

From: [Gleason, Laurie](#)
To: [Erickson, Gayle J.](#)
Subject: FW: [EXTERNAL] - FW: RHA background checks for TSSS agreement
Date: Monday, April 21, 2025 9:22:14 AM
Attachments: [FY25 RHA Background Checks Agreement FULLY.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)

Good morning, Gayle,

Can you please establish a PO for the attached contract for the period of performance of 01/15/2025 through 09/30/2026 in the amount of \$4,375? The IO is 12401 – OCM-SLFRF-Tenancy Support Program, GL 710100 – Professional Services, Fund 2780, and Functional Area 0070. Please let me know if you need anything else.

Sincerely,



Laurie Gleason
Fiscal Cost Allocation Officer | Human Services Agency
lgleason@washoecounty.gov | Cell: 775.221.5107 | Fax: 775.785.5639
350 S. Center Street, Reno, NV 89501
Supervisor: [Brandi Johnson](#), Human Services Coordinator
**Work Hours: Mon through Tues 7:30am to 4:30pm; Wed 7:30 am to 11:30 am;
Thurs through Fri 7:30am to 4:30pm**



Serving Children, Adults and Seniors

From: Tapia, Roberta <RTapia@washoecounty.gov>
Sent: Monday, April 21, 2025 9:16 AM
To: Soulam, Lauren <LSoulam@washoecounty.gov>
Cc: Gleason, Laurie <LGleason@washoecounty.gov>
Subject: RE: [EXTERNAL] - FW: RHA background checks for TSSS agreement

Nice to check that off our lists!

I've added Laurie as I believe we do need the PO set up, but I am not certain. This is for the ARPA TSSS grant IO 12401.



Roberta Tapia, MS

Housing & Grants Specialist

Housing and Homeless Services | Human Services Agency

rtapia@washoecounty.gov | Front Desk: 775.325.8210 | Office: 775.325.8213

350 S. Center St., Reno, NV, 89501

Office Hours: Monday-Thursday 7:00am-5:00pm



Serving Children, Adults and Seniors

From: Soulam, Lauren <LSoulam@washoecounty.gov>

Sent: Monday, April 21, 2025 9:08 AM

To: Tapia, Roberta <RTapia@washoecounty.gov>

Subject: RE: [EXTERNAL] - FW: RHA background checks for TSSS agreement

Hi Roberta-

Here's the fully executed RHA agreement. Do we need a PO set up for this? If so, please let me know the coding and I'll submit the request to Bookkeeping.



Lauren Soulam

Program Coordinator | Human Services Agency

lsoulam@washoecounty.gov | Phone: 775.337.4545 | Fax: 775.785.5640

350 S. Center Street, Reno, NV 89501

Office hours: M-Th 8:00-5:00; F 8:00-12:00



Serving Children, Adults and Seniors

From: Tapia, Roberta <RTapia@washoecounty.gov>

Sent: Wednesday, April 16, 2025 3:23 PM

To: Soulam, Lauren <LSoulam@washoecounty.gov>


Subject: RE: [EXTERNAL] - FW: RHA background checks for TSSS agreement

Hi Lauren:

Quick turnaround! Please send me a copy of the fully executed agreement when received.

Thank you!



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Serving Children, Adults and Seniors

From: Soulam, Lauren <LSoulam@washoecounty.gov>
Sent: Wednesday, April 16, 2025 12:49 PM
To: Tapia, Roberta <RTapia@washoecounty.gov>
Subject: RE: [EXTERNAL] - FW: RHA background checks for TSSS agreement

Hi Roberta-

Risk agreed to reduce the insurance requirement. The updated agreement is attached.

Thanks,



Lauren Soulam
Program Coordinator | Human Services Agency
lsoulam@washoecounty.gov | Phone: 775.337.4545 | Fax: 775.785.5640
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Serving Children, Adults and Seniors

From: Tapia, Roberta <RTapia@washoecounty.gov>
Sent: Wednesday, April 9, 2025 7:38 AM
To: Soulam, Lauren <LSoulam@washoecounty.gov>
Subject: FW: [EXTERNAL] - FW: RHA background checks for TSSS agreement

Hi Lauren:

Sorry for the delay in responding – yes, your copy of the RHA Background Checks Agreement matches what was signed by RHA and I agree that the E&O is the only coverage at \$3M which they are requesting to reduce to \$2M. Attached is their liability insurance page (Doc0013.pdf) for review by Risk.

