



**National Laboratory
of the Rockies**

Tribal High-Efficiency Electric Home Rebate (HEEHR) Program

Strategy Development and Application Narrative
Information Session

National Laboratory of the Rockies, Fairbanks, Alaska

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Welcome and Thank You!

On today's information session we will review the Tribal High-Efficiency Electric Home Rebate (HEEHR) Program. We will discuss how to develop a program strategy and complete the application narrative in ways that support Tribal needs and reduce administrative burden while applying and administering the program.

Please note—slides will be distributed.

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- Use of Funds
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Live Q&A



This webinar will be recorded and shared



Please mute your microphone during the presentation



Use Zoom's chat function to submit questions. All questions will be recorded

Questions and Answers

Please submit your questions using Zoom's Q&A function.

If your question is not addressed in today's Q&A session, the National Laboratory of the Rockies (NLR) will document the question and work with the U.S. Department of Energy (DOE) to respond to your inquiry.

If someone in the chat asks a question that you'd like the answer to, add a **+** sign or  in the chat to indicate you'd like to be included on the response.

Tribal High-Efficiency Electric Home Rebate Program

Tribal Home Energy Rebates

Section 50122 of the Inflation Reduction Act

Amount: \$218.5 M for Indian Tribes (by formula)

Application Deadline: **Extended to Dec. 11, 2026**

Recipients: Indian Tribes and Alaska Native Corporations

Goals: Develop, implement, and reduce the costs for residential energy efficiency and appliance upgrade projects for Tribal and Alaskan Native households.

Indian Tribes and Alaska Native Corporations may use funds to:

- ✓ Provide rebates to households, building owners, and contractors
- ✓ Work with trusted contractors and retailers to streamline rebate processing
- ✓ Verify quality installation and document home upgrades
- ✓ Help households bundle funds and financing to further reduce up-front costs.

For those who submitted previously:
You will need to resubmit your application materials to align with the new Program Notice 26-3!

DOE has allocated funds to every Indian Tribe that applies for a HEEHR program. These are **formula grants** and are **not competitive**.

Note: HEEHR was formerly called the Tribal Home Electrification and Appliance Rebate (THEAR) Program.

This slide deck is for **informational purposes only** and does not constitute the complete official program requirements as listed in the Applications and Legal Requirements Document (ALRD) and the Program Requirements and Applications Instructions (PRAI). Please refer to official program guidance documentation from DOE.

Tribal Rebates 101



Rebates can be **discounts** taken off the purchase price of an eligible item or **reimbursements** provided after the eligible home upgrade has been installed.



DOE intends to provide an allocation to every eligible Tribe that applies for funding for a Tribal HEEHR Program.



Tribes can apply:

- *As an individual Tribe
- *As a consortium with other Tribes
- *Through a third-party agent like a Tribally Designated Housing Entity (TDHE).



The rebate amount allowable depends on the income level of the home/household.



Tribes can design their program to fund upgrades for **any housing type**, including privately owned homes, Tribally managed housing, homes on Tribal trust lands, or households off-reservation.

