**ADRC**

Aging & Disability Resource Center
of Racine County

14200 Washington Avenue
Sturtevant, WI 53177
262-833-8777
1-866-219-1043
TTY: Wisconsin Relay 711

## LETTER OF AGREEMENT

This agreement is hereby made and entered into this **2ⁿᵈ day of March, 2016,** by and between the ADRC of Racine County, Senior Nutrition Program and the Salvation Army.

It is agreed that site participation in the Racine County Senior Nutrition Program shall be conditioned upon compliance with the following and that any non-compliance by either party shall constitute grounds for termination. This agreement may also be terminated by either party with 30 days' written notice to the other party.

It is mutually agreed that:

The Salvation Army Shall:

1. Cooperate with the staff of the ADRC and the administration of the Nutrition Program.
2. Designate a Program Liaison whose responsibility will involve coordinating activities and requirements with the Nutrition Program.
3. Provide the basic physical equipment necessary for serving meals to include tables, sinks, chairs, toilet facilities, storage space, and space for the posting of notices.
4. Provide a comfortable, safe and attractive setting conducive to family-type meals for older adults which includes clean, neat, heated, well-lighted and ventilated areas for meal service, free of architectural barriers which would limit the participation of older adults and prevent easy access to the site.
5. Physical facilities of the site shall meet fire and safety code requirements and the meal service area must pass a Health Department Inspection and a periodic inspection by the Racine County Department of Health and Fire Department if requested.
6. Recognize that the space and related collateral services such as utilities and janitorial services, are donated to the Nutrition Program and that the Salvation Army is liable for these expenses and rents, and that under no condition will the Salvation Army attempt to seek reimbursement for rent or any other services from the ADRC, Racine County Senior Program.
7. Maintain snow removal and garbage collection concurrent with the Program operation.
8. Provide the necessary space for recreational and social activities as are required by federal regulations.
9. There shall be no soliciting during nutrition hours.

10. Be available for three (3.5) hours per day, five (5) days per week, generally between the hours of 10:00 a.m. through 1:30 p.m.
11. Permit the Site Manager to work 3 ½ hours per day, Monday through Friday and generally between the hours of 10:00 am to 1:30 pm.

12. Send a statement annually for the $200.00 maintenance fee to: Nutrition Program, 3205 Wood Road, Racine, WI 53406.

The ADRC, Racine County Senior Nutrition Program Shall:

1. Be responsible for maintaining the premises of the Salvation Army Dining Room and Kitchen in a clean and orderly fashion. This includes the cleaning of tables, counters, stove, sinks and any other equipment used by the Nutrition Program.
2. Be flexible regarding the use of the facility by other authorized groups.
3. Be open to the advice and suggestions from the Salvation Army with regards to site program planning.
4. Replace or repair any equipment or other site property belonging to the Salvation Army, which is broken and/or missing during the normal course of Nutrition Program activities, if an item is not used exclusively by the program, expenses for its repair or replacement will be prorated accordingly.
5. Be responsible for providing coverage for program staff and participants during the normal course of program activities pursuant to Racine County's self-insurance program and an Affidavit of Self-Insurance will be provided upon request.

This agreement shall be in effect from March 2, 2016 through December 31, 2016

SALVATION ARMY

By_____

Title _Divisional Commander_

Date _8/8/16_

Date _7.12.16_
Certified to be correct as to form
By_____
Racine County Corporation Counsel

Wendy M. Christensen
Nendy M. Christensen
Racine County Clerk _7/13/16_

RACINE COUNTY SENIOR
NUTRITION PROGRAM

By_____

Title_____

Date_____

REVIEWED BY FINANCE DIRECTOR

_____ _7-6-16_
Sign                    Date

JONATHAN DELAGRAVE
RACINE COUNTY EXECUTIVE

ADRC
of Wisconsin