



Statement of Expectations

- Sacramento Metropolitan Air Quality Management District (District) in cooperation with _____ (*Participating Stove Store Retailer Name*), will implement a stove/fireplace change out voucher program to replace:
 - a. *Uncertified stove/insert or open hearth fireplace to gas stove/insert,*
 - b. *Certified wood stove/insert or pellet stove/insert to gas stove/insert,*
 - c. *Uncertified stove/insert or open hearth fireplace to pellet stove/insert,*
 - d. *Uncertified stove/insert to certified wood stove/insert,*
 - e. *Open hearth fireplace to gas log set,*
 - f. *Open hearth fireplace, certified and uncertified wood stove/insert, or pellet stove/insert to electric stove/insert, and*
 - g. *Removal of a wood burning device without replacement. _____ Initial if you agree to participate in the removal program.*
- Electric fireplaces/inserts must be installed inside the existing fireplace in a way so that they are not easily removed by the home owner.
- Limited funds are available for vouchers. The District will issue Participants one voucher for each qualified appliance on a first-come, first-served basis. The face value of the voucher will vary depending on the type of wood burning appliance installed.
- As a participating stove retailer I agree to:
 1. **Inform** the customer about the voucher program and program requirements and timelines.
 2. Accept the voucher at the time of sale to the customer and apply the voucher value as a discount to purchase price of the stove at the time of sale.
 3. Notify the District **no later** than the expiration date on the Voucher once the customer has signed a contract or entered into a binding agreement to purchase a new appliance by Fax (916) 874-7896. Vouchers received by the District after their expiration date will not be accepted. Such notification can be made by faxing the front page of actual Voucher to the District. The *Pre-sale Verification* and voucher amount information on the front page must be completed prior to faxing. **Do not** take a voucher from a customer if the customer does not sign a contract or enter into a binding agreement to purchase a new appliance.

4. Consider providing additional discount at the time of sale to the purchase price of the of the certified wood burning appliance or gas fireplace being purchased under the voucher program from **September 1, 2009 and until funding is depleted or the voucher program is cancelled by the District.**
 5. Complete and sign the Wood Stove/Fireplace Change Out Incentive Program voucher for each retrofitted or replaced device (i.e., open hearth fireplace, pellet stove/insert, certified or uncertified wood stove/insert). Make sure to include the manufacturer, model and serial number for each wood stove/insert or pellet stove/insert removed or replaced and also for the new replacement device.
 6. Remove the certified or uncertified wood stove/insert or the pellet stove/insert from the residence and properly dispose of it by delivering it to one of the participating recycling facilities. Make sure to remove the refractory material from wood device before delivering it to the recycler.
 7. Complete and submit a recycler certification form for each pellet stove/insert or certified or uncertified wood stove/insert. The recycler certification form must be signed by participating recycler indicating that the stove will be destroyed and recycled.
 8. Submit to the District, **complete** paperwork with an original invoice for reimbursement. Invoices submitted to the District without the required paperwork are not payable (**No Exceptions**). All paperwork must be submitted to the District within 30 working days of completing the installation of the appliance. The following paperwork must be submitted with invoice:
 - Original Voucher completely filled out with all required information showing that the work has been completed. Copies of the voucher **will not be** accepted.
 - Purchase invoice - The purchase invoice shall show the voucher, retailer, and manufacturer's discounts as line items. The purchase invoice must be signed by the customer. The purchase invoice must also list the manufacturer and the type of device purchased (e.g., Classic Bay 100I Pellet Insert).
 - Recycler Certification form, if replacing or removing a wood stove/insert or a pellet stove/insert.
 - Two color photos, one showing the replaced or removed device and one showing the installed device. (*For gas logs, only a color photo of the installed gas log set is required.*)
 - If installing an electric fireplace/insert, submit a certification that the electric fireplace/insert has been installed in a manner that it cannot easily be removed by the homeowner. This certification shall describe the method of installation inside the fireplace (e.g., bolting the fireplace/insert to the floor of the existing fireplace).
- As a participating retailer, I **understand** that the District will not reimburse me for expired vouchers.

- As a participating retailer, I **understand** that it is my responsibility to ensure that all installations or retrofits are done in accordance with any applicable city or county codes and/ordinances and that the District 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.
- As a participating retailer, I **agree** to address and resolve unanticipated issues expeditiously with the District.
- The District’s reimbursement obligation under this agreement will terminate when available voucher funds are depleted or the District cancels the voucher program.
- As a participating retailer, I **understand** that all installations must be completed no later than 60 days of cancellation of this program by the District. If work cannot be completed due to unforeseen circumstances such as construction delays, I must obtain a written authorization from the District for an extension to complete the installation. Any vouchers submitted after this date for refunds without prior authorization from the District will not be accepted by the District.
- As a participating retailer, I **agree** to provide District staff access to my facility and records to inspect for compliance with program requirements, if requested. I **understand** that the District will provide not less than 2 calendar days notice prior to this inspection.
- As a participating retailer, I **fully understand** that I will be **removed** from the program for not complying with the conditions and requirements of this statement.

Memorandum of Understanding:

I hereby certify that I understand the conditions and requirements for participation in the District's wood stove/fireplace replacement program and agree to fulfill the requirements and comply with the conditions in this agreement that I am entering into with the District.

Signature

Date

Title

Company Name