



An **AEP** Company

2026 Commercial Standard Offer Program

This section provides details regarding the eligibility requirements, incentive payments, and participation process for the AEP Texas Commercial Standard Offer Program. Additional information can also be found on the program's official website:

[Commercial Standard Offer Program – AEP Texas Energy Efficiency \(aepxsaves.com\)](https://aep.com/aep-texas-energy-efficiency)

Enrollments and applications can be completed at:

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

I Program Description

Overview

The Commercial Standard Offer Program (CSOP) was established by AEP Texas to provide incentives for new construction and retrofit installations that enhance energy efficiency in eligible non-residential facilities. Incentives are awarded to energy service providers, referred to as Market Actors, based on predetermined savings or verified demand and energy reductions at qualifying commercial customer sites. This program has been designed to comply with the Energy Efficiency Rule §25.181, which implements Senate Bill 7 (1999).

To participate in the CSOP, applicants must meet minimum eligibility criteria, adhere to all program guidelines and procedures, submit project documentation, and enter into a Commercial Standard Offer Program Agreement with AEP Texas. This document outlines the eligibility requirements, incentive details, participation process, and other essential information for successful engagement in the program.

Eligibility

Market Actor

Any entity intending to install eligible energy efficiency measures at a facility receiving non-residential electricity distribution service from AEP Texas is qualified to participate in the CSOP as a Market Actor. Eligible Market Actors may include:

- National or local energy service companies (ESCOs)
- Local contractors
- National or local companies that provide energy-related services or products (such as lighting or HVAC equipment)
- Retail electricity providers (REPs)
- Individual customers that install measures in their own facilities.

To ensure the program's incentive budget is allocated to projects with a high likelihood of success, all Market Actors must demonstrate their commitment to achieving program objectives and their proficiency in executing the proposed projects. As part of the enrollment and application process, Market Actors are required to submit the following information:

- A comprehensive description of the Market Actor firm, including relevant experience, areas of expertise, and professional references.
- A detailed work plan that outlines the design, implementation, operation, and management of the project, including a timeline for completion.

To ensure that incentives are accessible to a diverse range of participants, Market Actors may be restricted in the total amount of incentives they can receive from the program's budget each year. An individual or Market Actor may participate in multiple applications, provided that the total incentives from all applications do not exceed the established maximum limit.

Host Customer

Any eligible commercial customer of AEP Texas who owns or operates a facility may host a project developed by a qualified Market Actor or independently sponsor the project. Ineligible customers include those receiving service at transmission voltages and those who have submitted a valid "Energy Efficiency Identification Notice Form for Distribution Voltage Industrial Customers." The responsibilities of the host customer include:

- Committing to an energy efficiency project.
- Entering into an agreement with the selected Market Actor (or AEP Texas for independently sponsored projects).
- Providing reasonable access to project facilities both before and after project completion.

Project

A project is defined as the collection of measures implemented at an eligible AEP Texas commercial distribution customer site, along with the estimated demand and energy savings detailed in a single application. All projects must adhere to the following requirements:

- Each project must demonstrate a total estimated reduction in summer or winter peak demand and/or annual energy savings that results in a minimum of \$500 in energy efficiency incentives. This requirement is intended to ensure that projects effectively contribute to the primary goal of reducing peak demand and/or energy consumption while also minimizing administrative costs.

Projects that incorporate a diverse array of measure types are strongly encouraged.

Measure

Most energy efficiency measures in retrofit applications and new construction that reduce electric energy consumption, as well as summer or winter peak demand, are eligible for the CSOP. AEP Texas does not specify eligible measures to allow Market Actors maximum flexibility in packaging their services. Consequently, 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.

- Generates savings by enhancing energy efficiency or by substituting an alternative energy source for electricity supplied through the transmission grid.
- Is installed in a new or retrofit application.
- Meets the requirements outlined in the Texas Technical Reference Manual (TRM) Version 12.0, or the most current version if available, as specified by the Public Utility Commission of Texas.

