

2023 Louisiana Commercial Solutions Standard Offer Program

Program Manual



An **AEP** Company

BOUNDLESS ENERGYSM

This manual includes information about the eligibility requirements, incentive payments, and participation process of the SWEP CO Commercial Solutions Standard Offer Program. This information is also available on the program Web site at

<http://www.swepco.com/save>

Enrollments and Applications are completed at

<https://swepcola.p3.enertrek.com/>

- A description of the Project Sponsor/Market Actor firm, including relevant experience, areas of expertise, and references
- A work plan that covers the design, implementation, operation, and management of the project, including a work schedule

To ensure that incentives are available to multiple participants, Project Sponsors/Market Actors may be limited on the total amount of incentives received from the program incentive budget for a given year. An individual Project Sponsor/Market Actor can be a party to multiple applications as long as the total incentive from all such applications does not exceed the maximum limitation.

Host Customer

Any eligible Commercial SWEPCO distribution customer who owns or operates a site, and has not previously qualified nor elected to participate in the Energy Efficiency Programs may host a project developed by a qualified Project Sponsor/Market Actor or choose to sponsor the project independently. The host customer's responsibilities include the following:

- Committing to an energy efficiency project not to exceed 90 days from agreement to project completion.
- Entering into an agreement with the selected Project Sponsor/Market Actor (or SWEPCO for independently sponsored projects)
- Providing reasonable access to project facilities both before and after project completion

Project

A project is defined by the set of measures at an eligible SWEPCO distribution customer site and the estimated demand and energy savings included in a single application. All projects must meet the following requirements:

- Each project must include a total estimated summer or winter demand reduction of at least 5 kW. This limitation is included to ensure that projects contribute to the primary program goal of reducing summer peak demand and to minimize administrative costs. At SWEPCO's sole discretion, it may remove this limitation for a new Project Sponsor/Market Actor or for a customer implementing a self-sponsored project.

Projects that include a comprehensive range of measure types are especially encouraged.

Measure

Most energy efficiency measures in retrofit applications that reduce electric energy consumption and summer daytime peak demand are eligible for the CSOL. SWEPCO does not specify eligible measures in order to provide Project Sponsors/Market Actors maximum flexibility in packaging services. Therefore, Project Sponsors/Market Actors may propose the inclusion of any measure that:

- Produces a measurable and verifiable electric demand reduction during the peak summer period (defined as weekdays, between the hours of 1 p.m. and 7 p.m. from June through September, excluding holidays) or the peak winter period (defined as weekdays, between the hours of 6 p.m. and 10 p.m. and 6 a.m. and 10 a.m. from December through February, excluding holidays) and produces electric energy savings
- Produces savings through an increase in energy efficiency or a substitution of another energy source for electricity supplied through the transmission grid
- Is installed in a new or retrofit application
- Complies with the requirements of the Arkansas Public Utility Commission Technical Reference Manual (TRM). The SWEPCO LA EE program savings are calculated using AR TRM 9.1.

Measure types *excluded* from consideration in the program are those that

- Involve plug loads (i.e., office equipment)
- Involve self-generation or cogeneration
- Rely on changes in customer behavior and require no capital investment
- Result in negative environmental or health effects
- Involve fuel-switching *to* electric
- Receive an incentive through any other energy efficiency program offered by SWEPCO

Project incentives will be paid only for energy and demand savings directly related to end-use equipment installed under the project. Savings due to interactive effects between lighting and space-cooling measures will be eligible for payment based on a stipulated value only in cases where lighting measures have been installed in a conditioned space as part of the program. Interactive effects between other end-use equipment will not be eligible for program payments.

ARTICLE I – DEFINITIONS

Business Day shall mean normal working days (8:00am – 5:00pm), Monday through Friday, January 1 through December 31, excluding holidays.

