

**San Joaquin Valley Air Pollution Control District
AB 617 Community Emission Reduction Program**

Residential Wood Burning Emission Reduction Program Plan

***South Central Fresno Community
Shafter Community***

1. Project Identification

Project Identification: *RB.1: PROVIDE ENHANCED INCENTIVES TO REPLACE WOOD BURNING DEVICES*

This is a Community Identified Project included and prioritized in the California Air Resources Board (CARB) and District adopted South Central Fresno and Shafter Community Emission Reduction Programs (CERP). The Burn Cleaner Program is part of [California Climate Investments](#), a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment – particularly in disadvantaged communities.

This measure will reduce Particulate Matter (PM) emissions from residential wood burning devices by providing incentives for residents to replace their wood burning device with a cleaner natural gas burning device or an electric heat pump.

[Community Support](#)

This measure received support from the South Central Fresno and Shafter Community Steering Committees and was included in the adopted Community Emission Reduction Program for each community.

- (1) Name(s) of the community group(s):**
 - a. South Central Fresno Steering Committee [Map](#)
 - b. Shafter Steering Committee [Map](#)
- (2) Purpose of community group(s)**
 - a. AB617 Community Engagement and Public Input
- (3) Total number of members in the community group(s)**
 - a. South Central Fresno – 34 members
 - b. Shafter – 27 members
- (4) Date(s) of formation/establishment**
 - a. South Central Fresno – December 2018
 - b. Shafter – December 2018
- (5) A description of the decision-making process must be included.**
 - a. South Central Fresno Steering Committee [Charter](#)
 - b. Shafter Steering Committee [Charter](#)

(6) Community Support Demonstration

- a. South Central Fresno [CERP](#)
 - i. [Steering Committee Meetings](#)
 1. [June 12, 2019](#) CERP Development and Draft Strategies
 2. [June 26, 2019](#) Strategy Criteria Prioritization Exercise
 - a. [Prioritization Survey Results](#)
 3. [August 14, 2019](#) Written Strategy Comments & Suggestions
 - b. Shafter [CERP](#)
 - i. [Steering Committee Meetings](#)
 1. [October 21, 2019](#) Strategy Prioritization Exercise
 2. [November 4, 2019](#) Strategy Prioritization Exercise Results
 3. [January 13, 2020](#) Incentives Strategy Implementation Update

[Mechanism for Informing Community](#)

This measure has been discussed at multiple steering committee meetings and is a priority for implementation for each steering committee. Once this measure is approved by CARB for implementation the program will be discussed at Community Steering Committee meetings to inform the community and provide instructions for participation. In addition multiple outreach activities including paid advertising, social media, and outreach to environmental justice organizations to inform residents of the program and requirements for participation.

[Participant Requirements](#)

(A) Burn Cleaner Program Eligibility

The Burn Cleaner program guidelines are attached to this program plan as Exhibit A. In implementing this CERP measure, the District will follow existing program guidelines and eligibility criteria. Existing wood burning devices must be located inside a residence within the South Central Fresno or Shafter Community. Participants must submit an application and obtain an approved voucher from the District prior to purchasing their new device. Residences located within the South Central Fresno or Shafter Community which have access to piped natural gas and have an existing wood burning device may only apply for a voucher for a new natural gas burning device or an electric heat pump. Participants whose residence does not have access to piped natural gas and have an existing wood burning device may apply for an eligible new EPA-certified wood burning device. Existing wood burning devices must be in safe, operational condition at time of application submittal, and be currently operational or have been used during the most recent Check Before You Burn wood-burning season to be eligible for replacement.

(B) Participant Requirements

The Burn Cleaner program application is attached to this program plan as Exhibit B. A certification section is included in the application and details participant requirements. Participation in the program occurs in three phases: Voucher Application, Voucher Approval and Voucher Redemption.

