



**TEXAS**<sup>®</sup>

*A unit of American Electric Power*

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Subject: IMPORTANT NOTICE to All Residential and Hard-to-Reach Project Sponsors  
– New Requirement

In 2013, the Public Utility Commission of Texas contracted with a third-party Evaluation, Measurement, and Verification (EM&V) auditor to evaluate the Texas energy efficiency programs. As a result of the EM&V evaluation in 2013, several recommendations were made to ensure that the EM&V auditor could verify the measures installed and savings calculated in each program.

In order to provide the appropriate documentation to confirm the accuracy of savings reported, a **Field Notes Form** has been developed for use in AEP Texas' Residential and Hard-to-Reach Standard Offer Programs. This form is required to be completed for each measure reported and must be submitted with monthly Incentive Reports along with any other required documentation. A copy of the AHRI certificate will be required in lieu of the Field Notes Form for all HVAC installations.

The Field Notes Form has been added to the Downloads/Tools page of the Residential and Hard-to-Reach program websites. This form is to be used by crews/installers in the field to capture all relevant data that is entered into the database and used to calculate savings. If you are currently using your own form and wish to continue using that form, you will need to submit that form to appropriate Program Manager for review.

AEP Texas is requiring this additional form for all 2014 installations, to ensure the accurate reporting of program savings.

Sincerely,  
AEP Texas North Company