



# Sustainable Jersey Grants Program for Energy Projects Funded by the Gardinier Environmental Fund

## 2019-2020 Municipality and School District Grant Application Package

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## 2019-2020 Grants Program for Energy Projects Funded by the Gardinier Environmental Fund



<b>Announcement Date:</b>	Friday, August 16, 2019
<b>Application Due Date:</b>	Thursday, October 31, 2019
<b>Link to Application:</b>	<a href="http://bit.ly/2019EnergyGrants">http://bit.ly/2019EnergyGrants</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 for Schools Program should be directed to:  
[schools@SustainableJersey.com](mailto:schools@SustainableJersey.com) or 609-771-3427.

### 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; programs, planning, and policies to encourage adoption of alternative fuel vehicles; 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 Sustainable Jersey 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
- 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. Notifications of grant awards will be made in mid-January.

An informational webinar will be held on **Wednesday, September 18, 2019 from 1:00pm-2:00pm**. You can register [here](#).

ONLINE applications are due **Thursday, October 31, 2019**. Notifications of grant awards will be made by **mid-January**. The application can be accessed using this link: <http://bit.ly/2019EnergyGrants>

Please note the following:



**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 equipment, boilers, etc. that also include lighting upgrades will still be considered. Details on Direct Install incentive programs are provided in [Section M](#).

**EV charging station(s) installation projects are NOT eligible for funding.** Applicants interested in installing EV charging stations should apply for NJDEP’s “It Pay\$ to Plug In” program. Details on the NJDEP grant program are provided in [Section M](#) and at <https://www.drivegreen.nj.gov/plugin.html>.

Applicants interested in **purchasing electric vehicles** must identify the class of vehicle and follow the guidelines presented in [Section C](#). **Light-duty electric vehicles (such as passenger vehicles and SUVs) are NOT eligible for \$30,000 grants.**

## 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, public school, or public school district that is registered in the Sustainable Jersey or Sustainable Jersey for Schools Program. You can check if your district is registered using the Participating Districts and Schools map [here](#) on the website. You can check if your municipality is registered using the Participating Communities map [here](#).
- The applicant must have appointed a green team that meets the action requirements. More information on forming a school green team can be found [here](#) and, for a municipal green team, [here](#). The application will ask applicants not certified in the Sustainable Jersey or Sustainable Jersey for Schools program to upload green team documentation.

Questions regarding how to register for the Sustainable Jersey or Sustainable Jersey for Schools program, or for how to form a green team, can be directed to [info@sustainablejersey.com](mailto:info@sustainablejersey.com).

### Additional Eligibility Rules for Previous Grant Recipients

Grant Cycle of Previous Award	Amount	Grant Status	Eligible to Apply for \$10,000 Grant
2019 PSEG	\$10,000 or more	Open	No
		Closed +	No
	\$2,000	Open	Yes
		Closed +	Yes
2018 PSEG, NJEA*, or Gardinier	\$10,000 or more	Open	No
		Closed +	Yes
	\$2,000	Open	Yes
		Closed +	Yes
2015-2017 PSEG, NJEA, or Gardinier	\$10,000 or more	Open	No
		Closed +	Yes
	\$2,000	Open	No
		Closed +	Yes

*\*Please note that the 2018 NJEA grants were awarded in January 2019 but are still considered 2018*

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

Questions regarding eligibility for previous grant recipients can be directed to Kaitlyn Vollmer at 609-771-3189 or at [grants@sustainablejersey.com](mailto:grants@sustainablejersey.com). Eligible applicants are limited to **ONE** grant application.

### Applications

- Proposed grant projects that would be eligible for funding or rebates available from the New Jersey Board of Public Utilities Clean Energy Program (NJCEP), 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**. However, applicants applying for heavy-duty electric/alternative fuel vehicles are **NOT** required to submit an application for NJDEP funding. See [Section M](#) below for more information on NJCEP, NJDEP, and utility incentives.
- 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 or just a single application.
- Projects already underway or completed are not eligible for funding.

