**Memorandum of Agreement**
**Between [Aging-Friendly Community Group Name] and [Municipality Name]**
[Date]

Dear [Municipal Administrator/Manager or Clerk]:

[Aging-Friendly Community Group Name] is pleased to provide this memorandum of agreement to [Municipality Name] (hereinafter "Town") outlining the scope of the [*Aging-Friendly Project Name*]. The objective of the project outlined in this agreement is to:

1. Conduct an assessment of the town'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 town could undertake to enhance the community's aging-friendly characteristics.

*Scope of Project*

*Task 1: Designate Point of Contact*
The town 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 [*Aging-Friendly Project Name*] 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 town's aging-friendly initiatives. The Point of Contact will also provide access to data and documents the town may possess that are pertinent to the project. A list of such materials is provided in Appendix [#] to this agreement.

*Deliverables:* Point of Contact to work with the [*Aging-Friendly Project Name*] designated by the town.

*Task 2: Establish aging-friendly steering committee*
The town will appoint up to ten 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 at least two occasions and additionally 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, and a community resident.

*Deliverables:* Steering committee membership roster.

*Task 3: Project introductory meeting/site visit*
[*Aging-Friendly Project Name*] will tour the municipality with the town to become familiarized with the physical characteristics of the municipality. A list of places typically visited during a tour and community features [*Aging-Friendly Project Name*] would like to see is provided in Appendix [#] to this Agreement. The community steering committee may represent the town on

the site visit. Prior to the visit, [*Aging-Friendly Project Name*] will prepare a community profile of key demographics.

**Deliverables:** A memorandum summarizing the highlights of the site visit; community profile.

**Task 4:** *Community outreach/issues identification*
[*Aging-Friendly Project Name*] will meet with the steering committee, preferably on the same day as the project site visit. The objective of this meeting is for [*Aging-Friendly Project Name*] to review the project scope and schedule with the steering committee and discuss the community's characteristics, programs, 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 [#] to this Agreement. The town 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 interview questionnaire.

**Task 5:** *Community assessment*
[*Aging-Friendly Project Name*] will prepare a community 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:** *Age-Friendly community strategy*
[*Aging-Friendly Project Name*] will prepare a recommendations report and strategy as part of the assessment report 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:** A strategy that recommends ways to enhance aging-friendly characteristics of the municipality.

**Task 7: Final** *Report/Presentation*
[*Aging-Friendly Project Name*] will assemble the meeting summaries, interview responses, community assessment, and recommendations into a final report. The report will outline specific actions the steering committee can take to begin implementation, and will guide 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 [*Aging-Friendly Project Name*]**

[*Aging-Friendly Project Name*] will be responsible to designate a program manager who will provide management and oversight of the Aging-Friendly Communities project.

**Responsibilities of the Town**
The town 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 town 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:**

**Town**_____          _____
         *Signature*                *Title*

_____          _____
         *Print*                *Date*

**[Aging-Friendly Community Group Name]**  _____