



Linn County Public Health – Linn County, Iowa

Residential Wood-Burning Appliance Change-Out Guide

OVERVIEW

1. Linn County Public Health (“Program Administrator”) is coordinating financial incentives for the Residential Wood-Burning Appliance Change-Out Program (“Program”). The Program will replace inefficient, higher-polluting wood-burning appliances with cleaner-burning, more energy-efficient heating appliances and technologies. The Program aims to minimize the effects of particulate matter air emissions as well as other air pollutants in Linn County, Iowa.
2. The Program will provide financial incentives with vouchers to Program Participants (“Participants”) who replace an inefficient, higher polluting, wood-burning appliance or hydronic heater with a cleaner burning, EPA certified wood-burning or gas appliance. In addition, the Program Administrator will provide Participating Retailers with a magnetic stove thermometers, wood moisture meters, and informational participant folders to distribute to each Participant.
3. Interstate Power and Light Company (IPL) funds the Program consistent with the requirements of Appendix A of the Consent Decree: United States of America, The State of Iowa, The County of Linn, Iowa and the Sierra Club v. Interstate Power and Light Company, Civil Action C15-0061, U.S. District Court for Northern District of Iowa Cedar Rapids Division.
4. The Program’s geographic area includes homeowners of Linn County, Iowa. The Program accepts applications from homeowners within the IPL/Alliant Energy gas and/or electric service area that use a non-EPA certified wood appliance as the primary or significant source of heat within the home. During Phase I, incentive money is available for homeowners located inside and within ¼-mile of incorporated areas within Linn County. Phase 2 will be open to all residents of Linn County who are in the IPL/Alliant Energy gas and/or electric service area. Issuance of vouchers will continue until program funds are exhausted.
5. The Program Administrator will administer this program until \$225,500 voucher dollars are spent or until February 15, 2021, whichever occurs first.
6. The Program offers two types of incentives, a general residential voucher and an income-qualified voucher. Any eligible Participant who qualifies for the following programs may be eligible for an income-qualified voucher: Supplemental Nutrition Assistance Program (SNAP); Medical Assistance; Women, Infants, and Children (WIC); Income Qualified Home Energy Assistance Program (LIHEAP); and/or DOE Weatherization Assistance Program.
7. The Program will follow a phased rollout:

Program Start Date: September 4, 2018

Phase 1: September 4, 2018 – June 30, 2019

Phase 2: July 1, 2019 – February 15, 2021

Program Completion Date: February 15, 2021*

**The Program will end by February 15, 2021 or when all Program funds are dispersed, whichever occurs first.*

8. To qualify for the Program, the non-EPA certified wood burning appliance must be operational and provide a primary or significant source of heat in a primary residence during the home-heating season. The Participant must own the home. The Participant and Participating Retailer ("Retailer") must complete the ***Participant Application Form***.
9. Coal and cook stove replacements are not eligible for incentive replacement money. Wood stoves or wood heaters in workshops, sheds, or garages, workplaces, commercial properties, rental properties, seasonal or vacation properties are not eligible to apply.
10. The Program is only offered through program approved Participating Retailers who agree to the terms and conditions of the Program and have executed a ***Participating Retailer Agreement*** with the Program Administrator. Participants must purchase the new heating appliance through a program approved Participating Retailer. The Participating Retailer must install the appliance that was purchased. **"Do-it-yourself" installations are not allowed and are not eligible for an incentive voucher or reimbursement.**

