

## Windham County Advanced Wood Heating System Income-eligible Incentive Voucher Application

---

### VOUCHER PROCESS

1. Customer finds Participating Installer via Renewable Energy Resource Center (RERC) or Efficiency Vermont .
2. **Participating Installer applies on customer's behalf for Advanced Wood Heating Systems (AWHS) Income-eligible Incentive Adder BEFORE project starts**
3. RERC reviews application.
4. If RERC approves incentive, customer receives approval & voucher for AWHS Income-eligible Incentive Adder.
5. Participating Installer completes project & submits voucher, invoice, and photos of the installed systems.
6. Participating Installer receives a reimbursement check from the State of Vermont via the Clean Energy Development Fund (CEDF)

### SECTION A: CUSTOMER INFORMATION

---

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Contact Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Installation Physical Address *(if different than mailing)* \_\_\_\_\_

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

### SECTION B: PARTICIPATING INSTALLER INFORMATION

---

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

Contact First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Contact Email \_\_\_\_\_ Phone Number \_\_\_\_\_

**SECTION C: INCOME ELIGIBILITY ATTESTATION**

QUALIFYING HOUSEHOLDS MUST MEET THE INCOME GUIDELINES BELOW.

Attest to your total household income by selecting the check box next to the amount that your annual gross household income falls at or below, based on the number of people in your household.

		Annual household income limit by household size					
		1	2	3	4	5	6
Windham County	Low Income	<input type="checkbox"/> \$62,550	<input type="checkbox"/> \$71,500	<input type="checkbox"/> \$80,450	<input type="checkbox"/> \$89,400	<input type="checkbox"/> \$96,550	<input type="checkbox"/> \$103,700
	Moderate Income	<input type="checkbox"/> \$93,825	<input type="checkbox"/> \$107,250	<input type="checkbox"/> \$120,675	<input type="checkbox"/> \$134,100	<input type="checkbox"/> \$144,825	<input type="checkbox"/> \$155,550

\*If your household has more than 6 members, please contact [info@rerc-vt.org](mailto:info@rerc-vt.org) to assess eligibility.

To calculate income, if paid monthly, multiply a paycheck by 12. If paid bi-weekly, add two checks and multiply by 12. Include all wages, including regular salaries and overtime. If members of the household are self-employed, use the previous month of pretax income and multiply by 12. All sources of income must be counted from all income earners in the household based on anticipated income expected within the next 12 months.

Possible types of income include but are not limited to: wages, salary, tips, bonuses or commissions payments, public assistance, social security/SSI, child support, regular gifts, unemployment, income earned on assets (savings, IRA, etc.) and some types of financial aid.

Income Level	Incentive Level
Low Income (<80% Area Median Income (AMI))	\$15,000
Moderate Income (80% - 120% AMI)	\$12,000

**SECTION C: PELLET SYSTEM & INCENTIVE AMOUNT**

Proposal attached for: **new pellet boiler** or **furnace** (Circle one)

<b>New Pellet System Manufacturer</b>	
<b>New Pellet System Model Number</b>	
<b>Total Cost of New System</b>	

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

---

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

- Building is more than fifty (50) years old
- Building is 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 (Section E) 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)*

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

If a project involves a historic property or 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 \_\_\_\_\_

Participating Installer Name \_\_\_\_\_

Participating Installer Email \_\_\_\_\_ Phone \_\_\_\_\_

**Please email the following information, along with this form (Section E), 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 <mailto:Elizabeth.Peebles@vermont.gov>**

**SECTION F: CUSTOMER SIGNATURES/CERTIFICATIONS**

---

**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 the Clean Energy Development Fund and RERC. I understand that information regarding the \$ incentive to purchase a pellet system may be released publicly and will not be held confidential. 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, and is subject change based on final installation cost (including any repairs, if applicable) and fund availability. 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. I understand that I will receive a post-installation survey from the RERC and that I am expected to complete and return it to the RERC.

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

\_\_\_\_\_  
**DATE**

**SECTION G: INSTALLER SIGNATURES/CERTIFICATIONS**

---

**INSTALLER CERTIFICATION**

I certify that my company is a currently enrolled Efficiency Excellence Network 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. 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 Clean Energy Development Fund. I understand that information regarding this incentive may be released publicly and will not be held confidential. I further certify that **(initial each statement below)**:

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

\_\_\_\_\_ My company is in compliance with all Terms and Conditions of this income-eligible program (Terms and Conditions are available here: [windham-county-advanced-wood-heating-terms-conditions-and-requirements.pdf](http://windham-county-advanced-wood-heating-terms-conditions-and-requirements.pdf) ([rerc-vt.org](http://rerc-vt.org)) on RERC website)

\_\_\_\_\_  
**Installing Company Authorized Representative Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Installing Company Authorized 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)