



Woodsmoke Reduction Program

Vendor and Installer Workshop

Table of Contents

- Program Overview
- General Program Criteria
- Incentive Amounts and Eligibility Process
- Eligible Device and Costs
- Application and Voucher
- Vendor and Installer Requirements
- Dos and Do Nots
- Conclusion and Contact Information

Program Overview

Woodsmoke Reduction Program (WSRP), which is part of California Climate Investments (CCI), is a statewide program that works towards reducing greenhouse gas emissions by offering incentives towards the replacement of existing uncertified residential wood burning devices, particularly in low-income, disadvantaged communities, and tribal lands. In accordance with the WSRP program guidelines, priority will be given to these communities

Stove is referred to as a permanently installed free-standing wood-stove, pellet stove, or electric heater stove or one installed in a masonry fireplace cavity or other enclosure (commonly referred to as an insert).

General Program Criteria

Property owners and long-term renters are eligible to apply.

- If renting, formal approval from property owner is required
- A household is eligible for one swap out.

The original appliance must be:

- Operational
- Primary source of heat
- Installed prior to 1988

Incentive Amounts

Standard Incentive:

- Electric Heat Pump - \$5,000
- All other eligible heating devices - \$2,500

Enhanced Incentive:

Low income, disadvantage communities, tribal lands

- Electric Heat Pump - \$12,000
- All other eligible heating devices - \$7,000

Incentive Amount Eligibility

All applicants are eligible for the standard incentive.

To qualify for enhanced incentive, you must meet one of the following criteria:

- Provide supporting documentation of household income
 - tax return, pay stubs or participation in alternate low-income programs
- Reside in a designated low income or disadvantaged community using CCI's priority populations mapping tool.
 - [California Climate Investments Priority Populations Mapping Tool 4.0](#)

Eligible Device Types

Device must be **EPA certified** to qualify for the program. Please visit EPA's webpage to see eligible devices.

[EPA-Certified Woodstove Database](#)

Eligible Device Types:

- Electric heat pump
- Electric stove heater
- Hybrid wood stove, or insert
- Catalytic wood stove, or insert
- Select non-catalytic wood stove, or insert
- Pellet stove, or insert

Base model will be funded, however upgrades will be the responsibility of the applicant and vendor.

Eligible Costs

Costs eligible:

- Base model of new heating device
- Installation
- Sales Tax
- Scrapping expenses
- Permitting
- Smoke and Carbon Monoxide detector

Voucher can only cover **up to** eligible incentive amount

Application (Part A)

Pre-Application form can be submitted by:

- Completing online application form
- Hand delivery or mail
 - 707 L Street, Eureka, CA 95501

Completed applications are placed in a lottery and will be drawn at random.

If selected to participate, applicants will receive a conditional award letter that will prompt the applicant to contact a vendor to view eligible devices.

Do not purchase or remove any equipment until prompted. Any prior purchases may result in forfeit of award and ineligibility for the program.

In-Home Estimate (Part B)

Vendors will provide an itemized estimate for the new device to the applicant and the District

Installers, during an in-home estimate, will verify the existing device is eligible and present the applicant and District with an installation estimate.

Applicant has **30 days** to complete in-home estimate and device eligibility process

After the District reviews and approves device eligibility, installation estimate, and new device estimate, the applicant will be issued a voucher.

Voucher Packet Requirements

Once the voucher is issued, applicants will have **90 days** to complete the purchase and installation of the new device.

The **complete** Voucher Reimbursement Packet is due **no later than 10 days** after device installation

The District has **10 days** to issue payment to Vendors and Installers once a **complete** reimbursement package is submitted .

