

AEP
Commercial Standard Offer Program (CSOP)
Large Projects (≥ 25 kW Savings)
Application Process

Project Sponsor (PS)

American Electric Power (AEP)

1. **PS** Reviews CSOP Manual (on web site) – AEPefficiency.com
2. **PS** Completes and submits Initial Application [IA] (on-line)
 - *(if applicable – Project Sponsor/Customer Agreement must be received by AEP within 15 business days of IA submittal)*
3. **AEP** Reviews and Approves Initial Application
 - *(within 15 business days of IA submittal)*
4. **PS** Submits applicable documentation, hardcopy (see Appendix I)
5. **PS** Submits Final Application [FA] (on-line)
 - *(within 15 business days from IA approval)*
6. **PS** Submits Security Deposit
 - *(must be received by AEP within 20 business days of IA approval)*
 - *(the greater of \$500 or 5% of the requested incentive amount)*
7. **AEP** Conducts pre-measure installation inspection
8. **AEP** Approves Final Application (within 45 business days of FA submittal)
9. **PS** Accepts, saves, prints, signs and submits two copies of the C&I SOP Agreement (from the web site)
 - *(must be received by AEP within 15 business days of the FA approval)*

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10. **AEP** Signs the CSOP Agreement
11. **AEP** Mails one executed copy of the CSOP Agreement to the PS
12. **PS** Installs the new energy efficiency measure(s)
 - (within 6 months of the Effective Date of the Agreement)
13. **PS** Submits the Installation Report [IR] (on-line)
 - (within 15 business days from measure installation)
14. **PS** Submits applicable documentation, hardcopy (see Appendix I)
 - (*if applicable* – Customer Acknowledgement Form must be received by AEP within 15 business days from measure installation)
15. **AEP** Conducts post-measure installation inspection
16. **AEP** Approves the Installation Report
 - (within 30 business days of IR submittal)
17. **PS** Submits the Savings Report [SR] (on-line)
 - (within 18 months of the Effective Date of the Agreement)
18. **AEP** Approves the Savings Report
 - (within 30 business days of SR submittal)
19. **AEP** Processes the incentive payment
20. **PS** Receives payment

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2. **PS** Completes and submits Initial Application [IA] (on-line)
 - (if applicable – Project Sponsor/Customer Agreement must be received by AEP within 15 business days of IA submittal)
3. **AEP** Reviews and Approves Initial Application
 - (within 15 business days of IA submittal)
4. **PS** Submits applicable documentation, hardcopy (see Appendix I)
5. **PS** Submits the Installation Report [IR] (on-line)
 - (within 15 business days from measure installation)
6. **PS** Submits applicable documentation, hardcopy (see Appendix I)
 - (if applicable – Customer Acknowledgement Form must be received by AEP within 15 business days from measure installation)
7. **AEP** Conducts post-measure installation inspection
8. **AEP** Approves the Installation Report
 - (within 30 business days of IR submittal)
9. **AEP** Processes the incentive payment
10. **PS** Receives payment