

CAFE: The Center for Age-Friendly Excellence

Advancing Livable Communities for all Generations



Memorandum of Understanding/Scope of Work

Between
The City of Los Altos
Los Altos/Mountain View Community Foundation (Center for Age
Friendly Excellence)

This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between the City of Los Altos whose address is 1 N San Antonio Road, Los Altos, CA 94022 and Los Altos/Mountain View Community Foundation and the Center for Age Friendly Excellence (CAFE) and whose address is 183 Hillview Avenue, Los Altos, 94022 (collectively referred to as the “Signatory Parties”). When executed by all the Signatory Parties, this MOU shall become effective as of the last signature date. CAFE: cfafe.org.

2. Purpose

The purpose of this agreement is to define the roles and responsibilities of the City of Los Altos and the Center for Age Friendly Excellence (CAFE) in crafting an Age-Friendly City Action Plan on behalf of the City of Los Altos. The Center for Age Friendly Excellence is a program of the Los Altos Community Foundation and CAFE has worked with all cities in the County of Santa Clara and the County itself to become certified as Age-Friendly. The city Action Plan is the next step required in order for a city to continue in good standing and maintain its Age-Friendly designation.

3. Details of the Agreement

CAFE will oversee the gathering of relevant (past) and current data to describe the unmet needs of older adults in Los Altos and propose appropriate interventions to meet those needs. This data gathering will be sensitive to the situation of older adults in a post quarantine and pandemic environment. CAFE will work in collaboration with the Senior Commission to conduct sample focus groups (3) of older adults to gather data on unmet needs. The focus group interviews will be qualitative and based on the 8 evidence-based domains of an Age-Friendly city. The Senior Commission will identify focus group participants, organize the gatherings and provide potential venues (virtual as needed) for the gatherings and take notes. Once the focus groups have been completed, CAFE staff will analyze the focus group data and write a detailed report.

4. Roles and Responsibilities

The City of Los Altos will offer the cooperation of appropriate city staff to assist CAFE with the undertaking and successful completion of this project. *While there is no labor required of any city staff per se*, it is our ethos to work with transparency and collaboration with our community colleagues. There will be occasional update meetings (in person and via Zoom) to keep city staff informed of our progress and to gather input as CAFE progresses. CAFE will need access to current tables and graphics of city-related data and community information. (See other city Action Plans).

The Senior Commission will offer the cooperation of their members to assist CAFE in identifying participants for (3) focus groups of no more than 10 persons each that are representative and inclusive of the population of Los Altos. The Senior Commission will identify potential sites for CAFE staff to conduct the focus groups (or via Zoom). The Senior Commission members will take careful notes of the focus groups and provide those notes to CAFE for our data analysis. We estimate Senior Commission members will provide approximately 55- 60 hours total in support of the project at no cost. We will need for the focus groups to be completed within 60 days of the start of the project.

CAFE will oversee the staff and the project (we estimate a six month time frame), support and supervise the Senior Commission volunteers, conduct the focus groups, analyze the data and write the report. This report will provide current data (along with existing past data) to frame the Action Plan below. CAFE will undertake the community contacts, work with stakeholders and the Senior Commission, organize a strategy for who will implement the plan and develop all appendices to the Action Plan. The Action Plan will be completed and submitted to AARP/WHO within the six-month time frame. If COVID complicates the progress of the project CAFE may require a no cost extension of at least 30 days.

The elements of the Action Plan follow, and this forms the outline of the scope of work that is required to complete the Action Plan. CAFE will attach examples of Action Plans with this document to illustrate the comprehensive nature of these plans. CAFE will also attach a draft/working budget.

Action Plans (per AARP/WHO)

The Format

The action plan is an actual document, presented with the following elements:

1. Cover page
2. Executivesummaryorletterfromthestateorcommunity'stopelectedofficial
3. The table of contents
4. A community profile
5. An introduction to the plan
6. An explanation of how the plan was developed
7. Information about who was involved in the development of the plan
8. Information about who will manage the implementation of the plan
9. Other information that is important to the plan
10. The action plan
11. Appendices and supporting documentation

The Content

While there is flexibility in how a plan is created and what it will do, every action plan should include the following:

- 1) A statement of what must be achieved (aka: the goals or output)
- 2) Activities that have to be followed to reach the objective or goal
- 3) The target date for completion and/or a schedule for when each activity
- 4) Identification of the group or individual responsible for each activity
- 5) Clarification of the inputs or resources for completing the task
- 6) Identification of the indicators that will allow for measuring progress toward the goals

The monitoring

Depending on what's in the plan, determine in advance how to track its progress toward meeting its goals and objectives. If it isn't succeeding, adapt the plan.

5. Confidentiality

The parties agree that they are mutually bound by and shall adhere to all applicable laws and regulations governing the confidentiality of information exchanged pursuant to this agreement.

6. Amendments

This MOU may be amended by the written request of a Signatory Party. Any proposed amendment or modification shall be submitted by one Signatory Party to the other Signatory Party prior to formal discussion or the negotiation of the issue. Any amendment to this MOU must be set forth in writing and such amendment must be signed by all parties to the MOU in order to become effective and to modify or change this MOU.

7. Dispute Resolution

If there are disputes between the Signatory Parties concerning this MOU, the signatories agree to involve the heads of their respective entities in the settlement of disputes, and the Signatory Party Heads or their duly authorized representatives agree to confer to resolve the dispute.

8. Entirety of Agreement

This MOA, consisting of 3 pages, represents the entire and integrated agreement between the Signatory Parties, and supersedes all prior negotiations, representations, and agreements, whether written or oral.

9. Signatory Authority

By the signatures below, the Signatory Parties agree to the terms of this MOU.

City of Los Altos Title
Date

Los Altos/Mountain View Community Foundation Title
Date

