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# II Enrollment Materials

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This section provides copies of enrollment materials developed for AEP's Commercial Standard Offer Program, including the Initial Application, Final Application, Standard Offer Agreement, Installation Report, and Savings Report. All of this information is also available on the program web site at [www.aepefficiency.com](http://www.aepefficiency.com).

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# 1 Initial Application

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## Overview

The first step to participating in the Commercial Standard Offer Program is to submit an Initial Application. The Initial Application includes several sections to be filled out by the Project Sponsor. These sections shall be completed on the web site. Initial Applications are accepted and reviewed by AEP on a first-come, first-served basis until all funds are committed. A summary of the contents of the Initial Application is provided below.

## Sections of the Initial Application

- Project Sponsor Information
- User Information
- Qualification Information
- Project Information
- Project Description
- Site Information
- Savings Calculation
- Estimated Schedule

## Project Sponsor – User Registration

In order for a Project Sponsor to submit an Initial Application, they must first register as a new or first time user. New or first time users must register before being able to log into the database system. Your company's Federal Tax ID number will be required. This number is a key identifier in the system for each Project Sponsor. If you do not have a Federal Tax ID number, then enter your Social Security Number. Project Sponsors can register by going to the applicable website listed below:

<http://www.AEPefficiency.com>

### IA.1. Project Sponsor Information

This section requires Project Sponsor contact information such as: company name, contact name, address, title, phone & fax number, email address and supplier diversity information.

## IA.2. User Information

This section requires User contact information such as: name, user name, password, phone and email address.

## IA.3. Qualification Information

This section requires information such as: a statement of technical and managerial capabilities and experience, evidence the Project Sponsor and its subcontractors possess all applicable licenses, descriptions and references of three comparable projects.

## IA.4. Project Information

This section includes the project name, project type (new or retrofit) and space for additional comments.

## IA.5. Project Description

This describes the project, including energy efficiency measures and the activities that will be performed by the Project Sponsor.

## IA.6. Site Information

This section describes each customer site(s) including the ESID number(s) in which measures will be installed along with the estimated peak demand and energy savings.

## IA.7. Savings Calculation

This section describes how the Project Sponsor will calculate the estimated savings. Options include: stipulated/deemed savings, simplified M&V or full M&V.

## IA.8. Estimated Schedule

This section describes the estimated installation and M&V (if necessary) schedule.

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## Final Application

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### Overview

The Project Sponsor is required to submit a Final Application to participate in the Commercial (CSOP) Standard Offer Program. In the Final Application, the Project Sponsor provides a more detailed description of the proposed project, including more precise descriptions of the project's energy efficiency measures, customer sites, and expected energy savings. In addition, the Project Sponsor is required to develop a plan for the measurement and verification (M&V) of the energy savings associated with the project at this stage. The following sections provide guidance on the completion of the Final Application.

Information entered in the Initial Application will be pulled into the Final Application form. By clicking the appropriate section link, changes can be made to the form.

### Sections of the Final Application

- Project Sponsor Information
- User Information
- Qualification Information
- Project Information
- Project Description
- Site Information
- Savings Calculation
- Estimated Schedule

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

To encourage the timely completion of projects, the Final Application must be submitted within fifteen (15) business days from the date the IA was approved. If this deadline is not met, the FA will be rejected, the Project Application will go back to the IA-not submitted stage and the previously reserved incentive request will be unreserved at this point. If the Project Sponsor decides to resubmit the IA, AEP will not approve the IA (no funds reserved) until the applicable Security Deposit has been received by AEP.

#### FA.1. Project Description

This section describes the project, including energy efficiency measures and the activities that will be performed by the Project Sponsor.

## FA.2. Measurement and Verification Plan

A detailed description of the measurement and verification plan(s) to be used for the project is required if applicable. In general, it is recommended that the Project Sponsor use one of the M&V Guidelines described in Section III or Section IV of this manual. However, the Project Sponsor can provide an alternative approach. This approach should be described in detail, and is subject to the approval of AEP.

## FA.3. Site Information

This section describes each customer site(s) including ESID number(s) in which measures will be installed along with the estimated peak demand and energy savings.

## FA.4. Project Sponsor and Customer Agreement Form

This form must be signed by the Project Sponsor and the Host Customer and must be received by AEP within fifteen (15) business days or the IA submittal. This form is not required for customers serving as their own Project Sponsor.

## Equipment Survey Forms

The program equipment survey forms have been provided as standard templates for Project Sponsors completing equipment audits for the Final Application. Regardless of the M&V guidelines selected, these forms should be used for all equipment information (nameplate data, operating schedule, etc.). The sections of the forms related to equipment energy consumption, however, are specifically designed for use with the *Simplified M&V Guidelines*. The forms available for use with this program are:

- *Lighting Equipment Survey* is used with projects that involve lighting efficiency and lighting controls measures.
- *Motor and Variable Speed Drive Equipment Survey* is used with projects that involve motor or variable speed drive measures.
- *Cooling Equipment Survey* is used with any projects that involve retrofits of cooling equipment other than DX air conditioning equipment.
- *DX Air Conditioning Equipment Survey* is used with projects that involve retrofits of direct expansion air conditioning units.

In general, each form consists of multiple line items subdivided into the following three categories.

1. Equipment Information is used to describe general information about the equipment involved in the retrofit. This information includes number of units, room location, unit identification, operating schedule, operating sequence, etc. This information must be completed for pre-installation and post-installation equipment.

2. Nameplate Information is used to identify specific information regarding the equipment to be retrofitted. It includes manufacturer, model #, capacity, etc. This information must be completed for pre-installation and post-installation equipment.
3. Energy Information is specifically designed for the *Simplified M&V Guidelines*. This information includes spot measurements, annual kWh measurements, and annual hours of operation.

