

SOLICITATION  
FOR

The Renewable Energy Business  
Venture Assistance Program

October 21, 2005

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# **SOLICITATION FOR THE RENEWABLE ENERGY BUSINESS VENTURE ASSISTANCE PROGRAM**

## **SECTION 1.0 PROGRAM INFORMATION**

### **1.1 SUMMARY**

The Office of Clean Energy (OCE), within the New Jersey Board of Public Utilities, is pleased to announce the Renewable Energy Business Venture Assistance Program (REBVAP). This offering marks the third iteration of assistance designed to strengthen New Jersey's renewable energy business infrastructure. The revised solicitation incorporates features from two predecessor programs, the initial Infrastructure Development program and the subsequent Renewable Energy Economic Development (REED) program. The Renewable Energy Business Venture Assistance Program provides grants and recoverable grants for the development of businesses, technologies, services, and market infrastructure in support of furthering a thriving renewable energy industry in the State of New Jersey.

The Renewable Energy Business Venture Assistance Program has approximately \$5.0 million available for grants and recoverable grants to help develop prototype renewable energy products and services or to assist the commercialization of a renewable energy company's products and services. The total funds available for this solicitation will be reduced if the two 2004 (REED) projects currently under review are approved. The funds available through this program are not applicable to basic laboratory or bench-scale research and development projects.

One half of the program's funding is for the "demonstration grant program" and will be available in the form of grants for applicants with development, deployment, and demonstration projects with renewable energy products and systems. The funds will be competitively awarded without expectations for repayment. The remainder of the program budget, will be used for the "recoverable grant program," and will be available in the form of recoverable grants for applicants with commercialization projects for renewable energy products, services or systems. These funds will be competitively awarded with provisions made for repayment.

The Office of Clean Energy plans to select a range of proposals that meets the solicitation goals within the funding available for this solicitation. The minimum award amount considered will be \$50,000 and the maximum award amount from this solicitation will be \$500,000. The maximum funding amount any one entity can receive is \$500,000. Applicants are encouraged to seek realistic funding for discrete and definable objectives. Funds not utilized in this solicitation will be made available for future solicitations.

## 1.2 PURPOSE AND INTENT

The Renewable Energy Business Venture Assistance Program funds research, development, deployment, seed funding and commercialization activities to advance industrial and technological development in New Jersey. The goal of this program is to leverage public and private resources advancing the technologies and services necessary to support a vibrant renewable energy industry in New Jersey. Successful projects will demonstrate innovations in renewable energy technologies, services, system integration, financing, supporting systems and/or fuels. Private sector renewable energy organizations with a commitment to business development in the State of New Jersey will be eligible for this funding.

The Office of Clean Energy seeks business-oriented applications that demonstrate a financially viable path to the implementation of renewable energy technologies and services. Funded projects are expected to lead to the establishment of a dynamic business infrastructure within the State's renewable energy industry. This solicitation is open to applicants that seek funding for business market development activities and technology demonstrations of innovative products or systems that advance the commercial delivery of renewable energy systems in the New Jersey marketplace.

The program provides support for development of market mechanisms and technological advances that will assist renewable technologies to become competitive with traditional generation technologies. Proposals submitted under this solicitation with complete applications will be evaluated according to criteria set forth in Section 4 including but not limited to:

- the project team's commitment to developing and growing a renewable energy business in New Jersey
- the demonstration of leveraging of the financial assistance with other funding and resources
- documentation addressing specific technological or delivery barriers in the New Jersey marketplace
- the project's ability to impact the State, national and global marketplace
- the project's potential for contributing to fostering diversity among renewable energy technologies, to near-term cost reductions and to regional environmental benefits
- potential financial feasibility of proposal.

Eligible technologies include photovoltaics, wind energy, renewably fueled fuel cells, wave, tidal, renewably generated hydrogen, sustainably harvested biomass and other technologies that can demonstrate their integral nature to the development of renewable energy technologies such as "Balance of System" technologies.

The OCE will monitor the impact of this program by evaluating data in a number of areas. Successful applicants will be asked to provide data that will help the OCE track information pertaining to:

- jobs created in the renewable energy field
- electricity generated by renewable energy systems
- private capital leveraged, and
- product output, services offered and revenues generated by renewable energy businesses.

The demonstration grant program will be open to proposals that seek funding for research, market development, deployment, and technology demonstrations of innovative products or services that advance the delivery of renewable energy systems to the marketplace. These projects should evaluate, insofar as possible, the scientific or technical merit and feasibility of ideas that appear to have commercial potential. The proposal should demonstrate how any research conducted will contribute to proving the scientific or technical feasibility of the approach or concept proposed.

The recoverable grant program is designed to foster renewable energy businesses in New Jersey via seed capital for dynamic state-based expansion of this industry. The program funding is neither equity nor an interest-bearing loan. This approach allows businesses to use this funding to leverage additional private funding. The State of New Jersey will not assume any ownership or management rights and this award, unlike a loan debt, will be repaid depending upon the revenue generating success of the company. This flexibility allows a company to initiate ventures much earlier than would have been possible using conventional business financing programs. It also allows for more capital to cycle into the company, transferring the repayment period to a time when the company is financially capable of debt service or increased debt service.

The Renewable Energy Business Venture Assistance Program offers direct investments to companies for the purpose of product or process development with near-term commercialization potential. It is expected that these investments will stimulate economic growth and job creation in New Jersey as well as dynamically enhance the renewable energy business infrastructure located in New Jersey. The demonstration grant and recoverable grant programs are not applicable to basic lab or bench scale research and development. These programs are also not intended to provide financing for construction and installation of renewable energy systems. Organizations interested in funding for the installation of renewable energy systems should review the other rebate and financing programs available from New Jersey's Clean Energy Program.

### **1.3 BACKGROUND**

N.J.S.A. 48:3-60(a)(3) required that the Board undertake a "comprehensive resource analysis" (CRA) of existing energy efficiency policies and programs. The CRA was to include but not be limited to "an assessment of existing market barriers to the implementation of energy efficiency and renewable technologies that are not or cannot be delivered to customers through a competitive marketplace" This analysis has led to careful consideration of a myriad of programs and technologies, ranging from the familiar energy efficiency appliance programs to new programs utilizing Class I renewable energy, defined as "electric energy produced from solar technologies,

photovoltaic technologies, wind energy, fuel cells, geothermal technologies, wave or tidal action, and methane gas from landfills or a biomass facility provided that the biomass is cultivated and harvested in a sustainable manner” N.J.S.A. 48:3-51.

