



Sustainable Jersey–PSE&G Energy Efficiency Partnership Program 2025-2026 Program Information Packet for Municipalities

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For questions, contact: Leanne McGowan, Program Manager, via email at mcgowale@tcnj.edu or voicemail at 609.771.2063.

A. Program Details

Sustainable Jersey and PSE&G are excited to announce the sixth application round of the **SJ-PSE&G Energy Efficiency Partnership Program** (“the Program”) to support local action to reduce greenhouse gas emissions in New Jersey. The Program offers wrap-around support, customized resources, and flexible funding options for municipalities to take actions that lower emissions in their buildings, and help residents and local businesses do the same. What sets the Sustainable

Jersey–PSE&G Partnership Program apart is the robust technical assistance and implementation support designed to make running an effective program as easy as possible for busy local governments.

Upon entering the Program, municipalities will choose **one of the three tracks**: Residential Energy Efficiency Outreach Campaign; Commercial Energy Efficiency Outreach Campaign; or Technical Assistance for Energy Efficiency in Municipal Facilities. Further detail on each track is provided below.

The goal of the SJ–PSE&G Partnership Program is to help participating municipalities achieve all three tracks over time. Once a municipality is successfully underway in the initially-selected track, that municipality can move into a second track (subject to the availability of resources from Sustainable Jersey). The tracks can be completed in any order, suiting the needs of each municipality.

Sustainable Jersey–PSE&G Energy Efficiency Partnership Program Tracks

Track 1. Residential Energy Efficiency Outreach Campaign

Track 2. Commercial Energy Efficiency Outreach Campaign

Track 3. Technical Assistance for Energy Efficiency in Municipal Facilities

Tracks 1 and 2: Energy Efficiency Outreach Campaigns (Residential/Commercial)

Community Energy Efficiency Outreach Campaigns—whether aimed at residents through the Residential Outreach Campaign track or at local small businesses through the Commercial Outreach Campaign track—are essential to encouraging community members to take advantage of [residential energy efficiency programs](#) or the [Direct Install program](#) for small and medium-sized businesses.

COHORT MODEL

For the Outreach Campaign tracks, Sustainable Jersey will use a ‘cohort model’ to work with small groups of municipalities to organize and launch outreach campaigns. This model fosters peer support and provides opportunities to share ideas, challenges and milestones with fellow municipalities throughout the training period.

While the pace of development and duration of the outreach campaigns will vary based on each municipality’s unique plan, all participants will take part in cohort training sessions covering best practices, campaign planning templates, energy efficiency program details, and available resources to incorporate into their outreach strategies.

In the early stages, municipalities will follow a common timetable to develop their outreach campaign plans. Sustainable Jersey will also provide one-on-one assistance to refine plans and

support implementation. Completed plans will be tailored to each community, with different components and timelines. Once finalized, municipalities will move forward at their own pace, implementing their plans with continued support from Sustainable Jersey.

OUTREACH CAMPAIGN TRACK EXPECTATIONS

The Residential and Commercial Energy Efficiency Outreach Campaign tracks pair each participating municipality with a dedicated Sustainable Jersey staff member. This staff liaison helps identify resources and stakeholders for a community-wide outreach and education campaign. Combined with available grants, plug-and-play tools, and other services, this support is designed to make campaigns easy to launch, effective in impact, and practical to implement.

Through virtual training sessions and individualized technical assistance, Sustainable Jersey staff will help municipalities:

1. Assemble the outreach team and set campaign goals
2. Identify community partners
3. Draft an outreach campaign plan
4. Review the plan with the municipal outreach team
5. Coordinate customized Toolkit* resources (e.g., municipal campaign website, videography, mailing, signage and tabling materials)

Municipalities participating in one of the Energy Efficiency Outreach Campaign tracks will:

1. Designate a staff person, Green Team member, or other responsible party to serve as the primary contact for Sustainable Jersey
2. Establish an outreach team, typically composed of Green Team members, local decision makers, and/or volunteers from community-based organizations
3. Work with Sustainable Jersey to develop an outreach campaign plan
4. Commit to attending a virtual kick-off event and at least two additional virtual cohort sessions (a combination of training/coaching, coordinating resources and peer learning)
5. Make a good faith effort to launch an outreach campaign within six months of receiving the Start-up grant, incorporating elements such as mailings, social media, signage (e.g., banners) a local video and/or a web presence
6. Offer educational outreach events for residents and/or businesses.

