

March 13, 2024



Dear members of the **public, policymakers,** and **industry** partners,

We write as a coalition of over 400 public servants representing over 150 local, county, and state governments across the nation, united in our mission to promote responsible and purposeful artificial intelligence (AI) in the public sector. In November 2023, the [GovAI Coalition](#) was established to give local government a voice in shaping the future of AI and ensure that AI development is geared toward the benefit of society. Since November, the Coalition has grown to include public agencies that represent 100 million Americans.

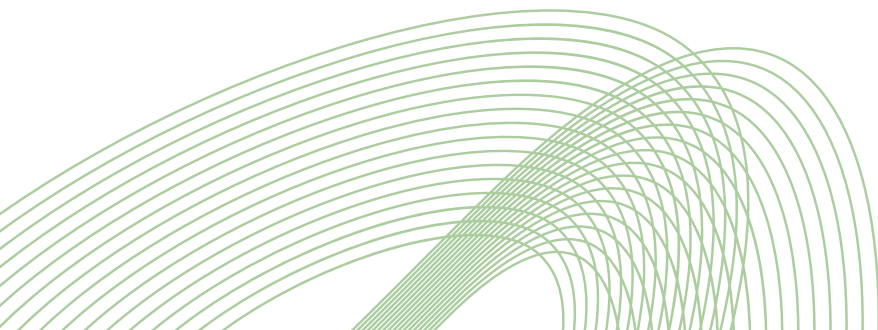
To the People We Serve:

As a majority of government agencies are [looking towards AI](#) to improve services, our Coalition strives towards a more just and beneficial technological future for all. From generating real-time translations of public meetings to predicting traffic patterns for improved bus routes, AI tools have the potential to make government services more responsive, efficient, and accessible to all.

AI also poses serious risks. [Racial discrimination](#), [violations of privacy](#), and [threats to safety](#) are well-documented harms of AI systems used without guardrails.

To improve the lives of the people we serve while protecting our communities against AI risks, it is vital that public agencies establish safeguards for the responsible use of AI. **We, the GovAI Coalition, are committed to our guiding principles of responsible AI* and we expect the people we serve to hold us accountable to these principles.**

* The Coalition's guiding principles of responsible AI can be found in the AI Policy template.





To Policymakers:

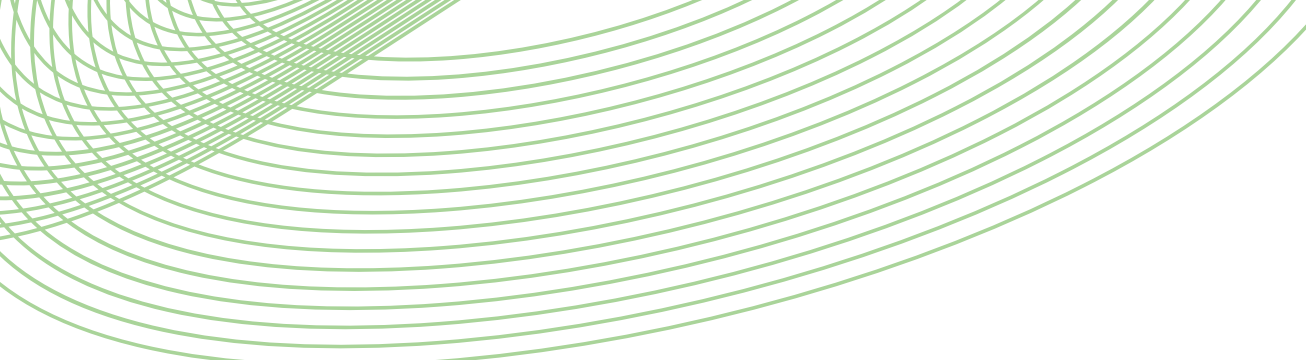
For the past four months, the GovAI Coalition has done the work together that practitioners would normally do alone. We recognize that only by working together can we produce high quality work at the speed necessary to meet the quickly-evolving AI landscape. To this end, our members have worked diligently across numerous working groups to create a suite of policy templates and knowledge-sharing tools that any public agency can use to jumpstart their own AI governance program. This includes:

- Template **AI Policy** and **AI Policy Manual** to present to your agency's leadership
- Template **AI Incident Response Plan** for the next generation of security risks
- **AI FactSheet** and **Vendor Agreement** template to ensure we are buying responsible AI tools
- A growing repository of guides for **AI use cases** being tested by other agencies
- A growing **Vendor Registry** of AI systems available for government use

These documents and repositories are for practitioners, by practitioners, to better serve our communities through responsible AI.

