

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
Center for Independent Living of South Florida  
**AND**  
City of Coral Gables

**SECTION I – Purpose**

The purpose of this agreement is to ensure the implementation of the Consumer Information Center for Disability Services and to continue to develop and expand a framework of cooperation (“Partnership”) between Center for Independent Living of South Florida and the City of Coral Gables. This Memorandum of Understanding stands to establish the responsibilities of each entity within the Partnership and the terms and conditions under which the Partnership will operate. The Center for Independent Living of South Florida desires to create and staff a physical office location in Coral Gables for processing inquiries and for providing consumers with resource information relative to disability services. The goal is to assist individuals with a disability (and their families) who can access the center to acquire information about disability issues and/or access community resources to enhance the quality of their lives.

In consideration of the above-shared interests, the Center for Independent Living of South Florida (CILSF) and City of Coral Gables agree as follows:

**SECTION II – Services**

**A. City of Coral Gables SHALL *(Please check all that apply under this agreement):***

- Refer individuals to the Center for Independent Living of South Florida Main office for assistance when a representative is not available at the site.
- Support the Center for Independent Living of South Florida in developing or conducting outreach and enrollment activities.
- Display or distribute CILSF program and related materials.
- Provide an accessible and secure office location at the Coral Gables War Memorial Youth Center.
- Provide CILSF with access to suitable space to conduct information center services.
- Provide internet/email access at the site location (if necessary, at a reasonable charge).
- Provide suitable office equipment including a laptop computer with internet connection, telephone, secured storage for records, desk, and normal building maintenance services.
- Continuously publicize services of the CILSF program through the Partnership.

**B. Center for Independent Living of South Florida:**

- Provide training and informational platform needed to identify public and private resources that can be tapped and channeled toward providing disability services and opportunities to persons with disabilities.
- Provide various services as determined by the education, experience, training and qualifications of the volunteer staff, including:
  - a. Information and Referral
  - b. Full access to the internet via loaner equipment
  - c. Peer Support (one person with a disability assisting another)
  - d. Loan of assistive technology that is donated to “CILSF” (e.g.: manual wheelchairs, scooters, amplified phones, refurbished computers)

- Provide (create and maintain) an appropriate Management Information System (COMS) to enable tracking, categorizing and ultimate disposition of all inquiries processed through the CENTER; CILSF staff 'on-call' to address specific issues as needed; establish on-going training for all volunteer staff.
- Conduct and share appropriate research data with the "CITY"; "CILSF" will act as a resource to consult with the "CITY" concerning issues affecting persons with disabilities with the goal of providing opportunities for a better quality of life for persons with disabilities.
- Arrange for training and assistance to facilitate interface with other agency resources, such as DVR, SWITCHBOARD, OAO, etc., for employment and placement opportunities and related services. Other 'Contributing Agencies' will provide various resources to the project as their respective roles are clarified.
- "CILSF" will provide regular periodic reports to the CITY identifying the demographics of the population (type of disability, age, gender, ethnicity, zip code of the person making inquiry), number of persons served, and types of services rendered.
- "CILSF" has agrees to waive any and all claims that may be made against the City and City property. "CILSF" will require that all volunteers with the Center sign a waiver of any and all claims that may be made against the City or City property.
- "CILSF" agrees to require all volunteers undergo a background screening and fingerprinting at the Center's expense.

### **C. Mutual Interest and Understanding:**

This Agreement outlines the collaboration between the **Center for Independent Living of South Florida** and the **City of Coral Gables** in establishing a consumer information center for disability services for processing inquiries and for providing residents, local businesses and visitors with resource information relative to disability services. This collaboration will promote the development of a joint use schedule for the use of facilities at the City of Coral Gables' Parks & Recreation Department.

It is the shared purpose of this Agreement for both organizations to collaborate in the joint use of facilities. Specifically, the organizations will work together pursuant to the attached collaborative plan. This plan specifies in greater detail the purpose and scope of collaboration.

This Agreement will remain in effect until terminated in writing by either party.

### **D. Non-Fund Obligating Document**

This agreement is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this agreement will be handled in accordance with applicable laws, regulations, and procedures.

## **SECTION III – Contacts**

The principal contacts for this agreement are:

### **Center for Independent Living**

**Contact Name: Kelly Greene**

**Address: 6660 Biscayne Boulevard, Miami,**

### **City of Coral Gables**

**Contact Name: Fred Couceyro**

**Address: 405 University Drive**

**Florida 33138**  
**Phone: 305-751-8025**  
**Fax:**  
**Email: kelly@soflacil.org**

**Phone: (305) 460-5620**  
**Fax: (305) 460-5639**  
**Email: fcouceyro@coralgables.com**

#### **SECTION IV – Modification/Termination**

Modifications within the scope of the agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.

Any of the parties, in writing, may terminate the agreement in whole, or in part, at any time before the date of expiration.

#### **SECTION V – Signatures**

The parties agree that the Partnership is mutually beneficial and agree to the terms specified herein. This agreement will become effective on the date signed by both parties and remain in effect for one full year.

**The Center for Independent  
Living of South Florida**

**The City of Coral Gables**

BY: \_\_\_\_\_

**Printed Name:**

\_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

BY: \_\_\_\_\_

**Printed Name:**

\_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_