

## Announcement of Funding Availability

### SYRINGE LITTER REDUCTION



# **Proposal Guidance and Instructions**

**AFA Title: Syringe Litter Reduction  
Targeting Regions: Statewide  
AFA Number: BPH1 – 2021 - MW**

West Virginia Department of Health and Human Resources  
Bureau for Public Health  
350 Capitol Street, Room 125  
Charleston, WV 25301-3702

For Technical Assistance please include the AFA # in the subject line and forward all inquiries in writing to William Cohen at [William.H.Cohen@wv.gov](mailto:William.H.Cohen@wv.gov).

Key Dates:	
Date of Release:	June 25, 2021
Technical Assistance FAQs:	To be posted on BBH website
Application Deadline:	July 30, 2021 5:00 PM
Funding Announcement(s) To Be Made:	To be announced
Funding Amount Available:	\$200,000
Target Area to be Served	Statewide

**The following are requirements for the submission of proposals to the Bureau for Public Health:**

Responses (proposal narrative, workplan, and detailed budget) must be submitted electronically via email to William Cohen, Office of Epidemiology and Prevention Services Harm Reduction Program Manager, at [William.H.Cohen@wv.gov](mailto:William.H.Cohen@wv.gov) with "Proposal for Funding AFA BPH1-2021-MW" in the subject line. Paper copies of the proposal will not be accepted. Notification that the proposal was received will follow via email.

## **FUNDING AVAILABILITY**

As part of the Infectious Disease Medical Waste Program, the West Virginia Department of Health and Human Resources, Bureau for Public Health is providing a funding opportunity to address community syringe litter concerns and strengthen current harm reduction program efforts. The Bureau for Public Health is soliciting applications from local health departments, new or established Harm Reduction programs, and/or other entities seeking to expand an existing or establish a syringe litter reduction program. These programs should address syringe litter regardless of its source and can be done directly or in partnership with other entities. Programs should regularly assess the level of syringe litter in the community, proactively engage with community partners to address assessment findings and design plans to clean up, collect and dispose of syringes in the community.

Awardees will be selected based on:

- Need and burden within a region
- Quality of application
- Capacity to successfully operate a syringe litter reduction program

### **Eligibility Requirement:**

Local health departments, new or established Harm Reduction programs, and/or other entities seeking to expand an existing or establish a syringe litter reduction program

### **Award Information:**

*Minimum grant award: \$1,000*

*Maximum grant award: \$25,000*

*Minimum number of awards: 1*

*Statewide Funding Availability: \$200,000*

Funding is contingent on the applicant's budget being approved and will be awarded based on accepted proposals that meet all the required criteria contained within this document.

## **RESOURCES**

- [Syringe Services Programs](#) (U.S. Centers for Disease Control and Prevention or CDC)
- [Consolidated Appropriations Acts, 2016](#)
- [Syringe Services Program \(HRP\) Development and Implementation Guidelines for State and Local Health Departments](#) (NASTAD and the Urban Coalition for HIV/AIDS Prevention Services)
- [Assessing Local Drug Use](#) (CDC)
- [WV Infectious Medical Waste Program](#)

## Section One: **Application Scoring**

Applications will be scored based on the following criteria:

- Proposal Narrative (60 Points)
  - Statement of Need (20 points)
  - Program Implementation Approach (20 points)
  - Community Support and Readiness (20 points)
- Quality of Application (10 points)
- Applicant's Workplan (30 points)

**Total Number of Points: 100**

### **PROPOSAL NARRATIVE (60 POINTS)**

***Statement of Need (20 points) - 5 pages maximum***

- Applicants are encouraged to share the rationale for the application in the location specified. This section should include data and other objective sources to document the need and scope of the problem, including:
  - population the program would serve;
  - concerns of law enforcement and the general public;
  - statistics on syringe litter;
  - the estimated number of injection drug users in the service area; and
  - the presence or absence of other syringe litter reduction programs in the area.
- The applicant should provide a narrative description of the area and manner in which syringe litter is problematic within the community, or areas in which syringe litter could be seen as problematic within the community.

***Program Implementation Approach (20 points) - 5 pages maximum - This section should describe how the applicant intends to implement the proposed program activities below:***

- Describe how the program will work with partners to support the following activities:
  - Work with the community to establish procedures for the safe disposal of syringes after hours or anonymously.
  - Provide technical assistance to businesses and entities that want to maintain syringe disposal boxes on their properties.
  - Provide for the collection and safe disposal of syringes collected from businesses participating in the syringe litter clean-up program.
  - Participate in private and civic clean-up sweeps to assess the level of syringe litter and remove syringes found.
  - Provide education for home sharps waste disposal in accordance with the Home Sharps Disposal Brochure guidance published by the Infectious Medical Waste (IMW) program, as required in section 6.2.c.2. of 64CSR56 IMW Rule, to ensure staff and participants are familiar with proper disposal of home generated sharps waste.
  - Purchase necessary supplies and training materials to allow for the safe removal of syringes.

