

SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT

## REQUEST FOR APPLICATION

BURN CLEANER WOOD STOVE CHANGE-OUT PROGRAM

The San Joaquin Valley Air Pollution Control District (District) is seeking applications from interested hearth retailers located in the San Joaquin Valley Air Basin (SJVAB) that wish to participate in the Burn Cleaner Wood Stove Change-out Program as a contracted retailer. Contracted retailers assist with the District's voucher program by selling eligible new and cleaner-burning devices to San Joaquin Valley residents that help further reduce particulate matter emissions in the SJVAB.

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**Submittal:** Applications will be accepted on an on-going basis until the Program ends and/or Program funding is exhausted.

**Address to:** Attn: Stephanie Hitchman  
Mail: San Joaquin Valley Air Pollution Control District  
1990 East Gettysburg Avenue  
Fresno, CA 93726-0244  
Email: [grants@valleyair.org](mailto:grants@valleyair.org)

**Issuance Date:** **August 27, 2019**

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## **1.0 Background**

Pursuant to Health & Safety Code §40600, the San Joaquin Valley Unified Air Pollution Control District (District) is a Special District formed by the counties of Fresno, Kings, Madera, Merced, San Joaquin, Stanislaus, Tulare, and the portion of Kern County that is within the San Joaquin Valley Air Basin (SJVAB).

Due to the geography, topography, and meteorology of the San Joaquin Valley (Valley), the challenges faced by the SJVAB in meeting the federal health-based ambient air quality standards are unmatched by any other region in the nation. In response to these federal mandates and to improve quality of life for Valley residents, the District has developed and implemented multiple generations of rules and incentive programs for various sources of air pollution. Despite significant progress in improving the Valley's air quality, more reductions in emissions, including wood smoke, are needed to attain ever toughening federal standards.

The District's Burn Cleaner Wood Stove Change-out Program (Burn Cleaner Program) plays a key role in the success of the transition from older, higher-polluting wood and pellet burning devices to cleaner burning devices that are either EPA certified or fueled with natural or propane gas. Since 2006, the Burn Cleaner Program has been helping Valley residents overcome some of the financial obstacles in purchasing cleaner alternatives and encouraging more participation from low-income residents, including those that reside in Environmental Justice (EJ) and disadvantaged communities.

The purpose of this Request for Application (RFA) is to solicit interested hearth retailers with the ability, resources, and qualifications to assist the District with the Burn Cleaner Program. Hearth retailers who participate would be required to sell eligible new devices to Valley residents, provide accurate information about the Program, and as necessary, help participants successfully navigate through the application and claim processes of the Burn Cleaner Program and perform tasks required of the hearth retailer.

## **District Contact**

Technical questions regarding this RFA should be addressed to:

Stephanie Hitchman, Senior Air Quality Specialist

Mail: San Joaquin Valley Air Pollution Control District  
1990 East Gettysburg Avenue  
Fresno, CA 93726

Phone: (559) 230-5800

FAX: (559) 230-6112

Email: [grants@valleyair.org](mailto:grants@valleyair.org)

## 2.0 Schedule of Events

RFA Opens: **August 27, 2019**

RFA Closes: **TBD. Applications will be accepted on a continuous, on-going basis until the Program closes and/or Program funding is exhausted.**

## 3.0 Award Information

The District is requesting applications from hearth retailers located in the SJVAB that are interested in assisting the District with the Burn Cleaner Program to help further reduce particulate matter (PM) emissions in local communities. Many higher-emitting wood burning appliances are still being used throughout homes of the San Joaquin Valley, especially during the winter seasons where PM concentrations are the highest.

Contracted hearth retailers are required to have comprehensive knowledge and understanding of the program requirements, including, but not limited to, providing information about the eligible new devices to be sold, and the application and claim processes of the Burn Cleaner Program. The retailer is also required to ensure the proper installation of the new device and the destruction of the old device according to program requirements, as applicable.

The Burn Cleaner Program is a voucher program that requires applicants to submit an application for consideration **prior** to fully purchasing and installing a new device. It is intended to incentivize homeowners and tenants (beneficiaries) who currently use old wood- or pellet-burning devices to burn cleaner. Beneficiaries receive a grant amount in the form of an approved voucher to help offset the cost of purchasing a new, cleaner-burning device through a reimbursement process.