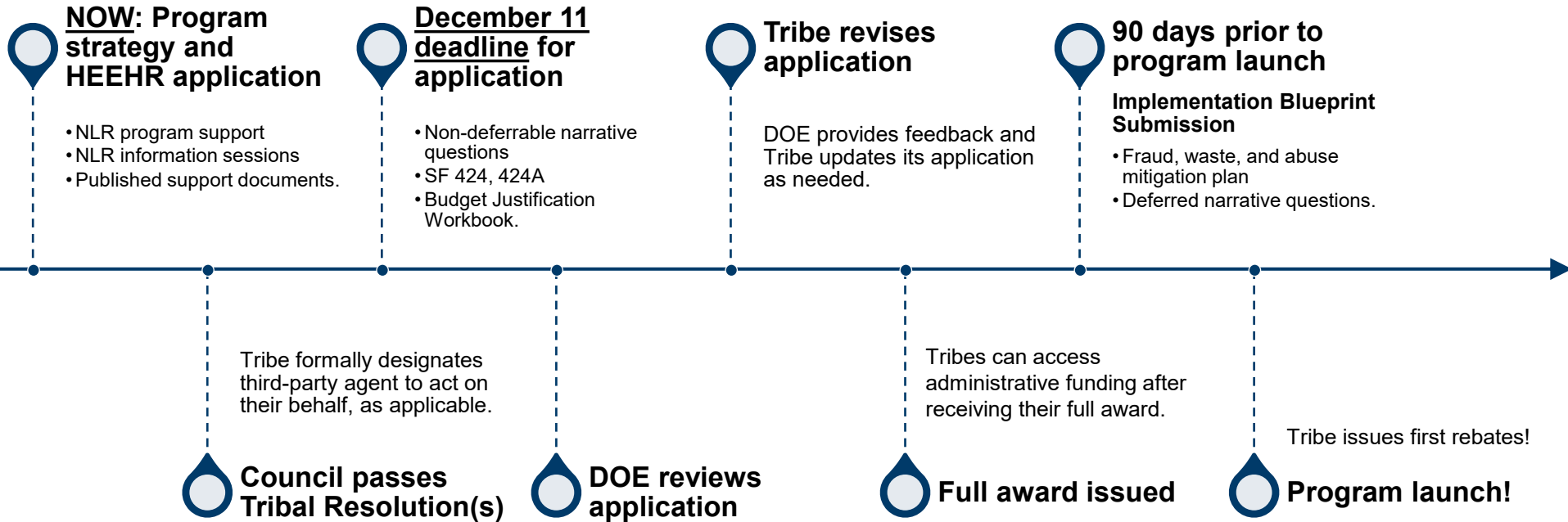


Qualified contractors installing an upgrade can apply rebates to their invoice to be reimbursed by the Tribe.



Tribes can design a rebate program that **best meets their unique local needs**.

Tribal HEEHR Timeline



Key Roles in Tribal HEEHR

Rebate Applicant

This is usually the homeowner or building owner.

This is the entity **receiving the rebate**.

If the Tribe's program is only using rebates for Tribally managed housing, this entity may be the Tribe or the TDHE that receives the rebate.

Program Implementer

This is the entity implementing or administering the program.

This could be the Tribe/Alaska Native Corporation, the lead Tribe of a consortium, a TDHE, or a different third-party agent authorized by the Tribe to apply for and administer the program.

Qualified Contractor

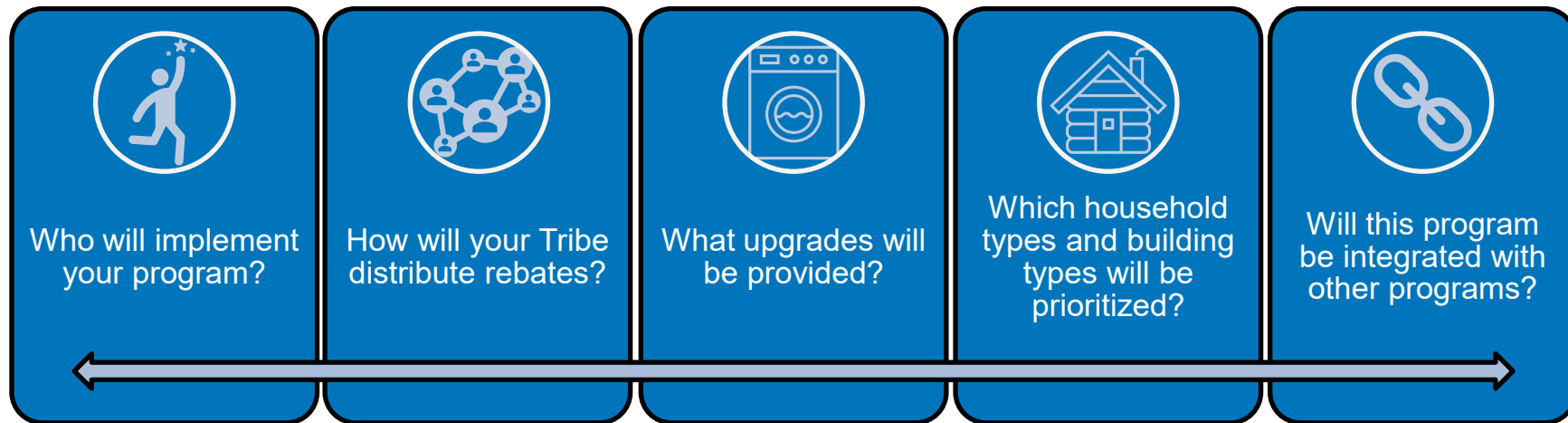
This entity that is installing the equipment eligible for a rebate.

