



Clean HEET Program



ONLINE APPLICATION USER GUIDE

Clean HEET applications must be submitted online.

This document provides step-by-step instructions on how to create a user profile, log into the account, create and manage your application, and submit documents through the Clean HEET application website.

Please review the Program Requirements and Frequently Asked Questions (FAQ) documents on the [Clean HEET Program](#) webpage for a program overview, eligibility criteria, and required information needed to be submitted with your application.

If you have questions, please contact the Bay Area Air District Clean HEET Program Information Request Line by phone at (415) 749-5195 or by e-mail at woodsmokegrants@baaqmd.gov.

Step 1

Navigate to [the Clean HEET Portal](#) and click **Check Eligibility and Register**.

Note: If you already have an account, skip to Step 4.

Clean HEET Program Grants Portal

Home | Return to BAAQMD | Sign in

Clean HEET

The Clean Heating Efficiently with Electric Technology (Clean HEET) Program is offering grants to Bay Area homeowners to replace their wood stoves or wood-burning fireplace inserts with electric heat pumps.

Learn more

Sign-In

Check Eligibility and Register

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Step 2

Complete the **Pre-Screen Registration** questionnaire to determine whether you are eligible for funding.

Note: Be sure to use a permanent e-mail address that you check regularly. The e-mail address cannot have any special characters or spaces (ex. &, %, \$, #, !).

Once completed, Click **Submit Registration**.

If you are not eligible for the program based on your answers to the questions, you will not be able to submit the registration.

If you are eligible for funding, you will be taken to the **Registration Sent** page, indicating that your account now needs to be activated and the next steps needed to start your application.

Home | [Return to BAAQMD](#) | [Sign in](#)

Home > [Pre-Screen Registration](#)

Pre-Screen Registration

The Bay Area Air Quality Management District is offering grants to Bay Area homeowners to decommission wood-burning devices and/or replace them with electric heat pumps. To learn more about the program, eligibility criteria, and application process, please visit [Clean HEET Program](#). Please answer a few questions to see if you might be eligible. Note: This is not an application. If you are eligible, you will need to register for an account to start an application.

1. Enter your First and Last Name:

First Name *

Last Name *
2. Enter a valid email address:
3. Please provide your zip code.
4. Do you have one of the following wood-burning devices that you use for heat?
 - Free-standing wood stove
 - Wood-burning fireplace insert
 - Free-standing pellet stove
 - Pellet-burning fireplace insert
 - Open hearth fireplace
5. Applicant must be the owner of the residence where the wood heater will be replaced or decommissioned. Are you the homeowner (or applying on behalf of the homeowner)?
6. This program will only fund heat pumps or wood-burning device decommissions. Do you intend to do either:
 - Replace your wood burning device with an electric heat pump, or
 - Remove and decommission your wood-burning device?

And will you obtain a quote prior to applying?
7. Do you agree to pay the project costs directly and be reimbursed later?

Submit Registration
←

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Home > [Registration Sent](#)

Registration Sent

Thank you for completing our pre-screen registration questionnaire. **Please check your email for a registration link to activate your account.**

Once you activate your account, you can start your application. Before getting started, please read the Program Requirements and Frequently Asked Questions (FAQs) on our website at www.baaqmd.gov/woodsmokegrant for program overview, eligibility criteria, and required information for application submittal.

Here are some things you will need for your application:

- Property Assessor's Parcel Number,
- Digital photos of your existing wood-burning device,
- Manufacturer and model number for proposed electric heat pump,
- Quote from a licensed contractor, and
- If you are applying for low-income Plus-up funding, proof that the homeowner is currently enrolled in a qualifying low-income assistance program (see Program Requirements on our website). The documentation must clearly show the name of the homeowner and the date that the assistance program expires/needs to be renewed.

Please contact woodsmokegrants@baaqmd.gov if you have any questions.

Thank you again for your interest in helping to Spare the Air!

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Step 3

You will receive an e-mail from the Air District, from "Microsoft Power Apps."

