

## Residential Energy Improvement Program Project Completion Form

### Instructions

To receive rebates, participating contractors should complete the attached Project Completion Form and submit it with required documentation to:

E-mail: info@SWEPCOgridSMART.com  
 Fax: (479) 234-4972  
 Mail: SWEPCO Residential Rebates  
 P.O. Box 9567  
 Fayetteville, AR 72702

### Step 1: Complete the Project Completion Form.

- Complete Section One of the Project Completion Form by providing key information about the project site and project type.
- For each measure installed or service performed, complete the applicable sections in Section Two.
- If customer elects to transfer their portion of the rebate to their contractor, customer must initial Rebate Transfer section.

### Step 2: Attach required documentation.

- For all measures: Attach a copy of the final invoice.
- Some measures will require additional documentation. Please see below for details.

HVAC Installations	Include a copy of Load Calculation (Manual J). Contractor staff member with required credentials must sign the Terms and Conditions Signature section.
Air Infiltration	Contractor staff member with required credentials must sign the Terms and Conditions Signature section.
Duct Sealing	Contractor staff member with required credentials must sign the Terms and Conditions Signature section.
Home Walk-Through Assessment	Include a copy of completed and signed Home Walk-Through Assessment Form.

### Step 3: Submit paperwork.

- Submit the required paperwork to SWEPCO for review and verification that the upgrade or service performed meets SWEPCO's requirements.

### Step 4: Receive rebate check.

- Homeowners and contractors will receive their rebate checks via mail within 6-8 weeks of project paperwork submission.
- SWEPCO may perform an in-home inspection to verify the products installed or services performed.

## Residential Energy Improvement Program Project Completion Form

### Section One: General Project Information

Project Information									
Project Installation Date:			Contractor:						
First Name:		Last Name:							
Project Site Address:									
Project Site City:				County:		Zip:			
Primary Phone:					Alt. Phone:				
E-mail Address:									
Account Information									
SWEPCO Account #:									
SWEPCO Account Holder Name									
Rebate Mailing Information (if different than above)									
First Name:			Last Name:						
Address:									
City:				State:		Zip:			
General Home Information									
Square footage:		# of Residents:		# of Stories:					
Heating Type:		<input type="checkbox"/> Electric Heat Pump		<input type="checkbox"/> Electric Resistance		<input type="checkbox"/> Gas		<input type="checkbox"/> Dual Fuel	
Air Conditioning:		<input type="checkbox"/> Central		<input type="checkbox"/> Window		<input type="checkbox"/> None			
Water Heater Fuel Type:		<input type="checkbox"/> Electric		<input type="checkbox"/> Gas		<input type="checkbox"/> Heat Pump Water Heater			
Gas Company used:		<input type="checkbox"/> Black Hills Energy		<input type="checkbox"/> CenterPoint		<input type="checkbox"/> AOG		<input type="checkbox"/> None	
Please select home type below (choose <b>all</b> that apply):									
<input type="checkbox"/> Single Family		<input type="checkbox"/> Manufactured		<input type="checkbox"/> Condo/Townhome		<input type="checkbox"/> Apartment/Multifamily		<input type="checkbox"/> Duplex	
<input type="checkbox"/> Permanent		<input type="checkbox"/> Vacation		<input type="checkbox"/> Rental Home		<input type="checkbox"/> Triplex		<input type="checkbox"/> Quadplex	
Rebate Information									
Rebate Reserved:			<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Project ID:				
Customer Estimated Rebate*									
Contractor Estimated Rebate*									

\* Estimated rebate is based on the approved 2017 Rebate Rate Table for the Residential Energy Improvement Program. Contractor is responsible for ensuring all calculations are accurate and eligibility requirements are met.

Please select work performed (check all that apply and complete appropriate sections in Section Two):

- |   |                                       |  |
|---|---------------------------------------|--|
| <input type="checkbox"/> Home Walk-Through Assessment               | <input type="checkbox"/> Insulation   | <input type="checkbox"/> Air Infiltration    |
| <input type="checkbox"/> Air Conditioning or Heat Pump Installation | <input type="checkbox"/> Duct Sealing | <input type="checkbox"/> ENERGY STAR Windows |

# Residential Energy Improvement Program Project Completion Form

## Section Two: Measure Specific Information

For each measure installed or service performed, complete the applicable section(s). If noted, attach requested documentation to this form. Failure to submit required documentation may result in a delay or cancellation of rebate payment.

