



# El Paso Electric Residential & Income Qualified Solutions Programs Participation Process



El Paso Electric's Texas Residential & Income Qualified Solutions Programs are designed to help our residential customers reduce peak electric demand and energy use by providing access to technical knowledge, energy assessments and financial incentives to improve the efficiency of their homes. El Paso Electric provides the support and incentives for the programs.

El Paso Electric residential customers located in Texas are eligible to participate in the program. Participating contractors discount the services on the customer's invoice. Incentives are paid directly to the participating contractor after the project has been completed, verified and inspected (if necessary) no later than November 30.

The customer decides which energy efficiency measures they wish to implement and selects the participating contractor they would like to use.

## Project Process Flowchart

### □ CONTRACTOR ENROLLMENT

- Contractor will need to provide the following documents to enroll in the Residential & Income Qualified Energy Solutions Programs:
  - Signed Letter of Intent (LOI).
  - Certificate of Liability Insurance (coverage of at least \$1 million, designating El Paso Electric as an additional insured).
  - W-9 (latest version available at [epesavings.com](http://epesavings.com)).
  - All applicable contractor licenses.
- Proof of business automobile insurance.
- ACH Form.

### □ INSPECTIONS

- All contractors must schedule pre- and post-inspections for their first three projects annually.
- After this initial three, a minimum of 15% of submitted projects will be inspected.
- Inspections can be in-person or virtual.

### □ INCENTIVE FORM SUBMITTAL

- Within 45 days of completion, participating contractors will submit the following project documents online at [epe-portal.clearesult.com/contractor](http://epe-portal.clearesult.com/contractor)
  - Required photos.
  - Incentive form signed by customer.
  - Invoice showing incentive amount deducted from total project cost.
  - Self Certificate Form of Income Eligibility (if income qualified).
  - Confirm customer eligibility by sending email with customer's name and address to [epeincentives@clearesult.com](mailto:epeincentives@clearesult.com)

### □ INCENTIVE PAYMENTS

- CLEAResult will directly deposit incentive funds to the participating contractor's bank account within four to eight weeks of completed project submission.

**Please note:** The Public Utility Commission of Texas Independent Measurement & Verification Evaluator will randomly inspect completed projects.

Please contact an El Paso Electric or CLEAResult representative if you have any questions or for more information.

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