



**Sustainable Jersey Grants Program for Energy Initiatives Funded by The Gardinier Environmental Fund**  
**2018 Municipality and School District Grant Application Package**



|                              |   |
|------------------------------|---|
| <b>Announcement Date:</b>    | Monday, August 4, 2018  |
| <b>Application Due Date:</b> | Wednesday, October 31, 2018   |
| <b>Link to Application:</b>  | <a href="http://bit.ly/2018GardinierApp">http://bit.ly/2018GardinierApp</a> |

Questions regarding the Grants Program should be directed to: [grants@SustainableJersey.com](mailto:grants@SustainableJersey.com) or 609-771-3189.

General questions regarding the Sustainable Jersey Municipal Program should be directed to: [info@SustainableJersey.com](mailto:info@SustainableJersey.com) or 609-771-2938.

General questions regarding the Sustainable Jersey Schools Program should be directed to: [schools@SustainableJersey.com](mailto:schools@SustainableJersey.com) or 609-771-3427.

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## A. Background

We are pleased to announce that the Gardinier Environmental Fund is contributing \$150,000 to support a Sustainable Jersey Grants Program cycle for municipal governments and public school districts

For this grant cycle, the Gardinier Environmental Fund will fund energy projects focused on energy conservation, efficiency, and renewable energy. Projects can fall into the following categories: innovative energy projects; energy resiliency including microgrids and/or energy storage; renewable energy installations; alternative fuel vehicle policies, programs, and infrastructure; building efficiency upgrades (excluding lighting-only upgrades); energy education projects; and energy studies and business and engineering planning for projects likely to advance into implementation.

The Grants Program is an important benefit for New Jersey municipalities and school districts participating in the Sustainable Jersey certification programs. Funding supports efforts to implement projects that help towns and schools gain points needed for Sustainable Jersey certification and make progress toward a sustainable future.

This cycle will award:

- Two (2) \$30,000 grants
- Nine (9) \$10,000 grants

Sustainable Jersey reserves the right to reallocate the number and amount of grant awards based on the quality of proposals received.

ONLINE applications are due **Wednesday, October 31, 2018**. Notifications of grant awards will be made by **mid-January**. The online application can be accessed using the link below:

<http://bit.ly/2018GardinierApp>

## B. Eligibility Requirements

Eligible applicants are limited to ONE grant application for this cycle. To be eligible to apply the following requirements must be met:

- The applicant must be a New Jersey municipality or public school district.
- The applicant must be registered with Sustainable Jersey or Sustainable Jersey for Schools AND have appointed a **green team that meets the program requirements**.
- Applicants do not have to be certified in their respective Sustainable Jersey program to be eligible to receive a grant. However, fifty percent of the funding available for this grant cycle will be reserved for certified communities and school districts with certified schools.
- Proposed grant projects that would be eligible for funding or rebates available from the New Jersey Board of Public Utilities Clean Energy Program (NJCEP), New Jersey Department of Environmental Protection's (NJDEP), "It Pay\$ to Plug In" electric vehicle charging grants, regional utility company programs, or other state government incentive programs **must**

leverage these resources in addition to the Sustainable Jersey grant as part of the overall project budget. See [Section J](#) below for more information on NJCEP, NJDEP, and utility incentives.

 **Lighting only upgrade projects of any kind are not eligible for funding.** This includes street lighting, stadium lighting, parking lot lighting, and other exterior and interior lighting. Direct Install projects for the replacement of HVAC’s, boilers, etc. that also include lighting upgrades will still be considered.

Joint municipal government and school district projects are encouraged. For joint projects, each entity may submit a separate \$30,000 or \$10,000 grant application addressing its role in the project.

**Additional Eligibility Rules for Previous Grant Recipients**

| Year Grant Awarded | Amount           | Grant Status | Eligible to Apply for Grant |
|--------------------|------------------|--------------|-----------------------------|
| 2018               | \$10,000 or more | Open         | No                          |
|                    |                  | Closed +     | No                          |
|                    | \$2,000          | Open         | Yes                         |
|                    |                  | Closed +     | Yes                         |
| 2017               | \$10,000 or more | Open         | No                          |
|                    |                  | Closed +     | Yes                         |
|                    | Under \$10,000   | Open         | Yes                         |
|                    |                  | Closed +     | Yes                         |
| 2015 or 2016       | \$10,000 or more | Open         | No                          |
|                    |                  | Closed +     | Yes                         |
|                    | Under \$10,000   | Open         | No                          |
|                    |                  | Closed +     | Yes                         |

*+ A grant is closed when the final report and financial documentation has been submitted and approved by Sustainable Jersey*

- Applicants that were already awarded a \$10,000-or-more grant in previous **2018** Sustainable Jersey grant cycles are **NOT** eligible to apply for a grant in this cycle.
- Applicants awarded \$10,000-or-more in Sustainable Jersey grant cycles prior to 2018 must have **completed the grant project, submitted the final report and financial documentation, and received confirmation from Sustainable Jersey that the final report has been approved** in order to be eligible to apply for this grant.

