

# School and Small Business Non-compliant Plumbing Fixture and Appliance Program

## Plumbing & Appliance Application

FY22 October 1, 2021 – June 30, 2022



### APPLICATION PROCESS

The School and Small Business Non-compliant Plumbing Fixture and Appliance ("SSB-NPFA") Program provides grants for the replacement of non-compliant plumbing fixtures and appliances with water-conserving plumbing fixtures and appliances to improve energy performance and reduce water usage 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**, including 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 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)
- Optional: Plumbing and Appliance Assessment Report (see step 3)

##### 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 a Plumbing and Appliance Assessment Report

- Complete the Plumbing and Appliance Assessment Report, which documents plumbing fixtures and appliances that are being replaced, including a cost estimate to complete the work. This information may also be included with your application.
- Once we receive and review your Plumbing and Appliance 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.

##### Step 4: Install the work

- Partner with an installation contractor/vendor of your choice to complete the scope of work.

##### Step 5: Complete the Plumbing and Appliance Verification Report

- The Plumbing and Appliance Verification Report confirms the equipment installed in your building. Once we receive and review the Plumbing and Appliance Verification Report, you will receive the grant payment upon confirmation all program requirements have been met.

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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:	Plumbing Fixtures	Appliances	Both		
Site Address:	Street:				
	City:		State:		ZIP:
School size: <small>(# of students)</small>		Business size: <small>(# of employees)</small>		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 REQUIREMENTS

Please refer to Section 2 of the Program Guide for all requirements:

Each Project will be required to submit a **Plumbing Assessment Report**, which includes:

- Detailed Non-compliant Plumbing Fixture and Non-compliant Appliance documentation
  - i. Documentation of the plumbing fixture or appliance equipment model number, serial number, general condition of unit, age of the unit, ENERGY STAR rating, and any additional information that could be used to assess replacement options given the potential for increased water usage efficiency benefits.
- A Contractor-verified cost estimate for the replacement of noncompliant plumbing fixtures and appliances included in the application. 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
- All toilets, urinals, and faucets must have automatic flush devices or be touch-less fixtures for on/off use. A noncompliant plumbing fixture/appliance worksheet is available on the Program website for assistance in documenting systems and replacement costs.

### FINAL REPORTING REQUIREMENTS & SELF CERTIFICATIONS

After the completion of all work covered by a Program Grant, the Applicant must submit a final document package to the Program Administrator that includes:

- Documentation of installed plumbing fixtures and appliances
- Final invoice and any other supporting documentation for all expended grant funds up to the original grant amount
- Additional reporting detail as required to calculate or confirm water usage savings and/or energy usage savings
- W-9 form for the payee

The Applicant will also self certify that:

- The application complies with all Skilled and Trained Workforce requirements
- All non-compliant plumbing fixtures/appliances have been disposed of or recycled in compliance with state/local requirements

### 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 submission portal

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## TERMS AND CONDITIONS

### **Tax 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, verification 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.