



An Exelon Company

Sustainable Communities Grant Program

Kaitlyn Vollmer
Grants Program Coordinator
Sustainable Jersey

May 19, 2020

Agenda

1. Overview
2. Eligibility
3. Use of Funding
4. Application & Live Walk Through
5. Required Attachments
6. Selection Process & Evaluation Criteria
7. Reporting Requirements
8. Final Thoughts
9. Q&A



Atlantic City Electric is contributing
\$75,000 to support the 2020 Sustainable
Communities Grant Program



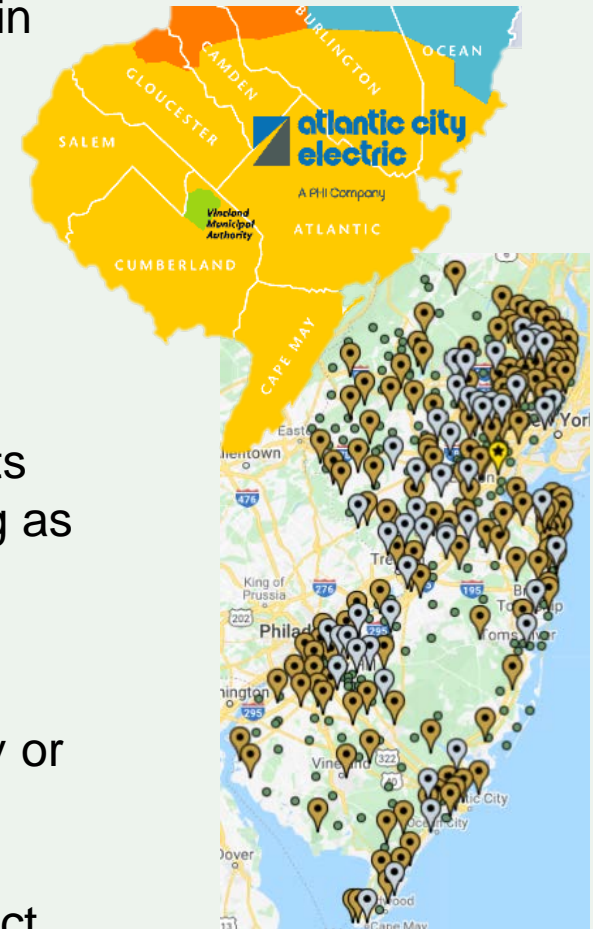
An Exelon Company



Eligibility Requirements

- New Jersey municipal government located in [Atlantic City Electric service territory](#)
- [Registered](#) or [certified](#) with Sustainable Jersey
- Appointed a **Green Team** that meets the [Green Team action standard](#)
- Previous Sustainable Jersey grant recipients are eligible to apply for these grants as long as they are in good standing with the grants Program

IMPORTANT NOTE: Projects already underway or completed are not eligible for funding. Funding cannot be used to reimburse municipalities who have already spent funds on the proposed project.



An Exelon Company



Need Help?

- Staff are available to help get your municipality registered in the program and a create a green team
- Registration is free and easy
 - Gives you access to tools, resources, and grants to make your municipality more sustainable
- Need to pass a resolution to register and one that establishes the green team



Do not hesitate to reach out!

Maureen Jones

Program Assistant

info@sustainablejersey.com

609-771-2938

ABOUT

NEWS

SUPPORT US

CONTACT US

HOME



Register

Sign in

Pass a Resolution to Participate

In order for a municipality to join the Sustainable Jersey program the municipality will need to pass a resolution stating its intent to seek Sustainable Jersey certification and designate an entity to be in charge of the process. Please note this resolution is **not the same as the Green Team resolution required for certification.**

[Sample Registration Resolution](#)

Sign-In or Sign Up for a Website Account

The person responsible for registering the municipality must be signed in if they have an existing account or sign up for a website account on the Sustainable Jersey website.

[Sign-In or Sign Up](#)

Register a Municipality Online

Once signed into your account, fill out the registration fields in the online registration form by providing municipal contact information and uploading a copy of the resolution to participate.

