

MANITOBA HEALTH

WEST NILE VIRUS PROGRAM 2023:

***WNV Cost-Shared Larviciding Program
Quick Reference Guide***



The province's targeted West Nile virus (WNV) cost-shared larviciding program is reviewed on an annual basis. Efforts are taken to improve service delivery, foster greater awareness and encourage greater adoption of precautionary behaviour while ensuring that expenditures are fiscally responsible.

New revisions and key program requirements for the 2023 provincial WNV program are outlined in brief below and full details can continue to be found within the individual Planning Documents for Municipalities (www.gov.mb.ca/health/wnv/planning.html). Please contact the Program Coordinator should you have any concerns with how these changes may impact your community.

For communities utilizing a third party contractor, please ensure that any relevant program changes are shared with your service provider in a timely manner.

Note: It is the responsibility of each community participating in the WNV targeted cost-shared larviciding program to ensure that all required documentation is provided to Manitoba Health to ensure prompt, and full, reimbursement of all eligible expenses incurred during the 2023 program period. Where third party contractors are employed it is expected that they be made aware, prior to the program start, of both the approved funding levels and the requirements outlined within the *2023 Municipal Planning Documents*, in particular the – *Larviciding Package*.

Important Dates:

- **June 2023**
 - WNV Cost-share larviciding participants will be advised during the month of June when to commence their WNV cost-share larviciding program.
 -
- **August 15, 2023** (Tuesday):
 - ***Tentative final date*** of the 2023 cost-shared larviciding program. A final decision will be communicated by the Program Coordinator during the season.
- **October 6, 2023** (Friday):
 - Deadline for submission of all cost-shared larviciding program reconciliation claims and supporting documentation, **including larval sampling and treatment logs**, to Manitoba Health for review and approval (information on eligible and non-eligible expenses can be found in **Appendix A** at the end of this document and in Appendix D of the *2023 Municipal Planning Document – Larviciding Package*).

Key Program Highlights:

Cost-shared funding program:

- Last year, in collaboration with Health Services Commissioning at Manitoba Health, we implemented the use of Service Purchase Agreements (SPA) with all of our participants to provide the cost-share larviciding services in your respective Town,

HEALTH

City or Rural Municipality. As a result, starting this year, a pre-approval funding letter will no longer be sent in addition to the SPA.

- As per the revised evidence based funding model, only communities within a high or moderate risk zone with a sufficiently large treatment area will be eligible to receive funding as part of the WNV targeted cost-shared larviciding program.
- Requests for additional funding for eligible communities may only be made in season as variables such as *Culex taraslis* numbers & infection rates and weather data are factored in any decision. An application package for additional funding can be found in **Appendix C**.

Eligible Expenses:

- For a detailed list of eligible & non-eligible program expenses see **Appendix A**.
- An end of season reconciliation form can be found in **Appendix B**.

Public Education & Stakeholder Training:

- An Integrated Pest Management guide for mosquito control personnel has been developed for use by cost-share participants and can be accessed on the Manitoba Health website (www.gov.mb.ca/health/wnv/planning.html).
- Additional educational materials are available free-of-charge and include brochures, fact sheets, posters and bookmarks. For a detailed listing and ordering information see **Appendix D**.

Program Notes:

- With the shift from Malathion to DeltaGard 20EW for adult mosquito control, in the event of a Health Order, communities may wish to make appropriate alterations to their Pesticide Use Permit. For more information, or assistance, please contact Krystal Penner (Pesticide and Agriculture Program Specialist) with Manitoba Conservation and Climate at 204-945-7107 or Krystal.Penner@gov.mb.ca.

Key Manitoba Health Contact Information:

NOTE: Communication via email is recommended.

Colleen Dudar – **Program Coordinator**
Phone: 204-470-8069
Email: Colleen.Dudar@gov.mb.ca

Angela Peck - **Administrative Assistant**
Phone: 204-788-6737
Email: Angela.Peck@gov.mb.ca

APPENDIX A: Eligible & Non-Eligible Expenses

Eligible Costs:

- Employee salaries and benefits for time spent larviciding, including larval sampling prior to and after application, between the WNV larviciding start and end dates (as defined by Manitoba Health);
- Costs associated with staff training, directly related to the cost-shared program, incurred prior to the program period. Please note that these costs must be included as part of your approved budget and that no additional funds will be made available for staff training outside of the program period. Training should be aimed at improving safety and efficiency. For additional information please consult the Program Coordinator;
- Cost of insecticides that have been used during the season;
 - Manitoba Health will only pay for insecticides that have been used during the current season. Any purchased but unused product, if applied in subsequent season(s) will still be eligible for reimbursement. Note that on average product efficacy of *Bti* based insecticides begins to decline within 24 months of date of manufacture;
- Rental of truck(s) or ATV(s) during the WNV larviciding season;
- Purchase of equipment such as backpack sprayers or handheld granular shakers;
- Fuel for vehicle(s) used during larviciding rounds (receipts are required for reimbursement). **If fuel is purchased as part of a monthly contract it is the responsibility of the cost-shared community to clearly identify fuel costs related to WNV cost-shared activities;**
- Costs incurred by a municipality to contract an independent third party to carry out larval sampling & larviciding operations (**any applicable administration fees must be included within the third party contract**);
 - **Contracting jurisdictions (i.e. city, town or municipality) are responsible to ensure that all appropriate invoices, records, documents and larval sampling & treatment logs are collected and submitted by the third party service provider. Manitoba Health staff will not contact the contracting party to obtain any additional information required**
- Pesticide permits, licensing, and insurance costs that are purchased specifically for the purpose of WNV-related mosquito control;
- Advertising costs associated with notifying the public as to the proposed application of pesticides as part of the WNV cost-shared targeted larviciding program;
- Costs associated with mapping of mosquito larval development sites in the community to facilitate targeted larviciding operations; and
- Administration costs (**to a maximum of 15 per cent of total costs incurred**) – keeping in mind that cost-shared funding is expected to be revenue neutral.