Through its Fraud, Waste, and Abuse Mitigation Plan, the Tribe must list criteria through which installers may become "qualified contractors" to complete home upgrades eligible for rebates.

These "qualified contractors" may also be staff from the TDHE, Tribal housing department, or maintenance department, so long as they meet the qualifications set forth by the Tribe.

Developing a Tribal HEEHR Program Strategy

Strategy Development



Rebate Program Strategy Objectives:

- ✓ Align with local energy and housing needs
- ✓ Meet DOE requirements
- ✓ Support Tribal workforces without unnecessary administrative burdens
- ✓ Align with existing or planned programs.



Who Will Implement the Program?

Tribes may:

- ☐ Administer the program themselves
- ☐ Designate a TDHE to administer the program
- ☐ Designate an outside third party to administer the program on their behalf
- ☐ Join a Consortium and designate a lead Tribe to administer on their behalf, reducing administrative burden of member Tribes and pooling resources.

What aspects of my application does this impact?

- Administrative and rebate costs: staffing (personnel, fringe), indirect, contractual*
- Entity responsible for meeting program requirements*
 - Income verification, data collection and reporting, program monitoring, fraud, waste, and abuse mitigation procedures, etc.

What may factor into this decision?



Total allocation amount



Complexity of planned program or offerings



Existing relationships within consortia, Alaska Native Corporations, with TDHEs, or rebate implementation partner organizations.

*See: **Questions 1 and 2** in the application narrative, as who implements your program will impact the use of your funds. Identifying your program implementer is required across narrative questions.



How Will You Distribute Rebates?

Tribes may:

- ☐ Offer rebates as part of an invoice*
- ☐ Offer mail-in rebates**
- ☐ Offer rebates at point of sale with retail partners*
- ☐ Decide which method will be used to provide data elements to DOE for each project that receives rebates
 - ☐ Federally provided systems
 - ☐ DOE-provided spreadsheet.

What aspects of my program or application does this impact?

- How a Tribe processes claims and ensures reimbursement
- Whether the Tribe or its implementer is able to generate coupons for participating retailers
- What documentation the Tribe requires for processing
- Using federally provided systems via the API means that data elements are reported in accordance with the **state and territory data guidance** (as there is not a Tribal specific API).

*See: **Question 16** to describe what systems the program will implement to effectively process rebates.

See: **Question 17 to describe how the Tribe will implement mail-in rebates.

Additionally, see **Question 18** to describe how rebates will be processed within the Tribally specified time limit.



What Upgrades and Building Types Will Be Supported?

Tribes may:

- ☐ Offer rebates for only a subset of eligible technologies*
- ☐ Offer rebates for only a subset of eligible housing/building types
 - ☐ Single-family and/or multifamily housing units
 - ☐ Tribally managed housing
 - ☐ Housing on or off reservation
 - ☐ New constructions
 - ☐ Other specific housing types as determined by the Tribe, e.g., elder housing.

What aspects of my program or application does these decisions impact?

- Selection process for eligible dwelling units (application, Tribally selected, new subdivision, elder housing, etc.)
- Projects eligible for rebates and contractor incentives.

What may factor into these decisions?

-  Local housing needs and geography and climate
-  Age, condition, occupancy of local housing stocks
-  Income or needs-based considerations of occupants
-  Qualifications of local contractors, Tribal housing or maintenance staff.

*See: **Question 5** to select eligible technologies and their maximum rebate, if different from the federal max, and **Question 7** to determine incentives for these installations. See **Question 13** for new constructions, **14 and 15** if selecting heat pump or ventilation upgrades, and **19 and 20** to determine categorical eligibility for single-family and multifamily dwelling units

Questions and Answers

Q: The Tribe's managed Elder Housing units, which are only for low-income residents, have been identified as needing upgrades. Can the Tribe upgrade these units without requiring the residents to apply for the program, or must the Tribe include additional housing types as long as they are eligible?

A: *The Tribe may restrict their program to just elder housing units, based on their understanding of local needs and priorities. The Tribe may elect to not conduct an application process, though they must prove that all of the elder housing units only serve low-income residents. Tribes may consider providing written notice in advance of the work to be completed.*



Will This Program Be Integrated With Other Programs?

