**Community Energy Plan Implementation Grant Application Packet**

**Program Year 1**

# I. Program Background

1. **Program Overview**

New Jersey Board of Public Utilities (“Board” or “BPU”) has created a Community Energy Plan Implementation (“CEPI”) Grant Program for municipalities to fund implementation of projects identified in their Community Energy Plan (“CEP”) to meet the goals of the state’s Energy Master Plan.[[1]](#footnote-2) [*New Jersey’s Energy Master Plan: Pathway to 2050*](https://nj.gov/emp/docs/pdf/2020_NJBPU_EMP.pdf) (“EMP”) established that community-level action is necessary to achieve the state’s goal of 100% clean energy by 2050.[[2]](#footnote-3) This is Program Year 1 of the CEPI Grant Program.

The CEPI Grant Program will help municipalities implement energy resilience, renewable energy, and energy efficiency projects that will provide a better environment for all residents. By using the state’s EMP as a guide, CEPI Grant Program grantees will work to implement sustainable strategies that increase clean energy production, reduce energy use, and cut emissions.

1. **Program Structure**

**1. Grant Amount**

The CEPI Grant Program offers Eligible Municipalities the opportunity to receive $250,000 in funding (“$250,000 Cap”). [[3]](#footnote-4) Funding award determinations for CEPI Grant Program applicants (“Applicant” or “Applicants”) will depend on the review committee’s evaluation and ranking of the project proposal(s) in accordance with the evaluating factors listed in Section VIII of the application below. For further details regarding funding parameters, see Section VI.C., “Terms and Conditions - Clarification of Funding Parameters.”

 **2. Project Proposal(s)**

Applicants are encouraged to submit proposals for multiple projects for which CEPI grant funding is sought, even if the cumulative funding amount for all submitted projects totals over $250,000. Submission of Applications (each, an “Application”) for projects that collectively total up to $500,000 are encouraged. If excess funds remain (“Remaining Program Funds”) after the strongest proposals for projects listed in the Applicant’s CEP or a plan equivalent to a CEP that has been approved by municipal resolution (“Equivalent Plan”) are selected for funding up to the $250,000 Cap (“Selected Project” or “Selected Projects”), Remaining Program Funds may be allocated to one (1) additional project (“Additional Project”) per Applicant. [[4]](#footnote-5)

**All projects must be part of the Applicant’s CEP or Equivalent Plan, except for the Additional Project.** The Additional Project does not have to be listed in the CEP or Equivalent Plan; however, Applicants must have at least one Selected Project to be eligible for Additional Project funding. If there are no proposals for projects that are included in Applicant’s CEP or Equivalent Plan submitted with the Application, all of Applicant’s projects will be ineligible for funding. Only Remaining Program Funds can be used for the purpose of funding Additional Projects, and Applicants are only eligible to receive funding for one (1) Additional Project. Additional Project funding awards will be based on review and evaluation conducted by the BPU’s proposal review committee, for a total award of up to $500,000 per Applicant. Each project will be scored separately and independently.

# II. Project Selection Criteria

The following criteria will be used when considering projects for potential funding:

1. Of the overall funding for the CEPI Grant Program, 40% of the funding will be awarded to Eligible Municipalities that are Overburdened Municipalities (“OBMs”).[[5]](#footnote-6) To qualify for status as an OBM, the Eligible Municipality will be evaluated based on the following criteria:
2. The municipality has over 50% of its population living in an Overburdened Community (“OBC”) Census Block, as defined by the New Jersey Department of Environmental Protection pursuant to New Jersey’s Environmental Justice Law, N.J.S.A. 13:1D-157 et seq.; **and**
3. The municipality meets **one** or both of the following criteria:
4. Over 35% of the population is living on an income that is an amount that is under 200% of the threshold poverty level income line according to U.S. Census 2021 American Community Survey data;[[6]](#footnote-7) and
5. The municipality has a distress score of 40 or higher according to the New Jersey Department of Community Affairs (“DCA”) [Municipal Revitalization Index](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.nj.gov%2Fdca%2Fhome%2F2020_MRI_Scores_and_Rankings.xlsx&wdOrigin=BROWSELINK) (“MRI”). [[7]](#footnote-8)
6. In addition to ensuring 40% of funds are awarded to OBMs, a municipality’s [**Municipal Revitalization Index (“MRI”) score**](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.nj.gov%2Fdca%2Fhome%2F2020_MRI_Scores_and_Rankings.xlsx&wdOrigin=BROWSELINK) - which ranks New Jersey’s municipalities according to eight (8) separate indicators that measure diverse aspects of social, economic, physical, and fiscal conditions in each locality - will be a factor in project selection. Points based on MRI score will be awarded on a sliding scale, up to a maximum of 10 points (see Section VIII, “Project Evaluation Criteria” for details).
7. Each project proposal will be evaluated based on review of the following:

