



Sustainable Jersey and Sustainable Jersey for Schools

Opportunity for FREE Technical Support on Energy Initiatives

Announcement Date: March 2, 2018
Application Due Date: April 13, 2018

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A. Background

Sustainable Jersey is once again partnering with the Environmental Defense Fund (EDF) and New Jersey Natural Gas (NJNG) to provide a powerful program to assist municipalities and school districts within [NJNG service territory](#) in completing the Sustainable Jersey energy actions. Efforts will be focused on improving building performance through energy efficiency analysis, planning, and upgrades, but may also include renewable energy and other energy-related improvements.

This program will provide a trained EDF Fellow, typically an MBA or similar graduate with specialty training in energy project assessment and development, to work for 10 weeks (40 hours per week) during the summer of 2018 at no cost to the municipality or school district. The fellow will provide the expertise and support needed to help implement Sustainable Jersey energy actions, including but not limited to:

- Establishing and/or updating comprehensive energy tracking management system, benchmarking, and creation of an energy usage baseline
- Creating a carbon footprint
- Planning and, where feasible, implementing energy audits to identify building improvements
- Where needed, providing business planning to formulate a building upgrade action plan
- Planning and helping to coordinate building performance upgrades
- Exploring feasible renewable energy options including direct purchase options and planning for on-site generation systems

The exact work program will depend on what energy work has already been completed, and the district or municipality priorities for building energy performance upgrades. Work on these efforts will include research and assistance with application for outside funding through the NJ Clean Energy Program or other incentive and grant programs, and developing the documentation needed to apply for Sustainable Jersey certification points for related energy actions.

Sustainable Jersey energy staff will provide guidance and support for the EDF Fellow and compensate him/her through a grant funded by New Jersey Natural Gas. The receiving municipality(ies) and district(s) will be expected to provide:

- The EDF Fellow a place to work for the 10 weeks of the program, during the summer of 2018, including a desk, a phone, a computer, and an email account.
- An on-site supervisor/coach to serve as the primary contact for the Fellow and provide oversight, in collaboration with the Sustainable Jersey energy program staff.
- Access to energy records as needed by the project, support from relevant staff, and an opportunity to present project results and recommendations to senior decision makers by the end of the program.

Applications are due April 13, 2018. Please contact Tony O'Donnell, Project Specialist for Sustainable Jersey's Energy Team, at 609-771-2921 or email him at odonnela@tcnj.edu if you have any questions regarding this opportunity.

2017 EDF Program Promotional video: If you are thinking of applying and would like to know more details about how the program works, please take a look at this 5 minute promotional video discussing the work done in 2017 through EDF Fellow program: <https://youtu.be/pyjRTEUAlkw>

B. Eligibility Requirements

To be eligible to apply for 2018 EDF Fellow program, an applicant must:

- Be a New Jersey municipality or school district registered in the respective Sustainable Jersey certification program.
- Be physically located within the [New Jersey Natural Gas territory](#). See Section F of this application for a summary of areas included in the NJNG territory.
- Agree to provide the support outlined in Section A.

C. Submitting the Application

1. A completed application must be **submitted electronically by 11:59 pm on April 13, 2018 to grants@sustainablejersey.com**.
2. The email subject line should include the municipality's or school district's name and "2018 EDF Fellows Application".
3. Applicants will receive an email acknowledging receipt of their application.

D. Selection Process

A committee of Sustainable Jersey staff will review and evaluate applications. **During the selection process, it is likely that staff will want to interview appropriate municipal, school personnel to assess potential match with the EDF Fellows program. Applicants must be responsive to this interview request to be considered for the program.**

Applications will be screened based on the Eligibility Requirements outlined in Section B and evaluated based on the criteria outlined below:

- The applicant is registered in the Sustainable Jersey or Sustainable Jersey for Schools program.
- Responsiveness to selection committee interview request.
- Demonstrated commitment to support the Fellow's effort and complete the appropriate energy actions.

E. Sustainable Jersey Technical Support for Energy Initiatives Application Form 2018

Please complete the attached *Sustainable Jersey Technical Support for Energy Initiatives 2018 Application*. Please contact Tony O'Donnell, Project Specialist for Sustainable Jersey's Energy Team at 609-771-2921 or email him at odonnella@tcnj.edu if you have any questions regarding this opportunity.

