Mendocino County
Air Quality Management District
1100A Hastings Rd. // P.O. Box 247
Ukiah, CA 95482
707-463-4354
mcaqmd@mendocinocounty.gov
www.mendoair.org

Woodsmoke Reduction Program Voucher Application Packet

IMPORTANT INFORMATION: The Woodsmoke Reduction Program offers two voucher types. The Standard Voucher is available to all eligible residents with a qualifying non-EPA certified or Phase-1 EPA certified wood heating device.

If you are applying for an Enhanced Voucher with Low-Income Program participation or as a Low-Income household, verification of income or program participation must be submitted with your application.

To receive the Enhanced Voucher, one of the following criteria must be met.

- ☐ Located in Low-Income/Disadvantaged area, check on map: **https://bit.ly/CCImap5**
- ☐ Household is located within Tribal lands
- ☐ Household participates in a Low-Income Program (such as WIC, CARE, LIHEAP)
- ☐ Low-Income Household (see table below for per-person limits)

  1 person- $55,900 / 2 person- $63,900 / 3 person- $71,900 / 4-person $79,850 /

  5-person $86,250 / 6-person $92,650 / 7-person $99,050 / 8+ person $105,450

IMPORTANT CHECKLIST

You must complete the following or your application will not be processed:

- ☐ Include at least two clear photographs of the current operational device in your home, including all identifying information such as affixed labels on the front AND back of the device if applicable
- ☐ For rental properties, completed Owner/Tenant Agreement Form
- ☐ Complete all sections and sign the application

Questions? Contact (707) 463-4354 or
mcaqmd@mendocinocounty.gov

Mendocino County Air Quality Management District Woodsmoke Reduction Program Application

Determining if your current home heating device qualifies for the WSRP:

To be eligible for the Program, an Applicant must be currently relying on an operational Phase 1-certified or uncertified wood stove or insert, or fireplace, as a primary source of heat in the residence.

An uncertified wood stove or insert is one that has not been certified by the U.S. EPA to comply with the performance and emission standards as defined in Title 40 Code of Federal Regulations, Part 60, Subpart AAA, February 28, 1988, or any subsequent revisions. A Phase 1-certified device is one that was certified by the U.S. EPA under the original 1988 emission standards.

To determine if the existing stove is uncertified, Applicant may do the following:

- Determine when the wood stove was installed. Wood stoves installed before July 1, 1988 do not comply with the particulate emission standards and therefore qualify for this Program. Woodsmoke Reduction Program. A Phase 1-certified device meets only the July 1, 1988 standards and also qualifies for the program.

- Check the stove model against the U.S. EPA current and historical list of certified wood heaters. If the stove's manufacturer and model is not on the current and historical lists, the stove is considered uncertified.

Website: U.S. EPA Certified Wood Heater Database https://www.epa.gov/compliance/epa-certified-wood-heater-database

- Check the back of the wood stove for a certification label. Wood stoves which do not have any label describing particulate matter emission standards qualify for this Program.

Phase 2 stoves certified by the U.S. EPA to comply with July 1, 1990 emission standards are not eligible for replacement through this Program. These stoves will have a label, like that pictured in Figure 1, permanently affixed to them stating that the stove is certified to comply with the 1990, 2015, or 2020 U.S. EPA standards.

Only uncertified and Phase 1-certified wood stoves, and open-hearth fireplaces are eligible for replacement or retirement.

Note: Do not inspect your stove for labeling information while in use

If you are trying to determine if your old wood stove or wood stove insert is certified or uncertified, you should have a simpler task if it is a freestanding stove and may have more work to do if it is a wood stove insert. A freestanding wood stove may allow access to view or take pictures of a label on the back of the stove. For a wood stove insert, without removing the insert, and with some accuracy, determining certification may be possible following these steps and using the images on the other page.

First, some simple steps for determining if the old wood stove device is certified or not.

