



Burn Clean

Wood Appliance Replacement Program

NORTHERN SONOMA COUNTY

Air Pollution Control District

150 MATHESON STREET HEALDSBURG, CA 95448

P 707.433.5911 NOSOCOAIR.ORG

Burn Clean is an incentive program that provides rebates for removal and decommission of non-EPA-Certified appliances, and replacement with cleaner burning, EPA-certified or alternative fuel heating appliances.

PLEASE REVIEW THESE REQUIREMENTS CAREFULLY AND DO NOT MAKE ANY PURCHASE PRIOR TO RECEIVING APPROVAL FROM THE DISTRICT.

Requirements

- Applicant must own or rent a residence with a *currently installed wood burning appliance within District boundaries*. See map at NoSoCoAir.org - *Proof of residency must be submitted*.
- **To be eligible, the existing appliance must be NON-EPA-CERTIFIED, manufactured before 1988.** Open fireplaces with no inserts or firebox enclosures are also eligible. Woodstoves with EPA certification from 1988 or later are not eligible for the program.
- If the make and model of the existing appliance are not known or discernable, the District may accept photographs of the appliance to make a determination of eligibility.
- **Purchases or work completed prior to receiving District approval are not eligible for rebate.** To qualify, applicants must apply and receive approval prior to making any purchase or doing any work.
- **New appliances must be installed by a certified technician, with appropriate licensure for the work.** Applicants who are certified technicians and conduct installation themselves will **NOT** be reimbursed for their time.
- **Applicants must obtain the applicable building permit for their project, and have the final project inspected and signed off by the building inspector.**
- **Replaced woodstoves must be fully destroyed and scrapped.** Stoves or their parts may not be reused or resold.
- **For all projects, verification of disposal/destruction of the existing appliance is required, including photographs of the destroyed appliance, scrap receipt, and completion of a certification form by the associated vendor, installer, or contractor. This form is provided with the Approval packet.**
- **Decommissioned fireplaces must be rendered permanently inoperable. This involves either completely removing the fireplace structure or permanently sealing it (such as welding or filling it with concrete). A balloon insert in the chimney will not suffice for this program.**
- Funding is limited. Rebates are processed on a first-come, first-served basis. Applications submitted after all funding is appropriated will be placed on a wait list.
- *District reserves the right to pro-rate grant amounts based on occupancy of the property, or other factors.*
- Grantee must burn **dry, seasoned wood only** in their new wood burning appliance, and must follow all manufacturer recommendations for operation and maintenance of the new appliance to minimize smoke.

Rebate Amounts

| Rebate Type | Description | Amount* |
|--------------------|---|---------|
| Woodstove | Replace a pre-1988 non-EPA-Certified wood stove or fireplace with a new wood stove or insert EPA-certified to current standards | \$1,000 |
| Alt Fuel | Replace a non-EPA-Certified wood burning appliance with a new gas, propane, or pellet stove or insert | \$2,000 |
| Electric Heat Pump | Replace a non-EPA-Certified wood burning appliance with a new electric heat pump (no backup burners) | \$3,000 |
| Decommission | Completely destroy and scrap a woodstove, or decommission a fireplace to make it permanently inoperable | \$200 |



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| Rebate Supplement | Description | Amount* |
|-----------------------------|---|---------|
| Low Income | Enrollment in a Qualifying Low-Income Assistance Program, plus income meeting criteria in Part 4 of this packet | \$2,000 |
| Russian River Redevelopment | Project located within the Russian River Redevelopment Area, as determined by the District (see map, page 8) | \$1,000 |

*Maximum amount. Total rebate awarded shall not exceed the total project cost (labor and materials), documented with receipts.

Rebate Process

| | |
|----------------|---|
| APPLY | Complete all pages of this application packet, including optional supplement page if applicable. |
| WAIT | If your application is approved, you will be issued a Reimbursement Approval Packet. Please note your Approval expiration date. Your completed packet must be received by the District by this date to receive your rebate. Wait for your packet before proceeding with your project. |
| PERMIT | Obtain a permit to install a new heating appliance (or for decommissioning if applicable). Call your local building department, or if in an unincorporated area, call the Sonoma County Permit and Resource Management Department (PRMD) at (707) 565-1900 for more information. |
| BUY | Purchase heating appliance, certified to current EPA standards, from a reputable dealer. Have it installed by a certified technician. |
| INSPECT | Once the appliance is installed, it must be inspected by a building permit inspector. If you are decommissioning a built-in fireplace, the project must be inspected once complete. |
| DISPOSE | Dispose of the old appliance and complete all requirements in the Reimbursement Approval Packet, including but not limited to a "Verification of Disposal" form. Document your submittal of the destroyed appliance to a scrapping facility (receipt and photos). In the case of decommissioned fireplaces, this step is still required, along with the photos, but it will happen prior to final building inspection. In the case of fireplace inserts, documentation of the installation and written confirmation are required. |
| SEND | <p>By the Approval Deadline, send the District the following required documents:</p> <ul style="list-style-type: none"> • A signed copy of the Approval Form • The sales receipt for the new appliance • Invoice for the installation • A copy of the building permit and final inspection sign off • The completed "Verification of Disposal" form • Photographs of destroyed woodstove or altered or decommissioned fireplace • Receipt from scrapping facility for old woodstove or fireplace insert |
| RECEIVE | A rebate check will be issued within 45 days of the District's receipt of the required documentation. Rebates will not be provided if any required steps are not completed, including submittal of all required documentation. The rebate amount will not exceed the cost of the replacement appliance, installation costs and related permit costs. |



