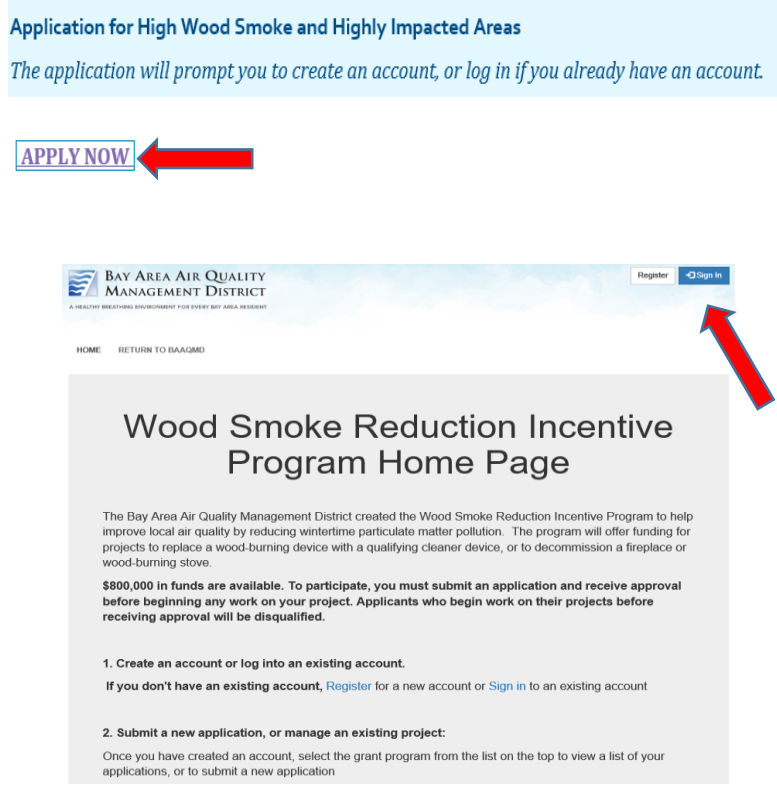
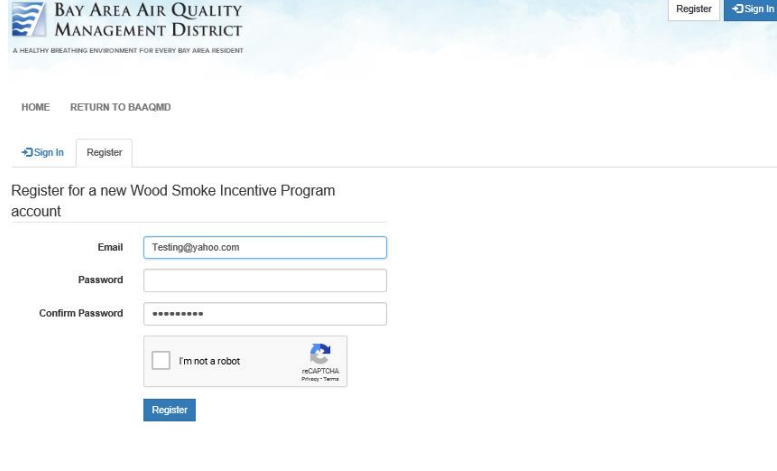


Wood Smoke Reduction Incentive Program Online Application User's Guide

WSRIP applications must be submitted online. This document provides step-by-step instructions on how to create a **user profile** (or account), log into the account, create and manage your application, and submit documents through the application website.

If you have questions, please contact BAAQMD Wood Smoke Program staff by phone at (415) 749-5195 or by e-mail at woodsmokegrants@baaqmd.gov.

