

Application Instructions

- Read the Custom Program Rules and Requirements before completing an application.
- Complete a separate application form for each installation account number.
- Complete the Custom Program Spreadsheet for your project(s).
- Information necessary for complete applications includes:
 - The Custom Program project description.
 - Full descriptions of each measure replaced and installed along with project costs, existing and new equipment inventories/operation descriptions, baseline and new usage measurements or detailed calculations, total energy and peak demand savings, and other specified information.
 - Detailed customer-approved invoices, proof of purchase, receipts.
 - Technical specifications, studies/proposals, up to five digital photos of the new equipment and, if available, the removed equipment.
 - All other documentation and verification to justify the project for incentives.
 - NOTE: Sending inadequate invoice documentation, incomplete/incorrect forms, or incomplete backup information, including detailed energy and peak demand calculations, will delay review of the application. Contact AEP Ohio if you require additional assistance in completing the application.
- Submit all information to AEP Ohio. All completed submissions become the property of AEP Ohio. Make a copy of all documents for your records.

FORM SUBMITTAL: Please note all Rules and Requirements.

Emailed submissions with attachments are preferred.

Return the signed, completed form and all required detailed documentation to:

Email: gridSMARTohio@kema.com

Mail: AEP Ohio
6031 East Main Street, Suite 190
Columbus, OH 43213

Fax: 877-607-0740

Questions: 877-607-0739

Visit **gridSMARTohio.com** for more information on the Custom Program and other energy efficiency programs offered by AEP Ohio.



A unit of American Electric Power

Custom Program Project Application

Will be assigned by AEP Ohio
PROJECT ID: _____

THIS APPLICATION FORM IS VALID THROUGH DECEMBER 31, 2010.

Pre-Approval Application

Final Application

SECTION 1: CUSTOMER INFORMATION

Company Name		Date
Mailing Address		
City	State	Zip Code
Contact Name (print)	Phone () -	Fax () -
Contact E-mail*		
Taxpayer ID #/SSN/FEIN (99-9999999)	Tax Status: <input type="checkbox"/> Corporation (Incl. INC, PC, etc.) <input type="checkbox"/> LLC <input type="checkbox"/> Tax Exempt (may receive 1099) <input type="checkbox"/> Individual <input type="checkbox"/> Other	

SECTION 2: PAYMENT RELEASE AUTHORIZATION (who will receive payment)

Payable to (if different from Customer)	Mailing Address
City	State Zip Code
Taxpayer ID # of Recipient (if different from Customer) (99-9999999)	Tax Status: <input type="checkbox"/> Corporation (Incl. INC, PC, etc.) <input type="checkbox"/> LLC <input type="checkbox"/> Tax Exempt (may receive 1099) <input type="checkbox"/> Individual <input type="checkbox"/> Other

SECTION 3: JOB SITE INFORMATION (where equipment was installed)

Job Site: Customer Name (as it appears on the electric service account)	Job Site Account Number	Primary Account Number (if different than Job Site)
Job Site Address (physical location)		Project Contact Name
City	State Zip Code	Project Contact Telephone () -
Construction Type: <input type="checkbox"/> New Construction <input type="checkbox"/> Existing Building <input type="checkbox"/> Major Renovation		Project Contact Email
Building Type <input type="checkbox"/> Office <input type="checkbox"/> School (K-12) <input type="checkbox"/> College <input type="checkbox"/> Retail/Service <input type="checkbox"/> Restaurant <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Medical <input type="checkbox"/> Grocery <input type="checkbox"/> Warehouse <input type="checkbox"/> Light industry <input type="checkbox"/> Heavy Industry <input type="checkbox"/> Government/Municipal <input type="checkbox"/> Other _____		

Information for Pre-Approval Application

Estimated Project Cost	Estimated Annual kWh Savings	Estimated Peak kW Demand Reduction	Anticipated Completion Date
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Information for Final Application

Pre-Approval Letter Date	Installation Complete Date	
Project Cost as Installed \$	Final Annual kWh Savings Claimed	Final Peak kW Demand Reduction Claimed

SECTION 4: CONTRACTOR INFORMATION (equipment or service provider/ installer other than Customer). Attach additional sheets if needed. Note: internal labor costs are not eligible project costs.

Contractor Name			
Contractor Street Address		City	State Zip Code
Contractor Contact Name	Contact Telephone () -	Contact Email	

SECTION 5: CUSTOMER SIGNATURE

By signing here, I acknowledge the information on this application is accurate and complete. I confirm I have read, agree with and understand the Rules and Requirements of this application and I have the authority to execute on behalf of my company / corporation.

Customer Signature _____ **Date** _____

* By providing your e-mail address, you are granting AEP Ohio permission to send further e-mails regarding our programs and services.

Custom Program

Rules and Requirements

Columbus Southern Power Company and Ohio Power Company are collectively known as AEP Ohio ("AEP Ohio"). AEP Ohio provides energy efficiency incentives for the purchase and installation of qualifying, cost-effective measures and equipment under the Rules and Requirements provided in this application.

Customer Qualifications

The Custom Program (the "Program") applies to non-residential customers served at AEP Ohio's regulated retail rates, where qualifying projects are installed in a facility in AEP Ohio's electric service territory.

Terms and Conditions

- THIS APPLICATION FORM IS VALID FOR SUBMITTAL UNTIL DECEMBER 31, 2010. AEP Ohio incentive programs may be changed or cancelled at any time without notice. The Customer and its contractor are solely responsible for contacting AEP Ohio to ask whether or not the Program is still in effect and to verify program parameters.
- The Custom Program is only for measures not eligible in the Business Prescriptive Program.
- Incentive payments are limited and subject to availability while program funding lasts.
- The application process requires that you submit both a pre-approval application and a final application.
 - The pre-approval application is required prior to equipment purchase to reserve funds.
 - Upon completion of the project, a final application with documentation must be submitted to AEP Ohio within 60 calendar days of the installation completion date.
 - The final application documentation is to include supporting information verifying installation of the project including, but not limited to, equipment, equipment specifications, invoices, purchase orders, approvals, photographs and other related information.
- To ensure maximum program participation, AEP Ohio reserves the right to limit funding on a per project basis.
- The incentive payment shall be the **lesser** of:
 - The calculated incentive, as approved by AEP Ohio, based on the annual energy savings and peak demand reduction incentive set forth in the table below. Energy savings are defined as energy savings over the course of one 12-month period. Peak demand reduction qualifies only during the peak period defined herein, or
 - 50% of the total project cost.
- The peak demand hours are defined as weekdays, 7:00 AM to 9:00 PM, May through September.
- The project simple payback prior to the incentive must be greater than one year and less than 7 years, or pass cost effectiveness test(s) determined by AEP Ohio, to qualify for the incentive.
- All equipment must be new; used or rebuilt equipment is not eligible for an incentive.
- Eligible measures must produce **verifiable** and **persistent** energy and/or demand reduction, for a period of no less than five (5) years from date of installation, through an increase in efficiency or through the use of load-shifting technologies. Measurement and verification may be required. Ineligible measures:
 1. Rely solely on changes in customer behavior and require no capital investment, or merely terminate existing processes, facilities and/or operations.
 2. Are required by state or federal law, building or other codes, or are standard industry practices.
 3. Involve fuel switching, plug loads, or generate electricity.
 4. Are easily reverted / removed or is installed entirely for reasons other than improving energy efficiency.

- Projects must be installed on the AEP Ohio electric account listed on the application.
- Equipment must be purchased, installed, and operating (or capable of operating in the case of seasonal uses) prior to submitting a final application for an incentive.
- Costs associated with internal labor are not eligible.
- Customers are encouraged to submit projects that warrant special consideration (i.e., non-typical projects) to be reviewed, with no guarantees of applicability, on a case-by-case basis by AEP Ohio.
- AEP Ohio will issue incentive payments in the form of checks, not utility bill credits.
- All documentation and verification is subject to strict confidentiality.
- AEP Ohio reserves the right to randomly inspect customer facility (ies) for pre- and/or post-installation of materials listed on this application and will need access to survey the existing conditions and/or installed project. If the inspection finds the Customer did not comply with Program rules and requirements, any incentive payment received under this Program must be returned to AEP Ohio with interest. In addition, AEP Ohio reserves the right to withhold payment for projects that do not meet reasonable industry standards as determined by AEP Ohio.
- AEP Ohio reserves the right to refuse payment and participation if the Customer or contractor violates Program rules and requirements. AEP Ohio is not liable for incentives promised to customers as a result of misrepresentation of the Program.
- The Customer understands and agrees that in the event the application received pre-approval and funds were reserved based upon the application, such pre-approval, including the specific dollar amount of reservation, does not represent a guarantee that such funds will be paid. Payment of incentives will be based upon the final application and Program terms and conditions.
- The Customer understands and agrees that all other terms and conditions apply, as specified in this application, including all attachments and exhibits attached to this application.
- AEP Ohio reserves the right to request additional backup information, supporting detail, calculations, manufacturer specification sheets or any other information prior to granting any incentive payment.
- Equipment can be installed in retrofit, replacement, or new construction applications and must meet reasonable industry standards. All equipment / measures must meet minimum cost effectiveness requirements as defined or determined by AEP Ohio. Customer must also provide evidence of measure life.
- Customer shall be responsible to comply with any applicable codes or ordinances.
- Customers shall be responsible for the proper disposal of all waste and equipment.
- All submissions become the property of AEP Ohio. Keep a copy for your records.

