



# Program Guide

Last Revised 07/12/2016

## Overview

1. The Wisconsin Public Service Corporation (the “Company”) is sponsoring a Wood Stove Exchange Program (“Program”). The Program is intended to achieve reductions in fine particle matter and/or hazardous air pollutant emissions by replacing or upgrading inefficient, higher polluting wood-burning appliances with cleaner burning appliances and technologies. To qualify for replacement or upgrading, the older wood-burning appliance must currently be used as the primary source of residential heat.
2. The Program provides financial incentives for residential customers who replace or upgrade their inefficient, higher polluting wood-burning stove or hydronic heater (aka outdoor boiler) with appliances that provide cleaner burning, lower emissions and higher energy efficiency.
3. The Program is being administered by the American Lung Association of the Upper Midwest, Inc. (“ALAUM”).
4. The Program geographic area includes residents of Brown, Oconto, Shawano, Outagamie, Calumet, Manitowoc, Kewaunee, Marathon, Lincoln, Langlade, Portage, Wood, Clark, Taylor and Waupaca counties in Wisconsin.
5. The Program offers two types of incentives, a general residential rebate and an income qualified rebate. Both primary and secondary residences can qualify for rebates. Primary residences will be given priority, and no more than 20% of the total Program dollars will be spent on secondary home rebates.
6. The funding of incentives and Program administration fees, shall be a minimum of \$600,000, and or until December 31, 2017, whichever occurs earlier.
7. The Program is only offered through qualifying retailers who agree to the terms and conditions of the Program and have executed a Participating Retailer Agreement with ALAUM.

## Program Requirements

1. Installations must be within one of the following counties noted below:

Brown	Langlade	Oconto	Shawano
Calumet	Lincoln	Outagamie	Taylor
Clark	Manitowoc	Portage	Waupaca
Kewaunee	Marathon	Wood	

2. The wood stove or hydronic heater being replaced must be a non-EPA certified or non-qualified appliance.
3. The replacement or upgrade appliance replacing the inefficient, higher polluting wood-burning stove or hydronic heater with one of the following appliances:
  - a. EPA Certified Energy Efficient Wood-Stove / Wood Stove Insert
  - b. Other (gas or wood pellet) Energy Efficient Hearth Appliances (i.e., no gas logs)
  - c. EPA Certified Outdoor Hydronic Heater / EPA Certified Indoor Wood Furnace
  - d. Energy Efficient Natural Gas or Propane Furnace
  - e. Catalyst Replacement

*Note: To qualify for replacement or upgrade, the appliance must be the primary source of residential heat.*

4. Customers with wood stove or hydronic heater exchanges must surrender the old appliance to be properly disposed of at a recycling facility.
5. Installations and upgrades must be done in accordance with any applicable state, county or local municipal codes/ordinances and manufacturer installation instructions.
6. New appliances must be installed by a certified professional, such as a licensed plumber or HVAC installer, National Fireplace Institute® (NFI) professional, Chimney Institute of America (CSIA) professional or certified electrician, commensurate for the work being performed.
7. Only vented gas stoves are allowed, no unvented systems.
8. Open hearth conversions or gas log sets are not allowed.

## General Residential Rebate

1. The General Residential Rebate incentive provides households with a rebate voucher to replace or upgrade inefficient, higher polluting hydronic heaters and pre-1988 indoor wood burning stoves with one of the following:
  - a. EPA certified hydronic heaters
  - b. EPA certified wood stoves, wood stove inserts and/or cleaner burning, more efficient hearth appliances (e.g., wood pellet, gas, or propane hearth appliances)
  - c. Energy efficient natural gas or propane furnace
  - d. Replacing spent catalysts in EPA certified wood stoves
2. Households that participate in exchanges must surrender their old wood stoves/inserts or hydronic heaters to be recycled and Retailers must provide documentation that the old appliances have been rendered inoperable.
3. Rebate vouchers for wood stove/insert and hydronic heater exchange options include the following:

	<b>Type Of Appliance</b>	<b>Incentive</b>
1	EPA Certified Energy Efficient Wood-Stoves/Wood-Stove Inserts	Up to \$1,000
2	Other (gas stove or wood pellet) Energy Efficient Hearth Appliances	Up to \$1,500
3	EPA Certified Outdoor Hydronic Heaters	Up to \$4,000
4	EPA Certified Indoor Wood Furnaces	Up to \$4,000
5	Energy Efficient Natural Gas or Propane Furnace	Up to \$3,000
6	Catalyst Replacement	Up to \$325

## Income Qualified Residential Rebate

1. The Income Qualified Residential Rebate incentive will apply to all costs, including labor costs, associated with replacing or upgrading inefficient, higher polluting hydronic heaters and pre-1988 indoor wood burning stoves with one of the following:
  - a. EPA certified hydronic heaters
  - b. EPA certified wood stoves, wood stove inserts and/or cleaner burning, more efficient hearth appliances (e.g., wood pellet, gas, or propane hearth appliances)
  - c. Energy efficient natural gas or propane furnace
  - d. Replacing spent catalysts in EPA certified wood stoves

2. Households that participate in exchanges must surrender their old wood stoves/inserts or hydronic heaters to be recycled and Retailers must provide documentation that the old appliances have been rendered inoperable.
3. The incentives for income qualified homeowners are as follows:

	<b>Type Of Appliance</b>	<b>Incentive</b>
1	EPA Certified Energy Efficient Wood-Stoves/Wood-Stove Inserts, including necessary ancillary equipment, such as chimneys and liners	Up to \$3,000
2	Other (gas or wood pellet) Energy Efficient Hearth Appliances, including necessary ancillary equipment, such as chimneys and liners	Up to \$3,000
3	EPA Certified Outdoor Hydronic Heaters	Up to \$10,000
5	EPA Certified Indoor Wood Furnaces or Boilers	Up to \$5,000
4	Energy Efficient Natural Gas or Propane Furnace	Up to \$5,000
5	Catalyst Replacement	Up to \$325

## Rebate Voucher Application Process

### **1. General Residential Rebate Vouchers**

- a. Customers will work directly with participating Retailers to apply for General Residential Rebate Vouchers.
- b. Participating Retailers will provide customers with a detailed least cost estimate which itemizes all cost components of the installation or replacement. Costs for appliances or upgrades in excess of the least cost estimate shall be quoted separately or itemized as optional on the estimate. (This cost estimate must be attached to the customer's application.)
- c. Participating Retailers will submit the customer's application to ALAUM to determine the customer's eligibility and to reserve funding.
- d. Within five business days, ALAUM will notify the participating Retailer if the customer's application is eligible for the General Residential Rebate Voucher and assign a rebate voucher number to the application.
- e. Applicants who are approved to receive a voucher rebate must purchase and install their qualifying stove, insert, hydronic heater, furnace or catalyst by the expiration date (60-day window) associated with their voucher.
- f. Participating Retailers shall work directly with ALAUM to receive payments associated with the General Residential Rebate Voucher.

## **2. Income Qualified Residential Rebate Vouchers**

- a. Customers will work directly with participating Retailers to apply for the Income Qualified Residential Rebate Vouchers.
- b. To be “Income Qualified” customers will be required to provide ALAUM (either directly or through the participating Retailer) with documentation showing they are currently receiving assistance from one or more of the following programs or by completing an Income Qualified Eligibility Application:
  - i. Supplemental Nutrition Assistance Program (SNAP)
  - ii. Medical Assistance
  - iii. Woman, Infants, and Children’s Program
  - iv. Income-qualified Home Energy Assistance Program
- c. Retailers will provide customers with a detailed least cost estimate which itemizes all cost components of the installation. Costs for appliances or upgrades in excess of the least cost estimate shall be quoted separately or itemized as optional on the estimate. (This cost estimate must be attached to the customer’s application.)
- d. Participating Retailers will submit the customer’s application to ALAUM to determine the customer’s eligibility and to reserve funding.
- e. If necessary, ALAUM may contact the customer directly for information needed to verify the Income Qualified status.
- f. Within five business days, ALAUM will notify the participating Retailer if the customer’s application is eligible for the Income Qualified Residential Rebate Voucher and assign a rebate voucher number to the application.
- g. Applicants who are approved to receive a voucher rebate must purchase and install their qualifying stove, insert, hydronic heater, furnace or catalyst by the expiration date (60-day window) associated with their voucher.
- h. Participating Retailers shall work directly with ALAUM to receive payments associated with the Income Qualified Residential Rebate Voucher.

