



**YOLO-SOLANO**  
AIR QUALITY MANAGEMENT DISTRICT

**California Climate Investments Woodsmoke Reduction Program:  
Heat Pump Replacement Program  
Policies and Procedures Manual**



Approved April 10, 2024

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## Introduction

The Woodsmoke Reduction Program (Program) is part of California Climate Investments, a statewide program that puts cap-and-trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment—particularly in disadvantaged communities. Statute establishes investment minimums for disadvantaged and low-income communities and low-income households. The Program is designed to help households replace an uncertified wood stove or insert used as a primary source of heat with a cleaner burning and more efficient device. The California Air Resources Board (CARB) developed Program Guidelines for the implementation of the Program.<sup>1</sup> The Program will be administered by CARB in coordination with local air quality management districts and the California Air Pollution Control Officers Association (CAPCOA). The Yolo-Solano Air Quality Management District (District) will administer Program projects located in Yolo County and northeastern Solano County. This work plan and attached documents outline how the District will administer the Program locally in order meet the goals and requirements of the Woodsmoke Reduction Program Guidelines and associated agreements with CARB.

The District will use funding from the Woodsmoke Reduction Program to administer the Heat Pump Replacement Program, in which residents using uncertified wood stoves, wood inserts, or fireplaces as a primary home heating source are eligible for incentives to purchase a new heat pump device. No other type of replacement device can be purchased through this Project.

## I. Program Goals and Objectives

The Program furthers the goals of Health and Safety Code Division 25.5 and reduces GHG emissions by offering incentives toward the replacement of existing uncertified residential wood burning devices used for space heating with cleaner options. For the purpose of this Program, a stove refers to a permanently installed free-standing wood stove, pellet stove, or electric heater stove or one installed in a masonry fireplace cavity or other enclosure (commonly referred to as an insert). The current iteration of the Program is funded through the appropriation of \$5,000,000 statewide in FY 2021-2022 from the Greenhouse Gas Reduction Fund.<sup>2</sup> The Program, administered by CARB, will be implemented by CAPCOA in coordination with Districts. CAPCOA will determine how much funding will be available to each District participating in the Program.

The Program will maximize benefits to households in disadvantaged or low-income communities and low-income households, households located in buffer communities, as well as households on tribal lands, and has as a goal to distribute 75 percent of the total funding to these priority populations.<sup>3</sup> The District's Heat Pump Replacement Program also has the goal of distributing an additional 5 percent of total funding to low-income households or households located in low-income communities that are within a ½ mile of a disadvantaged community to remain consistent with the California Climate Investments Statutory Investment Minimums.<sup>4</sup> Applicants residing in a census tract identified as a disadvantaged<sup>5</sup> or low-income<sup>6</sup> community can qualify for

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<sup>1</sup> [https://ww2.arb.ca.gov/sites/default/files/2023-02/2021\\_2022\\_wrp\\_final\\_guidelines.pdf](https://ww2.arb.ca.gov/sites/default/files/2023-02/2021_2022_wrp_final_guidelines.pdf)

<sup>2</sup> Item 3900-102-3228 of the Budget Act of 2021, as amended by SB170 (Chapter 240, Statutes of 2021).

<sup>3</sup> Priority populations include residents of: (1) census tracts identified as disadvantaged by California Environmental Protection Agency per SB 535; (2) census tracts identified as low-income per AB 1550; or (3) a low-income household per AB 1550. Current definitions and designations are available at: [www.arb.ca.gov/cc-communityinvestments.1550](http://www.arb.ca.gov/cc-communityinvestments.1550).

<sup>4</sup> <https://www.caclimateinvestments.ca.gov/priority-populations>

<sup>5</sup> Disadvantaged community census tracts are identified by CalEPA per SB 535 (De León, Chapter 830, Statutes of 2012), and available at <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>

<sup>6</sup> Low-income communities are defined as census tracts with a median household income at or below 80 percent of the statewide median household income or with a median household income at or below the threshold designated as low-

Enhanced incentives. Applicants residing outside of a census tract identified as a disadvantaged or low-income community, who can demonstrate low-income eligibility based on household income or participation in a low-income program, can also qualify for Enhanced incentives.<sup>7</sup> Applicants residing on tribal lands can also qualify for Enhanced incentives. All other Applicants are eligible for Standard incentives. Benefits to disadvantaged and low-income communities and low-income households will be evaluated using criteria listed on the CCI Quantification, Benefits, and Reporting Materials website.<sup>8</sup> Projects are expected to meaningfully address an important community need by reducing exposure to local environmental contaminants, such as toxic air contaminants and criteria air pollutants.

