



## Sustainable Jersey 2021 EDF Climate Corps Program Information Packet

**Announcement Date:** February 25, 2021  
**Application Due Date:** ~~April 7, 2021~~ April 21, 2021

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**For questions, contact:** Nancy Quirk, Energy Program Manager via voicemail at 609.771.2902 or via email at: [quirkn@tcnj.edu](mailto:quirkn@tcnj.edu)

### **A. Background**

Sustainable Jersey is pleased to offer municipalities and school districts registered in Sustainable Jersey or Sustainable Jersey for Schools the opportunity to participate in the 2021 Environmental Defense Fund's (EDF) [Climate Corps Program](#).

Registered school districts and municipalities in [Jersey Central Power & Light](#) (JCP&L), [New Jersey Natural Gas](#) (NJNG), and [South Jersey Gas](#) (SJG) service territories are invited to apply.

In addition, distressed municipalities and school districts throughout New Jersey registered in the Sustainable Jersey or Sustainable Jersey for Schools certification programs may apply to participate in the 2021 EDF Climate Corps Program. Sustainable Jersey staff will use the NJ Division of Community Affairs Municipal Revitalization Index (MRI) to identify community distress levels when considering applications. Please see [Section H](#) below for further detail on how Sustainable Jersey uses the MRI to determine community need.

Sustainable Jersey is partnering with EDF to offer this program supported by:



EDF Climate Corps Fellows provide no-cost expertise and support for school districts and municipalities to take advantage of [New Jersey's Clean Energy Program \(NJCEP\)](#) and utility incentives (such as NJNG's [SAVEGREEN Project](#) and SJG's [Smart Energy Partners](#) program) for energy efficiency audits and facility and/or equipment upgrades to help save energy and money.

### **What's Involved?**

This program provides no-cost assistance to municipalities and school districts registered in the Sustainable Jersey and Sustainable Jersey for Schools programs to support efforts to improve building performance through energy efficiency analysis, planning, and upgrades.

With the assistance of an EDF Climate Corps Fellow – typically a graduate student with in-depth training in energy project assessment and development – municipalities and school districts can jump-start their energy initiatives and identify funding resources to implement energy projects to make their facilities more energy efficient. Energy efficiency upgrades not only save on energy costs but also typically improve indoor air quality as well as make facilities more comfortable in both warm and cold weather.

Each EDF Fellow will work with one or more municipalities and school districts for approximately 9-10 weeks during the summer of 2021. Due to COVID safety concerns, the Fellows will work remotely. Participating municipalities and school districts should be prepared to support collaborative work in an online work environment, including providing key information such as utility data electronically.

The EDF Fellow can help municipalities and school districts to:

1. Set up an energy tracking and management system.
2. Prepare documentation to submit applications for NJCEP programs such as [Local Government Energy Audit](#), [Direct Install](#), and [SmartStart](#) as well as to assist in preparing grant applications (such as for the Sustainable Jersey Grants Program or NJDEP's It Pay\$ to Plug In program).
3. Submit documentation for [Sustainable Jersey energy actions](#), including but not limited to:
  - Energy Tracking and Management (including Benchmarking)
  - Energy Efficiency for Municipal and School Facilities
  - Fleet Inventory
4. Create community outreach campaigns to promote energy efficiency for residents and businesses and build green team capacity to engage local community organizations.

EDF Fellows work with Sustainable Jersey staff and are compensated through funding provided by the sponsoring utilities (JCPL, NJNG, SJG) or by EDF. To learn more about what EDF Fellows have helped New Jersey schools and municipalities to accomplish in past years, visit the [EDF website](#).

Each municipality's or school district's exact work plan will depend on energy work already completed and current municipal or school district priorities for energy efficiency upgrades.

Selected municipalities and school districts will be expected to provide:

- A dedicated staff person to serve as the primary contact for the EDF Fellow
- Access to utility bills and other energy records as needed for the project
  - IMPORTANT NOTE: Due to the remote work environment, the municipality or school district must provide access to 14 consecutive months of utility billing information electronically. This can be provided via scanned utility bills, excel spreadsheets, or access to the municipality's or school district's online utility account. A signed Letter of Authorization to allow the utility to release data is another method to access data. The EDF Fellow will assist the municipality or school district with this process.
- Support from relevant finance, facility, and other staff
- An opportunity to present project results and recommendations to senior decision-makers by the end of the program

**Applications are due Wednesday, ~~April 7, 2021~~ April 21, 2021.**

Please contact Nancy Quirk, Energy Program Manager, via voicemail at 609.771.2902 or email at: [quirkn@tcnj.edu](mailto:quirkn@tcnj.edu) if you have any questions regarding this opportunity.

