

# Woodsmoke Reduction Program VOUCHER APPLICATION

Contact: [heatclean@sbcapcd.org](mailto:heatclean@sbcapcd.org); (805) 961-8848

## HOW TO APPLY

This Voucher Application must be completed and the certification must be signed. Please review the Program Terms on pages 2 and 3 prior to completing the Applicant Certification on page 6. Please use this checklist below to ensure that the application is complete. Send this completed Voucher Application and all required documents to the District by email ([heatclean@sbcapcd.org](mailto:heatclean@sbcapcd.org)) or mail or drop off in person to:

Woodsmoke Reduction Program  
Santa Barbara County Air Pollution Control District  
260 N. San Antonio Road, Suite A  
Santa Barbara CA, 93110

## APPLICATION CHECKLIST

- Voucher Application fully completed and certification signed.
- Photographs of your old wood-burning device, showing that it is currently installed in the home and operational. Please provide photos of the front and back of the unit as well as the unit's make and model if available.

To qualify for an Enhanced Incentive Voucher (for low-income applicants only), choose ONE of the following:

- Residence is located in a low-income community as designated by this state map: [www.arb.ca.gov/cc/capandtrade/auctionproceeds/lowincomemapfull.htm](http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/lowincomemapfull.htm). If your residence appears in the blue area, you are located in a low-income community and no further documentation is required.
- Provide proof of participation in one of these federal or state low-income assistance programs:
  - U.S. Dept. of Agriculture Women, Infants and Children (WIC) Program, OR
  - U.S. Dept. of Health and Human Services Low Income Energy Assistance Program (LIHEAP), OR
  - California Alternate Rates for Energy (CARE) Program with a participating California utility company
- The adjusted gross income of your household in 2017 did not exceed \$49,454 (80% of the Statewide Median Household Income). Please submit a tax return transcript, pay stubs, or social security statements showing annual 2017 income of everyone in the household.

Additional form required if the project is located within a rental home:

- Owner / Tenant Agreement



## **PROGRAM TERMS**

1. The Santa Barbara County Air Pollution Control District (District) is offering vouchers to replace uncertified wood stoves and fireplace inserts or open-hearth fireplaces used as a primary source of heat with new, cleaner burning devices. The new replacement heating devices may be EPA-certified wood stoves or inserts (with emission rates not to exceed 4.5 grams/hour and 2.5 grams/hour for non-catalytic and catalytic stoves, respectively), natural gas or propane heating devices (complying with the American National Standard ANSI Z21.88/CSA 2.33), or electric heating devices.
2. Applications for vouchers will be accepted until project dollars are depleted. **Please include a photo of the currently installed older stove, fireplace insert, or fireplace.** The completed applications must be signed by the homeowner (and tenant, if applicable) and submitted to the District.
3. The Standard Voucher is not to exceed **\$1,000** for replacement with a gas, propane, or electric home heating device and not to exceed **\$500** for replacement with an EPA-certified wood stove or fireplace insert. Please be aware that the Standard Voucher amount **will not** cover the entire cost of the new heating device, installation, required permits, and any code upgrades that may be required.
4. The Enhanced Incentive Voucher is not to exceed **\$5,000** for replacement with a gas, propane, or electric home heating device and not to exceed **\$3,000** for replacement with an EPA-certified wood stove or fireplace insert. Applicants are eligible for an Enhanced Incentive Voucher if the project is located in a low-income community as determined by this state map: [www.arb.ca.gov/cc/capandtrade/auctionproceeds/lowincomemapfull.htm](http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/lowincomemapfull.htm). The Applicant can still qualify for an Enhanced Incentive Voucher if they are located outside of this area by choosing one of the following two options:
  - a. The Applicant can provide proof of participation in a federal or state low-income program (WIC, CARE, or LIHEAP). The Applicant must provide supporting documents showing proof of participation in the low-income program when submitting the application.
  - b. The Applicant can provide tax return transcripts, pay stubs, or social security statements showing that the adjusted gross income of their household in 2017 did not exceed \$49,454 (80% of the Statewide Median Household Income).
5. The program is available to both homeowners and tenants. In the case of rental properties, formal approval from the property owner will be required by having both parties sign this Voucher Application as well as the Owner/Tenant Agreement.
6. Applicants with multiple households are subject to a maximum total amount of \$20,000 for all combined project vouchers.
7. The Applicant may redeem the voucher from 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. Standard Vouchers will be applied as an instant rebate off the total price of the stove. 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 rebates are allowed.
8. New devices must be professionally installed by a licensed installer in accordance with local fire and building codes. A building permit or comparable permit for the jurisdiction must be obtained prior to installation of the new device, as required by the city or County building department. If the project is in a mobile or manufactured home, the required permit must be obtained through the California Department of Housing and Community Development. No do-it-yourself installations are allowed under



this program. Installations must occur within ninety (90) days of voucher redemption. The installation expiration date may be extended at the discretion of the District.

9. Older stoves or inserts that are replaced through this program must be permanently removed from service and surrendered to the participating retailer, who will render them inoperable and coordinate their disposal and recycling. Wood-burning fireplaces that are replaced with an electric insert or free-standing device must be made permanently inoperable. The participating retailer must take a photo of the old heating device prior to removal and must also take a photo of the new replacement device after it is installed in the home.
10. Participating retailers and/or their licensed installers will provide training on proper wood storage and wood-burning practices (if applicable) and device operation and maintenance.
11. This voucher program was supported by the California Climate Investments (CCI) Program. This voucher program is subject to state requirements and agreements with the California Air Resources Board (CARB) and the California Air Pollution Control Officer's Association (CAPCOA).