(i) the merits of the submitted project;

(ii) the quality of the municipality’s proposal relative to the project submitted;

(iii) whether the project was listed in the municipality’s CEP or Equivalent Plan; and

(iv) whether the project is an Additional Project.

Points based on a project proposal will be awarded up to a maximum of 90 points. Criteria regarding the merits of the project and proposal quality will include:

* 1. impact of the project in lowering energy consumption and greenhouse gas (“GHG”) emissions;
	2. number of people impacted;
	3. project maturity, i.e. likelihood of the project’s successful implementation;
	4. innovation, i.e. potential for the project to demonstrate new policies, technologies, and programs; and
	5. local prioritization of strategies through the municipality’s CEP or Equivalent Plan.

# III. Eligibility Criteria

Applicants must be an Eligible Municipality (“Eligible Municipality”) which is defined as a New Jersey municipality that has completed a CEP under the BPU’s Community Energy Plan Grant (“CEPG”) Program or has completed an Equivalent Plan, either of which must have been approved by municipal resolution. An Eligible Municipality may submit partnership projects between it and one or more local entities, with the Eligible Municipality being the lead party.

**A copy of the municipality’s CEP or Equivalent Plan must be submitted with the Application.** The CEP or Equivalent Plan must be adopted by an Eligible Municipality by means of a municipal resolution (“Resolution”).

**A fully executed authorizing Resolution approving the CEP or Equivalent Plan must be submitted with the Eligible Municipality’s Application or within 60 days after the Application submission deadline of May 24, 2024 (“Application Submission Deadline”). No exceptions.**

# IV. Program Timeline

The “Community Energy Plan Implementation Grant Application” in Section VIII below is intended only for municipalities submitting an Application for the BPU’s consideration. Projects the BPU selects will be approved for participation in the current program year, Program Year 1, of the CEPI Grant Program. This CEPI Grant Program Application packet, and all related attachments, are valid only for Program Year 1 and corresponding Application period only:

**Estimated Program Year 1 Timeline**

* Application period opening date: *December 19, 2023*
* Application Submission Deadline: *May 24, 2024*
* Announcement of awards: *May 31, 2024*
* Award contract executed by: *June 28, 2024*
* Project completion date: *June 30, 2026*

#  V. Instructions for Completing the Community Energy Plan Implementation Grant Application

1. All questions pertaining to the Application should be directed to: community.energy@bpu.nj.gov.
2. Please be advised that as a partner with the BPU Office of Clean Energy Equity, **Sustainable Jersey will provide technical assistance for both Applicants and those receiving grant awards under the CEPI Grant Program (“Grantees”)**, with a specific commitment to work closely with OBMs. All Applications will be shared with [Sustainable Jersey](https://www.sustainablejersey.com/) upon award to provide technical assistance throughout the project.[[8]](#footnote-9)
3. Applicants only need to submit one (1) completed project workbook, one (1) Applicant Certification form, and one (1) Municipal Resolution that has been fully authorized and executed, per Application. The project workbook can be found in Section VIII below or on [New Jersey's Clean Energy Program website](https://www.njcleanenergy.com/commercial-industrial/programs/community-energy-plans%5D)[[9]](#footnote-10) and all other Application materials can be found below, in Section VIII, “Community Energy Plan Implementation Grant Application.”
4. The project(s) can be those included in the Eligible Municipality’s CEP or Equivalent Plan or not; however, **it is a prerequisite that an Eligible Municipality have at least one (1) Selected Project to be eligible for funding of one Additional Project (See Section 3, "Additional Projects”).** If an Applicant only submits proposals for projects not listed in their original CEP or Equivalent Plan, or if no projects listed in an Applicant’s original CEP or Equivalent Plan are selected for funding as Selected Projects, the Applicant will not receive a grant for Program Year 1.
5. Original wet signatures on all forms and certifications of an Applicant’s Application are required. **Please note:** **The certification contained in this Application packet below, “Applicant Certification,” must be notarized.**
6. A municipal grant authorizing Resolution is required. A Resolution template is provided below, in Application Section VIII, “Municipal Grant Authorization Resolution.”
7. **Failure to complete all sections of the Application, or failure to submit all required Application attachments, will cause the Application to be deemed administratively incomplete.** Administratively incomplete Applications will not be eligible to receive a grant under the CEPI Program.
8. **Applications for all projects must be submitted no later than 5:00pm Eastern Time on the Application Submission Deadline of May 24, 2024. Late Applications will not be considered.** See Section VI.C. for additional information regarding project submission and project funding.