Any equipment not specified in the survey forms must still be listed in the Final Application with enough information for AEP's approval. Therefore, it is recommended that Project Sponsors work closely with AEP when surveying equipment not specified in the forms.

### FA.5. Lighting Equipment Survey

The Lighting Equipment Survey and the New Construction Lighting Equipment Form are provided to facilitate the completion of Final Applications that involve lighting measures. Each line item in the survey is generally used to record the lighting fixtures and controls in a single room or area. However, if multiple usage groups are present in a single room/area, then multiple line items should be used to represent each different usage group. See the *Full M&V Guidelines for Lighting Efficiency Measures* in Section III and IV of this manual for more information on usage groups. Each line item consists of the following sections:

- *Space Description* is for the room locations and fixture usage. All of the cells in this section are to be completed by the Project Sponsor. A table at the top of the form is used to determine the value of the coincidence factor. Additional information regarding the coincidence factor can be found in the *Simplified M&V Guidelines for Lighting Efficiency Measures*.
- The *Pre-Retrofit Equipment* and *Post-Retrofit Equipment* sections are for specific information about the lighting fixtures. All non-shaded cells require inputs from the Project Sponsor. Tables at the bottom of the form are used to determine the stipulated values for the hours of operation and the power adjustment factor. Additional information regarding the power adjustment factor can be found in the *Simplified M&V Guidelines for Lighting Efficiency and Controls Measures* in Section III and IV. The shaded cells, *kW per Fixture* and *kW per Space*, are equations and do not require inputs from the Project Sponsor.
- *Annual kW Savings* and *Annual kWh Savings* are equations, and do not require inputs from the Sponsor. However, these equations show only demand and energy savings associated with the lights. Any HVAC interactive savings need to be calculated separately and provided with the Final Application.

### FA.6 & FA.7. Motor and Variable Speed Drive Equipment Survey

The Motor and Variable Speed Drive Equipment Survey is provided to facilitate the completion of Final Applications that involve motor and/or VSD retrofits. Generally, each line represents an individual motor identified by its unique motor ID. However, if multiple motors have similar operating schedules and loads, then multiple motors can be placed on the same line. Each line consists of the following sections.

- The *Pre-Retrofit Equipment* and *Post-Retrofit Equipment* sections are for general information about the motors and the application. All of the cells in these sections require inputs from the Project Sponsor.
- The *Nameplate Data* sections (pre and post) are for specific information about the motors, and all of the cells in these sections require inputs from the Project Sponsor.
- *Pre-Installation Energy Consumption* and *Post-Installation Energy Consumption* require inputs from the Project Sponsor for all non-shaded cells. The shaded cells are equations and do not require inputs from the Project Sponsor.
- The *Annual kW Savings* and *Annual kWh Savings* columns are calculated automatically and do not require inputs from the Project Sponsor.

#### FA.8. CalcSmart Survey

The CalcSmart Survey is provided to facilitate the Project Sponsors' application of the deemed savings calculations for cooling equipment. Project Sponsors 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.

#### FA.9. Cooling Equipment Survey

The Cooling Equipment Survey is provided to facilitate the completion of Final Applications that involve cooling equipment (other than DX units). Each line represents a single piece of cooling equipment identified by its unique motor ID. Each line consists of the following sections.

- The *Pre-Retrofit Equipment* and *Post-Retrofit Equipment* sections are for general information about the cooling equipment. All of the cells in these sections require inputs from the Project Sponsor.
- The *Nameplate Data* sections (pre and post) are for specific information about the cooling equipment, and all of the cells in these sections require inputs from the Project Sponsor.
- The *Post-Installation Energy Consumption* (kW and kWh) requires inputs from the Project Sponsor for all non-shaded cells.

The *Annual kW Savings* and *Annual kWh Savings* columns are calculated automatically and do not require inputs from the Project Sponsor.

The Microsoft Excel program, CalcSmart, will be accepted in place of FA.9.

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## Standard Offer Program Agreement

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### Overview

The Project Sponsor shall execute a Standard Offer Program Agreement and AEP must receive this executed Agreement within fifteen (15) business days of the FA approval. The Project Sponsor is required to sign the SOP Agreement with AEP before installing any measures. The terms of the SOP Agreement will be standard for all Project Sponsors, 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.

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## Installation Report

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### Overview

The Project Sponsor is required to submit an Installation Report within fifteen (15) business days from measure installation to notify AEP that the installation is complete and the equipment is operating as specified in the approved Final Application. In the Installation Report, the Project Sponsor provides details of the actual equipment installed for the project, including updated information regarding savings estimates, the M&V plan, and the incentive payment. After the Installation Report is approved, AEP shall make the installation payment if the project requires 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.

Information entered in the Final Application will be pulled into the Installation Report form. By clicking on the appropriate section link, changes can be made to the form.

### Sections of the Installation Report

- Project Description
- Site Information
- Savings Calculation

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

#### IR.1 Project Description

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

#### IR.2 Measurement and Verification Plan

If the M&V plan has changed significantly since the approval of the Final Application, the Project Sponsor 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 AEP.

### IR.3 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 Final Application, the Project Sponsor may simply refer to the Final Application when completing this section.

### IR.4 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 Final Application, the Project Sponsor may refer to the Final Application when completing this section.

### IR.5 Customer Acknowledgement Form (hard copy only)

This form certifies that the energy efficient equipment associated with the project has been installed and is properly commissioned. The Project Sponsor and the host customer must sign one form for each customer site involved in the project. This form must be received by AEP within fifteen (15) business days from measure installation. This form is not required if the customer serves as their own Project Sponsor.

### Equipment Survey Forms

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

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## Savings Report

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

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