Tribes may:

- ☐ Integrate their HEEHR program with other existing programs administered by the Tribe
 - ☐ Indian Housing Block Grant
 - ☐ Energy Efficiency and Conservation Block Grant (EECBG)
 - ☐ Ongoing technical assistance funded through other means
 - ☐ Office of Indian Energy Technical Assistance*
 - ☐ Other existing programs.

What aspects of my program or application does this impact?

- Resource braiding may support broader energy and cost savings for participating households
- Program design to allow for effective combination of funding sources, including through existing programs:
 - Data collection and reporting systems
 - Program outreach, staff responsibilities, etc.
- A rebate provided under this program may **NOT** be combined with other federal grants or rebates to pay for the same specific upgrade.

The Application Narrative

Sample Narrative Guidance

DOE and NLR have compiled sample responses to the sample narrative questions to support Tribes in their application process!

- Review existing sample language.
- Some questions can be deferred to your “implementation blueprint.” This implementation blueprint is due 90 days before you intend to first issue rebates.
- **[RED]** language indicates the Tribe must input custom language.
 - **Program Implementer:** The Tribe or third party.
 - **Funds for administrative or rebate delivery activities.**
 - **Specific process, procedure, or standard.**
- **BLUE** language is sample language. Tribes can use this language verbatim if it applies to the Tribe's program or delete or modify the language so that it fits their program.

Example Sample Response, Question 1

- [ENTER NAME OF TRIBE/CONSORTIUM LEAD OR THIRD-PARTY AGENT THAT WILL ADMINISTER THE PROGRAM] will administer the program over the life cycle of the Grant. Per the 424, 424A, and Budget Justification Workbook, the Tribe plans to use **administrative funds** to cover the following types of activities, for a total administrative funds budget of [ENTER NUMBER: \$X] (see also 1a for annual costs):
 - Tribal program staff [ENTER TOTAL \$X]
 - The Tribe plans to hire or pay for [ENTER NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES (FTEs)] full-time staff members or FTEs to support this program. Some of the paid Tribal staff will also split their time between this program and other programs. Our accounting systems can separately track these different funding sources and internal policies are in place to ensure the time is accurately tracked.
 - ~~Development and maintenance of tools and systems for program administration, including websites, applications, rebate processing, and reporting [ENTER TOTAL \$X]~~
 - ~~The Tribe plans to fund a program implementation contractor or a separate qualified entity to develop user interfaces and systems for households, contractors, and others to use to apply for rebates, submit required documentation, etc., including income verification. In addition, the Tribe plans to fund the implementation contractor or other qualified entity to submit the required rebate transaction reporting data to DOE on a semiannual basis.~~
 - [TRIBES ARE NOT REQUIRED TO USE A PROGRAM IMPLEMENTATION CONTRACTOR OR OTHER PARTNER. IF YOUR TRIBE PLANS TO ADMINISTER THE PROGRAM THROUGH A TRIBAL GOVERNMENT AGENCY, PLEASE DESCRIBE HOW THE AGENCY WILL USE THIS FUNDING FOR PROGRAM ADMINISTRATION, DEVELOPING HOUSEHOLD APPLICATION MATERIALS, REBATE PROCESSING, AND FULFILLING DOE REPORTING REQUIREMENTS.]
- Specify who will be administering the program.
- Specify the planned budget for each activity, as it appears in the Budget Justification Workbook.
- Delete sample language for activities the Tribe does not plan to support.
- If additional processes apply to your program, add descriptions.

Use of Funds

PRAI Section 3.1.1

See Questions 1 and 2 in the Application Narrative



Use of Funds

The Tribal HEEHR Program allocates funds for **administrative costs** and **rebate funds**.



Administrative Costs

A maximum of 20% of a Tribe's allocation can be used to cover costs to administer the program, including but not limited to:

- Program design and planning
- Program staff support
- Contractor training, if necessary.



Rebate Funds

A minimum of 80% of a Tribe's allocation must be used to cover:

- Rebates (reimbursement or discounts) for eligible upgrades
- Optional activities directly related to the delivery of rebates, including but not limited to:
 - Equipment, tools, or procedures to assess homes
 - Contractor incentives
 - Travel expenses for contractors
 - Shipping costs, warranties, or accessories necessary for base installation and operation
 - Appropriate state, local, or Tribal taxes.



