



Air Pollution Control District  
San Luis Obispo County



## Woodsmoke Reduction Program Plan

### PROGRAM BACKGROUND

The Woodsmoke Reduction Program is part of California Climate Investments, a statewide program that invests California's cap-and-trade dollars from emission sources to reduce greenhouse gas emissions, strengthen the economy and improve public health and the environment. The program includes additional incentives for qualified low-income households.

### PROGRAM ADMINISTRATION

#### **Program Materials**

The San Luis Obispo County Air Pollution Control District (APCD) will develop and maintain Program Guidelines that are specific to the SLO County APCD Woodsmoke Reduction Program (Program). See Appendix A for all Program Materials:

- SLO County APCD Woodsmoke Reduction Program Guidelines
- SLO County APCD Sample Application, including Low-Income Verification Sheet

#### **Reporting**

APCD will maintain and be responsible for record keeping and providing quarterly reports to the California Air Pollution Control Officers Association (CAPCOA). APCD will collect the following for each residential wood burning device change-out project:

- Tracking number for each change-out;
- Location of change-out;
- Incentive amount and, if applicable, verification that a SLO County Applicant qualifies for an Enhanced Incentive based on the Applicant's household income;
- Criteria showing the change-out benefits a SLO County low-income household and description of how the change-out meets respective community need(s);
- Type of wood burning device being replaced (stove, insert, or fireplace);
- Replacement device type and model;
- Quantity of wood burned annually before replacement;

- Replacement device emission rates and efficiency (if available);
- Installation date;
- Copy of final building permit (City, County, or State);
- Verification of destruction of uncertified stove (including recycling if available locally);
- Verification that the resident was trained on device operation and maintenance and, if applicable, following best practices in wood storage and wood burning for residential space heating; and
- Greenhouse Gas Reduction Fund (GGRF) dollars spent.

### **Outreach and Education**

The APCD will help facilitate the promotion of the Program in SLO County and help households understand the benefits of changing from an uncertified wood stove or fireplace to a cleaner home heating device.

- Applicant Educational Training: The final project materials that are signed by the installer/vendor and the Applicant will have a section that verifies that Applicant educational training has been completed. This educational training ensures that the new home heating devices, particularly wood stoves, will be properly operated and maintained by the Applicant.
- Dealer Training: Prior to beginning the program and accepting applications, APCD will conduct training with all installers/vendors wishing to enter into agreements and be an "Approved installer/vendor" with the Program. In addition to the training, all installers/vendors will be required to hold the appropriate insurance (as outlined in the Memorandum of Understanding between CAPCOA and the APCD), and maintain any professional licenses required of their profession.

### **Media and Publication Advertisements**

The APCD will publicize the Program with social media, website mentions, and traditional media over the Program cycle. APCD agrees to acknowledge the California Climate Investments (CCI) logo and name as a funding source for the California Air Resources Board Woodsmoke Reduction program whenever advertisements are placed. The acknowledgement will read "This publication (or project) was supported by the "California Climate Investments" (CCI) program."

## APPENDIX A

### SLO County APCD Woodsmoke Reduction Program Guidelines



Air Pollution Control District  
San Luis Obispo County



## Woodsmoke Reduction Program Guidelines

The San Luis Obispo County Air Pollution Control District (APCD) is implementing the Woodsmoke Reduction Program throughout San Luis Obispo County. The Woodsmoke Reduction Program is part of a statewide program supported by the “California Climate Investments” (CCI) program that provides grants, as shown in the Section 1: Incentive Amount table below, to qualified applicants who replace existing wood burning stoves or fireplaces that are used as a primary source of heat in their home. Applicants can replace their old device with a natural gas, propane heating device, or a U.S. EPA certified wood stove or wood stove insert.

This program will be available from July 2, 2018 through August 31, 2018 for low-income SLO County households. Households that qualify for an Enhanced Incentive will be eligible to replace their heating device for little to no cost.

SLO County Households that are not low-income can apply at any time, but funding will not be committed for their projects until September 1, 2018. Eligible applicants that do not qualify as low-income will qualify for a Standard Incentive.

