

# Customer Tailored Energy Efficiency Pilot Program

## FY19 Enrollment Form

July 1, 2018 – June 30, 2019



### INSTRUCTIONS

Thank you for your interest in New Jersey Clean Energy Program's Customer Tailored Energy Efficiency Pilot Program.

This form is used to collect preliminary information about your company, buildings where work will be completed, proposed energy conservation measures and need for technical assistance incentives to inform the next step in the Enrollment process, the Scoping meeting.

1. Return this completed, signed form via one of the methods below.
2. You will receive an email to confirm receipt of the application.
3. The application will be forwarded to program staff who will review and contact you directly with any questions and to schedule a time for the Scoping meeting.

The Scoping meeting is intended to bring together all relevant parties in order to review the measures and formally define the development criteria for the energy efficiency plan which will be used to commit program incentives.

**PLEASE NOTE:** The Customer Tailored Energy Efficiency Pilot Program applicants may begin work in a facility after a successful walkthrough by a Program representative. You may have already had a building walkthrough with your Outreach team member. Work started prior to formal approval of the scope of work in the form of an approval letter is at the customer's risk.

If you have any questions or are unsure of inspection status for your measures, please call us at (732) 855-0033.

**Email:** [CustomerTailored@NJCleanEnergy.com](mailto:CustomerTailored@NJCleanEnergy.com)

**Mail:** New Jersey's Clean Energy Program c/o TRC Energy Services  
900 Route 9 North  
Suite 404  
Woodbridge, NJ 07095

**Fax:** (732) 855-0422

## Customer Tailored Energy Efficiency Pilot Program

### FY19 Enrollment Form

#### CUSTOMER INFORMATION

Main Company Name <sup>1</sup>	
Doing Business As/Disregarded Entities <sup>2</sup>	
Main Company Tax ID #	
Main Contact Person Name	
Title	
Mailing Address	
Mailing Address City, State, ZIP	
Business Phone	
Cell Phone	
Email Address	

How did you hear about the program?	
If you met with an Outreach representative to discuss this program, list their name here:	

#### (OPTIONAL) CONTRACTOR/CONSULTANT INFORMATION

If you are working with a contractor or partner at this time, enter company and contact person information here. We will copy this contact person on all correspondence sent from the program.

Company Name	
Main Contact Person Name	
Title	
Mailing Address	
Mailing Address City, State, ZIP	
Business Phone	
Cell Phone	
Email Address	

<sup>1</sup> List main entity name.

<sup>2</sup> Include any other related business names associated with this company, such as disregarded entity names appearing on utility bills.

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**PROJECT LOCATION(S)**

Enter the specific locations where you are proposing work to be implemented. *This page may be duplicated if more entries are required.*

Location Name	Address	City	State	ZIP Code	Electric/Gas Utility Name	Account Number(s) <sup>3</sup>
			NJ			
			NJ			
			NJ			
			NJ			
			NJ			
			NJ			

<sup>3</sup> Copies of utility bills do not need to be submitted at this time.

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BASIC PROJECT SCOPE INFORMATION

*This page may be duplicated for additional measures.*

In this section, define each unique measure type you are proposing (ex: Lighting replacement, Advanced Lighting Controls, Boiler upgrades, etc). In the spaces provided, describe the measure and any preliminary savings and cost values available at this time.

<b>Measure Number:</b>		<b>Measure Type:</b>	
<b>In which location(s) will this measure be implemented? What is the project schedule (estimated start/end dates)?</b> <i>Please be aware that a walkthrough/inspection is required prior to starting work. See program terms and conditions.</i>			
<b>Measure Description:</b> Provide a brief explanation of the existing and proposed equipment type, conditions, annual operation, etc. What equipment, if any, will be removed? What equipment will be installed?			
<b>(Optional) Proposed Savings Calculations Methodology:</b> If calculations are under development at this time, please describe how first-year savings will be calculated between the existing and proposed conditions. Ex: Excel-based calculations, modeling program, etc.			
<b>(Optional) Estimated Savings (kWh and therm):</b>			
<b>(Optional) Estimated project cost:</b>			

