

ATTACHMENT B



Stephen Driscoll, City Manager  
City of Sparks  
P. O. Box 857  
Sparks, NV 89432

Dear Mr. Driscoll:

The Washoe County HOME Consortium Inter-Governmental Agreement is due for renewal in 2017, for the ensuing three-year qualification period from 2018-2020. The present three-year period is FY2015-2018. The Washoe County HOME Consortium Inter-Governmental agreement includes an automatic renewal clause. That clause states:

**Section XIV:**

- A.** *No later than June 1, the City of Reno, as Lead Agency of the Consortium, shall deliver written notice to each participating member jurisdiction describing every jurisdiction's right to not participate for the ensuing three-year period. Failure to deliver this notice will void the automatic renewal provision of this agreement. A member who chooses not to participate must notify the Lead Agency in writing no later than June 15.*
  
- B.** *Unless a member elects not to participate this Agreement shall renew automatically for an additional three years on the same terms and conditions contained herein as may have been amended from time to time.*

Due to staff changes, the June 1<sup>st</sup> deadline was not met to deliver written notice to each member of the consortium indicating their right not to participate in the next three-year period. Fortunately, the regional HUD Field Office has given us an extended deadline to re-qualify as a consortium. In order to do so, the Lead Agency must provide letters from each member of the Consortium, verifying that each member was given notice of the automatic renewal provision of the agreement, and also intends to continue as part of the Washoe County HOME Consortium for FY2018-2020.

RECEIVED  
AUG 17 2017  
CITY MANAGER

Therefore, the City of Reno as the Lead Agency, is now notifying each member of its right not to participate in the next qualification period, FY2018-2020. You are asked to please submit to the Lead Agency your letter of intention either to participate or not to participate in the next three year qualification period with the WCHC by September 14<sup>th</sup>, so that the WCHC can meet the deadline to notify the HUD Field Office on or before September 29, 2017. A sample letter is attached. Please submit your letter to:

Cylus Scarbrough, Management Analyst  
Washoe County HOME Consortium  
P. O. Box 1900  
Reno, NV 89505

Should you have any questions, please contact me at 334-2578 or email [scarbroughc@reno.gov](mailto:scarbroughc@reno.gov).

Sincerely,

Cylus Scarbrough, AICP  
Management Analyst

Ms. Sabra Newby, City Manager  
WCHC, Lead Agency  
Washoe County HOME Consortium  
P. O. Box 1900  
Reno, Nevada 89505

Dear Ms. Newby:

This is to verify that the City of Sparks, a Washoe County HOME Consortium member, received the required notice describing every jurisdiction's right not to participate in the ensuing three-year period.

Please accept this letter as the City of Sparks' notice of intent to continue participating as part of the Washoe County HOME Consortium for fiscal years 2018-2020.

Sincerely,

Stephen Discroll, City Manager  
City of Sparks, NV