The Idaho Department of Environmental Quality
Woodstove Changeout Program
Participant Support Cost Agreement

This agreement is made between the **Participant** and the **Idaho Department of Environmental Quality (DEQ)**.

I. Authority:

IDEQ has responsibility to assess outdoor air quality across the state to determine the condition of Idaho's airsheds. As part of its mission, DEQ works closely with communities to promote safe woodstove burning practices. Idaho Code §67-2332 and §67-2333 authorize Idaho agencies to enter into agreements to perform any governmental service, activity or undertaking that the agency is authorized by law to perform.

II. General Purpose:

The purpose of the DEQ Woodstove Changeout Program is to reduce emissions from wood burning heaters by replacing older, more polluting stoves with cleaner-burning EPA-certified woodstoves, inserts, pellet stoves, or natural gas or propane units throughout Idaho. DEQ will provide vouchers for rebates to qualified homeowners with qualifying existing wood heating appliances located in certain areas of concerns throughout the state (see https://www.deq.idaho.gov/air-quality/smoke-and-burning/woodstove-funding-resources/ for current rebate programs).

III. Scope of Agreement / Description of Activities

The DEQ Woodstove Changeout Program provides vouchers for a rebate to qualified homeowners. The voucher will include the amount of the rebate and any requirements for the new heating appliance. Existing 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 new heating device under this program.

IV. Participating Requirements

To be eligible for reimbursement, the Participant must:

1. Be a certified or licensed professional installer (i.e., HVAC certified per Idaho Code §54-5011).
2. Provide the homeowner options of new heating appliances; electric, gas, propane and/or wood burning (from EPA certified list https://www.epa.gov/compliance/epa-certified-wood-heater-database).
3. Ensure that the new heating appliance meets the heating needs and performs the same function and operation as the existing heating appliance being replaced.
4. Provide an estimate to the homeowner for the total cost of installation of a new

qualifying heating appliance. The estimate must include the cost of the new heating appliance, costs of labor, costs of parts, DEQ rebate amount (based on the DEQ voucher).

5. Obtain necessary permits and schedule installation with the homeowner.
6. Install the homeowner's new heating appliance as specified in the estimate and in accordance with all applicable laws/codes.
7. After installation of the new heating appliance, take a front view photo of the new heating appliance.
8. Arrange for final Inspection of installed device by the building permit issuer (if applicable).
9. Take the old heating appliance to a DEQ Participating Recycler (see current List: https://www2.deq.idaho.gov/admin/LEIA/api/document/download/4931)
    a. Obtain a Proof of Disposal Receipt from the participating recycler.
    b. Give a completed copy of the Proof of Disposal Receipt to the homeowner.
10. Provide final invoice to owner.

V. Title of Equipment

Title of equipment purchased/obtained under this agreement will vest with the homeowner.

VI. Billing Procedures

Amount:

DEQ shall reimburse Participant for up to the designated rebate amount or the total cost of the invoice, whichever is less, related to the purchase and installation of eligible heating appliances, as detailed in section III of this agreement, and designated by the DEQ Homeowner Voucher.

Source Documentation and Requests:

Participant must submit requests for reimbursement to DEQ following completion of installation of new heating appliance. Requests for reimbursement must include the following:

1. Completed Woodstove Changeout Program Reimbursement Request Form – **with the homeowner's signature.**
2. Copy of final invoice that includes the following information:
    a. Homeowner's name and address
    b. Date of purchase
    c. Installation date
    d. Cost of new heating appliance: include the make, model, and manufacture year
    e. Cost of parts: describe and itemize parts required
    f. Cost of labor: describe and itemize work performed
    g. Rebate amount as identified in the DEQ Homeowner Voucher
3. Building permit Inspection Report, if applicable.
4. Copy of the Proof of Disposal Receipt.
5. Photo of the newly installed and functioning heating appliance.

Submission of Requests:

Reimbursement requests for participant support costs must be submitted to:

Select DEQ Staff

Select Regional Office

Select Address

Select Email

VII. Indemnification

Participant shall defend, indemnify, and hold harmless the DEQ from any and all liability, claims, damages, costs, expenses, and actions, including reasonable attorney fees, caused by or that arise from the negligent or wrongful acts or omissions of the Participant, its employees, agents, or subcontractors under this agreement that cause death or injury or damage to property or arising out of a failure to comply with any state or federal statute, law, regulation or act. Participant shall have no indemnification liability under this section for death, injury, or damage arising solely out of the negligence or misconduct of the DEQ.

The contractor will adhere to all the rules specified in the agreement, including the State of Idaho Contract Terms and Conditions. You can find the full document at the following link: https://purchasing.idaho.gov/wp-content/uploads/State-of-Idaho-Contract-Terms-and-Conditions_2024.pdf.

This agreement constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the parties have executed this agreement.

Participant

Name: _____

Title: _____

Mailing Address: _____

Signature: _____

Date: _____

Idaho Department of Environmental Quality

Name: _____

Title: _____

Signature: _____

Date: _____