

## Small Scale Renewable Energy Incentive Program (SSREIP) Wood Pellet or Chip-Fired Evaporator Terms, Conditions, and Requirements

The Vermont SSREIP is designed to provide funds to cover a portion of the costs of installing new renewable energy systems on the homes, businesses, institutions, and non-profit facilities of Vermont. Funding is provided through the Vermont Clean Energy Development Fund. The SSREIP is administered by the Renewable Energy Resource Center (RERC) and overseen by the Public Service Department.

### SECTION A: GENERAL RULES AND REQUIREMENTS

1. Incentives are available for wood pellet- or chip-fired evaporator projects that meet the requirements set forth in this document. All program requirements must be strictly adhered to and documentation must be complete in order to receive an incentive payment.
2. Incentives are available for wood pellet- or chip-fired evaporator projects that meet the requirements set forth in Section C: Wood Pellet- or Chip-Fired Evaporator Rules and Requirements as well as the other rules set forth herein.
3. The incentive amount for a specific project will be determined based on the structure described in Section C: Wood Pellet- or Chip-Fired Evaporator Rules and Requirements. That section also sets forth the Maximum Incentive Amount allowable for each type of project.
4. Once completed projects are given final approval, incentive payments are sent by the Public Service Department via check to the customer.
5. In order for the State to send incentive payments to the customer, the customer must have a State Vendor number. If a customer does not have a Vendor number they can obtain one by sending the Public Service Department a completed W-9 form. Please submit via email to [andrew.perchlik@vermont.gov](mailto:andrew.perchlik@vermont.gov). Hard copies can be mailed to:  
  
**CLEAN ENERGY DEVELOPMENT FUND c/o PSD**  
Andrew Perchlik  
112 State Street, Third Floor  
Montpelier, VT 05620
6. Before project installation can begin, a signed and dated Incentive Reservation Form must be submitted to the SSREIP, and an official incentive reservation approval letter containing an incentive reservation number must be issued by the SSREIP. If project installation begins prior to incentive reservation approval, no incentive will be provided for that project.
7. Projects must be fully operational, and Final Project Documentation and Incentive Request Forms must be submitted, by the deadline listed on the official incentive reservation approval letter.
8. Projects that do not submit completed Final Project Documentation and Incentive Request Forms within the timeframe specified above may “return to the back of the line” and re-submit a new incentive reservation request form if installation has not yet begun, and the program still has funds available; the original incentive identification number must be provided. Re-submissions are not guaranteed approval.
9. Select information, such as system type, system size, location, and total installed costs, about the systems installed with SSREIP support may be publicly posted. Additional information may be released upon official request.
10. Customers receiving an incentive cannot also receive a grant through the Clean Energy Development Fund.

11. The incentive payments made to the customer under this program will trigger the issuance of 1099s and thus may be treated as taxable income by the IRS and the State of Vermont. **It is the responsibility of the recipient of this incentive payment to consult with his/her tax advisor to determine the correct treatment of these payments for Federal and State tax purposes.**
12. If a customer receives an incentive, but then removes the installation for which the incentive was approved, the customer must notify the SSREIP and the CEDF Manager. The customer has a fiscal obligation to the State of Vermont/CEDF equal to the incentive amount received from the State of Vermont through the SSREIP. Alternatively, the incentive amount/equipment purchased with the incentive may be considered property of the State and may be required to be returned to the State; in addition, the customer will not be granted any further incentives unless there are exceptional circumstances as determined by CEDF Manager.
13. Installed systems may be subject to a site visit to verify system installation. Customers must be willing to allow and reasonably schedule such a site visit if requested.
14. The Clean Energy Development Fund and the Public Service Department reserve the right to modify or terminate this program. Program rules, requirements, terms and conditions, and incentive levels are subject to change or cancellation.
15. **Failure to adhere to the rules and requirements of the SSREI Program may result in non-payment of reserved incentive and in being barred from the SSREI Program.**

## SECTION B: CUSTOMER RULES AND REQUIREMENTS

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1. The customer must certify that s/he has read, understands, and will abide by all program requirements listed in this *SSREIP Terms, Conditions and Requirements* in order to access the SSREIP incentives.
2. The manufacturer must provide on-site review of the installation and complete the final inspection before commissioning (i.e., the time when the system is turned on and capable of boiling sap). Manufacturers must provide a minimum one-year warranty on the full system.
3. The customer may not apply for multiple incentives.