Open the e-mail and click **Accept Invitation**, which will open your web browser and take you to the Clean HEET Program Grants Portal to sign up.

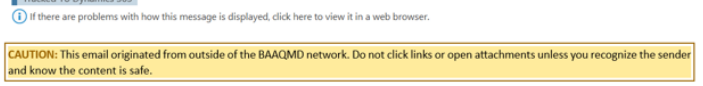
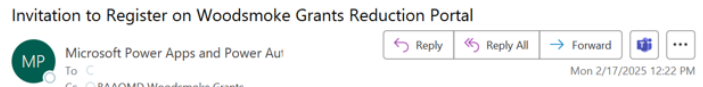
Note: If you do not see the email in your inbox within 5 minutes of submitting, check your junk or spam folder.

In your web browser, you will see the account activation page with the invitation code pre-filled for you. Click **Register**.

Enter your email address and create a password in the appropriate fields. Be sure to choose a password that you will remember. Use the same email address you used to register. This email address will be used for project-related messages from the Air District.

Click **Register**.

Note: After activating your account, do not use the activation email to enter the application system. **Always log in through the [Clean HEET Portal](#).**



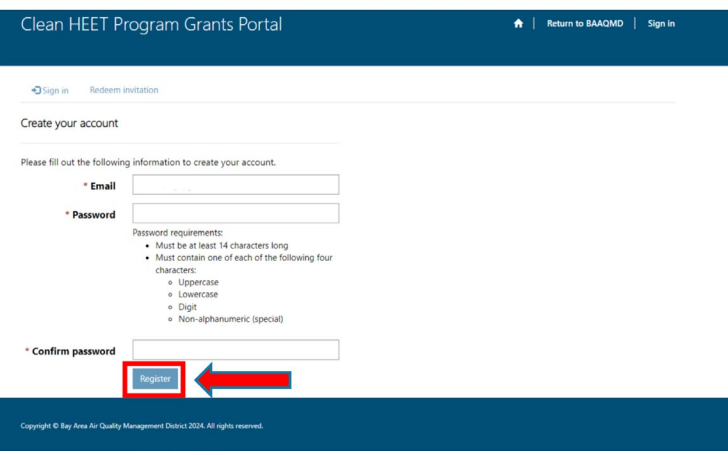
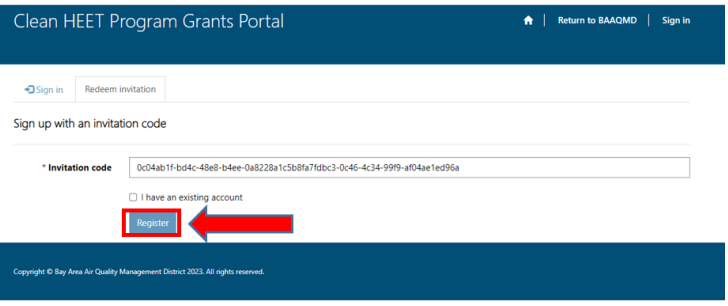
Hello

This is an invitation to register on the woodsmoke grants portal. Please click the link below to accept the invitation and register as a user in the woodsmoke grants portal.

Accept Invitation ←

Thank you
Woodsmoke Grants Reduction Portal Team

If you want to unsubscribe from these emails, please use this [form](#).

