



Letter of Agreement

April __, 2018

16 W. Lafayette Street
Trenton, N.J. 08608
p: (609) 393-0008
f: (609) 360-8478
w: njfuture.org

HONORARY CO-CHAIRS
Brendan T. Byrne
James J. Florio
Thomas H. Kean
Christine Todd Whitman

BOARD OF TRUSTEES
Peter S. Reinhart Esq.
Chairman
Steven D. Weinstein Esq.
Vice Chairman
Kathleen Ellis
Secretary
Henry A. Coleman Ph.D.
Treasurer
William E. Best
Jay Biggins
Dorothy P. Bowers
Anthony J. Cimino
Lawrence DiVietro
James G. Gilbert
Robert S. Goldsmith
Andrew Hendry
Jane M. Kenny
Jose Lozano
Susan S. Lederman Ph.D.
Joseph J. Maraziti Jr. Esq.
Mark Mauriello
Courtney McCormick
Gil Medina
Meishka Mitchell
Carleton Montgomery
David F. Moore
Pamela H. Mount
Ingrid W. Reed
Stephen Santola Esq.
Wanda Saez
Timothy Touhey
Brian Trelstad
Lee Wasman
Kevin Watsey

EXECUTIVE DIRECTOR
Peter Kasabach

Township Administrator

Township
Road
____, NJ 08

And

New Jersey Future

16 West Lafayette Street
Trenton, NJ 08608

Dear:

NJ Future is pleased to provide this letter of agreement to _____ (hereinafter "client") outlining the scope of services to be provided at no cost to the client through a grant from the Aging Innovation Fund of the Community Foundation of South Jersey. The objective of the services outlined in this agreement is to:

1. Conduct an assessment of the client's land use plans, regulations and physical characteristics to evaluate the extent to which the community meets the needs of older adults; and
2. Provide recommendations for strategies and actions the client could undertake to enhance the community's aging-friendly characteristics.

SCOPE OF SERVICES

Task 1: Point of Contact

The client will designate a representative who shall be the project Point of Contact. The Point of Contact will be responsible to introduce and arrange access for the Technical Assistance Team to local officials, municipal staff, key residents and any other parties in the municipality who can provide firsthand knowledge of and/or may be involved with the client's aging-friendly initiatives. The Point of Contact will also provide access to data and documents the client may possess that are pertinent to the project. A list of such materials is provided in **Appendix 1** to this agreement.

Task 2: Establish aging-friendly steering committee

The client will appoint up to six representatives to serve on a Community Steering Committee to guide a public participation process and serve as a review committee for the products to be developed in conjunction with tasks outlined in this scope of services. The steering committee will meet on an as needed basis. Meetings will be held at a time convenient to participants. The steering committee may include a municipal elected official, the town manager, the town planner, a planning board member, representatives from local senior housing developments, advocates for senior services, the county health department, a community resident.

Deliverables: Steering committee membership roster, committee structure.

Task 3: Project Introductory meeting/site visit

The Technical Assistance Team will tour the municipality with the Client to familiarize the team members with the physical characteristics of the municipality. A list places typically visited during a tour and community features the team would like to see is provided in **Appendix 2** to this Agreement.

Deliverables: A memorandum summarizing the highlights of the site visit.

Task 4: Community Outreach/Issues Identification

The Technical Assistance Team will meet with the steering committee, preferably on the same day as the project site visit. The objective of this meeting is for the Technical Assistance Team to review the project scope and schedule with the steering committee and learn about the community's characteristics, programs, services, and amenities that promote or create obstacles to enabling older residents to age in place and thrive. A sample interview questionnaire is provided in **Appendix 3** to this Agreement. The client will be responsible to arrange/schedule the meeting and provide a suitable meeting workspace.

Deliverables: Steering committee minutes, a description of the major project tasks, an overview of the responses to the client survey.

Task 5: Community Assessment

The Technical Assistance Team will prepare a community the assessment, which will take into consideration conditions on the ground and the policies, plans and regulations in place within the municipality that either support or hinder age-friendly development across the following categories: mixed-use/center-based development; housing options; transportation choice; and availability of public facilities, amenities, and services.

Deliverables: Draft community assessment.

Task 6 Implementation Strategy

The Technical Assistance Team will prepare a recommendations report and implementation strategy in concert with the steering committee. This strategy could include recommendations for changes to land use regulations and development policies to: encourage compact, mixed use development; support housing options; improve walkability; expand transportation options; improve connectivity (street and sidewalk network); and/or expand public spaces and amenities.

Deliverables: An implementation strategy that recommends and prioritizes municipal actions (short and long range) to enhance aging-friendly characteristics of the municipality

Task 7: Final Report/Presentation

The Technical Assistance Team will assemble the meeting summaries, interview responses, community assessment, and implementation strategy into a final report which the team will present to the public. The report will outline specific actions the steering committee can take to begin implementation, and will coach the members of the steering committee on how to use the tools and implement the recommendations over time.

