



# Application Guidance: Local Board of Health Emergency Fund

## Summary

The West Virginia Legislature appropriates funds for basic public health services each year that are distributed to local boards of health by the Center for Local Health. [W.Va. Code R § 64-67-4](#) authorizes the Commissioner of the Bureau for Public Health (BPH) to withhold up to two percent (2%) of basic public health funds, prior to applying the funding formula, to be set aside in an emergency fund. [W.Va. Code R §64-67-5](#) defines the use of the emergency fund by the Commissioner to assist local boards of health to meet unanticipated financial emergencies. The emergency fund must be used to support the provision of basic public health services [W.Va. Code § 16-1-2\(a\)](#).

Public agencies nationwide face significant changes and challenges that require not just adaptation, but strategic reinvention of the public health system, including leveraging the efficiencies and opportunities brought about by the shift to population health. West Virginia is facing a fiscal crisis and public health, like other public services, has and will continue to face both funding cuts and increased accountability for the use of public dollars for public goods. The Emergency Fund is available to provide expedited funding to agencies experiencing a financial emergency.

Emergency Fund applications must be submitted by a local board of health and include a signed letter of support from the board of health chair and health officer. Awards may be made for less than the requested amount and will be subject to funding availability.

## Objectives of the Emergency Fund Program

The Emergency Fund Program is available to support local boards of health experiencing a financial emergency. The program objectives include:

1. Sustain local public health service delivery by a local board of health;
2. Identify and address, when applicable, the root cause of the financial emergency; and
3. Transition the agency to a sustainable financial model.

## Eligibility and Prerequisites

To be eligible for this funding, the applicant organization must be a local board of health in West Virginia.

## Selection Criteria

To ensure that the fund is targeted to sustaining the delivery of basic public health services, Emergency Funding is focused on the demonstrated commitment by the local board of health and appointing authority to assure the provision of basic public health services.

Applications must demonstrate the following in order to be considered for Emergency Funding:

- An unanticipated financial emergency
- Use of the funds to support the provision of basic public health services.

## Expectations for Agencies Receiving Emergency Funds

Agencies receiving emergency funds are expected to meet requirements for the submission of periodic information needed for overall monitoring and management of performance. At the close of each award period, agencies are expected to provide a financial report and a brief written report on the use of emergency funding.

## How to Apply

Applications must be submitted via SharePoint using the Local Board of Health Emergency Fund: Application Form available on the CLH website ([www.dhhr.wv.gov/localhealth](http://www.dhhr.wv.gov/localhealth)) on the homepage under *Local Public Health/Funding*. In addition, the application is available on the CLH website on the homepage under Quick Links. Applications can be submitted starting July 1<sup>st</sup>, 2018.

The application to receive emergency funds include the following:

- A joint letter of request signed by the local board of health chair and health officer
- A completed *Local Board of Health Emergency Fund Application Form* that includes:
  - A description of the unanticipated financial emergency;
  - Amount of funding requested;
  - A description of how the funds will be used to assure the provision of basic public health services;
  - A commitment to reviewing the causes for the unanticipated financial emergency and working with the Bureau to document and report steps taken to avoid reoccurrence and/or address the cause of the financial emergency; and
  - A commitment to working with the Bureau for Public Health and as applicable one or more local boards of health for assistance in assuring the provision of basic public health services.

Once your agency has completed the application via SharePoint, please email the Center for Local Health at [dhhrbph@clh.gov](mailto:dhhrbph@clh.gov) and notify the Center that you have applied to request emergency funds via SharePoint.

**Note:** Documentation reported to the Center for Local Health by the Local Board of Health and / or agency audits may be used to assess requests for funding. Additional documentation may also be requested.

## Application Submission and Review Process

The application and review process for Emergency Funds is as follows:

1. The applicant agency submits the application via SharePoint form
2. The applicant notifies the Center for Local Health via e-mail at ([dhhrbphclh@wv.gov](mailto:dhhrbphclh@wv.gov)) that their agency has applied to request emergency funds.

3. The Center for Local Health reviews the submitted documentation.
4. The Center for Local Health makes a recommendation to the Bureau for Public Health Commissioner.
5. The Commissioner makes the final determination of award.
6. The Center for Local Health notifies the agency of the determination with a letter to the board of health chair and a copy to the county commission, health officer and health department administrator.
7. Funding is distributed to agencies who are determined to meet Emergency Fund criteria.
8. Agencies that receive emergency funds submit a report to the Center for Local Health at the close of the award period.
9. Upon receipt of the report, the Center for Local Health sends a letter to the agency, the board of health and the appointing authority that includes a summary of resources for agency self-assessment and for assistance with basic public health service delivery.

### **Program Direction**

General contact information is as follows:

Center for Local Health

C/O Emergency Fund

350 Capitol Street

Room 515

Charleston WV 25301

Phone: (304) 558-8870

E-mail: [dhhrbphclh@wv.gov](mailto:dhhrbphclh@wv.gov)

Website: [www.dhhr.wv.gov/localhealth/](http://www.dhhr.wv.gov/localhealth/)