PROGRAM REQUIREMENTS

1. Participant applications will be accepted from eligible Linn County homeowners who own operable, uncertified wood appliances used as the primary or significant source of heat at the owner's primary residence.
2. During Phase 1, eligible residences must be located within the IPL/Alliant Energy gas and/or electric service area in Linn County, Iowa and live in or within ¼ of a mile from an incorporated town or city.
3. The current fuel source of the appliance being replaced must be wood.
4. The wood-burning appliance being replaced must be a non-EPA certified appliance. Check EPA's list "[Historical List of EPA Certified Wood Heaters](#) Pre-2015 NSPS for New Residential Wood Heaters, New Residential Hydronic Heaters and Forced-Air Furnaces Historical List of EPA Certified Wood Heaters" to determine if the existing wood appliance is certified.
5. Allowed replacement or retrofit appliances include:
 - a. Energy Star Natural Gas or Propane Furnace, Boiler, or Duct Air Source Heat Pump
 - b. EPA Certified Energy Efficient Wood Stoves (free standing and inserts) and EPA Certified Energy Efficient Wood Stoves meeting 2 grams per hour and at least 70% efficient ([refer to EPA Certified Stove Chart](#))
 - c. Other Energy Efficient Hearth Appliances (gas stove, ductless heat pump or EPA-certified wood pellet)
 - d. EPA Certified Indoor/Outdoor Forced Air Furnaces & Hydronic Heaters without thermal storage (must replace central heating wood burning appliance)
 - e. EPA Certified Hydronic Heaters with Thermal Storage
 - f. Central Heating Ground Source Heat Pump (geothermal)
 - g. Wood Stove Catalyst Replacement (Available Phase 2 Only)
 - h. EPA Qualified Fireplace retrofit Devices (Available Phase 2 Only)
 - i. Vented Heater Rated Gas Stove Insert into Open Fireplace (Available Phase 2 Only)

6. Participants must surrender the old, non-EPA certified appliance to the Participating Retailer to be rendered inoperable. Participating Retailers are required to permanently remove, destroy, and dispose of the old, uncertified stoves. Participating Retailers shall render the wood burning appliance inoperable by removing the firebox door, crushing the hinges, or drilling holes through the firebox to prevent reuse or resale. Removed appliances shall be recycled, unless recycling is not available, then the appliance shall be landfilled.
7. Participating Retailers must certify proper disposal before reimbursement payment is issued. Participating Retailers shall submit the Certificate of Destruction form along with the following **color** photos of the old, uncertified appliance: 1. while installed, 2. after removal without a door, with crushed hinges, or with holes in the firebox, and 3. of the manufacturer's label. The Certificate of Destruction form and color photos shall be submitted along with the **Retailer Reimbursement Request**.
8. A color photo of the newly installed, EPA-certified appliance and the appliance manufacturer's label shall be submitted with the **Retailer Reimbursement Request** and the **Certificate of Destruction** forms in order for the Participating Retailer to receive reimbursement payment.
9. Program approved professionals must install the new appliances. The professional must hold the required state and/or local license(s) and certifications along with required classifications. Installations and upgrades must be completed in accordance with all applicable state, county, or local municipal codes/ordinances and manufacturer installation instructions, including but not limited to the issuance of appropriate permits. Do-it-yourself installations are not eligible for reimbursement under this program.
10. All Participants who receive replacement or retrofit of wood-burning appliance will be given a magnetic stove thermometer and a wood moisture meter when the replacement appliance fuel is wood.
11. Participating Retailers agree to provide information and education to Participants related to the proper operation of the new appliance, how to use the magnetic stove thermometer, the wood moisture meter, along with the benefits of proper appliance operation including, the importance of burning dry seasoned wood.

GENERAL RESIDENTIAL VOUCHER

1. The General Residential Voucher incentive provides households with a voucher to replace or retrofit inefficient, higher-polluting, non-EPA certified wood burning appliances with cleaner-burning, more energy-efficient heating appliances and technologies. This can be done by:
 - a. Replacing a non-EPA certified hydronic heater with: an EPA-certified hydronic heater with or without thermal storage, an EPA-certified wood stove, a cleaner-burning, more energy-efficient hearth appliance (e.g. natural gas, wood pellet, or propane fueled appliance), or an EPA Energy Star qualified heating appliance;
 - b. Replacing a non-EPA certified wood stove with an EPA-certified wood stove or cleaner-burning, more energy-efficient appliance;
 - c. During Phase 2, replacing wood stove catalyst or replacing or retrofitting a wood-burning fireplace with EPA qualified retrofit device or a cleaner-burning natural gas fireplace.
2. The incentives for General Residential Participants are as follows:

Type of Appliance	Incentive ^{1,2,4}
Energy Star Natural Gas or Propane Furnace, Boiler, or Duct Air Source Heat Pump	Up to \$4,000
EPA Certified Energy Efficient Wood Stoves (free standing and inserts) See EPA Certified Stove Chart	Up to \$1,000
EPA Certified Energy Efficient Wood Stoves meeting 2 grams per hour and at least 70 % efficient See EPA Certified Stove Chart	Up to \$1,500
Other Energy Efficient Hearth Appliances (gas stove, ductless heat pump or EPA-certified wood pellet)	Up to \$2,000
EPA Certified Indoor/Outdoor Forced Air Furnaces & Hydronic Heaters without thermal storage ⁵	Up to \$3,000
EPA Certified Hydronic Heaters with Thermal Storage	Up to \$6,000
Central Heating Ground Source Heat Pump (geothermal)	Up to \$8,000
Active Duty or Veteran of the U.S. Armed Forces	Up to an additional \$250
Active or Retired First Responder (Paid or Volunteer)	Up to an additional \$250
Offered Only During Phase 2 to Any Eligible Linn County Resident:³	
Wood Stove Catalyst Replacement	Up to \$325
EPA Qualified Fireplace Retrofit Devices	Up to \$400
Vented Heater Rated Gas Stove Insert into Open Fireplace	Up to \$1,500

Notes for Table 2:

¹ Participating Retailers will deduct incentive amounts from the homeowner's total amount due.

Participating Retailers will request reimbursement from LCPH after submitting the certificate of destruction and related pictures.

² Manufacturer discounts and other rebates shall be subtracted from the total cost of the replacement prior to submitting the voucher payment request. Participating Retailers/installers may not request reimbursement for amounts that exceed the total actual cost of the appliance, necessary equipment, and labor after other discounts and rebates are applied.

³ Linn County will offer incentive vouchers until funds are gone. Phase 2 will not occur if program funds are depleted during Phase 1 of the program.

⁴ Includes all necessary equipment for use of appliance (e.g. chimneys, liners, hearth pads, etc.).

⁵ Must replace a non-EPA certified central heating wood burning appliance.

INCOME QUALIFIED RESIDENTIAL VOUCHER

- The Income Qualified Residential Voucher incentive provided in the chart below will apply to full or near-full replacement costs, including labor costs, associated with replacing or retrofitting inefficient, higher-polluting wood-burning appliances with cleaner-burning, more energy-efficient heating appliances and technologies. Retailers must apply rebates, manufacturer's discounts and coupons, etc. prior to requesting reimbursement. This can be done by:
 - Replacing a non-EPA certified hydronic heater with: an EPA-certified hydronic heater, an EPA-certified wood stove, another cleaner-burning, more energy-efficient hearth appliance (e.g., wood pellet, natural gas, or propane appliance), or an EPA Energy Star qualified heating appliance;

- b. Replacing a non-EPA certified wood stove with an EPA-certified wood stove or cleaner-burning, more energy-efficient appliance;
 - c. During Phase 2, replacing wood stove catalyst or replacing or retrofitting a wood-burning fireplace with EPA qualified retrofit devices or cleaner-burning natural gas fireplace.
2. To receive an Income Qualified Residential Voucher, applicants must provide the approved Participating Retailer with proof of participation in one of the following programs:
 - a. Supplemental Nutrition Assistance Program (SNAP);
 - b. Medical Assistance (such as Medicaid or Medicare);
 - c. Women, Infants, and Children's (WIC) Program;
 - d. Income Qualified Home Energy Assistance Program (LIHEAP); and/or
 - e. DOE Weatherization Assistance Program.
3. The incentives for Income Qualified Residential Voucher are as follows:

Type of Appliance	Incentive ^{1,2,4}
Energy Star Natural Gas or Propane Furnace, Boiler, or Duct Air Source Heat Pump	Up to \$5,000
EPA Certified Energy Efficient Wood Stoves/Wood Stove Inserts See EPA Certified Stove Chart	Up to \$2,500
EPA Certified Energy Efficient Wood Stoves meeting 2 grams per hour and at least 70 % efficient See EPA Certified Stove Chart	Up to \$3,500
Other Energy Efficient Hearth Appliances (gas stove, ductless heat pump or EPA-certified wood pellet)	Up to \$4,000
EPA Certified Indoor/Outdoor Forced Air Furnaces & Hydronic Heaters ⁵	Up to \$10,000
Active Duty or Veteran of the U.S. Armed Forces	Up to an additional \$250
Active or Retired First Responder (Paid or Volunteer)	Up to an additional \$250
Offered Only During Phase 2 to Any Eligible Linn County Resident: ³	
Wood Stove Catalyst Replacement	Up to \$325
EPA Qualified Fireplace Retrofit Devices	Up to \$700
Vented Heater Rated Gas Stove Insert into Open Fireplace	Up to \$3,500

Notes for Table 3:

¹ Participating Retailers will deduct incentive amounts from the homeowner's total amount due. Participating Retailers will request reimbursement after the certificate of destruction and related pictures are submitted to LCPH.

