

## Direct Install Program

### Steps

1. Customer contacts a Participating Contractor to schedule an energy assessment.
2. Customer reviews the results of the Energy Assessment with the Participating Contractor.
3. Customer signs Scope of Work Document with the Participating Contractor.
4. Customer submits the Direct Install Application and Participation Agreement, the Measure Acceptance Form and a written authorization to release project information to South Jersey Gas to the Program Manager.
5. Contractor submits Scope of Work and pre implementation report to Market Manager for review.
6. Customer submits SJG Commercial & Industrial Off-Bill Recovery Financing Program Application to EFS for loan pre-approval by mail or fax.
7. EFS requests SJG credit review.
8. Upon receiving SJG approval, EFS sends Conditional Preapproval letter to customer and contractor along with any other required documents (i.e. Certificate of Authority and Commercial Off-Bill Repayment Owner/Guarantor Personal Statement).
9. Customer signs and returns executed documents and any additional requirements of the preapproval to EFS. Upon receipt and acceptance, EFS gives contractor authorization to begin installation.
10. Contractor completes work and provides completion documentation to Program Manager for review. Program Manager issues the "Incentive Approval Letter" check to the customer or contractor, and all related project documents to South Jersey Gas (assuming the customer has granted permission to the Program Manager to release those documents).
11. South Jersey Gas reviews documents from the Program Manager, and upon that review, sends an approval e-mail verifying the loan amount net of the incentive to EFS.
12. EFS prepares and sends the loan documents to the customer and contractor for execution.
13. Customer or contractor returns to EFS the executed original loan documents along with documentation to clear any outstanding conditions.
14. Before finalizing the loan, EFS completes a final review of all documents. All documents must be in order and all conditions met for final approval and processing.
15. EFS will issue payment to the contractor for the loan amount, whereupon the loan is assigned to SJG, and transferred to Concord Servicing Corporation. Transaction is completed when the contractor receives the 30% of the project cost from the loan proceeds and the 70 percent from the NJCEP incentive.
16. Concord Servicing Corporation will handle the servicing of the South Jersey Gas Energy Improvement Loan. Concord will provide the customer with a separate billing statement each month.

## Direct Install



**Let us pay up to 70% of your energy efficiency upgrade.**

Sometimes, the biggest challenge to improving energy efficiency is knowing where to start and how to get through the process. Created specifically for existing small to medium-sized facilities, Direct Install is a turnkey solution that makes it easy and affordable to upgrade to high efficiency equipment. Direct Install is designed to cut your facility's energy costs by replacing lighting, HVAC and other outdated operational equipment with energy efficiency alternatives. The program pays up to 70% of retrofit costs, dramatically improving your payback on the project. There is a \$125,000 incentive cap on each project.

### ELIGIBILITY



Existing small to mid-sized commercial and industrial facilities with a peak electric demand that did not exceed 200 kW in any of the preceding 12 months are eligible to participate in Direct Install. Applicants will submit the last 12 months of electric utility bills indicating that they are below the demand threshold and have occupied the building during that time. Buildings must be located in New Jersey and served by one of the state's public, regulated electric or natural gas utility companies.

### SYSTEMS & EQUIPMENT ADDRESSED BY THE PROGRAM

- Lighting
- Heating, Cooling & Ventilation (HVAC)
  - Refrigeration
  - Motors
  - Natural Gas
  - Variable Frequency Drives



Measures eligible for Direct Install are limited to specific equipment categories, types and capacities. Boilers may not exceed 500,000 Btuh and furnaces may not exceed 140,000 Btuh.

Limitations on packaged HVAC, motors and other equipment also apply. Larger capacity equipment may be eligible for financial incentives through [NJ SmartStart Buildings](#).



See how other [small businesses owners](#) have saved!

### BENEFITS OF DIRECT INSTALL

**Turnkey Process** - A network of selected [participating contractors](#)

address your project from start to finish, beginning with an assessment of your facility, and ending with the installation of eligible energy-efficient equipment.

**Minimal Cost** - Your share of the project's cost will be approximately 30%, the program pays the remaining 70%. With incentives so dramatic, your upgrade project can very quickly pay for itself.

**Fast Turnaround Time** - Project installations are typically completed within 90 days from the time of scheduling your energy assessment.

**Ongoing Savings** - Your new energy-efficient equipment will provide savings for years to come through dramatically reduced energy costs on your monthly utility bills.

## STEPS TO PARTICIPATION

[View a step-by-step description of the program.](#)

## Direct Install - Steps to Participation

NEW JERSEY'S CLEAN ENERGY PROGRAM

**DIRECT** Install

## SIX SIMPLE STEPS TO PARTICIPATION

### CONTACT THE PARTICIPATING CONTRACTOR IN YOUR AREA

Identify the contractor assigned and trained to provide Direct Install services in the county where your project is located. Using the contact information provided, call or send an e-mail to the participating contractor to discuss your project. The contractor will schedule an energy assessment and work with you to complete the program application and participation agreement.

If you're unable to contact the participating contractor or have questions, you may contact us at 866-NJSMART or send an e-mail to [DirectInstall@NJCleanEnergy.com](mailto:DirectInstall@NJCleanEnergy.com).

### REVIEW RESULTS

After the energy assessment, the contractor will review the results with you, including what measures qualify and your share of the project cost.

### MOVE FORWARD

You will sign a scope of work document to proceed with implementation of qualifying measures.

### ARRANGE INSTALLATION

You and the participating contractor will set a convenient start date for the installation.

### CONFIRM INSTALLATION

Once the participating contractor completes the installation, you accept the work by signing a project completion form.

### COMPLETE TRANSACTION

You pay the participating contractor your share of the project cost and New Jersey's Clean Energy Program pays the rest.

