



# State Green Energy Program Instructions

Delaware Energy Office – 1203 College Park Drive, Suite 101- Dover, Delaware 19904  
Phone: 302-735-3480 – Fax: 302-739-1840 – Web: [www.energy.dnrec.delaware.gov](http://www.energy.dnrec.delaware.gov)

## Getting Started:

- 1. Review program requirements.** Regulations and recent modifications can be found at:  
<http://www.dnrec.delaware.gov/energy/services/GreenEnergy/Pages/GreenEnergyDelmarvaPower.aspx>
- 2. If you have any questions, please email Scott Lynch at [Scott.Lynch@state.de.us](mailto:Scott.Lynch@state.de.us)**
- 3. Complete an energy audit prior to requesting a Green Energy Program grant. Grant applications submitted without an energy audit or energy rater design analysis will be rejected.**
  - a. Audit Procedure for Existing Construction**
    - i. Residential:** Review the Energize Delaware Home Performance with Energy Star (HPwES) website <http://www.energizedelaware.org/hp> . Contact an approved Energize Delaware HPwES contractor to schedule an audit.
    - ii. Commercial:** Review the Energize Delaware Non-Residential Audit Program website <http://www.energizedelaware.org/business>. Contact an approved Energize Delaware commercial contractor to schedule an audit.
  - b. Audit Procedure for New Construction:** Homes and Commercial buildings must receive Energy Star certification in order to receive funding. Begin the process by reviewing the Federal Government Steps for New Home and Building Energy Star Certification Program <http://www.energystar.gov/>
- 4. Select an approved renewable energy contractor.** The Delaware Energy Office maintains a list of participating contractors <http://www.dnrec.delaware.gov/energy/services/Pages/GreenEnergyProgram.aspx>
- 5. Submit Initial documentation to the Delaware Energy Office - Use the Documentation Description pages for clarification:**
  - Completed Grant Application
  - Copy of a Project Estimate, Purchase Order, or Letter of Intent
  - Copy of recent electric bill for the installation address
  - Site Specific Schematic (**Wiring Diagram for PV & Wind or Plumbing Diagram for Solar Water Heating**)
  - Manual J calculation or equivalent - (**Geothermal Applicants Only**)
  - Plot Diagram
  - Copy of Approved Building Permit
  - Approved Interconnection Agreement - (**PV and Wind Applicants Only**)
  - Copy of Home or Commercial facility Energy Audit (**Existing Construction Only**)
  - Copy of New Home or New Commercial Energy Rater Design Analysis (**New Construction Only**)
- 6. Submitted materials will be reviewed by the Delaware Energy Office. Approved projects will receive a Grant Confirmation and Claim Form. Insufficient documentation will result in a grant denial letter.**

## COMPLETION INSTRUCTIONS:

- 1. Upon receipt of your Grant Confirmation and Claim Form, install your system as described in the Green Energy Program Grant Application.** Please notify the Energy Office immediately in writing of changes to your original request, failure to do so may cause a delay in processing or a forfeiture of your grant. All applications must conform to program requirements.
- 2. Submit Final Documentation within the approval period to the Delaware Energy Office - Use the Documentation Description pages for clarification:**
  - Signed Grant Confirmation and Claim Form
  - Copy of Final Building Inspection Approval Documents
  - Copy of Home Energy Star Certification or Commercial Energy Star Certification (**New Construction Only**)
  - Copy of Final Interconnection Approval (**PV and Wind Applicants Only**)
  - Copy of Geothermal Well Permit(s) - (**Geothermal Applicants with Well Installations Only**)
  - Copy of Final Sales Invoice(s) – (**Warranty must be on the final invoice**)
  - Copy of Warranty Agreement (**5 year minimum, parts and labor clearly stated on final invoice**)
  - Copy of Front Cover of Owner's Manual
  - W-9 (**DPL - Online W-9 registration and DE Electric Cooperative - Paper W-9 submission only**)
- 3. Submitted materials will be reviewed by the Delaware Energy Office for final grant approval.**

## Green Energy Program Document Descriptions

- Completed Grant Application**
  - Every line on the application must be complete and legible.
  - Each technology has its own application. Please make sure to select the proper application.
  - Each utility company in Delaware has its own application. Please make sure to select the proper application.
  - Application materials can be found at [www.energy.dnrec.delaware.gov](http://www.energy.dnrec.delaware.gov)
  
- Project Estimate: - The Project Estimate must be legible and show the following:**
  - Estimate total cost,
  - Itemized list of major system components and costs,
  - Labor cost,
  - Permits and fees cost,
  - System size (*kW for PV and Wind, square-feet and gallons Solar Water Heating, tons for Geothermal*)
  
- Recent Electric Utility Bill**
  - The electric bill must be from the last three months at the installation address in service in Delaware.
  - New construction must show documentation from the utility company that the installation location will be part of their service territory. This can be accomplished by submitting a letter from the utility stating the installation address is part of that utility's electric grid or supplying documentation with control numbers for the property.
  