## **Participating Retailer Requirements**

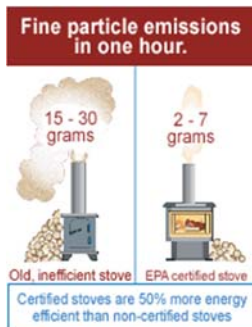
1. Promote the Program using promotional materials (i.e. brochures, posters, website link, etc.) as provided by the ALAUM.
2. Agree not to refuse or to do business with customers based on income.
3. Ensure that the wood appliance that is being replaced is a non-EPA certified or non-qualified appliance and that the new appliance complies with all requirements of the Program.
4. Ensure that the old appliance is removed from the premise and is properly recycled and rendered inoperable by removal of the door.
5. Ensure that all appliances installed meet the requirement of the Program.
6. Ensure that all installations or replacements are done in accordance with any applicable state, county or local municipal codes/ordinances and manufacturer installation instructions.
7. Ensure that new appliances are installed by a certified professional, such as a licensed plumber or HVAC installer, National Fireplace Institute® (NFI) Professional, Chimney Safety Institute of

American (CSIA) professional or certified electrician, commensurate for the work being performed.

8. Ensures the recipient of the new appliance receives demonstration of proper operation and maintenance of the new appliance.
9. Provide educational materials, as provided by ALAUM, to the customer (e.g., Burn Wise fact sheet, brochures, etc.) and explain the benefits (e.g., lower emissions, better efficiency) of proper wood burning techniques, including the use of dry seasoned wood for and EPA certified wood stove.
10. Submit the following forms and/or items to ALAUM in order to receive payment:
  - a. Participating Retailer Certification Form – signed document which (a) certifies that the customer’s wood hearth appliance that was replaced was a non-certified wood hearth appliance and that the new hearth appliance installed complies with all requirements of the Program, (b) provides information regarding the customers old appliances as well as the newly installed hearth appliance including type, manufacturer, and model and (c) certifies that the old appliance was properly recycled at a recycling facility in accordance with the Program.
  - b. Digital color photos of the old hearth appliance and the newly installed appliance.
  - c. Customer invoice, which must show any retailer and/or manufacturer discounts.
  - d. Rebate Voucher Form issued by ALAUM.

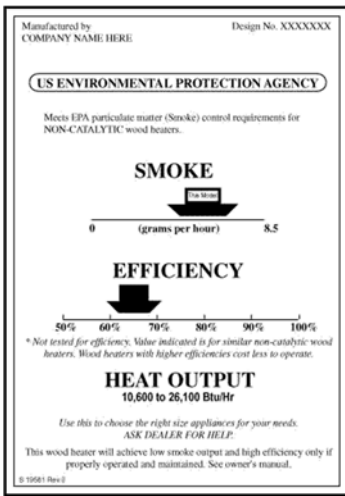
## EPA Certified Wood Stoves and EPA Qualified Hydronic Heaters

1. Here is a list of EPA Certified Wood Heaters/Stoves: :  
<http://www.epa.gov/Compliance/resources/publications/monitoring/caa/woodstoves/certifiedwood.pdf>
2. Here is a list of EPA Qualified Hydronic Heaters: <http://www.epa.gov/burnwise/owhlist.html>
3. An EPA certified wood stove or wood heating appliance has been independently tested by an accredited laboratory to meet a particular emissions limit of 7.5 grams per hour for non-catalytic wood stoves and 4.1 grams per hour for catalytic wood stoves.



4. An EPA certified wood stove can be identified by a temporary paper label attached to the front of the wood stove and a permanent label affixed to the back or side of the wood stove.

## Example of temporary labels for certified stoves



If your wood stove is certified, the back label and hang tag will look like the ones below.

