

July 2023 Communicable Disease Unit Funding Opportunity Guidance

The Wyoming Department of Health (WDH) Communicable Disease Unit (CDU) requests funding for community mobilization activities in the CDC HIV Prevention and Surveillance Grant. These funds are used for CDU Funding Opportunities to support community efforts in Wyoming which promote HIV, Sexually Transmitted Infection (STI), and viral hepatitis B & C prevention and testing as well as MPOX prevention and testing.

Activities include but are not limited:

- Advertising, social media boosts, etc.
- Education, training, and conference fees and associated travel
- Prevention supply distribution (condoms, dental dams, lubricant, educational materials)
- Harm reduction
- Prevention and testing events
- Booth fees
- Syringes for MPOX vaccination

Activities that are Not Allowable

Food, beverages, gift cards, electronic devices, salaries, stipends, and scholarships, are not allowable

All funded efforts must focus one or more high risk populations:

- Men who have sex with men (MSM)
- Youth/young adults
- HIV/STI/Hepatitis positive populations
- People who use/inject drugs
- LGBTQ+
- Uninsured
- Racial & ethnic minorities

Funding Details

- Funding amount: \$100.00 - \$1,499.00
- Application period: January 1st – December 1st of each year
- Application deadline: December 1st of each year

CDU Funding Opportunity Application Submission

Applications may be submitted between January 1st and December 1st of each year via the CDU Funding Opportunity Application form linked under the CDU Funding Opportunity heading on the CDU Prevention website at

<https://health.wyo.gov/publichealth/communicable-disease-unit/hiv-prevention-program/>.

- Agencies may apply for more than one project per year
- CDU Funding Opportunity Applications will be reviewed by Communicable Disease Unit staff
- Allow two to four week for application review
- All awards are subject to availability of funds
- Applicants will be notified of approval, denial, questions, or corrections within four weeks of verified submission.
- Approved applications will be funded in one of two ways:
 1. CDU will cover the cost of the approved expenses directly
 2. The requesting organization will cover the cost of the approved expenses then submit an invoice and receipts to the CDU Prevention Program for reimbursement
- Food, beverages, gift cards, electronic devices, salaries, stipends, and scholarships, are not allowable
- All advertisements under this funding must be approved by the CDU Prevention Program Manager prior to publishing
- Other restrictions may apply

Supply distributors* CDU and other participants have worked with:

Condoms, dental dams, lube, merchandise, etc.

- Global Protection Corporation: www.globalprotection.com/store
- Total Access Group: www.totalaccessgroup.com
- HealthMerch: <https://www.healthmerch.com/>
- Say It With A Condom: <https://www.sayitwithacondom.com/>
- Peak Promotions: <https://www.peakpromotions.net/>

Educational Materials

- Channing Bete Company (Halo): www.channing-bete.com
- Total Access Group: www.totalaccessgroup.com
- ETR Associates: www.etr.org
- Journeyworks Publishing: www.journeyworks.com

**Applicants are not required to use these distributors for purchasing materials.*

CDU Funding Opportunity Application Form Requirements:

- Email address
- County
- Entity Type
- Entity Name
- Primary Contact
 - Name
 - Phone Number
 - Street Address
 - City
 - Zip Code
- Type of Activity
- Focus Population
- Estimated Number of People Served Example: county or city population, number at event, number of students, etc.)
- Was the goal stated in the CDU Funding Opportunity Application met?
- Measurable outcome (# of people served or attended, #tested, % decreased or increased over specific time period, pre/post survey results, etc)
- Summary: How did this activity address the need(s) of the population and meet your stated goals? If goals were not met please explain barriers to meeting goals.
- Actual total cost that applies to this request.
- Rental fees, if applicable
- Booth fees, if applicable
- Prevention Supply fees, if applicable
- Educational Supplies fees, if applicable
- Travel: Airfare fees, if applicable
- Travel: Lodging fees, if applicable
- Travel: Transportation fees, if applicable
- Travel: Mileage fees for personal vehicle, if applicable
- Travel: Meals and Incidentals fees, if applicable
- Communication: Postage fees, if applicable
- Communication: Subscription fees, if applicable
- Communication: Advertising fees, if applicable
- Communication: Copying/Printing fees, if applicable
- Training, Education, Conference fee, if applicable
- Does your organization have a whistleblower policy in place?
- Does the organization have a retention policy in place?
- Have any policy or procedures at your organization changed since the last funding opportunity you submitted?
- Has your organization had a lawsuit(s) filed against them within the last 5 years? (such as EEO, DBE, contractor suing for payment)
- Has any of the staff been arrested, convicted of a felony or are currently under criminal investigation.
- Does your organization have a conflict of interest policy in place (pursuant to 200 CFR 200.112)?

