



# 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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## LIGHTING APPLICATION

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): \_\_\_\_\_

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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## LIGHTING APPLICATION

**Applicant Name:**

**Control Number:**

**General Requirements**

These lamps should be applied in accordance with national best practices in lighting design such as IESNA Recommended Practices and lighting power densities prescribed by local and state building codes.

**High Performance T8 (HPT8) Linear Fluorescent System: To be eligible for rebates, all T8 lamps and ballasts must be HPT8 and listed on the Consortium for Energy Efficiency's (CEE) Qualifying Products List available at <http://library.cee1.org/content/commercial-lighting-qualifying-products-lists>.**

Description	Specification	Rebate per Fixture
Relamp / Reballast to HPT8	Must use low ballast factor Must be an upgrade of an existing T8 or T12	\$5
New HPT8 Fixture	Must use low ballast factor Includes any HPT8 fixture type	\$5
New or Retrofit 2-Lamp HPT8 High Efficiency Troffer Fixture	Must use low ballast factor Fixture efficiency must be 80% of greater	\$15
New HPT8 High Bay Fixture	Must use low ballast factor Fixture efficiency must be 85% or greater	\$25

**T5 Linear Fluorescent Systems**

Description	Specification	Rebate per Fixture
New T-5 Fixture	Includes any T5 fixture type	\$5
New or Retrofit 2-lamp T5 High Efficiency Troffer Fixture	Fixture efficiency must be 85% or greater	\$15
New T5HO High Bay Fixture	Fixture efficiency must be 90% or greater	\$30

**Interior LED Lighting**

Description	Specification	Rebate per Fixture
LED Linear Lamp	Must be DesignLights Consortium qualified	\$8 per lamp
LED Screw-based lamps	Must be ENERGY STAR qualified <a href="http://www.energystar.gov/productfinder/product/">http://www.energystar.gov/productfinder/product/</a>	\$7 per lamp
Recessed and Surface/ Pendant-mounted Downlight Fixtures	Must be ENERGY STAR qualified <a href="http://www.energystar.gov/productfinder/product/">http://www.energystar.gov/productfinder/product/</a>	\$20
Track Lighting Fixtures	Must be DesignLights Consortium qualified <a href="http://www.designlights.org/QPL">http://www.designlights.org/QPL</a>	\$30 per head
Refrigerated Case Fixtures	Must be DesignLights Consortium qualified	\$10 per foot
Freezer Case Fixtures	Must be DesignLights Consortium qualified	\$10 per foot
Display Case Fixtures	Must be DesignLights Consortium qualified	\$10 per foot
1'X4' LED Troffer or Panel Ambient Light Fixtures	Must be DesignLights Consortium qualified	\$40
2'X2' LED Troffer or Panel Ambient Light Fixtures	Must be DesignLights Consortium qualified	\$40
2'X4' LED Troffer or Panel Ambient Light Fixtures	Must be DesignLights Consortium qualified	\$40
High- and Low-Bay Fixtures	Must be DesignLights Consortium qualified	\$100



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### LIGHTING APPLICATION

**Applicant Name:**

**Control Number:**

**Exterior LED Lighting: All products must be qualified by the DesignLights Consortium. <http://www.designlights.org/QPL>**

Description	Specification	Rebate per Fixture
Outdoor Parking or Roadway Fixtures and Retrofits Kits;	< 5,000 lumens	<b>\$75</b>
Parking Garage or Canopy Fixtures and Retrofit Kits;	≥ 5,000 but < 10,000 lumens	<b>\$100</b>
Outdoor Wall-Mounted Area Fixtures (Wall Packs) and Retrofit Kits;		
Bollard Fixtures;	≥ 10,000 lumens	<b>\$125</b>
Outdoor Flood and Spot Fixtures		





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## LIGHTING APPLICATION - DETAIL PAGE

**Applicant Name:**

**Control Number:**

### Project Description

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

#### Lighting

- Pre & post fixture type description
- Pre & post fixture wattage
- Pre & post ballast factor
- Fixture count & location
- Operating hours
- Installation costs
- Exterior or interior
- Fixture/lamp cut sheets

Project Description:

Total Project Annual Energy Use Reduction (must show calculation and provide documentation to support):

### 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 electric and heating bills
4. Vendor/installer information, including business license, trade specific license, and certificate of commercial general liability insurance.

### Grant Calculation

#### Fluorescent Lighting

Lighting Type	Install Date	# of Hours Lights are ON per week	# of Lamps per fixture	(A) # of Fixtures	(B) Rebate per Fixture	(A x B) Rebate total

#### LED Lighting

Lighting Type	Install Date	# of Hours Lights are ON per week	# of Lamps per fixture	(A) # of Fixtures	(B) Rebate per Fixture	(A x B) Rebate total

**Total Project Cost**

**Total Grant Award**



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## LIGHTING APPLICATION - LIGHTING POWER DENSITY COMPLIANCE

**Applicant Name:**

**Control Number:**

### Lighting Power Density Table - Interior Lighting Projects Only

Please complete the table below, columns A through E, and be sure to reference the Building Area Type table at the bottom of this page. **Column F to be completed by DNREC or its program evaluator.** Please be sure to attach a lighting schedule\* and a ceiling plan showing the installed wattage listed below. This page is used to show compliance with Delaware's building energy code, which currently references ASHRAE 90.1-2010. (Installed wattage is calculated using each fixture's rating.)

A	B	C	D	E	F
Building Area Type (see table below)	Affected Building Area (sq. ft.)	Estimated Annual Hours of Operation	Installed Wattage	Lighting Power Allowance (per table below)	Installed Lighting Power Density (W/sq. ft.) <span style="color: red; font-size: small;">To be completed by DNREC Staff</span>

**Required documentation checklist:**

- Lighting Schedule
- Ceiling Plan
- Does not apply. My project is exterior lighting only.

**Lighting schedule must include the following information for all lighting fixtures:**

- Manufacturer
- Model number
- Description (include lighting source type, i.e. LED, fluorescent)
- Wattage
- Voltage
- Ballast type (i.e. electronic, rapid start)
- Mounting (i.e. wall, recessed, track, suspended)
- Quantity

BUILDING AREA TYPE	LPD (w/ft <sup>2</sup> )
Automotive facility	0.9
Convention center	1.2
Courthouse	1.2
Dining: bar lounge/leisure	1.3
Dining: cafeteria/fast food	1.4
Dining: family	1.6
Dormitory	1.0
Exercise center	1.0
Fire station	0.8
Gymnasium	1.1
Health care clinic	1.0
Hospital	1.2
Hotel	1.0
Library	1.3
Manufacturing facility	1.3
Motel	1.0
Motion picture theater	1.2
Multifamily	0.7
Museum	1.1
Office	0.9
Parking garage	0.3
Penetentiary	1.0
Performing arts theater	1.6
Police station	1.0
Post office	1.1
Religious building	1.3
Retail	1.4
School/university	1.2
Sports arena	1.1
Town hall	1.1
Transportation	1.0
Warehouse	0.6
Workshop	1.4



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## LIGHTING APPLICATION - CHECKLIST & TERMS AND CONDITIONS

**Applicant Name:**

**Control Number:**

**Application Checklist** - Please include the following items:

- Completed Lighting Application
- Copy of applicant's electric and/or natural gas utility bills (twelve consecutive months)
- Required documentation as listed on pages 6 and 7 of the application
- Payment recipient must submit the Delaware State Substitute W-9 Form electronically: <https://w9.accounting.delaware.gov/>

### 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 preapproval 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, 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

Printed Name:

Signature :

Date:

#### Contractor

Printed Name:

Signature:

Date: