

Municipal Green Energy Program Checklist

Division of Energy and Climate – 1203 College Park Drive, Suite 101- Dover, Delaware 19904

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Getting Started (complete these steps prior to installing system):

1. Contact DEMEC regarding grant payment timelines and program funding prior to installation. The contact person is Scott Lynch: 302-653-2733. **There is a queue for grant payment for most municipalities.**
2. Review the program regulations prior to submitting an application. Grant limits are provided on pages 19-21 in the program regulations.
3. Use the Municipal Green Energy Program Application Checklist as a quick reference guide to the regulations.
4. Contact a Participating Contractor (lists are available on the Green Energy Program website).
5. Municipal participants and contractors applying for funding must provide project information to the Green Energy Program Team prior to installing the renewable energy system.
6. Applying for a grant after installation may result in exclusion of your project from grant funding.
7. For faster grant processing, please submit grant application materials to [DNREC GreenEnergyProgram@state.de.us](mailto:DNREC.GreenEnergyProgram@state.de.us).
8. **Submit Initial documentation (prior to installing system):**
 - Completed Grant Application (two pages)
 - Copy of a detailed Project Estimate, Purchase Order or Letter of Intent
 - Copy of recent electric bill for the installation address (**must show applicant name and address**)
 - System Schematic - (PV, Wind, and Solar Hot Water Only)
 - Manual J calculation or equivalent - (Geothermal Applicants Only)
 - Plot Diagram
 - Copy of Approved Building Permit (**Required if project is installed inside Municipal Limits**)
 - Approved Interconnection Agreement - (PV and Wind Applicants Only)

COMPLETION INSTRUCTIONS (these documents must be submitted to complete application):

1. Wait for your Grant Confirmation and Claim Form - this is your approval to install and funding approval.
2. Install your system as described in the Grant Application. Notify the Green Energy Program Team in writing of changes to your original request, failure to do so may cause a delay in the processing or forfeiture of your grant. All systems must meet all program requirements.
3. **Submit Final Documentation:**
 - Signed Grant Confirmation and Claim Form
 - Copy of Final Building Inspection and Approval Documents
 - Copy of Final Interconnection Approval (PV and Wind Applicants Only)
 - Copy of Geothermal Well Permit(s) - (Geothermal Applicants Only)
 - Copy of Final Sales Invoice(s) – (**Warranty must be listed on the final invoice**)
 - Copy of Warranty Agreement (minimum 5 year parts AND labor)
 - Copy of Front Cover of Owner's Manual

Green Energy Program Team - FINAL REVIEW PROCESS

1. **Upon receipt of final documentation, the Green Energy Program Team will evaluate your project for entry into the grant payment queue payment.**
2. **The Green Energy Program Team may wish to inspect your system prior to approving the grant payment.**
3. **Applications receiving final approval will be mailed to the Delaware Municipal Electric Corporation for entry into the municipality's payment queue.**
4. **You will receive your payment from the Delaware Municipal Electric Corporation. To check payment status, call Scott Lynch at 302-653-2733.**

Green Energy Program Document Descriptions

Part One - Initial Documentation

*** these items are required to receive grant funding approval and should be submitted prior to installation

- **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 in Delaware has its own application. Please make sure to select the proper application.
 - Application Materials can be found at www.dnrec.delaware.gov/energy
- **Project Estimate: - The Project Estimate must be legible and show the following:**
 - The costs of the following: estimate total, itemized list of major system components and costs, labor, and permits/ fees
 - Itemized list of major system components with model information
 - System Size
- **Recent Electric Utility Bill**
 - The electric bill must be from the last three months at the installation address in service in Delaware.
 - Electric bill must show the applicant's name and service address
 - New construction must show documentation from the utility 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) applications require plumbing diagrams.
 - Diagram must be site specific.
- **Manual J Calculation (*Geothermal Installations Only*)**
 - The Manual J Calculation is required to confirm 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 on-site in relation to other structures or possible obstructions.
 - PV and SWH diagrams must show orientation, slope, and the location of any possible shade structures.
 - Geothermal applicants must show location of wells and loops on property and the 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 the Green Energy Program. Funding will not be approved by DEMEC without a building permit.
 - **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 interconnection (page 1) prior to installation. Grant applications cannot be accepted without a signed interconnection agreement (page 1) showing the municipality's approval of the system.
- **Participating Contractor Application**
 - If your contractor is not currently a participating contractor. They must submit a completed application prior to submitting any requests for grant funding from the Green Energy Program.

Part Two - Final Documentation

***These items are required after installation is complete to finalize a Green Energy Program grant application for entry into the payment queue

- Grant Confirmation and Form**
 - Both the owner and the contractor must sign the grant confirmation form.
- Final Building Inspection**
 - If a final inspection is required from the county or the municipality, then provide this documentation to the Green Energy Program.
- Interconnection Agreement Page 2 (*For PV and Wind Systems Only*)**
 - All utilities provide Interconnection Page 2 with a final approving signature. Provide a copy of this page.
- Geothermal Well Permits (*For Geothermal Systems Only*)**
 - All applications must supply well permits including 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 the DNREC. Please provide the reclassification 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
 - Method of Payment,
 - Show Paid in Full,
 - 5 Year Parts and Labor Warranty,
- Warranty Agreement**
 - Legible copy of a minimum 5 Year Parts and Labor Warranty must be provided.
- 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.