

# Large Energy Users Program

## Pre-Qualification Application Form

FY2025 July 1, 2024 – June 30, 2025



### SUBMISSION INSTRUCTIONS

A complete application package should include:

1. **This completed Pre-Qualification Application Form** signed by an authorized representative of the company/entity listed as Applicant.
2. **Utility Summary in Excel format** containing information listed to the right for all of the Applicant's investor-owned utility accounts.
  - Investor-owned utilities include PSE&G, JCP&L, Rockland Electric, Atlantic City Electric, Elizabethtown Gas, South Jersey Gas and New Jersey Natural Gas.
  - Applicant's accounts must be commercially-billed and pay the Societal Benefits Charge (SBC).
  - All energy usage and cost data must be for the monthly utility bills received during the 12 months between July 1, 2023 – June 30, 2024. Total kWh, peak kW, therm usage and billed amount figures will be found on monthly utility invoices provided by your electric and gas supplier.
  - Eligible utility costs include standard costs associated with electric and/or gas delivery and supply (e.g., generation, transmission, distribution, Societal Benefit Charges, etc.) and not those that are unique to the customer (e.g., energy management charges).
  - Note, copies of actual utility bills do not need to be submitted with this application.

**Utility Summary**

Required information for each Utility Account for Monthly Bills received between July 1, 2023 and June 30, 2024:

- *Service Address*
- *Utility Name*
- *Account Number*
- *Monthly Electric kWh and/or Gas Therm usage*
- *Monthly Electric Peak kW*
- *Monthly Utility Cost*

### ELIGIBILITY REQUIREMENTS

- To qualify for participation in the LEUP, the Applicant entity must have been billed a minimum of \$5,000,000 in total annual energy costs by NJ investor-owned utilities during the contribution period (July 1, 2023 – June 30, 2024).
- Submit all completed and signed applications via one of the methods listed below. Enrollment applications will be received on a first-come, first-served basis dependent upon program funding.
- **Refer to the LEUP website at [www.NJCleanEnergy.com/LEUP](http://www.NJCleanEnergy.com/LEUP) for eligibility requirements, incentive rates, instructions and templates for submitting an energy plan after the Pre-Qualification Application is approved.**

### SUBMISSION OPTIONS

Submit your application package via one of the following methods:

|               |   |
|---------------|---|
| Email*        | Email to <a href="mailto:LEUP@NJCleanEnergy.com">LEUP@NJCleanEnergy.com</a><br>with subject line "New FY24 Pre-Qualification Application"<br><i>*Please use encryption for emails containing utility summary spreadsheets</i> |
| Online Portal | Visit <a href="http://www.NJCleanEnergy.com/LEUP">www.NJCleanEnergy.com/LEUP</a> to access<br>the online submission portal  |

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### CUSTOMER INFORMATION

|  |         |  |  |  |      |
|--|---------|--|--|--|------|
| Company/Entity Name:                         |         |  |  |  |      |
| Doing Business As<br><i>(if applicable):</i> |         |  |  |  |      |
| Mailing Address:                             | Street: |  |  |  |      |
|  | City:   |  | State:                                 |  | ZIP: |
| Primary Contact Name:                        |         |  | Contact Title:                         |  |      |
| Primary Contact Phone:                       |         |  | Contact Email:                         |  |      |
| How did you hear about this program?         |         |  | NAICS Code:                            |  |      |
| Federal Tax ID:                              |         |  | State Tax ID<br><i>(if different):</i> |  |      |

### CONTRACTOR INFORMATION

If you are working with a contractor/consultant on energy plan development, enter their contact information here:

|                          |  |                |  |  |
|--------------------------|--|----------------|--|--|
| Contractor Company Name: |  |                |  |  |
| Primary Contact Name:    |  | Contact Title: |  |  |
| Primary Contact Phone:   |  | Contact Email: |  |  |

### 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. 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: \_\_\_\_\_

