



WE ACT TCTAC REQUEST FOR PROPOSALS

Request for Proposals Strategy and Outreach Consultant New York/New Jersey Region

Background

West Harlem Environmental Action (WE ACT) has been selected through a competitive process to serve for a five-year term as “Thriving Communities Technical Assistance Center” (TCTAC) for Environmental Protection Agency (EPA) Region 2, with a focus on serving New York and New Jersey. Each of the technical assistance centers will receive at least \$10 million for the five-year period to remove barriers and improve accessibility for communities with environmental justice concerns. With this critical investment, these centers will provide training and other assistance to build capacity for navigating federal grant application systems, writing strong grant proposals, and effectively managing grant funding. In addition, these centers will provide guidance on community engagement, meeting facilitation, and translation and interpretation services for limited English-speaking participants, thus removing barriers and improving accessibility for communities with environmental justice concerns. Each of the technical assistance centers will also create and manage communication channels to ensure all communities have direct access to resources and information. [Additional information about the TCTAC program can be found here.](#)

Request for Services

WE ACT for Environmental Justice seeks a Strategy and Outreach Consultant, who will support WE ACT and the TCTAC Steering Committee in the creation of a comprehensive outreach strategy, to ensure that all eligible communities and organizations throughout New York and New Jersey – including rural and remote regions – receive access to the services provided by the TCTAC. Beyond helping to design a comprehensive strategy, the consultant will be a key outreach partner for the TCTAC, leading efforts to recruit TCTAC participants in Upstate New York, and especially in rural areas throughout the state.

In addition to outreach strategy and direct outreach in New York State, due to the nature of the TCTAC it is important that the consultant be versed in some of the areas of technical assistance for which the TCTAC is responsible. Examples of desirable areas of experience and expertise are described below, under Core Responsibilities.

Core Responsibilities

Strategic Consulting on Outreach:

- Meeting at least monthly with the WE ACT TCTAC team to assist in the launch of the TCTAC
- Providing insights to the TCTAC team on the technical assistance and capacity-building needs of rural environmental justice communities and groups
- Support the development of programs and trainings for rural environmental justice communities and groups
- Provide ongoing monitoring of funders' environmental justice, rural, and climate-related grantmaking strategies, and emerging grant opportunities

Upstate and Rural Outreach:

- Assist the EJ TCTAC in promoting its services and expanding outreach to upstate and rural communities in EPA Region 2

Technical Assistance:

- Be able to refer participants to the TCTAC and appropriate TCTAC partners, and provide technical assistance as needed on some or all of the following matters:
 - Approaches to developing federal grants proposals, especially for EPA funding opportunities;
 - Basic development of concepts and program design for grant-funded projects;
 - Fundraising strategies for engaging private foundations and/or individual donors;
 - Organizational capacity-building;
 - Engagement with decision-makers and stakeholders (such as local, state, and/or federal public agency representatives; utility companies;
 - Community engagement and partnership building;
 - Energy justice;
 - Environmental health issues such as air quality, water quality, solid waste, lead and asbestos, toxic exposures, etc.

Required Application Materials

- Resume of relevant educational and work experience, not to exceed two pages.
- A cover letter, not to exceed two pages, outlining the candidate's fitness for the role.
- A formal proposal outlining the services that would be provided in response to the core responsibilities described above, along with the hourly rate and estimated number of weekly and total hours required to fulfill the responsibilities during the six months.

Selection Process and Evaluation Criteria

This RFP, posted on February 5, 2024, will remain open for 30 days prior to the selection of the successful candidate. The successful candidate will be required to enter into a contract with WE ACT, and required to provide and/or sign documents not limited to a current IRS form W-9, bank wire transfer information, and non-disclosure agreement.

Applicants will be evaluated based on their demonstrated ability to fulfill the Core Responsibilities of the role outlined above, as well as the below criteria, which should be addressed within the required application materials submitted by candidates:

- Familiarity with and experience in outreach and community organizing, including the development of outreach and organizing strategies.
- Experience working with community-based organizations, including environmental justice organizations.
- Knowledge of the New York (and potentially New Jersey) CBO landscape, especially environmental justice CBOs in rural New York.
- Knowledge and experience with some or all of the relevant TCTAC technical assistance areas outlined under Core Responsibilities.
- Commitment to the mission of the Thriving Communities Technical Assistance Center, and to environmental justice principles.
- Experience with federal grants, including writing, managing, and/or
- Database management experience.
- The ability to work collaboratively as a member of team.
- The ability to travel throughout the state of New York, including to in-person meetings on behalf of the TCTAC.
- Competitive hourly rate and estimated hours, not to exceed a maximum daily rate of \$703.42.

Applicants should submit their cover letter, resume, and formal proposal to ejtctac@weact.org.



WE ACT FOR ENVIRONMENTAL JUSTICE

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