- Describe an established syringe litter complaint process and maintenance of a tracking method of the complaints received, follow up actions, timeliness of the actions and locations of the areas of focus. This should include a description of methods for informing the public of how to report complaints.
- Describe the staffing proposed to support the program, including number of staff, titles of positions, and descriptions of duties.
- Describe a staff and volunteer training plan that includes safety guidelines that encompass safe collection and disposal procedures, proper use of personal protective equipment during clean-up activities, the risk of harm in collecting discarded syringes and a needlestick injury protocol.
- Establish an infectious medical waste management plan, which includes but is not limited to, plans for collection, storage, transport, and disposal.
- Describe how the syringe litter reduction plan will be communicated to the community and target population.
- Describe the methods for data collection and program evaluation to be utilized to guide program efforts, identify quality improvement opportunities and evaluate effectiveness. Syringe tracking and collection methods should maximize the return of syringes without increasing risk of needlestick injury to staff, program participants and the public and eliminate direct handling of sharps waste by staff or participants (i.e., weight of sharps container).
  - Incorporates evaluation data into program design and an electronic system in which data will be collected; and
  - Uses a data reporting method to collect the following data elements:
    - Area(s) served;
    - Total number of complaints received and resolved;
    - Total number of disposal units placed in the community;
    - Total number of communities served in a county by disposal units;
    - Total number of pounds of waste collected and disposed of at each syringe disposal unit location;
    - Frequency with which the disposal unit is exchanged;
    - Total weight of waste collected at local syringe clean up events;
- A timeline for the implementation and evaluation of the program and for the development of policies and procedures.
- A proposed budget for the program, which includes a minimum projected income and costs for personnel, outside services, and operating expenses, such as space rental, equipment, materials, including disposal containers, transportation, insurance, training, meeting locations, syringe disposal services, and indirect costs.
- A plan for ending the program's activities and services upon program termination in accordance with State infectious medical waste regulations, which includes but is not limited to removal of any program placed sharps waste containers in public areas.

***Community Support and Readiness (20 points) - 5 pages maximum excluding letters of support and memorandums of understanding (MOUs)***

For programs, to be successful, there should be engagement from key stakeholders, such as public officials, healthcare entities, people who inject drugs, and the general public.

- Describe community partnerships that may facilitate a syringe disposal plan.
- Include any MOUs or relationships with providers who can supply disposal equipment, location or space for locating disposal units, or participation with syringe cleanup efforts in the community (i.e., contracts with permitted agencies for transportation of litter clean-up waste).

- Include any letters of support from community partners (at a minimum must include support from first responders and city/county officials).
- Describe potential outreach strategies to engage the persons who inject drugs (PWID) population.
- Describe how the key stakeholders/community partners will meet regularly to assess and monitor program implementation challenges and successes and evaluation.
- A signed statement attesting to:
  - The applicant's compliance with state laws, rules, and local ordinances;
  - The capacity of the applicant to begin syringe litter reduction efforts within 90 days of certification; and
  - The involvement of the local health department or other local HRP in the design, implementation, and deployment of the syringe litter reduction program.
- Describe any potential challenges that may be encountered and the plan to address them.

### **QUALITY OF APPLICATION (10 points)**

Applications will be reviewed by a panel of staff within the WV Department of Health and Human Resources. Points will be awarded based on the criteria provided in this announcement, as well as the thoroughness, accuracy, and relevancy of the responses. Reviewers will check to ensure that all major sections have been addressed and a thorough and well supported plan is presented. Grants scored higher in this category are typically grants that have been laid out in the same manner as the Announcement of Funding Availability (AFA), with headings, subheadings and bullet points, as well as including charts and tables. Ease of reading and the ability to quickly find required information is viewed in a favorable manner by reviewers.

### **WORKPLAN (30 points)**

Describe goals, performance objectives, staffing plan, and activities to be completed during the funding period. Persons responsible and timelines for completion should be identified and included. A table or Gantt chart is acceptable.

### **Additional Proposal Considerations**

In considering whether to approve or disapprove an application, the Bureau for Public Health will consider the applicant's ability to:

- Provide the community with a service that either proactively seeks to reduce syringe litter through self-service disposal options in high traffic or high litter areas or provides a reactive cleanup service the community can utilize when cleanup efforts are needed;
- Provide safety protocols and classes for the proper handling and disposal of injection materials;
- Plan and implement the syringe litter reduction program with the clear objective of reducing the transmission of blood-borne diseases within a specific geographic area;
- Develop a timeline for the implementation of the proposed program and for the development of policies and procedures; and
- Assure compliance with appropriate sections of Legislative RULE 64CSR56, Infectious Medical Waste.

Upon review of the application and the supporting materials, BPH may approve the applicant for full or partial funding, or not approve the applicant for funding.