1. If your old freestanding wood stove or wood stove insert has **one or two all metal doors** (a few might have 4 folding all metal doors) = **uncertified**.
2. If your old freestanding wood stove or wood stove insert has **2 doors with glass** = **likely uncertified**.
3. If your old freestanding wood stove or stove insert has **1 single door with glass** = **It may be certified**.

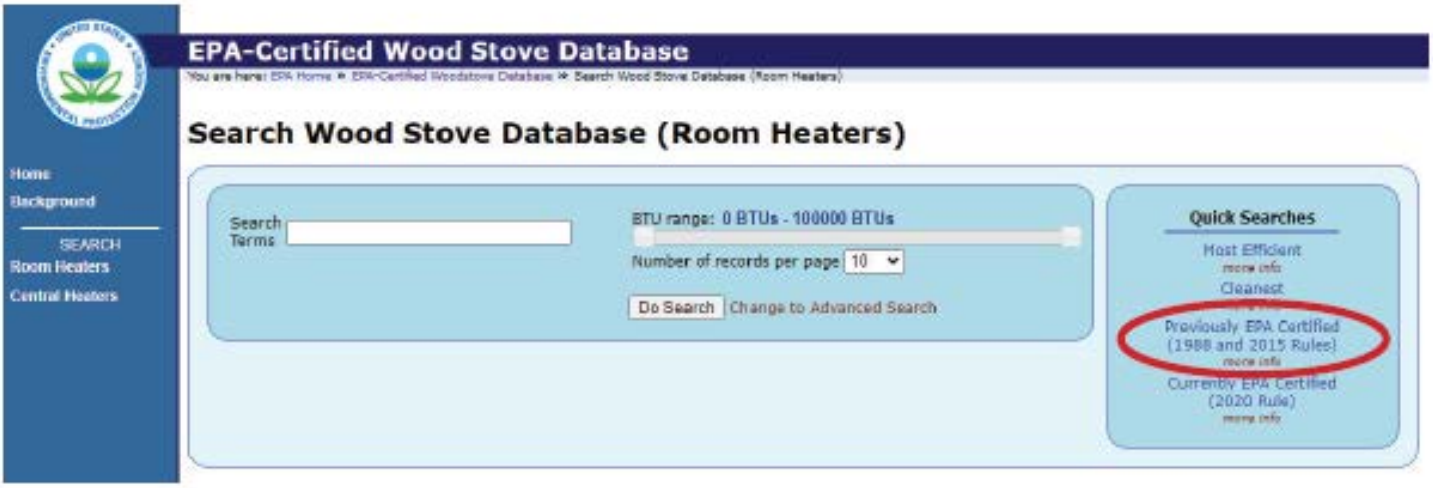
- For freestanding stoves with a single door with glass, view the back for U.S. EPA certification label. If viewing the back is inaccessible, use a camera or smart phone to take a few pictures and view the label.
  - o If the stove has a **U.S. EPA certification label**, the stove is **certified**.
  - o Some stoves may only have a **testing label** (UL – Underwriters Laboratory or Omni or others). Stoves with only a testing a label are **not certified**.
  - o If there are **no labels**, that stove was **neither tested nor certified**.
- For wood stove inserts with a single door with glass where the label is inaccessible, view the inside of the firebox.
  - o If the firebox only has the **round opening (top, rear or side) for the chimney**, the insert is **uncertified**.
  - o If the firebox has a **flat plate near the top and only the round opening (top, rear or side) for the chimney**, the insert is **uncertified**.
  - o If the firebox has **1, 2, or 3 pipes near the top with small holes**, it is very **possible the insert is certified**.
  - o If the exit for the chimney has a **honeycomb type device** (see images on the other page), it is likely a catalytic combustor device and the stove is **likely certified**.

    Note: Catalytic devices should be replaced every 3-5 years depending on the amount of use of the stove/insert.

