Urban Heat Island Mitigation Program SAGE Guidance

Contents

Access the SAGE system through the following link

https://njbpu.intelligrants.com/

Landing Page

1. The “Home” page is the portal landing page. On the home page, you will see the dashboard. From this screen, the rest of the system can be navigated. In the Dashboard:

a. The “My Opportunities” panel allows the user to start grant opportunity documents such as applications. This will show a list of all eligible opportunities for the user to initiate.

b. “My Applications” shows the user active, required tasks that have been assigned to them.

2. Search for the application in the “My opportunities” panel

As a reminder, the applicant must submit the application by December 15, 2025.

Application

Applicant Information

Applicant Agency Information

- “Type of Request” – select “new”
- “Type of Agency” – select “municipality” or “NGO”
- “UEI/SAM#:” - input number if applicable. This field can be left blank.

Official Contact Information

- First/Last Name; Title; Phone Number; Email Address

Program Contact Information

- First/Last Name; Title; Phone Number; Email Address

Fiscal Contact Information

- Agency Fiscal Year - enter range
- First/Last Name; Title; Phone #; Email Address

- Name of CPA Firm Appointed by Grantee

Attorney Contact Information

- First/Last Name; Title; Phone Number; Email Address

Proposed Project/Grant Title (open-ended, character limited)

Location of Proposed Project

- Please include an address of the location/community in which the project will occur, if applicable. If no specific address is available for the project (ie. it's a neighborhood tree planting) please use your agency/non-profit's address.

Area(s) benefitting (open ended response)

- Please specify what neighborhood(s) will be served in the given municipality, and the ways in which they are anticipated to benefit.

Briefly describe the project for which you are seeking funds (open ended response)

- Please describe your idea for the project, including: the problem this project is trying to solve, if this establishes, expands or improves upon a past project/parcel of land, details of what is to be implemented and how, and any public/private partnerships that may assist with executing this project.
- In the event that this box is not enough space, please indicate that the description of the project is attached in the "BPU additional program requirements" section, under "Program Specifics", and attach the project proposal to that section in the SAGE application.

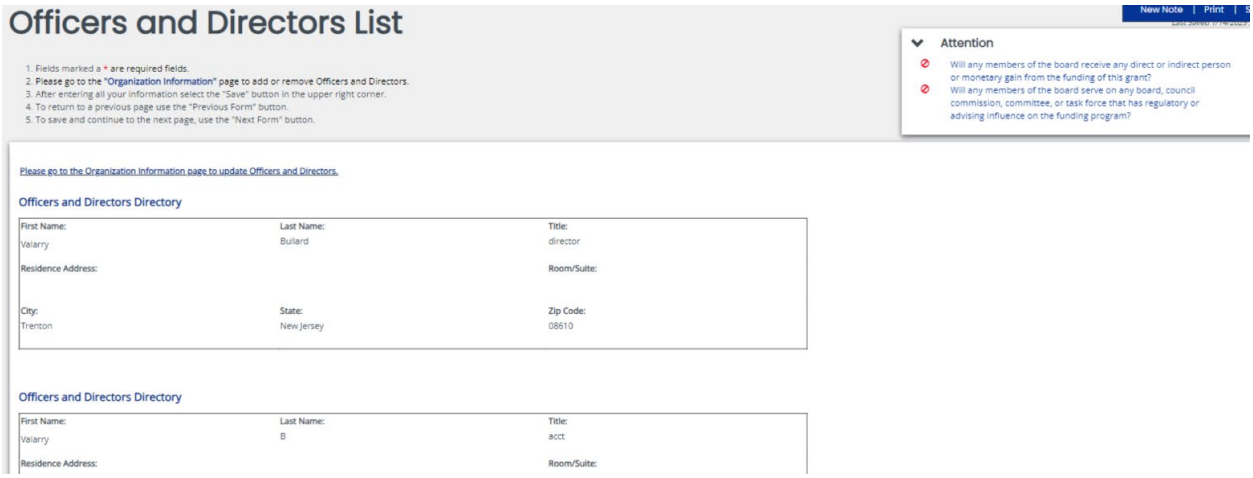
Vendor Information

NOTE: If you have not previously submitted a SAGE application, you will have to go through NJSTART, and e-procurement system for New Jersey.

Please input your vendor ID number, which will auto-populate the vendor location and address below. The vendor ID number is where checks will be sent (unless you are structured to receive virtual payment). Please be certain that the vendor ID you use is the accurate one to receive your payment.

Officers and Directors List

The officers and directors list is completed in the profile of the SAGE applicant, through the "Organization Information" page. If this list needs to be updated or changed, please refer to the "Organization Information" page, linked in the SAGE application (see below). Please include any relevant municipal officials, including councilmembers and mayor.