In the CRA Order issued on March 9, 2001, the Board addressed some of the challenges of elimination of traditional retail monopolies held by electric public utilities for electric power generation and supply services. The Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 et seq. (the Act or EDECA) provided that the long term energy needs of New Jersey consumers will be met in an environmentally sound manner by requiring the Board to re-evaluate existing energy efficiency policies and programs, to consider new energy supply alternatives, and to foster creation of new energy resources to facilitate competitive and diverse electricity supply for New Jersey, including renewable energy sources.

On January 9, 2002, the Board of Public Utilities announced the first competitive solicitation to provide funding for the development of renewable energy businesses, technologies and market infrastructure in New Jersey, commonly referred to as Market Infrastructure Development. By order dated March 9, 2001, the Board allocated 5.5% of the annual renewable energy budget for a market development program. The amount of funding available at that time was \$2.7 million. The minimum grant amount was \$25,000 and the maximum grant amount from this Solicitation was \$500,000 per year. The Board received 33 proposals. Ten projects were awarded grants in August 2003.

On February 4, 2004, the Board released the Renewable Energy Economic Development solicitation in partnership with the New Jersey Economic Development Authority (NJEDA). Funding under this program was a recoverable grant award that the company had to repay as its business venture became profitable. The minimum grant amount was \$50,000 and the maximum grant amount from this Solicitation was \$500,000. Pursuant to a Memorandum of Understanding (MOU) dated October 22, 2003 between OCE and NJEDA, OCE has transferred funds to NJEDA to administer this program. Total funding available for proposals responding to this Solicitation was \$6.3 million. Two proposals are currently under NJEDA review. If these projects are approved, their recoverable grant awards will be paid out of Renewable Energy Business Venture Assistance Program 2005 budgeted funds.

In August 2004, the Renewable Energy Committee of the Clean Energy Council recommended that the Office of Clean Energy revise the Renewable Energy Economic Development Program. At that time, the solicitation consisted solely of a recoverable grant program for the commercialization of renewable energy technologies and services. The Renewable Energy Committee requested that the program be expanded to include a grant component for the deployment and demonstration as previously contained in the Infrastructure Development program. The Office of Clean Energy looks forward to receiving proposals for each type of project under the Renewable Energy Business Venture Assistance Program.

The estimated \$5.0 million in funds available will be split evenly between the demonstration grant and recoverable grant programs for renewable energy operations

primarily located in New Jersey. The minimum amount awarded will be \$50,000 and the maximum amount from this program will be \$500,000. Pursuant to the MOU referenced above, OCE has transferred funds to NJEDA to administer this Program. The Office of Clean Energy in partnership with the New Jersey Economic Development Authority will work cooperatively to evaluate applications for recoverable grants from business ventures that meet the program's goals. The proposal may also be eligible for other NJEDA financing programs (i.e. Technium). The demonstration grant program will have a fixed deadline for applications. Applications for the recoverable grant program will be evaluated on an on-going basis with no fixed deadline. Projects meeting all the program criteria will be awarded funding, provided that the annual program budget has not been committed. Recoverable grant awards will be made to a for profit renewable energy technology small business operation primarily located in New Jersey with an expectation that the company will repay the recoverable grant as its business venture generates revenue according to terms and conditions developed by the New Jersey Economic Development Authority and the Office of Clean Energy.

## **SECTION 2.0 PROGRAM DEFINITIONS AND REQUIREMENTS**

### **2.1 DEFINITIONS**

“Balance of Systems” – a catch-all phrase referring to the remainder of the components of clean energy systems other than the prime electricity generator. With a solar photovoltaic system for instance, balance of systems refers to equipment such as the inverter, disconnects, and power conditioning devices, other than the photovoltaic panels.

“Basic Research” – is research undertaken to acquire knowledge for knowledge's sake or to expand mankind's knowledge without an expectation of near term application. Basic research is not fundable under this solicitation.

"Biomass" has the same meaning as that assigned to this term in Executive Order 13134, published in the Federal Register on August 16, 1999. Executive Order 13134 defines biomass as ". . . any organic matter that is available on a renewable or recurring basis (excluding old-growth timber), including dedicated energy crops and trees, agricultural food and feed crop residues, aquatic plants, wood and wood residues, animal wastes, and other waste materials."

“Demonstration Project” - a systematic application of knowledge toward the production of useful materials, devices, and systems or methods, including design, development, and improvement of prototypes and new processes to meet specific requirements. This term implies the potential exists for commercial value through practical application of the concept or technology being studied. The existence of bench top models can be used to demonstrate the “proof of concept” needed for applications or technologies to satisfy this requirement.

“Electric Discount and Energy Competition Act” (“the Act”) - the New Jersey State legislation found at N.J.S.A. 48:3-49, et seq.



“Infrastructure” - the underlying basic buildings, support personnel, capital, knowledge, institutions and facilities or other essential elements that are necessary to sustain and enable growth and development, as well as the underlying foundation or framework of basic services, facilities and institutions upon which growth and development depend. Therefore, infrastructure includes a broad spectrum of services, institutions and facilities that ranges from finance systems, laws and regulation to education and research.

“Market Development” - the increased availability and delivery of products and services to consumers; at appropriate price, quality and quantity.

“Methane from landfills” - methane gas generated in the decomposition of municipal solid waste (“MSW”) in a state of the art landfill that is constructed, operated and maintained in accordance with the NJDEP sanitary landfill requirements at N.J.A.C. 7:26-2A. The proposed project to produce electric energy from methane gas shall not include those components required to be installed to collect either non-methane organic compounds (“NMOC”) as set forth in the USEPA requirements at 40 CFR 60.750 Standards of Performance for Municipal Solid Waste Landfills, or landfill gases as set forth in the NJDEP requirements at N.J.A.C. 7:26-2A(f) requirements for sanitary landfill gas collection and venting systems. The proposed project shall include only the landfill gas cleanup components, the combustion units and the electric energy generating units provided the system exceeds the definition as State of the Art (“SOTA”) for emissions controls as set forth as N.J.A.C. 7:27-8.12.