Measure types that are not eligible for consideration in the program include those that:

- Involve plug loads (i.e., office equipment, lamps)
- Involve self-generation or cogeneration, except for renewable technologies intended for on-site use.
- Depend on changes in customer behavior and do not necessitate any capital investment.
- Lead to adverse environmental or health impacts.
- Involve switching from one fuel source to electricity.
- Receive incentives from any other energy efficiency program provided by AEP Texas.

Project incentives will be granted solely for energy and demand savings directly associated with the end-use equipment installed as part of the project. Savings resulting from interactive effects between lighting and space-cooling measures will be eligible for payment based on a specified value, but only when lighting measures have been installed in a conditioned space as part of the program. Interactive effects involving other end-use equipment will not qualify for program payments.

Table 1 presents examples of eligible and ineligible measures. AEP Texas may evaluate any measures not listed in Table 1 for program eligibility on a case-by-case basis.

Table 1

Examples of Eligible Measures and Projects

Commercial HVAC Measures

- Projects for the conversion from Constant Air Volume (CAV) systems to Variable Air Volume (VAV) systems
- Chiller replacement projects
- Thermal Energy Storage
- Packaged cooling unit replacement projects
- Replacement HVAC projects with an increase of over 20% will be evaluated individually on a case-by-case basis

Air-side & Water-side Economizer

- Installation of Variable-Speed Drive (VSD)
- Fan and pump motor efficiency upgrades
- Transitioning from electric fuel sources to gas fuel sources

Commercial Lighting Measures

- High-efficiency fluorescent, high-intensity discharge (HID), or LED lighting systems that replace less efficient lighting options
- Lighting control systems designed to minimize operating hours

Refrigeration Measures/Projects

- Air cooling and refrigeration compressor replacement projects

Industrial Measures/Projects

- Installation of Variable-Speed Drive (VSD)
- All motor-efficiency upgrade projects

HVAC & LIGHTING

- VFDs on Air Handler Supply Fans
- Adjustment Factors for Demand Savings in Lighting Control Systems
- Occupancy Control Systems for Guest Rooms, Dormitories, and Multifamily Residences

Refrigeration (retrofit)

- Night Covers for Open Refrigerated Cases
- Electronically Commutated Motor (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

OTHER MEASURES

- Window Treatment
- Pump-off Controllers
- Evaporative Pre-cooling
- Commercial Pool Pumps
- ENERGY STAR Certified Thermostats
- Door Air Infiltration

Examples of Ineligible Measures and Project

- Transitioning from gas or alternative fuels to electric power sources
- Load reductions caused by building vacancies, decreased production, or other changes in occupant characteristics or behavior
- 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 have been obtained through another AEP Texas program
- Energy efficient measures utilizing only gas

Measure Category	Measure Description	New Construction	Retrofit	Savings Calculator
Lighting	Lighting - Lamps and Fixtures	✓	✓	Lighting Survey Form
Lighting	Lighting Controls	✓	✓	Lighting Survey Form
HVAC	Package and Split-System (AC & Heat Pumps)	✓	✓	ACE Tool
HVAC	Chillers	✓	✓	ACE Tool
HVAC	Package Terminal Units and Room Air Conditioners (AC and Heat Pumps)	✓	✓	ACE Tool
HVAC	VFDs on AHU Supply Fans		✓	Other Measures Calculator
Building Envelope	Cool Roof		✓	Cool Roof Calculator
Building Envelope	Window Films		✓	Other Measures Calculator
Food Service	High Efficiency Electric Combination Ovens	✓	✓	Other Measures Calculator
Food Service	High Efficiency Electric Convection Ovens	✓	✓	Other Measures Calculator
Food Service	ENERGY STAR® Commercial Dishwashers	✓	✓	Other Measures Calculator
Food Service	ENERGY STAR® Commercial Electric Hot Food Holding Cabinets	✓	✓	Other Measures Calculator
Food Service	ENERGY STAR® Kitchen Electric Fryers	✓	✓	Other Measures Calculator
Food Service	Pre-Rinse Spray Valves		✓	Other Measures Calculator
Food Service	ENERGY STAR® Electric Steam Cookers	✓	✓	Other Measures Calculator
Refrigeration	Door Heater Controls		✓	Other Measures Calculator
Refrigeration	ECM Evaporator Fan Motors		✓	Other Measures Calculator
Refrigeration	Electronic Defrost Control		✓	Other Measures Calculator
Refrigeration	Evaporator Fan Controls		✓	Other Measures Calculator
Refrigeration	Night Covers for Open Refrigerated Cases		✓	Other Measures Calculator
Refrigeration	High-Efficiency Solid & Glass Door Reach-in Cases	✓	✓	Other Measures Calculator
Refrigeration	Strip Curtain - Walk-in Cooler/Freezer	✓	✓	Other Measures Calculator
Refrigeration	Low/No Anti-sweat Heat Glass Doors (Zero Energy Glass Doors)	✓	✓	Other Measures Calculator
Miscellaneous	Vending Machine Controllers		✓	Other Measures Calculator