Must select Yes/No for the following two questions:

- Will any member of the Board of Directors/Trustees receive any direct or indirect personal or monetary gain from the funding of this grant?
- Does any member of the Board of Directors/Trustees serve on any board, council commission, committee, or task force that has regulatory or advising influence on the funding program?
    - Note: for a municipality, this would apply to Councilmembers rather than Trustees.

Program Details

Assessment of Need – List the needs which illustrate the reason for this project (open-ended question)

- Describe why your selected community/neighborhood is in need of an extreme heat intervention.

Evaluation – Describe how the project is to be self-evaluated (open-ended question)

- Please describe the project monitoring plan, as well as how you will leverage resources from CBOs, academic partners, and government agencies to inform the plan.
    - Note: If the applicant is selected to receive the grant awards, the applicant will have the opportunity to work with the Rutgers University Bloustein School to identify existing challenges with heat in a given area, cooling efficacy of proposed solutions, and proposed real-time monitoring of the given area to determine actual impacts.

Objectives

For each "objective title", there are the following two open-ended questions:

1. Describe what will be done to alleviate what needs described
2. Methods- list the methods to be used to attain objectives described and estimated completion date

Further, the applicant can attach program specific documentation, as needed.

The three objectives or "objective titles" are:

1. Program/project administrators meaningfully engage with the community and provide community input into the project.
    a. In question 1: "describe what needs to be done to alleviate what needs described", address the ways you plan to engage with the community.
    b. In "methods – list the methods to be used to attain objective described and estimated completion date", list the entity/department that will reach out to the community, how community feedback will be incorporated, and a timeline for gathering community feedback.
2. The project will effectively provide cooling and/or shade for future generations.
    In other words, how will the applicant ensure project sustainability.
    Note that for Categories 1 & 3, if the land is not currently deed restricted, please describe a plan for how the applicant will deed-restrict the land before the end of the grant period.
        a) In the first question, describe how the project will accomplish this goal.
        b) In the second question, describe the methods for providing cooling and/or shade for future generations and when it is anticipated that the project implementation will be complete.
3. The project will be executed within the timeframe of the grant period.

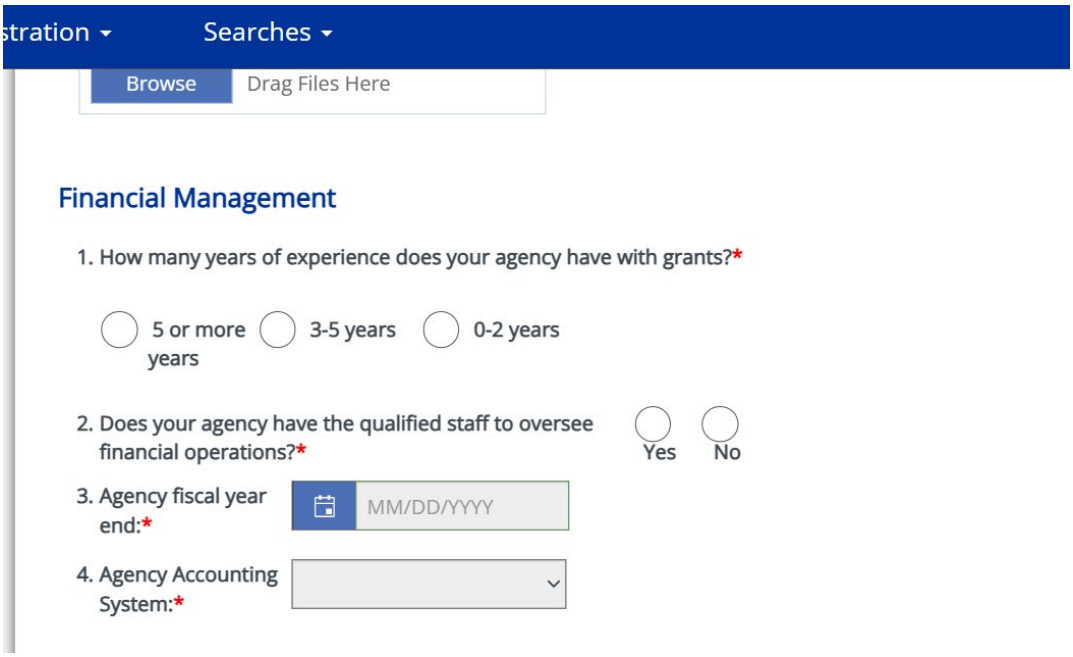
a. In the first question, please describe a proposed project timeline, and who will lead to ensure the applicant sticks to the project timeline
b. In the second question, describe the steps required to meet the proposed project timeline and list the estimated completion date of the entire project (including project reporting). The applicant should build in flexibility in the event that the completion date is pushed back.

