



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 within the District with a qualifying non-EPA certified wood heating device regardless of income or location. To receive the **Enhanced Voucher**, one of the following criteria must be met.

**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.**

- ☐ Located in Low-Income/Disadvantaged area, check on map: [www.bit.ly/lowincomemap](http://www.bit.ly/lowincomemap)
- ☐ 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- \$50,650 / 2 person- \$57,850 / 3 person- \$65,100 / 4-person \$72,300 /  
5-person \$78,100 / 6-person \$83,900, 7-person \$89,700 / 8+ person \$95,450

### 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 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.

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.
- 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.

Wood stoves certified by the U.S. EPA to comply with any of the particulate 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 1988, 1990, 2015, or 2020 U.S. EPA standards.

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



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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 non-EPA certified wood stoves, fireplace inserts, or open-hearth fireplaces **used as a primary source of heat** with new, cleaner devices. The new device may be an EPA certified wood/pellet stove or insert, or an electric heating device such as a mini-split heat pump. Applications for vouchers will be accepted until project funds are depleted. Attach photos of the currently installed & operational stove, fireplace insert, or fireplace with your application, including the label information if applicable. Applicants **MUST** provide adequate documentation of the uncertified device. The completed applications 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 \$5,000 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 if required by the city or county building department. **Do-it-yourself device removal and installations are NOT allowed under this program.** Installations must be completed within ninety (90) days of purchase. 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**  
**Choosing Your Replacement Home Heating Device**

**Did you know...** that the Woodsmoke Reduction Program Voucher allows you to choose the type of home heating device that you want?

When it comes to replacing your old woodstove, insert or fireplace, you have options. You can replace your old woodstove with a new, EPA-certified model, and you can also make the switch to a different home heating system.

Each type of device has unique features that may make it a better fit for your home. Your approved retailer will educate you about the options you have and help you choose the best option for your home heating needs.

**EPA-certified woodstove or fireplace insert:**

Today's wood stove models feature improved safety and efficiency. They produce almost no smoke, minimal ash, and require less firewood. With an EPA-certified wood stove, you can expect to use up to one-third less firewood than you would using an older, uncertified stove. The smoke that you see coming out of the chimney is really lost energy. In an EPA-certified stove, most of the smoke is burned, resulting in more heat for your home from the same amount of wood. It will also save you time because you will need to haul less wood.

**EPA-certified pellet stoves:**

A pellet stove burns small, compressed pellets made from ground, dried wood and other biomass wastes. Pellet stoves are typically among the cleanest wood-burning heating devices available today and deliver high overall efficiency. Unlike wood stoves, most pellet stoves need electricity to operate. A small electrical device controls the flow of pellets into the stove, where they are burned. Pellet stoves can be freestanding or stove inserts. Freestanding stoves vent through an external wall or ceiling, while inserts can use your existing chimney.

### **Heat Pump systems:**

Heat pumps are becoming more popular for home heating and are considered one of the most energy-efficient methods for heating. Installing a heat pump can lower your heating bill since they are cleaner and more energy-efficient than most other types of home heating. A heat pump typically uses about half the energy of other electric home-heating sources. Most heat pumps can also cool a house by operating in reverse, removing heat from the indoors. A heat pump can use an existing duct system in your home, or use a mini-split system which does not require ducting.

**Remember to consider** not only the type of device you choose but also how you can maximize its efficiency by weather-proofing your home. Regardless of the heating system you opt for, proper insulation and weatherization can significantly enhance its performance. Ensure your windows and doors are properly sealed to prevent drafts. Attic insulation plays a crucial role in retaining heat, so make sure it's up to par. Consider installing weather stripping around windows and doors and using thermal curtains to further minimize heat loss. Taking these measures in tandem with selecting the right heating device will not only keep your home cozy during the colder months but also contribute to reduced energy consumption and lower heating costs.

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

**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: \_\_\_\_\_

### Existing Wood Burning Device:

Make/Model: \_\_\_\_\_ Manufacture Date/Age: \_\_\_\_\_

☐ I have included pictures of the device to be replaced.

**My older device is a (check one):** ☐ non-certified freestanding woodstove  
☐ non-certified woodstove insert  
☐ open hearth wood burning 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: \_\_\_\_\_

**Device to be installed :** ☐ EPA-Certified Wood stove/insert ☐ Electric Heat Pump

**Fuel Type:** ☐ Wood ☐ Pellet ☐ Electric

**Incentive Level:**

☐ Standard Incentive: Up to \$2,500 for wood/pellet device or \$5,000 for heat pump

☐ Enhanced Incentive: Up to \$7,000 for wood/pellet device or \$12,000 for heat pump

Must check at least ONE of the options below:

☐ 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**

Pg  
3/3

**APPLICANT CERTIFICATIONS**

**I certify the following:**

- ☐ I understand that only a currently installed and operating non-EPA 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. Vouchers will be distributed on a first-come, first-served basis. 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 applications will only be accepted from residents in Mendocino County, California.
- ☐ 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

|                |             |              |                 |
|----------------|-------------|--------------|-----------------|
| _____          | _____       | _____        | _____           |
| <i>Address</i> | <i>City</i> | <i>State</i> | <i>Zip Code</i> |

