

**Staff Report**  
**Board Meeting Date: September 28, 2023**

**DATE:** September 19, 2024  
**TO:** District Board of Health  
**FROM:** Irene Dominguez, Fiscal Compliance Officer  
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Lisa Lottritz, Division Director, Community and Clinical Health Services  
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**SUBJECT:** Approve a Subaward from the State of Nevada Department of Health and Human Services Grants Management Unit retroactive to July 1, 2024 through June 30, 2025 in the total amount of \$278,938.00 (no required match) in support of the Community and Clinical Health Services Division (CCHS) Family Planning State Vaccine Program and authorize the District Health Officer to execute the Subaward and any future amendments.

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**SUMMARY**

The Community and Clinical Health Services Division received the attached Notice of Subaward from the State of Nevada Department of Health and Human Services on September 9, 2024, to support the Family Planning Program retroactive to July 1, 2024 through June 30, 2024. A copy of the Notice of Subaward is attached.

**District Health Strategic Priority supported by this item:**

- 1. Healthy Lives:** Improve the health of our community by empowering individuals to live healthier lives.

**PREVIOUS ACTION**

There has been no previous action this fiscal year.

**BACKGROUND**

Community and Clinical Health Services Family Planning Program received funds for FY25 to provide Family Planning services to underserved populations. These funds were previously submitted to the board and approved in July 2023 for FY 24 and FY25 in the amount of \$557,872.00.

The Subgrant provides funding for personnel, operating, equipment and indirect expenditures.

This item is retroactive due to the Notice of Subaward being issued on September 9, 2024, and is being brought for approval at the nearest scheduled District Board of Health meeting.

**FISCAL IMPACT**

The District anticipated this award and included funding in the adopted FY25 budget. A budget adjustment in the amount of \$246,304.50 (\$31,497.00 indirect expenses) will be made to move the authority from IO 12241 to the new IO 12384.

Should the Board approve this subaward, a request will be made to the Board of County Commissioners to amend the adopted FY25 budget, increasing it by \$29,874.50 in the following accounts to match the notice of subaward:

<u>Account Number</u>	<u>General Ledger</u>	<u>Description</u>	<u>Amount of Increase</u>
2002 - IO12384	-432100	State Grants	\$ 29,874.50
		<b>Total Revenue:</b>	\$ 29,874.50
2002 - IO12384	-701412	Salary Adjustment	\$ 11,442.50
2002 - IO12384	-710703	Biologicals	\$ 18,132.00
2002 - IO12384	-710300	Operating Supplies	\$ 300.00
		<b>Total Expenditures:</b>	\$ 29,874.50

**RECOMMENDATION**

It is recommended that the District Board of Health approve a Subaward from the State of Nevada Department of Health and Human Services Grants Management Unit retroactive to July 1, 2024 through June 30, 2025 in the total amount of \$278,938.00 (no required match) in support of the Community and Clinical Health Services Division (CCHS) Family Planning State Vaccine Program and authorize the District Health Officer to execute the Subaward and any future amendments.

**POSSIBLE MOTION**

Should the Board agree with the staff’s recommendation, a possible motion would be: “Move to approve a Subaward from the State of Nevada Department of Health and Human Services Grants Management Unit retroactive to July 1, 2024 through June 30, 2025 in the total amount of \$278,938.00 (no required match) in support of the Community and Clinical Health Services Division (CCHS) Family Planning State Vaccine Program and authorize the District Health Officer to execute the Subaward and any future amendments.”