If you would like to review the California Air Resources Board’s Woodsmoke Reduction Pilot Program Guidelines for Fiscal Year 2016-17 Appropriation, they are accessible by visiting:

[https://www.arb.ca.gov/planning/sip/woodsmoke/reduction\\_program.htm](https://www.arb.ca.gov/planning/sip/woodsmoke/reduction_program.htm)

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## Section 1: INCENTIVE AMOUNTS

STANDARD INCENTIVES		Maximum Incentive Amount
Old Device to be Replaced	Type of New Device	
Woodstove	Gas Stove or Insert	\$1,800
Fireplace	Gas Insert	\$2,000
Woodstove	EPA Certified Woodstove	\$1,500
Fireplace	EPA Certified Wood Burning Insert	\$1,500

Low income households may be eligible for increased incentive amounts; see Section 5 for the low-income qualifications. The award amount will not exceed the cost of the replacement device.

ENHANCED INCENTIVES		Maximum Incentive Amount
FOR LOW INCOME HOUSEHOLDS THAT DEMONSTRATE ELIGIBILITY		
Old Device to be Replaced	Type of New Device	
Woodstove	Gas Stove or Insert	\$3,600
Fireplace	Gas Insert	\$4,000
Woodstove	EPA Certified Woodstove	\$3,000
Fireplace	EPA Certified Wood Burning Insert	\$3,000

## Section 2: PROGRAM BASICS

### Program Basics:

1. The funding for this program is available for all residents county-wide; however, for the first 60 days of the program, low-income households that can demonstrate eligibility will be given priority for funding.
2. Applicants must certify that their wood burning device is used as a primary source of heat in their home and specify the annual amount of wood they burn.
3. The funding for this program is "first-come, first-served," based on the date that the APCD deems the application complete.
4. Submission of an application is not a guarantee of funding.
5. Until the APCD deems the application complete and issues a voucher, no work can begin on the project or request for an order on the project
6. Only one voucher may be redeemed per property.
7. The permitting process with your city/county Building Department MUST be started prior to ANY work done on your project.
8. Woodstoves or fireplaces must be in a residential property that is owned by the applicant. If a renter wishes to apply for this program, they must provide a signed Homeowner / Landlord Consent (see Section 10. below) with the application, which provides for the renter moving forward with the replacement on the homeowner's behalf.
9. APCD is not responsible for items lost or destroyed in the mail.

10. Fraud or misrepresentation will result in disqualification or return of voucher funds to the APCD if funding has already been issued, and may result in criminal prosecution.

### Section 3: ELIGIBLE HOME HEATING REPLACEMENTS

Applicants interested in upgrading their uncertified wood stove or fireplace to a clean and more efficient natural gas insert, propane insert or to a U.S. EPA certified wood stove or wood stove insert qualify for this Program if they meet all of the requirements listed below:

- Currently use an uncertified wood stove, wood insert, or fireplace as a primary source of heat;
- Select a replacement device which meets the eligibility in Section 4 below;
- Plan to have the replacement device professionally installed by a participating Dealer;
- Agree to receive training on proper device operation and maintenance and if applicable, on proper wood storage and wood burning practices; and
- Surrender old fireplace parts or old wood stove or insert to the Dealer who will render them permanently inoperable and recycle them.

This Program provides incentives for one replacement per household. The replacement device must be a primary source of heat in the house. The Program is available to both homeowners and renters. In the case of rental properties, either the owner of the property can apply, or the tenant can apply, with a signed Homeowner / Landlord Consent (see Section 10. below). Retroactive rebates are not available under this program, so Applicants who remove the old device or purchase a new replacement device prior to being approved for this Program are not eligible. The old, uncertified device must be rendered permanently inoperable and recycled, if recycling is available in the area, before payment can be issued.