[Register Municipality](#)



An Exelon Company



Use of Funding

Environmental Stewardship Grants

- Six (6) \$5,000 grants
- Ten (10) \$2,000 grants

Resiliency Grants

- Two (2) \$10,000 grants
- One (1) \$5,000 grant

- Can apply for **one** Environmental Stewardship Grant and **one** Resiliency Grant
 - Only one grant will be awarded to a municipality.
- Matching or in-kind contributions (including volunteer time) are encouraged, but not required.
- Funding can be passed through to a non-profit, partner organization, or contractor, but the municipality must be the applicant and will be responsible for the reporting requirements.
- Checks will be made payable to the municipality and sent to its fiscal agent.



An Exelon Company



Environmental Stewardship Grants

- **Intended to help municipalities plan for, protect and improve public spaces**
- Eligible projects include:
 - Improving applicant-owned open spaces such as meadows, woodlands, and riparian buffers
 - Making capital improvements for passive recreation such as installing trails, boardwalks, community gardens, informational kiosks, and observation platforms
 - Developing and/or supporting open space programs
 - Acquiring parcels of land to be used for open space or conservation easements



An Exelon Company



Eligible Expenses

- Professional service fees
- Costs associated with obtaining public input on plans such as hall rental, advertising, printing
- Materials and equipment
- Expenses that support the acquisition (by purchase or donation) of open space or conservation easements such as land cost, development rights, legal or consultant fees, surveying, environmental assessments, appraisals, etc.

Staff time for municipal or authority employees for any aspect of the project and basic operating expenses are not eligible expenses.



An Exelon Company



Projects for Points

Applicable Sustainable Jersey Actions

- [Natural Resource Inventory](#)
- [Open Space Plans](#)
- [Easement Inventory and Outreach](#)
- [Easement Inspections and Evaluations](#)
- [Building Healthier Communities](#)
- [Tree Planting Programs](#)
- [Tree Hazard Inventory](#)
- [Tree Maintenance Programs](#)
- [Community Gardens](#)
- [Wildlife Interaction Plan](#)
- [Innovative Community Project](#)

COMING SOON! Bicycle and Pedestrian Improvements

Please note that project diversity is considered when selecting the grants so only a limited number of each kind of project will be funded

Resiliency Grants

- **Awarded for projects that enhance a municipality's capacity to prevent and respond to catastrophic events and emergencies**
- Eligible activities include:
 - Implementation of strategies to minimize the impact of severe weather events, natural disasters or other emergencies impacting the environment
 - Emergency operations planning, training, and community outreach
 - Purchase of supplies and equipment needed to respond to emergencies including energy storage and stationary or mobile solar



An Exelon Company



Eligible Expenses

- Professional service fees
- Costs associated with obtaining public outreach and education efforts
- Materials and equipment

Staff time for municipal or authority employees for any aspect of the project and basic operating expenses are not eligible expenses.



WATERSHED MANAGEMENT PLAN

CITY OF MARGATE

Supported By:

A Sustainable Jersey Grant Funded By PSEG

Irina A. Beal, MS and Dr. Stewart C. Farrell
Stockton University Coastal Research Center
30 Wilson Avenue
Port Republic, NJ 08241



An Exelon Company



Projects for Points

Applicable Sustainable Jersey Actions

- [Climate Adaptation: Flooding Risk](#)
- [Coastal Vulnerability Assessment](#)
- [Extreme Temperature Event Plan](#)
- [Heat Island Assessment](#)
- [Community Wildfire Protection Plans](#)
- [Innovative Community Project](#)
- [Vulnerable Populations Identification for Emergencies](#)
- [Green Infrastructure Implementation](#)
- [Enhanced Stormwater Management Control Ordinance](#)

Please note that project diversity is considered when selecting the grants so only a limited number of each kind of project will be funded

Application

The application information packet can be downloaded from the [**Sustainable Communities Grant Program page**](#) on the Sustainable Jersey Website



An Exelon Company

Sustainable Communities Grant Program Funded by Atlantic City Electric

2020 Application Information Packet

Table of Contents

Table of Contents.....	1
A. Overview	2
B. Eligibility Requirements	3
C. Use of Grant Funding.....	3
D. Grant Proposal.....	5
E. Online Application Portal	8
F. Selection Process.....	9
G. Grant Awards and Additional Terms.....	10
H. Grant Recipient Reporting Requirements	11
Attachment 1: ACE Service Territory.....	12
Attachment 2: Grant Application Proposed Project Action Plan	13
Attachment 3: Budget Template	14
Attachment 4: Grant Proposal Evaluation Criteria.....	15



An Exelon Company





2020 Sustainable Communities
Grant Program

Environmental Stewardship
Grant Application

Funded By:



An Exelon Company

LOGIN

Email

Password

Login [Forgot Password?](#)

SIGNUP

Email

Password

Confirm Password

Signup

POWERED BY
wizehive

How to Access the Online Applications

**Deadline: Thursday, July 16
at 11:59pm**

**Environmental Stewardship
Grant Application**

<http://bit.ly/2020ACEes>

Resiliency Grant Application

<http://bit.ly/2020ACEr>



2020 Sustainable Communities
Grant Program

Resiliency Grant Application

Funded By:



An Exelon Company

LOGIN

Email

Password

Login [Forgot Password?](#)

SIGNUP

Email

Password

Confirm Password

Signup

POWERED BY
wizehive



An Exelon Company



Application Sections

Basic municipal background information & contacts

Eligibility Screening

- | | |
|------------------------------------|--------------------------------|
| 1. ACE Territory | 3. Green team requirements* |
| 2. Sustainable Jersey registration | 4. Previous grant requirements |

Proposed Project

- | | |
|--------------------------------------|---|
| 1. Project title & brief description | 5. Project impact & evaluation |
| 2. Project team | 6. Budget narrative & detailed project budget |
| 3. Action plan & timeline | |
| 4. Community engagement | |

Attachments

- | | |
|--|-------------------------|
| 1. List of green team member* | 3. Optional information |
| 2. Authorization to submit grant application | |

*Not required from Sustainable Jersey **certified** municipalities

Attachments: Green Team Documentation

Review the Create a Green Team action [here](#) for help with creating your green team.

- **Upload a list of green team members that includes names and affiliations.**
Do not include sensitive information such as contact information.

*Not required from Sustainable Jersey **certified** municipalities. **VIEW THE LIST OF CERTIFIED MUNICIPALITIES** [HERE](#).*

If not on the list, check your municipality's Sustainable Jersey status [here](#)



Attachments: Grant Authorization

Provide documentation that the municipality is authorized to apply for the grant in accordance with the local governing body's policies and procedures.

- Template Grant Authorization Resolution available [here](#)

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 adopted resolution should be included in the application, otherwise it must be emailed to grants@sustainablejersey.com **no later than Monday, August 17, 2020** or the application **will not be considered**.*

Resolution of Support from Local Governing Body Authorizing the Sustainable Jersey Grant Application

Some municipalities have requested a sample of the resolution that must accompany their Sustainable Jersey Small Grants Program application. The purpose of the resolution is to affirm that the governing body approves of the proposed grant project/activities. A signed and certified resolution should be included with the grant application. Any standard resolution in support of applying for a grant will suffice. We do not require that you use this format.

SAMPLE RESOLUTION
[Municipality]

NOTE: This is **NOT** the same as the resolution to register with Sustainable Jersey



An Exelon Company



Selection Process

- A Blue Ribbon Selection Committee will evaluate applications that meet the grant eligibility requirements based on the evaluation criteria
- 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 certification, economic need, and the distribution of grants throughout the ACE service territory.



An Exelon Company



Evaluation Criteria

All proposals are evaluated based on...

Project
Description

15 Points

Project Team
Members

10 Points

Action Plan &
Timeline

15 Points

Community
Engagement

10 Points

Project Impact
and Evaluation

25 Points

Budget

25 Points



An Exelon Company



Project Description

- The description concisely summarizes the specific project to be funded by the grant award

TIP: Project Selection

- Think “outside the box”
- Identify all requirements associated with the project
- Consider community dynamics when crafting your proposal so it’s successful
- Consult stakeholders before settling on a plan
- Understand your capacity



An Exelon Company

Project Team Members

- The designated project team appears qualified to undertake the proposed project
- The project team includes representation from municipal and community stakeholder groups that will be involved in or impacted by the implementation of the proposed project

TIP: Building Your Team

- Include representation from stakeholder groups that will be involved/impacted by the implementation of the project like municipal staff, residents, the school community, etc.



An Exelon Company

Action Plan & Timeline

- Includes the steps needed to successfully complete the project
- Identify the target completion dates to ensure project completion after 12 months
- Identify ribbon cutting ceremonies and milestone events
- Cannot submit a proposal for a project already underway or completed.
- Efforts to be funded by the grant cannot start until after the grant announcement event to be held during the week of September 28. Planning steps can occur beforehand.