- (1) **Voucher Application:** A participant must submit a voucher application along with two photos of the existing wood burning device. The first photo should be a close-up of the device with all screens or doors open, which will be used to visually confirm the existing device type. The second photo should clearly show the old device and the surrounding background from floor to ceiling. The second photo will be used to compare with the photo submitted at time of claim to confirm the old device has been replaced or modified with the eligible new device. Participants applying for a new electric heat pump will also need to include a before photo of the wall where the new electric heat pump will be installed.
- (2) **Voucher Approval:** District staff will review submitted voucher applications and issue a voucher if the application is deemed eligible. Participants may then use the voucher at a contracted hearth retailer for the purchase and installation of their new device. If an existing device is a wood burning insert or stove, it must be surrendered to a licensed recycling/dismantling facility for disposal.
- (3) **Voucher Redemption:** Once a Participant has purchased and installed their new device, they may submit a claim packet to redeem their voucher. A complete claim packet is required as part of the voucher redemption process and must include a completed and signed voucher, copies of any invoices and receipts for the purchase and installation of the new device, and a photo clearly showing the new device fully installed with the surrounding background. For electric heat pump projects, participants must also submit proof that their existing open hearth or wood-burning device (insert or freestanding stove) has been made permanently inoperable. District staff will review submitted claim packets and reimburse for eligible costs, up to the approved voucher amount. The Burn Cleaner Program requires that new wood or pellet devices be on the current list of EPA Certified Wood Heaters, and that new gas fireplaces must meet ANSI z21.88/CSA2.33 standards to ensure they are heater-rated.

Funding Amounts

The approved CERP's include \$1,500,000 for the South Central Fresno community and \$600,000 for the Shafter community for the implementation of this measure. This funding will provide for the replacement of up to 500 wood burning devices in South Central Fresno and up to 200 devices in Shafter.

Table 1 summarizes the eligible new device types and incentive amounts available to South Central Fresno and Shafter community residents through the Burn Cleaner Program. These funding levels represent the maximum incentive amounts based on the type of eligible new device that will be purchased by the participant. If the purchase price of the new device, and the cost of installation as applicable, are less than the incentive amount, the final amount reimbursed to the participant will be reduced. There are no minimum match requirements for participation in the program; however, participants must pay for any costs that exceed the incentive amount. Qualified low-income participants who are applying for the program with

residential properties that do not have access to piped natural gas receive up to an additional \$1,500. Participants who qualify as low-income also have the opportunity to have their incentive amount applied at the point of purchase to reduce the upfront, out-of-pocket cost for the purchase of their new device if the retailer has agreed to provide that benefit.

Table 1. Eligible Incentive Amounts for South Central Fresno and Shafter Communities

Residential Property Type	Eligible New Device Type	Maximum Incentive Level
Residence has access to piped natural gas and has an existing wood burning device	Natural Gas Insert or Freestanding Stove	Up to \$2,500 for unit + \$500 for eligible installation costs
	Electric Heat Pump	Up to \$4,000
Residence does not have access to piped natural gas and has an existing wood burning device	Certified wood insert or freestanding stove	Up to \$1,000
	Certified pellet insert or freestanding stove	Up to \$1,000
	Electric Heat Pump	Up to \$1,500
	Low-income	Additional \$1,500 for qualified applicants

The purpose of utilizing AB617 funding for this measure for implementation in Shafter and Fresno reflects the desire of the community to ensure dedicated funding for these project types through their individual CERP’s. While the District operates our Burn Cleaner program throughout the Valley it is possible that those program funds could be oversubscribed resulting in limited program participation. With these AB 617 funds the communities are assured that funding would be available to at least meet the targets outlined in the CERP. Through the implementation of this measure the communities of Shafter and Fresno will benefit from dedicated funding as well as targeted outreach to ensure that community members are aware of the program as well as the process for participation.

Project Selection and Reporting

Projects will be approved on a first come, first served basis determined by the submittal of a complete program application.

The District will report program information in accordance with Community Air Protection program guidelines found at:

https://ww3.arb.ca.gov/msprog/cap/docs/cap_incentives_2019_guidelines.pdf.

