

# QUESTIONS? WE'RE HERE TO HELP!

Program representatives are available to assist you in exploring or implementing any aspect of New Jersey SmartStart Buildings, including the Local Government Energy Audit. Please call or send an e-mail if you have any questions. Complete details and program applications are available on the website where you will also find a link to be included on our e-mail list so that you can keep up-to-date on program developments.



For additional information:  
Visit [NJCleanEnergy.com/LGEA](http://NJCleanEnergy.com/LGEA)  
E-mail [LGEA@trcsolutions.com](mailto:LGEA@trcsolutions.com)  
call 866-NJSMART



New Jersey's **Clean Energy Program** is a statewide program administered by the New Jersey Board of Public Utilities that promotes energy efficiency and renewable energy for all New Jersey ratepayers, including residences, businesses, schools and municipalities. For more information on incentives for clean energy and energy-efficient technologies for your home or business, please visit: [NJCleanEnergy.com](http://NJCleanEnergy.com).

## STEPS TO PARTICIPATION

1. Complete and submit the following:
  - Registration Form
  - Facility Data Form
  - Request for Proposal
  - Include one of the following documents:
    - Resolution from local governing body
    - Tax exemption letter for 501(c)(3)
2. Evaluate the proposals you receive and submit a firm selection form with the associated documents. **After receiving approval**, execute a contract with the firm you selected, have the audit performed and submit the report.
3. After you receive approval of the final energy audit report, submit your:
  - Incentive Request Form
  - Final Energy Audit Report
  - Energy Audit Invoice

*and we will process your incentive payment.*
4. Implement the cost-justified energy efficiency projects recommended in your audit report and receive incentives from New Jersey's **Clean Energy Program** to offset your capital costs.
5. Enjoy your energy savings!

For detailed information on the steps to participation, please visit [NJCleanEnergy.com/LGEA](http://NJCleanEnergy.com/LGEA).



## LOCAL GOVERNMENT ENERGY AUDIT



**SAVE NOW – SAVE LATER**

[NJCleanEnergy.com/LGEA](http://NJCleanEnergy.com/LGEA)



2011 Program Version

# LOCAL GOVERNMENT ENERGY AUDIT

## LEAD BY EXAMPLE

All across New Jersey, residents and business owners are looking for ways to save energy and the environment. Now local governments, as well as state colleges and universities and certain non-profit agencies, can take a leadership role by obtaining a Local Government Energy Audit as part of *New Jersey's Clean Energy Program™*.

We'll help you identify cost-justified energy efficiency measures and, with a commitment to implement a specified degree of recommended measures, we'll subsidize the complete cost of the audit.

## ELIGIBILITY

The Local Government Energy Audit is available for:

- NJ Local Governments
- NJ State Colleges and Universities
- 501(c)(3) Non-profit Agencies

Covering a wide range of building types, including:

- Offices
- Town Halls
- Police Stations
- Fire Stations
- Courtrooms
- Schools
- Community Centers



# INCENTIVES COVER 100% OF THE COST

Participants will select from a list of pre-qualified auditing firms who follow the strict parameters of *New Jersey's Clean Energy Program* to analyze your buildings and prepare the audit report. The program will subsidize 100% of the audit cost, subject to an annual \$100,000 incentive cap.

When your audit is complete, you'll have a list of recommended, cost-effective energy efficiency measures and facility upgrades that will reduce operating expenses and, in many cases, improve the health and productivity of the buildings' occupants. Many of the recommended measures are eligible for additional incentives through NJ SmartStart Buildings.

After the audit report is approved, you'll have a clear guide to upgrading your buildings to be energy-efficient, leveraging other NJ Clean Energy Programs for incentives, and saving you money!



# GETTING STARTED

Participants must submit Registration and Facility Data Forms, which are available in the Guidelines to the Local Government Energy Audit, found at [NJCleanEnergy.com/LGEA](http://NJCleanEnergy.com/LGEA).

The guidelines package also includes a request for proposal template, sample resolutions for local governments, and contact information for the pre-qualified auditing firms.

In comparison to typical public bidding, local governments are able to streamline their process by requiring proposals within 10 business days. When the bidding is complete, use our sample template to submit a single governing body resolution that covers the program application and the contract award.