² Manufacturer discounts and other rebates shall be subtracted from the total cost of the replacement prior to submitting the voucher payment request. Participating Retailers/installers may not request reimbursement for amounts that exceed the total actual cost of the appliance, necessary equipment, and labor after other discounts and rebates are applied.

³ Linn County will offer incentive vouchers until funds are gone. Phase 2 will not occur if program funds are depleted during Phase 1 of the program.

⁴ Includes all necessary equipment for use of appliance (e.g. chimneys, liners, hearth pads, etc.)

⁵ Must replace a central heating wood burning appliance.

VOUCHER APPLICATION PROCESS

1. Applicants in the Program will work directly with approved Participating Retailers to identify qualifying equipment and apply for a voucher by completing a **Participant Application Form**.
2. To receive an Income Qualified Program Participant voucher, Applicants must meet the Income Qualified Residential criteria detailed above and provide proof of participation.
3. To receive incentive funding for veterans, retired first responders, and active duty U.S. Armed Forces or first responders, the Participant must provide proof of service or employment.
4. Participating Retailers shall provide each Applicant and the Program Administrator with an itemized **least cost estimate** to replace and install a new appliance that is sized appropriately for the heating requirements of each home, complies with industry safety standards, and meets all other requirements of the Program. Costs for appliances and installation in excess of the **least cost estimate** shall be quoted separately or itemized as optional. The Applicant is responsible for paying the additional cost above the least cost estimate if approved for a voucher.
5. Participating Retailers shall attest that the **least cost estimate** quoted is the least cost and meets the minimum requirements of the Program and industry standards for appliances, materials, and installation techniques. Furthermore, the Participating Retailer's quote should not represent a profit margin exceeding the Participating Retailer's then-current profit margin for non-incentive sales.
6. Participating Retailers will conduct an in-house inspection prior to the installation to verify that the Applicant has an operable, non-EPA certified wood-burning appliance. The Participating Retailer shall submit color photos of the uncertified appliance along with a photo of the manufacturer's label (if applicable) to the Program Administrator prior to approval of a Voucher.
7. Participating Retailers will submit a completed **Participant Application Form**, the itemized least cost estimate, photos of existing appliance, and other supporting documents to the Program Administrator for review and approval.
8. Within 14 days, the Program Administrator will notify the Participating Retailer and Applicant if an application has been approved and confirm the voucher amount. The 14-day timeframe is based on the date of submittal when a complete application is received and may not be honored if applications are submitted outside of the appropriate phase of the program.
9. Once approved, Participants will confirm participation with the Participating Retailer by purchasing a qualifying appliance at the reduced price and by scheduling installation of the newly purchased appliance.
10. The Voucher expires after 60 days from the date of issuance. Participants and Participating Retailers must ensure that the appliance is purchased, installed, and the appropriate reimbursement paperwork is submitted by the Participating Retailer prior to the 60-day Voucher expiration date. The voucher reservation will be canceled if the installation and the appropriate reimbursement request forms are not submitted to the Program Administrator prior to the 60-day expiration date. If the voucher is canceled, the Participant will be required to contact a Participating Retailer to restart the application process to request a new rebate voucher. There is no guarantee that a new voucher will be issued. Once program funds are depleted, no more vouchers will be issued.
11. Participating Retailers shall work directly with the Program Administrator to receive payments associated with the Residential Voucher by completing the **Retailer Reimbursement Form, the**

Certificate of Destruction, and submitting the required items on the Completeness Checklist found on the **Retailer Reimbursement Form**.