# VI. Terms and Conditions

## A. General Terms and Conditions

1. The “Applicant” is defined as the municipality that submits an Application, using the form located in Section VIII, “Community Energy Plan Implementation Grant Application,” below.
2. All Applications must comply with all local, state and federal rules, regulations and laws.
3. By submitting an Application, the Applicant acknowledges on behalf of all project participants that the information included in any Application it submits is subject to disclosure under the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Board and/or other state, federal, county, regional or local agencies may use aggregated information provided in any Application received in reports and evaluations. Similarly, these entities and their respective representatives may use geographic data from submitted Applications to update Geographic Information System (“GIS”) mapping. Furthermore, the Applicant understands that the list of projects approved for participation in the CEPI Grant Program will be published on New Jersey’s Clean Energy Program (“NJCEP”) [website](https://njcleanenergy.com/commercial-industrial/programs/community-energy-plans).[[10]](#footnote-11) **By submitting an Application, an Applicant shall be deemed to have consented to these provisions.**
4. Amendments or supplements to the Application itself will be made available via the NJCEP [website](https://njcleanenergy.com/commercial-industrial/programs/community-energy-plans).[[11]](#footnote-12) Application packets may be modified for future Application periods (periods after Program Year 1) at any time without prior notification. It is Applicant’s responsibility to check this website for all applicable Application updates.
5. Only Applications that are deemed administratively complete by the close of the Application period on the Application Submission Deadline of May 24, 2024 will be considered for participation in the CEPI Grant Program during Program Year 1.
6. An Application will be deemed **administratively complete** only if it does the following three things (“Administratively Complete”):

1) all questions are answered (e.g., nothing should be left blank; insert “N/A” if applicable);

2) all required attachments are included; and

3) all required signatures are included and are notarized where applicable.

At Board staff’s (“Staff’s”) option, Applicants will be notified if an Application is deemed not Administratively Complete and, thus, not eligible for consideration for Program Year 1. Applicants with Applications that are not Administratively Complete may submit a new, Administratively Complete Application for consideration in the next program year (Program Year 2), without advantage or disadvantage.

1. Upon request from the Board or Staff, an Applicant may be required to supplement the information provided in the Application.

## B. Evaluation of Applications and Approval of Projects

1. Following the close of the Application period on the Application Submission Deadline of May 24, 2024, each Application will be reviewed and evaluated by an evaluation committee.
2. Staff may reject Applications that are not Administratively Complete or that do not meet a minimum standard for selection, as set forth in this Application packet.

## C. Clarification of Funding Parameters

1. **Maximum CEPI Grant Program amount per Eligible Municipality:**
	* Two hundred fifty thousand dollars ($250,000).
2. **Multiple projects from a particular Eligible Municipality may receive funding:**
	* Eligible Municipalities may submit Applications to fund more than one project under this grant (up to the $250,000 Cap). Each project will be scored individually. For a further description of projects acceptable for submissions, see Section I.B.2., “Program Background – Program Structure – Project Proposal(s).”
3. **Eligible Municipalities are encouraged to submit up to $500,000 of projects.**
	* If there are Remaining Program Funds after all Selected Projects (as defined in Section I.B.2) have been identified and funded under the Eligible Municipality’s $250,000 Cap, only then may that Eligible Municipality’s Additional Project be considered for funding; such an Eligible Municipality may receive a cumulative funding amount up to $500,000 in funding.
4. Funding will not be provided for projects that are eligible for non-competitive funding through federal, state, or public utility sources.
5. No municipal funding match is required. The funding a municipality receives under the CEPI Grant Program may be used to implement all or part of a project, at the municipality’s discretion.
6. If the Grantee would like to change the proposed budget from the original budget it submitted, the Grantee must submit a formal change request (“Budget Change Request”) to the Board, at community.energy@bpu.nj.gov. The Budget Change Request must outline the original budget line item(s), the change requested, and an explanation for the change.
7. The Grantee has 60 days from the end of the grant term to submit a final expenditure and programmatic report. If at the completion of the project there are funds remaining, these funds must be returned within, but no later than, these 60 days.

