



# Clean HEET Program



## FREQUENTLY ASKED QUESTIONS

Clean Heating Efficiently with Electric Technology (Clean HEET) Program

[www.baaqmd.gov/WoodSmokeGrant](http://www.baaqmd.gov/WoodSmokeGrant)

The Bay Area Air Quality Management District (Air District) developed the Clean HEET Program (Program) to reduce the cost of replacing qualifying wood-burning devices with electric heat pumps, reducing wood smoke and improving air quality.

## APPLICATIONS

### 1. *How do I apply?*

Applications are accepted online, through the 'Apply Now' link at [www.baaqmd.gov/WoodSmokeGrant](http://www.baaqmd.gov/WoodSmokeGrant). Please see the 'Resources' Section of the webpage for the application guide and additional helpful documents.

### 2. *Is there a deadline to apply?*

The Clean HEET Program will be accepting applications from until Wednesday, May 15, 2024 at 5:00PM PDT.

### 3. *Who can apply?*

All owners of a residential property with a physical address in the Air District's jurisdiction may apply. Applicants must be the legal homeowner.

### 4. *If the program is oversubscribed, how will applications be evaluated?*

Applications will be reviewed for completeness and evaluated for eligibility and award in order of Air District funding priority.

Priorities include applications:

- from homeowners in the communities of West Oakland, East Oakland, Richmond-San Pablo, and Bayview Hunters Point/Southeast San Francisco
- with projects that will replace the oldest, dirtiest wood-burning devices (based on the manufacture year of the existing device)
- with projects in close proximity to sensitive receptors (such as schools and hospitals)

Applications may also be evaluated based on time the completed application was received.

All eligible applicants that are not initially approved for funding will be placed on a waitlist and notified if additional funding becomes available.

### 5. *I don't have internet access; can I still apply for funding?*

Yes, applicants that do not have access to the internet may request a paper application by calling 415-749-5195 or by mail to:

ATTN: SID/Clean HEET Program  
375 Beale Street, Suite 600  
San Francisco, CA 94105

Please note, communications via mail may be delayed multiple weeks.

Applicants that do not have internet access are encouraged to work with friends/family or use free library computers to access the online application portal for ease of application submittal and project follow-up.

**PROJECT OPTIONS AND REQUIREMENTS****6. I already completed (or started work on) my project. Can I apply for funding retroactively?**

No; applicants who have had any work related to their project performed before the Air District issues a *Notice to Proceed* are not eligible for funding. Work includes but is not limited to signing any agreements; placing a deposit for, purchasing, or ordering for equipment; placing a work order; having a contractor do any physical work on your property; or installing new equipment.

**7. What types of projects are eligible for funding?**

Funding is available only for projects that replace wood stoves or wood-burning fireplace inserts with electric heat pumps. Existing wood-burning devices must be indoors, operational, manufactured before 2020, and burn wood for heating purposes. Replacement devices must be ducted or ductless electric heat pump systems that are permanently installed.

**8. What is a wood-burning fireplace insert?**

Wood-burning fireplace inserts, often also called wood stove inserts, are essentially legless wood stoves that are inserted into an existing fireplace. Please refer to Attachment B of the *Program Requirements, Guidance, and Terms and Conditions* for example photos of wood-burning fireplace inserts.

Please note that wood-burning fireplace inserts are not the same as an open-hearth fireplace that burns wood.

**9. What are electric heat pumps? Are these the same as electric fireplaces?**

Electric heat pumps are an energy-efficient alternative to furnaces and air conditioners. In the wintertime, they use efficient heat exchange technology to move warm air into your home. Electric heat pumps are not the same as electric fireplaces; electric fireplaces do not qualify for funding under this program. To learn more about electric heat pumps, please visit <http://www.energy.gov/energysaver/heat-pump-systems>.

**10. If I just want to seal my chimney, can I apply?**

No, funding is only available for projects that replace existing wood stoves or wood-burning fireplace inserts with electric heat pumps.

**11. I have a wood-burning open-hearth fireplace / an outdoor fireplace or fire pit / a gas insert, can I apply?**

No, funding is only available for projects that replace existing operational, indoor wood stoves or wood-burning fireplace inserts that are used for heat.

**12. Can I replace my wood-burning device with a gas insert or EPA certified wood stove?**

No, funding is only available for projects that replace eligible devices with an electric heat pump.

**13. My wood stove was manufactured during or after 2020; can I apply?**

No, funding is only available to replace wood stoves manufactured prior to 2020.

