

Request for Application
Fireplace & Woodstove Change-Out Program
Revised: April 2023

SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT

REQUEST FOR APPLICATION

FIREPLACE & WOODSTOVE CHANGE-OUT PROGRAM

The San Joaquin Valley Air Pollution Control District (District) is seeking applications from interested hearth retailers and heating, ventilation, and air conditioning (HVAC) service providers that sell and install electric heat pumps located in the San Joaquin Valley Air Basin (SJVAB) that wish to participate in the Fireplace & Woodstove Change-Out Program (Program) as a contracted retailer. Contracted retailers assist with the District's voucher program by selling eligible new and cleaner heating devices to San Joaquin Valley residents that help further reduce particulate matter emissions in the SJVAB.

Submittal: Applications will be accepted on an on-going basis until the Program ends and/or Program funding is exhausted.

Address to: Attn: Fireplace & Woodstove Change-Out Program
Mail: San Joaquin Valley Air Pollution Control District
1990 East Gettysburg Avenue
Fresno, CA 93726-0244
Email: grants@valleyair.org

Issuance Date: **August 27, 2019**

Revised: **April 2023**

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1.0 Background

Pursuant to Health & Safety Code §40600, the San Joaquin Valley Unified Air Pollution Control

District (District) is a Special District formed by the counties of Fresno, Kings, Madera, Merced, San Joaquin, Stanislaus, Tulare, and the portion of Kern County that is within the San Joaquin Valley Air Basin (SJVAB).

Due to the geography, topography, and meteorology of the San Joaquin Valley (Valley), the challenges faced by the SJVAB in meeting the federal health-based ambient air quality standards are unmatched by any other region in the nation. In response to these federal mandates and to improve quality of life for Valley residents, the District has developed and implemented multiple generations of rules and incentive programs for various sources of air pollution. Despite significant progress in improving the Valley's air quality, more reductions in emissions, including wood smoke, are needed to attain ever toughening federal standards.

The District's Fireplace & Woodstove Change-Out Program (formerly known as the Burn Cleaner Program) plays a key role in the success helping Valley residents transition from utilizing older, higher-polluting wood and pellet burning devices to cleaner burning devices that are either EPA certified or fueled with natural or propane gas, or electric. Inefficient, higher polluting devices include, but are not limited to non EPA-certified wood stoves/inserts, open-hearth fireplaces, and pellet stoves/inserts. Cleaner, lower-polluting devices include but are not limited to EPA-certified wood-burning or pellet stoves/inserts, natural gas stoves/inserts, and electric heat pumps. One of the newest options through the program is to assist residents in fully decommissioning their old wood-burning device without having to replace it with a cleaner new device. Since 2006, the Program has been helping Valley residents overcome some of the financial obstacles in purchasing cleaner alternatives and encouraging more participation from low-income residents, including those that reside in Environmental Justice (EJ) and disadvantaged communities (DAC).

The purpose of this Request for Application (RFA) is to solicit interested hearth retailers and HVAC service providers that sell and install electric heat pumps with the ability, resources, and qualifications to assist the District with the Program. Retailers who participate would be required to sell eligible new devices to Valley residents, provide accurate information about the Program, perform Program-required tasks, and as necessary, assist participants in successfully navigating through the application and claim processes of the Program.

District Contacts

Technical questions regarding this RFA should be addressed to:

Stephanie Hitchman, Senior Air Quality Specialist, or

Kevin Ng, Senior Air Quality Specialist

Mail: San Joaquin Valley Air Pollution Control District
1990 East Gettysburg Avenue
Fresno, CA 93726

Phone: (559) 230-5800

FAX: (559) 230-6112

Email: grants@valleyair.org

2.0 Schedule of Events

RFA Opens: **Continuous**

RFA Closes: **TBD - Applications will be accepted on a continuous, on-going basis until the Program closes and/or Program funding is exhausted.**

3.0 General Information

The District is requesting applications from retailers located in the SJVAB that are interested in assisting the District with the Program to help further reduce particulate matter (PM) emissions in local communities. Many higher-emitting wood burning appliances are still being used throughout homes of the San Joaquin Valley, especially during the winter seasons where PM concentrations are the highest.