- 1.1 “Contract Documents” shall mean (i) the Project Sponsor’s approved Initial Application, attached hereto and incorporated herein as Exhibit A; (ii) the Project Sponsor’s approved Final Application, attached hereto and incorporated herein as Exhibit B; (iii) the CSOL Procedures Manual, attached hereto and incorporated herein as Exhibit C; and (iv) this Agreement together with any and all other

exhibits, addenda, or amendments referenced herein or made a part hereof in accordance with this Agreement.

- 12 “Customer” shall mean a non-residential distribution system customer of SWEPCO that owns or leases facilities at a Project Site and that has entered into a Customer Agreement with the Project Sponsor for the installation of Measures as a part of the Project.
- 13 “Customer Agreement” shall mean the agreement between Customer and the Project Sponsor that specifies the rights and obligations of each Party with respect to the installation of the Measures at the Project Site(s) and other related and/or unrelated matters.
- 14 “Deemed Energy Savings” shall mean a pre-determined, validated estimate of Energy Savings attributable to a Measure in a particular type of application that SWEPCO may use instead of Measured Energy Savings.
- 15 “Deemed Peak Demand Savings” shall mean a pre-determined, validated estimate of Peak Demand Savings attributable to a Measure in a particular type of application that SWEPCO may use instead of Measured Peak Demand Savings.
- 16 “Deemed Savings” shall mean the sum of Deemed Energy Savings and Deemed Peak Demand Savings.
- 17 “Demand Savings” shall mean a quantifiable reduction in the rate at which energy is delivered to or by a system at a given instance, or average over a designated period, usually expressed in kilowatts (kW) or megawatts (MW). Demand Savings will be determined by comparing the efficiency of the installed qualifying energy efficiency equipment to that of new equipment that meets all applicable minimum efficiency standards *not* to that of the customer’s existing equipment. In cases where no standard currently exists, existing equipment efficiencies will be used. Measure standard efficiencies are identified in the Commercial Standard Offer Program Manual and the equipment survey forms provided by SWEPCO and that can be uploaded into the project sponsor’s project.
- 18 “Energy Savings” shall mean a quantifiable reduction in the Customer’s consumption of energy, or the amount by which the Customer’s energy consumption is reduced, as a result of the installation of qualifying energy- efficient measures. Energy Savings will be determined by comparing the efficiency of the installed measures to that of new measures that meets all applicable minimum efficiency standards *not* to that of the customer’s existing measures. In cases where no standard currently exists, existing measure efficiencies will be used. Measure standard efficiencies are identified in the Commercial Standard Offer Program Manual and the equipment survey forms provided by SWEPCO and that can be uploaded into the project sponsor’s project.

- 1.9 “Estimated Energy Savings” shall mean the Energy Savings expected to be derived in a single Performance Period from Measures to be installed or actually installed at the Project Site.
- 1.10 “Estimated Peak Demand Savings” shall mean the Peak Demand Savings expected to be derived in a single Performance Period from Measures to be installed or actually installed at the Project Site.
- 1.11 “Estimated Savings” shall mean the sum of Estimated Energy Savings and Estimated Peak Demand Savings.
- 1.12 “Measure” shall mean new equipment, material, or systems that (i) when installed and used at a Project Site, result in a measurable and verifiable reduction in either purchased electric energy consumption, measured in kilowatt-hours (kWh), or peak demand measured in kilowatts (kW), or both; (ii) meet the requirements of the Contract Documents; and (iii) in the determination of SWEPCO, are not ineligible for incentive payments pursuant to LPSC Rule. Measures may include equipment, material, or systems that are installed as part of new construction.
- 1.13 “Measured Energy Savings” shall mean the Energy Savings derived during the Performance Period from the Measures installed at the Project Site as determined in accordance with the Measurement and Verification Plan found in the Final Application, set forth in Exhibit B, and as documented in a Savings Report approved by SWEPCO.
- 1.14 “Measured Peak Demand Savings” shall mean the Peak Demand Savings derived during the Performance Period from the Measures installed at the Project Site as determined in accordance with the Measurement and Verification plan found in the Final Application, set forth in Exhibit B, and as documented in a Savings Report approved by SWEPCO.
- 1.15 “Measured Savings” shall mean the sum of Measured Energy Savings and Measured Peak Demand Savings.
- 1.16 “LED Tube Type A” shall mean LED tubes designed with an internal driver that allows them to work with linear fluorescent ballasts. Type A LED tube retrofits are not eligible for incentives if the ballast remains connected in the system.**
- 1.17 “LED Tube Type B” shall mean LED tubes having an internal driver, designed to operate through power supplied directly to mains voltage, bypassing the LFL ballast.
- 1.18 “LED Tube Type C” shall mean LED tubes designed to operate through power supplied directly to the mains voltage, bypassing the LFL ballast. Type C LED tubes have a remote, fixture mounted driver, rather than an internal driver.

