

CUSTOM APPLICATION INSTRUCTIONS

Baltimore Gas and Electric (BGE) offers incentives for its Smart Energy Savers Program[®] to help commercial and industrial customers offset the upfront costs for energy-efficient improvements in existing facilities and with new equipment or facilities.

Eligibility:

- Incentives are available to non-residential, commercial or industrial customer within BGE service territory.
- Incentives are available to customers on rate schedules G/GS, GL or P.
- All equipment must be new. Used or rebuilt equipment is not eligible for incentives. Existing equipment must be removed.
- Total incentives (prescriptive and custom) are limited to \$1,000,000 per Federal Tax ID per calendar year. Incentives above \$1,000,000 may be granted on a case by case basis subject to program budget limitations. BGE reserves the right to deny any application that may result in BGE exceeding its program budget.

Pre-Approval Requirements:

Pre-approval from BGE is required for all custom applications. Prior to purchasing and installing any equipment a completed application form must be submitted for review. After the application has been pre-approved, the applicant will be notified in writing and assigned a project identification number along with any specific instructions. Applicant may then purchase and install the pre-qualified equipment.

Application Process:

- All Custom applications require sound documentation of the proposed cost and projected electricity savings. Before commencing the application process, check with BGE to determine eligibility of the proposed project and to establish requirement for the detailed savings projections and cost estimates.
- Download the application from BGESmartEnergy.com and complete each section as appropriate. The following information shall be provided in narrative form along with all related calculations and spreadsheets.
 - Project description
 - Existing conditions or base case description
 - Proposed conditions
 - Load profile
 - Savings calculations
 - Total or incremental cost

Attach all required documentation and submit completed application via the mail address on the application, fax to 410-290-0861 or via email to: Business@BGESmartEnergy.com.

- All applications will be reviewed for eligibility and completeness. Completed applications will be reviewed in the order received. Applicants who submit incomplete applications will be notified of deficiencies. BGE may require a pre installation inspection.
- Purchase and install the equipment according to the terms and conditions described for the eligible measures as set forth in the application. Notify the company immediately if there are any changes to the scope of work as this may necessitate additional pre-approval.
- After installing the equipment, submit final application with authorization signature and payment option, and supporting documentation including paid invoices and IRS Form W-9 to the address on the application form. BGE may require a post installation inspection to verify compliance with program rules and verify the accuracy of project documentation and equipment operation.
- IRS Form W-9 is required before incentive payments can be made. This form must be completed and submitted with the application materials for the party receiving the incentive payment from BGE. IRS Form W-9 is available at www.irs.gov.
- Upon review and approval of the application, BGE will authorize payment. The Incentive check will be mailed 6-8 weeks after project completion and approval.