

QUICK GUIDE ON GETTING THROUGH THE FNSB AIR QUALITY CHANGE OUT PROGRAM



The FNSB Air Quality Division has a program to help qualified applicants change out their wood, pellet, coal and oil devices to cleaner more efficient appliances. There are many options to choose from! See applications for more details at AQFairbanks.com

The following steps MUST be completed to get an applicant through the FNSB Change Out Program:

1. **SUBMIT APPLICATION** - Submit a completed application with all property owner's signatures, and W9 form with only one person's name and signature. Review the application Instruction page to ensure the app is complete.
*****SUBMITTING AN APPLICATION DOES NOT GUARANTEE APPROVAL OF FUNDING.*****
2. **PROVIDE PICTURE DOCUMENTATION** - After application is received, the Air Quality staff will email a detailed request with instructions for:
 - a. picture of the building the device(s) are in.
 - b. A quick video or series of pictures leading from outside the building up to the device(s) being changed out.
 - c. Pictures of the device(s) that are going to be changed out or removed.
3. **CHOOSE A LISTED INSTALLER** - Applicant chooses an installer from Borough's [list of installers](#) to do work.
4. **CHOOSE APPROVAL METHOD** - Approval Options: determine whether to be approved by doing: **self-pay** (Borough reimburses applicant once all program requirements are completed), OR **vendor direct option** (Borough pays installer for work done).
5. **SUBMIT APPROVAL METHOD DOCUMENT** - Provide Air Quality Office with **one** of the above approval option forms, either the self-reimbursement check list, or a filled out vendor direct form with installers signature.
6. Once we have the above items, the Air Quality Office will submit file for an approval **purchase order**. **NO WORK SHOULD BE STARTED BEFORE AN APPROVAL PURCHASE ORDER HAS BEEN ISSUED.**
7. **RECEIVE APPROVAL PACKET IN MAIL** - When the purchase order comes back from finance, the Air Quality Office will mail out an approval packet with the PO, and all the steps needed to complete the program. At this point you are approved and can move forward with your change out.
8. **SUBMIT DEED RESTRICTION** - Applicant gets Deed Restriction document, (provided in approval packet), signed and notarized and turned into Air Quality staff, (Air Quality Office can notarize).
9. **OLD DEVICE REMOVED AND TAKEN TO FACILITY** - Installer removes old device (or applicant may do this), and the device is taken to the appropriate facility for destruction:
 - a. All wood/pellet/coal devices are to be brought to the Air Quality Office at 3175 Peger Rd, **failure to bring the wood/pellet/coal device to this location will result in no reimbursement.**
 - b. All oil burning devices are to be taken to recycling facility, either C&R or K&K, and a picture of the old device needs to be taken at the facility, and a hand written receipt needs to be acquired of the device being dropped off there, and these two items (picture and receipt) need to be given to the Air Quality staff for proof of drop off at that facility, **(without these items there is no payout).**
10. **PROOF OF NEWLY INSTALLED DEVICE** - The new device is installed by listed installer, and a picture of the installed new device needs to be given to Air Quality staff
11. **SUBMIT RECEIPTS IF DOING SELF-REIMBURSE** - If doing self-reimbursement, paid in full receipts with a zero balance due need to be turned in to Air Quality staff. If all other requirements above have been completed, file will be turned in for payment to applicant, this may take up to 30 days for payment to be processed and mailed out.
12. If doing Vendor Direct, the installer will bill the Borough, and if all other requirements above have been completed, the file will be turned in for payment to the installer. This may take up to 30 days for payment to be processed and mailed out.

We are always happy to assist in any way to help applicants get through the program!!
Call 907-459-1005 or email our office at aqip@fnsb.gov for more information.