



# South Coast Air Quality Management District

## Wood Stove & Fireplace Change-Out Voucher Incentive Program

### Eligibility Criteria and Application Guidelines

The South Coast Air Quality Management District (SCAQMD) is currently accepting applications to provide financial incentives to reduce emissions from wood-burning devices by replacing them with cleaner burning alternatives according to the terms and conditions described in these Guidelines. For additional information, assistance or to receive application materials, please contact us by one of the following:

Email: [fireplacevoucher@aqmd.gov](mailto:fireplacevoucher@aqmd.gov)

Fax: (909) 396-3811

Telephone: (855) 396-3833

[www.aqmd.gov](http://www.aqmd.gov)

September 2013

## DEFINITIONS

For the purposes of this document, the following definitions apply:

Alcohol Fueled Fireplace Insert: a permanently installed device in a wood burning fireplace capable of and intended for providing fire ambiance.

Electric Fireplace/Stove/Insert: a device fueled exclusively by electricity

EPA Phase II Certified (also referred to as "Certified"): meets the performance and emissions standards set forth in the Code of Federal Regulations, Part 60, Title 40, Subpart AAA. For the purposes of this document, "non-certified devices" shall mean wood-burning inserts and stoves and pellet inserts and stoves that do not meet EPA's 1990 Phase II emissions standards, whereas "certified devices" are those wood-burning devices that meet EPA's 1990 Phase II emissions standards. For a list of EPA certified devices, please visit the following web link:

<http://www.epa.gov/Compliance/resources/publications/monitoring/caa/woodstoves/certifiedwood.pdf>

EPA Qualified Retrofit Kits: a permanently installed wood burning fireplace retrofit device capable of and intended to reduce particulate matter emissions by up to 70 percent from wood combustion. (See EPA Fact Sheet:

<http://www.epa.gov/burnwise/pdfs/fireplacefactsheet.pdf>)

Gas Log Sets: a device fueled by natural gas or propane designed to simulate wood burning.

Gas Stove/Insert: a device fueled exclusively by natural gas or propane.

Pellet Fuel: includes, but is not limited to, compressed sawdust, paper products, forest residue, wood chips and other waste biomass, ground nut-hulls and fruit pits, corn, and cotton seed.

Pellet stove/insert: any wood burning heater which operates on pellet-fuel and is either EPA-certified or is exempted under EPA requirements set forth in the Code of Federal Regulations, Part 60, Title 40, Subpart AAA.

Permanently Inoperable: modified in such a way that a device can no longer operate as a wood burning heater.

Wood-Burning Fireplace: any permanently installed masonry or factory built device designed to be used with an air-to-fuel ratio greater than or equal to 35-to-1.

Wood-Burning Heater: an enclosed, wood burning device capable of and intended for space heating (i.e. wood stove or wood burning fireplace insert).

## ELIGIBILITY CRITERIA

The purpose of this program is to provide financial incentives to help reduce emissions from wood-burning devices by replacing them with cleaner burning alternatives. These alternatives include gas stoves/inserts, gas log sets, electric fireplaces/stoves/inserts, certified stoves/inserts, pellet stoves/inserts, EPA qualified retrofit kits, or alcohol fueled fireplace inserts.

### ❖ Potential customers:

- Must be a full-time resident of the South Coast Air Basin and the installation site must be within the following zip codes:
  - Boyle Heights area - 90022, 90023, 90033, and 90063
  - Chino/Ontario/Corona area - 91708, 91709, 91710, 91761, 91762, 91764
  - City of San Bernardino area – 92313, 92316, 92324, 92335, 92336, 92337, 92346, 92354, 92376, 92377, 92401 through 92415, 92418, 92423, 92424, 92427
  - City of Riverside area – 91752, 92501, 92503, 92504, 92505, 92506, 92507, 92508, 92509, 92518, 92521
  - Norco/Corona area - 92860, 92879, 92880, 92881, 92882

See last page of this document for a map showing these areas.

