

Air Quality Improvement Programs
Vendor Direct Payment Agreement

OPTIONAL



- **OPTIONAL** – If approvable for the replacement or repair programs, the applicant(s) may elect to have reimbursement mailed directly to the vendor (aka installer or Borough Listed Installer), limiting the initial out-of-pocket costs to the applicant. Submittal of this form to the Borough gives the Borough permission to issue a purchase order in the name of the vendor.
- **BOROUGH LISTED INSTALLERS** – The chosen vendor must be on the Borough Listed Installer list. This is not a formal agreement between an applicant and vendor.
- **FILL OUT FORM WITH VENDOR** – Must be completed in full and signed by **BOTH** applicant and vendor. It is the **applicant’s responsibility to have this form signed by the vendor**, and to make sure it is submitted to the Air Quality office. Do not submit form without all signatures.
- **SUBMIT TO AIR QUALITY OFFICE** – Can be submitted via email at aqip@fnsb.gov, or mailed/dropped off at 3175 Peger Road, Fairbanks, AK 99709. Must be submitted before a purchase order can be created.
- **ELIGIBLE EXPENSES** – Depends on the program. See application packet for reimbursement amounts. Any non-reimbursable expenses and/or any cost above the maximum allowable amount are the applicant’s responsibility. If there are any questions about eligible expenses, it is up to either the applicant or the vendor to contact the Borough Air Quality Office **PRIOR** to the sale being finalized.
- **TAXABLE INCOME** – Any reimbursement from the Borough is considered taxable income to the applicant, and a 1099 will be issued to the applicant for tax purposes after final reimbursement has been issued.

Name of Applicant(s): _____

Physical Address: _____ Zip Code: _____

Indicate the type(s) and number of appliances to be replaced or repaired on the lines below and circle the option(s) of what it is being replaced with. If choosing “Other,” explain on the line provided.

Replace: # ___ Wood/pellet/coal heater(s) with: Gas Oil Pellet Wood Other _____

___ Wood/pellet/coal hydronic heater(s) with: Gas Oil Pellet Wood Other _____

___ Oil burning heating appliance with: Natural Gas Propane

Conversion of an existing oil burning heating appliance to: Natural Gas Propane

Repair of EPA Certified wood stove: # ___ Catalytic Converter # ___ Other Emissions-Reducing Components

Additional notes: _____

By signing below I acknowledge that I understand, accept and will abide by the program terms outlined in the application form for the program for which I have applied.

Applicant Signature: _____ Date: _____

By signing below I acknowledge that I understand that reimbursement will not be issued until after all program requirements have been met.

Authorized Vendor Signature: _____ Date: _____

Printed Name: _____ Name of Vendor: _____

The Borough is subject to the Alaska Public Records Act, AS 40.25 et seq. and this document may be subject to public disclosure under state law.