Burning wood in a fireplace is very inefficient for home heating purposes; fireplaces are therefore not typically used as a primary source of heat. In rare situations, when an Applicant uses a fireplace as a main source of heat, the Applicant may qualify for the Program. If the existing fireplace is structurally sound, the Program may offer an incentive to be used towards purchase and installation of a fireplace insert utilizing natural gas, propane or wood. However, if the fireplace is lacking structural integrity, the incentive could be used towards the purchase of a free-standing home heating device. In this case, the fireplace and chimney must be rendered permanently inoperable to prevent use of the fireplace. Verification of inoperability is required.

### Section 4: PROGRAM SPECIFIC REQUIREMENTS

**Order/Payment/Work Restrictions: Do not order or make any type of payment to your new device retailer or installer and do not begin any work on your change-out project until you receive a voucher from the APCD.**

**Photos:** Before and after photos are required – see photo guidelines in Section 6.

**Old Device Requirements:** The project property must be located in San Luis Obispo County. If mail is not delivered at the property address, other documentation of the project address may be required (i.e. **copy of a utility bill, etc.**).

### **Uncertified Wood Stove Applications**

To be eligible for the Program, Applicant must rely on an existing stove or insert that is not EPA certified, operational, and used as a primary source of heat in the residence. An uncertified stove or insert does not comply with the performance and emission standards as defined in Title 40 Code of Federal Regulations, Part 60, Subpart AAA, February 28, 1988, or any subsequent revisions. In order to determine if the existing stove is uncertified, Applicant may do the following:

- Determine when the stove was installed. Stoves installed prior to 1988 do not comply with the particulate emission standards and therefore qualify for this Program.
- Check the stove model against the U.S. EPA list of certified wood stoves found on the List of EPA Certified Wood Stoves<sup>1</sup>.
- Check the stove for a certification label. Certified stoves have a label describing particulate matter emission standards; the lack of a label may be an indication the stove qualifies for this replacement Program. Wood stoves certified by the U.S. EPA to comply with the particulate emission standards are not eligible for replacement through this Program. The labels are permanently affixed to them stating that the stove is certified to comply with 1988, 1990, or 2015 standard.

Applicants will determine the eligibility of their current wood stove. Applications will be reviewed by the APCD to determine if preliminary qualification requirements have been met. The stove's eligibility will be verified by an installer during an in home estimate.

### **Fireplace Applications**

Fireplaces may qualify for this Program if the applicant can document using it as a primary source of heat. Section III, Eligible Home Heating Replacements, includes more information on how to qualify for this type of change-out.

**New Device Requirements:** The Program requires that an old, uncertified wood stove, wood stove insert, or fireplace must be replaced by a cleaner-burning and more efficient device. Applicants may select one of the following replacement options:

- Natural gas or propane home heating device certified as heater-rated, that complies with the American National Standard ANSI Z21.88/CSA 2.33 (Vented Gas Fireplace Heaters). Gas fireplace inserts or gas stoves that are designed exclusively for aesthetic and decorative use are not eligible.

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<sup>1</sup> <https://www.epa.gov/compliance/list-epa-certified-wood-stoves>

- U.S. EPA certified wood stove or wood insert with emission rates not to exceed 4.5 grams/hour or 2.5 grams/hour for non-catalytic and catalytic stoves, respectively. If you are unsure, work with your dealer or look at this list of USEPA Certified Wood Heaters <https://www.epa.gov/sites/production/files/2017-08/usepa-certified-wood-heater-list.xlsx>:

The replacement device must be installed by a professional, appropriately licensed dealer approved by the APCD for this Program.

**Compliance with Government Requirements:** The applicant is responsible for meeting all program requirements and for complying with all state/county/civic government and/or home owner association (if any) requirements regarding local conditions, restrictions, codes, ordinances, rules and regulations prior to installation. **A building permit by the applicant's local jurisdiction is required for the installation of a new fireplace insert or stove, as well as gas or electrical lines. The applicant MUST apply for a permit PRIOR to any work being done on their project.**

**Voucher:** If your application is approved, a voucher will be sent to you indicating the maximum reimbursement amount for your proposed project. A voucher is your authorization from APCD to begin the project. **Do not order or make any type of payment to your new device retailer or installer and do not begin any work on your change-out project until you receive a voucher from the APCD.** Vouchers will not be issued retroactively for prior purchases or orders. The voucher is only valid for the purchase and installation of the new device. The incentive amount reimbursed will not exceed the price of the new device, including sales tax and installation. Vouchers cannot be transferred.

