

VOUCHER GUIDELINES

HOW DOES THE PROGRAM WORK?

Participation in the Burn Cleaner Program occurs in three phrases:

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|----------------|--|
| PHASE 1 | Voucher Application – Submit a complete application and all required documents to the District for voucher approval. |
| PHASE 2 | Voucher Approved – Present your approved voucher to a participating program retailer and purchase and install your new device. |
| PHASE 3 | Voucher Redemption – Redeem your voucher by submitting a complete Claim for Payment Packet to the District, and the District will reimburse you for eligible costs, up to the approved voucher amount. |

For any questions about the program, please contact staff at (559) 230-5800, or by email at grants@valleyair.org.

REQUIREMENTS & ELIGIBILITY

- The replacement or modification of the open hearth fireplace or old wood/pellet device must result in the reduction of emissions.
- The old device must be in safe, operational condition at time of application submittal. If the old device is dismantled prior to application submittal, partially or in whole, the application may be deemed ineligible.
- **One voucher allowed per device address.**
- **Do not** make any non-refundable payments, disassemble your old device or install your new device until you receive a District Voucher.
- Old gas stoves, gas inserts, gas fireplaces, devices with a gas log or electric heating devices are **not eligible** for replacement through this program.
- New certified wood or pellet devices must be identified on the current list of EPA Certified Wood Heaters to be eligible for Burn Cleaner. For List of EPA Certified devices please visit <https://cfpub.epa.gov/oarweb/woodstove/index.cfm?fuseaction=app.search>
- New gas fireplaces must be certified as heater-rated, which are tested using the American National Standard ANSI Z21.88/ CSA 2.33 (Vented Gas Fireplace Heaters). Gas fireplaces that are designed exclusively for aesthetic and decorative use are **not eligible**.
- Old devices located in homes owned by local Public Housing Authorities are not eligible for replacement.
- Tenants in multi-unit residential complexes with more than two units are not eligible for low-income funding.
- The property where the device is to be installed must be located within the San Joaquin Valley (SVJ) air basin, which includes the following counties: San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare and the SVJ portion of Kern County.
- Installation of a new device must be conducted by the contracted Retailer; a third-party contractor under the approval and supervision of the Retailer; or by a certified/licensed technician that is pre-approved by the District. Self-installation or installation by non-licensed contractor is not eligible under this program.
- New device must be purchased from a contracted retailer, for a list of eligible retailers visit www.valleyair.org/burncleaner.
- All old wood/pellet inserts and stoves replaced and removed through this program must be permanently destroyed by a licensed recycling/dismantling facility. Open-hearth fireplaces that have been replaced with new freestanding stoves must be made permanently inoperable by completely removing the fireplace structure or permanently sealing it, unless the new stove is installed within the existing fireplace. Temporary methods will not satisfy this requirement.
- Priority will be given to low-income applicants, those purchasing natural gas or eligible electric devices, and those that reside in an area without piped natural gas service. To be considered as low-income, applicants must complete and submit the Voucher Application and the Low-Income Eligibility Form for review. Forms are available at www.valleyair.org/burncleaner.
- The new device must remain installed at the device address for a minimum of three years.
- Incentive funding provided under this program is not for the repair of an existing unit.
- The old device must be currently in-use or have been used during the most recent Check Before You Burn wood-burning season to be eligible for replacement under the program.
- Electric heat pumps purchased through the program must be packaged or split systems that are permanently installed. Electric heat pumps are not the same as electric fireplaces. For more information about electric heat pumps, please visit: www.energy.gov/energysaver/heat-pump-systems. Electric fireplaces, air conditioners, portable devices, and other electric (resistance) heating devices are not eligible for funding under this program.
- The eligibility of the applicant to participate in the program is at the sole discretion of the District.
- Before and after photos are required, see page 4.

VOUCHER GUIDELINES *(Continued)*

INCENTIVE LEVELS

The most recent amendments to the District's Rule 4901 requires stricter residential wood-burning curtailments for three counties considered "Hot Spot" areas in the San Joaquin Valley: Madera, Fresno and the Valley Air Basin portion of Kern. Due to stricter curtailment thresholds and to encourage participation, enhanced incentives will be provided for eligible participants in those counties. The eligible incentive amount is based on the physical address ("Device Address" on application) of the old wood-burning device that will be replaced through the program.

INCENTIVE TYPE	LOCATION OF OLD DEVICE	ELIGIBLE NEW DEVICE TYPE	INCENTIVE LEVEL
Hot Spot Incentives	Madera, Fresno, or the Valley Air Basin portion of Kern County AND in a residential property that has access to piped natural gas	Natural Gas Insert/ Freestanding Stove	Up to \$2,500* + \$500 for eligible installation costs
		Electric Heat Pump	Up to \$4,000*
Standard Incentives	San Joaquin, Stanislaus, Merced, Kings, or Tulare County OR	Certified wood insert/freestanding stove	Up to \$1,000
		Certified pellet insert/freestanding stove	Up to \$1,000
	Madera, Fresno, or the Valley Air Basin portion of Kern County AND in a residential property that does not have access to piped natural gas	Natural Gas insert/ freestanding stove	Up to \$1,000 + \$500 for eligible installation costs
		Electric Heat Pump	Up to \$1,500
		Low-income	Additional \$1,500 for qualified applicants

**Regardless of income*

VOUCHER GUIDELINES (Continued)

DEVICE ELIGIBILITY

The old device must be located at a residence within the District's boundaries. Applicants must submit an application and obtain an approved voucher from the District prior to purchasing the new device. The eligibility of the new device is based on the old device type and the location of the old device.

