



WOODSMOKE REDUCTION PROGRAM

PARTICIPATING INSTALLER REQUIREMENTS



1. LICENSE REQUIREMENTS

License Class	Equipment Allowed to Install	Special Conditions
C61/D34	<ul style="list-style-type: none"> ● Wood stove/insert ● Pellet stove/insert ● Electric stove/insert heater 	As long as there are no modifications or alterations to the structure. Furthermore, a C61/D34 contractor cannot perform any masonry facing work associated with the stove/insert installation.
C20	<ul style="list-style-type: none"> ● Wood stove/insert ● Pellet stove/insert ● Electric stove/insert heater ● Heat Pump 	
B	<ul style="list-style-type: none"> ● Wood stove/insert ● Pellet stove/insert ● Electric stove/insert heater 	A "B" Contractor is allowed to install listed heating equipment if the installation was part of a larger project that included at least two unrelated trades. Without performing additional trades or holding additional license, a B contractor would be required to subcontract with an individual holding a C61/D34 or C20 License.

2. INSURANCE REQUIREMENTS

a. General Provisions:

- i. Coverage Term: Installer insurance coverage shall be in force for the complete term of the Agreement. If insurance expires during the term of the Agreement, a new certificate of insurance must be received by the District at least ten (10) days prior to the expiration of insurance. Any new insurance must comply with the terms set forth herein.
- ii. Policy Cancellation or Termination and Notice of Non-Renewal: Installer is responsible to notify the District no less than five (5) business days before the effective date of any cancellation, non-renewal, or material change that affects required insurance coverage. In the event Installer fails to keep in effect at all times the specified insurance coverage, the District may, in addition to any other remedies it may have, terminate the Agreement upon the occurrence of such event.
- iii. Deductible: Installer is responsible for any deductible or self-insured retention contained within its insurance program.
- iv. Primary Clause: Any required insurance contained in the Agreement shall be primary, and not excess or contributory to any other insurance carried by the District or the State.
- v. Insurance Carrier Required Rating: All insurance companies must carry a rating acceptable to the State of California's Office of Risk and Insurance Management. If the Installer is self-insured



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for a portion or all of its insurance, review of financial information including a letter of credit may be required.

- vi. Endorsements: Any required endorsement must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- vii. Inadequate Insurance: Inadequate or lack of insurance does not negate the Installer's obligations under the Agreement.
- viii. Satisfying a Self-Insured Retention ("SIR"): All insurance required by this Agreement or the Project Agreements must allow the District to pay and/or act as the Installer's agent in satisfying any SIR, at the District's discretion.
- ix. Available Coverages/Limits: All coverage and limits available to the Installer shall also be available and applicable to the District.
- x. Subcontractors/Manufacturers: In the case of Installer's utilization of subcontractors/manufacturers to complete the contracted scope of work, Installer shall include all subcontractors/manufacturers as Additional Insured's under Installer's insurance or supply evidence of insurance to the District equal to policies, coverages, and limits required of Installer.

b. Commercial General Liability:

- i. Installer shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per and \$2,000,000 aggregate for bodily injury and property damage liability. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured project agreement. This insurance shall apply separately to each insured against which claim is made, or suit is brought subject to the Installer's limit of liability. **The policy must name the North Coast Unified Air Quality Management District, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract.**

c. Automobile Liability:

- i. Installer shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles. **The policy must name the North Coast Unified Air Quality Management District, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract.** In the event that the Installer does not have any commercially owned motor vehicles, an automobile insurance waiver must be submitted.

d. Workers' Compensation and Employers' Liability:

- i. Installer must furnish to the District a certificate of insurance to remain in effect at all times during the term of this Agreement. Installer shall maintain statutory workers' compensation and employers' liability for all its employees who will be engaged in the performance of the Agreement. Employers' liability limits of \$1,000,000 are required. In the event the Installer does not have any employees, a worker's compensation statement of exemption form must be submitted.



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3. IN-HOME ESTIMATE & PROOF OF OLD DEVICE ELIGIBILITY

Upon pre-approval, the Applicant will schedule an in-home estimate with a participating Installer. The Installer will verify and document the stove's eligibility and present an estimate to the Applicant. Estimates must be itemized, and include color photographs of the device to be replaced.

4. PERMITTING

A copy of the Building Permit will be required for reimbursement. All change-outs must be completed in accordance with any applicable State, county, or city codes or ordinances, including obtaining any applicable permits and having the installation inspected.

- If applicable, you may want to bring a copy of the Tenant/Property Owner Agreement when you pick up the permit.
- Tribal lands do not require a permit for installation.

5. INSTALLATION

Installer Certification form must be signed by the Installer once the installation has been completed. Installation must be completed within 90 days of Voucher being issued. Work may not begin prior to voucher being issued. If you have construction delays, please contact the District for an extension prior to the deadline.

6. TRAINING

Acknowledgment of Training form must be signed by the Voucher Recipient to verify that training was provided on device operation and maintenance and proper wood storage and wood burning practices (if applicable).

7. DESTRUCTION OF OLD DEVICE

Certificate of Proper Disposal form must be signed by the Salvage Yard or Recycler who will render the old heating device permanently inoperable and recycle it, if recycling is available in the area.

8. INVOICE

An invoice must be provided that identifies the voucher, retailer, and manufacturer's discounts as line items, is signed by the Voucher Recipient, and identifies the device manufacturer and type of device purchased.

9. PHOTOS

One color photo of the old device and one color photo of the installation of the new device must be provided with the Voucher Reimbursement Package.

10. VOUCHER REIMBURSEMENT PACKAGE

Installers will be reimbursed by the District for the amount listed on the Voucher once the installation is complete, training has been conducted, the replaced device has been properly dismantled or recycled, and the Voucher Reimbursement Package has been submitted to the District.