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 participants replacing their old wood-burning devices with new gas devices in those counties. Participants who have residential property in the remaining counties within the Valley Air Basin; including San Joaquin, Stanislaus, Merced, Kings, and Tulare; are eligible for standard incentives. The eligible funding amount is based on the physical address of the old wood-burning device that will be replaced through the program.

The following table outlines the replacement options allowed through the Burn Cleaner Program:

**Table 1 – Hot Spot County Options**

If the old device is located in **Madera, Fresno, or the Valley Air Basin portion 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	<b>Open Hearth Wood-burning Fireplace</b>	Not Eligible	Eligible	Eligible
	<b>Non-Certified Wood/Pellet</b> <i>Insert or Freestanding Stove</i>	Not Eligible	Eligible	Eligible
	<b>Certified Wood/Pellet</b> <i>Insert or Freestanding Stove</i>	Not Eligible	Eligible	Eligible
	<b>Natural Gas/Propane</b> <i>Insert, Freestanding Stove, Logs, or Fireplace</i>	Not Eligible	Not Eligible	Not Eligible
	<b>Electric</b> <i>Insert or Freestanding/Wall-mounted Fireplace</i>	Not Eligible	Not Eligible	Not Eligible
Areas without Access to Natural Gas	<b>Open Hearth Wood-burning Fireplace</b>	Eligible	Eligible	Eligible
	<b>Non-Certified Wood/Pellet</b> <i>Insert or Freestanding Stove</i>	Eligible	Eligible	Eligible
	<b>Certified Wood/Pellet</b> <i>Insert or Freestanding Stove</i>	Not Eligible	Eligible	Eligible
	<b>Natural Gas/Propane</b> <i>Insert, Freestanding Stove, Logs, or Fireplace</i>	Not Eligible	Not Eligible	Not Eligible
	<b>Electric</b> <i>Insert or Freestanding/Wall-mounted Fireplace</i>	Not Eligible	Not Eligible	Not Eligible

**Table 2 – 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
<b>Open Hearth Wood-burning Fireplace</b>	Eligible	Eligible	Eligible
<b>Non-Certified Wood/Pellet</b> <i>Insert or Freestanding Stove</i>	Eligible	Eligible	Eligible
<b>Certified Wood/Pellet</b> <i>Insert or Freestanding Stove</i>	Not Eligible	Eligible	Eligible
<b>Natural Gas/Propane</b> <i>Insert, Freestanding Stove, Logs, or Fireplace</i>	Not Eligible	Not Eligible	Not Eligible
<b>Electric</b> <i>Insert or Freestanding/Wall-mounted Fireplace</i>	Not Eligible	Not Eligible	Not Eligible

Hearth retailers who apply and are deemed eligible will be contracted with the District to participate as a Burn Cleaner Program retailer. Participants of the Burn Cleaner Program are only allowed to purchase new eligible devices from a contracted participating hearth retailer.

Hearth retailers who participate in the Burn Cleaner Program must also provide services as a Registered Wood Burning Heater Professional (RWBHP) to assist with District Rule 4901 Wood Burning Fireplaces and Wood Burning Heaters. Under Rule 4901, Valley residents are required to register their eligible wood-burning devices with the District to be able to use those devices on days where residential burning is allowed. RWBHPs will assist Valley residents with the registration process. Hearth retailers who strictly sell natural gas devices are not required to provide this service.

### 3.1 Available Funding

The old device must be located at a residential property 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.

The following tables outline the eligible funding amount per new device:

**Table 3 – Incentive Levels for Hot Spot Counties**

<b>Hot Spot Incentives</b>		
<i>Counties: Madera, Fresno, and the Valley Air Basin portion of Kern</i>		
<b>Location of Old Device</b>		
<b>Device</b>	<b>New Device to be Purchased</b>	<b>Incentive Level</b>
Areas with Access to Natural Gas	Natural gas insert/freestanding stove	Up to \$2,500 for unit + \$500 for eligible installation costs*
	Electric heat pump	Up to \$4,000*
Areas without Access to Natural Gas	Certified wood insert/freestanding stove	Up to \$1,000
	Certified pellet insert/freestanding stove	Up to \$1,000
	Propane fireplace insert/freestanding stove	Up to \$1,000 for unit + \$500 for eligible installation costs
	Electric heat pump	Up to \$1,500
	Low-income	Additional \$1,500 for qualified low-income applicants

\*Available to all applicants regardless of income.

