

SAN JOAQUIN VALLEY
AIR POLLUTION CONTROL DISTRICT

BURN CLEANER PROGRAM

WOOD STOVE CHANGE-OUT COMPONENT

ELIGIBILITY CRITERIA AND APPLICATION GUIDELINES

The San Joaquin Valley Air Pollution Control District (SJVAPCD) is currently accepting applications requesting incentives to install a new, cleaner natural gas stove or insert, pellet stove or insert, or an EPA phase II certified wood stove or insert, according to the terms and conditions described in these guidelines. For additional information, assistance or to receive application materials, please contact:

San Joaquin Valley Air Pollution Control District
Emission Reduction Incentive Program
1990 East Gettysburg Avenue
Fresno, CA 93726-0244

You may also contact us by phone, fax, e-mail, or visit our website at:

Telephone: (559) 230-5800
Fax: (559) 230-6112
weberip@valleyair.org
www.valleyair.org

DEFINITIONS

For the purposes of this document, “non-certified devices” shall mean wood-burning inserts and stoves and pellet inserts and stoves that do not meet the EPA’s 1990 Phase II emissions standards, whereas “certified” are those that meet the standards. Gas devices are those that are fueled exclusively by natural gas or propane.

EPA Phase II Certified: meets the performance and emissions standards set forth in the Code of Federal Regulations, Part 60, Title 40, Subpart AAA.

Gas Device: a device fueled exclusively by natural gas or propane.

Pellet-Fueled Wood Burning Heater: any wood burning heater which operates on pellet-fuel and is either EPA-certified or is exempted under EPA requirements set forth in the Code of Federal Regulations, Part 60, Title 40, Subpart AAA.

Pellet Fuel: includes, but is not limited to, compressed sawdust, paper products, forest residue, wood chips and other waste biomass, ground nut-hulls and fruit pits, corn, and cotton seed.

Permanently Inoperable: modified in such a way that a device can no longer operate as a wood burning heater.

Retailer: any person engaged in the sale of wood burning fireplaces, wood burning heaters, or outdoor wood burning devices directly to the consumer.

Wood Burning Fireplace: any permanently installed masonry or factory built device designed to be used with an air-to-fuel ratio greater than or equal to 35-to-1.

Wood Burning Heater: an enclosed, wood burning appliance capable of and intended for space heating (i.e. wood stove or wood burning fireplace insert).

ELIGIBILITY CRITERIA

The purpose of this program is to reduce emissions from wood burning devices by replacing them with cleaner gas devices, clean burning pellet devices or cleaner burning EPA Phase II certified wood burning devices.

❖ **THE CURRENT STOVE AND APPLICANT:**

- Must be a full-time resident of the San Joaquin Valley air basin. The project must also be located within the air basin, which includes the following counties: San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare and the Valley portion of Kern County.
 - SJVAPCD employees are not eligible for this program.
- Must not be subject to any SJVAPCD or Air Resources Board (ARB) rule or regulation, such as purchasing the device in preparation for the sale of a house.

❖ **THE REPLACEMENT DEVICE:**

- Funds can be used only for new projects. Sales or contracts that have already been conducted or executed are not eligible for funding.
- Installation of an insert or stove must be conducted by the contracted Retailer or under the approval and supervision of the Retailer by a licensed, third-party contractor.
 - Self-installation of the new device is not eligible for this program.
- Funds can be used to install gas devices in place of certified or non-certified wood devices, pellet stoves and open fireplaces; pellet stoves in place of certified or non-certified wood devices and open fireplaces; and certified wood fireplace inserts in place of non-certified inserts or open fireplaces.
- **Funds cannot be used to replace gas devices.**
- **Replacement of an open hearth gas fireplace with a gas insert is not eligible.**

REPLACEMENT OPTIONS CHART

Current Stove/Device	Freestanding Gas Stove	Gas Insert	Freestanding Pellet Stove	Pellet Insert	Certified Wood Stove	Certified Wood Insert	Not Eligible
Open hearth wood fireplace	X	X	X	X	X	X	
Certified wood fireplace insert or stove	X	X	X	X			
Non-certified wood fireplace insert or stove	X	X	X	X	X	X	
Pellet stove or insert	X	X					
Gas stove, fireplace or insert							X

***NEW DEVICE MUST BE VENTED THROUGH THE EXISTING CHIMNEY. FIREPLACE MUST BE SEALED AND RENDERED PERMANENTLY INOPERABLE AS STATED IN THE SJVUAPCD RULE 4901.**

❖ THE PROCESS:

- Application forms are directly submitted by the Applicant. They can be mailed or faxed to the SJVAPCD at the following address and fax number.