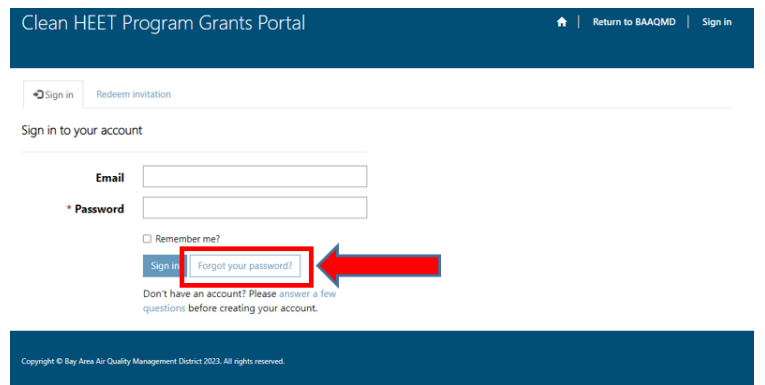
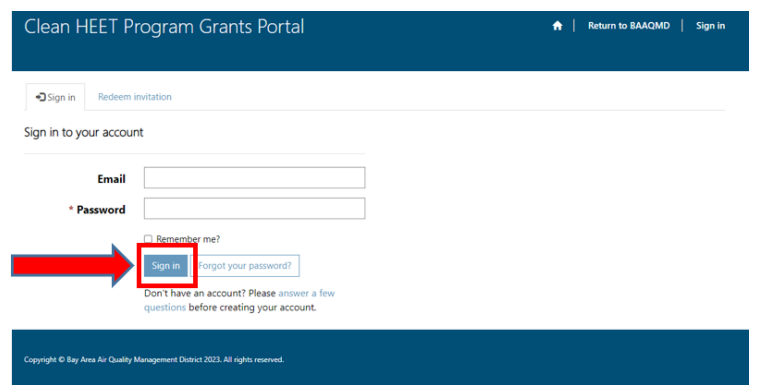
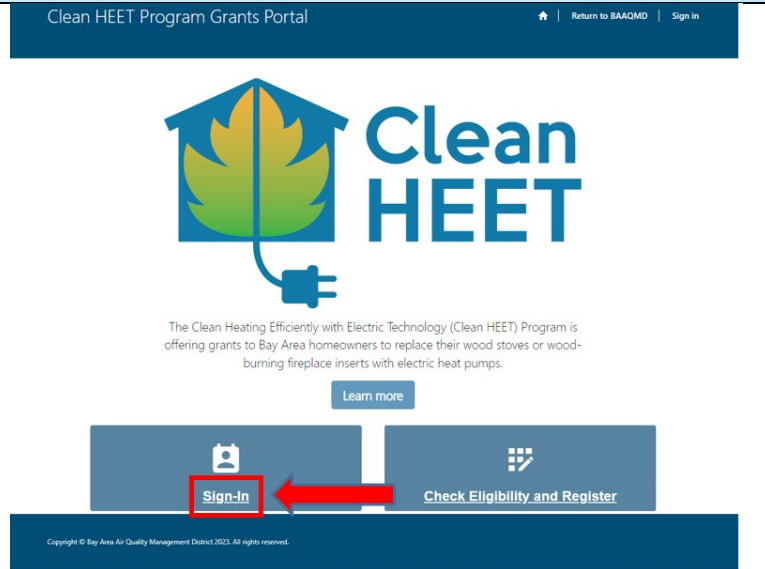


Step 4

To log in to an existing account, navigate to the [Clean HEET Portal](#) and click **Sign In**.

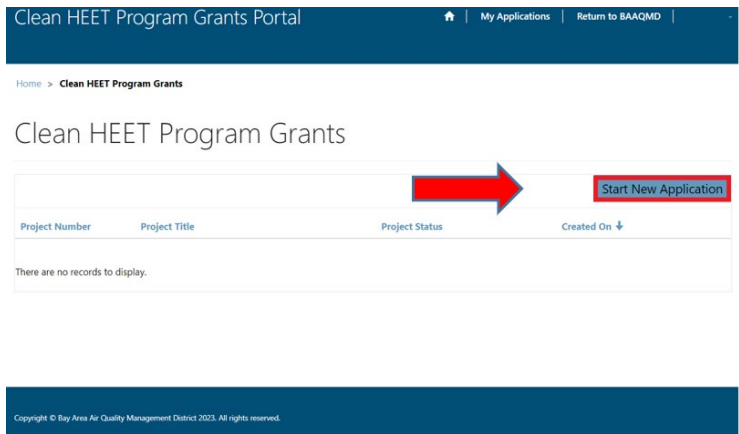
Enter the email address and password you used to create the account. Click **Sign in**.