## D. Submitting an Application

Completed Applications must be emailed to: community.energy@bpu.nj.gov no later than 5:00 PM on the Application Submission Deadline, May 24, 2024, to be considered.

*Questions and Further Information*

All questions pertaining to the Application should be directed to: community.energy@bpu.nj.gov.

# VII. Sustainable Jersey Technical Assistance

Sustainable Jersey is a non-profit that since 2009 has been providing tools, training, and financial incentives to support communities as they pursue sustainability programs. As a partner with the BPU Office of Clean Energy Equity, [Sustainable Jersey](https://www.sustainablejersey.com/)[[12]](#footnote-13) will provide technical assistance for both Community Energy Plan Implementation Grant Applicants and Grantees with specific commitment to work closely with Overburdened Municipalities. **To provide this assistance, all Applications and proposed budgets will be shared with Sustainable Jersey.**

Sustainable Jersey provides resources for Community Energy Planning including:

[**Guide for Sustainable Energy Communities**](https://www.sustainablejersey.com/fileadmin/media/Actions_and_Certification/Actions/Energy/SJ_Sustainable_Energy_Communities_Guide10_2021.pdf)**[[13]](#footnote-14)**

Case studies and best practices of energy initiatives

[**Sustainable Jersey Data Center**](https://www.sustainablejersey.com/resources/data-center/)**[[14]](#footnote-15)**

Comprehensive energy data by municipality

[**Model Community Energy Plan**](https://www.sustainablejersey.com/fileadmin/media/Actions_and_Certification/Actions/Energy/Model_Community_Energy_Plan_for_GOTHAM_TOWNSHIP_June_2023.pdf)**[[15]](#footnote-16)**

Sample community energy plan

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# VIII. Community Energy Plan Implementation Grant Application

# Project Workbook

[Project Workbook can be found at: <https://www.njcleanenergy.com/commercial-industrial/programs/community-energy-plans>]

# Municipal Grant Authorization Resolution

To be an Applicant, a municipality must adopt an authorizing Resolution from its municipal governing body supporting the Application and must submit a signed and dated copy of that authorizing Resolution with the CEPI Grant Program application. The purpose of this Resolution is to affirm that the governing body approves of the municipality’s Application. A signed and certified Resolution must be submitted with the Application via email. This is not required language; any standard Resolution in support of the Application will suffice.

The sample Resolution is on the following page.

**[Municipality’s Name]**

**RESOLUTION [#\_\_\_]**

**RESOLUTION AUTHORIZING APPLICATION TO**
**THE BPU COMMUNITY ENERGY PLAN IMPLEMENTATION GRANT PROGRAM**

**WHEREAS**, a sustainable community seeks to ensure that its environmental, economic, and social objectives are balanced and mutually supportive; and

**WHEREAS**, [Municipality’s Name] strives to assure clean land, air and water for current and future generations; and

**WHEREAS**, New Jersey’s 2019 Energy Master Plan: Pathway to 2050 (“EMP”) established that community-level action is necessary to achieve the state’s goal of 100% clean electricity by 2050;[[16]](#footnote-17) and

**WHEREAS,** the New Jersey Board of Public Utilities has created a Community Energy Plan Implementation Grant Program for municipalities to implement initiatives identified in their Community Energy Plan (“CEP”) or a plan equivalent to a CEP that has been approved by municipal resolution (“Equivalent Plan”); and
**WHEREAS,** the Community Energy Plan Implementation (“CEPI”) Grant Program will help [Municipality’s Name] to invest in [*List all project activities for which funding is sought*] and to work toward a better environment for all residents by using the state’s EMP as a guide to develop sustainable strategies that increase clean energy production, reduce energy use, and cut emissions.

