

WASHOE COUNTY  
HEALTH DISTRICT

FINANCING QUALITY OF LIFE

CM/ACM ✓  
Finance DN  
DA ✓  
Risk Mgt. ✓  
HR ✓  
Other CM

STAFF REPORT  
BOARD MEETING DATE: May 10, 2016

**DATE:** April 13, 2016

**TO:** Board of County Commissioners

**FROM:** Erin Dixon, Fiscal Compliance Officer, 775-328-2419, [edixon@washoecounty.us](mailto:edixon@washoecounty.us)

**THROUGH:** Anna Heenan, Administrative Health Services Officer, 775-328-2417, [aheenan@washoecounty.us](mailto:aheenan@washoecounty.us)

**SUBJECT** Approve amendments totaling an increase of [\$19,726] in both revenue and expense to the FY 16 CDC Public Health Preparedness – FY16 Carryover, IO 11294; and approved direct the Comptroller’s office to make the appropriate budget adjustments (All Commission Districts)

**SUMMARY**

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Comptroller’s Office to make the appropriate budget adjustments.

The Washoe County Health District received a Notice of Subgrant Award from the Division of Public and Behavioral Health for the period November 1, 2015 through June 30, 2016 in the total amount of \$56,382 in support of the CDC Public Health Preparedness Carryover Grant Program. Subgrant Amendment #1 was received on February 26, 2016 increasing the award by \$19,726 for a total award of \$76,108. A copy of the first page of Subgrant Amendment #1 is attached.

BCC Strategic Objective supported by this item: Safe, Secure and Healthy Communities.

**PREVIOUS ACTION**

The BCC approved an amendment for the original Subgrant Award on January 12, 2016.

**BACKGROUND**

**Project/Program Name:** Public Health Preparedness CDC Carryover

**Scope of the Project:** The amendment provides funds for the purchase of digital 800 MHz radios and supporting accessories.

**Benefit to Washoe County Residents:** The additional radios will increase communication among responders in a public health emergency.

**On-Going Program Support:** Grant will support a one-time project and ongoing funding is not necessary.

AGENDA ITEM # 5E1

**Amendment Amount:** \$19,726  
**Grant Period:** Upon approval by all parties – June 30, 2016  
**Funding Source:** Centers for Disease Control and Prevention (CDC)  
**Pass Through Entity:** State of Nevada Department of Health and Human Services  
**CFDA Number:** 93.069  
**Grant ID Number:** 15248  
**Match Amount and Type:** 10% match is required and is met through Shared Services expenditures

**Sub-Awards and Contracts:** No Sub-Awards are anticipated. The radios will be purchased using WC Purchasing requirements.

**FISCAL IMPACT**

The FY16 budget did not include any funding for this grant amendment. A budget amendment in the amount of \$19,726 is necessary to bring the Award into alignment with the program budget. Funds will be drawn down as reimbursement to expenditures. Indirect costs are allowable on the original Notice of Subgrant Award yet indirect costs are not allowable on equipment such as radios. No indirect will be collected on Amendment #1.

Should the Board accept this grant award and approve these budget amendments, the adopted FY16 budget will be increased by \$19,726 in both revenue and expenditure in the following accounts:

| <u>Account Number</u> | <u>Description</u>             | <u>Amount of Increase/(Decrease)</u> |
|-----------------------|--------------------------------|--------------------------------------|
| 2002-IO-11294         | -431100 <b>Federal Revenue</b> | \$19,726                             |
|                       | <b>Total Revenue</b>           | <b>\$19,726</b>                      |
| 2002-IO-11294         | -711504 Equipment nonCapital   | 19,726                               |
|                       | <b>Total Expenditures</b>      | <b>\$19,726</b>                      |

**RECOMMENDATION**

Staff recommends that the Board of County Commissioners approve amendments totaling an increase of \$19,726 in both revenue and expense to the FY 16 CDC Public Health Preparedness – FY16 Carryover, IO 11294; and if approved direct the Comptroller’s office to make the appropriate budget adjustments