Hot Spot Counties

If the old device is located in **Madera, Fresno, or the Valley Air Basin of Kern County**, the eligibility of new devices are limited to the following:

LOCATION OF OLD DEVICE	OLD DEVICE TYPE	NEW DEVICE TYPE		
		Certified Wood/Pellet <i>Insert, Freestanding Stove or Fireplace</i>	Natural Gas/Propane <i>Insert, Freestanding Stove or Fireplace</i>	Electric Heat Pump
Areas with Access to Natural Gas	Open Hearth Wood-burning Fireplace	✗	✓	✓
	Non-Certified Wood/Pellet <i>Insert or Freestanding Stove</i>	✗	✓	✓
	Certified Wood/Pellet <i>Insert or Freestanding Stove</i>	✗	✓	✓
	Natural Gas/Propane <i>Insert or Freestanding Stove</i>	✗	✗	✗
	Electric <i>Insert or Freestanding/ Wall-mounted Fireplace</i>	✗	✗	✗
Areas without Access to Natural Gas	Open Hearth Wood-burning Fireplace	✓	✓	✓
	Non-Certified Wood/Pellet <i>Insert or Freestanding Stove</i>	✓	✓	✓
	Certified Wood/Pellet <i>Insert or Freestanding Stove</i>	✗	✓	✓
	Natural Gas/Propane <i>Insert, Freestanding Stove, Logs or Fireplace</i>	✗	✗	✗
	Electric <i>Insert or Freestanding/ Wall-mounted Fireplace</i>	✗	✗	✗

Other Valley Air District Counties

If the old device is located in **San Joaquin, Stanislaus, Merced, Kings, or Tulare County**, the eligibility of new devices are limited to the following:

OLD DEVICE TYPE	NEW DEVICE TYPE		
	Certified Wood/Pellet <i>Insert, Freestanding Stove or Fireplace</i>	Natural Gas/Propane <i>Insert, Freestanding Stove or Fireplace</i>	Electric Heat Pump
Open Hearth Wood-burning Fireplace	✓	✓	✓
Non-Certified Wood/Pellet <i>Insert or Freestanding Stove</i>	✓	✓	✓
Certified Wood/Pellet <i>Insert or Freestanding Stove</i>	✗	✓	✓
Natural Gas/Propane <i>Insert, Freestanding Stove, Logs or Fireplace</i>	✗	✗	✗
Electric <i>Insert or Freestanding/Wall-mounted Fireplace</i>	✗	✗	✗

VOUCHER GUIDELINES (Continued)

BEFORE AND AFTER PHOTO GUIDELINES

Photo Guidelines

Before Photos

Two photos are required during the Voucher Application process (Phase 1) to determine eligibility.

- 1) First photo should be a close up of the inside of the device with all screen or doors open.
- 2) Second photo should clearly show the old device and the surrounding background from floor to ceiling. This photo will be compared to the after photo to confirm the old device has been replaced or modified.

PHOTOS MUST:

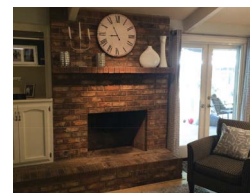
- a. Show device in its original location and have all original parts intact (i.e. panels, screens, etc.). For freestanding stoves, the Applicant must provide a photo with the pipe and ventilation system intact.
- b. Be taken before the installation of any parts for new device (i.e. new electrical outlets, etc).

Sample Photos

Photo 1



Photo2

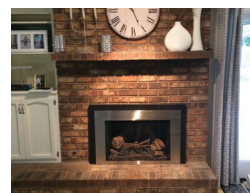


After Photo

One photo is required during the Claim for Payment process (Phase 3)

- 1) Photo should clearly show the new device and background.
 - a. Please provide an explanation if the surrounding is different (i.e. major reconstruction, refacing of fireplace or new location).

NOTE: Your claim may be delayed if staff cannot determine if the new device is in the same location as the old device.



PAYMENT PROCESS

Payment Options

Steps

Instant Reduction

Only available to qualified low-income applicants who purchase from a retailer offering the instant Reduction option. See Burn Cleaner Retailers List for retailers who provide this option.

- After receipt of an approved voucher, applicant purchases an eligible new device from a retailer participating in the Instant Reduction Option and only pays for the cost of the new device and installation that exceeds the voucher amount. Voucher amount is applied directly at point of purchase through the retailer to reduce the out-of-pocket cost.
- Applicant signs the voucher and gives the claim for payment packet to the retailer, who will submit it directly to the District for reimbursement of the reduced amount. For installations completed by a subcontractor (not retailer), applicant will need to submit a separate claim directly to the District for reimbursement of any remaining voucher amount.
- Applicant must ensure the claim to reimburse the retailer is properly completed, including but not limited to, signing all necessary paperwork, providing appropriate supporting documentation and resolving any issues pertaining to the purchase and installation of the new device.

Reimbursement

Available to all qualified applicants. See Burn Cleaner Retailers list for all contracted retailers.

- After receipt of an approved voucher, applicant purchases an eligible new device from participating program retailer and pays for the entire cost of the new device, including installation.
- After making full payment, applicant submits a completed claim for payment packet to the District for reimbursement to the applicant.