

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 $\leq 100\text{kW}$
- 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
(575) 200-1434

Tony Reyes

El Paso Electric
Sr. Energy Efficiency Program Coordinator
Antonio.Reyes@epelectric.com
(915) 487-1521

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 the **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 photos 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 above 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 **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

El Paso Electric

NM Commercial Comprehensive Program
Desk Review Process: Lighting



5. Quality Control/Quality Assurance:

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