

# CBA/CBO Checklist for Success



Use the following checklist to ensure you're on track to make a successful and impactful **Community Benefit Agreement (CBA)** or **Community Benefit Ordinance (CBO)**.

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## Get a Trusted Team Together

- ☐ Look on social media, local news channels, and find established community coalitions focused on data centers
- ☐ Investigate new data center projects in your area using mapping tools and public records to anticipate potential impacts
- ☐ Host meetings with your team early on to organize, share information, and identify objectives that best benefit your community
- ☐ Establish a relationship with a recognized non-profit that aligns with your anticipated community benefits mission and goals
- ☐ Connect with trusted professionals, like elected officials or legal experts, who have experience writing CBAs/CBOs
- ☐ Consider assigning roles or appointing members to a Community Advisory Board to maintain responsible planning

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## Understanding What the Community Wants

- ☐ Gain a sense of what you want to benefit your community. Research databases of implemented CBAs and CBOs
- ☐ Meet as a team with your community coalition to educate: share different perspectives and understand how other populations are being affected by data center projects
- ☐ Create a clear, organized list of your desired benefits to present to developers, elected officials, and legal advisors
- ☐ Organize your concerns and what should be mitigated by the developer to prevent harmful health or environmental effects
- ☐ Identify priorities and non-negotiable benefits through workshops, activities, and games provided by the resources listed in this toolkit!

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## Contact Elected Officials and Developers to Negotiate

- ☐ Plan to reach out to developers early on to describe your intentions of negotiating a community benefits agreement
- ☐ Come prepared to ask questions, demand answers, and present your organized list of benefits
- ☐ Ensure the agreement is *legally binding and enforceable*, and not restricted under an NDA
- ☐ Attend public meetings with project representatives if offered; they may present a Community Benefits Plan (CBP) that lays the groundwork for a legally binding agreement. CAUTION! A CBP is not legally binding, but it is a good starting point
- ☐ Consider inviting a legal partner to attend discussions for advice and to serve as a supporting mediator

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### Implementation and Following Progress

- ☐ Familiarize yourself with CBA/CBO legal terms by reviewing templates and databases before diving into the drafting process
- ☐ Decide on who will be responsible for enforcement, monitoring, and reporting within your community coalition
- ☐ Sign the agreement! Be transparent and have many community members involved
- ☐ Anticipate adaptability by including language that allows for future amendments that better serve your community
- ☐ Outline procedures and best practices for pursuing legal action if the agreements of the document are not met with your legal advisors
- ☐ Continue to monitor deliverables and engage in reporting processes to ensure fulfillment