

## Windham County Income-eligible Cord & Pellet Stove Incentive FY2027 Retailer Terms and Conditions & Participation Agreement

### WINDHAM COUNTY INCOME-ELIGIBLE CORD AND PELLET STOVE INCENTIVE TERMS, CONDITIONS, AND REQUIREMENTS

The Windham County Income-eligible Cord and Pellet Stove incentive is designed to provide funds to help cover the costs of replacing old inefficient wood stoves and installing new efficient advanced EPA certified cord wood and pellet stoves. Funding is provided from the Vermont Clean Energy Development Fund (CEDF) at the Department of Public Service. The incentive is administered under a contract with the Renewable Energy Resource Center (RERC) and overseen by the Public Service Department.

- Incentives up to \$8,000 are available toward a customer's purchase of a new stove that is EPA certified with particulate emissions at or below 2.0 g/hr and an Actual Measured Efficiency of at least 70%.
  - 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: [Search Qualified Products](#) for a qualifying list of stoves
- Incentives are available for repairs of hearths or ventilation systems (i.e. the chimney) that are necessary for the new stove to meet Vermont's current Fire & Building Safety Codes.
- To qualify for the incentive, residential customers must meet the income guidelines below and must attest to their household income level. Income guidelines are in accordance with federal income guidelines by county and household number with reference to Area Median Income (AMI) levels. Income levels are determined based on the anticipated next 12 months of income.
- To qualify for the incentive, the stove must be installed in Windham County, Vermont.
- Customers are qualified at the following levels:**

Low-income =  $\leq 80\%$  AMI

Moderate-income =  $> 80\%$  AMI  $\leq 120\%$  AMI

Additional income-related information can be found on the Efficiency Vermont website: [Income Limit Table | Efficiency Vermont](#)
- The maximum incentive amount per household is 100% of stove and eligible stove system repair costs, up to a cap

| Income Level                                     | Incentive Level Cap                          |
|--------------------------------------------------|----------------------------------------------|
| Low-income = $\leq 80\%$ AMI                     | 100% of stove and repair costs up to \$8,000 |
| Moderate Income ( $> 80\%$ AMI $\leq 120\%$ AMI) | 100% of stove and repair costs up to \$6,000 |

Incentive levels are subject to change based on final installation cost (including any repairs, if applicable) and fund availability.

8. The income-eligible adder voucher is valid 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.
9. Old stoves must be properly disposed of by the Stove retailer at a material recycling facility (i.e., scrap yard).
10. No incentives are available for systems installed prior to program launch or after notification that program funding has been exhausted.
11. Participants are limited to receiving one incentive per installation address.
12. Incentive can be combined with electric distribution utility incentives (such as Vermont Electric Co-op's pellet stove incentive) or Efficiency Vermont rebates so long as incentives do not exceed total project cost.
13. The customer is responsible for paying the retailer for the purchase price and professional installation costs of their new 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.
14. 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 (if applicable) and newly installed stove.**
15. 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.
16. Incentive requests will be processed within ten business days after receipt of a complete application
17. 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.

## PARTICIPATION AGREEMENT

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The wood stove retailer agrees to work in partnership with the State to implement the Vermont Windham Co. Income-eligible Cord Wood and Wood Pellet Stove incentive. The wood stove retailer will work in direct cooperation with the State by:

1. Deducting the incentive dollar amount toward the purchase of a new eligible cordwood stove or pellet stove. Eligible stoves must have emission rates at or below 2.0 g/hr and Actual Measured Efficiencies of 70% or higher. This requirement is subject to update.
2. 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.
3. Agreeing to the *Terms, Conditions, and Requirements* (TCR) above. Please note that the TCR is subject to change.
4. **Submitting a W-9 form to the State of Vermont at your earliest convenience if not already on file with the State.** 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: [christopher.heine@vermont.gov](mailto:christopher.heine@vermont.gov).
5. 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

Additionally, to be approved to access Windham Co. Income-eligible Cord Wood and Pellet Stove incentives, wood stove retailers must:

- a. Be licensed in Vermont to do business;
- b. 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;
- c. Install systems with a minimum one-year warranty on initial installation;
- d. Install systems with manufacturer's warranties on system components

## RETAILER/INSTALLER CERTIFICATION

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I have read and understand, and my company (identified below) will abide by, all program requirements listed in this *Windham County Income-eligible Cord and Pellet Stove Incentive FY2026 Retailer Participation Agreement*. I understand that the CEDF reserves the right to request written documentation demonstrating compliance with the requirements listed herein.

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**COMPANY NAME (PRINT)**

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**COMPANY AUTHORIZED REPRESENTATIVE SIGNATURE**

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**DATE**

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**COMPANY AUTHORIZED REPRESENTATIVE NAME (PRINT)**

## RETAILER/INSTALLER CONTACT INFORMATION

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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) \_\_\_\_\_

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: [christopher.heine@vermont.gov](mailto:christopher.heine@vermont.gov).

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

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### 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, 5<sup>th</sup> Floor Winooski, VT 05404

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

Fax to ATTN: RERC (802) 658-1643

**QUESTIONS? 877-888-7372 OR [INFO@RERC-VT.ORG](mailto:INFO@RERC-VT.ORG)**

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<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.