

**WEST VIRGINIA GOVERNOR’S OFFICE  
RURAL HOSPITALS GRANT PROGRAM  
POLICY AND PROCEDURES**

1. **Scope and Purpose.** – This document sets out guidelines and procedures for West Virginia’s rural hospitals to follow in applying for funding through the West Virginia Governor’s Office Rural Hospitals Grant Program (hereinafter, “Rural Hospitals Grant Program” or “Grant Program”) established herein.
2. **Grant Program Eligibility.** – All rural hospitals in this State are eligible to apply for funding through this Grant Program.

*Submitting an application does not guarantee that an Applicant will receive funding.*

3. **Use of Grant.** – Grantees may only use grant funds for capital projects reasonably anticipated to be completed within eighteen months of the date of award, including the purchase of necessary equipment or fixtures outlined in approved proposals. Specifically, grantees may use grant funds for:
  - Architectural and engineering design services directly related to the project, including:
    - Construction document creation and completion;
    - Bidding and contract award support;
    - Construction management support; and
    - Overall project management;
  - Construction labor and materials and any project equipment to be installed as part of the project;
  - Project-related costs, including without limitation permitting and related regulatory applications or approvals.

Grantees may not use grant funds for:

- General operating costs of the rural hospital;
  - Routine maintenance of existing capital facilities;
  - Office equipment or supplies, which includes, but is not limited to, desks, chairs, telephones, computers, printers, filing cabinets, photocopiers, paper, pens, etc.; or
  - Beautification projects (landscaping, mowing, weeding, etc.), unless the purpose is to restore land that has been adversely impacted by or denuded during construction of the approved project.
4. **General Conditions Applicable to All Proposals and Proposal Content.** – The following general conditions apply to all proposals:
    - (a) Rural hospitals shall submit all proposals on the “Rural Hospitals Grant Application” (Grant Application) to the Governor’s Office by November 15, 2024.

- (b) The proposals must be for eligible projects only and must include sufficient detail and estimated cost information to provide the Governor's Office adequate information on which to base funding decision-making.
- (c) All proposals must be signed by an authorized officer or representative of the rural hospital and contain the following:
  - A description of the project in detail sufficient to illustrate its purpose and necessity;
  - An itemized budget with justification therefor;
  - An estimated timeline for commencement and conclusion of the project; and
  - Explanation of various forms of capital or financing being utilized for the project, including any other type of State or federal grant assistance, loans, or other financial support applied for or received for the project prior to the grant submission deadline, including source and dollar amount.

5. **Review and Approval of Proposals.** – The Governor's Office will review all timely received proposals for completeness, accuracy, and reasonableness, to ensure that the applicant completed and included with the proposal all required information. The Governor's Office may verify that the information submitted in a proposal is correct, including by outreach to any other sources of funding identified. If the Governor's Office identifies a proposal to be incomplete or incorrect, the Governor's Office may contact the applicant to remedy the error within a reasonable period designated by the Governor's Office. The Governor's Office will review all complete applications received and make funding decisions with primary regard to demonstrated need by a rural hospital, in the sole judgment and discretion of the Governor's Office.

6. **Grant Agreement.** – Upon the Governor's Office's approval of a proposal, the rural hospital shall enter into a grant agreement with the Governor's Office that includes, at a minimum, the following:

- The total amount of the award;
- The purpose and scope of the project;
- The terms of the agreement;
- The duties of the Grantee;;
- Reporting requirements; and
- Any other information deemed necessary by the Governor's Office as set forth therein.

***The provisions of this Policy and Procedures document and the approved application and proposal shall be considered part of the grant agreement, and violation of any of the provisions thereof may result in rescission of the grant award.***

7. **Requirements of Grantees.** –

- (a) Grant recipients shall comply with all applicable federal, State, and local laws, codes, ordinances, rules, and regulations in the execution of the project funded by this Grant Program. The Governor's Office may withdraw all funds from grant recipients that fail to comply with applicable laws or these grant guidelines.

- (b) Grant recipients shall award contracts only to properly licensed contractors as per State Tax Department rules. Grant recipients shall require written evidence from all prime contractors that all subcontractors and sub-subcontractors performing work on the project are covered by all required insurance and/or bonds.
- (c) Grant recipients shall retain for five years after the grant period and make available upon request by the Governor's Office or any other applicable government agency all financial records, supporting documents, and all other records that relate to the project and acceptance and use of the grant funds.

8. **Closeout, Completion of Grant, and Reporting.** – The grantee shall submit a final report, along with any other requested documents, to the Governor's Office upon completion of the project.

The final report shall include:

- The total costs of the project, including labor and materials;
- Sufficiently detailed itemization of monies expended from grant funds and monies expended from other sources; and
- The dollar amount of any grant funds not expended on the project(s), which funds the grantee shall return to the Governor's Office;

9. **Return of Grant Funds.** – Grantees shall return to the Governor's Office any grant funds that have not been expended or obligated for approved project costs upon completion of the Project. Any expenditure of grant funds for costs unrelated to the Project shall be considered an unauthorized expenditure.