

# Appalachian Power C&I Program Rebate Application



## TAKE CHARGE™

### Before you start

Review the eligibility detail requirements and Terms and Conditions at the end of this application to verify that you are eligible for a rebate. Collect all required information to complete your application.

You may participate in this program with Standard and Custom projects. Please read the Terms and Conditions for additional information on program rules.

**Standard projects** involve replacing existing equipment with high-efficiency models. Common standard projects include lighting, food service equipment, refrigeration and HVAC upgrades. Pre-approval is required.

**Custom projects** involve installing new or replacement measures not included in the Standard program, such as industrial process and large horsepower VFD or motor projects. Contact our office to determine for which program your project would qualify. Pre-approval is required.

### Once you are done

Submit your application and required documents one of two ways:

**Email:**  
Takecharge-business@clearesult.com

**Mail:**  
Take Charge Business Program  
3100 West Road, Building 3, Suite 200  
East Lansing, MI, 48823

**Questions? Call 888-261-4567**

### Submit your application

Applications and required documents will be submitted for pre-approval. After your rebate application is completed and approved, you will receive your rebate check in approximately four to six weeks.

When submitting final applications, please be sure to include these documents:

- Rebate Application
- Rebate Worksheet(s) with project implementation details
- Project Documentation (as required) - itemized invoices, equipment specifications, engineering reports, modeling output, photographs
- W-9 (LLC, individual, partnership, property management companies)
- Copy of most recent utility bill

## 1 Customer and Contact Information

Company Name (as it appears on your bill):

Contact First Name:	Last Name:	
Office Phone:	Email Address:	
Mailing Address:	Address Line 2:	
City:	State:	ZIP:

## 2 Account Number and Installation Information

Utility Account Number:	<input type="checkbox"/> Installation address same as mailing address	
Facility Name:	Installation Address:	
City:	State:	ZIP:
Square Footage:	Year Built:	

### 3 Contractor Contact Information

Company Name (as it appears on your bill):

Contact First Name:	Last Name:	
Office Phone:	Email Address:	
Mailing Address:		
Address Line 2:		
City:	State:	ZIP:

#### Technical Contact

Who is the primary contact for technical questions?  Company Contact  Contractor

### 4 Rebate Payee Information

#### Payee Information\*

If a rebate is awarded, who should receive payment?  Customer  Contractor  Other  
\*Please update this section to match the information being submitted on the W-9 form.

Payee Company Name:

Payee First Name:	Payee Last Name:	
Payee Phone Number:	Payee Email Address:	
Payee TIN/SSN:		
Payment Mailing Address:		
Address Line 2:		
City:	State:	ZIP:

### 5 Project Information

Total Project Cost (equipment and labor for measures being installed):

Project Start Date:	Estimated Project Completion Date:
<input type="checkbox"/> Standard Project <input type="checkbox"/> Custom	Project Description:

# 6 Project Questions

Please include a copy of the spec sheets and cost estimate(s) for all proposed new equipment.

**Please Indicate Project Type:**

- New construction (permanent account number not yet assigned)
- Retrofit (replacing equipment at building(s) with an existing account number(s))

**Have you committed to moving forward with this project?**

A commitment includes but is not limited to signing a purchase order/contract, ordering equipment, or starting construction.

- Yes  No

# 7 Rebate Worksheet

Please check your project type and attach rebate worksheet(s) that matches your project description.

- Lighting
- HVAC
- VFD
- Refrigeration
- Food service equipment
- Office equipment
- Compressed air
- LED traffic signals
- LED channel signage
- Water heating

# 8 Applicant Signature

I hereby certify that the information provided in this application is true and correct. I have read and understand the rebate eligibility requirements set forth in this application and agree to abide by these requirements. I also agree that by receiving a rebate I may be contacted by an evaluator to verify the installation through an on-site inspection or be asked to complete a customer survey.

The project was installed and operational on (date): \_\_\_\_\_.

Printed Name:	Signature:	Date:     /     /
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## TERMS AND CONDITIONS

Appalachian Power Company and Wheeling Power Company dba American Electric Power (referred to herein as "Appalachian Power") offers energy efficiency rebates to facilitate the implementation of cost-effective energy efficiency improvements for nonresidential accounts.

Please note that funds are limited and subject to availability.

### Program Effective Dates

The Appalachian Power Commercial and Industrial (C&I) Program offer rebates for qualifying energy efficiency projects until approved funds are exhausted, or until December 31, 2019, whichever comes first. The effective dates of the current Appalachian Power C&I Program and application submittal requirements are as follows:

- All Appalachian Power C&I Program projects and final applications must be completed and received no later than December 1, 2019, in order to qualify for rebates identified in this application.

### Program and Project Eligibility

The Appalachian Power C&I Program offers rebates for some of the more common energy efficiency measures. Program rebates are available under the Appalachian Power C&I Program to include non-residential accounts served on Appalachian Power in West Virginia's regulated retail rates. Qualifying projects must be installed in a facility in Appalachian Power's electric service territory. These rebates are available to qualified non-residential customers who pay into the energy efficiency and demand response rider and receive their electricity over Appalachian Power wires. A customer may neither apply for nor receive rebates for the same product, equipment or service from more than one utility.

To be eligible for Implementation rebates, customers must implement the entire measure detailed in this application. There will be no partial Implementation rebates.

