



SUSTAINABLE JERSEY

sustainablejersey.com | PO Box 6855, Lawrenceville, NJ 08648 | 609.771.2832

January 20, 2021

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EXECUTIVE DIRECTOR

Randall Solomon
Sustainability Institute
The College of New Jersey

John Jennings
Business Administrator
40 Fairview Avenue
High Bridge, NJ 08829

Dear Mr. Jennings;

Congratulations to High Bridge Borough School District on receiving a \$10,000 Sustainable Jersey Grant funded by the Gardinier Environmental Fund.

Enclosed please find a check for \$5,000 representing 50% of your grant award. As specified in the grant application materials, the remainder of the grant will be transmitted upon completion of the funded activities, approval of your final fiscal and project report, and submission of the signed Grantee's Certification and Declaration form. Please see the enclosed Grant Reporting, Accounting, and Communications requirements for more information regarding the terms of your award.

A nine-month interim report is due **November 30, 2021**. Your project must be completed, funds fully expended, and final report submitted by **August 31, 2022**. The report must be completed using Sustainable Jersey's online report form through our web-based grants portal. Directions for completing the report will be sent to the grant's primary and fiscal contacts 30 days prior to the reporting due date. The report form can only be accessed with the same user name and password that was used to create and submit the original grant application.

Any changes to the grant project deliverables or budget must receive prior written approval from Sustainable Jersey. More information on how to submit these modifications can be found [here](#) on the Sustainable Jersey website. Change requests should be emailed to grants@sustainablejersey.com.

As your project progresses, please notify us of any **ribbon-cutting ceremonies** or **milestone events** so that media outreach can be coordinated with Sustainable Jersey and the Gardinier Environmental Fund. In addition, where applicable, a sign should be installed at the project site noting that it was **funded by the Sustainable Jersey Grants Program and the Gardinier Environmental Fund**.

We wish you great success with your project! If you have any questions, please contact our grants program coordinator, Kaitlyn Vollmer, on 609-771-3189 or by email at grants@sustainablejersey.com.

Sincerely

Randall Solomon
Executive Director, Sustainable Jersey

Enclosures: Grant Reporting, Accounting, and Communications Requirements, Check #2378



Grant Reporting, Accounting and Communications Requirements For Energy Grants funded by the Gardinier Environmental Fund

I. Special Requirements for Energy Conservation and Efficiency Projects

1. Recipients who qualify **MUST** participate in applicable New Jersey Board of Public Utilities Clean Energy Program (NJCEP) or utility sponsored energy conservation or energy efficiency funding incentives and include those rebates or cost adjustments in the project budget.
2. See **Attachment 1** for an overview of the incentive programs. Applicants are required to determine applicability of the appropriate NJCEP or utility incentives and receive the necessary approvals prior to initiating the energy project. **For all NJCEP programs, call 866-657-6278, email Outreach@NJCleanenergy.com, or visit: www.NJCleanEnergy.com/CI**

II. Project Requirements

This information and all templates can be found at sustainablejersey.com and sustainablejerseyschools.com
(Grants tab => Grant Recipient Information)

1. **Grant modifications** covering the project scope or budget must receive advance approval by Sustainable Jersey.
 - a. All budget modifications should be submitted using the **revised budget template**. Requests should be submitted in writing to grants@sustainablejersey.com.
2. Grant recipients should 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.
 - a. 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 Grants Program**. This helps Sustainable Jersey sustain funding for future grant cycles.
3. Grant recipients are required to **install a sign** indicating the project was funded by the Sustainable Jersey Grants Program and the Gardinier Environmental Fund (where applicable) and **acknowledge the Sustainable Jersey Grants Program and the Gardinier Environmental Fund** as providing funding for grant-related programs, activities and events.
 - a. If you are unsure if a sign is required for your project, contact us at grants@sustainablejersey.com.
 - b. Copies of the sign and/or materials acknowledging the funders will be required attachments in the final grant report.
 - c. **Logos will be provided and should be used in signage and materials**. Both Sustainable Jersey and The Gardinier Environmental fund should be acknowledged.