Background History/Capacity/Financial Management

Describe your agency's mission/purpose, and include an organizational chart that lists the duties and responsibilities of staff that will be directly involved in the project (open-ended question)

In addition, an organizational chart must be uploaded as a PDF.

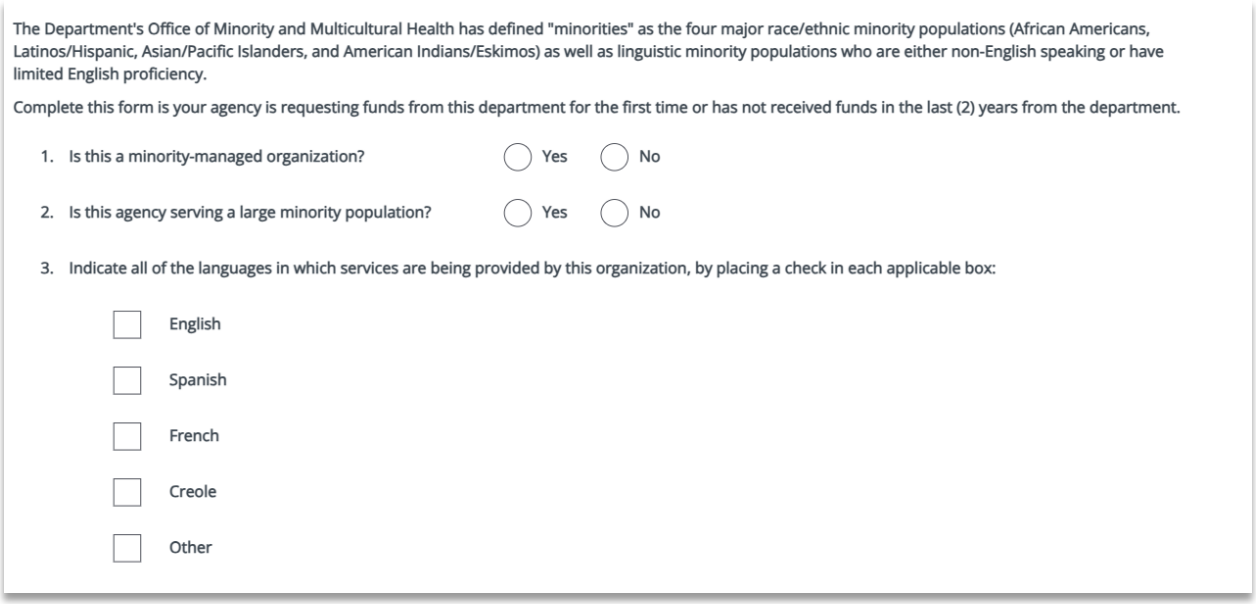
In the second portion, Financial Management, the following questions will be asked:



For question 4 – a drop-down box will populate the following options: “cash” or “accrual”

Agency Minority Profile

The following questions are asked under this portion:



The Department's Office of Minority and Multicultural Health has defined "minorities" as the four major race/ethnic minority populations (African Americans, Latinos/Hispanic, Asian/Pacific Islanders, and American Indians/Eskimos) as well as linguistic minority populations who are either non-English speaking or have limited English proficiency.

Complete this form is your agency is requesting funds from this department for the first time or has not received funds in the last (2) years from the department.

1. Is this a minority-managed organization? ◯ Yes ◯ No
2. Is this agency serving a large minority population? ◯ Yes ◯ No
3. Indicate all of the languages in which services are being provided by this organization, by placing a check in each applicable box:

- ☐ English
- ☐ Spanish
- ☐ French
- ☐ Creole
- ☐ Other

For sections "Schedule A" to "Cost Summary", please refer to the UHI guidance packet for more information on eligible expenses, use of contractors/consultants, and consideration for how to stretch dollars to maximize your project.

Schedule A, Part I – Personnel Expenses

Below (beginning on the following page) is what will need to be completed as part of the grant application for Personnel expenses. The "grant total costs" section will auto-populate as you complete this form and will transfer to the "cost summary" section.

Page Number: 1

☐ Check the box if there are no expenses to be recorded.

Salaries/Wages & Fringe Benefits

List employees whose pay is a direct cost for this project (or project component).
(To generate additional sections, click +/- sign above the section.)