12. The Program Administrator will direct deposit reimbursement to Participating Retailer within 21 days of receipt of complete ***Retailer Reimbursement Form, Certificate of Destruction***, and appropriate supporting documentation.

PARTICIPATING RETAILER REQUIREMENTS

Participating Retailers shall:

1. Apply and receive approval to participate in the Program from the Program Administrator by attending a Participating Retailer Training Session and submitting the following documentation:
 - a. Retailer Agreement Form
 - b. Installer Application for each installer
 - c. Certificate of Liability Insurance
 - d. W-9 Request for Taxpayer Identification Number and Certification
 - e. Authorization Agreement for Automatic Deposits
2. Maintain proper insurance as required by local, state, and/or federal requirements.
3. Promote the Program according to the Program details.
4. Submit all marketing and promotional materials to the Program Administrator for approval prior to publication. The Program Administrator name and logos are official trademarks. The use of these logos is reserved for official publications or other approved publications. Use of these logos without prior approval is prohibited.
5. Not use IPL/Alliant Energy name and/or logo in any promotional items or other publications pertaining to the Program.
6. Provide equal treatment and provision of service to potential Participants without regard to race, color, national origin, sex, sexual orientation, gender identity, creed, religion, age, or disability.
7. Submit photo documentation of the non-EPA certified wood- burning appliance, including a photo of the manufacturer's label (if available).
8. Provide Participants and the Program Administrator with an itemized, least cost estimate and material and labor proposal to replace and install a new appliance. The new appliance, using professional judgment, shall be sized appropriately for the heating requirements of the home, comply with industry safety standards, and meet all other requirements of the Program. Costs for the appliance and installation in excess of the least cost estimate shall be quoted separately or itemized as optional.
9. Ensure that all appliances installed under the Program meet the requirements included in this Program Guide. Appliance installation must be done according to the manufacturer's installation specifications and in compliance with all applicable federal, state, county, or local municipal codes/ordinances.
10. Obtain all necessary permits, licensures, certifications, training, and other requirements as deemed necessary by state, county, and/or local municipal law and the Program policies and guidelines. Each Participating Retailer will provide the Program Administrator with access to

such documentation as required by Program forms or upon request. This includes but is not limited to appropriate liability insurance, permits, licensure, certification information and installed equipment model and serial numbers.

11. Ensure that the existing wood burning appliance being replaced is not EPA-certified (pre-1988 for wood stoves or pre-2015 for hydronic heaters/outdoor wood boilers).
12. Receive approval from the Program Administrator in the form of a **Participant Application Form** prior to completing a transaction and/or installation of the new appliance or the removal of old appliance under this Program.
13. The Program Administrator reserves the right to conduct inspections during or after installation.
14. Document that the old appliance is removed from the premises, made inoperable, and properly recycled. If recycling is not available, then submit proof that the appliance was landfilled. Submit a Certificate of Destruction along with color photos of the inoperable appliance and appliance manufacturer's label with the door removed and crushed hinges or with drilled holes through the firebox.
15. Provide all Participants with information related to the proper operation of their new, EPA certified appliance and the benefits of the proper operation (e.g., lower emissions, better efficiency). If applicable, provide educational information regarding the importance of burning dry seasoned wood. Share EPA Burn Wise materials and/or website address with Participants.
16. Provide a wood moisture meter and magnetic stove thermometer for all replacements/retrofits of wood-burning appliances. Properly train the Participant and provide educational resources such as the one-page information sheet "[Burn Wise: Test Your Wood with a Moisture Meter.](#)" LCPH will purchase and distribute moisture meters and magnetic stove thermometers to Retailers to leave with Participants.
17. Agree that failure to comply with the guidelines will result in removal from the list of approved Participating Retailers and denial of reimbursement funds.
18. Submit the **Retailer Reimbursement Request, Certificate of Destruction, color photos, and other required supporting documents** to the Program Administrator prior to the 60-day voucher expiration date. Reimbursement funds will be issued within 21 days of receipt of a completed application via direct deposit (ACH) and the first week of the month for non-ACH requests.

For more information about the **EPA Burn Wise** program, visit: <https://www.epa.gov/burnwise>.

To review qualifying appliances, please visit: <https://www.epa.gov/compliance/wood-heater-compliance-monitoring-program>.