If you do not remember your password, click **Forgot your password?** and follow the prompts to choose a new password.



Step 5

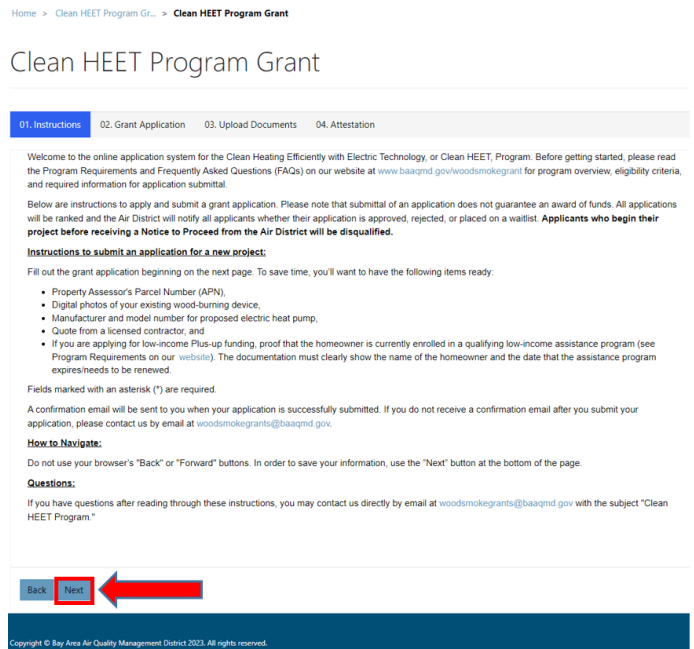
Once you are logged into your account, click **Start New Application**.



Step 6

When starting a new application, you will be taken to a page to review general information about the application.

Once you finish reviewing the general information, click **Next** to fill out the application.



Step 7

Fill out the required information indicated by red asterisks.

For more information about the low-income assistance program, refer to the *Program Requirements, Guidance, and Terms & Conditions* document or *Frequently Asked Questions (FAQs)* document located in the Resources section of the [Clean HEET Program website](#).

After filling out all of the required information click **Next**.

Clean HEET Program Grant

01. Instructions | **02. Grant Application** | 03. Upload Documents | 04. Attestation

For more information, please visit the website at www.baaqmd.gov/Woodsmokegrant

Please fill out this form and submit with the required documentation.

Project Number: Always reference this unique number if you contact us about this Project

Status
 Application in Progress

Home Information: Please tell us where the project will be located, and who owns the home.

Legal Owner Name * Assessor Parcel Number (APN) *

Project Address: Street *

Project Address: Line 2

Project Address: City * Project Address: State * Project Address: Zip Code *

Project Address: County *

Is the project located close to a sensitive receptor (e.g., within 500 feet of a school)? *

Please provide the name and address of the sensitive receptor(s) the project is nearby.

Project Information: Describe the proposed Project

Where is your current wood-burning device located? E.g., living room, upstairs room.

What is your current wood-burning device? (select one) *

Which project option are you applying for? (select one) *

Have you started any work for this project, including but not limited to placing a deposit for equipment, placing a work order, purchasing or ordering equipment, or beginning any physical work? *
 No Yes

Is the home ducted for central heat? *

Current Device Information

Current Device Make * Current Device Manufacture Year *

Current Device Model *

Firewood Usage Per Year (# of cords) * Is this device a significant source of heat for the home? *

Was this device purchased with Federal funds (e.g., tax credit or grant) in January 2015 or later? *

New Device Information

New Heat Pump Vendor Name *

New Heat Pump Model # *

New Heat Pump Manufacturer *

Quote Information

Contractor License Number *

Additional Funding (Optional): Indicate whether you are requesting additional funding

Are you enrolled in a low-income assistance program? (proof of enrollment is required) *
 No Yes

Do you have a second wood burning device at this address you would like to decommission or replace? *
 No Yes

Additional Information (Optional)

If you would like to provide any additional information, please enter it here (optional)

Next

Step 8

The next page lists required and optional documents to be submitted with your application.