**NOW** **THEREFORE,** the [Municipality’s Governing Body] of [Municipality’s Name] has determined that [Municipality’s Name] should apply for the aforementioned CEPI Grant Program; and

**THEREFORE**, [Municipality’s Name] will commit to providing staff support for the duration of the Community Energy Plan implementation process, including seeking utility, state, or other available funding to combine with funding requested under the CEPI Grant Program.

**THEREFORE, BE IT RESOLVED**, that [Municipality’s Governing Body] of the [Municipality’s Name], State of New Jersey, authorizes the submission of the aforementioned Application to the CEPI Grant Program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Approved Date

# Applicant Certification

*Instructions: Original ink/wet signatures on all certifications are required. Only persons with authorization to sign documents on behalf of that person’s municipality may sign this Certification.*

***The Applicant Certification must be notarized.***

The undersigned warrants, certifies, and represents that:

I, (*Name*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the (*Municipal Position*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the Applicant, (*Name* *of Municipality*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , and have been duly authorized to file this Applicant Certification on behalf of my municipality; and

I hereby warrant and certify that the information provided in this Application package has been personally examined by me, is true, accurate, complete, and correct to the best of my knowledge based on information personally known to me or upon reasonable inquiry of individuals with such knowledge; and

I, on behalf of the municipality named herein, acknowledge that certain information in this Application is subject to disclosure under the Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., and that confidential sensitive and trade secret information should be submitted in accordance with the confidentiality procedures set forth in N.J.A.C. 14:1-12.3; and

I, on behalf of the municipality named herein, acknowledge that **submission of false information may be grounds for denial of this application, and if any of the foregoing statements are willfully false, am subject to punishment to the full extent of the law, including the possibility of fine and imprisonment.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Municipality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State of New Jersey

**This Applicant Certification was sworn to and subscribed before me on this**

 **\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_**

**[SEAL]**

# Project Evaluation Criteria

Applications that meet the grant eligibility requirements will be evaluated using the criteria listed below for each project proposal. Applicants can submit proposals for multiple projects by completing the project workbook linked in Section VIII below. Each project will be evaluated separately.

*Continued on next page…*

|  |  |
| --- | --- |
| **Proposal Evaluation Criteria** | **Max Points** |
| [**Municipal Revitalization Index (MRI) Score**](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.nj.gov%2Fdca%2Fhome%2F2020_MRI_Scores_and_Rankings.xlsx&wdOrigin=BROWSELINK)**[[17]](#footnote-18)*** Preference for projects from distressed communities
* Municipalities with high MRI scores will get more points:
	+ 75-100 MRI score = 10 points
	+ 50-74 MRI score = 7 points
	+ 40-49 MRI score = 5 points
	+ 39 or less = 0 points
 | 10 |
| **Project Type:** (note: to be eligible, projects must score at least 25 points in this category) |
| **Pre-selected Projects**[[18]](#footnote-19)* Scoring as described in Section B of Project Workbook[[19]](#footnote-20)
 | 45 |
|  **OR** |  |
| **Custom Projects**[[20]](#footnote-21)* Expected project impact
 | 45 |
| **Project Details:** |
| **Project Readiness*** Preference will be given to implementation-ready projects
 | 15 |
| **Local Priority*** Applicants may identify **one** project as their top priority project, and it will receive 10 points. If only one project is submitted, it will automatically receive the full 10 points for this evaluating factor
 | 10 |
| **Project Sustainability*** Preference will be given to Applications that demonstrate a well-defined strategy for ensuring the project's sustainability beyond the CEPI grant funding period
 | 5 |
| **Innovation and Replicability*** Preference will be given to projects that are unique and address specific needs of the Applicant
* Preference will be given to projects that upon successful implementation have high potential for replication in other areas
 | 5 |
| **Likelihood of success*** Preference will be given to projects that have strong project teams with demonstrated capacity to implement and sustain the projects over their useful life
 | 10 |
| **Total** | **100** |