Please note the following:

	<p><b>Lighting only upgrade projects of any kind are NOT eligible for funding.</b> This includes street lighting, stadium lighting, parking lot lighting, and other exterior and interior lighting. Direct Install projects for the replacement of HVAC equipment, boilers, etc. that also include lighting upgrades will still be considered. Details on Direct Install incentive programs are provided in <a href="#">Section M</a>.</p> <p><b>EV charging station(s) installation projects are NOT eligible for funding.</b> Applicants interested in installing EV charging stations should apply for NJDEP’s “It Pay\$ to Plug In” program. Details on the NJDEP grant program are provided in <a href="#">Section M</a> and at <a href="https://www.drivegreen.nj.gov/plugin.html">https://www.drivegreen.nj.gov/plugin.html</a>.</p> <p>Applicants interested in <b>purchasing electric vehicles</b> must identify the class of vehicle and follow the guidelines presented in <a href="#">Section C</a>. <b>Light-duty electric vehicles (such as passenger vehicles and SUVs) are NOT eligible for \$30,000 grants.</b></p>
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## C. Eligible Energy Projects

Sustainable Jersey encourages municipalities and school districts to undertake energy-related projects. Listed below are a variety of project categories that could significantly improve energy efficiency, promote the use of renewable energy sources, and reduce greenhouse gas emissions. Grant funding can also be used to support projects that aid municipal efforts to achieve a Sustainable Jersey Gold Star for Energy and are innovative models for the state.

Grant proposals must focus on energy conservation, energy efficiency, renewable energy, building electrification, energy reliability/resilience, transportation electrification/alternative fueled vehicles, or other energy-related projects. Other energy-related projects include engineering studies and/or business planning for innovative energy projects. The Gardinier Environmental Fund is particularly interested in **innovative energy projects** that take a comprehensive approach to meeting advanced energy conservation objectives, such as achieving zero-energy buildings.

- **Energy Conservation:** Implementation of municipal government, school-based, or community-wide energy conservation projects, including those that focus on energy education, awareness, behavioral changes, smart thermostats, and demand-side management will be considered. School projects to expand curriculum and activities for learning about energy use, alternative energy systems, and the impact of choices regarding energy use on greenhouse gas emissions are also eligible.
- **Energy Efficiency:** Projects that improve the energy efficiency of buildings owned and operated by the municipal government or school district, as well as projects that promote energy efficiency in the community are eligible. For building upgrades, the grant must be used in combination with NJCEP funds or other incentive programs, such as utility incentives where available, to cover the municipal/school district cost-share. Existing incentives from New Jersey's Clean Energy Program (NJCEP) include equipment upgrades and/or 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.



**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 equipment, boilers, etc. that also include lighting upgrades will still be considered as long as they take advantage of applicable incentives. See [Section M](#) for a list of incentives

- **Renewable Energy:** Projects that directly or indirectly promote the use of renewable energy are eligible. This can include planning for a community solar program, implementation of a Renewable Government Energy Aggregation (R-GEA; also known as community choice aggregation), updating local zoning ordinances to be more solar friendly, streamlining permitting procedures for solar installations, training for municipal staff such as permitting, zoning, and code officials, or educational outreach and incentive programs to increase adoption of solar by 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.
- **Building Electrification:** Projects that retrofit buildings to become fully electric and no longer use natural gas are eligible. This includes replacing the use of gas-fueled appliances, water heaters, and furnaces with electric appliances, water heaters, furnaces, or ground source and

air source heat pumps. The grant must be used in combination with NJCEP funds or other incentive programs available.

- **Energy Reliability and Resiliency:** Implementation of sustainable approaches to improved energy reliability and resiliency. Projects that would provide islanding capability for continued operation during a grid outage are eligible, such as: upgrades to existing solar installations to include on-site battery storage with islanding capability; fuel cell adoption; Combined Heat and Power (CHP); or planning for a town center microgrid.
- **Alternative Fuel Vehicles (AFVs)/Transportation Electrification:** Projects that directly or indirectly promote adoption of alternative fuel vehicles and transportation electrification are eligible. Eligible project examples include updates to municipal zoning ordinances and parking policies to encourage installation and use of charging stations; staff training such as for permitting, zoning and code officials; or community educational outreach or incentive programs related to increasing and supporting alternative fuel vehicle use.

Municipalities and schools may consider alternative fuel options for heavy duty vehicles or for transportation such as jitney buses and other local transport; adoption of telematics for optimizing fleet scheduling and routing that contribute to reduced vehicle miles travelled for municipal or school fleets; or anti-idling technology to reduce emissions from police car or emergency vehicle idling, for example.

