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To: [Madeline Khair](#); [Christina Raby](#); [Rhea Grover](#); [Chaunacey Dunklee](#); [Jack Niggli](#); [Michele-Bridget Ragsdale](#); [Niki Maser](#)
Subject: SVCE 2024 Competitive Member Agency Grant Engagement Update
Date: Friday, April 25, 2025 8:46:02 AM
Attachments: [SVCE Standard Grant Agreement Template with Resources \(Engagement\) SUNNYVALE.docx](#)

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Hello Sunnyvale Team,

SVCE is pleased to share that your agency's proposal has been awarded for the Competitive Member Agency Grant: Engagement Track! We thank you for your agency's participation and commend you for advancing decarbonization in your community. Below are the next steps:

1. **Review Grant Packet** – Please review the highlighted areas in the grant agreement packet to ensure correctness.
2. **Execute Grant Agreement**— If you need to take this to your city council, let me know the date for the meeting. If not, please send me the names and emails of the signatories for the DocuSign. Exhibit B in the packet, “grantee resource documents,” includes SVCE’s marketing guidelines, reimbursement guidelines, and final report. Please save these and refer to them as your project progresses.
3. **Respond to Quarterly Updates**— The first quarterly update request will be in October 2025 and will be sent regularly throughout the project lifecycle. All grantees must respond to the brief questionnaire, which is required to fulfill the grant.
4. **Complete Project by Program End Date**—Projects under the Engagement Track must be completed by December 31, 2027. Funds will be reimbursed after project completion.

I will be your main point of contact for any administrative needs. Emily Muniz will be the second point of contact and can assist with outreach and marketing activities. Please let me know if you have questions!

Happy Friday,
Jessica Cornejo
Senior Community Strategies Specialist



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<https://www.svcleanenergy.org/customer-confidentiality>
