



Wood Smoke Reduction Incentive Program Requirements

The Wood Smoke Reduction Incentive Program was developed to improve local air quality and reduce wintertime particulate matter pollution by helping Bay Area homeowners and landlords replace their wood-burning heating devices with cleaner options.

Program Information

Background

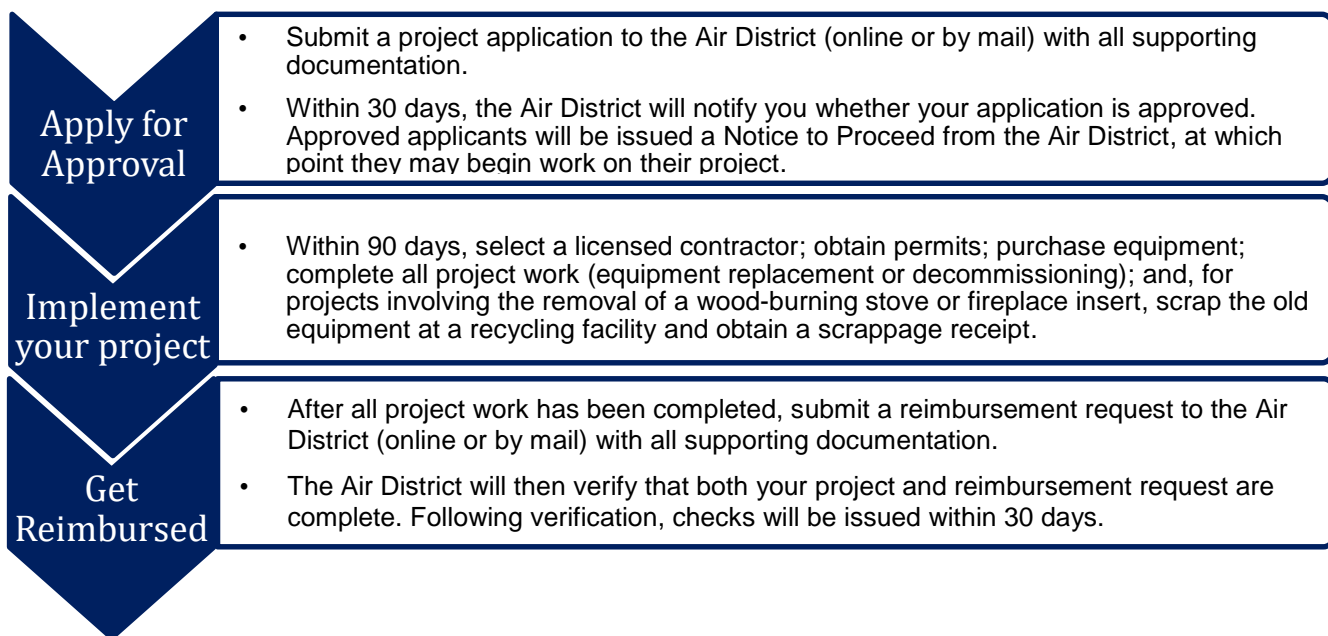
On cold winter nights, wood smoke from residential wood burning accounts for a significant portion of the Bay Area's fine-particle pollution. To address this health hazard and improve air quality, the Bay Area Air Quality Management District's (Air District's) Board of Directors allocated \$3 million in funding to create a Wood Smoke Reduction Incentive Program.

The Program is open to applicants who own a property that **(1)** is a residential unit located within the Bay Area Air Quality Management District's jurisdiction, and **(2)** contains an operational wood-burning stove or fireplace, used for heating purposes. Qualifying wood-burning devices do not include those meant for cooking purposes.

Bay Area homeowners and landlords may apply for funding from the Program to help reduce the cost of replacing a residential wood-burning heating device with a qualifying electric heat pump, or with a qualifying natural gas- or propane-fueled device. Funding may also be used to decommission (render inoperable or destroy) a wood-burning stove or fireplace. At least 40% of the Program funding has been prioritized for Highly Impacted Residents (HIR), which include low-income residents, residents located in areas highly affected by wood smoke, and households whose wood-burning device is their sole source of heat.

Program Timeline

The Program follows a three step process:



More information about the Program is available online at www.baaqmd.gov/WoodSmokeGrant

Questions? Contact us at grants@baaqmd.gov (subject "RE: Wood Smoke Reduction Grant") or at (415) 749-5195.