Contracted retailers are required to have comprehensive knowledge and understanding of the Program requirements, including, but not limited to, providing information about the eligible new devices to be sold, and the application and claim processes of the Program. The retailer is also required to ensure the proper installation of the new device and the destruction of the old device according to program requirements, as applicable.

The Program is a voucher program that requires participants to submit an application for consideration **prior** to fully purchasing and installing a new device. It is intended to incentivize homeowners and tenants (beneficiaries) who currently use old wood- or pellet- burning devices. Program applicants receive an incentive in the form of an approved voucher to help offset the cost of purchasing a new, cleaner device through a

reimbursement process. The Program also provides incentives to applicants to fully decommission their old, existing wood-burning device without having to replace it with a new one. This option is available for applicants who find purchasing a new device to be cost-prohibitive.

Retailers who apply and are deemed eligible will be contracted with the District to participate as an authorized Program retailer. Applicants of the Program are only allowed to purchase new eligible devices from a contracted participating retailer. Retailers will not be contracted to undertake any responsibilities under the decommissioning option. However, if they are qualified, retailers may assist and provide eligible services under that option to applicants, and invoiced costs may be eligible for reimbursement through the Program.

Retailers who participate in the Program must also provide services as a Registered Wood Burning Heater Professional (RWBHP) to assist with District Rule 4901 Wood Burning Fireplaces and Wood Burning Heaters if they sell new wood or pellet stoves/inserts. Under Rule 4901, Valley residents are required to register their eligible wood-burning devices with the District to be able to use those devices on days where residential burning is allowed. RWBHPs will assist Valley residents with the registration process. Retailers who strictly sell natural gas or electric heat pump devices are not required to provide this service.

4.0 Program Information

The most recent amendments to the District's Rule 4901 requires stricter residential wood burning curtailments for three counties considered "Hot Spot" areas in the San Joaquin Valley: Madera, Fresno and the Valley Air Basin portion of Kern. Due to stricter curtailment thresholds and to encourage participation, enhanced incentives will be provided for eligible applicants in those counties. In addition, as part of its requirements under Assembly Bill 617 (AB 617) to implement additional measures to reduce air pollution in disadvantaged communities, the District is providing enhanced incentives to participants who have residences located in the AB 617 selected communities and have access to piped natural gas. To verify if a residence is within the boundaries of one of the selected communities, please visit the District's AB 617 website at <https://community.valleyair.org/>.

The eligible incentive amount is based on the physical address (“Device Address” on application) of the old wood-burning device that will be replaced through the Program, and whether the residential property is in an area that has access to piped natural gas.

Table 1 – Eligible Incentive Amounts

ACCESS TO NATURAL GAS	LOCATION OF OLD DEVICE	ELIGIBLE NEW DEVICE TYPE	INCENTIVE LEVEL
Residence <u>WITH</u> access to piped natural gas	<i>Hot Spot Counties</i> Madera, Fresno, or the Valley Air Basin portion of Kern County, or <i>AB 617 Stockton Community</i>	Natural Gas Insert/ Freestanding Stove	Up to \$3,500* <i>+ \$650 for eligible installation costs</i>
		Electric Heat Pump	Up to \$5,000*
	Kings, Merced, San Joaquin, Stanislaus or Tulare County	Natural Gas Insert/ Freestanding Stove	Up to \$2,000 <i>+ \$650 for eligible installation costs</i>
		Electric Heat Pump	Up to \$3,500
		Low-Income	Additional \$1,500 <i>for qualified applicants</i>
	Residence <u>WITHOUT</u> access to piped natural gas	Fresno, Kings, Madera, Merced, San Joaquin, Stanislaus, Tulare or the Valley Air Basin portion of Kern County	Certified wood insert/ Freestanding stove
Certified pellet insert/ Freestanding stove			Up to \$1,000
Natural Gas insert/ Freestanding stove			Up to \$2,000 <i>+ \$650 for eligible installation costs</i>
Electric Heat Pump			Up to \$3,500
Low-Income			Additional \$1,500 <i>for qualified applicants</i>
Fireplace Decommissioning <i>(Funding cannot be combined with replacement options)</i>			Up to \$750

*Regardless of income

The old device must be located in a residence within the District's boundaries. Applicants must submit an application and obtain an approved voucher from the District prior to purchasing and installing the new device. The eligibility of the new device is based on the old device type, location of the old device and if the residence has access to piped natural gas.