Position Title	Employee First Name	Employee Last Name	Annual Salary/Wages
0 of 100	0 of 100	0 of 100	$

		Grant Funds Requested		
% of Time on Project	Fringe Benefit Rate (%)	Salary/Wage	Fringe	Total Cost Estimate
%	%	$0	$0	$0

Grand Total Cost

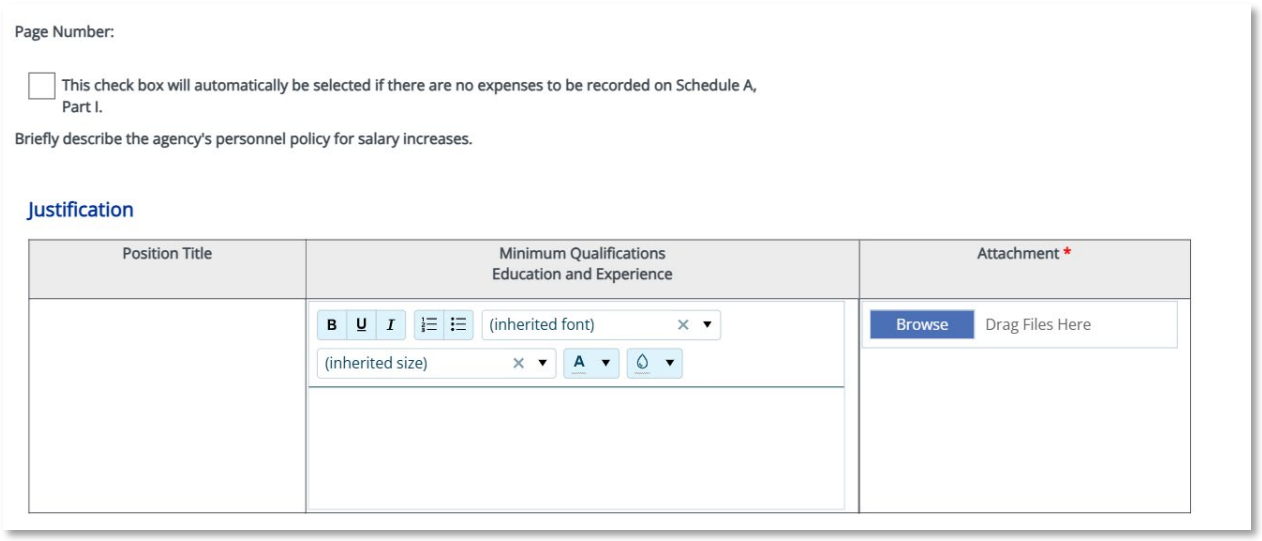
	Grant Funds Requested		
	Salary/Wage	Fringe	Total Cost Estimate
Grand Total Costs	$0	$0	$0

Fringe Benefit Rate(s)
If applicable, upload a justification for the fringe benefit rate(s) entered above.

Browse Drag Files Here

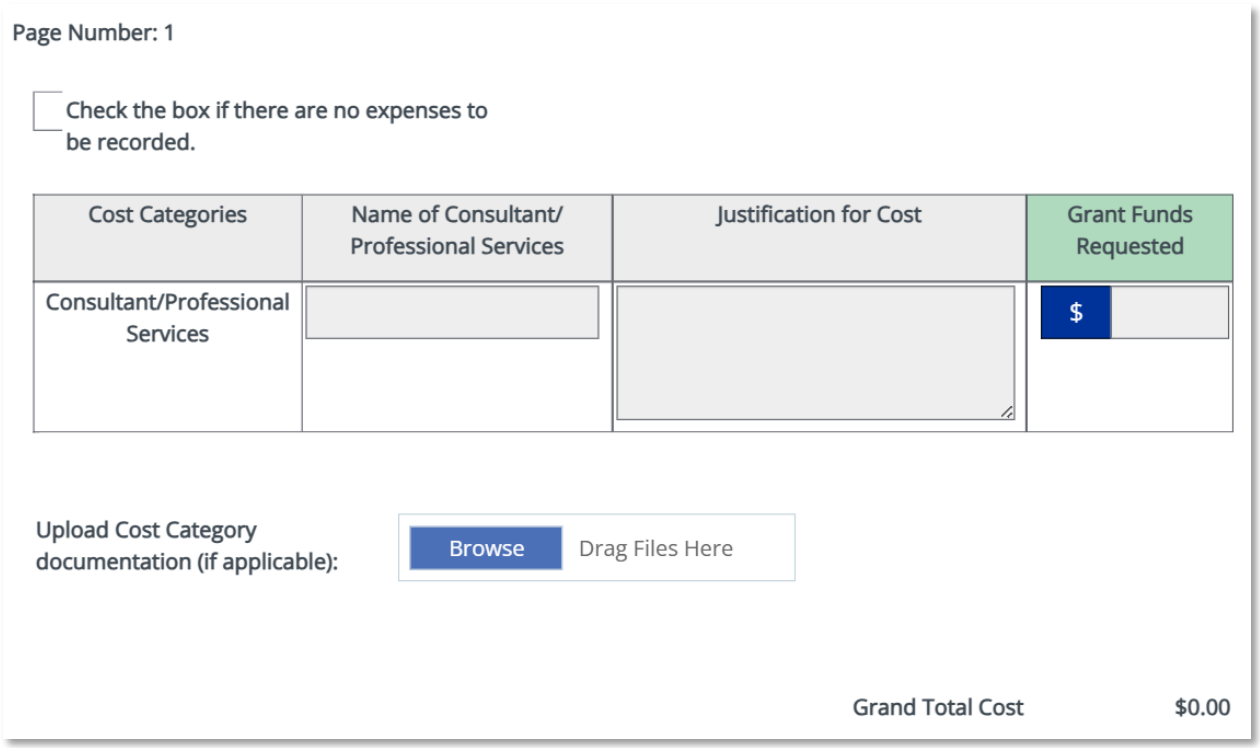
Schedule A, Part II – Personnel Justification

