

### **Audit Program for County and Local Governments and Schools - Request Form**

FirstEnergy's Standard Lighting Incentives for Business program offers incentives and information to encourage participants to install highefficiency lighting equipment. The program is funded by Met -Ed, Penelec and Penn Power nonresidential electric utility customers in Pennsylvania in accordance with Act 129 of 2008.

#### **Effective Dates**

Audit incentives will be available for audits performed and completed after May 31, 2010. However audits that were completed between Oct. 28, 2009 and May 31, 2010 and meet this program's guidelines (see page 3) may also be eligible for the audit incentive.

#### **Eligible Participants**

Audit Program incentives are available to county and local governments and K-12 schools that are retail electric service customers of Met-Ed, Penelec and Penn Power. These include, but are not limited to, county office buildings, municipal office buildings, K-12 school facilities, and municipal garages. Participants are encouraged to select an auditor from the list of Audit and Technical Assessment Providers (ATAP) on [energysavePA.com](http://energysavePA.com), but may select a provider that is not included on the list. If the audit service provider would like to be added to the ATAP list, please refer them to the program website for RFQ document and details.

#### **Pre-Approval Requirements**

All audit incentive requests are subject to review and approval by the program staff. To request an audit incentive, submit a completed Audit Incentive Request form to the program manager. Pre-approval from the program manager must be received prior to the participant signing a contract with the audit service provider.

#### **Audit Incentives**

Once an audit is complete, the participant must submit a copy of the audit report to the program manager, along with an invoice showing payment for the audit. Eligible participants may receive up to \$2,000 per audit.

#### **Questions?**

If you have questions, please review the FAQ section of the program website – [www.energysavePA.com](http://www.energysavePA.com). This information is being updated regularly. Specific questions also can be sent to program representatives via email – [energysavePA@saic.com](mailto:energysavePA@saic.com)

### **How Do I Apply for Incentives?**

Please review the Business Program Terms and Conditions and application requirements.

**Step 1:** Complete the Audit Request Form

**Step 2:** Sign the Audit Incentive Request Form and submit to the program manager for consideration. Incomplete request forms will not be considered and will be returned to the applicant for completion.

Complete Audit Incentive Request Form must be returned via email, fax or hardcopy:

Mail: **FirstEnergy County and Local Government Audit Program**  
6059 Allentown Blvd.  
PMB #573  
Harrisburg, PA 17112  
Fax: 610-743-8629  
Email: [energysavePA@saic.com](mailto:energysavePA@saic.com)

**Step 3:** The program manager will notify the applicant via email when the initial review is complete and funds have been reserved. Upon receipt of program pre-approval, participants may sign a contract with the audit service provider.

**Step 4:** Once the audit is complete, the participant should review the audit report and submit a copy of the report to the program for incentive payment.

Following review and approval, applicants will be required to submit a W-9 with Tax Identification associated with the incentive recipient to enable processing. W-9s are not required until approved.

CUSTOMER AND PROJECT INFORMATION			
Customer Information			
Company Name:		Utility Company: <input type="checkbox"/> Met-Ed <input type="checkbox"/> Penelec <input type="checkbox"/> Penn Power Account Number (Required) _____	
Tax ID (SSN/FEIN):		_____	
Mailing Address (check mailed to):	City:	State:	Zip:
Contact Name/Title:			
Email Address:	Telephone:	Fax:	
Physical Installation Address (if different from above):	City:	Zip:	
How did you hear about the program? <input type="checkbox"/> Program Contact <input type="checkbox"/> Utility Contact <input type="checkbox"/> Trade Ally <input type="checkbox"/> Direct Mail <input type="checkbox"/> Mass Media  <input type="checkbox"/> Seminar <input type="checkbox"/> Other _____			
Contractor / Program Ally Information - if applicable			
Company Name:		Contact Name/Title:	
Mailing Address:	City:	State:	Zip:
Email Address:	Telephone:	Fax:	
Authorization for Incentive Payment to Third Party			
Please note that payment will be made to Contact at Company listed above unless Third Party payment is authorized. If check is to be paid to a Third Party, please fill this Authorization box completely.			
Payable To:		Representative Contact:	
Mailing Address:			
Phone:	Email Address:	Tax ID (SSN/FEIN):	
Customer Contact Signature: _____			
Print Name: _____		Date: _____	
Facility / Project Information			
<b>Facility Type (check one)</b> <input type="checkbox"/> Education – Primary School <input type="checkbox"/> Education – Secondary School <input type="checkbox"/> Education – Community College <input type="checkbox"/> Education – University <input type="checkbox"/> Grocery <input type="checkbox"/> Medical – Hospital <input type="checkbox"/> Medical – Clinic <input type="checkbox"/> Lodging Hotel (Guest Rooms) <input type="checkbox"/> Lodging Motel <input type="checkbox"/> Manufacturing – Light Industrial <input type="checkbox"/> Multifamily – Common Areas <input type="checkbox"/> Office – Large <input type="checkbox"/> Office – Small <input type="checkbox"/> Restaurant – Sit-Down <input type="checkbox"/> Restaurant – Fast-Food <input type="checkbox"/> Retail – 3-Story Large <input type="checkbox"/> Retail – Single-Story Large <input type="checkbox"/> Retail – Small <input type="checkbox"/> Storage – Conditioned <input type="checkbox"/> Storage – Unconditioned <input type="checkbox"/> Streetlighting/Outdoor Area Lighting <input type="checkbox"/> Traffic Signals <input type="checkbox"/> Warehouse <input type="checkbox"/> Other: _____	<b>Please choose the best description of the predominant space type included for this project:</b> <input type="checkbox"/> Air Conditioned Space <input type="checkbox"/> No Air Conditioning <input type="checkbox"/> Freezer Space <input type="checkbox"/> Refrigerated Space Is natural gas available at your facility? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Facility Size: (Approx. Sq. Ft.)</b> _____	<b>Customer Class (Check all that apply):</b> <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Multifamily <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Government (State, County or Municipal) <input type="checkbox"/> Institutional <input type="checkbox"/> Low Income	
What building and systems will be evaluated by this audit? _____ _____ _____			
<b>Project Schedule:</b> Start Date: _____ Completion Date: _____ Estimated Total Cost: _____			