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

To be eligible to apply for the 2021 EDF Climate Corps program, an applicant must:

- Be a New Jersey municipality, school district, or school registered in Sustainable Jersey or Sustainable Jersey for Schools certification program.
- Be physically located within the [JCP&L](#), [NJNG](#), and [SJG](#) service territories or be a distressed municipality or school district.
  - See [Section E](#) for a list of municipalities served by JCP&L. School districts located in these municipalities are eligible to apply.
  - See [Section F](#) for a list of municipalities served by NJNG. School districts located in these municipalities are eligible to apply.
  - See [Section G](#) for a list of municipalities served by SJG. School districts located in these municipalities are eligible to apply.
  - See [Section H](#) for a list of distressed municipalities and how distress is determined.
- Agree to provide the support for the EDF Fellow as outlined in [Section A](#) above.

## ***C. Selection Process***

A committee of Sustainable Jersey staff will review and evaluate applications. During the selection process, SJ staff may wish to schedule an interview with municipal/school personnel to assess this

program's potential match. **Applicants must be responsive to this interview request to be considered for the program.**

Applications will be screened based on the Eligibility Requirements outlined in [Section B](#) and evaluated based on the criteria outlined below:

- Responsiveness to selection committee interview requests
- Demonstrated commitment to support the EDF Fellow requests for data and other information needed to complete NJCEP applications as well as Sustainable Jersey energy actions
- Commitment to provide 14 consecutive months of utility billing data via electronic means (i.e., scans of utility bills, excel spreadsheet)

If selected to participate in Sustainable Jersey's 2021 EDF Climate Corps Fellows program, the municipal or school district staff contacts listed on the application will be expected to join an introductory conference call with Sustainable Jersey once the selection is finalized. These introductory calls help orient both the on-site staff and the EDF Fellow to recent and planned energy projects for the program's duration.

#### **D. Application Form**

To apply, complete the online application form here: <https://forms.gle/evEqSfP4BNB3ZVE77>

Contact Nancy Quirk, Energy Program Manager, via voicemail at 609-771-2902 or via email at [quirkn@tcnj.edu](mailto:quirkn@tcnj.edu) if you have any questions regarding this opportunity.

A completed online application must be **submitted by ~~April 7, 2021~~ April 21, 2021.**

**NOTE:** *The online application must be completed in one session; you cannot save your application. We recommend that you prepare and save your responses in a word document ahead of time to copy and paste into the online form.*

The online application form includes the following sections:

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

- Municipality/School district name, county, electric utility, natural gas utility, mailing address, and list of buildings.
  - For municipal applicants, please list all major buildings.
  - For school district applicants, please list each school, including the name and type (elementary, etc.).

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

- Provide full contact information, including name, title, street address, email address, and phone numbers for a primary and secondary staff contact. The primary and secondary contacts will be notified once a final decision on the grant application is made.

### 3. Completed Energy Projects

- Provide a summary of energy projects completed within the past five years in any of the buildings listed in the applicant information section. Note if efforts were funded in part through utility and/or New Jersey's Clean Energy Program (NJCEP) incentives or other external funding sources.
- Include, as relevant, information on recent building additions/expansions, equipment replacement, or newly acquired properties.

### 4. Proposed Projects

- Provide a brief description of projects for which the support of an EDF Fellow would be utilized. EDF Fellows work primarily on setting up an energy tracking and management system and preparing documentation to submit applications for NJCEP or utility incentive programs. But they can also work on other energy related projects.
- Include, as relevant, mention of upcoming renovation or new construction projects, as well as any recently acquired buildings.

### 5. Staff Contacts for Proposed Projects

- Provide specific staff contacts for the proposed project. Include each contact's name, title, phone number, and email.
- EDF Fellows typically work with several staff to complete projects, such as the Business Administrator, Chief of Staff, Financial Officer, School District Superintendent, School Principal, teachers, and/or staff from Public Works, Planning, and Facilities departments.