The Program will achieve GHG emission reductions from the increased efficiency and reduced emissions of the newly installed devices. Older, uncertified wood stoves are often inefficient, high-polluting, and may pose a fire risk. The replacement options selected for this Program should reduce greenhouse gas and particulate matter emissions. Co-benefits include significant and long-term reductions in emissions of criteria pollutants and toxic air contaminants, along with reduced fire risk and reliance on fossil fuels thereby accelerating transition to lower carbon home heating.

The Program implemented in each participating District will be considered a Project. The Project will comprise all of the change-outs, for which Program funds are being used, within the District's jurisdiction along with the administrative work required to implement them.

## II. Project Eligibility

### ***A. Existing Heating Device***

To be eligible for the Program, Applicant must rely on an existing stove or insert that is uncertified, operational, and used as the primary source of heat in the residence. Applicants who remove the device prior to an in-home estimate will be disqualified.

An uncertified stove or insert does not comply with the performance and emission standards as defined in Title 40 Code of Federal Regulations, Part 60, Subpart AAA, February 28, 1988, or any subsequent revisions. In order to determine if the existing stove is uncertified, Applicant may do the following:

- Determine when the stove was installed. Stoves installed prior to 1988 do not comply with the particulate emission standards and therefore qualify for this Program.
- Check the stove model against the U.S. EPA list of certified<sup>9</sup> wood stoves found on the List of EPA Certified Wood Stoves.
- Check the back of the stove for a certification label. Stoves which do not have any label describing particulate matter emission standards qualify for this Program. Wood stoves certified by the U.S. EPA to comply with the particulate emission standards are not eligible for replacement through this

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income by Department of Housing and Community Development's State Income Limits adopted pursuant to the Health and Safety Code Section 50093 (AB 1550 (Gomez, Chapter 369, Statutes of 2016)). Maps of low-income communities are available at <https://www.arb.ca.gov/cqi-communityinvestments>.

<sup>7</sup> Low-income households are those with household incomes at or below 80 percent of the statewide median household income or with household incomes at or below the threshold designated as low-income by the Department of Housing and Community Development's list of state income limits adopted pursuant to Section 50093. (AB 1550, Gomez, Chapter 369, Statutes of 2016.) Districts will be responsible for verifying household income eligibility.

<sup>8</sup> Available at: <https://ww2.arb.ca.gov/resources/documents/cqi-quantification-benefits-and-reporting-materials>

<sup>9</sup> U.S. EPA Certified Wood Stove Database: <https://www.epa.gov/compliance/epa-certified-wood-heater-database>

Program. These stoves will have a label permanently affixed to them stating that the stove is certified to comply with 1988, 1990, or 2015 standard.

Applicants will determine the eligibility of their current wood stove. Applications will be reviewed by the District to determine if preliminary qualification requirements have been met. The stove's eligibility will be verified by the District or an Installer during an in-home estimate.

Applicants may also qualify for this Program if they can document using a fireplace as the primary source of heat. Burning wood in a fireplace is very inefficient for home heating purposes; fireplaces are therefore not typically used as a primary source of heat. In rare situations when an Applicant uses a fireplace as a primary source of heat, the Applicant may qualify for the Program. The incentive can be used towards the purchase of a heat pump. In this case, the fireplace and chimney would be rendered permanently inoperable to prevent use of the fireplace, unless the Applicant has been allowed to retain the original heating device for use during power outages only. Verification of inoperability would be the responsibility of the District.

The District may allow retaining the original heating device to be used only during power outages for all heat pump replacement projects. If an Applicant is allowed to retain the original heating device, the Installer must submit a signed Retention Certification Form in lieu of a Recycler Certification Form.

### ***B. Replacement Device***

The uncertified wood stove or insert, or fireplace, must be replaced by an electric heat pump.

The replacement device must be permanently installed by a professional, appropriately licensed Installer participating in this Program. A list of participating Installers will be established by CAPCOA or each participating District. Self-installation of heating devices will not be allowed under this Program. Portable home heating devices not permanently affixed to the home structure are not eligible replacement options. Any building permits or other required approvals shall be obtained per local, tribal, or State ordinances and shall be the responsibility of the Installer or the Applicant. The District will be responsible for verifying that each change-out is permitted and inspected in accordance with State, local, and/or tribal ordinances before payment is issued to the Installer or the Applicant. The Applicant will also agree to receive training on proper wood storage and wood burning practices (if applicable) and device operation and maintenance.

