



## Small Scale Renewable Energy Incentive Program (SSREIP) Wood Stove Change-Out Retailer Participation Agreement

---

### SSREIP WOOD STOVE CHANGE-OUT TERMS, CONDITIONS, AND REQUIREMENTS

---

The Vermont SSREIP is designed to provide funds to help cover the costs of installing new renewable energy systems on the homes, businesses, institutions, and non-profit facilities of Vermont. Funding is provided through the Vermont Clean Energy Development Fund. The SSREIP is administered under a contract with the Renewable Energy Resource Center (RERC) and overseen by the Public Service Department.

1. The incentive amount will be applied toward the purchase of a new cordwood or pellet stove that has a particulate emission rate equal to or lower than the emission rate for the SSREIP dollar incentive applied for. The particulate emission rates are measured in grams/hour as published by the US Environmental Protection Agency in this document: <http://www.epa.gov/sites/production/files/2013-08/documents/certifiedwood.pdf>. Please note this document is subject to updates.
2. Old wood stoves to be replaced in the program must be in-use and not EPA-certified. A list of EPA certified wood stoves can be found at [www.epa.gov/compliance/historical-list-epa-certified-wood-heaters/](http://www.epa.gov/compliance/historical-list-epa-certified-wood-heaters/).
3. No rebates are available for systems installed prior to November 28<sup>th</sup>, 2016.
4. Participants are limited to receiving one incentive per address.
5. The customer is responsible to pay the retailer for the purchase price and professional installation costs of their new stove, less the rebate amount. **The rebate will be paid directly to the retailer and the rebate amount will be subtracted from the price of the new wood/pellet stove at the time of purchase.**
6. The stove retailer company must completely fill out the Final Project Documentation form and submit it to the State c/o RERC in order to receive payment of the incentive from the State/Clean Energy Development Fund. The Final Project Documentation form includes certification to the State that the stove to be replaced was an uncertified stove that was in-use, that the uncertified stove has been removed from the residence, that the doors of the stove were removed, and that the stove has been destroyed/recycled at a participating recycling facility. The recycling facility must sign the Final Project Documentation form. The customer must review the Final Project Documentation form and sign for the retailer to receive the incentive payment.
7. The customer and stove retailer will forfeit the incentive if either provides the Vermont Small Scale Renewable Energy Incentive Program (SSREIP) with false information or if the required information is not submitted to the SSREIP prior to the expiration date listed on the incentive reservation.
8. Applications are processed in the order they are received. Incentive reservations will be distributed on a first-come, first-served basis. Funding is limited, therefore incentives are not guaranteed. The incentive reservation will only be valid for two months from date of its issuance. The Vermont Small Scale Renewable Energy Incentive Program is subject to change.
9. The Vermont SSREIP, Vermont Air Quality and Climate Division, and the Clean Energy Development Fund do not warranty any devices purchased under this rebate program, regarding the quality, functionality or satisfaction of the device.
10. The Vermont SSREIP will be conducting randomly selected site visits. Customers must provide Vermont SSREIP staff access to their residence to inspect the new wood/pellet stove for compliance with program requirements, if requested. The Vermont SSREIP will provide no less than 2 calendar days' notice prior to this inspection.

## PARTICIPATION AGREEMENT

---

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 old wood stoves to be replaced (AKA "changed-out") in the program are in-use and not EPA-certified. The wood stove retailer shall provide documentation to the State on whether a stove is qualified to be "changed-out" in the program.
2. Deducting the incentive dollar amount toward the purchase of a new cordwood or pellet stove that has a particulate emission rate equal to or lower than the emission rate for the SSREIP dollar incentive applied for. The particulate emission rates are measured in grams/hour as published by the US Environmental Protection Agency in this document: [www.epa.gov/sites/production/files/2013-08/documents/certifiedwood.pdf](http://www.epa.gov/sites/production/files/2013-08/documents/certifiedwood.pdf). Note that this list is subject to update.
3. Conducting professional installations of the qualified stoves in compliance with all applicable codes and standards.
4. Agreeing to the *SSREIP Wood Stove Change-Out Terms, Conditions, and Requirements* (TCR) of the program. The current TCR is below. Please note that the TCR is subject to change.
5. Agreeing to complete the Reservation Application and the Final Project Documentation form and submitting it to the State c/o RERC.

The Final Project Documentation must include the customer's itemized invoice that includes the incentive amount as a line-item. If the installed stove is different than originally approved, the incentive amount on the invoice must reflect the decreased incentive amount justified by the change. **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 Project Documentation and Incentive Request. The SSREIP needs to verify that the end-use customer is receiving full benefit of the incentive.** The invoice must include total cost of the system with component costs broken down:

- Cordwood or pellet stove cost;
- Installation cost; and
- Any other associated costs (i.e. delivery charge).

Submitting a completed W-9 form to the Public Service Department. **If the State of Vermont does not have a W-9 or a Vendor Number on file, they cannot disburse payment to the retailer.** Please print and sign and then submit via email to: [andrew.perchlik@Vermont.gov](mailto:andrew.perchlik@Vermont.gov).

## RETAILER CERTIFICATION

---

I have read, understand, and will abide by all program requirements listed in the *vFY2017 SSREIP Wood Stove Change-Out Retailer Participation Agreement*. I understand that the CEDF reserves the right to request written documentation demonstrating compliance with the requirements listed above.

\_\_\_\_\_  
COMPANY REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY REPRESENTATIVE NAME (PRINT)

## RETAILER CONTACT INFORMATION

---

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

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

Company Location Address \_\_\_\_\_

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

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

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

Website \_\_\_\_\_

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

I would like to be listed on the RERC's website as a Participating Retailer:  YES (INFO ABOVE WILL BE POSTED)  NO

Does your company perform its own stove installations?

YES  NO (INSTALLING COMPANY NAME) \_\_\_\_\_

Does your company have an NFI Certification for wood stove installations?  YES (CERT #) \_\_\_\_\_  NO

Does your company have an NFI Certification for pellet stove installations?  YES (CERT #) \_\_\_\_\_  NO

Do you have a Vermont Sales and Use Tax Account Number?<sup>1</sup>  YES (ACCT #) \_\_\_\_\_  NO

---

### MAIL, EMAIL, OR FAX SIGNED AND COMPLETED FORM TO:

#### VERMONT SMALL SCALE RENEWABLE ENERGY INCENTIVE PROGRAM

Attn: Retailer Participation Agreement  
128 Lakeside Avenue, Suite 401 Burlington, VT 05401

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

Fax to ATTN: RERC (802) 658-1643

---

<sup>1</sup> Retailers outside of Vermont must collect the sales tax for sales to Vermont customers purchasing a wood stove. 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.