

WASHOE COUNTY
HEALTH DISTRICT

ENHANCING QUALITY OF LIFE

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

STAFF REPORT
BOARD MEETING DATE: March 22, 2016

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 [\$1,639.36] in both revenue and expense to the FY16 Immunization Grant Program, IO-10029; 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 to support the Immunization 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: Immunization Grant Program

Scope of the Project: The Subgrant scope of work includes the following: conduct Vaccine For Children (VFC) compliance visits, perform Assessment, Feedback, Incentives and Exchange (AFIX) assessments, Perinatal Hepatitis B prevention activities, and seasonal influenza vaccination activities.

The Subgrant provides funding for personnel, travel and training, operating supplies, professional services, educational supplies, repairs and maintenance, postage, printing, telephone and indirect expenditures.

Benefit to Washoe County Residents: This Award supports the Immunization program mission to public health by reducing vaccine preventable disease through immunization, with an emphasis on collaboration and cooperation with community partners.

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

Award Amount: \$194,272
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: 93.268
Grant ID Number: Not available at this time
Match Amount and Type: No match required
Sub-Awards and Contracts: No Sub-Awards are anticipated.

FISCAL IMPACT

The Notice of Subgrant Award issued for Calendar Year 2016 in the amount of \$194,272 represents “Round 1” of funding from the CDC. The total award amount after receiving all rounds of funding will be \$340,586 (\$301,404 direct and \$39,182 of indirect.)

As the FY16 budget in Internal Orders 10028 and 10029 was adopted with a total of \$338,517.64 in revenue (includes \$38,753 of indirect) and \$299,764.64 in expenditure authority, a budget amendment in the amount of \$1,639.36 is necessary to bring the Notice of Subgrant Award into alignment with the direct program budget.

The first round of funding includes \$22,350 in indirect costs (13% 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 \$1,639.36** in the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-10029	-431100 Federal Revenue	\$1,639.36
	Total Revenue	\$1,639.36
2002-IO-10029	-710200 Service Contracts	\$1,134.00
	-710350 Office Supplies	\$ 505.36
	Total Expenditures	\$1,639.36

RECOMMENDATION

Staff recommends that the Washoe Board of County Commissioners approve amendments totaling an increase of \$1,639.36 in both revenue and expense to the FY16 Immunization Grant Program, IO-10029; and if approved direct the Comptroller's office to make the appropriate budget adjustments.

POSSIBLE MOTION

Move to approve amendments totaling an increase of \$1,639.36 in both revenue and expense to the FY16 Immunization Grant Program, IO-10029; 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 #: **15389**
 Budget Account: **3213**
 Category: **20**
 GL: **8516**
 Job Number: **9326816**

NOTICE OF SUBGRANT AWARD

ID 10028710029

Program Name: Nevada State Immunization Program Bureau of Child, Family & Community Wellness		Subgrantee Name: Washoe County Health District (WCHD)	
Address: 4150 Technology Way, Suite 210 Carson City, NV 89706-2009		Address: PO Box 11130 Reno, NV 89520	
Subgrant Period: 01/01/2016 – 12/31/2016		Subgrantee's: EIN: 88-8000138 Vendor #: T40283400 Q Dun & Bradstreet: 73786998	
Purpose of Award: To eliminate cases of vaccine preventable diseases in Washoe County by raising immunization rates and through case management under the provisions of Perinatal Hepatitis B Prevention.			
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	\$ 160,636.00	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 \$194,272.00 during the subgrant period.	
2. Travel	\$ 5,163.00		
3. Operating	\$ 827.00		
4. Equipment	\$ _____		
5. Contractual/Consultant	\$ _____		
6. Other	\$ 5,296.00		
7. Indirect	\$ 22,350.00		
Total Cost: \$ 194,272.00			
Source of Funds:		% of Funds:	CFDA:
1. Nevada Immunization & Vaccine for Children Federal Grant (CDC)		100%	93.268
Federal Grant #: N/A – See attached letter from CDC			
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
Karissa Loper, MPH Program Manager, NSIP		<i>Karissa Loper</i>	02.26.16
Beth Handler, MPH Bureau Chief, CFCW		<i>B Handler</i>	1/14/16
for Cody L. Phinney, MPH Administrator, Division of Public & Behavioral Health			1/14/16