Required documents must be uploaded, or the application will not be able to be submitted.

Optional documents may be included to provide further information, or if you are seeking low-income assistance.

To upload a document, click the document name from the list. A dialog box will open, showing requirements for that specific document.

Click **Choose Files** and select your file to upload it from your computer. Once you have selected the file click **Submit**.

Note: Document file names cannot contain any punctuation, such as commas.

For more information on how to take photos for your application and project, refer to the *Project Photos Guide* document located in the Resources section of the [Clean HEET Program website](#).

If you need to delete a document after uploading it, click the blue downward arrow to the far right of the document name.



Clean HEET Program Grants Portal

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Clean HEET Program Grant

01. Instructions ✓ 02. Grant Application ✓ 03. Upload Documents 04. Attestation

Upload the following documents. (click on a document to upload. To delete a previously uploaded item, use the drop down menu to the right.)

Name	Completed	Required ↓
BEFORE Photo of Wood-burning Device and Room	✗	REQUIRED
Quotes, Estimates, or Bids	✗	REQUIRED
Close-up photo of Existing Wood-burning Device	✗	REQUIRED
Other Application Documents (optional)	✗	Not Required
Low-Income Program Proof of Enrollment	✗	Not Required
Label photo on Wood-burning Device	✗	Not Required

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Step 9

Click **Next** once all the required files are uploaded.

Clean HEET Program Grants Portal

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Clean HEET Program Grant

01. Instructions ✓ 02. Grant Application ✓ 03. Upload Documents 04. Attestation

Upload the following documents. (click on a document to upload. To delete a previously uploaded item, use the drop down menu to the right.)

Name	Completed	Required ↓
BEFORE Photo of Wood-burning Device and Room	✓	REQUIRED
Quotes, Estimates, or Bids	✓	REQUIRED
Close-up photo of Existing Wood-burning Device	✓	REQUIRED
Other Application Documents (optional)	✗	Not Required
Low-Income Program Proof of Enrollment	✗	Not Required
Label photo on Wood-burning Device	✗	Not Required

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Step 10

The **Attestation** screen is the final step to submit your application.

Read and review the Program Terms & Conditions.

Please ensure you have also read the *Program Requirements, Guidance, and Terms & Conditions* document located in the Resources section of the [Clean HEET Program website](#).

Ensure that you have included all required information before clicking the check box next to **I Agree**.

To submit your application, click **Submit**.

To return to your application to make changes, click **Previous**.

Clean HEET Program Grant

By checking the box below, I certify that all of the information I have provided in this application is true and that I agree to comply with all of the Program Terms and Conditions listed below.

Terms and Conditions

Basic Eligibility: Applicants must be the legal owner of the residential property that is listed on their application. Homes built after 2020 are not eligible. Properties must be located within the Air District's jurisdiction. Employees of the Air District are not eligible. Existing wood-burning or pellet stove(s), insert(s), or fireplace(s) must be indoors, operational, manufactured before 2020, and burn wood or pellets for heating purposes.

Approval of Award and Notice to Proceed: Submittal of an application does not guarantee an award. Applicants must receive approval from the Air District ("Notice to Proceed") before any work on the project may begin, such as, placing a deposit for equipment, purchasing or ordering equipment, placing a work order, or beginning any physical work.

Final Award at Payment: The Air District may reduce awards during the reimbursement process. If we are unable to verify any of the information provided in the reimbursement request or if the original award amount exceeds the actual eligible project cost.