<p>Step 1 – Navigate to www.baaqmd.gov/woodsmokegrant and click APPLY NOW.</p> <p>On the next page either select “Register” to create a new account</p> <p>Or</p> <p>If you already have an account, select “Sign in” to start a new application or to check the status of an existing application.</p>	
<p>Step 2 – If registering a new account, be sure to use a <u>valid e-mail address that you check regularly</u>.</p> <p>Note: Be sure to choose an e-mail and password that you will remember.</p> <p>The e-mail address cannot have any special characters or spaces (ex. &, %, \$, #, !).</p>	

If you already created an account, but forget your password, enter your Username (e-mail address) and click **“Forgot Password”** to reset it.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
A HEALTHY BREATHING ENVIRONMENT FOR EVERY BAY AREA RESIDENT

HOME RETURN TO BAAQMD

Sign In Register

Log in to your Wood Smoke Incentive Program account

Email infojob@yahoo.com

Password *****

Remember me?

Sign in Forgot Your Password?

Step 3 – After you have chosen an e-mail address and password, you will be taken to the next screen to complete your user profile. You will receive an e-mail containing a link to confirm your account (see Step 4).

Note: If you do not receive the confirmation e-mail, resend the e-mail by clicking **“Confirm E-mail.”**

Enter the required **Contact Information** indicated by red asterisks.

Note: The **e-mail address** cannot have any special characters or spaces (ex. &, %, \$, #,!).

Once you have completed the **Contact Information**, click the **“Update”** button to save and continue.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
A HEALTHY BREATHING ENVIRONMENT FOR EVERY BAY AREA RESIDENT

HOME WINTER 2016/2017 PROGRAM WINTER 2017/2018 PROGRAM RETURN TO BAAQMD

Home Bay Area Air Quality Management District Grants System

Bay Area Air Quality Management District Grants System

Please provide some information about yourself and complete your user profile below.

- All fields with an asterisk* are required.
- Create only one profile. (Multiple profiles will not be necessary, you will be able to apply for all of your projects under a single profile.)
- Provide us with your preferred mailing address and contact information.

Your email requires confirmation. Confirm E-mail

Your must complete your profile before using the features of this website.

Your Contact Information

Primary Contact Information

E-mail Address* infojob@yahoo.com

Phone*

First Name*

Last Name*

Address Line 1*

Address Line 2 (optional)

City*

State*

ZIP Code*

Primary Phone Type*

Secondary Telephone Type*

Applicant: Primary Phone*

Applicant: Secondary Telephone*

Update

Only click this button if you do not receive a confirmation e-mail

Step 4 – Once the account is created, you will receive an e-mail from the Air District. Open the e-mail and click “**Complete Registration**”. Alternatively, you can copy the listed URL provided in the e-mail and paste it into your web browser.

Check junk or spam if you do not see the e-mail in your inbox.

Note: After confirming your account, do NOT use the activation e-mail to log into the application system. This link only works **once**. If you click it again, an error message will appear.

Always log in through the website:
www.baaqmd.gov/woodsmokegrant.

After the account is confirmed, you will be able to log in with your e-mail and password. The message “Your e-mail has been confirmed successfully” will show in your user profile.

When your profile is updated, the message “Your profile has been updated successfully” will show.

Confirm your account Email:00330517

BAAQMD Woodsmoke Grants <woodsmokegrants@baaqmd.gov>
To: Granttesting@yahoo.com

Your account requires confirmation. Please click the following link to complete the registration.

[Complete Registration](#)

Or you can copy the following URL and paste it into your web browser.

<https://grantapps.baaqmd.gov/Account/Manage/ConfirmEmail?userId=de514165-0836-e911-a979-000d3a199795&code=Hj2VQl8y2Fg0lKtt1wQlFNqo3VcZRxGZp%2Fv1gP4Yn3b82f2KbtdDHIXWFJypCGswc1kGTPd>

Thank You,
Bay Area Air Quality Management District.

Reply Reply to All Forward More

Bay Area Air Quality Management District Grants System

Please provide some information about yourself and complete your user profile below.

- All fields with an asterisk* are required.
- Create only one profile. (Multiple profiles will not be necessary, you will be able to apply for all of your projects under a single profile.)
- Provide us with your preferred mailing address and contact information.