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# Appendix A: List of Overburdened Municipalities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Municipality** | **County** | **Municipality** | **County** | **Municipality** | **County** |
| Asbury Park City | Monmouth | Gloucester City | Camden | Perth Amboy City | Middlesex |
| Atlantic City | Atlantic | Guttenberg Town | Hudson | Phillipsburg Town | Warren |
| Bayonne City | Hudson | Haledon Boro | Passaic | Pine Hill Boro | Camden |
| Beverly City | Burlington | Hamilton Twp  | Atlantic | Plainfield City | Union |
| Bridgeton City | Cumberland | Hi-nella Boro | Camden | Pleasantville City | Atlantic |
| Brooklawn Boro | Camden | Irvington Twp | Essex | Prospect Park Boro | Passaic |
| Burlington City | Burlington | Jersey City | Hudson | Riverside Twp | Burlington |
| Camden City | Camden | Keansburg Boro | Monmouth | Roselle Boro | Union |
| Cape May City | Cape May | Kearny Town | Hudson | Salem City | Salem |
| Chesilhurst Boro | Camden | Lakewood Twp | Ocean | Seaside Heights Boro | Ocean |
| City of Orange Twp | Essex | Lawnside Boro | Camden | So. Toms River Boro | Ocean |
| Clayton Boro | Gloucester | Lindenwold Boro | Camden | Sussex Boro | Sussex |
| Clementon Boro | Camden | Lodi Boro | Bergen | Teterboro Boro | Bergen |
| Commercial Twp | Cumberland | Long Branch City | Monmouth | Trenton City | Mercer |
| Deerfield Twp | Cumberland | Maurice River Twp | Cumberland | Union City | Hudson |
| Dover Town | Morris | Millville City | Cumberland | Upper Deerfield Twp | Cumberland |
| East Newark Boro | Hudson | Mount Holly Twp | Burlington | Victory Gardens Boro | Morris |
| East Orange City | Essex | New Brunswick City | Middlesex | Vineland City | Cumberland |
| Egg Harbor City | Atlantic | Newark City | Essex | West New York Town | Hudson |
| Elizabeth City | Union | North Bergen Twp | Hudson | West Wildwood Boro | Cape May |
| Fairfield Twp  | Cumberland | Passaic City | Passaic | Westville Boro | Gloucester |
| Fairview Boro | Bergen | Paterson City | Passaic | Wildwood City | Cape May |
| Flemington Boro | Hunterdon | Paulsboro Boro | Gloucester | Woodbine Boro | Cape May |
| Freehold Boro | Monmouth | Pemberton Twp | Burlington | Woodbury City | Gloucester |
| Garfield City | Bergen | Penns Grove Boro | Salem | Woodlynne Boro | Camden |
| Glassboro Boro | Gloucester | Pennsauken Twp | Camden | Wrightstown Boro | Burlington |

# Appendix B: Research Methods for Community Energy Plan Implementation Grant Scoring

The scoring system was created through a deliberative process with input from four members of the Sustainable Jersey energy team after extensive research. The scoring framework is a qualitative assessment of the following factors: the potential for reduction of GHG emissions and the impact of additional co-benefits such as improvements in community health and social well-being.

As input for our determination, Sustainable Jersey conducted document reviews, an extensive literature review of relevant research papers, informational interviews with subject matter experts in New Jersey as well as with experts involved in designing similar grant programs in other states like New York, Massachusetts, and Minnesota, and experts with the Sustainable States Network.

A full list of sources reviewed is available upon request.

# Appendix C: Required Attachments Checklist

Please check one box in the table below for each required attachment and list optional attachments.

|  |  |
| --- | --- |
| **Required Attachments for All Applicants** | **Attached?** |
| Community Energy Plan (CEP) or Equivalent Plan | ☐ Yes [ ] No |
| Executed Municipal Resolution in support of CEP or Equivalent Plan implementation | ☐ Yes [ ] No |
| Completed Project Workbook (Section VIII) | ☐ Yes [ ] No |
| Notarized Application Certification (Section VIII) | ☐ Yes [ ] No |
| Executed Municipal Resolution in support of grant application (template provided in Section VIII) | ☐ Yes [ ] No |
| *(List optional attachment here)* |  |
| *(List optional attachment here)* |  |
| *(List optional attachment here)* |  |

