



New Mexico Self-directed Energy Efficiency Program Application Requirements

Business name: _____ (DBA): _____ Contact name: _____
Contact phone: _____ Contact fax: _____ Contact e-mail: _____
Business address: _____ Business phone: _____
EPE account number: _____ EPE Account Manager: _____

Please attach a copy of the engineering study for your project to this application and deliver it to your account manager or mail it to the address below. **The engineering study must include the following:**

- The name and contact information of the person preparing the report, as well as their professional qualifications. Engineering studies can be completed by an in-house engineer or an external consultant or contracted firm. If you use an external consultant to complete the report, their professional engineer stamp must appear on the report
- A sheet summarizing all projects you are submitting for consideration
- A paragraph describing each project
- A description of energy saving technologies or improvements used, including manufacturer information
- The total cost of all energy efficiency improvements
- The detailed cost of each energy efficiency improvement, please include all invoices for product purchases and labor
- Quantified energy savings, including energy consumption before and after the improvements were made. Measurement values must be included (for example motor loads before and after the installation of a variable speed drive). Detailed calculations and assumptions must be included.
- EPE expects most reports will be 3 to 5 pages long

Some important things to know about the Self-Directed Energy Efficiency Program

- EPE will notify the applicant within 10-business days of any application deficiencies.
- EPE will respond within 20 business days to a completed application
- EPE will send a confirmation letter to customer indicating the credit amount and timetable for credit allowances.
- Only the incremental costs of the energy efficiency improvement can be included. For example external labor may be included but internal labor may not. , If new energy efficient equipment replaces functioning existing equipment then the entire cost can be claimed; however, if the upgrade replaces failed equipment, only the incremental cost of the high-efficiency model compared to the standard model qualifies.
- Approved expenditures will be used as credits for up to 70% of the Energy Efficiency Fee on the customer's bill.
- Approved expenditures will be applied annually until the total expenditure is credited or until the rider is discontinued
- Gas projects do not qualify
- The expense of the engineering study does not qualify as a credit against the fee.
- Each project must have a simple payback of between 1 and 7 years. Projects with simple paybacks of less than 1 year or greater than 7 years do not qualify.
- Approved credits will be delivered annually as a bill credit or by check as agreed to by EPE and the customer.
- All information is subject to verification. Some project data (excluding proprietary information) will be made available to measurement and verification contractors working on behalf of EPE, and you may be asked to provide information in a telephone or in-person interview, or allow your facility to be inspected so contractors can verify energy-saving measures were installed.

Please send the complete packet to:
EPE Energy Efficiency Department
P.O Box 982
El Paso, Texas 79960

Please direct any questions about the Self-Directed Energy Efficiency Program to your EPE account manager, or contact El Paso Electric at (575) 523-3533 or energy.efficiency@epelectric.com