



Deep South Center for Environmental Justice  
9801 Lake Forest Boulevard  
New Orleans, Louisiana 70127  
[www.dscej.org](http://www.dscej.org)

## REQUEST FOR PROPOSALS

### Community Liaison for the Municipal Investment Fund (MIF) Phase I Market Building Grant

#### 1.0 Introduction and Background

The Deep South Center for Environmental Justice is seeking proposals from individuals for the role of **Community Liaison** to support our Municipal Investment Fund (MIF) Grant. We are seeking local candidates, with a proven record in community organizing, program development, and stakeholder coordination across both faith-based and public settings, currently residing in Columbus, MS.

The Deep South Center for Environmental Justice (DSCEJ) is dedicated to improving the lives of children and families harmed by pollution and vulnerable to climate change through research, education, community, student engagement for equitable systems, and health and safety workforce training for environmental careers. Founded in 1992, the DSCEJ is the longest-serving environmental justice resource center that provides opportunities for communities, scientific researchers, and decision-makers to collaborate on projects that promote the rights of all people to be free from environmental harm as it impacts health, jobs, housing, education, and quality of life. The DSCEJ executes its programming through three operational components: (1) Research and Policy Studies, (2) Community and Student Education, Training, and Engagement, and (3) Environmental, Health and Safety Worker Training. The DSCEJ employs a full-time staff of 40.

The Municipal Investment Fund (MIF) is a national initiative managed by ICLEI USA and the Coalition for Green Capital (CGC) under the National Clean Investment Fund (NCIF), a program funded through the EPA's Greenhouse Gas Reduction Fund. The goal is to help cities and nonprofits design and implement public-private partnerships that accelerate clean energy development in disadvantaged communities.

#### 2.0 Scope of Work

The **Community Liaison** will serve as the primary bridge between the Deep South Center for Environmental Justice (DSCEJ), the City of Columbus, and local community stakeholders during the implementation of the Municipal Investment Fund (MIF) Phase I Market Building Grant. This role will ensure culturally competent, place-based engagement that advances clean energy development, equitable workforce recruitment,



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and effective public-private partnerships. The selected individual will serve as the primary bridge between DSCEJ, the City of Columbus, and local stakeholders, ensuring effective collaboration, clear communication, and measurable progress toward grant goals. The ideal candidate will be a Columbus resident with deep ties to neighborhoods, civic leaders, and municipal decision-makers.

DSCEJ intends to award a contract to an individual who will be able to perform the services outlined below for the time period of **September 15, 2025 - March 1, 2026**. Interested individuals should submit a proposal that addresses the areas listed under the scope of work.

The selected individual will be expected to:

- **Engage Stakeholders:** Convene and maintain relationships with residents, community organizations, local institutions, city agencies, and elected officials to ensure inclusive participation in MIF activities.
- **Facilitate Communication:** Coordinate community meetings, site visits, and planning sessions while ensuring timely updates to city leadership and stakeholders.
- **Support Outreach Efforts:** Develop and distribute outreach materials (digital and print) to raise awareness of MIF initiatives and encourage community participation.
- **Assist Workforce Recruitment:** Collaborate with DSCEJ's workforce development team and local partners to recruit participants for solar and clean energy training programs.
- **Provide Local Context and Support:** Offer historical, political, and socio-economic insights to inform strategy, and identify qualified local vendors, venues, and technical resources.

**Deliverables will include:**

- Documentation of stakeholder meetings and engagement activities.
- Outreach materials distributed to community networks.
- Reports on workforce recruitment progress and outcomes.
- Recommendations for local technical assistance providers and partners.



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### 3.0 Deadline

Application packages must be submitted on or before **September 8, 2025, at 5:00 pm CST** (Central Standard Time) by email to [lisas@dscej.org](mailto:lisas@dscej.org). Applications received after the closing date and time will not be considered.

### 4.0 Proposal Requirements

The selected individual should be prepared to begin work on September 15, 2025. Proposals submitted should include the following information:

- 1) **Name and Contact Information:** Provide the name and full contact information (title, phone number, mailing address, and email address) of the individual submitting the proposal, who will also serve as the contracting party responsible for performing the Community Liaison services under this grant.
- 2) **Residency and Community Ties:** Confirm your place of residence and describe your connection to the Columbus, MS area. Proposals must demonstrate that the individual resides in or near Columbus, MS and has established, trusted relationships with local neighborhoods, civic leaders, and municipal decision-makers.
- 3) **Experience:** Provide a description of your experience on similar projects, particularly those involving community engagement, stakeholder coordination, and local partnership development (see Section 2.0 above).
- 4) **References:** Provide a list of at least three (3) recent professional references that can speak on your experience. Please include current contact information (name, title, organization, phone number, and email address) for references.
- 5) **Proposed Cost:** Provide your proposed total cost to perform the Community Liaison services described in the Scope of Work.
- 6) Please send all proposals to [lisas@dscej.org](mailto:lisas@dscej.org).

### 5.0 Evaluation Criteria

The review of written proposals and interviews will be based on the following evaluation criteria, with the relative weights in parentheses: Proposals will be reviewed and scored based on the following criteria: 1. Relevant Community Engagement Experience (35%); 2. Local Knowledge and Community Connections (25%); 3. Ability to Perform Scope of Work / Deliverables (25%); and 4. Proposed Cost (15%)

## **6.0 Use of Logos**

If the EPA logo is used alongside other participating entity logos on websites, outreach materials, or reports, it must not imply that the EPA is conducting the activities. Instead, it should include a statement that the contractor received financial support from the EPA under an Assistance Agreement.”