Department of Natural Resources and Environmental Control
Division of Energy & Climate

Energy Efficiency Investment Fund
Energy Assessment Grants

Purpose
The Energy Assessment Grant Program is designed to help Delaware's business owners looking for ways to save energy, lower operating expenses, and improve our health and environment. Eligible businesses and non-profits can take the first step toward realizing their energy savings potential by getting a facility-wide energy audit.

Grants are available to offset the cost of an energy assessment to identify measures to improve energy-related operations and maintenance procedures, optimization of major energy-consuming systems and industrial processes, and installation of cost-effective energy conservation measures to improve building envelope, lighting and heating, ventilation and air conditioning (HVAC) and industrial energy performance. At the end of the audit, each participant will have an assessment report with implementable recommendations for reducing energy use along with a summary of cost and environmental impacts.

Funding
Once your energy assessment has been completed, the Energy Efficiency Investment Fund (EEIF) will reimburse you for 50% of the cost of an energy assessment, up to a maximum of $10,000. Eligible organizations may also apply for additional grant funding to complete recommended measures through the EEIF Prescriptive or Custom Measures Grant Programs.
The program and funding are administered by the Department of Natural Resources and Environmental Control's Division of Energy and Climate (DE&C).

Eligible Applicants
Eligible applicants are non-residential electric or natural gas consumers located in Delaware that pay the Delaware Public Utility Tax. For more information on who pays the public utility tax, please see: http://delcode.delaware.gov/title30/c055/index.shtml

Applicants are required to submit a copy of their utility bill with the application to verify payment of the public utility tax.

Energy Assessment Requirements

The energy assessment will be used to evaluate current energy usage and costs, and to identify, analyze, and recommend energy efficiency measures. Eligible types of assessments include:

- Single Purpose or Targeted Energy Audit (including but not limited to: lighting, refrigeration, heat recovery, energy management systems, compressed air systems, motors and drives)
- Comprehensive Audit, ASHRAE Level II Compliant

The program requires an energy professional's appropriate expertise to perform the energy assessment and analysis.

How to apply

1. Review the Program Guidelines recommended Scope of Work provided by the Division of Energy and Climate (DE&C).

2. Solicit proposals from qualified energy audit firms of your choice. For a commercial building audit, the selected firm must be qualified to deliver an ASHRAE Level II audit. Firms should be independent and not in a position to furnish products or services that might be recommended in the assessment.

3. Submit a completed Energy Assessment Application Form and a copy of the winning audit proposal by email to EEIF Program at DNREC.EnergyEEIF@state.de.us. The application and audit proposal will be reviewed to ascertain whether the assessment qualifies for the grant.

4. Complete and submit the Substitute Form W-9 electronically at https://w9.accounting.delaware.gov/

5. Upon written approval, proceed with the energy assessment.

6. Complete your audit within 6 months of application approval and submit Part 2 of the Energy Assessment Application to DE&C. Assuming the audit report is consistent with the vendor's proposal, DE&C will provide a grant equaling 50% of the assessment cost (not to exceed the program cap). If you cannot perform the audit within 6 months, extensions may be granted on a case-by-case basis.

Energy Efficiency Investment Fund

Energy Assessment Grant Application

The Energy Efficiency Investment Fund provides funds to offset the cost of an energy assessment and to encourage the implementation of the recommendations in the energy assessment report.

Applicants will complete **Part 1** Form for grant approval by DE&C. Grant funds are paid by reimbursement after the assessment is complete and when **Part 2** of the Application has been received and approved by DE&C.

Part 1

Contact Information	
Name of Applicant:	
Facility Name:	
Facility Project Address:	
Contact Name and Title:	
Mailing Address:	
Phone:	
Email:	

Application Information	
Type of energy assessment (check one):	☐ Single Purpose/Targeted Energy Audit ☐ Comprehensive Audit, ASHRAE Level II Compliant
Assessment to be performed by:	
Cost of assessment:	
Requested grant amount (50% of total cost):	
Proposal submission:	Please submit an electronic copy of the energy assessment PROPOSAL to DNREC.EnergyEEIF@state.de.us

Disclaimer
Acceptance of this application is dependent on DE&C approval of the Scope of Work, qualifications and independence of the proposed vendor, and cost proposal. Acceptance into the program does not constitute endorsement or approval of the energy audit report or any other finding. The applicant must meet all program rules to receive incentive funds from the EEIF program. **DE&C is not responsible for work performed by third parties**.

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Energy Assessment Grant Application

Part 2

Approved applicants that have completed their energy assessment should submit ***Part 2*** with an invoice to the Department for grant reimbursement.