**The old wood burning device must be destroyed/rendered permanently inoperable as follows:**

1. **Woodstoves:** The old woodstove must be removed from the premises by the installer, who will certify on the Voucher that they will destroy and dispose of it, making it permanently inoperable. Evidence that the old device was rendered inoperable and scrapped must be provided. A letter or email and a photo from the dealer providing this evidence will suffice.
2. **Fireplaces that will be modified with a Program allowed insert:** Fireplaces must have the old chimney permanently converted to prohibit the conversion back to a wood burning fireplace. When submitting the voucher to the APCD for reimbursement, participant must provide the APCD with photos of the outside of the converted chimney.
3. **Fireplaces that will be replaced by a Program allowed device in a different location in the home:** In this case, the fireplace and chimney must be rendered permanently inoperable, and the applicant must provide the APCD with photographic evidence and a description by the Installer of how the old fireplace and chimney were permanently disabled.

**Submissions:** Application forms must be completed and can be emailed, mailed, faxed, or hand delivered to APCD. Completed Voucher materials can be emailed, mailed, faxed, or hand delivered to APCD. However, all photos can be emailed to Meghan Field ([mfield@co.slo.ca.us](mailto:mfield@co.slo.ca.us)) as long as the

combined file size of the photos being submitted is less than 8MBs. Include your name and address with email of photos.

**Inspection Authorization:** Applicant and/or installer gives authorization to APCD staff, its officers and agents, to conduct all necessary on-site inspections of the old device being replaced and of the new installed device, in order to verify that the requirements of this program have been met.

**Project Completion Requirements:** Within 180 days of issuance of the voucher, program participants must purchase the Program eligible replacement device, have it installed, secure and finalize necessary permits from the applicant's local jurisdiction, then submit the required project completion materials and the completed voucher to APCD for review and reimbursement. In the case of low-income applicants, APCD may, on a case-by-case basis work with the vendor directly for reimbursement of the approved voucher amount. A copy of the finalized Building Permit must be provided in the materials submitted to the APCD by the project applicant/participant.

## Section 5: APPLICANT ELIGIBILITY

**Eligible Applicant:** The applicant must be the legal owner of the project property to have the authority to participate in this program. Should a renter wish to apply for this program, they must provide a signed Homeowner / Landlord Consent (see Section 10. below) with the application, which provides the renter approval to move forward with the replacement on the homeowner's behalf. Households using uncertified wood stoves, wood stove inserts or fireplaces as a primary heat source are eligible for the program.

### **Low-Income Eligibility & Timelines**

Low-income households may be eligible to replace their heating device for little or no cost. To qualify for this extra incentive, applicants must demonstrate low-income eligibility.

### **Documents Required for Income Verification of all Household Members**

Proof of participation in an existing federal or state low-income assistance program may establish eligibility for this incentive program. Please check the box or boxes below for programs that you participate in and include current documentation of your participation with your application. The name of the applicant for this incentive program must match the name on the assistance program document:

- Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Program
- Low Income Energy Assistance Program (LIHEAP)
- California Alternate Rates for Energy (CARE) Program with a participating California utility company
- Other program (please list):

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If you do not participate in any of the above listed low-income assistance programs, you may also qualify if adjusted gross income of your household for 2017 did not exceed the low-income limits, as

defined by the California Department of Housing and Community Development. Please see the table below to determine if you qualify.

If you believe you qualify, provide a completed copy of the summary of your Tax Return Transcripts or federal income tax form 1040 (Pages 1 & 2) for tax year 2017 for all members of the household who filed taxes. You can obtain a free Tax Return Transcript at <https://www.irs.gov/individuals/get-transcript>.

