



State of Wisconsin  
Governor Scott Walker

**Department of Agriculture, Trade and Consumer Protection**  
Sheila E. Harsdorf, Secretary

## ANNOUNCEMENT

### 2019 WISCONSIN UNWANTED PRESCRIPTION DRUG GRANT SOLICITATION

#### **Purpose**

The Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) requests applications for 2018 unwanted prescription drug collection grants. Through a competitive process, DATCP provides funds to assist municipalities and tribes to involve as many residents as possible in collection events with the goal of reducing the health and environmental risks posed by unwanted prescription drugs. Grants distributed for the drug collection are handled under the umbrella of the Wisconsin Clean Sweep program. (Authorized by [s. 93.57, Wis. Stats.](#) and ch. [ATCP 34, Wis. Admin. Code](#) or ATCP 34.)

*The goal for the 2019 unwanted prescription drug program is to increase the number of drug drop boxes located in police and sheriff's departments across Wisconsin and for law enforcement to take advantage of no-cost drug disposal through the Wisconsin Department of Justice (DOJ).*

**Note that this is a reimbursement grant. If awarded, DATCP will distribute your grant funds as a reimbursement for eligible expenses once the project is complete and a final report is received.**

#### **Eligibility**

Eligible applicants are municipalities such as a city, town, village, county, tribal nation, regional planning commission or metropolitan sewerage district; or an association of two or more municipalities or tribes. State agencies, colleges, universities and private businesses are not eligible. For a definition of municipality, see the Definitions section on page 3 or [ATCP 34](#).

#### **Funding**

DATCP has approximately \$75,000 available for municipalities to collect, transport, and dispose of unwanted prescription drugs (Rx). Funds are distributed as reimbursement for eligible expenses.

#### **Due Date**

Applicants must complete and file or postmark the 2019 unwanted prescription drug grant application by **11:59 p.m. on September 28, 2018** to be eligible for funding.

#### **Final Report**

Successful applicants must complete and return a final report at the conclusion of their collection before receiving reimbursement for eligible expenses. To complete the report, grantees must collect specific information throughout the duration of their project. Before submitting a grant application, we ask that you review the final report requirements found in [s. ATCP 34.18, Wis. Admin. Code](#) to ensure that you can meet them. Final report documents for 2018 grant recipients are available on our website at <http://cleansweep.wi.gov> for your review.

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### **Grant Application and Supporting Material**

You may now complete and submit an on-line application through our new Clean Sweep SharePoint site. Instructions for using the SharePoint site are on the Clean Sweep [webpage](#) along with other supporting documents:

- Clean Sweep program rule [ch. ATCP 34, Wis. Admin. Code](#)
- Governing statute for Clean Sweep: [ch. 93, Wis. Stats](#)
- [Final report documents](#) for 2018 unwanted prescription drug grant recipients (for your review)
- Wisconsin Dept. of Justice Take Back Initiative Protocol; this protocol will be updated for 2019

You can also access paper copies of the application through the SharePoint site or contact Jane Larson at [jane.larson@wisconsin.gov](mailto:jane.larson@wisconsin.gov).

The department will notify applicants by email in the case of time-sensitive or other important information.

### **Grant Award Process**

DATCP will make every effort to award grants to as many applicants as possible. However, this is a competitive grant process and not all applications may receive funding. DATCP reserves the right to make discretionary decisions based on the applications received and the available grant funds.

Applications will be evaluated and awards announced within 60 business days of the submittal deadline. Grant contracts will be prepared for your signature. Grant projects begin January 1, 2019 or later and must be completed by December 31, 2019. Final reports are due 60 days after the project is complete.

### **Program Changes**

If you have not recently applied for an unwanted prescription drug grant, be aware of changes to the grant program.