**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*

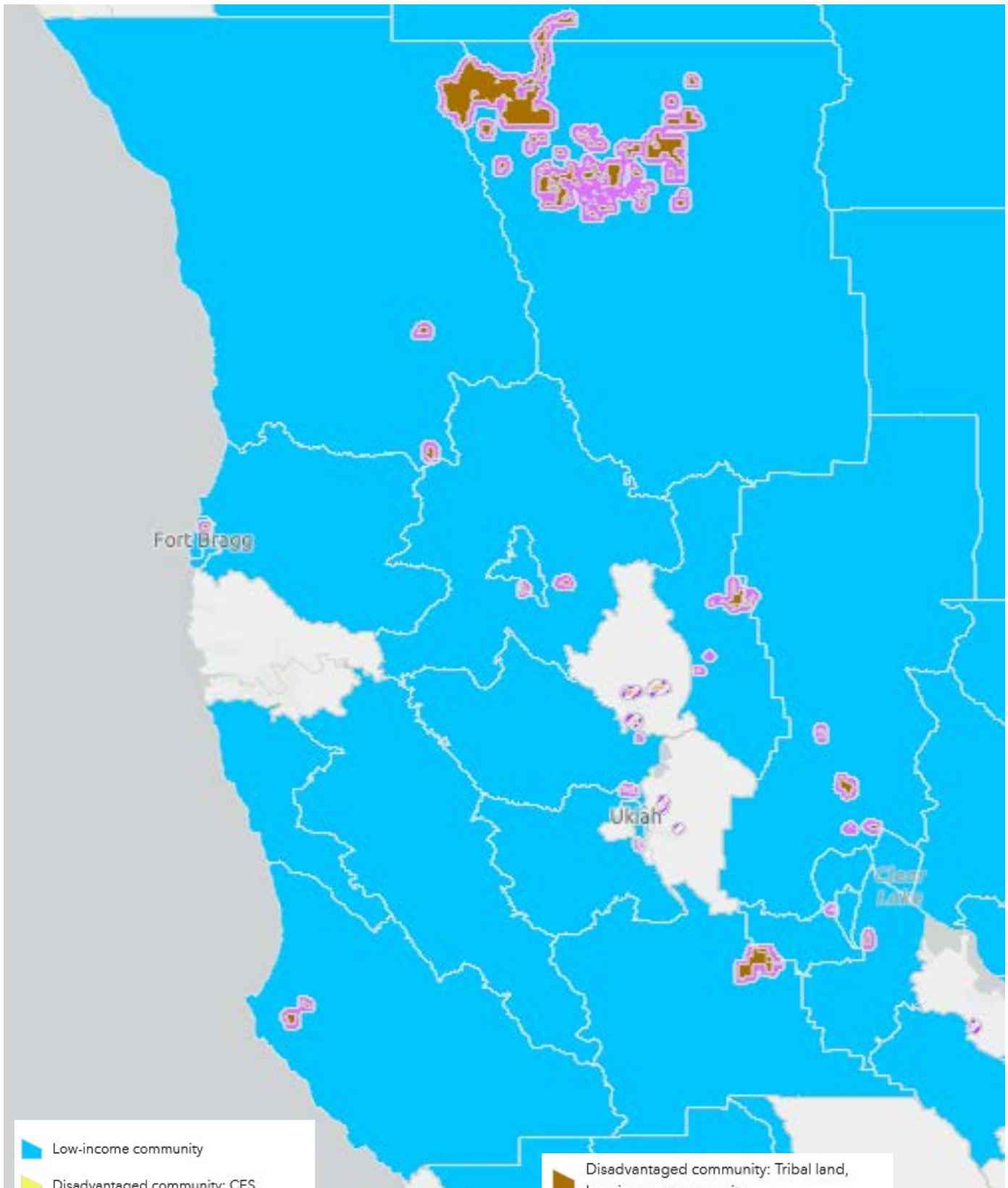
Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
*Printed Name & Title*

Owner's Mailing Address:

\_\_\_\_\_  
*Address* *City* *State* *Zip Code*

# Mendocino County Low-Income and Disadvantaged Communities Map



Low-income community

Disadvantaged community: CES

Disadvantaged community: Tribal land

Disadvantaged community: CES,

Disadvantaged community: Tribal land,  
Low-income community

Disadvantaged community: CES, Low-  
income community

Disadvantaged community: Tribal land,  
Low-income community

DAC 1/2 mile neighbor: low-income  
community

DAC 1/2 mile neighbor: low-income  
household eligible

Not a priority population area: low-income  
households are eligible

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).

The screenshot shows the EPA-Certified Wood Stove Database search page. On the left is a blue sidebar with the EPA logo and navigation links: Home, Background, SEARCH, Room Heaters, and Central Heaters. The main header is dark blue with the text "EPA-Certified Wood Stove Database" and a breadcrumb trail: "You are here: EPA Home > EPA-Certified Woodstove Database > Search Wood Stove Database (Room Heaters)". Below the header is the section "Search Wood Stove Database (Room Heaters)". The search area includes a "Search Terms" input field, a "BTU range: 0 BTUs - 100000 BTUs" slider, and a "Number of records per page" dropdown set to 10. There are "Do Search" and "Change to Advanced Search" buttons. On the right is a "Quick Searches" box with links for "Most Efficient", "Cleanest", "Previously EPA Certified (1988 and 2015 Rules)" (which is circled in red), and "Currently EPA Certified (2020 Rule)".

# Is Your Old Wood Stove Certified or Uncertified?

