

# 2023 El Paso Electric

Small Commercial Solutions Program  
STEPS TO SUCCESS: LIGHTING



## 1. Confirm customer eligibility

- Customer must reside in Texas and receive electric service from EPE
- Average demand at customer site must be less than 100 kW or 250 kW if they have multiple sites
- If customer sites exceed the kW limits, they may qualify for incentives through the Large Commercial Solutions Program
- To confirm customer eligibility, please contact:

### Don Johnson

Sr. Energy Efficiency Program Coordinator  
(915) 351-4237

[don.johnson@epelectric.com](mailto:don.johnson@epelectric.com)

### El Paso Electric Company

Energy Efficiency Department  
(915) 521-4488

### Ivan Faudoa

Energy Efficiency Program Consultant  
(915) 255-4285

[Ivan.faudoa@clearesult.com](mailto:Ivan.faudoa@clearesult.com)

### CLEAResult

(915) 255-4300

## 2. Complete Customer Acknowledgement Form and the TX LSF Calculator

- Contractor name, address, signature (Payment information must match W9)
- Customer name, signature, project address, account number, and meter number
- Indicate building type, area/room type, cooling type, new construction or retrofit
- All new fixtures and lamps must be approved by and listed with the following qualifying parties:
  - T8 lamps and ballasts, verify at [www.cee1.org](http://www.cee1.org)
  - LED's, verify at [www.energystar.gov](http://www.energystar.gov) or [www.designlights.org](http://www.designlights.org)

## 3. Reserve funds and schedule inspections

- Provide a project estimate to the customer utilizing the TX Lighting Survey Form (LSF)
- Create the project in the Contractor Portal at [epe-portal.clearesult.com/contractor](http://epe-portal.clearesult.com/contractor)
  - Provide ENERGY STAR or DLC certifications and fixture/lamp specification sheets
  - Provide completed LSF (Excel File) and signed Customer Acknowledgment Form
    - Provide date and time stamped pre-existing photos
    - Fixtures, Ballasts and Lamps
    - General pre-photos of all areas where lighting retrofits are to take place
    - Provide estimated project completions dates
- CLEAResult will review Contractor Portal submittals and sign and return the Customer Acknowledgement Form within 3 business days to officially reserve funds
- Contact CLEAResult's Ivan Faudoa to schedule pre- and post-installation inspection
  - **All** contractors **must** schedule pre- and post-installation inspections for their first three projects annually
  - **All** contractors must schedule inspections for at least 15% of submitted projects, all projects with greater than 10 kW in estimated peak demand savings, and all screw-in projects greater than 1.5 kW in peak demand savings

## 4. Verify and Submit required documentation for payment of each project

- Submit final documentation through the Contractor Portal within 45 days of reservation date
  - Completed and signed Customer Acknowledgement Form with Lighting Survey Form
  - Time and date stamped post-project photos
  - ENERGY STAR and DLC certifications with new fixture and lamp specification sheets
  - Signed customer invoice showing EPE incentive amount and customer balance

## 5. Quality control/quality assurance

- Maintain Program compliance-see Probationary Policies & Procedures document