A completed application must be **submitted electronically by April 13, 2018 to grants@sustainablejersey.com**. The email subject line should include the municipality's or school district's name and "2018 EDF Fellows Application". Applicants will receive an email acknowledging receipt of the application.



Technical Support for Energy Initiatives 2018 Application

Municipality or School District Name	
County	

Primary Municipal/School District Contact

(The application follow-up and will be directed to this contact.)

Name	
Title	
Mailing Address	
Phone	
Email	

For **municipal applicants**, please list the approximate number of buildings. For **school district applicants**, please list each school in the district including the name and type (elementary, etc.). In lieu of listing the information here, it can be included as an attachment. Just note in the box that an attachment is provided.

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Summary

Please provide a summary of the energy relative initiatives that are completed or planned at any of the municipal or school district facilities. Note if the efforts were funding in part through the New Jersey Board of Public Utilities Clean Energy Program or other external funding source.

Authorization

The application should signed by an authorized individual. For a municipality, this includes the mayor or other authorized member of the governing body, or the business administrator. For school districts, this includes the superintendent or business administrator.

I hereby authorize submission of this application, and agree that if selected, _____ will accept the assignment of an EDF Fellow for a period of 10 weeks during the Summer of 2018 and provide him/her with the necessary guidance and support to accomplish the program outlined in this application.

Signature

Date

Print Name

Title

F. New Jersey Natural Gas Territory

BURLINGTON COUNTY

Bass River Township
Washington Township

MIDDLESEX COUNTY

Old Bridge Township (*)

MONMOUTH COUNTY

Aberdeen Township
Allenhurst Boro
Asbury Park, City of
Atlantic Highlands
Avon-By-The-Sea
Belmar Boro
Bradley Beach Boro
Brielle Boro
Colts Neck Township
Deal Boro
Eatontown Boro
Englishtown Boro
Fair Haven Boro
Farmingdale Boro
Freehold Boro
Freehold Township
Hazlet Township
Highlands Boro
Holmdel Township
Howell Township
Interlaken Boro
Keansburg Boro
Keyport Boro
Lake Como Boro
Little Silver Boro
Loch Arbour Village
Long Branch, City of
Manalapan Township
Manasquan Boro
Marlboro Township
Matawan Boro
Middletown Township

MONMOUTH COUNTY

Monmouth Beach Boro
Neptune City Boro
Neptune Township
Oceanport Boro
Ocean Township
Red Bank Boro
Rumson Boro
Sea Bright Boro
Sea Girt Boro
Shrewsbury Boro
Shrewsbury Township
Spring Lake Boro
Spring Lake Hts. Boro
Tinton Falls Boro
Union Beach Boro
Wall Township
West Long Branch Boro

MORRIS COUNTY

Boonton, Town of
Boonton Township
Denville Township
Dover, Town of
Jefferson Township
Lincoln Park Borough
Mine Hill Township
Montville Township
Mountain Lakes Boro
Mount Arlington Boro
Mount Olive Twp. (*)
Netcong Boro
Parsippany-Troy Hills Twp.(*)
Randolph Township (*)
Rockaway Boro
Rockaway Township
Roxbury Township
Washington Township (*)
Wharton Boro
Victory Gardens Boro

OCEAN COUNTY

Barneget Light Boro
Barneget Township
Bay Head Boro
Beach Haven Boro
Beachwood Boro
Berkeley Township
Brick Township
Eagleswood Township
Harvey Cedars Boro
Island Heights Boro
Jackson Township
Lacey Township
Lakehurst Boro
Lakewood Township
Lavallette Boro
Little Egg Harbor Twp.
Long Beach Township
Manchester Twp. (*)
Mantoloking Boro
Ocean Gate Boro
Ocean Township
Pine Beach Boro
Point Pleasant Boro
Point Pleasant Beach
Seaside Heights Boro
Seaside Park Boro
Ship Bottom Boro
South Toms River Boro
Stafford Township
Surf City Boro
Toms River Township
Tuckerton Boro

SUSSEX COUNTY

Hopatcong Boro

(*) Partial Franchise