Project requirements under the Appalachian Power C&I Program include the following:

- Project must be completed at an existing facility with a permanent reduction in electrical energy usage (kWh)
- Customer must be a non-residential customer of Appalachian Power.
- Facility must have a peak demand of at least 125 kW as recorded by Appalachian Power within the last 12 months

Projects that are NOT eligible for an incentive include the following:

- Specific project or equipment modifications that have received rebates from another Appalachian Power program
- Fuel switching (e.g., electric to gas or gas to electric)
- On-site electricity generation
- Gas-driven equipment
- Used or rebuilt equipment

If you have any questions about eligibility, please call 888-261-4567 or email [Takecharge-business@clearesult.com](mailto:Takecharge-business@clearesult.com).

### Program Rules

- Work must be completed via self-install or by a licensed contractor.
- If this application is a rebate/rebate reservation, the funds will be reserved for a period of not more than 90 days.
- Applications require pre-approval by the program team prior to installation.
- The approved rebate will be processed and mailed within four to six weeks of the receipt of the complete application, including all project documentation.
- All rebate applications are subject to an on-site inspection.
- Rebate checks will only be mailed to the customer's or contractor's mailing address as provided on this application.
- The amount and availability of rebates are subject to change.
- Only one account number per application is accepted. If upgrades are made to multiple account numbers, then separate applications must be made reflecting the quantities associated with each account number.
- A Maximum of \$50,000 in rebates per account for Standard Applications and \$150,000 per account for Custom Applications is allowed per program year.
- Any project installed at a facility must be sustainable and provide 100% of the energy benefits as stated in the application for a period of at least five years or for the life of the measure, whichever is less. If the customer ceases to be a delivery service customer of Appalachian Power or removes the equipment or system at any time during the five-year period or the life of the measure, the customer may be required to return a prorated amount of rebate funds to Appalachian Power.
- All installed equipment must meet state, federal and local codes and requirements.
- Projects must be implemented on the Appalachian Power account served by an eligible electric rate type listed on the application.

- Equipment must be purchased, implemented and/or installed, and operating (or capable of operating in the case of season uses) prior to submitting a final application for a rebate. Appalachian Power will issue rebate payments in the form of checks, not utility bill credits.
- The rebate cannot be combined with rebate payments from other Appalachian Power programs. The customer may be eligible to participate in other programs offered by Appalachian Power, as long as no project receives more than one rebate.
- Any and all energy and coincident demand savings generated by the project(s) described in this application are hereby committed to Appalachian Power. These savings will count toward Appalachian Power's energy efficiency and demand reduction targets. In addition, and since Appalachian Power is paying an incentive as part of this application, Appalachian Power retains the sole right to nominate any demand reduction associated with the project(s) into any future PJM Interconnection LLC auctions.

### Rebate Payment Limits

For Standard projects, rebates are based on the program's per unit measure cost, not to exceed \$0.06/kWh, except for compressed air \$0.04/kWh and HVAC \$0.12/kWh measures. Additionally, project incentives will be capped at 30% of the total project cost. Accounts are capped at \$50,000 per customer per calendar year depending on availability.

For Custom projects, Appalachian Power will pay a rebate payment not to exceed \$0.07/kWh saved up to 50% of the cost for each project submitted. Rebates are capped at \$150,000 per customer account per calendar year and may differ depending on the final review calculated rebate amount and availability of funds.

### Application Review Process

Applications are not a guarantee of program acceptance and rebate payment. The Appalachian Power C&I Program will review applications for eligibility and completeness. Completed applications will be reviewed in the order received. Funds are reserved for the project when the Appalachian Power C&I Program receives a completed application package for standard equipment upgrades and determines that the project 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 the review process until all requested information is received. Applicants are encouraged to call 888-261-4567 if they have any questions about documentation requirements.

### Pre-approval Application

For Standard projects, all projects require pre-approval by the Program team. Incentives will not be paid without pre-approval of the project by the Program team.

For Custom projects, all projects require pre-approval by Appalachian Power. Rebates will not be paid by Appalachian Power without pre-approval of your project by the program team.

### Final Application

The final application must be submitted within 60 days of project completion. Project documentation, such as copies of dated invoices for the purchase and installation of the measures and/or product specification sheets, is required. The location or business name on the invoice must be consistent with the application information.

Custom rebate applications must be accompanied by detailed engineering calculations using industry-standard engineering algorithms that document the annual total savings and on-peak demand savings. The applicant must submit calculations and methods used to derive the savings, along with assumptions used in the calculations. In support of the calculations, provide extensive documentation that outlines the basis for the savings estimates. The documentation must provide information on the equipment operating schedule, daily and seasonal load profile, and baseline AND energy-efficient equipment performance at the operating loads. The documentation must provide information on the equipment operating schedule, daily and seasonal load profile, and baseline AND energy-efficient equipment performance at the operating loads. Standard calculations will be performed by Standard Program staff.

The invoice should provide sufficient detail to separate the project cost from the costs of other services not related to the energy efficiency project and other repairs. Appalachian Power reserves the right to request additional supporting documentation as deemed necessary to ensure measure eligibility and verify that the expected energy savings will occur. Confidential information contained in any documents associated with this application will be protected from public filings. However, this information may be disclosed to the West Virginia Public Service Commission. Requested information could include equipment purchase dates, installation dates, proof that the equipment is operational, manufacturer specifications, savings calculation documentation, monitoring data, warranty information and proof of customer co-payment.

**Inspections**

Appalachian Power reserves the right to inspect all projects to verify compliance with the program rules and verify the accuracy of project documentation. This may include pre-installation and/or post-installation inspections, detailed lighting layout descriptions, metering, data collection, interviews and utility bill or monitoring data analyses. The customer must allow access to project documentation and the facility where the measures were installed for a period of five years after the receipt of the rebate payment by Appalachian Power.

**Tax Liability**

Rebates may be taxable. Appalachian Power is not responsible for any taxes that may be imposed on your business as a result of your receipt of payment. A W-9 is required to be provided.

**Disclaimer**

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