

DNREC EEIF GRANT CHECKLIST

Every project should contain at minimum 9 items for payment, 5 of which are gathered at Pre-Approval



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PRE-APPROVAL

- Completed application
- Appropriate calculator with estimated savings
- Itemized quotes, estimates, or audit proposals
- Utility bills associated with the site of project
- Installer or Auditor's Delaware state license, certifications, and insurance

JOB COMPLETION

- Job must be completed
- Job may require a post inspection
- Register or locate eSupplier number

2

PAYMENT

- Pre-Approval Letter
- Completed eSupplier Information Sheet
- Itemized invoice
- Proof of payment

3

Document Requirements

eSupplier Information Sheet

- The party receiving the payment must be registered as an eSupplier
- Register as an eSupplier at www.esupplier.erp.delaware.gov
- Must be submitted as part of the application final documents

de.gov/eeif

Itemized Quotes

- Must include all equipment and scope of work
- Must include separated labor cost(s) where applicable
- Must include itemized fixture type where applicable
- Notify us of scope changes that affect your project's completion

State License and Certifications

- Must include installer or auditor's active state license
- Confirm license is active https://delpros.delaware.gov/OH_VerifyLicense
- Confirm business license is active <https://revenue.delaware.gov/business-license-search/>
- Apply for Delaware License <https://onestop.delaware.gov/>



GRANT APPLICATION CHECKLIST



Prescriptive Lighting

Pre-Approval

- EEIF Application
- Itemized Quote
- Electric Bill (1 month)
- Installer's DE Business and Professional License Insurance (not applicable for self-install)
- Installer's Insurance (not applicable for self-install)
- Manufacturer Specification Sheets
- Energy Consumption Calculations

Final Approval

- Pre-Approval Letter
- Itemized Invoice
- Proof of Payment
- eSupplier Information Sheet
- Spec Sheets and/or revised energy calculations

Prescriptive Heating

Pre-Approval

- EEIF Application
- Itemized Quote
- Utility Bill (1 month)
- Installer's DE Business and Professional License Insurance (not applicable for self-install)
- Installer's Insurance (not applicable for self-install)
- Manufacturer Specification Sheets
- Energy Consumption Calculations

Final Approval

- Pre-Approval Letter
- Itemized Invoice
- Proof of Payment
- eSupplier Information Sheet
- Spec Sheets and/or Revised Energy Calculations

Custom

Pre-Approval

- EEIF Application
- Itemized Quotes and Estimates
- Technical Data and Testing Laboratory Information
- Utility Bill (12 months)
- Installer's DE Business and Professional License Insurance (not applicable for self-install)
- Installer's Insurance (not applicable for self-install)
- Existing Equipment Nameplate Data
- Manufacturer Specification Sheets
- Energy Consumption Calculations
- Project Scheduling Including Detailed Milestones

Final Approval

- Pre-Approval Letter
- Itemized Invoice
- Proof of Payment
- eSupplier Information Sheet
- Spec Sheets and/or Revised Energy Calculations

CHP

Pre-Approval

- EEIF Application
- Itemized Quotes and Estimates
- Technical Data and Testing Laboratory Information
- Utility Bill (12 months)
- Installer's DE Business and Professional License Insurance (not applicable for self-install)
- Installer's Insurance (not applicable for self-install)
- Manufacturer Specification Sheets
- Detailed Energy Model
- Project Schedule including detailed milestones
- Design Plan with Professional Engineer (P.E.) Signature
- Typical Day Hourly Electricity and Heating Load Profile for the Facility (12 months)
- All Applicable Federal, Regional, State, and/or Local Permits
- Interconnection Agreement
- Measurement and Verification Plan
- Power Purchase Agreement
- Flood Risk Mitigation Plan

Final Approval

- Pre-Approval Letter
- Itemized Invoice
- Proof of Payment
- eSupplier Information Sheet
- Commissioning report
- Finalized Interconnection Agreement with Proper Systems Inspections

Energy Assessment

Pre-Approval

- EEIF Application
- Energy Audit Proposal and Cost
- Utility Bill (12 months)
- Auditor's DE License and Insurance

Final Approval

- Pre-Approval Letter
- Proof of Payment
- eSupplier Information Sheet

