

Request for Applicants: Community Coalition Organizer - 2024 IBR NEPA Public Comment Period - Proposal and Scope of Work

Updated 3.19.24

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I. Introduction

The Just Crossing Alliance, a dedicated advocate for environmental responsibility and community engagement, seeks a qualified and experienced individual to fill the role of Coalition Organizer. This position is crucial in coordinating efforts during the National Environmental Policy Act (NEPA) Public comment process. The coalition organizer will assist in outreach and building capacity to draft comments for the Environmental Impact Statement (EIS) related to the Interstate Bridge Replacement project between Washington and Oregon.

II. Project Overview

A. Background

The Interstate Bridge Replacement Project is the bi-state effort to replace 7 interchanges and two bridges between Washington and Oregon. JCA has been engaged in the current efforts to replace the bridge for almost two years. We advocate to ensure that the replacement for the i5 Bridge is climate-forward, equitable, and fiscally responsible.

We are entering the NEPA public comment period for an updated environmental impact statement. To ensure a comprehensive and informed decision-making process, JCA has partnered with CRAG Environmental Law to provide legal expertise, assist in drafting public comments for the EIS, and understand the content of the EIS.

B. Role of the-Coalition Organizer

The Coalition Organizer will play a pivotal role in coordinating efforts among various stakeholders and facilitating the creation of well-informed public comments. The organizer will work closely with CRAG Environmental Law to ensure a cohesive and impactful response during the EIS process.

III. Contract Details

Duration

We anticipate this work will span four months, with varying levels of commitment throughout. The NEPA comment period is currently 60 days, and it's during this period that a majority of the work will be completed. We do not have a precise start date for the comment period, but we are hearing May of 2024, with the potential that this may get delayed. Items in the deliverable can be changed in coordination and approval from the JCA Steering Committee.

Project Deliverables:

1. Pre-comment-period engagement and education: general outreach and education of the coalition (30 Days before NEPA Public Comment Period)
 - a. Meet with 20 Alliance members and 20 external partners
 - b. Create a public engagement form designed to help members of the public submit comments on the project
 - c. Plan one to two people's town halls to have a friendly in-person method of delivering comments on the project
2. Core Commenting Period (60 Day NEPA Public Comment Period)
 - a. Coordinate with CRAG Law to communicate initial findings of the EIS with the coalition in the form of a 2-3 page memo
 - b. Coordinate comments from 30 JCA members and submit them on the record
 - c. Coordinate with 20 external JCA partners to submit comments on the record
 - d. Promote and share a public comment tool to generate 500 comments from members of the public
 - e. Hold one or two people's town halls, which will be recorded and submitted on the record as testimony
 - f. Post once to twice weekly on the JCA's social media channels, promoting opportunities to engage and comment on the NEPA process
3. Wrap-Up and Close-Out
 - a. Ensure completion of any list-building integration
 - b. Work with JCA membership to host post-NEPA planning and social sessions to discuss long-term strategies for JCA and celebrate our current efforts.
 - c. Write an exit memo on significant accomplishments, feedback points, and suggested next steps for the coalition.

B. Scope and Objectives

The contract will be scope and objective-based, focusing on achieving key milestones rather than tracking hourly commitments. The organizer will work collaboratively to ensure the following objectives are met:

1. ****Stakeholder Engagement:****

- Pre-engage and coordinate written comments for 50 JCA partners and members.
- Create general education materials for members to understand the process and ways to engage.
- Host 2-3 pre-NEPA informational hearings at existing JCA meetings,

2. ****Public Comment Drafting:**** Work closely with CRAG Environmental Law to coordinate the drafting of comprehensive and impactful public comments for the EIS.

- Create a memo to the JCA steering committee and membership on general comments on the EIS once it has gone public. This is expected promptly after CRAG completes the analysis. It can identify areas of future examination rather than be expected to be all-encompassing.
- Create a public web tool to direct public comments, such as an every-action tool, designed to inform and give everyday people a means to comment on the project.
- Work to post on social media to spread awareness of the NEPA comment period 2 times a week on existing JCA social media pages.

3. Develop and execute organizing strategy around 1 or more public hearings during the comment period.

- Host 1-2 JCA “Peoples Town Halls” as an opportunity to engage members of the public on the project and NEPA process, and submit recorded testimony on the record.
- Organize public comment during the IBRP’s public hearings, with the goal of turning out 10 JCA members and supportive members of the public at each hearing.

4. **Timeline Flexibility:** JCA and the contractor must acknowledge the uncertainty regarding the exact timing of the EIS and be adaptable to the project's evolving schedule.

C. Payment Structure

We are anticipating contracting for this position as a 1099 contractor. Unless explicitly approved by the Steering Committee, the contractor must meet all details in this contract. We have identified a total contract scope cost of \$10,000 to complete all actions listed in sections A and B.

We expect to deliver the funding in \$2500 allocations over 4 months to ensure progress towards project deliverables. JCA’s fiscal sponsor, The Street Trust, will help facilitate payment.

IV. Qualifications

The ideal candidate for the Internal Coalition Organizer position should possess:

1. Experience: Demonstrated experience in coalition organizing, preferably in environmental / transportation advocacy/organizing or related fields. Strong history of collaboration.
2. Communication Skills: Strong written and verbal communication skills, able to articulate complex issues clearly and compellingly. Strong focus on writing skills. Also ability to communicate across
3. Organizational Skills: Proven ability to coordinate diverse groups, manage timelines, and deliver results in dynamic environments. Proven background in managing individual tasks and goals simultaneously.

V. Proposal Submission

Interested individuals are invited to submit a comprehensive proposal, including:

1. One page explaining past work and contracting experience as it relates to this scope of work, with references to outcomes if possible.
2. Resume: Highlighting relevant experience and qualifications.

Please submit your proposal by midnight on March 29, 2024.

JCA is committed to diversity and encourages individuals from all backgrounds to apply.

For inquiries or to submit your proposal, please contact:

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JCA Steering Committee Member