

## **WOODSTOVE CHANGEOUT PROGRAM – RETAILER AGREEMENT**

### **PARTICIPATING RETAILER CERTIFICATION**

The Wood Stove Changeout Program is designed to encourage residents in Boulder, Denver, Jefferson, Larimer, and Weld Counties to exchange their old, inefficient non-EPA certified stoves with cleaner burning, more energy efficient hearth appliances (EPA-certified wood-stoves or inserts, wood pellet or gas stoves). Homeowners will work directly with participating retailers to receive the incentive and complete the purchase and installation process. The customer will receive an instant rebate and the retailer will apply for reimbursement.

This project will replace or retrofit inefficient, higher-polluting wood-burning or coal appliances (“Appliances”) with cleaner burning, more energy-efficient heating appliances and technologies, such as by: (i) replacing older hydronic heaters with EPA-certified hydronic heaters, or with EPA-certified wood stoves, other cleaner-burning, more energy-efficient hearth appliances (e.g., wood pellet, gas, or propane appliances), or EPA Energy Star qualified heating appliances; (ii) replacing non-EPA-certified wood stoves with EPA-certified wood stoves or cleaner-burning more energy-efficient appliances; and (iii) replacing or retrofitting wood-burning fireplaces with EPA Phase II qualified retrofit devices or cleaner-burning natural gas fireplaces (collectively “Eligible Replacement Appliances”).

To qualify as a participating retailer for this program, retailers will be required to implement the following requirements, at a minimum:

- Provide copy of W-9 with completed ‘Retailer Participation Agreement’ (see last page) to American Lung Association in Colorado (ALAC)
- Utilize the ‘Voucher Tracking Form’ (located on website)
- Provide Homeowner Recipient with information regarding the types of Eligible Replacement Appliances.
- Conduct a site visit to determine the proper size and power for the Eligible Replacement Appliance based on the home’s size and energy needs.
- Provide a picture of the Appliance to be changed out.
- Complete the Eligible Replacement Appliance selection process with the Homeowner Recipient.
- Collect a 10% deposit from the Homeowner Recipient, unless they meet the income qualified criteria.

- Install the Eligible Replacement Appliance according appliance manufacturer's owners/ installation manual, current building codes and/or other applicable requirements.
- Demonstrate/instruct the Homeowner Recipient on proper use of his/her new appliance, as well as provide the wood moisture meter and educational materials. (educational materials include, but not limited to: "How to use a wood moisture meter" and "Wet Wood is a Waste")
- Provide a picture of the installed Eligible Replacement Appliance.
- Provide a statement and certifying signature that the Appliance was recycled or properly disposed of.
- File the above noted documentation with the ALAC, which upon verification, will then provide reimbursement.

In addition to the above, for qualified low-income homeowner incentive installations, the retailer will:

- Request documentation that constitutes proof of income-qualified status approved by ALAC. This documentation will be provided to the customer via e-mail upon the Homeowner Recipient being approved for this program.

To qualify as a participating retailer for this program, retailers will be required to agree to the following:

- Retailer understands that it is their responsibility to ensure that the older wood burning appliance to be replaced/retrofitted is not EPA certified. The retailer will only be reimbursed for replacing eligible wood burning appliances that are not EPA certified.
- Retailer will provide the Homeowner Recipient with an instant rebate amount once approved by retailer, and submit a rebate reimbursement application with all the required documentation to ALAC. Payment will be processed after installation is completed and will be received within 4 weeks of submitted documentation. Applications are processed in the order they are received. For more information on the rebate process, contact Britt Coyne at 303-847-0278 or [bcoyne@lungs.org](mailto:bcoyne@lungs.org).
- Retailer understands that it is their responsibility to ensure that all installations are done in accordance with any applicable city or county codes/ordinances and the appliance manufacturer's owners/ installation manual and that the agency and ALAC assumes no responsibility or liability for the removal of appliances, the purchase and installation of replacement appliances, or any other element of the replacement process. The installer will notify the homeowner whether a permit is necessary.

- New appliances must be installed by a certified professional. EPA recommends the installer be National Fireplace Institute (NFI) certified. Certification can be obtained by contacting the Hearth Patio Barbeque Association (HPBA).
- Retailer agrees to address and resolve unanticipated issues expeditiously.
- Retailer agrees that ALAC will not reimburse costs for installations that do not comply with the program requirements. Improper documentation or missed documentation may result in denial of rebate.
- Retailer understands that it cannot refuse to do business based on income status.
- Retailer agrees that failure to comply with these guidelines will result in removal from the list of participating retailers and/or denial of reimbursement.
- Retailer understands that all installations and removals must be complete by December 31, 2017.

## RETAILER PARTICIPATION AGREEMENT

Retailer representative signature certifies that he/she agrees to the Wood Stove Changeout program guidelines and agrees to abide by these.

\*Copy of W-9 must be submitted with this form

### Retailer Information

Company Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Installer Information

Name: \_\_\_\_\_

National Fireplace Institute (NFI) Certification Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

National Fireplace Institute (NFI) Certification Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

National Fireplace Institute (NFI) Certification Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Please e-mail or mail this agreement along with a copy of your W-9 to:

Britt Coyne

[bcoyne@lungs.org](mailto:bcoyne@lungs.org)

5600 Greenwood Plaza Blvd., Suite 100, Greenwood Village, CO 80111