

# Collaborating Entities Worksheet



Purpose: This worksheet can help applicants select Collaborating Entities. These entities should bring different skills and resources to the table, adding to the skills and resources that the Statutory Partners already have.

## Overview of Collaborating Entities

EPA strongly encourages proposals to include Collaborating Entities beyond your organization and your Statutory Partner. Your application is unlikely to score well during the evaluation process if you do not have any. Collaborating Entities can demonstrate the strength of the coalition of organizations you assembled to deliver on your grant proposal. They can receive subawards to implement and perform specific grant project activities that may not have resources or experience in. You should select Collaborating Entities based on the additional people, funds, skills, knowledge, and resources they may bring according to your goals and the projects you want to pursue.

### Eligibility

Collaborating Entities may include any organization eligible to serve as the Statutory Partner as well as a broader group of prospective partners. As a reminder, CBOs, federally recognized Tribes, local governments, and institutions of higher education are eligible to be Statutory Partners. Collaborating Entities may also include some organizations that cannot be part of a Statutory Partnership, such as state government agencies, territorial governments, international organizations, foundations, or other non-profit organizations that do not meet the definition of a “CBO” in the Community Change Grant (CCG) Notice of Funding Opportunity (NOFO). The only organizations which cannot be Collaborating Entities are for-profit firms, individual consultants, or other commercial service providers. For more information on Collaborating Entities, please see NOFO Section III.B.

### Examples

- Transportation projects that involve public transit or improvements to public property must include a governmental agency as a Collaborating Entity that will help perform and oversee the project.
- A project that involves building a public park to provide green space and reduce urban heat island impacts should involve a Public Parks Department that will maintain the park.

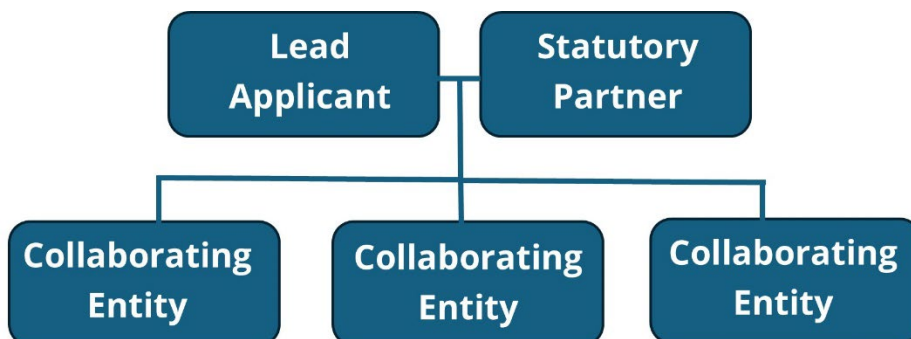


Exhibit 1: Example Structure of Collaborating Entities

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## Guiding Questions

When considering organizations to serve as Collaborating Entities, it may be useful to consider:

### Step 1: Identifying Collaborating Entities

- What resources will you need to complete the project that the Statutory Partnership doesn't have—who has those skills, resources, or trained personnel? (See the [Statutory Partnership worksheet](#) for more information.)

Use the table below to brainstorm potential Collaborating Entities

Area of Need	Description	Prospective Partner 1	Prospective Partner 2

Step 2: Evaluate how Collaborating Entities could enhance application in alignment with CCG scoring criteria

- How could potential Collaborating Entities reflect community priorities and facilitate community engagement?
- Readiness: If your project requires new infrastructure, do you own or control the land that it will be installed on? Are there any Collaborating Entities that you should engage to address this concern?
- Sustainability: How can Collaborating Entities help ensure the sustainability of projects, such as making sure new infrastructure is maintained after the grant period has ended?

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## Step 3: Describing the role of your Collaborating Entities

- What Collaborating Entities have you identified for your proposal? What does each bring to the proposal?

Collaborating Entity Name	Description	Roles and Responsibilities	Getting a Subaward? (Yes/No)	Total Amount?

## Tips to Consider

- Making Collaborating Entities feel welcomed and heard will strengthen the connection within the governance structure, and a common understanding of the roles and responsibilities will help you accomplish your collective goals. See the [Community Engagement and Collaborative Governance worksheet](#) for more information.
- Gathering input from community members throughout the process is likely to clarify project needs and potential Collaborating Entities to help address those needs within your project.
- The Statutory Partners and the other Collaborating Entities combine to make a team. The relationships among the Collaborating Entities are important. Make sure that in addition to having a common understanding of how they will work with you, they all understand and agree on how they will work with each other.
- The resources that Collaborating Entities bring can be as important as the work they do. The resources can include grant management experience, relationships in the community or with the government, space for public meetings, or anything else that will be important for your project.