

From: Watson, Michael
To: [Lakeesha Morris-Moreau](#)
Cc: [Cantwell, Laura](#); [Johnson, Jeff P. - JPJohnson](#); [Bos, Laura](#); [Raru, Nigist \(TMP\)](#)
Subject: AARP Community Challenge: Action Needed
Date: Monday, August 14, 2017 10:37:08 AM
Attachments: [AARP GENERAL RELEASE AARP Community Challenge.docx](#)
[Vendor Set-Up W9 Pkg.pdf](#)
[FinalChallengeAfterAction.pdf](#)
[Florida Town of Cutler Bay MOU\(LCB47\).doc](#)
Importance: High

Dear Lakeesha Morris,

Congratulations! I am pleased to inform you that **Town of Cutler Bay – Parks and Recreation** has been selected to receive a grant of **\$15,000.00** from AARP through the AARP Community Challenge. This was a competitive national challenge with almost 1,200 applications and your project stood out.

AARP is committed to working with organizations in communities nationwide to help make them great places for people of *all* ages. Your project demonstrated a commitment to do that and we are pleased that you have been selected!

This email contains important and required action steps for receiving the grant award. Failure to take these action steps by the deadline could result in your removal from the grant program or delay receipt of grant funds.

- **Communications:** Please do not share this information publicly until after AARP publicly announces the grant winners on September 7, 2017. More information and materials will be forthcoming on the announcement.
- **Memorandum of Understanding:** Review and **sign** the attached Memorandum of Understanding and return to livable@aarp.org and cc Mwatson@aarp.org, lbos@aarp.org by **5:00 pm EST on August 21, 2017**. If it is necessary to make changes to the MOU, please redline your changes using Track Changes. Note that significant changes to the document might delay processing of the grant.
- **Financial Forms:** Complete the attached required financial documentation forms (Attachment: "Vendor Set-Up W9 Pkg") and return to livable@aarp.org and cc Mwatson@aarp.org, lbos@aarp.org by **5:00 pm EST on August 21, 2017**. It is important that you fill out these forms completely, sign and return by the deadline so that your grant can be processed. Send these financial forms with your signed MOU to livable@aarp.org and cc Mwatson@aarp.org, lbos@aarp.org (**Please do not send them to Financial Services@aarp.org as specified on the New Vendor Form**).
- **Timing of Payment:** If all materials are fully completed and returned by the deadline, we will overnight a check to you for receipt the first week of September. **PLEASE NOTE:** In order to receive the check through overnight delivery, you must provide a telephone number and a mailing address that is not a PO Box.

- **After Action Report:** Please send your **After Action Report** with visuals (photos and/or video) to the AARP National office by December 1, 2017 to livable@aarp.org and via direct mail to AARP Livable Communities, S11-300, 601 E Street, NW, Washington DC 20049. Please see the attached template (Attachment: "FinalChallengeAfterAction"). As you are capturing photos and video of your project for the After Action Report, if you capture an identifiable individual in your photos and/or videos, please have them sign the attached General Release (Attachment: "AARP General Release") and turn in the signed release with your report. Please do not capture artwork or trademarks (including word and design marks) belonging to another organization or individual without written permission allowing AARP to use the third-party artwork and/or trademarks for promotional purposes. All such permissions should also be turned in with your report.
- **Branding:** Guidance on use on the AARP logo and references to AARP will be sent to you upon final execution of the Memorandum of Understanding.

Again, congratulations on being selected! We look forward to working with you. If you have any questions throughout this process please contact us at livable@aarp.org.

Best,

Mike Watson

Interim Manager, Livable Communities | Programs

AARP | Community, State & National Affairs

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