## Guidelines

- Studies must be provided by individuals or firms that are capable of performing energy audits that meet the program guidelines. A list of Audit and Technical Assessment Providers (ATAPs) will be available to customers on the program website at [www.energysavePA.com](http://www.energysavePA.com) ; however, participants may use any auditor, not just those on the ATAP list.
- A comprehensive energy audit requires that energy conservation measures (ECMs) from at least two major end use areas such as lighting and HVAC must be evaluated. Note: studies involving single ECMs will not be eligible for energy audit incentives, e.g. lighting contractors providing an energy audit as part of a lighting proposal.

## Completed Energy Audit Format

- Cover Letter - Include the customer's name, the name & location of the facility being studied, date submitted and identity & contact information of the ATAP.
- Facility Overview - Describe the energy audit report and its purpose. Include as many facility details as possible, such as:
  - facility square footage,
  - vintage (age) of the facility and all major additions/renovations,
  - overview of facility use,
  - general construction (mass, steel framed, wood framed, level of insulation, etc),
  - general dimensions (bldg height, # of floors),
  - hours of occupancy and/or number of shifts,
  - characterization of building usage,
  - description of the base systems (lighting, HVAC, refrigeration, process, etc).
- Executive Summary Section - Briefly describe the energy audit scope, provide a summary table of the recommended ECMs with the following columns:
  - measure description,
  - measure life,
  - annual energy savings,
  - peak demand savings,
  - annual cost savings,
  - estimated installed cost by labor,
  - material and total cost,
  - potential incentive, and
  - simple payback after incentive.

Briefly describe the baseline, proposed equipment and operation for each ECM, being certain to emphasize major issues that impact energy use. Include a cost estimate to implement the ECM, based on standard estimating practices.

- Energy Conservation Measure and/or Technology Application Section - Provide a detailed narrative description of each recommended ECM that clearly documents all key engineering assumptions made in analyzing each measure and describe the method of analysis. Provide a summary of the energy savings analysis and the results.

Any interactive effects, along with their benefits or disadvantages, should be considered. Where appropriate, describe the monitoring procedures conducted to determine energy usage and potential energy savings.

If a building simulation modeling program, such as DOE2, eQuest, or EnergyPlus was used, provide a narrative on the input data used to screen each measure and all relevant output reports. Provide estimated cost information based on standard estimating practices. Include a summary table with installation costs, annual energy savings, peak demand savings, rated life of measure, potential incentives, and simple payback after the incentive.