Emission Reduction Targets

The goal of this measure is to replace 500 devices in South Central Fresno and 200 devices in Shafter. The District will report emission reduction information for completed projects utilizing CARB approved methodology.

Exhibit A
Burn Cleaner Program Guidelines

VOUCHER GUIDELINES

HOW DOES THE PROGRAM WORK?

Participation in the Burn Cleaner Program occurs in three phrases:

- PHASE 1** Voucher Application – Submit a complete application and all required documents to the District for voucher approval.
- PHASE 2** Voucher Approved – Present your approved voucher to a participating program retailer and purchase and install your new device.
- PHASE 3** Voucher Redemption – Redeem your voucher by submitting a complete Claim for Payment Packet to the District, and the District will reimburse you for eligible costs, up to the approved voucher amount.

For any questions about the program, please contact staff at (559) 230-5800, or by email at grants@valleyair.org.

REQUIREMENTS & ELIGIBILITY

- The replacement or modification of the open hearth fireplace or old wood/pellet device must result in the reduction of emissions.
- To ensure the safe and proper installation of their new device, applicants must acquire any necessary permits and obtain proof that the installation of their new device meets all local, state or federal requirements through a final inspection by an applicable authority.
- The old device must be in safe, operational condition at time of application submittal. If the old device is dismantled prior to application submittal, partially or in whole, the application may be deemed ineligible.
- **One voucher allowed per device address.**
- **Do not** make any non-refundable payments, disassemble your old device or install your new device until you receive a District Voucher.
- Old gas stoves, gas inserts, gas fireplaces, devices with a gas log or electric heating devices are **not eligible** for replacement through this program.
- New certified wood or pellet devices must be identified on the current list of EPA Certified Wood Heaters to be eligible for Burn Cleaner. For List of EPA Certified devices please visit <https://cfpub.epa.gov/oarweb/woodstove/index.cfm?fuseaction=app.search>
- New gas fireplaces must be certified as heater-rated, which are tested using the American National Standard ANSI Z21.88/ CSA 2.33 (Vented Gas Fireplace Heaters). Gas fireplaces that are designed exclusively for aesthetic and decorative use are **not eligible**.
- Old devices located in homes owned by local Public Housing Authorities are not eligible for replacement.
- Tenants in multi-unit residential complexes with more than two units are not eligible for low-income funding.
- The property where the device is to be installed must be located within the San Joaquin Valley (SVJ) air basin, which includes the following counties: San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare and the SVJ portion of Kern County.
- Installation of a new device must be conducted by the contracted Retailer; a third-party contractor under the approval and supervision of the Retailer; or by a certified/licensed technician that is pre-approved by the District. Self-installation or installation by non-licensed contractor is not eligible under this program.
- New device must be purchased from a contracted retailer, for a list of eligible retailers visit www.valleyair.org/burncleaner.
- All old wood/pellet inserts and stoves replaced and removed through this program must be permanently destroyed by a licensed recycling/dismantling facility. Open-hearth fireplaces that have been replaced with new freestanding stoves must be made permanently inoperable by completely removing the fireplace structure or permanently sealing it, unless the new stove is installed within the existing fireplace. Temporary methods will not satisfy this requirement.
- Priority will be given to low-income applicants, those purchasing natural gas or eligible electric devices, and those that reside in an area without piped natural gas service. To be considered as low-income, applicants must complete and submit the Voucher Application and the Low-Income Eligibility Form for review. Forms are available at www.valleyair.org/burncleaner.
- The new device must remain installed at the device address for a minimum of three years.
- Incentive funding provided under this program is not for the repair of an existing unit.
- The old device must be currently in-use or have been used during the most recent Check Before You Burn wood-burning season to be eligible for replacement under the program.
- Electric heat pumps purchased through the program must be packaged or split systems that are permanently installed. Electric heat pumps are not the same as electric fireplaces. For more information about electric heat pumps, please visit: www.energy.gov/energysaver/heat-pump-systems. Electric fireplaces, air conditioners, portable devices, and other electric (resistance) heating devices are not eligible for funding under this program.
- The eligibility of the applicant to participate in the program is at the sole discretion of the District.
- Before and after photos are required, see page 4.

