



# Delaware Energy Efficiency Investment Fund Prescriptive Grant Application

DNREC Division of Energy and Climate  
100 West Water Street, Suite 5A, Dover, DE 19904 Phone: (302) 735 - 3480



## Program Description

The Delaware Department of Natural Resources and Environmental Control offers grant funding through the Energy Efficiency Investment Fund to help Delaware organizations offset the upfront costs for energy-efficient improvements. The Prescriptive Grant Application covers common energy-efficient lighting, lighting control improvements, natural gas heating and water heating systems, and vending applications.

## Application and Instructions

### Eligible Participants

Grant funding is available to non-residential, commercial, industrial, and non-profit entities that pay the Delaware Public Utility Tax on electric and/or natural gas utility bills. Please check your bill to confirm payment of the tax.

### Eligible Equipment

All equipment must be new, and existing equipment must be removed and retired from use. Applicant is responsible for the proper disposal or recycling of any waste generated as a result of the project, including safe disposal of fluorescent bulbs and ballasts.

### Approval Requirements

Pre-approval is required for all applications. A completed application and required documentations must be submitted for review and pre-approval prior to purchasing and installing any equipment. After the application has been pre-approved, the applicant will be notified in writing to proceed within 10 business days of application receipt. All retrofit projects must be completed within one year from pre-approval unless the department is notified in writing.

## Application Instructions

### Step 1

Verify that your project meets the eligibility requirements specified on the individual application forms. Contact DNREC Division of Energy and Climate at 302-735-3480 or [DNREC.EnergyEEIF@state.de.us](mailto:DNREC.EnergyEEIF@state.de.us) with any questions about eligibility.

### Step 2

Complete the appropriate application based on your project type. Refer to the Application Checklist in each application to verify that all required information and documentation are included for submission. The applicant must agree to the terms and conditions by signing the application. Applicants must indicate if the payment is being received by the applicant or the contractor/vendor. The party receiving the payment must submit a State Substitute W-9 form electronically. <https://w9.accounting.delaware.gov/>

Application should be submitted by email to [DNREC.EnergyEEIF@state.de.us](mailto:DNREC.EnergyEEIF@state.de.us)

### Step 3

Applications will be reviewed and applicants will be notified if approved and funds reserved within 10 business days of application receipt. Upon receipt of program pre-approval notice, participants may purchase and install their energy-efficient equipment. Applicants must notify DNREC in writing if there are any changes to the pre-approved scope of work. Work completed prior to receiving written pre-approval will not be eligible.

### Step 4

Upon project completion, applicants must return the signed pre-approval letter and provide invoices for the installed energy efficiency equipment. Invoices must be itemized to show the cost of each unit purchased.

DNREC may require a post-installation inspection to verify compliance with program rules and verify the accuracy of project documentation and equipment operation. The grant payment will be issued electronically within 60 days after the project's completion and payment approval by DNREC.



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### NATURAL GAS HEATING AND WATER HEATING EQUIPMENT

**Control Number:** \_\_\_\_\_

#### Applicant Information

Name of Company: \_\_\_\_\_

Site Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Federal Tax ID: \_\_\_\_\_

Select organization type:

Corporation     
  Partnership     
  Individual/Sole Proprietor     
  Tax Exempt Non-profit

#### Vendor Information

Name / Company: \_\_\_\_\_ DE Business License # \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Please transfer this grant payment to the above named company or individual. I understand that I will not receive the grant payment for this project:

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Installer Information

Name / Company: \_\_\_\_\_ DE Business License # \_\_\_\_\_

Trade Specific License and/or Certification #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

#### Site Information

Square footage: \_\_\_\_\_ Number of floors: \_\_\_\_\_

Year built: \_\_\_\_\_ Building type (office, hospital, etc): \_\_\_\_\_ Multifamily # of units: \_\_\_\_\_

Annual hours of operation: \_\_\_\_\_

Building heat check all that apply:

Electric     
  Steam     
  Oil     
  Natural Gas     
 Other: \_\_\_\_\_

#### Benchmarking/Measurement and Verification Information

Will you be benchmarking your project?    Yes      No

If yes, who will be performing the benchmarking? (Your organization or a third party): \_\_\_\_\_

If yes, would you be willing to share your data with the Energy Efficiency Investment Fund grant program?    Yes      No



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## NATURAL GAS HEATING AND WATER HEATING EQUIPMENT

**Applicant Name:**

**Control Number:**

### General Requirements

Proposed equipment must exceed the minimum energy efficiency requirements specified by Delaware's current building energy code. Delaware currently references ASHRAE 90.1-2010. Equipment that meets but does not exceed code is not eligible.

### Heating Equipment

Description	Specification	Rebate per Unit
Furnace up to 150 MBH	95% AFUE or greater with Electronic Commutated Motor (ECM)	<b>\$500</b>
Furnace up to 150 MBH	97% AFUE or greater with ECM	<b>\$800</b>
Condensing Unit Heater up to 300 MBH	90% or greater thermal efficiency	<b>\$750</b>
Infrared Heater, all sizes	Low Intensity	<b>\$750</b>
Condensing Boiler up to 300 MBH	90% AFUE or greater	<b>\$1,000</b>
Condensing Boiler up to 300 MBH	95% AFUE or greater	<b>\$1,500</b>

