July 7th, 2023

RE: Letter of Collaboration

The World Institute on Disability (WID) is pleased to present \_\_\_\_\_\_\_\_with this **letter of commitment** regarding your support of, and participation in WID’s efforts to engage a diverse and cross functional Health Equity in Disasters Task Force in your local jurisdiction as part of our **Public-Private Health Equity Cooperative.**

We understand that \_\_\_\_\_\_\_\_\_will:

* Select a Point of Contact person who will be responsible for coordination of activities and communication with WID for this project.
* Participate in the task force as the lead agency for your community and spearhead promotion of the project at the local level.
* Work collaboratively with WID to build a local Health Equity in Disasters Task Force to examine barriers to and gaps for equitable outcomes in disasters for marginalized and disadvantaged members of the community.
* Assist WID with management of the task force to include recruitment of members, distribution of materials provided by WID, coordination of virtual meetings, and data collection from task force members.
* Assist with promoting implementation strategies developed by the task force to reduce or eliminate disparities outcomes for marginalized populations in your community.

WID will:

* Provide playbook and website resources to ensure the task force receives the support needed to successfully meet the objectives set out in this project.
* Provide all administration needs to the task force, including survey development and data compilation, materials development, production of needs assessment results and action plan report.
* Provide a facilitator to assist in task force meetings and problem-solving efforts
* Provide virtual meeting platforms
* Assist the task force with implementation of strategies developed to reduce or eliminate disparate outcomes for marginalized populations in the community.
* Be responsible for any costs related to project activities
* Provide best practices guidance
* Provide assistance for accessibility and accommodations

Offered by, Accepted by,

Dawn Skaggs   
World Institute on Disability