



An **AEP** Company

Data Center Program Program Application



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STEPS FOR SUBMITTING YOUR APPLICATION

Step 1: Verify Project, Equipment and Customer Eligibility

- ✓ Project is a new facility improvement that produces a permanent reduction in electrical energy usage (kWh).
- ✓ All installed equipment must meet or exceed industry standards as determined by the Program at the time of installation.
- ✓ Equipment must be installed in facilities served by AEP Ohio.
- ✓ Customer has a valid AEP Ohio account number on an eligible AEP Ohio non-residential account or an approved agricultural account.
- ✓ **Please see the [Terms and Conditions](#) for the Data Center program for all other eligibility and requirements.**

Step 2: Submit Pre-Approval Application to Reserve Funds¹

- ✓ Submitting a Pre-Approval Application to determine qualification and reserve program funds for a project is highly recommended.
- ✓ The Pre-Approval Application process consists of:
 - Completing the top of the Checklist page
 - Reading the Terms and Conditions
 - Completing the Applicant Information form
 - Completing the Data Center Program Worksheet (Pages 8-10)
- ✓ Submit the application via email or mail.
- ✓ The program team will contact applicants requiring a pre-installation inspection for scheduling.
- ✓ Use the same form for the Pre-Approval Application and Final Application.
- ✓ Incentives will be calculated using the Final Application's program year rules and requirements.

¹ A Pre-Approval Application is not a guarantee of an incentive; the actual incentive will be based on the energy savings and equipment installed as determined in the Final Application. Funds are reserved for 90 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 may be cancelled. Reserved funds are not transferable to other projects, facilities and/or customers. A waiting list will be established if funds become fully subscribed.

Step 3: Install Equipment and Perform Project Work

- ✓ Complete project within the 90-day reservation period. Contact the AEP Ohio Data Center Program team for specific questions regarding funding reservations and extensions.
- ✓ Confirm that equipment meets or exceeds program specifications and requirements.

Step 4: Install Equipment and Perform Project Work

- Submit a Final Application upon project completion.
- ✓ Use the same form for the Final Application as the Pre-Approval Application.
 - ✓ Complete Final Application Section of the Checklist page.
 - ✓ Read the Terms and Conditions.
 - ✓ Attach the documentation listed:
 - Completed and signed Customer Agreement form
 - Measure worksheet(s)
 - Completed/Updated Data Center Program Worksheet
 - Dated and itemized invoices for the purchase and installation of all equipment installed
 - Specifications for all equipment installed showing that it meets program requirements
 - ✓ Submit the Final Application via email or mail.
 - ✓ The program team will review your Final Application.
 - ✓ If a final inspection is required, you will be contacted for scheduling.

Step 5: Receive Incentive Payment

- ✓ The program team will send incentive payment 10 to 12 weeks after the Final Application has been reviewed, all measures have been verified and the project is approved.

AEP Ohio Data Center Program

4449 Easton Way, 2nd Floor

Columbus, OH 43219

Phone: (614) 634-8959 | Toll Free: (855) 290-3876

AEPOhioDatacenters@willdan.com

Visit our website at AEPOhio.com/Solutions

CHECKLIST OF REQUIRED ATTACHMENT

Eligible upgrades include (but not limited to):

Facility Systems:

- Cooling
- Airflow Optimization
- UPS/Power Distribution
- VFDs
- Controls (that optimize cooling)
- Rectifiers

IT Systems:

- Virtualization
- Storage Consolidation
- Power Management
- Telecom Switches
- Server/Storage Optimization

Colocation Incentives:

- If your facility relocates its data center, server room or server closet to a colocation facility with more efficient operations, it may be eligible for incentives.
- A colocation facility is a data center that rents space to businesses to host their servers and other computing needs.

