



vFY2016
Advanced Wood Pellet Heating System
Final Project Documentation

Vermont Small Scale Renewable Energy Incentive Program
ADVANCED WOOD PELLET HEATING SYSTEM
Final Project Documentation and Incentive Request Form

INSTRUCTIONS: Mail, email, or fax signed and completed documentation to:

Vermont Small Scale Renewable Energy Incentive Program
 128 Lakeside Avenue, Suite 401
 Burlington, VT 05401

Email: info@rerc-vt.org
 Fax to ATTENTION: RERC (802) 658-1643

INCENTIVE RESERVATION INFORMATION

INCENTIVE RESERVATION NUMBER _____ (FROM APPROVAL LETTER)

CUSTOMER NAME _____

CUSTOMER BUSINESS NAME (IF APPLICABLE) _____

RESERVING INSTALLER COMPANY _____

LEAD INSTALLER NAME¹ _____

INSTALLATION COMPANY (IF NOT RESERVING CO.) _____

DATE INSTALLATION BEGAN _____ FINAL INSPECTION DATE _____

SUPPORTING DOCUMENTATION CHECKLIST

INSTRUCTIONS: All items must be included (checked) or marked N/A if not applicable. The installation and documentation must meet all of the program requirements outlined in the *SSREIP Advanced Wood Pellet System Installer Participation Agreement*.

- _____ Copy of Final Customer Invoice clearly indicating transfer of benefit to the customer (either credit or rebate) and itemizations indicated in Advanced Wood Pellet System Installer Participation Agreement.²
- _____ System Photographs of the Pellet Heating System including boiler/furnace, pellet storage, thermal storage (if applicable) and existing back-up heating equipment (if applicable)
- _____ Copy of Letter of Compliance with the State Historic Preservation Act – mark N/A if not applicable.
- _____ Supporting Documentation for the Thermal Energy Efficiency Adder – mark N/A if not applicable.

¹ Must be either an employee of the reserving Advanced Wood Pellet Heating System Installer or under direct contract by that Installer, and must provide on-site review of the installation and be on-site to complete the final inspection.
² The originally approved Vermont Small Scale Renewable Energy Incentive amount must be listed as a line item on the final invoice.

RERC USE ONLY:

Date Received: _____ Res. Number: _____ Date Approved: _____

PROJECT CHANGE INFORMATION

INSTRUCTIONS: If you answer YES to the following question, please record changes as appropriate in the space below. If you answer NO, you may skip the remainder of the Project Change Information section.

Have there been any significant changes to the system as originally reserved?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Pellet System Manufacturer ³	Pellet System Model Number	
Quantity (incentive limited to 2)	Output (Btu/hr)	
Other (Specify)		

SYSTEM COST AND WARRANTY WORKSHEET

SYSTEM COST BREAKDOWN

Pellet Boiler/Furnace Cost	\$
Pellet Storage Cost	\$
Thermal Storage Cost (if applicable)	\$
Labor Cost	\$
Other Associated Costs (fuel conveyance, controls, circulators, etc)	\$
TOTAL SYSTEM COST	\$
FINAL REQUESTED INCENTIVE AMOUNT	\$

WARRANTY INFORMATION

Pellet Boiler/Furnace	years (min. 1 year required)
Pellet Storage	years
Thermal Storage	years (mark n/a if not applicable)
Initial Installation	years (min. 1 year required)

³ Pellet Heating System Manufacturer and Model Number must be included on the *SSREIP Advanced Wood Pellet Heating System Inventory*. If not listed, but meets minimum requirements, you must submit supporting documentation for approval.

SIGNATURES/CERTIFICATIONS

CUSTOMER CERTIFICATION

I, the undersigned, certify that **(each item below must be initialed by the customer)**:

_____ I have read and meet the requirements as listed in the *Section F: Eligibility Requirements* listed in the Advanced Wood Pellet Heating System Incentive Reservation Application.

_____ I have purchased the advanced wood pellet heating system described in initial approved reservation application or project change information and it has been installed at the location indicated above and is operational.

_____ I am aware that the incentive payment will be made by check directly to the installation company.

_____ I am aware that the rebate benefit is mine and has been or will be applied to the total system cost in a manner agreeable to both parties.

_____ I have been provided with a copy of a user's manual for this system and I am familiar with recommendations for the system's safe operation and maintenance.

_____ I have received and reviewed warranty information.

_____ I have received and reviewed an estimate of the system's output.

_____ I am aware that the incentive program will be conducting randomly selected site visits. If requested, I am willing to schedule and allow a site visit of the system for program verification.

_____ I have given the Vermont Clean Energy Development Fund permission to use photographs of my installation in promotional and/or reporting materials **(not required)**.

I understand that any deliberate attempt to misrepresent information in this application will disqualify me from participation and all claims to rebates offered through Vermont's Small Scale Renewable Energy Incentive Program.

CUSTOMER SIGNATURE

DATE

CONTRACTOR CERTIFICATION

I certify that my company has worked with the customer referenced above to install the advanced wood heating system described above; my company designed the system as installed and has been substantially involved with the customer. The system is now fully installed, has been inspected, and is operational. It has been installed in accordance with the program's eligibility requirements, and the Vermont Fire and Building Safety Codes. The customer was provided with information on the warranty, safe operation, and maintenance of their system, **including a copy of a user's manual for this system**.

I understand that the incentive payment will be made by check from the State directly to my company I understand that the benefit of the rebate is the customer's and it has been or will be applied to the total system cost in a manner agreeable to both parties.

I understand that any deliberate attempt to misrepresent information in this application will disqualify me from participation in the program and all claims to rebates offered through Vermont's Small Scale Renewable Energy Incentive Program.

COMPANY REPRESENTATIVE SIGNATURE

DATE

COMPANY REPRESENTATIVE NAME (PRINT)