Contact Information	
Applicant Name:	
Facility Address:	
Contact Name:	
Mailing Address:	
Phone:	**Email:**

Application Information	
Type of energy assessment (check one):	☐ Single Purpose/Targeted Energy Audit ☐ Comprehensive Audit, ASHRAE Level II Compliant
Assessment performed by:	
Date of energy assessment:	
Total cost of assessment:	
Approved grant amount (from award approval letter):	

Payment Information	
☐ I have received written approval DNREC Division of Energy & Climate.	
☐ I have completed the energy assessment and I am requesting payment of the grant.	
☐ I have attached a copy of the Energy Assessment Invoice from the Firm that performed it.	
☐ I have attached proof of my payment in full to the Energy Assessment Firm.	
☐ I have attached a copy of the final Energy Assessment Report.	
☐ I have submitted the report electronically to DNREC.EnergyEEIF@state.de.us	
☐ I have completed the Substitute Form W-9, which the State of Delaware requires for payment, and I have submitted it electronically to https://w9.accounting.delaware.gov.	
☐ I am planning to implement some or all of the measures recommended in the report. ☐ I am not planning to implement the recommended measures at this time.	
Applicant Signature:	**Date Submitted:**
Applicant Printed Name and Title:	

Recommended Scope of Work Requirements for Energy Assessment

The Energy Assessment Report should include the following components:

Executive Summary Section: Briefly describe the energy audit scope, provide a summary table of the recommended energy conservation measures (ECMs) with the measure description, measure life, annual energy and peak demand savings, annual energy cost savings, estimated installed costs, and simple payback period.

Historic Energy Consumption:

1) Compile historic usage and costs for all energy utilities including electric, natural gas, propane and fuel oil for the twelve months prior to the audit including kW, kWh, BTUs, therms, etc. according to actual billed meter readings that corroborate usage;
2) Identify the utility rate schedules under which services are provided to each meter;
3) Provide a written characterization of other energy usage and occupancy profiles, facility size, construction features including an assessment of the building envelope (windows, doors, insulation, etc.) and operations, including commercial activity and industrial processes;
4) For commercial buildings, enter the required characteristics and utility data into the U.S. Environmental Protection Agency's (EPA) Portfolio Manager energy benchmarking system. Report the resulting EPA score for each building, and provide the information necessary to access the Portfolio Manager account. For industrial processes, describe the facility, equipment and operations in such a way as to account for energy use and cost during the reference year.

Equipment List: Provide a detailed inventory of all energy consuming equipment containing pertinent information for lighting, HVAC, process and other equipment, including estimates of equipment efficiency and remaining useful life. For example, for lighting, for each area of each building, provide existing fixture type, existing lamp type, existing lamp count and existing ballast type, current watts per fixture and current energy cost per room/building. Similar detail should be provided for other equipment, including process equipment in the case of process facilities, such as sewage treatment plants, food processing plants, data centers, or commercial laundries.

Energy Conservation Measures: Provide a narrative summary for each energy conservation measure recommended. For example, for lighting recommendations, for each area of each building, provide proposed fixture type, proposed lamp type, proposed lamp count, proposed ballast type, total watts per proposed fixture, projected energy use reduction per room or area, projected energy cost savings per room, and before and after lighting levels. Similar detail should be provided for other measures.

Clearly document the key assumptions made in analyzing each measure and describe the method of analysis. Provide the following for each recommended energy conservation measure:

- Description of energy conservation measure
- Estimated cost of new equipment, installation, and any other related capital, labor or material expense; along with source of cost estimate
- Estimated impact on facility's non-energy operating cost and productivity
- Estimated energy use reduction (kW, kWh, therms, etc.)
- Estimated annual energy cost savings (including any assumptions regarding future energy costs, life of measure, etc.)
- Estimated annual operating cost savings
- Estimated lifetime energy cost savings
- Simple payback period
- Estimated return on investment
- Options for financing the implementation of the measure

Renewable/Distributed Energy Measures (if applicable): The contractor shall perform a high level assessment of renewable and distributed energy technologies which includes:

- Recommendations on the potential/viability of various renewable/distributed energy technologies
- Identification of available grants and incentives and sources of funding
- Analysis of initial costs and life-cycle savings comparing current and future costs of electric and thermal energy with and without each technology assessed

Method of Analysis: The report should:

- Provide a description and documentation of the tools used to perform the energy analysis and calculate energy savings estimates.
- Clearly identify all assumptions and estimates used in the analysis