



Purpose Use this Checklist to plan and track your overall CBA development and implementation process.

Directions The steps below outline the major phases of community engagement, research, negotiation, and implementation. Other worksheets in this toolkit provide detailed guidance for specific activities within each phase.

Use this document to: track progress across the full CBA process; record key insights and decisions; and coordinate work among coalition members and partners. You may move between phases as needed. The CBA process is iterative, and many activities will happen at the same time.

Phase 1: Understand the CBA as a Potential Tool

Key Activities

- Read the [CBA 101](#)
- [Worksheet 1A](#): Understand greenwashing and how to avoid it and complete
- [Worksheet 1B](#): Evaluate whether a CBA seems like a tool worth pursuing for your community and situation

Notes:

Phase 2: Evaluating the Project and Its Impact on the Community*Key Activities*

- Identify the Project
- [Worksheet 2B](#): Research and prepare a Project Profile, including assessing the economic, social, environmental, and political impacts.
- Prepare a demographic profile of communities directly and indirectly impacted
- Identify key decision points and project vulnerabilities

Prepare a Power Map

- [Worksheet 2C \(Key Players\)](#)
- [Worksheet 2D \(Influence Matrix\)](#)
- [Worksheet 2E \(Power Players\)](#)

Notes:

Phase 3: Building the Capacity to Engage and Negotiate*Key Activities*

- [Worksheet 3A](#): Determine the scope and scale of your coalition and assess the community's capacity to engage.
- [Worksheet 2A](#): Prepare a Community Asset Map to Identify your coalition's strength and weaknesses
- Develop an organizational structure and funding commitments to support engagement and negotiations.
- Onboard the best-fit people to fill the key roles in the organizational structure.
- Develop a communication strategy to facilitate the exchange of information among stakeholders, address their negotiation needs, and reinforce the stakeholder narrative.
- [Worksheet 3B](#): Identify Community Needs, Priorities, and Guiding Principles
- Update the PowerMap to reflect learnings from community engagement

Notes:

Phase 4: Designing Your Negotiation Strategy

Key Activities

- Review your Work in Phases 1 and 2 to identify Goals, Priorities, and Negotiating Capacity.
- [Worksheet 4A](#): Consider process-related questions to help develop a negotiation strategy
- [Worksheet 4B](#): Brainstorm environmental mitigation to ask for throughout the project life cycle.
- [Worksheet 4C](#): Define and prioritize desired community benefits
- [Worksheet 4D](#): Develop Your Negotiation Policy Framework, Goals, Backstops, and Decision Trees
- Identify Key Negotiation Strategies, Timelines, and Considerations for Achieving Goals

Notes:

Phase 5: Undertaking Negotiations*Key Activities*

- Lead with Transparency and Open Communication among Stakeholders
- [Worksheet 5A](#): Assess which potential CBA components are important to include
- [Worksheet 5B](#): Familiarize yourself with potential CBA language to discuss with a qualified attorney
- Set the Ground Rules for the Negotiations
- Exchange Information and Share Key Goals
- Initiate Talks and Negotiate with Project Sponsor(s)
- Continue to Check the Stakeholders
- Consider Concessions and Counteroffers - Assess How Potential Compromises Align with Your Minimum, Optimum, and Target Goals
- Reach Preliminary Agreements
- Share preliminary Agreements with Decision-makers
- Approve or Continue Negotiations
- Close Negotiations

Notes:

Phase 6: Setting Up for Implementation Success

Key Activities

- Share CBA with Community Coalitions
- Present CBA to Local and Regional Boards that are Impacted by Provisions
- Confirm How and by Whom Tracking, Monitoring, and Enforcement will occur.

Notes:

Phase 7: Implementing, Monitoring, and Enforcement

Key Activities

- Proactively Meet Your Commitments in the Agreement
- Implement Your Monitoring Strategy
- Regularly update local, regional, and state officials on the CBA's Implementation Progress.
- Hold forums and other opportunities to inform the Community of the CBA Implementation Progress.

Notes:

Phase 8: The Closeout of the CBA

Key Activities

- Prepare a list of required and desired site remediations such as disposal of hazardous waste, topsoil replacement, and groundwater quality restoration.
- Identify regulatory bodies that are required or could be accessed to ensure the site is safe and ready for future uses.
- Prepare a Checklist of all CBA commitments and report on their success or failure.
- Update local, regional, and state officials on the CBA's Final Outcomes.
- Hold forums and other opportunities to inform the Community of the CBA's Final Outcomes.

Notes:
