

AEP Ohio Business Energy Audit Program Application Steps

Step 1: Customer Eligibility

- ✓ Project must be with an AEP Ohio non-residential customer in Ohio with annual electrical use greater than 200,000 kWh's.
- ✓ Project facilities are eligible for one audit every five years. Customers with multiple facilities may audit up to two different locations per year.
- ✓ Customer must have a valid AEP Ohio account number on an eligible AEP Ohio non-residential rate and 12 months of electrical use history (see terms and conditions for eligibility requirements).

Step 2: Submit Pre-approval Application* to Reserve Funds

- ✓ Customer is required to submit an application that satisfies the RFP requirements for project approval and reservation of funds.
- ✓ Application must have an audit proposal from a qualified energy firm detailing scope of work and cost.
- ✓ Upon project approval the customer will be notified that funding will be reserved for 60 days. Applications will be accepted until October 31, in a calendar year or until funding is exhausted, whichever comes first.
Customer may be required to submit more than one proposal to ensure competitive bidding and pricing.

Step 3: Perform Project Work

- ✓ Incentive funds are reserved for 60 days, thus the customer has 60 days to complete the energy audit project. Contact the AEP Ohio Business Incentives for Energy Efficiency Team for specific questions regarding funding reservations and extensions.
- ✓ The audit summary must be a detailed building survey and energy analysis as defined by an ASHRAE Level I Energy Audit.
- ✓ AEP will fund 50% of an approved energy audit or \$5,000, whichever is less. AEP Ohio will also provide a bonus incentive if a customer implements the 2-5 year payback measures. AEP Ohio will rebate the remaining 50% of the audit cost up to an additional \$5,000 for the 2- 5 year payback measures as long as the capital cost exceeds the audit cost.

Step 4: Submit Final Energy Audit Report

- ✓ Electronically submit a final ASHRAE Level I Energy Audit report (inputs and outputs) as soon as possible after the project energy audit is completed (it must be submitted within 60 days of project completion). The submittal must be in an xls, cvs, txt, mdb, or dbf file that may be imported into another medium. PDF's are not acceptable for the submission of results.
- ✓ The Energy Audit Program Coordinator will review the final energy audit report. For some projects, a final inspection will be part of the final review, and you will be contacted to schedule it.

Step 5: Receive Incentive Payment

- ✓ The Energy Audit Program Coordinator will send AEP Ohio's portion of the energy audit reimbursement to the energy auditor four to six weeks after the audit report is received and approved.

Submit your application to:
Mr. Gary L. Enama, CEM, CDSM
Energy Audit Program Coordinator
AEP Ohio
203 Mill Ave SE
New Philadelphia, Ohio 44663
Email: glenama@aep.com
Call: (330) 308-6142
Fax: (330) 308-6154

Visit our web site at www.aepohio.com/incentives

*Pre-approval Application for Energy Audit Projects

Projects require a Pre-approval Application to reserve funding. A Pre-approval Application is not a guarantee of energy audit incentive funding; the actual incentive will be based on review and approval of the submitted application and proposal. Funds will be reserved for 60 days, unless an applicant is granted an extension. The program team reserves the right to contact the customer before the reservation expiration date to ensure that the project is moving forward. If the project is not underway, the reservation can be cancelled. Funds that have been reserved are not transferable to other projects, facilities, and/or customers.

If you are viewing this document in Microsoft Excel, please note that each section of the application is accessible through the tabs at the bottom of the Excel window. Highlighted cells are for inputting information.

TERMS AND CONDITIONS

Columbus Southern Power and Ohio Power Company are collectively known as AEP Ohio (AEP Ohio). AEP Ohio is offering financial assistance for energy efficiency audits under the AEP Ohio business incentives program. AEP Ohio provides incentives for energy audits to non-residential (commercial and industrial) customers to help them make informed electrical energy decisions and implement energy-efficiency strategies. Energy audits provide outreach and help identify economically viable improvements that yield annual energy savings by participating in the AEP Ohio business incentives program.

Please note that *funds are limited and subject to availability.*

Program Effective Dates

AEP Ohio business incentives for the energy efficiency audits program are offered until approved funds are exhausted or October 31 in a calendar year, whichever occurs first.

Program and Project Eligibility

The energy audit program applies to customer facilities served by AEP Ohio's retail electric rates in AEP Ohio's electric service territory that exceed the minimum energy usage requirements of 200,000 kWh per year.

Incentive Payment Limits

The total incentive payment to conduct a commercial building ASHRAE Type I audit shall be 50% of an approved energy audit or \$5,000, whichever is less. An additional bonus incentive will be paid if the customer implements the identified 2- 5 year payback measures. AEP Ohio will rebate the remaining 50% of the audit cost up to \$10,000 for the 2- 5 year payback measures as long as the capital cost exceeds the audit cost.

Additional incentive payments for ASHRAE Type II or III audits may be available, where potential exists to deliver significant, measureable energy savings and customers commit to developing a comprehensive energy efficiency program.

Incentive Caps

The cap for each ASHRAE Type I audit per facility is \$10,000.

Application Review Process

Applications are not a guarantee of program acceptance and incentive payment. AEP Ohio will review applications for eligibility, completeness and competitiveness. Completed applications will be reviewed in the order received. Funds are reserved for the project when AEP Ohio receives a complete pre-approval application and determines that the proposed audit meets the program eligibility requirements. Applicants who submit incomplete applications will be notified of deficiencies upon review of the application and could lose their place in line in the review process until all requested information is received. Applicants are encouraged to call the program coordinator if they have any questions about documentation requirements.

Energy reduction measures found during the audit with payback periods less than 2 years under the AEP Ohio business incentives program must be completed with 12 months from the date the AEP Ohio audit is completed. Bonus incentive for 2-5 year payback measures must also be completed within 12 months and a measures implementation form must be submitted.

Tax Liability

Audit incentives are taxable and, if more than \$600, will be reported to the IRS unless the customer is exempt. AEP Ohio is not responsible for any taxes that may be imposed on your business as a result of your receipt of the energy audit incentives.

Disclaimer

AEP Ohio does not guarantee the energy savings and does not make any warranties associated with the measures eligible for energy efficiency credits under this program. AEP has no obligations regarding and does not endorse any claims, promises, work, or equipment made, performed or furnished by any contractors, auditors or equipment vendors or manufacturers that sell or install any energy efficiency measures and does not endorse or guarantee same. AEP Ohio is not responsible for the proper disposal/recycling of any waste generated as a result of this project. AEP Ohio is not liable for any damages caused by the operation or malfunction of the installed equipment.

Important: Please read the terms and conditions before signing and submitting this application.
You must complete all information and provide required additional documentation to avoid processing delays.

CUSTOMER INFORMATION

| | | |
|------------------------------|--------------------------|-------------------------------------------------------|
| Primary Business Type | | Tax Status (as entered on W9) |
| LARGE OFFICE | ASSEMBLY | CORPORATION (Inc., PC, Etc.) <input type="checkbox"/> |
| SMALL OFFICE | RESTAURANT | TAX EXEMPT <input type="checkbox"/> |
| SCHOOL | GROCERY | INDIVIDUAL <input type="checkbox"/> |
| SMALL RETAIL/SERVICE | CONDITIONED WAREHOUSE | OTHER (may receive 1099) <input type="checkbox"/> |
| LARGE RETAIL/SERVICE | UNCONDITIONED WAREHOUSE | (describe other) _____ |
| HOTEL/MOTEL | INDUSTRIAL/MANUFACTURING | |
| MEDICAL - Office | COLLEGE/UNIVERSITY | |
| MEDICAL - Hospital | GOVERNMENT/MUNICIPAL | |
| MEDICAL - Nursing Home | MISCELLANEOUS | |

| | |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| SQUARE FOOTAGE OF BUILDING(S) AFFECTED BY THIS PROJECT: _____ | (Primary business type or misc. description from list) _____ |
| | Number of hrs/day (8, 16, or 24) _____ |
| Please indicate which category best describes the current operating hours of the facility affected by this project. | Number of shifts/day (1, 2, or 3) _____ |
| | Number of days/wk (5 or 7) _____ |

| | | | |
|------------------------------------|-----------------|------------------------------------------|-----|
| NAME OF APPLICANT'S BUSINESS | | PROJECT NAME (IF APPLICABLE) | |
| NAME AS IT APPEARS ON UTILITY BILL | AEP OHIO ACCT # | APPLICANT TAXPAYER ID # (SSN/FEDERAL ID) | |
| MAILING ADDRESS | CITY | STATE | ZIP |
| INSTALLATION ADDRESS | CITY | STATE | ZIP |