Questions regarding eligibility for previous grant recipients can be directed to [grants@sustainablejersey.com](mailto:grants@sustainablejersey.com). Eligible applicants are limited to **ONE** grant application.

**C. Use of Grant Funding**

Sustainable Jersey encourages municipalities and school districts to aspire to undertake energy-related projects. Listed below are a variety of energy-related projects that could significantly

contribute to reducing greenhouse gas emissions, support municipal efforts to achieve a Sustainable Jersey Gold Star for Energy, and serve as models for the state.

Proposed grant projects that would be eligible for funding or rebates available from the New Jersey Board of Public Utilities Clean Energy Program (NJCEP), New Jersey Department of Environmental Protection's (NJDEP), "It Pay\$ to Plug In" electric vehicle charging grants, regional utility company programs, or other state government incentive programs **must leverage these resources in addition to the Sustainable Jersey grant as part of the overall project budget**. See [Section J](#) below for more information on NJCEP, NJDEP, and utility incentives.

 **Lighting only upgrade projects of any kind are not eligible for funding.** This includes street lighting, stadium lighting, parking lot lighting, and other exterior and interior lighting. Direct Install projects for the replacement of HVAC's, boilers, etc. that also include lighting upgrades will still be considered.

Grant proposals must focus on energy conservation, energy efficiency or renewable energy projects including:

- **Innovative Energy Projects:** Support for projects that are taking a comprehensive approach to meeting advanced energy conservation or efficiency objectives, such as achieving zero-net-energy.
- **Energy Resiliency:** Implementation of sustainable approaches to improved energy resiliency, primarily focused on backup solutions that do not rely on traditional fuel sources. Examples include upgrades to solar projects to include energy storage, the use of natural gas fuel cells, or combined heat and power applications, including (in all cases) islanding capability that allows operation during a grid outage.
- **Renewable Energy:** Any geothermal, solar thermal or photovoltaic (electricity) project, including either a behind-the-meter solution that reduces the purchase of utility power or a commercial project on the applicant's property. This can include updates to local zoning ordinances; streamlined permitting procedures for solar installations; training for municipal staff; and/or educational outreach and incentive programs to increase adoption of solar by local residents and businesses. Projects may range in size from a solar thermal (solar water heating) installation on the fire station to a solar photovoltaic (PV) canopy on the municipal parking lot, potentially paired with electric vehicle charging stations and/or battery storage.
- **Alternative Fuel Vehicle Policies, Programs and Infrastructure:** Activities to promote alternative fuel vehicles include updates to zoning ordinances and/or parking policies to encourage the installation and use of charging stations; staff training; educational outreach and incentive programs related to increasing and supporting alternative fuel vehicle use; and/or the installation of public charging stations or workplace charging stations for employees. Projects may include updating or retrofitting school bus fleets or police vehicle fleets to alternative fuels, such as electric or propane.
- **Building Efficiency:** Activities to improve the efficiency of buildings owned and operated by the municipal government and school district are eligible. This includes conservation measures, behavioral programs, retro-commissioning, and building upgrades. For building upgrades, the grant must be used in combination with NJCEP funds or other energy incentive programs, such as utility incentives where available, to cover the municipal/school district cost share. Existing incentives cover upgrades to the building envelope (insulation, roofing, doors,

windows, etc.) and/or equipment replacement for HVAC systems, food service equipment, and other efficiency measures for both existing buildings and new construction projects. Innovative options for municipal or school district buildings such as green roofs, cool roofs or the use of innovative technologies or design elements to improve the energy efficiency of the building are strongly encouraged.



**Lighting only upgrade projects of any kind are not eligible for funding.** This includes street lighting, stadium lighting, parking lot lighting, and other exterior and interior lighting. Direct Install projects for the replacement of HVAC's, boilers, etc. that also include lighting upgrades will still be considered. See [Section J](#) below for more information on NJCEP, NJDEP, and utility incentives.

