

MEASURE DESCRIPTION



Incentives are available for the installation of new refrigeration doors and covers installed onto existing refrigerated cases. Incentive rates are pre-determined based on the size and efficiency of new equipment. Pre-approval is not required prior to installation; however, applications must be submitted within 1 year of material purchase to remain eligible for the incentive.

APPLICATION INSTRUCTIONS

1. New to SmartStart? Download the [SmartStart Program Guide](#) or contact us at (866) NJSMART with questions.
2. Pre-approval is not required for Refrigeration Door/Covers applications; however, applications must be submitted within 1 year of material purchase to remain eligible for the incentive. Customers may submit applications prior to installation to receive an incentive commitment letter. Applicants choosing to install prior to program pre-approval do so at their own risk.
3. Ensure that the facility is eligible for participation in the program by reviewing a recent electric utility bill to confirm that Societal Benefits Charges are paid to an investor-owned utility under a commercial rate code.
4. Review all measure requirements to confirm that equipment you are purchasing meets efficiency requirements and is eligible for an incentive.
5. If you need assistance with development of a scope of work or do not know what type of equipment you need, consult the [Trade Ally List](#) to find a contractor who can assist you.
6. You or your contractor must complete the Refrigeration Doors/Covers application and the Excel incentive worksheet.
7. Submit the signed completed form along with all supporting documentation listed in the Application Checklist to the program for review. An electronic version of this application is available through the online application portal. Please submit the application through a single method (online, email, mail, or fax).
8. We will review the submittal for completeness and contact you and your contractor (if listed) via email to retrieve any missing information or documentation.
9. An approval letter will be emailed to you and your contractor (if listed) indicating the approval date and estimated incentive amount set aside for your project.

Online application portal: njcleanenergy.com/forms

Email for new application submissions only. Call (866) NJSMART with questions.

NJApps@njcleanenergy.com

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

Fax: (732) 855-0422



Measure incentive rates listed on this form are doubled for equipment installed in existing buildings that meet at least one of the eligibility criteria listed below.

All projects are subject to an incentive cap equal to the applicant’s cost for the project (material and labor). Enhanced incentives are not applicable to new construction projects. To qualify for this enhanced incentive, documentation as listed in the table below must be provided with the application package demonstrating that the entity or building location meets at least one of the eligibility categories listed below.

Eligibility Basis	Criteria
<p>➤ Located in an Urban Enterprise Zone (UEZ)</p>	<p>The building where equipment is or will be installed must be located within the bounds of an Urban Enterprise Zone (UEZ). Please follow the steps below to confirm your facility is within the qualifying zone.</p> <p>The building location must be checked against the NJ Community Asset Map.</p> <ol style="list-style-type: none"> 1. Enter the address of your building in the field at the top of the map. 2. Under the Layers menu on the left side of the screen, scroll down to Urban Enterprise Zones and <i>check</i> to enable the layer. 3. Print or save a screenshot of the page to include with your submission. <p>For the avoidance of doubt, companies do not need to become a Certified UEZ Business to be eligible for enhanced incentives from NJCEP.</p>
<p>➤ Located in an Opportunity Zone (OZ)</p>	<p>The building where equipment is or will be installed must be located within the bounds of an Opportunity Zone (OZ). Please follow the steps below to confirm your facility is within the qualifying zone.</p> <p>The building location must be checked against the NJ Community Asset Map.</p> <ol style="list-style-type: none"> 1. Enter the address of your building in the field at the top of the map. 2. Under the Layers menu on the left side of the screen, scroll down to Opportunity Zones and <i>check</i> to enable the layer. 3. Print or save a screenshot of the page to include with your submission.
<p>➤ Owned or operated by a Municipal Entity</p>	<p>The building must be owned or operated by a Municipal Entity as evidenced by the name listed on the utility bill(s) for the building. If the name as shown on the utility bill(s) does not clearly delineate a Municipal Entity, other documentation may be accepted to demonstrate ownership on a case-by-case basis. Please contact the Program Manager for specific guidance.</p> <p>The Municipal Entity name must be recognized on the New Jersey Municipalities Search tool available at: https://www.nj.gov/nj/gov/direct/municipality.html.</p>
<p>➤ Owned or operated by K-12 Public School</p>	<p>The building must be owned or operated by a K-12 Public School as evidenced by the name listed on the utility bill(s) for the building. If the name as shown on the utility bill(s) do not clearly delineate a K-12 Public School, other documentation may be accepted to demonstrate ownership on a case-by-case basis. Please contact the Program Manager for specific guidance.</p> <p>The K-12 Public School name must be recognized on the New Jersey School Directory available at: https://homeroom5.doe.state.nj.us/directory/pub.php.</p>

APPLICATION CHECKLIST

The following documentation must be attached to all completed, signed applications: Pre-approval is not required however applications must be received within 1 year of material purchase. Applicants not required to receive pre-approval may choose to install at their own risk.

