

## **OVERVIEW**

1. Participating retailers must register with the District and sign a 'Retailer Agreement.'
2. Only residents of Alpine, Inyo & Mono Counties who presently heat with an old non-EPA certified woodstove are eligible. These are generally woodstoves manufactured before 1988. Resident homeowners (or landlords of permanent residents) must complete a 'Consumer Application.' If the consumer qualifies and funding is available (first come, first serve District-wide), a voucher for \$500 will be issued to the consumer.
3. The consumer shops for a qualifying heating appliance with registered retailers. The old non-EPA certified woodstove must be verified and removed by a registered retailer from the consumer's home and a new heating appliance purchased prior to the expiration date on the voucher.
4. Upon delivery and/or installation of the new heating appliance, the Consumer must relinquish the old non-EPA certified woodstove to the retailer. The old woodstove must be rendered inoperable and disposed of as stated in the Retailer Agreement.
5. Retailer must submit the following documents to the District:
  - a. The Consumer's original voucher.
  - b. Photocopy of retailer's invoice.
  - c. Retailer Certification Form.
  - d. Proof of Destruction/Inoperation of old woodstove
6. Upon receipt of the documents, the District will process the voucher for payment to the Retailer.

**WHAT THE CONSUMER NEEDS TO DO**

1. Call for a free informational packet at (760) 872-8211, stop by the District Office at: 157 Short Street, Bishop, CA 93514 or download the packet from [www.gbuapcd.org/woodstove](http://www.gbuapcd.org/woodstove).
2. Review the packet contents. If your current installed woodstove qualifies (i.e. is a non-certified U.S. EPA woodstove and is currently installed and used) and you agree to comply with all the terms and conditions of the program, sign and return the "Consumer Application." Upon receipt and written approval of the signed application, you will be placed on a list of qualified applicants. Funding is available on a first-come first service basis and vouchers for \$500 will be issued for credit with registered retailers. Vouchers will have an expiration date, a new heating appliance must be purchased by the expiration date, and the old non-EPA certified woodstove must be removed by the retailer.
3. Take the voucher with you to a registered retailer (a list will be mailed with the voucher or you can contact the District). If you select a retailer that is not registered with the District, they must register prior to your purchase in order for the voucher to be honored. The District will not honor vouchers to non-registered retailers.
4. At the time you purchase a qualified heating appliance<sup>1</sup>, the Consumer will:
  - a. Release the signed, original voucher to the registered retailer and the value of the voucher will be applied to the consumer's purchase balance;
  - b. Allow the retailer to remove the old non-EPA certified woodstove;
  - c. Surrender the old non-EPA certified woodstove to Retailer;
  - d. Allow the retailer or retailer's assignee, including licensed contractors, to deliver and install the new heating device; and
  - e. Submit the required voucher and documents to retailer for payment of the voucher directly to the retailer. Payment will not be made directly to consumer.
5. It is the responsibility of the consumer and retailer to ensure the proper building permit from authorities, if installation of the new appliance so requires.
6. District and its employees or representatives are not responsible for any personal or property loss or damage incurred by consumer, property owner or retailer.

---

<sup>1</sup> A qualified heating appliance is one of the following: a new EPA Phase II certified non-catalytic woodstove, a new pellet stove, a new kerosene or new propane heater or stove.

**WHAT THE RETAILER NEEDS TO DO**

1. Call for a free informational packet at (760) 872-8211, stop by the District Office at: 157 Short Street, Bishop, CA 93514 or download the packet from [www.gbuapcd.org/woodstove](http://www.gbuapcd.org/woodstove)
2. Review the packet contents. If you agree to comply with all the terms and conditions of the program, sign and return the “Retailer Agreement.” Upon receipt of the signed agreement, you will be placed on our list of registered retailers and sent a confirmation letter.
3. Inform customers of the District’s Woodstove Replacement Program and incentive vouchers. Distribute Consumer Applications to customers.
4. At the time of purchase, Retailers will:
  - a. Take original voucher from consumer;
  - b. Apply the value of the voucher towards the consumer’s qualifying purchase balance;
  - c. Verify that the old woodstove to be replaced is a non-certified EPA woodstove;
  - d. Remove the old non-EPA certified woodstove;
  - e. Render the woodstove inoperable (See Retailer Agreement);
  - f. Dispose of the woodstove properly (See Retailer Agreement);
  - g. Deliver and install the new heating appliance; and
  - h. Submit the required documents to District for payment of the voucher, including a photograph of the old woodstove with hole and door removed.