Below is the page that will need to be completed under this schedule:



Schedule B – Consultant Professional Services Costs

Below is that page to complete for Schedule B. Consultants are optional for this grant, and BPU Staff encourage applicants to minimize or forego consultant costs as much as is possible.



Page Number: 1

Check the box if there are no expenses to be recorded.

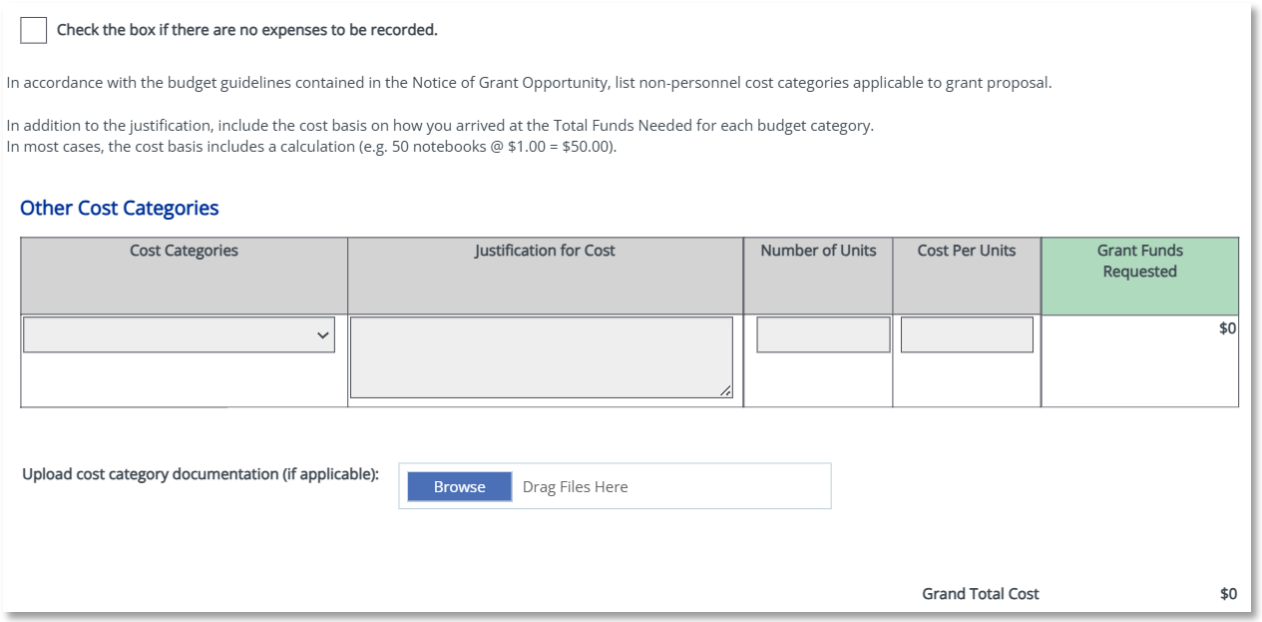
Cost Categories	Name of Consultant/ Professional Services	Justification for Cost	Grant Funds Requested
Consultant/Professional Services			$

Upload Cost Category documentation (if applicable): Browse Drag Files Here

Grand Total Cost $0.00

Schedule C – Other Cost Categories

This section must describe all additional uses of the funds beyond staff time/benefits and consultant costs. This section could include costs covering actual materials (Trees, heat pump for installation, green infrastructure such as cooling pavement, cost of equipment to complete the work) or installation costs of equipment/resources.



☐ Check the box if there are no expenses to be recorded.

In accordance with the budget guidelines contained in the Notice of Grant Opportunity, list non-personnel cost categories applicable to grant proposal.

In addition to the justification, include the cost basis on how you arrived at the Total Funds Needed for each budget category.
In most cases, the cost basis includes a calculation (e.g. 50 notebooks @ $1.00 = $50.00).

