



Wood Smoke Reduction Incentive Program *Frequently Asked Questions*

Eligibility and Applications

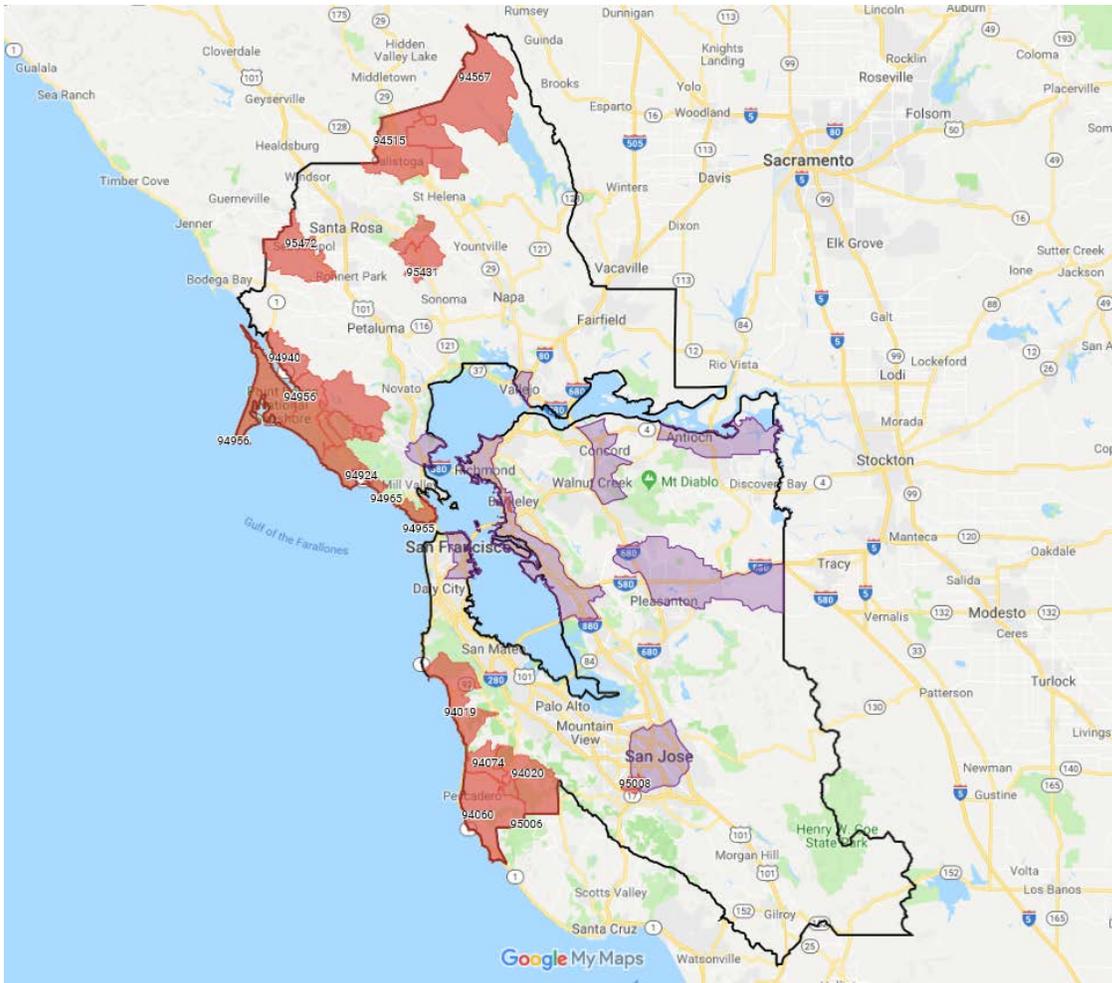
1) *Is there a deadline to apply? In what order will applications be evaluated?*

Wood Smoke Reduction Incentive Program (WSRIP) applications are being accepted on a first-come, first-served basis until funding is exhausted and only completed applications will be evaluated for funding.