Your email has been confirmed successfully. X

You must complete your profile before using the features of this website. X

Your Contact Information

Primary Contact Information

E-mail Address *



HOME WINTER 2018/2017 PROGRAM WINTER 2017/2018 PROGRAM RETURN TO BAAQMD

Home Bay Area Air Quality Management District Grants System

Bay Area Air Quality Management District Grants System

Please provide some information about yourself and complete your user profile below.

- All fields with an asterisk* are required.
- Create only one profile. (Multiple profiles will not be necessary, you will be able to apply for all of your projects under a single profile.)
- Provide us with your preferred mailing address and contact information.

Your email has been confirmed successfully.

Your profile has been updated successfully.

Your Contact Information

Primary Contact Information

E-mail Address *

Step 5 – Once your e-mail is confirmed and your user profile is updated, navigate to the “**Winter 2017/2018 Program**”.

This page shows all your existing applications in the system.

If you would like to start a new application, click the “**Start a New Application**” button.

The screenshot shows the Bay Area Air Quality Management District website. At the top, there is a navigation menu with links for HOME, WINTER 2018/2017 PROGRAM, WINTER 2017/2018 PROGRAM, and RETURN TO BAAQMD. Below the navigation menu, there is a breadcrumb trail: Home > My Winter 2017/2018 Projects. The main heading is "My Winter 2017/2018 Projects". Below the heading, there is a message: "The Winter 2017/2018 Woodsmoke Program is now open and accepting applications. To start a new application, click on the 'Start a New Application' button." A red arrow points to the "Start a New Application" button. Below the message, there is a table with columns: Project Number, Program, Project Title, Status, Max. Award, and Created On. The table is currently empty, with a message: "There are no records to display."

Step 6 – When starting a new application, you will be taken to a page to review general information about the application.

Once you finish reviewing the general information, click “**Next**” to fill out the application.

The screenshot shows the online application system for the Wood Smoke Reduction Incentive Program. The heading is "Submit a new application for the 2017 Woodsmoke Reduction Incentive Program". Below the heading, there is a welcome message: "Welcome to the online application system for the Wood Smoke Reduction Incentive Program. Before getting started, please read the Program Guidelines and Frequently Asked Questions (FAQs) on our website at www.baaqmd.gov/woodsmokegrant." Below the welcome message, there is a message: "Below are instructions to apply and submit a grant application. Please note that submittal of an application does not guarantee an award of funds. Applicants who begin their project before receiving a Notice to Proceed from the Air District will be disqualified." Below the message, there is a section titled "Instructions to submit an application for a new project:". Below the instructions, there is a list of items to have ready: "Fill out the grant application beginning on the next page. The process takes approximately 10 to 15 minutes. To save time, you'll want to have the following items ready." The list includes: "Property Assessor's Parcel Number (APN)", "Digital photo of your existing wood-burning device, and", "If you are applying for the low-income Highly Impacted Residents (HIR) funding, an electronic copy of your proof of enrollment in one of the qualifying low-income assistance programs." Below the list, there is a message: "Fields marked with an asterisk (*) are required." Below the message, there is a message: "A confirmation email will be sent to you when your application is successfully submitted. If you do not receive a confirmation email after you submit your application, please contact us by email at woodsmokegrants@baaqmd.gov." Below the message, there is a section titled "How to Navigate:". Below the section, there is a message: "Do not use your browser's 'Back' or 'Forward' buttons. Use the Save and Continue button on the bottom of each page to ensure that your information is saved correctly." Below the message, there is a section titled "Questions:". Below the section, there is a message: "If you have questions after reading through these instructions, you may contact us directly by email at woodsmokegrants@baaqmd.gov with the subject 'Wood Smoke Reduction Incentive Program'". Below the message, there is a "Next" button. A red arrow points to the "Next" button.

Step 7 – Fill out the required **Information** indicated by red asterisks.

Refer to **Step 8** for current wood-burning and replacement options.

