

# School and Small Business Ventilation and Energy Efficiency Verification and Repair Program

## HVAC Application

FY23 July 1, 2022 – June 30, 2023



### APPLICATION PROCESS

The School and Small Business Ventilation and Energy Efficiency Verification and Repair ("SSB-VEEVR") Program provides grants for the repair, maintenance, upgrade, replacement, and installation of certain HVAC systems to improve air quality and energy performance in school districts and Small Businesses.

#### Eligibility

Eligible applicants include:

- **Boards of Education**, includes public schools, such as local school districts, consolidated school districts, regional school districts, county vocational schools, and charter schools.
- **Small Businesses**, includes New Jersey-based businesses which:
  - Are independently owned and operated;
  - Have no more than 100 full-time employees;
  - Have annual gross revenues that does not exceed \$12 million; AND
  - Are certified by the State as a small women's or minority-owned business

#### How to Participate

##### Step 1: Complete your application

An application package includes:

- This completed application form
- IRS Form W-9 for the designated Payee
- Letter of authorization (if you are working with a third party company to submit program documents on your behalf, such as a contractor or engineer)

##### Step 2: Submit your application package via one of the following options:

- Email to [SSBStimulus@NJCleanEnergy.com](mailto:SSBStimulus@NJCleanEnergy.com) with subject line "New SSB Stimulus Application"
- Visit [www.NJCleanEnergy.com/SSBStimulus](http://www.NJCleanEnergy.com/SSBStimulus) and submit your application online

##### Step 3: Complete an HVAC Assessment Report

- Work with qualified professionals to complete the HVAC Assessment Report, which documents the adjustments or repairs needed to meet the minimum ventilation and filtration requirements; determines whether any cost-effective energy efficiency upgrades or replacements are warranted, and provides a cost estimate to complete the work.
- Once we receive and review your HVAC Assessment Report, we will confirm the project's scope of work and amount of your grant funding via a Program Approval Letter. The Program Approval letter is your notice to move forward with the work. A partial grant payment will be made to help cover the cost of the HVAC Assessment Report.

##### Step 4: Install the work

- Partner with an installation contractor of your choice to complete the scope of work. For applicants installing new or replacement systems, a partial grant payment may be available to assist with the cost of equipment procurement.

##### Step 5: Complete the HVAC Verification Report

- The HVAC Verification Report makes sure that your HVAC systems are functioning as intended and meet ventilation and filtration requirements. Once we receive and review the HVAC Verification Report, you will receive the balance of the grant payment upon confirmation all program requirements have been met.

**Program Grants will not be provided for boilers or other types of HVAC equipment that do not directly and significantly affect ventilation or airflow.**

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### APPLICANT INFORMATION

Company/Entity Name:					
Entity Type:	Board of Education	Charter School	Small Business		
Mailing Address:	Street:				
	City:		State:		ZIP:
Primary Contact Name:			Contact Title:		
Primary Contact Phone:			Contact Email:		
Utility Provider: (select all that apply)	Atlantic City Electric Elizabethtown Gas	Jersey Central Power & Light Rockland Electric Co.	PSE&G South Jersey Gas	New Jersey Natural Gas Other Utility	

### PROJECT & SITE INFORMATION

Type of Project:	Maintenance	Replacement	New	Undetermined	
Site Address:	Street:				
	City:		State:		ZIP:
School size: (# of students)		Business size: (# of employees)		Square Footage:	

### PROJECT DESCRIPTION & SCHEDULE

Project Description: <small>If applying for multiple buildings, please download, complete, and attach the multi-site building spreadsheet found on the Program website</small>					
Estimated Start Date:		Estimated Completion Date:			
Estimated Project Budget:					

### PAYEE INFORMATION

Payee Company Name:					
Contact Name:			Contact Title:		
Contact Phone:			Contact Email:		
Incentive Check Mailing Address:	Street:				
	City:		State:		ZIP:

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### PROJECT PATHWAYS & REQUIREMENTS

Please refer to Section 2 of the Program Guide for requirements for each Grant Pathway:

Applicants may apply for a Program Grant through one of two grant pathways, each of which has specific requirements:

- HVAC Assessment and Maintenance Pathway, or
- HVAC Assessment and Replacement/New System Pathway

**HVAC Assessment and Maintenance Pathway** — Available for HVAC maintenance, repair, and minor system repairs and upgrades, but excluding the installation of new HVAC units.

**HVAC Assessment and Replacement/New System Pathway** — Available for the purchase and installation of a new HVAC system or unit(s). The applicant must provide supporting documentation showing that the existing HVAC equipment (or lack thereof) is unable to meet the minimum ventilation and filtration standards described in the Program Guide without an HVAC system or unit replacement. All proposed new systems or HVAC system replacements must meet or exceed the ventilation and filtration standards described in the Program Guide and must also meet the necessary and cost-effectiveness standards set forth in the Program Requirements.

### COST ESTIMATES

Each project must include a cost estimate verified by a Certified Energy Auditor. The funding amount requested in the application package may only be for reasonable costs to complete the work and requirements of the site's grant pathway, as described in Section 2.

