

[Date]

Mr. Ty Warner  
Executive Director  
Northwest Indiana Regional Planning Commission  
6100 Southport Road  
Portage, IN 46368-6409

**Subject: Commitment to Participating with NIRPC in a Regional Application for Indiana University's Resilience Cohort Program**

Dear Mr. Warner

This letter conveys commitment on behalf of \_\_\_\_\_ to participate in a regional application to the 2021 Resilience Cohort program. If the Northwestern Indiana Regional Planning Commission (NIRPC)'s Regional application into the program is accepted we commit to:

- Paying the Resilience Cohort participation fee of \$200 or \$300 (\$300 for population > 50,000), which will be invoiced by ICLEI in February or March 2021.
- Paying to NIRPC a prorated share of the required internship contribution of \$1,500 per intern.
- Paying to NIRPC a prorated share of the \$1,260 per intern overhead and expenses.
- Identifying a single point of contact on staff to help guide the inventory. This person would be responsible for:
  - Meeting (virtually or in person) with their designated intern regularly (at least an hour or two a week) to help identify points of contact for data collection and answer nuanced questions that relate to the community
  - Supporting intern requests for data from municipal staff.
  - Participating in the bi-weekly 1-hour Resilience Cohort webinar trainings between April and September 2021
  - Staying in contact with Ms. Kathy Luther (or other designated NIRPC contact) overseeing the intern(s).

IT IS FURTHER UNDERSTOOD that within 30 days of notification that the regional application has been accepted into IU's internship program \_\_\_\_\_ will enter into a Memorandum of Agreement with NIRPC reflecting this commitment.

Sincerely,

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Community Elected Official