



Sustainable Jersey Small Grants Program for Energy Initiatives Funded by the Gardinier Environmental Fund
2016 Municipality and School District Grant Application Package



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| Announcement Date: | Thursday, August 11, 2016 |
| Application Due Date: | Friday, October 28, 2016 |
| Link to Application: | https://app.wizehive.com/appform/login/Gardinier2016 |

All questions regarding the Small Grants Program should be directed to grants@SustainableJersey.com or 609-771-2938. General questions regarding the Sustainable Jersey Municipal Program should be directed to info@SustainableJersey.com or 609-771-2938. General questions regarding the Sustainable Jersey Schools Program should be directed to schools@SustainableJersey.com or 609-771-3427.

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A. Background

We are pleased to announce that the Gardinier Environmental Fund is contributing \$150,000 to support a Sustainable Jersey Small Grants Program cycle for municipal governments and public school districts.

For this grant cycle, the Gardinier Environmental Fund will fund energy projects focused on energy conservation, efficiency, and renewable energy. Projects can fall into the following categories: innovative energy projects; energy resiliency including microgrids and/or energy storage; renewable energy installations; alternative fuel vehicle policies, programs, and infrastructure; building efficiency upgrades; energy education projects; and energy studies and engineering.

The grant program is an important benefit for New Jersey municipalities and school districts participating in the Sustainable Jersey certification programs. Funding supports efforts to implement projects that help towns and schools gain points needed for Sustainable Jersey certification and make progress toward a sustainable future.

This cycle will award:

- Two (2) \$30,000 grants
- Five (5) \$10,000 grants

Sustainable Jersey reserves the right to reallocate the number and amount of grant awards based on the quality of proposals received.

ONLINE applications are due **Friday, October 28, 2016**. Notifications of grant awards will be made by **December 15, 2016**. The online application can be accessed using the link below:

<https://app.wizehive.com/appform/login/Gardinier2016>

B. Eligibility Requirements

Eligible applicants are limited to ONE grant application for this cycle. To be eligible to apply the following requirements must be met:

- The applicant must be a New Jersey municipality or public school district.
- The applicant must be registered with Sustainable Jersey or Sustainable Jersey for Schools AND have appointed a **green team that meets the program requirements**.
- Applicants do not have to be certified in their respective Sustainable Jersey program to be eligible to receive a small grant. However, fifty percent of the funding available for this grant cycle will be reserved for certified communities and school districts with certified schools.
- Proposed grant projects that would be eligible for funding or rebates available from the New Jersey Board of Public Utilities Clean Energy Program (NJCEP), regional utility company programs, or other state government incentive programs **must leverage these resources in addition to the Sustainable Jersey small grant as part of the overall project budget**.
- Municipalities participating in the [Sustainable Jersey Solar Challenge](#) are not eligible to apply for grant funding to support their participation in that program, but may submit a grant proposal for a different energy project.

Joint municipal government and school district projects are encouraged. For joint projects, each entity may submit a separate \$30,000 or \$10,000 grant application addressing its role in the project.

Additional Eligibility Rules for Previous Grant Recipients

| Year Grant Awarded | Amount | Grant Status | Eligible to Apply for Grant |
|--------------------|----------------------|--------------|-----------------------------|
| 2016 | \$10,000 or \$30,000 | Open | No |
| | | Closed + | No |
| | Under \$10,000 | Open | Yes |
| | | Closed + | Yes |
| 2015 or earlier | \$10,000 or \$30,000 | Open | No |
| | | Closed + | Yes |
| | Under \$10,000 | Open | Yes |
| | | Closed + | Yes |

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

- Applicants that were already awarded a \$10,000 grant in previous **2016** Sustainable Jersey grant cycles are **NOT** eligible to apply for a grant in this cycle.
- Applicants awarded \$10,000 or \$30,000 Sustainable Jersey grant cycles prior to 2016 must have **completed the grant project, submitted the final report and financial documentation, and received confirmation from Sustainable Jersey that the final report has been approved** in order to be eligible to apply for this grant.

Questions regarding eligibility for previous grant recipients can be directed to grants@sustainablejersey.com. Eligible applicants are limited to **ONE** grant application.

C. Use of Grant Funding

Sustainable Jersey encourages municipalities and school districts to aspire to undertake energy related projects beyond simple building efficiency upgrades such as lighting. Listed below are a variety of energy related projects that could significantly contribute to reducing greenhouse gas emissions, support municipal efforts to achieve a Sustainable Jersey Gold Star for Energy, and serve as models for the state.