## **QUALIFICATIONS, CRITERIA AND LIMITATIONS**

**Background:** The Board of the Great Basin Unified Air Pollution Control District (District) has approved a voucher payment program for each non-EPA certified woodstove replaced by a new EPA Phase II certified non-catalytic woodstove, a new pellet stove, a new kerosene heater or stove, or a new propane heater or stove. The amount of the voucher will be Five Hundred Dollars (\$500.00). The voucher program is specifically intended as an incentive to help a consumer recover the cost of the new cleaner burning heating device. For the 2009-2010 fiscal year, a total of \$11,000 is available to the District's three counties (Alpine, Inyo and Mono) on a first-come first-serve basis. It is anticipated that additional funds will be available in future years, however, future funding is not guaranteed.

**Incentive Program Term:** This incentive program applies to old non-EPA certified woodstoves changed out only while funding is available. **The program term is November 1, 2009 through April 30, 2010**, or sooner if allocated funds are depleted. Funds are limited. Applications are accepted on a first-come, first-served basis. This Program may be modified or terminated without prior notice.

**First Come, First Served:** In the event more voucher requests are received than funds are available to fill, the requests will be filled in the order in which they are received by the District. The District will issue vouchers only for the amount of funds available. Applications must be completed in full to be counted towards the first-come, first-serve criteria. Participants will be notified of their incomplete applications which will be returned and noted as such. Applications will not be held over into future year funding programs.

### **Qualification Criteria:**

1. Vouchers will be issued to consumers and subsequently honored by the District if a non-EPA certified woodstove has been removed and replaced with any one of the following: a) a new EPA Phase II certified **non-catalytic** woodstove; b) a new pellet stove; c) a new kerosene heater or stove; or d) a new propane heater or stove.
2. Vouchers will be issued to consumers who have an approved 'Consumer Application' on file with the District. The dwelling where the old non-EPA certified woodstove is removed must be the primary residence of the occupant and the old woodstove must be the primary source of heat. Only one voucher per dwelling will be issued.
3. Vouchers will be paid directly to retailers who have registered with the District by completing, signing and returning a "Retailer Agreement."
4. Retailer will verify that there is an old non-EPA certified woodstove currently installed and used at the customer's residence.
5. Retailer will remove the old non-EPA certified woodstove from the customer's residence and replace/install it with the new heating appliance. NOTE: The retailer must remove the non-EPA certified woodstove from the dwelling in order to qualify for this program. Any stove that has been removed by the consumer or brought to the retailer for replacement is ineligible.
6. The old non-EPA certified woodstove must be rendered inoperable by the retailer prior to shipment to a landfill or recycling center by punching a 5" diameter hole in the side or top and removing the door. A photograph of the old woodstove with hole and door removed shall be included with the retailer's request for payment.
7. Retailer will store the door portion of the old woodstove for a maximum of 6 months with the customer's name on it so the District can verify the woodstove replacement. The retailer shall be responsible for removing any refractory materials that might interfere with recycling the stove. The retailer shall certify that proper scrapping of the old stoves has occurred.