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<b>(Optional) Estimated Savings (kWh and therm):</b>			
<b>(Optional) Estimated project cost:</b>			

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<b>In which location(s) will this measure be implemented? What is the project schedule (estimated start/end dates)?</b> <i>Please be aware that a walkthrough/inspection is required prior to starting work. See program terms and conditions.</i>			
<b>Measure Description:</b> Provide a brief explanation of the existing and proposed equipment type, conditions, annual operation, etc. What equipment, if any, will be removed? What equipment will be installed?			
<b>(Optional) Proposed Savings Calculations Methodology:</b> If calculations are under development at this stage, please describe how first-year savings will be calculated between the existing and proposed conditions. Ex: Excel-based calculations, modeling program, etc.			
<b>(Optional) Estimated Savings (kWh and therm):</b>			
<b>(Optional) Estimated project cost:</b>			

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**TECHNICAL ASSISTANCE INCENTIVE**

Technical Assistance incentives are available through the Customer Tailored Energy Efficiency Pilot Program to help minimize the soft costs associated with developing an energy efficiency project. The Technical Assistance incentive allows customers to be reimbursed for 50% of soft costs up to \$10,000 per application.

Check this box if you are interested in design assistance incentives as part of project development for the above listed energy conservation measures. Please be aware this must be pre-approved by the program prior to kickoff of design assistance expenses. These funds must be pre-approved by the program prior to services being rendered.

If yes, the program will contact you and provide additional paperwork to be completed by your partner and/or professional services provider.

**ESIP DECLARATION**

Check this box if an Energy Savings Improvement Program (ESIP) is a source of funding. ESIP allows government agencies to pay for energy related improvements using the value of the resulting energy savings.

**CUSTOMER SIGNATURE**

*By signing below, I certify that I have read, understand and agree to the Terms and Conditions of the program listed on this form and in the Program Guide.*

*I agree that this document and all notices and disclosures made or given relating to this document may be created, executed, delivered and retained electronically and that the electronic signatures appearing on this document and any related documents shall have the same legal effect for all purposes as a handwritten signature.*

*The information, statements, and documents I have provided in and with this document are true and accurate to the best of my knowledge. I am aware that if any of them are willfully false, I am subject to punishment.*

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

## Customer Tailored Energy Efficiency Pilot

### Program FY19 Enrollment Form

#### TERMS AND CONDITIONS

##### Application Process:

###### 1. Enrollment application

Participating customer downloads the most recent CTEEPP Enrollment Application from the NJCEP website and submits directly to the Program Manager for review.

###### 2. Scoping Session:

The intent of the Scoping Session is to establish participating customer interest, identify likely energy efficiency measures, document existing conditions and equipment, review program requirements and responsibilities, and identify sources of possible funding. During the Scoping Session, the Case Manager performs a needs assessment to determine whether the customer needs additional assistance such as referral to technical expertise, financial assistance, internal sales, or benchmarking.

###### 3. Enrollment approval and request for Energy Efficiency Plan:

Upon application acceptance, the customer works with their technical experts to develop the Energy Efficiency Plan. The Energy Efficiency Plan is a spreadsheet workbook ("Energy Efficiency Plan Tool" or "Tool"). Associated documentation provides additional detailed information about the project. The Tool incorporates areas for documenting existing conditions, scope of work, and quality control comments. Additionally, the Tool calculates incentives for all measures, both prescriptive and custom. A primary benefit of the Tool is to standardize the data collection on a building-level and measure level basis. During the Scoping Meeting, the Case Manager will work with the customer and energy professionals to detail the information needed for the Plan development and Tool.

###### 4. Energy Efficiency plan review and issuance of Notice to Proceed

Upon acceptance and approval of a complete Energy Efficiency Plan (EEP), TRC may, as appropriate, commit incentives as defined by the Energy Efficiency Plan and program rules. The Case Manager then issues a Notice to Proceed to the customer which notifies them that its incentives are committed and establishes upcoming milestones and due dates.

