

# 2023 Texas Commercial Standard Offer Program

## Program Manual



An **AEP** Company

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BOUNDLESS ENERGY<sup>SM</sup>

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

<https://swepco.com/save/residential/programs/ContractorCenter.aspx>

Enrollments and Project Submissions are completed at

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





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
- Is installed in a new or retrofit application
- Complies with the requirements of the Public Utility Commission of Texas' Texas Technical Reference Manual (TRM) Version 9.0, or a more current version if available located at <http://www.texasefficiency.com/index.php/emv>

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

- Involve plug loads (i.e., office equipment)
- Involve self-generation or cogeneration or 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.

**Please refer to Appendix A at the end of the manual for quick reference to the program required documentation and process.**

## **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 SOP 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.
- 1.2 “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.
- 1.3 “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.
- 1.4 “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.
- 1.5 “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.
- 1.6 “Deemed Savings” shall mean the sum of Deemed Energy Savings and Deemed Peak Demand Savings.
- 1.7 “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.
- 1.8 “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 “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 retrofits are not eligible for incentives if the ballast remains connected in the system.**
- 1.13 “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.
- 1.14 “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.
- 1.15 “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 P.U.C. SUBST. R. 25.181(g). Measures may include equipment, material, or systems that are installed as part of new construction.
- 1.16 “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.
- 1.17 “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.
- 1.18 “Measured Savings” shall mean the sum of Measured Energy Savings and Measured Peak Demand Savings.















































# 7 Savings Report for M & V Projects

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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.

## Appendix A

## SWEPCO TEXAS COMMERCIAL STANDARD OFFER PROGRAM REMINDERS:

**Required Supplemental Documents** that must be provided for each new Project Application/Submittal include:

- **Market Actor/Project Sponsor W-9** (customer W-9 if incentive is going to Customer)
- **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.
- Copies of **certification documents** such as AHRI (for HVAC), Consortium for Energy Efficiency (for fluorescent lighting), and DesignLights Consortium, DOE Lighting Facts or Energy Star (for LEDs), 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 >.5 watt and round down if <.5 watt. Variable Wattage fixtures will use the Maximum rated wattage listed in Certification documents.**

# **SWEPCO TEXAS COMMERCIAL STANDARD OFFER PROGRAM PROCESS:**

“Project Sponsor” or “Market Actor” shall mean any organization, group, or individual who contracts with SWEPCO to provide Energy Savings or Peak Demand Savings, or both, under the SOP.

- **ABSOLUTELY NO PROJECT will be considered for incentives if it has been started prior to the submittal process. NO EXCEPTIONS.**
- **Responsibility for Enrollment and Project Submittal lies with the Project Sponsor/Market Actor. The Program Manager will help guide you but not do it for you.**
- **No more than 1 distinct ESID number will be allowed per project.**
- **Documents, Manuals and Forms for enrollments/projects are located in the P3 database. If you are not familiar with the P3 database or have questions, please contact the appropriate Program Manager for assistance with getting started. Savings Forms must be filled completely or they will be rejected.**
- **Enroll in the P3 Database. You have to be enrolled before you can submit any project. You will be asked to provide your W9. After you have enrolled and been approved into the Program, you can access the Forms, Manuals and other program materials by clicking the down arrow to the right of your name on the home page and then click on Help, then click on Program Downloads and Tools. Download the CSOP Manual and the P3 User Guide for Commercial Standard Offer Programs, read and understand them before proceeding.**
- **When enrolling, make sure and select that you are the Market Actor and not the Customer. When you enroll, the Program Manager will assign a level of “approved funding”. **\*\*THIS IS NOT A GURANTEE OF INCENTIVES OR A BUDGET OF ANY KIND!\*\*** It is a limiting factor in your ENROLLMENT, set by the Program Manager, that once it is reached by a project(s) that you have submitted, you will have to contact the Program Manager to receive a higher monetary approval level for the project(s) if incentive funds are available at that time.**
- **Project Applications are then submitted into the P3 Database along with the Project Sponsor/Market Actor and Customer Agreement (executed) into the P3 database (unless you are doing the work on your facility yourself and submitted the project yourself). **New Construction projects must be approved before the energy efficiency measures have been procured. Projects are eligible only on first come-first save basis.****
- **Complete and upload to the P3 database the appropriate Equipment Survey Forms, Certification Documents (AHRI, DLC, Energy Star, DOE Lighting Labs) and at least 4 Pre-Installation Photos of the old fixtures along with Photos of each**