## SECTION C: WOOD PELLET- OR CHIP-FIRED EVAPORATOR RULES & REQUIREMENTS

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1. All wood pellet- or chip-fired evaporators must be installed in Vermont.
2. New wood pellet- or chip-fired evaporators must completely replace oil, propane or cord wood fired units with wood pellet or wood chip fired units. The installed unit must be the sole source of maple syrup production. This incentive is available for existing sugaring operations only.
3. The incentive is \$200 per square foot of evaporator pan, up to a maximum of \$20,000 or 50% of total installed cost, whichever is less, inclusive of all state funds for the evaporator pan.
4. Incentives are for new, high-efficiency wood pellet- or chip-fired evaporators utilized as primary evaporators completely replacing oil or cord wood-fired units. Systems must include:
  - a. Bulk fuel storage capacity such that the system may continuously operate for multiple days. Customers are encouraged to work with their equipment vendor and fuel supplier to optimize fuel storage for their particular situation.
  - b. Automated fuel feed from a bulk storage container/area to the burn chamber in an integrated path.
  - c. Automated on/off fuel feed control based on a demand for heat.
  - d. Bulk fuel storage container systems must be able to receive automated bulk delivery of pellets or chips.
5. Customers must have already installed reverse osmosis units.
6. The installation needs to be purchased or garnered through an up-front lease payment structure (i.e. there must be up-front installation costs to the customer in order to validate the incentive).
7. Required permits must be properly obtained and posted.
8. All equipment must be properly installed according to manufacturer's requirements and all applicable local, state, and federal codes, ordinances and permits.
9. Incentives are available only for projects that use new, factory-produced equipment and that result in a functional, independent system. Systems with used components are not eligible for an incentive.

10. Systems that utilize multiple fuels (corn, coal, cordwood, dual fuel systems that can burn oil, etc.) are not eligible.

## SECTION D: PROCESSING REQUIREMENTS

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### INCENTIVE RESERVATION FORM

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1. The customer must read and agree to be bound by the SSREIP Terms, Conditions and Requirements. The customer must sign and date the Incentive Reservation Application, which certifies that they acknowledge, understand, and agree to be bound by the terms of the SSREIP.
2. All reservation applications must be submitted on the most current Incentive Reservation Application. All pages of the application must come from the same version of that form.
3. A current customer mailing address, if it differs from the installation address, is required.
4. Full model numbers are required for system components.
5. The customer must certify on the Incentive Reservation Application that installation of the project has not yet begun. If installation has begun before the reservation for the incentive is approved, the incentive will not be paid.
6. A response (either approval or denial) to an incentive reservation application will be provided within 10 business days from when a complete Incentive Reservation Application is received. If a reservation application is submitted outside of regular business hours (Monday through Friday, 8 am to 5 pm, excluding state and federal holidays), it will be considered "received" on the next regular business day, if it is complete.

### FINAL PROJECT DOCUMENTATION & INCENTIVE REQUEST FORM

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1. Full documentation is needed before review will begin. **Final Project Documentation and Incentive Request Form with missing and/or incorrect documentation will be returned to the Reserving Company.**
2. The Final Project Documentation and Incentive Request Form must be completed, signed, and dated, including a signature from the wood pellet- or chip-fired evaporator manufacturer. All pages must come from the same version of that form. To the extent the response to any portion of the Form is "N/A," a detailed reason for that response must be provided.
3. The following is a list of required forms and supporting documents to be submitted with the Final Project Documentation and Incentive Request Form:
  - a. Total installed system cost – this must match the value listed on the invoice from the seller.
  - b. The invoice must include total cost of the system with component costs broken down:
    - Evaporator;
    - Fuel storage bin;
    - Labor; and
    - Any other associated costs (fuel conveyance, controls, circulators, etc.).
  - c. A warranty of at least 1 year on the major system components.
  - d. Photographs of system installation per instructions on Final Project Documentation and Incentive Request Form (must be submitted electronically with reservation number). If there are blurred or incomplete photos, the review process will be delayed.
  - e. Further documentation may be requested at the discretion of the SSREIP or CEDF.
4. A completed Final Project Documentation and Incentive Request Form and supporting documents may be submitted by fax or email (as a pdf; jpg or pdf files are acceptable for photos) in lieu of standard mailing; however, email submissions are preferred.
5. Final Project Documentation and Incentive Request Forms should be processed and incentive payments issued within 30 days of receipt of complete and correct final project documentation. If documentation is missing or incorrect it will delay the process.

## ADMINISTRATIVE INFORMATION

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1. When contacting the SSREIP about a particular project, please reference the reservation number.
2. Please send all queries regarding incentive reservation payments (including checks) to the RERC.
3. Important program information is distributed via email. Please be sure to submit current email addresses on your paperwork.
4. If you are mailing in original documents, please keep a copy for your records. The mailing address and contact information for the Renewable Energy Resource Center is:

### **RENEWABLE ENERGY RESOURCE CENTER**

128 Lakeside Avenue, Suite 401

Burlington, VT 05401

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

Phone: (877) 888-7372

Fax: (802) 658-1643