VOUCHER GUIDELINES *(Continued)*

INCENTIVE LEVELS

The most recent amendments to the District’s Rule 4901 requires stricter residential wood-burning curtailments for three counties considered “Hot Spot” areas in the San Joaquin Valley: Madera, Fresno and the Valley Air Basin portion of Kern. Due to stricter curtailment thresholds and to encourage participation, enhanced incentives will be provided for eligible participants in those counties. The eligible incentive amount is based on the physical address (“Device Address” on application) of the old wood-burning device that will be replaced through the program.

INCENTIVE TYPE	LOCATION OF OLD DEVICE	ELIGIBLE NEW DEVICE TYPE	INCENTIVE LEVEL
Hot Spot Incentives	Madera, Fresno, or the Valley Air Basin portion of Kern County AND in a residential property that has access to piped natural gas	Natural Gas Insert/ Freestanding Stove	Up to \$2,500* + \$500 for eligible installation costs
		Electric Heat Pump	Up to \$4,000*
Standard Incentives	San Joaquin, Stanislaus, Merced, Kings, or Tulare County OR Madera, Fresno, or the Valley Air Basin portion of Kern County AND in a residential property that does not have access to piped natural gas	Certified wood insert/freestanding stove	Up to \$1,000
		Certified pellet insert/freestanding stove	Up to \$1,000
		Natural Gas insert/ freestanding stove	Up to \$1,000 + \$500 for eligible installation costs
		Electric Heat Pump	Up to \$1,500
		Low-income	Additional \$1,500 for qualified applicants

**Regardless of income*

VOUCHER GUIDELINES (Continued)

DEVICE ELIGIBILITY

The old device must be located at a residence within the District's boundaries. Applicants must submit an application and obtain an approved voucher from the District prior to purchasing the new device. The eligibility of the new device is based on the old device type and the location of the old device.

Hot Spot Counties

If the old device is located in **Madera, Fresno, or the Valley Air Basin of Kern County**, the eligibility of new devices are limited to the following:

LOCATION OF OLD DEVICE	OLD DEVICE TYPE	NEW DEVICE TYPE		
		Certified Wood/Pellet <i>Insert, Freestanding Stove or Fireplace</i>	Natural Gas/Propane <i>Insert, Freestanding Stove or Fireplace</i>	Electric Heat Pump
Areas with Access to Natural Gas	Open Hearth Wood-burning Fireplace	✗	✓	✓
	Non-Certified Wood/Pellet <i>Insert or Freestanding Stove</i>	✗	✓	✓
	Certified Wood/Pellet <i>Insert or Freestanding Stove</i>	✗	✓	✓
	Natural Gas/Propane <i>Insert or Freestanding Stove</i>	✗	✗	✗
	Electric <i>Insert or Freestanding/Wall-mounted Fireplace</i>	✗	✗	✗
Areas without Access to Natural Gas	Open Hearth Wood-burning Fireplace	✓	✓	✓
	Non-Certified Wood/Pellet <i>Insert or Freestanding Stove</i>	✓	✓	✓
	Certified Wood/Pellet <i>Insert or Freestanding Stove</i>	✗	✓	✓
	Natural Gas/Propane <i>Insert, Freestanding Stove, Logs or Fireplace</i>	✗	✗	✗
	Electric <i>Insert or Freestanding/Wall-mounted Fireplace</i>	✗	✗	✗

Other Valley Air District Counties

If the old device is located in **San Joaquin, Stanislaus, Merced, Kings, or Tulare County**, the eligibility of new devices are limited to the following:

