

WASHOE COUNTY
HEALTH DISTRICT
ENHANCING QUALITY OF LIFE

STAFF REPORT
BOARD MEETING DATE: March 22, 2016

CM/ACM JS
Finance DW
DA -
Risk Mgt. -
HR -
Other CH

DATE: March 1, 2016

TO: Board of County Commissioners

FROM: Patsy Buxton, Fiscal Compliance Officer, 775-328-2418, pbuxton@washoecounty.us

THROUGH: Anna Heenan, Administrative Health Services Officer, 775-328-2417, aheenan@washoecounty.us

SUBJECT: Approve amendments totaling an increase of [\$4,662] in both revenue and expense to the FY16 HIV Prevention Grant Program, IO-10013; and if 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 Community and Clinical Health Services Division received a Notice of Subgrant Award from the State of Nevada on January 19, 2016 to support the HIV Prevention Grant Program. The funding period is retroactive to January 1, 2016 and extends through December 31, 2016. A copy of the first page of the Award is attached.

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

PREVIOUS ACTION

There has been no previous action taken by the Board this fiscal year.

BACKGROUND/GRANT AWARD SUMMARY

Project/Program Name: HIV Prevention Grant Program

Scope of the Project: The Subgrant scope of work includes the following: conduct HIV testing, conduct comprehensive prevention activities with HIV-positive individuals, distribute condoms, and perform prevention planning, reporting and evaluation activities.

The Subgrant provides funding for personnel, travel and training, operating supplies, professional services, educational supplies, advertising, lab/outpatient, and other expenses, including funding specifically for community outreach, planning meetings and program participation via the use of

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incentives/enablers (including but not limited to, gift cards/gift certificates, transportation and food vouchers, educational outreach items, nutritious food and beverage, behavioral reinforcers, etc.)

Benefit to Washoe County Residents: This Award supports the Sexual Health program’s mission to provide comprehensive prevention education, treatment, and surveillance activities in Washoe County that reduce the incidence of STD infection including HIV. The Sexual Health Program emphasizes strategies that empower individuals to decrease risk-related behaviors, thereby decreasing the incidence of new STD and HIV infections in the community.

On-Going Program Support: The Health District anticipates receiving continuous funding to support the HIV Prevention Program.

Award Amount: \$290,182
Grant Period: January 1, 2016 – December 31, 2016
Funding Source: Centers for Disease Control and Prevention (CDC)
Pass Through Entity: State of Nevada, Department of Health and Human Services
 Division of Public & Behavioral Health
CFDA Number: 93.940
Grant ID Number: 5U62PS003654-05
Match Amount and Type: No match required
Sub-Awards and Contracts: No Sub-Awards are anticipated.

FISCAL IMPACT

The FY16 budget was adopted with \$334,427.61 in revenue (\$305,603.61 direct and \$28,824.00 indirect). The total award amount is \$290,182 (\$261,358 direct and \$28,824 indirect). A budget amendment in the amount of \$4,662 is necessary to bring the Notice of Subgrant Award into alignment with the direct program budget. This amendment takes into account the budget authority required for actual direct expenditures from July – Dec which total \$179,587.23 (prior award) plus 50% of the new award direct expenditures of \$130,679 (Jan-June). No amendment is necessary for indirect revenue.

The award includes \$28,824 in indirect costs (11.028% of total direct costs). Funds will be drawn down as reimbursement to expenditures.

Should the Board approve these budget amendments, the adopted FY 16 budget will be **increased by \$4,662** in the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-10013	-431100 Federal Revenue	\$4,662
	Total Revenue	\$4,662
2002-IO-10013	-710546 Advertising	\$4,662
	Total Expenditures	\$4,662

RECOMMENDATION

Staff recommends that the Washoe Board of County Commissioners approve amendments totaling an increase of \$4,662 in both revenue and expense to the FY16 HIV Prevention Grant Program, IO-10013; and if approved direct the Comptroller's office to make the appropriate budget adjustments.

POSSIBLE MOTION

Move to approve amendments totaling an increase of \$4,662 in both revenue and expense to the FY16 HIV Prevention Grant Program, IO-10013; 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
 (hereinafter referred to as the Division)

HD #: **15329**
 Budget Account: **3215**
 Category: **15**
 GL: **8516**
 Job Number: **9394016**

NOTICE OF SUBGRANT AWARD

FD-10013

Program Name: HIV Prevention Program Bureau of Behavioral Health, Wellness, and Prevention		Subgrantee Name: Washoe County Health District Attn: Anna Heenan	
Address: 4128 Technology Way, Suite #200 Carson City, NV 89706-2009		Address: P. O. Box 11130 Reno, NV 89520-0027	
Subgrant Period: Upon approval by all parties through December 31, 2016 Funding Period: January 1, 2016 through December 31, 2016		Subgrantee's: EIN: 88-6000138 Vendor #: T40283400Q Dun & Bradstreet: 073788998	
Purpose of Award: To conduct HIV Prevention Services in Northern Nevada			
Region(s) to be served: <input type="checkbox"/> Statewide <input checked="" type="checkbox"/> Specific county or counties: <u>Washoe County</u>			
Approved Budget Categories:		Disbursement of funds will be as follows:	
1. Personnel	\$ 197,943	Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i> . Total reimbursement will not exceed \$290,182.00 during the subgrant period.	
2. Travel	\$ 9,522		
3. Operating	\$ 4,704		
4. Supplies	\$ 7,000		
5. Contractual/Consultant	\$ 0		
6. Other	\$ 42,189		
7. Indirect	\$ 28,824		
Total Cost: \$ 290,182			
Source of Funds:		% of Funds:	CFDA:
1. Centers for Disease Control and Prevention (CDC)		100%	93.940
			Federal Grant #: 5U62PS003654-05
Terms and Conditions: In accepting these grant funds, it is understood that: 1. Expenditures must comply with appropriate state and/or federal regulations; 2. This award is subject to the availability of appropriate funds; and 3. The recipient of these funds agrees to stipulations listed in the incorporated documents.			
Incorporated Documents: Section A: Assurances; Section B: Description of Services, Scope of Work and Deliverables; Section C: Budget and Financial Reporting Requirements; Section D: Request for Reimbursement; Section E: Audit Information Request; and Section F: DPBH Business Associate Addendum			
Chair, District Board of Health	Signature		Date
Lyell Collins, MBA Program Manager			02/26/16
Kevin Quint, MBA, LADC Bureau Chief			1/19/16
for Cody L. Phinney, MPH Administrator, Division of Public & Behavioral Health			