



TAKE CHARGE

Before you start

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

Lighting and Non-Lighting Programs involve replacing existing equipment with energy efficiency models for lighting, refrigeration, air compressors, HVAC, low-flow pre-rinse sprayers and vending machine controls.

The programs operate on a reservation-only basis. Applications must be reserved and approval provided by the programs prior to construction. Completed and new construction projects are not eligible. Please see the Terms and Conditions for further information.

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 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:	City:		
Installation Address:			
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 an incentive 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:

- Lighting Program
 Non-Lighting Program

Project Description:

6 Project Questions

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

Please confirm project type*:

Retrofit (replacing equipment at building(s) with an existing account number(s))

*New construction projects are not eligible for rebate

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

Was this project identified during a utility-sponsored energy assessment or through energy design assistance?

Yes No

If yes, please include a copy of the assessment/design assistance report.

If an incentive was not available for your project, would the customer:

- Purchase and install the entire project
- Purchase and install some, but not all of the high-efficiency equipment
- Purchase and install standard equipment
- Not purchase nor install any equipment
- Don't know

7 Rebate Worksheet

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

- Lighting
- HVAC
- Refrigeration
- Food Service Equipment
- Air Compressors
- Vending Machine

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 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 non-residential accounts.

Please note that funds are limited and subject to availability.

Program Effective Dates

The Appalachian Power Commercial and Industrial (C&I) Program offers rebates for qualifying energy efficiency projects until approved funds are exhausted, or until December 31, 2021, 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, 2021, 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 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 Rate Adjustment Clause Rider and receive their electricity over Appalachian Power wires. Customers served under the Public Authority and Commonwealth of Virginia tariffs are not eligible for this program. 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

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

Customers that are not eligible for this program include:

- Customers that have a peak electrical demand of more than 10,000 kW during the past three calendar years
- Customers that are served under the Public Authority or Commonwealth of Virginia tariffs are not eligible.
- Customers who were opted out of Appalachian Power's energy efficiency programs as of July 1, 2018 are not eligible.

If you have any questions about eligibility, please call 888-261-4567 or email Takecharge-business@cleareresult.com

Program Rules

- Work must be completed via self-install or by a licensed contractor.
- The Program is currently a reservation program only. If accepted, funds will be reserved for a period of not more than 90 days.
- 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 \$25,000 in rebates per account number for each program year is allowed.
- Any project installed at a facility must be sustainable and provide 100 percent 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.

- It is the applicant's sole responsibility to ensure that all installed equipment meet or exceed state, federal and local codes and requirements. It is also the applicant's sole responsibility to ensure that all lighting projects meet or exceed Illuminating Engineering Society (IES) recommended light levels for all installations.
- 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 payment of the incentive. Appalachian Power will reissue 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.
- Applications require pre-approval by the program team prior to installation.
- 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 the Lighting and Non-Lighting Programs, rebates are based on the program's per unit measure cost, not to exceed \$.05/kWh for Lighting and \$.08/kWh for Non-Lighting Program measures. Rebates for both programs are capped at 30 percent of total project costs and \$25,000 per customer account per calendar year, depending on availability.

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.

Reservation of Applications

Applicants are required to reserve funding for their project prior to measure installation. They may do so by submitting an application and required available documentation prior to beginning the installation process. The program will provide a letter approving their application for reservation, after which they may install the measures. Upon completion of the project, the applicant must submit the remaining required documentation. Projects may be subject to pre- and post-inspection as detailed in the program Terms and Conditions. Completed projects and new construction activities are not eligible for the program.

Final Application

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.

Rebate applications must be accompanied by documentation that provides detailed information on the installed equipment, operating schedule(s), daily and seasonal load profile, and baseline AND energy-efficient equipment performance at the operating loads.

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 Commonwealth of Virginia State Corporation 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.