



Delaware Cool Switch Low Impact Refrigerant Program Grant Application

Division of Climate, Coastal and Energy
100 West Water Street, Suite 10B, Dover, DE 19904 Phone: (302) 735 - 3480

Program Description

The Delaware Department of Natural Resources and Environmental Control (DNREC) Cool Switch Program offers grant funding to help Delaware businesses offset the upfront costs of switching to refrigerants with Global Warming Potentials lower than 1,500. Funding is available for both existing systems, retrofit projects and projects that install new refrigeration systems.

Application and Instructions

Eligible Participants

The Delaware Cool Switch Program is available to non-residential consumers that use at least 50 lbs of refrigerant in their current facility(ies). Usage may be based on one facility or multiple facilities in aggregate. To receive funding for energy efficiency savings through the EEIF program, participants must meet the eligibility requirements described in the program's guidelines: de.gov/eeif

Eligible Equipment

All proposed and installed equipment must be new and existing equipment must be removed and retired from use. Applicant is responsible for the proper disposal or recycling of any waste generated as a result of the project. DNREC reserves the right to request a recycling/disposal plan.

Approval Requirements

Pre-approval is required for all applications prior to any equipment purchase or any services completed. A completed and signed Cool Switch Low Impact Refrigerant Program application and appropriate manufacturer data sheets must be submitted for review and pre-approval prior to purchasing and installing any equipment. After receipt of the completed application and any required supplementary documentation, DNREC will evaluate the project for consideration of project pre-approval. If the project is pre-approved, the applicant will be notified in writing to proceed. All retrofit projects must be completed within 12 months and all new construction projects must be completed within 24 months.

Application Instructions

Step 1

Verify that your project meets the eligible requirements specified in the program guidelines. Contact Edward Synoski at (302) 735-3480 or edward.synoski@delaware.gov with any questions about eligibility.

Step 2

Complete the application below. Refer to the Application Checklist below to verify that all required information and documentation is included for submission. The applicant must agree to the terms and conditions by signing the application. Applications and supportive documentation should be submitted by email to edward.synoski@delaware.gov.

Step 3

Applications will be reviewed and, if the program requirements are met, a pre-approval letter reserving program funds will be issued by DNREC to the applicant. After pre-approval, participants may purchase and install their refrigeration equipment. Applicants must notify DNREC in writing if there are any changes to the pre-approved scope of work.

Step 4

Upon project completion, applicants must return the signed pre-approval letter and provide itemized invoices for the installed refrigeration equipment. Invoices must be itemized to show the cost of each unit purchased and applicants must highlight any changes in the project scope which may result in an adjustment of the approved grant amount.

Applicants must indicate if the payment is being received by the applicant or the contractor/vendor. The party receiving the payment must register as an eSupplier at www.esupplier.erp.delaware.gov. A copy of the eSupplier Information sheet must be submitted as part of the application final documents package.

DNREC may require a post-installation inspection to verify compliance with program rules, verify the accuracy of project documentation and equipment operation. DNREC will process the grant within 60 days of receipt of the final application package and all supporting documentation, or 30 days after a scheduled inspection if required. After approval, DNREC will mail the grant to the applicant unless specified otherwise.



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Documents Required for Preapproval

- Cool Switch Application
- Specification (cut) sheets for all equipment
- Documentation of existing system leak rate (retrofit pathway only)
- Quotes and estimates for all equipment and the scope of work
- Installer's license and insurance
 - Delaware business license
 - Delaware professional license
 - Certificate of insurance (general liability insurance \geq \$1 million)

Documents Required for Final Approval:

- Pre-approval Letter
- Itemized invoice
- Proof of Payment
 - Check, bank statement, electronic check, ACH deposit, credit card payment, etc.
- eSupplier Information Sheet
- Specification sheets of installed equipment



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Applicant Information

Name of Company:

Site Address:

City: State: Zip Code:

Mailing Address:

City: State: Zip Code:

Name of Contact Person:

Email: Day time Phone #:

Organization Type:

Corporation Partnership Individual/Sole Proprietor Tax Exempt Non-profit

Contractor Information (if applicable)

Name/Company: DE Business License #:

Trade Specific License and/or Certification #:

Mailing Address:

City: State: Zip Code:

Name of Contact Person:

Email: Day time Phone #:

Grant payments are typically processed to the applicant. The applicants signature below agrees to transfer the grant payment to the above-named company or individual. I hereby certify that I understand that I will not receive the grant payment for this project:

Applicant Signature: **Date:**

Installer Information (if applicable)

Name/Company: DE Business License #:

Trade Specific License and/or Certification #:

Mailing Address:

City: State: Zip Code:

Name of Contact Person:

Email: Day time Phone #:

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Applicant Signature: **Date:**

Vendor Information (if applicable)

Name/Company: DE Business License #:

Trade Specific License and/or Certification #:

Mailing Address:

City: State: Zip Code:

Name of Contact Person:

Email: Day time Phone #:

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Applicant Signature: **Date:**

Project Information

Baseline (for Existing System Retrofit pathway only)

Existing Refrigerant:

System Charge: System Pressure:

System annual leak rate (based on 3 years of system maintenance or refrigerant purchase records):

Age of Existing Equipment (Years):

Retrofit/Replacement System or New System Estimate

Equipment Costs: Installation Costs:

Replacement/New Refrigerant: Cooling capacity (MBTU/hr):

System Charge: System Pressure:

Forecast annual leak rate (based on engineering estimates):