

# LOCAL GOVERNMENT ENERGY AUDIT (LGEA) PROGRAM

for local & state governments and select non-profits  
FY21 October 1, 2020 – June 30, 2021



## PROGRAM SCOPE



The goal of the Local Government Energy Audit (LGEA) program is to provide applicants with a report on how their facilities use energy, identify energy conservation measures (ECMs), and present the results to applicants. LGEA aims to support applicants so they are well positioned for next steps toward project implementation. A LGEA also guides applicants towards the appropriate program in New Jersey's Clean Energy Program (NJCEP) portfolio in order to receive financial incentives for implementing ECMs. Below is a summary of services in LGEA.

<b>Utility &amp; Benchmarking Analysis</b>	An analysis is conducted for the energy usage and cost information provided for each facility. This includes monthly utility profiles and determining the average blended utility rates. Benchmarking is provided by setting up an ENERGY STAR® Portfolio Manager® account for the applicant.
<b>Energy Audit</b>	The energy audit will be scheduled with the applicant by the account manager. This stage of the process is a collaborative approach between the auditor and facility staff. It will include a facility interview and room by room data collection for all energy using systems and equipment. ECMs will be identified for analysis.
<b>Facility &amp; Existing Conditions</b>	The building will be characterized by usage, occupancy profiles, size, and type. All energy systems and equipment will be described in detail including capacity, condition, efficiency, operation, and remaining useful life. This information is organized by system type and outline the energy baseline.
<b>Energy Conservation Measures</b>	The energy savings opportunities will be described in detail within the report. Each ECM will include an energy and economic analysis. Results include estimated material and labor costs, energy savings, annual energy cost savings, simple payback periods, and prescriptive incentives available through NJCEP.
<b>Capital Improvements</b>	Any additional energy savings opportunities that are cost and/or design intensive will be described in the report with the recommendation for further investigation. These potential improvements may be considered by applicants looking to take a comprehensive approach to energy efficiency and sustainability.
<b>Distributed Energy Potential</b>	A high-level assessment of renewable system installations will be performed. This includes distributed energy (DE) technologies such as photovoltaic (PV) systems and combined heat and power (CHP) systems. The assessment includes identifying key criteria to screen the facility for DE potential.
<b>Energy Efficient Best Practices</b>	A list of energy efficient best practices will be described in the report. These operational recommendations are low/no cost ways to save energy. They include recommended maintenance activities, energy conscious occupant behaviors, and operational strategies.
<b>For Applicants interested in the Energy Savings Improvement Program (ESIP)</b>	An LGEA satisfies the first step in the ESIP process. The audit will comply with the program requirements. The results of the LGEA position the applicant to pursue the ESIP program.



# APPLICATION INSTRUCTIONS

Thank you for your interest in the New Jersey Board of Public Utilities (BPU) LGEA Program. The program serves local & state government facilities as well as select non-profits. The program delivers energy audits at no cost to the applicant that identify ECMs and NJCEP incentive opportunities for the Commercial & Industrial (C&I) market sector.

To verify your eligibility and apply for the program, follow the steps below. Feel free to contact the NJ Clean Energy Program with any questions at [LGEA@NJCleanEnergy.com](mailto:LGEA@NJCleanEnergy.com) or call 866-657-6278. More details about the program are available in the **Program Guide** at the link below.

<http://www.NJCleanEnergy.com/LGEA>

## STEP 1 Check your LGEA eligibility

### Entity Type & SBC Verification

The LGEA program is available to local & state government facilities and select non-profits that contribute to the Societal Benefits Charge (SBC) through electric and/or gas utilities. See next page for entity types and your utility bills for SBC.

### Buildings to Include

Applicants may apply for an energy audit for buildings that they own or lease. A leased building may be eligible if the Applicant provides supporting documentation from the building owner before application approval.

### Utility Bills

The LGEA program requires 14 months of utility bills for all accounts per building. This includes delivery and supply bill for all major fuel and generation types. In order to qualify for the program, the building must have a yearly average of 200 kW peak electrical demand. **Buildings that do not meet this requirement may be eligible with appropriate waiver(s).**

### Past Participants

The LGEA program is available to buildings that have previously participated if the audit is at least three years old (measured from the audit report date). All program requirements must be met in order to qualify for participation.

## STEP 2 Complete & Gather Documents

Read the Terms & Conditions, fill out the Application Form, and complete separate LGEA Excel Workbook.

Put together 14 coinciding months of consecutive utility bills (electric, gas, fuel oil, propane, solar, etc.) for each account in each building. **Files should be labeled with identifying text including building name, utility company, and account number.** Summary files provided by the utility company are allowed with one month's PDF utility bill per building.