- **Energy Education Projects:** Implementation of community-wide or school-based energy education programs including energy education programs that focus on energy conservation, kiosks that show real time energy generation and consumption in order to increase awareness on the impact of energy conservation practices, and sustainable energy sources impact on greenhouse gas reductions.
- **Studies, Plans and Engineering:** Initial work for advanced energy conservation, energy efficiency, and renewable energy projects. Particularly engineering and business planning initiatives for projects that will likely advance into implementation. These studies could include (but are not limited to) community assessments for making towns electric vehicle or solar friendly, climate action plans, carbon footprints, school or municipal fleet inventory assessments, sustainable energy transition plans, or early work on large projects (audits, feasibility studies, business planning) such as alternative fuel vehicle infrastructure planning or energy resilience initiatives.

Eligible expenses include salaries, contractor/consultant costs, equipment, materials, and supplies. Facilities and administrative (overhead) costs **may not** be charged to the grant. Eligible applicants are limited to **ONE** grant application for this cycle.

Matching or in-kind contributions are encouraged, but not necessary **with the exception of state-sponsored or utility-sponsored incentive/grant programs**. If your project is eligible for NJCEP, NJDEP, or utility-sponsored energy conservation or energy efficiency funding, you **MUST** participate in these programs and include the anticipated funding in the project budget. [Section J](#) provides an overview of the current incentive programs.

**AS PART OF YOUR GRANT APPLICATION, YOU MUST DOCUMENT COMMUNICATION WITH THE RELEVANT NJCEP, NJDEP, AND UTILITY-SPONSORED INCENTIVE PROGRAMS/GRANTS AND RECEIVE CONFIRMATION THAT THE PROJECT DOES OR DOES NOT QUALIFY FOR EXISTING INCENTIVES. IN THE CASE OF NJDEP, CONFIRMATION THAT THE PROGRAM HAS RECEIVED YOUR APPLICATION AND YOU ARE NOW ON THE WAITLIST WILL SUFFICE THIS REQUIREMENT. SEE [SECTION J](#) FOR INCENTIVE PROGRAM INFORMATION.**

Confirmation of the dollar amount of the funding is not required, just the eligibility of the project. For example, an email communication between you and the relevant NJCEP program manager (P4P, SmartStart, etc.) would suffice if it clearly states whether or not the project qualifies for existing incentives. If the project is eligible, the detailed budget should include your best estimate of the

anticipated funding. If the grant is awarded, the budget can be revised when the actual amount of funding is confirmed.

 **Lighting only upgrade projects of any kind are not eligible for funding.** This includes street lighting, stadium lighting, parking lot lighting, and other exterior and interior lighting. Direct Install projects for the replacement of HVAC's, boilers, etc. that also include lighting upgrades will still be considered.

The availability of utility-sponsored incentive programs and/or NJDEP grant programs, and how they relate to NJCEP programs varies by utility. Some utilities do not offer incentive programs, some require participation in the NJCEP as a prerequisite, and others are in lieu of an NJCEP program. See [Section J](#) for a listing of NJCEP, NJDEP, and utility-sponsored incentive programs.

Questions regarding how to access existing incentive programs and the documentation required for the grant application can be directed to Nancy Quirk by email at [quirkn@tcnj.edu](mailto:quirkn@tcnj.edu) or by phone at 609-771-2902.

**All funds must be fully expended, projects completed, and final reports submitted by July 31, 2020.**

#### D. Grant Proposal

Sustainable Jersey Grants are intended to help municipal governments and school districts make progress toward a sustainable future in general, and, specific to this grant cycle, to support energy projects that lead to reduced greenhouse gas emissions and improved energy education. The application process is designed to be simple and easy.

Project ideas, how to use the online application, and tips for a successful proposal will be discussed during an informational webinar on Monday, September 10. You can register for the webinar [HERE](#).

The \$30,000 and \$10,000 grants have an 18-month performance period. **Applications are due Wednesday, October 31, 2018.** Notifications of grant awards will be made by mid-January. Eligible applicants are limited to **ONE** grant application for this cycle.

**The application is available here:** <http://bit.ly/2018GardinierApp>

The following sections outline the information needed to complete the online application.

#### Eligibility Inquiry

The applicant must confirm the following:

- It is registered in the Sustainable Jersey or Sustainable Jersey for Schools program.
- It has an active green team in accordance with Sustainable Jersey program requirements.
- Its previous Sustainable Jersey grant status (if applicable). View the previous grant recipient status chart [here](#).

Municipalities or school districts that do not meet these basic eligibility requirements are not eligible to apply for a grant.