If the owner's manual is still in your possession, it may note the year of publishing. This may be helpful, particularly with wood stove inserts, in assessing the year the stove was manufactured.

The "sure fire" way to determine certification is always locating a label and confirming U. S. EPA certification. Some newer stoves may have a the U. S. EPA certification labels permanently attached by a cable. You can also look up stoves on the EPA-Certified Wood Stove Database
https://cfpub.epa.gov/oarweb/woodstove/index.cfm?fuseaction=app.search

For older stoves, use the link for Previously EPA Certified (1988 and 2015 Rules).



Is Your Old Wood Stove Certified or Uncertified?

Solid metal double door



UNCERTIFIED

Double door with glass



UNCERTIFIED

Single solid metal door



LIKELY UNCERTIFIED

Single door with glass



NEEDS FURTHER RESEARCH

Wood stove insert

Does the firebox have 1 – 4 pipes with small holes OR a catalytic device in the ceiling or back of the firebox?

YES

PROBABLY CERTIFIED









NO

Can you view the back of the insert?

YES

UNCERTIFIED



NO

Does the firebox have a simple round chimney exit with or without a flat plate?

YES

Free-standing wood stove

Does it have a certification label?

NO

UNCERTIFIED

YES



CERTIFIED

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Mendocino County Air Quality Management District Woodsmoke Reduction Program Voucher Application Form

Program Information

- Mendocino County Air Quality Management District (District) is accepting applications to assist Mendocino County residents with replacing a non-EPA certified or Phase 1-certified wood stove/insert, or open-hearth fireplace **used as a primary source of heat** with a new, cleaner device. The new device may be an EPA certified wood/pellet stove or insert, a natural gas, propane or electric stove/insert, or a heat pump. Applications for vouchers will be accepted until project funds are depleted. Attach photos of the currently installed & operational stove/insert or fireplace with your application, including the label information if applicable. Applicants MUST provide adequate documentation of the device. The completed application must be signed by the applicant and submitted to the District.

- Vouchers will be issued for purchase and installation of a base-model replacement heating device only. **Standard Vouchers are valued up to $2,500 or $7,000 for an electric heat pump. Enhanced Vouchers are valued up to $7,000 or $12,000 for an electric heat pump.** Applicants may be eligible for an Enhanced Voucher if the project meets at least one of the following four criteria: home located within tribal lands, in a Low Income or Disadvantaged Community (see map), if the applicant participates in a Low-Income program such as WIC, LIHEAP or CARE, or if the annual household income meets or is below low-income levels.

- This program is available to Mendocino County residents who occupy the home where the heating device is to be replaced. In the case of rental properties, formal approval from the property owner will be required as part of the application.

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4. The applicant may redeem the voucher at participating retailers only. **The voucher must be redeemed within four (4) weeks from the date of issuance.** The voucher expiration date may be extended at the discretion of the District. The applicant will schedule an in-home estimate with a participating retailer. The retailer will verify the stove's eligibility and present an estimate to the Applicant. No retroactive vouchers are allowed.

5. New devices must be professionally installed by a licensed installer in accordance with all fire and building codes. A building permit must be obtained prior to installation of the new device**. Do-it-yourself device removal and installations are NOT allowed under this program.** Installations must be completed within 90 days of agreement. The installation expiration date may be extended at the discretion of the District.

6. Old stoves that are replaced through the Program must be rendered inoperable. The participating retailer will take a photo of the old stove prior to removing it and upon its destruction and will also take a photo of the replacement stove after it is installed. If the chosen replacement device is an electric heating source such as an electric stove or heat pump, the applicant will be required to certify that they will not use the old device except in cases of a power outage emergency.

7. Participating retailers and/or their licensed installers will provide training to the applicant on proper wood storage and wood burning practices (if applicable) and device operation and maintenance.

8. The Woodsmoke Reduction Program is funded by the California Climate Investments (CCI) Program and is subject to state requirements and agreements with the California Air Resources Board (CARB).