Table 2 – Eligibility of Device

LOCATION OF OLD DEVICE	OLD DEVICE TYPE	NEW DEVICE TYPE		
		Certified Wood/Pellet <i>Insert, Freestanding Stove or Fireplace</i>	Natural Gas/Propane <i>Insert, Freestanding Stove or Fireplace</i>	Electric Heat Pump
Areas with Access to Natural Gas	Open Hearth Wood-burning Fireplace	✗	✓	✓
	Non-Certified Wood/Pellet <i>Insert or Freestanding Stove</i>	✗	✓	✓
	Certified Wood/Pellet <i>Insert or Freestanding Stove</i>	✗	✓	✓
	Natural Gas/Propane <i>Insert or Freestanding Stove</i>	✗	✗	✗
	Electric <i>Insert or Freestanding/ Wall-mounted Fireplace</i>	✗	✗	✗
Areas without Access to Natural Gas	Open Hearth Wood-burning Fireplace	✓	✓	✓
	Non-Certified Wood/Pellet <i>Insert or Freestanding Stove</i>	✓	✓	✓
	Certified Wood/Pellet <i>Insert or Freestanding Stove</i>	✗	✓	✓
	Natural Gas/Propane <i>Insert, Freestanding Stove, Logs or Fireplace</i>	✗	✗	✗
	Electric <i>Insert or Freestanding/ Wall-mounted Fireplace</i>	✗	✗	✗

Once an applicant has been approved for a voucher by the District, the applicant may purchase an eligible new device from any of the contracted retailers participating in the Program. As a voucher program, applicants will be reimbursed after fully purchasing and installing the new device. Applicants will be reimbursed for eligible invoiced costs up to the incentive amount identified on the voucher upon receipt and final approval of a complete claim for payment package.

To assist low-income Valley residents in reducing the upfront out-of-pocket costs of the new devices, the District is also seeking interested retailers to voluntarily participate in a secondary method to redeem Program vouchers through the “Instant Reduction” option. Under this option, at time of purchase, participating retailers would reduce their invoiced costs by the incentive amount of the voucher to minimize the out of pocket expense for low-income beneficiaries. The incentive amount can only be applied towards eligible costs, such as the cost of the new device, the labor fees to install the new device, a new gas line required for the installation of a new gas device, etc.

Reimbursement through the Instant Reduction option will be made directly to the contracted retailer by the District. Any eligible costs greater than the grant amount will be the responsibility of the applicant at the time the final purchase of the new device is made. Retailers are not required to participate in the Instant Reduction option to be able to participate in the Program.

The purchase and/or installation of the new device prior to an approved voucher will render the beneficiary ineligible for funding. Contracted retailers shall ensure beneficiaries have been approved for a voucher prior to finalizing the purchases and/or installation of the new devices.

The District is currently accepting Program applications from homeowners and tenants throughout the District's boundaries and will continue to accept voucher applications until program funds are exhausted, or the program ends.

5.0 General Program Requirements

The Fireplace and Woodstove Change-Out Program provides funding for two options that help reduce emissions generated from residential wood burning:

Option 1: Fireplace Replacement – Applicant will replace or modify their old device with the purchase and installation of an eligible new device.

Option 2: Fireplace Decommissioning – Applicant will permanently render their existing, old wood-burning fireplace permanently inoperable without purchasing a new device.

Participating retailers are not required to provide decommissioning services under Option 2 and will only be contracted for services under Option 1. Accordingly, only general Program requirements associated with Option 1 will be addressed in the RFA.

- 5.1 The applicant identified on the application must be the residence/property owner, or be the tenant currently renting the residence located at the address identified on the application, to be eligible to apply for incentive funding through the Program. Tenants are required to submit a Rental Property Owner & Tenant Approval Form along with their application.
- 5.2 Only one voucher is allowed to be redeemed per residence located at a device address.

