

Preparing Materials for Initial Conversations and First Meetings

Develop 1-pagers, agreement letters, and other tools for partner engagement.

- Draft program overview/ invitation letter (ideally, to be signed and sent by an influential person). Examples:
 - [NOAA Invite — Community-Driven Emergency Plan for Greater Fort Myers Area](#)
 - [NASEM Invite — FAMU Inst of Public Health’s “FL Gulf Coast Community Data Center”](#)
 - [DOE GRIP Invite — Miami-Dade County Grid Innovation Partnership Program](#)
- Draft Letters of Support to encourage partner engagement. Examples of draft Letters of Support. Each Letter of Support must describe what specific contribution the author’s organization will be making to project deliverables.
 - [NOAA — Community-Driven Emergency Plan for the Greater Fort Myers Area](#)
 - [DOE RAN — Interfaith Power & Light + 45 Subgrantee NGOs that Own Buildings](#)
 - [NASEM — FAMU Inst of Public Health’s “FL Gulf Coast Community Data Center”](#)
- Examples of Final Letters of Support from partners / contributors
 - [Sample Letters of Support: DOE’s *Grid Resilience Innovation Partnerships*](#)
 - [Sample Letters of Support: NASEM’s *Improving Public Health Data Systems*](#)
- Develop project 1-pagers and other basic project assets for use in partner engagement
 - [NASEM — Florida Gulf Coast Community Data Center](#)

- Establish an Application Benchmark Timeline
 - [EPA EJ Collaborative Problem Solving](#)
- Develop a deeper reservoir of info for partners to access online
 - [DOE Renew America's Non-Profits: Example of a list of hyperlinked documents](#)
- Develop list of stakeholders we needed to engage within all key constituencies