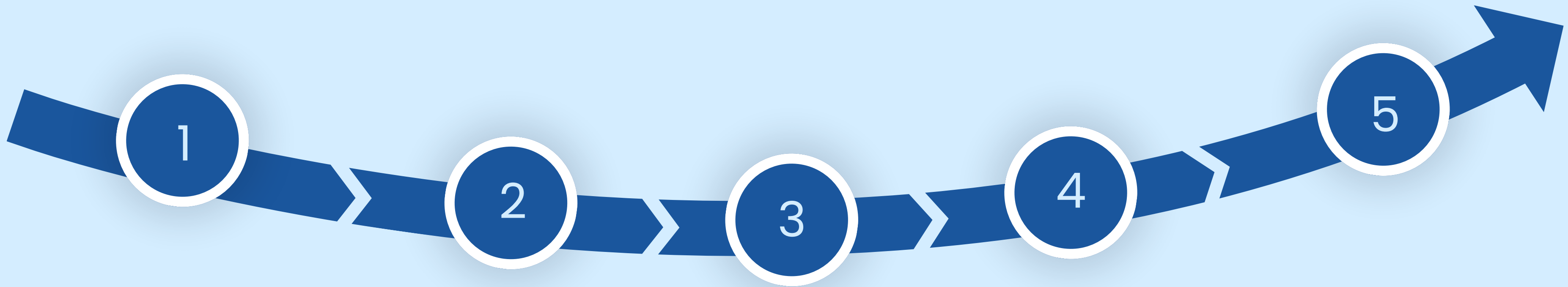
The District cannot fund a project, if all required documentation is not submitted.

Voucher Packet Requirements

Voucher Packet Requirements

- Original Voucher signed by Air District, Applicant, Installer and Vendor
- Copy of Purchase Invoice for new device and required materials
- Certification of disposal, completed and signed
 - Receipt of scrap/salvage for old device
- Installer certification form, completed and signed
 - Copy of installation invoice
- Acknowledgment of training form, completed and signed
- Copy of building permit signed off at final
- Color photo of new and installed device taken by installer

Program “Roadmap”



Application (Part A)

Applicants will have **30 days** to submit application.

In-Home Estimate and Device Eligibility

30 days to complete. Estimate for both new device and installation required

Installation

90 days to complete. Purchase and installation of new device.

Submit Voucher Packet

A **complete** packet must be submitted no later than **10 days after** installation of new device

Voucher Payment

District has **10 days** to provide payment once a completed packet is submitted

Vendor Requirements

- Under contract with the District
 - If you complete installs as well, must complete installer contract
- Estimate and invoice for “basic” model
 - Must be separate from upgrades, if chosen by applicant
- Provide listed device, with invoice, to installer
- Provide adequate training on proper stove usage
 - This can be completed by vendor or installer
- Must sign voucher packet

Installer Requirements

- Under contract with the District
- Licensing, if applicable:
 - General Contractor (Class B) (with restrictions)
 - C-20
 - C-61 (D34 Prefabricated Equipment Contractor)
- Insurance, if applicable:
 - General Liability
 - Auto Insurance
 - Worker's Comp
- Any Sub contractors must be reported and included on insurance

Installer Requirements

- Completion of the In-Home Estimate
- Provide estimate of install to client and District prior to installation
- Facilitate proper permitting, including a signed off final
- Proof that old stove has been scrapped

Program Dos and Do Nots

Program Do Nots

- Upgrade device without prior confirmation with District Staff
- Convert old stove into lawn ornament - The old stove MUST be scrapped to receive funding for the project
- Falsify information or installed equipment. Falsifying information will disqualify applicant. Vendors and/or installers contracts may also be revoked
- No self installation by applicant

Program Dos

- Confirm participation in program and sign a contract with the District
- Provide proof of insurance to District
- Familiarize self with the program guidelines and forms
- **Encourage compliance**
 - We cannot fund final invoice if client self installs, misses crucial deadlines, or falsifies information



Thank you !

For more info regarding the Woodsmoke Reduction Program, visit the District website at www.ncuaqmd.org

If you have questions, please contact District staff:

Grants@ncuaqmd.org

707-443-3093