San Joaquin Valley Air Pollution Control District
Emission Reduction Incentive Program
1990 East Gettysburg Avenue
Fresno, CA 93726-0244
Fax Number: (559) 230-6112

- Applicant may visit any contracted Retailer to decide which device best suits your needs. A participating Retailer list can also be obtained by contacting SJVAPCD staff at (559) 230-5800 or weberip@valleyair.org.
- Complete and submit an application. If applicable (for low-income only), an IRS W-9 form will also need to be filled out and submitted at that time, along with the application showing low-income status, (see low-income eligibility form for list of required documents).
- Upon receiving the application, the SJVAPCD will check available program funding.
 - **Submission of an application does not guarantee funding.**
 - **Incomplete applications will not be accepted.** All incomplete applications will be returned to Applicant along with a cover letter explaining the reason that the application is incomplete. An incomplete application is not eligible for funding and therefore will not be ranked with the complete applications. Only complete applications will be considered to receive a voucher.
- If program funding is available, the SJVAPCD will issue a voucher and set aside funds for a freestanding gas stove or gas insert (\$500), freestanding certified pellet stove or insert (\$250), freestanding certified wood stove or insert (\$100), or \$1,500 (verified low-income) of program funding for that Applicant's voucher.
- Generally a voucher number will be issued within three (3) business days of an eligible application being received. The contracted Applicant will receive a signed copy of the application along with a voucher that includes the voucher number and expiration date.
- **The device must be purchased within thirty (30) calendar days of issuing the voucher or it will be considered null and void.**
- Devices under funding consideration **must not** be purchased **prior** to receiving an approved voucher.
- Claim for payment must be received within thirty (30) calendar days of purchase. If additional time is needed due to installation delays, please contact the District immediately.

❖ GENERAL INFORMATION:

- Maximum amount of funding available to Applicants will include \$500 for a freestanding gas stove or gas insert, \$250 for a freestanding certified pellet stove or insert, \$100 for a freestanding certified wood stove or insert, or up to \$1,500 for properly verified low-income Applicants.
- Generally, applications are processed on a first-come-first-served basis, however;
 - Initially, funding will be proportionately allocated based upon population among the eight (8) counties within SJVAPCD boundaries.
 - Priority will be given to eligible low-income Applicants, those purchasing natural gas devices and those that reside in an area without piped natural gas service.
- All applications received will be subject to a review process, which will include the following.
 - A complete application (no fields left blank), including a completed W-9 form (if applicable).
 - Verification of eligibility to participate in the Program.
 - Documentation indicating low-income status if the Applicant is applying for the low-income voucher.
 - Assignment of a unique voucher/project number (project number will be for internal SJVAPCD use only).
 - Verification that the proposed project is consistent with these Guidelines.
- Payments shall be made to the Applicant only after a completed claim for payment has been received and the SJVAPCD has reviewed all documentation and photographs.
- Remedies for project non-performance may include, but are not limited to:
 - Recovery of all or a portion of the Program funds.
 - Other fiscal penalties to the Retailer based on the severity of non-performance.
 - Cancellation of the voucher.
 - Cancellation of the Applicant's contract with the SJVAPCD allowing them to participate in the Burn Cleaner Program.

APPLICANT RESOURCE WEB PAGE

To assist Applicants participating in the SJVAPCD's Grant Incentive Program, the SJVAPCD has developed an Applicant Resource Web Page. This page contains links to the contracted Retailers for the Burn Cleaner Wood Stove Fireplace Change-Out Program. The information and contacts within these links can assist you in obtaining all of the information necessary to fulfill the requirements of the program. Additionally, this page contains links to the California Air Resources Board website.

