



Miami-Dade Age-Friendly 2019 Mini-Grant Memorandum of Understanding

Congratulations! Please complete the following to receive your Miami-Dade Age-Friendly Mini Grant. By completing this form and accepting this grant, you agree that the Miami-Dade Age-Friendly Initiative can use information regarding your project in the promotion of the Mini Grant program and other areas of work. **Please submit this agreement by July 22, 2019.** Please do not disclose to anyone outside of your organization that you have received this grant until the time of the announcement in late-July. You will be sent announcement date and materials.

GRANTEE INFORMATION

Date: 7/22/2019

Name of Contact Person: LaKeesha Morris, Grants Coordinator

Email of Contact Person: lmorris@cutlerbay-fl.gov

Phone number: 305-234-4262

Payable to organization name: Town of Cutler Bay

Address where check will be sent: _____

<u>10720 Caribbean Blvd. Suite 105</u>	<u>Cutler Bay</u>	<u>FL</u>	<u>33189</u>
Street or PO Box	City	State	Zip Code

MINI-GRANT INFORMATION

The Miami-Dade Age-Friendly Initiative is a collaborative, collective impact effort to make Miami-Dade a place for older adults of all ages to stay active and healthy with dignity and enjoyment. We work with community residents, leaders, stakeholders, organizations, and municipalities toward a more age-friendly community.

The Miami-Dade Age-Friendly Initiative is proud to have selected your organization as one of its Age-Friendly Mini-Grant Program awardees. The goal of the mini-grant program is to jump-start age-friendly projects across the County.

Amount of Mini-Grant Award: \$2,500.00

Mini-Grant Timeline:

- **July 16, 2019:** Announcement to winners & MOU's will be provided to recipients
- **July 22, 2019:** Deadline to submit this agreement
- **July 22, 2019 - December 31, 2019:** Mini-Grant Implementation
- **January 21, 2020:** Final Mini-Grant Recipient Reports Due

Grant funds will be used for the following proposed project:

The Town of Cutler Bay is proposing to install a small computer lab at Marilyn Hope's Place. This is a senior living facility with approximately 101 units. The complex also houses the ABC Adult Day Care Center. The Town will install two computer kiosks with internet access at the center. The Adult Day Care and staff at the site have agreed to assist residents as necessary, and there is already internet access at the site. The Town will maintain the equipment. Residents may use the equipment to surf the internet, complete business online, and access Microsoft office tools.

Deliverables and Project Sustainability:

- Purchase two computers, furniture for the computers, a printer, additional ink/toner, and paper.
- Complete set-up by the Town's IT consultant.
- Assure that The Adult Day Care and staff at the site assist residents as necessary.
- The Town will sustain the program by maintaining the lab and providing supplies as necessary for the computers and/or printers.
- If the Town received permission to place student interns at the site, that will provide an additional avenue for growing the project, as the students will be able to teach computer skills to the older adults.

AGREEMENT & MATERIALS

Additional Materials Required

Please submit the following with this completed agreement by July 22, 2019

- Copy of your organization's W9
 - Proof of organization's not for profit status (if applicable), OR if a government agency or educational institution, the website address of agency or institution
 - Organization and/or Project Logo
 - Description of your organization and the project (100 word maximum). This description will be used in the official announcement of the mini-grant and other publicity materials by the Miami-Dade Age-Friendly Initiative.
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By signing below, you attest that the information on this form is correct and agree that:

- Your organization can execute the above project by the implementation deadline date (Dec. 31, 2019)
- Your organization can provide an informal mid-point update to the Initiative (Oct. 31, 2019).
- Your organization can attend one Age-Friendly Initiative Meeting (on September 17 or December 3, 2019) to share an update about this project.
- Your organization can complete the required report by the deadline date (Jan. 21, 2020).
- Your organization is committed to partnering with the Age-Friendly Initiative toward creating a more livable community for all ages.

Signature of Grantee: Rafael G. Casals

Title: Rafael G. Casals, Town Manager

Please submit this form and other required materials via email to Isabel Rovira, Urban Health Partnerships, at isabel@urbanhs.com by July 22, 2019.



Miami-Dade Age Friendly Initiative

Copy of your organization's W9

Attached

Proof of organization's not for profit status (if applicable), OR if a government agency or educational institution, the website address of agency or institution

Town of Cutler Bay website: www.cutlerbay-fl.gov

Organization and/or Project Logo

Attached

Description of your organization and the project (100 word maximum). This description will be used in the official announcement of the mini-grant and other publicity materials by the Miami-Dade Age-Friendly Initiative.

The Town of Cutler Bay will install a small computer lab at Marilyn Hope's Place, which is a senior living facility with 101 units. The complex also houses the ABC Adult Day Care Center. Through the Stay Connected Pilot Project, residents will use the equipment to surf the internet, carry out business activities, and access Microsoft Office programs. This project is consistent with the Town's adopted Age-Friendly Action Plan in which older adults expressed a need to access computers and computer training. This new initiative improves residents' connection to their friends, family, and community.



Form W-9
(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

TOWN OF CUTLER BAY

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Exempt payee

☒ Other (see instructions) ▶

MUNICIPAL GOVERNMENT

Address (number, street, and apt. or suite no.)