OLD DEVICE TYPE	NEW DEVICE TYPE		
	Certified Wood/Pellet <i>Insert, Freestanding Stove or Fireplace</i>	Natural Gas/Propane <i>Insert, Freestanding Stove or Fireplace</i>	Electric Heat Pump
Open Hearth Wood-burning Fireplace	✓	✓	✓
Non-Certified Wood/Pellet <i>Insert or Freestanding Stove</i>	✓	✓	✓
Certified Wood/Pellet <i>Insert or Freestanding Stove</i>	✗	✓	✓
Natural Gas/Propane <i>Insert, Freestanding Stove, Logs or Fireplace</i>	✗	✗	✗
Electric <i>Insert or Freestanding/Wall-mounted Fireplace</i>	✗	✗	✗

VOUCHER GUIDELINES (Continued)

BEFORE AND AFTER PHOTO GUIDELINES

Photo Guidelines

Before Photos

Two photos are required during the Voucher Application process (Phase 1) to determine eligibility.

- 1) First photo should be a close up of the inside of the device with all screen or doors open.
- 2) Second photo should clearly show the old device and the surrounding background from floor to ceiling. This photo will be compared to the after photo to confirm the old device has been replaced or modified.

PHOTOS MUST:

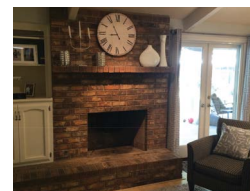
- a. Show device in its original location and have all original parts intact (i.e. panels, screens, etc.). For freestanding stoves, the Applicant must provide a photo with the pipe and ventilation system intact.
- b. Be taken before the installation of any parts for new device (i.e. new electrical outlets, etc).

Sample Photos

Photo 1



Photo2



After Photo

One photo is required during the Claim for Payment process (Phase 3)

- 1) Photo should clearly show the new device and background.
 - a. Please provide an explanation if the surrounding is different (i.e. major reconstruction, refacing of fireplace or new location).

NOTE: Your claim may be delayed if staff cannot determine if the new device is in the same location as the old device.



PAYMENT PROCESS

Payment Options

Steps

Instant Reduction

Only available to qualified low-income applicants who purchase from a retailer offering the instant Reduction option. See Burn Cleaner Retailers List for retailers who provide this option.

- After receipt of an approved voucher, applicant purchases an eligible new device from a retailer participating in the Instant Reduction Option and only pays for the cost of the new device and installation that exceeds the voucher amount. Voucher amount is applied directly at point of purchase through the retailer to reduce the out-of-pocket cost.
- Applicant signs the voucher and gives the claim for payment packet to the retailer, who will submit it directly to the District for reimbursement of the reduced amount. For installations completed by a subcontractor (not retailer), applicant will need to submit a separate claim directly to the District for reimbursement of any remaining voucher amount.
- Applicant must ensure the claim to reimburse the retailer is properly completed, including but not limited to, signing all necessary paperwork, providing appropriate supporting documentation and resolving any issues pertaining to the purchase and installation of the new device.

Reimbursement

Available to all qualified applicants. See Burn Cleaner Retailers list for all contracted retailers.

- After receipt of an approved voucher, applicant purchases an eligible new device from participating program retailer and pays for the entire cost of the new device, including installation.
- After making full payment, applicant submits a completed claim for payment packet to the District for reimbursement to the applicant.

Burn Cleaner is part of [California Climate Investments](http://CaliforniaClimateInvestments), a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy and improving public health and the environment — particularly in disadvantaged communities.

Exhibit B
Burn Cleaner Program Application

VOUCHER APPLICATION - Phase 1

All fields below are required unless otherwise indicated. Submitting an incomplete application will delay the processing of your application.

APPLICANT INFORMATION

First and Last Name

Mailing Address

City

State

Zip Code

Physical Address (If different from above)

City

State

Zip Code

Device Address (If different from above)

City

State

Zip Code

County of Device Address (check one)

- San Joaquin
 Stanislaus
 Merced
 Madera
 Fresno
 Kings
 Tulare
 Kern (Valley portion)

Primary Phone (required)

E-mail Address (optional)

Check here if you prefer to have your voucher emailed

Applicant Status (check one)

- I am the homeowner/property owner purchasing for "Device Address" above.
 I am a tenant purchasing for "Device Address" above. (Additional docs req.)

