



210 Martin Luther King, Jr. Blvd. Room 421
Madison, WI 53703-3345
608.266.9063
healthyairdane.org

How the 2011 Dane County Wood Stove Changeout Program Works

Phase 2 – August 1 through September 30, 2011

Instructions and Terms for the Rebate Program

1. Applications for a rebate voucher are available at www.healthyairdane.org or you may call the Program Coordinator, Lisa MacKinnon, at 608-266-9063 to have an application mailed to you.
2. Applications will be accepted starting on August 1, 2011 via email to the Dane County Clean Air Coalition Coordinator, Lisa MacKinnon, at: MacKinnon@countyofdane.com or fax: 608-266-2643. Email or fax is preferred, but if you do not have access to email or fax, you may send the application through the mail to:
Lisa MacKinnon
Dane County Clean Air Coalition
210 Martin Luther King, Jr. Blvd, Room 421
Madison, WI 53703-3345
3. The Program Coordinator will review your application to determine whether you are eligible to receive the rebate based on the *rebate program terms* listed on the final page of this form.
4. Applicants will be notified by email (or ground mail if applicant has no email) regarding their eligibility to receive a rebate. Notification will be sent within 2 business days of receipt of the application.
5. Eligible applicants will receive a rebate voucher and a list of participating retailers. Vouchers will be issued on a first-come, first-served basis. If the maximum number of available vouchers already has been issued, eligible applicants will be asked if they would like to be put on a waiting list for a rebate voucher. *Placement on a waiting list should not be construed as a guarantee of a rebate voucher or rebate at a later date.*
6. Rebate voucher recipients must purchase their qualifying stove or insert from a participating retailer *by the expiration date listed on the voucher*. You are free to shop around with each participating retailer to make your best deal for the qualifying stove or insert of your choice. **Please Note:** Since this is a limited-term program, voucher recipients must purchase their qualifying stove or insert from participating retailers by the expiration date listed on the voucher. If the voucher recipient does not purchase the qualifying stove or insert by the expiration date, they will need to contact the program coordinator for a new voucher (see item 1 above for contact info) and will not be guaranteed a new voucher if all program funds already have been encumbered.

7. Once a stove or insert selection has been made, the rebate voucher recipient will present the rebate voucher to the retailer who will sign and copy the voucher and record other verifying information before returning the signed original voucher to the customer.
8. The retailer will *not* subtract the value of the rebate from the customer's bill. It is the customer's responsibility to pay the participating retailer in full for the purchase and installation of the stove or insert.
9. Once the stove or insert is purchased by the voucher expiration date, the rebate voucher recipient must schedule to have it professionally installed by one of the participating retailers. **Please Note:** It could be several weeks or more before installation occurs, depending on the installer's schedule. **Do not** remove the old stove or insert yourself before the installation is scheduled or you will be disqualified from receiving the rebate.
10. **Requesting your rebate check:** In order to receive the rebate check, the customer must submit a request for the rebate and submit all required paperwork via mail, email or fax to:
Lisa MacKinnon
Dane County Clean Air Coalition
210 Martin Luther King, Jr. Blvd, Room 421
Madison, WI 53703-3345

MacKinnon@countyofdane.com

Fax: 608/266-2643

Required paperwork that must be sent by the customer when requesting a rebate:

- 1) Completed and signed Rebate Voucher
 - 2) Receipt for qualifying wood or gas stove or insert or pellet stove or insert
 - 3) Receipt for NFI-certified professional installation of the new stove or insert (if separate from stove or insert purchase receipt)
 - 4) Completed and signed W-9 form
11. Dane County will mail a rebate check for \$750.00 to the customer within approximately 6 to 8 weeks after a complete rebate request is received from the customer, verifications of sale, NFI-certified installation and old stove salvage are made, and paperwork is processed by Dane County.
 12. A W-9 form from the IRS must be completed by voucher recipients and submitted to the Coordinator with the rebate request in order for Dane County to issue funds. This form is available at www.healthyairedane.org or by contacting the Dane County Clean Air Coalition Coordinator, Lisa MacKinnon, at: MacKinnon@countyofdane.com or 608-266-9063. Rebate recipients should consult with their tax advisor to determine the tax implications of their rebate.
 13. Customers that are not eligible for the rebate still may take advantage of various manufacturer and retailer discounts and the 2011 federal tax credit during this program. Please ask the participating retailer for details.

Rebate Program Terms

Important! Please read these terms carefully. By applying for a rebate voucher, you are agreeing to all of the following provisions:

1. I am a homeowner with my primary residence in Dane County.
2. I have a non EPA-certified wood stove or insert that currently is installed and operating in my primary residence in Dane County and that I use regularly during the home heating season. (The device should have a label on the side or back indicating make/year/model and whether it meets EPA-certification standards. If it does not have a label, contact a participating retailer to assist you in determining whether it is an uncertified stove or insert that qualifies for replacement under this program.)
3. I burn at least one full cord of wood per heating season in my current non EPA-certified wood stove or insert. [NOTE: A *full cord* is an amount of stacked wood measuring 8 feet x 4 feet x 4 feet. The weight of a cord of wood varies according to the type of wood and its moisture content, but is estimated at 1.5 to 2 tons. A *face cord* is the 8 feet x 4 feet face of a stacked cord but of shorter width. There are approximately three face cords to a full cord.]
4. I agree to relinquish my old non EPA-certified wood stove or insert to the retailer/installer upon installation of my new EPA-Certified wood or gas stove or insert or pellet stove. The professional installer will remove my existing wood or gas stove or insert and deliver it to the recycler/salvager. If my old stove already is removed and sitting in a shed or backyard, etc., at the time of the new stove installation I will be disqualified from receiving the rebate under this program.
5. Existing gas appliances, wood furnaces, fireplaces without inserts, outdoor wood boilers, and pellet devices do not qualify to be replaced under this program. Only non EPA-certified wood burning stoves and inserts qualify for replacement under this program.
6. I understand that applications for rebate vouchers are processed in the order received. Rebate vouchers will be distributed on a first-come, first-served basis. Funding is limited, therefore rebates are *not* guaranteed. To ensure receipt of the rebate, if I am deemed eligible for a rebate voucher I should purchase and schedule installation of the certified stove or insert by the expiration date indicated on the rebate voucher and comply with all terms and conditions of the rebate program.
7. I understand that if I am deemed eligible to receive a rebate and receive a rebate voucher, I will receive a list of participating dealers who will endorse the voucher *if I purchase the new stove or insert by the expiration date on the rebate voucher issued to me.*
8. I understand that I am responsible to pay the retailer/installer for the full purchase price of the stove and professional, NFI-certified installation costs.
9. I understand that I am responsible for submitting a rebate request with all required paperwork listed on the rebate voucher before a rebate can be issued.
10. Dane County will mail a rebate check for \$750 within 6 to 8 weeks after a complete rebate request is received, verifications of sale, NFI-certified installation and old stove salvage are made, and paperwork is processed by Dane County.
11. Installation time may vary depending on retailers' / installers' schedules.
12. No retroactive rebates are available.
13. If you return the stove or insert or pellet stove or insert after you have received the rebate and do not replace it with another EPA-certified stove or insert or pellet stove or insert, you will be required to repay the full amount of the rebate to Dane County.
14. Dane County does not warranty any devices or installations purchased under this rebate program, regarding the quality, functionality or satisfaction of the device or installation of any device. All warranties are the responsibility of the dealer/installer/manufacture.

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