### 6. Authorization

- Digitally sign the authorization form. For a municipality, this should be signed by a member of the governing body, the business administrator, or an authorized staff member. For a school district, this should be signed by the superintendent, the business administrator, or an authorized staff member.

### 7. Resolution

- The resolution should **demonstrate a commitment** to the project.
  - Click [here](#) for a sample municipal resolution supporting the submission of the 2021 EDF Climate Corps Program application.
  - Click [here](#) for a sample school board resolution supporting the submission of the 2021 EDF Climate Corps Program application.
    - School districts may submit a letter signed by the business administrator, superintendent, or principal instead of a resolution.
- **Note: This authorization is DIFFERENT from the resolution passed to register for Sustainable Jersey or Sustainable Jersey for Schools.**

*Reminder: The online application must be completed in one session; you cannot save your application. We recommend that you prepare and save your responses in a word document ahead of time to copy and paste into the online form.*

Please email your resolution to Nancy Quirk, Energy Program Manager, at [quirkn@tcnj.edu](mailto:quirkn@tcnj.edu).

Once your online application has been submitted, and your resolution emailed to Sustainable Jersey, the primary and secondary contacts listed on the application will receive a confirmation email that the application was successfully submitted.

## **E. JCP&L Service Territory**

All municipalities and school districts within these municipalities are eligible to apply.

### **BURLINGTON COUNTY**

Chesterfield Township  
New Hanover Township  
North Hanover Township  
Pemberton Borough  
Pemberton Township  
Southampton Township  
Springfield Township  
Woodland Township  
Wrightstown Borough

### **ESSEX COUNTY**

Livingston Township  
Millburn Township

### **HUTERDON COUNTY**

Alexandria Township  
Bethlehem Township  
Bloomsbury Borough  
Califon Borough  
Clinton Town  
Clinton Township  
Delaware Township  
East Amwell Township  
Flemington Borough  
Franklin Township  
Frenchtown Borough  
Glen Gardner Borough  
Hampton Borough  
High Bridge Borough  
Holland Township  
Kingwood Township  
Lambertville City  
Lebanon Borough  
Lebanon Township  
Milford Borough  
Raritan Township  
Readington Township  
Stockton Borough  
Tewksbury Township  
Union Township  
West Amwell Township

### **MERCER COUNTY**

East Windsor Township  
Hightstown Borough  
Hopewell Township  
Robbinsville Township  
West Windsor Township

### **MIDDLESEX COUNTY**

Cranbury Township  
East Brunswick Township  
Helmetta Borough  
Jamesburg Borough  
Monroe Township  
Old Bridge Township  
Sayreville Borough  
South Amboy City  
South Brunswick Township  
Spotswood Borough

### **MONMOUTH COUNTY**

Aberdeen Township  
Allenhurst Borough  
Asbury Park City  
Atlantic Highlands Borough  
Avon-By-The-Sea Borough  
Belmar Borough  
Bradley Beach Borough  
Brielle Borough  
Colts Neck Township  
Deal Borough  
Eatontown Borough  
Englishtown Borough  
Fair Haven Borough  
Farmingdale Borough  
Freehold Borough  
Freehold Township  
Hazlet Township  
Highlands Borough  
Holmdel Township  
Howell Township  
Interlaken Borough  
Keansburg Borough  
Keyport Borough  
Lake Como Borough  
Little Silver Borough  
Loch Arbour Village  
Long Branch City  
Manalapan Township  
Manasquan Borough  
Marlboro Township  
Matawan Borough  
Middletown Township  
Millstone Township  
Monmouth Beach Borough  
Neptune City Borough  
Neptune Township  
Ocean Township  
Oceanport Borough  
Red Bank Borough  
Roosevelt Borough

Rumson Borough  
Sea Bright Borough  
Sea Girt Borough  
Shrewsbury Borough  
Shrewsbury Township  
Spring Lake Borough  
Spring Lake Heights Borough  
Tinton Falls Borough  
Union Beach Borough  
Upper Freehold Township  
Wall Township  
West Long Branch Borough