Efficiency Standards

AEP Texas has developed the CSOP to promote electric energy efficiency improvements that surpass the typical gains achieved through retrofit or replacement projects. As a result, energy and demand savings credits will only be awarded for reductions that exceed the current state and federal minimum efficiency standards, where applicable. In instances where no such standards exist, savings credits will be calculated based on improvements relative to a customer's energy consumption prior to their participation in the program. A comprehensive list of federal and state equipment efficiency standards can be found in the most recent version of the Technical Reference Manual (TRM).

Incentives

Each year, throughout the course of the program, AEP Texas will determine the total incentive funds available within each participating service territory. The incentive rates and payments are summarized below.

Rates

The CSOP offers standard incentive rates for demand and energy savings, set at \$200.00 per kilowatt (kW) for peak demand reduction and \$0.07 per kilowatt-hour (kWh) for energy saved. Higher incentives are available for approved HVAC equipment projects, such as direct expansion (DX) air conditioning units, water chillers, and heat pumps. Demand savings from measurement and verification (M&V) projects must adhere to the current M&V procedures outlined in Volume 4 of the Technical Reference Manual (TRM). Energy savings are defined as the reduction in energy consumption over a 12-month period. Savings can be classified as either "deemed," which are based on standardized savings values or formulas, or determined through measurement and verification (M&V).

	\$/kW	\$/kWh
Lighting/Solar	\$200.00	\$0.07
All Other Measures	\$375.00	\$0.10

Limitation – maximum Market Actor incentives

To ensure that incentives are accessible to a variety of energy efficiency service providers, no Market Actor may initially reserve or receive more than the specified Market Actor maximum. This limitation remains in effect until the program manager makes an adjustment to the amount during the program year.

	CSOP Budget	Market Actor Limit
TCD-ESIID Prefix -100327894	\$1,413,500	\$285,000
TND-ESIID Prefix -102040497	\$262,262	\$50,000

Payments

AEP Texas agrees to provide incentive payments to the Market Actor based on the total documented Deemed Savings or Measured Savings resulting from the Project. The total incentive payment will be calculated by multiplying the Deemed Savings or Measured Savings by the applicable "Incentive Rate."

In general, AEP Texas will not issue total incentive payments exceeding 100% of the total estimated incentive payment outlined in the CSOP Agreement. Additionally, the actual total incentive payment may be lower than the estimated amount if measurement and verification (M&V) activities or post-installation inspections reveal that the measured savings are less than the estimated savings.

Special Incentive Cases

Projects that include fuel switching measures are subject to restrictions on the total incentive payment amount.

Project Application

Market Actors initiate the Project Application process by creating an enrollment online in the P3 database system for AEP Texas projects at <https://aeptexas.p3.enertrek.com>. The Project Enrollment/Application must include the following information:

- Identification and Qualifications of the Market Actor.
- Market Actor's W-9
- A copy of the customer's W-9 form, if they are receiving the incentive payment
- Identification of the host AEP Texas commercial customer site(s), including the corresponding Electric Service Identifier (ESID) number(s).
- A detailed description of the proposed energy efficiency measures along with the associated incentives being requested.
- A concise work plan outlining the project design, implementation, operation, and management, along with the anticipated project timeline.

Project Applications will be reviewed on a first-come, first-served basis until all incentive funding has been allocated. A third-party Market Actor must submit the Market Actor and Customer Agreement along with the Project Application. Incentives will not be reserved or paid for projects that have commenced or been completed at the time the application is submitted, nor until a pre-inspection has been conducted.

