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## Scope of Work

### Thriving Communities Region 9 Pacific Island Consultant

Project Overview	
<p>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.</p> <p>SEE and its partners are seeking an experienced consultant to help develop a region-specific plan to distribute \$40 million in federal funds to underserved communities for environmental justice projects and programs.</p>	
<b>Project Title</b>	Thriving Communities Region 9 Pacific Island 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, American Samoa: Remote with travel required
<b>Project Timeframe</b>	November 2024 – October 2027
Project Description	
<p>Social and Environmental Entrepreneurs and a partnership of five philanthropic organizations were selected to serve as the Region 9 Grantmaker for the <a href="#">EPA Environmental Justice Thriving Communities Grantmaking Program</a> (EJTCG). EJTCG is a new, Inflation Reduction Act-funded \$600 million program that will work with Grantmakers from across the country to deliver environmental justice small grants to community-based organizations and other eligible subrecipients over the next three years.</p> <p>The Region 9 partnership will distribute \$40 million over three years to support environmental justice projects throughout EPA Region 9, which covers Arizona, California, Hawaii, Nevada, American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and 148 Tribal Nations. The partners will collaboratively design and implement the subgrants program, leveraging each partner’s existing grantmaking expertise and connections in local communities.</p> <p>Resources Legacy Fund (RLF) will lead outreach and the grantee selection process in Central and Northern California, Hawaii, American Samoa, the Commonwealth of the Northern Mariana Islands, Guam and will work in collaboration with the other partners to design and manage the program.</p>	



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RLF is seeking a consultant to support outreach and grantmaking in American Samoa over a three-year term.

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**

1. In collaboration with RLF and the other R9 partners, design and implement a robust communication and outreach strategy to ensure the program authentically reaches disadvantaged communities in American Samoa.

Specifically, the consultant will:

- Develop multilingual and culturally appropriate communications and outreach materials, such as mailers, emails, infographics, social media content, and FAQs to disseminate program information to all constituencies impacted by environmental justice issues, especially low-income, immigrant, non-English speaking, and Indigenous communities in American Samoa.
- Conduct several multilingual, culturally appropriate in-person and virtual informational sessions to share program information with prospective applicants.
- Staff a program telephone line to respond to applicant questions, provide application support, and provide an alternative application pathway for digitally isolated communities.
- Field eligibility questions from applicants in the Freely Associated States, which are ineligible for this program.

2. In collaboration with RLF, support the grant selection process in American Samoa.

Specifically, the consultant will:

- Respond to applicant inquiries.
- Identify and connect applicants and eligible communities to technical assistance resources available through the program, such as the Thriving Communities Technical Assistance Centers, to support development and implementation of proposals.
- Respond to inquiries and provide information to the Region 9 selection committee regarding proposals received from American Samoa.



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3. Attend regular meetings with RLF, R9 partners, R9 Community Advisory Panel, Thriving Communities Technical Assistance Centers, and EPA, as requested.
4. Provide reports, timecards, and program performance information as required by the EPA, Social and Environmental Entrepreneurs, and RLF.

### Qualifications

- Be based in American Samoa.
- Demonstrate strong connections to and relationships with a broad range of community-based organizations in American Samoa.
- Have experience with federal grantmaking programs, including proposals, compliance, and reporting.

### Compensation

Year 1	\$50,000 – plus \$2,000 additionally budgeted for travel expenses
Year 2	\$50,000 – plus \$1,500 additionally budgeted for travel expenses
Year 3	\$50,000 – plus \$1,000 additionally budgeted for travel expenses

### Responsible Staff

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