Project Options and Funding

Applicants may apply for one project option per property. Total funding will be calculated by adding together the base funding (for the project option selected by the applicant) and any applicable Highly Impacted Resident (HIR) funding applied for. Awards are limited to a maximum of \$12,000 per property and may not exceed the actual total project cost. Homeowners may apply to the Program for up to five different residential properties.

Funding for Projects

Applicants may select one of three project options. Project options and base funding for each option is listed below.

Base Award	Project Option (limited to one option per residence)
\$3,500	Replace a wood-burning stove or fireplace with an electric heat pump
\$1,000	Replace a wood-burning stove or fireplace with a natural gas- or propane-fueled device
\$750	Decommission (render inoperable) a wood-burning stove or fireplace

Funding for Highly Impacted Residents

In addition to the base funding shown above, applicants may be eligible to receive additional funding if they or their property meet one or more of the following Highly Impacted Resident conditions shown below.

+ \$1,500 Sole Source of Heat Exemption

Applicants who previously received approval from the Air District for having a wood-burning device as their property's sole source of heat.

+ \$1,500 Designated High Wood Smoke Area

Properties located in communities designated as areas that are highly impacted by wood smoke (see ZIP Codes shown below). *Note: the ZIP codes shown below are for property's physical addresses, which may be different than PO Box mailing address ZIP codes.*

Community	Property ZIP Codes
Glen Ellen	95442, 95431, 95452
Sebastopol	95472
Sausalito	94965
San Geronimo Valley	94973, 94933, 94938, 94963
West Marin	94956, 94924, 94937, 94940, 94946, 94950, 94970

Community	Property ZIP Codes
Angwin	94508
Calistoga	94515, 94567
Campbell	95008
Half Moon Bay	94019
SW San Mateo	94060, 94020, 94021, 94074
Berkeley	94702

+ \$8,500 Enrollment in a Qualifying Low-Income Assistance Program

Applicants requesting this additional funding must submit proof of enrollment in one of the following low-income assistance programs:

- PG&E's CARE Program
- Supplemental Security Income (SSI)
- Women, Infants and Children (WIC)
- Bureau of Indian Affairs General Assistance
- CalWORKs (TANF) or Tribal TANF
- Low Income Home Energy Assistance Program (LIHEAP)
- Free or Reduced National School Lunch Program (NSLP)
- CalFresh/SNAP (Food Stamps)
- Head Start Income Eligible (Tribal Only)

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Program Process

Step 1: Apply for Approval

Applicants must complete an online application, which is available on the Program website: <http://www.baaqmd.gov/WoodSmokeGrant> and submit it along with the documentation listed below.

- Photo of the existing wood-burning device
- If applying for Highly Impacted Resident funding, copies of required supporting documentation
- If the Air District is unable to verify property ownership through the Assessor's Parcel Number (APN), a copy of the property deed or tax bill

Friends, family, vendors and/or contractors may assist applicants in completing the application process; however, the homeowner is responsible for complying with all Program requirements. Individuals without internet access may request a paper application by calling (415) 749-5195.

Within 30 days, the Air District will notify you whether your application is approved. Approved applicants will be issued a Notice to Proceed from the Air District, at which point they may begin work on their project.

Step 2: Implement Your Project

Once a Notice to Proceed has been issued, an awardee will have 90 days to:

- Select a licensed contractor
- Obtain any necessary permits for the project
- Purchase any new equipment
- Complete the replacement or decommission
- If replacing or decommissioning a wood-burning stove or a fireplace insert, scrap or destroy the old equipment at a recycling facility
- Submit a reimbursement request

Awards for projects that are not completed within the 90-day deadline will be canceled and the funds will be reallocated to waitlisted applicants.

Step 3: Get Reimbursed

Once a project is completed, the awardee will need to submit a reimbursement request, including all verifications and supporting documentation. Awardees can log into their project application online and complete the reimbursement request, which must include the following documentation:

- Photo of the new equipment, or decommissioned fireplace or wood-burning stove;
- Copies of invoice(s) for equipment, labor, or permits directly related to this project;
- Copy of a completed and signed Contractor Certification Form;
- If applicable, copy of required permit(s); and
- For applicants that are replacing or decommissioning a fireplace insert or wood-burning stove, copy of the scrappage certificate from a recycling facility.