Pre-Installation Inspection

Upon receiving the Project Application, AEP Texas may, at its discretion, conduct a pre-installation inspection of the project site or plans to verify the baseline conditions documented in the application and assess the feasibility of installing the proposed equipment. AEP Texas will reach out to the Market Actor and aim to complete the inspection within 30 business days of receiving a complete Project

Application. The pre-installation inspection requires the presence of at least one representative from the Market Actor who is familiar with both the project and the facility, allowing for any discrepancies to be identified collaboratively by all parties. The inspection will verify the following information:

- The accuracy of the equipment survey is essential. Equipment must be documented on the survey form in a way that facilitates easy identification of its location. **For instance, on a Lighting Survey Form, all fixtures should be recorded by room or area, rather than providing only a total count of fixtures for the project, which may include non-qualifying fixtures in the retrofitted area.**

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 Lighting Design Lab (LDL)—will not be eligible for incentives.

- For most measures, the accuracy of the equipment quantity and nameplate information is verified. In the case of lighting measures, the acceptance criterion stipulates that the total error of the installed demand for the sample must be within $\pm 5\%$ of the total demand reported on the survey form.

When electrical measurements are required, the representative(s) must carry out any necessary interruptions in equipment operation, open any electrical connection boxes, or connect current and power transducers. If the pre-installation inspection cannot be completed promptly due to the representative(s) being unfamiliar with the facility or project, the project site will not pass the inspection.

Commercial Standard Offer Program Agreement

The Market Actor is required to execute a CSOP Agreement, which must be received by AEP Texas within fifteen (15) business days following the approval of the Project Application. The Market Actor must sign the contract with AEP Texas prior to installing any measures. The terms of the contract will be consistent for all Market Actors and will include the measures to be installed, estimates of demand and energy savings, the maximum incentive payment associated with the project, and the approved measurement and verification (M&V) approach.

Final Approval Request/Installation Report

The Market Actor is required to submit a Project for Final Approval/Installation Report (FA/IR) to AEP Texas within fifteen (15) business days following the installation of measures. A third-party Market Actor must also include the Customer Acknowledgment Form with the FA/IR submission. The FA/IR must provide a detailed description of the energy efficient equipment that was installed, along with invoices for the equipment that include quantity, manufacturer, and model numbers. Additionally, the report should include photos of both the existing and new equipment, as well as the operating conditions at the customer's site. The typical review cycle for FA/IRs, including the inspection, is 30 business days.

Post-Installation Inspection

AEP Texas will reach out to the Market Actor and may conduct a post-installation inspection of the project site within 30 business days of receiving a complete FA/IR. The post-installation inspection requires at least one representative from the Market Actor, who is familiar with both the project and the facility, to be present. The inspection will verify that:

- The savings measures outlined in the CSOP Agreement have been installed and are functioning as described in the approved Project Application. For most measures, the accuracy of the equipment quantity and nameplate information will be verified. Specifically, for lighting measures, the acceptance criterion requires that the total error of the installed demand for the sample be within $\pm 5\%$ of the total demand reported on the survey form.
- The Measurement and Verification (M&V) plan is being implemented in accordance with the approved Project Application.

When electrical measurements are required, the representative(s) must carry out any necessary interruptions to equipment operation, open electrical connection boxes, or connect current and power transducers. If the post-installation inspection cannot be completed promptly due to the representative(s) being unfamiliar with the facility or project, the project site will not pass the inspection.

Measurement and Verification

Before the incentive payment is issued, the potential for the project measures to achieve demand and energy savings must be verified, and the actual savings estimated. These activities will be carried out in accordance with the Measurement and Verification (M&V) plan developed for the project. Market Actors are responsible for creating their own M&V plans and conducting all M&V activities related to the project.

M&V procedures will vary in detail and rigor based on the measures installed. For each installed measure, the selected procedures will depend on factors such as the predictability of equipment operation, the availability of evaluation data from prior programs, and the cost-effectiveness of the chosen M&V approach.

Project-specific M&V procedures may be classified into three distinct approaches, reflecting increasing levels of detail and rigor.

