



June 4, 2008

To the City of Las Vegas,

We are a brand new agency and the total extent of our services will depend upon funding that we receive from federal, state and local grants as well as whatever we can generate in fund-raising and donations.

Many of our prospective HIV/AIDS clients work for a living and do not collect disability. At this time, it is difficult for them to access services, so we will be the only agency offering evening and weekend services. Our hours of operation thus will be 8am – 10pm, Monday – Friday. Appointments will be made to access services although we do anticipate some walk-in traffic. Weekend hours will also be by appointment only and will depend upon the calls for services. We are not looking to duplicate any established services for this client population but solely wish to add many other needed services and augment those services already in existence. We will be working closely with the many established HIV/AIDS Service Organizations to accomplish all of these goals. We hope to have letters of support from these organizations and our neighbors when we address the City of Las Vegas Planning Commission.

On-site we will not conduct any medical testing nor offer any medical procedures. We will not have any doctors or nurses on staff nor operating at this location.

If we receive a grant for transportation, we will then transport clients from their houses to our agency as well as to other agencies for client appointments. All of our services are free to clients that qualify. We will not charge clients for our services.

We understand any business that we sublet to will be required to secure the necessary licenses to operate. This letter is in response to a request for more information from your City Planner, Evan Duvall. We are working with our landlord and their architect to make the requested changes to our blueprints previously submitted.

We appreciate your time and consideration in this matter. If you need additional information or further clarification, please do not hesitate to contact me, at 882-2118.

Sincerely,

Timothy M. Conroy
Chief Executive Officer
On behalf of the Board of Trustees
dba FOCUS in Southern Nevada

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