Applicant Type (check one)

- Standard Application
 Low-Income Application (Additional docs req.)

OLD DEVICE INFO

ESTIMATED ANNUAL WOOD OR PELLET USAGE OF OLD DEVICE (check one)

Approximate Wood Usage in **cords**:

- 1/4
 1/2
 1
 2
 3
 4
 5
 If more than 5, identify here: _____

Approximate Pellet Usage in **pounds (lbs)**:

- 500
 1000
 1500
 2000
 3000
 4000
 5000
 If more than 5000, identify here: _____

OLD DEVICE TYPE (check one) **NOTE: Older gas burning devices and electric heating devices are ineligible for this program**

Wood	Pellet	Other
<input type="checkbox"/> Certified insert	<input type="checkbox"/> Certified insert	<input type="checkbox"/> Open-hearth fireplace
<input type="checkbox"/> Non-certified insert	<input type="checkbox"/> Non-certified insert	<input type="checkbox"/> Wood-burning firebox
<input type="checkbox"/> Freestanding certified stove	<input type="checkbox"/> Freestanding certified stove	
<input type="checkbox"/> Freestanding non-certified stove	<input type="checkbox"/> Freestanding non-certified stove	

Does the house have access to piped natural gas? Yes No

NEW DEVICE INFO

NEW DEVICE TYPE (check only one under HOT SPOT or STANDARD New Device Options)

HOT SPOT New Device Options

New devices that are installed in residential properties that have access to piped-in natural gas in Madera, Fresno or Kern County.

Gas

- Insert
 Freestanding stove
 Fireplace (Make and Model Required)
 Make: _____
 Model: _____

Electric

- Heat Pump

STANDARD New Device Options

New devices that are installed in non-hot spot counties or residential properties anywhere in the Valley that do not have access to piped-in natural gas.

Wood

- Certified insert
 Freestanding certified stove
Gas
 Insert
 Freestanding stove
 Fireplace (Make and Model Required)
 Make: _____
 Model: _____

Pellet

- Certified insert
 Freestanding certified stove
Electric
 Heat Pump

RETAILER

Applicants may visit any retailer participating in the Burn Cleaner program and are not required to choose a retailer at the time of application. If you are working with a retailer, please provide their information below. The District may contact the retailer you listed below regarding your application.

Retailer Name

Sales Representative

PHOTOS

Two pre-installation photos are required with this application.

Photo 1 - Must show the inside of the unmodified device/hearth, with all doors/screens open.

Photo 2 - Must be taken from floor to ceiling to show the old device/hearth with all original parts intact and surrounding structures.

See *Voucher Guidelines* for more information.

Photo Samples (DO NOT FAX)



Photo 1



Photo 2

AGREE & CERTIFY

By signing this application, I certify that I have read, understand and will adhere to the Burn Cleaner Program Voucher Guidelines and agree to all the following:

- I understand that self-installation is not allowed and the installation of the new device must be conducted by the contracted retailer; a third-party contractor under the approval and supervision of the retailer; or by a certified technician that is pre-approved by the District.
- I understand that submission of this voucher application **does not guarantee** incentive funding for the new device.
- I understand that it is my responsibility to verify that the new device is eligible under the program guidelines. New wood or pellet devices must be on the current list of EPA Certified Wood Heaters and new gas fireplaces must meet ANSI z21.88/CSA2.33.
- I will be removing an operable old device or modifying an open hearth fireplace at the device address specified on this voucher application.
- If applicable, I agree to surrender my old device to a licensed recycling/dismantling facility or to the participating retailer to dispose of at a licensed recycling/dismantling facility within **90 days** of installation of the new device. If I undertake the responsibility of disposing my old device, I agree to submit a dated receipt and certification from the dismantler/recycler that my old device will be permanently destroyed.
- I understand that if I install the new device in a location other than what is identified in the pre-installation photos at the device address, I must first contact District staff to receive approval and I must still render the old device permanently inoperable. At the time of claim, where I will be seeking reimbursement for the completion of my project, I will be required to provide additional documentation, such as additional photos, to confirm that the location of the old device can no longer service a wood-burning device.
- I understand that the selection of a Burn Cleaner retailer is completely my choice and the District does not endorse, or is not in partnership with any Burn Cleaner program retailers or installers and any such issues arising from the purchase or installation of the new device is between the applicant and the retailer or installer. The District will not be held liable for any circumstances or events that occur between the applicant and retailer or installer. Participating retailers are independent contractors; they are not officers, representatives, agents, servants, employees, partners, associates, etc. of the District.
- I understand that this is a reimbursement program and I will not be reimbursed until the new unit is paid in full, completely installed, and a complete Claim for Payment packet is submitted to the District. For low-income applicants who are eligible for the Instant Reduction option, please see page 2 of the Voucher Guidelines for payment processing.
- **I have not made any non-refundable payments towards the purchase of the new device or disassembled my old device, and will not install the new device until I have received an approved voucher from the District.**

