

El Paso Electric

Residential & Income Qualified Solutions Programs
STEPS TO SUCCESS: AIR INFILTRATION



1. Confirm Customer Eligibility

- Customer must reside in Texas and receive electric service from El Paso Electric
- Single Family Homes (1-4 units)
- Multifamily Homes (more than 4 units) - Must be individually metered
- Customer must meet Income Qualified requirements and complete an Income Eligibility Form and provide supporting documentation.
- **HOME MUST BE COOLED BY REFRIGERATED AIR CONDITIONING**

2. Provide a Written Quote

- Contractor must provide the customer with a written quote that includes all work materials before any work is done. <http://www.consumer.ftc.gov/articles/0242-hiring-contractor>

3. Project Notification/Schedule Inspections

- Notify CLEAResult and El Paso Electric of upcoming projects before projects are initiated, as well as to schedule pre- and post-installation inspections.
- NEW contractors must schedule pre-inspections for their first three projects BEFORE projects are initiated.

4. To Qualify

- There is an upper limit of 4.6 CFM₅₀ per square foot of house floor area for the pre-retrofit infiltration rate on eligible projects. For homes where the pre-retrofit leakage exceeds this limit, savings will be awarded against the leakage cap.
- El Paso Electric may require certification or competency testing of personnel who will perform the blower door tests.
- **Income Qualified customers Only**

5. Complete Incentive Form

- Customer contact information and customer signature
- Conditioned floor area, SQ.FT.
- Shielding type (well, normal, exposed)
- A/C make and model
- Pre- and post-treatment blower door tests
 - To qualify for incentives, home must achieve minimum and maximum pre- and post-leakage rates, based on the Minimum Final Ventilation Rate Table
- Correct incentive amount, based on CFM₅₀ reduction

6. Submit Required Documentation for Payment of Each Project

- Contractor must submit within 45 days of completion to: www.clearesult.com/trade-ally/epe
 - Incentive Form
 - Photos showing pre and post CFM₅₀ leakage.
 - Photos of type of retrofit implemented for homes that achieved a CFM reduction of 30% or higher. Reference the Incentive Form for requirements
 - Invoice - showing EPE incentive and customer out-of-pocket cost
 - Income Eligibility Form and supporting documentation.

7. Quality control –

- Visit NREL Standard Work Specifications at <https://sws.nrel.gov> for guidelines to ensure quality installations based on national best practices.

Maintain program compliance – see Probationary Policies & Procedures document