

June 17, 2011

TO: District Superintendents
School Business Administrators

FROM: Department of Community Affairs

SUBJECT: Energy Savings Improvement Program

Along with Governor Christie's recently released draft Energy Master Plan, the Division of Local Government Services and the Board of Public Utilities has completed additional guidance for local contracting units considering upgrading their facilities through the Energy Savings Improvement Program (ESIP).

Attached to this email is Local Finance Notice 2011-17, "Update on Implementing Energy Savings Improvement Programs." This Notice covers two issues. The first is the release of the first version of a Model Request for Proposals for ESCO services. This document can be used by local contracting units that have conducted an energy audit and want to use the ESCO model to make their improvements. A link to the document and an explanation of how to use it are explained in the Notice.

The Notice also provides additional guidance for those contracting units that want to use the "do-it-yourself" model of directly hiring professionals to conduct their audit, prepare their Energy Savings Plan, and prepare bidding documents. Guidance is provided on the use of professionals for various aspects of the projects.

The Division and Board hope contracting units will find this guidance helpful as they move to implement energy conservation and efficiency plans. More information on the ESIP program is now on an ESIP webpage at www.nj.gov/dca/lgs/lpcl/esip.htm.

Please be sure to share this with other interested individuals in your organization.