



The HENRY & MARILYN TAUB Foundation

Sustainable Jersey and Sustainable Jersey for Schools FREE Technical Assistance for Energy Initiatives

Announcement Date: December 10, 2020
Application Due Date: ~~January 22, 2021~~ Deadline extended to February 19, 2021

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For questions, contact: Nancy Quirk, Energy Program Manager at 609.771.2902 or quirkn@tcnj.edu

A. Background

Sustainable Jersey (SJ) is offering no-cost technical assistance (TA) to municipalities and school districts for energy initiatives. The TA program will provide help to improve facility operations through energy analysis, planning, and upgrades. SJ staff with in-depth training in energy project assessment and development will work with selected municipalities and school districts for approximately 10-12 weeks during spring 2021.

Technical Assistance will be provided at no cost to eligible municipalities and school districts, as described in Section B below. Preference will be given to low- and moderate-income (LMI) communities. LMI communities are municipalities with a median household income lower than \$65,392. An LMI school district is a school district located in an LMI municipality or receives students from an LMI municipality. A full list of LMI municipalities is below in Section F.

Due to the COVID-19 pandemic, TA will be provided remotely. Participating municipalities and school districts should be prepared to support collaborative work in an online work environment, including providing critical information such as utility data.

SJ staff will provide expertise and support for municipalities and school districts to take advantage of [New Jersey’s Clean Energy Program \(NJCEP\)](#) and utility incentives for energy efficiency audits and facility equipment upgrades to help save energy and money.

SJ staff 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 teams' capacity to engage local community organizations.

Each municipality 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 SJ staff
- 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 credentials to the utility's websites. A signed Letter of Authorization to allow the utility to release data is another method to access data. SJ staff 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 Friday, February 19, 2021. Please contact Nancy Quirk, Energy Program Manager at 609.771.2902 or quirkn@tcnj.edu if you have any questions regarding this opportunity.

Sustainable Jersey wishes to thank the Gardinier Environmental Fund and the Henry & Marilyn Taub Foundation for their generous support that makes this technical assistance opportunity available.

B. Eligibility Requirements

To be eligible to apply for the 2021 Energy Technical Assistance program, an applicant must:

- Be a New Jersey municipality or school district registered in Sustainable Jersey or Sustainable Jersey for Schools certification program.
- Agree to provide the support for the Sustainable Jersey staff 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 will 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 SJ staff 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)
- Preference will be given to low- and moderate-income (LMI) communities. LMI communities are municipalities with a median household income lower than \$65,392. An LMI school district is a school district in an LMI municipality or receives students from a municipality that is LMI. A full list of LMI municipalities is below in Section F.

If selected to receive technical assistance, 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 calls help orient both the on-site staff and SJ staff to recent and planned energy projects for the program's duration.

D. Application Form

Please complete the application form on the following pages. Please contact Nancy Quirk, Energy Program Manager, at 609-771-2902 or via email quirkn@tcnj.edu if you have any questions regarding this opportunity.

A completed application must be **submitted electronically by Friday, February 19, 2021, to quirkn@tcnj.edu**. The email subject line should include the municipality's or school district's name and "2021 Energy TA Application". Applicants will receive an email acknowledging receipt.

E. Resolution

Authorization to Submit Energy Technical Assistance Application. Submit a resolution documenting that the municipality or school district can apply for this technical assistance. The resolution should **demonstrate a commitment** to the project. Click [here](#) for a sample municipal resolution supporting the submission of the TA application. Click [here](#) for a sample school board resolution supporting the submission of the TA application. **(Note: this authorization is DIFFERENT from the resolution passed to register for Sustainable Jersey or Sustainable Jersey for Schools.)** School districts may submit a letter signed by the business administrator, superintendent, or principal instead of a resolution.

NOTE: *If submitting a resolution, 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 February 19, 2021 deadline. Applications will be accepted with a proposed resolution and the date it will be presented to the governing body. Please contact grants@sustainablejersey.com if you are unable to submit the signed and dated resolution with your application.*



The HENRY & MARILYN
TAUB Foundation

Technical Assistance for Energy Initiatives 2021 Application

1. Applicant Information	
Municipality/school district name	
County	
** Electric utility ** Natural gas utility	
List of buildings <i>For municipal applicants, please list all major buildings.</i> <i>For school district applicants, please list each school, including the name and type (elementary, etc.).</i>	

2. Application Contacts

Please add a primary and secondary contact. All contacts will be notified once a final decision on the application is made.

Primary Contact	
Name	
Title	
Mailing Address	
Phone	
Email	

Secondary Contact	
Name	
Title	
Mailing Address	
Phone	
Email	

3. Completed Energy Initiatives

Please provide a summary of energy initiatives completed within the past 5 years at any of the buildings listed in the applicant information section. Note if efforts were funded in part through [New Jersey's Clean Energy Program](#) (NJCEP) and/or utility incentives or other external funding sources.

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4. Technical Assistance Project Proposal

Please provide a brief description of projects for which technical assistance would be utilized. Projects should primarily focus on energy tracking and efficiency upgrade projects for buildings but can include other projects. SJ staff can assist with the preparation of applications for [NJCEP](#) and/or utility funding incentives.

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5. Staff Contacts for Proposed Projects

Please provide staff contacts for the proposed project described above. These are staff that will work directly with Sustainable Jersey. Technical assistance efforts generally involve specific staff to complete tasks, such as the Business Administrator, Chief of Staff, Financial Officer, Public Works, Planning, Facilities, school district superintendent, school principal, and teachers. These can be the same or different than the application contacts.