Applicants interested in **purchasing electric/alternative fuel vehicles** must identify the class of vehicle they plan on purchasing and follow these guidelines when drafting an application:

Light-Duty Vehicle	Heavy-Duty Vehicle
Includes vehicles (sedan or SUV) such as: <ul style="list-style-type: none"> <li>• Police vehicles</li> <li>• Code enforcement</li> <li>• Pick-up trucks</li> <li>• Utility trucks and vans</li> </ul> Also includes: <ul style="list-style-type: none"> <li>• Electric bikes and scooters</li> </ul>	Includes vehicles such as: <ul style="list-style-type: none"> <li>• School, shuttle, and transit buses</li> <li>• Garbage trucks</li> <li>• Delivery/freight trucks</li> <li>• Snow removal vehicles</li> </ul>
<b>Only eligible for \$10,000 grant</b>	<b>Eligible for either \$10,000 or \$30,000 grant</b>

If you have questions regarding the eligibility of electric vehicle purchasing projects, please contact Kaitlyn Vollmer at 609-771-3189 or at [grants@sustainablejersey.com](mailto:grants@sustainablejersey.com)



**NOTE: EV charging station(s) installation projects are NOT eligible for funding.** Applicants interested in installing EV charging stations should apply for NJDEP’s “It Pay\$ to Plug In” program. Details on the NJDEP grant program are provided in [Section M](#) and at <https://www.drivegreen.nj.gov/plugin.html>.

- **Studies, Plans and Engineering:** Grant proposals will be considered that support initial work for advanced energy conservation, energy efficiency, and renewable energy projects, particularly engineering and business planning initiatives for projects that are likely to advance

into implementation. These studies could include (but are not limited to) community assessments for making towns electric vehicle or solar friendly, community solar projects, Combined Heat and Power (CHP), 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.

## D. Energy Incentive and Grant Programs

Proposed grant projects that would be eligible for funding or rebates available from the New Jersey Board of Public Utilities Clean Energy Program (NJCEP), utility company incentive programs, or other state government grant, rebate, or incentive programs, **must leverage these resources in addition to the Sustainable Jersey grant as part of the overall project budget**. However, applicants applying for heavy-duty electric/alternative fuel vehicles are **NOT** required to submit an application for NJDEP funding.

The application will ask you to upload documentation of communications with applicable incentive and grant programs. See [Section M](#) for a listing of NJCEP, NJDEP, and utility-sponsored incentive programs.

The availability of utility-sponsored incentive programs and how they relate to NJCEP programs varies by utility; please check with your local utility on current 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.

## E. Use of Grant Funding

Funding must be used for 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; programs, planning, and policies to encourage adoption of alternative fuel vehicles; 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.

Eligible expenses include salaries, contractor/consultant costs, equipment, materials, and supplies. Facilities and administrative (overhead) costs **may not** be charged to the grant.

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 or utility-sponsored energy conservation or energy efficiency funding, you **MUST** participate in these programs and include the anticipated funding in the project budget. **Exact funding amounts do not have to be confirmed at this time; an estimate is fine.**

**Funds must be fully expended, projects completed, and final reports submitted by August 31, 2021**

## F. Online Application Portal

The application can be accessed using this link: <http://bit.ly/2019EnergyGrants>

Applications must be submitted using the online application portal by 11:59pm on **Thursday, October 31, 2019**. Only online application submissions will be considered for funding.



### 2019-2020 Grants Program for Energy Projects

Funded by:



### \$10,000 and \$30,000 Municipal and School District Application Form

For more information about this Sustainable Jersey Grants Program cycle, click [here](#) for the application information packet.

A screenshot of a web application interface. At the top, it says 'LOGIN' and has fields for 'Email' and 'Password', with a 'Login' button and a 'Forgot Password?' link. Below that, the 'SIGNUP' section is highlighted with a red rectangular box. It has fields for 'Email', 'Password', and 'Confirm Password', with a 'Signup' button. A blue arrow points from the right side of the page towards the 'SIGNUP' section. 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 those who have previously applied in past cycles.

Each Sustainable Jersey Grants Program cycle is unique. Information on previously submitted applications including the login information is **not** carried over. However, the same login information (email and password) that was used previously can be used to sign up for a new 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. 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.

Be sure to record the email address and password for each application. Grant recipients will need that information to log into the system to complete the required reports.

## G. 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.

An informational webinar will be held on **Wednesday, September 18 from 1:00pm-2:00pm**. This webinar will cover eligible projects, the available energy incentive and grant programs, the application process, and online submission procedures. You can register for the webinar [here](#).

