

# St. Maries Airshed Woodstove Changeout Program Participant Support Cost Agreement

---

This agreement is made between the **Participant** and the **Idaho Department of Environmental Quality (DEQ)**.

## I. Authority:

In June 2016, DEQ received Supplemental Environmental Project (SEP) funds from the J.R. Simplot Company—Don Siding Plant for the implementation of a woodstove changeout program. In December of 2019, DEQ received a donation from PotlatchDeltic that will be administered through Timber Plus for the implementation of a woodstove changeout program in St. Maries. In January 2020, DEQ also agreed upon terms with the Coeur d’Alene Tribe for funds to use for a woodstove changeout program in St. Maries.

## II. General Purpose:

The purpose of this program is to reduce emissions from wood burning sources within the St. Maries airshed. DEQ will provide vouchers for rebates to qualified homeowners located in the St. Maries airshed for the purchase of lower emission upgrades to existing wood burning appliances as described in Table 1.

## III. Scope of Agreement/Description of Activities

DEQ agrees to provide vouchers for rebates of up a maximum of \$4,000 for the purchase of low emission qualifying heating appliances (not to exceed the cost of the purchase and installation). To be eligible for a rebate under this agreement, all existing and replacement appliances must meet the general requirements specified in Table 1. The project will be geared toward replacing woodstoves that are the primary source of heat for the home.

**Table 1. Allowable replacements.**

Qualifying Device Replacement Program <sup>a</sup>		
Existing Device	New Device	Maximum Rebate Amount
Non-EPA-certified wood appliance	New EPA-certified wood or pellet appliance, or qualifying natural gas heating appliance	\$4,000
Non-EPA-certified wood appliance	Qualifying propane appliance	\$4,000
EPA-certified wood or pellet appliance manufactured more than 20 years prior to the application date.	Qualifying propane appliance	Not applicable at this time.

a. Gas/propane stoves, gas/propane inserts, gas/propane fireplaces or appliances with a gas/propane log are not eligible for replacement through this program. Gas/propane fireplaces and appliances that are used exclusively for esthetic or decorative use are not eligible as a replacement appliance under this program. The recipient agrees that the replacement appliance must meet heating needs and will perform the same function and operation as the old appliance that is being replaced. New certified wood or pellet appliances must be identified on the current list of EPA Certified Wood Heaters to be eligible for replacement: <https://www.epa.gov/compliance/list-epa-certified-wood-stoves>.

## IV. Participating Installer Requirements

### To be eligible for reimbursement, the Participant must:

1. Be a certified or licensed professional installer (i.e., HVAC certified per Idaho Code §54-5011).
2. Provide the homeowner options of new heating appliances; gas/propane, propane, oil and/or wood burning (from EPA-certified list <https://www.epa.gov/compliance/list-epa-certified-wood-stoves>).
3. Provide an estimate to the homeowner for the total cost of installation of a new qualifying heating unit. The estimate should include costs of new appliance, costs of labor, and costs of parts, DEQ rebate amount, and homeowner approval.
4. Assist homeowners in determining the manufactured date of their existing fireplace insert to determine whether the unit qualifies for a voucher/rebate.
5. Obtain necessary permits and schedule installation with the homeowner.
6. Install the homeowner's new heating appliance as specified in the estimate and in accordance with all applicable laws/codes.
7. After installation of the new heating appliance, take a front view photo of the new heating appliance.
8. Participant shall provide homeowner with a DEQ-provided CO monitor (for all appliance installs) and a wood moisture meter (if installing a wood burning appliance) until monitors/meters have been depleted.
9. Participant must provide the homeowner with owner's manual (for all appliance installs). In addition, the Participant shall provide DEQ education materials to homeowners installing a wood-burning appliance.
10. Participant must take old heating appliance to a DEQ-approved recycler (see DEQ Recycler List: <http://www.deq.idaho.gov/air-quality/burning/woodstoves/replacements-and-tax-deductions/>).
  - a. Obtain a Proof of Disposal Receipt from the DEQ-approved recycler.
  - b. Give a completed copy of the Proof of Disposal Receipt to the homeowner.
11. Participants must submit invoice to homeowner.
12. After the homeowner signs the Invoice Cover Sheet, submit a request for reimbursement including the documentation below via email to [Ralph.Paul@deq.idaho.gov](mailto:Ralph.Paul@deq.idaho.gov) or by mail to DEQ Coeur d'Alene Office, 2110 Ironwood Pkwy, Coeur d'Alene, ID 83814 in accordance with the Billing Procedures outlined in Section VI of this agreement.

## **V. Title of Equipment**

Title of equipment purchased/obtained under this agreement will vest with the homeowner.

## **VI. Billing Procedures**

### Amount:

DEQ shall reimburse Participant up to the designated rebate amount related to the purchase and installation of eligible heating appliances, as detailed in section III of this agreement and designated by the DEQ Homeowner Voucher.

### Source Documentation and Requests:

Participant must submit requests for reimbursement to DEQ following completion of installation of new heating device to eligible homeowner. Requests for reimbursement must include:

1. Invoice Cover Sheet completed.
  - a. Homeowner has signed the Invoice Cover Sheet.
2. Copy of final Homeowner's invoice.
  - a. Homeowner's name and address.
  - b. Date of purchase.
  - c. Cost of new appliance.
  - d. Cost of parts: describe and itemize parts required.
  - e. Cost of labor: describe and itemize work being performed.
  - f. Include rebate amount as described in DEQ Homeowner Voucher.
  - g. Document if homeowner received a CO monitor and/or a wood moisture meter.
  - h. Specifications of heating appliance purchased (year, make and model).
  - i. Installation date of the heating appliance.
3. Copy of the Proof of Disposal Receipt to DEQ.
4. Photo of the newly installed heating appliance.
5. Participant's and any subcontracted installers' HVAC License Number (certificate of competency certificate number per Idaho Code §54-5011). If the named subcontracted installer has an HVAC apprentice certificate of competency of the HVAC-licensed individual/entity that is supervising the appliance installation.

### Submission of Requests:

Reimbursement requests for Participant support costs must be submitted to:

Ralph Paul  
DEQ – Coeur d'Alene Regional Office  
2110 Ironwood Parkway  
Coeur d'Alene, ID 83814  
[Ralph.Paul@deq.idaho.gov](mailto:Ralph.Paul@deq.idaho.gov)

**VII. Indemnification**

Participant shall defend, indemnify and hold harmless the DEQ from any and all liability, claims, damages, costs, expenses, and actions, including reasonable attorney fees, caused by or that arise from the negligent or wrongful acts or omissions of the Participant, its employees, agents, or subcontractors under this agreement that cause death or injury or damage to property or arising out of a failure to comply with any state or federal statute, law, regulation or act. Participant shall have no indemnification liability under this section for death, injury, or damage arising solely out of the negligence or misconduct of the DEQ.

This agreement constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the parties have executed this agreement.

Participant: Idaho Department of Environmental Quality

BY: \_\_\_\_\_ BY: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_

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

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_