

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,

Dawn Skaggs
World Institute on Disability

Accepted by,