Attachment 2: Grant Application Proposed Project Action Plan



Sustainable Communities Grant Program 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
Planning Steps		
1.		
2.		
3.		
Implementation Steps		
1.		
2.		
3.		
Community Engagement Activities		
1.		
2.		
3.		
Evaluation and Reporting Steps		
1.		
2.		
3.		

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

Action Plan & Timeline

- Identify ribbon cutting ceremonies or milestone events

TIP: Project Planning/Implementation

- Consider administrative delays, such as the procurement process and plan time for paperwork
- Research the products you plan to use
- Plan ahead for summer months/downtime
- Spend time and resources to train volunteers
- Try to plan for the unexpected – always have a “plan B”



An Exelon Company



Community Engagement

- The proposed project will capitalize on collaborations between community stakeholders including representatives from the schools, municipal and county agencies, civic or community-based organizations, non-profits, professional organizations and local businesses
- Details on how the project will be shared with the community are included

TIP: Building & Engaging Your Team

- Recruit volunteers early on
- Identify and involve all relevant parties from the beginning
- Get students/youth involved
- Keep meetings short, timely, meaningful and efficient



An Exelon Company



Project Impact & Evaluation

- The project will augment existing green team efforts and contribute toward making progress in the Sustainable Jersey Certification program
- The proposed project is unique, innovative and addresses a specific need
- What the project hopes to accomplish is clear and relevant background information is provided to better understand the impact of the project
- Who will benefit from the proposed project (staff, residents, etc.) and how is clearly articulated
- Project outcomes will be evaluated

TIP: Project Selection

- Propose a project that capitalizes on collaborations between municipal and district/school stakeholders
- Consultant-driven projects should feature a green team component



An Exelon Company

Budget

- The Budget Narrative clearly summarizes project expenses and identifies all the sources of funding needed to complete the proposed project, including in-kind contributions such as volunteer hours
- The project leverages no or low cost resources to cost-effectively complete the proposed project
- It is clear that all additional funding besides the grant is in-hand or committed



An Exelon Company

Budget

- The detailed project budget is consistent with the Budget Narrative and clearly identifies the eligible project expenses that will be billed to the grant
- The budget is realistic, costs are justified and resource contributions, including in-kind, have a reasonable value
- Additionally, large grant recipients are required to install a sign recognizing **ACE as the project funder and the Sustainable Jersey Grants Program** where applicable. Reasonable costs for signage can be included in the project budget.

TIP: Budget

- Leverage no or low cost resources to cost-effectively complete the project
- Detailed budget consistent with budget narrative
- Budget is realistic, costs justified, resource contributions have reasonable value
- Keep in mind promotional item value limits
- Include shipping costs



An Exelon Company



Budget

- Itemize expenses from all sources of funding
- Quantify any in-kind contributions
- Eligible expenses only includes those listed under "Use of Funding" section
- Ineligible expenses include facilities/administrative (overhead) costs.
- ***Staff time for municipal or authority employees for any aspect of the project and basic operating expenses are not eligible expenses.***



An Exelon Company

Attachment 3: Budget Template



Sustainable Communities Grant Program Budget Template



An Exelon Company

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 NUCEP, 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
					\$ -
					\$ -
Total Municipal Salaries			\$ -	\$ -	\$ -

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
					\$ -
					\$ -
Total Subcontractor/Consultant Cost			\$ -	\$ -	\$ -

C. ITEMIZED EQUIPMENT

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

D. ITEMIZED SUPPLIES

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

E. OTHER ITEMIZED EXPENSES

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

TOTAL PROPOSED BUDGET			\$ -	\$ -	\$ -
-----------------------	--	--	------	------	------

Grant Awards

Grant recipients will be announced:

Week of September 4, 2020

- \$2,000 Environmental Stewardship grants will be fully disbursed at a press announcement event the **week of September 28, 2020**
- Larger grant awards will receive an initial payment of half the award at the press announcement event. The remaining half of the grant will be paid upon satisfactory completion of the project and approval of the final fiscal and project report.



An Exelon Company

Reporting Requirements

Final Report: **September 30, 2021**

- Information about the project's completion including a summary, lessons learned, impact on the community, community outreach efforts and final expenses.
- At least **TWO photographs** along with documentation depicting the grant project and/or related activities are required.
- Documentation that Atlantic City Electric and Sustainable Jersey were acknowledged in project promotional materials and project signage.
- A signed certification declaration that the grant is complete.

