

Municipal Letter of Interest for Participation in Implementation Planning Project

Date \_\_\_\_\_

[*Aging-Friendly Community Group Name*]:

The \_\_\_\_\_ of \_\_\_\_\_ (herein referred to as “the Town”) recognizes there is value in the [*Name of the aging-friendly land use assessment*] report that [*Aging-Friendly Community Group Name*] produced in coordination with the Town and which was made possible by the generous support of [*Funding Agency Name(s)*]. It also acknowledges that the report offered specific recommendations that would improve the town’s physical form in ways that would enable older adults to remain active, healthy, engaged, and capable of continuing to live in our community.

The Town has an interest in prioritizing the recommendations that were summarized in that report and evaluating strategies for implementing the recommendations.

As such, the Town agrees to the below described participation in the [*Aging-Friendly Project Name*] project to be conducted by [*Aging-Friendly Community Group Name*] with funding from [*Funding Agency Name(s)*] for the time period [*time period or year*].

Municipal Participation

The Town will make available the appropriate municipal officials, staff, employees, and representatives to serve on a project committee and attend at a minimum the following two meetings, which will be led by a facilitator of [*Aging-Friendly Community Group Name*]. Project committee participants and meeting dates and times will be arranged in cooperation with [*Aging-Friendly Community Group Name*] in advance of the meetings. Additional meetings may be scheduled as agreed upon by [*Aging-Friendly Community Group Name*] and the Town.

Meetings to be attended by municipal representatives assigned to the project committee:

- Implementing Aging-Friendly Planning Workshop Session meeting
- Prioritization of Land-Use Assessment Recommendations meeting

Relevant municipal officials will attend a [*Aging-Friendly Community Group Name*] workshop to understand the [*Aging-Friendly Project Name*] implementation process.

The Town also agrees to seek adoption of a resolution describing the municipal commitment to the project. [*Aging-Friendly Community Group Name*] will provide a sample resolution.

The Town will execute a memorandum of agreement (MOA) with [*Aging-Friendly Community Group Name*] to outline the scope of the project, designate responsibilities and delineate deliverables. A draft MOA will be provided by [*Aging-Friendly Community Group Name*].

\_\_\_\_\_  
Municipal Representative Name, Title (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Representative (signature)