### **MORRIS COUNTY**

Boonton Town  
Boonton Township  
Butler Borough  
Chatham Borough  
Chatham Township  
Chester Borough  
Chester Township  
Denville Township  
Dover Town  
East Hanover Township  
Florham Park Borough  
Hanover Township  
Harding Township  
Jefferson Township  
Kinnelon Borough  
Lincoln Park Borough  
Long Hill Township  
Madison Borough  
Mendham Borough  
Mendham Township  
Mine Hill Township  
Montville Township  
Morris Plains Borough  
Morris Township  
Morristown Town  
Mount Arlington Borough  
Mount Olive Township  
Mountain Lakes Borough  
Netcong Borough  
Parsippany-Troy Hills Township  
Pequannock Township  
Randolph Township  
Riverdale Borough  
Rockaway Borough  
Rockaway Township  
Roxbury Township  
Victory Gardens Borough  
Washington Township  
Wharton Borough

***E. JCP&L Service Territory (Continued)***

**OCEAN COUNTY**

Barnegat Township  
Bay Head Borough  
Beachwood Borough  
Berkeley Township  
Brick Township  
Island Heights Borough  
Jackson Township  
Lacey Township  
Lakehurst Borough  
Lakewood Township  
Lavallette Borough  
Manchester Township  
Mantoloking Borough  
Ocean Gate Borough  
Ocean Township  
Pine Beach Borough  
Plumsted Township  
Point Pleasant Beach Borough  
Point Pleasant Borough  
Seaside Heights Borough  
Seaside Park Borough  
South Toms River Borough  
Toms River Township

**PASSAIC COUNTY**

Bloomington Borough  
Pompton Lakes Borough  
Ringwood Borough  
Wanaque Borough  
Wayne Township  
West Milford Township

**SOMERSET COUNTY**

Bedminster Township  
Bernards Township  
Bernardsville Borough  
Branchburg Township  
Bridgewater Township  
Far Hills Borough  
Green Brook Township  
Hillsborough Township  
Peapack And Gladstone  
Warren Township  
Watchung Borough

**SUSSEX COUNTY**

Andover Borough  
Andover Township  
Branchville Borough  
Byram Township  
Frankford Township  
Franklin Borough  
Fredon Township  
Green Township  
Hamburg Borough  
Hampton Township  
Hardyston Township  
Hopatcong Borough  
Lafayette Township  
Montague Township  
Newton Town  
Ogdensburg Borough  
Sandyston Township  
Sparta Township  
Stanhope Borough  
Stillwater Township  
Sussex Borough  
Vernon Township  
Walpack Township  
Wantage Township

**UNION COUNTY**

Berkeley Heights Township  
Mountainside Borough  
New Providence Borough  
Springfield Township  
Summit City

**WARREN COUNTY**

Allamuchy Township  
Alpha Borough  
Belvidere Town  
Blairstown Township  
Franklin Township  
Frelinghuysen Township  
Greenwich Township  
Hackettstown Town  
Hardwick Township  
Harmony Township  
Hope Township  
Independence Township  
Knowlton Township  
Liberty Township  
Lopatcong Township  
Mansfield Township  
Oxford Township  
Phillipsburg Town  
Pohatcong Township  
Washington Borough  
Washington Township  
White Township

## **F. New Jersey Natural Gas Service Territory**

All municipalities and school districts within these municipalities are eligible to apply.

### **BURLINGTON COUNTY**

Bass River Township  
Washington Township

### **MIDDLESEX COUNTY**

Old Bridge Township

### **MONMOUTH COUNTY**

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

### **MONMOUTH COUNTY**

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

### **MORRIS COUNTY**

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

### **OCEAN COUNTY**

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

### **SUSSEX COUNTY**

Hopatcong Borough



## **G. South Jersey Gas Service Territory**

All municipalities and school districts within these municipalities are eligible to apply.

### **ATLANTIC COUNTY**

Absecon City  
Atlantic City  
Brigantine City  
Buena Borough  
Buena Vista Township  
Egg Harbor Township  
Egg Harbor City  
Estell Manor City  
Folsom Borough  
Galloway Township  
Hamilton Township  
Hammonton Township  
Linwood City  
Longport Borough  
Margate City  
Mullica Township  
Northfield City  
Pleasantville City  
Somers Point City  
Ventnor City  
Weymouth Township

### **BURLINGTON COUNTY**

Evesham Township  
Medford Lakes Borough  
Medford Township  
Shamong Township  
Southampton Township  
Tabernacle Township  
Woodland Township