**Table 4 – Incentive Levels for All Other Valley Air District Counties**

<b>Standard Incentives</b>	
<i>Counties: San Joaquin, Stanislaus, Merced, Kings, and Tulare</i>	
<b>New Device to be Purchased</b>	<b>Incentive Level</b>
Certified wood insert/freestanding stove	Up to \$1,000
Certified pellet insert/freestanding stove	Up to \$1,000
Natural gas or propane insert/freestanding stove	Up to \$1,000 for unit + \$500 for eligible installation costs
Electric heat pump	Up to \$1,500
Low-income	Additional \$1,500 for qualified low-income applicants

Once a beneficiary has been approved for a voucher by the District, the beneficiary may purchase an eligible new hearth device from any of the contracted hearth retailers participating in the Burn Cleaner Program. As a voucher program, beneficiaries will be reimbursed after fully purchasing and installing the new device. Beneficiaries will be reimbursed for eligible invoiced costs up to the grant amount identified on the voucher upon receipt and final approval of a complete claim for payment package.

To assist low-income Valley residents in reducing the upfront out-of-pocket costs of the new devices, the District is also seeking interested hearth retailers to voluntarily participate in a secondary method to redeem Burn Cleaner Program vouchers through the “Instant Reduction” option. Under this option, participating hearth retailers would reduce the amount of the voucher, up to the invoiced costs of the new device and/or installation, to minimize the out-of-pocket expense for low-income beneficiaries. In turn, reimbursement through the Instant Reduction option will be made directly to the contracted hearth retailer by the District. Any eligible costs greater than the grant amount will be the responsibility of the beneficiary at the time the final purchase of the

new device is made. Hearth retailers are not required to participate in the Instant Reduction option to be able to participate in the Burn Cleaner Program.

**The purchase and/or installation of the new device prior to an approved voucher will render the beneficiary ineligible for funding.** Contracted hearth retailers shall ensure beneficiaries have been approved for a voucher prior to finalizing the purchases and/or installation of the new devices.

### 3.2 Project Period

The District is currently accepting Burn Cleaner Program applications from homeowners and tenants and will continue to accept voucher applications until program funds are exhausted or the program ends.

## 4.0 Response Submittal Requirements

### 4.1 Contents of Application

The following documents must be submitted:

- 4.1.1 Application (Attachment 1). A separate application must be submitted for each physical location of a business that wishes to be considered for participation in this program.
- 4.1.2 A copy of a valid business license for city/county in which the hearth retailer is physically located. In such cases where the hearth retailer cannot supply a copy of a valid business license, at its discretion, the District may provide allowances for the hearth retailer to submit proper alternative documentation in lieu of the business license.
- 4.1.3 Copy of a valid Certificate of Liability Insurance (ACORD Form) for the hearth retailer which identifies coverage in the amounts as follows:
  - a. General liability insurance with a combined single limit with minimum limits of coverage in the amount of \$2 million per occurrence; and
  - b. Automobile liability insurance which covers bodily injury and property damage with a combined single limit with minimum limits of coverage in the amount of \$1 million per occurrence.
  - c. Workers compensation, as required by California law (Please provide a letter of explanation if you are not required to provide workers compensation)
  - d. San Joaquin Valley Air Pollution Control District identified as the Certificate Holder

- e. In the Description of Operations/Locations/Vehicles field, please specify the following: "San Joaquin Valley Air Pollution Control District is named as additional insured."

#### 4.2 Application Packet Submission

The application packet must be complete and accurate. Omissions, inaccuracies, or misstatements may be sufficient cause for rejection of an application.

Attachment 1 - Application must be signed by a person who is authorized to bind the proposing firm. The signature must indicate the title or position that the individual holds in the firm.