OUTREACH TOOLKIT* Sustainable Jersey has prepared an **Outreach Toolkit** of resources that have proven especially impactful in engaging residents and/or businesses to take advantage of energy efficiency incentive programs that save energy and save money. For example, we have engaged a professional videographer to create a video testimonial of a local resident or business owner in your town who can speak about the benefits of having a home or business energy assessment or about their personal experience with one of PSE&G energy efficiency programs.

Sustainable Jersey–PSE&G Partnership Program Outreach Toolkit

Materials available in the Toolkit* include:

- a. Complimentary customized outreach campaign services and resources
 - i. videography for creating testimonial videos of local resident(s) or business owner(s) speaking about the benefits of a home energy assessment or their personal experience with one of PSE&G’s programs;
 - ii. community website for promoting the outreach campaign;
 - iii. direct mailing to residents or small business owners from the municipality; and/or
 - iv. customized table runner, banners, and whiteboard easel.
- b. Outreach Campaign promotional and tabling materials that can be customized** and used throughout the campaign and at community events
 - i. printed Program materials (flyer, cards)
 - ii. press release and social media templates; and
 - iii. PSE&G giveaways.

*Municipalities will select relevant Toolkit items from the list above upon consultation with Sustainable Jersey staff. Please note that availability of some items may depend on professional services beyond the control of Sustainable Jersey.

**Outreach Templates provided by Sustainable Jersey must be used “as is” without any changes.

Track 3: Technical Assistance for Energy Efficiency in Municipal Facilities

The Technical Assistance track provides no-cost, customized support and assigns a Sustainable Jersey staff member to help municipalities improve building performance. Assistance includes energy efficiency analysis, planning, and preparing applications for PSE&G and/or NJCEP incentives for facility upgrades. These efforts can reduce utility costs, lower greenhouse gas emissions and demonstrate municipal leadership in sustainability for residents and businesses.

TECHNICAL ASSISTANCE TRACK EXPECTATIONS

Because this track is customizable, technical assistance plans and timelines will vary; most engagements last 3–6 months.

Through virtual training sessions and individualized technical assistance, Sustainable Jersey can help municipal staff and project team members:

1. Establish a building portfolio and an energy tracking/management system to monitor energy usage

2. Develop an ongoing process for tracking and reporting energy use and cost
3. Understand and take advantage of PSE&G and/or NJCEP incentives and rebates for facility upgrades
4. Gather and submit documentation for Sustainable Jersey energy actions.

Municipalities participating in the Technical Assistance track will:

1. Designate a staff person to serve as the primary contact for Sustainable Jersey
2. Provide access to utility bills and other energy records needed for the project
3. Involve relevant staff (e.g., finance, facilities) as needed
4. Commit to attending at least three virtual training sessions
5. Begin foundational track activities within three months of receiving the Start-up grant.

B. Eligibility Requirements

To be eligible to apply for the 2025-2026 Sustainable Jersey–PSE&G Partnership Program, an applicant must:

- Be a New Jersey municipality
- Receive **BOTH** electricity and gas service from PSE&G

The Partnership Program is open to municipalities served 100% by PSE&G, whether or not they are currently registered or certified with Sustainable Jersey. Completing activities related to program participation can help a municipality earn points toward certification.

The list of eligible municipalities can be found [here](#) and in [Appendix B on page 14](#).

Low- and moderate-income, overburdened, and distressed municipalities are encouraged to apply. Priority for some grants will be provided to distressed communities (based on the New Jersey Department of Community affairs Municipal Revitalization Index score).

C. Application Process

Applications must be submitted using the SJ–PSE&G Partnership Program [Online Application](#) by 11:59 PM on the application due date at the top of page 1. For questions about the application deadline, or an application extension, please contact Leanne McGowan, Program Manager, at mcgowale@tcnj.edu, or at 609.771.2063. Only online application submissions will be considered for funding.