## **VOUCHER APPLICATION INFORMATION**

### **A. Home Owner (or Tenant if Applicable) Information:**

1. Name:
2. Physical Address of Residence with Wood-Burning Device:
3. Mailing Address (if different):
4. Phone Number:
5. Email (if available):

### **B. Existing Wood-Burning Device to be Replaced:**

1. Make/Model (if available):
2. Year of Manufacture (if available) or Estimate of Age:
3. My old device is a (check one): <input type="checkbox"/> Uncertified freestanding wood stove <input type="checkbox"/> Uncertified wood stove insert <input type="checkbox"/> Open hearth fireplace <sup>1</sup>
4. My old stove or insert is not EPA-certified – manufactured before 1988 and/or does not have a U.S. EPA certification label on the back specifying emission rates. The stove model can also be checked against this list of EPA-certified Wood Stoves: <a href="http://www.epa.gov/compliance/list-epa-certified-wood-stoves">www.epa.gov/compliance/list-epa-certified-wood-stoves</a> <input type="checkbox"/> Yes
5. A photograph of the old device to be replaced is included in the application <input type="checkbox"/> Yes

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<sup>1</sup> In rare situations, when an Applicant uses a fireplace as a primary source of heat, the Applicant may qualify for the Program. If the existing fireplace is structurally sound, the Program may offer an incentive to be used toward purchase and installation of a fireplace insert utilizing wood, natural gas, propane, or electricity. However, if the fireplace is lacking structural integrity, the incentive could be used toward the purchase of a free-standing home heating device. In this case, the fireplace and chimney must be rendered permanently inoperable to prevent use of the fireplace.

### C. New Heating Device:

1. My new device will be a (check one):

- EPA-certified wood stove or fireplace insert<sup>2</sup>
- Natural gas or propane free-standing heater or fireplace insert<sup>3</sup>
- Electric free-standing heater or fireplace insert

### D. Incentive Level:

1. Please select which voucher type you are applying for:

- Enhanced Incentive Voucher (low income):** not to exceed \$3,000 for replacement with an EPA-certified wood stove or insert and not to exceed \$5,000 for replacement with a natural gas, propane, or electric home heating device. If applying for an Enhanced Incentive Voucher, please indicate your qualification below (select one):
  - Located in a low-income community as determined by this state map: ([www.arb.ca.gov/cc/capandtrade/auctionproceeds/lowincomemapfull.htm](http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/lowincomemapfull.htm))
  - Proof of participation in a federal or state income assistance program (WIC, CARE, or LIHEAP)
  - Adjusted gross income of household in 2017 did not exceed \$49,454 (80% of the Statewide Median Household Income). Copies of tax return transcripts, pay stubs, or social security statements for every member of the household will be provided with the application.
- Standard Voucher:** not to exceed \$500 for replacement with an EPA-certified wood stove or insert and not to exceed \$1,000 for replacement with a natural gas, propane, or electric heating device

### E. Additional Information:

1. In an average heating season, how much wood do you typically burn?

\_\_\_\_\_ cords (4 ft. x 4 ft. x 8 ft.) per year OR \_\_\_\_\_ bundles per week

2. Is your current device used as a primary source of heat?<sup>4</sup>  Yes  No

3. How did you hear about the Program?

4. Why are you applying? (Please check all that apply.)

- Not satisfied with current device
- To reduce pollution
- To save money
- Other:

<sup>2</sup> Particulate matter (PM) emission rates not to exceed 4.5 grams/hour and 2.5 grams/hour for non-catalytic and catalytic stoves, respectively.

<sup>3</sup> The new device must be heater-rated and comply with the American National Standard ANSI Z21.88/CSA 2.33 (Vented Gas Fireplace Heaters).

<sup>4</sup> The old wood-burning device to be replaced must be used as a primary source of heat to qualify for this program.

**APPLICANT CERTIFICATION:**

I certify the following:

1. I understand that only a currently installed and operating uncertified wood-burning device used as a primary source of heat is eligible to be replaced under this program.
2. I understand that Applicants are limited to receiving one voucher per household. Applicants with multiple households are subject to a maximum total amount of \$20,000 for all combined project vouchers.
3. I understand that for rental properties, formal approval from the property owner will be required as part of the application by having both parties sign the Owner/Tenant Agreement.
4. 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 and 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.
5. I understand that applications are only accepted for devices installed at residences in Santa Barbara County.
6. 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.
7. The participating retailer who installs the new device is responsible for proper disposal of the old device.
8. If I choose to participate in this program, I commit to purchasing 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.
9. 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 any required permits for installation. Installations must comply with all local 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. The installation expiration date may be extended at the discretion of the District.
10. I understand that I am responsible to pay the retailer for any additional balance above the voucher amount.
11. I understand that I will forfeit my Voucher if I provide the District with false information, fail to obtain a required permit, or if the Voucher is not used prior to its expiration date.
12. The District does not warranty any devices purchased under this voucher program including, but not limited to, the quality or functionality of the device.
13. I understand that proper wood-burning practices and device operation 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.
14. I understand that the District, CAPCOA, and the State of California may inspect all work and associated records with 30-day advanced notice.
15. Applications will be treated in accordance with Public Records Act requirements. Certain information, subject to those requirements, may be publicly disclosed.

<b>Owner Name:</b>	
<b>Owner Signature:</b>	<b>Date:</b>
<b>Tenant Name (If applicable):</b>	
<b>Tenant Signature (if applicable):</b>	<b>Date:</b>