### **CAMDEN COUNTY**

Barrington Borough  
Berlin Borough  
Berlin Township  
Cherry Hill Township  
Chesilhurst Borough  
Clementon Borough  
Gibbsboro Borough  
Gloucester Township  
Hi-Nella Borough  
Laurel Springs Borough

Lawnside Borough  
Lindenwold Borough  
Magnolia Borough  
Pine Hill Borough  
Runnemede Borough  
Somerdale Borough  
Stratford Borough  
Voorhees Borough  
Waterford Borough  
Winslow Township

### **CAPE MAY COUNTY**

Avalon Borough  
Cape May City  
Dennis Township  
Lower Township  
Middle Township  
North Wildwood City  
Ocean City  
Sea Isle City  
Stone Harbor Borough  
Upper Township  
West Cape May Borough  
West Wildwood Borough  
Wildwood City  
Wildwood Crest Borough  
Woodbine Borough

### **CUMBERLAND COUNTY**

Bridgeton City  
Commercial Township  
Deerfield Township  
Downe Township  
Fairfield Township  
Greenwich Township  
Hopewell Township  
Lawrence Township  
Maurice River Township  
Millville City  
Shiloh Borough  
Stow Creek Township  
Upper Deerfield Township  
Vineland City

### **GLOUCESTER COUNTY**

Clayton Borough  
Deptford Township  
East Greenwich Township  
Elk Township  
Franklin Township  
Glassboro Township  
Greenwich Township  
Harrison Township  
Logan Township  
Mantua Township  
Monroe Township  
Newfield Borough  
Paulsboro Borough  
Pitman Borough  
South Harrison Township  
Swedesboro Borough  
Washington Township  
Wenonah Borough  
West Deptford Township  
Woodbury Heights Borough  
Woolwich Borough

### **SALEM COUNTY**

Alloway Township  
Carneys Point Township  
Elmer Borough  
Elsinboro Township  
Mannington Township  
Oldmans Township  
Penns Grove Borough  
Pennsville Township  
Pilesgrove Township  
Pittsgrove Township  
Quinton Township  
Salem City  
Upper Pittsgrove Township  
Woodstown Borough

## ***H. Distressed Municipalities***

For details about how Sustainable Jersey determines community distress, see note below.  
All municipalities and school districts within these municipalities are eligible to apply.

### **ATLANTIC COUNTY**

Atlantic City  
Buena Boro  
Egg Harbor City  
Pleasantville City

### **BURLINGTON COUNTY**

Pemberton Borough  
Wrightstown Borough

### **CAMDEN COUNTY**

Camden City  
Lindenwold Borough  
Woodlynne Borough

### **CAPE MAY COUNTY**

Wildwood City  
Woodbine Borough

### **CUMBERLAND COUNTY**

Bridgeton City  
Commercial Township  
Millville City  
Vineland City

### **ESSEX COUNTY**

City of Orange Township  
East Orange City  
Irvington Township  
Newark City

### **GLOUCESTER COUNTY**

Paulsboro Borough  
Woodbury City

### **HUDSON COUNTY**

Union City  
West New York Town

### **MERCER COUNTY**

Trenton City

### **MIDDLESEX COUNTY**

New Brunswick City  
Perth Amboy City

### **MONMOUTH COUNTY**

Asbury Park City  
Keansburg Borough

### **OCEAN COUNTY**

Lakewood Township  
Seaside Heights Borough

### **PASSAIC COUNTY**

Passaic City  
Paterson City  
Prospect Park Borough

### **SALEM COUNTY**

Penns Grove Borough  
Salem City

### **SUSSEX COUNTY**

Sussex Borough

### **UNION COUNTY**

Elizabeth City  
Plainfield City

### **WARREN COUNTY**

Phillipsburg Town

NOTE: Distress is determined using the New Jersey Department of Community Affairs Municipal Revitalization Index (MRI), which uses a number of parameters to establish the MRI score, such as unemployment rate, number of children on TANF, and substandard housing, among other criteria. The score provides a way to compare level of need.

Typically, municipalities (and school districts located in these municipalities) with an MRI score above 50 are considered "distressed." These municipalities are listed above; if your municipality (or school district) is not listed above, we encourage you to contact Sustainable Jersey to discuss your situation. The MRI score is utilized here as general guidance and not meant to exclude any municipality or school district that is not on this list.

For more information on the Municipal Revitalization Index, visit NJDCA's [website](#).