## Grant Application Overview

### 1. Applicant Information

- Applicant type (municipal government or school district)
- Municipality/School District name and county
- Employer Identification Number (EIN)

### 2. Grant Proposal

- **Project Title and Brief Description:** Please provide a name for the proposed project and a 2-3 sentence description of what you plan to accomplish with the grant. This description will be used in program reports and communications materials.
  - Proposed grant projects that would be eligible for funding or rebates available from the New Jersey Board of Public Utilities Clean Energy Program (NJCEP), New Jersey Department of Environmental Protection's (NJDEP), "It Pay\$ to Plug In" electric vehicle charging grants, regional utility company programs, or other state government incentive programs **must leverage these resources in addition to the Sustainable Jersey grant as part of the overall project budget.** See [Section J](#) below for more information on NJCEP, NJDEP, and utility incentives.



**Lighting only upgrade projects of any kind are not eligible for funding.** This includes street lighting, stadium lighting, parking lot lighting, and other exterior and interior lighting. Direct Install projects for the replacement of HVAC's, boilers, etc. that also include lighting upgrades will still be considered.

- **Project Team Members and Resumes:** Provide a list of key people that will be involved in completing the proposed project and their resumes.
- **Action Plan and Timeline:** The applicant must upload a completed Action Plan and Timeline form. The form is available [here](#) and is shown in [Section H](#). The form requires the applicant to outline the specific steps needed to complete the project, who will oversee that effort, and by when. Consider the steps that are needed for planning, implementing and evaluating the project. Identify the timeline for each step to ensure the action is accomplished by the end of the 18-month performance period. **Projects that have already been completed and are seeking reimbursement are not eligible for funding, and proposed projects should commence no sooner than January 2019 when the grant announcement is made.**
- **Impact of Project:** Describe how the completion of this project will advance your energy conservation, energy efficiency, energy resiliency or renewable energy efforts. Also address how the project will augment existing green team efforts and/or be a catalyst to advance your energy initiatives.
- **Budget Narrative:** Describe how the grant funds will be spent. Eligible expenses include salaries, consultant or contractor service fees, equipment, and supplies. If the total project budget is larger than your grant request, provide the total budget for the project and describe any in-kind or cash matches that have been approved or proposed in next year's budget and/or funding from other sources. Identify the specific NJCEP, NJDEP, utility-sponsored, or

other state-sponsored incentives/grants your program will utilize to fund the project (if applicable). A list of NJCEP, NJDEP, and utility-sponsored incentive programs is provided in [Section J](#).

- **Evaluation:** Describe how the impact of the project will be measured. This grant does not require a rigorous or formal evaluation process. However, grant recipients are expected to report on specific and/or measurable results or outcomes and other non-quantifiable impacts.

### 3. Application Contacts:

- **Contact information including name, title or affiliation, email and phone numbers will be requested for the following people:**
  - Primary Contact for the grant application  
*Must be a municipal or school district employee, or an elected/appointed official*
  - Mayor or District Superintendent
  - Fiscal Contact  
*Must be a person (typically the Business Administrator) authorized to manage official municipal or school district funds.*
  - Media Contact

### 4. Required Attachments and Information:

*Note: All files uploaded into the online grant application must be in PDF format.*

- **Green Team Information (Municipalities that are currently certified in Sustainable Jersey program or school districts with schools that are currently certified in Sustainable Jersey for Schools program do not have to provide this information.)**
  - Upload list of green team members. Green team members should be selected in accordance with program requirements.
  - Upload summary of green team activities during the past year. If the green team was just formed then describe future plans.
- **Authorization to Submit Grant Application:** Please submit documentation that the municipality or school district is authorized to apply for this grant. Click [here](#) for a sample municipal resolution supporting the submission of the grant application. Click [here](#) for a sample school board resolution supporting the submission of the grant application (**this authorization is DIFFERENT from the resolution passed to register for Sustainable Jersey or Sustainable Jersey for Schools.**)

*Please note that it would be best to start the process of obtaining this resolution **as early as possible** to allow enough time to have the resolution adopted. The approved resolution should be submitted with the application by the October 31, 2018 deadline. However, applications will be accepted with a proposed resolution and date it will be presented to the governing body. The adopted resolution must then be emailed to [grants@sustainablejersey.com](mailto:grants@sustainablejersey.com) **no later than Friday, November 30, 2018** in order for your application to still be considered.*

- **Detailed Budget:** A sample budget template is available [here](#) and is shown in [Section I](#). Eligible expenses include: salaries, consultant or contractor service fees, equipment, and supplies.

