**NJ Clean Energy Program™**

**FY24 Large Energy Users Program**

**As-Built Report Template**

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| **Instructions***This template is intended to provide an outline of the sections and information required in an As-Built Summary for completed projects. This outline may be integrated into a customer’s internal document format or completed within this Word document.**On the cover page, update customer information, revision number and submittal date.*  |

**[Applicant Name]**

**As-Built Report Rev[0]**

**[Date Submitted]**

***New Jersey’s Clean Energy Program™***

**FY24 Large Energy Users Program**

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# As-Built Summary

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| **Instructions***Describe the ECMs in each building that were completed as part of the project, including start and end dates of installation.* *If there were changes to the scope of work from what was approved in the FEEP-- such as equipment or model number selections, operational changes, work not completed, or other circumstances-- please provide a detailed explanation of those changes and the impacts to the project savings and/or cost in this section.**For changes to the project scope which impact energy savings, revised savings calculations in the format used for the FEEP and updated manufacturer’s specification sheets must be attached with this report.**The following summary table format may be used for this section.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ECM#** | **Building Address** | **Measure Name** | **Installation Start Date** | **Installation End Date** |
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# Project Invoices

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| **Instructions***Attach all invoices for the project and provide a summary of the costs using the following table format for each ECM.**Any progress pay apps should show 100% completion.* |

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| --- | --- |
| **ECM#, Measure Name:** |  |
| **Vendor Name** | **Invoice Date** | **Material Cost$** | **Labor Cost****$** | **Other Costs****$** | **Total Amount****$** |
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|  |  |  |  |  |  |
| **Total ECM Cost:** |  |

|  |  |
| --- | --- |
| **ECM#/Measure Name:** |  |
| **Vendor Name** | **Invoice Date** | **Material Cost$** | **Labor Cost****$** | **Other Costs****$** | **Total Amount****$** |
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| **Total ECM Cost:** |  |

# M&V Report

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| **Instructions***Both of the following items are required:*1. *Attach to this report, or paste in this section, the M&V Report for each ECM executed in accordance with the approved M&V plan from the FEEP.*

*The following items must be addressed in the post-installation M&V Report for each ECM.** *Description and documentation of all post-install verification activities and performance measurements conducted, including: measurement start/end dates, inspections and results/documentation of performance measurements, including metered data in Excel format as applicable.*
* *Calculation of realized savings for the year (energy, energy costs, O&M costs, other)*
* *A written summary comparing measured savings to the approved amounts, with a clear explanation and reason provided for any differences.*
* *Details of any performance or O&M issues that require attention.*
1. *Use the following summary table format to provide an overview of M&V results for all ECMs.*
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **ECM#** | **Building Address** | **Measure Name** | **M&V Results Summary** |
| **Annual kWh Savings** | **Annual Therm Savings** | **Peak kW Savings** |
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# PE Certification

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| **Instructions***Attach a letter from a Professional Engineer attesting to the accuracy of the M&V Report methodology and results. The letter just be signed, dated and stamped then scanned or photographed with the stamp clearly visible.* |

# Prevailing Wage Certification Template

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| **Instructions***Attach a letter from the LEUP customer stating that Prevailing Wage rates were paid on this project where required by State law. Certified payrolls are not required.* |

# Tax Clearance Certificate

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| **Instructions***Attach a valid, active New Jersey Tax Clearance Certificate for the LEUP customer. Please see* [*www.njcleanenergy.com/TCC*](http://www.njcleanenergy.com/TCC) *for instructions on obtaining the certificate from the Division of Taxation.* |

# W9 Form and Payee Designation

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| **Instructions***Attach a W9 form for the incentive payee and provide the mailing address for the incentive check:** *Address1*
* *Address2*
* *City*
* *State*
* *ZIP*

*For payments assigned to an entity other than the LEUP applicant, please provide a letter of authorization for the assignment from the LEUP applicant.* |

# Submission Checklist

*Submit the As-Built Report with all appendices/attachments to* *LEUP@njcleanenergy.com**. Attachments may be submitted as separate documents with file names clearly indicating what they contain.*

*Prior to submission, please confirm all of the following items have been addressed:*

|  |
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|[ ]  ***I have completed the As-Built report following the above template and have provided all required information.*** |
|[ ]  ***I have attached copies of invoices for all completed ECMs*** |
|[ ]  ***I have attached M&V Reports for all ECMs and summarized the results in the table provided*** |
|[ ]  ***I have attached a letter from a Professional Engineer attesting to the M&V methodology and results*** |
|[ ]  ***I have attached a letter from an authorized representative of the LEUP applicant attesting to compliance with the NJ Prevailing Wage Act*** |
|[ ]  ***I have attached a valid Tax Clearance Certificate for the LEUP applicant*** |
|[ ]  ***I have attached a W9 form for the incentive payee and indicated the mailing address for the check*** |