- 1.19 "LPSC" shall mean the Louisiana Public Service Commission.
- 1.20 "Peak Demand" shall mean electrical demand at the times of highest annual demand on the utility's system.
- 1.21 "Peak Demand Savings" shall mean reduction in demand on the utility's system at the times of the utility's summer or winter peak period, consisting of the hours from 1 PM and 7 PM CDT, during the months of June, July, August and September and during the hours between 6 AM and 10 AM and 6 PM and 10 PM during the months of December, January and February, excluding weekends and Federal Holidays. Peak Demand Savings will be determined by comparing the efficiency of the installed Measures to that of an appropriate Baseline.
- 1.22 "Performance Period" shall mean the one (1) year period following approval of the Installation Report during which measurement and verification activities take place.
- 1.23 "Project" shall mean the sum of all activities and Measures required to achieve the Estimated Energy Savings and Estimated Peak Demand Savings necessary to meet the reserved incentive amount listed in the Project Sponsor's Final Application. New construction projects are eligible for this SOP.
- 1.24 "Project Site" shall mean the location of a Customer's facilities where approved Measures will be installed and from which Energy Savings or Peak Demand Savings, or both, will be obtained.
- 1.25 "Project Sponsor" shall mean any organization, group, or individual who contracts with SWEPCO to provide Energy Savings or Peak Demand Savings, or both, under the SOP.
- 1.26 "Prudent Electrical Practices" shall mean those practices, methods, standards and equipment commonly used in prudent electrical engineering and operations to operate electrical equipment lawfully and with safety, dependability and efficiency and in accordance with the National Electrical Safety Code, the National Electrical Code and any other applicable federal, state and local codes provided, however, that in the event of a conflict, the applicable federal, state or local code shall govern.

Table 1 provides examples of eligible and ineligible measures. SWEPCO may consider any measures that are not listed in Table 1 for program eligibility on a case-by-case basis.

Table 1

Examples of **Eligible** and **Ineligible** Measures and Projects

ELIGIBLE MEASURES:

Commercial Cooling and Ventilation Measures/Projects*

- Constant air volume to variable air volume conversion projects
- Chiller replacement projects
- Thermal Energy Storage
- Packaged cooling unit replacement projects
- Replacement HVAC projects increased by more than 10% will be treated on a case-by-case basis

Air-side and Water-side economizer projects

- Fan and pump variable-speed drive installations
- Fan and pump motor efficiency upgrades

Commercial Lighting Measures/Projects

- High-efficiency fluorescent, HID or LED lighting that replaces less efficient lighting
- Lighting controls to reduce operating hours

Refrigeration Measures/Projects

- Air cooling and refrigeration compressor replacement projects

Industrial Measures/Projects

- Variable speed drive installations on industrial fans and pumps
- All motor-efficiency upgrade projects

HVAC & Lighting

- VFDs on Air Handler Supply Fans
- Demand Savings Power Adjustment
- Factors for Lighting Controls
- Occupancy Controls for Guestroom, Dormitory and Multifamily
- HVAC Tune Ups-7.5 Tons and Above

