

Community Energy Plan Grant Application Form

Section A: Application Form Requirements, Instructions, Terms and Conditions

The following application form is intended only for entities submitting a Community Energy Plan Grant for consideration by the New Jersey Board of Public Utilities (“Board” or “BPU”). Projects selected by the Board will be approved for participation in the Community Energy Planning Grant.

This application form is valid only for the following Program Year and Application Period:

Program Year 1 Application Period 1

Application Period Opens: Application

Period Closes:

I. Minimum Qualification Requirements

The Community Energy Plan Grant is open to projects that meet the following minimum requirements and the full requirements as detailed here ([link to announcement](#)):

1. The applicant may be a government entity, including a municipality or county, a Green Team or Environmental Commission or other Sustainable Jersey organization created within a municipality or county, or a New Jersey institution of higher education Environmental Studies or Sustainability Program on behalf of at least one government entity.
2. An applicant must provide a detailed listing of local government partners, businesses and community organizations willing to participate in the formation and implementation of a Community Energy Master Plan.
3. This application will be for the creation of a Community Energy Master Plan to align local communities with the State Energy Master Plan, including any benchmarking and audit services that are needed. The maximum grant award will be determined by the quality of the application and the size of the community applying for the grant and will be paid in two installments. Community size will be based on the population of the municipality or county applying or the municipality or county served by the applicant.
4. Applicants must demonstrate a commitment to increasing reliance on clean energy and the reduction of energy use and emissions.
5. Applicants must identify areas of opportunity to build upon past energy reduction or clean energy creation success.

II. Instructions for Completing the Community Energy Plan Application Form

1. Each project applying to participate in the Community Energy Plan Grant program requires the submission of an individual application form. Do not apply for more than one (1) project per application



form. There is no limit to the number of application forms that can be submitted by any one Applicant (see the definition of an “Applicant” in section A. III. Terms and Conditions).

2. Complete sections B and C, and Appendix A in full. All questions are required to be answered. All attachments are required. All attachments must be attached to the end of the application form to be considered a complete application package.
3. Original signatures on all forms and certifications of this application form are required. The certifications contained in section C must be notarized.

III. Terms and Conditions

General Terms and Conditions

1. The “Applicant” is defined as the entity that submits the Community Energy Plan Grant application form (for example, an Applicant may be a municipality, county, Green Team, etc.).
2. All applications must be in compliance with all local, state and federal rules, regulations and laws. Furthermore, submission of an application form does not obviate the need for compliance with all applicable local, state, and federal laws and regulations.
3. By submitting an application, the Applicant acknowledges notice on behalf of all project participants that the information included in the Application is subject to disclosure under the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Aggregated information may be used by the Board and/or other State, federal, county, regional or local agencies in reports and evaluations, and the geographic location may be used to update Geographic Information System (“GIS”) mapping. Furthermore, the Applicant understands that the list of approved Community Energy Plan Grant projects will be published on the Board of Public Utilities website.
4. Amendments or supplements to the Community Energy Plan Grant application form will be made available via the New Jersey Clean Energy Program (“NJCEP”) website at www.njcleanenergy.com. This application form may be modified for future application periods at any time without prior notification.
5. Only applications that are administratively complete by the close of the application period will be considered for participation in the Community Energy Plan Grant program during that program year. An application will be deemed administratively complete if: 1) all questions are complete, 2) all required attachments are included (see Appendix B for a checklist of required attachments), and 3) all required signatures are included. Applicants will be notified if an application is deemed administratively incomplete. An incomplete application may be amended and resubmitted during the following application period without advantage or disadvantage.
6. The Applicant may be required to supplement the information provided in the application form upon request from the Board or Board Staff.

Evaluation of Applications and Approval of Projects

1. Following the close of the application period, each application will be reviewed and evaluated by an Evaluation Committee.
2. In reviewing each application, Board Staff may consult with the New Jersey Department of Environmental Protection (“NJDEP”), the New Jersey Department of Community Affairs, or other state agencies and consultants as are relevant to the application. Any information marked and submitted as “confidential” will be treated as such by the receiving agency and used for the sole purpose of evaluation unless required to be disclosed under State or federal law.
3. The criteria for evaluation of applications are presented in Appendix B (Evaluation Criteria). Projects must score a minimum 30 points total in order to be considered for participation in the Community Energy Plan Grant program. Projects that score above 30 points will be presented to the Board for approval for participation in the Community Energy Plan Grant in order, starting with the highest-scoring project and proceeding to the lowest-scoring project, and until the allocated program capacity for that program year is filled.
4. Board staff may reject applications that are incomplete at the close of the application period or that do not meet a minimum standard for selection, as set forth in this application form.