Pre-Approval

Completed Applicant Information Form

Estimated Total Project Cost

Estimated Completion Date

Completed Incentives Requested Section of Application

Applicable Incentive Worksheets

Completed Third-Party Payment Release Authorization Section with W9 (optional)

Signed Customer Agreement Form

Equipment Specifications

Proposed Scope of Work

W-9 (Customer's W-9 or 3rd party W-9, if applicable)

Final Application Only

Completed Applicant Information Form

Completed Incentives Requested Section of Application

Applicable Incentive Worksheets

Total Project Cost

Completion date

Completed and Signed Final Payment Agreement and Customer Agreement Forms

Completed Third-Party Payment Release Authorization Section with W9 (optional)

Itemized Invoices

Equipment Specifications

Scope of Work

W-9 (Customer's W-9 or 3rd party W-9, if applicable)

Final Application Only (if Pre App has been Submitted)

Completed Applicant Information Form (optional)

Assigned Project Number on Signature Page

Total Project Cost

Project Completion Date

Completed and Signed Final Payment Agreement and Customer Agreement Forms

Completed Third-Party Payment Release Authorization Section (optional)

Itemized Invoices

Updated Scope of Work (if there were changes from pre)

Applicable Incentive Worksheets (if there were changes from pre)

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Revised Submittal

Please complete below if this is a revised submittal.

Submittal date _____

AEP Project Number (if known) AEP - 1 __ - _____

APPLICANT INFORMATION

Important: Please read the Terms and Conditions before signing and submitting this application. Complete all information and provide required documentation to avoid processing delays.

Project Information

Business Type _____

W-9 Tax Status _____

How Did You Hear About the Program _____

Shift _____

Affected Area Square Footage _____

Dodge Report Number
(new construction only) _____

Building Operating Hours _____

Equipment Operating Hours _____

Name of Applicant's Business _____

Project Name (if applicable) _____ Name as It Appears on Utility Bill _____

AEP Ohio Account Number Where Measure Installed _____ Taxpayer ID (SSN/FEIN) _____

Consolidating/Moving from Multiple Account Numbers? List all Account Numbers: _____

Mailing Address _____ City _____ State _____ Zip _____

Check if mailing address and installation address are the same.

Installation Address _____ City _____ State _____ Zip _____

Customer Contact

Please provide all contacts we may need to process this project. List the project decision-maker, the technical contact, etc. as the contractor contact.

Name of Contact (preferred contact for documentation) _____

Title of Contact _____ Phone # _____ Ext. _____

Contact Fax # _____ Contact Email _____

Solution Provider/Contractor Information¹

Name of Contracting Company _____

Name of Contact Person _____ Title of Contact _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Ext. _____ Contact Fax # _____ Contact Email _____

If there are questions about the application who should we contact? Customer Contractor

¹ Solution provider/contractor is the party involved in the application submittal (i.e., specs, scope of work, etc.).

CUSTOMER AGREEMENT

Digital Signature Instructions

1. Click in the signature box.
2. Follow the digital signature directions displayed in the "Add DigitalID" pop-up box.
3. Establish a digitalID and password.
4. In the "Sign Document" pop-up box, you can select to change the signature appearance from typed font to an imported graphic.
5. Follow directions to save signed application; signature and verification information will appear in the signature box.

Pre-Approval Application

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

Total Incentive Requested¹

Date

Estimated Completion Date

Estimated Project Cost

Third Party Payment Release Authorization (optional)

Complete this section ONLY if incentive payment is to be paid to an entity other than the AEP Ohio customer listed on the Applicant Information page.

I authorize the payment of the incentive to the third party named below and understand that I will not receive 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 and Conditions, and Final Payment Agreement.

Authorized by

Date

Account Holder Signature (AEP Ohio Customer)

Print Name

Make checks payable to:

Company/Individual _____

Mailing Address _____ City _____ State _____ Zip _____

Phone #: _____ Taxpayer ID# (SSN/DEIN of payee) _____ Tax Status _____

¹ AEP Ohio will pay the lesser of 1) the calculated incentive as approved by AEP Ohio or 2) 50% of the incremental project cost (not including internal labor).

CUSTOMER AGREEMENT

Final Application

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 concur that I must meet all eligibility criteria in order to receive payment under this program. For final applications, sign and submit only after all equipment is installed and operational. A customer signature is required for payment. Signed applications received by email will be treated the same as original applications received by mail.

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

AEP Project Number

AEP - 1 __ - _____

Total Project Cost

Customer Signature (AEP Ohio Customer)

Date

Total Incentive Requested¹

Print Name

Project Completion Date

SUBMIT VIA EMAIL

PRINT APPLICATION

¹AEP Ohio will pay the lesser of 1) the calculated incentive as approved by AEP Ohio or 2) 50% of the incremental project cost (not including internal labor).