To check whether your home is located in a High Woodsmoke Area, use the [Map of Eligible Areas](#). High Woodsmoke Areas are shaded **red** in this map.

For more information about the low-income assistance program, refer to the [Frequently Asked Questions \(FAQs\)](#).

After filling out all information click **“Save and Continue”**.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
A HEALTHY ENVIRONMENT FOR EVERY BAY AREA RESIDENT

HOME: WINTER 2016/2017 PROGRAM WINTER 2017/2018 PROGRAM BURN 10 BAAQMD

Home | Submit a new application for the 2017 Woodsmoke Reduction Incentive Program

Submit a new application for the 2017 Woodsmoke Reduction Incentive Program

To apply for the 2017 Woodsmoke Grant, please fill out this form and submit with the required documentation.

Project Number: Always reference this unique number if you contact us about this
17W51516

Status
Application in Progress

Home Information: Please tell us where the project will be located, and who owns the home.

Legal Owner Name * Assessor Parcel Number (APN)
Project Address: Street *
Project Address: Line 2
Project Address: City * Project Address: State * Project Address: Zip Code *
Project Address: County *

Project Information: Describe the proposed Project
What is your current wood-burning device? (select one) *
Which project option would you like to apply for? (select one) *

HIR Funding (Optional): Indicate whether you are requesting funding for one or more the following HIR categories
Are you enrolled in a low-income assistance program? (proof of enrollment is required)
No Yes
Is your home located in a High Woodsmoke Area?
No Yes
Have you received a sole source exemption from the Air District?
No Yes

If you would like to provide any additional information, please enter it here (optional)

Previous **Save and Continue**

Step 8 - Select your current wood-burning device and replacement project option from the drop-down menu.

Project Information: Describe the proposed Project

What is your current wood-burning device? (select one) *

- Open hearth fireplace
- Fireplace with Wood-Burning Insert
- Wood-burning stove (uncertified)
- Wood-burning stove (EPA certified)
- Pellet stove

Lookup Records

Search

Name	Incentive Amount
Decommission an existing wood-burning fireplace or wood-burning stove	\$750.00
Install a natural-gas or propane fueled freestanding stove	\$1,000.00
Install a sealed natural-gas or propane fueled fireplace insert	\$1,000.00
Install an electric heat pump	\$3,500.00

Remove Value Select Cancel

Step 9 – The next page lists required and optional supporting documents. Only required documents need to be uploaded to submit the application.

To upload a document, select the document name from the list.

Then click the “Browse” button and select your file to upload. Once you have selected the file click “Submit”. This works like many e-mail programs (e.g., attaching photos).

Do not include punctuation in the document titles for Attachments.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
A HEALTHY BREATHING ENVIRONMENT FOR EVERY BAY AREA RESIDENT

HOME WINTER 2016/2017 PROGRAM WINTER 2017/2018 PROGRAM RETURN TO BAAQMD

Home / Submit a new application for the 2017 Woodsmoke Reduction Incentive Program

Submit a new application for the 2017 Woodsmoke Reduction Incentive Program

Upload the following documents. (click on a document to upload. To delete a previously uploaded item, use the drop down menu to the right.)

Name	Completed	Required	Created On	
Photo of Existing Wood-burning Device	X	REQUIRED		View Details Delete Document
Other Application Documents (optional)	X	Not Required	2/21/2019 1:34 PM	
Proof of Enrollment in a qualifying Low-Income Program	X	Not Required	2/21/2019 1:34 PM	

Previous Next

Upload Documentation Requirement

Instructions:

All applicants are required to upload a photo of the existing wood-burning device that is proposed to be destroyed or replaced. The photo must be clear and show the entire wood-burning device and a portion of the room where it is located.

Document Name *

Photo of Existing Wood-burning Device

To upload files: 1. Click "Choose Files" or "Browse" and select your file. Click Submit when done.

