User: jbettermann@readington.k12.nj.us

2017 Small Grants Program for Energy Initiatives

$30,000 and $10,000 Municipal and School District Grant Application

Application Deadline: Tuesday, October 31, 2017 at 11:59 PM

This grant cycle is funded by:

Before beginning your application we suggest that you review the Application Information Package.

Eligible applicants include New Jersey municipalities and public school districts that are registered with the Sustainable Jersey or Sustainable Jersey for Schools program AND have appointed a green team that meets the program requirements.

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**. **Lighting upgrades are not eligible for funding.**

Questions? Email grants@sustainablejersey.com or call Kaitlyn Vollmer at 609-771-3189.

I. Eligibility Inquiry

For eligibility requirements and information, click here if the applicant is a school district and click here if the applicant is a municipality. Proposals should be focused on energy conservation, efficiency, and renewable energy.

a. Applicant Registration

To be eligible to apply for this cycle, applicants must be registered in the Sustainable Jersey or Sustainable Jersey for Schools certification program.

- To see if your municipality is registered, cick here. For information on how to register click here.
- To see if your school district is registered, click here. For information on how to register, click here.

Is the municipality or school
district registered in the program?   Yes

b. Green Team

To be eligible for this grant, the applicant must have a designated green team. For guidance on establishing a
municipal green team, click here. For guidance on establishing a school green team, click here. In Section V of
this application you will be asked to upload information regarding your green team.

Does your municipality or school
district have a designated green   Yes
team?

c. Previous Grant Recipient

Municipalities or school districts that were already awarded a $10,000-or-more grant in **2017** are **NOT** eligible to
apply for this grant.

$10,000-or-more project grant recipients **prior to** 2017 must have **completed the grant project, submitted the
final report, and received confirmation from Sustainable Jersey that it has been approved** in order to be
eligible to apply for this grant.

Have you already been awarded a   No
Sustainable Jersey $10,000-or-
more grant in 2017?

Did you receive a Sustainable   Yes
Jersey $10,000-or-more grant
prior to 2017?

Have you submitted your final   Yes
report, expenditures and received
final payment?

II. Applicant Information

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.

Are you applying for a $30,000 or $10,000
$10,000 grant?

Are you submitting an application   School District
for a municipality or school
district?

School District Name   Readington Township Public School District

County   Hunterdon

NJDOE School District Code   4350

School District Employer   22-6002246
Identification Number (EIN)

Please contact your School District's Business Administrator or Chief Financial Officer to obtain the EIN.

School District Student Population   1621

III. Grant Proposal

a. Project Title and Desciption

Provide a name for the proposed project and a short description. The description should focus on a specific effort that the grant will be used to support. This description will be used in program reports and communications materials.

NOTE: LIGHTING UPGRADES ARE NOT ELIGIBLE FOR SUSTAINABLE JERSEY GRANT FUNDING.

Project Title   Power Monitor Project

Brief Project Description   Install wireless power monitors in district schools to further the Readington School District's energy efficiency efforts by understanding how devices in the school buildings are consuming electricity and using that information to conserve energy and better maintain equipment.

b. Project Team Members and Resumes

Please upload a list of the key people that will be invovled in completing the proposed projct and their resumes. The list and resumes should be combined into one PDF file.

NOTE: All uploaded files must be in PDF format. If you wish to replace a file, simply upload a new file and it will overwrite the existing one.

Project Team Information   2017 Gardinier Grant Project Team.pdf

c. Action Plan & Timeline

Upload a completed Action Plan & Timeline form. The form is available here and is shown in Section I of the Application Information Package. The form requires the applicant to outline the specific steps needed to complete the project, who wil oversee that effort, and by when. Consider the steps that are needed for planning, implementing, and evaluating the project. Identify the timeline for each step to ensure the action is accomplished by the end of the 18-month performance period.

NOTE: All funds must be fully expended, projects completed, and final reports submitted by June 30, 2019.

NOTE: All uploaded files must be in PDF format. If you wish to replace a file, simply upload a new file and it will overwrite the existing one.

Action Plan and Timeline   2017 Gardinier Grant Action Plan.pdf

d. 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. If possible, please include information about how this project will work toward completing a Sustainable Jersey action or a Sustainable Jersey for Schools action.

Funding from this grant would allow the Energy Efficiency Program at Readington Township Schools to advance to the next level. The behavior based program that is currently in place in the district has resulted in annual energy usage reductions greater than 10% for the

past three years. The district's four schools are currently only metered at the building utility supplies. As a result, the buildings are black boxes as far as energy usage particularly for electricity since so many devices in the buildings use electricity as an energy source. Installation of Panoramic Power's wireless sensors and the associated cloud based dashboard will allow us to visualize real time device level data on how equipment in the school buildings are using electricity. This will allow the Facilities Department and Energy Efficiency Coordinator to understand equipment usage, identify opportunities for energy conservation efforts, and to move toward more predictive maintenance. Additionally, the information collected can be shared with staff to increase energy awareness and with students for energy education. The Panoramic Power program is designed to work with the National Energy Education Development (NEED) program's energy kits for energy education. Thanks to previous grant funding, we already have NEED energy kits available at each school as part of mobile energy labs. Advancing the Energy Efficiency Program, continuing energy awareness efforts, and increasing opportunities for energy education are initiatives supported by the district's Green Committee and will allow us to conserve energy and reduce our carbon footprint.

e. 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 of the Application Information Package.