The \$30,000 and \$10,000 grants have an 18-month performance period. **Applications are due Thursday, October 31, 2019**. Notifications of grant awards will be made by mid-January. Eligible applicants are limited to **ONE** grant application for this cycle.

**The following sections outline the information needed to complete the online applications:**

### **Eligibility Inquiry**

The applicant must confirm the following:

- It is registered in the Sustainable Jersey or Sustainable Jersey for Schools Program. You can check if your district is registered using the Participating Districts and Schools map [here](#) on the website. You can check if your municipality is registered using the Participating Communities map [here](#).
- It has an active green team in accordance with the Sustainable Jersey action requirements. More information on forming a school green team can be found [here](#) and, for a municipal green team, [here](#).
- Its previous Sustainable Jersey grant status (if applicable). View the previous grant recipient status chart [here](#).

Questions regarding how to register for the Sustainable Jersey or Sustainable Jersey for Schools program, or for how to form a green team, can be directed to [info@sustainablejersey.com](mailto:info@sustainablejersey.com).

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. Application Contacts:**

- **Contact information including name, title or affiliation, email and phone numbers will be requested for the following people.** All application contacts will be notified once a final decision on the grant application is made.
  - **Primary Contact** for the grant application  
*NOTE: The primary contact must be a municipal or school district employee*
  - **Mayor or District Superintendent**
  - **Fiscal Contact**  
*NOTE: The fiscal contact must be a person (typically the School Business Administrator) authorized by the school district to manage official school funds. It cannot be a club advisor, parent organization volunteer, or student.*
  - **Media Contact**  
*NOTE: In all likelihood, your media contact will be the person responsible for the promotion of your project with the school community and news outlets*

### 3. Grant Proposal

- **Project Title and Brief Description:** Provide a name for the proposed project and a short description (limit to 100 words). The description should be concise and focus on the specific effort that the grant will be used to support. 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), 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 M](#) for more information on NJCEP, NJDEP, and utility incentives.

- **Project Team Members:** Upload a list of the key people who will be involved in completing the proposed project that includes each person's name, organization, position (title), and other experience relevant to the completing the project (i.e. the science teacher on the team is also a certified Master Gardener and will use these skills when helping create the school garden).

When forming the project team, consider reaching out to community members such as representatives from civic or community-based organizations, non-profits, professional organizations or local colleges and businesses who could be a valuable resource for the project. Also be sure to include representation from stakeholder groups that will be involved in or impacted by the implementation of the proposed project, including school staff, students, and parents.

- **Community Engagement:** Describe how the proposed project will capitalize on collaborations between community stakeholders including certificated staff, residents, and representatives from community-based organizations (i.e., green team, county agencies, civic or community-based organizations, non-profits, professional organizations, local businesses, etc.).

Also include plans for sharing information on the project with the greater community. This can include plans to hold a "ribbon-cutting" ceremony, create project signage, give presentations to the School Board, distribute printed communications, create website content, and create social media postings. It is recommended to work with the grant media contact to develop a strategy to promote the completion of the grant through the school community and local media. Promotion of the grant should include both the Sustainable Jersey and The Gardiner Environmental Fund logos.

- **Project Impact and Evaluation:** 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 on the community. Estimate who (students, staff, families, community members) and how many will benefit from the proposed project-

Describe how the completion of this project will advance your energy conservation, energy efficiency, energy resiliency or renewable energy efforts and why this project is important for your community. The project will be assessed for its uniqueness, innovation, and the impact it will have on the community. Explain how the completion of the project will impact

certification and green team efforts. Include any additional details about the project and any supplemental knowledge needed to understand the true impact. Any past initiatives that lead to this effort should be identified.

- **Action Plan and Timeline:** Create an outline of the specific steps your team will take to complete the proposed project. These steps include project planning, implementation, community engagement, promotional activities and evaluation. Identify the target completion date for each step to ensure the project can be accomplished by the end of the 18-month performance period.

**Ribbon cutting ceremonies or milestone events should be identified.** An action plan template is available [here](#) and is shown in [Section K](#). Adjustments can be made to the timeline after the grant is awarded.

**NOTE:** *Applicants may not submit for reimbursement for a project underway or already completed. Efforts to be funded by the grant should not start until **after the grant award is announced in January**. Planning steps can occur beforehand.*

- **Budget Narrative and Detailed Project Budget:** The purpose of the Budget Narrative is to explain what the grant funds will be used for. The Detailed Project Budget is an itemized list of all project expenses by category. A sample budget template is available [here](#) and is shown in [Section L](#).