“PJM Interconnection - the Regional Transportation Organization (RTO) that ensures the reliability of the largest centrally dispatched control area in North America by coordinating the movement of electricity in all or parts of Delaware, Illinois, Indiana, Kentucky, Maryland, Michigan, New Jersey, North Carolina, Ohio, Pennsylvania, Tennessee, Virginia, West Virginia and the District of Columbia.

“REED” - Renewable Energy Economic Development Program

“Recoverable Grant” – a grant that must be paid back over a period of time once a company starts generating revenue. The repayment is limited to the amount of the original award.

“Societal Benefits Charge” – In accordance with the Act, each electric and gas public utility may recover costs for programs approved under the New Jersey Clean Energy Program through a societal benefits charge (“SBC”). The SBC is a nonbypassable distribution charge imposed on all electric and gas utility customers as appropriate N.J.S.A. 48:3-60(a)(3).

“Sustainably Grown and Harvested Biomass” - electric energy produced from biomass, either by the burning of captured methane gas derived from biomass, and reuse of feedstock ash, and other residues, so as to prevent their disposal as solid waste or the direct firing of biomass derived from the following materials:

- a) Gas from the anaerobic digestion of food waste and sewage sludge.
- b) Gas from the anaerobic digestion of other biomass fuels, including bioenergy crops and agricultural waste, provided the electric power supplier maintains documentation that demonstrates that the biomass was cultivated and harvested in a sustainable manner.
- c) bioenergy crop, provided that the electric power supplier or basic generation service provider maintains documentation that demonstrates that the crop was cultivated and harvested in a sustainable manner.
- d) Any of the following types of wood, provided that the wood is clean and untreated and that the electric power supplier or basic generation service provider maintains documentation that demonstrates that the wood was cultivated and harvested in a sustainable manner.
- wood produced at a biomass energy plantation;
  - wood from the thinning or trimming of trees and/or from a forest floor, except wood from old growth forests;
  - ground wood, produced through the grinding or shredding of pallets and other scrap wood (and the removal of nails and any other metal) at a recycling facility that is classified as a Class B recycling facility by the NJDEP's Bureau of Landfill and Recycling Management or an equivalent recycling facility approved by the state environmental agency in which the facility is located; or
  - wood shavings and scrap from lumberyard or paper mill.

Final satisfactory demonstration of the sustainability of any of the feedstocks listed above will be demonstrated by the applicant providing information that the bioenergy crop was sustainably grown and harvested as set forth in b through d above; and for all biomass that the ash, and similar residues, resulting from the combustion of the biomass feedstock to generate electricity, are reused, or incorporated into, useable end products, and not disposed of as solid waste and the combustion unit meets the definition as State of The Art (SOTA) for emissions controls as set forth at N.J.A.C. 7:27-8.12.

## **2.2 REQUIREMENTS FOR PARTICIPATION**

### **2.2.1 Eligibility**

Eligibility is limited to for-profit renewable energy technology small business operations primarily located in New Jersey, independently operated, and with not more than 500 employees. Firms considering relocation to New Jersey, as well as individuals and non-

profit organizations in the process of establishing New Jersey companies may apply; however, program award recipients must meet the eligibility requirements at the time of funding.

Successful applicants will be required to provide certification and evidence that they are a for-profit New Jersey company in good standing with the State of New Jersey, in order to receive funding. Non-profit organizations will not be considered primary applicants under this solicitation. Prior applicants and grant recipients may apply for either of the two funding streams. New applicants for grant funds will be given greater consideration over previous grant recipients. Previous grant recipients that apply for the recoverable grants will be given equal consideration with new applicants to the recoverable grant program.

Companies may receive both a grant and a recoverable grant but must apply for each separately. Companies that have received the maximum recoverable grant are not eligible for a demonstration grant. However, companies that received less than the maximum recoverable grant may apply for a demonstration grant in the amount of the difference.

### **2.2.2 Confidentiality**

Applications received will be treated as proprietary and confidential documents by the Board and will be reviewed only by OCE members and staff, and by selected external reviewers. It is anticipated that after selecting the winning proposals, all proposals submitted will be subject to requests for disclosure, including but not limited to, a request pursuant to the Open Public Records Act ("OPRA"), N.J.S.A. 47:1A-1 et seq. If the applicant believes that information contained in its proposal merits confidential treatment pursuant to OPRA, any such purportedly confidential information submitted to the Board shall be specifically identified and marked by the applicant and submitted to Board Staff in compliance with the Board's regulations at N.J.A.C. 14:1-12 et seq.

### **2.2.3 Expectations**

It is expected that companies funded by the program will bring the project's products or processes to a point where they can attract outside investors, strategic partners, or government support (such as the federal SBIR program). Projects may involve a novel or innovative application of existing renewable technology, or the development of new scientific findings with near-term commercialization potential. Class I renewable technology is eligible for consideration. Applicants must commit other non-state sources of support for the project. (See Cost Sharing Requirements, Section 2.2.8)

Applications to the Renewable Energy Business Venture Assistance program should:

- Demonstrate proof of concept.

- Describe a plan for the development of a renewable technology company, including capitalization and the near term commercialization potential, although implementation of these plans may not have yet occurred.
- Demonstrate the significant and ongoing commitment of the company's principal(s). Evidence of this commitment may include: the primary employment of the principal for at least the duration of the project and preferably beyond, a significant cash contribution by the principal(s) or significant amounts of time, money or services contributed to the project by other parties as a result of their activities or involvement.
- Applicants agree to let the OCE and the NJEDA conduct reasonable due diligence by visiting of their company and by discussion of the proposal with the applicant in advance, during and/or after the review process.
- Applicants must demonstrate that they have financial resources to perform the proposed work, appropriate technical expertise, access to adequate facilities, or the ability to get them, and a good performance record; and be qualified for an award under applicable laws and regulations at the time of submission.

Proposals with a 12 to 24 month schedule are preferred; clearly delineate year one, year two and any additional years of funding. Demonstration grant projects will be capped at 24 months in duration.

OCE and the NJEDA are interested in assisting emerging renewable technology companies through the Renewable Energy Business Venture Assistance Program. As part of this effort, the OCE may provide, with the applicant's prior consent, the names of the applying companies to the not-for-profit NJ Small Business Development Center Network, the New Jersey Manufacturing Extension Program, or other support organizations, for the purpose of assisting these companies in their early growth and expansion.

