



## Homeowner Application

DEQ Internal Use Only  
Cache Valley Program Tracking No.:

All sections of this application must be completed by the homeowner. Retain a copy for your records. The Idaho Department of Environmental Quality is not responsible for materials lost in the mail. Review Section V, Homeowner Certification before signing. Submit the completed application to:

Chris Wernert, Cache Valley Airshed Grant Coordinator  
Idaho Department of Environmental Quality  
444 Hospital Way, #300  
Pocatello, ID 83201

For questions regarding the application, contact

[Chris.Wernert@deq.idaho.gov](mailto:Chris.Wernert@deq.idaho.gov)

(208) 236-6160 (office)

### I. Homeowner Information

Name

City  Home address  Zip

Is this a mobile or manufactured home?  Yes  No

Mailing address, if different

Email

Do you own this home?  Yes, Owner  No, Tenant (Tenants cannot apply directly for a stove replacement. Homeowner must complete the application.)

What is the main reason you are applying? (Check only one.)

Not satisfied with current device  Reduce pollution  Save money

Other

Was the rebate a significant factor in deciding to replace your stove?  Yes  No

### II. Existing Residential Woodstove/Pellet Stove/Fireplace

Make  Model  Year manufactured

How many wood-heating appliances are on your property?  1  2  3  Other

If you have more than one wood-heating appliance at your property, are any used to heat outbuildings?

Yes. How many?   No

In a typical heating season, how many cords of wood do you typically burn?

What percent of wood burned in a typical season is currently used in the stove to be replaced?  100%  75%  50%  Other

If burning wood, how is it obtained?  Cut  Purchased

If cut, how many months do you season your wood prior to burning?

Is your wood-heating appliance used as a primary source of heat?  Yes  No

What sources of fuel are available for heating your home? (Check all that apply.)

Wood  Propane  Fuel oil  Natural gas  Electricity  Other

What heating appliance are you interested in replacing your residential woodstove with?

Woodstove or insert  Pellet stove or insert  Heat pump

Gas stove or insert

*DEQ strongly encourages upgrading to a nonwood-burning heating device to further decrease emissions.*

### III. Income Verification

The Cache Valley Community Airshed Grant is aimed at assisting economically distressed residents of the nonattainment area by replacing or retrofitting their existing wood-heating appliance. While income level does not affect program eligibility, it is used to determine the homeowner's rebate amount. All homeowners qualify for at least a \$1,500 rebate. Qualifying low-income homeowners will receive a \$3,800 rebate.

Will you be applying for a low-income rebate (\$3,800) for the woodstove changeout program?

If Yes, eligibility is determined and verified by the Southeastern Idaho Community Action Agency using the following criteria:

- Homeowners with household incomes below the Health and Human Services Poverty Guidelines (i.e., Federal Poverty Level) at the 200% level (Table 3 in the information sheet).

To request the SEICAA income verification application, contact Chris Wernert at (208) 236-6160 or [Chris.Wernert@deq.idaho.gov](mailto:Chris.Wernert@deq.idaho.gov).

### IV. Required Photos (provide all that apply)

#### Existing Wood-Heating Appliance

- Current EPA certification tag (if present)
- Name plate (model)
- Front view of woodstove

#### Existing Open Hearth Fireplace

- Front view of fireplace close up, showing entire opening
- Front view of fireplace from a distance, including entire opening and surrounding hearth

**Existing Fireplace Insert**

- Current EPA certification tag (if present)
- Name plate (model)
- Front view of insert

If it is difficult to access the back of the fireplace insert to get photos and the manufactured date, contact DEQ to get assistance from a DEQ participating vendor.

**V. Homeowner Certification**

By submitting this application, you agree to the following certification statements:

- I agree that only currently installed and operating woodstoves will be replaced under this project.
- I understand that no retroactive rebates are available.
- If I qualify for the program, I agree that the new appliance must be professionally installed by a participating vendor.
- I understand that self-installation of the device is prohibited.
- I understand that the participating vendor who installs the new qualified heating device is responsible for removing the old stove and documenting its disposal. The old stove will be rendered permanently and irreversibly inoperable.
- ***I understand that I may not keep the old stove and that it may not be sold and meet all city and county wood-burning appliance ordinances.***
- I will be disqualified from this program, and my voucher (rebate) will be null and void, if I provide false information, if the old stove is removed from the residence prior to participating vendor removal, or if a new heating device is purchased prior to DEQ review of the participating vendor's estimate.
- I understand that DEQ does not warranty any qualified heating devices purchased under this program, including, but not limited to, the quality, functionality, or satisfaction with the device. Any and all warranties are through the device manufacturer and/or participating vendor.
- I agree to hold harmless DEQ and its director, employees, and agents from any and all loss, damage, or liability that arises out of or is in any way connected with installation or use of the appliance installed under this program.
- I will follow proper burning practices as discussed by the participating vendor and in accordance with EPA *BurnWise* and DEQ educational materials. I will operate this qualified heating appliance according to the manufacturer's instructions.
- I understand that proper wood-burning practices (e.g., burning only dry, natural wood that has been seasoned at least 6 months or commercially designed firelogs approved for woodstove use) and proper stove installation and operation (e.g., maintaining a hot fire) are critical to the effectiveness of my new appliance.
- I agree not to sell or replace the new EPA-approved device with a noncertified wood or other solid fuel device.

