



Commercial Electric Vehicle (EV) Charging Station Incentive

Program Application 2019

August 2019 revision



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Application Guidelines

STEP 1. Verify Eligibility

- Customer must have a valid AEP Ohio account.
- Equipment must be installed at facilities served by the AEP Ohio account.
- All installed equipment must be on the approved [equipment list](#).
- Please see [EV Charging Station Terms and Conditions](#) for program rules and regulations.
- Individual applications must be submitted for each proposed project site.
- Incentive limits apply to all affiliates and subsidiaries of the customer.
- All installed equipment must be separately measured by an AEP Ohio installed check meter for the purposes of data collection. Electrical permits, when required by local jurisdiction must be provided to AEP Ohio prior to installation of check meter.
- Each EVSE will be required to display the AEP Ohio logo. EVSEs in the seven counties of Smart Columbus are encouraged to also include the Smart Columbus logo. Artwork must be pre-approved by AEP Ohio prior to production.
- The Site Host is required to maintain the EVSE for the full 4 years from the operational date of the EVSE, including network data access, and is required to pay all Operations and Maintenance costs associated with the EVSE.

STEP 2. Complete Applicant Information

- All fields in customer and project information sections must be completed.
- Contractor information must be completed.

STEP 3. Complete the Incentive Worksheet(s)

- Find and read specifications related to the project.
- Choose the incentive category on the worksheet based on equipment to be installed and specifications.
- Complete all fields on the related worksheet.

STEP 4. Submit Pre-Approval Application

- Read the Terms and Conditions before signing and submitting the application.
- Pre-Approval Application must be submitted with complete information in all fields in all sections:
 - Applicant Information
 - Customer Agreement
 - Project Narrative
 - Project Costs and Financing
 - Illustration of proposed equipment site location and configuration
- Submit W-9 form

(continued on next page)

STEP 4. Submit Pre-Approval Application (continued)

- Sign and Submit a Pre-Approval Application to determine qualification and reserve program funds for a project.¹
- Submit application via email to OhioEVCharging@aep.com. No handwritten or faxed applications can be accepted.
- An inspection may be required during application review; applicants requiring inspection will be contacted for scheduling.

STEP 5. Submit Final Application

- Complete all fields for Final Application Agreement.
- After the project is completed, sign Final Application Agreement and submit the application to receive funds.
- Update the application if equipment and/or final costs differ from pre-application.
- Final Application must be submitted with:
 - Dated and itemized material invoice
 - External labor invoice (if applicable)
 - Photo of installed equipment with required co-branding displayed
- Submit application via email to OhioEVCharging@aep.com. No handwritten or faxed applications can be accepted.
- An inspection may be required during application review; applicants requiring inspection will be contacted for scheduling.

AEP Ohio EV Charging Incentive Program

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Visit our website at aepohio.com/EVCharge

¹ AEP Ohio must review and approve the application to reserve funds. A Pre-Approval Application is not a guarantee of an incentive; the actual incentive will be based on eligible project costs 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.

Application Checklist

PRE-APPROVAL APPLICATION

- ☐ Completed Applicant Information
- ☐ Estimated Total Project Cost
- ☐ Estimated Completion Date
- ☐ Completed Applicable Incentive Worksheets
- ☐ Completed and Signed Customer Agreement
- ☐ Completed Proposed Project Narrative
- ☐ Illustration of Proposed Equipment Site Location and Configuration
- ☐ Completed Equipment Specifications
- ☐ Completed Project Costs and Financing
- ☐ W-9 Form (Business Name on Application Must Match Line 1 or 2 on the W-9 Form)

FINAL APPLICATION (REQUIRES PRE-APPROVAL)

- ☐ Completed Applicant Information
- ☐ Confirmed Assigned Project Number on Signature Page
- ☐ Completed Project Narrative, Including a Photo of the Installed Equipment with Required Co-Branding Displayed
- ☐ Completed Actual Total Project Costs and Financing
- ☐ Completed Actual Project Completion Date
- ☐ Completed and Signed Final Payment Agreement
- ☐ Included Equipment Specifications (If there were Changes from Pre-approval)
- ☐ Included Itemized Invoices