**POSSIBLE MOTION**

Should the Board agree with staff’s recommendation, a possible motion would be: “Move to approve amendments totaling an increase of \$19,726 in both revenue and expense to the FY 16 CDC Public Health Preparedness – FY16 Carryover, IO 11294; and if approved direct the Comptroller’s office to make the appropriate budget adjustments”



State of Nevada  
 Department of Health and Human Services  
**Division of Public & Behavioral Health**

HD #: 15248  
 Budget Account: 3218  
 Category: 22  
 GL: 8516  
 Job Number: 9306915  
 Function #: 3333

## SUBGRANT AMENDMENT # 1

|  |                       |   |                       |
|--|-----------------------|---|-----------------------|
| <b>Program Name:</b><br>Public Health Preparedness Program<br>Preparedness, Assurance, Inspections, Statistics (PAIS)      |                       | <b>Subgrantee Name:</b><br>Washoe County Health District (WCHD). WCHD#11294 |                       |
| <b>Address:</b><br>4150 Technology Way, Suite #200<br>Carson City, NV 89708-2009   |                       | <b>Address:</b><br>1001 East Ninth Street / PO Box 11130<br>Reno, NV 89520  |                       |
| <b>Subgrant Period:</b><br>November 1, 2015 to June 30, 2016   |                       | <b>Amendment Effective Date:</b><br>Upon approval by all parties.           |                       |
| <b>Federal Award Identification #:</b><br>U90TP000534  |                       |   |                       |
| This amendment reflects a change to:   |                       |   |                       |
| <input checked="" type="checkbox"/> Scope of Work <input type="checkbox"/> Term <input checked="" type="checkbox"/> Budget |                       |   |                       |
| <b>Reason for Amendment:</b> To add funds to purchase Equipment  |                       |   |                       |
| <b>Required Changes:</b>   |                       |   |                       |
| <b>Current Language:</b> See Section B- Description of Services, Scope of Work and Deliverables (Exhibit C).               |                       |   |                       |
| <b>Amended Language:</b> See Exhibit A- Amended Scope of Work.   |                       |   |                       |
| <b>Budget Categories</b>   | <b>Current Budget</b> | <b>Amended Adjustments</b>  | <b>Revised Budget</b> |
| 1. Personnel   | \$ 0.00               | \$ 0.00   | \$ 0.00               |
| 2. Travel  | \$ 0.00               | \$ 0.00   | \$ 0.00               |
| 3. Supplies  | \$ 0.00               | \$ 0.00   | \$ 0.00               |
| 4. Equipment   | \$ 0.00               | \$ 19,726.00  | \$ 19,726.00          |
| 5. Contractual/Consultant  | \$ 44,282.00          | \$ 0.00   | \$ 44,282.00          |
| 6. Other   | \$ 8,858.00           | \$ 0.00   | \$ 8,858.00           |
| 7. Indirect  | \$ 3,242.00           | \$ 0.00   | \$ 3,242.00           |
| <b>Total</b>   | <b>\$ 56,382.00</b>   | <b>\$ 19,726.00</b>   | <b>\$ 76,108.00</b>   |
| <b>Incorporated Documents:</b>   |                       |   |                       |
| Exhibit A: Amended Scope of Work   |                       |   |                       |
| Exhibit B: Amended Budget Detail   |                       |   |                       |
| Exhibit C: Original subgrant Notice of Subgrant Award and all previous amendments  |                       |   |                       |

**By signing this Amendment, the Authorized Subgrantee Official or their designee, Program Manager, Bureau Chief, and Division of Public and Behavioral Health Administrator acknowledge the above as the new standard of practice for the above referenced Subgrant. Further, the undersigned understand this amendment does not alter, in any substantial way, the non-referenced contents of the Original Subgrant Award and all of its Attachments.**

|  | Signature | Date    |
|--|-----------|---------|
| Kitty Jung, Chair<br>Washoe County District Board of Health                          |           | 3.24.16 |
| Erin Lynch<br>Health Program Manager II. PHP   |           | 2/23/16 |
| Chad Westom<br>Bureau Chief, PAIS  |           | 2.23.16 |
| for Cody L. Phinney, MPH<br>Administrator,<br>Division of Public & Behavioral Health |           |         |