



Small Scale Renewable Energy Incentive Program (SSREIP) Wood Stove Change-Out FY2019 Retailer Participation Agreement

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

The Wood Stove Change-out incentive of the SSREIP is designed to provide funds to help cover the costs of replacing in-use, non EPA certified wood stoves with new EPA certified cord and pellet wood stoves in Vermont homes and buildings. The change-out also provides an incentive for replacing catalysts in existing EPA certified stoves. Funding is provided from the Vermont Clean Energy Development Fund (CEDF) at the Department of Public Service, and the Air Quality and Climate Division of the Department of Environmental Conservation. The SSREIP is administered under a contract with the Renewable Energy Resource Center (RERC) and overseen by the Public Service Department.

1. The 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 70%. 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.
 - a. Current EPA certified stoves, with particulate emissions and their 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/ Any old stoves on this list DO NOT qualify to be replaced through the change-out stove incentive program.
2. The catalyst incentive will be applied toward a customer's purchase of a new catalyst for an existing EPA certified stove. The old catalyst must be turned into the stove retailer company for proper disposal.
 - a. To see if an existing stove was ever certified by the EPA, go here: www.epa.gov/compliance/historical-list-epa-certified-wood-heaters/ Only stoves on this list qualify for the catalyst incentive.
3. Incentive levels are set at the following levels, and may not exceed 50% of the installed cost of the stove or catalyst.
 - a. Cordwood stove: \$800
 - b. Pellet stove: \$1,000
 - c. Catalyst replacement: \$100
4. Old stoves and catalysts must be properly disposed of by the Stove retailer at a material recycling facility (scrap yard).
5. No incentives are available for systems installed prior to November 1st, 2018 or after notification that program funding has been exhausted.
6. Participants are limited to receiving one incentive per address.
7. Incentives can be combined with electric distribution utility incentives (such as Vermont Electric Co-op's pellet stove incentive). Incentives cannot be combined with Efficiency Vermont rebates or other CEDF funding, including NeighborWorks of Western Vermont and Windham & Windsor Housing Trust income-eligible woodstove incentives.
8. The customer is responsible to pay the retailer for the purchase price and professional installation costs of their new stove, less the incentive amount. Stove self-installs by end-use customers are NOT eligible for incentives. Customers may install

their own catalysts. **The incentive amount will be subtracted from the price of the new wood stove/catalyst at the time of purchase and the incentive will be paid directly to the retailer by the State/CEDF.**

9. The stove retailer company must completely fill out the Incentive Request form and submit it to the State c/o RERC to receive the incentive payment from the State/CEDF. **Completion of the Incentive Request form includes invoices and photo documentation of each old stove/catalyst and newly installed stove/catalyst.**
10. The customer and stove retailer will forfeit the incentive, and may be barred from future incentives, if either provides the Vermont SSREIP with false information.
11. Incentive requests will be processed within ten business days.
12. The Vermont SSREIP, Vermont Air Quality and Climate Division, and the CEDF do not warranty any devices purchased under this rebate program, regarding the quality, functionality or satisfaction of the device or installation.

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 never EPA-certified.
2. Deducting the incentive dollar amount toward the purchase of a new eligible cordwood stove, pellet stove, or catalyst. Eligible stoves must have emission rates at or below 2.0 g/hr and Actual Measured Efficiencies of 70% or higher. 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. Providing customer education at the time of purchase or installation, including a copy of the “Burn Right” brochure, to ensure that wood stove users know how to use their stove in the most efficient, affordable, and environmental friendly manner possible.
5. Agreeing to the *SSREIP Wood Stove Change-Out Terms, Conditions, and Requirements* (TCR) of the program. Please note that the TCR is subject to change.
6. **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 retailer.** Please print and sign and then submit via email to: andrew.perchlik@Vermont.gov.
7. 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; or catalyst
 - Installation cost; and
 - Any other associated costs (i.e. delivery charge).

RETAILER CERTIFICATION

I have read, understand, and will abide by all program requirements listed in the *FY2019 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

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

In state: **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: Retailer Participation Agreement

128 Lakeside Avenue, Suite 401 Burlington, VT 05401

Email: info@rerc-vt.org

Fax to ATTN: RERC (802) 658-1643

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.