**IF THE PROPOSED PROJECT IS POTENTIALLY ELIGIBLE FOR NJCEP, NJDEP, OR UTILITY-SPONSORED INCENTIVE PROGRAMS, YOU MUST DOCUMENT COMMUNICATION WITH THE RELEVANT NJCEP, NJDEP, AND UTILITY-SPONSORED INCENTIVE PROGRAMS AND RECEIVE CONFIRMATION THAT THE PROJECT DOES OR DOES NOT QUALIFY FOR EXISTING INCENTIVES. IN THE CASE OF NJDEP, CONFIRMATION THAT THE PROGRAM HAS RECEIVED YOUR APPLICATION AND YOU ARE NOW ON THE WAITLIST WILL SUFFICE THIS REQUIREMENT. SEE [SECTION J](#) FOR INCENTIVE PROGRAM INFORMATION.**

The availability of utility-sponsored incentive programs and how they relate to NJCEP programs varies by utility. Some utilities do not offer incentive programs, some require participation in the NJCEP as a prerequisite, and others are in lieu of an NJCEP program. See [Section J](#) for a listing of NJCEP, NJDEP, and utility-sponsored incentive programs. Questions regarding how to access existing incentive programs and the documentation required for the grant application can be directed to Nancy Quirk by email at [quirkn@tcnj.edu](mailto:quirkn@tcnj.edu) or by phone at 609-771-2902.

Confirmation of the dollar amount of the funding is not required, just the eligibility of the project. For example, an email communication between you and the relevant NJCEP program manager (P4P, SmartStart, etc.) would suffice if it clearly states whether or not the project qualifies for existing incentives. If the project is eligible, the detailed budget should include your best estimate of the anticipated funding. If the grant is awarded, the budget can be revised when the actual amount of funding is confirmed.

## 5. Additional Information

This is where letters of commitment or support from project partners that clearly describe the partner’s role in the project are welcome. The additional file upload option can also be used to provide more detailed project information or documentation regarding available incentives from other sources.

## E. Selection Process

Proposals will be evaluated based on the selection criteria below:

- **Innovativeness and Uniqueness:** The proposed action could lead to a new “best practice” and/or is being implemented in a new or unique way.
- **Impact of Proposed Project:** This includes the project type, expected outcomes and importance to meeting sustainable energy goals.
- **Influence on Future Activities:** The proposed project either augments existing energy initiatives and/or will serve as a catalyst for future efforts.
- **Likelihood of Success:** The action plan: 1) clearly lists the steps needed to complete the project; 2) identifies accurate estimates of the time needed to complete each step; 3) is

realistic and likely to be successfully accomplished. The budget is realistic, includes only eligible and reasonable expenses, and leverages incentive funding (where applicable).

- **Applicant Capacity:** The applicant has demonstrated commitment to sustainable practices, leadership capacity through an active and effective green team, and success at managing grant projects in accordance with program requirements.
- **Partnerships and Leveraging:** The proposed effort has effectively leveraged additional external resources that may be available for project implementation.

*Approximately 50% of the grant funds will be reserved for certified municipalities and school districts with certified schools. Sustainable Jersey reserves the right to reallocate the funding based on the quality and quantity of grant applications received.*

## **F. Grant Awards and Additional Terms**

### ***Grant Awards***

- Funding decisions will be announced by mid-January. Applicants selected to receive a grant will be notified through their designated contacts.
- Recipients will receive an initial check representing 50% of the total grant amount in January. The remaining 50% balance of the grant award will be paid contingent upon satisfactory completion of the project and approval of the final fiscal and project report, due no later than July 31, 2020.

### ***Additional Terms***

Grant recipients are required to:

- Participate in applicable NJCEP, NJDEP or utility-sponsored energy conservation or energy efficiency funding incentives/grant programs.
- Comply with the grant reporting requirements outlined in [Section G.](#)
- Notify Sustainable Jersey of any project-related ribbon-cutting ceremonies or milestone events so that media outreach can be coordinated with Sustainable Jersey and The Gardinier Environmental Fund. The purpose of these events is to celebrate the applicant's accomplishments in completing the grant project and to highlight the benefits of the Sustainable Jersey Grants Program.
- Install a sign indicating that the project was funded by the Sustainable Jersey Grants Program and the Gardinier Environmental Fund (where applicable). Grant funds may be used for signage.
- Acknowledge the Sustainable Jersey Grants Program and the Gardinier Environmental Fund as providing funding for grant-related programs, activities and events. Copies of materials acknowledging the funders will be required attachments in the final grant report. Grant funds may be used for signage.
- Include at least TWO photographs depicting the grant project and/or related activities with the final report. Whenever possible, the photographs should include community members.

Sustainable Jersey reserves the right to use these photographs in reports to the grant program sponsor, presentations, and other program-related materials.

