



Municipal Green Energy Program Checklist

Delaware Municipal Electric Corporation – 22 Artisan Drive, Smyrna, Delaware 19977
Phone: 302-653-2733 - Fax: 302-653-2734 – Contact: Scott Lynch (slynch@demecinc.net)

Getting Started:

1. **Contact DEMEC regarding grant payment timelines and program funding prior to installation. The contact is Scott Lynch: 302-653-2733.**
2. Please review the [program regulations](#) prior to submitting an application. Grant percentages and limits are detailed in the program regulations.
3. Please use the Municipal Green Energy Program Checklist as a quick reference guide to the program regulations.
4. Contact a [Participating Contractor](#).
5. Municipal participants and contractors applying for photovoltaic, geothermal heat pumps, solar water heating, and wind grants must provide project information to DEMEC prior to installing their system.
6. Applying for a grant after installation of renewable energy equipment may result in exclusion of your project from grant funding. For faster grant processing, please submit grant application materials to slynch@demecinc.net.
7. **Submit Initial documentation:**
 - Completed Grant Application (two pages)
 - Copy of a detailed Project Estimate, Purchase Order or Letter of Intent
 - Copy of recent (in last 3 months) electric bill for the installation address
 - Copy of System Schematic
 - Copy of Manual J calculation or equivalent - **(Geothermal Applicants Only)**
 - Copy of Plot Diagram
 - Copy of Approved Building Permit **(Required if in Municipal Limits)**
 - Copy of Approved Interconnection Agreement Part I - **(PV and Wind Applicants Only)**

COMPLETION INSTRUCTIONS:

1. Wait for delayed grant notification letter sent by email.
2. Sign and return delayed grant notification letter by email preferred.
3. Wait for approval to move forward notification.
4. Install system as described in the Grant Application. Please notify DEMEC in writing of changes to original requests, failure to do so may cause a delay in the processing or forfeiture of the grant. All systems must conform to all program requirements.
5. **Submit Final Documentation:**
 - Signed Grant Confirmation and Claim Form
 - Copy of Final Building Inspection and Approval Documents
 - Copy of Approved Final Interconnection Agreement Part 2 **(PV and Wind Applicants Only)**
 - Copy of Geothermal Well Permit(s) - **(Geothermal Applicants Only)**
 - Copy of Final Sales Invoice(s) – **(Warranty must be on the final invoice)**
 - Copy of Warranty Agreement **(5-year minimum, parts and labor on final invoice)**
 - Copy of Front Cover of Owner’s Manual

DEMEC and Municipal FINAL REVIEW

1. **Upon final documentation receipt, DEMEC will evaluate the project for payment.**
2. **The Municipality or DEMEC may wish to inspect the system prior to approving the grant payment.**
3. **Funding will be provided when available.**

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 in Delaware has its own application. Please make sure to select the proper application.
- Application Materials can be found at <http://www.demecinc.net/Municipal-Green-Energy-Grants/>.

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 & Gallons for Solar Water Heating, Tons for Geothermal*)

Recent Electric Utility Bill

- The Utility Bill must be from the last three months for the installation address in the municipality.
- New construction must show documentation from the utility that the installation location will be part of the installing municipal 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 with the installation.

System Schematic

- Photovoltaic (PV) and Wind Turbine Grants require wiring diagrams, Solar Water Heating (SWH) System Grants require plumbing diagrams.
- Diagram must be site specific.

Performance Calculations

- Photovoltaic Installations - Solar shade analysis may be required based on potential shading.
- Wind Installations - Wind resource evaluation may be required based on location.
- Geothermal Installations - A Manual J Calculation **is required** for all systems to confirm sizing.
- Solar Water Heating Installations - Residential projects **require** a Solar Rating and Certification Corp (SRCC) OG-300 Certificate. Non-residential projects **require** (SRCC) OG-100 collector certificates. Non-residential projects **require** site specific designs and performance calculations by a P.E. or C.E.M. Solar shade analysis may be required based on potential shading.

Plot Diagram

- PV, SWH and Wind diagrams must show equipment on-site in relation to other structures.
- PV and SWH diagrams must show orientation, slope, and the location of any possible shade structures.
- Geothermal Grant diagrams must show well/loop locations and 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 DEMEC.
- **Municipal Applicants must note on the application if the address is outside of town limits.**

Interconnection Agreement Part I (For PV and Wind Systems Only)

- Utility must review and return an approved Part 1. Submit to the municipal utility electric department.
- Municipal Interconnection Part 1 applications must be provided with a preliminary approving signature.

Green Energy Program Document Descriptions

Participating Contractor Application

- If your contractor is not currently a participating contractor, they must submit a completed application and file it with the State of [Delaware Division of Climate, Coastal and Energy](#).
- The contractor must also submit additional documents:
 - Copy of a valid Delaware Business License.
 - An Insurance Certificate showing at least 1 Million Dollars of General Liability Coverage.
 - All Education Certificates showing training in the work they are to perform.

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 DEMEC.

Interconnection Agreement Part 2 *(For PV and Wind Systems Only)*

- Utility must review and return an approved Part 2. Submit to the appropriate utility electric department.
- Municipal Interconnection Part 2 applications must be provided with a final approving signature.

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 by 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 *(kW for PV and Wind, Square-feet & Gallons for Solar Water Heating, Tons for Geothermal)*
- Method of Payment,
- Show Paid in Full,
- 5 Year Parts and Labor Warranty

Warranty Agreement

- A legible 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.