



Wood Smoke Reduction Incentive Program Reimbursement Request Cover Sheet

Instructions:

To complete your reimbursement request for a Wood Smoke Reduction Incentive Program project, you must complete and sign the form located on the following page, and mail it, along with the attachments listed below to the Bay Area Air Quality Management District at:

**Bay Area Air Quality Management District
ATTN: SID/Wood Smoke Reduction Grant
375 Beale Street, Ste. 600
San Francisco, CA 94105**

Attachments:

Please include the following attachments with this form:

- A completed W-9 Form
- A copy of the Driver's License, or other form of Photo ID of the property owner

Requests for reimbursement will be processed within 30 days after both the online portion has been completed and submitted by the applicant and a paper copy of this form, along with the attachments above have been received by the Air District.

Wood Smoke Reduction Incentive Reimbursement Request Cover Sheet

By signing below, I certify that all of the information I have provided in my application and reimbursement request is true and that I agree to comply with all of the following Program Terms and Conditions:

Basic Eligibility: Applicants must be the legal owner of an existing residential property that is listed on their application. Properties must be located within the Air District's jurisdiction. Employees of the Bay Area Air Quality Management District are not eligible.

Maximum Award: Awards are limited to a maximum of \$12,000 per property, not to exceed the actual total project cost. Award amounts are determined by adding the base award (based on the project option selected by the applicant) and Highly Impacted Resident funding, if the applicant demonstrates that they qualify for one or more of these conditions. Awards may be reduced if the Air District is unable to verify any of the information provided or if the actual total project cost is lower than the original award amount shown in the Notice to Proceed.

Approval of Award and Notice to Proceed: Submission of an application does not guarantee an award of Program funding. Applicants must first have received approval from the Air District ("Notice to Proceed") before any work on the project can begin. *Applicants who have had any work related to their project performed (e.g., purchasing or installing new equipment) before the Air District issues a Notice to Proceed are not eligible.*

California Licensed Contractor: Any work performed with funding from this Program must be done by a contractor licensed in the State of California who will be required to fill out and sign a certification form provided by the Air District. Applicants receiving Program funds ("Program Participants") must include this document with their reimbursement request. To check whether the person you are hiring has a valid license number, visit the [Contractors State License Board](#) website. *Work performed directly by the homeowner, or anyone who is not a licensed CA contractor, is not allowed.*

Permits: Program Participants must obtain permits for any work performed with funding from this Program. Program Participants must include a copy of the permit(s) with their reimbursement request. *Work performed without required permits will not be eligible for reimbursement not allowed.*

Scrappage Receipt: Program Participants who are decommissioning a fireplace insert or a wood-burning stove, or replacing one of these with a qualifying device, must have their old device crushed/rendered inoperable at a recycling facility and provide the Air District with proof of destruction (a scrappage receipt from the recycling facility). *Program Participants who fail to submit a receipt showing proof of destruction will not be reimbursed.*

Eligible Costs and Reimbursement Process: Only work described in the Notice to Proceed is eligible for reimbursement. Program Participants may not use Program funding to pay for any costs associated with remodeling work that is not directly related to their project. Program Participants may request reimbursement only after they have completed their project. Reimbursement checks will be issued within 30 days after the Air District has verified that the Program Participant's reimbursement request is complete.

IRS and Tax Compliance: Funding from this Program may be required to be reported as income. Payments will only be made to Program Participants who provide a completed W-9 form with their reimbursement request.

Compliance with Air District Rules: Properties must be and remain in compliance with the Air District's Wood Smoke Rule (Regulation 6, Rule 3). In addition, Program funding may not be used to purchase or install equipment for the purpose of complying with any federal, state, or local regulation; judicial order; agreement; memorandum of understanding; contract; mitigation requirement; or other binding obligation *already* in place.

Inspection: Program Participants must agree to allow the Air District or its agents access to their property to inspect the completed project for compliance with program requirements, if requested. The Air District will provide not less than five business days' notice prior to an inspection.

Project Documentation and Verification Process: Participation in this program requires submittal of the following information/documentation: completed W-9 form and Contractor Certification Form, copies of invoices, photos of original and replacement devices, and valid photo ID. If applicable, copies of permits, and/or proof of enrollment in a qualifying low-income assistance program, are also required. The Air District will attempt to verify the project and applicant's eligibility using the information provided, however additional information may be requested to verify the information contained in an application or a request for reimbursement.

Project in place for 5 years: Program Participants must agree to keep and maintain their new equipment for at least five years, and continue to adhere to all rules and requirements related to the Air District's Wood-Burning Devices Rule, including no wood burning on Spare the Air days.

Indemnification and Assumption of Risk: Program Participants agree to indemnify and defend the Air District and its Directors, employees, and agents against any and all claims, loss, damage, or liability that arises out of, or is in any way connected with, the installation or use of the device purchased with Air District funds. In addition, Program Participants agree to assume all risk of damage to property or injury to persons that may occur from equipment purchased or work conducted that was paid for with Air District funds.

Public Records Requests: Program Participants understand and accept that any information provided to the Air District may be subject to public disclosure.

Failure to provide true information or to adhere to any of the Program Terms and Conditions will result in forfeiture of the award. The Air District reserves the right to modify the terms of this Program at its discretion.

Print Applicant's Name:	Date:
Applicant's Signature:	Project Number: 17WS _ _ _ _