## G. Grant Recipient Reporting Requirements

Grantees will be required to complete an interim report and a final report using an online report form. Reminders will be emailed to the primary project contact 30 days in advance of the reporting submission deadline. The following information is required for each report:

### Interim Report – Due Friday October 31, 2019:

- Project description.
- Completed, delayed, and upcoming project milestones.
- Estimated project completion date.
- A list of project expenditures paid for by the grant funds to date.
- Explanation of how Sustainable Jersey and The Gardinier Environmental Fund will be acknowledged as the project funders in project promotional materials and project signage.

### Final Report – Due Friday July 31, 2020:

- A brief description (2-5 sentences) of the completed grant project that highlights the grant outcomes and impact. This description will be provided to the grant sponsor, posted on Sustainable Jersey’s websites, and used in Sustainable Jersey Grants Program-related materials.
- Challenges faced and how they were addressed.
- A summary of any modifications to the grant project, activities, and outcomes outlined in the original grant proposal.
- The impact of the grant project. This includes what was accomplished, who is benefitting and how, and next steps (i.e. could the project potentially be expanded and/or lead to other sustainability-related initiatives).
- Lessons learned in completing the project and advice that would be given to others undertaking a similar project.
- Samples of distributed communications that are related to the grant project.
- At least **TWO** photographs depicting the grant project and/or related activities are required. Sustainable Jersey reserves the right to use these photographs in reports to the grant program sponsor, presentations, and other program-related materials.
- Documentation that Sustainable Jersey and The Gardinier Environmental Fund were acknowledged as the project funders in project promotional materials and project signage. Project signage is an eligible expense.
- A summary of expenses charged to the grant, a listing of budgeted vs. actual expenses, and supporting documentation such as invoices, purchase orders, receipt copies or expenditure ledgers from the municipal or school district business administrator.
- [Grantee’s Certification and Declaration](#) signed by the municipal/school Business Administrator or other authorized representative will also be required.

Failure to submit the required documentation will result in an applicant being ineligible to apply for future Sustainable Jersey grants. The final 50% of the grant funding will be dispersed upon receipt and approval of the documentation listed above.

**H. Project Action Plan Template**



**Grant Application  
Proposed Project Action Plan**

*Please use this form to outline the specific steps or tasks needed to complete the proposed project. It should begin with the key planning tasks and end with project evaluation and completion of the final grant report. Per the terms of the grant, the project needs to be completed within an 18-month performance period.*

| <b>Steps/Tasks that the Project Team will take to Complete the Proposed Grant Project</b> | <b>Team Member Responsible</b> | <b>Target Completion Date</b> |
|---|--------------------------------|-------------------------------|
| <b>Planning Steps</b>   |                                |                               |
| 1.  |                                |                               |
| 2.  |                                |                               |
| 3.  |                                |                               |
|   |                                |                               |
|   |                                |                               |
|   |                                |                               |
|   |                                |                               |
|   |                                |                               |
|   |                                |                               |
| <b>Implementation Steps</b>   |                                |                               |
| 1.  |                                |                               |
| 2.  |                                |                               |
| 3.  |                                |                               |
|   |                                |                               |
|   |                                |                               |
|   |                                |                               |
|   |                                |                               |
|   |                                |                               |
|   |                                |                               |
| <b>Evaluation and Reporting Steps</b>   |                                |                               |
| 1.  |                                |                               |
| 2.  |                                |                               |
| 3.  |                                |                               |
|   |                                |                               |
|   |                                |                               |

# I. Sample Budget Template

An Excel version of the template is available [here](#).

**NOTE: Lighting only upgrade projects of any kind are not eligible for funding.** This includes street lighting, stadium lighting, parking lot lighting, and other exterior and interior lighting. Direct Install projects for the replacement of HVAC's, boilers, etc. that also include lighting upgrades will still be considered.



## Small Grants Program Budget Template



The sample budget template is available here in an editable form. It is provided for your convenience. You do not have to use this template to meet our requirements but you must include an itemized budget in your application. Simply insert rows in each section if you have additional line items. If the proposed project will be 100% funded by the grant, do not enter anything in the Other Funding Source column. If the grant funds will contribute to the completion of a project that will also be funded by other sources, please identify the amount of this funding in the Other Funding Source column. In addition, in the Budget Narrative please identify what the other funding sources are and if the funding has been secured.