***If COVID-19 has impacted your most recent 14 months of utility bills (reduced operations/staff, closures, etc.), 14 months of bills prior to this period may be required (For example: prior to March 2020)***

## STEP 3 Application Submission

To submit your application, send the **complete** Application Package to [LGEA@NJCleanEnergy.com](mailto:LGEA@NJCleanEnergy.com). A complete LGEA Application Package includes all the items on the checklist below. Please verify that all required components are complete before you submit your application. Please note that the application approval process will be delayed if information is not complete.

The Terms & Conditions have been read and acknowledged by all parties.

Signed completed LGEA Application (pages three and four). Digital Signatures are acceptable.

**The following must be attached to the application email submitted to [LGEA@NJCleanEnergy.com](mailto:LGEA@NJCleanEnergy.com):**

Completed LGEA Application & Excel Workbook with all applicable fields filled out per building

14 coinciding months of applicable, consecutive utility bills (electric, gas, fuel oil, propane, solar, etc.)

Non-profit charitable organizations only - The IRS Exemption Letter stating Section 501(c)(3) of Internal Revenue Code.

### Questions?

[LGEA@NJCleanEnergy.com](mailto:LGEA@NJCleanEnergy.com)

866-657-6278

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## APPLICANT INFORMATION

Entity Name	Federal ID/EIN	NAICS Code	
Primary Contact Full Name	Title	County	
Phone Number	Email Address		
Mailing Address	City	State NJ	Zip Code
Entity Type			
State Contracting Agency OR Public Agency		County Colleges per County College Contracts Law	
Local Governments per Local Public Contracts Law		NJ State Colleges or State Universities per State College Contracts Law	
Local Governments per Public School Contracts Law		Non-profit charitable organizations per Section 501(c)(3) of the Internal Revenue Code	

Has this entity previously applied and been approved by the LGEA program?

*If yes, briefly describe any major or notable work performed since the last energy audit:*

Does the applying entity have an existing ENERGY STAR® Portfolio Manager® account?

*If yes, can you provide TRC with the login information?*

How did you hear about this program?

*If other, please describe:*

## WAIVERS (for buildings under average peak 200kW)

**Waivers are available for buildings with an average peak demand less than 200kW. All waivers must be fully clarified upon request before the application can move ahead.**

ESIP is an anticipated source of financing.  
*(for more information on ESIP visit <https://www.njcleanenergy.com/commercial-industrial/programs/energy-savings-improvement-program>)*

Master or campus metering arrangement on-site, where demand of a single building is unknown (submeter data is strongly recommended with application submittal)

Unable to commit to the turnkey Direct Install program process at this time due to scope, facility type, measure type (e.g. insulation, windows, etc.), financial constraints, limitations by board or contracting authority, desire to understand energy profile of all buildings prior to prioritizing resources, etc. (additional information may be requested).

Other waiver request (such as Sustainable NJ referral, Benchmarking, already participated in Direct Install, etc.).  
Elaborate the request in the space below:

## DESIGNATED REPRESENTATIVE (if other than Applicant)

A Designated Representative is a person(s) not directly associated with the applying entity but will be contributing to the application and/or auditing process. The program requires that you identify this person(s) so that we may work directly with them regarding your application and/or energy audit, otherwise we will not be able to share any information regarding your application.

Designated Representatives may include engineers, architects, green team volunteers, parishioners, etc. The application must be signed by the appropriate decision-maker at the applying entity and the Designated Representative, if applicable.

Company Name		Federal ID/EIN	
Primary Contact Full Name		Title	Relationship to Entity
Phone Number		Email Address	
Mailing Address	City	State	Zip Code

## CUSTOMER AUTHORIZATION AND SIGNATURE

I have read, understood, and am following all rules and regulations concerning this 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 and contractors it selects to manage, coordinate, or evaluate the Program. This includes the release of electric and natural gas utility billing information, sharing of ENERGY STAR® Portfolio Manager® data and access, and make available to the public non-sensitive information. I allow reasonable access to my property to inspect the existing conditions of the facility or facilities in order to determine eligibility under the guidelines of New Jersey's Clean Energy Program. This arrangement supersedes all other communications and representations. Acceptance into the Program is dependent on receiving an Approval Letter/Notice to Proceed from the program.

***This section must be signed by Mayor, Business Administrator, Executive Director, or some comparable decision-maker at the applying entity. If applicable, the Designated Representative must also sign here.***

APPLICANT	DESIGNATED REPRESENTATIVE (if applicable)
Name	Name
Title	Title
Signature	Signature
Date	Date



# LGEA PROGRAM TERMS & CONDITIONS

## FY21 (OCTOBER 1, 2020 – JUNE 30, 2021)

**ADMINISTRATOR** – New Jersey Board of Public Utilities ("NJ BPU").

**APPLICANT** – Those non-residential electric and/or gas service customers of the New Jersey Utilities who participate in LGEA.