Mendocino County Air Quality Management District
Woodsmoke Reduction Program Voucher Application

All sections of this application must be completed. A copy should be retained by the applicant for their records. The voucher program is not responsible for materials lost by mail. Please review the program terms prior to signing the application. Submit your completed application with attachments by email, mail, or hand delivery to:

Mendocino County Air Quality Management District
1100A Hastings Rd., Ukiah, CA 95482
Email: mcaqmd@mendocinocounty.gov

Applicant Information:

Name: _____

Mailing Address: _____

City_____ State_____ ZIP_____

Physical Address:_____ ☐ Renter ☐ Owner

City_____ State_____ ZIP_____

For rural addresses please provide APN:_____

Is the physical address your primary residence? ☐ Yes ☐ No

How long have you lived at the Physical home address? _____

Phone Number:_____ Cell Phone Number:_____

Email:_____

Current Heating Device:

******IMPORTANT: Submit photos of the front, back, inside, and any labels******

Make/Model _____ Year _____

My current device is a (check one):

☐ Non EPA-certified woodstove/insert
☐ Phase 1-certified woodstove/insert
☐ Open hearth fireplace*

**** Open hearth fireplace: submit proof of use as primary heat source- such as photos of wood pile, chimney cleaning receipts, or similar proof, in addition to photos of fireplace.***

Is your current device used as the primary source of heat? (greater than 50% use): ☐ Yes ☐ No

In a typical heating season, how many cords of wood do you typically burn: _____

Select a replacement device, or the retirement & removal option :

☐ EPA-Certified Woodstove/Insert ☐ Pellet Stove/Insert ☐ Retire and Remove ONLY*

☐ Propane/Natural Gas Stove/Insert ☐ Electric Stove ☐ Electric Heat Pump

*Retirement and removal will fund up to $500 for removal and NO replacement of a wood stove/insert or $1,000 to permanently render a fireplace unusable

Incentive Level:

☐ Standard Incentive: Up to $2,500or $7,000 for heat pump ☐ Retirement of stove - $500

☐ Enhanced Incentive: Up to $7,000 or $12,000 for heat pump ☐ Retirement of fireplace - $1,000

Must check at least ONE of the options below for Enhanced Incentive

☐ Located in a Low-Income or Disadvantaged Community (see map)
☐ Household is located within Tribal lands
☐ Household participates in a federal or state low-income assistance program (proof of participation in program such as LIHEAP, CARE, WIC, SNAP required)
☐ Annual household income at or below low-income amount for household size. (proof of income required, please remove sensitive information such as SSN and account numbers)

Additional Information:

1. How did you hear about this Program?_____

2. Why are you applying? (Please check all that apply):
   ☐ Not satisfied with current device ☐ To reduce pollution
   ☐ To save money ☐ Unable to maintain current device

   ☐ Other:_____

3. Was the voucher a significant factor in replacing your stove? ☐ Yes ☐ No

Mendocino County Air Quality Management District
Woodsmoke Reduction Program Voucher Application Form

APPLICANT CERTIFICATIONS

I certify the following:

☐ I understand that only a currently installed and operating non-EPA certified/Phase 1-certified wood burning device used as a primary source of heat in my currently occupied residence is eligible to be replaced under this program.

☐ I understand that participants are limited to receiving one voucher per address.

☐ I understand that applications are processed in the order they are received. Funding is limited; receiving a voucher is not guaranteed. **The voucher will only be valid for four (4) weeks from the date of its issuance.** No retroactive rebates are available. The Voucher expiration date may be extended at the discretion of the District.

☐ I understand that if I qualify, I will receive a voucher and a current list of participating retailers who will honor the voucher if it is submitted by the expiration date written on the voucher.

☐ The retailer/installer is responsible for dismantling and disposing of the old wood burning device (Not applicable for electric heat pump installations where an emergency-only wood stove use affidavit is signed).