**Applications to participate as a contracted hearth retailer in the District's Burn Cleaner Program are accepted on a continuous basis beginning August 27, 2019. The District will continue to accept applications until the Program ends and/or until funds become exhausted.**

**Complete applications can be submitted via the following:**

Attn: Stephanie Hitchman

Mail: San Joaquin Valley Air Pollution Control District  
1990 East Gettysburg Avenue  
Fresno, CA 93726-0244

Email: [grants@valleyair.org](mailto:grants@valleyair.org)

##### 4.2.1 Hearth Retailer's Responsibilities

Before submitting a response to this solicitation, hearth retailers must review the application, and confirm compliance with the RFA requirements.

It is the hearth retailer's responsibility to review all attachments and information to ensure that it appropriately responds to this RFA and, if selected, to understand and comply with the terms and conditions under which it would be responsible.

##### 4.2.2 Disposition of Applications

Upon receipt of applications, all original documents submitted in response to this RFA will become the property of the District, and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.). The following information shall be kept from public review unless mandated by Judicial Order: confidential information, such as social security

numbers, medical information; trade secrets, copyrighted materials and other information deemed non-releasable by the Public Records Act.

## **5.0 Evaluation**

### **5.1 Application Evaluation**

Each application will be reviewed by District staff to determine if all eligibility criteria have been met. Eligibility criteria will be as follows:

- 5.1.1 Hearth retailer's physical location is within the SJVAB boundaries (see Attachment 2).
- 5.1.2 The hearth retailer is in the business of selling eligible new wood, pellet, gas burning devices and/or electric heat pumps.
- 5.1.3 The hearth retailer has the understanding, resource and expertise to assist with the Burn Cleaner Program.
- 5.1.4 The hearth retailer has sufficient insurance coverage as identified in Section 4.1.3.

If a business has multiple locations, each location must independently meet these criteria.

The District will conduct an administrative evaluation in accordance with the RFA requirements to determine a hearth retailer's responsiveness and responsibility. Each application will be checked for completeness and/or absence of all required information and to ensure that the hearth retailer meets the minimum qualifications in conformance with the submission requirements. During the evaluation period, if an item is unclear or needs further clarification, the District may request the hearth retailer to provide additional documentation.

The eligibility of the hearth retailer to participate in the Burn Cleaner Program is at the sole discretion of the District. The District reserves the right to reject any application deemed ineligible in its opinion under this announcement.

## **6.0 Other Conditions of Award**

No oral understanding or agreement shall be binding on either party. Hearth retailers that are awarded under this announcement will be offered an agreement with the District.

## **7.0 Addenda**

The District may modify the RFA and/or issue supplementary information or guidelines relating to the RFA at any time and at its discretion. If the District modifies the RFA, the modification will be posted on the District's website at:

<http://valleyair.org/grants/burncleaner.htm>

Applicants whose applications are received prior to a modification will be notified that a modification has been made and will be allowed to submit a new application if necessary.

## **8.0 Additional Requirements**

By signing the application, the hearth retailer agrees to comply with the following if selected:

### **8.1 Lobbying and Litigation**

Sub-recipient agrees that no funds awarded under this agreement shall be used to engage in lobbying of the Federal Government or in litigation against the United States unless authorized under existing law. Contractor shall abide by the Cost Principles available at 2 CFR 200, which generally prohibits the use of federal grant funds for litigation against the United States or for lobbying or other political activities. To the extent this award exceeds \$100,000, Contractor agrees to comply with Title 40 CFR Part 34, *New Restrictions on Lobbying*, including submission of all certification and disclosure forms accordingly. In accordance with the Byrd Anti-Lobbying Amendment, any recipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.

### **8.2 Recycled Paper**

In accordance with Executive Order 13423 (Strengthening Federal Environmental, Energy and Transportation Management dated January 24, 2007), EPA Order 1000.25 and 40 CFR Part 30.16 (as applicable), Contractor shall use recycled paper and double sided printing for all reports which are prepared as a part of this agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA, or to Standard Forms, which are printed on recycled paper and are available through the General Services Administration.

### **8.3 Resource Conservation and Recovery Act**

Any State agency or agency of a political subdivision of a State shall also comply with the requirements set forth in the Resource Conservation and Recovery Act (RCRA), Section 6002 (42 U.S.C. 6962), which requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by EPA under 40 CFR Part 247. Regulations issued under RCRA Section 6002 apply to any acquisition of

an item where the purchase price exceeds \$10,000 or where the quantity of such items acquired in the course of the preceding fiscal year was \$10,000 or more.