**BUSINESS PROGRAM TERMS & CONDITIONS**

<b>Definitions</b>	<p>FIRSTENERGY COMPANIES (“THE COMPANY” OR “COMPANIES”) - Metropolitan Edison Company, Pennsylvania Power Company and Pennsylvania Electric Company.</p> <p>PROGRAM or Programs – Company programs approved by the Pennsylvania Public Utility Commission (“PUC”) for implementation under Pennsylvania Act 129. This application relates to the Business programs supporting energy efficiency in the Companies’ Commercial and Industrial customer facilities including, municipal, government and institutional facilities.</p> <p>AUDIT AND TECHNICAL ASSESSMENT PROVIDER (ATAP) - Companies or individuals experienced in providing energy audits and technical assessments of energy-saving projects.</p> <p>PROGRAM MANAGER – The party contracted by the Company for management of the Programs.</p> <p>ENERGY-EFFICIENCY MEASURES – Any equipment, service or action eligible to receive a Program Incentive payment under the Program.</p> <p>PARTICIPANT (or PARTICIPATING CUSTOMERS) – Those non-residential electric service eligible customers of the Companies who participate in this Program.</p> <p>PROGRAM INCENTIVES – Refers to the monetary incentive, rebate or service that the Program provides to participating customers pursuant to the Program.</p> <p>CREDITS – Refers to the energy, capacity or environmental attributes from Alternative Energy Portfolio Standards (including Energy Efficiency and Demand Response) associated with measures for which incentives were provided, or PJM Capacity Credits.</p>
<b>Eligibility</b>	<p>“Participant” or “Participants” are Program customers identified above served by Metropolitan Edison Company, Pennsylvania Power Company and Pennsylvania Electric Company as defined above. Residential customers are not eligible for incentives through the Commercial and Industrial Programs. Incentives are awarded only to Participants, or their assigned agents, for qualifying equipment (“Energy Efficiency Measures”) that is installed or provided in the Commonwealth of Pennsylvania at the location identified in this Application, and such Participants are responsible for compliance with the Terms and Conditions set forth herein.</p>
<b>Compliance</b>	<p>The Participant is responsible to comply with all applicable laws, rules and regulations, and to comply with all federal, state, and local codes.</p>
<b>Publicity</b>	<p>With Participant’s written permission, the Companies may publicly recognize participation in the Programs and disclose information relating to the Participant’s participation in the program, including such data as: projected project energy savings, the incentive amount, and other similar information.</p>
<b>Application and Eligibility Process</b>	<p>The Programs provide for payment of incentives after the provision of qualified energy audit and review of final documentation for compliance with program requirements by the Program Manager. In order to be eligible for incentives, a Participant, or an agent (contractor/vendor) authorized by the Participant, must submit a properly completed Audit Incentive Request Form, including an application and technology worksheets, to the Program Manager before the equipment is purchased or service provided. If eligible, the Participant will receive an approval letter with the estimated incentive amount and the date by which the audit must be provided for the approval to remain in effect.</p> <p>After audit is completed, the Participant must finalize and submit the completed audit report, along with the invoice, and any other required documentation as may be specified on the application or in the program’s initial approval letter. Applications must be filled out completely, truthfully and accurately, and include signatures of the Participant and its authorized agents (as appropriate). Final payment will be based on the final audit report documentation provided with the final project application.</p>
<b>Dates of Program</b>	<p>Incentives are available for audits provided on or after <b>October 28, 2009</b> that satisfy the program requirements. Complete documentation will be required with final applications for the participant to be eligible for incentive payment. The program is subject to revision or termination at any time by the Company.</p>
<b>Service Provision Schedule Requirements</b>	<p>Pre-approved projects will receive approval letters defining terms for payment and a commitment expiration date. If the Participant: (1) has not engaged in provision of the pre-approved audit; and (2) has not applied to the Program Manager for a project extension within 6 months from the date the Program Manager pre-approves the project, the Program Manager may cancel Participant’s application without liability.</p>
<b>Acceptable Proof of Purchase</b>	<p>Acceptable forms of Proof of Purchase include paid invoices or receipts. The documentation must show scope of work, facility location(s), and dates of service provided that are of sufficient detail to verify that the energy audit has been completed. <i>The Program Manager may, at its sole discretion, accept other forms of proof of purchase.</i></p>
<b>Evaluation, Measurement and Verification</b>	<p>The Program Manager may, but is not obligated to, conduct an inspection of the facility to verify pre- and post-installation conditions or verify documentation prior to incentive payment, at anytime after receipt of applications and up to 5 years after payment of incentives. In addition, the Pennsylvania Public Utility Commission and the Companies have engaged Evaluation Measurement and Verification (“EM&amp;V”) contractors to evaluate program performance which may involve additional visits. The applicant must provide reasonable access to the facility, the equipment, and related documentation and data. The Companies or their agents may install simple/standard metering devices on equipment for program data collection, measurement and verification purposes. The Companies and their agents are not obligated to pay any incentive awards until it has performed a satisfactory post-installation verification, unless it has waived this requirement. If the Program Manager determines that the equipment was not installed in a manner consistent with the approved application, or if non-qualifying equipment was installed, it may require changes before making payment.</p> <p>If qualifying equipment cannot be located at the Participant’s facility or is not installed in a manner consistent with the provisions of these Terms and Conditions, the Company may seek recovery of the incentives paid.</p>

