

AMENDMENT #5 to the COOPERATIVE AGREEMENT FOR SERVICES
RELATED TO THE OPERATION OF THE HOMELESS COMMUNITY
ASSISTANCE CENTER BETWEEN THE CITY OF RENO, WASHOE
COUNTY AND THE CITY OF SPARKS

WHEREAS, the City of Reno (hereafter “Reno”), the City of Sparks (hereafter “Sparks”), and the County of Washoe (hereafter “Washoe County” or “County”), political subdivisions of the State of Nevada, executed a Cooperative Agreement for Services related to the Operation of the Homeless Community Assistance Center between the City of Reno, Washoe County and the City of Sparks on June 10, 2009 by the City of Reno, on June 23, 2009 by Washoe County and on June 22, 2009 by the City of Sparks ; and

WHEREAS, the Community Assistance Center has maintained continuous shelter operations and services through two extensions, Amendments #3 and #4, of the FY 10-11 Cooperative Agreement for Services executed on June ____, ____, and ____ 2011 and August 22, 23, and 24, 2011 by the City of Sparks, Washoe County, and the City of Reno, respectively; and

WHEREAS, the parties are desirous of amending said Agreement pursuant to paragraph 14.

NOW THEREFORE, it is agreed as follows, except as otherwise set forth below all terms and conditions of the existing Agreement shall remain in effect:

1. ATTACHMENT A, (ROLES AND RESPONSIBILITIES) *as revised by this amendment below* is incorporated into this agreement.
2. ATTACHMENT B as set forth in Paragraph 13, *as revised by this amendment below*, (COOPERATIVE CAC FUNDING AND IN-KIND CONTRIBUTION), is incorporated into this Agreement.
3. This Amendment to the Agreement is effective upon approval of all parties and the new Term of this Agreement as set forth in Paragraph 14 shall be *February 1, 2012 through June 30, 2013 unless otherwise continued, renewed or terminated pursuant to the Agreement.*

Remainder of this page left blank intentionally.

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment to the Cooperative Agreement on the date(s) set forth herein.

CITY OF RENO

CITY OF SPARKS

MAYOR

MAYOR

ATTEST:

ATTEST:

CITY CLERK

CITY CLERK

APPROVED AS TO FORM:

APPROVED AS TO FORM:

DEPUTY CITY ATTORNEY

DEPUTY CITY ATTORNEY

WASHOE COUNTY

CHAIRMAN, COUNTY COMMISSION

ATTEST:

COUNTY CLERK

APPROVED AS TO FORM:

DEPUTY DISTRICT ATTORNEY

ATTACHMENT A (Amendment 5)
ROLE AND RESPONSIBILITIES

The City of Sparks, Washoe County, and the City of Reno created a Transitional Governing Board (TGB) for the purpose of oversight, planning, coordinating, and managing resources for the provision of shelter operations and services at the Community Assistance Center (CAC), and to establish policies and priorities as they relate to these operations. Specifically, the TGB will:

- Approve the document and selection processes that are used to select the shelter operator.
- Approve specific performance measures and outcomes that will be used to 1) frame the selection process, and 2) become the basis for a performance-based contract with the operator.
- Evaluate bids and/or proposals, recommending which vendor should receive the contract for shelter operations.
- Receive and review regular reports on compliance and implementation of the specific performance measures and outcomes.
- Approve long-term plans and policies to further the goals of the 10 Year Plan to End Homelessness and the Homeless Emergency Assistance and Rapid Transition to Housing Act (“HEARTH Act”).
- Set and approve policies that affect the CAC.

Working with the TGB, the three jurisdictions will jointly collaborate and support the operations and management of the shelter services provided at the CAC, including the negotiation of contracts, budgets, reporting requirements, and program oversight.