- Does the organization have any violations of Federal criminal law involving fraud, bribery or gratuity violations potentially affecting the Federal award?
- Does your organization have a financial management system in place to track and record program expenditures (Examples: QuickBooks, Visual Bookkeeper, Peachtree, or a Customer Proprietary System)?
- Does your organization's accounting system identify the receipts and expenditures of program funds separately for each award?
- Does your organization have a time and accounting system to track time and expenditures by cost objective?
- Does the organization maintain appropriate internal controls? (Reconciliation checks and balances are in place, duties are segregated, the final approval for payment is made by a different individual than the check/warrant signer)
- Does the organization maintain appropriate capital asset tracking:
- Maintains a detailed capital asset record system, inventory counts verified by individuals independent of those in charge of inventory records, physical inventory is taken once every two years and reconciled to detailed capital asset records) and inventory records contain the following:
 - Description
 - I.D. number
 - Acquisition Date
 - Cost
 - Federal Percentage
 - Grant Number
 - Location
 - Use and Condition
 - Disposition Action
 - Vested Title
 - Useful Life

You will receive a copy of your application via email after you click submit, you will need your copy to complete the Funding Opportunity Evaluation Form. **Keep** this as it helps to have it when you complete the CDU Funding Opportunity Evaluation form.

CDU Funding Opportunity Evaluation

For all CDU Funding Opportunities, the CDU Funding Opportunity Evaluation form is due within 30 days after funded activity and no later than December 31st of the year the Funding Opportunity Application was submitted.

For CDU Funding Opportunities that will be reimbursed, the CDU Funding Opportunity Evaluation form as well as an invoice and receipts for approved expenses must be submitted to the CDU Prevention Program Manager within 30 days after the funded activity and no later than December 31st of the year the Funding Opportunity Application was submitted. After this date, these funds, if not executed or returned to the Communicable Disease Unit, shall become null and void.

The CDU Funding Opportunity Evaluation form can be found under the CDU Funding Opportunity heading on CDU Prevention website at

<https://health.wyo.gov/publichealth/communicable-disease-unit/hiv-prevention-program/>.

CDU Evaluation Form Requirements:

- Email address
- Award Letter Reference Number (Ex: PHSS-2023-999) if letter of award was received for this CDU Funding Opportunity.
- County
- Entity Type
- Entity Name
- Primary Contact
 - Name
 - Phone Number
 - Street Address
 - City
 - Zip Code
- Type of Activity
- Focus Population
- Estimated Number of People Served (Example: county or city population, number at event, number of students, etc.)
- Activity Proposed
- Proposed Date
- Stated Goal
- One measurable outcome (Example: # of people served or attended, #tested, % decreased or increased over specific time period, pre/post survey results, etc.)
- Total Funding Amount Requested (\$100-\$1,499)
- Itemized Budget: Name of item, price of each item, desired quantity of each item, and total for that item.

Example 1

- ONE Classic Select Condoms, \$0.50 each, 1,000 condoms, total \$500.00
- Condom cases, \$1.00 each, 50 cases, total \$50.00

- KnoWyo chap stick, \$1.15 each, 100 chap sticks, total \$115.00
- Test event space \$100.00
- Newspaper advertising \$75.00
- Social media advertising \$75.00
- Total \$915.00

Example 2

- STD Conference registration \$100.00
- Airfare \$300.00
- Lodging \$100 per night, 5 nights, total \$500.00
- Meals and Incidentals \$50 per day, 4 days, total \$200.00
- Luggage fee \$15.00 each flight, 2 flights, \$30.00
- Parking \$10 per day, 5 days, total \$50.00
- Taxi \$25 per trip, 2 trips, total \$50.00
- Mileage for personal vehicle \$0.50 per mile, 100 miles, total \$20.00
- Total \$1,250.00

- Itemized funding for this activity from other sources, if applicable.

Example 1

- Not applicable

Example 2

- County Commissioners \$50.00
- YMCA \$50.00
- Total \$100.00

- Comments
- Attest to the following:
 - I have reviewed the current CDU Funding Opportunity Guidelines.
 - I understand that I must submit the CDU Funding Opportunity Evaluation Form within 30 days after the activity is complete and no later than December 31st
 - I understand that an invoice and receipt(s) for CDU Funding Opportunities that will be reimbursed must be submitted to the CDU Prevention Program Manager within 30 days of the activity and no later than December 31, 2023.

Questions

For questions related to CDU Funding Opportunities please contact the CDU Prevention Program Manager. Contact information for the CDU Prevention Program Manager can be found on the CDU website Staff Directory at <https://health.wyo.gov/publichealth/communicable-disease-unit/staff/>.