



## Sustainable Jersey and Sustainable Jersey for Schools

### Opportunity for FREE Technical Support on Energy Initiatives

**Announcement Date:** March 4, 2020  
**Application Due Date:** April 28, 2020

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**For questions contact:** Nancy Quirk, Energy Program Manager 609.771.2902; quirkn@tcnj.edu

#### **A. Background**

Sustainable Jersey is partnering with the [Environmental Defense Fund \(EDF\)](#) on their [Climate Corps Program](#) to assist distressed municipalities and school districts. The program provides direct technical assistance at no cost to school districts and municipalities to improve building performance through energy efficiency analysis, planning, and upgrades.

A trained EDF Fellow, typically an MBA or similar graduate with in-depth training in energy project assessment and development, will work with municipalities and school districts for approximately 9-10 weeks during the summer of 2020. To accommodate the COVID-19 pandemic, the Fellows will work remotely. Participating municipalities and schools should be prepared to support collaborative work in an on-line work environment, including providing key information such as utility data.

EDF Fellows provide expertise and support for school districts and municipalities to take advantage of utility and [New Jersey’s Clean Energy Program \(NJCEP\)](#) incentives for energy efficiency audits and for facility and/or equipment upgrades that can help save energy and money.

EDF Fellows can help school districts and municipalities to:

1. Submit documentation for [Sustainable Jersey energy actions](#), including but not limited to:
  - Energy Tracking and Management (including Benchmarking)
  - Municipal or School Carbon Footprint
  - Energy Efficiency for Municipal and School Facilities
  - Fleet Inventory

2. Prepare documentation to submit applications for NJCEP programs such as Local Government Energy Audit, Direct Install, and SmartStart as well as to assist in preparing grant applications (such as for the Sustainable Jersey Grants Program or NJDEP's It Pays to Plug In program).

The exact work program for each school district or municipality will depend on the energy work that has already been completed, as well as district or municipality priorities for building energy upgrades. To learn more about what EDF Fellows have helped schools and municipalities to accomplish, please visit the EDF website: <http://bit.ly/SustainableJerseyEDFFellows>

The EDF Fellow will work with Sustainable Jersey staff and are compensated through EDF. The selected municipality(ies) and school district(s) will be expected to provide:

- Dedicated staff to serve as supervisor/coach and as the primary contact for the Fellow and provide oversight of the Fellow's work, in collaboration with Sustainable Jersey energy program staff.
- Access to utility bills and other energy records as needed for 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.
  - IMPORTANT NOTE: Due to the remote on-line work environment for the 2020 program, the school district or municipality must be able to provide access to 14 consecutive months of utility billing information to the Fellow electronically. This can be via scanned utility bills or other electronic resources, such as an excel spreadsheet. The EDF Fellow will assist the school district or municipality with this process.

**Applications are due Tuesday, April 28, 2020.** Please contact Nancy Quirk, Energy Program Manager at: 609.771.2902 or [quirkn@tcnj.edu](mailto:quirkn@tcnj.edu) if you have any questions regarding this opportunity.

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

## ***B. Eligibility Requirements***

To be eligible to apply for the 2020 EDF Fellow program, an applicant must:

- Be a New Jersey municipality or school district registered in the Sustainable Jersey or Sustainable Jersey for Schools certification program.
- Be a distressed community. Sustainable Jersey staff will use the NJ Municipal Revitalization Index (MRI) to identify distress levels of communities when considering applications. The MRI uses a number of parameters such as unemployment rate, the number children on TANF, substandard housing, and more to identify distressed communities.
- Agree to provide the support for the EDF Fellow as outlined in [Section A](#). above.

**This application is only for distressed municipalities and public school districts.**

Municipalities and public school districts that are not distressed and are served by New Jersey Natural Gas (NJNG) also have the opportunity to apply for an EDF Fellow. For more information on these opportunities click [here](#).

**PLEASE NOTE THAT MUNICIPALITIES AND SCHOOL DISTRICTS ONLY NEED TO SUBMIT ONE APPLICATION. APPLICANTS WILL BE CONSIDERED FOR ALL OPPORTUNITIES FOR WHICH THEY ARE ELIGIBLE.**

**C. Online Application Portal**

The application can be accessed using this link: <http://bit.ly/EDFenergyfellowapp>

Applications must be submitted using the online application portal by 11:59pm on Tuesday, April 28, 2020. Only online application submissions will be considered for funding.



Sustainable Jersey and  
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2020 Opportunity for FREE  
Technical Support on Energy Initiatives

Funded By:



**EDF Environmental Justice Fellow Application**

For more information about this opportunity, click [here](#) for the information packet.