Applicants will submit one application to participate in the Partnership Program. Each applicant will select ONE of the following tracks as part of the initial application process:

- Track 1. Residential Energy Efficiency Outreach Campaign
- Track 2. Commercial Energy Efficiency Outreach Campaign
- Track 3. Technical Assistance for Energy Efficiency in Municipal Facilities

Upon successful completion of foundational activities (see [Section A](#) above) in the initially-selected track, a municipality can move into a second track (subject to the availability of resources from Sustainable Jersey).

The goal of the Program is to have participating municipalities complete all three tracks over a period of time. Each municipality can move at its own pace, with some municipalities completing tracks in a shorter timeframe than others that might need two or more years.

See [Appendix A](#) for instructions on how to use the SJ–PSE&G Partnership Program Online Application. The Program application can be accessed using this link:

<https://webportalapp.com/sp/login/sjpsegeppapp>

Program Application Sections

The online application form includes the following sections:

1. Applicant Information

- Municipality, county, and mailing address.

2. Applicant Contacts

- Primary and secondary contacts: Full contact details (name, title, street address, email, phone) for two municipal officials (cannot be consultants). These contacts will be notified once a decision is made.
- Fiscal contact. Full contact details for the person who will process grant funds (may be the same as the primary or secondary contact).

3. Contacts for Program-Related Activities (*optional but encouraged*)

- Outreach Campaign Track: Names of outreach team members, such as Environmental Commission or Green Team members, or elected officials.
- Technical Assistance Track: Names of municipal staff involved in reviewing utility bills, assessing energy use, and making decisions on efficiency upgrades (e.g., DPW/facilities, finance staff, Business Administrator).

4. Proposed Program energy efficiency goals (*optional but encouraged*)

- **Outreach Campaign Track:** Information on existing initiatives, priorities, past outreach activities, or community needs/barriers related to energy efficiency.
- **Technical Assistance Track:** General goals for municipal facilities to be addressed with Sustainable Jersey’s technical assistance.

5. Program Authorization

Digital signature from a governing body member, business administrator, or authorized staff member.

6. Resolution

- Signed and dated municipal resolution committing to the Program (note that this is different from the general Sustainable Jersey program registration resolution).
- A sample resolution is available for download [here](#); begin the adoption process early to allow sufficient time.

Note that applications may be submitted with a proposed resolution and the date it will be presented to the governing body. Please contact Leanne McGowan at mcgowale@tcnj.edu if you are unable to submit the signed and dated resolution with your application.

Once submitted (with resolution) via the Sustainable Jersey Grants Online Grant Application, the primary and secondary contacts will receive a confirmation email.

Contact Leanne McGowan, Program Manager, via email at mcgowale@tcnj.edu, or voicemail at 609.771.2063 if you have any questions regarding this opportunity.

Selection Process

Sustainable Jersey staff will review all applications. During this process, an interview with municipal staff may be requested, and applicants must respond promptly to any interview request.

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

- Responsiveness to a selection interview, if requested
- Demonstrated commitment to follow through with the Program and support Sustainable Jersey staff with any information relevant to the selected track (e.g., data needed to complete energy efficiency incentive applications for the Technical Assistance track)

Once admitted into the program, the municipal staff contacts listed on the application, along with other key team members, are expected to participate in an introductory conference call with Sustainable Jersey. This call will orient both the municipal and Sustainable Jersey staff to the

community's needs and goals. During this initial consultation, Sustainable Jersey staff will solicit information on current priorities, such as:

- Outreach campaign planning needs (Outreach Campaign tracks)
- Energy efficiency or equipment replacement needs (Technical Assistance track)

Because this Program provides highly customized, hands-on support, the number of applicants may exceed Sustainable Jersey's capacity. Sustainable Jersey reserves the right to limit participation at its discretion.

D. Funding Support for Program Participants

Program participants are eligible for funding to support their energy efficiency efforts. These flexible funding options are designed to cover expenses related to completing energy tracking and management tasks, as well as implementing outreach activities that advance community energy efficiency goals.

Funds can be used for eligible direct or indirect program-related expenses related to energy efficiency planning initiatives and energy efficiency community outreach campaigns.