- For projects requesting enhanced incentives: Attach documentation demonstrating eligibility as described in the Enhanced Incentives section of this application.
- Excel [Refrigeration Doors/Covers measure worksheet](#) as provided on the NJ Clean Energy SmartStart program website.
- A recent copy of a full utility bill from a participating electric utility showing societal benefits charge and commercial billing code.
 - Name and account # of the customer listed on the application must match the name of the customer and account # listed on the utility bill.
 - For projects where a utility account has not yet been established, the utility bill is not required with the initial application submission, however the customer will be required to submit a utility bill prior to incentive payment.
- Manufacturer's specification sheets for proposed equipment.

APPLICATION PROCESS FOR PAYMENT

If your project is already complete, please include the following additional documentation for approval and payment. Please note, a post inspection may be required prior to incentive being processed:

- Material invoice
 - The invoice should include the model number of the equipment installed, quantity, and unit price.
 - Equipment may be purchased up to one year prior to TRC's receipt of the application. Sufficient documentation must be submitted with the material invoice demonstrating the date of equipment purchase, such as a purchase order, if it is not clear on the material invoice.
- Labor Invoice
 - Labor/installation price must be listed separately from material price.
 - For projects that were self-installed by the participating customer, a signed letter on participating customer letterhead attesting to the start and end dates of the self-installation should be provided.
- Tax Clearance Certificate obtained from NJ Division of Taxation
 - Instructions on applying for the certificate can be found at www.njcleanenergy.com/TCC.
 - No incentive will be paid without receipt of a valid Tax Clearance Certificate. Certificates are valid for 180 days and must be valid on the date TRC signs off on the incentive. The name of the customer and tax ID number appearing on the tax clearance must align with the customer name listed on the provided utility bill and application.
- W9 form, ST-4 or ST-5 Form. This form must be completed by the entity receiving incentive payment.
 - Certain private business entities may hold a "Sales Tax Exempt Organization Certificate (Form ST-5)." This form applies solely to purchases of tangible personal property or services and does not exempt the entity from the requirement to submit the Application for Tax Clearance.

REFRIGERATION DOOR/COVER INCENTIVE RATES AND REQUIREMENTS

1. Replacement of existing refrigerator doors/covers are not eligible for an incentive.
2. Incentives are only eligible for adding doors/covers to existing open refrigerated cases.
3. Doors must have either heat reflective-treated glass and/or be gas filled.
4. Aluminum night curtain incentives qualify for existing refrigerated cases, used for non-frozen products which do not have doors or other means of full or partial closure to reduce cold air loss with the ambient room air.

Type	Measure Code	Incentive Rate
Aluminum Night Curtains for Installation on Open Refrigerated Cases	RD1	\$3.50 per linear foot
Energy-Efficient Doors/Covers for Installation on Open Refrigerated Cases	RD2	\$100 per door

Refrigeration Doors/Covers Application

FY20 July 1, 2019 – June 30, 2020



CUSTOMER INFORMATION

_____ Company Name (as listed on utility bill)		_____ Formal Legal Company Name		
_____ Company Type		_____ Federal Tax ID #		_____ State Tax ID # (if different)
_____ Customer Contact Name		_____ Customer Contact Title		_____ Customer Phone Number
_____ Customer Mailing Address		_____ Apt/Suite #	_____ City	_____ State ZIP
_____ NAICS Code	_____ How did you hear about the program?		_____ Customer Email Address	

FACILITY AND PROJECT INFORMATION

_____ Facility Address		_____ City	_____ State	_____ ZIP
_____ Electric Utility Serving Facility		_____ Electric Account Number		
_____ Facility Type		_____ Anticipated Installation Start Date		
_____ Site Contact for Inspection Scheduling (Name/Title)*		_____ Site Contact Phone		
_____ Site Contact Email Address		*On-site contact will be notified via email of any proposed inspection date/time.		

ENHANCED INCENTIVES



Enhanced incentives are available for existing facilities located in an Urban Enterprise Zone (UEZ), Opportunity Zone (OZ) or are a K-12 public school or a municipal entity. Details are provided on page 2 of this application.

➤ **Check the appropriate box(es) to identify which designations, if any, are applicable to your facility:**

Located within a designated **Urban Enterprise Zone (UEZ)**

Located within a designated **Opportunity Zone (OZ)**

Owned and operated by a **Municipal Entity**

Owned and operated by a **K-12 Public School**

CONTRACTOR/VENDOR INFORMATION

Contractor Company Name _____ Contact Person Name _____ Contact Title _____

Email Address _____ Phone Number _____

Contractor Mailing Address _____ Apt/Suite # _____ City _____ State _____ ZIP _____

PAYEE INFORMATION

Payee Company Name _____ Contact Name _____ Contact Title _____

Email Address _____ Phone Number _____

Incentive Check Mailing Address _____ Apt/Suite # _____ City _____ State _____ ZIP _____

Payee Federal Tax ID _____

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 AUTHORIZATION AND SIGNATURE

I agree to the terms and conditions of the SmartStart Buildings Program and the Specific Program Requirements for this measure.

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.

By signing this application, the signatories agree to comply with the provisions of the New Jersey Prevailing Wage Act, N.J.S.A. 34: 11-56.26 et seq., (Act), if and to the extent that Act may apply to the work covered by this application.

If applicable, I authorize payment of the incentive to the third party listed in the Payee Information field of this application.

Customer Signature _____ Date _____

Printed Name _____ Title _____

Applications signed by someone other than the customer require a letter of authorization.

NJ SmartStart Buildings® Program Terms and Conditions FY2020 (July 1, 2019 – June 30, 2020)

Eligibility

1. This application package must be received by the Program Manager on or before June 30, 2020 in order to be eligible for the fiscal year program (July 1, 2019 - June 30, 2020) incentives. All participating customers are required to submit the most current application form. All submissions will be reviewed based on the current program requirements and incentive levels approved by the Board of Public Utilities.
2. Program Incentives are available to non-residential retail electric and/or gas service participating customers of New Jersey Utilities. A participating customer must pay Societal Benefits Charges under a New Jersey Utility account serving the fuel type (electric or gas) applicable to the specific Energy-Efficient Measure. Participating customers who have not contributed to the Societal Benefits Charge of the applicable New Jersey Utility are not eligible for incentives offered through this program. New Jersey Utilities include Atlantic City Electric, Jersey Central Power & Light, Rockland Electric Company, New Jersey Natural Gas, Elizabethtown Gas, PSE&G and South Jersey Gas.
3. Each utility account requires a complete, separate application. Projects for the same utility account and the same technology being done at the same time should be submitted on one application.
4. Requirements regarding Initial Applications and Pre-installation Approvals
 - a. All Custom applications must be approved by the Program Manager prior to installation.
 - b. Prescriptive Lighting, Performance Lighting, and Prescriptive Lighting applications seeking an incentive \geq \$100,000 must be approved by the Program Manager prior to installation. For any other Prescriptive applications, installation may proceed without the Program Manager's approval.
 - c. Any installation implemented without the Program Manager's approval is at the applicant's own risk that, among other things, the application will be rejected.
 - d. Applications that do not require the Program Manager's approval prior to installation must be submitted within 12 months of equipment purchase. Sufficient documentation must be provided confirming the date of equipment purchase (material invoice, purchase order, etc.).
5. In order to be eligible for program incentives, a participating customer or an agent (contractor/vendor) authorized by a participating customer, must submit a properly completed application package that is signed by the participating customer. A complete application package should include all documentation listed in the checklist section of the application.
6. Applications signed by someone other than the customer require a letter of authorization.
7. Project invoices submitted after installation should list both the labor and material costs separately. The invoice should include a description of the equipment installed, quantity, and unit price. For projects that are self-installed by the participating customer, a signed letter on participating customer letterhead may be provided in lieu of a labor invoice attesting to the start and end dates of the self-installation.
8. Energy-Efficient Measures must be installed in buildings located within a New Jersey Utilities' service territory and designated on the participating customer's incentive application.
9. Program Incentives are available for qualified Energy-Efficient Measures as listed and described in the Program materials and incentive applications.
10. The participating customer must ultimately own the equipment through an up-front purchase. Equipment procured by participating customers through another program offered by New Jersey's Clean Energy Program or the New Jersey Utilities, as applicable, are not eligible for incentives through this program.
11. Incomplete application submissions, applications requiring inspections and unanticipated periods of high volume may cause processing delays.

Incentive Amounts

1. Program Incentives will not exceed:
 - a. the approved Program Incentive amount, or
 - b. total project cost of the Energy-Efficient Measure, whichever is less, excluding NJ state sales tax as determined by the Program Manager. Project costs include the expenses directly associated with the Energy-Efficient Measure.
2. Products offered at no direct cost to the participating customer are ineligible.
3. Program Incentives are limited to \$500,000 per utility account in a fiscal year.
4. Entities owned or operated by Municipalities, K-12 public schools, and customers located in UEZs or OZs zones may be eligible for an enhanced incentive equal to an additional 100% of the incentive values set forth in the incentive table for each technology, but subject to a cap of the applicant's cost for the project (material and labor). The foregoing does not include new construction.

Inspections

The Program Manager reserves the right to conduct a pre-inspection of the facility prior to the installation of equipment for Prescriptive Lighting, Performance Lighting and Prescriptive Lighting Controls applications with an incentive \geq \$100,000 and all Custom Measures applications. Pre-inspections will be performed prior to the issuance of the approval letter. Work must not begin prior to formal Program Manager approval of the application.

1. All projects are subject to post-inspection to confirm equipment installation prior to payment.
2. The Program Manager reserves 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, prior to issuing