Woodsmoke Reduction Program - Retailer Provisions

- 1. Inform the Customer about Program requirements and timelines.
- 2. Verify the old device is eligible for the Program.
- 3. Conduct an in—home estimate for the installation of a basic model that will be safe, clean-burning, and efficient, note upgrades above base estimates on the estimate, and provide to the customer. Eligible costs include:
 - a. Cost of the new basic model device including sales tax.
 - b. Installation of the new device including any parts, materials, or labor required for the safe and legal installation of the new device.
 - c. Removal and disposal of the old stove or insert (if applicable). The old stove should still be operational prior to the in-home estimate (no retroactive projects allowed).
 - d. If residence does not have a functional smoke and carbon monoxide detectors, the purchase and installation of new detectors.
 - e. If the existing fireplace is structurally sound, the purchase and installation of a fireplace insert utilizing wood, pellets, natural gas, propane, or electricity. If fireplace lacks structural integrity, the purchase of a free-standing home heating device.
 - f. Designer upgrades and work not necessary for the safe operation of the new device will not be considered.
- 4. Accept the voucher from the customer and apply the voucher value as a discount towards the purchase price of the device.
 - a. Standard Vouchers are valued at \$2,500 for new pellet, wood-burning, and electric stove devices or \$5,000 for new electric heat pump installations .
 - b. Enhanced Vouchers are valued up to \$5,000 for new pellet, wood-burning, and electric stove devices or \$10,000 for new electric heat pump installations.
- 5. Notify the District no later than the expiration date on the voucher once the customer has signed a contract or entered into a binding agreement to purchase a new appliance. Do not take a voucher from a customer if the customer does not sign a contract or enter into a binding agreement to purchase a new appliance.
- 6. Ensure that all new wood-burning devices be EPA-certified. After May 15, 2020, new EPA certified wood and pellet stoves / inserts must meet Step 2 standards with a 2.0 grams per hour emission rate. New non-catalytic wood stoves must be listed in Table 1 of the most current State Woodsmoke Reduction Program Guidelines.
- 7. Consider providing an additional discount at the time of sale to the purchase price of the EPA-certified device.
- 8. Complete and sign the Woodsmoke Reduction Program voucher provided by the customer for each replaced device (i.e. uncertified wood stove/insert). Make sure to include the manufacturer, model and serial number for each wood stove/insert removed or replaced and also for the new replacement device.
- 9. Remove the uncertified wood stove/insert from the residence and properly dispose of it by delivering it to a recycling facility. If present, make sure to remove the refractory material from the wood device before delivering it to the recycler. If the replacement device is an electric heat pump, the household may be allowed to retain the old wood burning device to serve as emergency heat in case of a power outage.
- 10. Complete and submit to the District a Recycler Certification form for each uncertified stove/insert. The Recycler Certification form must be signed indicating that the stove will be destroyed and recycled.
- 11. Provide information to homeowner or tenant on new device operation and maintenance, and proper wood burning practices. Please have the homeowner or tenant sign an Acknowledgement of Training form.
- 12. For heat pump projects only, the homeowner or tenant may retain the existing wood-burning device for use only during power outages. The homeowner or tenant must complete a Retention of Wood-Burning Device Certification.
- 13. Submit to the District completed paperwork with an original invoice for reimbursement. Invoices submitted to the District without the required paperwork are not payable (No Exceptions). All paperwork must be submitted to the District within thirty (30) days of completing the installation of the device. The following paperwork must be submitted with invoice:
 - a. Original Voucher completely filled out and signed with all required information showing that the work has been completed. Copies of the voucher will not be accepted.
 - b. Copy of in-home estimate provided to homeowner.
 - c. Copy of purchase invoice The purchase invoice shall show the voucher, retailer, and manufacturer's discounts as line items. The purchase invoice must be signed by the customer and list the manufacturer and the type of device purchased.
 - d. Voucher Tracking Form & Acknowledgement of Training Form.
 - e. Building Permit and proof of final building permit inspection.

Northern Sierra Program Contact:

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Feather River Program Contact:

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Yolo-Solano Program Contact:

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Northern Sierra Fiscal Contact:

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Fax: 530-745-2373

Yolo-Solano Fiscal Contact:

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E-mail: sbice@ysagmd.org

Fax: N/A

WOODSMOKE REDUCTION PROGRAM RETAILER AGREEMENT





Parties: This Retailer Agreement ("Agreement") is between Air Quality Management Districts and Air Pollution Control Districts as listed below ("DISTRICTS"), and

Top Hat Energy, Inc.