Maximum file size is 10 MB and supported file types include: PDF, JPG, JPEG, PNG, GIF, BMP, TIFF.

There are no notes to display.

Attach a file *

Browse...

Submit

Step 10 – Click **Next** once the required files are uploaded.

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HOME WINTER 2016/2017 PROGRAM WINTER 2017/2018 PROGRAM RETURN TO BAAQMD

Home / Submit a new application for the 2017 Woodsmoke Reduction Incentive Program

Submit a new application for the 2017 Woodsmoke Reduction Incentive Program

Upload the following documents. (click on a document to upload. To delete a previously uploaded item, use the drop down menu to the right.)

Name	Completed	Required ↑	Created On
Photo of Existing Wood-burning Device	✓	REQUIRED	2/21/2019 1:34 PM
Other Application Documents (optional)	✗	Not Required	2/21/2019 1:34 PM
Proof of Enrollment in a qualifying Low-Income Program	✗	Not Required	2/21/2019 1:34 PM

Previous **Next**

Step 11 – The **Application Submittal** screen is the final step to submit your application.

Read and review the Program Terms & Conditions.

Ensure that you have included all required information **before clicking Submit**.

To return to your application to make changes, click **Previous**.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
A HEALTHY BREATHING ENVIRONMENT FOR EVERY BAY AREA RESIDENT

HOME WINTER 2016/2017 PROGRAM WINTER 2017/2018 PROGRAM RETURN TO BAAQMD

Home / Submit a new application for the 2017 Woodsmoke Reduction Incentive Program

Submit a new application for the 2017 Woodsmoke Reduction Incentive Program

By checking the box below, I certify that all of the information I have provided in this application is true and that I agree to comply with all of the Program Terms and Conditions listed below.

Program Terms & Conditions

Basic Eligibility: Applicants must be the legal owner of an existing residential property that is listed on their application. Properties must be located within the Air District's jurisdiction. Employees of the Bay Area Air Quality Management District are not eligible.

Maximum Award: Awards are limited to a maximum of \$12,000 per property, not to exceed the actual total project cost. Award amounts are determined by adding the base award (based on the project option selected by the applicant) and Highly Impacted Resident funding, if the applicant demonstrates that they qualify for one or more of these conditions. Awards may be reduced if the Air District is unable to verify any of the information provided or if the actual total project cost is lower than the original award amount shown in the Notice to Proceed.

Approval of Award and Notice to Proceed: Submission of an application does not guarantee an award of Program funding. Applicants must first have received approval from the Air District ("Notice to Proceed") before any work on the project can begin. Applicants who have had any work related to their project performed (e.g., purchasing or installing new equipment) before the Air District issues a Notice to Proceed are not eligible.

California Licensed Contractor: Any work performed with funding from this Program must be done by a contractor licensed in the State of California who will be required to fill out and sign a certification form provided by the Air District. Applicants receiving Program fund ("Program Participants") must include this document with their reimbursement request. To check whether the person you are hiring has a valid license number, visit the [Contractors State License Board](#) website. Work performed directly by the homeowner, or anyone who is not a licensed CA contractor, is not allowed.

Permits: Program participants must obtain permits for any work performed with funding from this Program. Program Participants must include a copy of the permit(s) with their reimbursement request. Work performed without required permits will not be eligible for reimbursement not allowed.

Scrappage Receipt: Program Participants who are decommissioning a fireplace insert or a wood-burning stove, or replacing one of these with a qualifying device, must have their old device crushed/rendered inoperable at a recycling facility and provide the Air District with proof of destruction (a scrapage receipt from the recycling facility). Program Participants who fail to submit a receipt showing proof of destruction will not be reimbursed.

Eligible Costs and Reimbursement Process: Only work described in the Notice to Proceed is eligible for reimbursement. Program participants may not use Program funding to pay for any costs associated with remodeling work that is not directly related to their project. Program Participants may request reimbursement only after they have completed their project. Reimbursement checks will be issued within 30 days after the Air District has verified that the Program Participant's reimbursement request is complete.