A screenshot of the application portal's login and signup interface. The 'LOGIN' section has fields for 'Email' and 'Password', a 'Login' button, and a 'Forgot Password?' link. The 'SIGNUP' section, which is highlighted with a blue border, has fields for 'Email', 'Password', and 'Confirm Password', and a 'Signup' button. At the bottom, it says 'POWERED BY wizehive'.

In order to apply, an applicant must first **sign up** for an application. This is true for both new applicants and for those who have previously applied for an EDF Fellow. This platform is also used for applications for the Grants Program—applicants that previously applied for grants through this platform must also sign up for an application. Accounts created on this platform do **not** carry over and are not connected to Sustainable Jersey/Sustainable Jersey for schools certification accounts.

Additionally, if an entity is submitting proposals for **multiple Sustainable Jersey Grant opportunities**, the entity must sign up for an application for each proposal **using a different email address**. For example, if a consultant is in charge of submitting an application for more than one municipality or school district, then the consultant must use a different email to sign up for each application.

You may save your work, log out, and resume your in-progress application at any time by using the login feature. However, once submitted, you will no longer be able to access the application or make any changes. Drafts of the application will automatically save every 5 minutes and a "save draft" button is available at the end of the application form. It is encouraged to save manually using the button often.

Once the application email is submitted, a confirmation email will be sent. If you do not receive this confirmation email, contact [grants@sustainablejersey.com](mailto:grants@sustainablejersey.com) to determine if we have received your 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 a 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:

- Responsiveness to selection committee interview request.
- Demonstrated commitment to support the Fellow's effort and complete the appropriate energy actions.
- Commitment to provide 14 consecutive months of utility billing data for the Fellow via electronic means (scans of utility bills or via excel spreadsheet).

If selected to host an EDF Fellow in 2020, the staff contacts listed on this application will be expected to join an introductory conference call with the Fellow in May. These calls are generally brief, lasting under an hour, but help to orient both the on-site staff and the EDF Fellow to the current status of recent and planned energy projects for the duration of the program.

The application will request information on the preferred availability of the application contacts to participate in both the screening and the introductory calls. Sustainable Jersey energy program staff will try to accommodate availability requests when scheduling the calls.

#### **E. Application Sections**

**NOTE:** All file uploads must be in the PDF format. If you upload the incorrect file, you can replace it with the correct file by clicking "select file" and selecting the correct file.

##### **1. Applicant Information**

- Municipality/School district name, county, list of buildings

##### **2. Application Contacts**

- **Contact information including name, title, mailing address, email address, and phone numbers will be requested for a primary and secondary staff contact.** All contacts will be notified once a final decision on the grant application is made.
- Please provide staff availability for an interview call with Sustainable Jersey's energy program staff in April and a potential introductory call with Sustainable Jersey's energy program staff and the EDF Fellow in May. Introductory calls are only for those selected to participate in the opportunity.

### 3. Proposal

- **Summary of Completed Energy Initiatives:** Please provide a summary of the energy initiatives that have been completed at any of the buildings listed in the applicant information section. Note if efforts were funded in part through utility and/or [New Jersey's Clean Energy Program](#) (NJCEP) incentives or other external funding sources.
- **Description of Proposed Energy Projects for 2020:** Please provide a brief description of projects for which the support of an EDF Fellow would be utilized. EDF Fellows work primarily on energy efficiency upgrade projects for buildings. The EDF Fellow can prepare applications for utility and/or [NJCEP](#) funding incentives.

### 4. Staff Contacts for Proposed Projects

- Please upload a list of contacts for the proposed project listed above. The list should include each contact's name, title, phone number, and email. In past projects, EDF Fellows have worked with several staff to complete projects, such as the Business Administrator, Chief of Staff, Financial Officer, Public Works, Planning, Facilities, school district superintendent, school principal, and teachers.
- The EDF Fellow will begin work with the municipality or school district June 4 or June 5. Please confirm that relevant staff will be available work remotely with the Fellow. Please indicate if staff will be available to meet virtually with the EDF Fellow on June 4 and June 5.

### 5. Authorization

- Upload the signed authorization form. You can download a copy of the form [here](#) and view it below. It should be signed by an authorized individual. For a municipality, this should be the mayor, another authorized member of the governing body, or the business administrator. For a school district, this should be the superintendent or the business administrator.

#### Authorization Form

I hereby authorize submission of this application, and agree that if selected, \_\_\_\_\_ will accept the assignment of an EDF Fellow for a period of 9-10 weeks during the summer of 2020 and provide him/her with the necessary guidance and support to accomplish the program outlined in this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title