

## Woodsmoke Reduction Pilot Project Voucher Reimbursement Package Checklist

Voucher Recipients have 90 days from the issue date on the voucher to complete the purchase and installation process. The District must receive the completed documents below within 10 days of complete installation. Complete installation is considered the date the new device is installed and Building Permits are completed (including inspections).

The following documents must be submitted for reimbursement:

- Original Voucher signed by Air District, Grantee, Installer and Vendor
- Copy of Purchase Invoice for the New Device and Device Materials
- Completed and Signed Certification of Disposal
  - Receipt of Scrap/Salvage for the old Device
- Completed and Signed Installer Certification Form
  - Copy of Installation Invoice
- Completed and Signed Acknowledgement of Training Form
- Copy of Building Permit(s)
- Color Photo of the new, installed device

Once a completed Reimbursement Package is received, the District will issue payment to the Vendor/and or Installer listed on the Woodsmoke Reduction Pilot Program Voucher within 10 days. Project costs outside the listed Voucher amounts are the responsibility of the Grantee.