2) *Who can apply? What areas are eligible to participate?*

Owners of a residential property with a physical address in the Air District's jurisdiction **and** in a designated High Wood Smoke Area (HWSA) or Highly Impacted Community as defined by the Air District's Community Air Risk Evaluation (CARE) program can apply to WSRIP. To check whether your home is located in one of these areas, please see the map below or use the map located in the Resources section of the program website: www.baaqmd.gov/woodsmokegrant

The map below shows these areas shaded in red and purple:



To apply, complete the online application at: www.baaqmd.gov/WoodSmokeGrant
Questions? Contact us at woodsmokegrants@baaqmd.gov or at (415) 749-5195.

CARE Area cities and ZIP codes

Note: Because CARE area boundaries do not line up exactly with ZIP code and city boundaries, some cities and ZIP codes in the list below may only be partially located in a CARE Area. Please use the map located in the Resources section of the program website at www.baaqmd.gov/woodsmokegrant to confirm whether your home is located in a CARE Area.

City	ZIP Code	City	ZIP Code
Alameda	94501, 94502	Martinez	94553
Alamo	94507	Milpitas	95035
Albany	94706	Oakland	94601, 94602, 94603, 94605, 94606, 94607, 94609, 94610, 94611, 94612, 94613, 94619, 94621
Antioch	94509, 94531	Oakley	94561
Berkeley	94702, 94703, 94704, 94707, 94709, 94710	Pinole	94564
Bethel Island	94511	Pittsburg	94565
Brentwood	94513	Pleasant Hill	94523
Brisbane	94005	Pleasanton	94566, 94588
Campbell	945008	Richmond	94801, 94804, 94805
Castro Valley	94546, 94552	San Anselmo	94960
Clayton	94517	San Francisco	94102, 94103, 94104, 94105, 94107, 94108, 94109, 94110, 94111, 94112, 94114, 94115, 94117, 94118, 94123, 94124, 94129, 94130, 94131, 94133, 94134, 94158
Concord	94518, 94519, 94520, 94521	San Jose	95110, 95111, 95112, 95113, 95116, 95117, 95118, 95121, 95122, 95124, 95125, 95126, 95127, 95128, 95130, 95131, 95132, 95133, 95134, 95136, 95148, 95192
Daly City	94014	San Leandro	94577, 94578, 94579
Danville	94506, 94526	San Lorenzo	94580
Dublin	94568	San Pablo	94806
El Cerrito	94530	San Quentin	94964
El Sobrante	94803	San Rafael	94901, 94903
Emeryville	94608	San Ramon	94582, 94583
Greenbrae	94904	Santa Clara	95050, 95051, 95053, 95054
Hayward	94541, 94542, 94544, 94545	Stockton	95206
Knightesen	94548	Tracy	95377
Larkspur	94939	Vallejo	94589, 94590, 94591, 94592
Livermore	94550, 94551	Walnut Creek	94595, 94596, 94597, 94598

3) *I don't have internet access; can I still apply for funding?*

Yes. While the online application will be the fastest and most convenient way to apply for this program, anyone who doesn't have internet or email access can apply in one of two ways:

- *Have a friend, relative, or contractor help with the application:* An applicant may delegate the online application process to another person, such as a friend, relative, or contractor. The designee can complete the online application and upload the required documentation on behalf of the applicant. Please be sure to include the designee's contact information as a secondary contact and letter of authority from the legal owner should be included during the application process.

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Wood Smoke Reduction Incentive Program

- *Request a paper application:* Call (415) 749-5195 to request a paper application. Please be aware that paper applications may take longer to process than online applications.

4) I already completed (or started work on) my project. Can I apply for funding retroactively?