Other Cost Categories

Cost Categories	Justification for Cost	Number of Units	Cost Per Units	Grant Funds Requested
				$0

Upload cost category documentation (if applicable): Browse Drag Files Here

Grand Total Cost $0

Cost Summary

This page will auto-populate all of what was completed in the previous sections relating to cost. As you will see in the cost summary table, the applicant has the option to complete, though it is not required:

- Cost sharing or matching for “salary/wages”, “fringe benefits”, “consultants”, and “other cost categories”

“Percentage indirect cost” and “less program income” (as shown in the image below) sections do not need to be completed.

Total Direct Cost	$0	$0	$0
Percentage of Indirect Cost	%	%	
Total Indirect Cost	$0	$0	$0
Total Costs	$0	$0	$0
Less Program Income	$	$	$0
Total Net Costs	$0	$0	$0

Required Documents

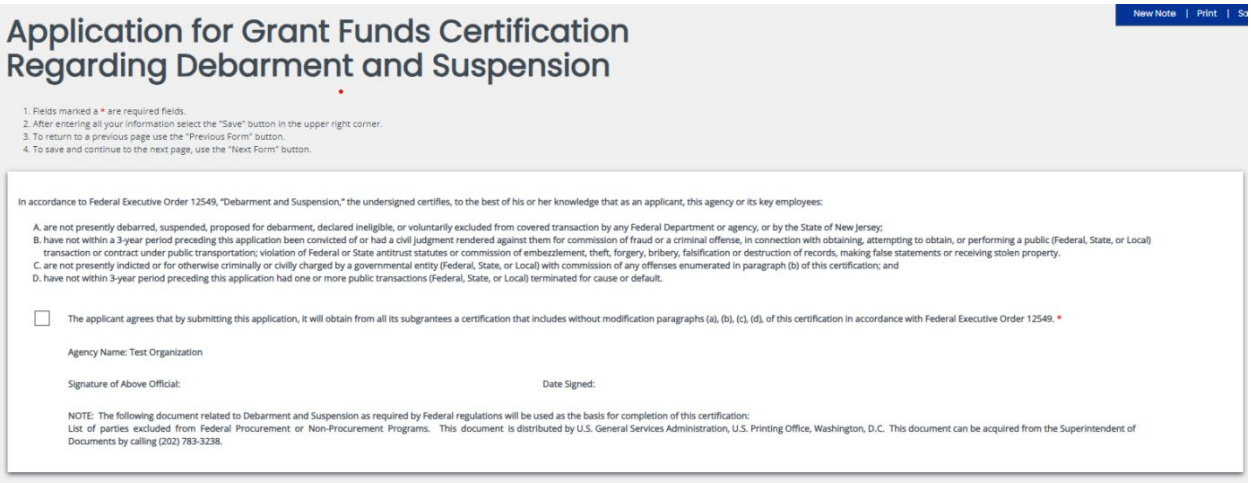
The applicant is required to upload the following documentation:

- Certificate of Incorporation
- Copy of the most recent audit

Proof of SAM registration is not required for this grant.

Contract

Application for Grant Funds Certification Regarding Debarment and Suspension



Application for Grant Funds Certification Regarding Debarment and Suspension

New Note | Print | Sa

1. Fields marked a * are required fields.
2. After entering all your information select the "Save" button in the upper right corner.
3. To return to a previous page use the "Previous Form" button.
4. To save and continue to the next page, use the "Next Form" button.

In accordance to Federal Executive Order 12549, "Debarment and Suspension," the undersigned certifies, to the best of his or her knowledge that as an applicant, this agency or its key employees:

A. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any Federal Department or agency, or by the State of New Jersey;
B. have not within a 3-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense, in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under public transportation; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
C. are not presently indicted or for otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any offenses enumerated in paragraph (b) of this certification; and
D. have not within 3-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default.