4. **Remember to take photos and document events, including those that are virtual.**
 - a. Final reports must include at least **TWO** photographs depicting the grant project and/or related activities. 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.
 - b. When sharing photos on social media, tag Sustainable Jersey so that we can help promote the project. Social media tags include:
 - Twitter:** Tag Sustainable Jersey via @SJ_Program or Sustainable Jersey for Schools via @SJ_Schools
Use the following hashtag at the end of your post: #SJGrants
 - Facebook:** Tag Sustainable Jersey via @Sustainable Jersey
Use the following hashtag at the end of your post: #SJGrants
 - Instagram:** Tag Sustainable Jersey via @sustainable_jersey
Use the following hashtag at the end of your post: #SJGrants
5. A grant will be considered closed out when the **project is complete, ALL grant funds have been expended, and a final report that meets the requirements outlined below** has been submitted and approved by Sustainable Jersey.
 - a. If the grant project is completed under budget, a grantee can request to use the remaining funds for other green team related activities or projects. Requests should be submitted in writing to grants@sustainablejersey.com. All budget modifications should be submitted using the **Revised Budget Template**.

III. Reporting Requirements

This information and all templates can be found at sustainablejersey.com and sustainablejerseyschools.com
(Grants tab => Grant Recipient Information => Reporting Requirements)

Grantees will be required to complete an **interim** and a **final** report using an **online report form**. Links to the report forms can also be found on sustainablejersey.com and the sustainablejerseyschools.com websites by following this path: Grants tab => Grant Recipient Information => Reporting Forms.

Reminders will be emailed to the primary project contact 30 days in advance of the reporting submission deadline. **The report forms can only be accessed with the same user name and password that was used to create and submit the original grant application.** Grantees that are unable to log into online report form should email grants@sustainablejersey.com. Failure to submit the required documentation will render the grantee ineligible to apply for future Sustainable Jersey grants.

The following information is required for each report:

Interim Report – Due November 30, 2021:

Provide a status report on project progress, expenditures, photos and any modifications to the original proposal. Any changes to the original project must be preapproved by Sustainable Jersey. Include possible dates for ribbon cutting ceremonies or milestone events and an updated explanation of how Sustainable Jersey/Sustainable Jersey for Schools and the Gardinier Environmental Fund will be acknowledged as the project funders in project promotional materials and project signage.

Final Report – Due August 31, 2022:

Document completion of the project described (project scope finished and all funds spent) in the original application (or the portion of the project which the grant was intended). Recipients will be asked to provide a project summary, impact of the grant on the community, summary of community outreach efforts, at least **TWO** photographs, documentation that the Gardinier Environmental Fund and Sustainable Jersey/Sustainable Jersey for Schools were acknowledged as project funders in promotional materials and signage, lessons learned, expense summary and signed certification declaration that the grant is complete.

Final Report sections include:

1. 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 Grants Program related materials.
2. **Challenges** faced and how they were addressed.
3. A summary of any **modifications** to the grant project, activities, outcomes outlined in the original grant proposal.
4. 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).
5. **Lessons learned** in completing the project and advice that would be given to others undertaking a similar project.
6. Samples of **communications**, grant funded **outreach**, and/or **program materials** distributed related to the grant project. These materials should acknowledge the funders as "Grant funding provided by Sustainable Jersey Grants program Funded by Gardinier Environmental Fund" and include funder logos.
7. 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.
8. Where program funding supports a physical installation grantees should install a **sign** that acknowledges the funders. Signs should note "Grant funding provided by Sustainable Jersey Grants program funded by Gardinier Environmental Fund" and include funder logos. A photograph of the installed sign must be submitted.
9. A **summary of expenses** charged to the grant and a completed **budgeted vs. actual expenses spreadsheet**. The summary should include direct project expenditures and in-kind support as well as NJCEP rebates received. Program expenditures can be documented either through the submission of project expenditure ledgers that summarizes all grant invoices and expenditures or other supporting documentation such as invoices, purchase orders, receipt copies. This documentation must be provided by the grantees fiscal agent which typically is the municipal or school district business administrator or CFO.
10. **Grantee's Certification and Declaration** form signed by the municipal or school business administrator or other authorized representative will also be required.

Failure to submit the required documentation will result in a municipality or school district being ineligible to apply for future Sustainable Jersey/Sustainable Jersey for Schools grants. The final 50% of the grant funding will be dispersed upon approval of the final grant report.

Questions? Please contact the grants program coordinator at grants@sustainablejersey.com or at 609-771-3189 with any questions about your grant

