

Energy Efficiency Information Guide

Please note that this is NOT an application for PA AEPS certification; the application must be completed online at <https://pennaeps.com/>

General Information

- **Installation Address:** Full street address where the energy efficiency modifications or upgrades were completed.
- **Online Date (Date System Energized):** This is the date the energy efficiency project was completed.
- **Interconnection Approval Date:** This is the date the energy efficiency infrastructure project construction was fully finalized.

Required System Attributes

- **Program (Select One):** Residential Electric HVAC, Residential New Construction, Energy Star Products, or Commercial and Industrial Construction.
- **Description of Project:** A descriptive layout summarizing the specific energy updates made to facilities or equipment.
- **EE/DSM Measure:** The measure can be found in the technical reference manual (TRM).
- **Unit Capacity/Size (W):** This is the annual savings being requested in watts.
- **Claimed Annual Savings (kWh):** This is the annual savings being requested in kWh.
- **TRM Year:** The active publication year of the governing Technical Reference Manual.
- **TRM Measure:** TRM category associated with the project. Retrieved from TRM.
- **TRM Sub Measure:** The sub-classification of the TRM Measure category associated with the project. Retrieved from TRM.
- **Technology (if applicable):** The technology type associated with the sub measure. Retrieved from TRM.
- **Measure Vintage:** Replace on Burnout (ROB), New Construction, Retrofit (RET), or Early Replacement Measure (EREP).

Required Documentation Checklist

- Utility Rebate Incentive Package (If Applicable)** – If an energy efficient project applied for a rebate or other incentive through their utility, we can accept the rebate package including a Schedule or M&V Report alongside Equipment Invoices.
- Contractor Project Summary (Non-Rebated)** – If an energy efficient project did not apply for a utility rebate, the following documents can be provided by the contractor: Project Executive



Summary, Itemized Invoices, Manufacturer Cut Sheets / Equipment Specs, and a Savings Schedule or M&V Report.

Aggregator Relationship Document – If you have selected an aggregator to manage your system, either a Recognition of Assignment (ROA) or a Schedule A is required. An ROA is required for leased/PPA systems while a Schedule A is required for non-leased/PPA aggregated systems. Please thoroughly review the document and ensure that all required signatures are present.