IR5 and Tax Compliance: Funding from this Program may be required to be reported as income. Payments will only be made to Program Participants who provide a completed W-9 form with their reimbursement request.

Compliance with Air District Rules: Properties must be and remain in compliance with the Air District's Wood Smoke Rule (Regulation 6, Rule 3). In addition, Program funding may not be used to purchase or install equipment for the purpose of complying with any federal, state, or local regulation; judicial order; agreement; memorandum of understanding; contract; mitigation requirement; or other binding obligation already in place.

Inspection: Program Participants must agree to allow the Air District or its agents access to their property to inspect the completed project for compliance with program requirements, if requested. The Air District will provide not less than five business days' notice prior to an inspection.

Project Documentation and Verification Process: Participation in this program requires submittal of the following information/documentation: completed W-9 form and Contractor Certification Form, copies of invoices, photos of original and replacement devices, and valid photo ID. If applicable, copies of permits, and/or proof of enrollment in a qualifying low-income assistance program, are also required. The Air District will attempt to verify the project and applicant's eligibility using the information provided, however additional information may be requested to verify the information contained in an application or a request for reimbursement.

Project In Place for 5 Years: Program Participants must agree to keep and maintain their new equipment for at least five years, and continue to adhere to all rules and requirements related to the Air District's Wood-Burning Devices Rule, including no wood burning on Spare the Air days.

Indemnification and Assumption of Risk: Program Participants agree to indemnify and defend the Air District and its Directors, employees, and agents against any and all claims, loss, damage, or liability that arises out of, or is in any way connected with, the installation or use of the device purchased with Air District funds. In addition, Program Participants agree to assume all risk of damage to property or injury to persons that may occur from equipment purchased or work conducted that was paid for with Air District funds.

Public Records Requests Program Participants understand and accept that information provided to the Air District may be subject to public disclosure.

Failure to provide true information or to adhere to any of the Program Terms and Conditions will result in forfeiture of the award. The Air District reserves the right to modify the terms of this Program at its discretion.

I Agree

Previous **Submit**

Step 12 – After submitting your application, the system will e-mail a **Confirmation** message to the user’s e-mail address on the account. The message will show a **Project Number** (e.g., 17WS#####).

Note: Always include this number on any correspondence about your application and project.

Thank you for applying!

If you have questions, please contact BAAQMD Wood Smoke Incentive Program staff by phone at (415) 749-5195 or e-mail at woodsmokegrants@baaqmd.gov

E-mail subject: Grant application successfully submitted.
Your project number is: 17WS##### E-mail:00330518

Applicant
375 Street,
San Francisco, CA 94105

Date: 2/21/2019

Dear Applicant

We are writing to confirm that we have received your application for funding through the Bay Area Air Quality Management District’s (Air District) Wood Smoke Reduction Incentive Program (Program):

Project Number: 17WS#####

Project Option: <Replacement Project Type>

Project Location: 375 Street, San Francisco, CA, 94105

The Air District will endeavor to complete the review of your application and make a determination within 30 days. If approved, you will be issued a Notice to Proceed from the Air District, at which point you may begin work on your project.

Applicants who begin work (e.g., place a deposit for equipment, purchase or order equipment, place a work order, or begin any physical work) before receiving a Notice to Proceed from the Air District will be disqualified from the Program. For your reference, we have included a copy of the Program Terms and Conditions below.

If you have any questions, please refer to the Program Requirements and Frequently Asked Questions (FAQ) documents located on the Program [website](#). You may also reach us by e-mail at woodsmokegrants@baaqmd.gov using the subject line “Re: Wood Smoke Grant, Project Number: 17WS#####”

Thank you for your interest in helping to Spare the Air!

Program Terms & Conditions

Basic Eligibility: Applicants must be the legal owner of an existing residential property that is listed on their application. Properties must be located within the Air District’s jurisdiction. Employees of the Bay Area Air Quality Management District are not eligible.