Milestones and Follow-Up for Approved Projects

1. Should the proposed Community Energy Plan Grant project be approved by the Board for participation in the Community Energy Plan Grant program, such approval will be contingent on the project being operated as was proposed in its application. Furthermore, approved projects are expected to begin the planning process within one month of receipt of grant, produce a Community Energy Profile within six months and within one year develop a Community Energy Master Plan to align the community's energy use with the 2019 New Jersey Energy Master Plan goals.



Submitting an Application

Applications must adhere to all of the following instructions for submission. Applications must be received no later than 5:00 P.M. on the date of the close of the application period in order to be considered.

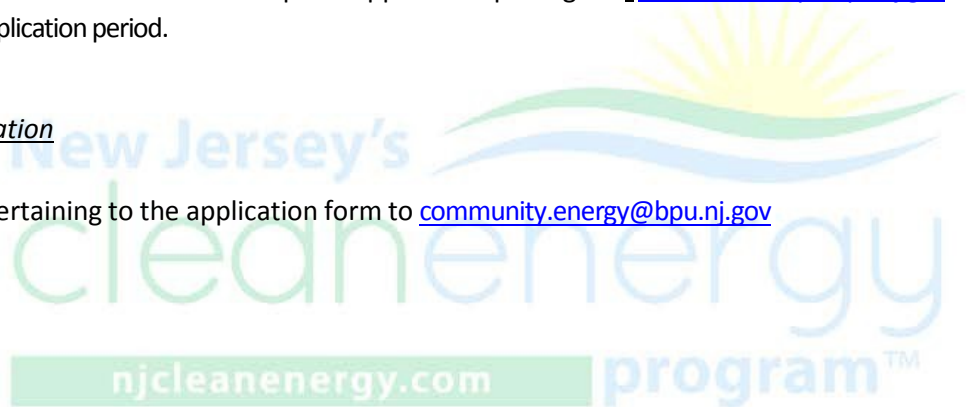
Mail or hand-deliver the original complete application package plus three copies of the complete application package to:

New Jersey Board of Public Utilities 44
South Clinton Avenue, 3rd Floor Post Office
Box 350
Trenton, New Jersey 08625-0350 Attn:
Office of Clean Energy
Community Energy Plan Application Package

In addition, submit an electronic version of the complete application package to board.secretary@bpu.nj.gov by 5:00pm of the close of the application period.

Questions and Further Information

Please address all questions pertaining to the application form to community.energy@bpu.nj.gov





Section B: Community Energy Plan Project Description

Instructions: Section B must be completed in its entirety. Any attachments should be placed at the end of the Application package.

I. Applicant Contact Information

Applicant Name: _____
 Mailing Address: _____
 Municipality: _____ County: _____ Zip Code: _____
Point of Contact:
 First Name: _____ Last: _____
 Email: _____ Daytime Phone: _____

Applicant is:

- Municipality
- Local Sustainable Jersey organization
- Local Green team
- County
- Institute of Higher Education

II. Community Energy Plan Project Manager

Project Manager Name : _____
 Daytime Phone: _____ Email: _____
 Mailing Address: _____
 Municipality: _____ County: _____ Zip Code: _____



III. Community Energy Plan partners

Applicants must provide documentation affirming at least two Government entities, one business or business association, one nonprofit and one transportation partner have agreed to participate in the planning process. Provide the contact information for those organizations below.