#### **2.2.4 Business Location**

Primary applicant at the time of funding must be a for-profit renewable energy technology small business operation primarily located in New Jersey. Minority partners may be out-of-state entities. It is expected that the company will maintain its primary renewable energy business and operations in New Jersey during the term of the funding agreement and for at least five years following the end of the funding. If a company moves out of New Jersey before this time period, the grant must be paid back immediately. Preference will be given to companies whose product development and/or process improvement activities, including manufacturing, occur in New Jersey during the term of the contract agreement. The amount of participation by New Jersey businesses will be given additional weight in proposal evaluation.

#### **2.2.5 Use of Program Funds**

Applicants may apply to use funds awarded under the Renewable Energy Business Venture Assistance program for salaries, equipment, supplies, travel, purchase of services, and other direct project expenses. Funds may only be used for costs that are applicable to the project. All expenditures to be paid from the program must be incurred during the project period specified in the contract negotiated subsequent to project award. Funds may not be used solely for overhead, for the purposes of conducting market feasibility studies, or for developing product marketing plans.

### **2.2.6 Intellectual Property**

The program seeks to encourage economic growth and development through investment in new and emerging renewable technology companies. Companies retain ownership of all renewable technology developed before the start of the project as well as any new renewable technology developed during the course of the project. Employees of or consultants to the applicant company (including not-for-profit project partners) are required to assign their rights to the renewable technology to the company as a condition for receiving funding. If the project incorporates proprietary renewable technology not owned by the applicant, the applicant must provide documentation stating its right to utilize or further develop that renewable technology.

### **2.2.7 Repayment of Funds**

With recoverable grants disbursed through this solicitation, the Office of Clean Energy expects repayment of its investment made in successful renewable energy technology commercialization efforts. The repayment is limited to the amount of the original award. The award recipient will make payments annually to the New Jersey Economic Development Authority for a period of up to ten years upon completion of the project. The standard repayment is a small percentage of total revenue that increases annually. The award recipient may make full or partial payment of the award at any time in advance of the schedule. Proposals for recoverable grants should include an expected repayment schedule for the project which the applicant will review and finalize with OCE and the NJEDA prior to award disbursement. The demonstration grant program awards do not require repayment as long as the project goals are met and they stay in the state for a minimum of five years.

### **2.2.8 Cost Sharing Requirements**

Renewable Energy Business Venture Assistance program investments must be matched with at least 25% of firmly committed, non-state-derived, matching support that is clearly documented within the application. Applicants must document the sources and amounts of all non-state-derived funds committed to the proposed project at the time of application submission. Applicants must submit letters of commitment from partners with their applications documenting the sources for the 25% cost-share requirement.

The program will evaluate projects that include third-party investors or collaborators more favorably. This policy is intended to encourage applicants to seek collaborators,

who can provide additional resources and expertise that will increase the likelihood of technical and commercial success.

Non-State support may include cash and/or in-kind support. In-kind support includes the salary cost of the research team, use of company equipment, materials, and other resources devoted to the project by the company, its consultants, subcontractors, or vendors, or other participating partners. Cash support includes third party equity investments or loans, funding from federal grants, foundations or universities, cash commitments from distributors to support marketing, sales promotion, and/or customer service, investments by company principals, or payments to outside vendors, consultants, or subcontractors for work performed related to the project. In general, cash contributions from third party equity investors or collaborators are more heavily weighted than in-kind efforts.

Teaming arrangements are encouraged when necessary to meet project goals. Teams may consist of commercial firms, government organizations, universities, or other organizations. Proposing teams should include members who have renewable energy development experience.

## **SECTION 3.0 PROPOSAL SUBMITTAL PROCESS**

### **3.1 PRE-PROPOSAL CONFERENCE**

The Board will hold an optional pre-proposal conference on December 1, 2005 at 10:00 AM at the Board's offices in Newark, New Jersey. At the pre-proposal conference, Board Staff will answer questions posed by potential applicants. Please RSVP by November 24, 2005 by fax to: 609-777-3330 or e-mail at: Regina.Csira@bpu.state.nj.us. Directions to the Board's offices are at: www.bpu.state.nj.us.

### **3.2 PROPOSAL SUBMISSION**

Proposals for grants under the demonstration grant program in this solicitation are due by 5:00 PM December 30, 2005. Proposals for the recoverable grant program under this solicitation will be accepted throughout 2006 or until all funds are committed. All proposals must be clearly labeled and mailed to:

Ronald Jackson  
NJ Board of Public Utilities  
Office of Clean Energy  
P.O. Box 350  
44 South Clinton Avenue  
Trenton, New Jersey 08625-0350

Questions should be directed to Ronald Jackson at (609-777-3300) or e-mailed to: [Ronald.Jackson@bpu.state.nj.us](mailto:Ronald.Jackson@bpu.state.nj.us)

### 3.3 PROPOSAL INSTRUCTIONS

Applicants must submit five (5) bound copies of the complete proposal with a cover letter clearly stating the title of the project, the type of project submitted, the type of funding, and the amount of funding requested.

For example:

\* The XYZ Company requests a grant in the amount of \$500,000 for the applied research and development project titled, “Beyond the Benchtop: A Scale Application of XYZ’s Patented Technology”.

Or

\* The ABC Company requests a recoverable grant in the amount of \$500,000 for the demonstration and commercialization initiative titled, “ABC’s Plan to Market and Sell Tried and True Technology in Previously Untested Markets”.

Proposals should be thorough and complete upon submission.

Prospective applicants may submit multiple proposals for different projects up to a total cost of \$500,000, but should attempt to incorporate the aspects of these projects into one proposal. However, the applicant must inform the Office of Clean Energy, within each application if any tasks in one proposal overlap with tasks in another proposal.

Applicants must mail five (5) copies of the complete proposal; electronic and faxed copies will not be accepted. Proposals must be submitted in the format specified herein.

### 3.4 PROPOSAL PREPARATION

Read and follow directions carefully. The proposal must stand alone as a complete description of the project. Be certain to provide enough information for reviewers to make an informed judgment. State whether you are applying for the grant or the recoverable grant funds. Proposals should include the information listed below in the appropriate format as outlined.

