

**1. Confirm Eligibility**

- Commercial Customer must reside in New Mexico and receive electric service from El Paso Electric
- Individually metered site average Demand must be ≤ 100kW
- New Construction Projects: Must have complete set of plans submitted for verification of program eligibility
- To confirm eligibility, please contact:

**Chris Stanaland**

Frontier Energy  
Energy Efficiency Program Consultant  
[cstanaland@frontierenergy.com](mailto:cstanaland@frontierenergy.com)  
(575) 200-1434

**Don Johnson**

El Paso Electric  
Sr. Energy Efficiency Program Coordinator  
[don.johnson@epelectric.com](mailto:don.johnson@epelectric.com)  
(915) 351-4237

**2. Schedule a site pre-inspection\*; due to potential impacts from COVID-19, a Frontier Energy guided remote pre-inspection/desk review may be substituted in lieu of an onsite Frontier Energy pre-inspection:**

- Using **2020 NM Lighting Survey Form (LSF)**, gather rooms and lighting/fixture information
- Email completed **LSF** to Chris Stanaland **prior** to pre-inspection
- Schedule a site/remote pre-inspection\* with Chris Stanaland at least (3) business days before project begins
- During the site/remote pre-inspection, take photos of existing **controls**, lamps or fixture types and wattages of equipment; minimum of three required for each space type. **Pictures should show light counts, room types, etc.**
- Email pictures to Chris Stanaland or submit them through EPE's online application system which can be found at <https://www.epesaver.com/services/lighting/>
- Submit new lamp/fixture specifications and submittal information for eligibility verification
- Funds are **"Reserved for 45 Days"** after remote onsite pre-inspection has been completed

\* *New Construction projects do not require pre-inspection, as eligibility is determined from plan submittals*

**3. Complete lighting project and schedule a site room-by-room post-inspection\*; due to potential impacts from COVID-19, a Frontier Energy guided remote post-inspection/desk review may be substituted in lieu of an onsite Frontier Energy post-inspection:**

- Email **Final LSF** to Chris Stanaland **prior** to post-inspection
- Schedule a site/remote post-inspection\* with Chris Stanaland after project is completed
- During the site/remote onsite inspection, take photos of **new controls, lamps**, fixture types and wattages of installed equipment; minimum of three required for each space type. **Pictures should show light counts, room types, etc.**
- Email pictures to Chris Stanaland or submit them through EPE's online application system which can be found at <https://www.epesaver.com/services/lighting/>

\* *Post-inspections are to be conducted remotely by EPE's Program Consultant, on all projects unless informed otherwise by EPE's Program Coordinator or Frontier Energy's Program Consultant*

**4. Payment Submission**

- Upon completion of post-inspection, submit the following documents to Chris Stanaland
  - Final 2020 **NM Lighting Survey Form** (Excel format)
  - Customer Signed **"Customer Acknowledgment Form"**
  - W9** (Signed and Dated)
  - "Paid" Invoice**, clearly showing qualified lighting products, product counts, EPE rebate amount, and customer cost
- EPE Incentive processing can take **up to 4-6 weeks**
- The information above can also be submitted through EPE's online application system

# 2020 El Paso Electric

NM Commercial Comprehensive Program  
*Desk Review Process: Lighting*



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## 5. Quality Control/Quality Assurance:

- Customer must allow access to EPE, Frontier Energy, NM Public Regulatory Commission's independent Measurement & Verification Evaluator, who may randomly inspect completed projects