



Green Energy Program Instructions

Division of Climate, Coastal, & Energy – 100 West Water Street, Suite 5A - Dover, Delaware 19904

Email: DNREC_GreenEnergyProgram@delaware.gov – Web: <https://de.gov/greenenergy>

Getting Started:

Revised 08/05/2019

1. **These instructions are for Delmarva Power customers ONLY.**
2. **Review program requirements and current incentive levels:** <https://de.gov/greenenergy>
 - a. If you have questions, email the Green Energy Program Team at DNREC_GreenEnergyProgram@delaware.gov.
3. **Complete an energy audit prior to submitting a Green Energy Program grant application.** Grant applications submitted without an acceptable energy audit will be rejected.
 - a. **Energy Audit Procedure for Existing Construction projects:**
 - i. **Residential applicants:** Contact a BPI-certified energy auditor. [Energize Delaware](http://www.energizedelaware.org) maintains a list of energy auditors and offers rebates for energy efficiency improvements: <http://www.energizedelaware.org>
 - ii. **Commercial applicants:** energy audits are not required for existing construction non-residential buildings.
 - b. **Energy Audit Procedure for New Construction projects:** New Construction homes and commercial buildings must receive Energy Star certification in order to receive funding. Begin the process by reviewing Energy Star Certification requirements: <http://www.energystar.gov/>
4. **Select an approved renewable energy contractor.** The Green Energy Program maintains a list of participating contractors: <https://dnrec.alpha.delaware.gov/climate-coastal-energy/renewable/participating-contractors/>
5. **Submit grant application to the Green Energy Program Team at <http://www.greengrantdelaware.com>:**
 - Completed Grant Application
 - Copy of a Project Estimate, Proposal, or Purchase Order
 - Copy of recent electric bill for the installation address
 - Plot Diagram
 - Copy of Home Energy Audit (**Residential Existing Construction Only**)
 - Copy of New Home Energy Rater (HERS) Certificate (**Residential New Construction Only**)
6. **Grant recipient submits eSupplier registration at <https://esupplier.erp.delaware.gov>.** Name and mailing address listed on the grant application must match the information used on the eSupplier registration.
7. **Submitted materials will be reviewed by the Green Energy Program Team within 30 days. Approved projects will receive a notification of grant approval and a Grant Confirmation and Claim Form will be generated. Insufficient or incomplete applications will result in requests for additional information prior to grant approval.**

APPLICATION COMPLETION INSTRUCTIONS:

1. **Upon receipt of your Grant Confirmation and Claim Form, install your system as proposed in the approved application.** Please notify the Green Energy Program Team immediately, **in writing**, of any changes to your renewable energy system that occur after grant funding approval is issued, failure to do so will result in application processing delays and/or loss of your grant funding.
2. **After the renewable energy system is installed and operational, submit the grant completion documentation to the Green Energy Program Team at <http://www.greengrantdelaware.com>:**
 - Signed Grant Confirmation and Claim Form
 - 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 – Vertical Well Systems Only**)
 - Copy of Final Sales Invoice(s) – (**must list total cost, model information & size installed, and payment**)
 - Copy of Renewable System Photo(s) (**one of each system/array installed**)
3. **Submitted materials will be reviewed by the Green Energy Program Team for final grant approval.** Approved applications are submitted to the DNREC accounting department for payment processing at the end of each month. The payments are typically processed to the grant recipient named on the application within 6-8 weeks.