- **Automatic Awards:** We have eliminated the provision that first-time applicants are automatically awarded a grant. A new applicant will receive extra points, but the application will be scored competitively along with other applications.
- **Caps on Multi-municipality Grant Applications:** Previously, a group of counties or group of municipalities could ask for the maximum award times the number of eligible applicants in the group. For example, six counties with drug drop boxes could request  $\$5,000 \times 6 = \$30,000$ . While we've never allocated that much money to one grantee, we are setting more realistic amounts after analyzing final report expense information. The maximum for multi-municipality grants will be:
  - Continuous drug collection grant = \$8,000 (can be used to purchase up to 5 drug drop boxes, not to exceed \$1,000 per box, and for other continuous collection eligible expenses.)
  - Temporary drug collection grant = \$6,000
- **Definition of Unwanted Prescription Drugs:** The clean sweep rule now includes a definition of unwanted prescription drugs in [ATCP 34](#).

- **Disposal of auto-injectors or pre-filled syringes:** The cost of disposing pre-filled syringes or auto-injectors is a reimbursable expense. Plain sharps (needles, lancets) will not be covered, just those that contain drugs.
- **Drug Drop Box Purchases:** Unwanted prescription drug grant funds can now be used to purchase a drug drop box or receptacle. You can request up to \$1,000 per drop box with a maximum of five boxes purchased. A 25 percent match for total project costs is still required.
- **Funds Available for Drug Grants:** The amount of money allocated to unwanted prescription drug grants is \$75,000.
- **Maximum Grant Awards:** The maximum amount of grant money a single applicant (such as one city or one town) can request was adjusted. A single applicant can request a maximum of \$5,000 to be used for continuous collections, including purchasing drug drop boxes. An applicant for a temporary drug collection (collection event) can request a maximum of \$4,000.
- **No-Cost Drug Disposal:** We strongly encourage all grant recipients to use the no-cost drug disposal offered by the DOJ. Registration is required and drugs must be packed into specific shipping containers provided by DOJ. The DOJ drug take back protocol is available with the other grant application materials on the [clean sweep website](#) and in the new SharePoint site. The protocol will give you some idea of DOJ's requirements including registration, shipping containers and liners, acceptable items, etc. For more information contact Danielle Long, Wisconsin DOJ at [longdb@doj.state.wi.us](mailto:longdb@doj.state.wi.us) or call (414) 403-4437. The protocol will be updated for 2019.
- **Sharps Container Purchases:** Drug grant funds can be used to purchase a sharps container to keep sharps out of unwanted prescription drug drop boxes and collection containers. The cost of disposing of sharps will not be covered under the drug grant unless they are auto-injectors or pre-filled syringes that contain drugs.
- **Unused Drug Funds:** Unwanted prescription drug grant recipients who also receive a household hazardous waste grant may apply unused drug grant money toward household hazardous waste expenses. (Note that household hazardous waste grants are handled under a separate application.)

### Definitions

- **Continuous collection:** A clean sweep project that collects unwanted prescription drugs on at least four days in a calendar year. An example is a drug drop box or a community that holds four different drug take back events in a year.
- **Municipality:** Any city, town, village, county, county utility district, town sanitary district, public inland lake protection or rehabilitation district or metropolitan sewage district. Municipality includes a regional planning commission or an association of two or more municipalities. [[ch. ATCP 34, Wis. Admin. Code](#)] **Note:** Although a municipality is eligible to apply for a drug grant, any prescription drug collection events must be done under law enforcement supervision.
- **Temporary collection:** A clean sweep project that collects unwanted prescription drugs three days or less in a calendar year. An example is a community that holds a one-day drug collection event.
- **Unwanted Prescription Drug:** A drug lawfully possessed by an individual for the individual's own use, for the use of a member of the individual's household, or for the use of an animal owned by the

individual or a member of the individual's household. This includes prescription drugs, non-prescription drugs or veterinary drugs. It also includes pre-filled syringes or auto-injectors but not chemotherapy drugs, intravenous bags or tubing. See [ch. ATCP 34, Wis. Admin. Code](#) for a complete definition.