10720 CARIBBEAN BLVD, STE 105

City, state, and ZIP code

CUTLER BAY, FL 33189

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

			-		-				
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Employer identification number

0	2	-	0	7	6	8	7	9	1
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of
U.S. person ▶



Date ▶ **4-22-2013**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Lakeesha Morris-Moreau

From: Miami-Dade Age-Friendly Initiative <no-reply@wufoo.com>
Sent: Wednesday, June 12, 2019 6:29 PM
To: Lakeesha Morris-Moreau
Subject: Age-Friendly Mini-Grant Application 2019

Thank you for your submission for the Miami-Dade Age-Friendly Initiative's mini-grant program. Grantees will be notified and selected by June 24, 2019.

In the interim, please learn more about ways to get involved with age-friendly work by visiting our website at www.AgeFriendlyMiami.org.

Thank you!

Age-Friendly Mini-Grant Application 2019

Applicant Town of Cutler Bay

Organization

*

Type of Municipality

Organization

Organization 

Address * 10720 Caribbean Blvd. Suite 105
 Cutler Bay, FL 33189
 United States

Main LaKeesha Morris

Contact

Name *

Main Grants Coordinator

Contact Title

*

Main lmorris@cutlerbay-fl.gov

Contact

Email *

Main (305) 234-4262
Contact
Phone
Number *

Location Marilyn Hope's Place 11150 SW 211 Street Cutler Bay, FL 33189
where your
project will
be
implemented
within
Miami-Dade.

Which RESPECT & SOCIAL INCLUSION
domain(s) COMMUNICATION & INFORMATION
will your
mini-grant
project
address? *

Please tell us The Town of Cutler Bay is proposing to install a small computer lab at Marilyn Hope's Place. This is a
about the senior living facility with approximately 101 units. The complex also houses the ABC Adult Day Care
project you Center. The Town will install two computer kiosks with internet access at the center. The Adult Day Care
are and staff at the site have agreed to assist residents as necessary, and there is already internet access at
proposing. * the site. The Town will maintain the equipment. Residents may use the equipment to surf the internet,
 complete business online, and access Microsoft office tools.

How many 155
individuals is
this project
projected to
impact? *

Please tell us about your organization, agency, or municipality and your capacity to implement the proposed project. *

The Town of Cutler Bay has an estimated population of 44,321. In 2010 the Town joined Florida's Communities for a Lifetime (CFAL) Initiative and formed a volunteer CFAL Committee that works with Town staff to organize events throughout the year that target older adults. Some activities include; Intergenerational Cultural Arts Program, Senior

Games, Bus Party promoting the Town's circulator bus, Falls Prevention, Safe Homes, and Wellness Workshops, Scam Jam Document Shredding, Social Outings, CarFit Education, and AARP grant award to install ADA accessible outdoor fitness equipment. In March 2016, the Town became the first municipality in South Florida to join the World Health Organization and AARP Age Friendly Communities Initiative. In 2018, the Town was honored to become the first municipality in Miami-Dade to have an adopted Age Friendly Action Plan approved by the AARP. The Town's Age Friendly Action Plan identifies opportunities to integrate age-friendly principles into all aspects of the Town's planning and service delivery. This living document was developed by the CFAL Committee following a series of public involvement meetings and surveys.

Please tell us about the need. Why did you select this project and how will it improve the age-friendliness of the community for older adults? *

During the development of the Town's Age-Friendly Action Plan and Strategic Master Plan, the Town visited the senior living facilities to find out the needs of the older adult community. Residents reported that they did not feel well informed about the Town's activities because they do not have access to computers. At that time, the Town's primary way of sending out time-sensitive information was through e-mail blasts. The Town responded immediately by purchasing space in the Cutler Bay Newspaper that featured current events and activities and becoming active on social media. Residents also requested computer classes. The Town responded by partnering with AARP to host a Microsoft Office training that graduated 24 older adults. We then partnered with the Miami-Dade Public Schools' Adult Education Program to hold weekly computer classes and language classes at Cutler Bay Senior High. These classes were free to Cutler Bay residents age 50 and older. The computer lab is the next step. The Town desires to place computer kiosks at each of the eight senior living facilities within the Town. Marilyn Hope's Place is the first to agree to serve as a partner in this pilot project.

Please tell us how the \$2,500 mini grant funds will be utilized. * Funding will be used to purchase two computers, furniture for the computers, a printer, additional ink/toner and paper, and set-up by the Town's IT consultant.

Will your project leverage any other funds or resources? If The project leverages resources such as space and internet service provided by Marilyn Hope's Place, ongoing IT support and maintenance by the Town, and potentially a partnership with Cutler Bay High in which student interns that are enrolled in the Town's current Executive Internship Program will be placed at the site. For the past four years, the Town has hosted iPrep Academy students from Cutler Bay High that are in the 11th grade to complete an internship during the school year. They are placed in each of the Town's Departments and learn about public administration for class credit.

so, please
explain. *

How will this project be sustainable? This project will remain sustainable with the support of staff from Marilyn Hope's Place and the ABC Adult Day Care. The Town will sustain the program by maintaining the lab and providing supplies as necessary for the computers and/or printers. If the Town received permission to place student interns at the site, that will provide an additional avenue for growing the project, as the students will be able to teach computer skills to the older adults.

Is it a permanent project for the community, or will this lead to community buy-in for something more permanent?

*

Signature – LaKeesha Morris, Grants Coordinator
Please Type
Name *