Refrigeration (retrofit)

- Night Covers for Open Refrigerated Cases
- ECM Evaporator Fan Motors
- Door Heater Controls
- Solid & Glass Door Reach-Ins
- Strip Curtains

- Zero Energy Doors
- Evaporator Fan Controls
- Electric Defrost Control

Food Service

- High Eff. Electric Convection Ovens
- High Eff. Electric Combination Ovens
- ENERGY STAR Commercial Dishwashers
- ENERGY STAR Electric Steam Cookers
- ENERGY STAR Kitchen Electric Fryers
- ENERGY STAR Commercial Electric Hot Food Holding Cabinets
- Vending Machine Controls
- Pre-Rinse Spray Valves

Miscellaneous

- Level 2 Electric Vehicle (EV) Charging Stations

INELIGIBLE MEASURES:

- Fuel switching to electric
- Load reductions caused by building vacancies, decreased production, or other changes in occupant characteristics or behavior
- Type ‘A’ LED retrofit installations
- Rebranded LED lamps and fixtures that are not certified and listed by at least one of the following organizations: DesignLights Consortium (DLC) ENERGY STAR®, or DOE LED Lighting Facts
- Measures that require no capital investment
- Measures that decrease building plug loads, such as “Green Plugs” or computer inactivity time-out controls
- Measures for which incentives were received under another AEP program
- Energy-efficient gas-only measures

Measure Category	Measure Description	New Construction	Retrofit	Savings Calculator
Lighting	Lighting - Lamps and Fixtures	X	X	Lighting Survey Form
Lighting	Lighting Controls	X	X	Lighting Survey Form
HVAC	Package and Split-System (AC and Heat Pumps)	X	X	ACE Form
HVAC	Chillers	X	X	ACE Form
HVAC	Package Terminal Units and Room Air Conditioners (AC and Heat Pumps)	X	X	ACE Form
HVAC	Variable Refrigerant Flow (VRF) / Variable Refrigerant Volume (VRV) units	X	X	ACE Form
HVAC	Conditioners (AC and Heat Pumps)	X	X	ACE Form
HVAC	Variable Refrigerant Flow (VRF) /	X	X	ACE Form
HVAC	Refrigerant Volume (VRV) units	X	X	ACE Form
HVAC	Tune Up	X	X	P3
HVAC	Smart Thermostats	X	X	P3
Miscellaneous	Level 2 Electric Vehicle (EV) Charging Stations	X	X	P3

ACE TOOL HVAC Equipment Survey

The Ace HVAC Equipment Survey Tool is provided to facilitate the Project Sponsors/Market Actors' application of the deemed savings calculations for cooling equipment for New Construction and Retrofit projects when the replacement equipment is within $\pm 20\%$ of the original equipment size. Project Sponsors/Market Actors who perform retrofits of cooling equipment or install cooling equipment in new construction projects may choose the deemed savings methodology for the measurement and verification of the peak demand and energy savings resulting from their project.

Additional Required Documentation

- **Signed Customer Agreement** (found in P3 Help Section)
- **W9 for entity that will be receiving payment** (Market Actor/Project Sponsor or Customer)
- **Photos for lighting projects**
 - Photos of **both existing and new lights/fixtures** – each fixture type showing model numbers, ballast nameplate, and room showing light disbursement
- **Photos for HVAC and other measures**
 - Photos of both existing and new equipment – nameplates and installation locations
- **Invoices for new measures.** The equipment model numbers and quantity must match the appropriate survey form **exactly**. If the invoice(s) do not match the survey form, a written explanation must be submitted with the project.
- **Certification documents**
 - Lighting – DesignLights Consortium (DLC), Energy Star, DOE Lighting Facts. ***NOTE: The wattage listed on these certifications will be used for savings/incentive calculations and entered into the LSF. This number may not match the specification sheets provided by the manufacturer. ***
 - HVAC – AHRI
- **Manufacturer specification sheets**

Project Sponsor/Market Actor and Customer Agreement Form

This form must be signed by the Project Sponsor/Market Actor and the Host Customer and must be included with the Project Application. This form is not required for customers serving as their own Project Sponsor.