- **Deemed savings:** Savings values are determined based on engineering calculations that utilize typical equipment characteristics and operating schedules tailored for specific applications, without the need for on-site testing or metering. This method may only be applied to measures where savings can be reasonably assured, such as Lighting Efficiency and Controls, HVAC replacements, Commercial Refrigeration, Food Service Equipment, and any other measures whose savings have been approved by the Public Utility Commission of Texas.
- **Simple M&V:** Savings values are derived from engineering calculations that utilize typical equipment characteristics and operating schedules designed for specific applications, supplemented by some short-term testing or basic long-term

metering. For instance, energy and demand savings from chillers can be assessed using a straightforward approach that compares the rated efficiencies of high-efficiency equipment with those of standard equipment, alongside kW spot-metering and simple long-term kWh metering.

- **Full M&V:** Savings are estimated with a greater level of rigor than that used in deemed savings or simple measurement and verification (M&V) approaches, employing methods such as metering, billing analysis, or computer simulation. These methods must be developed in accordance with the International Performance Measurement and Verification Protocol (IPMVP), which serves as the foundation for standard industry practices. More information about the IPMVP can be found at www.ipmvp.org.

Using the IPMVP as a reference, AEP Texas has established several measure-specific guidelines to ensure consistency and quality in the M&V conducted by Market Actors. Market Actors will only need to adapt these guidelines to their specific projects to create a project-specific M&V plan for the application stage.

The duration required to complete M&V activities will vary from less than one month to a maximum of twelve months, depending on the selected approach.

Savings Report

Upon completion of all M&V activities, the Market Actor must prepare a Savings Report (SR) that documents the measured demand and energy savings of the project. An approved SR will serve as the invoice for the final incentive payment, referred to as the performance payment, which is based on the project's verified savings. The total incentive payment cannot exceed the amount specified in the CSOP Agreement. The typical review cycle for the SR is 30 business days.

Deadlines

To promote the timely completion of projects, the following deadlines have been established:

The Market Actor and Customer Agreement must be included with the Project Application submission. The CSOP Agreement must be received by AEP Texas within fifteen (15) business days following the approval of the Project Application.

The installation of measures must be completed within six (6) months from the Effective Date.

The Final Approval Request/Installation Report (FA/IR) must be submitted within fifteen (15) business days following the installation of measures. Extensions may be granted by AEP Texas on a case-by-case basis.

The Customer Acknowledgment Form must be included with the submission of the Installation Report (FA/IR).

The Savings Report must be submitted to AEP Texas within thirty (30) business days following the completion of M&V activities and no later than 18 months after the execution of the Standard Offer Agreement.

Correspondence

All Project Applications must be completed online at the CSOP website. Supporting documentation should be uploaded to the P3 database under the relevant project. Any additional documentation or specific correspondence should be directed to the AEP Texas Program Coordinator listed below:

AEP Texas

Attn: Jake Dutton
910 Energy Drive
Abilene, TX 79602
Phone: (325) 674-7581
E-mail: jdutton@aep.com

Confidentiality

The CSOP is subject to oversight by the Public Utility Commission of Texas (PUCT), which may request copies of any program materials received by AEP Texas. Sensitive company and project information, such as financial statements, should be marked as “confidential” when submitted to AEP Texas. These materials will be handled confidentially and will not be disclosed to outside parties, except for the PUCT. AEP Texas will not be liable to any Market Actor or other party for any public disclosure of submitted materials.

Participation Costs

AEP Texas will not reimburse any Market Actor for costs incurred while participating in the CSOP, including expenses related to preparing the Project Application or reviewing the CSOP Agreement.

Submission of False Information

AEP Texas reserves the right to suspend its evaluation of all submissions from any Market Actor that, in AEP Texas's sole discretion, provides false, misleading, or incorrect information.

Web Site

The CSOP website will serve as the primary source for all updated program information and materials. The website will include the following details:

- Information that describes the program design and requirements
- Contact information for obtaining additional details about the program
- Downloadable guidelines, applications, savings calculators, and submission forms.

[Commercial Standard Offer Program – AEP Texas Energy Efficiency
\(www.aeptxsaves.com\)](http://www.aeptxsaves.com)



Enrollment Materials

This section offers information on enrollment materials for the AEP Texas Commercial Standard Offer Program, which includes the Project Application, Commercial Standard Offer Program Agreement, Installation Report, and Savings Report.