8. The dwelling where the woodstove is replaced must be within Alpine, Inyo and Mono Counties in California.
9. The retailer and consumer agree not to re-sell, give or salvage any part of the old woodstove to be replaced.
10. The consumer agrees to release the old woodstove to the retailer upon delivery and/or installation of the new heating appliance.
11. The new heating appliance may be purchased from outside the District, but the retailer must be a registered participant with the District. A registered retailer is one that has agreed to and signed a "Retailers Agreement."
12. It is the sole responsibility of the consumer and retailer to ensure the proper building permit from authorities if installation of the new appliance so requires.
13. The incentive is a voucher – a payment directly to retailers for part of the costs incurred by the consumer. The consumer may contact either the District at (760) 872-8211 or a registered retailer to request a Consumer Application. Contingent upon the application, vouchers will be issued in order to facilitate tracking the number of vouchers and avoid exceeding available funding.
14. **Vouchers will expire on April 30, 2010 and are not transferable. The new heating appliance must be purchased and the old non-certified woodstove must be removed by the retailer no later than April 30, 2010.** A voucher becomes null and void if any change of information is made on its face or if the information provided by the consumer is false.
15. Participating retailers are expected to assist the consumer in understanding qualification requirements prior to completion of the sale.
16. Payments will be in the form of a check to the retailer, processed by the District within 30 days of receipt of complete documentation at the District's office.
17. Retailers must agree to and abide by the "Retailers Agreement" for their customers to be eligible.
18. Under this program, the District makes no warranty, implied warranty or endorsement of any heating appliance available through local retail stores to the public. The District is not responsible or obligated to pay any voucher request after the voucher expiration date.
19. Consumer will allow, if requested, a District representative reasonable access to the dwelling or residence to verify the installed product that was purchased.
20. Consumer understands and agrees that the choice of new qualifying heating appliances, the selection of registered retailer, contractor, manufacturer, dealer, purchase of materials, work performed, and payment thereof is their sole responsibility. Consumer waives any claims against the Great Basin Unified Air Pollution Control District (the "District") and its employees or representatives arising out of the woodstove removal or installation and/or use of the heating appliance referenced in this program. Consumer understands that the District makes no representations regarding retailers, manufacturers, dealers, contractors, materials, and workmanship.
21. Consumer is responsible for meeting all program requirements and for complying with any state/county/city governments, property owner and/or homeowner's association requirements (if any) in their area regarding local conditions, restrictions, codes, ordinances, rules, and regulations prior to installation.
22. If Consumer is a tenant, they are responsible to obtain the owner's permissions to install the heating appliance for which a voucher may be issued. Consumer's signature on the application indicates that they have obtained this permission.
23. The District is not responsible for lost items or items destroyed in the mail. Lost vouchers will not be replaced or re-issued under any circumstances.
24. The following persons or entities and their immediate family members are not eligible to participate in this Woodstove Replacement Program: District employees and contractors, District Governing Board Members, District Hearing Board Members and commercial property owners.

**To receive a voucher, the consumer must submit the following documentation to the District:**

CONSUMER APPLICATION FORM. This form must be completed, legible, and signed by the consumer(s). Incomplete applications will be returned and deemed as not received.

**First Come, First Served:** In the event more voucher requests are received than funds are available to fill, the requests will be filled in the order in which they are received by the District. The District will issue vouchers only for the amount of funds available. Applications must be completed in full to be counted towards the first-come, first-serve criteria. Participants will be notified of their incomplete applications which will be returned and noted as such. Applications will not be held over into future year funding programs.

The Woodstove Replacement Program commences November 1, 2009 and ends April 30, 2010.

**GREAT BASIN UNIFIED AIR POLLUTION CONTROL DISTRICT**  
157 SHORT STREET, BISHOP, CALIFORNIA 93514-3537 TELEPHONE: (760) 872-8211

**WOODSTOVE REPLACEMENT PROGRAM**

**CONSUMER APPLICATION**

(Please Print or Type)

DATE: \_\_\_\_\_, 20\_\_\_\_\_

NAME(s): \_\_\_\_\_  
Last First

PRIMARY RESIDENCE: \_\_\_\_\_  
Number & Street

\_\_\_\_\_  
City & State Zip

TELEPHONE: \_\_\_\_\_  
Day Evening Cell

Old Stove: \_\_\_\_\_  
(To Be Replaced) Manufacturer / Name / Model (If Known)

\_\_\_\_\_  
Approximate Age or Year of Original Installation

Type of Dwelling:  Detached Home  Attached Home (up to four-plex)  Condominium  
 Mobile Home  Rental

**Note:** If your old woodstove was manufactured in the United States after July 1, 1988, it will have an EPA certification label on the back, and it does **not** qualify for this program.

