



Green Energy Program Instructions

Division of Energy and Climate – 1203 College Park Drive, Suite 101- Dover, Delaware 19904
Email: DNREC_GreenEnergyProgram@state.de.us – Web: <http://www.dnrec.delaware.gov/energy>

Getting Started:

Revised 4/28/2014

1. **These instructions are for Delmarva Power customers ONLY.**
2. **Review program requirements.** Regulations and recent modifications can be found at: <http://www.dnrec.delaware.gov/energy/services/GreenEnergy/Pages/GreenEnergyDelmarvaPower.aspx>
3. If you have any questions, please email the Program Manager at DNREC_GreenEnergyProgram@state.de.us
 - a. **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.
 - b. **Audit Procedure for Existing Construction**
 - i. **Residential:** Contact a BPI-certified energy auditor. Energize Delaware maintains a list of energy auditors: <http://www.energizedelaware.org>
 - ii. **Commercial:** Contact a Certified Energy Manager (CEM) or Professional Engineer (PE) to schedule an audit
 - c. **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 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 Green Energy Program maintains a list of participating contractors <http://www.dnrec.delaware.gov/energy/services/Pages/GreenEnergyProgram.aspx>
5. **Submit Initial documentation to the Green Energy Program Team:**
 - Completed Grant Application in name of eligible applicant
 - Copy of a Project Estimate, Purchase Order, or Letter of Intent
 - Copy of recent electric bill for the installation address in name of eligible applicant
 - Plot Diagram
 - 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)**
 - Online State Substitute W-9 Form (<https://w9.accounting.delaware.gov/W9form.aspx>)
6. **Submitted materials will be reviewed by the Green Energy Program Manager within 30-60 days. Approved projects will receive a Grant Confirmation and Claim Form. Insufficient documentation will result in a grant denial letter.**

APPLICATION 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 Green Energy Program Manager immediately, **in writing**, of changes to your original request, failure to do so will result in application processing delays and/or loss of your grant funding.

Submit Final Documentation to the Green Energy Program Team:
 - 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 Applicants with Well Installations Only)**
 - Copy of Final Sales Invoice(s) – **(Warranty must be on the final invoice)**
2. **Submitted materials will be reviewed by the Green Energy Program Manager for final grant approval. Approved projects are entered into the grant payment queue.**

Green Energy Program Document Descriptions

Initial Part 1 Grant Documentation – These items are required to receive funding approval and must be submitted prior to installation of the renewable energy system:

- Completed Grant Application**
 - Every field in the application must be complete and legible. Do not leave any fields blank. Incomplete applications will be returned.
 - Each technology has its own application. Please make sure to select the correct application.
 - Each utility company in Delaware has its own application. Please make sure to select the correct application for your electric utility
 - Application materials can be found at <http://www.dnrec.delaware.gov/energy>

- 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.

- 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.

- Home or Commercial facility Energy Audit (*Existing Construction Only*)**
 - Residential – must be completed by a Building Performance Institute (BPI) Certified Home Energy Auditor
 - Non-Residential – must be completed by a Certified Energy Manager or Professional Engineer

- New Home or New Commercial Energy Rater Design Analysis (*New Construction Only*)**
 - A Home Energy Rater will provide the Residential Design Analysis
 - A Commercial Energy Rater will provide the Non-Residential Design Analysis

- State Substitute W – 9 Form Online—No paper copies required**
 - Must be completed by grant recipient online (<https://w9.accounting.delaware.gov/W9form.aspx>)
 - Grant payment will be mailed to the person or company and address used on the form
 - For questions about the online w-9 process contact State Div. of Accounting at 302-672-5000 and ask to speak to a member of the vendor services team

Final Part 2 Grant Documentation – these items are required after your project is complete to finalize your application:

- **Grant Confirmation and Claim Form**
 - Both the system owner and the installing contractor must sign the Grant Confirmation and Claim Form.

- **Approved Interconnection Application (*For PV and Wind Systems Only*)**
 - A complete copy of the full Interconnection Application must be submitted
 - Interconnection Application must show electrical inspector's approval signature or attached certificate
 - Interconnection Application must show the final approval signature from DPL showing the system is approved to be operated.

- **Geothermal Well Permits (*For Geothermal Systems Only*)**
 - All applications must supply copies of their approved geothermal well permits, including the "Conditions Pages" of the permit issued by the DNREC Wells Department.
 - Applicants installing replacement systems must provide copies of original well permits.
 - 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, Labor Cost, Permits and Fees Cost,
 - Itemized list of major system components and costs,
 - System Size (*kW for PV and Wind, Square-feet and Gallons Solar Water Heating, Tons for Geothermal*)
 - Show system is "Paid in Full" and list method of payment,
 - **Show minimum 5 Year Parts and Labor Warranty**

- **Warranty Agreement**
 - A legible 5 Year Parts and Labor Warranty must be provided to the applicant, but a hard copy is not required to be submitted to the program
 - Warranty language should be clearly stated on the final sales invoice

- **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.
 - Non-Residential: 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.