The cost estimate must include a detailed site-specific budget, timeline, and a clear and accurate description of the work that will be provided. The site-specific budget needs to show line-item cost estimates for materials, labor, and other costs. Please refer to Section 3.3 in the Program Guide for more information.

In addition, the Applicant will also self-certify that:

- The application complies with all Skilled and Trained Workforce requirements
- All applicable Labor Code and public works labor requirements, including the payment of prevailing wage, will be followed

### CUSTOMER AUTHORIZATION

By signing, I certify that I have read, understand and agree to the specific Program Requirements/Terms and Conditions listed on this application form. I will also submit for approval a properly completed application package, which includes this signed application as defined in the requirements section of this application. I certify that the information included in the application package is true and correct to the best of my knowledge. Depending on the completeness and quality of the data provided, additional information may be needed and will be requested by the Program Manager.

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.

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: \_\_\_\_\_ Company: \_\_\_\_\_

### SUBMISSION INSTRUCTIONS

Submit your application package via one of the following options:

Email	Email to <a href="mailto:SSBStimulus@NJCleanEnergy.com">SSBStimulus@NJCleanEnergy.com</a> with subject line "New SSB Stimulus Application"
Online Portal	Visit <a href="http://www.NJCleanEnergy.com/SSBStimulus">www.NJCleanEnergy.com/SSBStimulus</a> to access the online application page

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### TERMS AND CONDITIONS

#### **Liability:**

Neither the State of New Jersey, the New Jersey Board of Public Utilities, TRC, nor any of their agents (collectively, Program Parties) shall be responsible for any tax liability that may be imposed on any applicant in connection with any Program Grant. The applicant must supply its federal tax identification number or social security number, as applicable, to the Program in order to receive a Program Incentive.

#### **Applicant Acknowledgments, Certifications, and Signature:**

The applicant agrees to the terms and conditions of the Program and to follow the Program Guide and all other Program requirements.

The applicant agrees 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 all 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 provided in and with this document are true and accurate to the best of my knowledge, after due inquiry. I am aware that if any of them are willfully false, I am subject to punishment.

#### **Eligibility Process:**

A customer, or an agent (contractor/vendor) authorized by an Applicant, must submit a properly completed application package. A complete application package should include the application completed and signed in addition to all information requested for each facility per the Program Guide, including the assessment report, and cost estimate. The applicant will be required to submit the original cost estimate as part of the application package to demonstrate that all costs are reasonable for the work to be completed. Cost estimates must be itemized and show line item cost for materials, labor and other costs. Additional supporting documentation may be attached as needed. The Program Manager will review the application package to determine if all information is complete. In the event the application is not complete or additional information is needed to complete the application, the Program Manager will request this information from the primary point of contact as listed by the entity.

#### **Prevailing Wage:**

Program Grants will constitute financial assistance provided by the Board and therefore may be subject to prevailing wage requirements pursuant to the Prevailing Wage Act (N.J.S.A. 34:11-56.25 et seq.) and the regulations promulgated thereunder (N.J.A.C. 12:60). By submitting this application to the Program, the applicant self-certifies that it will and has complied with any and all applicable prevailing wage requirements relating to the work covered by Program Grant. The New Jersey Department of Labor and Workforce Development is authorized to interpret and enforce prevailing wage requirements.

#### **Endorsement:**

The Program parties do not endorse, support or recommend any particular manufacturer, product or system design for use in this Program.

#### **DISCLAIMER OF WARRANTIES:**

THE PROGRAM PARTIES DO NOT WARRANT THE PERFORMANCE OF ANY EQUIPMENT PURCHASED AND/OR INSTALLED, AND/OR SERVICES RENDERED, AS PART OF THIS PROGRAM, EITHER EXPRESSLY OR IMPLICITLY. THE PROGRAM PARTIES PROVIDE 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.

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### TERMS AND CONDITIONS

#### LIMITATION OF LIABILITY:

By virtue of participating in this Program, Applicants agree to waive any and all claims or damages against the Program Manager or the Administrator, except the receipt of the Program Incentive. 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.

#### Post Inspection:

The applicant acknowledges that it may be subject to a post-program inspection site visit and measurement and evaluation study conducted by the Board or its delegate

#### Audit:

The applicant acknowledges that the expended funds may be subject to an audit, including a financial audit

#### Program Manager:

TRC

#### Termination:

The Board reserves the right at its sole discretion and without any liability to the Program parties, to extend, modify, or terminate this Program at any time, for any or no reason, and with or without prior notice.

#### Information Sharing:

The applicant gives the Program Parties the right to share any information the applicant provides with the applicants' utilities and/or those utilities' contractors/consultants, and/or with contractors/consultants administering the Board's clean energy and energy efficiency programs, as they may deem necessary or appropriate to further this program and/or the foregoing programs. The applicant also acknowledges that, with very few exceptions, documents and information submitted to the Board, its Program Administrator, or its other consultants/contractors in connection with this program are considered public records subject to disclosure under the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. The Board or other State entities may use any of these documents or information for any purpose, including, among other things, to determine eligibility and compliance with the program or applicable law; to evaluate related or relevant programs or program elements; or to prepare reports.

#### Definitions:

Any and all capitalized terms that are not defined in these Terms and Conditions shall have the definition set forth in the Program Guide for this Program.