Only eligible expenses can be paid for using grant funding. Eligible grant expenses include staff stipends, consultant or contractor service fees (e.g., for content expertise, marketing, and/or technology), equipment, training and educational materials or related expenses, project supplies, and promotional items. Promotional items should not comprise more than 10% (\$1,000) of the proposed grant budget. Promotional items include “give-aways” such as refillable water bottles, t-shirts, bags, etc., and incentives or awards such as prizes, gift cards, refreshments, etc. **Facilities and administrative (overhead) costs may NOT be charged to the grant.** Additionally, grant recipients are required to install a sign indicating that the project was funded by the **Gardinier Environmental Fund and the Sustainable Jersey for Schools Grants Program** where applicable. The cost of the signage can be included in the project budget.

**NOTE:** *The Gardinier Environmental Fund and the Sustainable Jersey for Schools Grants Program should also be acknowledged on reports or other materials developed with grant funds. Copies of materials acknowledging the funders will be required attachments in the final grant report.*

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 M](#). 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.

**NOTE:** *If using another grant or incentive to fund part of your project, the status of the grant award/incentive should be clear in the application. Projects where its completion is contingent upon receiving uncommitted funding will not be viewed favorably by the Blue Ribbon Selection Committee.*

#### 4. Additional Required Attachments:

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

- **Green Team Information: NOT REQUIRED FOR CERTIFIED MUNICIPALITIES, SCHOOLS OR FOR DISTRICTS WITH AT LEAST ONE CERTIFIED SCHOOL. VIEW THE LIST OF CERTIFIED MUNICIPALITIES AND SCHOOLS [HERE](#).**

The green team representing the applicant must meet the requirements of the green team action. More information on forming a school green team can be found [here](#) and, for a municipal green team, [here](#). Upload:

- A list of green team members that includes names and affiliations. Be sure to identify the members designated by your union.
- A brief summary of green team activities from the past year. If the green team was just formed, describe future plans.
- **Authorization to Submit Grant Application:** 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.**) Schools can also submit a letter signed and dated by the principal, business administrator, and superintendent in lieu of a resolution.

*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, 2019 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 29, 2019** or the application **will not be considered**.*

- **Confirmation of Eligibility for Applicable Incentive and Grant Programs:** Upload documentation that the applicant has reached out to any applicable incentive and grant programs. See [Section M](#) for a listing of NJCEP, NJDEP, and utility-sponsored incentive programs. However, applicants applying for heavy-duty electric/alternative fuel vehicles are **NOT** required to submit an application for NJDEP funding.

Confirmation of the dollar amount of the funding is not required. The documentation only needs to confirm whether or not the project is eligible to receive funding from any of the applicable incentive or grant programs listed in [Section M](#). For example, a copy of email correspondence between you and the relevant NJCEP program manager 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.

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. 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.

## 5. Optional Information

**Letters of commitment or support from project partners:** This includes parent teacher organizations, the municipal green team, business or external partners or others. Letters that clearly describe the partner's role in the project are encouraged. The additional file upload option can also be used to provide more detailed project information, such as surveys or other data supporting the need for the project.

**Existing Planning Documents:** This can include copies of existing engineering or business planning documentation such as carbon footprints, fleet assessments, green roof blueprints, etc.

**Existing Data Sets:** This can include a copy of an Local Government Energy Audit (LGEA), existing energy data, etc.

**Consultant/Contractor Quotes:** This can include any quotes for work being done for your project.

## H. 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. The selection committee will also consider efforts towards Sustainable Jersey for Schools certification, project diversity, previous funding, economic need, and the regional distribution of grants throughout the state.*

## I. 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. Checks will be made payable to the listed fiscal contact.
- 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 August 31, 2021.
- A copy of the Grant Terms and Conditions will be sent with the check. Accepting the grant award indicates that the recipient will complete the required reporting requirements. See [Section J](#) for more information on these requirements.

### Additional Terms

Grant recipients are required to:

- **Participate in applicable NJCEP, NJDEP or utility-sponsored energy conservation or energy efficiency funding incentives/grant programs.** Any incentives/grants acquired should be included in the budget.
- **Promote the grant by:**
  - Notifying 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 accomplishments in completing the grant project with the community, recognize the program funder, and highlight the benefits of the Sustainable Jersey Grants Program.
  - Installing 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.
  - Acknowledging the Sustainable Jersey Grants Program and the Gardinier Environmental Fund as providing funding for grant-related programs, activities, and events.