Grant proposals must focus on energy conservation, energy efficiency or renewable energy projects including:

- **Innovative Projects:** Support for projects that are taking a comprehensive approach to meeting advanced energy conservation or efficiency objectives, such as achieving zero-net-energy.
- **Energy Resiliency:** Implementation of sustainable approaches to improved energy resiliency, primarily focused on backup solutions that do not rely on traditional fuel sources. Examples include upgrades to solar projects to include energy storage, the use of natural gas fuel cells, or combined heat and power applications, including (in all cases) islanding capability that

allows operation during a grid outage. *Note: Additional funding to support renewable energy storage systems is available from the NJCEP. For more information visit their [website](#).*

- **Renewable Energy Installations:** Any geothermal, solar thermal or photovoltaic (electricity) project, including either a behind-the-meter solution that reduces the purchase of utility power, or a commercial project on the applicant's property. This can include updates to local zoning ordinances; streamlined permitting procedures for solar installations; training for municipal staff; and/or educational outreach and incentive programs to increase adoption of solar by local residents and businesses. Projects may range in size from a solar thermal (solar hot water) installation on the fire station to a solar photovoltaic (PV) canopy on the municipal parking lot, potentially paired with electric vehicle charging stations.
- **Alternative Fuel Vehicle Policies, Programs and Infrastructure:** Activities to promote alternative fuel vehicles include updates to building codes, zoning ordinances, and/or parking policies to encourage the installation and use of charging stations; staff training; educational outreach and incentive programs related to increasing and supporting alternative fuel vehicle use; and/or the installation of public charging stations or a workplace charger for employees. Projects may also include retrofitting school bus fleets or police vehicle fleets to alternative fuels, such as propane. *Note: Additional funding to support electric vehicle charging infrastructure may be available from the New Jersey Department of Environmental Protection and Board of Public Utilities' [It Pay\\$ to Plug In](#) program.*
- **Building Efficiency:** All activities to improve the efficiency of buildings owned and operated by the municipal government and school districts are eligible. This includes conservation measures, behavioral programs, and building upgrades. For building upgrades, the grant must be used in combination with NJCEP funds or other energy incentive programs, where available, to cover the municipal/school district cost share. Existing incentives cover upgrades to the building envelope (insulation, roofing, doors, windows, etc.) and/or equipment replacement for HVAC systems, food service equipment, lighting (interior and exterior), and numerous other efficiency measures for both existing buildings and new construction projects. See Section I below for more information on NJCEP incentives. Instituting energy tracking and management systems are also eligible, as well as innovative options for municipal or school district buildings such as green roofs, cool roofs or the use of reflective technologies to improve the energy efficiency of the building.
- **Energy Education Projects:** The implementation of public or school-based energy education programs, including energy education programs that focus on energy conservation, kiosks that show real time energy generation and consumption that increase awareness about the impact of energy conservation practices, and sustainable energy sources impact on greenhouse gas reductions.
- **Studies, Plans and Engineering:** Initial work for advanced energy conservation, energy efficiency, and renewable energy projects, particularly engineering and business planning initiatives for projects likely to advance into implementation. These studies could include (but are not limited to) a community assessment for making a town electric vehicle friendly or solar friendly, climate action plans, carbon footprints, as well as sustainable energy transition plans, or early work on large projects (audits, feasibility studies, business planning) that cover either building efficiency or renewable energy initiatives.

Matching or in-kind contributions are encouraged, but not necessary **with the exception of state sponsored or utility sponsored incentive programs**. If your project is eligible for NJCEP or utility sponsored energy conservation or energy efficiency funding incentives you **MUST** participate in these

programs and include those rebates or cost adjustments in the project budget. See Section I for an overview of the incentive programs. **We strongly encourage all applicants to coordinate with the NJCEP at 866-NJSMART (866-657-6278) or visit the [website](#).**

Eligible expenses include salaries, contractor/consultant costs, equipment, materials, and supplies. Facilities and administrative (overhead) costs **may not** be charged to the grant. Eligible applicants are limited to **ONE** grant application for this cycle.

All funds must be fully expended, projects completed, and final reports submitted by June 30, 2018.

D. Grant Proposal

Sustainable Jersey Small Grants are intended to help municipal governments and school districts make progress toward a sustainable future in general, and specifically in this grant cycle, to support energy projects that lead to reduced greenhouse gas emissions and improved energy education. The application process is designed to be simple and easy.