Uses of Administrative Funds: Question 1

Tribal program staff

- Personnel to administer the program OR provide oversight to outside implementer.

Development of support tools

- Develop websites or application materials.

Implementation activities

- Reserve funds to support data review and reporting or Tribal oversight of service providers.

Fraud, waste, and abuse mitigation functions

- Develop installation standards, resolution procedures, or methods of continuous improvement.

Program monitoring and audits

- Reserve funds to support the overseeing of contractors, responding to federal or Tribal inquiries.

Program planning, design, and implementation

- Support the design and delivery of an effective program
- Marketing, education, outreach
- Contractor training
- Technical assistance.

Program Requirements, at a Glance:

- Question 1 must list all of the activities that the Tribe will fund using administrative funds, which can account for **no more than 20% of the Tribe's total allocation**.
- Only consider allowable uses of admin funds.
- The funds listed in Question 1 should match the costs listed in your Budget Justification Workbook.
- Data reporting occurs **semiannually**.
- All Tribes are required to develop Fraud, Waste, and Abuse Mitigation Plans prior to the launch of their programs that incorporate at least sections of **data review and virtual inspections**. This includes recording post-install photos and verification that installed upgrades align with rebated products.

Program Design:

- Identify which of these **optional allowable activities** to include in your narrative.
- Consider your plan to meet program requirements including Fraud, Waste, and Abuse Mitigation Plans and data reporting and consider what activities can best support your staff within your allocation.
- **Program planning and monitoring may be more applicable for larger programs.**



Uses of Administrative Funds: Example

Tribal program staff

- Personnel to administer the program OR provide oversight to outside implementer.

Development of support tools

- Develop websites or application materials.

Implementation activities

- Reserve funds to support data review and reporting or Tribal oversight of service providers.

Fraud, waste, and abuse mitigation functions

- Develop installation standards, resolution procedures, or methods of continuous improvement.

Program monitoring and audits

- Reserve funds to support the overseeing of contractors, responding to federal or Tribal inquiries.

Program planning, design, and implementation

- Support the design and delivery of an effective program
 - Marketing, education, outreach
 - Contractor training
 - Technical assistance.

EXAMPLE:

Consider a Tribe with a small allocation, targeting upgrades for 15 homes. This is the Tribe's first time administering a federal formula-funded program.

- Support two Tribal staff members: grant manager and Tribal administrator. The program will support 20% of their time over the first year. They've decided that fraud, waste, and abuse mitigation functions will be funded as part of their planned management time.
- Since it is the Tribe's first time meeting these program requirements, they've elected to support additional budget for implementation activities. They may decide to pursue a small subcontract with professional rebate processing services to guide them.
- Since the Tribe is only pursuing upgrades on Tribally managed housing, they do not need to develop a website or application materials for residents.

Frequently Asked Questions

Q: My Tribe has a small allocation and only plans on administering rebates to less than 20 homes. Are we required to use 20% of our allocation for staffing?

A: *No, Tribes can use less than 20% of the allocation for administrative costs. For Tribes with small allocations, administrative costs may not be needed to fulfill grant reporting requirements if a Tribe can fund Tribal staff time through another funding source.*



Uses of Rebate Funds: Question 2

Rebates for allowable products

- How many homes or dwelling units do you plan to include in your program?
- Will the Tribe limit the technologies or rebate amounts?

Installation incentives for allowable products

- Will third-party qualified contractors be completing the installation for some/all products?

Project-related activities

Will the Tribe fund additional activities to support rebate delivery?

- Home assessments and estimating savings
- Quality control
- Customer service support
- Fraud, waste, and abuse mitigation functions including feedback, project verification, inspections
- Income eligibility verification
- Integration with existing programs
- Travel expenses for qualified installation contractors and shipping costs for qualified products.

Program Requirements, at a Glance:

- Question 2 must list all of the activities that the Tribe will fund using **rebate funds**, which can be divided into rebates for allowable products, installation incentives, and project-related activities.
- The funds listed in Question 2 should match the costs listed in your Budget Justification Workbook.
- An eligible entity representative (e.g., a third-party installer) that performs the installation of a qualified project **shall receive** an incentive payment.

