



**Isabella Scocozza**  
**Township of Union Public Schools**  
**Director of Instruction and Funded Programs**  
**(908)-851-6553**

Approve the receipt of the School and Small Business Ventilation and Energy Efficiency Verification and Repair Program HVAC Replacement/New System Program Grant Award for the 2023-2024 school year. The grant award is a total of \$822,675 and payment will be made in three stages to the district. The grant will require the district to pay a matching amount of \$274,225. The grant will fund the HVAC equipment and systems in both the cafeteria and gymnasium at Hannah Caldwell Elementary School for a total amount of \$1,096,900. The district will have until 2/1/24 for successful completion of the grant project.



Thank you for applying to the *School and Small Business Ventilation and Energy Efficiency Verification and Repair Program*, a program managed by TRC on behalf of the New Jersey Board of Public Education. We are pleased to inform you that the project listed below has been awarded a Program Grant based on the information you supplied in support of your application which includes the facility description, scope of work, and certified cost estimate. The work must be completed, and supporting documentation received by TRC by the Deadline below or else the Program Grant will expire and be cancelled.

Application # 68505	Program: SSB-VEEV	Expiration Date: 02/01/2024
Project Name/Location: 1120 Commerce Avenue, Union, NJ 07083		
Total Program Grant Amount: \$822,675.00	1 <sup>st</sup> Payment Amount: \$28,500.00	Combined Estimated 2 <sup>nd</sup> and 3 <sup>rd</sup> Payment Amount: \$794,175.00

Specifications of all equipment installed must meet or exceed minimum program requirements.

Payments will be made in 3 stages. Upon delivery of the HVAC Assessment Report and verification that the report meets program standards, we will begin processing your 1<sup>st</sup> Payment Amount. **refer to Section 2.4 of the Program Guide for report requirements.** This payment will represent costs for the Assessment. You should receive your check in approximately 45-60 days. This payment frame is only an estimate and subject to change.

Please submit the following information in order to process your 2<sup>nd</sup> Payment Amount:

1. Proof of equipment purchase (e.g. invoices). **The invoices should include a description of the equipment, quantity, and unit price. Material and labor should be submitted separately.**
2. Equipment must be verified to match project scope and description.
3. Any and all other documentation as identified in the Program Guide or through subsequent communication with the program administrator.

Upon completion of all work funded by the Program Grant, please submit the following information in order to process your third incentive:

1. HVAC Verification Report. **Please refer to section 2.5 of the Program Guide for report requirements.**
2. Final invoice and any other supporting documentation for all expended grant funds up to the Total Grant Amount.
3. Verification that the applicant has complied with all applicable program requirements.
4. Self-certification that all work required under applicable law has been performed by a licensed professional, including the provision of the professional's name and license number.
5. Verification that the equipment installed exceeds current energy efficiency requirements required by code and the submission of manufacturer specification sheets.
6. Any and all other documentation as identified in the Program Guide or through subsequent communication with us.

Please refer to the Program Guide and Application Package for additional information.

If you have any questions, please contact the undersigned at 732-855-0033.

Very truly yours,

Geoff Horvath  
Program Manager

Cc: EI Associates  
Adam Caravaglia  
8 Ridgedale Avenue  
Cedar Knolls, NJ, 07927

New Jersey School and Small Business Ventilation and Energy Efficiency Verification and Repair Program c/o TRC  
317 George Street, Suite 520, New Brunswick, NJ 08901 Toll Free – 866-433-4479 • Phone – 732-855-0033 • Fax – 732-855-0422



**Isabella Scocozza**

Director of Instruction and Funded Programs

Township of Union Public Schools

@TUPSprograms

(908) 851-6553



**Isabella Scocozza**



Diane Cappiello <dcappiello@twpunionschools.org>

**Fwd: [EXTERNAL] Re: SSBVEEV - Replacement or New Approval Letter**

1 message

**Yolanda Koon** <ykoon@twpunionschools.org>  
To: Diane Cappiello <dcappiello@twpunionschools.org>

Thu, Feb 2, 2023

FYI

----- Forwarded message -----  
From: **Isabella Scocozza** <iscocozza@twpunionschools.org>  
Date: Wed, Feb 1, 2023 at 10:39 AM  
Subject: Fwd: [EXTERNAL] Re: SSBVEEV - Replacement or New Approval Letter  
To: Yolanda Koon <ykoon@twpunionschools.org>, Kelvin White <kwhite@twpunionschools.org>

See response below regarding going out to bid, co-op or state contractor. Thank you

----- Forwarded message -----  
From: **Horvath, Geoff** <GHorvath@trccompanies.com>  
Date: Wed, Feb 1, 2023 at 10:35 AM  
Subject: RE: [EXTERNAL] Re: SSBVEEV - Replacement or New Approval Letter  
To: Isabella Scocozza <iscocozza@twpunionschools.org>

Hi Isabella. I would advise you follow your normal procurement processes and move forward.

**Geoff Horvath**  
Project Manager III

 317 George Street, Suite 520, New Brunswick, NJ 08901  
T 732.612.9380 |  
LinkedIn | Twitter | Blog | TRCcompanies.com

**From:** Isabella Scocozza <iscocozza@twpunionschools.org>  
**Sent:** Wednesday, February 1, 2023 10:32 AM  
**To:** Horvath, Geoff <GHorvath@trccompanies.com>  
**Subject:** [EXTERNAL] Re: SSBVEEV - Replacement or New Approval Letter

This is an EXTERNAL email. Do not click links or open attachments unless you validate the sender and know the content is safe.  
ALWAYS hover over the link to preview the actual URL/site and confirm its legitimacy.

Good Morning

I can't thank you enough! We are very excited and appreciative of this opportunity. Do you know if we can now go out to bid or possibly select a co-op or state contractor for the work? Please that I can inform our Business Administrator. Thank you

On Wed, Feb 1, 2023 at 9:21 AM Geoff Horvath <GHorvath@trccompanies.com> wrote:

[Redacted content]

Union Township Public Schools  
2369 Morris Avenue  
Union, NJ, 07083  
  
Subject: Award of SSB-VEEV, Pathway 2 - HVAC Replacement/New System Program Grant  
  
Dear Isabella Scocozza