### Water Heating Equipment

Description	Specification	Rebate per Unit
On Demand Tankless with electronic ignition	Energy Factor (EF) of .82 or greater	<b>\$500</b>
On Demand Tankless with electronic ignition	EF of .95 or greater	<b>\$800</b>
High Efficiency Indirect Water Heater	combined appliance efficiency rating > 85% or EF > .82	<b>\$400</b>
Condensing Stand Alone 75 to 300 MBH	95% or greater thermal efficiency	<b>\$500</b>
High Efficiency Pre-Rinse Spray Valve	for use with gas hot water	<b>\$25</b>

### Controls Equipment

Description	Specification	Rebate per Unit
After Market Boiler Reset Controls		<b>\$225 each</b>
Steam Traps	Greater than 70 per project requires pre-approval	<b>\$50 each</b>
ENERGY STAR or 7-Day Programmable Thermostats		<b>\$25 each</b>



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## NATURAL GAS HEATING AND WATER HEATING EQUIPMENT

**Applicant Name:**

**Control Number:**

**Project Description**

Please briefly describe the project below, including the following information:

**Heating Equipment**

- Existing equipment description
- New equipment description
- Existing equipment thermal efficiency, AFUE or EF
- New equipment thermal efficiency, AFUE or EF
- Existing MBH Input size
- New MBH Input Size
- Operating hours
- Installation costs

Project Description:

**Required Documentation**

Submit the following with the application:

1. Cut sheets for all equipment, including technical data and testing laboratory information
2. Documentation of estimated project costs (i.e. quotes)
3. Copy of **twelve** consecutive months of electric and heating bills
4. Vendor/installer information, including business license, trade specific license, and certificate of commercial general liability insurance.

**Grant Calculation**

**Heating Equipment**

Equipment Type	Install Date	Manufacturer and Model #	Size (MBH)	(A) # of Products	(B) Rebate per Product	(A x B) Rebate Total

**Controls**

Equipment Type	Install Date	Manufacturer and Model #	Size of controls (BTU)	(A) # of Products	(B) Rebate per Product	(A x B) Rebate Total

**Total Project Cost**

**Total Grant Award**

**Application Checklist:**

Please include the following items:

- Completed Heating/Hot Water Application
- Copy of applicant's electric and/or natural gas utility bills (twelve consecutive months)
- Required documentation as listed on page 4 of the application
- Payment recipient must submit the Delaware State Substitute W-9 Form electronically: <https://w9.accounting.delaware.gov/>



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## NATURAL GAS HEATING AND WATER HEATING EQUIPMENT

**Applicant Name:**

**Control Number:**

### Terms and Conditions

#### Application Process

1. Projects are not eligible if they have been installed prior to July 1, 2016.
2. Equipment must be new and installed before the grant can be issued.
3. Project pre-approval is required for all grant applications.
4. Commitment of grant is subject to availability of program funds.

#### Project Eligibility

5. All qualifying systems must be installed in accordance with the standards and specifications of the manufacturers of the components in the system, in compliance with all federal, state, and local safety, building and environmental codes and ordinances and these guidelines. The applicant agrees, as a condition of participation in the program, to remove and dispose at its sole cost and expense any and all equipment or materials that are replaced or removed in accordance with all applicable laws, rules, and regulations.
6. All equipment must be tested to Underwriters Laboratory ("UL") standards and be UL listed and installed per manufacturer's instructions.
7. 3-year warranties on all equipment are required. DNREC neither expressly nor implicitly warrants the performance of installed equipment.
8. DNREC does not endorse any particular manufacturer, product or system in promoting this program.
9. Installing contractor must be in good standing with a "Satisfactory Record" or have no negative reports with the Better Business Bureau.
10. Installing contractor, and anyone acting under its direction, shall at its own expense procure and maintain in full force at all times Commercial General Liability Insurance with a bodily injury and property damage combined single limit of liability of at least ONE MILLION DOLLARS (\$1,000,000) for any occurrence.
10. Installing contractors shall maintain appropriate education and licenses, industry certificates, and accreditations to ensure that only professionally designed systems are installed within the program. The installing contractor must be licensed in the State of Delaware.

#### Payment

11. Equipment must be new and installed before the grant can be issued.
12. The grant payment will be made no later than 60 days after the application approval. The applicant may assign the incentive payment to the contractor. Incomplete or missing information will delay processing of application and payment.
13. No company can receive more than \$1,000,000 in incentives within a three year period.

#### Site Inspection

14. DNREC reserves the right to withhold approval until inspection to ensure project is installed.
15. DNREC may conduct an onsite visit prior to installation to inspect the facility's existing equipment or conduct a post installation visit.
16. The applicant agrees to allow DNREC or its program evaluator to conduct on-site inspections to verify that the qualified measures are installed and to conduct other measurement and verification activities to assess the amount of energy savings achieved.
17. The applicant further agrees to allow DNREC or its program evaluator to have access to the awarded facility's energy use data for a period of at least two years following installation of the incentivized measures.

#### Tax Liability

18. The applicant is responsible for any tax liability imposed as a result of the payment of grants. Please contact your tax professional for more information.

#### Changes to the Program

19. DNREC may change the program and the Terms & Conditions at any time without notice. Pre-approved applications will be processed to completion under the Terms & Conditions in effect at the time of the approval by DNREC.
20. Periodic changes to the program may include but will not be limited to: updates driven by Delaware's building energy code and updates that reflect changes in the energy efficiency technology market.

### Agreement and Signature

I certify that all statements made in this application (including worksheets) are true and correct to the best of my knowledge. I agree to the terms and conditions of the program set forth in this application.

#### Applicant

#### Contractor

Printed Name:

Printed Name:

Signature :

Date:

Signature:

Date: