

February 28, 2023

U.S. Environmental Protection Agency (EPA)
Office of Environmental Justice and External Civil Rights

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RE: Subaward Agreement and Letter of Commitment and Support for
Environmental Justice Collaborative Problem-Solving (EJCPS)
Cooperative Agreement Program for [CBO-Applicant]

Dear EPA,

[Partner-organization] is a [Here, describe the partner organization in one sentence including stakeholder group. Example: *Anthropocene Alliance is a national environmental justice and climate justice non-profit network of over 140 members across the United States.*] We are pleased to agree to receive a subaward from [CBO-Applicant] and serve a key community partner in the Request for Applications (RFA) for the Environmental Justice Collaborative Problem-Solving Cooperative Agreement Program submitted to the Environmental Protection Agency (EPA) by [CBO-Applicant].

[Partner organization] Role: We are committed to working with [CBO-Applicant] and other community partners identified in the EJCPS application to advance the local vision and needs articulated in the Request for Applications (RFA). This letter confirms our agreement to accept and fulfill a subaward of [amount] to establish this partnership. [Here, say specifically what the subaward agreement consists of: indicate whether it is (1) technical assistance, (2) planning, (3) capacity building support (4) community outreach/education support. Example: *XX can provide support in community outreach to X neighborhood, utilizing existing relationships with residents to engage 30 residents and identify 2 community leaders. Through existing networks, we will also identify other interested stakeholders including local governments/academic institutions. XX will also help to create the final action plan and participate in one presentation to national community-based organizations.* Also clarify that the partner writing this letter does not offer the same services to the general public, but rather that the partner writing this letter has goals that align with those of the applicant.] We have discussed the logistics of managing the award with the [CBO-Applicant], and the [CBO-Applicant] agrees that [name of partner writing this letter] will play a substantial role in directing how the award is carried out.

[Partner organization] Relationship to Applicant: [partner organization] has worked with [CBO-Applicant] on other grants over the years. [Describe previous cooperation if applicable, or if there hasn't been cooperation, explain how organization knows them, e.g., how long they have been a member.]

Interest in Environmental Issue and Relationship to Community: [Describe how the partner organization has worked to alleviate the impacts of this environmental issue, and how community leaders are included in the decision-making process. Indicate the relationship of the organization to the community, or if there isn't one, focus on the applicant's relationship to the community and emphasize their experience with engaging meaningfully with the community.]

If [CBO-Applicant] is selected for participation in the program, [partner organization] will accept the subaward and will be regularly engaging with [CBO-Applicant] and other key partners of the

Collaborative Problem-Solving Agreement. This includes the potential to participate in EJCPS meetings with the technical advisory panel and other key partners and stakeholders from our community.

We look forward to participating in the EJCPS to build local capacity in our organization and community to advance transformative environmental justice projects.

Thank you,

[signature]

[Name]

[title]

[Partner organization]