We invite policymakers to borrow, edit, and adopt these templates for free.

In return, we ask that you share your feedback and continue the Coalition's conversation around responsible AI governance. We have intentionally aligned the templates with emerging national standards, including the Presidential [Executive Order on AI](#), the Office of Management and Budget's [draft memorandum on AI](#), and the National Institute of Standards and Technology's [AI Risk Management Framework](#).



Our Coalition makes it easier to stay aligned with government best practices, receive support from other members, and procure new AI systems with greater transparency from vendors. Over the next year, we will support agencies in implementing their own AI governance programs, advocate for responsible AI at all levels of government, and share effective AI use cases.

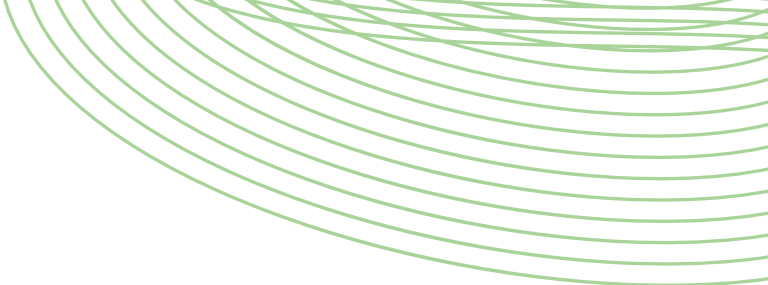
Finally, AI has shown its potential to augment the workforce. The Coalition will continue to support agencies in empowering their existing staff to use AI roles through education, training, and collaborations that promote participation and opportunity for our agency workforces. Agencies interested in joining the Coalition may do so [online](#).

To Industry Leaders:

Our public agencies have made great strides towards responsible AI, but real progress requires that the companies building the AI systems used by government be held at the Coalition's high standard. **The GovAI Coalition calls on our partners in industry to commit to the responsible AI practices outlined in this letter.** In doing so, industry partners can streamline the process of vetting their AI systems with government agencies.

In our collective experience, companies were often unprepared or reluctant to provide basic information regarding their AI systems, including:

- General details around the AI system's accuracy or performance
- Explainable and interpretable information about training data and data models
- How to evaluate the AI system after deployment
- Conditions in which the system performs well and conditions in which it performs poorly
- If the AI system was built to satisfy the agency's use case



Agencies interested in purchasing AI systems need to understand basic information about the AI system – the “AI nutrition facts” – before they buy.

The AI FactSheet offers multiple benefits: it sets clear, common expectations for vendors when working with member agencies and it educates governments on what they need to know with regards to AI before purchasing. This reduces surprises for both parties and ensures a safer, more informed deployment by the agency. The FactSheet also provides agencies a way to be transparent with their communities about AI use, which is vital in building trust between governments and the communities they serve.

We require that companies complete and maintain the Coalition’s AI FactSheet* for the AI systems they intend to sell to government.

We acknowledge potential concerns around intellectual property. We do not require the means to reproduce a vendor’s AI system. We only require evidence that the system fits our needs and is safe to implement in our jurisdictions. We invite vendors to work with us in finding a mutually beneficial solution when a legitimate concern regarding the exposure of trade secrets is raised.

Additionally, we invite companies to become familiar with the Coalition’s Vendor Agreement template. The Vendor Agreement template is boiler-plate language developed for agencies to add to contracts involving an AI system, ensuring that the AI systems sold to agencies comply with the expectations for responsible AI in government.

Finally, we aim to shift the burden that is disproportionately placed on public agencies towards the companies selling the AI systems. We call on vendors to proactively share relevant information about their AI systems to our Vendor Registry so that agencies can see which vendors affirm their commitment to responsible AI. We encourage companies to share their support of this letter by joining the [Registry and signing the GovAI Coalition Vendor Pledge](#).

* The AI FactSheet was adapted from [IBM’s AI FactSheet](#) and tailored to meet government needs.



To All:

As agencies begin implementing our suite of policy templates, **we invite representatives from civil society, academia, and the private sector to join our effort.** We are confident that with thoughtful and collaborative AI practices, we can innovate towards a brighter future where AI systems actively help us serve our communities with greater equity and efficiency. We appreciate your attention and look forward to developing and implementing AI systems responsibly, together. For any questions or further discussion, please contact digitalprivacy@sanjoseca.gov.

