

## Coal Change-Out Adder - Voucher Application

### VOUCHER PROCESS

1. Customer finds retailer/installer via RERC or Efficiency Vermont
2. **Retailer/installer applies on customer's behalf for coal change-out adder BEFORE project starts**
  - Photo taken of the original coal heating system installation before removal [New requirement]
3. RERC reviews application, determines adder amount
4. Customer receives approval & voucher for coal change-out adder
5. Retailer/installer completes project & submits voucher, invoice, and photos of the installed and original systems
6. Retailer/installer receives a reimbursement check from the CEDF (*on applicable projects, the check will also include the CEDF's fixed \$3,000 incentive for a boiler/furnace*)

### SECTION A: CUSTOMER INFORMATION

First Name	Last Name	
Customer Business Name (If Applicable)		
Contact Email	Phone Number	
Mailing Address		
City	State	Zip Code
Installation Physical Address		
City	State	Zip Code

### SECTION B: NEW SYSTEM INFORMATION

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

Contact First Name	Last Name
Contact Email	Phone Number

Proposal attached for **new pellet boiler/furnace** or **new wood/pellet stove** (*equipment must be CEDF and/or Efficiency VT eligible*)

Total cost of new system: \$ \_\_\_\_\_ (*can include removal/disposal of coal system*)

**YES / NO** (*Circle one*) The new system is a pellet boiler/furnace that is also receiving the \$3,000 CEDF wood heating incentive

Requested coal change-out adder: \_\_\_\_\_ (*maximum CEDF incentive package is 50% of project cost, up to \$10,000 for residential installations and \$27,000 for non-residential installations*)

**SECTION C: COAL SYSTEM OWNERSHIP (MUST BE REMOVED AND DESTROYED/RECYCLED)**

The customer owns an in-use:  Coal stove       Coal boiler or furnace (circle one)      Past coal usage: \_\_\_\_\_ tons/year

**SECTION D: STATE HISTORIC PRESERVATION COMPLIANCE FORM**

**Please check which categories apply to the property OR**

- Building is more than fifty (50) years old
- Building is located in a historic district
- Building is listed in the State or National Register of Historic Places

N/A, building is less than 50 years old, not located in a historic district, and not listed in the State or National Register of Historic Places **Form is complete.**

N/A, installation does not involve ground disturbance or equipment visible from public right of way. **Form is complete.**

**If any above categories above are checked, check all below that apply OR**

- Installation involves ground disturbance  
*(e.g. excavating for concrete footings)*
- Installation involves installing equipment visible from a public right of way  
*(e.g. pellet storage bin)*

If a project at a historic property involves ground disturbance or equipment visible from a public right of way, this State Historic Preservation Compliance Form signed by State Historic Preservation Office must be submitted with a Voucher Application.

Project plans must be submitted to the Vermont Division for Historic Preservation (VDHP) for review **prior to submitting the voucher application**. Applicants are encouraged to contact VDHP early in the planning process to avoid any unnecessary project delays. **To start the review process, please complete this form and submit electronic versions of your project review materials to [ACCD.projectreview@vermont.gov](mailto:ACCD.projectreview@vermont.gov). Our preference is for the form and supporting documents to be sent as .pdf files.** Upon receipt of all necessary information, VDHP shall have 15 (fifteen) days to complete the review.

Installation Site/Address \_\_\_\_\_

Site/Property Owner Name \_\_\_\_\_

Vendor Name \_\_\_\_\_

Vendor Email \_\_\_\_\_ Phone \_\_\_\_\_

**Please email the following information, along with this form, to the email address at the bottom of the page:**

- Project Description
- Project Location Map and Site Map showing installation location. This can be as simple as a Google map annotated by hand.
- Project Plans (if available)
- Archaeological and/or historic building reports (if available)
- Photographs of the project area and the structures involved. Photographs can be annotated by hand to show the location and approximate scale of the installation.

*For Internal Use Only*

**Please email this form and supporting materials to [ACCD.projectreview@vermont.gov](mailto:ACCD.projectreview@vermont.gov)**

**If you have questions, contact: Elizabeth Peebles at 802-505-1147 or [Elizabeth.Peebles@vermont.gov](mailto:Elizabeth.Peebles@vermont.gov)**

## SECTION E: SIGNATURES/CERTIFICATIONS

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### CUSTOMER CERTIFICATION

I certify that I intend to purchase a pellet heating system, to be installed at the location indicated above. I understand that any deliberate attempt to misrepresent information in this application will disqualify me from all claims to incentives offered through Vermont's Small Scale Renewable Energy Incentive Program. I understand that the incentive will be **paid directly to the Participating Installer, only after** the Participating Installer has submitted the voucher final documentation and received final approval, including any necessary site visits. I also understand that the benefit of the incentive is mine and must be transferred from the Participating Installer to me in a manner that is agreeable to both parties.

\_\_\_\_\_  
CUSTOMER'S SIGNATURE

\_\_\_\_\_  
DATE

### INSTALLER CERTIFICATION

I certify that my company is a currently approved Efficiency Vermont stove retailer or EEN pellet furnace/boiler installer and is working with the customer referenced above to install a pellet heating system at the location indicated above; this includes designing the heating system to be installed, being substantially involved with the customer, and employing a qualified installer (either employed by my company or under direct contract) to provide an on-site review of the installation and be on-site to complete the final inspection. The system will be installed in accordance with the Vermont Fire and Building Safety Codes. The old coal heating system will be removed and destroyed/recycled. I understand that any deliberate attempt to misrepresent information in this application will disqualify my company from participation in the program and all claims to incentives offered through Vermont's Small-Scale Renewable Energy Incentive Program. I further certify that (**initial**):

\_\_\_\_\_ Installation has not begun on the project described in this application.

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

\_\_\_\_\_  
DATE

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

### MAIL OR EMAIL VOUCHER APPLICATION TO:

#### MAIL:

Vermont Small Scale Renewable Energy Incentive Program  
c/o Renewable Energy Resource Center  
20 Winooski Falls Way, Suite 501  
Winooski, VT 05404

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

QUESTIONS? 877-888-7372 or [info@rerc-vt.org](mailto:info@rerc-vt.org)