The \$30,000 and \$10,000 grants have an 18-month performance period. **Applications are due Friday, October 28, 2016.** Notifications of grant awards will be made by December 15, 2016. Eligible applicants are limited to **ONE** grant application for this cycle.

The application is available here: <https://app.wizehive.com/appform/login/Gardinier2016>

The following sections outline the information needed to complete the online application.

Eligibility Inquiry

The applicant must confirm the following:

- It is registered in the Sustainable Jersey or Sustainable Jersey for Schools program
- It has an active green team in accordance with Sustainable Jersey program requirements
- It did not already receive a large project grant in a 2016 Sustainable Jersey grant cycle
- Any 2015 or earlier project grants have been closed out

Municipalities or school districts that do not meet these basic eligibility requirements are not eligible to apply for a grant.

Grant Application Overview

1. Applicant Information

- Applicant type (municipal government or school district)
- Municipality/School District name and county
- Employer Identification Number (EIN)

2. Grant Proposal

- **Project Title and Brief Description:** Please provide a name for the proposed project and a 2-3 sentence description of what you plan to accomplish with the grant. This description will be used in program reports and communications materials.
- **Project Team Members and Resumes:** Provide a list of key people that will be involved in completing the proposed project and their resumes.
- **Action Plan and Timeline:** Outline of the specific steps your team will take to complete the proposed project. This includes project planning, implementation and evaluation. Identify the timeline for each step to ensure the project can be accomplished by the end of the 18-month performance period.
- **Impact of Project:** Describe how the completion of this project will advance your energy conservation, energy efficiency, energy resilience or renewable energy efforts. Also address how the project will augment existing green team efforts and/or be a catalyst to advance your energy initiatives.
- **Budget Narrative:** Describe how the grant funds will be spent. Eligible expenses include: salaries, consultant or contractor service fees, equipment, and supplies. If the total project budget is larger than your grant request, provide the total budget for the project and describe any in-kind or cash matches that have been approved or proposed in next year's budget and/or funding from other sources. Identify the specific NJCEP, utility sponsored, or other state sponsored incentives your program will utilize to fund the project (if applicable). A list of NJCEP incentive programs is provided in Section I.
- **Evaluation:** Describe how the impact of the project will be measured. This grant does not require a rigorous or formal evaluation process. However, grant recipients are expected to report on specific and/or measurable results or outcomes and other non-quantifiable impacts.

3. Application Contacts:

- **Contact information including name, title or affiliation, email and phone numbers will be requested for the following people:**
 - Primary Contact for the grant application
 - Mayor or District Superintendent
 - Fiscal Contact
 - Media Contact

4. Required Attachments and Information:

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

- **Green Team Information (*Municipalities that are currently certified in Sustainable Jersey program or school districts with schools that are currently certified in Sustainable Jersey for Schools program do not have to provide this information.*)**
 - Upload list of green team members. Green team members should be selected in accordance with program requirements.
 - Upload documentation establishing the green team. (Please note this is not your resolution to register with the program).
 - Upload summary of green team activities during the past year. If the green team was just formed describe future plans.

- **Authorization to Submit Grant Application:** Please submit documentation that the municipality or school district is authorized to apply for this grant. Click [here](#) for a sample municipal resolution supporting the submission of the grant application. Click [here](#) for a sample school board resolution supporting the submission of the grant application. **(Note: This authorization is DIFFERENT from the resolution passed to register for Sustainable Jersey.)**
- **Detailed Budget:** A sample budget template is available [here](#) and is shown in Section H. Eligible expenses include: salaries, consultant or contractor service fees, equipment, and supplies. The budget must also document anticipated NJCEP incentives or utility incentives or rebates that the project is eligible to receive.

5. Optional Information

Letters of commitment or support from project partners that clearly describe the partner’s role in the project are welcome. The additional file upload option can also be used to provide more detailed project information or documentation regarding available incentives from other sources.

