



## Emergency Fund Application Guidance

The West Virginia Legislature appropriates funds for basic health services each year that are distributed to local boards of health by the Center for Local Health. W.Va. Code R § 64-67-4.2. authorizes the Commissioner of the Bureau of 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 § 64-67-5.1. mandates the use of the emergency fund by the Commissioner to assist local boards of health to meet unanticipated financial emergencies.

In accordance with W. Va. Code R § 64-57-5.2, 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 given for less than the requested amount and will be subject to funding availability.

Any funds not utilized for emergency funding by May 15 will be distributed to all Local Health Departments via the Quarter 5 payment.

## Objective of the Emergency Fund

The emergency fund is available to support local boards of health experiencing a financial emergency. 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 the 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 and
- 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 may be submitted to the Center for Local Health Director via email at: [debbie.e.hissom@wv.gov](mailto:debbie.e.hissom@wv.gov)

The application to receive emergency funds must include the following:

- A joint letter of request signed by the local board of health chair and health officer
- A document outlining:
  - A description of the unanticipated financial emergency and potential impact on the provision of basic public health services:
  - Amount of funding requested:
  - A description of how the funds will be used to assure the provision of basic public health services:
  - Documentation outlining potential causes for the financial emergency and steps that can be put into place in order to avoid recurrence:
  - 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.

**Note:** Prior 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. Agencies may receive partial funding in certain instances and/or matching funds from the Board of Health or the associated County may be required.

## Application Submission and Review Process

The application and review process for emergency funds is as follows:

1. The applicant agency submits the application to the Center for Local Health.

2. The Center for Local Health reviews the submission and may request additional information such as financial statements, budgets, or other documentation.
3. The Center for Local Health reviews the submitted documentation and makes a recommendation to the Commissioner of the Bureau for Public Health.
4. The Commissioner makes the final determination of award.
5. 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.
6. Funding is distributed to agencies who are determined to meet emergency fund criteria.
7. Agencies that receive emergency funds submit a report to the Center for Local Health at the close of the award period.
8. Upon receipt of the report, the Center for Local Health sends a letter to the agency, 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.