Program Design:

- Review allowable project-related activities: Would any support rebate delivery?
- Consider shipping costs or travel expenses for contractors based on your local area.



Rebate Conditions: Question 5

Tribes administering a HEEHR Program must provide rebates consistent with these requirements and limitations:

Maximum Rebate Per Qualified Product	
Electric heat pump HVAC system	Up to \$8,000
Electric heat pump water heater	Up to \$1,750
Electric stove, cooktop, range, or oven	Up to \$840
Electric heat pump clothes dryer	Up to \$840
Electric load service center upgrade	Up to \$4,000
Insulation, air sealing, and ventilation	Up to \$1,600
Electric wiring upgrades	Up to \$2,500
Total rebates cannot exceed \$14,000 per dwelling unit	

Following the maximum rebate amounts noted in the chart, rebates can cover:

- Up to **full qualified project costs of upgrades for low-income households** (less than 80% Area Median Income [AMI]*)
- Up to **half of qualified project costs of upgrades for moderate-income households** (80%–150% AMI*)
- Households with incomes greater than 150% AMI are not eligible.

Maximum rebate for individual technologies

Maximum rebate per dwelling unit



Rebate Conditions: Example

~~[CHOOSE ONE:]~~

~~(a) The Tribe will use the maximum rebate amounts allowed by the federal law (as defined in the table below).~~

[OR]

(a) Below are the maximum rebate amounts and maximum percentage of costs that the Tribe will apply:

Maximum Rebate Per Qualified Product

Electric heat pump HVAC system	\$8,000
Electric heat pump water heater	~~\$1,750~~ \$0
Electric stove, cooktop, range, or oven	~~\$840~~ \$0
Electric heat pump clothes dryer	~~\$840~~ \$0
Electric load service center upgrade	\$4,000
Insulation, air sealing, and ventilation	\$1,600
Electric wiring upgrades	\$2,500

Total rebates cannot exceed \$14,000 per dwelling unit

Tribes can choose to **offer rebates only for certain technologies from the list to meet their local needs.**

EXAMPLE:

- The Tribe wants to ensure upgrades for *all* the housing it manages.
- These homes have **limited electric panels** and wiring runs. **A major goal** is to ensure these homes are safe and accommodate resident's electrical loads.
- The **cold climate** of the region also results in high energy costs for residents.
- To support their Tribally managed housing the Tribe has decided to:
 - **Limit rebate offerings** to target all Tribally managed housing. See the selection of text in the box above to support this effort in Question 5.
 - Focus on electric wiring and panels first.
 - Focus on weatherization and heating upgrades (as rebate funds allow).



Installation Incentives: Question 7

Program Requirements, at a Glance:

- Products installed by qualified governmental, commercial, or nonprofit entities shall receive incentive payments.
- Incentives cannot exceed **\$500 total per project**.
- In Question 7, Tribes must list the incentives they will offer installation contractors in the table shown to the left.
- The installation incentives are a rebate delivery and should be reflected in the budget justification workbook and Question 2.

Qualifying Activity	Incentive Proposed by Tribe
Installation of electric heat pump water heaters per dwelling unit	
Installation of electric heat pumps for space heating and cooling per dwelling unit – ducted	
Installation of electric heat pumps for space heating and cooling per dwelling unit – non-ducted	
Installation of electric stove, cooktop, range, or oven per dwelling unit	
Installation of electric heat pump clothes dryer or combination heat pump washer and dryer per dwelling unit	
Installation of electric load service center per dwelling unit	
Installation of insulation per dwelling unit	
Installation of air sealing and materials to improve ventilation per dwelling unit	
Installation of electric wiring per dwelling unit	
Maximum incentive per dwelling unit	



Installation Incentives: Example

Below are the installation **incentive** amounts the Tribe will apply. [ENTER \$ AMOUNTS IN RIGHT COLUMN OF THE FOLLOWING TABLE.]

Qualifying Activity	Incentive Proposed by Tribe
Installation of electric heat pump water heaters per dwelling unit	\$0
Installation of electric heat pumps for space heating and cooling per dwelling unit – ducted	\$0
Installation of electric heat pumps for space heating and cooling per dwelling unit – non-ducted	\$0
Installation of electric stove, cooktop, range, or oven per dwelling unit	\$0
Installation of electric heat pump clothes dryer or combination heat pump washer and dryer per dwelling unit	\$0
Installation of electric load service center per dwelling unit	\$100
Installation of insulation per dwelling unit	\$100
Installation of air sealing and materials to improve ventilation per dwelling unit	\$50
Installation of electric wiring per dwelling unit	\$150
Maximum incentive per dwelling unit	\$400

Program Design:

Be sure to budget ahead for incentive costs. These are direct project costs.