I certify the statements and information in this homeowner application are true, accurate, and complete (IDAPA 58.01.01.123).

Homeowner Signature (required)

Date



## Cache Valley Woodstove/Fireplace Changeout Program Homeowner Application Information Sheet

The Cache Valley Woodstove/Fireplace Changeout Program is offering rebates for woodstove changeouts and fireplace retrofits within the Idaho portion of the Logan UT/ID PM<sub>2.5</sub> Nonattainment Area (located in Franklin County, Idaho). Wood-burning appliances will be replaced with new US Environmental Protection Agency (EPA)-certified woodstoves/woodstove inserts, new EPA-certified wood pellet stoves/wood pellet fireplace inserts, oil-heating appliances, gas-heating appliances, gas fireplace inserts, or electric central units/electric heat pumps as specified in Table 1.

**Table 1. Allowable replacements/retrofits.**

Existing Device	New Device
Non-EPA-certified wood, coal or pellet <sup>a</sup> appliance	New EPA-certified wood, pellet, and masonry heater or an oil, gas, or electric appliance
EPA-certified wood or pellet <sup>a</sup> appliance 20 years old or older	New EPA-certified wood and pellet, or an oil, gas, or electric appliance
EPA-certified wood or pellet <sup>a</sup> appliance newer than 20 years	New EPA-certified pellet appliance or other cleaner appliance
Open hearth fireplace <sup>b</sup>	Retrofit with EPA-certified pellet insert or a gas or electric appliance

a. A pellet appliance may not be replaced with a woodstove or a wood-burning fireplace insert.

b. An open-hearth fireplace may be retrofitted with an EPA-certified woodstove only when it can be demonstrated, documented, or attested the fireplace has been used as a primary or significant source of heat (e.g., US Department of Energy Weatherization Assistance Grant Program application; homeowner shows their primary source of heat is wood; the homeowner shows utility bills demonstrating they are using minimal amount of gas; and/or the homeowner attests they are burning more than one cord of wood per year).

As stated in the EPA grant “Gas stoves, gas inserts, gas fireplaces or appliances with a gas log are not eligible for replacement through this program. Gas fireplaces and appliances that are used exclusively for esthetic or decorative use are not eligible as a replacement appliance under this program. The recipient agrees that the replacement appliance must meet heating needs and will perform the same function and operation as the old appliance that is being replaced. New certified wood or pellet appliances must be identified on the current list of EPA Certified Wood Heaters to be eligible for replacement: <https://www.epa.gov/compliance/list-epa-certified-woodstoves>.”

Residential homeowners who apply and are approved to receive a rebate for a new qualifying heating appliance through this program will choose a participating vendor from the Idaho Department of Environmental Quality's (DEQ's) approved Participating Vendor List. If the homeowner wishes to use a vendor that is not currently on the list, the vendor must submit an application to the DEQ to become a participating vendor. Homeowners will work with a participating vendor directly to remove their existing wood/pellet-heating appliance or retrofit their fireplace and install their new qualifying heating appliance. Replacements will be completed with rebates as shown in Table 2.

**Table 2. Homeowner rebates.**

Homeowner Category	Maximum Rebate (\$)
All approved homeowners	1,500
Approved low-income homeowners	3,800

## Cache Valley Changeout Program Roles

### Homeowners

1. Fill out and submit a homeowner application to DEQ.
  - a. For eligible low-income homeowners interested in a rebate:
    - i. Contact Chris Wernert at (208) 236-6160 or [Chris.Wernert@deq.idaho.gov](mailto:Chris.Wernert@deq.idaho.gov) for the Southeastern Idaho Community Action Agency (SEICAA) income verification application. SEICAA determines and verifies income eligibility.
    - ii. Complete the income verification form and submit to SEICAA. Maximum rebates of \$3,800 will be based on homeowner's income level.

Homeowners qualify for a low-income rebate if they have a household income below the Health and Human Services Poverty Guidelines at the 200% level (Table 3).

**Table 3. 200% Federal Poverty Level (2018).**

Family Size	Monthly Income (\$)	3-Month Income (\$)
1 person	2,023	6,070
2 person	2,743	8,230
3 person	3,463	10,390
4 person	4,183	12,550
5 person	4,903	14,710
6 person	5,623	16,870
7 person	6,343	19,030
8 person	7,063	21,190
Each additional person, add:	720	2,160

2. Provide photos of the existing heating appliance:

#### **Existing Woodstove**

- Current EPA certification tag (if present)
- Name plate (model)
- Front view of woodstove

#### **Existing Open Hearth Fireplace**

- Front view of fireplace close up, showing entire opening
- Front view of fireplace from a distance, including entire opening and surrounding hearth

#### **Existing Fireplace Insert**

- Current EPA certification tag (if present).
- Name plate (model).
- Front view of insert.