#### 3.4.1 ABSTRACT (*limit – 1 page*)

Include the following project information:

1. Project title
2. Identify the project type: grant, recoverable grant or hybrid
3. Primary Applicant's Corporate name, contact person, address, phone number fax number, and e-mail address
4. List Partner Applicants with contact information and summarize their roles
5. Amount(s) requested
6. Provide a brief summary of the project which can accurately convey the goals of the project, the intent of the applicant(s) and the deliverables expected while directly designating the primary applicant in multiple applicant proposals.

### **3.4.2 PROJECT TEAM**

Identify the primary applicant with company or entity name, primary place of business, chief executive officer, and chief financial officer and residential address of the person who signs the agreement.

Identify any partners including those entities that are expected to receive contracts.

Organizational Chart – Prepare an organizational chart listing all team members, including the project manager and any subcontractors and other sponsors involved in the project, showing their roles and responsibilities.

Qualifications – State the proposing team's individual and combined expertise that would enable successful completion of this project. Describe sources of financial resources that will be used by the applicant to perform the proposed work. Submit resumes of all key project team members, including those of proposed subcontractors. Include education and experience that are relevant to the proposed work.

Letters of Resource Commitment – The OCE encourages applicants to seek out partners with whom they may work to achieve project goals and objectives. Partners should demonstrate an essential component toward building a successful project and achieving long term goals. Applicants must attach Letters of Resource Commitment from all partners and project participants. The activities and functions performed by partners and participants must be reflected in the "tasks" section of the Budget Explanation Page in Appendix C. Letters of Resource Commitment must describe the value of the efforts or other resources devoted by partners and participants. Additional partners can be added to the awarded projects throughout the duration of the project.

### **3.4.3 PROJECT DESCRIPTION *(limit - 5 pages)***

Proposals must include the methods and assumptions used to develop the total project cost with a detailed budget. The following categories are required in the project budget;

1. Salary rate and labor effort in hours for each project participant
2. Fringe benefits
3. Travel requirements with a rate not to exceed \$0.31 per mile
4. Supplies



5. Equipment
6. Contracts for services rendered including participants, partners or sub-contractors
7. Overhead

Budgets must segregate funds to be spent in New Jersey from funds to go to out-of-state entities. Please use the attached budget sheet found in Appendix C.

Proposals must include a separate detailed Statement of Work not exceeding 10 pages. The work plan must include a list of tasks with a description of the work envisioned under each task (see Section 3.5)

Proposals must include a detailed project plan (business plan).

Proposals must clearly define the project deliverables.

Proposals should provide a general statement relating this specific project to advancing renewable energy in the New Jersey, regional and global marketplace.

Proposals must identify the sites at which the proposed work will take place.

Proposals must identify potential environmental impacts and/or benefits directly occurring from the proposed project.

### **3.5 STATEMENT OF WORK (*limit -10 pages*)**

The Statement of Work is the primary contractual document that outlines work activities and required performance for payment. It specifically delineates each step or procedure required to accomplish the project objectives as well as lists the project deliverables. Therefore, each action shall be identified; indicating who will perform it, how it will be performed and its intended result. Be clear and specific; concentrate on “how” and not “why”. Use the following guidelines as the basis for the Statement of Work and modify it as necessary to fit the specific project and provide additional information. Clearly identify what has been done, what the results are thus far, and what still needs to be done and how it will be done.

The Statement of Work must be structured as an ordered set of tasks and attachments as follows:

Introduction: Briefly and clearly state the overall technical goals of the project.

Task 1: Project Management

Subcontractor Coordination – State how activities will be coordinated between the applicant and any partners, any subcontractors, and the OCE.

Project Management Meetings – Plan a kickoff meeting, an acceptance meeting, and a wrap-up meeting. Identify parties to participate at each meeting. Identify parties

responsible for scheduling the meeting, providing the agenda (in advance), and issuing minutes.

## Task 2: Reporting

The applicant shall submit reports by the 15<sup>th</sup> of the month following the reporting period covered. Quarterly reports shall summarize progress, difficulties, planned solutions and funds spent to date.

Applicants must submit a Project Implementation Timeline with their applications. The timeline will serve as the project’s expected schedule listing key outputs, tasks and responsible parties. The timeline should cover the entire timeframe required to accomplish all project goals including final report preparation and any expected data collection or evaluation needs.

The Project Implementation Timeline must describe the length of the project which should be between 12 and 24 months with a breakdown for each project phase or key task including; administrative start date, monitoring needs, required paperwork, project completion, and outcome evaluation. A goal and task matrix must be included with the project schedule that contains the following information for each project goal:

- Anticipated timeframe for achieving each project goal
- Specific tasks to be implemented with responsible parties clearly linked
- Start and completion dates for each task and project phase
- Specific outputs, with quantities if appropriate, such as reports, manuals, collateral materials, data, maps, meetings, studies, papers, etc.

<b>Sample Project Implementation Schedule</b>				
Project Output A (name): describe deliverable				
<u>Task</u>	<u>Responsible Party</u>	<u>Time Frame</u>	<u>Anticipated Start Date</u>	<u>Anticipated Completion Date</u>
Task 1: description	Primary Applicant	X Months	Month/Year	Month/Year
Task 2: description	Partner’s Name	Y Months	Month/Year	Month/Year
Task 3: description	Participant’s Name	Z Days	Day/Month/Year	Day/Month/Year

## SECTION 4.0 PROPOSAL EVALUATION

### 4.1 EVALUATION PROCESS

The Office of Clean Energy will use a number of third party evaluators with varied expertise in the renewable energy industry to assist in project proposal review. This non-affiliated group of experts will assist in the review of proposals and make

recommendations to the OCE. This advisory group will contain experts in areas relevant to market development, technology commercialization, business finance and capitalization, in addition to the field of renewable energy. OCE partner agencies may also have additional requirements that must be satisfied before the project is approved for example, the NJEDA will provide input on commercialization plans submitted for the recoverable grant program and the NJDEP will comment on biomass, landfill gas or fuel cell projects. The OCE will award funds pursuant to the policies and procedures of the Clean Energy Program.

## **4.2 EVALUATION CRITERIA**

The following criteria, not necessarily listed in order of significance, will be used to evaluate proposals. These categories may be used to develop more detailed criteria to be used during the evaluation process.

