

El Paso Electric

Residential & Income Qualified Solutions Programs
STEPS TO SUCCESS: DUCT SEALING w/o TESTING



1. Confirm Customer Eligibility

- Customer must reside in Texas and receive electric service from El Paso Electric
- **Single Family Homes only (1-4 units). Multi-families are not eligible.**
- For Income Qualified incentives, customer *must* meet Low Income requirements and complete an Income Eligibility Form and provide supporting documentation.

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 CLEARResult and/or El Paso Electric of upcoming projects before projects are initiated, as well as to schedule pre- and post-installation inspections.
- 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 after their initial three inspections.

4. To Qualify

- Contractors are required to provide evidence of, Home Energy Rating System (HERS), Building Performance Institute (BPI) certification or North American Technician Excellence (NATE) certification. For the method Without Duct Leakage Testing, any of these certifications or an HVAC License is required.
- Projects should be characterized according to the contractor estimation of whether the work required should result in **low**, **average** or **high reduction** in duct system leakage.
- Description of location and condition of ducts:
 - Duct location (>90% conditioned, 50-90% conditioned, <50% conditioned)
 - Existing duct insulation value (<R4, R4-R7, >R7)
- Leakage reduction assessments should take the following into consideration:
 - The number of and size of repaired leaks
 - Leak location: a leak in an attic joint will cause more energy loss than a joint that leaks to conditioned space
 - Supply/Return: Supply-side leaks, particularly in the return air plenum and near the air handling unit can be especially problematic, as they tend to draw additional unconditioned air into the system.

5. 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
 - Pre/post photographs - Photos of joints and supply vents sealed, and supply air return or return plenum sealed. Also photos of ducts with visible holes, tears or disconnects
 - Invoice - showing EPE incentive and customer out-of-pocket cost
 - Income Eligibility Form and supporting documentation (Income Qualified only)

6. Quality control/quality assurance

- 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

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El Paso Electric at energyefficiency@epelectric.com or (915) 521-4488