**Applicant Name:**

### A. SALARIES, WAGES, AND FRINGE BENEFITS

| Name                            | Title | Hours | Sustainable Jersey Grant Funded | Other Funding Sources (cash, incentives or in-kind) | Total Cost |
|---------------------------------|-------|-------|---------------------------------|---|------------|
|                                 |       |       |                                 |   | \$ -       |
|                                 |       |       |                                 |   | \$ -       |
| <b>Total Municipal Salaries</b> |       |       | \$ -                            | \$ -  | \$ -       |

### B. SUBCONTRACTORS/CONSULTANT COSTS

| Subcontractor/Consultant                   | Role in Project | Period of Performance | Sustainable Jersey Grant Funded | Other Funding Sources (cash, incentives or in-kind) | Total Cost |
|--|-----------------|-----------------------|---------------------------------|---|------------|
|  |                 |                       |                                 |   | \$ -       |
|  |                 |                       |                                 |   | \$ -       |
| <b>Total Subcontractor/Consultant Cost</b> |                 |                       | \$ -                            | \$ -  | \$ -       |

### C. ITEMIZED EQUIPMENT

| Item                        | Unit Cost | Quantity | Sustainable Jersey Grant Funded | Other Funding Sources (cash, incentives or in-kind) | Total Cost |
|-----------------------------|-----------|----------|---------------------------------|---|------------|
|                             |           |          |                                 |   | \$ -       |
|                             |           |          |                                 |   | \$ -       |
| <b>Total Equipment Cost</b> |           |          | \$ -                            | \$ -  | \$ -       |

### D. ITEMIZED SUPPLIES

| Item                          | Unit Cost | Quantity | Sustainable Jersey Grant Funded | Other Funding Sources (cash, incentives or in-kind) | Total Cost |
|-------------------------------|-----------|----------|---------------------------------|---|------------|
|                               |           |          |                                 |   | \$ -       |
|                               |           |          |                                 |   | \$ -       |
| <b>Total Cost of Supplies</b> |           |          | \$ -                            | \$ -  | \$ -       |

### E. OTHER ITEMIZED EXPENSES

| Item                        | Justification | Quantity | Sustainable Jersey Grant Funded | Other Funding Sources (cash, incentives or in-kind) | Total Cost |
|-----------------------------|---------------|----------|---------------------------------|---|------------|
|                             |               |          |                                 |   | \$ -       |
|                             |               |          |                                 |   | \$ -       |
| <b>Total Other Expenses</b> |               |          | \$ -                            | \$ -  | \$ -       |

|                              |  |  |      |      |      |
|------------------------------|--|--|------|------|------|
| <b>TOTAL PROPOSED BUDGET</b> |  |  | \$ - | \$ - | \$ - |
|------------------------------|--|--|------|------|------|