**4.2.1** The applicant's general approach and plans to meet the requirements of the Program.

**4.2.2** The applicant's detailed approach and plans to perform the services required by the scope of work of this Solicitation.

**4.2.3** The applicant's documented experience in successfully completing contracts of a similar size and scope to those required by this Program.

**4.2.4** The qualifications and experience of personnel assigned by the proposal to the contract with emphasis on documented experience in successfully completing required services of a similar size and scope to those required by this Program.

**4.2.5** The overall ability of the applicant, to gear-up, undertake and successfully complete the contract within the required schedule and on time.

**4.2.6** The cost of the project, taking into account both the applicant's Cost Proposal (described in Appendix C) and the third party in-kind and cash contributions.

**4.2.7** The amount of funding requested as a percentage of the total project cost.

**4.2.8** The ability to perform the scope of work within the timeline proposed.

**4.2.9** Ability for successful implementation in terms of technology, deliverables and implementation team.

**4.2.10** Commitment to developing renewable technologies and services within the State of New Jersey for local use, as well as export to the global marketplace.

**4.2.11** All grant proposals must include information requested by the NJEDA listed in Appendix D.

**4.2.12** All applicants must follow Executive Order 134 instructions, complete and submit the attached documents in Appendix E.

## **SECTION 5.0 CONTRACTUAL ARRANGEMENTS**

### **5.1 CONTRACT DEVELOPMENT**

Upon approval of a proposal for funding, the NJEDA, with assistance from the OCE will prepare a contract between the NJBPU and the applicant that will include specific requirements of the State of New Jersey, a budget, timeline and the **Statement of Work** submitted by the applicant. All work is expected to be completed by the date specified in the proposal. Failure to complete the proposed work plan by this date may result in an award being reduced or terminated by the OCE.

### **5.2 CHARGES AND BILLING**

Reimbursement is provided for work completed. Project managers must submit a completed State of New Jersey Payment Voucher to the OCE program manager on a quarterly basis with invoices itemizing expenditures. Quarterly invoices must be accompanied by a quarterly report describing the work accomplished, the amount expended to date and the degree of project completion. Upfront seed money may be requested and will be subject to the determination of the OCE and the NJEDA.

### **5.3 POST-AWARD CHANGES IN PROPOSED PROJECT**

Projects are expected to proceed from award to completion unaltered from their original proposal. Projects are expected to be designed and proposed as feasible projects. The applicant must notify the OCE in advance in writing of any material proposed change in an award winning proposal. The OCE will review requests for change and respond to the applicant with alternatives ranging from notification of agreement that the proposed change will not affect the project's award to an OCE order terminating or reducing the project's award.

## **SECTION 6.0 ATTACHMENTS**

Appendix A Verification and Applicant Information

Appendix B Certifications

Appendix C Budget Form

Appendix D NJEDA Additional Information Requirements

Appendix E Executive Order 134 Documents

**APPENDIX A - - VERIFICATION OF APPLICANT INFORMATION**

1. "I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. I understand that, in addition to criminal penalties, I may be liable for a civil administrative penalties and that submitting false information may be grounds for denial, revocation or termination of an award."
  
2. The certification in 1 above shall be signed by the applicant as follows:
  - i. For a corporation, by a principal executive officer of at least the level of vice president;
  - ii. For a partnership or sole proprietorship, by a general or the proprietor, respectively; or
  - iii. For a municipality, county, State, Federal or other public agency, by either a principal executive officer or ranking elected official.

\_\_\_\_\_  
(Signature and Title)

\_\_\_\_\_  
(Name, please print)

\_\_\_\_\_  
(Date)

**APPENDIX B - - CERTIFICATIONS**

I. Certification Regarding Debarment, Suspension or Ineligibility for Award

The applicant certifies, to the best of its knowledge and belief, that:

- (1) The applicant and/or any of its principals \_\_\_ are, \_\_\_ are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal or State agency, and
- (2) The applicant and/or any of its principals \_\_\_ have, \_\_\_ have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a Federal, state, or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and \_\_\_ are, \_\_\_ are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with commission of any of those offenses.

II. Clean Air and Water Certification

The applicant certifies that:

- (1) Any facility to be used in the performance of this proposed project is \_\_\_ is not \_\_\_ listed on the Environmental Protection Agency (“EPA”) List of Violating Facilities;
- (2) The applicant will immediately notify the Board, before award, of the receipt of any communication from the State indicating that the facility the applicant proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and;
- (3) The applicant will include a certification substantially the same as the certifications, including this paragraph, in every nonexempt subcontract.

\_\_\_\_\_  
(Signature and Title)

\_\_\_\_\_  
(Name, please print)

\_\_\_\_\_  
(Date)

**APPENDIX C - - Budget Format**

1. Program/Project Identification No. NEW JERSEY CLEAN ENERGY PROGRAM	2. Program/Project Title
3. Name and Address	4. Program/Project Start Date:
	5. Completion Date:

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	(b)	Budget				
				NJBPU (e)	Applicant (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity					Total
a. Personnel						
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges						
j. Indirect Charges						
k. TOTALS						



**BUDGET EXPLANATION PAGE**

1. **BUDGET INFORMATION:** Include only costs to be paid from the NJCEP grant and provide a separate page for each partner.

**Project Title:**

a. **PERSONNEL COSTS**

Allocation by Workplan Segment

Name/ Title	# Hrs.	Base \$/hr.	Fringe \$/hr.	Base hrs. x \$/hr.	Fringe hrs. x \$/hr	Total \$	\$ per Task 1	\$/ Task 2	\$/ Task 3	\$/ Task 4
<b>TOTALS</b>		-	-	-	-					

Supply rate verification and/or supply verification in partner submittal letter.

b. **FRINGE BENEFITS**

1. Provide basis for rate used in 1.a, above: types of benefits and the cost base for each rate.
2. Provide Federal Agency approval letter if available.

c. **TRAVEL**

Name/position of traveler    Origin/destination    #of days    # of trips    Purpose of travel    Total \$

d. **EQUIPMENT** - As defined at 10 CFR 600.101 & 10 CFR 600.202

Item                      Unit cost    # units                      Basis of cost estimate                      Justification                      Total \$

e. **SUPPLIES** - As defined at 10 CFR 600.101 & 10 CFR 600.202

Item                      Unit cost    # units                      Basis of cost estimate                      Justification                      Total \$

2. **PROPOSED COST SHARE & SOURCES:** Include only costs to be paid from the NJCEP grant and provide a separate page for each partner

a. **CASH MATCH:** Add a page for each separate source

“Third party in-kind contributions” are: Property or services which benefit a project or program and which are contributed by third parties without charge to the grantee or a cost-type contractor under the grant agreement. Contributions made directly by grantees are considered to be “same as cash” (regardless of the nature of the contribution).

