

2022 Commercial Efficiency Program

Contractor Incentive Program Application, v 1.0

Effective Dates: March 1, 2022 – December 1, 2022



Contractor Information (Applicant)

Contractor Name: _____

Street Address: _____

City, State Zip: _____

Contact Person: _____ Tax ID #: _____

Business Phone: _____ Cell Phone: _____

Email Address: _____

Incentive Guidelines

10 Projects Minimum

To qualify for the applicable incentive tier, the minimum of 10 projects must be completed by the date indicated in Project Completion Deadline column. Contractor Incentive Applications must be submitted prior to the date indicated in the Contractor Incentive Application Submittal Deadline.

Incentive Tier	Project Completion Deadline	Contractor Incentive Application Submittal Deadline	Incentive Amount	Maximum Quarterly Incentive
Tier 1	5/27/22	6/06/22	25%	\$125,000
Tier 2	9/02/22	9/12/22	20%	\$100,000
Tier 3	12/01/22	12/12/22	15%	\$75,000

Proposed Incentive:

Complete using the Project Log and Incentive Calculator

Total Customer Rebate Amounts	Incentive Tier	Total Requested Incentive

Program Requirements/Steps to Participate

- PSEG Long Island reserves the right to modify or withdraw these incentives at any time
- PSEG Long Island has the right to bar a vendor or contractor from participating in the program for any reason
- PSEG Long Island will utilize Required Documents from the Customer Application, e-mails, Lead Partner Portal timestamps, and other relevant data to verify information in the Contractor Incentive Program Application
- Partner must obtain access to Lead Partner Portal to submit applications
- Contractor Incentive Applications should be submitted via Lead Partner Portal using the procedure referenced in Appendix A

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- 10 Projects Minimum
 - Applicant will qualify for the incentive tier in which they completed their 10th project (i.e., if 10th project is complete in August, Applicant will receive an incentive of 20% of total customer rebates for those 10 projects)
 - If the applicant completes more than 10 projects, applicant will qualify for the tier in which the first 10 projects were completed, for those 10 projects, and any subsequent projects will be paid in the tier in which they were completed
- Minimum Customer Rebate per project - \$1,000
- Incentives are based upon percent of customer rebate
- Customer application for eligible projects must be signed and dated by customer on or after 3/1/22 and pre-inspection (where applicable) must be completed after 3/10/22
- Projects must be post-inspected on or before the end-date noted in Project Completion Date section of Incentive Guidelines table (above)
- Applicant must be identified as the Lead Partner, Prime Efficiency Partner or Contractor on the customer signed CEP Rebate application & identified as Lead Partner in the Captures record
 - Applications will be discarded if Applicant is not identified on the Customer Application
 - Applicant should confirm, and may request written confirmation, that the PSEG Long Island representative identifies them as the Lead Partner on the Captures Project Record.
 - Multiple contractors cannot apply for the same project
- Applicant name must appear on the invoice that accompanies the Customer Application
- Limited to one project per PSEG Long Island account and/or facility¹ (as determined by PSEG Long Island) and Application Type
 - If the Applicant completes more than one project for one application type on one PSEG Long Island account, those multiple projects (of the same application type) will count as one project for the purpose of this program
 - If there is more than one Application Type for an account because there are rebates for different measures, each contractor can apply (i.e., customer retains an HVAC contractor and a lighting contractor; each contractor can apply for a contractor incentive. Conversely, if 2 lighting contractors apply for an incentive for the same project, only the contractor identified on the Customer Application will qualify for the rebate.)
 - Applicant may not submit additional projects for that same account and measures at a later date
- PSEG Long Island Project Number
 - Contractor Incentive Program Applications without complete Customer Rebate Information will not be accepted
 - Obtain PSEG Long Island Project Number from PSEG Long Island Representative or the Lead Partner Portal
- PSEG Long Island Commercial Efficiency Program (CEP) contractors and their subcontractors are not eligible
- All applications for a particular Tier must be received by the date indicated in the Contractor Incentive Application Submittal Deadline column of the Incentive Guidelines table. Contractor Incentive Applications received after that deadline are subject to disqualification.
- All Completed 2022 Contractor Incentive Program Applications must be received by 12/12/22
- PSEG Long Island will use any and all project communications, required documents and any other documents/communications to validate project start and finish dates. All supporting documents and communications must be received before the Project Completion Deadline (see Incentive Guidelines table) for the quarter for which the Contractor is applying in order to qualify for that quarter's incentive amount.