When preparing an application, we ask that you utilize the information presented within the links on this page. By submitting a complete application packet, we can reduce the amount of time and resources necessary to process your application.

The Applicant Resource Web Page can be found at www.valleyair.org under the "Grants and Incentives" tab.

LIST SERVE

To assist the public, Applicants and Retailers with information and updates regarding the "Burn Cleaner" Program, as well as other Grant Incentive programs, various ListServes are available to sign up and receive automatic updates. Please visit <http://www.valleyair.org/lists/list.htm> to sign up.

APPLICATION GUIDELINES

- ❖ Fill out the application completely and as accurately as possible. Do not leave any fields blank, except for the Retailer name field which should be left blank if unknown, as it lengthens the processing timeframe associated with the application and delays funding.
- ❖ All required signatures must be original signatures.
 - The application may be faxed or mailed to the SJVAPCD; however the original application must be submitted with the claim for payment.
- ❖ A copy of the following items must accompany the application at the time of submittal in order to be deemed **complete**:
 - Internal Revenue Service (IRS) Request for Taxpayer Identification Number and Certification W-9 Form (for low-income applicants).
 - The information entered on Form W-9 must be current and accurate, as this information will be used to generate all binding documents and be used to report incentive funding to the IRS.
 - A copy of the IRS Form W-9 is attached to the application and can also be downloaded at www.irs.gov or by calling 1-800-829-3676.
 - Documentation indicating low-income status if the Applicant is applying for the low-income voucher.

STEP-BY-STEP APPLICATION GUIDANCE

This section outlines the information requirements for each field of the application. If you need additional assistance, please contact the Emission Reduction Incentive Program and a staff member will assist you.

SECTION 1 – APPLICANT INFORMATION

APPLICANT INFORMATION

1. Applicant First and Last Name

Name of the Applicant purchasing the device. The name must match the invoice, receipt, etc.

2. Tax ID Form W-9 (Form W-9 for low-income only)

This is taxable income. You may receive a 1099. Please keep the completed Form W-9 for your personal reference.

3. County of Residence

The county in which the Applicant resides and where the new device will be utilized.

4. - 7. Mailing Address

The mailing address used by the Applicant.

8. – 11. Device Address

The address where the device is located. If the device and mailing address are the same, simply write "Same."

12. Phone Number

The main phone number, including area code, for the primary Applicant contact.

13. E-mail

E-mail address of the primary Applicant contact.

RESIDENCE INFORMATION

14. Is your household considered low-income?

Check whether or not your household is considered low-income. (Example: low-income can be determined by a utility bill discount or designation).

15. Do you own this residence?

Check whether or not you own the residence listed as receiving the new device.

16. Do you have access to piped natural gas?

Check whether or not the residence listed has natural gas piped in?

17. Is this required by any SJVAPCD or ARB rule or regulation, such as in preparation for the sale of a house?

Check whether or not this change out is required by any SJVAPCD or ARB rule or regulation.

SECTION 2 – DEVICE INFORMATION**1. Retailer Name**

Name of the business where you will be purchasing the replacement device

2. Current Device

The current device type to be changed-out, such as: open hearth fireplace, non-certified wood stove or insert, certified wood stove or insert, non-certified pellet stove or insert, or certified pellet stove or insert.

3. New Device Type

The new device type being purchased, such as: freestanding gas stove, gas insert, freestanding pellet stove, pellet insert, or certified wood insert or stove.

4. Is this your primary source of heating?

Check whether or not this is your primary source of heating.

5. Current Wood Usage

Estimate the average number of logs and/or cords of wood used per year.

6. Daily Wood Usage

Estimate the average number of logs of wood used per day.

7. Average number of days device is used

Estimate the average number of days the device is used.

Note: This information is being collected for emission reduction estimate purposes only.

MAP OF THE SAN JOAQUIN VALLEY AIR POLLUTION CONTROL SJVAPCD BOUNDARIES