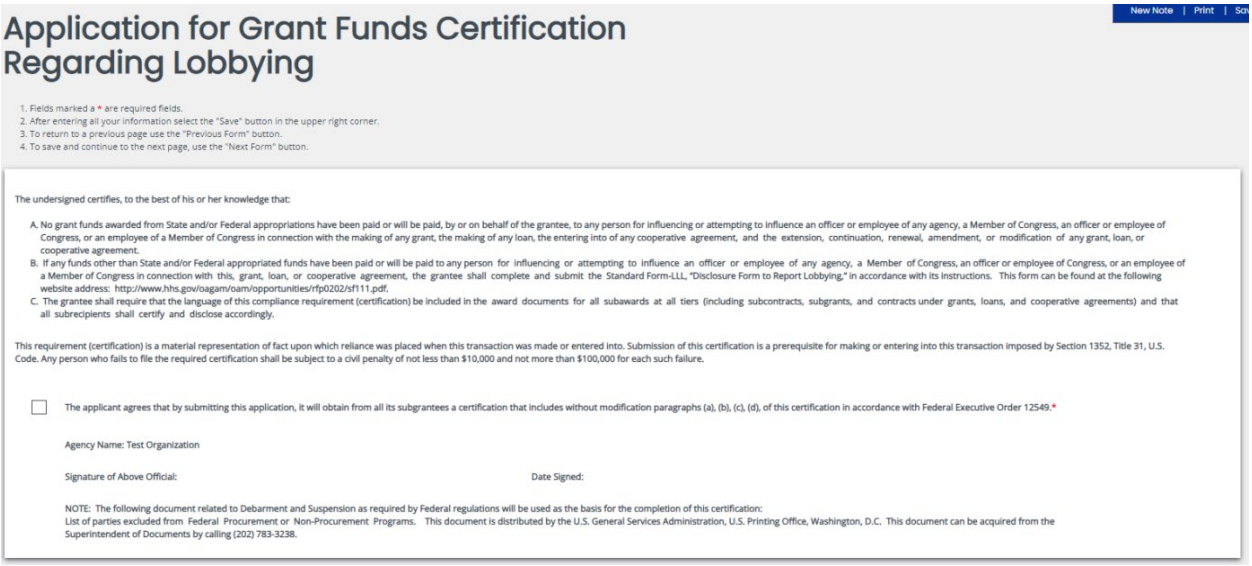
☐ The applicant agrees that by submitting this application, it will obtain from all its subgrantees a certification that includes without modification paragraphs (a), (b), (c), (d), of this certification in accordance with Federal Executive Order 12549. *

Agency Name: Test Organization

Signature of Above Official: Date Signed:

NOTE: The following document related to Debarment and Suspension as required by Federal regulations will be used as the basis for completion of this certification:
List of parties excluded from Federal Procurement or Non-Procurement Programs. This document is distributed by U.S. General Services Administration, U.S. Printing Office, Washington, D.C. This document can be acquired from the Superintendent of Documents by calling (202) 783-3238.

Application for Grant Funds Certification Regarding Lobbying



Application for Grant Funds Certification Regarding Lobbying

New Note | Print | Sa

1. Fields marked a * are required fields.
2. After entering all your information select the "Save" button in the upper right corner.
3. To return to a previous page use the "Previous Form" button.
4. To save and continue to the next page, use the "Next Form" button.

The undersigned certifies, to the best of his or her knowledge that:

A. No grant funds awarded from State and/or Federal appropriations have been paid or will be paid, by or on behalf of the grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any grant, the making of any loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any grant, loan, or cooperative agreement.
B. If any funds other than State and/or Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this, grant, loan, or cooperative agreement, the grantee shall complete and submit the Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. This form can be found at the following website address: http://www.hhs.gov/oagam/oam/opportunities/rfp0202/sf111.pdf.
C. The grantee shall require that the language of this compliance requirement (certification) be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This requirement (certification) is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

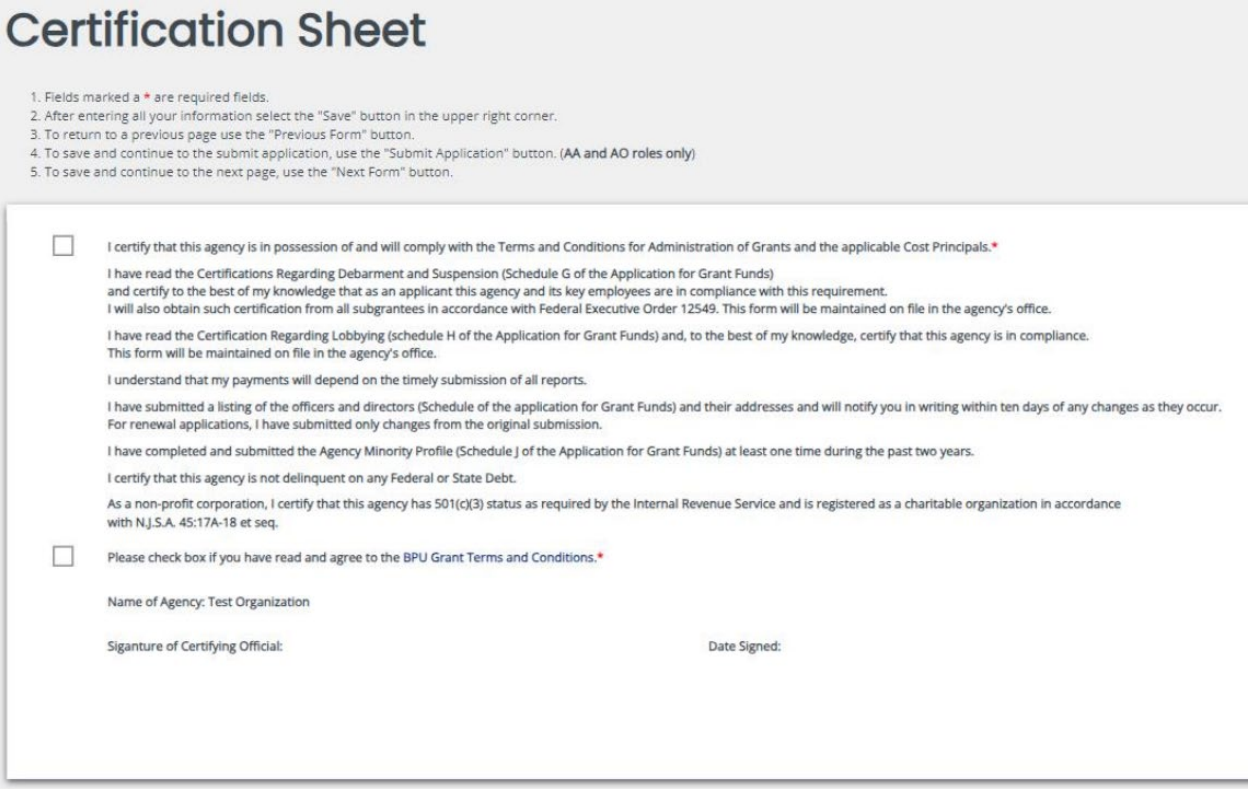
☐ The applicant agrees that by submitting this application, it will obtain from all its subgrantees a certification that includes without modification paragraphs (a), (b), (c), (d), of this certification in accordance with Federal Executive Order 12549.*

