFICE

KEITH HOOVER
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To: Current Access and Visitation Grantees
From: Pepper J. Arrowood, Court Services Manager
Subject: ACCESS AND VISITATION GRANT, REQUEST FOR PROPOSALS
Date: August 12, 2025

REQUEST FOR PROPOSALS

The Supreme Court of Appeals of West Virginia has received the FFY 2025/26 ACCESS AND VISITATION GRANT in the amount of \$100,000 and is soliciting proposals for the award of funds under the grant. The purpose of the grant is to facilitate access to, and visitation of, absent parents with their children.

Current grantees are not required to submit new proposals for the 2025/26 grant cycle. Please submit the Project Summary Report including all required documentation, as well as, a budget for the 2025/26 grant cycle demonstrating how A/V funds will be used. Please note: full proposals may be requested if additional information is needed. Award amounts are not guaranteed to match previous year.

Proposals must conform to the application requirements attached to this memo. Email submission is preferred and may be sent to pepper.arrowood@courtswv.gov by Monday, September 15, 2025. All proposals must be postmarked to the Administrative Office of the Supreme Court of Appeals no later than Monday, September 15, 2025. Proposals received after that date may not be considered for funding. Each proposal will be reviewed fairly, but all grant awards will be made solely at the discretion of the Administrative Office of the Supreme Court of Appeals.

The Court will continue to evaluate the programs based off their individual funding need. This is different from program need because we already recognize the need for programs statewide. This is the financial need of that individual program compared to all the other programs.

Please note: Any anticipated unused funds from this current grant cycle 24-25, must be reported immediately. This will allow time to reallocate unused funds prior to federal end date.

Questions should be directed to Pepper Arrowood, Circuit & Family Court Services Manager, at 304-558-6831.

Attachments

cc: Lisa Tackett
Marty Hatfield



WEST VIRGINIA SUPREME COURT OF APPEALS

ACCESS AND VISITATION GRANT PROGRAM

Request for Proposals 2025

Deadline for Submission: September 15, 2025

West Virginia Supreme Court of Appeals Access and Visitation Grant Request for Proposals

I. Background and Purpose

Each year, the West Virginia Supreme Court of Appeals (Court) receives a formula grant in the amount of \$100,000 from the Federal Office of Child Support Enforcement's "Grants to States for Access and Visitation (AV) Program" for the purpose of supporting and facilitating non-custodial parents' access to, and visitation with, their children. West Virginia uses the grant for the specific purpose of providing funding for monitored parenting ("visitation") and exchange ("neutral drop-off") programs through sub-contracts.

Funding for the Access and Visitation program was provided under Section 391 of the Personal Responsibility Work Opportunity and Reconciliation Act of 1996. This federal legislation followed reports from a growing number of studies indicating a positive relationship between (1) "non-custodial" parents' payment of child support and their access to and/or visitation of their children, and (2) the children's overall health and the amount of meaningful time they spend with both parents. The program targets separated or divorced parents and never-married parents. Copies of the federal statute and regulation are attached.

2. Eligibility

Courts, public agencies, and private not-for-profit agencies or organizations in West Virginia are eligible to apply for Access and Visitation Grant funding. Organizations or agencies must have received approval of their not-for-profit status from the IRS as of October 1, 2024.

In addition, the program providing the monitored parenting and exchange service must provide documentation that they have received certification, or documentation that demonstrates they are gainfully and actively working toward full certification, with the West Virginia Family Protective Service Board (FPSB). "Gainfully and actively working toward certification" means, at a minimum, that an organization has filed a written application with the FPSB prior to its application for this grant funding, has established the majority of standards required for certification, and has complied with reasonable requests, such as site visits or review of documents, by the FPSB in the certification process. The FPSB certification application and regulations are attached.

3. Application Process

The Court sends a request for proposals to all current sub-grantees, any organization that has requested a copy, and all Family Court Judges. The request for proposals will also be posted on the Court's website <http://www.courtswv.gov/> under the Requests for Proposals section.

This application process is competitive. Only applications containing all of the required information described in Section 6 below will be considered. Funds totaling approximately \$100,000 will be divided among the qualifying applicants.

Note: The proposal is only one element of the evaluation process. Financial need is just as valuable as a high scoring proposal. However, effectively demonstrating need within the proposal will allow the Supreme Court to more accurately measure your agency's need.