DATA CENTER PROGRAM WORKSHEET: UPGRADE AND SYSTEM DETAILS

Use this form or supply similar information for data center applications. Prior to submitting this application, please contact the AEP Data Center Program team.

Data Center Program Incentives					
Incentive Rate ²	Data center projects will be eligible for one of the following incentive rates¹:				
	\$0.07/kWh saved during the first year after project completion (\$0.06/kWh saved for Virtualization projects)				
Incentive Tiering	After \$100,000 incentive payout is reached, rate will be reduced to 35% of eligible calculated incentive value. For example, \$0.07/kWh will be reduced to \$0.025/kWh				
Incentive Threshold	50% incremental cost				
Eligibility	Payback period of 1 to 7 years ³				
Project Description					
<i>Please check whether your project is a:</i>					
				Equipment installation, retrofit or commissioning	
				New construction or major renovation	
<i>Please select any and all IT systems involved in this project:</i>					
Virtualization		Power Management		Server/Storage Optimization	
Storage Consolidation		Telecom Switches		Other: _____	
<i>Please select any and all facilities systems involved in this project:</i>					
Cooling		UPS/Power Distribution		Lighting	
Airflow Optimization		VFDs		Other: _____	
Facility Information					
Size of IT space (sq. ft.)	Current		IT load (kW)	Current	
	Post-Project			Post-Project	
Annual electricity usage (kWh):					
Annual electricity cost (\$):					
PUE, if known ⁴ :					

¹ Incentive rate will be determined based on scale, and associated costs. For more information, contact the Data Center Program team at (855) 290-3876 or AEPOhioDatacenters@willdan.com.

² Incentive payout is per site, per project. Payout rate for incentive resets at the beginning of each program year for data centers spanning multiple program years for loading. There is no annual cap to incentive payout

³ The project simple payback prior to the incentive payment generally should be greater than one year and less than seven years, or pass cost effectiveness test(s) determined by AEP Ohio to qualify for an incentive.

⁴ PUE refers to Power Usage Effectiveness, which is equal to the total power used by the facility divided by the power utilized directly by facility IT equipment.

Project Scope

Please describe the scope of work that will be performed (e.g., chiller replacement, CRAH units, containment, desktop virtualization, etc.).

Baseline or Existing System Summary

Describe either the existing or baseline system. Include the following information: system description, equipment age and operating efficiencies. For new construction, include baseline material and labor costs. Attach additional sheets as required.

Proposed New System

Describe the project(s) planned. Include the following information: proposed system description, operating efficiencies, material and labor costs, and any interactions with existing equipment that may cause additional efficiency gains. Attach additional sheets as required.

Calculation Methodology

Provide calculations to estimate annual energy demand (kW) and consumption (kWh) savings. Include a description of the methodology, calculation worksheets, and all applicable product data sheets (e.g., equipment specifications, past consumption data, etc). Attach additional sheets as required.

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Data Center Wish List

Please check the boxes of any additional data center projects you are planning/would be interested in:

Data center energy audit or benchmarking	<input type="checkbox"/>	Implementing virtualization	<input type="checkbox"/>
Identification of inactive servers	<input type="checkbox"/>	Hot-aisle/cold-aisle configuration	<input type="checkbox"/>
CFD analysis/"hot spot" analysis	<input type="checkbox"/>	Installation of VFDs	<input type="checkbox"/>
In-row/in-rack cooling	<input type="checkbox"/>	Adding compute capacity	<input type="checkbox"/>
Free cooling	<input type="checkbox"/>	Metering energy consumption	<input type="checkbox"/>
New/replacement CRACs ¹ , CRAHs ² , or chillers	<input type="checkbox"/>	Installation of controls or BMS ³	<input type="checkbox"/>
Energy-efficient lighting	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>

Commercial & Industrial Wish List

Please check the boxes of any commercial & industrial projects you are planning/would be interested in:

Development of a comprehensive energy plan	<input type="checkbox"/>
Energy-efficient new or existing non-data center capital improvements	<input type="checkbox"/>
Data center or other retro-commissioning projects	<input type="checkbox"/>
Non-data center energy audits or benchmarking	<input type="checkbox"/>

The Data Center Program team is available to assist with your application. Please contact a team member at (855) 290-3876 or AEPOhioDatacenters@willdan.com before submitting your application.

¹ CRAC: Computer Room Air Conditioner

² CRAH: Computer Room Air Handler

³ BMS: Building Management System