## J. Incentive Programs

| PROGRAM  | INCENTIVE LEVEL  | TYPE OF EQUIPMENT  |
|--|--|--|
| <p>For all NJCEP incentive programs, call 866-NJSMART (866-657-6278), email <a href="mailto:directinstall@NJCleanenergy.com">directinstall@NJCleanenergy.com</a>, or visit: <a href="http://www.njcleanenergy.com/commercial-industrial/home/home">www.njcleanenergy.com/commercial-industrial/home/home</a></p> <p><b>NOTE: Incentive levels are subject to change; contact NJCEP and/or utility company for current program details.</b></p> |  |  |
| <b>NJCEP Direct Install</b>  | <ul style="list-style-type: none"> <li>Existing facility (peak demand &lt;200kW)</li> <li>Incentive pays 70% of cost of installed efficiency measures (equipment)               <ul style="list-style-type: none"> <li>\$125,000 project cap</li> <li>\$250,000 entity cap</li> </ul> </li> <li>Incentives paid directly to installer</li> </ul>   | <ul style="list-style-type: none"> <li>HVAC -- may have limitations, such as:               <ul style="list-style-type: none"> <li>Boilers may not exceed 1,500,000 Btuh</li> <li>Furnaces may not exceed 140,000 Btuh</li> </ul> </li> <li>Refrigeration</li> <li>Motors (may have limitations)</li> <li>Variable Frequency Drives</li> </ul>       |
| <b>NJCEP SmartStart Buildings</b>  | <ul style="list-style-type: none"> <li>SmartStart equipment incentives evaluated on a case-by-case basis</li> <li>Incentives based on type of equipment, efficiency, size, and end-use application</li> <li>Up to \$500,000 per utility account</li> <li>For details on equipment incentives, see: <a href="#">SmartStart Buildings Application Forms</a></li> <li>Must contact NJCEP</li> </ul>   | <ul style="list-style-type: none"> <li>Electric Chillers</li> <li>Gas Cooling / Gas Heating</li> <li>Electric Unitary HVAC</li> <li>Ground Source Heat Pumps</li> <li>Variable Frequency Drives</li> <li>Gas Water Heating</li> <li>Food Service Equipment</li> <li>Custom Measures with cost justification</li> </ul>                               |
| <b>NJCEP Pay for Performance (P4P)</b>   | <ul style="list-style-type: none"> <li>New construction (&gt;50,000 square feet of conditioned space planned)</li> <li>Existing facility (&gt;200kW peak demand)</li> <li>Incentive level based on energy savings up to 25% of total project cost</li> <li>Incentive paid in 3 installments</li> </ul>   | <ul style="list-style-type: none"> <li>Comprehensive whole building approach</li> <li>New construction, renovation, remodeling, or equipment replacement</li> <li>Requires an Energy Reduction Plan:               <ul style="list-style-type: none"> <li>Energy audit</li> <li>Financial plan</li> <li>Construction schedule</li> </ul> </li> </ul> |
| <b>NJCEP Combined Heat and Power</b>   | <ul style="list-style-type: none"> <li>Incentives based on installed rated capacity</li> <li>\$2 million cap for projects of &lt; 500 kW</li> <li>\$3 million cap for projects &gt; 500 kW; incentive varies by size of project</li> </ul>   | <ul style="list-style-type: none"> <li>Distributed Energy Resources category:               <ul style="list-style-type: none"> <li>Combined Heat and Power</li> <li>Renewable Electric Storage</li> <li>Wind Power</li> </ul> </li> </ul>  |
| <b>NJCEP Residential Incentives</b>  | <ul style="list-style-type: none"> <li>Home Performance with Energy Star (HPWES)</li> <li>Comfort Partners</li> <li>Multi-Family Energy Efficiency</li> <li>Residential New Construction</li> </ul>  | <ul style="list-style-type: none"> <li>Energy audit and efficiency upgrades</li> <li>Appliance rebates (refrigerator, furnace/boiler, washer/dryer, water heating, air conditioning)</li> </ul>  |
| <a href="#">NJDEP It Pay\$ to Plug In</a>  | <ul style="list-style-type: none"> <li>Up to \$750 per Level 1 charging station</li> <li>Up to \$5,000 per single-port Level 2 charging station</li> <li>Up to \$6,000 per dual-port Level 2 charging station</li> </ul>   | <ul style="list-style-type: none"> <li>Charging stations may be installed at workplaces, public places, and multi-unit dwellings</li> </ul>  |
| <b>Utility Company Incentives</b>  | <ul style="list-style-type: none"> <li>Complement NJCEP incentives</li> <li>May offer on-bill repayment</li> <li>May offer 0% interest financing</li> <li>Programs for government facilities, businesses, and residences (single and multi-family)</li> </ul>  | <ul style="list-style-type: none"> <li>Utility company incentives vary by service territory; check the utility website for current program details</li> <li>Links for utility incentives programs are provided in Sustainable Jersey actions</li> </ul>  |
| <b>Utility Company Websites</b>  | <p><a href="http://www.elizabethtowngas.com/residential/energy-savings/high-efficiency-equipment-rebates">Elizabethtown Gas</a>: <a href="http://www.elizabethtowngas.com/residential/energy-savings/high-efficiency-equipment-rebates">www.elizabethtowngas.com/residential/energy-savings/high-efficiency-equipment-rebates</a></p> <p><a href="http://www.savegreenproject.com/featured-pages/o-apr-on-bill-repayment-program">NJNG</a>: <a href="http://www.savegreenproject.com/featured-pages/o-apr-on-bill-repayment-program">www.savegreenproject.com/featured-pages/o-apr-on-bill-repayment-program</a></p> <p><a href="http://www.pseg.com/business/small_large_business/save_energy/gov_efficiency.jsp">PSE&amp;G</a>: <a href="http://www.pseg.com/business/small_large_business/save_energy/gov_efficiency.jsp">www.pseg.com/business/small_large_business/save_energy/gov_efficiency.jsp</a></p> <p><a href="http://southjerseygas.com/For-My-Business/Business-Incentives.aspx">South Jersey Gas</a>: <a href="http://southjerseygas.com/For-My-Business/Business-Incentives.aspx">southjerseygas.com/For-My-Business/Business-Incentives.aspx</a> (commercial)</p> <p><a href="http://southjerseygas.com/For-My-Home/Residential-Incentives.aspx">South Jersey Gas</a>: <a href="http://southjerseygas.com/For-My-Home/Residential-Incentives.aspx">southjerseygas.com/For-My-Home/Residential-Incentives.aspx</a> (residential)</p> |  |

**NOTE: Lighting only upgrade projects of any kind are not eligible for funding.** This includes street lighting, stadium lighting, parking lot lighting, and other exterior and interior lighting. Direct Install projects for the replacement of HVAC's, boilers, etc. that also include lighting upgrades will still be considered.