5 Standard Offer Program Agreement

Overview

The Project Sponsor/Market Actor shall execute a CSOL Agreement and SWEPCO must receive this executed Agreement within fifteen (15) business days of the Project Application approval. The Project Sponsor/Market Actor is required to sign the Agreement with SWEPCO before installing any measures. The terms of the Agreement will be standard for all Project Sponsors/Market Actors, and will include the measures to be installed, estimates of demand and energy savings, a maximum incentive payment associated with the project, and the approved M&V approach.

6

Final Approval

Overview

The Project Sponsor/Market Actor is required to submit a Project for Final approval within fifteen (15) business days from measure installation to notify SWEPCO that the installation is complete and the equipment is operating as specified in the approved Project Application. In the Final Approval/Installation Report, the Project Sponsor/Market Actor provides details of the actual equipment installed for the project, including updated information regarding savings estimates, pictures of new equipment, equipment invoices, and the M&V plan. After the Final Approval/Installation Report is approved, SWEPCO shall make the installation payment if the project does not require further M&V. See *Incentives* in Section I of the manual for details on the incentive payment. The following sections provide guidance on the completion of the Installation Report.

Sections of the Final Approval

- Project Description
- Site Information
- Savings Calculation

Each of these sections should be reviewed and revised with more detailed information if necessary.

Project Description

This section describes the project, including energy efficiency measures and the activities that were performed by the Project Sponsor/Market Actor. If the scope of the project has not changed since the approval of the Project Application, the Project Sponsor/Market Actor may refer to the Project Application when completing the project description.

Measurement and Verification Plan

If the M&V plan has changed significantly since the approval of the Project Application, the Project Sponsor/Market Actor must submit the revised plan. The M&V plan requires a detailed description of the updated M&V plan to be used for the project and is subject to the approval of SWEPCO.

Customer Site Profiles

The site profile should be completed for each site with demand and energy savings claimed in the project. Site schematics and additional site information should be provided as appropriate. If this information has not changed since the approval of the Project

Application, the Project Sponsor/Market Actor may simply refer to the Project Application when completing this section.

Project Savings Estimate

The summary of the proposed measures should be completed along with all equations and calculations used to determine the demand and energy savings estimate. If this information has not changed since the approval of the Project Application, the Project Sponsor/Market Actor may refer to the Project Application when completing this section.

Equipment Survey Forms

Updated equipment survey forms must be completed if the actual equipment installed differs from the equipment listed in the approved Project Application. These forms should be used for all equipment information (nameplate data, operating schedule, etc.).

Customer Acknowledgement Form

This form certifies that the energy efficient equipment associated with the project has been installed and is properly commissioned. The Project Sponsor/Market Actor and the Host Customer must sign one form for each customer site involved in the project. This form must be included with the Final Approval/Installation Report submittal and received by SWEPCO within fifteen (15) business days from measure installation. This form is not required if the customer serves as their own Project Sponsor/Market Actor.

7 **Savings Report for M & V Projects**

The Project Sponsor/Market Actor must submit a Savings Report (SR) if the Project Sponsor/Market Actor has conducted specific measurement and verification activities associated with the project. The SR includes all measurement data and associated analysis conducted by the Project Sponsor/Market Actor.

The SR should be submitted to SWEPCO on-line and within eighteen (18) months of the Effective Date of the Agreement. In addition to completing the SR, Project Sponsor/Market Actor must submit the raw data, in electronic format only, supporting all savings calculations. After the SR is approved, SWEPCO shall make the performance payment; see *Incentives* in Section I of this manual for details on the performance payment.