Non-Eligible Costs:

- Any larviciding costs incurred outside of the specified WNV larviciding start and end dates as defined by Manitoba Health with the exception of costs associated with staff training, directly related to the cost-shared program, incurred prior to the program period; and
- **GST** (Manitoba Health is GST exempt - please ensure to exclude this from any invoices).
- Meals and accommodations
- Expenses related to staff meetings, etc.
- Insurance and liability coverage purchased/ required for other purposes;
- Pesticide permit and /or licensing costs that are purchased/ required for other purposes;
- Rewrite cost associated with pesticide certification exam(s);
- The **purchase** of an ATV or any other vehicle;
- Maintenance for vehicles (i.e. Trucks or ATVs) rented for WNV-related activities (it is expected that the rental fee will cover any maintenance);
- Mileage for vehicles for which a rental fee is already charged to Manitoba Health (it is expected that the rental fee will cover any incurred mileage);
- Mileage for the use of personal vehicles;
- Cell phones and expenses related to same (i.e. phone cards);
- Any equipment or insecticide cost that was claimed in previous years or purchased from another municipality under the cost-shared program;

APPENDIX B: End of Season Reconciliation Form

	Approved Budget	Actual Costs																				
Larval Sampling and Treatment Log included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																				
<p align="center"><u>Personnel Cost</u></p> <p>Identify service provider and average cost per hour. If a blanket hourly rate is listed please break it down and identify what the hourly wage includes (e.g. \$15/hr labour, \$30/hr equipment rental, \$5/hr gas, etc).</p> <table border="0"> <thead> <tr> <th></th> <th align="center">Title/Name</th> <th align="center">No. of Hours</th> <th align="center">X</th> <th align="center">Rate/ Hr.</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>_____</td> <td>_____</td> <td></td> <td>_____</td> </tr> <tr> <td>b)</td> <td>_____</td> <td>_____</td> <td></td> <td>_____</td> </tr> <tr> <td>c)</td> <td>_____</td> <td>_____</td> <td></td> <td>_____</td> </tr> </tbody> </table>		Title/Name	No. of Hours	X	Rate/ Hr.	a)	_____	_____		_____	b)	_____	_____		_____	c)	_____	_____		_____		
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a)	_____	_____		_____																		
b)	_____	_____		_____																		
c)	_____	_____		_____																		
Supporting personnel documents included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																				
<p align="center"><u>Insecticide Cost</u></p> <p>Identify type of insecticide and amount being purchased (<i>note application rate for Bti is approximately 5 – 10 kg/ha (4.5 – 9 lbs/acre)</i>). Costs should be per kilogram or per bag.</p> <table border="0"> <thead> <tr> <th></th> <th align="center">Type</th> <th align="center">Bag size/weight (kg)</th> <th align="center">No. of Bags</th> <th align="center">Cost/bag</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>b)</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Type	Bag size/weight (kg)	No. of Bags	Cost/bag	a)	_____	_____	_____	_____	b)	_____	_____	_____	_____							
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a)	_____	_____	_____	_____																		
b)	_____	_____	_____	_____																		
Supporting insecticide invoice(s) included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																				
<p align="center"><u>Purchase/ Rental of Equipment</u></p> <p>Identify type of equipment being purchased/ rented and associated (hourly/ daily) costs. Mileage is not an eligible expense if the vehicle used is a rental.</p> <table border="0"> <thead> <tr> <th></th> <th align="center">Item</th> <th align="center">Cost</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>b)</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>c)</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Item	Cost	a)	_____	_____	b)	_____	_____	c)	_____	_____										
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a)	_____	_____																				
b)	_____	_____																				
c)	_____	_____																				
Supporting equipment rental/ purchase invoice(s) included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																				
<p align="center"><u>Other Costs</u></p> <p>Identify other costs related to larviciding activities (e.g. fuel (if not claimed as part of personnel cost), administration costs (up to 15% of total costs), permits, advertising, mapping, etc).</p> <p>a) _____</p> <p>b) _____</p> <p>c) _____</p>																						
Supporting invoice(s) & documents for 'other costs' included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																				
Approved Subtotal																						
25% Municipal Share																						
75% Provincial Share																						
FOR OFFICE USE ONLY	Total 75% Approved																					

APPENDIX C: APPLICATION FOR IN-SEASON INCREASE IN COST-SHARED FUNDING

This application package should be used by municipalities that anticipate additional funding requirements for 2023.