### **Application Instructions**

- I encourage you to complete and submit your application through the new SharePoint site. However, you still have the option to download and complete a paper application either by mail or email. Completed applications are due by **11:59 p.m., September 28, 2018 or must be postmarked by that time**. Email the application and budget forms to DATCP at [DATCPCSWP@wisconsin.gov](mailto:DATCPCSWP@wisconsin.gov) or mail to Jane Larson, ARM Division – 2<sup>nd</sup> floor, PO Box 8911, Madison WI 53708-8911
- Awards will be made within 60 business days after the application deadline, either on or before December 27, 2018.
- Direct questions to Jane Larson, 608/224-4545, [jane.larson@wisconsin.gov](mailto:jane.larson@wisconsin.gov)

Applicants are responsible for understanding and complying with all applicable state, federal, and local requirements, laws and ordinances pertaining to their proposal and collection operations. The issuance and operation of the grants is governed by ATCP 34. Department staff is available to assist people with their applications, the provisions of ATCP 34 and the contracts, once awarded.

### **Application Evaluation**

The department will review each grant application for timeliness, completeness, and the criteria required by [s. ATCP 34.06\(2\), Wis. Admin. Code](#). These minimums, if not met, may be cause for rejection. Inaccurate or incomplete applications may receive reduced scores. An official scoring form is attached and is available on the program website.

### **Section Specific Instructions**

#### **SECTION A: APPLICANT CONTACT INFORMATION (GRANT COORDINATOR)**

- Identify the person who is applying for the grant and who will be responsible for the overall grant coordination.
- Two or more municipalities are encouraged to apply together; however, one municipality must serve as the primary contracting agent and supply a coordinator responsible for the grant. Only one reimbursement check will be provided for the grant at the end of the project. The coordinator must ensure that all cooperating municipalities and tribes receive their grant payments and comply with application, contract and regulatory requirements of ATCP 34. Identify the participating municipalities and their contact within the table in Section A.
- Applicants for pharmaceutical waste collections may be within the political boundaries of one another on a multi-municipal application. For example, a city health department may take the lead and coordinate with the city police department.

- *A single county is scored higher than a multi-municipal applicant with three or fewer participants (such as a city and two towns) as counties serve all cities, towns and villages within their borders.*

#### **SECTION B: GRANT REQUEST SUMMARY AND ESTIMATED MATCH**

In this section, indicate the type(s) of grant for which you are applying, the amount of the grant(s) you are seeking and calculate a projected required match.

- Mark if the collection is temporary (1-3 collection days) or continuous (4 or more days). Purchasing or using an already purchased drug drop box is a continuous collection.
  - If you hold a collection event over a weekend (Friday and Saturday), that is considered two days or temporary.
  - If you are purchasing new drug drop boxes, please mark 'continuous' and list how many drug drop boxes you will be purchasing (maximum of 5 through this grant).
- List the grant amount you are requesting.
- Maximum request values for single municipality/tribal applicants are:
  - Unwanted Rx Continuous = \$5,000 (This amount can include up to five drop boxes @ \$1,000 each) plus reimbursement for other eligible expenses for a total of \$5,000.
  - Unwanted Rx Temporary = \$4,000
- Write in lesser values if desired.
- Existing unwanted prescription drug clean sweep programs may apply for a continuous grant and also purchase additional drop boxes if needed.
- Calculate your match based on the grant amount requested. Use the formula  $[\text{Grant request} / .75] - \text{Grant Request}$ . For example, a \$5,000 grant request must be supported by a \$1,667 match.  $[(\$5,000 / .75) - \$5,000 = \$1,667]$

**Multi-Municipality Applicants:** We have placed a cap on the maximum awards for multi-municipality applications. The maximums for multi-municipality grants will be the amounts below. A single county is considered a multi-municipality applicant (such as a city and two towns) as counties serve all cities, towns and villages within their borders.

- Continuous unwanted prescription drug collections: \$8,000 (This amount can include up to five drop boxes @ \$1,000 each) plus reimbursement for other eligible expenses for a total of \$8,000.
- Temporary unwanted prescription drug collections: \$6,000

**Reduced Funding:** DATCP will not score the answer to the question. Depending on the number of complete applicants and available funds, applicants may be asked to accept reduced grants to meet statewide needs, and the answer helps to advise the department if this becomes necessary. If it does, DATCP will contact the grant coordinator before making any reductions.

