



# WASHOE COUNTY

Integrity Communication Service

[www.washoecounty.gov](http://www.washoecounty.gov)

## STAFF REPORT

BOARD MEETING DATE: February 25, 2025

**DATE:** January 24, 2025

**TO:** Board of County Commissioners

**FROM:** Irene Dominguez, Fiscal Compliance Officer, 775-328-2446,  
[idinguez@nnph.org](mailto:idinguez@nnph.org)

**THROUGH:** Jack Zenteno, Administrative Health Services Officer, 775-328-2417,  
[jzenteno@nnph.org](mailto:jzenteno@nnph.org)

**SUBJECT:** Recommendation to approve budget amendments totaling an increase of [\$64,885.56; no county match] in both revenue and expense to the FY25 Supplemental Nutrition Assistance Program (SNAP) Notice of Subaward, retroactive to October 1, 2024, through September 30, 2025, for the Community and Clinical Health Services (CCHS) Division to support Supplemental Nutrition Assistance Program agreement, and direct Finance to make the appropriate budget amendments. Northern Nevada Public Health. (All Commission Districts)

---

### SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct Finance to make the appropriate budget amendments.

**Washoe County Strategic Objective supported by this item:** Fiscal Sustainability

### PREVIOUS ACTION

On January 23, 2025, the District Health Officer executed this subaward amendment in the total amount of \$72,705.33, for the period of October 1, 2024 through September 30, 2025.

### BACKGROUND

The Supplemental Nutrition Assistance Program – Education (SNAP-Ed) is a federally funded grant program that supports evidence-based nutrition education and obesity prevention interventions and projects for persons eligible for the Supplemental Nutrition Assistance Program (SNAP). SNAP-Ed is delivered through a combination of educational strategies such as direct education and accompanied by policy, systems and environmental interventions to make healthy choices the easy choice and increase the consumption of healthy food and increase opportunities for physical activity. The subaward supports the school-based program, Power Up Kids – which is delivered at select Title I classrooms in the community to encourage healthy eating and movement among youth; it is implemented by the Chronic Disease and Injury Prevention Program.

AGENDA ITEM # \_\_\_\_\_

The Subaward provides funding for personnel, travel, operating and indirect expenditures.

**GRANT AWARD SUMMARY**

**Project/Program Name:** Community and Clinical Health Services, Supplemental Nutrition Assistance Program Award

**Scope of the Project:** Streamline the effectiveness of SNAP-Ed funded organizations in Nevada through resource management, comprehensive staff training, and continuous improvement

**Benefit to Washoe County Residents:** Funds will be used to support costs associated with the SNAP program in Reno, Sparks and Washoe County.

**On-Going Program Support:** NNPH will seek ongoing support through the Federal or State funding programs.

**Award Amount:** \$72,705.33 (\$64,882.56 direct/\$7,822.77 indirect)

**Grant Period:** October 1, 2024, to September 30, 2025

**Funding Source:** Department of Agriculture (USDA)

**Pass Through Entity:** Board of Regents, NSHE obo University of Nevada, Reno

**CFDA Number:** 10.561

**Grant ID Number:** 247NVNV5Q3903

**Match Amount and Type:** No match required

**Sub-Awards and Contracts:** The Northern Nevada Public Health will follow the County and federal grant procurement guidelines for any subawards and contracts.

**FISCAL IMPACT**

Funding was not included in the FY25 adopted budget, therefore, a budget amendment for \$64,882.56 in both revenue and expense is needed in the following accounts:

Account Number	Description	Amount of Increase/(Decrease)
IO 12442 -431100	Federal Grants	\$ 64,882.56
	<b>Total Revenue</b>	<b>\$ 64,882.56</b>
IO 12442 -701130	Pooled Positions	\$ 44,012.34

IO 12442	-701500	Merit Award	\$	11,318.14
IO 12442	-710100	Professional Services	\$	2,500.00
IO 12442	-711210	Travel	\$	2,201.08
IO 12442	-710300	Operating Supplies	\$	4,851.00
		<b>Total Expenditures</b>	<b>\$</b>	<b>64,882.56</b>

No budget amendment is necessary for the indirect revenue.

As this award funds personnel, if the funding is reduced or eliminated, the position hours will be reduced and/or the positions abolished accordingly, unless additional funding is secured.

These funds will support existing positions funded by other non-federal sources. Northern Nevada Public Health will ensure this is not considered supplanting for this award.

**RECOMMENDATION**

It is recommended that the Board of County Commissioners approve budget amendments totaling an increase of [\$64,885.56; no county match] in both revenue and expense to the FY25 Supplemental Nutrition Assistance Program (SNAP) Notice of Subaward, retroactive to October 1, 2024, through September 30, 2025, for the Community and Clinical Health Services (CCHS) Division to support Supplemental Nutrition Assistance Program agreement, and direct Finance to make the appropriate budget amendments.

**POSSIBLE MOTION**

Should the Board agree with the staff's recommendation, a possible motion would be: "Move to approve budget amendments totaling an increase of [\$64,885.56; no county match] in both revenue and expense to the FY25 Supplemental Nutrition Assistance Program (SNAP) Notice of Subaward, retroactive to October 1, 2024, through September 30, 2025, for the Community and Clinical Health Services (CCHS) Division to support Supplemental Nutrition Assistance Program agreement, and direct Finance to make the appropriate budget amendments."