

# Memorandum of Understanding

## Safe Winter Walkways

### Program

*Safe Winter Walkways*, a collaborative program of the City of Lawrence (City) and the Douglas County Senior Services Center, Incorporated (DCSS).

### Program intent

To match volunteers with those individuals needing snow removal assistance (senior citizens and persons with disabilities, predominantly) who have homes that are adjacent to **public sidewalks**, assuring clear walkways for pedestrian traffic. Volunteers will not provide snow removal for private driveways, sidewalks or walkways.

### Program organization

- DCSS will coordinate the volunteer and applicant components of the program through staff and/or a student intern.
- The city will be responsible for printed outreach materials and program promotion.
- Program timeframe: operational September through March.
- Volunteers will be matched with a property prior to a snow event and will be asked to make a commitment for the entire season.
- Volunteer snow removal is limited to public sidewalks and a walkway to the street from the front door. This does not include driveways, porches or walkways. Volunteers may choose to clear these areas but it is not an expectation of the program.
- Volunteers and applicants will be matched using zip codes and neighborhoods, through intake forms created collaboratively by the City and DCSS. Neither the City nor DCSS can guarantee sufficient volunteers will be available to match applicants for the program.
- All data will remain transferable between both parties.

### Working Space

DCSS will provide office space, PC, software, phone, and web link.

### Liability waiver

The City will create liability waivers for volunteers and applicants to remove DCSS and the City from liability. A representative of the DCSS must approve the waiver prior to implementation. No match will be finalized without completed waivers from both the volunteer and applicant.

### Hotline & Volunteer Registration

The City will provide a phone line to serve as a point of contact for volunteers and applicants which will activate a voice mail box to be retrieved by DCSS interns and staff weekly. The City will provide an online volunteer registration form and participation registration form with information on volunteers provided by email to DCSS and City staff.

### Program eligibility

Self selecting; no verification of financial needs or disability will be conducted. Applicants must be a resident of the property and not a landlord. Matches will be limited to availability of volunteers and neither the City nor DCSS are responsible for snow removal from individual properties.

## Signatures To Agreement

City Representative \_\_\_\_\_ Date \_\_\_\_\_

DCSS Representative \_\_\_\_\_ Date \_\_\_\_\_