### ***C. Installer Requirements***

Installers interested in participating in this program must agree to the terms and conditions of this Program by signing an agreement with the District. Only Installers who have a signed agreement with the District will be eligible to participate in the Program. Professional installers can participate in the Program if they have a minimum of three years of experience installing home heating devices to manufacturer specifications and possess an appropriate active license issued by the California Contractors State License Board throughout the life of the contract. Installers interested in participating in this Program must agree to the Program's terms and conditions by signing an agreement with the District. Each District will establish their own requirements, but at a minimum, in order to participate in the Program, the Installer will be required to agree to the following:

- Abide by the terms and conditions of the Program;
- Unless verified by the District, verify that the old device and the replacement device qualify for the Program;

- Conduct professional installation of the qualified device in compliance with all applicable State, county, city, or tribal codes/ordinances;
- Provide residents with training on device operation and maintenance; and
- Render the old device inoperable and recycle it, if recycling is available in the area, unless Applicant will retain their wood-burning device for emergency use during power outages only.

Appropriate active license classes for heat pump installation include C20 and B. A “B” contractor is allowed to install listed heating equipment if the installation was part of a larger project that included at least two unrelated trades. Framing and carpentry do not count towards the count of unrelated trades. Without performing additional trades or holding additional license, a B-contractor would be required to subcontract with an individual holding a C20 license.

If the Installer is not employed by the Retailer of the heat pump, then both the Installer and the Retailer must have signed Agreements with the District.

### III. Applicant Eligibility

Applicants are eligible for the Heat Pump Project if they meet all of the following criteria:

- Use an uncertified wood stove or wood insert, or a fireplace, currently operational, as a primary source of heat;
- Select a heat pump as the replacement device;
- Plan to have the replacement device professionally installed by a participating Installer;
- Agree to receive training on proper device operation and maintenance;
- Surrender their old wood stove or insert to the Installer who will render it permanently inoperable and recycle it, if recycling is available in the area. The District may allow retaining the original heating device to be used only during power outages.

This Program provides incentives for one replacement per household. Households that previously received Program incentives are not eligible. The replacement device must be a primary source of heat in the house. The Program is available for residences occupied by owners or long-term renters. In the case of rental properties, formal approval from both the property owner and the renter will be required as part of the approval process. To qualify for an incentive, the owner will have to agree to not raise the rent of the unit for a period of two years or evict the unit’s residents because of increased value of the unit due solely to the newly installed home heating device.

#### ***A. Enhanced Incentive Eligibility***

An applicant is eligible for an Enhanced Incentive up to \$10,000 if they meet any of the following criteria:

- The applicant resides in a disadvantaged or low-income community or on tribal lands<sup>10</sup>;
  - Or, the applicant resides within ½ mile of a disadvantaged community; or
- The applicant participates in a low-income program, such as LIHEAP or WIC; or
- The applicant’s combined household income is either:

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<sup>10</sup> <https://gis.carb.arb.ca.gov/portal/apps/experiencebuilder/experience/?id=6b4b15f8c6514733972cabdda3108348>

- 80 percent of the Statewide Median Household Income<sup>11</sup> (below \$67,277); or
- Below county-specific California Department of Housing and Community Development (HDC) low-income limits<sup>12</sup>, depending on the number of persons in the household and whether the household is located in Yolo or Solano County.

County	Number of persons in household							
	1	2	3	4	5	6	7	8
Solano County	\$64,050	\$73,200	\$82,350	\$91,500	\$98,850	\$106,150	\$113,500	\$120,800
Yolo County	\$58,750	\$67,150	\$75,550	\$83,900	\$90,650	\$97,350	\$104,050	\$110,750

\*District will consider whichever income threshold is higher for Enhanced Incentive eligibility

Proof of income will be required for applicants receiving an Enhanced Incentive based on low-income status alone. Districts will be responsible for verifying household income eligibility. Districts can qualify an Applicant based on the higher allowable maximum income (80 percent MHI or HCD low-income limits).