E. Selection Process

Proposals will be evaluated based on the selection criteria below:

- **Innovativeness and uniqueness:** The proposed action could lead to a new “best practice” and/or is being implemented in a new or unique way.
- **Impact of proposed project:** This includes the project type, expected outcomes and importance to meeting sustainability goals.
- **Influence on future activities:** The proposed project either augments existing energy initiatives and/or will serve as a catalyst for future efforts.
- **Likelihood of success:** The action plan: 1) clearly lists the steps needed to complete the project; 2) identifies accurate estimates of the time needed to complete each step; 3) is realistic and likely to be successfully accomplished. The budget is realistic, includes only eligible and reasonable expenses, and leverages incentive funding (where applicable).
- **Applicant capacity:** The applicant has demonstrated commitment to sustainable practices, leadership capacity through an active and effective green team, and success at managing grant projects in accordance with program requirements.
- **Partnerships and leveraging:** The proposed effort has effectively leveraged additional external resources that may be available for project implementation.

Approximately 50% of the grant funds will be reserved for certified municipalities and school districts with certified schools. Sustainable Jersey reserves the right to reallocate the funding based on the quality and quantity of grant applications received.

F. Grant Awards and Additional Terms

Grant Awards

- Funding decisions will be announced by December 15, 2016. Applicants selected to receive a grant will be notified through their designated contacts.
- Recipients will receive an initial check representing 50% of total grant amount in mid-January. The remaining 50% balance of the grant award will be paid contingent upon satisfactory completion of the project and approval of the final fiscal and project report, due no later than June 30, 2018.

Additional Terms

Grant recipients are required to:

- Participate in applicable NJCEP or utility sponsored energy conservation or energy efficiency funding incentives and include those rebates or cost adjustments in the project budget. See Section I for an overview of the incentive programs. **We strongly encourage all applicants to coordinate with the NJCEP at 866-NJSMART (866-657-6278) or visit the [website](#).**
- Comply with the grant reporting requirements outlined in Section G.
- Notify Sustainable Jersey of any project related ribbon-cutting ceremonies or milestone events so that media outreach can be coordinated with Sustainable Jersey and the Gardinier Environmental Fund. The purpose of these events is to celebrate the applicant's accomplishments in completing the grant project and to highlight the benefits of the Sustainable Jersey Small Grants Program.
- Install a sign indicating the project was funded by the Sustainable Jersey Small Grants Program and the Gardinier Environmental Fund (where applicable).
- Acknowledge the Sustainable Jersey Small Grants Program and the Gardinier Environmental Fund, as providing funding for grant related programs, activities and events. Copies of materials acknowledging the funders will be required attachments in the final grant report.
- Include at least TWO photographs depicting the grant project and/or related activities with the final report. Whenever possible the photographs should include community members. Sustainable Jersey reserves the right to use these photographs in reports to the grant program sponsor, presentations, and other program related materials.

G. Grant Recipient Reporting Requirements

Reporting Procedures

Grantees will be required to complete an interim report and a final report using an online report form. Reminders will be emailed to the primary project contact 30 days in advance of the reporting submission deadline. The following information is required for each report:

Interim Report – Due Friday September 30, 2017:

- Project description.
- Completed, delayed, and upcoming project milestones.
- Estimated project completion date.
- A list of project expenditures paid for by the grant funds to date.

Final Report – Due Friday June 30, 2018:

- A brief description (2-5 sentences) of the completed grant project that highlights the grant outcomes and impact. This description will be provided to the grant sponsor, posted on the Sustainable Jersey's websites, and used in Sustainable Jersey Small Grants Program related materials.
- Challenges faced and how they were addressed.
- A summary of any modifications to the grant project, activities, outcomes outlined in the original grant proposal.
- The impact of the grant project. This includes what was accomplished, who is benefitting and how, and next steps (i.e. could the project potentially be expanded and/or lead to other sustainability related initiatives).
- Lessons learned in completing the project and advice that would be given to others undertaking a similar project.
- Samples of communications distributed related to the grant project.
- At least **TWO** photographs depicting the grant project and/or related activities are required. Sustainable Jersey reserves the right to use these photographs in reports to the grant program sponsor, presentations, and other program related materials.
- Documentation that Sustainable Jersey and the Gardinier Environmental Fund were acknowledged as the project funders in project promotional materials and project signage.
- A summary of expenses charged to the grant, a listing of budgeted vs. actual expenses, and supporting documentation such as invoices, purchase orders, receipt copies or expenditure ledgers from the municipal or school district business administrator.
- [Grantee's Certification and Declaration](#) signed by school business administrator or other authorized representative will also be required.

Failure to submit the required documentation will result in an applicant being ineligible to apply for future Sustainable Jersey grants. The final 50% of the grant funding will be dispersed upon receipt and approval of the documentation listed above.

H. Sample Budget Template

An Excel version of the template is available [here](#).