1 Registration

Overview

The initial step to participate in the Commercial Standard Offer Program (CSOP) is to register on the P3 database. You will need your company's Federal Tax ID number and W-9 form. If you do not possess a Federal Tax ID number, please use your Social Security Number instead. Market Actors can complete the registration at the website link provided below:

AEP Texas: <https://aeptexas.p3.enertrek.com>

To access the P3 database system and submit a Project Application, a Market Actor must first register as a new or first-time user to create a login. This registration process requires the user to provide their name, email address, and password. A P3 Email Verification will be sent to confirm the validity of the email address.

Market Actor Profile Information

This section requires the Market Actor to provide information including: tax ID, company name, contact name, address, title, phone and fax numbers, and email address.

Market Actor Enrollment

After completing the profile information, the Market Actor must submit an Enrollment Application for the CSOP. This application should include a statement of the Market Actor's technical and managerial capabilities, evidence that both the Market Actor and its subcontractors hold all necessary licenses, as well as descriptions and references for comparable projects. The Enrollment Application will be submitted for approval by the Program Coordinator. Once the Enrollment is approved, the Market Actor will be eligible to submit a Project Application. Additionally, with an approved Enrollment, the Market Actor can submit multiple projects under the same Enrollment.

2 Project Application

Overview

The Market Actor must submit a Project Application for Pre-Approval to participate in the CSOP. In this application, the Market Actor is required to provide a comprehensive description of the proposed project, including detailed information about the energy efficiency measures, customer sites, and anticipated energy savings. Additionally, the Market Actor must develop a plan for the measurement and verification (M&V) of the energy savings associated with the project, unless Deemed Savings are being utilized. The following sections offer guidance on how to complete the Project Application.

Project Applications are accepted and evaluated by AEP Texas on a first-come, first-served basis until all available funds are allocated. Below is a summary of the contents of the Project Application.

Sections of the Project Application

- Project Information
- Project Description
- Site Information
- Savings Calculation
- Estimated Schedule

Project Information

This section requires the project name, which will be recorded in the database and should include the name of the Host Customer. Additionally, it specifies the project type (new or retrofit) and provides space for any additional comments.

Project Description

This section provides a description of the project, detailing the energy efficiency measures and the activities that will be undertaken by the Market Actor.

Site Information

This section outlines the customer site(s), including the ESI ID number(s) where the measures will be installed, along with the estimated peak demand and energy savings. The equipment survey forms detailed in the following sections offer a method for entering savings information into the database.

Savings Calculation

This section outlines how the Market Actor will calculate the estimated savings. The available options include: stipulated/deemed savings, simplified measurement and verification (M&V), or full M&V.

Estimated Schedule

This section provides an overview of the estimated schedule for installation and measurement and verification (M&V), if applicable.

Market Actor and Customer Agreement Form

This form must be signed by both the Market Actor and the Host Customer and included with the Initial Project Application submission. However, this form is not required for customers who are acting as their own Market Actor.

Measurement and Verification Plan

A detailed description of the measurement and verification plan(s) to be utilized for the project is required, if applicable. Generally, it is recommended that the Market Actor adhere to the guidelines outlined in the Public Utility Commission of Texas' Texas Technical Reference Manual (TRM) Version 12.0, or a more recent version if available. However, the Market Actor may propose an alternative approach, which should be described in detail and is subject to approval by AEP Texas.

Equipment Survey Forms

The program equipment survey forms are provided as standard templates for Market Actors conducting equipment audits for the Project Application. These forms should be utilized for all equipment information, including nameplate data and operating schedules, regardless of the project type. However, the sections of the forms pertaining to equipment energy consumption are specifically designed for use in conjunction with the **Simplified M&V Guidelines**. The following forms are available for use in this program:

- **The Lighting Survey Form** is designed for projects that include lighting efficiency and lighting control measures.
- **Motor and Variable Speed Drive Equipment Survey** is utilized for projects that involve motor or variable speed drive (VSD) measures.
- **ACE Tool HVAC Equipment Survey** is intended for projects that involve HVAC equipment.
- **Other Measures Calculator**

Each form generally contains multiple line items organized into the following three categories.