For purposes of the Program, there are multiple methods to demonstrate household income eligibility. Applicants may demonstrate eligibility by presenting pay stubs or tax returns for each person living in the residence to District personnel for verification and, if qualifying using the HCD low-income limits, reporting the number of people in the household.

Eligibility may also be established through proof of participation in an existing federal or State low-income assistance program, several examples of which are listed below. In cases where an Applicant chooses to demonstrate eligibility through participation in an alternate low-income program, Districts will work with CARB staff to verify that the alternate program's income limits do not exceed Enhanced Incentive income limits for their area.

- U.S. Department of Agriculture Women, Infants, and Children (WIC) Program;
- U.S. Department of Health and Human Services Low Income Energy Assistance Program (LIHEAP);
- California Alternate Rates for Energy (CARE) Program with a participating California utility company.

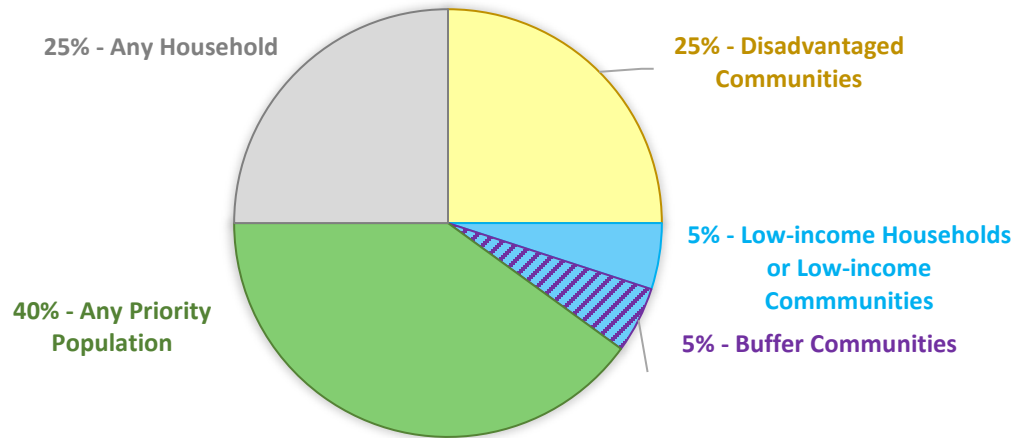
This Project has a goal of distributing 75 percent of the available funds to disadvantaged communities, low-income communities, and low-income households. Of that 75 percent, 25 percent minimum should be allocated in disadvantaged communities, 5 percent minimum in low-income households or low-income communities, and additional 5 percent should be distributed to projects that benefit low-income households that are outside of, but within ½-mile of, disadvantaged communities, or to projects located within the boundaries of, and benefiting individuals living in, low-income communities that are outside of, but within ½-mile of, disadvantaged communities.<sup>13</sup> The remaining 40 percent can be invested in any priority population.

<sup>11</sup> U.S. Census Bureau, American Community Survey, 5-year Estimates available at: <https://www.census.gov/quickfacts/fact/table/CA,US/PST045221>

<sup>12</sup> California Department of Housing and Community Development Official State Income Limits available at: <http://www.hcd.ca.gov/state-and-federal-income>

<sup>13</sup> CCI Funding Guidelines, page 36 at <https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/2018-funding-guidelines.pdf>

## HEAT PUMP REPLACEMENT PROGRAM INVESTMENT MINIMUMS



### **B. Standard Incentive**

Applicants not eligible for the Enhanced Voucher will be eligible for a Standard Incentive Voucher valued at \$5,000 for new electric heat pump installations.

### **C. Eligible Costs**

Eligible change-out costs include the cost of the new device including sales tax, installation including any new parts, materials, permits, or labor required for the safe and legal installation of the new device and removal and disposal of the old wood stove or insert and rendering the fireplace inoperable. The Installer will be required to provide a base estimate for the installation of a basic heating device that will be safe, clean-burning, and efficient. Upgrades above the base estimate will be paid by the Applicant. The incentive structure will be determined by CAPCOA or each individual District but incentives can't exceed the actual *Woodsmoke Reduction Program – 2021-2022 Program Guidelines February 15, 2023* total change-out cost and are limited to a maximum of \$10,000 or \$5,000 per property or household for electric heat pump installations for Enhanced and Standard Incentives, respectively. The District will pay the Installer (voucher model) the approved incentive amount. Any additional balance due will be paid by the Applicant.

