

Instructions to Complete Assurance Letter

Please follow these instructions for completing the assurance letters.

- Insert the name of the County Legislative Authority.
- Provide signature or other evidence of approval by the County Legislative Authority to establish an active cross-disability Accessible Communities Advisory Committee addressing approved activities.
- Enclose a list of the current members and their qualifications, to include individuals with a diverse range of disabilities and who are knowledgeable in identifying and eliminating attitudinal, programmatic, communication, and physical barriers encountered by persons with disabilities.

Alternate Instructions

If your county and one or more additional counties are forming a joint Accessible Communities Advisory Committee:

- Provide signatures or other evidence of approval by the appropriate authorities for each participating county. If this combined committee is an expansion of the voter access advisory committee, appropriate authorities include the Auditor for each participating county.
- Provide recent population counts for each participating county, including the source of the data. Note that only one of the participating counties can have a population greater than 70,000.

If your county is expanding the role of its existing voter access advisory committee under RCW 29A.04.223, the Letter of Assurance must include the county auditor's signature or a signature of an individual authorized to represent the county auditor or a separate letter from the auditor providing that approval.