Eligible Expenses

Eligible expenses refer to anything directly related to participation in the Program. These may include, but are not limited to:

- Direct expenses such as:
 - Purchasing outreach materials
 - Hiring contractors or consultants
 - Contracting for professional services.
- Staff or volunteer compensation for completing program-related tasks and activities, such as:
 - Energy efficiency tracking and management.
 - Utility data collection, entry, and tracking.
 - Attendance at virtual training sessions.
 - Outreach campaign planning and implementation.

For questions, please contact Leanne McGowan, Program Manager, via email at: mcgowale@tcnj.edu.

Grants and Reporting Requirements

By accepting Program funding, a municipality agrees to use the funds to support activities related to implementing the SJ–PSE&G Partnership Program. These grants are subject to the availability of funds. At the discretion of Sustainable Jersey, additional grants may be made available on a competitive basis, with priority given to distressed communities, as determined by a community’s MRI Rank, based on the NJ Division of Community Affairs Municipal Revitalization Index (MRI).

FUNDING OPTIONS

Grant	Purpose	Application	Availability	Reporting
\$2,500 Program Start-Up <i>(Non-Competitive)</i> One Payment.	Early-stage support for each track: covers initial planning and staffing.	No scope of work or budget required.	One time per municipality in each track implemented.	Short statement on use and accomplishments submitted through the online portal.
\$5,000 Residential Outreach Campaign * <i>(Competitive)</i> One Payment.	Supports Residential Outreach Campaign expenses (events, materials, staffing).	Short application and budget submitted through the online portal.	After outreach plan approval and participation in virtual cohort sessions.	Brief final report and itemized list of expenses submitted through the online portal.
\$5,000 Commercial Outreach Campaign * <i>(Competitive)</i> One Payment.	Supports Commercial Outreach Campaign expenses (events, materials, staffing).	Short application and budget submitted through the online portal.	After outreach plan approval and participation in virtual cohort sessions.	Brief final report and itemized list of expenses submitted through the online portal.
\$10k-25k Staffing & Community Engagement (S&CE) <i>(Competitive)</i> Paid in two installments.	Expands staffing for outreach events. Can fund municipal, or partner organization, staff/volunteers. See more information below on page 10 .	Scope of work, budget and timeline via online Google Form emailed to outreach participants.	One time per municipality (12–18 months period) after meeting eligibility requirements for Outreach Campaign grants.	Quarterly deliverables and reporting. Final report and documentation of expenses.

*** NOTE:** A municipality that receives two Outreach Campaign grants in the same calendar year—one for a Residential Outreach Campaign and one for a Commercial Outreach Campaign—may apply for an additional Outreach Campaign Grant in the following calendar year.

\$10,000 - \$25,000 Staffing & Community Engagement (S&CE) Grant– New in 2025

Grants of up to \$25,000 are available to outreach campaign track participants that have a demonstrated track record of Program engagement. Generally, S&CE grants are intended to bolster campaign administration and staffing for events to promote awareness of energy efficiency programs/incentives in the community.

Participants in the Program’s outreach tracks will be notified of S&CE Grant application periods and emailed a link to the application form. For the 2025-2026 Program period, S&CE grant applications will not be accessible through the SJ–PSE&G Partnership Program portal.

Applications will be judged by the potential impact and scope of the project. The number of people served/size of the municipality, including high-need residents served, and/or a partnership with a non-profit community organization will also be significant selection criteria.

ELIGIBLE GRANT FUNDED ACTIVITIES:

- **Support outreach campaign best practices**, including maintaining a coordinated, consistent presence in the community for the duration of the campaign and leveraging community partnerships in planning and implementation.
- **Ensure adequate staffing** for municipalities and community partner organizations to plan, launch, and maintain an impactful, community-wide outreach campaign.
- **Cover volunteer, intern, or staff time** spent directly on the outreach campaign in coordination with the existing Partnership Program outreach lead(s).
- **Compensate volunteers, interns, or staff** for the municipality or for a designated community partner organization selected to co-lead the outreach campaign.
- **Fund an existing position or support hiring a new position** (a new hire does not need to be in place at the time of application).