Have you checked to see if your   Yes
project is eligible for NJCEP or
utility-sponsored energy
conservation or energy efficiency
funding/incentives?

Make sure to include in your narrative how this funding is/is not being integrated into your overall project budget. If incentives are being utilized, make sure your uploaded budget includes the incentives that will be received to indicate the overall contribution to the cost of the project.

Grant funds will be used to contract with Direct Energy Business for the design, installation, and monitoring of the Panoramic Core package which includes 100 wireless electrical power sensors and associated hardware (see quote attached). The sensors will be deployed throughout the district's schools with the objective of assessing device level electricity usage. Panoramic Power includes a cloud based program to analyze data from the sensors and a dashboard to view the data along with customizable electricity usage reports. Remaining funds needed will come from the school budget.

f. 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.

The success of the Power Monitoring Program will be measured as part of our ongoing energy tracking program where the Energy Efficiency Coordinator reviews energy cost and usage in the district each quarter. We will track the implementation of energy savings opportunities identified as part of the device level monitoring provided through the Panoramic Power program and correlate if possible to electricity usage in the building using EnergyManager software.

IV. Application Contacts

a. Primary Grant Application Contact

NOTE: The grant application decision and follow-up will be directed to this contact.

Name	Jodi Bettermann
Title	Energy Efficiency Coordinator
Organization	Readington Township Public School District
Phone	908-534-2195
Email	jbettermann@readington.k12.nj.us

b. School District Superintendent

NOTE: The superintendent may be directly invited to a press conference or other speaking engagement.

Superintendent Name	Dr. William DeFabiis
Superintendent Phone	908-534-2897
Superintendent Email	wdefabiis@readington.k12.nj.us

c. Fiscal Contact

NOTE: The fiscal contact must be a person authorized by the applicant (for school districts - typically the School Business Administrator) to manage official funds. It cannot be a club advisor, parent organization volunteer, or student.

Fiscal Contact	Jason Bohm
Fiscal Contact Title	Business Administrator
Fiscal Contact Mailing Address	52 Readington Road, P.O. Box 807 Whitehouse Station, NJ 08889
Fiscal Contact Phone	908-534-2885
Fiscal Contact Email	jbohm@readington.k12.nj.us

d. Media Contact

NOTE: Please list an employee that Sustainable Jersey can contact regarding press/media events.

Media Contact   Pat Lewandowski

Media Contact Title   Superintendent's Secretary

Media Contact Phone   908-534-2897

Media Contact Email   plewandowski@readington.k12.nj.us

IV. Required Attachments

a. Green Team Information

Currently certified municipalities and school districts with certified schools do not have to complete this section of the application.

NOTE: All uploaded files must be in PDF format. If you wish to replace a file, simply upload a new file and it will overwrite the existing one.

i. Green Team Members

- Upload list of green team members. Green team members should be selected in accordance with the requirements of the Sustainable Jersey Green Team action or Sustainable Jersey for Schools Green Team action.
- 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.

Green Team Members

Documentation Establishing
Green Team

Green Team Activity Summary

b. 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.)

NOTE: All uploaded files must be in PDF format. If you wish to replace a file, simply upload a new file and it will overwrite the existing one.

2017 Gardinier Grant Authorization Letter.pdf

c. Detailed Project Budget

A sample budget template is available here or in Section I of the Application Information Package. Eligible expenses include: salaries, consultant or contractor service fees, equipment, and supplies. **The budget must also**

document anticipated New Jersey Clean Energy Program incentives or utility incentives or rebates that the project is eligible to receive.

NOTE: All uploaded files must be in PDF format. If you wish to replace a file, simply upload a new file and it will overwrite the existing one.

2017_Gardinier_Sustainable_Jersey_Small_Grants_Budget.pdf

IF THE PROPOSED PROJECT IS POTENTIALLY ELIGIBLE FOR NJCEP OR UTILITY-SPONSORED INCENTIVE PROGRAMS, YOU MUST DOCUMENT YOUR COMMUNICATION WITH THE RELEVANT NJCEP AND UTILITY-SPONSORED INCENTIVE PROGRAMS, INCLUDING CLEAR CONFIRMATION THAT THE PROJECT DOES OR DOES NOT QUALIFY FOR EXISTING INCENTIVES. CLICK HERE OR SEE SECTION J OF THE APPLICATION INFORMATION PACKAGE FOR INCENTIVE PROGRAM INFORMATION.

Confirmation of the dollar amount of the funding is not required, just the eligibility of the project. For example, an email communication between you and the relevant NJCEP program manager (P4P, SmartStart, etc.) would suffice if it clearly states whether or not the project qualifies for existing incentives. If the project is eligible, the detailed budget should include your best estimate of the anticipated funding. If the grant is awarded, the budget can be revised when the actual amount of funding is confirmed.

Is the proposed project potentially   No
eligible for NJCEP or utility-
sponsored incentive programs?

d. 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.

NOTE: All uploaded files must be in PDF format. If you wish to replace a file, simply upload a new file and it will overwrite the existing one.

Additional Files:

Panoramic Quote.pdf

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