3. If it is difficult to access the back of the fireplace insert to get photos and determine the manufactured date, contact DEQ to request assistance from a DEQ participating vendor.
4. Receive a letter (i.e., Rebate Voucher) from DEQ accepting the homeowner into the program.
5. Choose a participating vendor from the list provided by DEQ.
6. Work with the selected participating vendor to determine which qualifying heating appliance fits their needs.
7. Arrange for installation of new heating appliance and removal/recycling of old heating appliance.
8. Pay the participating vendor the remaining balance for the new heating appliance and associated installation costs.
9. Sign Invoice Cover Sheet stating that the new heating device was installed and is fully functional.
10. Retain a copy of the Proof-of-Disposal Receipt (for potential tax deduction) from the recycler of the old woodstove. Homeowner may be able to deduct portion of new appliance not covered by the DEQ rebate. Contact the Idaho State Tax Commission to determine eligibility for tax deduction.

**DEQ**

1. Recruit and qualify homeowners for the program. Homeowners must be located within the nonattainment area (Figure 1).
2. Review homeowner application and inform homeowner of their eligibility status and participation.
3. Refer homeowners to SEICAA for income verification to determine low-income eligibility.
4. Receive participating vendor's reimbursement request and verify all information provided.
5. Issue reimbursement rebate for program-eligible costs to participating vendor.

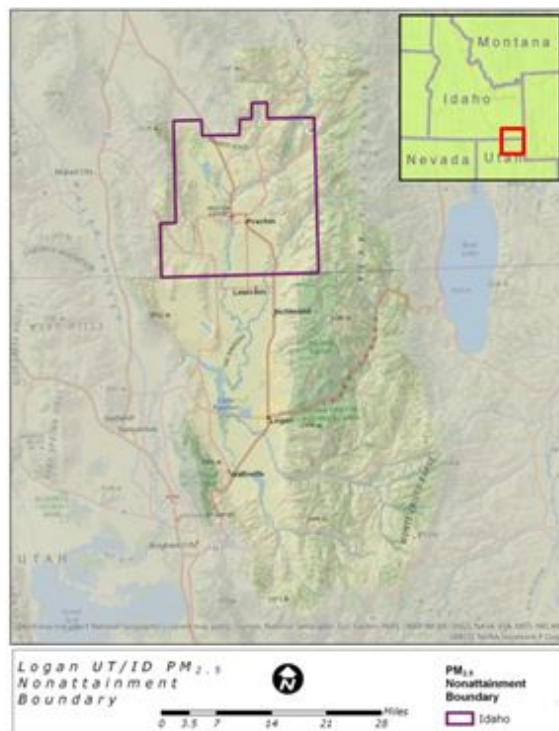


Figure 1. Logan UT/ID nonattainment area.

## Participating Vendors

1. Confirm homeowner has an eligible heating appliance to be replaced.
2. Provide the homeowner options for a new qualifying heating appliance that will satisfy the homeowner's heating needs. Wood-heating appliances must be EPA-certified: <https://www.epa.gov/compliance/list-epa-certified-wood-stoves>.
3. Submit an estimate to the homeowner, applying any associated discounts (including DEQ rebates) to the purchase of the new heating appliance.
4. Explain the installation process to the homeowner, obtain necessary permits, and schedule installation with the homeowner.
5. Remove and recycle old woodstove at a DEQ-approved recycling facility.
6. Fill out Proof-of-Disposal Receipt at the time of disposal and give a copy to the homeowner.
7. Supply and install the qualified heating appliance.
8. Provide customer training on the proper use of new heating appliance.

As stated in the EPA grant “Gas stoves, gas inserts, gas fireplaces or appliances with a gas log are not eligible for replacement through this program. Gas fireplaces and appliances that are used exclusively for esthetic or decorative use are not eligible as a replacement appliance under this program. The recipient agrees that the replacement appliance must meet heating needs and will perform the same function and operation as the old appliance that is being replaced. New certified wood or pellet appliances must be identified on the current list of EPA Certified Wood

Heaters to be eligible for replacement: <https://www.epa.gov/compliance/list-epa-certified-wood-stoves>.”

Residential homeowners who apply and are approved to receive a rebate for a new qualifying heating appliance through this program will choose a participating vendor from the Idaho Department of Environmental Quality's (DEQ's) approved Participating Vendor List. If the homeowner wishes to use a vendor that is not currently on the list, the vendor must submit an application to the DEQ to become a participating vendor. Homeowners will work with a participating vendor directly to remove their existing wood/pellet-heating appliance or retrofit their fireplace and install their new qualifying heating appliance. Replacements will be completed with rebates as shown in Table 2.