

Small Commercial Solutions Program Participation Process



1. PARTICIPATION AGREEMENT

- Sign the Letter of Intent (LOI) and submit the following to a CLEAResult Program Consultant:
 - Certificate of Liability and Auto Insurance (coverage of at least \$1 million, designating El Paso Electric (EPE) as an additional insured)
 - Applicable Licenses
 - Completed Form W-9 (Rev. 10/2018)
 - ACH Direct Deposit Form
- Upon receipt of required documentation, Participating Contractor will be formally enrolled into the Small Commercial Solutions Program.
- Participating Contractor receives login instructions for project submission into the Contractor Portal (Catalyst).

2. CONFIRM CUSTOMER ELIGIBILITY

- ALL projects must be entered in the Contractor Portal at epe-portal.clearesult.com/contractor.
- Signed Customer Acknowledgement Form and incentive savings calculator must be submitted to reserve funds.
- There is a three-business-day hold on project start to allow for CLEAResult's pre-inspection where required.
- All contractors must schedule pre- and post-inspections for first three projects annually, at least 15% of submitted projects, all projects greater than 10 kW and all screw-in lighting projects greater than 1.5 kW in peak demand savings.
- Funds are reserved for 45 days.

3. VERIFY AND SUBMIT DOCUMENTATION FOR PAYMENT

- Contractor must submit final documentation within 45 days of reservation to the Contractor Portal.
- Submit incentive savings calculator.
- Confirm/revise Customer Acknowledgment Form.
- Submit time and date stamped pre- and post-installation photos.
- Submit specifications sheets (if required).
- Submit customer signed invoice showing EPE incentive amount and customer balance.

4. PAYMENT PROCESSING

- EPE incentive funds will be directly deposited to Participating Contractor's bank account within 4-6 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 require assistance.

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For more information on available measures and qualifications, visit epesavings.com or call (915) 521-4488 today.