

## Small Scale Renewable Energy Incentive Program (SSREIP)

### Pellet Storage Voucher Program

### Vendor Participation Agreement

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#### PELLET STORAGE VOUCHER TERMS, CONDITIONS, AND REQUIREMENTS

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The Pellet Storage Voucher Program is designed to help cover the costs of installing bulk pellet storage bins in Vermont homes and buildings. Funding is provided from the Vermont Clean Energy Development Fund (CEDF) at the Department of Public Service. The SSREIP is administered under a contract with the Renewable Energy Resource Center (RERC) and overseen by the Public Service Department.

1. The voucher will be applied toward the overall purchase and installation of an eligible, pre-approved bulk pellet storage bin. Pellet storage bin eligibility includes:
  - a. Must be able to hold at least 1 ton of bulk wood pellets
  - b. Must be new and installed after a pellet bin voucher is issued
  - c. Must be able to receive bulk pellets delivered pneumatically by a bulk pellet delivery vehicle.
  - d. Must either have a vacuum connection to pneumatically transfer pellets out of the bin, or a mechanism that allows for the pellets to be removed from the bin by hand and/or by gravity.
  - e. The RERC will maintain a list of eligible bins and vendors on its web site.
2. To be eligible for a voucher, a customer must own an EPA 2015 or 2020 certified pellet stove, eligible pellet boiler/furnace, or pellet sap evaporator.
  - a. EPA 2015 and 2020 certified stoves can be found here:  
<https://cfpub.epa.gov/oarweb/woodstove/index.cfm?fuseaction=app.search>
  - b. Eligible pellet boilers and furnaces are those that were eligible for CEDF incentives at the time of installation. Contact RERC to confirm eligibility. The bin purchased with the voucher cannot be the only pellet bin for a newly installed pellet boiler that received a CEDF incentive within the past 12 months. The new bin shall be an additional bin (or an expansion) to the original storage bin installed with the pellet boiler.
  - c. Any pellet sap evaporator is eligible.
3. The voucher will cover up to \$3,000 or 85%, whichever is less, of the total cost of the bin and other materials, not including labor.
4. No vouchers are available for pellet storage bins installed prior to February 3<sup>rd</sup>, 2020 or after notification that program funding has been exhausted.
5. Customers are limited to receiving one voucher per address.
6. The customer is responsible to pay the vendor for the purchase price and professional installation costs of their new pellet storage bin, less the voucher amount. Pellet storage bins self-installs by end-use customers are NOT eligible. **The voucher amount will be subtracted from the price of the new pellet storage bin at the time of purchase and the voucher reimbursement will be paid directly to the vendor by the State/CEDF.**
7. The Participating Vendor must completely fill out the voucher final documentation and submit it to the RERC to receive the voucher reimbursement payment from the State/CEDF. **Completion of the voucher final documentation includes an invoice and photo documentation of the installed pellet storage bin.**

8. The Participating Vendor will forfeit the voucher, and may be barred from future State of Vermont programs and incentives, if either provides the Vermont SSREIP with false information.
9. Voucher reimbursements will be processed within ten business days.
10. The Vermont SSREIP and the CEDF do not warranty any products purchased under this voucher program, regarding the quality, functionality or satisfaction of the product or installation.

## PARTICIPATION AGREEMENT

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The wood stove retailer will work in partnership with the State to implement the Vermont Wood Stove Change-Out incentive. The wood stove retailer will work in direct cooperation with the State by:

1. Verifying that building owners are eligible for the voucher based on pellet stove/boiler/furnace/sap evaporator eligibility.
2. Deducting the voucher dollar amount toward the purchase of a new eligible pellet storage bin.
3. Conducting professional installations of the pellet storage bins in compliance with all applicable codes and standards.
4. **Including the company's W-9 with this form. The W-9 must have a hard signature (not electronic) and must have been signed within the last six months.** If the State of Vermont does not have a W-9 or a Vendor Number on file, they cannot disburse payment to the retailer.
5. Agreeing to complete final project documentation and submitting it to the RERC. The final documentation must include customers' itemized invoices that include the voucher amount as a line-item. **The invoice that is submitted must be an exact copy of the final itemized invoice that is sent to the customer – not an invoice created just to submit with the final documentation. The SSREIP needs to verify that the end-use customer is receiving full benefit of the voucher.** The invoice must include total cost of the system with component costs broken down:
  - Storage bin cost;
  - Other materials;
  - Installation cost; and
  - Any other associated costs.

## VENDOR CERTIFICATION

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I have read, understand, and will abide by all program requirements listed in the *Vendor Participation Agreement*. I understand that the CEDF reserves the right to request written documentation demonstrating compliance with the requirements listed above.

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COMPANY REPRESENTATIVE SIGNATURE

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DATE

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COMPANY REPRESENTATIVE NAME (PRINT)

## VENDOR CONTACT INFORMATION

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Primary Contact Name \_\_\_\_\_

Company Name \_\_\_\_\_

Company Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Company Mailing Address (if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Company Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_

☐ Yes, I have included applications for any pellet storage bins my company intends to install under the voucher program.

☐ Yes, I have included my company's W-9 with this form. The W-9 must have a hard signature (not electronic) and must have been signed within the last six months.

**Out of state companies:** Do you have a VT Sales and Use Tax Account Number? <sup>1</sup> ☐ YES (ACCT #) \_\_\_\_\_ ☐ NO

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## MAIL OR EMAIL PARTICIPATION AGREEMENT, PELLET STORAGE BIN APPLICATIONS, AND W-9 TO:

### MAIL:

Vermont Small Scale Renewable Energy Incentive Program  
c/o Renewable Energy Resource Center  
20 Winooski Falls Way, 5<sup>th</sup> Floor  
Winooski, Vermont 05404

### EMAIL:

[info@rerc-vt-org](mailto:info@rerc-vt-org)

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<sup>1</sup> Retailers outside of Vermont must collect the sales tax for sales to Vermont customers purchasing a pellet storage bin. You may register at <http://tax.vermont.gov/business-and-corp/register-renew-close-business>. Any questions regarding this issue must be directed to the Vermont Department of Taxes at (802) 828-2551.

## PELLET STORAGE BIN APPLICATION

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The RERC will maintain a list of eligible bins on its web site. Pellet storage bin eligibility includes:

- a. Must be able to hold at least 1 ton of bulk wood pellets
- b. Must be new and installed after a pellet bin voucher is issued
- c. Must be able to receive bulk pellets delivered pneumatically by a bulk pellet delivery vehicle
- d. Must be able to pneumatically transfer pellets out of the bin, or have a mechanism that allows for the pellets to be removed from the bin by hand and/or by gravity

Pellet storage bin manufacturer: \_\_\_\_\_

Pellet storage bin model: \_\_\_\_\_

Capacity (tons): \_\_\_\_\_

*\*note if a storage bin is available in multiple capacities*

Estimated cost to customer of pellet storage bin: \_\_\_\_\_

*\*bin only, other materials, sales tax, and installation to be charged separately*

*\*\*note any different costs for different storage bin capacities*

☐ Yes, the bin can receive bulk pellets delivered pneumatically by a bulk pellet delivery vehicle.

☐ Yes, the bin has a vacuum connection to pneumatically transfer pellets out of the bin, or a mechanism that allows for the pellets to be removed from the bin by hand and/or by gravity.

☐ Yes, I have attached a photo or online link to a photo of the bin.