

**Staff Report**  
**Board Meeting Date: August 22, 2024**

**DATE:** August 15, 2024

**TO:** District Board of Health

**FROM:** Kristen Palmer, Fiscal Compliance Officer  
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**SUBJECT:** Approve the Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public and Behavioral Health in the total amount of \$1,216,230.00 (no cash match) retroactive to January 1, 2024 through July 31, 2026, in support of the Centers for Disease Control and Prevention (CDC) Epidemiology and Laboratory Capacity Program; the funds will be used to complete epidemiological surveillance and investigation activities in Washoe County and authorize the District Health Officer to execute the Notice of Subaward and any future amendments.

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**SUMMARY**

Northern Nevada Public Health received the Notice of Subaward on May 24, 2024, from the State of Nevada Department of Health and Human Services, Division of Public and Behavioral Health in support of the CDC Epidemiology and Laboratory Capacity Grant Program. The funding period is retroactive to January 1, 2024 through July 31, 2026. A copy of the Subaward is attached.

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

- 4. Impactful Partnerships:** Extend our impact by leveraging partnerships to make meaningful progress on health issues.
- 5. Organizational Capacity:** Strengthen our workforce and increase operational capacity to support a growing population.

**PREVIOUS ACTION**

On December 14, 2023, the Board approved the Notice of Subaward for the Epidemiology and Laboratory Capacity Enhancing Detection Expansion Grant Program.

**BACKGROUND**

This Award supports the Epidemiology and Public Health Preparedness (EPHP) Division's Epidemiology Program by maintaining data for the reported COVID-19 cases as directed by federal and state partners, involving conducting case investigations to collect and report the bare minimum variables including age, race,

ethnicity, address at the time of infection, outcomes such as hospitalizations or deaths. Funding supports staff to investigate, follow up and analyze communicable disease reports. This item is retroactive because the notice of subaward wasn't received until May 24, 2024, and was postponed for DBOH approval pending budget planning.

**FISCAL IMPACT**

As this grant was not anticipated in the FY24 budget, a budget adjustment in the amount of \$1,105,662 in revenue and \$1,105,662 in expenditures is necessary to bring the Notice of Subgrant Award into alignment with the program budget. **No amendment is necessary for the indirect revenue.** Adjustments will be as follows:

<u>Account Number</u>		<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-TBD	-431100	Federal Revenue	\$ 1,105,662
		<b>Total Revenue</b>	<b>\$ 1,105,662</b>
2002-IO-TBD	-701412	Salary Adjustment	\$ 81,000
2002-IO-TBD	-705360	Benefit Adjustment	\$ 54,000
2002-IO-TBD	-710110	Contracted/Temp Svcs	\$ 956,360
2002-IO-TBD	-710512	Auto Expense	\$ 1,392
2002-IO-TBD	-710509	Seminars and Meetings	\$ 3,725
2002-IO-TBD	-711210	Travel	\$ 9,185
		<b>Total Expenditures</b>	<b>\$ 1,105,662</b>

**RECOMMENDATION**

It is recommended that the District Board of Health approve the Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public and Behavioral Health in the total amount of \$1,216,230.00 (no cash match) retroactive to January 1, 2024 through July 31, 2026, in support of the Centers for Disease Control and Prevention (CDC) Epidemiology and Laboratory Capacity Program; the funds will be used to complete epidemiological surveillance and investigation activities in Washoe County and authorize the District Health Officer to execute the Notice of Subaward and any future amendments.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve the Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public and Behavioral Health in the total amount of \$1,216,230.00 (no cash match) retroactive to January 1, 2024 through July 31, 2026, in support of the Centers for Disease Control and Prevention (CDC) Epidemiology and Laboratory Capacity Program; the funds will be used to complete epidemiological surveillance and investigation activities in Washoe County and authorize the District Health Officer to execute the Notice of Subaward and any future amendments."