Deliverables: One digital copy of the final report, a power point presentation; implementation guidance.

Responsibilities of New Jersey Future

New Jersey Future will be responsible to designate a program manager who will provide management and oversight of the Aging-Friendly Communities project and the Technical Assistance Team.

Responsibilities of the Client

The client will be responsible for publication of public notices, press releases and other advertisements and providing for suitable meeting space for all steering committee and public meetings. The client will make every effort to reach out to residents of the community and all interested parties to invite them to project-related public meetings to promote an active and effective community engagement process.

Agreed to and accepted by:

Client

Name

Signature

Township Administrator

Title

Date

New Jersey Future

Peter Kasabach, Executive Director

Date

COMMUNITY ASSESSMENT

Data Needs

Following is a partial list of information that would be very helpful to obtain to enable the Technical Assistance Team to prepare an Aging-Friendly Community Assessment. Some municipalities may not have all of the items listed below and other communities may possess additional useful information or maps not listed.

- Zoning Regulations (likely to be available on-line)
- Zoning Map (preferably CAD or GIS shapefile)
- Special Improvement District Designation status/information/boundary map (if applicable)
- Main Street designation status/information (if applicable)
- Transit Village designation status/information/boundary map (if applicable)
- Availability of and route maps for transit, bus, shuttles or other specialized transportation services other than cars
- Master Plan
- Location of existing and proposed housing facilities/number of units available for older adults
- List/description of community aging-friendly initiatives planned and/or underway (if applicable)
- Redevelopment or Rehabilitation Plan (if applicable)
- Design standards (if applicable)
- Walkability study (if applicable)
- Complete Streets resolution/initiatives description (if applicable)
- Current capital improvement plan/budget
- Open space/recreation facilities/community amenities map
- Recreation and Open Space Inventory (ROSI)
- Parks/recreation plan
- Joint use agreements (if applicable)
- Green infrastructure plans (if applicable)

NOTE: If possible it would be most helpful to obtain digital copies of any and all plans and narrative information, and CAD or GIS shape files of all maps.

COMMUNITY ASSESSMENT

Possible Tour Locations/Community Features

- Downtown/main street (stores, offices, civic buildings)
- Transportation facilities in vicinity of the downtown (rail, bus network)
- Street/sidewalk amenities proximate to downtown (crosswalks, corner ramps, pedestrian signals, medians, speed tables, bump outs, universal design elements)
- Public spaces (parks, plazas, trails)
- Amenities (community centers, recreational facilities, etc.), public street furniture
- Green Infrastructure (allowances for stormwater collection/management in downtown area)
- Housing types, residential neighborhoods (a block or two from main street - walkability), senior housing facilities, accessory dwellings, townhomes, apartments
- Roadway system (connectivity, mobility, multimodality (bike lanes, sidewalks)
- Health and wellness facilities

COMMUNITY ASSESSMENT

Sample Interview Questionnaire

AARP's Livability Index assesses seven broad categories of community livability: housing, neighborhood, transportation, environment, health, engagement, and opportunity. The organization defines a livable community as one that is safe and secure, has affordable and appropriate housing and transportation options, and has supportive community features and services. Once in place, those resources enhance personal independence; allow residents to age in place; and foster residents' engagement in the community's civic, economic, and social life. Livable communities help residents thrive, and when residents thrive, communities prosper.

For some, a livable community makes it convenient to travel by foot, bike, or transit to access nearby stores, parks, and other amenities. For others, affordable housing or open space is more important. Livability is about realizing values that are central to healthy communities: independence, choice, and security. But not all people search for the same things. To that end, here are some questions to consider:

1. What are the greatest strengths about living in the community, what are the greatest challenges?
2. If you could, what things would you change about the community and what if anything is preventing that change?
3. What requests for services do you get from older residents that you are unable to answer?
4. As people age and want to downsize, are there places they can move to and stay in the community? (e.g. smaller housing units, single story homes, homes without stairs, apartments with elevators)
5. For people who are income-constrained, are there sufficient housing options that are affordable?
6. Does the community allow for accessory dwellings? If so, under what circumstances?
7. If accessory dwelling are not permitted, under what circumstances do you think the community would be open to considering them?
8. Do you consider the community to be accessible by means other than cars? (Are there sidewalks throughout the community, are they in good repair, are they well lighted, do they have public seating, are there crosswalks, are traffic lights timed appropriately to allow safe crossing?)
9. How easy is it for people to get around the community?
 - a. Do residents have transportation options that offer alternatives to driving?
 - b. If they drive do they have access to low-speed, local roads?
10. Are there gathering places, places for social interaction, civic engagement, that are attractive to older residents? (community centers)
11. Does the community have parks that provide passive and active recreation opportunities?
12. Where do people shop for basic necessities, are these locations accessible from where people live? (basic necessities include houses of worship, grocery stores, pharmacies, healthcare services)