If you’re interested in learning more about how Partnership Program grants can support your energy efficiency outreach campaign planning and implementation, including outreach event staffing, please contact Leanne McGowan at mcgowale@tcnj.edu.

E. Terms and Conditions

1. Residential or Commercial Outreach Campaign Tracks

- Municipalities beginning with Track 1 (Residential Energy Efficiency Outreach Campaign) or Track 2 (Commercial Energy Efficiency Outreach Campaign) are expected to make a good faith effort to launch their outreach campaign within **six months** of receiving the Start-up grant.

2. Technical Assistance Track

- Municipalities beginning with Track 3 (Technical Assistance for Energy Efficiency in Municipal Facilities) are expected to begin Technical Assistance activities within three months of receiving Program funding.

3. All Program Grants

- Review the reporting requirements ([Section D](#)).

4. Outreach Materials

- Sustainable Jersey and PSE&G have created outreach material templates (e.g., municipal letters to residents, flyers) to support successful campaigns.
- Templates are **easily customizable** by adding the municipality's name and logo where indicated.
- Beyond these changes, the information/text in the templates **may not** be altered or omitted.

Appendix A. Creating an Account in the Online Grant Application Portal

The Online Grant Application Portal can be accessed via the following link:

<https://webportalapp.com/sp/login/sipsegeppapp>

New Program Applicants:

Applicants who have not previously applied to the Sustainable Jersey–PSE&G Partnership Program must create a new account in the Online Grant Application Portal. Note that this account will not be linked to any account you may have created for the annual [Sustainable Jersey Grants Program](#) cycles. A separate login is required for this Program.

Be sure to record the email address and password you used. Accepted program participants will need this information to log into the system to complete grant applications, any required reports, and additional program track applications.

Returning Municipalities:

Use a single account to submit all applications and reporting forms on the behalf of your municipality for the Sustainable Jersey–PSE&G Partnership Program. This includes program track applications, grant applications, and associated reporting.

Municipalities may submit up to three applications—one for each program track. Additional track applications may be submitted after initial acceptance into the Program and upon recommendation from the Sustainable Jersey Energy Team. Progress in one track will not prevent work on another.

Using the Portal:

You may save your work at any time and resume later using the login feature. Drafts automatically save every 5 minutes; a “Save Draft” button is also available at the end of the form—manual saves are encouraged. Submitted applications can be accessed and edited until the deadline. If you forget your password, you can reset it using the Forgot Password? Button.

Changing Portal Access:

If a new person will be responsible for submitting applications or reports, email Leanne McGowan, Program Manager at mcgowale@tcnj.edu and cc: Kaitlyn Vollmer, Grants Program Manager, at vollmerk@tcnj.edu. The new person will need to create their own account—staff will then link this account to replace the old one. Accounts can only be accessed by one person—the account owner.

Need Help? Contact Leanne McGowan, Program Manager at mcgowale@tcnj.edu for assistance.

STEP ONE

If your municipality is already accepted into the Program, sign into your municipality's existing account to submit a new track application or complete reporting. If your municipality is applying for the first time, Sign Up for a new account.

Sign In

Email

Password

Log In [Forgot your password?](#)

Need an Account?

Sign Up

Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

Confirm password

- Passwords must match

STEP TWO

After signing up for your account, you must create a profile before you can access the application form. Click “Create a Profile to Get Started” to access the Profile form. The profile will ask you to provide more information about your municipality.

Homepage Welcome, vollmerk@tcnj.edu

Thank you for signing up for a Sustainable Jersey-PSE&G Energy Efficiency Partnership Account account! As the primary contact, you will use this account to submit program track applications and, if selected to participate, any grant applications or required reporting requirements associated with your participation. Before moving forward with an application, you must first create a Profile for your account.

Please click “Create a Profile to Get Started” to begin. You can always edit your Profile by clicking “Edit”.

You cannot move forward until you have completed your Profile.

[Create a Profile to Get Started](#)

If you are a returning municipality, make sure your profile is up to date before submitting a new application or reports.

STEP THREE

As part of your profile, you will be asked to provide contact information for a **primary, secondary and fiscal contact that must be municipal employees (they cannot be consultants)**. Sustainable Jersey will direct all communications about the application to the primary and secondary contacts.