Printed Name of Applicant

Applicant Signature (**electronic signatures not accepted**)

Date

CHECKLIST - Phase 1

You are almost done!

Please submit the following with this application for consideration:

- Two Pre-installation photos (*choose one*)
 - Attached to App. Emailed Sent by Retailer
- If applicable, Low-Income Documents
- If applicable, Standard Tenant Documents

When complete, please submit your application packet via mail, email or fax to the Valley Air District:

Mail San Joaquin Valley Air Pollution Control District
Attention: Burn Cleaner Staff
1990 East Gettysburg Ave., Fresno, Ca 93726-0244

E-mail grants@valleyair.org
(**Subject line must identify your name and device address**)

Fax (559) 230-6112 (**Faxed photos are not accepted**)

Questions? (559) 230-5800

Register Your New Device!

After you have installed your new wood or pellet device, take advantage of more burn days by registering it at www.valleyair.org/CBYBregistration. (*Does not apply to gas only or electric devices*)

LOW INCOME ELIGIBILITY FORM

Please complete this form, and submit it with required income documentation along with the Voucher Application.

Applicant First and Last Name

Device Address

HOUSEHOLD INFO

Low Income eligibility will be determined based upon household size and the total household income.

# of People in Household	Max ANNUAL Gross Income	or	Max Monthly Gross Income
1	\$28,980	or	\$2,415
2	\$39,195	or	\$3,266
3	\$49,410	or	\$4,118
4	\$59,625	or	\$4,969
5	\$69,840	or	\$5,820
6	\$80,055	or	\$6,671
7	\$90,270	or	\$7,523
8	\$100,485	or	\$8,374
8+ add the following amount for each person	\$10,215	or	\$851

Please fill in the following information:

Number of People in Household: _____

Household includes applicant, and as applicable, your spouse and/or all other persons who can be claimed as a dependent for tax purposes.

Total Household Gross Income: _____ Monthly Annually

This is the adjusted gross income as listed on your most recent IRS 1040 tax form. If more than one person in the household filed taxes, provide the sum of the adjusted gross incomes. If you did not file taxes, provide the total of all sources of income from all persons in the household who receive income.

* The Income Eligibility Table is updated during February of each year.

INCOME VERIFICATION

Documents Required for Income Verification of all Household Members

Provide a completed copy of federal income tax Form 1040 (pages 1 & 2) or Tax Return Transcript from the most recent tax year for all members of the household who filed taxes. **Please redact all sensitive information, such as social security numbers, when submitting the copy.** You can obtain a Free Tax Return Transcript at www.irs.gov/individuals/get-transcript. If any dependent is over the age of 17, please provide documentation verifying their income or a statement regarding their income status.

