Community Based Environmental Protection Projects

Oklahoma Department of Environmental Quality

Request to Enter Contract for Reimbursement

**Medical Sharps Management Grant Application FY26**

The Oklahoma Department of Environmental Quality (DEQ) has the jurisdictional area of environmental responsibility over the prevention, control and abatement of pollution caused by solid waste which presents a threat to human health or the environment, under provisions of 27A O.S. § 1-3-101 and 27A O.S. § 2-10-202; and

The Executive Director of DEQ is authorized under the provisions of 27A O.S. §§ 2-3-201 and 2-3-202 to enter into contracts for the purpose of carrying out any of the purposes, objectives or provisions of the Environmental Quality Code, Title 27A of the Oklahoma Statutes, for which DEQ has jurisdiction.

DEQ is authorized under the provisions of 27A O.S. § 2-10-802(C) to expend funds and enter into contracts with units of local government and political subdivisions of this State for purposes of administering the Oklahoma Solid Waste Management Act.

DEQ does not reimburse for buildings, vehicles, laptops, or drones.

**Grant money is not guaranteed. Funding is limited. DEQ’s ability to fund requests to local governments is entirely dependent on the amount of money available to DEQ to issue grants.**

**Basic Information:**

* Grants are provided on a reimbursement basis.
* **Grantees must enter into a formal Agreement with DEQ as vendors.  Until a fully executed Agreement and Purchase Order are issued, no funds are available. Funds spent prior to a formal Agreement and Purchase Order are not reimbursable.**
* All awarded funding must be spent in the fiscal year granted.
* Agreements expire June 30, 2026.
* Final invoices are due by August 31, 2026. Invoices submitted after August 2026 may not be reimbursed.

**Process for Receiving Funds**

1. Applicant submits application.
2. DEQ reviews application. Discussion between DEQ and applicant may occur at this time. Applicant sends revised Scope of Work and Budget to DEQ, if necessary.
3. DEQ writes formal Agreement and sends through state’s procurement process for approval.
4. DEQ sends applicant a formal Agreement to sign and return, electronically.
5. DEQ signs, then sends an electronic copy of the fully executed Agreement and Purchase Order to applicant.
6. Applicant may now begin to spend funds intended for reimbursement. **Funds spent prior to a fully executed Agreement and Purchase Order (between steps 1-5) are not reimbursable.**
7. Applicant sends invoices and monthly reports to DEQ.
8. DEQ reimburses invoices within 45 days.

For more information and application deadlines, visit the DEQ website at <https://www.deq.ok.gov/land-protection-division/waste-management/solid-waste/funding-opportunities-for-community-based-environmental-protection-projects/>.

**Application Submittal Instructions**

Return by e-mail to SWGrants@deq.ok.gov with the subject line,

“[Organization] FY26 [grant type] Grant Application DEQ”

e.g., Oklahoma County FY26 Equipment Grant Application DEQ

Or send a hard copy to:

Oklahoma Department of Environmental Quality

Attn: Libby McCaskill, Land Protection Division

P.O. Box 1677

Oklahoma City, OK 73101-1677

Phone: 405-702-5100

Fax: 405-702-5101

**Medical Sharps Management Grant**

Medical sharps, such as needles and syringes, are convenient devices used by millions to safely self-inject medications outside of health-care settings, often to treat conditions like diabetes. More than 100,000 residents in Oklahoma are prescribed self-injecting medications, generating as many as 60 million needles per year.

When needles are flushed or disposed of in the trash, they pose grave health and safety risks to residents, sanitation workers, sewage treatment plant operators, waste management personnel, and hospitality workers.

Funding may be used to support better disposal options for used medical sharps, including, purchasing materials related to collection (kiosks, totes, containers), pay for disposal services, and event/site preparation (education and outreach, advertising). [Medical Sharps – Oklahoma Safe Medical Disposal (oksafemeddisposal.org)](https://oksafemeddisposal.org/medical-sharps/)

Grantees may utilize [OMSDC's Guide to Establishing Community Medical Sharps Programs.pdf](https://oksafemeddisposal.org/wp-content/uploads/2023/08/2023-establishing-community-medical-sharps-programs.pdf). Grant Recipients are also required to submit appropriate invoices and to provide monthly photos and metrics documenting collection efforts.

The objective of the [Oklahoma Meds and Sharps Disposal Committee (OMSDC),](https://oksafemeddisposal.org/) in partnership with the Product Stewardship Institute and numerous stakeholders, is to develop better disposal options for sharps in Oklahoma. This grant makes funding available to help support some of those objectives.

**NEW**: **DEQ will reimburse 80% of equipment costing $5,000-$50,000.**

**Medical Sharps Management Grant Application FY26**

The following information must be provided before a contract for reimbursement will be considered. Scoring will be based on the following categories: environmental improvement, collaboration, storage and maintenance plans, sustainability, feasibility, scope of work, budget, quality of proposal, and past performance, if applicable. This form has been prepared to be applicable to a wide range of projects and as a result some of the questions may not seem directly applicable to what you propose. Please answer the questions to the best of your ability based on the information you have.

1. Date:

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| --- |
|  |

2. Legal Name of organization that reimbursements will be issued to:

|  |
| --- |
|  |

|  |
| --- |
|  |

3. Dollar Amount being Requested:

4. Contact information for organization

|  |  |
| --- | --- |
| **Name/Title:** |  |
| **Phone Number:** |  |
| **E-mail Address:** |  |

5. Signatory Authority for organization with legal authority to sign contract with DEQ:

|  |  |
| --- | --- |
| **Name/Title:** |  |
| **Phone Number:** |  |
| **E-mail Address:** |  |

6. Addresses

|  |  |
| --- | --- |
| **The contract will be sent here for signature (name and e-mail):** |  |
| **Reimbursements will go to this mailing address\*:** |  |

\*The address provided here must be registered in the Oklahoma Supplier Portal. If your organization is not registered as an Oklahoma Supplier, you must register here to be able to receive funds from the state: <https://oklahoma.gov/omes/divisions/central-purchasing/suppliers-and-payees/supplier-portal.html>

1. Project Description. Answer each question in the answer box to the right.

|  |  |
| --- | --- |
| Questions | Answers |
| 1. **Describe the need for sharps management in your community:** |  |
| 1. **Who will be served by this program (municipalities, county, region, estimate population)?** |  |
| 1. **How are sharps currently managed in your community?** |  |
| 1. **Describe your plan to implement sharps management into your community.** |  |
| 1. **If hosting collection events, please provide dates or a timeline.** |  |
| 1. **Are you partnering with anyone else to manage sharps? To make more efficient use of limited funding, DEQ will prioritize applications that propose partnerships and collaboration.** |  |
| 1. **Have you received a previous grant from the DEQ? If so, what years, what dollar amounts did you receive, and how much of that funding did you spend?** |  |
| 1. **Describe your plans for public outreach to your community, such as news coverage, radio ads, flyers, posters, social media, and how often you will conduct the outreach. Please list your social media handles if applicable.** |  |
| 1. **What metrics will you track monthly to demonstrate Return on Investment (ROI)?** |  |
| 1. **How did you hear about DEQ’s Solid Waste Management Grant Program?** |  |
| 1. **Are you a member of the Oklahoma Meds and Sharps Disposal Committee? If not, would you like to be added to the contact list to receive communications and meeting invites?** |  |
| 1. **Is there any other information that you would like to share?** |  |

1. **Please attach a detailed Scope of Work and Budget.**
2. **Please provide appropriate specifications for equipment, and quotes for collection, if applicable.**