## SECTION C: CLEAN SWEEP COLLECTION BUDGET AND IN-KIND MATCH

Use the table to estimate the cost of your clean sweep event(s). Separate the expenses into *reimbursable expenses* that will be submitted for reimbursement, and expenses that will be used as *match* (either as in-kind or cash). *Match* means expenses that the municipality will pay for and not request reimbursement or will donate as in-kind. This budget exercise is also to help you determine if you will be able to meet the minimum match needed for the grant. That number was calculated in Section B. Section C is where you will verify that match.

### Eligible costs include:

- Purchasing a drug drop box (receptacle).
- Hiring a contractor to receive, evaluate, pack, transport and dispose of accepted drug waste that is rejected by the DOJ or Drug Enforcement Agency (DEA) such as sharps, lancets, inhalers, pre-filled syringes or auto-injectors.
- Disposal costs for pre-filled syringes or auto-injectors.
- Direct costs for equipment rentals, supplies and services used to operate the collection site and handle unwanted drugs.
- Signs, supplies, refreshments for workers, staff or volunteers at a collection event.
- Promotional material development and distribution costs (printing, mailing).
- Staff labor costs associated with project administration (e.g. training, meeting attendance, report preparation). Fringe benefits may be calculated into the hourly rate.
- Direct costs for municipal/tribe staff to receive and pack prescription drug waste at continuous collection events. (Note: Staff costs associated with *continuous collection* programs may be either **reimbursed or used for match**. *Temporary programs* may claim costs for staff time as part of their match, but may not be reimbursed for these expenses.)
- Staff costs or professional services can also be used as match. Base the value on normal salary. Fringe can be included.
- Purchase of a sharps container if sharps will be accepted.
- Volunteer hours can be used as match. Value time at \$10 per hour per volunteer.

### Ineligible Costs

- Facility lease or rental. Costs can be used as match.
- Capital purchases (cameras, scales, alarms, testing equipment, storage sheds), rent or the utility bills to power the site. Use these costs as match.
- Overtime: Because Saturday is viewed as a “normal” working day for collection events, municipal overtime reimbursement will not be authorized for Saturday work. Contracted labor rates will apply on Saturdays.

Find more information on allowable costs in [s. ATCP 34.04\(2\)](#), prohibited costs in [s. ATCP 34.04\(2\)](#), and municipal/tribe contributions in [s. ATCP 34.04\(5\)](#).

### **Estimating Disposal Costs**

We strongly encourage using the no-cost disposal option offered by the DOJ or DEA. If you accept inhalers, sharps or sharps that contain drugs, you will likely have a disposal cost as DOJ or DEA will not take them.

### **Required Match**

Grant recipients must contribute a minimum of 25 percent (contributions can be in-kind match or cash) of their **total project cost** as a grant match. You will have to calculate your estimated match based on your cost estimates. The formula is: Total project cost x .25 = Calculated Match. Verify that your match estimate meets or exceeds the match calculated in Section B. For example, if your budget estimates the total cost of your collection to be \$6,000, then your match would need to be \$1,500. However, in Section B, if you requested a \$5,000 grant and your required match was \$1,667, you need to adjust your budget so your match will be at least \$1,667. You could increase your match or reduce your grant request.

### **SECTION D: PREVIOUS GRANT FUNDING**

We're trying to identify first time applicants or those who have not recently received a grant.

### **SECTION E: WASTE MANAGEMENT**

**We strongly encourage unwanted prescription drug grant recipients to take advantage of the no-cost drug disposal option offered by the DOJ or DEA.**

**Items rejected by DOJ/DEA:** State and federal partners will not accept sharps, auto-injectors like EpiPens®, lancets, pre-filled syringes, inhalers, mercury thermometers or aerosol cans. Clean Sweep grant funds can be used for the disposal of pre-filled syringes and auto-injectors. (Sometimes these items have been called “dual-waste” because they contain sharps and drugs.) Your clean sweep can also choose not to accept these items.

**Temporary drug collections** must use the State of Wisconsin's waste contractor (Veolia, 1-800-255-5092) for disposal of “dual-waste” items if you choose to take them. Waste contract details at: <https://vendornet.wi.gov/Contract.aspx?Id=e7a9a124-212a-e611-8964-40a8f0ad9999>. Another option is to check with your local hospital or health department to see if they will accept these other items.