###### 5. Incentive payments:

###### a. Construction Kickoff

Construction kick-off is the point at which the project has completed design and development, and all construction contracts are in place. At Construction Kickoff, projects taking advantage of the Technical Assistance incentive will be eligible to receive 50% of that incentive.

Submittals for the Construction Kick-off Package include:

1. Request for Incentive Form
2. Copies of contracts, purchase orders, and/or schedules of values for approved measures
3. Tax Clearance Certificate

###### b. Substantial Completion

Substantial completion is "stage in the progress of the project when the energy measures in the approved EEP are sufficiently complete in accordance with the EEP so that the Participating Customer can utilize the measures for their intended use." All measures must be installed per the Minimum Performance Standards.

Submittals for the Substantial Completion Package include:

1. Final invoices/receipts for all measures. Cost documentation must list material and labor separately.
2. Request for Incentive Form
3. If the project has changed from what is described in the approved EEP, an updated Energy Efficiency Plan Tool reflecting as-built conditions.
4. Tax Clearance Certificate

When the Substantial Completion Package is received, the Case Manager will generally schedule a post-construction site visit to verify project completion and accuracy of the Substantial Completion Package

When the Substantial Completion Package is approved, the participating customer is eligible to receive incentive payments of (a) the remaining 50% of the Technical Assistance incentive (if and as applicable), and (b) as applicable, (i) 100% of the incentive for Prescriptive Measures or (ii) 90% of the Custom Incentive.



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- c. Performance Verification  
Performance Verification is intended to provide customers with assurance that their energy efficiency project will continue to provide energy savings once their construction contract has been completed. Performance Verification only applies to Custom measures, it does not apply to Prescriptive measures. The Energy Efficiency Plan includes a Performance Verification Checklist for all custom measures. This checklist is used 3-6 months after substantial completion to document whether the installed custom measures are operating as intended.

Performance Verification must be submitted between 3-6 months of the Substantial Completion Package submittal.

The Performance Verification package consists of the following:

1. Performance Verification Checklist (completed)

The customer is eligible to receive incentive payments of 10% of the Base incentive for custom measures when Performance Verification is approved as being complete and accurate. This incentive payment will be made regardless of whether or not the Performance Verification demonstrates the energy efficiency measures are performing as estimated in the EEP; i.e., the Program will not reduce, clawback, or increase this incentive payments based upon the Performance Verification.

**Customer Eligibility:** The following circumstances must be met in order for a participating customer to apply to the CTEEPP.

1. The size for existing buildings is 200 kW annual peak demand or greater. The customer size for new construction or substantial renovation projects is 50,000 square feet or greater. Notwithstanding the foregoing, the Program may extend eligibility to other projects if participating customer demonstrates that deeming it eligible for further the overall goals of the Program.
2. In order to be eligible for program incentives, a customer, or an agent (contractor/vendor) authorized by a customer, must submit a properly completed and signed application package. A completed application package includes, among other things, the documentation listed in Application Process section.
3. Equipment for which another rebate or incentive was received or is being applied for through another program offered by New Jersey's Clean Energy Program or the New Jersey Utilities, as applicable, is not eligible for incentives through this program.
4. Customers who have not contributed to the Societal Benefits Charge of the applicable New Jersey Utility are not be eligible for incentives offered through this program.
5. Only non-residential utility customers are eligible.

#### **Minimum Performance Standards:**

- Prescriptive measures must meet the minimum requirements of the SmartStart Buildings program.
- Custom measures must meet or exceed current SmartStart Custom requirements or the Minimum Performance Standards for the Large Energy Users Program. The Program Manager may waive or modify this requirement on a case-by-case basis or determine a reasonable standard should one not exist.

**Incentive Amount:** Base Incentives will not exceed: a) the approved Program Incentive amount, or b) 50% of the total project cost of the Energy-Efficient Measure, whichever is less, excluding NJ state sales tax as determined by the Program Manager.

Technical Assistance Incentive will not exceed \$10,000 or 50% of soft costs, whichever is less. The actual Technical Assistance Incentive paid will not exceed the amount pre-approved by the program.