Grant reporting will be completed online. Reminders will be emailed to the primary project contact at least 30 days in advance of the reporting submission deadline.



An Exelon Company



Project Promotion and Recognition



- During the grant period, award recipients will agree to participate in press conferences or events, to be quoted in ACE literature describing the program and to identify ACE as a funder in any materials produced to explain or promote the funded project.

Share your photos
on social media
with Sustainable
Jersey and Atlantic
City Electric by
tagging us @:

Sustainable Jersey

SJ_Program

sustainable_jersey

Sustainable Jersey



AtlanticCityElectric



ACElecConnect



An Exelon Company

Project Promotion and Recognition

- All grant recipients are required to notify Sustainable Jersey of any project-related ribbon-cutting ceremonies or milestone events so that media outreach can be coordinated with Sustainable Jersey and Atlantic City Electric.
- The purpose of these events is to celebrate the municipality's accomplishments in completing the grant project with the community, recognize the program funder, and highlight the benefits of the Sustainable Jersey Grants Program.
- 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.



An Exelon Company

Project Promotion and Recognition

- The promotion of the grant should include Atlantic City Electric and Sustainable Jersey logos.
 - Copies of materials documenting recognition of Atlantic City Electric and Sustainable Jersey are required as part of the final grant report
- Additionally, large grant recipients are required to install a sign recognizing **Atlantic City Electric as the project funder and the Sustainable Jersey Grants Program** where applicable
- If installing signage or holding a ribbon-cutting ceremony does not apply to your project:
 - Consider presenting grant accomplishments in public meetings, distributing printed communications, and creating website content and social media postings.



An Exelon Company

Additional Tips & Resources

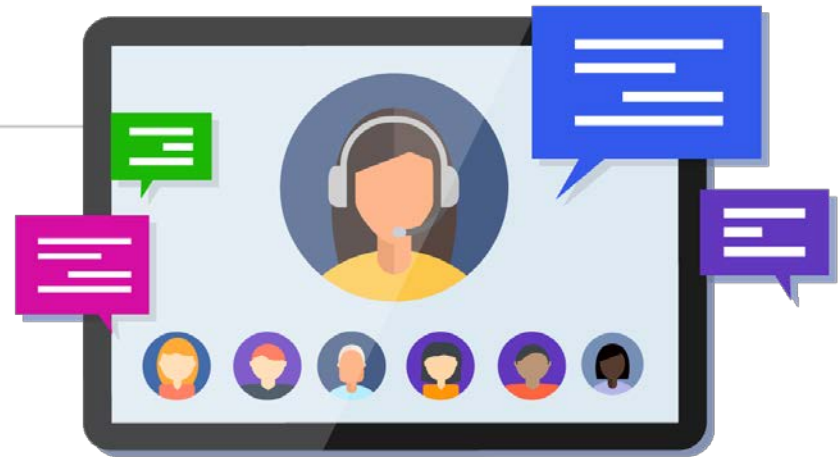
- Templates for required attachments can be found on the [Sustainable Communities Grants Program page](#)
- Utilize the [Application Tips](#) found on the website
- This webinar is being recorded and will be posted on the [Webinar Recordings & Presentations page](#) along with the presentation slides
 - Listed under the Grants Program section

Grants Program

How to Close Out Your \$2,000 Grant

April 2020

- [View Recording](#)
- [Download Presentation](#)



An Exelon Company

Cycle Timeline

<u>Timeframe</u>	<u>Action</u>
Tuesday, May 19, 2020	Webinar presentation & recording posted on website
Thursday, July 16, 2020	Grant application due including grant authorization
Week of September 4, 2020	Recipient/non-recipient notification
Week of September 28, 2020	Grant announcement event and funds distributed



An Exelon Company

Contact Us



Questions on the certification program?

Maureen Jones

Program Assistant

info@sustainablejersey.com

609-771-2938



Questions on the grants program?

Kaitlyn Vollmer

Grants Program Coordinator

grants@sustainablejersey.com

609-771-3189



An Exelon Company





An Exelon Company

Thanks for joining!

Sustainable Jersey staff and representatives from Atlantic City Electric will now answer questions

All attendees are muted. Please raise your hand to verbally ask a question and we will unmute you. If you are using the telephone call-in option, you will have to input the audio pin in order to be unmuted. Or questions can be submitted through the question box via the control panel.