4. Deadline for Application Submission

Applications must be received by the Administrative Office of the Court on or before September 15, 2025. Applications should be emailed to pepper.arrowood@courtswv.gov or mailed to the attention of Pepper Arrowood, Administrative Office, Supreme Court of Appeals, State Capitol Complex, Building One, Room E-100, Charleston, West Virginia, 25305-0832. It is advisable to send the application by a trackable method.

5. Program Activities Eligible for Funding

Applicant programs must establish and administer programs that support and facilitate non-custodial parents' access to, and visitation with, their children through monitored parenting and/or exchange services.

Sub-grantees are eligible for funding if fees are collected by the sub-grantee. Fees collected **must** be used to offset the cost of running the program.

6. Proposal Requirements

In order to be considered for an award, applicants must submit a completed proposal to be received by the Administrative Office no later than September 15, 2025.

A completed proposal should contain the following, for which it may receive up to **55 points**:

A completed **cover page** with contact information (name of program, designated contact, mailing address, phone number fax number, e-mail address)– **5 points if complete**

A completed **“Project Summary Form”** (attached) with an original signature of a duly authorized representative– **5 points if complete**

A **project narrative** (see description below)– **33 points**

A **proposed budget– 5 points** – itemized budget depicting full operational budget for the program as well as use of requested funds- detail such as fringe benefits breakdown should be included.

A **budget narrative– 7 points** - This is beyond the budget page. It should include detailed summary of every line item.

Project Narrative

i. Description of applicant court or agency (2 points)

This section should include information about the purpose and goals of the court or agency; the number and type of people served; organizational structure, including the number and type of staff; geographical areas served; programs; and activities or previous programmatic accomplishments.

ii. Other resources acquired and/or efforts to obtain additional resources for monitored parenting and exchange programs (5 points)

Because the Court's grant funds are insufficient to sustain each eligible program, applicants must seek other resources to supplement any award from the Court. Please describe other resources (grants, donations, etc.) that you have already acquired, any applications for funds that are pending, and any specific plans to seek additional resources.

iii. Need for the Project (5 points)

Applicants should explain the critical needs for the project within the geographical area to be served, including the actual or prospective target populations. Information such as demographics, community characteristics, lack of similar resources, client needs, and the expected impact of the proposed project on the problem should be included. A needs assessment that incorporates input from the target population is also encouraged. Linkage to existing community-programs that would

increase access to and visitation with children by both parents, should be demonstrated. A brief summary of the needs assessment process, as well as the findings of the community assessment, should be included.

iv. New or Ongoing Project (2 points)

Proposals must state whether the proposed project is new or ongoing. Demographics such as the number of people served, cost per client, impact of the project on the problem, and the need for expansion, if any, should also be addressed for ongoing projects.

v. Project Goals and Objectives (5 points)

Clearly define and discuss project goals and objectives. Goals are broad statements that define the general thrust of the projects, while objectives are specific measurable outcomes of the project. All objectives should be S.M.A.R.T. which means **S**pecific, **M**easurable, **A**ttainable, **R**esult oriented, and **T**ime bound.

vi. Services/Implementation Strategies (2 points)

Describe the services to be provided, how the services will be provided to specific groups or individuals, where, when, how often, and who will provide these services.

vii. Target Populations, Numbers Served, and Geographic Area Served (2 points)

Identify and describe the target populations (specifically including separated/divorced, and/or never married couples), projected number of persons to be served (overall and for each activity or service), and the geographical boundaries of service delivery.

viii. Plan for Project Continuation (5 points)

Explain the organization's commitment to the program and present a plan for continuation. Include a discussion of how resources will be allocated to the program, applications to other funding sources, if any, and volunteer efforts.

ix. Evaluation (5 points)

Describe a plan to measure the degree of success in accomplishing the project goals and objectives, as well as the methods and criteria that will

be used to quantitatively and qualitatively measure the project's performance, as well as analyze its results. The plan should include mechanisms for ongoing review (including each measurable goals data analysis), data collection, record keeping, and analysis of cost effectiveness.

If the proposed project is an expansion of an existing program, a summary of the current evaluation results, including cost effectiveness, quantitative and qualitative data, and analysis must be provided.