#### 8.4 Drug-Free Workplace

Contractors must make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in Title 2 CFR Part 1536 Subpart B. Contractors who are individuals must comply with the drug-free provisions set forth in Title 2 CFR Part 1536 Subpart C. The consequences for violating this condition are detailed under Title 2 CFR Part 1536 Subpart E. Contractors can access the Code of Federal Regulations (CFR) Title 2 Part 1536 at [www.ecfr.gov/](http://www.ecfr.gov/).

#### 8.5 Debarment, Suspension, and Other Responsibility Matters

Sub-recipient represents and warrants that it is not an excluded or disqualified person included in the Federal Excluded Parties List System, as disclosed at <http://www.sams.gov>, and is therefore not ineligible from participating in this transaction, as provided for by Subpart H of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Covered Transactions." In addition, Sub-recipient further represents and warrants that (1) it has not been convicted within the past three years of any of the offenses listed in 2 CFR § 180.800 or had a civil judgment rendered against it for one of those offenses within that time period; (2) is not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses listed in § 180.800; or (3) Has not had one or more public transactions terminated within the preceding three years for cause or default.

#### 8.6 Trafficking in Persons

- A. Provisions applicable to a sub-recipient (Contractor) that is a private entity:
- 1) Contractor under this award, and Contractor's employees may not—
    - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
    - ii. Procure a commercial sex act during the period of time that the award is in effect; or
    - iii. Use forced labor in the performance of the award or sub-awards under the award.
  - 2) EPA as the Federal awarding agency (Agency) may unilaterally terminate this award, without penalty, if the District or a Contractor that is a private entity —
    - i. Is determined to have violated a prohibition in paragraph A.1 of this award term; or
    - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph A.1 of this award term through conduct that is either—
      - a. Associated with performance under this award; or



- i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
  - ii. Includes:
    - a. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
    - b. A for-profit organization.
- 4) “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

#### 8.7 Use of Funds Restriction

- A. **Mandated Measures:** Contractor agrees that funds under this award cannot be used for emissions reductions that are mandated under federal law. This refers to specific compliance dates within the mandate, not when the mandate is passed. Voluntary or elective emissions reductions measures shall not be considered "mandated", regardless of whether the reductions are included in the State Implementation Plan of a State.
- B. **Matching Funds:** Contractor agrees that funds under this award cannot be used for matching funds for other federal grants, lobbying, or intervention in federal regulatory or adjudicatory proceedings, and cannot be used to sue the Federal Government or any other government entity.