*Note: All installations must occur in residences below an elevation of 3,000 feet.*

### ❖ The replacement device:

- Must be for sale within the specified period established by the voucher. Sales or contracts that have already been conducted or those that are executed outside of the period written on the voucher are not eligible for funding.
- Installation must be conducted by the participating retailer or under the approval and supervision of the participating retailer by a third-party contractor.
  - Self-installation of the new device is not eligible for this program.
- Funds can be used to install a variety of devices, depending on the availability of gas service to the device being replaced and whether the existing wood-burning device is being used as a primary source of heat (see Table on page 7):
- **Funds cannot be used to replace existing gas devices.**
- **If applicable, replaced devices (i.e., non-certified stoves) must be destroyed.**

## ❖ THE PROCESS:

**Steps for a Customer****Step 1 – Get a voucher application**

- A Voucher Application may be obtained by visiting the SCAQMD web site at [www.aqmd.gov](http://www.aqmd.gov) or by sending an email to [fireplacevoucher@aqmd.gov](mailto:fireplacevoucher@aqmd.gov) or by calling (855) 396-3833.

**Step 2 – Submit a complete Voucher Application to the SCAQMD**

- Fill out and submit a Voucher Application. If eligible for low-income incentives, submit the applicable documents to show low-income status, (see Voucher Application for list of required documents). Customers must directly submit Voucher Applications and any accompanying documents establishing low-income status by mail, e-mail or fax to the SCAQMD at:

South Coast Air Quality Management District  
Wood Stove & Fireplace Incentive Program  
21865 Copley Drive  
Diamond Bar, CA 91765  
Email: [fireplacevoucher@aqmd.gov](mailto:fireplacevoucher@aqmd.gov)  
Fax Number: (909) 396-3811

- Upon receiving the Voucher Application, the SCAQMD will determine if there is available funding.
  - **Submission of an application does not guarantee funding.**
  - **Incomplete applications will not be accepted.** All incomplete applications will be returned to the customer along with a description of why the application is incomplete. An incomplete application is not eligible for funding but the necessary information can be added and the application can be resubmitted. Only complete applications will be considered to receive a voucher.

**Step 3 – Customer receives voucher from the SCAQMD and visits participating retailer**

- If program funding is available, the SCAQMD will issue a voucher with an expiration date and will provide a list of participating retailers.
- Generally, a voucher will be issued within five (5) business days of receipt of a complete and eligible application. The customer will receive a copy of the voucher that includes the voucher number and an expiration date by e-mail or mail.

**Step 4 – Customer purchases an eligible product and pays for installation from a participating retailer**

- **The device must be purchased and paid in full on or before the expiration date printed at the top of the voucher (generally four (4) weeks from date of issuance) or the voucher will be considered null and void. The participating retailer will discount the total price to purchase and install the device by the amount of the voucher.**

*Note:*

- ✓ *This program does not alter the overall price of the device; therefore sales tax should be based on the total purchase amount before the voucher discount is applied.*
- ✓ *The incentive reimbursement amount cannot exceed the total purchase and installation cost, including applicable sales tax.*

- Devices under funding consideration **must not** be purchased **prior** to receiving an approved voucher.
- Device installation will be arranged between the customer and the participating retailer.

### **Steps for a Participating Retailer**

#### **Step 1 – Receive the customer’s voucher and apply discount to purchase and installation price for the device selected**

- The voucher discount must be applied to the total price to purchase and install a device (including sales tax) and that discount must be shown on the invoice given to the customer and later submitted by the retailer to the SCAQMD.

*Note:*

- ✓ *This program does not alter the overall price of the device; therefore sales tax should be based on the total purchase amount before the voucher discount is applied.*
- ✓ *The incentive reimbursement amount cannot exceed the total purchase and installation cost, including applicable sales tax.*

#### **Step 2 – Notify the SCAQMD when customer has purchased an eligible product no later than the voucher expiration date.**

- Fill out the bottom half of the customer’s voucher and submit to the SCAQMD. The completed voucher will include:
  - ✓ the incentive amount applied,
  - ✓ the customer’s name, address and phone number,
  - ✓ date of sale,
  - ✓ type of the existing device to be upgraded/replaced, and
  - ✓ detailed information (make/model/serial number) for the new device to be installed.

Completed voucher forms must be received directly from the participating retailers on or before the voucher expiration date. They can be mailed, e-mailed or faxed to the SCAQMD at:

South Coast Air Quality Management District  
Wood Stove & Fireplace Incentive Program  
21865 Copley Drive  
Diamond Bar, CA 91765  
Email: [fireplacevoucher@aqmd.gov](mailto:fireplacevoucher@aqmd.gov)  
Fax Number: (909) 396-3811

#### **Step 3 – Install the device and submit claim for payment which includes the Certificate of Installation and a copy of the customer’s invoice as detailed below**

- After device installation by either the retailer or a third-party contractor, submit a complete Certificate of Installation form to the SCAQMD by mail, email or fax.