**FirstEnergy** County and Local Government Audit Incentive Request Form Program

Met-Ed • Penelec • Penn Power

<b>Assignment</b>	The Participant may assign Program Incentives to a specified third party.
<b>Participating Customer's Certification</b>	Participant certifies that he/she purchased the services listed in its application at its defined Pennsylvania location listed therein. Participant agrees that all information is true and that he/she has conformed to all of the program's eligibility requirements, terms and conditions.
<b>Incentive Amounts</b>	Program Incentives will equal either: a) the approved Program Incentive amount reflecting incentives in effect at the time of approval up to a maximum of \$2,000 per participant account number as determined by the Program Manager. Please allow ninety (90) business days for delivery of the Program Incentive. Applications requiring post-audit inspections and unanticipated high volume of activities may require additional time. If information is missing or incorrect on the application, processing and delivery of the Program Incentive may also require additional time.
<b>Taxes</b>	Incentives received by the Participant under this Application may be taxable by the federal, state, and local government. The Participant is responsible for declaring and paying all such taxes. Companies shall have no liability or obligation for any taxes.
<b>Indemnification and Limits of Liability</b>	<p>The Participant shall protect, indemnify, and hold harmless the Companies' and their agents, contractors, employees, officers and directors from and against all liabilities, losses, claims of death or injury or other damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorney's fees and expenses) incurred by or assessed against the Companies or their agents, contractors, employees, officers and directors arising out of or relating to the performance of this Application or arising out of or relating to the installation, use and maintenance of the equipment, designs, practices or methods involved in this Participant's project.</p> <p>In no event shall any indemnified party be liable for any punitive, exemplary, special, indirect, incidental or consequential damages (including, but not limited to, lost profits, lost business opportunities, loss of use or equipment down time, and loss of or corruption to data) arising out of or relating to this Agreement or Program, regardless of the legal theory under which such damages are sought.</p>
<b>Warranties</b>	<p>The Companies make no express or implied warranties regarding the performance of installed equipment, the quality of any contractor's work, or that the equipment will result in any energy or cost savings.</p> <p>THE COMPANIES AND THEIR CONSULTANTS DO NOT ENDORSE, GUARANTEE, OR WARRANT ANY PARTICULAR SERVICE PROVIDER, MANUFACTURER OR PRODUCT, AND THEY PROVIDE NO WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR IMPLIED WARRANTY OF FITNESS FOR ANY PRODUCT OR SERVICES. THE COMPANIES ARE NOT LIABLE OR RESPONSIBLE FOR ANY ACT OR OMISSION OF ANY CONTRACTOR (IF ANY). THE CUSTOMER'S WARRANTIES ARE LIMITED TO ANY WARRANTIES THAT MAY BE PROVIDED BY CONTRACTORS, VENDORS OR EQUIPMENT MANUFACTURER.</p> <p>NEITHER THE COMPANIES NOR THEIR CONSULTANTS ARE RESPONSIBLE FOR ASSURING THAT THE TECHNICAL RECOMMENDATIONS, DESIGN, ENGINEERING AND CONSTRUCTION OF THE FACILITY OR INSTALLATION OF THE EQUIPMENT IS PROPER OR COMPLIES WITH ANY PARTICULAR LAWS, CODES, OR INDUSTRY STANDARDS. THE COMPANIES DO NOT MAKE ANY REPRESENTATIONS OF ANY KIND REGARDING THE RESULTS TO BE ACHIEVED BY THE ENERGY EFFICIENCY MEASURES OR THE ADEQUACY OR SAFETY OF SUCH MEASURES.</p>
<b>Recycling (Proper Disposal of Waste)</b>	The Company and its agents are not responsible for the proper disposal or recycling of any waste generated as a result of this project.
<b>Endorsement (Product/Vendor Neutrality)</b>	The Company and its agents do not endorse any particular market provider, manufacturer, product, labor or system design by offering this Program.
<b>Termination</b>	<p>Incentives are available for energy efficiency measures on a first-come, first-served basis subject to the availability of funds. Program availability, program terms and equipment eligibility may change without notice at the discretion of the Companies.</p> <p>Submission of any application does not give rise to any obligation to make any incentive payment by the Companies and their agents.</p>

**Acknowledgement**

I read, understand and am in compliance with all rules and regulations concerning this Program. I certify that all information provided is correct to the best of my knowledge, and I give the Companies permission to share my records with the Pennsylvania Public Utility Commission, or its contractors, who plan to evaluate my energy usage. Additionally, I will allow reasonable access to my property to verify the installation and performance of the Energy Efficiency Measures that are eligible for incentives under the Programs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

By signing, I certify that I have read, understood and agree to the terms and conditions listed above and am authorized to sign on behalf of the participant.

**FOR PROGRAM USE ONLY**

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_ Pre-Approval?  Yes  No

Application Number: \_\_\_\_\_