CUSTOMER CONTACT

Please provide all contacts we may need to process for this project. The business contact should be the project decision maker, the technical contact, etc

| | | | |
|--------------------------------------------------------------|------|---------------|-----------------------|
| NAME OF CONTACT PERSON - Preferred Contact for Documentation | | | TITLE OF CONTACT |
| CONTACT PHONE # | EXT. | CONTACT FAX # | CONTACT EMAIL ADDRESS |

ENERGY AUDITOR INFORMATION

(To be filled in after the energy auditor is selected)

| | | | |
|------------------------------------------|------|---------------|-------------------------|
| NAME OF CONTRACTING ENERGY AUDITING FIRM | | | |
| NAME OF CONTACT PERSON | | | TITLE OF CONTACT PERSON |
| CONTACT PHONE # | EXT. | CONTACT FAX # | CONTACT EMAIL ADDRESS |
| MAILING ADDRESS | CITY | STATE | ZIP |

If there are questions about the application who should we contact? Customer ☐ Energy Auditor ☐

As an eligible customer, I verify the information is correct and request consideration for participation under this program.

| | |
|----------------------------------------|---------------------|
| CUSTOMER SIGNATURE (AEP OHIO CUSTOMER) | PRINT NAME |
| ESTIMATED COMPLETION DATE | DATE |
| | PROPOSED AUDIT COST |

APPLICATION AGREEMENT

I understand that the location or business name on the invoice must be consistent with the application information. I understand that AEP Ohio or their representatives have the right to ask for additional information at any time. AEP Ohio's Energy Audit Program will make the final determination of incentive levels for this project.

As an eligible AEP Ohio customer, I certify that the decision to acquire and perform an ASHRAE Level I Energy Audit will be demonstrated with supporting documentation required by AEP Ohio, and that the audit will be completed and the final audit report will be received by AEP Ohio by October 31, 2013.

I certify that I am a non-residential customer with annual energy use greater than 200,000 kWh who pays into the Energy Efficiency and Demand Response (EE/PDR) rider and that I receive my electricity over AEP Ohio wires regardless from which retail electric supplier I have chosen to purchase power.

I certify that the information on this application is true and correct, and that the Taxpayer ID Number and tax status are correct.

I understand that the program may be modified or terminated without prior notice.

I understand that AEP Ohio reserves the right to refuse payment and participation if I or my energy auditor violate program rules and requirements.

I agree to comply with any applicable codes or ordinances.

All submissions become the property of AEP Ohio. It is recommended that you keep a copy for your records.

The program has a limited budget. Applications will be processed until allocated funds are reserved or spent. Final applications must be received by Oct 31, in a calendar year to be eligible for funding under the current program period.

I understand that AEP Ohio does not guarantee the energy savings and does not make any warranties associated with the measures eligible for incentives under this program, and, further, that AEP Ohio has no obligations regarding promises, work, or equipment made, performed, or furnished by any contractors or equipment vendors that sell or install any energy efficiency measures and does not endorse or guarantee same.

I understand that pre-approval of an application and reservation of funds does not represent a guarantee that such funds will be paid. Payment of incentives will be based upon the final review of the application and program terms and conditions, as well as the availability of funds.

I agree that any and all energy savings or environmental credits generated by the project described in this application will be retained by AEP Ohio.

AGREEMENT FOR REQUESTED INCENTIVES

I have read and understand the program requirements, measure specifications, and Terms and Conditions set forth in this application and agree to abide by those requirements. Furthermore, I agree that I must meet all eligibility criteria in order to be paid under this program.

A CUSTOMER SIGNATURE IS REQUIRED FOR PAYMENT. SIGNED APPLICATIONS RECEIVED BY FAX OR EMAIL WILL BE TREATED THE SAME AS ORIGINAL APPLICATIONS RECEIVED BY MAIL.