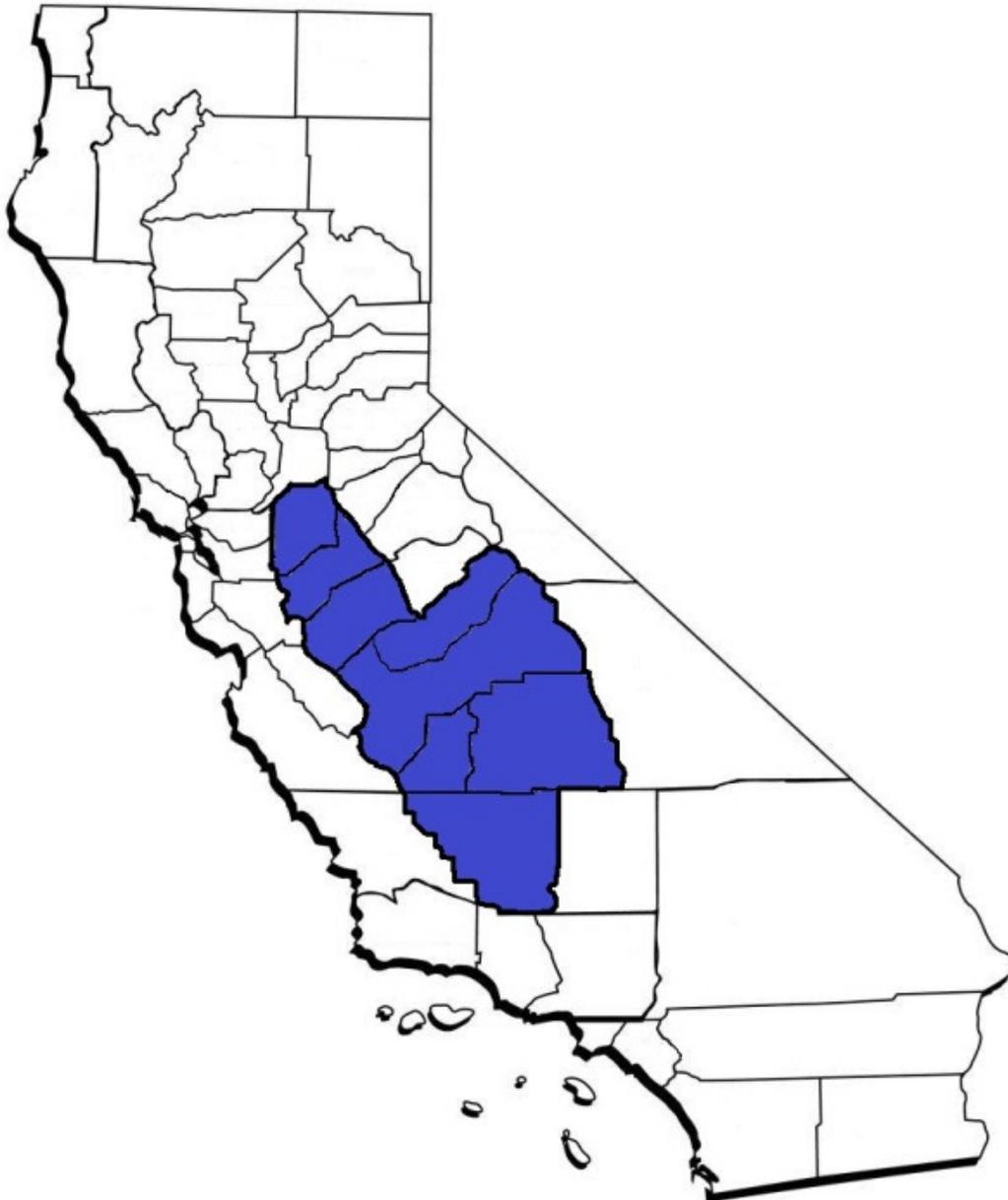
## Attachment 1 – Application BURN CLEANER PROGRAM

**SECTION 1 – HEARTH RETAILER INFORMATION (PLEASE PRINT OR TYPE) \*\*\*ALL FIELDS REQUIRED, UNLESS NOTED.**

<b><u>BUSINESS INFORMATION</u></b>		
1. Business Name:		
2. Address:		
3. City:	4. State:	5. Zip Code:
6. Mailing Address (if different from above):		
7. City:	8. State:	9. Zip Code:
10. Phone Number:	11. Fax Number (optional):	12. E-mail Address (optional):
13. Website (optional):		
<b><u>PRIMARY CONTACT INFORMATION</u></b>		
14. First and Last Name:		15. Title:
16. Phone Number:	17. Email:	
<b><u>PARTICIPATION IN INSTANT REDUCTION OPTION FOR LOW-INCOME APPLICANTS (OPTIONAL)</u></b>		
18. Are you interested in providing the Instant Reduction Option for qualified low-income applicants?		
<input type="checkbox"/> Yes. Your business information will be placed on our list of participating Instant Reduction retailers and District staff will contact you regarding the reimbursement process if your application is approved.		
<input type="checkbox"/> No.		
<b><u>PARTICIPATION AS A REGISTERED WOOD BURNING HEATER PROFESSIONAL</u></b>		
19. Do you intend to sell wood- or pellet-burning devices as a participating Burn Cleaner Program retailer?		
<input type="checkbox"/> Yes. District staff will contact you to provide more information about the District’s Rule 4901 and the RWBHP process.		
<input type="checkbox"/> No. You do not have to provide RWBHP services as a Burn Cleaner Program retailer at this time.		
<b><u>SIGNING AUTHORITY INFORMATION</u></b>		
20. First and Last Name:		21. Title:
22. Phone Number:	23. Email:	
Signature of Signing Authority approving submittal of application:		

## Attachment 2 – San Joaquin Valley Air Basin (SJVAB)

The SJVAB consists of the San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, and Tulare counties, and the western portion of Kern County.



