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# Memo

**Date: 2/6/24**

**To: ETAC**

**From: Carla Vita, Director Energy Transition**

## RE: Community Energy Transition Grant – 1 Volunteer

### Background

The Energy Transition Office is responsible for the administration of the Community Energy Transition (CET) grant.

ETO staff is requesting one member of ETAC to volunteer for the grant review committee. Work includes:

1. Fill out Conflict of Interest Form
2. Read all grant proposals/applications submitted
3. Score grants based on the evaluation criteria in the RFP
4. Attend the grant review meeting - virtual
5. Attend meeting with Commissioner of DEED on the grant review and recommendations – virtual

ETO Staff is recommending that the volunteer not be from a City or County due to potential conflicts of interest that might arise.

### Recommendation

ETAC member to volunteer for CET grant reviews.