☐ If I choose to replace a device with funds from this program, I will make a commitment to purchase a device from a participating retailer within the four (4) week period and authorize the retailer to forward to the District a notification of the purchase agreement, with verification that my existing wood burning device is not EPA-certified.

☐ I understand that devices purchased with funds from this program will be professionally installed by a licensed installer and that there may be additional costs for installation including a permit from the appropriate agency for installation. Installations must comply with all fire and building codes. The installation must be coordinated and certified by the participating retailer and must be completed within ninety (90) days of redeeming the voucher. Installation expiration date may be extended at the discretion of the District.

☐ I understand that I will forfeit my voucher if I provide the District with false information or fail to obtain any required permit or if the required information is not submitted to the District prior to the expiration date listed on the voucher.

☐ I understand the District does not warranty any devices purchased under this voucher program, including, but not limited to, the quality or functionality of the device.

☐ I understand that proper wood burning practices (e.g., burning only dry, seasoned wood) and proper stove installation and operation (e.g., maintaining a hot fire) are critical to the effectiveness of my new device. I further agree to receive training on proper wood storage and wood burning practices (if applicable) and device operation and maintenance from the participating retailer or installer.

☐ I understand that the District, CAPCOA, and the State of California may inspect all work and associated records with 30-day advanced notice.

☐ I understand applications will be treated in accordance with Public Records Act requirements. Certain information, subject to those requirements, may be publicly disclosed.

Applicant Name (Print): _____

Applicant Signature: _____ **Date:** _____

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Mendocino County Air Quality Management District
Woodsmoke Reduction Program
Owner / Tenant Agreement

Parties: This Owner/Tenant Agreement (Agreement) is for services between

Current Tenant _____

and the

Owner (or Owner's Agent) _____

concerning the real property located at

_____

Address *City* *State* *Zip Code*

Grant Award: The subject matter of this Agreement is the Woodsmoke Reduction Program. This voucher is available to Owners / Tenants for the replacement of a non-EPA-certified wood burning device that is currently in operation and used as a primary source of heat with an EPA-certified wood/pellet stove or insert, propane/natural gas or electric heating device.

Whereas Owner and Tenant recognize the need for replacing a non-EPA-certified wood burning device with an EPA-certified device to provide more efficient heating and less emissions into the home and the community.

Whereas Owner and Tenant desire to cooperate in participating in the Woodsmoke Reduction Program using funds from the California Climate Investments.

Now, therefore, Owner and Tenant agree as follows:

1. To allow District-approved participating retailers and their licensed installers into the property noted above for inspection, estimate, installation and permitting. This includes allowing photos to be taken of the old, non-EPA-certified device before removal and photos of the new device after installation.
2. The owner shall not raise the rent of the unit for a period of two years or evict the unit's resident *because*

of increased value of the unit due solely to the newly installed Device.

3. Either Owner and Tenant may complete an application for the Woodsmoke Reduction Program. Both parties must review the application and agree to the items on page 3 "Applicant Certification." Submission of an application does not guarantee funding.
4. The tenant shall not take possession of the Device upon vacating the real property noted above. The new Device must stay with the property and belongs to the owner.
5. The tenant and owner agree to receive training on proper wood storage and wood burning practices (if applicable) and device operation and maintenance from the participating retailer or licensed installer.

I hereby certify that I understand the conditions and requirements for participation in the District's Woodsmoke Reduction Program and agree to fulfill the requirements and comply with the conditions in this agreement. I understand that if any documents are incomplete or falsified, I will be disqualified from the program.

The undersigned represent that they have the authority of their respective parties to execute this Agreement.

Signature of Tenant: _____ Date: _____

_____
Printed Name & Title

Signature of Owner: _____ Date: _____

_____
Printed Name & Title

Owner's Mailing Address:

_____
Address *City* *State* *Zip Code*