No, applicants who have had any work related to their project performed before the Air District issues a Notice to Proceed **are not eligible for funding**. This includes signing any agreements, placing a deposit for equipment, having a contractor do any physical work on your property, or having purchased or ordered equipment, or place a work order, or installing a new equipment.

5) I have more than one fireplace or wood-burning stove in my home. Can I apply to replace more than one device and receive multiple awards?

No, funding from this Program is limited to one project per property. Program participants with more than one wood-burning device in their home may replace more than one device and will not be disqualified from receiving funding from this Program. However, the invoice must clearly identify the costs that are directly related to the approved project listed in the Notice to Proceed.

6) I have a duplex home with one Assessor Parcel Number (APN) or I have two houses on one property with one APN and each home has a fireplace/stove. Can I apply to replace more than one device and receive awards for both properties?

No, funding from this program is limited to one project per unique APN.

Project Options and Requirements

7) What types of projects are eligible for funding?

The following project types are eligible for funding:

- Replacing an existing fireplace or wood-burning stove with a natural gas- or propane-fueled heating stove or fireplace insert*;
- Decommissioning an existing wood-burning stove or fireplace AND installing an electric heat pump system*;
- Decommissioning a wood-burning stove or fireplace without installing a replacement heating device – this option is available only to homeowners who already have another form of heat.

Note: Electric heat pump systems must be a split or packaged system, and natural gas- or propane- stoves or fireplace inserts must be a sealed system that is not capable of burning wood or solid fuels. The following replacement devices are **NOT eligible project options:*

- Gas logs
- Furnaces
- Electric fireplaces
- Pellet or wood-burning stoves

8) If I just want to seal my chimney, can I apply?

Decommissioning (rendering permanently inoperable) a fireplace or wood-burning stove is an eligible project option for applicants who already have another form of heat that does not burn wood or solid fuels. This type of project qualifies for up to \$750 in base funding award (where the total award amount does not exceed the actual cost of the project). You will need to show

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proof that your fireplace was rendered permanently inoperable (see the next question for more details).

9) How do I show proof that a fireplace or wood-burning stove has been decommissioned?

- “Decommissioned,” for the purposes of this Program, means permanently rendered inoperable. This involves destroying (for wood-burning stoves and wood-burning inserts) or rendering permanently incapable of burning wood (for fireplaces).
- Wood-burning stoves and/or fireplace inserts will need to be removed and then scrapped at a recycling facility. To provide evidence that this has been done properly, a scrappage receipt showing proof that it was destroyed will need to be submitted along with the reimbursement request.
- A fireplace will need to be made permanently inoperable by either completely removing the fireplace structure or permanently sealing it (such as closing it off with drywall or filling it with masonry). Temporary methods, such as a balloon insert in the chimney, a fireplace plug, or a chimney cover will not satisfy the requirements for this program.

10) If I want to replace my fireplace or wood-burning stove with an EPA-certified woodstove, can I participate?

No, this Program is designed to reduce wood smoke pollution; therefore, replacing a wood-burning device with another wood-burning device is not an eligible project option.

11) Are outdoor fireplace or fire pits eligible?

No, only wood-burning devices used for indoor heating purposes are eligible for replacement or decommissioning.

12) Why are gas logs not eligible?

Gas logs that are not part of a sealed fireplace insert, which can be placed into an existing open hearth fireplace, are not eligible because the fireplace is not altered in a way that makes it incapable of burning wood. Therefore, gas logs do not meet the Program’s goal of reducing wood smoke.

13) What are electric heat pumps? Are these the same as electric fireplaces?

Electric heat pumps are an energy-efficient alternative to furnaces and air conditioners. In the wintertime, they use electricity to move, or circulate, warm air into your home. To learn more about electric heat pumps, please visit energy.gov/energysaver/heat-pump-systems. Note that electric heat pumps are **not** the same as electric fireplaces; electric fireplaces do not qualify for funding under this program.

Funding Amounts

14) My tenant is enrolled in a Low-Income Assistance Program at my property - am I eligible for additional funding?