7. Conditions of Receipt of Access and Visitation Funds

a. Record keeping

The program director, or a responsible designee, is required to maintain the necessary records and data needed to monitor, evaluate, and report on their program funded by this grant, in accordance with the regulations adopted by the Secretary of Health and Human Services in 45 CFR part 303.

b. Reporting

At a minimum, recipients will be required, on a form provided by West Virginia Supreme Court, to provide a Financial Status Report and a Project Narrative Report quarterly throughout the grant period and a final report summarizing the program's success at the end of the grant period. In addition, a Project Worksheet will be required at the end of the grant period.

c. Compliance with state and federal law

Recipients of this grant must comply with all applicable state and federal laws, including— but not limited to— the following:

- i. Recipients cannot discriminate on the grounds of race, color, religion, national origin, gender, disability, or age.
- ii. Funds may not be used to support inherently religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. (See 45 CFR 87)

- iii. Funds may not be used to support lobbying activities to influence federal or state legislation or appropriations. This prohibition is related to the use of these funds and is not intended to affect an individual's right or that of any organization to petition Congress or any other level of government through use of other resources. (See 45 CFR 93)
- iv. Smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18. ("Pro-kids Act of 1994, Title XII of Public Law 103-227)
- v. Recipients must have a drug-free workplace in accordance with the specific requirements of the Drug-Free Workplace Act of 1988.
- vi. The expenditure of funds under this Grant Agreement may be subject to the annual audit requirements of the Single Audit Act of 1984, Public Law 98-502, the Single Audit Act amendments of 1996, Public Law 104-156, and the Office of Management and Budget audit requirements found in OMB circular A-133.
- vii. Funds may not be used for construction of buildings or renovations, including painting or carpeting.
- viii. Other provisions include grant administrative requirements under 45 CFR 92, OMB Circular A-122 (non-profit recipients), OMB Circular A-21 (educational institution sub-recipients), and 48 CFR Part 31 (commercial vendors or subcontractors)

I. Grant Period

The Court will obligate AV FFY 2025 funds by October 1, 2026. The funds must be obligated by sub-grantees by September 30, 2026. Any unused funds must be returned to the Court and recouped by the Office of Child Support Enforcement.

Please direct any questions regarding this request for proposals to the following:

Pepper Arrowood
 Administrative Office of the Courts
 1900 Kanawha Blvd. E.
 Bldg. 1, Rm. E-100
 Charleston, WV 25305-0832
 (304) 558-6831
pepper.arrowood@courtswv.gov

**WEST VIRGINIA ACCESS AND VISITATION GRANT PROGRAM
Request for Proposals 2025**

PROJECT SUMMARY FORM
West Virginia Access and Visitation Grant Program

Please provide the information requested below and include this form with your proposal for Access and Visitation Grant funding.

1. Name of Organization: _____

2. Total Grant Amount Requested \$ _____

3. Services provided _____ Supervised Visitation _____ Neutral Drop off

4. Geographic Area to be served by the proposed program (include the address of the facility or facilities, as well as the counties served)

5. Are funds being requested for a new or existing program? (Check one)

_____ New Program _____ Existing Program _____ # children served during current grant cycle 24-25 (approximate)

6. Please list all confirmed funding sources and the \$ amount to be received during the coming grant cycle:

7. Please list all other requested funds and the potential \$ amount to be received during the coming grant cycle:

8. Please provide weekly hours of operation for each site: _____

9. Family Protective Services Board Title 191CSR4 certification status (most recent):
☐ certificate received (please provide copy)
☐ in FPSB evaluation process (please provide documentation)
☐ no certificate and not in process
10. Non-profit status (501(c)(3)) from the IRS:
☐ approval received (please provide copy)
☐ in IRS application process (please provide documentation)
☐ no approval and not in process
11. 2024 IRS 990 Form "Return of Organization Exempt of Income Tax" .
12. ☐ Budget attached including **full operation costs and use of grant funding**
Funds will not be awarded without a satisfactory budget
13. Existing grantees--Anticipated grant funds from current grant cycle to be returned/unspent
\$ _____
14. Please provide contact information the people who:
- Manage the grant activities:** _____
- Phone: _____
- Email: _____
- Financial manager of grant activities:** _____
- Phone: _____
- Email: _____

Signature of duly authorized representative of the applicant

Print name

Date

Funds will not be awarded until all required documentation is received.

Submission due **Monday, September 15, 2025** to pepper.arrowood@courtsww.gov or

Pepper Arrowood
Supreme Court of Appeals of WV
1900 Kanawha Blvd E
Bldg 1, Rm. E-100
Charleston WV 25305