- 5.3 To ensure the safe and proper installation of their new device, applicants must acquire any necessary permits and obtain proof that the installation of their new device meets all local, state or federal requirements through a final inspection by an applicable authority.
- 5.4 The replacement or modification of an open hearth fireplace or old wood/pellet device must result in the reduction of emissions. The old device must not be dismantled and be in safe, operable condition, with all original parts intact at time of application.
- 5.5 Applicants must not make any non-refundable payments, disassemble their old device, or install their new device until they have received a District Voucher.
- 5.6 Old gas stoves, gas inserts, gas fireplaces, devices with a gas log or electric heating devices are not eligible for replacement through the Program.
- 5.7 New certified wood or pellet devices must be identified on the current list of EPA Certified Wood Heaters to be eligible as a new device for the Program. For List of EPA Certified devices, please visit:
<https://cfpub.epa.gov/oarweb/woodstove/index.cfm?fuseaction=app.search>
- 5.8 New gas fireplaces must be certified as heater-rated, which are tested using the American National Standard ANSI Z21.88/CSA 2.33 (*Vented Gas Fireplace Heaters*). Gas fireplaces that are designed exclusively for aesthetic and decorative use are **not eligible**.
- 5.9 Old devices located in homes owned by local Public Housing Authorities are not eligible for replacement.
- 5.10 Tenants in multi-unit residential complexes with more than two units are not eligible for low-income funding.
- 5.11 The property where the device is to be installed must be located within the San Joaquin Valley (SJV) air basin, which includes the following counties: San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare and the SJV portion of Kern County.

- 5.12 Installation of a new device must be conducted by the contracted Retailer, where new device was purchased, or a third-party contractor affiliated with that Retailer and under their direct supervision. Self-installation, installation by non-licensed contractor or a third-party contractor not affiliated with that Retailer is not eligible under this program.
- 5.13 New device must be purchased from a contracted retailer by the participant listed on the application and voucher. The list of eligible retailers is available on the District's website: <https://ww2.valleyair.org/grants/fireplace-and-woodstove-change-out/>
- 5.14 All old wood/pellet inserts and stoves replaced and removed through this program must be permanently destroyed by a licensed recycling/dismantling facility. Open-hearth fireplaces that have been replaced with a new freestanding stove or electric heat pump must be made permanently inoperable by completely removing the fireplace structure, or permanently sealing it. The open hearth may remain intact if a new stove is installed inside of the existing fireplace. Temporary methods will not satisfy this requirement.
- 5.15 Priority will be given to low-income applicants, those purchasing natural gas or eligible electric devices, and those that reside in an area without piped natural gas service. To be considered as low-income, applicants must complete and submit the Voucher application and the Low-Income Eligibility Form for review. Forms are available at: <https://ww2.valleyair.org/grants/fireplace-and-woodstove-change-out/>
- 5.16 The new device must remain installed at the device address for a minimum of three years.
- 5.17 Incentive funding provided under this program is not for the repair of an existing device.
- 5.18 Electric heat pumps purchased through the program must be ducted (packaged or split) heat pumps or ductless mini-split heat pumps that are permanently installed. Electric heat pumps are not the same as electric fireplaces. For more information about electric heat pumps, please visit: www.energy.gov/energysaver/heat-pump-systems. Electric fireplaces, air conditioners, portable devices, and other electric (resistance) heating devices are not eligible for funding under this program. Applicants who have a heat pump project will be contacted by Program staff and be required to complete and

submit a Fireplace Decommissioning Form to confirm the method in which will be utilized for decommissioning. For ductless heat pump projects, only one head is eligible for reimbursement.

- 5.19 The eligibility of the applicant to participate in the program is at the sole discretion of the District.
- 5.20 If the retailer takes responsibility of the dismantling for the applicant, a Destruction Verification Form (DVF) must be submitted along with the dismantler receipt for every application.
- 5.21 If the retailer signs the dismantling section on the Claim for Payment Form for an applicant, they are certifying that they will submit the old device to a licensed dismantling/recycling facility for permanent destruction within 90 days of the installation of the new device. The retailer certifies that they will also provide the District with the dismantling/recycling receipt for the old device along with a signed DVF.
- 5.22 DVFs and receipts are only required for wood/pellet inserts, freestanding stoves, or wood-burning fireboxes that have been completely removed. A DVF and receipt is not required for the modification of an open hearth.
- 5.23 Program guidelines and requirements may periodically be updated by the District. Retailer is therefore required to review and refer to the District's website at: <https://ww2.valleyair.org/grants/fireplace-and-woodstove-change-out/>, when they provide assistance to Program applicants, including explaining Program requirements and processes and assisting an applicant in submitting an application. Applicants will be required to submit a new application if an outdated version was submitted, and review and approval of an application will be delayed.