Cost-sharing must meet the following requirements:

- verifiable from the grantee’s records
- necessary and reasonable for the proper and efficient accomplishment of the project or program objectives
- allowable under the applicable cost principles
- not be paid by the Federal government under another award, except where authorized by Federal statute; and
- provided for in the proposed budget.

b. **THIRD PARTY IN-KIND CONTRIBUTION:** Provide information for each source

**Name and Address of Contributor:**

Nature of Contribution	Estimated Value (\$)	Basis of Valuation
Total:	\$	State Appropriations

**APPENDIX D -- New Jersey Economic Development Authority's  
Additional Information Requirements**

All Grant proposals must include the following:

1. Background on company and/or companies involved with project.
2. Management background
3. CORE operations
4. Intent of New Jersey Business (i.e. Mfg., R&D, Sales)
5. Detailed Quarterly business projections – to include balance sheet, income statement, and cash flow – to include separate line item for new business/project to be financed - 3 to 5 years
6. Matching validation
7. Financials - Historical Year End, preferably accountant prepared
8. Financials – Year to date, Including balance sheet, income statement and cash flow
9. Commitment to location/facility in New Jersey
10. Target market
11. Job Creation
12. Business Plan – Current
13. Current Capitalization table for the Company

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## Appendix E – Requirements of Executive Order 134

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## Certification and Disclosure Instructions

### Introduction

The Division of Purchase and Property, Department of the Treasury, is responsible for implementing and administering compliance with the Executive Order. Questions regarding the interpretation or application of the Executive Order may be submitted electronically through the Division's website, at <http://www.state.nj.us/treasury/purchase/execorder134.htm>. Responses to questions are posted at the website, together with additional reference materials and forms.

EO 134 was amended by Executive Order 18, providing that EO 134 shall not apply to DOT contracts that are funded, in whole or in part, by the Federal Highway Administration.

### Definitions

For the purpose of completing the Certification and Disclosure form:

"Business Entity" -- means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction. It also includes (i) all principals who own or control more than 10 percent of the profits or assets of a business entity or 10 percent of the stock in the case of a business entity that is a corporation for profit, as appropriate; (ii) any subsidiaries directly or indirectly controlled by the business entity; (iii) any political organization organized under 26 U.S.C.A. § 527 that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (iv) if a business entity is a natural person, that person's spouse or child, residing in the same household.

"Contribution" -- means a contribution reportable by the recipient under the "New Jersey Campaign Contributions and Expenditures Reporting Act," P.L. 1973, c.83 (C.19:44A-1 et seq.), and implementing regulations set forth at N.J.A.C. 19:25-10.1 et seq. Contributions made prior to January 1, 2005 in an amount in excess of \$400 during a reporting period are deemed "reportable" under these laws. As of January 1, 2005, contributions in excess of \$300 are deemed "reportable."

References to "Bidder" include, but are not limited to, all entities which contemplate entering into a contractual relationship with the State, including vendors, potential vendors, contractors, consultants, sellers.

### Reminder: When Submitting Certification and Disclosure Form

- The disclosure of political contributions chart on the top of page 2 must be completed. **If no contributions were made, then the Bidder must indicate "none" on the disclosure chart.** The submission cannot be approved if the chart is left blank.
- The Bidder (Vendor) should complete the required Certification and Disclosure forms and submit them, together with a completed Ownership Disclosure form, to the using agency, department or the Purchase Bureau.



## Certification and Disclosure Instructions

### Completing the Certification and Disclosure Form

Executive Order 134 requires submission of a Certification and Disclosure form from each Bidder with which the State intends to contract, as well as other related individuals or entities, depending upon the Bidder's organizational structure. Examples of some of the possible scenarios for completion of Certification and Disclosure forms are provided below ("Examples," page 3). The following provides a summary of the most common requirements:

#### **Where the Bidder is a corporation or other business organization:**

Submit separate Certification and Disclosure forms for each of the following:

- The Bidder, certified by an officer or other authorized representative; AND
- All "Principals" of the Bidder's Business Entity; namely, any individual or entity owning or controlling more than 10% of the Bidder; AND
- Any subsidiary controlled by the Bidder's Business Entity; AND
- Any Political Organization (as defined above, under "Business Entity") controlled by the Bidder's Business Entity.

If you are required to submit compliance documentation on behalf of the Bidder *and* as a Principal (more than 10% owner) of the Bidder, one form may be submitted, as long as you have signed both in the space provided for signature on behalf of the company, as an officer or other authorized representative, and in the space provided for individual signature.

#### **Ownership Disclosure Forms**

In order to determine whether all required "Principals" of the Bidder have submitted the necessary forms, the Bidder must submit a copy of an Ownership Disclosure form. This disclosure is required by statute – see N.J.S.A. 52:25-24.2. Generally, the contracting agency will provide the appropriate form to use for this purpose. Otherwise, please use the Ownership Disclosure form available at the Division of Purchase and Property's website, at: <http://www.state.nj.us/treasury/purchase/forms/pbodf.pdf>.

## Certification and Disclosure Instructions

**Where the Bidder is an individual (including a sole proprietor), not a corporation or other business organization:**

Unless separate Certification and Disclosure forms are submitted, one Certification and Disclosure will be deemed to encompass all of the following persons or organizations:

- The Bidder; AND
- Any spouse or children of legal age, residing in the same household; AND
- Any Political Organization (as defined above) controlled by the Bidder's Business Entity.

### Examples

**Scenario One:** Two individuals each own 50% of the Bidder: both individuals are required to complete Certification and Disclosure forms **in addition to** the Certification and Disclosure on behalf of the Bidder.