Thanks!



Roberta Tapia, MS

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Serving Children, Adults and Seniors

From: Soulam, Lauren <LSoulam@washoecounty.gov>

Sent: Monday, April 7, 2025 7:58 AM

To: Tapia, Roberta <RTapia@washoecounty.gov>

Subject: RE: [EXTERNAL] - FW: RHA background checks for TSSS agreement

Hi Roberta

I'm confirming that we're looking at the same document – attached is what I've been working from. The insurance exhibit starts on page 12 and the minimum limits, including E&O, are listed out on page 13. E&O is the only type of coverage that is at \$3 million, so I assumed that's what they were requesting to have reduced. Correct me if I'm off base.

If that is the reduction they're requesting, Risk would like to review their current policy.



Lauren Soulam

Program Coordinator | Human Services Agency

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Serving Children, Adults and Seniors

From: Tapia, Roberta <RTapia@washoecounty.gov>

Sent: Monday, April 7, 2025 7:46 AM

To: Soulam, Lauren <LSoulam@washoecounty.gov>

Subject: RE: [EXTERNAL] - FW: RHA background checks for TSSS agreement

Hi Lauren:

They were instructed to provide the certificate of insurance cited on page 14 which does


not provide a dollar amount but does reference coverage required by the exhibit which is on 3. Professional Errors and Omissions Liability as you noted. There aren't any other references to insurance with an amount in the exhibit and they specifically asked for a variance to the \$3 M amount.

Where would the E&O policy be listed? The EEO is on page 22.

I think they prefer one point of contact; however, I will check on that once I am clear on what is being asked for the E&O.

Thanks!



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Serving Children, Adults and Seniors

From: Soulam, Lauren <LSoulam@washoecounty.gov>
Sent: Thursday, April 3, 2025 3:23 PM
To: Tapia, Roberta <RTapia@washoecounty.gov>
Subject: RE: [EXTERNAL] - FW: RHA background checks for TSSS agreement

Hi Roberta-

I believe they're talking about the errors and omissions insurance? That's the only one I see that's at \$3 million. Would you please confirm with them that that's the piece they're asking to adjust? And if so, please ask them for their current E&O policy. It's not listed on the document they sent.

I'm always happy to contact them directly if that's easier – let me know.

Thanks!

Lauren Soulam
Program Coordinator | Human Services Agency
lsoulam@washoecounty.gov | Phone: 775.337.4545 | Fax: 775.785.5640



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Serving Children, Adults and Seniors

From: Tapia, Roberta <RTapia@washoecounty.gov>
Sent: Thursday, April 3, 2025 8:41 AM
To: Soulam, Lauren <LSoulam@washoecounty.gov>
Subject: FW: [EXTERNAL] - FW: RHA background checks for TSSS agreement

Hi Lauren:

RHA has a request for us to accept their insurance at \$2M rather than \$3M – can you please see if this is possible?

Thank you!



Roberta Tapia, MS
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Serving Children, Adults and Seniors

From: Heidi McKendree <HMckendree@renoaha.org>
Sent: Thursday, April 3, 2025 8:37 AM
To: Tapia, Roberta <RTapia@washoecounty.gov>
Cc: Peters, Catrina <CPeters@washoecounty.gov>
Subject: RE: [EXTERNAL] - FW: RHA background checks for TSSS agreement

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Hi Roberta,

Could you run this up the chain? Our insurance currently has a maximum annual aggregate of \$2,000,000, not \$3,000,000. Could we revise the agreement to reflect this? Otherwise, we will need to seek supplemental insurance to meet the insurance requirements of the agreement.