It is recommended that the green team work with the grant media contact to develop a strategy to promote the completion of the grant through the community and local media. Promotion of the grant should include both the Sustainable Jersey and the Gardinier

Environmental Fund logos. Copies of materials acknowledging the funders will be required attachments in the final grant report.

- **Include at least TWO photographs depicting the grant project and/or related activities with the final report.** All grant recipients are also required to include at least **TWO** photographs depicting the grant project and/or related activities with their final report. Whenever possible, the photographs should include members of the community. Sustainable Jersey reserves the right to use these photographs in reports to the grant program sponsor, presentations, and other program-related materials.

## J. Grant Recipient Reporting Requirements

Grantees will be required to complete an interim and final report using an online report form. The report forms can only be accessed with the same login information used to sign up for the grant application. Reminders will be emailed to the primary project contact at least 30 days in advance of the reporting submission deadline. For more specific details on reporting requirements, visit the Sustainable Jersey for Schools [website](#) or the Sustainable Jersey [website](#).

**Interim Report – Due November 30, 2020:** Provide a status report on project progress, expenditures, photos and any modifications to the original proposal. Any changes to the original project **must be preapproved by Sustainable Jersey**. Include possible dates for ribbon cutting ceremonies or milestone events and an updated 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 August 31, 2021:** Document completion of the project described (project scope finished and all funds spent) in the original application (or the portion of the project which the grant was intended). Recipients will be asked to provide a project summary, impact of the grant on the community, summary of community outreach efforts, at least **TWO** photographs, documentation the Gardinier Environmental Fund and Sustainable Jersey were acknowledged as project funders in promotional materials and signage, lessons learned, expense summary and signed certification declaration that the grant is complete.

Failure to submit the required documentation will result in a district or school being ineligible to apply for future Sustainable Jersey for Schools grants. The final 50% of the grant funding will be dispersed upon approval of the final grant report.

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.

## K. 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. These steps include project planning, implementation, community outreach and evaluation. Identify the target completion date for each step to ensure the project can be accomplished by the end of the performance period. Include plans for ribbon cutting ceremonies and milestone events. Implementation steps should **NOT** begin until after the grant is awarded at the press announcement event. Additional lines can be added.

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

<b>Project Promotion – Events Where Promotional Materials With Sponsor Recognition Are Distributed</b>		
Name of Event	Materials	Date
1.		
2.		
3.		
<b>Proposed Date of Ribbon Cutting Ceremony (if applicable)</b>		

## L. Sample Budget Template



### Energy Grants Program Budget Template



Matching or in-kind contributions are encouraged, but not required. If the proposed project will be 100% funded by the grant, do not enter anything in the Other Funding Sources column. If other funding will be used to complete the project in conjunction with the grant, please identify the amount in the Other Funding Source column. Identify the source of the additional funding, if it has been secured, and any other details deemed necessary to include in the Budget Narrative. Any NJCEP, utility, or other incentives should be included. In order to upload your budget to the grant application, you must convert the excel document into a PDF. Please make sure that the rows and columns in the PDF are not cut off due to page breaks. To ensure this, select the "fit to paper width" option when saving as a PDF.

#### 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>			\$ -	\$ -	\$ -
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## M. Incentive Programs