Agency Name: Test Organization

Signature of Above Official: Date Signed:

NOTE: The following document related to Debarment and Suspension as required by Federal regulations will be used as the basis for the completion of this certification:
List of parties excluded from Federal Procurement or Non-Procurement Programs. This document is distributed by the U.S. General Services Administration, U.S. Printing Office, Washington, D.C. This document can be acquired from the Superintendent of Documents by calling (202) 783-3238.

Certification Sheet



Certification Sheet

1. Fields marked a * are required fields.
2. After entering all your information select the "Save" button in the upper right corner.
3. To return to a previous page use the "Previous Form" button.
4. To save and continue to the submit application, use the "Submit Application" button. (**AA and AO roles only**)
5. To save and continue to the next page, use the "Next Form" button.

☐ I certify that this agency is in possession of and will comply with the Terms and Conditions for Administration of Grants and the applicable Cost Principals.*

I have read the Certifications Regarding Debarment and Suspension (Schedule G of the Application for Grant Funds) and certify to the best of my knowledge that as an applicant this agency and its key employees are in compliance with this requirement. I will also obtain such certification from all subgrantees in accordance with Federal Executive Order 12549. This form will be maintained on file in the agency's office.

I have read the Certification Regarding Lobbying (schedule H of the Application for Grant Funds) and, to the best of my knowledge, certify that this agency is in compliance. This form will be maintained on file in the agency's office.

I understand that my payments will depend on the timely submission of all reports.

I have submitted a listing of the officers and directors (Schedule of the application for Grant Funds) and their addresses and will notify you in writing within ten days of any changes as they occur. For renewal applications, I have submitted only changes from the original submission.

I have completed and submitted the Agency Minority Profile (Schedule J of the Application for Grant Funds) at least one time during the past two years.

I certify that this agency is not delinquent on any Federal or State Debt.

As a non-profit corporation, I certify that this agency has 501(c)(3) status as required by the Internal Revenue Service and is registered as a charitable organization in accordance with N.J.S.A. 45:17A-18 et seq.

☐ Please check box if you have read and agree to the BPU Grant Terms and Conditions.*

Name of Agency: Test Organization

Siganture of Certifying Official: Date Signed:

Program Specifics

BPU Additional Program Requirements

Required:

- **Deed restriction**: For applicants submitting projects for Category 1: Comprehensive UHI Interventions and Category 3: Urban Microclimate Interventions, the applicant must submit documentation indicating the property is deed-restricted, which should be attached in this section. If the land is not currently deed restricted, the applicant must submit a plan for making the property (or properties) deed restricted before the end of the grant term. In addition to including context in the "objectives" section under the project sustainability objective, a further plan can be detailed and attached in this section.
- **Mayoral written approval**: If you are a Community Based Organization, you are required to upload a mayoral/other relevant elected official approval letter for the

proposed project. *BPU Staff understand that receiving this documentation can take time, and encourage that if applicants do not receive written approval by the grant application deadline, submit their application by the deadline and send the letter of approval later.*

Optional:

- Applicants can provide further written justification for the need of the project, and project proposal, if they are not able to accomplish this in the "applicant information" section (the open-ended space under "briefly describe the project for which you are seeking funds").

Submission

There will be a tab on the left-hand side of the window to submit application. Once you submit, the system will let you know if there are any errors that need to be addressed. You will get confirmation if the application is submitted with no errors.

If anything else is needed for the application once it is submitted, we will reach out to you.