**Consumer Information (All Items Must Be completed):**

*Failure to answer or provide all the information requested, will result in the application being rejected and returned.*

I, the undersigned consumer, hereby certify to the Great Basin Unified Air Pollution Control District the following information is true and correct:

1. The dwelling where the old woodstove is to be replaced is my primary place of residence or the primary place of residence of the occupant:  Yes  No
2. The dwelling is located in the following County:  Alpine  Inyo  Mono
3. The woodstove to be replaced is the primary source of heat for this dwelling:  Yes  No

4. To the best of my/our knowledge, the woodstove to be replaced is a non-certified EPA woodstove. (See "How to tell if you have an EPA certified woodstove.")  
 Yes  No
5. Estimated amount of wood used annually: \_\_\_\_\_ (cords/pallets)
6. Primary reason(s) for replacing your old woodstove:  
 Age (Worn out)  Aesthetics  Emissions (Reduce air pollution.)  
 Convenience (Use something easier.)  Efficiency (Use less wood. Not enough heat.)  
 Heard about District's Rebate/Incentive Program.
7. I understand that, pending available funding and eligibility, a \$500 voucher will be issued for the purchase of a new EPA Phase II certified non-catalytic woodstove, a new pellet stove, a new kerosene heater or stove, or a new propane heater or stove. I further understand that the voucher expires on April 30, 2010 and by this date: the retailer must remove the old woodstove and the new heating appliance must be purchased.
8. I understand and agree that I cannot re-sell, give away or salvage my old woodstove, or any part thereof.
9. I understand and agree to release my old woodstove to the retailer of my new heating appliance.
10. I have read, understand and agree to all of the provisions in the Woodstove Replacement Program and the 'Qualifications, Criteria and Limitations' therein.
11. I will allow, if requested, a District representative reasonable access to my residence to verify the installed product I have purchased.
12. I understand and agree that the choice of new qualifying heating appliances, the selection of registered retailer, contractor, manufacturer, dealer, purchase of materials, work performed, and payment thereof is my sole responsibility. I waive any claims against the Great Basin Unified Air Pollution Control District (the "District") arising out of the installation and/or use of the heating appliance referenced in this program. I understand that the District makes no representations regarding retailers, manufacturers, dealers, contractors, materials, and workmanship.
13. I understand and agree that the retailer must remove the old non-EPA certified woodstove and that installation of the new heating device must be performed by the retailer or appointed licensed contractor.
14. I am responsible for meeting all program requirements and for complying with my state/county/city governments, property owner and/or homeowner's association requirements (if any) in my area regarding local conditions, restrictions, codes, ordinances, rules, permits and regulations prior to installation.
15. If I am a tenant, I am responsible to obtain the owner's permissions to install the heating appliance for which a voucher may be issued. My signature on this application indicates that I have obtained this permission.

- 16. I understand that the District is not responsible for items lost or destroyed in the mail.
- 17. Consumer agrees to hold District and its employees or representatives harmless for any work performed under this Woodstove Replacement Program and that Retailer/Consumer is solely responsible for any personal or property loss or damages incurred by consumer or property owner hereunder.
- 18. Consumer acknowledges that Retailer certifies to District and Consumer/Property Owner that Retailer has the requisite insurance, knowledge, license, expertise and other qualifications to perform the removal and installation of woodstoves or related heating devices.

**I have read and understand the above terms and conditions. I certify that the information I have provided is true and correct and that the conditions for which I am requesting a voucher meet the requirements listed in the program.**

Date: \_\_\_\_\_, 20\_\_\_\_

Signed: \_\_\_\_\_  
Applicant(s)

\_\_\_\_\_  
Print Name(s) of Person Signing Above

Please mail or deliver this signed original application to:

Woodstove Replacement Program  
Great Basin Unified Air Pollution Control District  
157 Short Street  
Bishop, CA 93514

**\*\*A signed original application must be received by the District. Copies or faxes will not be accepted.**

District Use Only:
Date Received by District:
Time: _____
By: _____