PROGRAM	INCENTIVE LEVEL	TYPE OF EQUIPMENT
<p>For all NJCEP incentive programs, call 866-657-6278, email <a href="mailto:Outreach@NJCleanenergy.com">Outreach@NJCleanenergy.com</a>, or visit: <a href="http://www.NJCleanEnergy.com/CI">www.NJCleanEnergy.com/CI</a></p>		
<a href="#">NJCEP Direct Install</a>	<ul style="list-style-type: none"> <li>Existing facility (average peak demand &lt;200kW)</li> <li>Incentive up to 70% of installed cost eligible upgrades</li> <li>Incentive up to 80% of installed cost for Municipalities, K-12 public schools, and customers in UEZs or Opportunity Zones</li> </ul>	<ul style="list-style-type: none"> <li>Lighting</li> <li>Heating, Cooling &amp; Ventilation</li> <li>Refrigeration</li> <li>Variable Frequency Drives</li> </ul>
<a href="#">NJCEP SmartStart Buildings</a>	<ul style="list-style-type: none"> <li><b>Prescriptive Incentives:</b> fixed amounts for specific equipment</li> <li><b>Custom Incentives</b> based on cost/energy savings analysis</li> <li><b>Customer Tailored Energy Efficiency Pilot Program (CTEEP)</b> Design/Engineering assistance available</li> </ul>	<p>Prescriptive incentives doubled for Municipalities, K-12 public schools, and customers in UEZs or Opportunity Zones</p> <p>For details on equipment incentives: <a href="#">SmartStart Buildings Application</a></p>
<a href="#">NJCEP Pay for Performance (P4P)</a>	<ul style="list-style-type: none"> <li>New construction (&gt;50,000 square feet of conditioned space planned) or existing facility (&gt;200kW peak demand)</li> <li>Incentive based on energy savings up to 25% of project cost</li> </ul>	<p>Incentive cap raised for existing buildings to 40% for Municipalities, K-12 public schools, and customers in UEZs or Opportunity Zones</p>
<a href="#">NJCEP Combined Heat and Power</a>	<ul style="list-style-type: none"> <li>Incentives based on installed rated capacity</li> <li>\$2 million cap for projects of &lt; 500 1MW</li> <li>\$3 million cap for projects &gt; 500 1MW</li> </ul>	<p>Gas Internal Combustion Engine; Gas Combustion Turbine; Fuel Cell; Microturbine; Waste Heat to Power</p>
<a href="#">NJCEP Residential Incentives</a>	<ul style="list-style-type: none"> <li><a href="#">Home Performance with Energy Star (HPwES)</a> <ul style="list-style-type: none"> <li>Up to \$4,000 in incentives; additional bonus for residents in Urban Enterprise Zones</li> <li>0% or low interest financing available</li> </ul> </li> <li><a href="#">Comfort Partners</a> <ul style="list-style-type: none"> <li>household income below 250% federal poverty level</li> </ul> </li> <li><a href="#">Multi-Family Energy Efficiency</a> <ul style="list-style-type: none"> <li>Existing/new construction; five or more dwelling units,</li> </ul> </li> <li><a href="#">Residential New Construction</a></li> </ul>	<p>Energy audit and efficiency upgrades</p> <p><a href="#">Appliance rebates</a> (refrigerator, furnace/boiler, washer/dryer, water heating, air conditioning)</p> <p>State Energy Program funding available for oil, propane and municipal electric customers</p>
<b>Utility Company Incentives</b>	<ul style="list-style-type: none"> <li>Complement NJCEP incentives</li> <li>May offer on-bill repayment; may offer 0% interest financing</li> <li>Programs for government facilities, businesses, and residences</li> </ul>	<p>Incentives vary by service territory; check utility website for details</p>
<b>Utility Company Websites</b>	<p>Elizabethtown Gas (residential incentives): <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>NJNG (commercial and residential incentives): <a href="http://www.savegreenproject.com">www.savegreenproject.com</a></p> <p>PSEG: <a href="http://nj.pseg.com/businessandcontractorservices/saveenergyandmoneyforbusiness/directinstallprogram">nj.pseg.com/businessandcontractorservices/saveenergyandmoneyforbusiness/directinstallprogram</a></p> <p>South Jersey Gas: <a href="http://www.southjerseygas.com/Save-Energy-Money/Commercial-Energy-Savings.aspx">www.southjerseygas.com/Save-Energy-Money/Commercial-Energy-Savings.aspx</a></p> <p>South Jersey Gas (residential) <a href="http://www.southjerseygas.com/Save-Energy-Money/Residential-Savings.aspx">www.southjerseygas.com/Save-Energy-Money/Residential-Savings.aspx</a></p>	
<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>	<p>Charging stations may be installed at workplaces, public places, and multi-unit dwellings</p>
<a href="#">VW Settlement</a>	<p>Partial list of eligible project equipment under the VW Settlement.</p> <ul style="list-style-type: none"> <li>Replacement vehicles for Class 4-8 School, Shuttle &amp; Transit Bus model year 2009 and older</li> <li>Replacement vehicles for Class 4-7 Local Freight Trucks model year 2009 and older</li> <li>EV charging and hydrogen fueling</li> </ul> <p><b>Light duty vehicles (cars) are not eligible for this funding.</b></p>	