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Part 1: Application Packet Checklist

All applicants must submit a **complete Burn Clean! Program Rebate Application Packet, including signed forms where indicated**, in order to receive an Approval Packet. The District reserves the right to request additional information or clarification of information provided in this application. Complete and submit this checklist as part of the rebate packet.

The following documents must be submitted for the rebate packet to be deemed complete:

- Completed Part 1: Rebate Packet Checklist.
- Completed Part 2: Application Form.
- Initialed and Completed Part 3: Certifications Form.
- Proof of residency, which may be in the form of a copy of a valid driver's license listing the applicant's address (matching the address on the application), a utility bill showing applicant's name and address, or other official documentation linking applicant's name to the address on the application.
- If make and model of existing appliance cannot be determined, email photographs of the stove/fireplace:
 - Front of stove, with door closed
 - Front of stove, with door open
 - With door open, capture the ceiling of the firebox; take photo from floor level about 5 feet away from front of stove, in the photo include the stove outer frame and upper interior area
- (Optional) Part 4: Low Income Supplement Application Form.
- (Optional) Supplemental documentation for Part 4: Low Income Supplement Application Form.
 - Documentation of your annual household income for the last calendar year (tax returns)
 - Paperwork from the assisting agency documenting your acceptance into, or participation in, at least one of the Assistance Programs checked on the form

The name of the applicant must match and be consistent on all forms and documentation. *Additional names on the building permit, purchase receipt, work invoice, and proof of residency are acceptable.*

Submit documentation to the District (email preferred):

Northern Sonoma County Air Pollution Control District

150 Matheson Street, Healdsburg, CA 95448

Phone: 707-433-5911 FAX: 707-433-4823 Email: AirQuality@sonoma-county.org



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Part 2: Application Form

Please fill out this form completely and accurately. All fields are required unless otherwise indicated.

Section I – Applicant Information

| | | |
|---|--|-----------|
| Applicant Name: | | |
| Mailing Address: | City: | Zip Code: |
| Street Address (where appliance is located): | City: | Zip Code: |
| Type of property (Owner-Occupied, Rental, Vacation Home): | Estimated % occupancy from Nov.-March each year: | |
| Primary source of heat (Wood burning, central heat, other): | # of wood burning appliances in household: | |
| Primary Phone: | Alternate Phone: | |
| Email: | | |

Section II – Woodstove Information

| Existing Wood Burning Appliance Make, Model, and Description | Existing Appliance year of manufacture or installation |
|---|---|
| | |
| New Appliance Make, Model, and Description (OR if decommissioning, write “decommission”) | |
| | |
| Certified Technician for Installation: Include name, contact information, and license number | |
| | |

| | |
|--|-------|
| Printed Name | |
| Signature (<i>Electronic Signature is permissible</i>) | Date: |

For Northern Sonoma County Air Pollution Control District (NSCAPCD) Use Only

| | | | | | |
|-------------------|------------|--------------------|-----------|------------------------|-----------------------|
| NSCAPCD Approval: | | | | | Date: |
| Project Type: | Wood | Alt Fuel | Heat Pump | Decomm | Approved Base Rebate: |
| RRRA | Low Income | Total Supplements: | | Approved Total: | |



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Part 3: Certifications Form

Please initial each certification. Electronic initials are permissible.