<b>HVAC</b>							
<b>Air Conditioning/Heat Pump Installation</b>							
<b>Unit One</b>		<b>Requirements: Minimum of 15 SEER and/or 12 EER and 8.5 HSPF</b>					
Replacement Type:	<input type="checkbox"/> Early Retirement	<input type="checkbox"/> Replace on Burnout	Age of System:				
Existing System Model #			Existing System Serial #				
<b>New System Information</b>							
System Type:	<input type="checkbox"/> Air Conditioner	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Split System	<input type="checkbox"/> Package System			
Unit Size (Tons):		SEER:		EER:		HSPF:	
Condenser Model #:				Coil Model #:			
AHRI Number:				Manufacturer:			
<b>Copy of Load Calculation(s) must be attached</b>							
<b>Air Conditioning/Heat Pump Installation</b>							
<b>Unit Two</b>		<b>Requirements: Minimum of 15 SEER and/or 12 EER and 8.5 HSPF</b>					
Replacement Type:	<input type="checkbox"/> Early Retirement	<input type="checkbox"/> Replace on Burnout	Age of System:				
Existing System Model #			Existing System Serial #				
<b>New System Information</b>							
System Type:	<input type="checkbox"/> Air Conditioner	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Split System	<input type="checkbox"/> Package System			
Unit Size (Tons):		SEER:		EER:		HSPF:	
Condenser Model #:				Coil Model #:			
AHRI Number:				Manufacturer:			
<b>Copy of Load Calculation(s) must be attached</b>							
<b>Duct Improvement</b>							
<b>Duct Sealing</b>							
<b>Requirements: Duct Blaster test-in and test-out, &gt; 80 CFM, Leakage to outside test only.</b>							
Leakage Rate CFM <sub>25</sub>	Pre:			Post:			
Unit SEER Level:			Tonnage:			HSPF:	

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<b>Envelope</b>					
<b>Ceiling Insulation</b>					
<b>Requirements: R-38</b>					
Existing Insulation type:		Existing Depth		Existing R-Value	
Installed Insulation Type:		Installed Depth		Installed R-Value	
Sq. ft. of Application Area:		Notes:			
<b>Wall Insulation</b>					
<b>Requirements: R-13</b>					
R-Value	Pre:		Post:		
Sq. ft. of Application Area:					
<b>ENERGY STAR® Windows</b>					
<b>Requirements: ENERGY STAR labeled windows</b>					
Existing windows:	<input type="checkbox"/> Single pane, aluminum frame	<input type="checkbox"/> Single-pane, with storm window	<input type="checkbox"/> Double-pane, aluminum frame		
Sq. ft. of windows Installed:		Post SHGC:		Post U-Factor:	
<b>Air Infiltration</b>					
<b>Requirements: ≥ 20% reduction at CFM<sub>50</sub></b>					
Shielding of Building:	<input type="checkbox"/> Well Shielded	<input type="checkbox"/> Normal	<input type="checkbox"/> Exposed		
CFM <sub>50</sub>	Pre:		Post:		MVR:
<b>Home Walk-Through Assessment(optional)</b>					
<input type="checkbox"/> Copy of Home Walk-Through Assessment must be attached					
<b>Direct Install</b> - Eligible only with completed Walk Through Assessment					
<b>Faucet Aerators (for electric water heating only)</b>					
<b>Requirements: existing gpm ≥2.2 new installed unit ≤ 1.5 gpm;</b>					
# Installed		Pre gpm:		Post gpm:	
<b>Low Flow Shower Heads (for electric water heating only)</b>					
<b>Requirements: existing gpm ≥2.5 new installed unit ≤ 2.0 gpm;</b>					
# Installed:		Pre gpm:		Post gpm:	

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Compact Florescent Light Bulbs (CFL's)										
<b>Requirements: ENERGY STAR® Certified</b>										
# Installed:		Wattage:		Type Installed:						
LED Light Bulbs										
A19 # Installed		Watts:		Specialty # Installed:		Watts:		Can/Flood # Installed		Watts:
Advanced Power Strips										
<b>Requirements: Program specified models. Customer fully briefed on its use.</b>										
# APS installed – Home Entertainment Center					# APS – Home Computer Station					