# of People in Household	Max ANNUAL Income
1	\$43,200
2	\$49,400
3	\$55,550
4	\$61,700
5	\$66,650
6	\$71,600
7	\$76,550
8	\$81,450

**July 2, 2018 through August 31, 2018:** Eligible low-income households will be awarded an Enhanced Incentive (see chart in Section 1 of these Guidelines) on a first-come, first-served basis, and will be able to replace their heating device for little or no cost. See Section 5 for guidance in determining if you qualify as a low-income household. Income verification will be required.

**Beginning September 1, 2018:** All other eligible applicants, regardless of their income, will be awarded, on a first-come, first served basis, a Standard Incentive (see chart on page 1 of these Guidelines) to be applied towards the purchase and installation of the new device.

## Section 6: APPLICATION PROCESS

Interested applicants may contact the APCD or visit our website ([www.slocleanair.org](http://www.slocleanair.org)) to obtain a Wood Stove Change Out Program application form. The completed application must be returned to the APCD with a formal quote for the new Program eligible device and photos of the old device.

### New Program eligible device quotation guidelines:

- Quote must identify the cost including tax of a base Program eligible device model that is suited for the home
- If the base model will not be installed, the quote must identify the costs, including tax, of the proposed Program eligible device model. APCD reserves the right to not include costs above and beyond the base model when determining the voucher amount.
- Quote must include the new device vendor name, address, and contact information.
- Quote must identify the base and proposed replacement device by make and model. Gas devices must be shown to be certified as heater-rated to the American National Standard

ANSI Z21.88/CSA 2.33 (Vented Gas Fireplace Heaters). Wood devices must be shown to meet the most current EPA certifications.

- Quote must include installation line item costs (an estimate is acceptable).
- The manufacturer's specification sheet for the base and proposed new Program eligible devices must be provided.
- If the installation contractor will be different than the replacement device dealer, a separate estimate for installation is required.

Photo Guidelines - Old Wood Burning Device - BEFORE:

- Photos must clearly show the existing woodstove or wood fireplace in its original location and with the background clearly shown. For freestanding stoves, a photo must show pipe and ventilation system intact.
- Photos including a close up with any screen doors open.
- Photo(s) of outside of chimney, including top, if possible. The photo may be taken from the ground level looking up to the chimney.
- If the new device will be installed in a different location from the old wood device, also include before photos of the location where the new device will be installed.
- Provide legible photos of any accessible manufacturer tags on the old device. If none are accessible, please include notification of this fact to the APCD in the application materials you submit.

APCD will review applications and issue each qualified applicant a voucher for reimbursement of their pre-determined incentive amount upon purchase and permitted installation of a Program eligible replacement device, while funding lasts. Funding is "first-come, first-served," based on the date the application is **deemed complete** by the APCD. To be deemed complete, that application must include **all requested application information and any additional information the APCD deems necessary**.

## Section 7: VOUCHER REDEMPTION

Within 180 days of APCD issuing the project voucher, the program participant must purchase the Program eligible replacement device, have it installed, secure and finalize necessary permits from the applicant's local jurisdiction, and submit the required project completion materials and completed voucher to APCD for reimbursement. **Should the below required materials not be submitted within the 180 day allowance, APCD reserves the right to disqualify your project and move on to other qualified applicants in line.** In the case of low-income applicants, APCD may, on a case-by-case basis work with the vendor directly for reimbursement of the approved voucher amount. The voucher must be signed by the participant and the installer, and must be accompanied by the following project completion materials:

Photo guidelines: Old wood burning device - AFTER

- If applicable: Legible photos of any manufacturer tags that became accessible after the removal.
- For original fireplaces that were abandoned, and a new device was placed in a different location in the home: Photos clearly showing how the old fireplace and chimney were rendered permanently inoperable.