1. **Equipment Information** provides a description of general details regarding the equipment used in new construction or retrofit applications. This includes information such as the number of units, room locations, unit identification, operating schedules, and operating sequences. This information must be completed for both pre-installation and post-installation equipment.
2. **Nameplate Information** is used to identify specific details about the equipment being retrofitted. This includes the manufacturer, model number, capacity, and other relevant specifications. This information must be provided for both pre-installation and post-installation equipment.
3. **Energy Information** is specifically tailored for the **Simplified Measurement and Verification (M&V) Guidelines**. This section includes spot measurements, annual kilowatt-hour (kWh) measurements, and annual hours of operation.

Any equipment not included in the survey forms must still be documented in the Project Application, providing sufficient information for approval by AEP Texas. Therefore, it is advisable for Market Actors to collaborate closely with AEP Texas when surveying equipment that is not specified in the forms.

Lighting Equipment Survey Form

The Lighting Equipment Survey Form (LSF) is designed to assist in completing Project Applications that involve lighting measures. Each line item in the survey is used to document the lighting fixtures and controls within a single room or area. If a site contains multiple usage groups, the predominant use of the facility should be designated as the Building Type to represent each different usage group, or a separate LSF should be completed for each group. Each line item comprises the following sections:

- The **Building ID, Floor, and Room Description** sections identify room locations. The dropdown menus for Building Type and Air Conditioning Type calculate fixture usage and the interaction with air conditioning. All fields in this section must be completed by the Market Actor. **Fixture counts should be entered in a way that clearly defines the location of the fixtures. The form should be organized by area rather than by fixture type, with all identical fixture types listed on the same line, including non-qualifying fixtures.** Additionally, a table under the Factor Tables tab of the form is used to determine the values for coincidence factors, hours of operation, and power factor adjustments.
- The **Pre-Retrofit Equipment** and **Post-Retrofit Equipment** sections are designated for specific information regarding the lighting fixtures. All non-shaded cells require input from the Market Actor, while the shaded cells for **kW per Fixture** and **kW per Space** contain equations and do not require input from the Market Actor.
- The **Peak kW Savings** and **Annual kWh Savings** fields are calculated using equations and do not require any input from the Market Actor.

Motor and Variable Speed Drive Equipment Survey

The Motor and Variable Speed Drive Equipment Survey is designed to assist in completing Project Applications that involve motor and/or variable speed drive (VSD) retrofits. Typically, each line item corresponds to an individual motor, identified by its unique motor ID. However, if multiple motors have similar operating schedules and loads, they may be listed together on the same line. Each line comprises the following sections:

- The **Pre-Retrofit Equipment** and **Post-Retrofit Equipment** sections provide general information about the motors and the Project Application. All fields within these sections must be completed by the Market Actor.
- The **Nameplate Data** sections (both pre and post) are designated for specific information about the motors. All fields in these sections must be completed by the Market Actor.

- The **Pre-Installation Energy Consumption** and **Post-Installation Energy Consumption** sections require the Market Actor to provide inputs for all non-shaded cells. The shaded cells contain equations and do not require any input from the Market Actor.
- The **Peak kW Savings** and **Annual kWh Savings** columns are calculated automatically and do not require any input from the Market Actor.

ACE TOOL HVAC Equipment Survey

The ACE HVAC Equipment Survey Tool is designed to assist Market Actors in applying deemed savings calculations for cooling equipment in both new and retrofit projects, provided that the replacement equipment is within $\pm 20\%$ of the size of the original equipment. Market Actors involved in retrofitting cooling equipment or installing cooling equipment in new construction projects may opt for the deemed savings methodology to measure and verify the peak demand and energy savings achieved through their projects.