**Continuous drug collections** may use their own contractor if you choose to dispose of the “dual wastes.” List the name of the contractor or indicate if you will bid or release an RFP for these services. Another option is to check with your local hospital or health department to see if they will accept these other items.

**Proof of Waste Contract:** Grant recipients who do not use the state hazardous waste contractor must include one of the following with their application: the hazardous waste contract cover sheet for the chosen waste contractor or the declaration/announcement page of the municipality's request for proposal to obtain a waste contractor. All contractors must comply with [s. ATCP 34.16, Wis. Adm. Code](#).

#### **SECTION F: COLLECTION SITES AND DATES**

If you will hold a collection event, list the proposed collection sites such as fair grounds, landfill, county garage, police department, etc. For collection dates, note if you will hold a spring event (January through June), a fall event (July through December) or both. We will ask for details on collection dates and locations after the grants have been awarded. For clean sweeps with drug drop boxes and no collection events, list the location(s) of the box(es).

#### **SECTION G: LOCAL SUPPORT**

Describe local support for your prescription drug collection. This might include changing collection amounts over time, donations, and support from community or local government.

#### **SECTION H: PUBLIC INFORMATION**

Describe how you make the community aware of your drug clean sweep. Some examples might be presentations to the community, displays, brochures, social media, etc. If you have had a previous drug grant, mention any particular successes or if you plan to try something new in 2019.

#### **SECTION I: EXPANDED SERVICES**

Describe any expanded services you plan for 2019. This could include adding one or more drug drop boxes, adding partners or expanding a coverage area.

#### **RELATED INFORMATION**

**Eligible Drugs:** Unwanted drugs that come from *households* are eligible for disposal. This includes prescription drugs, including Schedule 2–5 controlled substances, and all other drugs that can be prescribed for human health needs such as analgesics, anti-inflammatory drugs, antibiotics, and antihistamines. Veterinary drugs from households or farms are also eligible for reimbursement. See ATCP 34 for a complete definition of unwanted prescription drugs.

**Ineligible Items:** Unfortunately, the department will not reimburse disposal costs for empty sharps (needles, lancets) or mercury-containing thermometers. Municipalities can collect these wastes, but DATCP cannot provide reimbursement assistance. (However, mercury-containing thermometers are acceptable waste under a household hazardous waste grant.) In addition, the following items **cannot** be accepted for reimbursement through the unwanted prescription drug grant collection: IV bags; bloody or infectious wastes; chemotherapy-type drugs, personal care products such as soaps, perfumes, hand lotions; nebulizers; oxygen-containing devices, and any drug or medical device for which another collection, disposal, or recycling option is presently available.

**Controlled Substances:** Law enforcement must be present at all times during collections to witness the transfer of controlled substances and prescription drugs from patients or holders to waste authorities or pharmacists and to take custodial possession for the purpose of witness burn. Drop boxes located in a law enforcement facility meet this requirement.

We expect that grantees understand the precise transportation arrangements for the movement of wastes across the United States to end disposal sites, and copies of waste contractor permits, licenses, insurance certificates, and hazardous waste transportation endorsements be available to DATCP upon request. Finally, we expect that continuous collections and their waste contractors understand all service requirements as identified in [s. ATCP 34.14 – 34.18, Wis. Adm. Code](#).

Contact Jane Larson at 608/224-4545, [jane.larson@wisconsin.gov](mailto:jane.larson@wisconsin.gov) with questions about the application or the program.

You will receive an automated email that your application has been received with a follow-up email from Jane Larson within five business days. If you do not receive an automated response or a follow-up within five business days, please contact Jane Larson. Announcements of grant awards will be made on or before December 27, 2018.

**Completed Applications Due 11:59 p.m., Friday, September 28, 2018 or postmarked by that time.**

**Completed applications can be submitted through the SharePoint site, emailed or mailed to:**

**Jane Larson  
ARM Division 2<sup>nd</sup> Floor  
PO Box 8911  
Madison WI 53708-8911**