6.0 Application Submittal

The application packet must be complete and accurate. Omissions, inaccuracies, or misstatements may be sufficient cause for rejection of an application. Applications to participate as a contracted retailer in the District's Program are accepted on a continuous basis. The District will continue to accept applications until the Program ends and/or until funds become exhausted.

Complete applications can be submitted by mail/hand-deliver or email:

Mail: San Joaquin Valley Air Pollution Control District
Attn: Fireplace & Woodstove Change-Out Program
1990 East Gettysburg Avenue
Fresno, CA 93726-0244

Email: grants@valleyair.org
Subject Line: Fireplace & Woodstove Change-Out Program

6.1 Retailer's Responsibilities

Before submitting a response to this solicitation, retailers must review the application, and confirm compliance with this RFA's requirements. It is the retailer's responsibility to review all attachments and information in this RFA to ensure that they respond appropriately and if selected, they understand and can comply with the terms and conditions under which they would be responsible.

6.2 Disposition of Applications

Upon receipt of applications, all original documents submitted in response to this RFA will become the property of the District, and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.). The following information shall be kept from public review unless mandated by Judicial Order: confidential information, such as social security numbers, medical information; trade secrets, copyrighted materials and other information deemed non-releasable by the Public Records Act.

7.0 Evaluation

7.1 Evaluation of Retailer Application

Each application will be reviewed by District staff to determine if all eligibility criteria have been met. Eligibility criteria will be reviewed as follows for each retailer:

7.1.1 Physical location is within the SJVAB boundaries (see Attachment 2).

7.1.2 Sells eligible new devices.

7.1.3 Has the understanding, resource and expertise to assist with the Program.

7.1.4 Maintains sufficient insurance coverage as required in the RFA.

7.1.5 If there are multiple locations, each location independently meets all RFA requirements.

The District will conduct an administrative evaluation in accordance with the RFA requirements to determine a retailer's responsiveness and responsibility. Each application will be checked for completeness and/or absence of all required information and to ensure that the retailer meets the minimum qualifications in conformance with the submission requirements. During the evaluation period, if an item is unclear or needs further clarification, the District may request the retailer to provide additional documentation.

The eligibility of the retailer to participate in the Program is at the sole discretion of the District. The District reserves the right to reject any application deemed ineligible in its opinion under this announcement.

8.0 Other Conditions of Award

No oral understanding or agreement shall be binding on either party. Retailers that are awarded under this announcement will be offered an agreement with the District

9.0 Addenda

The District may modify the RFA and/or issue supplementary information or guidelines relating to the RFA at any time and at its discretion. If the District modifies the RFA, the modification will be posted on the District's website at:

<https://ww2.valleyair.org/grants/fireplace-and-woodstove-change-out/>

Retailers whose applications are received prior to a modification will be notified that a modification has been made and will be allowed to submit a new application if necessary.

10.0 Additional Requirements

By signing the application, the retailer understands the following if selected:

- 10.1 Train Program applicants on how to properly operate and maintain the new device purchased through the Program to ensure optimal operation of the device.
- 10.2 The Program is funded with local, state, and federal funding sources. Such sources have specific terms and conditions which identify how funds can be utilized. Accordingly, any requirements specific to the retailer for these funding sources will be identified in the agreement between the District and the retailer. At such time, when the District offers an agreement to the retailer to participate in the Program, retailer has the opportunity to review all terms and conditions prior to signing it.