¹ PSEG Long Island reserves the right to determine whether the contractor incentive is to be paid by account or facility

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Required Documents

- Complete the attached CEP Contractor Incentive Program Project Log
- Copy of each completed and signed Customer Application and accompanying invoice
- Provide your W-9
- Contractor Incentive Applications must be submitted electronically through the Lead Partner Portal

PSEG Long Island reserves the right to modify and/or discontinue this Program at any time without notice

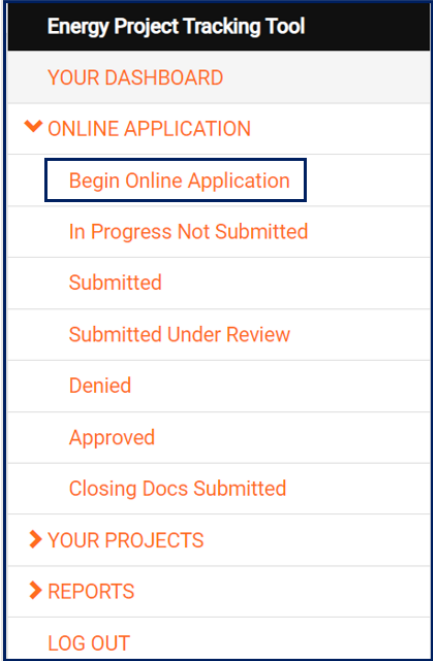
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Appendix A: Lead Partner Portal Contractor Incentive Application Submittal Instructions

1. Lead Partner will log in to Lead Partner Portal and navigate to “Online Application” tabs and click “Begin Online Application”



2. Lead Partner will complete “Customer Information” page

- a. All *Required Fields must be entered
 - i. Please refer to the following guidance for data entry
 1. “*CAS Account Number” field select the “New Construction” checkbox
 2. “Project Type” select “Other”
 3. “Account Name” enter “Incentive Project”
 4. “Contact First Name/Last Name” enter Lead Partner first na
 5. “Address” fields enter Company Address
 6. “Organization Type” select “Incorporated”
 7. “Building Sq Ft” enter “0”

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3. Upon successful completion of “Customer Information” page, Lead Partner will click “Save and Continue” and the “Payee Information” page will appear

*Mailing Address (if different) Same as Facility?

Company Address

*City Company City *State NY *Zip 12345

*Email Address Contractor Email *Confirm Email Address Contractor Email

*Business/Home Phone (123) 456-7892 *Cell Phone (123) 456-7890

Fax Number: Enter Fax Number *Building Size (sq. ft) 0

*Organization Type Incorporated

Save For Later Save and Continue

4. Lead Partner will complete the “Payee Information” page
 - a. All *Required Fields must be entered
 - b. Lead Partner must select “Yes” for “*Is Rebate being assigned to Lead Partner?”

Customer Information Payee Information Upload Documents Final Review

Payee Information

*Is Rebate being assigned to Lead Partner?
 Yes No

*Company/Account Name *LP Tax-ID

*First Name *Last Name

*Email *Confirm Email

*Business/Home Phone Cell Phone
Enter Cell Phone

Address
City State Zip

Previous Save For Later Save and Continue

5. Upon successful completion of the “Payee Information” page, Lead Partner will click “Save and Continue” and the “Upload Documents” page will appear
 - a. Lead Partner will upload the “2022 Contractor Incentive Application” and the “2022 CEP Contractor Incentive Project Log”

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6. Upon successful completion of the “Upload Documents” page, Lead Partner will click “Save and Continue” and the “Confirmation” page will appear
7. Lead Partner will review all information on the “Confirmation” page for accuracy
 - a. If any data needs to be re-entered, the Lead Partner will click “Previous” to navigate back to appropriate page
8. If all data is accurate, Lead Partner will enter initials in certification statement field and click “Submit”

9. To review Online Application Status, Lead Partner will log in to Lead Partner Portal and navigate to “Online Application” tab and click appropriate tab under “Online Application”