California Licensed Contractors: All work related to the removal of existing wood-burning devices and the installation of heat pumps (including but not limited to electrical and construction work) must be done by a contractor licensed in the State of California. At a minimum, contractors installing heat pumps must possess a C20 (Warm-Air Heating, Ventilating, and Air Conditioning) or B (General Building) license. Contractors conducting only wood device removals (not installations) must be licensed but need not possess C20 licenses. To qualify for reimbursement, Program Participants must submit a *Contractor Certification Form* completed and signed by their licensed contractor. The Air District will provide a blank *Contractor Certification Form(s)*. To check if the contractor has a valid license number, visit the *Contractors State License Board* website.

Permits: Program Participants must obtain all necessary permits for any work performed and must include a copy of the permit(s) with their reimbursement request.

Decommission and Scrappage: Program Participants must have their old wood-burning device decommissioned and disposed of at a licensed dismantler/recycling facility by a licensed contractor. The contractor must attest to the decommissioning and disposal via signed *Contractor Certification Form*. For projects replacing wood-burning fireplace inserts or decommissioning a fireplace, the fireplace must be rendered permanently inoperable by either completely removing the fireplace structure or permanently sealing it. Temporary methods are not acceptable. Disposals or decommissions not conducted by a licensed contractor will render the project ineligible.

Eligible Costs and Reimbursement Process: Program Participants may request reimbursement only after all work has been completed. Program Participants may only be reimbursed for eligible costs related to the project approved in the Notice to Proceed and will not be reimbursed for costs associated with remodeling work that is not directly related to their project. Reimbursement checks will be issued within 30 days after the Air District has verified that the reimbursement request is complete.

IRS and Tax Compliance: Program Participants must provide a completed W-9 form with their reimbursement request. The District will report the grant amount to the Franchise Tax Board as taxable income for the homeowner for the calendar year that the project is completed.

Compliance with State, Federal, Local, and Air District Rules and Regulations: Program Participants must be and remain in compliance with the Air District's Wood Smoke Rule (Regulation 6, Rule 3) and projects must be conducted and maintained in compliance with all applicable state, federal, and local rules and regulations. In addition, Program funding may not be used to purchase or install equipment for the purpose of complying with any federal, state, or local regulation, judicial order, agreement, memorandum of understanding, contract, mitigation requirement, or other binding obligation already in place.

Inspection: Program Participants must agree to allow the Air District or its representative access to their property, if requested, to inspect the project for compliance with program requirements. Inspections may be on-site or virtual, at the Air District's discretion. The Air District will provide no less than five business days' notice prior to an inspection.

Project in Place for 5 Years: Program Participants must agree to keep and maintain their new heat pump for at least five years and to not install or use a wood-burning device during that time. In the case of decommission-only projects, Program Participants must agree not to install or use a wood-burning device on their property for at least five years.

Indemnification and Assumption of Risk: Program Participants agree to indemnify and defend the Air District and its Directors, employees, and agents against any and all claims, loss, damage, or liability that arises out of, or is in any way connected with, this program, including the removal of existing wood-burning device or installation and use of the new heat pump. In addition, Program Participants agree to assume all risk of damage to property or injury to persons that may occur from equipment purchased or work conducted.

Public Records Requests: Program Participants understand and accept that any information provided to the Air District may be subject to public disclosure.

Project Documentation and Verification Process: The Program Participant agrees to provide complete and accurate information and documentation necessary for the Air District to complete its review of the application and reimbursement request.

Failure to provide true information or to adhere to any of the Program Requirements and Terms and Conditions will result in forfeiture of the award and may be in violation of California law. The Air District reserves the right to pursue remedies under the law should a Program Participant provide false information. The Air District may modify the terms of this Program at its discretion.

I Agree

Step 11

After submitting your application, the system will e-mail a **Confirmation message** to the e-mail address on the account.

The message will show a **Project Number** (e.g., 23WS#####).

Always include this project number in any correspondence about your application and project.

Thank you for applying!

Note: Staff will contact you about your project's approval within 30 days of receiving a complete application.

If you have questions, please contact Air District Wood Smoke Incentive Program staff at (415) 749-5195 or woodsmokegrants@baaqmd.gov