Attachment 1

Fireplace & Woodstove Change-Out Program: Retailer Application

Retailer Information (PLEASE PRINT OR TYPE) All fields are required unless otherwise indicated.		
1. Business Name (Must Match W-9):		
2. Address:		
3. City:	4. State:	5. Zip Code:
6. Mailing Address (if different from above):		
7. City:	8. State:	9. Zip Code:
10. Phone Number:	11. Business Email (If available):	
12. Retailer website (optional):		
Primary Contact Information		
13. First and Last Name:	14. Title:	
15. Phone Number:	16. Email:	
Participation In Instant Reduction Option For Low-Income Applicants (Optional)		
17. Are you interested in providing the Instant Reduction Option for qualified low-income applicants? Check one.		
<input type="checkbox"/> Yes. Your business information will be placed on our list of participating Instant Reduction retailers and District staff will contact you regarding the reimbursement process if your application is approved.		
<input type="checkbox"/> No.		

Participation As A Registered Wood Burning Heater Professional (RWBHP)

18. Do you intend to sell wood- or pellet-burning devices as a participating Fireplace & Woodstove Change-Out Program retailer?

- Yes. Please identify how RWBHP services will be completed:
- RWBHP services will be performed in-house by retailer staff.
 - RWBHP services will be performed by third-party subcontractor(s) listed in table below:

	RWBHP Subcontractor Name	Address	Phone Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

- No. RWBHP services do not need to be provided at this time.

Signing Authority Information – *Authorized personnel that can legally enter into an agreement with the District.*

19. First and Last Name:

20. Title:

21. Phone Number:

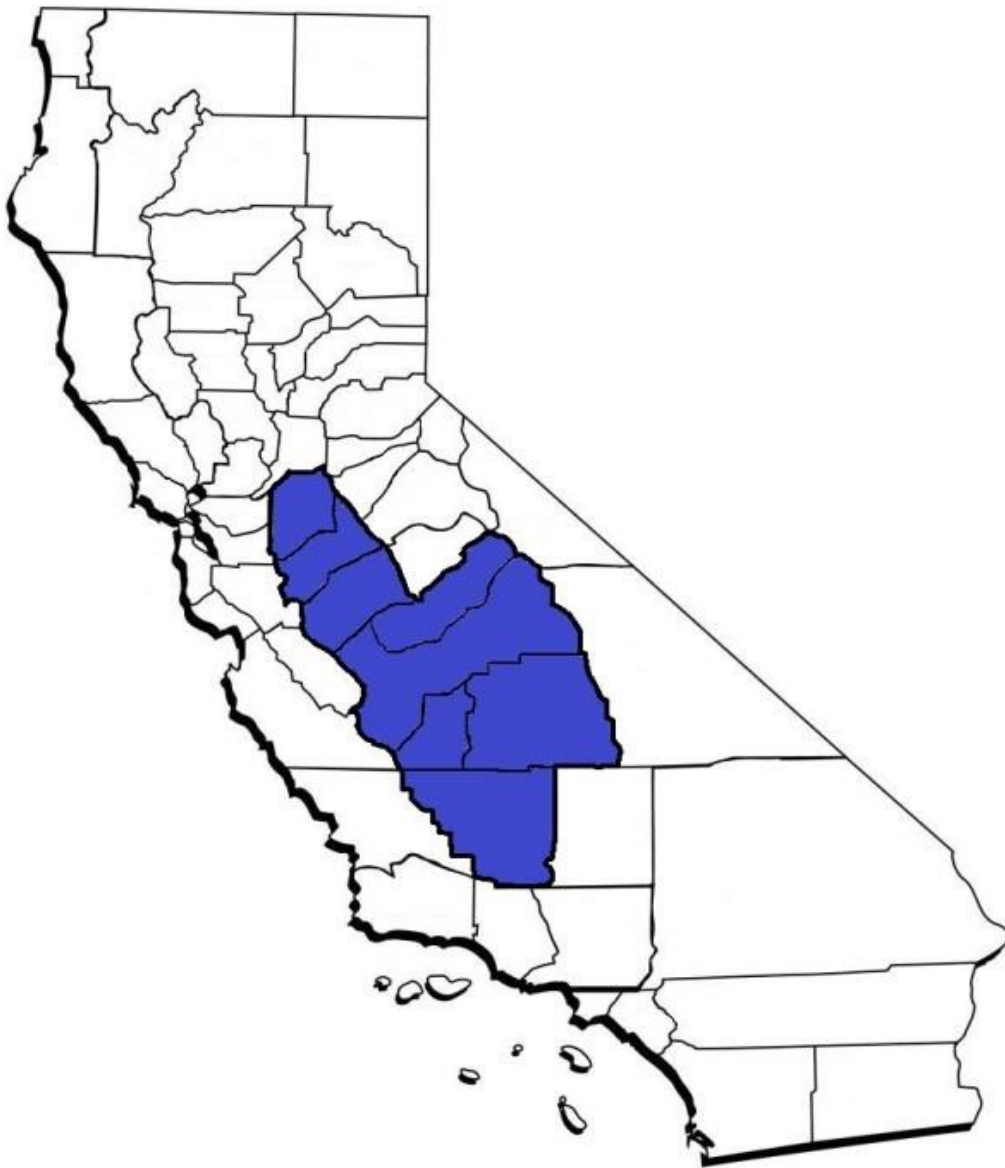
22. Email:

Signature of Signing Authority approving submittal of application:

Attachment 2

Fireplace & Woodstove Change-Out Program: San Joaquin Valley Air Basin (SJVAB) Map

The SJVAB consists of the San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, and Tulare counties, and the Valley portion of Kern County.



Attachment 3

Fireplace & Woodstove Change-Out Retailer: Application Checklist

Please submit a **complete** application packet for consideration. District staff may contact you if your application is incomplete. A complete application packet includes the following items:

- Completed **Fireplace & Woodstove Change-Out Program: Application** (Attachment 1), no required fields may be left blank.
- A copy of a valid **business license** for city/county in which the retailer is physically located. In such cases where the retailer cannot supply a copy of a valid business license, at its discretion, the District may provide allowances for the retailer to submit proper alternative documentation in lieu of the business license.
- Copy of a valid Certificate of Liability **Insurance** (ACORD Form) for the retailer which identifies coverage in the amounts as follows:
 - General liability insurance with a combined single limit with minimum limits of coverage in the amount of \$2 million per occurrence; and
 - Automobile liability insurance which covers bodily injury and property damage with a combined single limit with minimum limits of coverage in the amount of \$1 million per occurrence.
 - Workers compensation, as required by California law. Please provide a letter of explanation if you are not required to provide workers compensation.
 - San Joaquin Valley Air Pollution Control District identified as the Certificate Holder
 - In the Description of Operations/Locations/Vehicles field, please specify the following:
“San Joaquin Valley Air Pollution Control District is named as additional insured.”
- Completed first page of IRS **Form W-9**.
The Form can be found at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Completed **Fireplace & Woodstove Change-Out Program: Authorized Installers Form** (Attachment 4)
- Completed **Fireplace & Woodstove Change-Out Program: Authorized Employee List** (Attachment 5)

Attachment 4

Fireplace & Woodstove Change-Out Program: Authorized Installers Form

The Program requires the installation of a new device be conducted by the contracted retailer; a third-party contractor under the approval and supervision of the retailer; or by a certified technician. This form will help our team identify the appropriate party that completes the installation of new devices for your business.

Please indicate below how your business handles installations of eligible devices sold through the Fireplace & Woodstove Change-Out Program. Please check all options available to applicants.

- Our employees perform the installations for the applicants.**
- We subcontract the installation of the new devices to the qualified contractors listed below: *If additional space is needed, you may provide an attachment.***

Business Name	Contact Name	Address	Phone Number

Please Print the Name of Your Business

Signing Authority's Signature* Date

*By signing this form, I certify that this information is accurate and correct.

Attachment 5

Fireplace & Woodstove Change-Out Program: Authorized Employee List

Please provide a current list of employees that are authorized to assist and act as the main points of contact for Program-related inquiries.

As the signing authority for this Program, I am authorizing the following employee(s) to assist with each process identified below and will contact District staff should there be any changes to the information.

Retailer	Printed Name of Signing Authority	Signature of Signing Authority	Date
Program Process Identify below one or a combination of the following per Employee: Application/Voucher/Claim/DVF	Employee Name	For Filing: Signature of Authorized Employee for Claim and/or DVF only (as identified in Program Process Column)	Email
			Telephone