Disclaimers

AEP Ohio:

- Does not endorse any particular manufacturer, product or system design by offering these incentives.
- Will not be responsible for any tax liability imposed on the customer as a result of the payment of incentives. AEP Ohio will report incentive payments greater than \$600 as income on IRS form 1099. Such payments shall be taxable unless Customer meets acceptable tax exemption criteria. Customers are encouraged to consult with their tax advisors about the taxability of any payments.
- Does not expressly or implicitly warrant the performance of installed equipment (contact your contractor for detailed equipment warranties).
- Is not responsible for the proper disposal/recycling of any waste generated as a result of this project.
- Is not liable for any damage caused by the operation or malfunction of the installed equipment.
- Does not guarantee that a specific level of energy or cost savings will result from the implementation of energy conservation measures or the use of products funded under this Program.

CUSTOM PROGRAM INCENTIVES	
Incentive levels for one-year energy savings plus peak demand reduction	\$0.08/kWh plus \$100/kW (peak)
Minimum / Maximum simple payback before incentive applied	1 year Min / 7 year Max Or pass cost effectiveness test(s) (determined by AEP Ohio)
Maximum payout	50% of total project cost

Custom Program Project Description

This project will be Part of a new facility Addition to an existing facility Replacement for existing equipment
 Expected / Final completion date _____ Is existing equipment operational? Yes No

Attach an executive summary listing these details about your project or provide the information in the lines below.

Describe the project including detail of energy savings measure(s). Attach additional sheets as needed.

Describe the existing equipment and operating strategy. Please provide up to five digital photos of the equipment. Attach additional sheets if needed.

Describe the proposed equipment and operating strategy. Please provide up to five digital photos of the equipment. Attach additional sheets if needed.

Describe your calculation method for energy efficiency and attach all documentation of energy savings. Use additional sheets as needed.

Identify other benefits of proposed project in addition to electrical energy and/or demand reduction:

Conserves other utilities (gas, water, etc.)

Meets environmental regulations

Improves process flow

Reduces labor

Improves product quality

Saves energy

Increases production capacity

Uses fewer raw materials

Other _____

Project Technical Specifications

(This sheet provides an example of the required data for input to the Custom Program spreadsheet. The Custom Program spreadsheet provides additional guidance and streamlines the process for collecting, documenting and reporting this information to AEP Ohio, and it follows the format of this sheet. Please provide as much detail as possible on the Custom spreadsheet to expedite review and processing of the application).

Please complete the Custom Program spreadsheet for each measure installed and provide supporting documentation including engineering or equipment supplier studies, customer-approved invoices, purchase orders, detailed calculations of baseline and energy and peak demand savings. A detailed proposal and complete package will expedite review of application. This information is required by AEP Ohio and/or its consultants for project analysis.

	EQUIPMENT REMOVED OR LOWER EFFICIENCY OPTION	INSTALLED EQUIPMENT OR HIGHER EFFICIENCY OPTION
Equipment type		
Manufacturer of equipment		
Model number(s)		
Date of Removal / In-Service Date		
Age of equipment at removal		
Estimated remaining useful life at time of removal or installation		
Efficiency rating		
Nameplate data: kW, tons, HP, watts, etc.		
Quantity		
Annual operating hours		
Annual energy savings (kWh)		
Peak reduction (kW)*		
Annual electric bill savings (\$)		
COST BREAKOUT		
Equipment		
Engineering		
Installation		
Other (explain)		
TOTAL PROJECT COST		
Incremental Cost = Installed Option Total Cost – Removed Equipment or Lower Efficiency Option Total Cost		

* **Determination of peak demand reduction (kW) from non-HVAC equipment:** For non-HVAC measures, calculate the average kW reduction over the period from 7 a.m. to 9 p.m., weekdays, from May 1 through September 30. The preferred calculation method will estimate hourly kW demands over the peak demand period, and average the results. However, if measures do not vary significantly during those hours, a less rigorous estimation process may be applied if approved in advance by the program.

* **Determination of peak demand reduction (kW) within HVAC systems:** Calculate the maximum HVAC peak demand reduction that occurs between 7 a.m. to 9 p.m. on a weekday from May 1 through September 30.