Signed,



The GovAI Coalition, with representatives from the following agencies:

Alameda-Contra Costa Transit District, CA
City and County of San Francisco, CA
City of Alameda
City of Alexandria, VA
City of Arlington, TX
City of Austin, TX
City of Bellevue, WA
City of Benicia, CA
City of Boise, ID
City of Burbank, CA
City of Carmel, IN
City of Cerritos, CA
City of Chattanooga, TN

City of Chicago, IL
City of Cleveland, OH
City of Columbus, OH
City of Coral Gables, FL
City of Detroit, MI
City of Dumfries, VA
City of Eden Prairie, MN
City of Edina, MN
City of Emporia, VA
City of Fairfield, CA
City of Fargo, ND
City of Grand Rapids, MI
City of Greensboro, NC

* = Representation pending final agency approval

City of Hamilton, ON, Canada
City of Hickory, NC
City of Irvine, CA
City of Kansas City, MO
City of Lebanon, NH
City of Long Beach, CA
City of Los Angeles, CA
City of Mableton, GA
City of Manchester, MO
City of Maricopa, AZ
City of Martinez, CA
City of Milpitas, CA
City of Moreno Valley, CA
City of Mountain View, CA*
City of Newark, CA
City of Newport News, VA
City of Nogales, AZ
City of North Miami, FL
City of Oakland, CA
City of Oklahoma City, OK
City of Ontario
City of Palo Alto, CA
City of Pasadena, CA
City of Pittsburgh PA
City of Plainfield, NJ
City of Port St. Lucie, FL
City of Portland, OR*
City of Raleigh, NC
City of Rancho Cordova, CA
City of Renton, WA
City of Roseville, CA
City of Richmond, CA*
City of Rockville, MD*
City of Sacramento, CA
City of Saint Paul, MN
City of San Antonio, TX*

City of San Dimas, CA
City of San José, CA
City of San Luis Obispo, CA
City of Santa Clara, CA*
City of Santa Fe, NM
City of Saratoga, CA
City of Scottsdale, AZ
City of Seattle, WA
City of Sequim, WA
City of South Bend, IN
City of St. Louis, MO
City of Sugarland, TX
City of Suisun, CA
City of Sunnyvale, CA
City of Tempe, AZ
City of Tucson, AZ
City of Vacaville, CA
City of Vallejo, CA
City of Virginia Beach, VA
City of Winchester, VA
City of Yakima, WA
Colorado Department of Revenue
Colorado Secretary of State
County of Ada, ID
County of Alameda, CA
County of Calaveras, CA
County of Chesterfield, VA
County of Contra Costa, CA
County of Davie, NC
County of DeKalb, GA
County of El Dorado, CA
County of Essex, VA
County of Fairfax, VA
County of Green, WI
County of Guilford, NC
County of Hamilton, IN

* = Representation pending final agency approval



County of Humboldt, CA, Department of
Health and Human Services
County of Inyo, CA
County of Johnson, KS*
County of Kern, CA
County of King, WA
County of Lake, CA
County of Larimer, CO
County of Los Angeles, CA
County of Madera, CA
County of Maricopa, AZ
County of Marin, CA
County of Miami-Dade, FL
County of Middlesex, VA
County of Monterey, CA, Health
Department
County of Multnomah, OR
County of Nevada, CA
County of Orange, CA, Information
Technology
County of Palm Beach, FL
County of Placer, CA
County of Rock, WI
County of Sacramento, CA
County of San Bernardino, CA
County of San Diego, CA
County of San Luis Obispo, CA
County of San Mateo, CA
County of Santa Barbara, CA
County of Santa Clara, CA
County of Santa Cruz, CA
County of Solano, CA
County of Stanislaus, CA, Health
Services Agency
County of Travis, TX

County of Tulare, CA
County of Tuolumne, CA*
County of Washington, MN
County of Washoe, NV
County of Waukesha, WI
City of West Allis, WI
County of York, VA
County of Yuba, CA
Covered California
Louisville-Jefferson County Metro
Government, KY
Metropolitan Government of Nashville
and Davidson County, TN
Midpeninsula Regional Open Space
District, CA
Municipal Research and Services Center
of Washington
Oregon Department of Human Services
Regional Government Services Authority
Sacramento Area Sewer District, CA
San José State University, CA
Santa Clara University, CA
Santa Margarita Water District, CA
Town of Apex, NC
Town of Christiansburg, VA
Town of Culpeper, VA
Town of Oro Valley, AZ
Town of Nederland, CO
Township of Canton, MI
Tri-County Metropolitan Transportation
District of Oregon (TriMet)
Virginia Economic Development
Partnership
Washington, D.C.

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