



vFY23.1
 SSREIP Income-Eligible
 Wood Stove Change Out
 and Repair Retailer
 Participation Agreement

The American Rescue Plan Act Small Scale Renewable Energy Incentive Program (SSREIP) Income-eligible Wood Stove Change-Out and Repair Incentive FY2023 Retailer Participation Agreement

SSREIP INCOME-ELIGIBLE WOOD STOVE CHANGE-OUT AND REPAIR TERMS, CONDITIONS, AND REQUIREMENTS

The Income-eligible Wood Stove Change-out and Repair incentive of the SSREIP is designed to provide funds to help cover the costs of replacing old inefficient wood stoves with advanced EPA certified wood and pellet stoves, as well as making related repairs required to ensure the wood stove systems are functional and meet Vermont’s relevant Fire & Building Safety Codes. Funding is provided from the American Rescue Plan Act (ARPA) via 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 income-eligible stove change-out incentive amount will be applied toward a customer’s purchase of a new cordwood or pellet stove that is EPA certified with particulate emissions at or below 2.0 g/hr and an Actual Measured Efficiency of at least 73%. To be eligible for the new stove incentive the customer must take out of service an existing in-use wood stove that was never EPA certified or is 20 or more years old and in need of repair.
 - a. Current EPA certified stoves, and information on their particulate emissions and actual measured efficiencies can be found here: <https://www.epa.gov/compliance/list-epa-certified-wood-stoves> or go here: www.erc-vt.org for a qualifying list of stoves
 - b. To see if an old stove was ever certified by the EPA, go here to see a list of historically certified stoves: www.epa.gov/compliance/historical-list-epa-certified-wood-heaters/ Old stoves on this list DO NOT qualify to be replaced through the change-out stove incentive program unless they are over at least 20 years old and in need of repair. The Participating Vendor must attest to the age and condition of the stove being changed-out.
2. Incentives up to \$4,000 are available for repairs of EPA certified stoves newer than 20 years old, hearths, or ventilation systems (i.e. the chimney) that are necessary for the existing or new stove to meet Vermont’s current Fire & Building Safety Codes. Installations of new catalysts qualify as a stove repair.

To qualify for the change-out and/or the repair incentive residential must complete an income verification process with an external, third party verifier. Income guidelines are set by county and household number with reference to Area Median Income (AMI) levels. **Customers are qualified at the following levels:**

Low-income = <80% AMI

Moderate-income = 80% to <120% AMI

Additional income-related information can be found on the RERC website erc-vt.org

3. For stove change-out the incentive will be set at a dollar amount calculated at 80% of cost for low-income and 60% for moderate income, subject to the following limits: the maximum incentive amount per household is \$6000 for a new stove and a maximum incentive of \$10,000 for a new stove plus repairs

Income Level	Incentive Level
Low Income (<80% AMI)	80% of Purchase & Installation Cost Up To \$6,000 for Stove Only and Up To \$10,000 With Repairs

Income Level	Incentive Level
Moderate Income (80% - <120% AMI)	60% of Purchase & Installation Cost Up To \$6,000 for Stove Only and Up To \$10,000 With Repairs

For repairs of EPA certified stoves newer than 20 years old the incentive will be set at a dollar amount calculated at 80% of cost for low-income and 60% for moderate income, subject to the following limits: the maximum incentive amount per household is \$4,000 for repairs to EPA-certified stoves newer than 20 years old.

Income Level	Incentive Level
Low Income (<80% AMI)	80% of Repair Cost Up To \$4,000
Moderate Income (80% - <120% AMI)	60% of Repair Cost Up To \$4,000