Each section of the application must be completed in order to be considered for cost-shared funding. This includes the **Application Form** (this page), **Proposed Mosquito Control Plan** and **Estimated Total Larviciding Budget**.

Municipalities can consult with the Program Coordinator as necessary to complete this application (contact information can be found in the *Planning Documents for Municipalities Part I (WNV Program Information)*). Municipalities can email the completed application to Scott.Graham-Derham@gov.mb.ca. In addition, the original application form, your proposed mosquito control plan, budget, and any other supporting documentation should be mailed directly to:

Manitoba Health – WNV Program
4062 - 300 Carlton Street
Winnipeg, MB
R3B 3M9

NAME OF MUNICIPALITY: _____

CAO: _____

PHONE: _____

ADDRESS: _____

LEAD CONTACT PERSON (if different from above):

NAME: _____

PHONE: _____

AFTER HOURS CONTACT: _____

EMAIL: _____

FAX: _____

PROPOSED MOSQUITO CONTROL PLAN

Provide a detailed rationale supporting the increased funding request, including:

- 1) History of WNV activity within your municipality (i.e. number of human cases, positive mosquito pools and/or positive horses);
- 2) A description of the area where mosquito control is proposed to take place including general identification of specific “hot spots” (i.e. sites of chronic standing water of the type where *Culex tarsalis* mosquitoes may lay their eggs), on public or private property;
- 3) An overview of the number of rounds of application already undertaken and the number of additional rounds anticipated. Note that funding is based on **5 rounds of application** (every 7 – 10 days), to address mosquito control in a three (3) km extended treatment area. Include a breakdown of the following:
 - Estimated size (km²) of the proposed treatment area, including the 3 km extended treatment area;
 - Estimated population of the proposed treatment (larviciding) area;
 - Estimated number of staff and associated costs;
 - Required equipment and associated costs; and
 - Estimated mosquito larvicide costs.
- 4) A clearly stated rationale that supports the requested increase.

2023 ESTIMATED (ADDITIONAL) TOTAL LARVICIDING BUDGET

(Based on X number of additional rounds, once every 7 – 10 days)

Estimated Budget	
Personnel Cost Identify service provider and average cost per hour. If a blanket hourly rate is listed please break it down and identify what the hourly wage includes (e.g. \$15/hr labour, \$30/hr equipment rental, \$5/hr gas, etc.).	
Insecticide Cost Identify type of insecticide and amount being purchased (note application rate for <i>Bti</i> is approximately 5 – 10 kg/ha (4.5 – 9 lbs/acre). Costs should be per kilogram or per bag.	
Purchase/ Rental of Equipment Identify type of equipment being purchased/ rented and associated (hourly/daily) costs.	
Other costs (<i>refer to Appendix D – Larviciding Package</i>). Identify other costs related to larviciding activities, such as gas (if not claimed as part of personnel cost), administration costs (up to 15%)	
Total	
25% Municipal Share	
75% Provincial Share	

You will be advised if your application is approved by way of an acceptance letter. You can also contact the Program Coordinator who can advise you if your application is approved. If you have any questions regarding the status of your application, contact the Program Coordinator.

Date Submitted: _____

Prepared by (include title): _____

Signature of Preparer: _____

Name of Authorized Officer: _____

Signature of Authorized Officer: _____

<u>FOR MANITOBA HEALTH USE</u>	
Date Received: _____	Date Reviewed: _____
Decision: _____	
Comments: _____	

APPENDIX D: Educational/ Informational Materials Available for Order

Materials may be ordered from the Materials Distribution Agency using the electronic form available at <http://www.gov.mb.ca/health/jmc/index.html> (see product numbers and descriptions in the table below). These forms can also be faxed to 204-942-6212 or emailed to InformationResources@gov.mb.ca at MDA. For further ordering information please contact MDA's Customer Service Department at 204-945-0570 or visit <http://www.gov.mb.ca/health/jmc/index.html>.

Category	Product #	Description	Quantity
Environmental Health	MHPP139	Poster- Watch out for deer ticks (bilingual)	Each
Environmental Health	MHPO28B	Pamphlet - West Nile virus (bilingual)	25/ Pkg
Environmental Health	MHPO29E	Poster - West Nile virus (bilingual)	Each
Environmental Health	MHPO55	Bookmarks - West Nile virus (bilingual)	25/ Pkg
Environmental Health	MHPP153	Fact Sheet - Lyme disease, Environmental Health	25/ Pkg
Environmental Health	MHPP159	Brochure - Lyme disease (bilingual)	25/ Pkg
Environmental Health	MHPP170	Postcard - Landscape Tips to Reduce Ticks	Each