1. A CEP is one that was completed under the BPU’s Community Energy Plan Grant (“CEPG”) Program. [↑](#footnote-ref-2)
2. New Jersey Board of Public Utilities, 2019 New Jersey Energy Master Plan: Pathway to 2050, <https://nj.gov/emp/docs/pdf/2020_NJBPU_EMP.pdf>. [↑](#footnote-ref-3)
3. For a definition of what constitutes an Eligible Municipality, see Section III, “Eligibility Criteria.” [↑](#footnote-ref-4)
4. An Equivalent Plan is a community energy plan that was not created through the CEPG Program, but substantially addresses the same elements including a timeline, implementation plan, was adopted by municipal resolution, and covers the strategies identified in Sustainable Jersey’s [Community Energy Plan Workplan Template](https://www.sustainablejersey.com/fileadmin/media/Actions_and_Certification/Actions/Energy/Community_Energy_Plan_Workplan_Template10_2021.pdf) which can be found here: <https://www.sustainablejersey.com/fileadmin/media/Actions_and_Certification/Actions/Energy/Community_Energy_Plan_Workplan_Template10_2021.pdf>. BPU Staff will review any non-CEPG plans to determine their eligibility as “Equivalent Plans” during project evaluation process. [↑](#footnote-ref-5)
5. For a list of Overburdened Municipalities, see Appendix A herein. [↑](#footnote-ref-6)
6. United States Census Bureau American Community Survey, Poverty Status in the Past 12 Months

(2021), Table S1701,

<https://data.census.gov/table/ACSST5Y2021.S1701?q=S1701&g=040XX00US34$0600000>. [↑](#footnote-ref-7)
7. See State of New Jersey Department of Community Affairs, Municipal Revitalization Index, 2020 MRI Table and Ranking, <https://nj.gov/dca/home/MuniRevitIndex.html> (hereafter, “MRI Index”). [↑](#footnote-ref-8)
8. For more information about Sustainable Jersey, please visit <https://www.sustainablejersey.com/>. [↑](#footnote-ref-9)
9. <https://www.njcleanenergy.com/commercial-industrial/programs/community-energy-plans> [↑](#footnote-ref-10)
10. See BPU Community Energy Plans: <https://njcleanenergy.com/commercial-industrial/programs/community-energy-plans>. [↑](#footnote-ref-11)
11. See [www.njcleanenergy.com](http://www.njcleanenergy.com). [↑](#footnote-ref-12)
12. Sustainable Jersey, <https://www.sustainablejersey.com/>. [↑](#footnote-ref-13)
13. Sustainable Jersey, Sustainable Jersey Guide for Sustainable Energy Communities (March 2022), <https://www.sustainablejersey.com/fileadmin/media/Actions_and_Certification/Actions/Energy/SJ_Sustainable_Energy_Communities_Guide10_2021.pdf>. [↑](#footnote-ref-14)
14. Sustainable Jersey, Data Center, <https://www.sustainablejersey.com/resources/data-center/>. [↑](#footnote-ref-15)
15. Sustainable Jersey, Gotham Township Community Energy Plan (April 2023), <https://www.sustainablejersey.com/fileadmin/media/Actions_and_Certification/Actions/Energy/Model_Community_Energy_Plan_for_GOTHAM_TOWNSHIP_June_2023.pdf>. [↑](#footnote-ref-16)
16. New Jersey Board of Public Utilities, 2019 New Jersey Energy Master Plan: Pathway to 2050, <https://nj.gov/emp/docs/pdf/2020_NJBPU_EMP.pdf>. [↑](#footnote-ref-17)
17. State of New Jersey Department of Community Affairs, Municipal Revitalization Index, 2020 MRI Table and Ranking, <https://nj.gov/dca/home/MuniRevitIndex.html> (Select the link for 2020 MRI Table and Ranking). [↑](#footnote-ref-18)
18. Pre-selected projects are clean energy projects which, through research, have been identified as high-impact and as having measurable benefits. See list of pre-selected projects in Section VIII, “Project Evaluation Criteria.” [↑](#footnote-ref-19)
19. Project Workbook can be found at: <https://www.njcleanenergy.com/commercial-industrial/programs/community-energy-plans>. [↑](#footnote-ref-20)
20. Custom projects are non pre-selected projects that would have a meaningful impact on GHG emissions reduction. See Section D in this Application for scoring criteria for custom projects. [↑](#footnote-ref-21)