Name	
Title	
Department	
Phone	
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6. Authorization Form

I hereby authorize submission of this application and agree that if selected, *[name of municipality or school district]* will accept no-cost Technical Assistance from Sustainable Jersey for 10-12 weeks during Spring 2021 and provide support as requested to accomplish the proposals outlined in this application.

Signature

Date

Print Name

Title

7. Resolution

A resolution documenting the governing body’s approval of the application and commitment to the proposal outlined in the application must be included with the completed application form.

Note: *Applications will be accepted with a proposed resolution and the date it will be presented to the governing body. Please contact grants@sustainablejersey.com if you are unable to submit a signed and dated resolution with your application.*

Click [here](#) for a sample municipal resolution supporting the submission of the technical assistance application.

Click [here](#) for a sample school board resolution supporting the submission of the technical assistance application.

F. LMI Municipalities

Municipality	County	Municipality	County	Municipality	County
Alpha Boro	Warren	Glen Gardner Boro	Hunterdon	Passaic City	Passaic
Asbury Park City	Monmouth	Gloucester City	Camden	Paterson City	Passaic
Atlantic City	Atlantic	Guttenberg Town	Hudson	Paulsboro Boro	Gloucester
Audubon Pk Boro	Camden	Hackensack City	Bergen	Pemberton Twp	Burlington
Barrington Boro	Camden	Hamilton Twp	Atlantic	Penns Grove Boro	Salem
Bass River Twp	Burlington	Hammonton Town	Atlantic	Pennsauken Twp	Camden
Bayonne City	Hudson	Harrison Town	Hudson	Pennsville Twp	Salem
Bellmawr Boro	Camden	Highlands Boro	Monmouth	Perth Amboy City	Middlesex
Belmar Boro	Monmouth	Hillside Twp	Union	Phillipsburg Town	Warren
Belvidere Town	Warren	Hi-nella Boro	Camden	Pine Hill Boro	Camden
Berkeley Twp	Ocean	Irvington Twp	Essex	Plainfield City	Union
Berlin Twp	Camden	Jersey City	Hudson	Pleasantville City	Atlantic
Beverly City	Burlington	Keansburg Boro	Monmouth	Prospect Pk Boro	Passaic
Bound Brook Boro	Somerset	Kearny Town	Hudson	Rahway City	Union
Bradley Bch Boro	Monmouth	Keyport Boro	Monmouth	Red Bank Boro	Monmouth
Bridgeton City	Cumberland	Lake Como Boro	Monmouth	Riverside Twp	Burlington
Brigantine City	Atlantic	Lakewood Twp	Ocean	Roselle Boro	Union
Brooklawn Boro	Camden	Lavallette Boro	Ocean	Roselle Park Boro	Union
Buena Boro	Atlantic	Lawnside Boro	Camden	Runnemede Boro	Camden
Buena Vista Twp	Atlantic	Linden City	Union	Salem City	Salem
Burlington City	Burlington	Lindenwold Boro	Camden	Seaside Hght Boro	Ocean
Camden City	Camden	Little Egg Harbor Twp	Ocean	Shrewsbury Twp	Monmouth
Cape May City	Cape May	Lodi Boro	Bergen	Somerdale Boro	Camden
Cape May Pt Boro	Cape May	Long Branch City	Monmouth	Somers Point City	Atlantic
Carneys Pt Twp	Salem	Lower Twp	Cape May	South River Boro	Middlesex
Chesilhurst Boro	Camden	Magnolia Boro	Camden	Southampton Twp	Burlington
City of Orange Twp	Essex	Manchester Twp	Ocean	Sussex Boro	Sussex
Clementon Boro	Camden	Mansfield Twp	Warren	Teterboro Boro	Bergen
Cliffside Park Boro	Bergen	Maple Shade Twp	Burlington	Trenton City	Mercer
Collingswood Boro	Camden	Maurice River Twp	Cumberland	Union City	Hudson
Commercial Twp	Cumberland	Middle Twp	Cape May	Upper Deerfield Twp	Cumberland
Corbin City	Atlantic	Millville City	Cumberland	Ventnor City	Atlantic
Dover Town	Morris	Montague Twp	Sussex	Victory Gardens Boro	Morris
Downe Twp	Cumberland	Moonachie Boro	Bergen	Vineland City	Cumberland
East Newark Boro	Hudson	Mt Ephraim Boro	Camden	Wallington Boro	Bergen
East Orange City	Essex	Mount Holly Twp	Burlington	Washington Boro	Warren
Edgewater Pk Twp	Burlington	National Park Boro	Gloucester	West Cape May Boro	Cape May
Egg Harbor City	Atlantic	Neptune City Boro	Monmouth	West NY Town	Hudson
Elizabeth City	Union	Neptune Twp	Monmouth	West Wildwood Boro	Cape May
Fairfield Twp	Cumberland	Netcong Boro	Morris	Westville Boro	Gloucester
Fairview Boro	Bergen	New Brunswick City	Middlesex	Weymouth Twp	Atlantic
Farmingdale Boro	Monmouth	Newark City	Essex	White Twp	Warren
Flemington Boro	Hunterdon	Newton Town	Sussex	Wildwood City	Cape May
Franklin Boro	Sussex	North Bergen Twp	Hudson	Winfield Twp	Union
Freehold Boro	Monmouth	North Hanover Twp	Burlington	Woodbine Boro	Cape May
Galloway Twp	Atlantic	No. Wildwood City	Cape May	Woodbury City	Gloucester
Garfield City	Bergen	Ocean City	Cape May	Woodlynne Boro	Camden
				Wrightstown Boro	Burlington