Products offered at no direct cost to the customer are ineligible.

#### **Incentive cap:**

- 50% of project cost
- Buy-down to 1 year payback
- \$250,000 per entity

The Technical Assistance incentive does not count towards this incentive cap. The Program Manager may adjust the entity incentive cap up to 20% based on available incentive budget, participation level and project merit. Any additional incentive cap adjustment would require OCE Staff or Board approval, as appropriate.

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**Ineligible Measures:** There are some measures and technologies which are ineligible for CTEEPP incentives. These measures include:

- Renewable and power storage technologies including, but not limited to, photovoltaics, fuel cells, battery storage, and microturbines
- Combined heat and power systems.
- Previously installed measures are not eligible.
- Measures that do not save energy (kWh or therms) are ineligible.
- Operations & Maintenance or behavioral measures are ineligible. Behavioral measures include, among other things, those where existing equipment is adjusted to improve performance or change energy use. Operations & Maintenance includes, among other things, boiler clean & tunes, commissioning of existing equipment, thermostat adjustment, or seasonal equipment removal.

**Pre-Inspections:** CTEEPP participating customers may begin work in a facility after a successful pre-inspection by a Program representative that verifies the details and presence of existing equipment. The pre-inspection will usually be conducted as part of the Scoping Session, but, at the Program Manager's discretion, it may take place at a later time. Equipment being replaced must still be present at time of the pre-inspection. Customers may start work at their own risk prior to the Notice to Proceed if the existing conditions have been properly documented through a pre-inspection. If you have any questions or are unsure of inspection status for your measures, please contact the program.

Work started prior to of the issuance of a Notice to Proceed from the Program is at the customer's risk.

**Tax Clearance Certificate Requirements:** These are also known as Business Assistance or Incentive Clearance Certificates. The name of the customer listed on the certificate must match the customer name listed on the utility bill and the Enrollment application. In addition, the customer tax ID listed on the application must agree with the tax ID listed on the Certificate. Certificates are valid for 180 days and must be valid on the date the Program Manager approves payment of the relevant incentive.

**Expirations:** Pre-approved projects are given a 1-year approval in which the proposed measure is to be installed and operational. When a project has expired the customer will have 30 additional days to either submit a request for an extension OR submit final project paperwork. Extension requests must be in writing from the customer and include the circumstances that led to the extension request and the percentage of the project completed. Extension requests may be granted for a period no longer than six (6) months. The Program Manager may provide up to two, 6- month extensions from the original approval expiration date. Notwithstanding the foregoing, if installation of the measures has not started at the time of expiration and the participating customer is still interested in installing the measures, the existing application will be cancelled and a new application must be submitted and approved prior to installation. In that case, eligibility and incentive amount will be based upon the program rules and guidelines in effect at the time of the new submission. If neither of the above-described actions are taken within 30 days of expiration, the project will be cancelled and the application rejected.

**Deficient Applications** – If an application package is incomplete or information is missing or deemed insufficient, a deficiency letter will be mailed to the participating customer requesting additional information. The information or documentation requested in the letter must be received by the Program Manager within 30 days of the date of the request.

The Program Manager will cancel an application if an participating customer fails to provide sufficient information after more than 3 requests for same, provided, however, that the Program Manager may in its discretion allow further attempts if there are unusual extenuating circumstances.

**Installation Requirements for All Measures** - The Program Manager has the right to verify sales transactions and to have reasonable access to Participating Customer's facility to inspect pre-existing product or equipment (if applicable) and the Energy-Efficient Measures installed under this Program.

**Prevailing Wage** – Projects with a contract threshold of \$15,444 are required to pay no less than prevailing wage rate to workers employed in the performance of any construction undertaken in connection with Board of Public Utilities financial assistance, or undertaken to fulfill any condition of receiving Board of Public Utilities financial assistance, including the performance of any contract to construct, renovate or otherwise prepare a facility, the operations of which are necessary for the receipt of Board of Public Utilities financial assistance. By submitting an application, or accepting program incentives, participating customer agrees to adhere to New Jersey Prevailing Wage requirements, as applicable.