- The Certificate of Installation must be complete and include:
  - ✓ detailed information (make/model/serial number) on the new device to be installed,
  - ✓ installation site information,
  - ✓ participating retailer information, and
  - ✓ installer information.
- The Certificate of Installation must be signed by the customer and the installer, and an invoice signed by the customer showing the voucher discount amount applied to the device purchase and installation price must be attached.
- Claim for payment by the participating retailer must be received within thirty (30) calendar days from the date of installation. If additional time is needed due to installation delays, the participating retailer must contact the SCAQMD immediately.

**Step 4 – Remove device and submit claim for payment (*only applicable to wood/pellet stove/insert removals*)**

- After removal of the wood/pellet stove/insert, submit a complete Certificate of Destruction to the SCAQMD by mail, email or fax.
- The Certificate of Destruction must be complete and include:
  - ✓ general information (model number/product name) of the device to be removed,
  - ✓ removal site information,
  - ✓ entity removing the device information, and
  - ✓ recycler information.
- The Certificate of Destruction form must be signed by the customer and the entity that removed the device.
- Claim for payment by the participating retailer for device removal must be received within thirty (30) calendar days from the date of the old device removal/new device installation. If additional time is needed due to new device installation delays, the participating retailer must contact the SCAQMD immediately.
- Claim for payment by the participating retailer for device removal only (no new device replacement) must be received within thirty (30) calendar days from the date of device removal.

❖ **GENERAL INFORMATION:**

- The amount of funding available to each customer under the general incentive is up to \$800 depending on the device being upgraded; under the low income incentive, the amount available for funding is up to \$1,600 depending on the device being upgraded and the verification of low-income status. The Table below includes the specific options and incentives available to customers.

**REPLACEMENT OPTIONS  
CHART**

Current Condition - Wood Burning Device with:	Your replacement options	General Incentive*	Low Income Incentive*
Gas Service Available	Gas Logs	\$200	\$400
	Gas or Electric Fireplace/Stove/Insert	\$800	\$1,600
	Alcohol Fueled Fireplace Insert	\$300	\$600
No Gas Service Available <b>OR</b> Wood Used as a Primary Source of Heat <i>(with or without gas service)</i>	Gas Logs	\$200	\$400
	Gas or Electric Fireplace/Stove/Insert	\$800	\$1,600
	Certified Wood Stove/Insert (replacing non-certified stove <sup>1</sup> or open fireplace)	\$600	\$1,200
	Alcohol Fueled Fireplace Insert	\$300	\$600
	EPA Qualified Fireplace Retrofit Kit	\$100	\$200

\*The voucher incentive amount is off the total price (including applicable sales tax) to purchase and install a device.

- Applications are processed on a first-come-first-served basis.
- All applications received will be subject to a review process, which will include review of the following:
  - Completeness of application (no fields left blank).

<sup>1</sup> If a new device is being installed, an additional \$250 incentive is provided for the proper destruction of the non-certified wood stove. If a new device is not being installed, only a \$250 incentive is provided for the destruction of non-certified wood stoves.

- Verification of eligibility to participate in the program.
- Documentation verifying low income status, if applicable.
- Outdoor device change-outs are limited to gaseous- or alcohol-fueled devices only. The new devices must be installed in such a manner that they are not easily removed by home/business owner.
- Assignment of a unique voucher number (voucher number will be for internal SCAQMD use only).
- Verification that the proposed device is consistent with these Guidelines.
- Payments shall be made by the SCAQMD to the participating retailer only after a completed claim for payment has been received and the SCAQMD has reviewed all documentation, including Certificate of Installation and, if applicable, Certificate of Destruction.
- Remedies for failure to abide by the terms of the program may include, but are not limited to:
  - Recovery of all or a portion of the Program funds.
  - Possible criminal and/or civil penalties to the participating retailer based on the severity of non-performance.
  - Cancellation of the voucher.

## RESOURCE WEB PAGE

To assist potential customers participating in the SCAQMD's Wood Stove and Fireplace Change-Out Voucher Incentive Program, the SCAQMD has developed a Resource Web Page that contains links to the participating retailers for the incentive program and all applicable forms. The information and contacts within these links can assist you in obtaining all of the information necessary to fulfill the requirements of the program.

When preparing an application, we ask that you utilize the information presented within the links on this page. By submitting a complete application packet, the amount of time and resources necessary to process your application can be reduced.

The Resource Web Page can be found at [www.aqmd.gov](http://www.aqmd.gov).