Primary Application Contact

This is the primary person Sustainable Jersey will correspond with regarding this application and any subsequent award. The primary contact must be a municipal staff member. It cannot be a consultant.

Name *

Title *

Phone *

Phone Number Extension

Email *

STEP FOUR

After filling out the profile section, you will be able to access an application form for any of the three program tracks. Click “Get Started” to access the application form. You are now ready to complete the different application sections. The application questions are provided in [Section C](#) above.

[Get Started](#)

Appendix B. List of Municipalities Served 100% by PSE&G (electricity and gas)

Allentown Boro	Ewing Twp	Maplewood Twp	Ridgewood Village
Audubon Boro	Fair Lawn Boro	Maywood Boro	River Edge Boro
Audubon Park Boro	Fairfield Twp	Merchantville Boro	River Vale Twp
Barrington Boro	Fairview Boro	Middlesex Boro	Riverside Twp
Bayonne City	Fieldsboro Boro	Midland Park Boro	Riverton Boro
Belleville Twp	Florence Twp	Millstone Boro	Rochelle Park Twp
Bellmawr Boro	Fort Lee Boro	Montclair Twp	Rocky Hill Boro
Bergenfield Boro	Franklin Twp, Somerset	Montgomery Twp	Roseland Boro
Beverly City	Garfield City	Moonachie Boro	Rutherford Boro
Bloomfield Twp	Glen Ridge Boro	Moorestown Twp	Saddle Brook Twp
Bogota Boro	Glen Rock Boro	Mount Ephraim Boro	Secaucus Town
Bordentown City	Gloucester City	Mount Holly Twp	Somerville Boro
Bordentown Twp	Guttenberg Town	Mount Laurel Twp	South Bound Brook Boro
Bound Brook Boro	Hackensack City	National Park Boro	South Hackensack Twp
Brooklawn Boro	Haddon Heights Boro	New Brunswick City	South Orange Village Twp
Burlington City	Haddon Twp	New Milford Boro	South Plainfield Boro
Burlington Twp	Haddonfield Boro	Newark City	Tavistock Boro
Caldwell Boro	Hainesport Twp	North Arlington Boro	Teaneck Twp
Camden City	Haledon Boro	North Bergen Twp	Tenafly Boro
Carlstadt Boro	Hamilton Twp	North Brunswick Twp	Teterboro Boro
Cedar Grove Twp	Harrison Town	North Caldwell Boro	Totowa Boro
Cinnaminson Twp	Hasbrouck Heights Boro	North Haledon Boro	Trenton City
City of Orange Twp	Haworth Boro	North Plainfield Boro	Union City
Cliffside Park Boro	Hawthorne Boro	Nutley Twp	Verona Twp
Clifton City	Highland Park Boro	Oaklyn Boro	Waldwick Boro
Collingswood Boro	Hillsdale Boro	Oradell Boro	Wallington Boro
Delanco Twp	Hoboken City	Palisades Park Boro	Washington Twp, Bergen
Delran Twp	Ho-ho-kus Boro	Palmyra Boro	Weehawken Twp
Dumont Boro	Irvington Twp	Paramus Boro	West Caldwell Twp
Dunellen Boro	Jersey City	Passaic City	West New York Town
East Orange City	Kearny Town	Paterson City	West Orange Twp
East Rutherford Boro	Leonias Boro	Pennsauken Twp	Westampton Twp
Eastampton Twp	Little Falls Twp	Piscataway Twp	Westville Boro
Edgewater Boro	Little Ferry Boro	Plainfield City	Westwood Boro
Edgewater Park Twp	Lodi Boro	Plainsboro Twp	Willingboro Twp
Elmwood Park Boro	Lumberton Twp	Princeton	Woodbury City
Emerson Boro	Lyndhurst Twp	Prospect Park Boro	Woodcliff Lake Boro
Englewood City	Mansfield Twp	Raritan Boro	Woodland Park Boro
Englewood Cliffs Boro	Manville Boro	Ridgefield Boro	Woodlynne Boro
Essex Fells Boro	Maple Shade Twp	Ridgefield Park Village	Wood-ridge Boro