SWEPCO Louisiana Large Commercial Solutions Program Process Overview & Checklists

Process Summary

1. Register and Enroll on P3 web site. swepcola.p3.enertrek.com
2. Pre-installation Checklist (see below)
3. Pre-approval by SWEPCO Program Manager
4. Sign CSOL Agreement
5. Install measures
6. Post-installation Checklist
7. Final approval (upon verification by SWEPCO Program Manager)
8. Payment

Pre-installation Checklist

These items must be uploaded or entered into appropriate fields in P3, and are **required before a customer/contractor can begin a project through SWEPCO's Commercial Solutions program.**

- **Signed Customer agreement** (needed only if Market Actor/Project Sponsor working on customer's behalf)
- **W9** of party that is to receive incentive payment
- **Spec sheets** of measures to be installed
- **Certifications** for measure to be installed
 - DLC, Energy Star, AHRI, etc. – Must show model number and wattage
- **LSF or ACE** spreadsheet –
 - Use wattages included on **DLC/Energy Star certification, not spec sheet.**
- **Pre-installation** pictures
 - Pictures must show fixture layout, wattages, model number, and ballast for each type of lighting fixture used.
 - Include picture of outside view of business with name
- **Estimated** Completion Date

Post-installation Checklist

These items must be uploaded or entered into appropriate fields in P3, and are **required after a customer/contractor completes a project through SWEPCO's Commercial Solutions program.**

- **Signed Customer Acknowledgement**
- **Invoice(s)** showing equipment models and quantity
- **Post-installation pictures**
 - Pictures must show fixture layout, wattages, and model number for each type of lighting fixture used.
 - Include picture of outside view of business with name
- Any updates of the following, **if installed measures are different than reported before project began:**
 - New LSF or ACE
 - New spec sheets
 - New certifications

Document Requirements

For SWEPCO Large Commercial Projects

Supplemental Documents that must be provided for each Project:

Application/Submittal shall include:

- **Payee W-9** (Must have to process payment)
- **Project Sponsor and Customer Agreement Form** (executed),
- **Manufacturer spec sheets** for new equipment/measures to be installed,
- **Pictures** required for lighting projects:

Pictures of existing lights for every different fixture type showing wattage & model numbers, ballasts nameplate, and room showing light disbursement,

Pictures of new lights for every different fixture type showing wattage & model numbers, ballasts nameplate, and room showing light disbursement will be required during the measure installation stage.

- **Pictures** required for all other measures:

Pictures of existing measures for every different measure type showing nameplates, locations, and any other details needed to identify the measure in its current condition and location.

Pictures of new measures for every different measure type showing nameplates, locations, and any other details needed to identify the measure in its current condition and location will be required during the measure installation stage.

- Copy of invoices for new equipment/measures installed for the project, corresponding to the equipment and quantities listed on the various equipment survey forms submitted with the project application shall be submitted prior to the post inspection. The invoice must match what was purchased for the project and not contain any other purchases other than those for the project. Only equipment that was listed on the Savings Forms shall be on the submitted invoice. **Ensure that model numbers match exactly on the survey form, invoice and pictures.**
- **Copies of certification documents** such as AHRI (for HVAC), DLC or Energy Star, LM 79 or 80 certification from the manufacturer corresponding to the equipment listed on the various equipment survey forms shall be submitted with the project application. On lighting projects, **make sure and refer to the wattages listed on your certification submittals** for use on LSF forms and **not wattages listed on specification sheets**. If a wattage has a decimal, **round up if ≥ 0.5 watt and round down if < 0.5 watt. Variable Wattage fixtures will use the Maximum rated wattage listed in Certification documents.**

- Upload the **Customer Acknowledgement Form** into the Uploaded Files section When the project is complete.

Upload all documents except survey forms into the Uploaded Files section of the project. The survey forms will be uploaded into the Premise file.

If any of these requirements are missing, your project will sit in submitted stage until you notify the program manager that you have entered the missing information or after 3 months your project will be deleted!