Applicant Information

CUSTOMER INFORMATION

Business Name _____

Name as it Appears on AEP Ohio Electric Bill _____

How many AEP Ohio Accounts are at the Project Site? _____

Primary AEP Ohio Account Number¹ _____

Additional AEP Ohio Account Numbers for this Project¹

Taxpayer ID _____ - _____ W-9 Tax Status _____

PRIMARY CUSTOMER CONTACT INFORMATION

Contact Name _____ Title of Contact _____

Phone _____ Ext. _____ Contact Email _____

MAILING ADDRESS - WHERE CHECK WILL BE SENT

Contact Name _____ Contact Title _____

Mailing Address _____ City _____ State ____ Zip _____

Phone _____ Ext. _____ Contact Email _____

PROJECT INFORMATION

Project Name (if applicable) _____

☐ Check if mailing address and project site address are the same.

Project Site Address _____ City _____ State ____ Zip _____

Installation Type _____

Is this a Low-income Installation? ☐ Yes ☐ No

¹ Please only enter the first ten digits of the account number.

Applicant Information

INSTALLATION CONTRACTOR INFORMATION

Company Name _____

Contact Name _____ Title of Contact _____

Mailing Address _____ City _____ State ____ Zip _____

Phone _____ Ext. _____ Contact Email _____

Who should we contact with questions about the application?

☐ Customer

☐ Contractor

How Did You Hear About the AEP Ohio EV Charging Station Incentive Program?

Customer Agreement

APPLICATION AGREEMENT

By signing this document, I agree to program requirements outlined in the [Terms and Conditions](#) for the EV Charging Station Incentive program and Final Application Agreement. As an eligible customer, I verify the information is correct and request consideration for participation under this program. Furthermore, I concur that I meet all eligibility criteria in order to receive payment under this program.

☐ Pre-Approval Application

☐ Final Application (post-installation)

Primary AEP Ohio Account Number _____ Project Completion Date _____

Print Name

Date

AEP Ohio Customer Signature

Project Narrative

All EV Charging Station Incentive projects require Pre-Approval to reserve funds.

PROJECT SUMMARY

Provide a brief summary of the project. Include the equipment models installed, along with why the particular equipment was chosen. Please also include why the specific location is suitable for the proposed project.

Level 2 Charging Stations

Number of Level 2 Charging Stations _____

Total Number of Level 2 Ports _____

EVSE Hardware Manufacturer _____

EVSE Software Platform _____

DC Fast Charging Stations

Number of DC Fast Charging Stations _____

Total Number of DC Fast Charging Ports _____

EVSE Hardware Manufacturer _____

EVSE Software Platform _____

PERMITS AND APPROVALS

Please identify and list the status of all necessary permits or other approvals required for the project.

END USER CONSIDERATIONS

Provide a brief summary of how consumers will be charged for utilization of the charging stations.

EQUIPMENT MAINTENANCE AND END USER SUPPORT

Provide a brief summary of how you will work with your contractor to ensure uptime and end user customer satisfaction with the charging site.

Project Costs and Financing

PROJECT BUDGET

Please provide a budget for equipment, installation and other cost categories listed below.

EV Charging Equipment Project Component	Line Item Description	Estimated Cost (Pre-Approval Application)	Actual Cost (Final Application)
Project Management Costs (Please itemize)		\$	\$
Utility Installation Costs		\$	\$
Equipment Costs			
DC Fast Charger, if applicable (Quantity x Price)		\$	\$
AC Level 2 Charger, if applicable (Quantity x Price)		\$	\$
Network Access Charges		\$	\$
Other Components		\$	\$
Labor Installation Costs		\$	\$
Permitting fees, if applicable (Please itemize)		\$	\$
Other Cost		\$	\$
TOTAL PROJECT COSTS		\$	\$

EXTERNAL FUNDING SOURCES

Please describe any external sources of funding for this project, as well as the nature of the contribution. Sources of funding may not exceed 100% of the total project cost.

TOTAL EXTERNAL FUNDING	\$

Please refer to the [EV Charging Station Incentive Program Terms and Conditions](#) for incentive payment limitations.

NOTE: Submit application via email to OhioEVCharging@aep.com. No handwritten or faxed applications can be accepted. Attach an illustration of proposed equipment site location and configuration with your application.