CITY OF RENO ROLES AND RESPONSIBILITIES

The City of Reno will serve as the lead entity for operations and oversight for the remainder of FY 11-12, and FY 12-13, including:

1. Coordination and Communication with CAC Community:
 - a. Coordinate activities of Tenants, Private Providers (Catholic Charities, and RSGM and others), and visiting providers and public agencies, as needed.
 - b. Coordinate and manage Public Relations
 - c. Communicate with other Jurisdictions
2. Contracting and Fiscal Responsibility:
 - a. Negotiating and executing contracts (budgets, programs, reporting requirements, etc) with vendors and operators (with each party participating as appropriate for fiscal oversight)
 - 1) Men’s Shelter
 - 2) Women’s Shelter
 - 3) Family Shelter
 - 4) Resource Center
 - 5) Security Services

b. Fiscal oversight and reporting for FEMA grant funds, Emergency Solutions Grant funds, Community Development Block Grant funds, and private donations.

3. Program Oversight:

- a. Men's Shelter
- b. Women's Shelter
- c. Family Shelter
- d. Resource Center
- e. Security Services

4. Facilities Maintenance and Management.

Employees assigned to the CAC will be provided adequate space to perform their duties. Subject to any necessary future changes as determined by the staff working team under Paragraph 1 of the Agreement, Washoe County staff will be provided four offices in the northeast corner of Community Resource Center second floor. The Lead Entity will manage and maintain:

- a. Leasing space to Non-profit Tenants
- b. Property Management
- c. Men's Shelter, Women's Shelter, Family Shelter
- d. Security
- e. Utilities
- f. Trash
- g. Building Maintenance
- h. Grounds Maintenance

5. Facilitate the transition of the CAC to a qualified non-profit to be responsible for the CAC long-term.

6. Coordination and Development of On-Site Services.

The collocation of key service agencies at the Community Assistance Center is intended to enhance clients' access to essential services and permit cross-agency communication and coordination in case management and service delivery. Space will be provided in the Community Resource Center for service agencies to address the many factors that contribute to homelessness, including poverty, domestic violence, substance abuse, lack of education, and job skills. The collocation of permanent and rotating service agencies ensures residents have reasonable access to assistance. The types of services that may be provided on-site include:

- a. Housing Referrals & Assistance
- b. Food
- c. Transportation,
- d. Educational Assistance, e.g. GED or Computer Classes
- e. Parenting, Budgeting, Nutrition, and Child Development Classes
- f. Employment Assistance
- g. Job Training
- h. Clothing
- i. Childcare Subsidies

- j. Street Outreach
- k. Case Management
- l. Health Care
- m. Mental Health Treatment
- n. Substance Abuse Treatment
- o. Assistance in Acquiring Mainstream Resources
- p. Legal Services

WASHOE COUNTY ROLE AND RESPONSIBILITIES

1. Coordinate with and support the lead entity, when appropriate, in negotiating and executing contracts (budgets, programs, reporting requirements, etc) with operators (with each party participating as appropriate for fiscal oversight) for one or all of the following services:
 - a. Family Shelter
 - b. Men's Shelter
 - c. Women's Shelter
2. Coordination and Communication with CAC Community, in collaboration with the Lead Entity:
 - a. Coordinate with provider agencies.
 - b. Carry out Public Relations activities when needed.
 - c. Communicate and coordinate with the other Jurisdictions.
3. Washoe County shall be Responsible for Contract Oversight and Fiscal Responsibility for Programs funded through Washoe County's remaining FY 11-12 and FY 12-13 contributions, including negotiating and executing contracts (budgets, programs, reporting requirements, etc.) with operators (with each party participating as appropriate for fiscal oversight), and direct payment of invoices for operations of the:
 - a. Family Shelter
 - b. Men's Shelter
 - c. Women's Shelter
4. Assist Lead Entity with Program Oversight:
 - a. Men's Shelter Operation
 - b. Women's Shelter Operation
 - c. Family Shelter Operation
 - d. Security Services

CITY OF SPARKS ROLE AND RESPONSIBILITIES

1. Coordination and Communication of CAC Community, in collaboration with the Lead Entity:
 - a. Where appropriate, coordinate with provider agencies.
 - b. Carry out Public Relations activities when needed.
 - c. Communicate and coordinate with other Jurisdictions.

