

Communicable Disease Unit Funding Opportunity Guidance

The Wyoming Department of Health, Communicable Disease Unit (CDU) offers funding to support activities that address education, prevention, testing, and/or linkage to care related to HIV, sexually transmitted infections (STIs), viral hepatitis B and C, mpox, and/or TB. Entities conducting these activities in Wyoming are eligible for funding.

Allowable activities include but are not limited to:

- Attendance at training events, conferences, and/or meetings
- Harm reduction activities
- Linkage to care activities
- Outbreak prevention
- Outbreak response
- Prevention education
- Prevention supply distribution
- Promotion of prevention, testing, and/or linkage to care
- Testing events
- Vaccination events

Restrictions include but may not be limited to:

- Funding can only be used for education, prevention, testing and/or linkage to care activities. Funding cannot be used to support an event itself; for example, funding cannot be used to rent space or audio equipment or to purchase or develop advertising or marketing materials. Exceptions may be available for public health nursing offices and health departments or events that are exclusively related to HIV, STI, viral hepatitis, and mpox prevention.
- The cost of dressing rooms, hospitality rooms, food/beverage rooms, food, beverages, gift cards, and electronic devices is not allowable.
- Entities external to the Wyoming Department of Health cannot use the WDH, CDU, KnoWyo, or W[h]Y PrEP Matters logos, graphics, or language on social media, websites, advertising, or for any other purpose without written CDU approval prior to publishing.
- Funding does not indicate that WDH sponsors or endorses an event.
- Other restrictions may apply.

All funded efforts must focus on one or more of the following populations:

- Justice-involved persons
- Persons who identify as LGBTQ+
- Men who have sex with men
- People experiencing or at increased risk for HIV/STI/hepatitis infection
- People experiencing homelessness/unstable housing
- People who use/inject drugs
- Racial & ethnic minorities

- Uninsured persons
- Youth and young adults

Funding Details

- Funding amount: \$100.00 - \$1,400.00
 - If you have a request that meets the activity criteria above but exceeds \$1,400.00, please email the [CDU Prevention Program Manager](#) prior to completing the application.
- For applications that include travel:
 - Lodging and meal requests must be consistent with current [U.S. General Services Administration \(GSA\) per diem rates](#).
 - Mileage will be reimbursed based on the current Wyoming Department of Health mileage rates, distance, and whether or not the vehicle used was a personal or employer vehicle.

Requirements

- Entities must be an active vendor with the State of Wyoming. Details and documents can be found on the [Wyoming State Auditor's Office website](#).
- Entities must have current vendor documents with the State of Wyoming including current address.
- Entities must have an active and current SAM.gov account upon application, when the activity occurs, and when payment is made.

CDU Funding Opportunity Application Submission

Applications may be submitted using the [CDU Funding Opportunity Application form](#) found on the [CDU Prevention website](#) under the CDU Funding Opportunity heading.

- Entities 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 weeks 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 entity will cover the cost of the approved expenses then submit an invoice and receipts to the CDU Prevention Program for reimbursement
- The following information will be required to complete the application
 - Email address
 - Confirmation that the current CDU Funding Opportunity was read by the applicant
 - County
 - Entity Type
 - Entity Name
 - Primary Contact Information

- Proposed Activity
- Proposed Date(s) of Activity
- Type of Activity
- Focus Population(s)
- Estimated number of people served
 - Example: county or city population, number at event, number of students, etc.
- Impact Statement
 - How will this activity address the need(s) of the population and meet your stated goal?
 - Measurable goal
 - Example: number of people served or attended, number of people tested, change in disease incidence over specific time period, pre/post survey results, etc.
- Total Funding Amount Requested
 - Itemized Budget: Name of item, price of each item, desired quantity of each item, total amount 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.
 - Itemized Budget
 - Example 1
 - Not applicable

Example 2
County Commissioners \$50.00
YMCA \$50.00
Total \$100.00

- Does your organization have a whistleblower policy in place?
- Does the organization have a retention policy in place?
- Have any policies 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)?
- Have any of the staff been arrested or 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 (e.g., 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?
- Does the organization maintain a detailed capital asset record system, such as inventory counts verified by individuals independent of those in charge of inventory records, a physical inventory taken once every two years and reconciled to detailed capital asset records, and inventory records that contain the following?
 - Description
 - I.D. number
 - Acquisition Date
 - Cost
 - Federal Percentage
 - Grant Number

- Location
 - Use and Condition
 - Disposition Action
 - Vested Title
 - Useful Life
- 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 31, 2024.
 - 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, 2024.

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.

Evaluation

The link to the current [CDU Funding Opportunity Evaluation form](#) can be found on the [CDU Prevention website](#) under the CDU Funding Opportunities heading.

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.

For CDU Funding Opportunities that will be reimbursed, the CDU Funding Opportunity Evaluation form as well as invoices 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 July 31st. If these requirements are not met, the funding opportunity will not be reimbursed.

The following information will be required to complete the evaluation:

- Email address
- Award Letter Reference Number (Ex: PHSS-2024-999)
- County
- Entity Type
- Entity Name
- Primary Contact Information
- Actual Date(s) of Activity
- Type of Activity
- Focus Population(s)
- 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
 - Example: number of people served or attended, number of people tested, percent decreased or increased over specific time period, pre/post survey results, etc.

- Actual total cost that applies to this request
- Total amount of funding received from other sources

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 Staff webpage](#).