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Subject: Selection Announcement: CEL Cohort 2
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Dear Coalition Directors,

On behalf of the U.S. Department of Energy Vehicle Technologies Office's Technology Integration Program, we are pleased to inform you that your coalition has been selected to receive funding for a Community Engagement Liaison (CEL) position under the Clean Cities and Communities Energy and Environmental Justice Initiative's CEL Cohort 2 effort. This critical role will enhance your coalition's capacity to engage with the community and extend the Clean Cities and Communities mission and vision to new stakeholders. Funding will also enable coalition leadership to participate in training and support the hiring and mentoring of the CEL and complete required deliverables. In January, Argonne National Laboratory will issue an agreement for your coalition's participation in CEL Cohort 2. Once the CEL is hired, a separate agreement will be issued describing the CEL's roles and responsibilities.

As a condition of participating in CEL Cohort 2, we expect coalitions to follow equitable hiring practices for the CEL position. It is essential to uphold best practices for equitable hiring to ensure fairness and access for all qualified candidates. Please adhere to the following guidelines:

1. Open Recruitment Process: The position must be widely announced and accessible to a broad and diverse pool of qualified candidates. This includes advertising through digital/social media channels, sending a job description to community-based organizations, and asking for recommendations from stakeholders, who have deep knowledge of candidates who can best help the coalition meet their engagement goals.

Note: Hiring an internal candidate, without first opening the application process to other qualified candidates, conflicts with equitable hiring processes. To ensure integrity in the process, internal candidates may not be hired without first publicly posting the position, conducting an inclusive application process, and offering fair consideration to all applicants.

2. Equity in Consideration: All applications should be reviewed equitably, with hiring decisions grounded in the principles of fairness and transparency.

3. Compliance with Equal Opportunity Practices: Your coalition must adhere to local, state, and federal nondiscrimination laws.

Prior to posting a position description, we would request that you review the *Preparing for*

Community Engagement Liaison recorded webinar: Forum post: <https://cleancities-forum.nrel.gov/t/new-video-posted-preparing-for-community-engagement-liaison-cohort-2/2102>. There will also be a series of webinars on equitable hiring that will begin in January providing information on best practices for recruitment, interviewing, and hiring. Please stay tuned for dates. We ask that you **do not** post the position description until the completion of the 2nd webinar, which will likely be in February.

If you have any questions about participating in CEL Cohort 2 or equitable hiring practices, please contact Marcy Rood at mrood@anl.gov.

Congratulations, and thank you for your commitment to meaningful community engagement. We are excited to welcome you into CEL Cohort 2!

Grace

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