



Delaware Electric Cooperative is offering grant funding for the replacement of existing lighting fixtures with new higher efficient LED lamps, ballast and lighting fixtures at non-residential General Service (GS) and/or Large Commercial (LC) member facilities.

The program incentive is prescriptive and has a pre-determined grant amount per fixture type. The maximum grant per member will be capped at \$25,000.

1. Project qualification

a. Member needs to supply the following:

- i. Completed and signed program "Application" to include all worksheets and supporting documentation.
- ii. Detailed proposal of the scope of work to be performed to include cost, description of equipment being installed
- iii. Specification sheets on equipment to be installed
- iv. Existing Lighting Systems Inventory
 1. An inventory should be submitted documenting all existing fixtures to be replaced and the proposed fixtures that will be installed. For each fixture, note the lamp size, type, quantity, ballast type and hours of operation. Use of the *Lighting Efficiency Input Wattage Guide* is required to be used for wattage reduction estimates.
 2. Fill out a separate line on the Retrofit Lighting Incentive Worksheet for each unique combination of Existing lighting type, Annual Hours of Operation, Product Code and lighting type.
 3. **Hours of operation are the estimated annual hours that the particular fixture(s) actually operates. Try to be as specific and accurate as possible. NOTE: Fixture operating hours are not necessarily the same as the facility operating hours.**

- b. All proposed lamps and/or fixtures must be qualified by the DesignLights Consortium™ (www.designlights.org) or ENERGY STAR (www.energystar.gov).
2. Pre-approval is required for **ALL** projects prior to the purchase or installation of any products
- a. Any work contracted, purchased, or installed prior to the signed pre-approval will disqualify the project from any incentives.
 - b. Pre-inspection and verification of existing conditions is required. This may be conducted, verified and signed off by lighting consultant or contractor.
 - c. Following the pre-inspection, a pre-approval incentive offer is made and the application is signed by the DEC Program Administrator.
 - d. The pre-approval offer is based on the proposed scope of work and existing conditions. Any changes to the scope, cost, or other aspect of the project must be reviewed and approved by the DEC Program Administrator prior to proceeding.
 - e. Once pre-approved, the incentive funds will be reserved for 90 days for the project to complete. If the project has not completed within 90 days the incentive funds will be released back into the pool of projects and the project will go to the end of the waiting list.
 - f. Program subject to change until approved by DEC Program Administrator.
3. Project Completion
- a. Upon completion of project, it is the member's responsibility to notify the DEC Program Administrator of project completion.
 - b. The member needs to submit a copy of the paid invoice for the project
 - c. Following notification and receipt of supporting documentation, the DEC Program Administrator will schedule the post inspection for verification that the project was completed as proposed.