



## LED Lighting Grant Program Application

**Instructions:** Please complete this application along with the *Existing Lighting Systems Inventory* worksheet and other appropriate supporting documentation and email to [grants@delaware.coop](mailto:grants@delaware.coop)

You may also mail applications to:

Delaware Electric Cooperative  
ATTN: Lucas Zlock, Manager of Energy Services  
14198 Sussex Highway  
Greenwood, DE 19950

Please contact us at [grants@delaware.coop](mailto:grants@delaware.coop) or 855-332-9090 for any questions.

### **GENERAL INFORMATION**

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.

Funding is limited: For calendar year 2025, grants will be made first to existing systems that meet the conditions for grants and any monies left over will be used for systems yet to be installed. Grants will be paid on a rolling basis throughout the year in the order that completed applications are received. Under no circumstances will grants be issued for land acquisition in association with any project proposed in the Renewable Resource Program.

Once DEC has awarded grants equal to the total estimated 2025 fund allocation, no further grants will be awarded for calendar year 2025. Applications not awarded a grant for 2025 will not be held until the next year. Grant funding and amounts may change from year to year and are not guaranteed.

The LED Lighting Grant Program is available to member-owners of the Cooperative receiving distribution delivery and energy supply service from the Cooperative. All eligible equipment and products must be installed in Delaware on an active Cooperative electric account and used solely for the energy requirements of Cooperative member-owners. Grants will not be provided for energy requirements in excess of a member-owners average annual consumption. In determining the average annual consumption, the Cooperative will average the prior two years of consumption for the account applicant. Should the account applicant be a new service or have had service for less than two years, a comparable account may be used as a substitute for quantifying the average annual consumption.

All qualifying systems receiving a LED Lighting Grant must have a full 5-year warranty against component failure, malfunction and premature output degradation. The warranty must cover all components for which the program incentive is granted and cover the full cost of repair and replacement of all components of the system.

For professionally installed systems, the warranty must cover the labor to remove and replace defective components and systems.

In the event grants cannot be paid immediately, each completed grant package will be placed in queue for payment by the Cooperative. As new funds are collected, the next approved package will be paid out. The contractor and member-owner are fully responsible for insuring that all forms and documentation have been supplied and the system meets all program requirements. The Cooperative may inspect the system(s) prior to final grant approval.

The Cooperative will ordinarily process the payment to the applicant; however, if the applicant so requests in writing and documentation reflects the installation cost to the applicant was reduced directly from the purchase price, the Cooperative will process the payment to the retailer, or installing contractor.

The Program funds are limited. The Participating Contractor shall follow program guidelines to insure approval of funds. The contractor will also inform their existing customers of any and all changes to the Renewable Resource Fund program within seven (7) days of programmatic changes. If it is found that contractors are using unethical tactics to sell renewable energy systems, based on false or misleading information or claims about renewable energy systems or the Renewable Resource Program, the Cooperative may impose sanctions, up to and including suspension, as a participating contractor. If grant funds are not available for payment at the time of completion, completed projects will be placed in a queue.

Grant funds may be awarded to applicants that choose to act as the general contractor (self installation) for the installation of their renewable energy system. Member-owners who install their own systems or act as the general contractor shall adhere to any and all requirements as established by the Cooperative to be eligible for grants. Applicants must submit a signed warranty statement by the applicant stating that the workmanship is self-warranted for 5 years. The applicant must also submit the product warranties showing coverage for at least 5 years on the major components.

All qualifying systems must be installed in accordance with the standards and specifications of the manufacturers of the components in the system, in compliance with all applicable local electric and building codes, local ordinances and these guidelines. Where discrepancies, if any, exist with these guidelines and local codes, local codes shall govern.

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 and 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. 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](http://www.designlights.org)) or ENERGY STAR ([www.energystar.gov](http://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 the 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 be completed. If the project has not been 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.