4. Incentive levels are subject to change based on final installation cost (including any repairs, if applicable) and fund availability.
5. The income-eligible adder voucher is valid for 6 months from date of issue. If the voucher expires before the installation is complete the customer must reapply and is not guaranteed another voucher.
6. Residential customers are subject to a program lifetime cap of \$6,000 for CEDF-funded SSREIP incentives, \$10,000 for ARRA-funded incentives, and \$10,000 for ARPA-funded incentives.
7. Old stoves must be properly disposed of by the Stove retailer at a material recycling facility (i.e., scrap yard).
8. No incentives are available for systems installed prior to August 1, 2022 or after notification that program funding has been exhausted.
9. Participants are limited to receiving one incentive per installation address.
10. Incentives can be combined with electric distribution utility incentives (such as Vermont Electric Co-op’s pellet stove incentive) and Efficiency Vermont rebates. Incentives cannot be combined with other CEDF funding.
11. The customer is responsible for paying the retailer for the purchase price and professional installation costs of their new stove, and/or any repairs made to their stove or related to their stove, less the incentive amount. **The incentive amount will be subtracted from the price of the new wood stove at the time of purchase and the incentive will be paid directly to the retailer by the State/CEDF.** Stoves that are installed by end-use customers and repairs by end-use customers are NOT eligible for incentives.
12. The stove retailer must completely fill out the Incentive Voucher Application form and submit it to the State c/o RERC to be eligible to receive the incentive payment from the State/CEDF. **Completion of the Incentive Voucher form includes invoices and photo documentation of each old stove and newly installed stove.**
13. The customer and stove retailer will forfeit the incentive, and may be barred from future incentives, if either provides the Vermont SSREIP, RERC, or the CEDF with false information.
14. Incentive requests will be processed within ten business days after receipt of a complete application (including receipt of all income documentation required by the third-party income verifier)
15. The Vermont SSREIP and the CEDF do not warranty any devices purchased under this rebate program regarding the quality, functionality or satisfaction of the device or installation.
16. Self-installations are not eligible for an incentive. This includes Company owners who wish to install a system on their home.
17. The Clean Energy Development Fund and the PSD reserve the right to modify or terminate this program. Program rules, requirements, terms and conditions, and incentive levels are subject to change or cancellation.
18. **Failure to adhere to the rules and requirements of the SSREI Program may result in non-payment of reserved incentives and in being removed from the SSREI Program.**

PARTICIPATION AGREEMENT

The wood stove retailer agrees to work in partnership with the State to implement the Vermont Income-eligible 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 were never EPA-certified or are over 20 years old and in need of repair.
2. Deducting the incentive dollar amount toward the purchase of a new eligible cordwood stove, pellet stove, or related repairs. Eligible stoves must have emission rates at or below 2.0 g/hr and Actual Measured Efficiencies of 73% or higher. This requirement is subject to update.
3. Providing customer education at the time of purchase or installation to ensure that wood stove users know how to use their stove in the most efficient, affordable, and environmentally friendly manner possible.
4. Agreeing to the *SSREIP Wood Stove Change-Out Terms, Conditions, and Requirements* (TCR) contained in this document. Please note that the TCR is subject to change.
5. **Submitting a W-9 form to the State of Vermont at your earliest convenience.** 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 wood stove retailer.** Please print and sign the W-9 and then submit via email to: andrew.perchlik@Vermont.gov.
6. Agreeing to complete Incentive Request forms and submitting them to the State c/o RERC. The Incentive Request must include customers’ itemized invoices that include the incentive 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 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 e.g. repairs; delivery charge).

Additionally, to be approved to access Income-eligible Wood Stove Change-Out and Repair incentives, wood stove retailers must:

- a. Be licensed in Vermont to do business;
- b. Be currently enrolled in the Efficiency Vermont wood stove upstream rebate program;
- c. Be insured to \$1,000,000 minimum general liability (aggregate) and submit a copy of the current Certificate of Insurance (COI) at time of submitting this participation agreement;
- d. Install systems with a minimum one-year warranty on initial installation; and
- e. Install systems with manufacturer’s warranties on system components.

RETAILER/INSTALLER CERTIFICATION

I have read and understand, and my company (identified below) will abide by, all program requirements listed in this *American Rescue Plan Act Small Scale Renewable Energy Incentive Program (SSREIP) Income-eligible Wood Stove Change-Out and Repair Incentive FY2023.1 Retailer Participation Agreement*. I understand that the CEDF reserves the right to request written documentation demonstrating compliance with the requirements listed herein.

COMPANY NAME (PRINT)

COMPANY AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

COMPANY AUTHORIZED REPRESENTATIVE NAME (PRINT)

RETAILER/INSTALLER 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 my company 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

While not currently required, NFI Certification is encouraged and may be a requirement of future stove incentive programs.

In state: **If you do not already have a State of VT Vendor Number please submit your W-9 form to the State of Vermont at your earliest convenience.** 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.** Please print and sign and then submit via email to: andrew.perchlik@Vermont.gov.

Out of state: Do you have a Vermont Sales and Use Tax Account Number? ¹ YES (ACCT #) _____ NO

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

VERMONT SMALL SCALE RENEWABLE ENERGY INCENTIVE PROGRAM

Attn: Stove Retailer Participation Agreement
20 Winooski Falls Way, 5th Floor Winooski, VT 05404
Email: info@rec-vt.org
Fax to ATTN: RERC (802) 658-1643

QUESTIONS? 877-888-7372 OR INFO@RERC-VT.ORG

¹ 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.