Government Partner 1: _____
 Mailing Address: _____
 Municipality: _____ County: _____ Zip Code: _____
Point of Contact:
 First Name: _____ Last: _____
 Email: _____ Daytime Phone: _____

Government Partner 2: _____
 Mailing Address: _____
 Municipality: _____ County: _____ Zip Code: _____
Point of Contact:
 First Name: _____ Last: _____
 Email: _____ Daytime Phone: _____

Non-profit Partner: _____
 Mailing Address: _____
 Municipality: _____ County: _____ Zip Code: _____
Point of Contact:
 First Name: _____ Last: _____
 Email: _____ Daytime Phone: _____

Transportation Partner: _____
 Mailing Address: _____
 Municipality: _____ County: _____ Zip Code: _____
Point of Contact:
 First Name: _____ Last: _____
 Email: _____ Daytime Phone: _____



IV. Community Energy Plan Partners

Please provide a list of other government, business, transportation and community partners who will be invited to participate in the planning committee. If necessary, additional information can be included in the attachments.

V. Past Clean Energy Program Participation

Please provide a list of past Clean Energy Program participation. Additional detail may be provided in the attachments, if necessary.

VI. Clean Energy Creation and Emission Reduction Opportunities

Please provide a list of clean energy creation and emission reduction opportunities. Additional detail may be provided in the attachments if necessary.

VII. Community Engagement Plan

Provide details about how you plan to engage partners and the community in the Community Energy Plan process. You may include additional information in the attachments if necessary.

VII. Project Budget

Provide a detailed project budget including planned expenditures related to energy audits, consultants, meeting space, etc., as an attachment.



Section C: Certifications

Instructions: Original signatures on all certifications are required. All certifications in this section must be notarized.

Applicant Certification

The undersigned warrants, certifies, and represents that:

- 1) I, _____ (name) am the _____ (title) of the Applicant _____ (name) and have been authorized to file this Applicant Certification on behalf of my organization/governmental entity; and
- 2) The information provided in this Application package has been personally examined, is true, accurate, complete, and correct to the best of the undersigned's knowledge, based on personal knowledge or on inquiry of individuals with such knowledge; and
- 3) My governmental entity/organization understands that certain information in this Application is subject to disclosure under the Open Public Records Act, N.J.S.A. 47-1A-1 et seq., and that sensitive and trade secret information that they wish to keep confidential should be submitted in accordance with the confidentiality procedures set forth in N.J.A.C. 14:1-12.3.; and
- 4) My organization acknowledges that **submission of false information may be grounds for denial of this Application, and if any of the foregoing statements are willfully false, they are subject to punishment to the full extent of the law, including the possibility of fine and imprisonment.**



Signature: _____

Date: _____

Print Name: _____

Title: _____

Company: _____

Signed and sworn to before me on this _____ day of _____, 20__

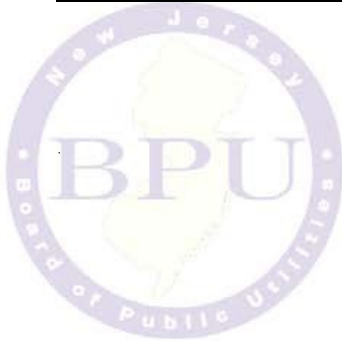
Signature



Appendix A: Required Attachments Checklist

Note that this list is for indicative purposes only. Additional attachments may be required and are identified throughout this application form.

Required Attachments for all Applications	Page	Attached?
Letters of intent for government, business, transportation and non-profit partners	p. 5	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supplemental list of willing partners for the Community Energy Plan committee	p. 6	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supplemental description of past Clean Energy Program successes	p. 6	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supplemental description of Clean Energy creation and energy and emission reduction opportunities	p. 7	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supplemental Community Engagement plan	p. 7	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project Budget	p. 7	Yes No





Appendix B: Evaluation Criteria

The Evaluation Criteria chart below lists the various categories that the Board will consider in evaluating project applications. Projects must score a minimum 30 points total in order to be considered for participation in the Community Energy Plan Program. Projects that score above 30 points will be awarded program capacity in order, starting with the highest-scoring project and proceeding to the lowest-scoring project until funds are exhausted.

Evaluation Criteria	Max. Points
Planning Committee Diverse list of willing partners to participate in the Community Energy Plan committee	30
Past Success Demonstrated success in participating in Clean Energy Programs and energy and emissions reduction programs in the past	20
Identified opportunities Opportunities to enhance clean energy production or reduce energy use, encourage waste and emission reduction	20