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**Tax Liability** – The Program Manager will not be responsible for any tax liability that may be imposed on any Participating Customer as a result of the payment of Program Incentives. All Participating Customers must supply their federal tax identification number or social security number to the Program Manager on the application form in order to receive a Program Incentive.

**Endorsement** – The Program Manager and Sponsor do not endorse, support or recommend any particular manufacturer, product, contractor, consultant or system design.

**Warranties** – THE PROGRAM MANAGER AND ADMINISTRATOR DO NOT WARRANT THE PERFORMANCE OF INSTALLED EQUIPMENT, AND/OR SERVICES RENDERED AS PART OF THIS PROGRAM, EITHER EXPRESSLY OR IMPLICITLY. FURTHER, THEY DO NOT PROVIDE ANY WARRANTIES OR REPRESENTATIONS OF ANY KIND, WHETHER STATUTORY, EXPRESSED, OR IMPLIED, INCLUDING, WITHOUT LIMITATIONS, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE REGARDING EQUIPMENT OR SERVICES PROVIDED AS PART OF THIS PROGRAM. CONTACT YOUR VENDOR/SERVICES PROVIDER FOR DETAILS REGARDING PERFORMANCE AND WARRANTIES.

**Waiver and Limitation of Liability** – By virtue of participating in this Program, Participating Customers agree to waive any and all claims or damages against the Program Manager or the Sponsor, except the receipt of any Program Incentive due in accordance with Program rules and guidelines and, as to the Program Manager, paid by the Sponsor. Participating Customers agree that the Program Manager's and Administrator's liability, in connection with this Program, is limited to any Program Incentive due in accordance with Program rules and guidelines. Under no circumstances shall the Program Manager, its representatives, or subcontractors, or the Administrator, be liable for any lost profits, special, punitive, consequential or incidental damages or for any other damages or claims connected with or resulting from participation in this Program. Further, any liability attributed to the Program Manager under this Program shall be individual, and not joint and/or several.

**Assignment** – The Participating Customer may assign Program Incentive payments to a specified vendor by a writing provided to the Program Manager.

**Termination** – The New Jersey Board of Public Utilities reserves the right to extend, modify (this includes modification of Program Incentive levels) or terminate this Program without prior or further notice.

**Acknowledgement and Certification** – By signing this application, I certify that I have read, understood and am in compliance with all rules and regulations concerning this incentive program. I certify that all information provided is correct to the best of my knowledge, and I give the Program Manager permission to share my records with the New Jersey Board of Public Utilities, contractors the Program Manager selects to manage, coordinate or evaluate the New Jersey Customer Tailored Energy Efficiency Pilot Program, and any other party named in my application to this incentive program. Additionally, I allow reasonable access to my property to inspect the installation and performance of the technologies and installations related to my application to this incentive program.

#### **Definitions:**

**Energy-Efficient Measures** – Any device eligible to receive a Program Incentive payment through the NJ Clean Energy Commercial and Industrial Program (New Jersey Customer Tailored Energy Efficiency Pilot Program).

**New Jersey Utilities** – The regulated electric and/or gas utilities in the State of New Jersey. They are: Atlantic City Electric, Jersey Central Power & Light, Rockland Electric Company, New Jersey Natural Gas, Elizabethtown Gas, PSE&G, and South Jersey Gas.

**Participating Customers** – Those non-residential electric and/or gas service customers of the New Jersey Utilities who participate in this Program.

**Program** – The Commercial and Industrial Energy-Efficient Construction Program (New Jersey Customer Tailored Energy Efficiency Pilot Program) offered herein by the New Jersey Board of Public Utilities, Office of Clean Energy pursuant to state regulatory approval under the New Jersey Electric Discount and Energy Competition Act, NJSA 48:3-49, et seq.

**Program Incentives** – Refers to the amount or level of incentive that the Program provides to Participating Customers pursuant to the Program offered herein (see description under "Incentive Amount" heading).

**Program Manager** – TRC Energy Services.

**Sponsor** – New Jersey Board of Public Utilities, Office of Clean Energy.