**Exception:** If one of the Principals signs on behalf of the Bidder, that Principal may also sign **the same form**, in his or her individual capacity. However, a second signature on the Bidder's form is required, and the other Principal must sign and submit a **separate** Certification and Disclosure form.

**Scenario Two:** An individual owns 100% of a Bidder: he or she can submit one Certification and Disclosure form, provided he or she has signed in the space provided for signature on behalf of the Bidder ("Certification on behalf of a company or organization") **and** in the space provided for individual signature ("Certification by an individual...").

**Scenario Three:** The Bidder is an individual, conducting business in his or her own name, or as a sole proprietorship: certification and disclosure by the Bidder applies to that person's spouse and/or legal age child living in the same household, unless separate certification and disclosure forms are submitted.

Additional scenarios are the subject of some of the Questions and Answers posted on the Division of Purchase and Property's website. Please refer to that site, at <http://www.state.nj.us/treasury/purchase/execorder134.htm> for additional information, or to submit questions regarding the completion of EO 134 forms.

### Using Agency Submission of Forms

The using agency should submit the completed and signed EO 134 and Ownership Disclosure forms, with an Executive Summary of Transaction form (available online at: [http://www.state.nj.us/treasury/purchase/forms/EO134/dpp\\_134\\_esp.pdf](http://www.state.nj.us/treasury/purchase/forms/EO134/dpp_134_esp.pdf)) completed by the using agency, to:

**Executive Order 134 Review Unit  
P.O. Box 039  
33 West State Street, 4<sup>th</sup> Floor  
Trenton, New Jersey 08625**

The using agency should keep the original forms in its file, and submit copies to the Executive Order 134 Review Unit.



## Certification and Disclosure

Bidder: \_\_\_\_\_ Solicitation Number: \_\_\_\_\_

### Part I Certification

I hereby certify as follows:

1. On or after October 15, 2004, the below-named person or entity has not solicited or made any Contribution of money, pledge of Contribution, including in-kind Contributions, company or organization Contributions, as set forth below that would bar the award of a contract to the Bidder, pursuant to the terms of Executive Order 134 (2004) (hereinafter "E.O. 134").
  - a) **Within the 18 months immediately preceding the Solicitation (exclusive of any contributions made prior to October 15, 2004), the below-named person or organization has not made a Contribution to**
    - (i) Any candidate committee and/or election fund of any candidate for or holder of the public office of Governor; or
    - (ii) Any State or county political party committee.
  - b) **During the term of office of the current Governor (exclusive of any Contributions made prior to October 15, 2004), the below-named person or organization has not made a Contribution to**
    - (i) Any candidate committee and/or election fund of the governor; or
    - (ii) Any State or county political party committee nominating such Governor in the election preceding the commencement of said Governor's term.
  - c) **Within the 18 months immediately prior to the first day of the term of office of the Governor (exclusive of any Contributions made prior to October 15, 2004), the below-named person or organization has not made a Contribution to**
    - (i) Any candidate committee and/or election fund of the Governor; or
    - (ii) Any State or County political party committee of the political party nominating the successful gubernatorial candidate in the last gubernatorial election.
2. If the Bidder is awarded a contract pursuant to the solicitation for this bid proposal, the below-named person or organization will, on a continuing basis, continue to report any Contributions it makes during the term of the contract, and any extension(s) thereof.



# Certification and Disclosure

## Part II Disclosure

Following is the required disclosure of all Contributions made from October 15, 2004, through the date of signing of this Certification and Disclosure to any entity designated and organized as a "political organization" under 26 U.S.C.A. § 527 that is also defined as "continuing political committee" under N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1. Such an entity is identified in the following chart as a "Committee."

Name and Address of Committee	Date of Contribution	Amount of Contribution	Type of Contribution i.e., Currency, Check, Loan, In Kind	Donor

Indicate "none" if no Contributions were made. Attach additional pages if necessary.

### Certification on behalf of a company or organization:

I certify as an officer or authorized representative of the Company or Organization identified below that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Name of Company or Organization: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

The Company or Organization is (check one)  the Bidder, or is related to the Bidder as follows:

- Principal (more than 10% ownership or control)       Subsidiary       Political Organization

### Certification by an individual – for use by the individual Bidder, or as a Principal (more than 10% ownership or control) of the Bidder, or as the spouse or child of the Bidder:

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: A person may certify BOTH as an officer or authorized representative of the Bidder, AND in his or her individual capacity.**



INDICATE "APPENDIX" OR "ATTACHMENT" AND NUMBER

## Effective October 15, 2004 Continuing Disclosure of Political Contributions

Bidder: \_\_\_\_\_ Solicitation Number: \_\_\_\_\_

Pursuant to Executive Order #134 ("EO 134") promulgated by the Honorable James E. McGreevey, Governor of New Jersey, all business entities with which the State intends to contract are required to disclose all Contributions in excess of \$400 (N.J.A.C. 19:25-10(1), et seq.) (in excess of \$300 as of January 1, 2005) from October 15, 2004 through the date of signing of this disclosure, to any entity designated and organized as a "political organization" under 26 U.S.C.A. § 527, that is also defined as "continuing political committee" under N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. Such an entity is identified in the chart below as a "political committee." Indicate "none" if no Contributions are being declared.

A separate Disclosure must be submitted by each of the following, defined as a "Business Entity" under EO 134:

- (i) a Business Entity submitting a Disclosure on its own behalf;
- (ii) all principals who own or control more than 10 percent of the profits or assets of a business entity or 10 percent of the stock in the case of a business entity that is a corporation for profit;
- (iii) any subsidiaries directly or indirectly controlled by the business entity;
- (iv) any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; or
- (v) if a business entity is a natural person, that person's spouse or child, living at the same address.

Name of Political Committee	Date of Contribution	Amount of Contribution	Type of Contribution i.e., Cash, Check, Loan, In Kind	Purpose of Political Committee

Pertaining to Disclosure of Political Contributions to: any candidate committee and/or election fund of any candidate for or current holder of the public office of Governor; and any State or county political party committee  
Indicate "none" if no Contributions are being declared.

Name of Committee or Fund	Date of Contribution	Amount of Contribution	Type of Contribution i.e., Cash, Check, Loan, In Kind

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Company or Organization: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to Contractor (check one):

Officer or other authorized representative

Principal

Political Organization

Subsidiary

Spouse or child