Other Measures Calculator

The Other Measures Calculator assists in completing Project Applications that involve various new construction and retrofit measures across the following categories:

- Refrigeration
- Food Service Equipment
- Lodging Occupancy Controls
- VFDs of Air Handling Units
- Window Treatment
- Pump-off Controllers
- Evaporative Pre-cooling
- Commercial Pool Pumps
- ENERGY STAR Thermostats
- Door Air Infiltration

Additional Documentation Uploads

- Executed Market Actor and Customer Agreement Form
- W-9 for payee
- Pictures of existing equipment
- Drawings and blueprints for new construction projects
- Proposed specification sheets for new equipment
- Screenshots from the DesignLights Consortium (DLC) displaying the proposed eligible LED lights, along with the corresponding Technical Requirements Version
- Any additional documentation related to the proposed work that may enhance the project evaluation.

3

Commercial Standard Offer Program Agreement

Overview

Upon receiving Pre-Approval for a Project, the Market Actor is required to execute a CSOP Agreement. AEP Texas must receive the signed Agreement within fifteen (15) business days following the approval of the Project Application. It is essential for the Market Actor to sign this Agreement with AEP Texas prior to commencing any installation activities.

The Agreement will contain standard terms applicable to all Market Actors, which will outline the measures to be implemented, estimates of demand and energy savings, the maximum incentive payment for the project, and the approved Measurement and Verification (M&V) approach.

Once the executed CSOP Agreement is submitted to the Program Coordinator, the project status will change to "Work Completion Pending," allowing the Market Actor to begin work.

4 Installation Report

Overview

The Market Actor is required to submit a Project for Final Approval within fifteen (15) business days after the installation of measures. This submission notifies AEP Texas that the installation is complete and that the equipment is functioning as specified in the approved Project Application, making the project ready for Post-Inspection.

In the Final Approval/Installation Report, the Market Actor must provide details regarding the actual equipment installed for the project. This report should include updated savings estimates, photographs of the new equipment, invoices for the equipment, and the Measurement and Verification (M&V) plan.

Once the Final Approval/Installation Report is approved, AEP Texas will process the installation payment, provided that no further M&V is required for the project. For details regarding the incentive payment, please refer to the "Incentives" section in Section I of the manual. The following sections will offer guidance on how to complete the Final Approval/Installation Report.

Sections of the Installation Report

- Project Description
- Site Information
- Savings Calculation

Each of these sections should be reviewed and, if necessary, revised to include more detailed information.

Project Description

This section outlines the project, detailing the energy efficiency measures implemented and the activities performed by the Market Actor. If the scope of the project remains unchanged since the approval of the Project Application, the Market Actor may reference the Project Application while completing the project description.

Measurement and Verification Plan

If the Measurement and Verification (M&V) plan has undergone significant changes since the approval of the Project Application, the Market Actor is required to submit the revised plan. The updated M&V plan must include a detailed description of the modifications and is subject to approval by AEP Texas.

Customer Site Profiles

The site profile must be completed for each location where demand and energy savings are claimed in the project. Site schematics and any additional relevant information should be included as necessary. If this information has not changed since the approval of the Project Application, the Market Actor may reference the Project Application while filling out this section.

Project Savings Estimate

The summary of the proposed measures must be completed, including all equations and calculations used to estimate demand and energy savings. If this information remains unchanged since the approval of the Project Application, the Market Actor may reference the Project Application when filling out this section.

Equipment Survey Forms

Updated equipment survey forms must be completed if the actual equipment installed differs from the equipment specified in the approved Project Application. These forms should capture all relevant equipment information, including nameplate data, operating schedules, and other pertinent details.

Customer Acknowledgement Form

This form certifies that the energy efficient equipment related to the project has been installed and properly commissioned. Both the Market Actor and the host customer must sign a separate form for each customer site involved in the project. This form must be included with the Installation Report (IR) submission and received by AEP Texas within fifteen (15) business days following the installation of the measures. This form is not required if the customer is acting as their own Market Actor.

5 Savings Report

The Market Actor is required to submit a Savings Report (SR) if specific measurement and verification activities related to the project have been conducted. The SR must include all measurement data and the corresponding analysis performed by the Market Actor.

This report should be submitted online to AEP Texas within eighteen (18) months of the Effective Date of the Agreement. In addition to the SR, the Market Actor must provide the raw data in electronic format to support all savings calculations. Once the SR is approved, AEP Texas will process the performance payment. For details regarding the performance payment, please refer to the "Incentives" section in Section I of this manual.