existing bulb wattages. The Program Manager will review the documentation and either accept it as is, or request clarification or more documentation than has been provided. Please note: **Survey forms will contain as much detail as deemed necessary by the program manager before the project will move forward. One or two line Survey Forms are UNACCEPTABLE unless deemed appropriate by the Program Manager. You must ensure that your Survey forms are as correct as possible as this will have an effect on the incentive level for the project. Current Equipment Survey Forms are required for all projects.** Review of the existing equipment/measures to be replaced and site plans, blueprints, equipment schedules and any other project details necessary to support a new construction or retrofit project must be loaded into the P3 database as well as sent to the Program Manager before commencement of the project. **Please Note: only ONE ESID # will be allowed per project. No multiple locations under one project will be allowed.**

- Complete the CSOP Agreement (this will be sent to the Market Actor/Program Sponsor via DOCUSign from P3) and the Market Actor/Program Sponsor will forward appropriately. Please note that once this agreement is **executed**, the incentive amount that is shown in this agreement is **FINAL, and will not be adjusted upward regardless of adjusted survey forms. However, the incentive amount may be lower due to updated survey forms.** At this point the project will either be approved or rejected by the Program Manager. The P3 database will send you an E-Mail confirmation of the status of the project.
- **NO PROJECT HAS INCENTIVE FUNDS RESERVED UNTIL the CSOP Agreement is signed by both parties.**
- If the project has been approved, **SWEPCO Texas will conduct the pre-inspection and measures will be agreed upon between the Program Manager and the Market Actor before any work is done on the installation.** Please note that all applicable measures will follow the current Texas TRM and guidance memos. **Projects cannot begin until AEP SWEPCO Texas has conducted the pre-inspection of the existing equipment/measures to be replaced. If a project has begun before the pre-inspection, it WILL NOT receive incentive funding. For New Construction Projects, Equipment that is to be installed must be approved by the program manager before work begins. SWEPCO WILL conduct a pre and post inspection in this program.**
- Measures will be installed.
- Project Sponsor/Market actor will “Submit Work” via P3 and send the program manager an E-Mail in order to alert the Program Manager that the work is complete on the project.
- SWEPCO Texas will conduct a post inspection as soon as is practical. **Updated Equipment Survey forms** are required if the actual installed equipment differs from the equipment listed in the approved Project Application survey forms. Remember that even though the Equipment Survey may change at this point, the incentive amount **WILL NOT go higher, but may go lower.**
- **Market Actor/ Project Sponsor** will upload the signed **Customer Acknowledgement Form** into the P3 database.
- **Market Actor/Project Sponsor will “Submit Work” in P3 and the project will be paid.**

- **All projects must be completed and post-inspected by no later than November 30 of the calendar year, regardless of when the project was approved unless prior written approval was obtained from the program manager.**
- **Strict adherence** to the three month (AEP SWEPCO Texas) time limit for project completion (except for projects involving M&V) and document upload requirements once the CSOP Agreement has been executed will be followed or the project will risk not receiving any funding. It is the Project Sponsor/Market Actor responsibility to keep up with the completion dates and timelines. The three month rule commences on the date the agreement is signed. Written approval must be obtained from the Program Manager if a project will surpass the allotted 3 month completion rule but will not exceed 6 months after the agreement date.
- **The Program Manager** must be notified of whom, along with a valid mailing address, of where incentive checks must go before final approval.

For questions about your project(s), please contact the Program Manager:

**Mike Nix**

**135 West Allday Street**

**Atlanta, TX 75551**

**903-223-5752**

**[mrnix@aep.com](mailto:mrnix@aep.com)**

# 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  $\geq 0.5$  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!**