In addition, you will need to submit a hard copy of

1) photo ID of the property owner, 2) completed W-9 form, and 3) applicants signature on reimbursement request

Write your project number on these items and mail them to:

Bay Area Air Quality Management District
ATTN: Finance/Wood Smoke Reduction Grant
375 Beale Street, Suite 600
San Francisco, CA 94105

The Air District will review each reimbursement request and the supporting documentation to determine completeness and compliance with Program Terms & Conditions. Prior to issuing payment, the Air District may request additional information or conduct a project post-inspection in order to verify the information contained in a request for reimbursement. Once verification is complete, a check will be issued and mailed within 30 days.

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Program Terms & Conditions

Basic Eligibility: Applicants must be the legal owner of an existing residential property that is listed on their application. Properties must be located within the Air District's jurisdiction. Employees of the Bay Area Air Quality Management District are not eligible.

Maximum Award: Awards are limited to a maximum of \$12,000 per property, not to exceed the actual total project cost. Award amounts are determined by adding the base award (based on the project option selected by the applicant) and Highly Impacted Resident funding, if the applicant demonstrates that they qualify for one or more of these conditions. Awards may be reduced if the Air District is unable to verify any of the information provided or if the actual total project cost is lower than the original award amount shown in the Notice to Proceed.

Approval of Award and Notice to Proceed: Submission of an application does not guarantee an award of Program funding. Applicants must first have received approval from the Air District ("Notice to Proceed") before any work on the project can begin. *Applicants who have had any work related to their project performed (e.g., purchasing or installing new equipment) before the Air District issues a Notice to Proceed are not eligible.*

California Licensed Contractor: Any work performed with funding from this Program must be done by a contractor licensed in the State of California who will be required to fill out and sign a certification form provided by the Air District. Applicants receiving Program fund ("Program Participants") must include this document with their reimbursement request. To check whether the person you are hiring has a valid license number, visit the [Contractors State License Board](#) website. *Work performed directly by the homeowner, or anyone who is not a licensed CA contractor, is not allowed.*

Permits: Program participants must obtain permits for any work performed with funding from this Program. Program Participants must include a copy of the permit(s) with their reimbursement request. *Work performed without required permits will not be eligible for reimbursement not allowed.*

Scrappage Receipt: Program Participants who are decommissioning a fireplace insert or a wood-burning stove, or replacing one of these with a qualifying device, must have their old device crushed/rendered inoperable at a recycling facility and provide the Air District with proof of destruction (a scrappage receipt from the recycling facility). *Program Participants who fail to submit a receipt showing proof of destruction will not be reimbursed.*

Eligible Costs and Reimbursement Process: Only work described in the Notice to Proceed is eligible for reimbursement. Program participants may not use Program funding to pay for any costs associated with remodeling work that is not directly related to their project. Program Participants may request reimbursement only after they have completed their project. Reimbursement checks will be issued within 30 days after the Air District has verified that the Program Participant's reimbursement request is complete.

IRS and Tax Compliance: Funding from this Program may be required to be reported as income. Payments will only be made to Program Participants who provide a completed W-9 form with their reimbursement request.

Compliance with Air District Rules: Properties must be and remain in compliance with the Air District's Wood Smoke Rule (Regulation 6, Rule 3). 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 agents access to their property to inspect the completed project for compliance with program requirements, if requested. The Air District will provide not less than five business days' notice prior to an inspection.

Project Documentation and Verification Process: Participation in this program requires submittal of the following information/documentation: completed W-9 form and Contractor Certification Form, copies of invoices, photos of original and replacement devices, and valid photo ID. If applicable, copies of permits, and/or proof of enrollment in a qualifying low-income assistance program, are also required. The Air District will attempt to verify the project and applicant's eligibility using the information provided, however additional information may be requested to verify the information contained in an application or a request for reimbursement.

Project in Place for 5 Years: Program Participants must agree to keep and maintain their new equipment for at least five years, and continue to adhere to all rules and requirements related to the Air District's Wood-Burning Devices Rule, including no wood burning on Spare the Air days.

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, the installation or use of the device purchased with Air District funds. 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 that was paid for with Air District funds.

Failure to provide true information or to adhere to any of the Program Terms and Conditions will result in forfeiture of the award. The Air District reserves the right to modify the terms of this Program at its discretion.

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