

WASHOE COUNTY  
HEALTH DISTRICT  
ENHANCING QUALITY OF LIFE

CM/ACM \_\_\_\_\_  
Finance DN  
DA /  
Risk Mgt. /  
HR /  
Other /

**STAFF REPORT**  
**BOARD MEETING DATE: March 24, 2015**

**DATE:** March 4, 2015  
**TO:** Board of County Commissioners  
**FROM:** Patsy Buxton, Fiscal Compliance Officer, 775-328-2418, [pbuxton@washoecounty.us](mailto:pbuxton@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 \$15,352 in both revenue and expense to the FY15 CDC Tobacco Prevention and Control Federal Grant Program, IO 10010; 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 Washoe County Health District received a Notice of Subgrant Award from the Division of Public and Behavioral Health for the period March 29, 2015 through March 28, 2016 in the total amount of \$110,000 in support of the CDC Tobacco Prevention and Control Grant Program. A copy of the face page of the Notice of Subgrant Award is attached.

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

District Board of Health strategic priority: Protect population from health problems and health hazards.

**PREVIOUS ACTION**

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

**BACKGROUND**

Funding from this award will be used to support personnel and indirect expenditures.

The FY15 CDC Tobacco Prevention and Control Budget was adopted with \$113,000 in revenue and expense. At FY14 year-end close there was \$19,074.23 in remaining budget authority in internal <sup>#6DZ</sup>



order 10010. We are requesting to carry forward \$15,352 of this amount into FY15 to ensure sufficient budget authority exists through June 30, 2015 to cover all allowable grant expenditures.

The tobacco program had salary savings during the period April 1, 2014 – June 30, 2014 (first quarter of the current grant project period) which resulted in the unspent FY14 budget authority. The program has received approval from the State of Nevada to redirect these funds to support a secondhand smoke media campaign.

**FISCAL IMPACT**

Should the Board approve these budget amendments, the adopted FY 15 budget will be **increased by \$15,352** in the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
<b>2002-IO-10010</b>	<b>-431100 Federal Revenue</b>	<b>\$15,352</b>
	<b>Total Revenue</b>	<b>\$15,352</b>
2002-IO-10010	-710546 Advertising	\$15,352
	<b>Total Expenditures</b>	<b>\$15,352</b>

**RECOMMENDATION**

Staff recommends that the Washoe Board of County Commissioners approve amendments totaling an increase of \$15,352 in both revenue and expense to the FY15 CDC Tobacco Prevention and Control Federal Grant Program, IO 10010; and if approved direct the Comptroller's office to make the appropriate budget adjustments.

**POSSIBLE MOTION**

Move to approve amendments totaling an increase of \$15,352 in both revenue and expense to the FY15 CDC Tobacco Prevention and Control Federal Grant Program, IO 10010; and if approved direct the Comptroller's office to make the appropriate budget adjustments.

Division of Public and Behavioral Health  
Notice of Subgrant Award



State of Nevada  
Department of Health and Human Services  
**Division of Public & Behavioral Health**  
(hereinafter referred to as the Division)

HD #: 14843  
Budget Account: 3220  
Category: 10  
GL: 8506  
Job Number: \_\_\_\_\_

**NOTICE OF SUBGRANT AWARD**

<b>Program Name:</b> Tobacco Prevention and Control Chronic Disease Prevention and Health Promotion Bureau of Child, Family and Community Wellness		<b>Subgrantee Name:</b> Washoe County Health District (WCHD)	
<b>Address:</b> 4150 Technology Way, Suite #210 Carson City, NV 89706-2009		<b>Address:</b> P.O. Box 11130 Reno, Nevada 89520	
<b>Subgrant Period:</b> March 29, 2015 – March 28, 2016		<b>Subgrantee's:</b> EIN: <u>88-6000138</u> Vendor #: <u>T40283400Q</u> Dun & Bradstreet: <u>73-786-998</u>	
<b>Purpose of Award:</b> To provide tobacco education and prevention activities and services in Washoe County			
<b>Region(s) to be served:</b> <input type="checkbox"/> Statewide <input checked="" type="checkbox"/> Specific county or counties: Washoe			
<b>Approved Budget Categories:</b>		<b>Disbursement of funds will be as follows:</b>	
1. Personnel	\$ <u>108,127</u>	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 <b>\$110,000</b> during the subgrant period.	
2. Travel	\$ <u>0</u>		
3. Supplies	\$ <u>0</u>		
4. Contractual/Consultant	\$ <u>0</u>		
5. Other	\$ <u>0</u>		
6. Indirect	\$ <u>1,873</u>		
<b>Total Cost:</b> \$ <u>110,000</u>			
<b>Source of Funds:</b>		<b>% of Funds:</b>	<b>CFDA:</b>
1. Centers for Disease Control and Prevention (CDC)		100%	93.305
<b>Terms and Conditions:</b> 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.			
<b>Incorporated Documents:</b> 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 Section G: Annual Workplan Section H: Quarterly Program Activity Tracking and Evaluation Section I: Staff Certification			
Matt Smith III Chairman, WCHD	Signature		Date
Mónica Morales Section Manager, CDPHP			
Christine Mackie Bureau Chief, CFCW			
for Richard Whitley, MS Administrator, Division of Public & Behavioral Health			