## Attachment 3 – Checklist

Please submit a **complete** application packet for consideration. District staff may contact you if your application is incomplete. A complete application packet includes the following items as described in section 4.0:

- Completed **Application (Attachment 1)**, no required fields blank.
- A copy of a valid business license for city/county in which the hearth retailer is physically located. In such cases where the hearth retailer cannot supply a copy of a valid business license, at its discretion, the District may provide allowances for the hearth retailer to submit proper alternative documentation in lieu of the business license.
- Copy of a valid Certificate of Liability Insurance Form for the hearth retailer which identifies coverage in the amounts as follows:
  - General liability insurance with a combined single limit with minimum limits of coverage in the amount of \$2 million per occurrence; and
  - Automobile liability insurance which covers bodily injury and property damage with a combined single limit with minimum limits of coverage in the amount of \$1 million per occurrence.
  - Workers compensation, as required by California law (Please provide a letter of explanation if you are not required to provide workers compensation)
  - San Joaquin Valley Air Pollution Control District identified as the Certificate Holder
  - In the Description of Operations/Locations/Vehicles field, please specify the following: “San Joaquin Valley Air Pollution Control District is named as additional insured.”
- Completed Burn Cleaner Retailer: Authorized Installers Form
- Completed Burn Cleaner Retailer: Authorized Employee List

**Attachment 4 – Burn Cleaner Retailer: Authorized Installers Form**

**Burn Cleaner Retailer: Authorized Installers Form**

The Burn Cleaner Program requires the installation of a new device be conducted by the contracted Retailer; a third-party contractor under the approval and supervision of the Retailer; or by a certified technician. This form will help our team identify the appropriate party that completes the installation for your business. Please complete and submit this form to our Burn Cleaner Incentives team, via mail, email, fax, or hand delivery at:

**Mail/Hand –Delivery:** SJVAPCD Burn Cleaner Incentives Staff  
1990 East Gettysburg Avenue, Fresno, CA 93726

**Email:** [grants@valleyair.org](mailto:grants@valleyair.org)

**Fax:** (559) 230-6112

Please indicate below how your business handles installations of eligible devices sold through the Burn Cleaner Program. Please check all options available to applicants.

**Our employees perform the installations for the applicants.**

**We subcontract the installations for the applicants to the qualified contractors listed below:** If additional space is needed, you may provide an attachment.

Business Name	Primary Contact Person	Phone Number

**The applicants arrange their own installation through an outside contractor of the applicant’s choice.** Retailer should inform applicants that outside contractors must: 1) be pre-approved in writing by the District prior to installation and 2) have an active, valid, and current contractor’s license, or a Chimney Safety Institute of America (CSIA) certification, or a National Fireplace Institute (NFI) certification.

**Other. Please provide a description. District staff will follow up with you, as needed.**

\_\_\_\_\_

\_\_\_\_\_

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**Please Print the Name of Your Business**

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**Signing Authority’s Signature\***

**Date**

\*By signing this form, I certify that this information is accurate and correct.

## **Attachment 5 – Burn Cleaner Retailer: Authorized Employee List**

## Burn Cleaner Retailer: Authorized Employee List

Please provide a current list of employees that are authorized to assist and act as the main points of contact for Program-related inquiries.

As the signing authority for this Program, I am authorizing the following employee(s) to assist with each process identified below and will contact District staff should there be any changes to the information.

Retailer	Printed Name of Signing Authority		Signature of Signing Authority	Date
Program Process Identify below one or a combination of the following per Employee: <i>Application/Voucher/Claim/DVF</i>	Employee Name	<b>For Filing: Signature of Authorized Employee for Claim and/or DVF only</b> (as identified in Program Process Column)	Email	Telephone

Please complete and submit this form to our Burn Cleaner Incentives team, via mail, email, fax, or hand delivery at:

**Mail/Hand –Delivery:** SJVAPCD Burn Cleaner Incentives Staff  
1990 East Gettysburg Avenue, Fresno, CA 93726

**Email:** [grants@valleyair.org](mailto:grants@valleyair.org)

**Fax:** (559) 230-6112