**14. I have more than one woodburning device in my home. Can I apply to replace more than one device?**

Yes, applicants may request funding to replace up to two eligible devices per dwelling. Each device must be replaced by its own heat pump (i.e., no two-for-one replacements)

**15. I have two houses on one property with one Assessor Parcel Number (APN) and each home has a wood burning device. Can I apply to replace my devices and receive awards for new heat pumps at both properties?**

Yes, the Clean HEET Program allows for the replacement of up to two devices per dwelling.

## FUNDING AND ELIGIBLE COSTS

### 16. How much funding am I eligible for?

The amount of funding available will vary for each project, depending on the manufacture date of the existing wood-burning device, quantity of devices being replaced, and whether the applicant meets the low-income qualifications to receive Plus-up funding. Please see the *Program Requirements, Guidance, and Terms and Conditions* Grant Funding section for a detailed breakdown of award amounts.

Please also see some examples of projects below, with the eligible award amount denoted in the 'Total Grant' column:

Example Projects (existing devices)	First Device		Second Device	Plus-Up Funding for residents that participate in in a qualifying low-income assistance program <b>+\$4,000</b>	Total Grant (sum of all options)
	2014 and earlier <b>\$6,500</b>	2015- 2019 <b>\$3,000</b>	2019 and earlier <b>+\$3,000</b>		
2012 wood stove	✓	-	-	-	\$6,500
2016 wood-burning insert	-	✓	-	-	\$3,000
two 2002 wood stoves	✓	-	✓	-	\$9,500
two 2019 wood stoves	-	✓	✓	-	\$6,000
two 2000 wood-burning inserts, plus-up eligible	✓	-	✓	✓	\$13,500
2015 & 2016 wood stoves, plus-up eligible	-	✓	✓	✓	\$10,000

Note: The actual amount of funding that will be paid is limited to the total actual eligible costs of the project, up to the grant amount awarded. In other words, if the actual cost of the project is less than the grant amount awarded (as shown in the *Notification of Funding*), the Air District will reduce its award and pay up to the amount of actual eligible costs incurred.

### 17. What part of my project does funding cover? What are eligible costs?

Eligible costs include only costs that are essential, direct, and have supporting documentation. Eligible costs include the following:

- Capital cost of the approved heating device, including shipping costs and sales tax
- Expenses directly related to the installation of the approved replacement device, including parts, materials, and labor
- Costs directly related to the removal, decommissioning and disposal of the existing wood-burning device, including parts, materials, and labor
- Costs to obtain required permits for the approved project

Costs that are not directly related to the project, are beyond the project scope (such as remodeling work), are related to non-approved replacement devices, or are for work done by the homeowner or anyone that is not a California Licensed Contractor, or that do not have supporting documentation, are not eligible for reimbursement.

### 18. One of the non-homeowner residents at my property is enrolled in a low-income assistance program – am I eligible for additional Plus-up funding?

No, the homeowner must be the participant in one of the qualifying low-income assistance programs to receive Plus-up funding. This requirement cannot be met by another member of the household or tenants.

## COMPLETING YOUR PROJECT AND REQUESTING REIMBURSEMENT

### 19. *Can I do the project myself?*

No, all project work must be completed by a contractor (or contractors) licensed in the State of California and cannot be performed by the homeowner. At a minimum, all projects require a contractor with a *C-20 Warm-Air Heating, Ventilating, and Air-Conditioning Contractor* license for heat pump installation.

Depending on the specific work that needs to be performed additional types of licenses may be required, such as a *C-29 Masonry*, or *C-10 Electrical* license. A list of all license classifications is available [here](#). Applicants may need to hire more than one licensed contractor.

The destruction and disposal of the existing wood burning devices must also be performed by a licensed contractor.

Contractors will be required to fill out a *Contractor Certification Form* provided by the Air District, and applicants will be required to submit the completed form along with their reimbursement request.

Any project work done by the homeowner, even if they are a licensed contractor, will not be eligible for reimbursement.

### 20. *Is there a list of approved contractors?*

Using a licensed contractor (or contractors) is required under this program, however, the Air District does not make recommendations for specific vendors or contractors.

Participants should ensure that the business they wish to hire has a valid contractor's license number with the [California Contractor's State License Board](#). At a minimum, all projects require a contractor with a *C-20 Warm-Air Heating, Ventilating, and Air-Conditioning Contractor* license for heat pump installation.

Using licensed contractors can ensure that the work is done safely and correctly and help homeowners avoid financial risk and other problems.

### 21. *Do we need a licensed contractor for all work related to the project?*

A licensed contractor is required for all reimbursable project work related to the approved project – such as the installation of the heat pump, decommissioning and disposal of the wood-burning device, and decommissioning of a fireplace if applicable.

