

# 2023-2025 Woodstove Change-out Program Application Form



## Minimum Qualifying Criteria

- Must be the owner of a home located in the qualified area.
- Possess valid photo identification and proof of current address.
- Have a working, non-NSPS 2020 compliant wood burning device.
- Provide a completed application form along with a photo of the device in the home, and verification of income qualifying eligibility when possible.



## Applicant Eligibility Screening Information

In a typical season, how many days in a week do you use your device?  1-3 days  4-6 days  every day

In a typical season, how many cords of wood do you use?  
(1 cord = 4' high x4' wide x 8' long)

\_\_\_\_\_

How/where do you get your wood?  Purchase  Harvest  Other \_\_\_\_\_

Do you consider wood burning to be your primary source of heat?  Yes  No

Are any members of your household sensitive to the effects of smoke? (i.e. young children, elderly, those with certain pre-existing conditions like asthma or lung disease)  Yes  No

## Applicant Information

Applicant name \_\_\_\_\_

Applicant address \_\_\_\_\_

(Second address line) \_\_\_\_\_  
City State Zip

Email address \_\_\_\_\_

Contact phone number Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Current Device:  Freestanding wood stove  Wood stove insert Manufacturer/model \_\_\_\_\_ Manufacture date \_\_\_\_\_

Preferred New Device  Freestanding or insert wood stove  Freestanding or insert pellet stove  Free standing or insert gas stove  Electric Heat Pump System

\* An applicant may qualify for both a certified wood stove or pellet stove AND an electric heat pump system.

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## 2023-2025 Woodstove Change-out Program Application Form cont.

### Supporting Information

#### Program Options

- Income-qualified full change outs
- Non-income-qualified partial stipends

For qualifying criteria, and for more information about option details, please contact MVCC.

**For the income-qualified option, the Methow Valley Citizens Council (MVCC) will verify with local groups and income-dependent programs such as:**

- Housing Authority of Okanogan County

#### Photo Documentation

Provide verification of your current wood heating device in the home

Have you included a photo of your current device?

Yes

No



### Terms and Conditions

#### How the Wood Stove Replacement program works

1. Applications must be sent to the Methow Valley Citizens Council (MVCC) Attn: Anna Jones, P.O Box 774, Twisp, WA 98856, or emailed to [annam@mvcitizens.org](mailto:annam@mvcitizens.org) . **A current photo of the existing wood burning device you wish to replace must be included with the application form, along with a copy of your photo ID.**
2. MVCC staff reviews applications to determine if qualification requirements met. Applicants may be called to provide additional information.
3. If qualified, a dated voucher along with a list of participating businesses (vendors) will be included. Voucher recipients must purchase their device from and have installed by one of the participating vendors.
4. At the time of purchase, the applicant presents the original voucher to a participating vendor and schedules the installation.
5. The vendor is responsible for taking a photo of the existing device prior to removing it and a photo of the new device once installed. **If the existing device is already removed prior to the vendor's arrival, the voucher is VOID.**
6. The vendor is responsible for removing and documenting the recycling/destruction of the old device. The vendor/installer will obtain the proper local building and fire safety permits, inspections, and perform the installation. (The applicant may be responsible to call the local permit department for a final inspection. See details below).
7. The vendor/installer will submit invoices and all required paperwork to Ecology for reimbursement of the voucher value after successful final inspection.

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## 2023-2025 Woodstove Change-out Program Application Form cont.

### Terms and Conditions continued

#### By applying, you agree to the following provisions:

1. I am the owner of a home located within the program boundary.
2. I understand that income-qualifying applicants may receive a voucher of up to \$6000.00 for woodstove replacements or \$14,000 for transitions to electric heat pumps unless notified otherwise.
3. I have an installed and operating non-NSPS 2020 Compliant wood burning device that I use regularly during the heating season to heat the living area of my home. I burn a minimum of 2 cords of wood during a typical heating season. (For a link to a list of EPA-certified devices: [http://www.ecy.wa.gov/programs/air/indoor\\_woodsmoke/pdfs/Wood\\_stoves.pdf](http://www.ecy.wa.gov/programs/air/indoor_woodsmoke/pdfs/Wood_stoves.pdf))
4. I agree to relinquish my old wood burning device to the vendor who will remove it when they install my new device. (If your device is already removed, your voucher will be void.)
5. After installation of the new device, I will schedule a final inspection with the appropriate permitting agency, if required. I will submit a copy of the final inspection report to the installer within 10 days of the final inspection.
6. I agree to complete a follow-up written or phone survey conducted by MVCC.
7. I understand that participants are limited to receiving one voucher per household per replacement device option. Each qualifying household is eligible for both a woodstove replacement AND the installation of an electric heat pump system.
8. I understand that applications are processed in the order received. Vouchers will be distributed on a first-come, first-served basis. The program is open to all applicants who meet the eligibility criteria, but priority will be given to applicants changing to non-wood burning devices, have respiratory or cardiac conditions, are 65 years and older and/or have children under the age of 6. Funding is limited, therefore not guaranteed.
9. I understand that if I qualify, I will receive a voucher and a list of participating vendors. These vendors have signed up for the program by agreeing to program terms, including honoring the voucher.
10. I understand that I am responsible to pay the vendor for the purchase price and professional installation costs, including all applicable taxes if those amounts exceed the maximum amount allowed per voucher.
11. No retroactive vouchers will be issued.
12. Reviewing applications and issuing vouchers may take up to 2 weeks, depending on completeness of applications.
13. Ecology and MVCC does not guarantee any services or devices purchased under this program or the installation of such devices, regarding the quality, functionality, or satisfaction of the device and/or installation.

#### By signing, you agree to the following:

I certify that the information on this application is true and correct. I have read, understood, and agreed to all of the terms of the Wood Stove Replacement Program listed above.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Remember to include photos of your current device and copy of your photo ID.** Retain a copy for your records. Ecology and Methow Valley Citizens Council are not responsible for materials lost by mail or email. Applications are processed in the order received.

#### FOR OFFICIAL USE ONLY

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

Application approved by Methow Valley Citizens Council:  Yes  No

By: \_\_\_\_\_

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