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ENTREPRENEURS

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## Scope of Work

### Thriving Communities Region 9 Tribal Consultant

<b>Project Overview</b>	
The Environmental Protection Agency (EPA) has made grant-funding available via an Environmental Justice Thriving Communities grant to support community-based organizations, tribes and local governments addressing environmental justice.	
<b>Project Title</b>	Thriving Communities Region 9 Tribal Consultant
<b>Grant Title</b>	The Environmental Justice Thriving Communities Grantmaking Program (EJ TCGM)
<b>Grant Administrator</b>	Social & Environmental Entrepreneurs
<b>Project Location</b>	EPA Region 9: Remote with travel required
<b>Project Timeframe</b>	September 2024 – August 2027
<b>Project Description</b>	
<p>The EJ TCGM grant is a three-year grant for Region 9 which includes California, Arizona, Nevada, Hawaii, American Samoa, and the Commonwealth of the Northern Mariana Islands, Guam and 148 Tribal Nations.</p> <p>Grantmakers will alleviate much of the burden that the federal grants process places on small, resource-constrained community-based organizations supporting underserved communities and marginalized populations. Grantmakers will design competitive application and submission processes, award environmental justice subgrants, implement a tracking and reporting system, provide resources and support to communities, all in collaboration with EPA’s Office of Environmental Justice and External Civil Rights. Social and Environmental Entrepreneurs (SEE) is leading the grantmaking partnership.</p> <p>Grantmakers will also consult with a Community Advisory Panel (CAP) composed of trusted community leaders throughout the region who will focus on ensuring equitable outreach on priority local environmental justice issues and effective subgranting program design.</p>	



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**Region 9 Grantmaking partners include:**

- Social and Environmental Entrepreneurs (SEE)
- Resources Legacy Fund (RLF)
- Liberty Hill Foundation (LHF)
- Native Americans in Philanthropy (NAP)
- Community Foundation of Southern Arizona (CFSAZ)
- International Community Foundation (ICF)

**Scope of Work**

- Co-design the participatory grant making process to ensure Tribal communities are fairly represented in this process
- Provide guidance on data and data sovereignty to guarantee equity for Tribal communities
- Review funding guidelines to ensure equitable processes are instituted
- Participate in the development of grant review cycle processes
- Contribute to reporting on outcomes and financial reports as requested
- In collaboration with partners, develop and conduct communications and outreach plan for Tribal communities to ensure equitable and accessible engagement
- Provide assistance and input for the Community Advisory Panel (CAP)
- Work with partners to develop a timeline for and locations of activities

**Primary Responsibilities**

- Develop and implement project schedules and objectives, ensuring the initiative's goals and objectives are met efficiently
- Ensure familiarity and compliance with government grant management and reporting
- Collaborate with internal and external stakeholders to ensure project tasks are on schedule
- Understand EPA Environmental Justice Thriving Communities Grant program and the ability of Tribes to access these programs, limitations on access and how the programs work best
- Collaboratively develop a roadmap and database to effectively track existing networks and ecosystems for outreach and engagement
- Assist in the development of culturally and geographically appropriate outreach and engagement plans



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<ul style="list-style-type: none"> <li>- Organize virtual and in-person workshops to effectively engage Tribal Leadership and communities on the EJ Thriving Communities Grant opportunities</li> <li>- Coordinate speakers and setup, presentation materials, and event management for all events</li> <li>- Develop regular progress reports for all activities</li> <li>- Provide extensive outreach and engagement to Tribal communities</li> </ul>	
<b>Other Essential Job Functions</b>	
<ul style="list-style-type: none"> <li>- Additional related duties as assigned</li> </ul>	
<b>Knowledge, Skill &amp; Ability</b>	
<ul style="list-style-type: none"> <li>- Familiarity of project management software tools and CRM, such as Sales Force</li> <li>- Knowledge and understanding of Indigenous cultures, particularly relating to environmental practices.</li> <li>- Capable of providing effective outreach and engagement with Tribal communities.</li> <li>- Awareness of training and technical assistance best practices working with Tribal communities and Tribal Leaders.</li> <li>- Knowledge in federal government, federal grant making process and Tribes.</li> <li>- Excellent training and technical assistance capabilities.</li> <li>- Advanced verbal, written communication, and interpersonal skills.</li> <li>- Highly organized and attentive to details.</li> <li>- Excellent time management skills with a proven ability to meet deadlines.</li> <li>- Strong analytical and problem-solving skills.</li> <li>- Proficient with Microsoft Office Suite or related software</li> </ul>	
<b>Phases</b>	<b>Milestones/Results Expected</b>
Pre-Application and Application Support	<ul style="list-style-type: none"> <li>- Co-design the participatory grant making process to ensure Tribal communities are fairly represented in this process</li> <li>- Provide guidance on data and data sovereignty to guarantee equity for Tribal communities</li> <li>- Review funding guidelines to ensure equitable processes are instituted</li> </ul>



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	<ul style="list-style-type: none"> <li>- In collaboration with partners, develop and conduct communications and outreach plan for Tribal communities to ensure equitable and accessible engagement</li> </ul>
Grantmaking Process Overview	<ul style="list-style-type: none"> <li>- Participate in the development of grant review cycle processes</li> <li>- Provide assistance and oversight for the Community Advisory Panel (CAP)</li> <li>- Work with partners to develop a timeline for and locations of activities</li> </ul>
Post-Subaward Overview	<ul style="list-style-type: none"> <li>- Contribute to reporting on outcomes and financial reports as requested</li> <li>- Relationship with CAP established and ongoing</li> </ul>

Compensation	
<b>Year 1</b>	<b>\$100,000</b> – plus \$5,000 additionally budgeted for travel expenses
<b>Year 2</b>	<b>\$100,000</b> – plus \$4,000 additionally budgeted for travel expenses
<b>Year 3</b>	<b>\$100,000</b> – plus \$4,000 additionally budgeted for travel expenses

Responsible Staff	
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