Small Grants Program Budget Template



The sample budget template is available here in an editable form. It is provided for your convenience. You do not have to use this template to meet our requirements but you must include an itemized budget in your application. Simply insert rows in each section if you have additional line items. If the proposed project will be 100% funded by the grant, do not enter anything in the Other Funding Source column. If the grant funds will contribute to the completion of a project that will also be funded by other sources, please identify the amount of this funding in the Other Funding Source column. In addition, in the Budget Narrative please identify what the other funding sources are and if the funding has been secured.

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 | | | \$ - | \$ - | \$ - |
|------------------------------|--|--|------|------|------|

I. New Jersey Clean Energy Program (NJCEP) Incentives

| PROGRAM | INCENTIVE LEVEL | TYPE OF EQUIPMENT |
|---|--|--|
| <p>For all NJCEP incentive programs, call 866-NJSMART (866-657-6278) or visit: www.njcleanenergy.com/commercial-industrial/home/home</p> <p>NOTE: Incentive levels are subject to change; contact NJCEP and/or utility company for current program details.</p> | | |
| NJCEP Direct Install | <ul style="list-style-type: none"> • Existing facility (peak demand <200kW) • Incentive pays 70% of cost of installed efficiency measures (equipment) <ul style="list-style-type: none"> ▪ \$125,000 project cap ▪ \$250,000 entity cap • Incentives paid directly to installer | <ul style="list-style-type: none"> • Lighting (interior lighting) • HVAC -- may have limitations, such as: <ul style="list-style-type: none"> ▪ Boilers may not exceed 1,500,000 Btuh ▪ Furnaces may not exceed 140,000 Btuh • Refrigeration • Motors (may have limitations) • Variable Frequency Drives |
| NJCEP Lighting <small>(interior and exterior building, parking lot, and recreational area lighting linked to certain type of utility accounts)</small> | <ul style="list-style-type: none"> • Fixed incentive levels for qualified equipment • Pre-approval REQUIRED • For details on lighting incentives, see: SmartStart Buildings Application Forms • Must contact NJCEP | <ul style="list-style-type: none"> • Customer selects from pre-qualified list of lighting equipment for: <ul style="list-style-type: none"> ▪ Performance lighting (for new fixtures) ▪ Prescriptive lighting (1-to-1 replacement of lighting fixtures) ▪ Lighting controls |
| NJCEP SmartStart Buildings | <ul style="list-style-type: none"> • SmartStart equipment incentives evaluated on a case-by-case basis • Incentives based on type of equipment, efficiency, size, and end-use application <ul style="list-style-type: none"> ▪ Up to \$500,000 per electric account ▪ Up to \$500,000 per gas account • For details on equipment incentives, see: SmartStart Buildings Application Forms • Must contact NJCEP | <ul style="list-style-type: none"> • Electric Chillers • Gas Cooling / Gas Heating • Electric Unitary HVAC • Ground Source Heat Pumps • Variable Frequency Drives • Gas Water Heating • Food Service Equipment • Custom Measures with demonstrated cost justification |
| NJCEP Pay for Performance (P4P) | <ul style="list-style-type: none"> • New construction (>50,000 square feet of conditioned space planned) • Existing facility (>200kW peak demand) • Incentive level based on energy savings <ul style="list-style-type: none"> ▪ \$2 million per project cap ▪ \$4 million annual entity cap • Incentive paid in 3 installments | <ul style="list-style-type: none"> • Comprehensive whole building approach • New construction, renovation, remodeling, or equipment replacement • Requires an Energy Reduction Plan: <ul style="list-style-type: none"> ▪ Energy audit ▪ Financial plan ▪ Construction schedule |
| NJCEP Combined Heat and Power | <ul style="list-style-type: none"> • Incentives based on installed rated capacity • \$2 million cap for projects of < 500 kW • \$3 million cap for projects > 500 kW; incentive varies by size of project | <ul style="list-style-type: none"> • Distributed Energy Resources category: <ul style="list-style-type: none"> -- Combined Heat and Power -- Renewable Electric Storage -- Wind Power |
| Utility Company Incentives | <ul style="list-style-type: none"> • Complement NJCEP incentives • Offer on-bill repayment • Offer 0% interest • Have programs for local government facilities, local businesses, and homeowners | <ul style="list-style-type: none"> • Utility company incentives vary by service territory; check the utility website for current program details • Links for utility incentives programs are provided in Sustainable Jersey actions |