Thanks,
Heidi

**Heidi McKendree | Deputy Executive Director
City of Reno Housing Authority**

1525 East 9th Street

Reno, NV 89512

P: 775.329.3630 ext. 234


E: HMckendree@renoha.org



From: Tapia, Roberta <RTapia@washoecounty.gov>
Sent: Tuesday, April 1, 2025 4:56 PM
To: Heidi McKendree <HMckendree@renoha.org>
Cc: Peters, Catrina <CPeters@washoecounty.gov>
Subject: RE: [EXTERNAL] - FW: RHA background checks for TSSS agreement

Thank you!!



Roberta Tapia, MS
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Serving Children, Adults and Seniors

From: Heidi McKendree <HMckendree@renoha.org>
Sent: Tuesday, April 1, 2025 4:46 PM
To: Tapia, Roberta <RTapia@washoecounty.gov>; Katherine Bowsher <KBowsher@renoha.org>
Cc: Peters, Catrina <CPeters@washoecounty.gov>
Subject: RE: [EXTERNAL] - FW: RHA background checks for TSSS agreement

Thanks for the nudge, Roberta! I totally forgot about this.

Katherine, could we get an insurance certificate over to Roberta per the attached agreement requirements?

Thanks,
Heidi

**Heidi McKendree | Deputy Executive Director
City of Reno Housing Authority**

1525 East 9th Street
Reno, NV 89512
P: 775.329.3630 ext. 234
E: HMckendree@renoha.org




From: Tapia, Roberta <RTapia@washoecounty.gov>
Sent: Tuesday, April 1, 2025 9:21 AM
To: Heidi McKendree <HMckendree@renoha.org>
Cc: Peters, Catrina <CPeters@washoecounty.gov>
Subject: FW: [EXTERNAL] - FW: RHA background checks for TSSS agreement

Good morning, Heidi:

Following up on the below. The certificate of insurance is needed to move forward on this contract.

Thank you,




Roberta Tapia, MS
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Serving Children, Adults and Seniors

From: Tapia, Roberta
Sent: Wednesday, March 19, 2025 2:35 PM
To: Heidi McKendree <HMckendree@renoaha.org>
Cc: Peters, Catrina <CPeters@washoecounty.gov>
Subject: FW: [EXTERNAL] - FW: RHA background checks for TSSS agreement

My apologies, a certificate of insurance that meets the requirements in Exhibit B on page 14, is needed. I didn't see it in the pdf attached.

Thank you!




Roberta Tapia, MS
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Serving Children, Adults and Seniors

From: Tapia, Roberta
Sent: Wednesday, March 19, 2025 2:28 PM
To: Heidi McKendree <HMckendree@renoaha.org>
Cc: Peters, Catrina <CPeters@washoecounty.gov>
Subject: RE: [EXTERNAL] - FW: RHA background checks for TSSS agreement

Thank you, Heidi! Yes, I will make sure to get you the signed copy so that you can invoice us.



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Serving Children, Adults and Seniors

From: Heidi McKendree <HMckendree@renoaha.org>

Sent: Wednesday, March 19, 2025 12:42 PM
To: Tapia, Roberta <RTapia@washoecounty.gov>
Cc: Peters, Catrina <CPeters@washoecounty.gov>
Subject: RE: [EXTERNAL] - FW: RHA background checks for TSSS agreement

Hi Roberta! I'm sorry this took so long to get to you.

Could you send me a copy once your team has signed? We will get an invoice out as soon as we receive it.

Thanks,
Heidi

**Heidi McKendree | Deputy Executive Director
City of Reno Housing Authority**

1525 East 9th Street
Reno, NV 89512
P: 775.329.3630 ext. 234
E: HMckendree@renoha.org



From: Tapia, Roberta <RTapia@washoecounty.gov>
Sent: Tuesday, March 18, 2025 7:52 AM
To: Heidi McKendree <HMckendree@renoha.org>
Cc: Peters, Catrina <CPeters@washoecounty.gov>
Subject: [EXTERNAL] - FW: RHA background checks for TSSS agreement

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Good morning, Heidi:

I have been asked for a status on this contract. Is there something that I can do to assist with the process?

Thank you,

Roberta Tapia, MS
Housing & Grants Specialist
Housing and Homeless Services | Human Services Agency



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Serving Children, Adults and Seniors

From: Tapia, Roberta
Sent: Monday, March 3, 2025 2:09 PM
To: Heidi McKendree <HMckendree@renoaha.org>
Cc: Peters, Catrina <CPeters@washoecounty.gov>
Subject: RHA background checks for TSSS agreement

Good Monday afternoon:

Following up on the attached contract for signature and whether there are any concerns that I may address?