No, this assistance is reserved for low-income homeowners only. If the property owner (landlord) is not personally enrolled in one of the qualifying low-income programs listed above, then he/she is not eligible for funding under the low-income Highly Impacted Resident category.

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Completing Your Project and Requesting Reimbursement

15) Can I do the project myself? Is there a list of approved contractors?

No. Any work performed for this Program must be done by a contractor licensed by the State of California. Contractors will be required to fill out a certification form provided by the Air District, and applicants will be required to submit the completed form along with their reimbursement request (see FAQ #19). Work performed directly by anyone who is not a licensed CA contractor, is not allowed under this Program and will result in project cancellation. Work performed by the homeowner is not eligible for reimbursement from the Program.

The Air District does not require, or make recommendations for, specific vendors or licensed contractors. Applicants should ensure that the business they wish to hire has a valid contractor's license number with the [Contractor's State License Board](#), and are encouraged to check references, in order to select the licensed contractor that best fits their needs.

16) What is a Notice to Proceed (NTP)?

A Notice to Proceed (NTP) is issued when an application has been reviewed and approved by the Air District. The NTP contains instructions on completing only the project option that was selected in the application. The incentive amount in the NTP is the maximum amount that the selected project is conditionally approved for and **is not to exceed the total eligible project cost.**

17) I received my Notice to Proceed, but I won't be completing my project within the 120-day deadline. What happens to my award?

Applicants who have been issued a Notice to Proceed must complete their project and submit a reimbursement request within 120 days. If you have received a Notice to Proceed but have decided not to move forward with your project, or if you are unable to complete it within the 120-day deadline, please notify the Air District as soon as possible so that we can reallocate those funds to another Bay Area homeowner on the waitlist.

18) Can I change my project option after I receive my Notice to Proceed?

Yes, please contact us by email at woodsmokegrants@baaqmd.gov or call (415) 749-5195 to request an amendment to your project.

19) What is a Contractor Certification Form and who needs to fill one out?

A Contractor Certification Form certifies that a licensed contractor in the State of California performed work for your project and properly disposed of any wood-burning stove or fireplace insert at a recycling facility. This form must be completed by the contractor and submitted with the reimbursement package. The Contractor Certification form can be downloaded from the program website at www.baaqmd.gov/woodsmokegrant.

20) What counts as acceptable proof of payment?

Acceptable proof of payment includes receipts and copies of checks, electronic payment record, bank statement, credit card statement, finance statement, or Invoice showing zero balance.

21) Who fills out the W-9? Whose photo ID do you need?

The applicant completes the W-9 form, available at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf> or link available on the Air District website <http://www.baaqmd.gov/woodsmokegrant> under “Current Resources”

A copy of the applicant’s government-issued photo ID is also required.

22) How long does my reimbursement request take to get approved? When will my reimbursement check arrive?

Reimbursement checks are typically issued within 30 days after the Air District has verified that the applicant’s reimbursement request is complete.

23) How much pollution am I reducing by removing my fireplace?

Wood smoke contains a complex mix of harmful chemicals including gases and tiny particles that can easily penetrate the lungs and small passageways of the respiratory system. By removing a fireplace, you can prevent over 300 pounds of these chemicals from being emitted into the air every year.

24) What are examples of acceptable photos?

For wood-burning stoves, an acceptable photo would show the entire stove pipe and the surrounding area, including the floor, ceiling, and any other distinguishing features of the room such as a window or door. For wood-burning fireplaces, an acceptable photo would show more of the surrounding area including the floor, ceiling, and any other distinguishing features of the room such as a window or door. Examples of acceptable photos can be found under the “Resources” section at www.baaqmd.gov/woodsmokegrant or at: <http://www.baaqmd.gov/~media/files/strategic-incentives/woodsmoke/2016/example-of-acceptable-photos-pdf.pdf?la=en>