- System Schematic**
  - Photovoltaic (PV) and wind turbine applications require wiring diagrams and Solar Water Heating (SWH) System applications require plumbing diagrams.
  - System schematic must be site specific.
  
- Manual J Calculation (*Geothermal Installations Only*)**
  - A Manual J Calculation is required to establish that the geothermal system is sized correctly for the structure.
  - Manual J Calculations are required for all installations including replacements.
  
- Plot Diagram**
  - PV, SWH and Wind diagrams must show how the equipment will appear onsite in relation to other structures.
  - PV and SWH diagrams must show orientation, slope, and the location of any possible shade structures.
  - Geothermal plot diagrams must show the location of the following: major structures on property, geothermal unit, geothermal wells, and loop locations/lines going in the structure.
  
- Building Permit**
  - If an approved building permit is required from the county or the municipality, then it is required by Delaware Energy Office. **Municipal Applicants must note on the applications if the address is outside of town limits.**
  - City of Milford does not require a building permit for renewable energy systems installed under this program.
  
- Interconnection Agreement Page 1 (*For PV and Wind Systems Only*)**
  - Utility must review and return an approved Page 1 Interconnection Agreement to applicant.
  - Delmarva Power approves interconnections by email. Delaware Cooperative and Municipal Interconnection Page 1 applications must be provided with the utility's preliminary approving signature.
  
- Home or Commercial facility Energy Audit (*Existing Construction Only*)**
  - An approved Energize Delaware Home Performance with Energy Star Building Performance Institute (BPI) Contractor will provide the residential audit.
  - An approved Energize Delaware Efficiency Plus Business Program Contractor will provide the non residential audit.

- New Home or New Commercial Energy Rater Design Analysis (*New Construction Only*)**
  - A Home Energy Rater will provide the Residential Design Analysis  
[http://www.energystar.gov/index.cfm?fuseaction=new\\_homes\\_partners.showStateResults&s\\_code=DE](http://www.energystar.gov/index.cfm?fuseaction=new_homes_partners.showStateResults&s_code=DE)
  - A Commercial Energy Rater will provide the Non-Residential Design Analysis
  - [http://www.energystar.gov/index.cfm?fuseaction=PE\\_DIRECTORY](http://www.energystar.gov/index.cfm?fuseaction=PE_DIRECTORY).
- Grant Confirmation and Claim Form**
  - Both the system owner and the installing contractor must sign the Grant Confirmation and Claim Form.
- Final Building Inspection**
  - If a final building inspection is required from the county or the municipality, then provide this documentation to the Delaware Energy Office.
- Interconnection Agreement Page 2 (*For PV and Wind Systems Only*)**
  - All utilities provide Interconnection Page 2 with final utility company approval signature. Provide a copy of this page.
- Geothermal Well Permits (*For Geothermal Systems Only*)**
  - All applications must supply well permits including applicants installing replacement systems.
  - Open Loop System applicants must provide both the supply and recharge well permits.
  - All domestic wells converted for geothermal use must be reclassified by DNREC. Please provide the reclassification permit with your grant documents.
  - For a copy of well permits, please call DNREC Wells Dept. at (302) 739-9944.
- Final Sales Invoice: the final sales invoice must be legible and show the following:**
  - Actual price paid,
  - Itemized list of major system components and costs,
  - Labor Cost,
  - Permits and Fees Cost,
  - System Size (***KW for PV and Wind, Square-feet and Gallons Solar Water Heating, Tons for Geothermal***)
  - Method of Payment,
  - Show system is "Paid in Full",
  - **5 Year Parts and Labor Warranty.**
- Warranty Agreement**
  - A legible 5 Year Parts and Labor Warranty must be provided.
  - Please provide this clearly on the final sales invoice
- Owner's Manual**
  - A legible front cover copy of the system owner's manual must be provided.
  - Owner's manuals must include the following: name and address of the seller, system model name or number, identification and explanation of system components, description of system operation, description of system maintenance, description of emergency procedures, vacation procedures, and system warranty information.
- New Home Energy Star Certification or New Commercial Energy Star Certification (*New Construction Only*)**
  - Residential: After the rater completes the final inspection and determines that all requirements have been met the rater will provide the builder with an ENERGY STAR Certificate.
  - Commercial: After the rater completes the final inspection and determines that all requirements have been met, the rater will submit result to EPA and when approved the owner will be mailed an ENERGY STAR certificate.
- W – 9 Form**
  - Required only for Delmarva Power and Delaware Electric Cooperative Customers.
    - Delmarva Power Applicants - please complete the online form: <http://accounting.delaware.gov/w9.shtml>
    - Delaware Electric Cooperative: please submit paper W-9 form with grant application.