

Health First Elkhart County Grant Program

Last Updated: January 25, 2024

Introduction

Elkhart County has elected to receive funding from the State under Indiana Code § 16-46-10-2.2, also referred to as the Health First Indiana program for the Elkhart County Health Department (“Department”). The Department is permitted to issue grants to distribute this money to agencies able to provide core public health services in Elkhart County. To administer such grants, the County, through the Department, has created the Health First Elkhart County Grant Program (“Program”). Pursuant to its authority under Ind. Code § 16-20-1-3 and Ind. Code § 16-20-2-3, the Department’s Board (“Board”) issues the following procedural rules necessary to administer the Program.

I. Creating Grants

1. Management of Funds

Funds received through the Health First Indiana program, and those funds contributed by the County under that program, are required to be spent on core public health services, anything the Department is required to do by statute, and evidence based programs to prevent or reduce the prevalence of health issues or improve the health and behavioral health of Indiana residents as outlined in the plan described in Ind. Code § 16-30-3-2. Core health services are:

1. Communicable disease prevention and control.
2. Vital statistics.
3. Tobacco prevention and cessation.
4. Supporting student health as set forth in Ind. Code § 16-18-2-79.5(14).
5. Child fatality review.
6. Suicide and overdose fatality review.
7. Maternal and child health.
8. Testing and counseling for HIV, hepatitis C, and other sexually transmitted infections, in accordance with Ind. Code § 20-30-5-13.
9. Tuberculosis control and case management.
10. Emergency preparedness.
11. Referrals to clinical care as set forth in Ind. Code § 16-18-2-79.5(22).
12. The prevention and reduction of chronic illnesses.
13. Screening and case management for childhood lead exposure and poisoning.
14. Health promotion and education for preventing trauma and injury.
15. Access to childhood and adult immunizations.
16. Food protection.
17. Pest and vector control and abatement.
18. Inspection and testing of public and semipublic pools.
19. Residential onsite sewage system permitting and inspections.
20. Orders for the decontamination of property used to illegally manufacture a controlled substance.

21. Sanitary inspections and surveys of public buildings.
22. Sanitary operation of tattoo parlors and body piercing facilities.
23. Sanitary operations of facilities where eyelash extensions are applied.

As required by Ind. Code § 16-20-1-12(c), at least 60% of program funds must be spent on the first 15 items listed as core public health services, no more than 40% on the last 8 items, and no more than 10% on capital expenditures, as defined by Ind. Code § 16-46-10-3(c).

The Department will, when instructed by the Board, seek a waiver of the percentage requirements for core public health services as permitted by Ind. Code § 16-20-1-12(d).

2. Creating Grants

The Board authorizes its staff to work with the County Council and its authorized agents in preparing a budget to determine which core public health services are to be provided through contracts or grants using the Health First funding as required by Ind. Code § 16-46-10-2.2(f) and (g).

Department staff must consider working with another local health department in awarding grants as required by Ind. Code § 16-46-16.7-4(c). Department staff may use any factor relevant to whether such a partnership would be in the best interest of Elkhart County including:

- The impact of factors outside of Elkhart County in hindering the provision of the core public health service a grant is intended to improve and the ability of a partnership to address those factors,
- The impact of factors within Elkhart County in hindering the provision of core public health services outside of Elkhart County, and
- The additional administrative costs of partnering with another local health department.

3. Notice Requirements

Each grant issued under this Grant Program for the provision or administration of core public health services must be posted for at least 30 days as required by Ind. Code § 16-46-16.7-7. The grant will be posted on the Department's website.

An organization may also request annually to be added to the Department's email list for grant notifications. The Department will email organizations on the list at the email provided whenever a grant is posted which the Department believes the organization may be eligible to receive funding under. The placing of an organization on the Department's email list does not imply any approval by the Department of the organization's qualifications or any application it submits.

II. Application Process

1. Application Submittal Process

Applications for any Grant created under the Health First Elkhart County Grant Program must be in the form and manner required by this Section. A single application must be submitted for every grant sought by the applicant. All applications must:

- Be submitted to the Board through its online application (when available) or by mail addressed to the Elkhart County Board of Health c/o Health Officer at 608 Oakland Ave., Elkhart, Indiana, 46516.
- Be submitted no later than the date and time listed in Section 1.4 of the grant's RFA,
- Applications submitted online must be submitted using the form provided.
- Applications submitted by paper must:
 - Be submitted on 8.5" x 11" paper arranged in portrait format,
 - Be submitted with two additional copies,
 - Divide the information requested by Sections 2.3, 2.4, 2.5, 2.6, and 2.7 of the grant's RFA into separate, sequential, clearly marked sections. The application must indicate or otherwise mark in a clear and easily usable way each of the five sections,
 - State on the first page of the application:
 - The name of the grant for which the application is being submitted,
 - The name of the applicant,
 - The contact person for the applicant, and
 - The due date of the application.
 - Have as its last page a signed attestation from each applicant that the applicant:
 - Will comply with the requirements of the RFA and all laws applicable laws,
 - Will negotiate in good faith any proposed changes to the Grant Participation Agreement needed to ensure it accurately captures the applicant's proposal as required by Section 4.1.2 of the grant's RFA,
 - Is not prevented from entering into a contract with Elkhart County by Ind. Code Ch. 36-1-21 (contracting requirements with local government),

- Is not in violation of Ind. Code § 35-44.1-1-4 (conflict of interest) or Ind. Code § 35-44.1-1-5 (profiteering from public service) and will not be in violation if awarded grant funding,
- Is not in arrears on any taxes, fees, or other monies owed to Elkhart County, the State of Indiana, or the federal government as required by Section 1.3.1 of the grant's RFA,
- Has submitted a complete and accurate application, and
- Has authorized the individual signing to do so.

An application which is submitted and does not comply with this Section will not be considered by the Department. An application that is submitted in a manner that makes it unreadable or unable to be easily understood will not be considered by the Department.

2. Withdrawal of Applications

An application may be withdrawn by written notification to the Department's Contact Person listed in the RFA, which withdrawal should occur at least one week before the Board of Health meeting shown on the RFA. An application which has been withdrawn will no longer be considered. After withdrawing an application, an applicant must submit a new application in order to be considered for funding for a grant.

II. Administration of Program

1. Selection of Applicants

The Health Officer is authorized to review applications and request additional clarification, including by requesting additional documentation, cost or technical revisions, and an interview, as permitted by the applicable RFA. The Health Officer is authorized to recommend the Board modify an application or only partially fund an application, as permitted by the applicable RFA. The Health Officer will recommend to the Board applications for approval for funding. In carrying out these duties, the Health Officer must:

- Conduct group assessments and review with Department staff,
- Compare all applications on a rubric developed by the Health Officer for the specific RFA being reviewed which allows objective comparison of each application. The rubric may not be used to bind the Health Officer's discretion, but is to be used only as an aid in comparing different applications,
- Compare applications and identify information needing clarification,
- Give priority to applications that involve multiple-county initiatives that contract with proven outcomes-based health improvement providers and evidence-based practices to achieve desired health outcomes, including the use of behavioral incentives, and
- Give priority to applicants which are currently operational local health care providing entities, such as hospitals, clinics, physicians, pharmacies, and home health agencies.

After the Health Officer makes his or her recommendations to the Board, the Board will hold a meeting at the date and time listed in the RFA to approve applications for funding. The Board will approve the applications which it determines best meet the needs of Elkhart County and best fit the RFA, with priority given as required by Indiana law. After approving applications, the Department will reach out to applicants as outlined in the RFA.

2. Disbursement of Funds

Upon signing of a Grant Participation Agreement, the Department will disburse the funds according to the terms of the agreement and Elkhart County policy application to the distributing county funds.

3. Reports to Indiana Department of Health

Department staff must submit to the Indiana Department of Health (IDOH) semi-annual reports using de-identified, aggregate data, the activities and metrics on the delivery of core public health services, as required by Ind. Code § 16-20-1-12. In addition to the report required by IDOH, the Department staff will create a report using both state and local data for the Board showing the impact of the Grant Program on core public health services in Elkhart County.

4. Grievance Procedure

Grievances must be submitted in accordance with the requirements of the RFA under which the grievance arose. The Board will schedule to hear a grievance, if required, at the first public meeting that takes place at least two weeks after a grievance is received. The Board may ask questions of and require documentation from the complaining party, Department staff, or any other individual who the Board believes may have information relating to a grievance.

If the Board determines it is necessary, the Board may schedule a hearing at which to hear a grievance at a time other than its regular public meetings. If the Board and the grieving party cannot agree on a time and place, the grievance will be heard at the next public meeting as described above.

5. Conclusion of Grant

Upon the conclusion of the grant, Department staff must procure necessary information, including all required financial reporting, from the applicants to satisfy all State requirements. Department staff will then coordinate with the Health Officer to ensure a detailed report of grant results is presented to the Board of Health.