2. Contracting and Fiscal Responsibility, in collaboration with the Lead Entity, when appropriate, in negotiating and executing contracts (budgets, programs, reporting requirements, etc) with operators (with each party participating as appropriate for fiscal oversight) for one or all of the following services:
 - a. Family Shelter
 - b. Men's Shelter
 - c. Women's Shelter
 - d. Resource Center
 - e. Security Services

ATTACHMENT B (Amendment 2)
COOPERATIVE CAC FUNDING AND IN-KIND CONTRIBUTION

IN-KIND CONTRIBUTION:

NAME	TITLE/WHERE	RESPONSIBILITY	PHONE/EMAIL	FTE
Krista Lee	CAC Coordinator/ Reno Housing Specialist and Homeless Services Coordinator	CAC management and coordination	795-5853 LeeK@reno.gov	.75
SUPERVISOR	TITLE/WHERE	RESPONSIBILITY	PHONE/EMAIL	
Maureen McKissick	Reno Grant and Federal Legislative Affairs Manager	Supervise CAC Coordinator	334-2253 McKissickM@reno.gov	.25
NAME	TITLE/WHERE	RESPONSIBILITY	PHONE/EMAIL	FTE
Ortencia Pat Murray	Washoe County Senior Human Services Support Specialist (CPS)	Family support Case management Services for family Shelter residents	785-5600	2
SUPERVISOR	TITLE/WHERE	RESPONSIBILITY	PHONE/EMAIL	N/A
Kim Schweickert	Washoe County Human Services Supervisor	Supervise Family Shelter Case Managers	337-4535 ksschweickert@ washoecounty.us	*****
NAME	TITLE/WHERE	RESPONSIBILITY	PHONE/EMAIL	FTE
Amanda Lewis	Washoe County Adult Social Worker (Indigent Health)	Social Work Services with adult Men and Women	785-4275 alewis@washoecounty.us	1
SUPERVISOR	TITLE/WHERE	RESPONSIBILITY	PHONE/EMAIL	N/A
Anne Murphy	Washoe County Social Worker Supervisor	Social Worker Supervision	784-7311 amurphy@ washoecounty.us	*****
NAME	TITLE/WHERE	RESPONSIBILITY	PHONE/EMAIL	FTE
Nick Manzo	Reno Maintenance Technician	CAC facility Maintenance	334-2243 ManzoN@reno.gov	1
SUPERVISOR	TITLE/WHERE	RESPONSIBILITY	PHONE/EMAIL	N/A
Scott Jones	Reno Public Works/ Maintenance & Operations Manager	Supervision of Facility Maintenance staff	334-2240 JonesS@reno.gov	*****

FY 11-12 FUNDING BY SOURCE***	
City of Reno	
Emergency Shelter Grants (HUD)	\$ 155,000
City Funds	\$ 337,500
Washoe County	
General Funds – from prior tax levy in support to the Child Protective Service Fund	\$1,174,581
General Funds – from prior tax levy in support to the Indigent Tax Levy Fund	
Note: these funding sources are a diversion from existing programs that may, due to legal requirements, revert to their original purposes.	
City of Sparks	
Community Development Block Grant Funds	\$ 84,976
Other Resources	
TOTAL FY 11-12 FUNDING	\$1,752,057

*****Restrictions on the utilization of funds are as follows:**

City of Reno ESG funds can be used for shelter operations and maintenance including: utilities, laundry service, food, repairs, and security. No more than 10 percent of the ESG grant may be used for shelter staff salaries.
All Washoe County funds will be utilized to support shelter services, costs related to case management for shelter residents, and security services.
The Community Development Block Grant funding provided herein by the City of Sparks is for costs related to the operation of the Resource Center and to support shelter services located at the CAC.