

2018 El Paso Electric

NM Small Business Comprehensive Program

Participation Process: Lighting



1. Confirm Eligibility

- Commercial Customer must reside in New Mexico and receive service from El Paso Electric
- Average Demand \leq 100kW for an individually metered site
- If Commercial Customer site exceeds the average kW limit they may be eligible to participate in the SCORE Plus Program, contact Walter Guerrero at walter.guerrero@epelectric.com
- New Construction projects must submit a complete set of plans for review of program eligibility
- To confirm eligibility, please contact:

Crystal Enoch, PE

Energy Efficiency Program Coordinator
(915) 351-4212

El Paso Electric Company

Energy Efficiency Department
(575) 523-3533

2. Schedule Room-by-Room Pre-Inspection*:

- Using **2018 NM Lighting Survey Form (LSF)** gather room by room information
- Email complete **LSF** to Crystal Enoch at crystal.enoch@epelectric.com prior to pre-inspection
- Schedule pre-inspection* with Crystal Enoch (3) business days before project begins:
- Pre-Installation photos of each fixture type and wattage, minimum of three required
- Funds are **“Reserved for 45 Days”** after pre-inspection has been completed

3. Complete Lighting Retrofit and Schedule Room-by-Room Post-Inspection*:

- Email **Final LSF** to Crystal Enoch at crystal.enoch@epelectric.com
- Schedule post-inspection* with Crystal Enoch after project is completed
- Post-Installation photos of each fixture type and wattage, minimum of three required
- Upon request Specification Sheets may be required

***Pre and Post inspections will be conducted by EPE Program Coordinator on all projects until it is determined that random inspections can take place.**

4. Payment Submission

- Upon completion of post inspection submit the following documents to Crystal.Enoch@epelectric.com
 - Final 2018 **NM Lighting Survey Form** (Excel format)
 - Customer Signed **“Customer Acknowledgment Form”**
 - W9** (Signed and Dated)
 - “Paid” Invoice**, clearly showing EPE Rebate and Customer cost
 - Screw-in LED’s and CFL’s purchased from retail outlet participating in the CFL and LED Buy Down Program are not eligible for incentive **MUST** include receipt to show point of purchase.
- EPE Incentive processing can take **up to 4-6 weeks.**

5. Quality Control/Quality Assurance:

- Maintain Program Compliance
- Participating Contractors who fail to meet Program guidelines may face probation, suspension, or termination from the Program.
- Customer must allow access to EPE, NM Public Regulatory Commission’s independent Measurement & Verification Evaluator or Frontier Associates, who may randomly inspect completed projects.