**CHANGES TO THE PROGRAM** – The Program and participation agreements may be changed by the Program Manager and/or Administrator at any time without notice. Approved applications, however, will be processed to completion under the agreements in effect at the time of the Program Manager's approval.

**COMMERCIAL/INDUSTRIAL PROGRAM MANAGER ("PROGRAM MANAGER")** – TRC

**ENDORSEMENT** – The Program Manager and Administrator do not endorse, support, or recommend any particular manufacturer, product, or system design in promoting this Program.

**ELIGIBILITY** - See the "Program Scope" for information regarding eligibility.

**ENERGY AUDIT** – Survey of the existing energy systems of a facility for the purpose of proposing energy efficiency and renewable energy measures and verifying that the proposed measures have the potential to generate energy savings. The results of an Energy Audit are presented in a written report; all audit reports are publicly posted on the program website.

<http://www.NJCleanEnergy.com/LGEA>

**ENERGY SAVINGS** – Approximate energy saving are included in the report(s) to help make decisions about reducing energy use at the facility. The report(s) received in this Program, however, is not intended to serve as a detailed engineering design document. It should be noted that detailed design efforts are required in order to implement several of the improvements that may be evaluated as part of the energy audit. The energy conservation measures and estimates of energy consumption contained in the report(s) will be reviewed for technical accuracy. However, all estimates contained of energy consumption at the site are not guaranteed, because energy consumption ultimately depends on behavioral factors, the weather, and many other uncontrollable variables. The Program Manager and NJBPU shall in no event be liable should the actual energy consumption vary from the estimated consumption shown in the report(s).

**ENERGY CONSERVATION MEASURE ("ECM")** – A measure to reduce energy use or costs, such as the installation of equipment or systems, modification of equipment or systems, or revised operation and maintenance procedures.

**INCENTIVE CAP** – There is no cost to the Applicant, although audit value is limited to \$100,000 per applying entity, per program year. Large entities exceeding this amount may be eligible for a Board approved increase if pursuing ESIP. Board Staff may also consider permitting 501(c)(3) healthcare entities to exceed the \$100,000 fiscal year entity cap; however, the funds exceeding the initial \$100,000, not to exceed \$300,000 total, would be for auditing facilities designated as hospitals by the NJ Department of Health (DOH). You will be notified after your application submission if this is the case.

**INSTALLATION COST** – Estimated installation costs are based on a variety of sources, including the Program Manager's own experience at similar facilities, own pricing research using local contractors and vendors, and cost estimating handbooks such as those provided by RS Means. The cost estimates will represent the Program Manager's best judgment for the proposed action. The applying entity is encouraged to independently confirm any cost estimates and to obtain multiple estimates when considering measure installations. Since actual installed costs can vary widely for a particular installation, and for conditions which cannot be known prior to in-depth investigation and design, the Program Manager does not guarantee installed cost estimates and shall in no event be liable should actual installed costs vary from the estimated costs to be provided.

**LIMITATION OF LIABILITY** – By virtue of participating in this Program, applicants agree to waive any and all claims or damages against TRC Energy Services, the Commercial/Industrial Program Manager, and the Administrator, except the receipt of the Program Incentive (i.e. free energy audit). Applicants agree that the Program Manager's and Administrator's liability, in connection with this Program, is limited to paying the Program Incentive specified. 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.

**NEW JERSEY UTILITIES** – The investor-owned 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.

**PROGRAM OFFER** – The Program covers products purchased and/or services rendered on or after October 1, 2020 through June 30, 2021.

**RESOLUTION** – A resolution is no longer required to be passed by the local governing body in order to participate in this program. If your local governing body requires a resolution in order to apply or receive a free energy audit in this program, you may refer to Sustainable Jersey's website for suggested language for drafting a resolution for the Energy Efficiency: Energy Audits action.

**SCOPE OF WORK** – An agreement of the work that is to be performed at a facility for a particular cost. See "Program Scope" for more information.

**SOCIETAL BENEFITS CHARGE ("SBC")** – The Societal Benefits Charge fund was created by the state of New Jersey's 1999 Electricity Restructuring Law, requiring all New Jersey utility customers to pay a charge on their monthly bills. A portion of this charge is used to fund the New Jersey's Clean Energy Programs, including this Program.

**TERMINATION** – The Program Manager and/or Administrator reserves the right to extend, modify or terminate this Program without prior or further notice.

**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. No 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 by a manufacturer or vendor. Contact your vendor/services provider for details regarding performance and warranties.

### Questions?

[LGEA@NJCleanEnergy.com](mailto:LGEA@NJCleanEnergy.com)

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