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### TERMS AND CONDITIONS

- **Assignment** – The Participating Customer may assign Program Incentive payments to a specified vendor.
- **Campus Exemption** - For campus facilities, the 400kW threshold shall be met on a campus-wide level (i.e. total demand of campus). Any number of buildings may be included in the Energy Efficiency Plan.
- **Eligibility Process** – A customer, or an agent (contractor/vendor) authorized by an Applicant, must submit a properly completed Pre-Qualification application package. A complete application package should include the application completed and signed in addition to all information requested for each utility account in Excel format. The applicant may use their own template for this purpose. 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. To qualify, eligible entities must have been billed \$5,000,000 by NJ Utilities and any third-party supply companies associated with those accounts between July 2023 and June 2024 (aggregate of all buildings/sites). Entities may not use previous fiscal year costs to meet the minimum contribution requirement. In order to be considered for incentives, the average billed peak demand of each building submitted in the Draft Energy Efficiency Plan (DEEP) and Final Energy Efficiency Plan (FEEP) must meet or exceed 400 kW and/or 4,000 DTh. 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. By submitting an application, or accepting program incentives, applicant agrees to adhere to New Jersey Prevailing Wage requirements, as applicable.
- **Endorsement** – The Program Manager and Administrator do not endorse, support or recommend any particular manufacturer, product or system design in promoting this Program.
- **Energy-Efficient Measures** – Any device eligible to receive a Program Incentive payment through the NJ Clean Energy Commercial and Industrial Program.
- **Entity** - Defined as (1) Public: having distinct and separate budgetary authority; (2) Public Schools: having distinct and separate budgetary authority;(3) Private: Non-residential companies including all related subsidiaries and affiliates regardless of separate EIN numbers or locations within New Jersey. Consistent with DOCKET NO. EOO7030203. Hospitals are not an eligible entity for LEUP participation.
- **Limitation of Liability** – By virtue of participating in this Program, Participating Customers agree to waive any and all claims or damages against the Program Manager or the Administrator, except the receipt of the Program Incentive. Participating Customers 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.
- **Loc ID** - Location or premise ID assigned to a particular facility by the utility.
- **Program Manager** – TRC
- **New Jersey Utilities** – The regulated electric and/or gas utilities in the State of New Jersey. They are: Atlantic City Electric, Jersey Central Power & Light, Rockland Electric Company, New Jersey Natural Gas, Elizabethtown Gas, PSE&G, and South Jersey Gas.
- **Participating Customers** – Also referred to as Applicants. Those non-residential electric and/or gas service customers of the New Jersey Utilities who participate in this Program.
- **Participating Customer’s Certification** – Participating Customer certifies that he/she purchased and installed the equipment listed in their application at their defined New Jersey location. Participating Customer agrees that all information is true and that he/she has conformed to all of the Program and equipment requirements listed in the application.

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- **Program** – The Commercial and Industrial Energy-Efficient Construction Program offered herein by the New Jersey Board of Public Utilities, Office of Clean Energy pursuant to state regulatory approval under the New Jersey Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49, et seq.
- **Program Offer** – Program Incentives are available to non-residential retail electric and/or gas service customers of the New Jersey Utilities identified above.
- **Tax Liability** – The Program Manager will not be responsible for any tax liability that may be imposed on any Participating Customer as a result of the payment of Program Incentives. All Participating Customers must supply their Federal Tax Identification number or social security number to the Program Manager on the application form in order to receive a Program Incentive. In addition, Participating Customers must also provide a Tax Clearance Form (Business Assistance or Incentive Clearance Certificate) that is dated within 180 days of equipment installation.
- **Termination** – The New Jersey Board of Public Utilities reserves the right to extend, modify (this includes modification of Program Incentive levels) or terminate this Program without prior or further notice. Incentives/Requirements subject to change.
- **Warranties** – THE PROGRAM MANAGER AND ADMINISTRATOR DO NOT WARRANT THE PERFORMANCE OF INSTALLED EQUIPMENT, AND/OR SERVICES RENDERED AS PART OF THIS PROGRAM, EITHER EXPRESSLY OR IMPLICITLY. NO WARRANTIES OR REPRESENTATIONS OF ANY KIND, WHETHER STATUTORY, EXPRESSED, OR IMPLIED, INCLUDING, WITHOUT LIMITATIONS, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE REGARDING EQUIPMENT OR SERVICES PROVIDED BY A MANUFACTURER OR VENDOR. CONTACT YOUR VENDOR/SERVICES PROVIDER FOR DETAILS REGARDING PERFORMANCE AND WARRANTIES.
- **Acknowledgement** – The applicant hereby permits the Program Manager and the administrator of the New Jersey Board of Public Utilities (BPU) New Jersey's Clean Energy Program (NJCEP) to share any and all information the applicant submits to NJCEP, including, but not limited to, the applicant's electric and natural gas utility billing information, with BPU NJCEP contractors (including, without limit, those contractors who administer, manage, coordinate, or evaluate all or part of NJCEP) and his/her electric and natural gas utilities and the contractors who administer, manage, coordinate, or evaluate all or part of the utilities' programs that succeed and/or are similar to NJCEP. The applicant hereby acknowledges that the Program Manager and administrator may disclose to the public any of my information that is not exempt from public disclosure pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.