

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

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

Your house has access to piped natural gas if your gas services are provided by a utility company, and does not rely solely on gas that is purchased and stored in a propane tank.

NEW DEVICE INFO

NEW DEVICE TYPE (check only one based on whether the house has access to piped natural gas)

New Device Options for Houses WITH Piped Natural Gas		New Device Options for Houses WITHOUT Piped Natural Gas	
<p>Gas</p> <input type="checkbox"/> Insert <input type="checkbox"/> Freestanding stove <input type="checkbox"/> Fireplace (Make and Model Required) Make: _____ Model: _____	<p>Electric</p> Heat Pump (Select Type) <input type="checkbox"/> Ducted <input type="checkbox"/> Ductless	<p>Wood</p> <input type="checkbox"/> Certified insert <input type="checkbox"/> Freestanding certified stove <p>Gas</p> <input type="checkbox"/> Insert <input type="checkbox"/> Freestanding stove <input type="checkbox"/> Fireplace (Make and Model Required) Make: _____ Model: _____	<p>Pellet</p> <input type="checkbox"/> Certified insert <input type="checkbox"/> Freestanding certified stove <p>Electric</p> Heat Pump (Select Type) <input type="checkbox"/> Ducted <input type="checkbox"/> Ductless

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.

If you intend to purchase an electric heat pump, additional photos will be required. 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 make sure you submit the following:

- Two Pre-installation photos (*choose one*)
 - Attached to App. Emailed Sent by Retailer
 - If applicable, Low-Income Documents
 - If applicable, Standard Tenant Documents
- If applicable, required photos for electric heat pump project (see *Voucher Guidelines*)

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!

Take advantage of more burn days by registering your new wood or pellet device at valleyair.org/CBYBregistration.

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	\$30,578	or	\$2,548
2	\$41,198	or	\$3,433
3	\$51,818	or	\$4,318
4	\$62,438	or	\$5,203
5	\$73,058	or	\$6,088
6	\$83,678	or	\$6,973
7	\$94,298	or	\$7,858
8	\$104,918	or	\$8,743
8+ add the following amount for each person	\$10,620	or	\$885

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

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.

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.