OR: If you did not file a tax return this past year, you must provide the following:

1) A brief explanation as to why you did not file taxes this past year:

2) Copies of documentation from all issuing agencies that verifies the household income you identified. This documentation must cover the last 60 days for **all household members** who receive income. Documentation must identify the individual and amount of income received. Examples of acceptable documentation include, but are not limited to, the following:

- | | |
|--|--|
| <input type="checkbox"/> Check stubs; or | <input type="checkbox"/> General Assistance (GA) or General Relief (GR); or |
| <input type="checkbox"/> W-2(s) for past year; or | <input type="checkbox"/> Publicly subsidized full medical coverage (Medi-Cal); or |
| <input type="checkbox"/> Social Security award letter for retirement, disability Supplemental Income (SSI), or Medicare benefits; or | <input type="checkbox"/> Housing Choice Voucher Program (must provide a copy of the housing assistance payments (HAP) contract). |
| <input type="checkbox"/> State Supplemental Payments (SSP); or | <input type="checkbox"/> CAL Fresh; or |
| <input type="checkbox"/> Temporary Assistance for Needy Families (TANF); or | <input type="checkbox"/> California Work Opportunity and Responsibility to Kids (CalWORKS) |

CERTIFY

I acknowledge that the information provided on this form will be used to assess and verify my low-income eligibility for the Burn Cleaner program. My signature gives consent for this information to be shared with other government agencies. I declare, under penalty of perjury under the laws of the State of California, that to the best of my knowledge the information on this application is true and correct. I understand that submitting false information may result in criminal conviction or in a civil penalty of not less than \$150 and not more than \$1000, and that I will not be eligible to receive future assistance.

Signature (*electronic signatures not accepted*)

Date

RENTAL PROPERTY OWNER & TENANT APPROVAL

Rental property owners and tenants are eligible to apply for the Valley Air District's Burn Cleaner Program. This form must be completed by both the rental property owner and primary tenant, and submitted with the required documents to be considered for a voucher. Please be sure to check the appropriate boxes on the Voucher Application regarding the Applicant Status and Applicant Type.

This form is only required to be completed and submitted if:

- **You are the primary tenant** who will be purchasing an eligible new device regardless of the type of application you will be submitting, Standard or Low-Income.
- **You are the rental property owner** who will be purchasing an eligible new device under the Low-Income application. If you are a rental property owner and will be submitting a Standard application, you are not required to complete and submit this form.

REQUIRED

In addition to this form, please submit the following:

- Lease Agreement** Copy of the complete signed lease agreement between the property owner and occupying tenant with a minimum of six (6) months remaining from the date of the application submittal. If you cannot provide this documentation, please contact program staff.
- Proof of Residence** Most recent utility bill (electricity, cable/satellite, water/garbage, etc.)

CERTIFY

By signing this form, the rental property owner and the tenant agree to replace the existing, higher-polluting residential burning device located at the device address identified on the application with an eligible new cleaner burning device according to the Program guidelines, and agree to the following:

1. *Tenant agrees to provide supporting documentation, as needed by the District, to determine low-income eligibility. If the rental property owner is applying under the Low-income application, the tenant has the option to submit supporting documentation such as income verification directly to the District in lieu of providing it to the rental property owner.*
2. *The rental property owner shall keep the new device obtained through the Burn Cleaner Program in the rental property in which it is installed, unless it is otherwise required to be removed for, but not limited to, safety or regulatory reasons as deemed appropriate by the District. The device shall become the property of the rental property owner, not the tenant or the District.*
3. *The rental property owner shall not raise the rent or evict the tenant because of the increased value of the rental property due solely to the installation of the new hearth device funded by the District.*
4. *The rental property owner and the tenant agree that payment of the incentive funding provided through the Program shall be made to the party that purchased the new hearth device.*

RENTAL PROPERTY OWNER

Mailing Address	City	State	Zip Code

Name (print)	Signature (electronic signatures not accepted)	Date
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TENANT

Mailing Address	City	State	Zip Code

Name (print)	Signature (electronic signatures not accepted)	Date
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Please submit this form with the completed Burn Cleaner Program Voucher Application and all other applicable documents. For more information, call 559-230-5800 or visit www.valleyair.org/burncleaner.