## Section Two: **EXPECTED OUTCOMES / PERFORMANCE MEASURES**

Performance measures may include, but not limited to:

- Total number of complaints received and resolved
- Total number of disposal units placed in the community
- Total number of pounds of waste collected and disposed of at each location where syringe disposal is located and at local syringe clean up events
- Frequency with which the disposal unit is exchanged
- Total number of volunteers recruited and trained
- Total number of volunteer trainings conducted
- Total number of educational pamphlets/flyers distributed

### **Quarterly Reports**

Selected applicants will be expected to provide Quarterly Program Reports to the Harm Reduction Program Coordinator or designated representative by 11:59 p.m. on the following dates:

\*January 15, 2022

\*April 15, 2022

\*July 15, 2022

Quarterly reports must include a narrative of measurable outcomes based on the applicant's specific program objectives and a summary of the overall total of expenditures for the quarter. Please note that missed reporting deadlines could impact further funding.

The final report will be due no later than **October 15, 2022 at 11:59 p.m.** This report should be a detailed narrative of all services provided as a result of this funding. A final budget report of all program expenses must also be submitted per BPH Central Finance Unit requirements.

Section Three: **Budget and Budget Narrative**

Please provide a budget and supporting narrative that details the items included in each line item. Budget should be broken down into the following categories and utilize this template:

Budget Category	Amount Requested
Personnel*	
Salary and wages	
Fringe benefits	
Other Direct Costs	
Office operations	
Travel	
Meeting expenses	
Project space	
Other	
Purchased Services	
Consultants	
Contracts**	
<b>TOTAL</b>	<b>\$0.00</b>

\* Personnel Note: You must include base annual salary, full time equivalent (FTE) information and % of salary associated with this project for each person/role for which funds are being requested.

**\*\*If contracts are a part of your proposed budget, you *must* complete the chart below for each contract.** Copy and paste the chart below if there are multiple contracts. Enter "TBD" when information is not yet known. If there are no contracts, delete these instructions and chart shown below.

**Contract Budget Chart**

Contractor Name	
Contract Start Date	
Contract End Date	
Scope of Work	
Deliverables	
<b>Total Cost</b>	
Cost Justification	



## Section Four: CONSIDERATIONS

### **LEGAL REQUIREMENTS**

Eligible applicants are public organizations (e.g., units of local government) or private organizations with a valid West Virginia Business License. If the applicant is not already registered as a vendor in the State of West Virginia, registration must either be completed prior to award or the vendor must demonstrate proof of such application.

The Grantee is solely responsible for all work performed under the agreement and shall assume all responsibility for services offered and products to be delivered under the terms of the award. The State shall consider the designated Grantee applicant to be the sole point of contact for all contractual matters. The Grantee may, with the prior written consent of the State, enter written sub-agreements for performance of work; however, the Grantee shall be responsible for payment of all sub-awards.

All capital expenditures for property and equipment shall be subject to written prior approval of DHHR and must be included as a separate budgetary line item in the proposal. Upon award, regulations regarding the acquisition, disposition and overall accounting for property and equipment will follow those delineated in federal administrative requirements and cost principles. Additionally, the Grantee may be bound by special terms, conditions or restrictions regarding capital expenditures for property and equipment determined by the Department as to best protect the State's investment.

### **FUNDING METHODOLOGY**

After receipt of the fully executed Grant Agreement, the Grantee will submit invoices pursuant to the Schedule of Payments. Requests by the Grantee for payment shall be limited to the minimum amount needed and be timed to be in accordance with the actual, immediate cash requirements of the Grantee in carrying out the purpose of the approved program. The timing and amount of the cash payment shall be as close as is administratively feasible to the actual disbursements by the Grantee for direct program costs and the proportionate share of any allowable indirect costs. Reports reconciling payments received and actual expenditures incurred will be submitted in accordance with reporting requirements.

### **ALLOWABLE COSTS**

Please note that Departmental policies are predicated on requirements and authoritative guidance related to federal grants management and administrative rules and regulations. Grantees shall be required to adhere to those same requirements when administering other DHHR grants or assistance programs, the source of which is non-federal funds (e.g., state-appropriated general revenue and appropriated or non-appropriated special revenue funds) unless specifically provided direction to the contrary.

### **COST PRINCIPLES**

Subpart E of 2 CFR 200 establishes principles for determining the allowable costs incurred by non-federal entities under federal awards. The Grantee agrees to comply with the cost principles set forth within 2 CFR 200 Subpart E, regardless of whether the Department is funding this grant award with

federal pass-through dollars, state-appropriated dollars or a combination of both.

**GRANTEE UNIFORM ADMINISTRATIVE REGULATIONS (COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS)**

Title 2, Part 200 of the Code of Federal Regulations (2 CFR 200) establishes uniform administrative requirements, cost principles and audit requirements for federal awards to non-federal entities. Subparts B through D of 2 CFR 200 set forth the uniform administrative requirements for grant agreements and for managing federal grant programs. The Grantee agrees to comply with the uniform administrative requirements set forth within 2 CFR 200 Subparts B through D, regardless of whether the Department is funding this grant award with federal pass-through dollars, state-appropriated dollars or a combination of both.