Thank you,



Roberta Tapia, MS
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Serving Children, Adults and Seniors

From: Tapia, Roberta <RTapia@washoecounty.gov>
Sent: Tuesday, February 25, 2025 9:05 AM
To: Tapia, Roberta <RTapia@washoecounty.gov>
Subject: FW: RHA background checks for TSSS agreement

Good Thursday morning:

Following up on the attached contract for signature and whether there are any concerns that I may address?

Thank you,

Roberta Tapia, MS
Housing & Grants Specialist



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Office Hours: Monday-Thursday 7:00am-5:00pm



Serving Children, Adults and Seniors

From: Tapia, Roberta

Sent: Thursday, February 13, 2025 12:54 PM

To: Heidi McKendree <HMckendree@renoaha.org>

Cc: Peters, Catrina <CPeters@washoecounty.gov>

Subject: RE: RHA background checks for TSSS agreement

Hi, good afternoon:

Attached is the agreement for your signature. We were able to make the requested revisions. However, the BABA section must remain even though this is not an infrastructure project – it is just standard practice that it be included.

Please also provide a copy of your current certificate of insurance that meets the requirements in Exhibit B when you return the signed agreement.

We appreciate your partnership and are grateful for this collaboration.

Thank you,



Roberta Tapia, MS

Housing & Grants Specialist

Housing and Homeless Services | Human Services Agency

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350 S. Center St., Reno, NV, 89501

Office Hours: Monday-Thursday 7:00am-5:00pm



Serving Children, Adults and Seniors

From: Heidi McKendree <HMckendree@renoaha.org>

Sent: Thursday, February 6, 2025 11:48 AM

To: Tapia, Roberta <RTapia@washoecounty.gov>

Cc: Peters, Catrina <CPeters@washoecounty.gov>

Subject: RE: RHA background checks for TSSS agreement

Hi Roberta,

Please see RHA's suggested changes for review.

Thanks,
Heidi

**Heidi McKendree | Deputy Executive Director
City of Reno Housing Authority**

1525 East 9th Street

Reno, NV 89512

P: 775.329.3630 ext. 234

E: HMckendree@renoha.org




From: Tapia, Roberta <RTapia@washoecounty.gov>
Sent: Wednesday, February 5, 2025 8:09 AM
To: Heidi McKendree <HMckendree@renoha.org>
Cc: Peters, Catrina <CPeters@washoecounty.gov>
Subject: RE: RHA background checks for TSSS agreement

Good morning, Heidi:

Attached is a Word version of the contract for tracked changes.

Thank you for your patience.



Roberta Tapia, MS
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Serving Children, Adults and Seniors

From: Heidi McKendree <HMckendree@renoha.org>
Sent: Thursday, January 30, 2025 2:35 PM
To: Tapia, Roberta <RTapia@washoecounty.gov>
Cc: Peters, Catrina <CPeters@washoecounty.gov>
Subject: RE: RHA background checks for TSSS agreement

Hi Roberta,

Could you send me a Word version of the Agreement so I can suggest a couple of changes.

Nothing major, just wording regarding scope of work and how we will invoice.

Thanks,
Heidi

**Heidi McKendree | Deputy Executive Director
City of Reno Housing Authority**

1525 East 9th Street

Reno, NV 89512

P: 775.329.3630 ext. 234

E: HMckendree@renoha.org



From: Tapia, Roberta <RTapia@washoecounty.gov>

Sent: Thursday, January 16, 2025 3:17 PM

To: Heidi McKendree <HMckendree@renoha.org>

Cc: Peters, Catrina <CPeters@washoecounty.gov>

Subject: RHA background checks for TSSS agreement

Good afternoon, Heidi:

Attached for your signature is the agreement for background checks of TSSS program applicants that are on the RHA wait list.

Please let me know if you have questions or concerns.

Thank you,



Roberta Tapia, MS

Housing & Grants Specialist

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Serving Children, Adults and Seniors