## **IV. Approval Process**

Applicants will be required to complete an application. They must agree to provide information to the District and allow the District and/or Installer to verify that information. They must also agree to receive training on proper device operation and maintenance. The District will be responsible for verifying the following:



- Eligibility of the existing device – ensuring that the existing wood stove, wood insert, or fireplace<sup>14</sup> is uncertified, operational, and used as a primary heat source in the house;
- Eligibility of the replacement stove – ensuring that the replacement device is a heat pump;
- If applying for the Enhanced Incentive, eligibility as a resident of a disadvantaged or low-income community, tribal lands, or a participant in a low-income program, or a low-income household.

The application will be reviewed to determine if the preliminary qualification requirements have been met. The District will notify the Applicant whether the application was approved for participation in the Program. Districts must inform Applicants that applications will be treated in accordance with Public Records Act requirements and that certain information, subject to those requirements, may be publicly disclosed.

Once approved, the Applicant will schedule an in-home estimate with a participating Installer. The Installer will verify the stove's eligibility and present an estimate to the Applicant. Qualified Applicants are issued vouchers that provide an instant discount of the cost of purchase, installation, and disposal of a qualifying device. The District must either receive a signed Retention Certification form if the Applicant will retain the existing wood-burning device for use during power outages only or verify that the old device was deemed permanently inoperable and recycled, if recycling is available in the area, before issuing payment for the change-out.

## V. Outreach and Education

CAPCOA and the Districts will be responsible for promoting the Program and helping households understand the benefits of changing from an uncertified wood stove to a cleaner home heating device. Since the Program-wide goal is to distribute 75 percent of total funding to residents of disadvantaged and low-income communities and low-income households and tribal lands, the outreach should focus on reaching this segment of the population. CAPCOA and the Districts will also incentivize outreach and promotion of the Program with local tribal authorities and prioritize implementation on tribal lands.

The Program requires an educational component to ensure that the new home heating devices are properly operated and maintained to maximize energy efficiency and achieve the lowest possible emission rates. User operation is important for achieving anticipated reductions. CAPCOA and the Districts will be required to ensure that each change-out is supplemented with a training component. This could be accomplished by having Installers train homeowners following the installation. Districts will be required to obtain verification of training.

## VI. Emission Reductions

### ***a) Greenhouse Gas Reductions:***

Switching from an uncertified wood stove or a fireplace to an electric heat pump will also typically reduce GHG emissions. In the absence of a mechanism to verify that the wood burned in an Applicant's primary heating device is waste material harvested pursuant to an approved timber management plan prepared in accordance with the Z'berg-Nejedly Forest Practice Act of 1973 or other locally or nationally approved plan and harvested for the purpose of forest fire fuel reduction or forest stand improvement, biogenic CO<sub>2</sub> is included in the calculation of GHG benefits for these devices.

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<sup>14</sup> All fireplaces are considered uncertified heating devices.

***b) Co-Benefits:***

In many communities throughout the State, uncertified wood stoves are a major source of air pollution. Replacing these highly polluting and inefficient stoves with cleaner home heating options can significantly reduce emissions of fine particulate (PM2.5), black carbon, and toxic air contaminants. Electric devices will offer the greatest emission reductions.

**VII. California Climate Investments Funding Guidelines Consistency<sup>15</sup>**

The District will incorporate the following key items into the Heat Pump Replacement Program administration to support the requirements specified in California Climate Incentives (CCI) Funding Guidelines:

***A. Identify Program-Specific Statutory Requirements***

The District will identify all applicable requirements during project development and implementation to ensure consistency with statute.

***B. Ensure Coordinated Communication***

The District will use the CCI logo<sup>16</sup> and the following standard funding language on websites and in announcements, press releases, and publications:

“The Woodsmoke Reduction Program: Heat Pump Replacement Program is part of California Climate Investments, a statewide program that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment— particularly in disadvantaged communities. The Cap-and-Trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. California Climate Investments projects include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, more sustainable agriculture, recycling, and much more. At least 35 percent of these investments are located within and benefiting residents of disadvantaged communities, low-income communities, and low-income households across California. For more information, visit the California Climate Investments website at: [www.caclimateinvestments.ca.gov](http://www.caclimateinvestments.ca.gov).”

The District will also include the email address: CCIpress@arb.ca.gov on any distribution lists and post the @CAClimateInvest Twitter handle on websites.