At a minimum, all projects require a contractor with a *C-20 Warm-Air Heating, Ventilating, and Air-Conditioning Contractor* license for heat pump installation.

Depending on the specific work that needs to be performed, additional types of licenses may be required, such as a *C-29 Masonry*, or *C-10 Electrical* license. A list of all license classifications is available [here](#). Applicants may need to hire more than one licensed contractor.

A licensed contractor is not required for adjacent non-project work, that will not be reimbursed by this program, such as painting, tiling, or gardening.

### 22. *How do I know if I need a permit for my project?*

Permit requirements vary based on the City or County where the home resides. To determine if a permit is required for your project, ask your licensed contractor or City/County officials.

### 23. *What is a 'Notification of Funding' (NOF)?*

A *Notification of Funding* (NOF) is a document issued when an application has been reviewed and approved by the Air District. The funding amount in the NOF is the maximum amount for which the selected project is conditionally approved. The actual funding amount will not exceed the total actual eligible project cost. The Program Participant must enter the program portal and accept the offer outlined in the NOF prior to receiving an NTP.

### 24. *What is a 'Notice to Proceed' (NTP)?*

A *Notice to Proceed* (NTP) is a document issued once the Program Participant has accepted their funding offer in the online portal. The NTP contains instructions on completing the project as described in the application, and the awarded funding amount.

Applicants who have had any work related to their project performed before the Air District issues the NTP are not eligible for funding.

**25. I received my Notice to Proceed, but I won't be completing my project. What happens to my award?**

If you have received a *Notice to Proceed* but have decided not to move forward with your project, please notify the Air District as soon as possible so that we can reallocate those funds to another Bay Area homeowner on the waitlist.

**26. I am working on my project, but I cannot complete it within 4 months. Do I really lose the reimbursement if I don't finish by the deadline? I am worried about the deadline given that contractors can take a long time.**

Applicants who have been issued a *Notice to Proceed* must endeavor to complete their project and submit a reimbursement request within 4 months. If you have reason to believe your project will be delayed please contact the Air District by email or phone as soon as possible.

**27. What is a Contractor Certification Form, and who needs to fill one out?**

A *Contractor Certification Form* is a document that certifies that a licensed contractor in the State of California performed work for your project and properly disposed of the existing device at a recycling facility. This form must be completed by the contractor and submitted with the reimbursement package. The *Contractor Certification Form* can be downloaded from the program website at [www.baaqmd.gov/WoodSmokeGrant](http://www.baaqmd.gov/WoodSmokeGrant).

**28. How do I show proof that my old wood-burning device has been decommissioned and destroyed?**

- "Decommissioned," for the purposes of this Program, means permanently rendered inoperable. This involves destroying (for wood stoves and wood-burning inserts) or rendering permanently incapable of burning wood (for fireplaces, as required for projects that replace wood-burning inserts).
- Wood stoves and/or fireplace inserts will need to be removed and then scrapped at a licensed recycling facility. To provide evidence that this has been done properly. The participating contractor must fill out a *Contractor Certification Form* attesting to the decommissioning and disposal of each device.
- For wood-burning fireplace inserts, the fireplace will also need to be made permanently inoperable by either completely removing the fireplace structure or permanently sealing it (such as closing it off with drywall or filling it with masonry). Temporary methods, such as a balloon insert in the chimney, a fireplace plug, or a chimney cover will not satisfy the requirements for this program. The participating contractor must fill out a *Contractor Certification Form* attesting to the decommissioning of the fireplace.

**29. Is there a list of approved dismantlers?**

No. However, the device must be disposed of at a licensed dismantler/recycling facility by a licensed contractor and the contractor must fill out a *Contractor Certification Form* attesting to the disposal of the device.

**30. What counts as acceptable proof of payment?**

Acceptable proof of payment is an invoice showing zero balance.

**31. Who fills out the W-9?**

The W-9 must be filled out by the Applicant.

**32. Can you write the check out to someone that is not the legal homeowner?**

No, the check will only be made out to the legal homeowner.

**33. How much pollution am I reducing by removing my wood burning device?**

Wood smoke contains a complex mix of harmful chemicals including gases and tiny particles that can easily penetrate the lungs and small passageways of the respiratory system, which leads to a higher risk of respiratory and heart disease. By removing a wood-burning device, you can prevent over 300 pounds of these chemicals from being emitted into the air every year. Removing one wood-burning device removes as much particulate matter as removing 8 diesel school buses!