CUSTOMER SIGNATURE (AEP OHIO CUSTOMER)

| | | |
|------------|------|------------------------|
| PRINT NAME | DATE | ACTUAL COMPLETION DATE |
|------------|------|------------------------|

THIRD PARTY PAYMENT RELEASE

I am authorizing the payment of the incentive to the third party named below and I understand that I will not be receiving the incentive payment from AEP Ohio. I also understand that my release of the payment to a third party does not exempt me from the program requirements outlined in the measure specifications, Terms & Conditions, and Final Application Agreement.

Authorized by:

| | |
|----------------------------------------|------------|
| CUSTOMER SIGNATURE (AEP Ohio CUSTOMER) | PRINT NAME |
|----------------------------------------|------------|

Check should be made payable to:

| | |
|-----------------------------|---------------|
| PAYEE: ENERGY AUDITING FIRM | Attention To: |
|-----------------------------|---------------|

MAILING ADDRESS 1

MAILING ADDRESS 2

| | | |
|------|-------|-----|
| CITY | STATE | ZIP |
|------|-------|-----|

CONTACT PHONE NUMBER

| | |
|-----------------------------------|-------------------------------------------------------------------------------------------|
| TAXPAYER ID # (SSN/FEIN OF PAYEE) | TAX STATUS Corporation (Inc., PC, Etc.), Tax Exempt, Individual, Other (May receive 1099) |
|-----------------------------------|-------------------------------------------------------------------------------------------|

Energy Auditor Contact Information

(listed alphabetically by company name)

You may choose from this list of energy auditors or you may choose your own:

Comparative bids are suggested as a good business practice.

- 1 Energy Auditor Contact Name: Mr. Marty Lanning, LEED AP
Energy Auditor Company Name: Energent Solutions
Energy Auditor's Mailing Address: 515 East Main Street
Energy Auditor's City, State, and Zip: Columbus, OH 43215
Energy Auditor's Email Address: mlanning@energentsolutions.com
Energy Auditor's Phone Number: (614) 360-2245
Energy Auditor's Fax Number: (614) 360-0650
- 2 Energy Auditor Contact Name: Mr. Craig Foster, PE
Energy Auditor Company Name: Foster Energy Management Company
Energy Auditor's Mailing Address: PO Box 14258
Energy Auditor's City, State, and Zip: Columbus, OH 43214-4258
Energy Auditor's Email Address: cfoster@fosterenergymanagement.com
Energy Auditor's Phone Number: (614) 940-6274
Energy Auditor's Fax Number:
- 3 Energy Auditor Contact Name: Mr. John Seryak, PE
Energy Auditor Company Name: Go Sustainable Energy, LLC
Energy Auditor's Mailing Address: 3857 N High Street - Suite 208
Energy Auditor's City, State, and Zip: Columbus, OH 43214
Energy Auditor's Email Address: jseryak@gosustainableenergy.com
Energy Auditor's Phone Number: (614) 268-4263
Energy Auditor's Fax Number: (866) 623-7716
- 4 Energy Auditor Contact Name: Mr. Dave Zehala
Energy Auditor Company Name: Plug Smart Intelligent Energy Solutions
Energy Auditor's Mailing Address: 1275 Kinnear Road, Suite 229
Energy Auditor's City, State, and Zip: Columbus, Ohio, 43212
Energy Auditor's Email Address: dave.zehala@plugsmart.com
Energy Auditor's Phone Number: (614) 573-6987
Energy Auditor's Fax Number: (614) 453-5743
- 5 Energy Auditor Contact Name: Mr. Greg Hume
Energy Auditor Company Name: TechSolve, Inc.
Energy Auditor's Mailing Address: 6705 Steger Drive
Energy Auditor's City, State, and Zip: Cincinnati, OH 45237-3097
Energy Auditor's Email Address: hume@techsolve.org
Energy Auditor's Phone Number: (513) 948-2017
Energy Auditor's Fax Number: (513) 948-2109
- 6 Energy Auditor Contact Name: Mr. Matthew Herbert, PE, CEM, LEED
Energy Auditor Company Name: Heapy Engineering
Energy Auditor's Mailing Address: 1400 Dorothy Lane
Energy Auditor's City, State, and Zip: Dayton, Ohio 45409-1310
Energy Auditor's Email Address: mdherbert@heapy.com
Energy Auditor's Phone Number: (937) 224-0861
Energy Auditor's Fax Number: (937) 224-5777