Guidelines and solicitation materials for California Climate Investments must clearly state the requirements that all programs must facilitate GHG emission reductions and further the purposes of AB 32 and related statutes. In addition to guidelines and solicitation materials, clearly state these requirements in program administration documents, on the administering agency’s website, and during public outreach events and in other communications with the public.

***C. Support Transparency and Provide Public Access to Information on Program Activities and Outcomes***

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<sup>15</sup>CCI Funding Guidelines Section IV, <https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/2018-funding-guidelines.pdf>

<sup>16</sup> <http://www.caclimateinvestments.ca.gov/logo-graphics-request>

To support transparency, the District will maintain the Heat Pump Replacement Program webpage that provides up-to-date information, including:

- a) Funding opportunities. Provide information on funding opportunities, schedules, and application materials that are easily accessible to interested parties and potential applicants, including those in disadvantaged communities, low-income communities, and low-income households. The District may announce funding opportunities using the California Climate Investments Events Calendar available at: [www.arb.ca.gov/ccci-events](http://www.arb.ca.gov/ccci-events).
- b) Public outreach events. The District will publicize workshops, community meetings, public hearings, and other outreach events through the District's website, Heat Pump Replacement Program webpage and through other mediums when appropriate. The District will collaborate with our community partners and local government in impacted communities. The District will coordinate with agencies and organizations and utilize their media outlets, outreach tools and information dissemination channels to enhance and broaden our efforts. The District may consider publicizing event notices via local radio, online ads, news stations, or post information in public locations (e.g., schools, libraries, community centers, medical clinics, bus stops or other transit hubs, grocery stores).
- c) Publicly available information: Materials related to public Heat Pump Replacement Program outreach activities will be posted online (e.g., agendas, presentations). A mechanism will be available for the public to ask questions before an event or to submit comments. To encourage increased stakeholder participation, the District will make an effort to provide materials in other languages or provide language interpretation services. For general inquiries, CARB's bilingual (Spanish) email ([info@caclimateinvestments.ca.gov](mailto:info@caclimateinvestments.ca.gov)) and phone hotline (800-757-2907) are available for those who need bilingual services. Outreach information may be posted to the California Climate Investments Events Calendar, [www.arb.ca.gov/ccci-events](http://www.arb.ca.gov/ccci-events).

## VII. Program Administration

The State of California has the right to inspect all work and associated records at any time over the Project life. This right shall extend to any subcontracts, and CAPCOA and/or Districts shall include such access in all their contracts or subcontracts.

CARB shall review a sufficient number of Projects each year to ensure proper Program implementation. The District responsible for the Project selected for program review will be contacted at least 30 days in advance. The program review should include all books, papers, accounts, documents, photographs, and other records related to the Project for which Program funds were used. The District will be expected to assign an employee familiar with the Project and accounting procedures to assist the State reviewer and have the Project records, including cancelled warrants, readily available for inspection.

If the program review reveals that the District did not follow these Guidelines and/or the grant agreement, does not have proper documents to demonstrate following Guidelines and/or the grant agreement, or violated any State or federal law or policy, a corrective action plan will be put in place. The District will have three months to implement the corrective measures. A follow-up program review will be conducted to verify that the deficiencies are fully mitigated. If the corrective actions were not implemented or new problems were

discovered during the follow-up program review, a second corrective action plan will be established. If the second follow-up program review is less than satisfactory, the grant agreement with that District will be terminated immediately and the District will be prohibited from receiving any future funding from this Program. The District may be required to fully or partially repay Program funds spent in violation of these Guidelines and/or the grant agreement.

## **IX. Records and Reporting**

All Project records must be retained for a period of three years after the final Project funds liquidation date of June 30, 2027.

### ***A. Change-Out Record-Keeping***

The District must update the CARB Reporting Template in the Heat Pump folder and maintain additional documentation of the following:

- Application, including address, priority population designation, and affidavit of primary source of heat;
- Verification of old device eligibility;
- Verification of new device eligibility;
- Verification of income (if applicable);
- Copy of final permit (City, County, or State);
- Photographic evidence of change-out completion, including “before” and “after” photos showing the devices in relation to the room where they were/are installed
- If applicable, verification of destruction of uncertified stove (including recycling if available locally) or, where applicable, verification of rendering fireplace and chimney permanently inoperable;
- Verification that the resident was trained on device operation and maintenance;
- Invoices from installer and a verification of payment.