Photo guidelines: New fireplace insert or stove

- Post-installation photos must clearly show the new fireplace insert or stove with background clearly shown; please provide an explanation if the background is different from pictures provided with the application (e.g. major reconstruction or new device was installed in a location that is different than the original wood burning device).
- Post-installation photos must clearly show (if applicable) that the old unit has been rendered inoperable and proof that the old unit has been recycled is required.
- Post-installation photo(s) showing outside top of chimney and gas flue pipe.
- A completed IRS form W-9 ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)).
- Certification that the applicant has received training from the dealer on device operation and maintenance and, if applicable, for wood burning devices, best practices in wood storage and wood burning.
- Verification by the dealer that the device was installed correctly and according to manufacturer guidelines.
- A copy of the sales receipt or paid invoice for the new fireplace insert or stove which identifies the device by make and model, showing payment in full, with a purchase date after the date the voucher was issued. Low income applicants who have been pre-approved to have APCD reimburse the dealership directly may instead provide an unpaid copy of the invoice.
- A copy of the finalized Building Permit (must be signed by the County/City inspector). Please begin this process PRIOR to any work being done on your project.
- For original fireplaces that were abandoned, and a new device was placed in a different location in the home, written explanation and illustrations of how the fireplace and chimney were rendered inoperable is required.

The APCD will issue a check to the participant within 45 days of receiving all of the certification materials.

## **Section 8: DEALER RESPONSIBILITIES**

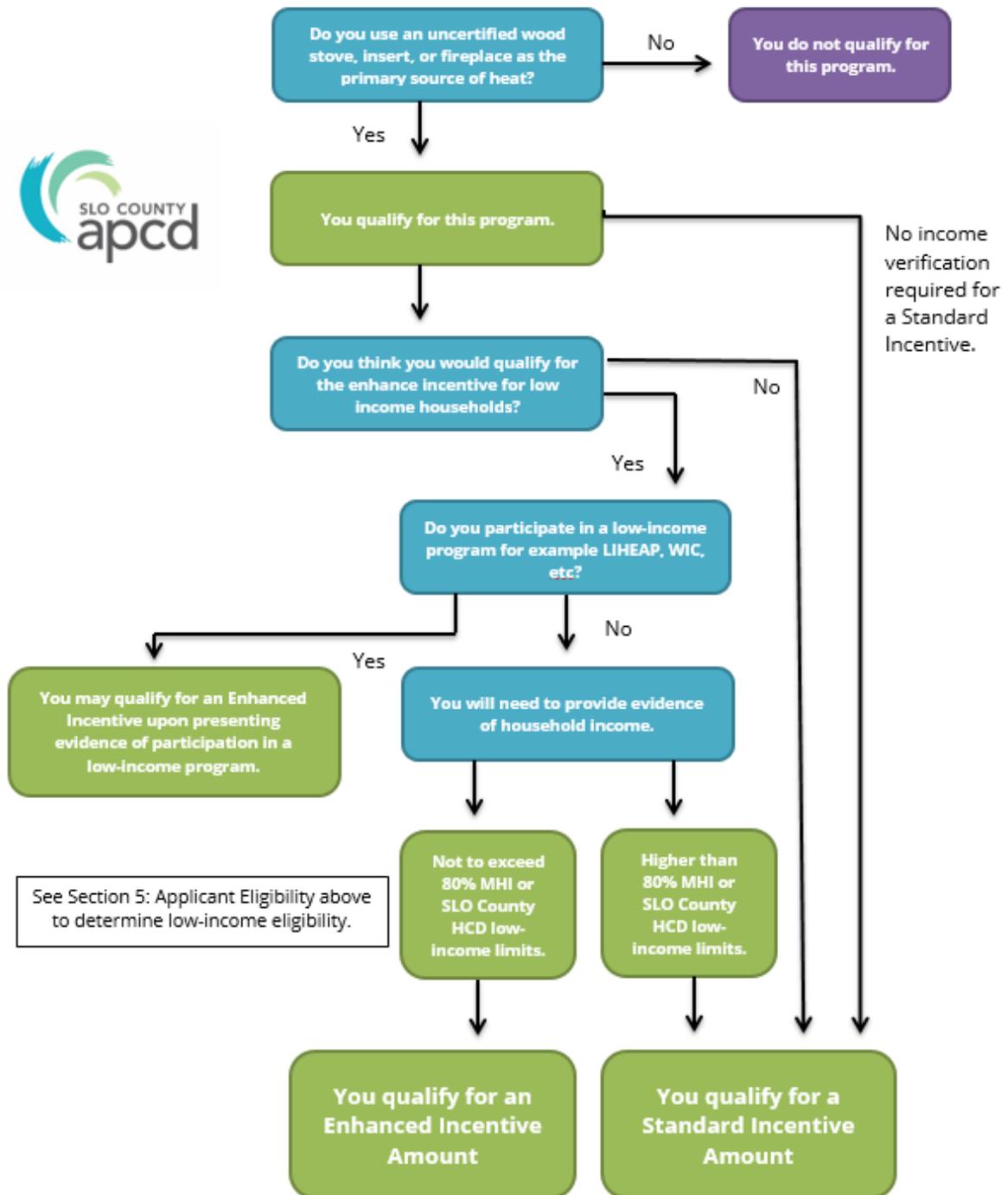
Dealers interested in participating in this Program must agree to the Program's terms and conditions by signing an agreement with the APCD. In order to participate in the Program, the Dealer will be required to agree to the following:

- Participate in an initial training to fully understand the Program Guidelines and secure placement on the list of “Participating Dealers List”;
- Abide by the terms and conditions of the Program;
- Verify that the old device and the replacement device qualify for the Program;
- Conduct professional installation of the qualified device in compliance with all applicable State, county, or city codes/ordinances;
- The Dealer will be required to provide a base estimate for the installation of a basic model that will be safe, clean-burning, and efficient;
- Provide residents with training on device operation and maintenance and, if applicable, for wood burning devices, best practices in wood storage and wood burning;
- Render the old device inoperable and provide proof of this; if any part of the woodstove/fireplace is recycled please provide proof of this. A letter or email from the dealer and a photo providing this evidence this will suffice; and,
- Help applicant complete Voucher forms to return to the APCD within 180 days of project approval.

### **Eligible Project Costs**

Eligible project costs include the cost of a base model new device including sales tax, installation including any parts, materials, permits, or labor required for the safe and legal installation of the new device, and removal and disposal of the old stove or insert. The Dealer will be required to provide a base estimate for the installation of a basic model that will be safe, clean-burning, and efficient. Upgrades above the base estimate will be paid by the Applicant.

## Section 9: APPROVAL PROCESS FLOW CHART



## Section 10: HOMEOWNER / LANDLORD CONSENT



### Homeowner/Landlord Consent to Participate in APCD Woodsmoke Reduction Program

\_\_\_\_\_ (Landlord), who is the legal owner of the real  
property located at \_\_\_\_\_

(address), hereby grants consent to \_\_\_\_\_ (Tenant), to  
apply for and participate in the Woodsmoke Reduction Program (Program) with the SLO County Air  
Pollution Control District (APCD).

- Landlord has read and is familiar with the APCD Woodsmoke Reduction Program Guidelines.
- Landlord hereby grants permission to Tenant to represent Landlord's interest as it applies to the application and participation in the Program at the above identified property.
- Landlord understands that Tenant will contract with a Participating Dealer (a licensed contractor) to remove the existing wood stove or fireplace from the property and replace it with a cleaner-burning wood stove, wood burning insert or natural gas insert, per the Program guidelines.
- The installation will be permitted through and inspected by the local competent building authority and Landlord grants permission to Tenant to obtain said permit and inspection.
- Landlord understands that Tenant will receive an incentive payment from APCD to pay, in full or in part, for the device.
- The device is and remains part of the real property owned by Landlord and no right of ownership of the device is granted to Tenant.

By signing this authorization, Landlord and Tenant indemnify, defend and hold harmless the APCD and their officers, employees, agents and contractors, from and against any claims, liabilities, costs, damages or losses of any kind that arise from or are alleged to arise from participation this Program.

\_\_\_\_\_  
**Landlord Signature**

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

\_\_\_\_\_  
**Tenant Signature**

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