("Subrecipient"), effective as of the date of the District signature, below.

Subject Matter: The subject matter of this Agreement is the Woodsmoke Reduction Program. Detailed services to be provided by the Subrecipient pursuant to this Agreement are described in the Woodsmoke Reduction Program ("Program") Retailer Provisions ("Retailer Provisions"), attached hereto and incorporated herein by this reference.

Maximum Amount: In consideration of the services to be performed, DISTRICTS agree to pay Subrecipient a sum not to exceed the amount specified in the Retailer Provisions.

Agreement Term: The period of Subrecipient's performance begins upon date of execution, signified by the latest date of signature by DISTRICTS, and ends on June 30, 2026 or earlier if the parties agree that all project dollars have been spent, whichever occurs first.

Amendment: No changes, modifications, or amendments in the terms and conditions of this Agreement will be effective unless reduced to writing, numbered, and signed by the duly authorized representative of DISTRICTS and Subrecipient.

Termination: This Agreement may be terminated with at least 30 days advanced written notice to the other parties; provided however that individual DISTRICTS may separately terminate this Agreement within the jurisdiction of their District immediately for reasons stated in the Retailer Provisions.

☐ Woodsmoke Reduction Program Retailer Provisions

☐ Voucher Tracking Form ☐ Recycler Certification Form

☐ Acknowledgement of Training Form

Subrecipient Program Contact:Subrecipient Fiscal Contact:Name:Gabe YoungbloodName:Kathy HufftPhone:530-223-0753Phone:530-515-5404E-mailgabe@tophatenergy.comE-mail:kathy@tophatenergy.comFax:Fax:Fax:Address:2520 Tarmac RdAddress:32431 State Hwy 299 ECity/St/Zip:Redding, CA 96003City/St/Zip:Mongomery Creek, CA 9606	Subrecipient (Retailer) Name: Top	Hat Energy Inc
Phone: 530-223-0753 Phone: 530-515-5404 E-mail gabe@tophatenergy.com E-mail: kathy@tophatenergy.com Fax:	Subrecipient Program Contact:	Subrecipient Fiscal Contact:
E-mail gabe@tophatenergy.com Fax: Fax: Address: 2520 Tarmac Rd E-mail: kathy@tophatenergy.com Address: 32431 State Hwy 299 E	Name: Gabe Youngblood	Name: Kathy Hufft
Fax: Fax: Address: 2520 Tarmac Rd	Phone: 530-223-0753	Phone: 530-515-5404
Address: 2520 Tarmac Rd Address: 32431 State Hwy 299 E	E-mail gabe@tophatenergy.com	E-mail: kathy@tophatenergy.com
	Fax:	Fax:
City/St/Zip: Redding, CA 96003 City/St/Zip: Mongomery Creek, CA 9606	Address: 2520 Tarmac Rd	Address: 32431 State Hwy 299 E
	City/St/Zip: Redding, CA 96003	City/St/Zip: Mongomery Creek, CA 96065

I hereby certify that I understand the conditions and requirements for participation in the Woodsmoke Reduction Program and agree to fulfill the requirements and comply with the conditions in this agreement that I am entering into with the DISTRICTS.

Signature Northern Sierra Air Quality Management District	Date:
	Date:
	Date:
Signature Glenn County Air Pollution Control District	Date:
Signature Tehama County Air Pollution Control District	Date: 0->-25
Signature Butte County Air Quality Management District	Date:
Signature Shasta County Air Quality Management District	Date:
Signature Placer County Air Pollution Control District	Date:
Signature Yolo-Solano Air Quality Management District	Date:
I hereby certify that I understand the conditions and requir Woodsmoke Reduction Program and agree to fulfill the requirement in this Agreement that I am entering into with the DISTRICTS.	nts and comply with the conditions
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AVALLE



PRODUCER License # 0603247

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/17/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

George Petersen Insurance Agency, Inc. 2920 Bechelli Lane Redding, CA 96002			(A/C,	PHONE (AJC, No, Ext): (530) 244-9400 (AJC, No, Ext): (530) 244-9444					
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							PERSONAL & ADV INJURY	\$	1,000,000
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	HIRED AUTOS ONLY NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$	
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Top Hat Energy, Inc. 32431 State Hwy 299E				THE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.				
	Montgomery Creek, CA 9606	5		AUTHO	DIZED DEPRESE	ITATIVE			
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