### ***B. CAPCOA Reporting Requirements***

The District will be responsible for compiling the following information for submission to CAPCOA:

- Tracking number of each change-out;
- Location of change-out;
- Incentive amount and, if applicable, verification that Applicant qualifies for an Enhanced Incentive based on the location of the property in a disadvantaged, low-income, or tribal census tract or Applicant’s household income
- Documents providing the change-out benefits a disadvantaged community, low-income community, or low-income household and description of how the change-out meets respective community need(s);
- Type of wood burning device being replaced (stove, insert, or fireplace);
- Replacement device type and make and model;
- Installation date;
- Copy of final permit (City, Council, or State);
- Photographic evidence of change-out completion, including “before” and “after” photos showing the devices in relation to the room where they were/are installed;
- Verification of destruction of uncertified stove (including recycling if available locally) or, where applicable, verification of rendering fireplace and chimney permanently inoperable, unless

replacement device is an electric heat pump and the recipient keeps the uncertified stove to use only in case of electricity loss;

- Verification that the recipient was trained on device operation and maintenance;
- GGFR dollars spent; and
- Information on jobs and training opportunities created and whether employees are residents of disadvantaged or low-income communities or low-income households.

### ***C. Reporting GHG Quantification***

CCI Funding Guidelines set tracking and reporting requirements for agencies that administer GGFR programs. Each District participating in the Program will be responsible for recordkeeping and providing CAPCOA and/or CARB with information necessary to fulfill Program reporting requirements. CAPCOA will be responsible for compiling the reports and submitting them electronically to CARB. All reports must be consistent with the CCI Funding Guidelines<sup>17</sup>, quantification methodologies,<sup>18</sup> reporting guidance,<sup>19</sup> and the requirements established in these Guidelines. The Program implemented in each participating District will be considered a Project with most of the reporting done on a Project basis. The Project will be comprised of all change-outs for which Program funds are being used, within the District's jurisdiction, along with the administrative work required to implement them. Some reported Project information will be publicly available on the CARB website, including the amount of funding spent on change-outs that benefit disadvantaged communities, low-income communities, and low-income households.

In order to document and calculate reductions in GHG, black carbon, and PM2.5 emissions, and document other co-benefits and benefits to disadvantaged communities, low-income communities, and low-income households, CAPCOA and/or Districts will be responsible for collecting and maintaining the following information for each change-out:

- Tracking number of each change-out;
- Location of change-out;
- Incentive amount and, if applicable, verification that Applicant qualifies for an Enhanced Incentive based on the location of the property in a disadvantaged, low-income, or tribal census tract or Applicant's household income;
- Documents providing the change-out benefits a disadvantaged community, low-income community, or low-income household and description of how the change-out meets respective community need(s);
- Type of wood burning device being replaced (stove, insert, or fireplace);
- Replacement device type and make and model;
- Quantity of wood burned annually before replacement;
- Replacement device emission rates and efficiency (if available and applicable);
- Installation date;
- Copy of final permit (City, Council, or State);

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<sup>17</sup> <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/2018-funding-guidelines.pdf>

<sup>18</sup> Available at [www.arb.ca.gov/cci-quantification](http://www.arb.ca.gov/cci-quantification)

<sup>19</sup> *ibid*

- Photographic evidence of change-out completion, including “before” and “after” photos showing the devices in relation to the room where they were/are installed;
- Verification of destruction of uncertified stove (including recycling if available locally) or, where applicable, verification of rendering fireplace and chimney permanently inoperable, unless replacement device is an electric heat pump and the recipient keeps the uncertified stove to use only in case of electricity loss;
- Verification that the recipient was trained on device operation and maintenance;
- GGRRF dollars spent; and
- Information on jobs and training opportunities created and whether employees are residents of disadvantaged or low-income communities or low-income households.

Documentation of each wood stove replacement must include all of the parameters above, which are necessary for quantifying the reductions. Record keeping and tracking will be retained by CAPCOA or the District for three years after the Project Closeout report is submitted.

Net GHG reductions from wood stove replacement will be calculated using the CARB approved GHG Quantification Methodology for Fiscal Year 2021-2022 available at the Cap-and-Trade Auction Proceeds Quantification Materials webpage. CARB will also develop methodologies to quantify some additional Project co-benefits. CAPCOA will be responsible for performing calculations and reporting results to CARB as part of the reports outlined above