### Rebate Transfer

<b>Homeowners:</b> Please place initials in box to the right <u>ONLY</u> if the entire rebate should be made payable to the installing Contractor. Rebate credit must be shown on invoice.	<b>Initials:</b> _____
<b>Contractors:</b> Please place initials in box to the right <u>ONLY</u> if the entire rebate should be made payable to the homeowner.	<b>Initials:</b> _____

### Signature

Customer and Contractor have read and agree to the Terms and Conditions on page five and certify that information provided in this Project Completion Form is accurate and true to the best of their knowledge.

#### Customer

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

#### Contractor

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

Please check box if you do not wish to receive additional information about SWEPCO's gridSMART initiative.

## Terms and Conditions

Customer and Contractor acknowledge and agree to the following terms and conditions.

1. Rebates will only be received if the equipment installed or services performed qualify in accordance with the program standards.
2. The rebate from SWEPCO is assigned to help offset the cost to install the energy efficiency upgrades. Customer is responsible for paying the balance of the costs associated with such upgrades including, but not limited to, cost of materials and contractor fees.
3. Customer is responsible for paying a contractor for any fees associated with installing the energy efficiency upgrades or performing services and SWEPCO has no part in any agreement between the contractor and homeowner.
4. The rebates associated with any project will only be paid to a SWEPCO residential customer (and/or their selected participating contractor) for work performed on a home with a valid SWEPCO electric meter.
5. Qualifying new product(s) must be installed in accordance with all applicable federal, state, and local laws, building codes, and manufacturer's specifications.
6. Customer and contractor participation in SWEPCO's Residential Energy Improvement Program is voluntary. SWEPCO has the right to change or modify the program at any time.
7. Customer will allow, if requested, a representative from SWEPCO or any authorized third party reasonable access to the project site to verify the installed product before or after a rebate is paid. The verification of installation must be scheduled within 30 days of customer contact by SWEPCO. SWEPCO may contact the contractor, if needed, to verify installation and may provide customer's name and/or address to complete this verification. If SWEPCO is unable to verify the installation of products and/or the performance of work, customer will be required to reimburse SWEPCO for the total amount of the rebate.
8. If a tenant, customer is responsible for obtaining the property owner's permission to install measures under this program. By providing a signature on the Project Completion Form upon project completion, customer indicates this permission has been obtained.
9. Customer and Contractor agree to indemnify SWEPCO and its agents, and employees against all loss, damage, expense, and liability, resulting from injury to, or death of persons; against all injury to property arising out of or in any way connected with any measures installed or services performed.
10. Customer understands that to receive a rebate, the equipment installed must qualify in accordance with the program guidelines.
11. All projects must be installed and/or services must be performed by a contractor participating in SWEPCO's Residential Program. The selection of a participating contractor to perform the work is the sole decision of the property owner or authorized lessee/occupant. Inclusion of a participating company to perform work does not represent an endorsement by Southwestern Electric Power Company (SWEPCO) or CLEARResult of any product, individual, or company. Work performed by participating companies is not guaranteed or subject to any warranty, either expressed or implied, by either SWEPCO or CLEARResult. Neither SWEPCO nor CLEARResult make any guarantee or any other representation as to the quality, cost, or provided effectiveness of the products provided or work performed by any participating company or by its employees, subcontractors, or suppliers.
12. Customer and Contractor agree to defend, protect, indemnify, and hold harmless SWEPCO and CLEARResult, its respective officers, directors, agents, and employees (herein referred to as "indemnified Parties") from and against any and all claims, losses, agents, expenses, attorneys' fees, damages, demands, judgments, causes of action, suits, and liability in tort, contract, or any other basis and of every kind whatsoever (hereinafter referred to as "claims") arising out of contractors, its agents or subcontractors, acts or omissions incident to or related in any way to, directly or indirectly, the services agreement and/or the Program. Customer and Contractor acknowledge and agree that with respect to any claims brought against the Indemnified Parties, Customer and Contractor will be required to waive as to the Indemnified Party any defense it may have by virtue of the Worker's Compensation Laws of any state, to the extent allowed by law.

*Customer Copy*