**MEMBER INFORMATION**

FACILITY NAME: \_\_\_\_\_

FACILITY ADDRESS: \_\_\_\_\_

MAILING ADDRESS (If Different): \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_ CONTACT EMAIL: \_\_\_\_\_

DELAWARE ELECTRIC COOPERATIVE ACCOUNT NUMBER: \_\_\_\_\_

MEMBER SIGNATURE: \_\_\_\_\_

**NCQLP LIGHTING CERTIFIED (LC) PROFESSIONAL INFORMATION (If one is assisting with project)**

NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_ CONTACT EMAIL: \_\_\_\_\_

LIGHTING CERTIFIED (LC) PROFESSIONAL SIGNATURE: \_\_\_\_\_

**CONTRACTOR (IF DIFFERENT THAN ABOVE)**

CONTRACTOR NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_ CONTACT EMAIL: \_\_\_\_\_

**Payment Preference**


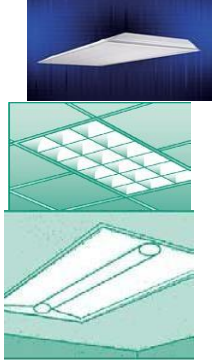

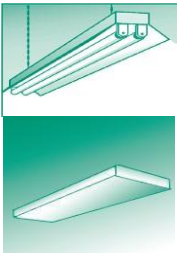
Please indicate whether you would like to receive payment via mailed check or direct deposit.


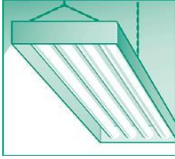
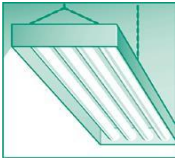


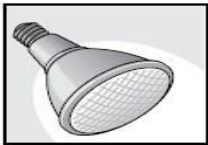

If direct deposit is chosen, then please complete the ACH Authorization Agreement on the next page and email separately to [awaller@delaware.coop](mailto:awaller@delaware.coop). Do not send the ACH Authorization Agreement along with the grant application to [grants@delaware.coop](mailto:grants@delaware.coop).







Mailed Check \_\_\_\_\_



Direct Deposit \_\_\_\_\_

**Product Descriptions – to be used when filling out *Existing Lighting Systems Inventory***

<b>Product Description</b>	<b>Per Fixture Incentive</b>	<b>Eligibility Criteria</b>	
<u>LED</u> Linear Tubes	<b>\$5 Per Tube</b>	Ballasts should be installed with the appropriate lamp size and number of lamps that the ballast was designed for to maintain the above specifications and project savings	
<u>LED</u> High Efficiency Interior Retrofit Kits, Advanced Recessed Fixtures	<b>\$60</b>	1x4, 2x2 and 2x4  Prismatic, Parabolic, Recessed Direct, Recessed Indirect & Flat Panel fixtures	
<u>LED</u> Linear Indirect or Indirect Pendant Fixtures	<b>\$75</b>	Fixtures may have a down-light component of no greater than 45%. Fixtures with a downlight component must incorporate glare limiting louvers or a perforated cover shielding the lamps. Ceiling finish must be white and unobstructed	
<u>LED</u> Industrial/Commercial Fixtures	<b>\$60</b>	4 ft. and 8ft. Fixtures  LED industrial/commercial strip or wrap fixtures. Applies to fixtures installed 16 feet or less above the floor. Only one incentive may be counted per fixture.	
<u>LED</u> Stairwell Fixture with integral	<b>\$75</b>	To be eligible for incentives, fixtures must be installed in an	

Occupancy sensor controls		8,760 hour stairwell application with integral occupancy sensor control, setting lights to 50% output or less in control mode (not occupied).	
<u>LED</u> High and Low Bay High Intensity Fixtures & Retrofit Kits	<b>\$125</b>	Minimum wattage is 45 watts to 149 watts.	
<u>LED</u> High and Low Bay High Intensity Fixtures & Retrofit Kits	<b>\$175</b>	Minimum wattage is $\geq$ 150 watts.	
<u>LED</u> Down Light Fixtures & Retrofit Kits	<b>\$25</b>	Eligible LED Down Lights are required to be less than 25 watts and hardwired or GU24 (pin) base. Screw Base LED Down Light <u>Retrofit Kits</u> are also eligible. <u>Replacement lamps not eligible.</u>	
<u>LED</u> Hardwired Track Heads or Mono-Point Directional Fixtures	<b>\$25</b>	LED track heads hardwired installations only, <u>replacement lamps not eligible.</u> (lower wattage than currently in place)	
<u>LED</u> Directional and Omni-directional Replacement Lamps	<b>\$5</b>	Eligible LED Integral replacement lamps with screw or pin base Lamps must operate a minimum of 2,000 hours annually. (lower wattage than currently in place)	
<u>LED</u> Exit Fixtures	<b>\$5</b>	All materials and assembled units shall comply with all applicable codes and standards including (but not limited to) Federal/State/Local building, fire, and	