By initialing this Certifications Form and as a rebate recipient of the Northern Sonoma County Air Pollution Control District (NSCAPCD) Burn Clean Wood Appliance Replacement Program, the Applicant commits to the following:

- Initial _____ Applicant agrees to the terms set forth in pages 1 and 2 of this packet and certifies that all information provided is true and correct.
- Initial _____ Applicant is the owner or authorized agent of a residence that contains a non-EPA-Certified wood burning appliance and wishes to destroy/permanently disable the appliance to participate in this Rebate Program.
- Initial _____ Applicant certifies that installation of any appliance funded by this Program, or decommissioning of any built-in fireplace funded by this Program, shall be conducted by a certified technician, pursuant to local building code, including procurement of a building permit and inspection, and shall be in compliance with all laws and regulations.
- Initial _____ Applicant certifies that no illegal non-EPA-Certified appliance will be installed in the residence in place of an appliance decommissioned under this Program. Applicant agrees to allow District to inspect the property to verify this certification. Applicant understands that District will reclaim rebate funds and report non-compliant appliances to the local building department if it finds a non-compliant appliance has been installed or a decommissioned fireplace has been rebuilt or restored after completion of Applicant's project.
- Initial _____ Applicant certifies that in the case of fireplace inserts, the installation of the fireplace insert is permanent and the insert will not be removed, and the fireplace will not be used again without the insert. Applicant understands that District will reclaim rebate funds and report use of an unauthorized fireplace to the local building department if it finds that a District-funded insert has been removed and a fireplace restored after completion of Applicant's project.
- Initial _____ Applicants installing a new wood burning appliance must review and follow the EPA Burn Wise Best Wood-Burning Practices. These can be viewed here: <https://www.epa.gov/burnwise/best-wood-burning-practices> or a copy can be provided upon request. Best wood burning practices include but are not limited to: burn only dry/seasoned wood; use plenty of kindling, use small wood to start the fire, ensure proper air flow to the firebox; and clean the chimney regularly.
- Initial _____ Applicant agrees to operate and maintain the new appliance in accordance with its manufacturer's operating manual.
- Initial _____ Applicant agrees that participation in this Program is voluntary and undertaken at the sole discretion of the applicant. Applicant agrees to accept all legal responsibility and liability for proper installation and operation of any heating appliance purchased under the Program. The NSCAPCD is not responsible or liable for any defects in heating appliances funded with rebates issued by the District, or for any improper operation or installation of such heating appliances, or any damage or injury resulting from their installation or operation, and Applicant agrees to indemnify and hold harmless the District from any claims that arise from activities funded by this rebate.



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Part 4 (Optional): Low Income Supplement Application Form

If you are a member of a low-income household, you may qualify for an additional rebate of up to \$2,000 for your Wood Appliance Replacement project. To be approved for the Supplement, you must have a household income at or below the amount listed in the table below corresponding to the number of persons in your household, and you must provide documentation as listed in the checklist below. **To apply, please complete this form and submit it, and supporting documentation, with your rebate packet.**

| Persons in Household | 1 | 2 | 3 | 4 | 5 | 6 |
|-------------------------------------|----------|----------|----------|-----------|-----------|-----------|
| Max. Annual Income for Supplement.* | \$72,310 | \$82,640 | \$92,970 | \$103,300 | \$119,828 | \$136,356 |
| *Based on CA HUD Criteria. | | | | | | |

Section I: Applicant Information

| | | |
|---|---|---|
| Applicant Name (as it appears on supporting documentation): | | |
| Annual Household Income: | | |
| I participate in or have met the eligibility requirements for the following Assistance Programs (check all that apply): | | |
| <input type="checkbox"/> PG&E FERA or CARE | <input type="checkbox"/> Medicaid/Medi-Cal (under 65) | <input type="checkbox"/> Supplement Security Income (SSI) |
| <input type="checkbox"/> CalFresh/SNAP (Food Stamps) | <input type="checkbox"/> Low Income Home Energy Assistance Program (LIHEAP) | <input type="checkbox"/> Women, Infants and Children (WIC) |
| <input type="checkbox"/> Medi-Cal for Families (Healthy Families A & B) | <input type="checkbox"/> CalWORKS (TANF) or Tribal TANF | <input type="checkbox"/> National School Lunch Program (NSLP) |
| <input type="checkbox"/> Bureau of Indian Affairs General Assistance | <input type="checkbox"/> Head Start Income Eligible (Tribal Only) | <input type="checkbox"/> HUD Housing Assistance |

Section II: Supporting Documentation Checklist

In order to be considered *you must submit the following supporting documentation with this form*. Please initial on the blanks:

Initial: ____ Documentation of your annual household income for the last calendar year (tax returns for the entire household)

Initial: ____ Paperwork from the assisting agency documenting your acceptance into, or participation in, at least one of the Assistance Programs checked above

For Northern Sonoma County Air Pollution Control District (NSCAPCD) Use Only

| | |
|---------------------------------------|-------------------------------|
| NSCAPCD Approval: | Date: |
| Household Income Qualifies? | Approved Rebate from Part 1: |
| Supplemental Documentation Qualifies? | Approved Supplement: |
| | Total Rebate Approved: |



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Russian River Redevelopment Area Map

The District determines applicant eligibility for the Russian River Redevelopment Supplement based on location of the existing wood heater, using the below map. This map is shown here for information only.