		electrical codes, and may require designated egress lighting to comply with such codes. Exit sign retrofit kits are not eligible.	
<u>LED</u> Cooler , Freezer, or Refrigerated 3' & 4' Fixture	<b>\$40</b>		
<u>LED</u> Cooler , Freezer, or Refrigerated 5' & 6' Fixture	<b>\$55</b>		
<u>LED</u> Exterior Wall, Post, Ground, and Arm Mount Floods and Fixtures& Retrofit Kits	<b>\$75</b>	Wattage range is 25 watts to 99 watts Must be automatically controlled to avoid daylight operation.	
<u>LED</u> Exterior Wall, Post, Ground, and Arm Mount Floods and Fixtures & Retrofit Kits	<b>\$100</b>	Minimum wattage is 100 watts Must be automatically controlled to avoid daylight operation.	
<u>LED</u> Pole Mounted Parking, or Roadway Fixtures & Retrofit Kits	<b>\$150</b>	Wattage range is 45 watts to 149 watts Must be automatically controlled to avoid daylight operation.	
<u>LED</u> Pole Mounted Parking, or Roadway Fixtures & Retrofit Kits	<b>\$200</b>	Minimum wattage is 150 watts Must be automatically controlled to avoid daylight operation.	
<u>LED</u>	<b>\$75</b>	LED Low Bay for Garages and Canopies 25-99 watts.	

Garage & Canopy Fixtures & Retrofit Kits			
<u>LED</u> Garage & Canopy Fixtures & Retrofit Kits	<b>\$100</b>	LED Low Bay for Garages and Canopies greater than 99 watts.	
<u>LED</u> Other	<b>TDB</b>	If a particular product type does not appear on this list, DEC has the ability to review and approve based on information provided by the member.	





14198 Sussex Highway  
Greenwood, Delaware 19950

## Electronic Funds Transfer/ACH Authorization Agreement

(Check One)

☒ New Authorization

☐ Change

Section A Customer Information			
Company Name: Delaware Electric Cooperative, Inc.			
Address: 14198 Sussex Highway			
City: Greenwood		State: DE	Zip: 19950
Remit Format <input type="checkbox"/> CTX <input type="checkbox"/> Web <input checked="" type="checkbox"/> E-Mail			
Account Payable Contact Name: Paula Whaley		Contact E-Mail: <a href="mailto:invoices@delaware.coop">invoices@delaware.coop</a>	Telephone No: (302) 349-3107
Accounting Contact: Rachel Green - Accounting Assistant April Waller - Manager of Treasury Services		Contact E-Mail: <a href="mailto:rgreen@delaware.coop">rgreen@delaware.coop</a> <a href="mailto:awaller@delaware.coop">awaller@delaware.coop</a>	Fax No: (302) 349-9455 (302) 349-3150 (302) 349-3150

Section B Payee Information	
Name:	
Address:	Telephone No.
Contact E-Mail:	

Section C Financial Institution Information (Payee)		
Name:		
Address:	Account Type: Checking Savings	Telephone No:
Nine-Digit Routing Number:	Account No:	

### Section D

Delaware Electric desires the flexibility to make payments for goods and/or services by electronic funds transfers through the Automatic Clearing House (ACH) system and company agrees to grant such flexibility. Therefore, \_\_\_\_\_ authorizes Delaware Electric to make payment for goods and services by ACH and certifies that it has selected the above depository institution and directs that all such electronic funds be via the ACH transaction format.

#### Authorization

**Delaware Electric Cooperative, Inc.**

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Manager of Treasury Services  
Title