Example:

Aligning with our answer from Question 5, this Tribe will only provide incentives for allowable upgrades.

Qualified Electrification Projects and Processing Rebates

PRAI Section 3.1.4

Narrative Questions 10-16



Verifying Qualified Projects

Question 10

- Confirm that the Tribe is only supporting rebates for allowable products.
- Confirm that the Tribe is only supporting rebates for eligible single-family or multifamily homes.

Question 11

- Confirm that the Tribe requires rebate products to be ENERGY STAR certified.
- The Tribe may request an alternative standard or approach if ENERGY STAR certifications do not exist or are not appropriate.

Question 13

- For new constructions only: Confirm operational and cost-effectiveness.



Verifying Qualified Projects

Question 14

- For Programs Supporting **Heat Pumps:**
 - Specify levels of insulation and air sealing at which the Tribe would require home to also receive insulation/air sealing upgrades.

Question 15

- For Programs Supporting **Ventilation Upgrades:**
 - Describe how the Tribe will verify projects are eligible for rebates **ONLY** in homes also receiving air sealing services or that have low air leakage.



*Unsure of what insulation and air sealing levels are appropriate for your geographical region?
Reach out to tribalrebates@nlr.gov to get support from building experts!*



Documenting Installations: Question 6

Program Requirements, at a Glance:

- If a qualified installation contractor or eligible entity representative is completing an installation, the Tribe must specify what documentation they will require of the installation contractor.
- Program Requirements, Appendix B contains the data requirements guide, identifying all information Tribes must collect and report.
- For any *new* installation, eligible entity representatives are required to deduct the total eligible rebate amount from the total project cost prior to calculating the final cost to the resident.
- Tribes **must** retain a signed attestation by the homeowner or contractor that the appliance did not exist in the home.

Program Design:

- Consider data collection and reporting requirements: What documentation best supports the Tribes reporting needs?
- What additional data may the Tribe need/want to record but not report?
- If the Tribe is administering the program and installing rebates, consider how work orders may be processed and what additional information may be required.

- The specific work performed
- The address where the work was performed
- The name and contact information for the contractor(s) performing the work
- The date on which the work was completed
- Product descriptions and model numbers, air-conditioning, heating, and refrigeration (AHRI) reference numbers, or universal product codes (UPC) for all rebated equipment
- Line-item costs of rebated equipment and materials
- Line-item costs for any audits, inspections, testing, and/or modeling
- Labor costs of the specific work performed
- The total project cost prior to the rebate, the rebate amount, and the remaining project cost
- Other project costs necessary for the base installation if applicable (e.g., permitting, shipping, warranties, contractor travel costs, and/or accessories necessary for installation and operation)
- Appropriate Tribal, local, and/or state taxes
- Other items as deemed necessary by the Tribe.





Documenting Installations: Question 6

Describe the documentation requirements related to project costs from eligible entities and eligible entity representatives.

[RESPONSE SHOULD DESCRIBE THE PROJECT COST DOCUMENTATION REQUIREMENTS FOR ELIGIBLE ENTITIES AND ELIGIBLE ENTITY REPRESENTATIVES, INCLUDING BUT NOT LIMITED TO:

PROJECT INVOICE, FINAL PROJECT COST, EQUIPMENT AND MATERIALS COST, INSTALLATION COSTS]

For each project, the contractor or eligible entity representative must provide an invoice with the following information:

- The specific work performed
- The address where the work was performed
- The name and contact information for the contractor(s) performing the work
- The date on which the work was completed
- Product descriptions and model numbers, air-conditioning, heating, and refrigeration (AHRI) reference numbers, or universal product codes (UPC) for all rebated equipment
- Line-item costs of rebated equipment and materials
- Line-item costs for any audits, inspections, testing, and/or modeling
- Labor costs of the specific work performed
- The total project cost prior to the rebate, the rebate amount, and the remaining project cost
- Other project costs necessary for the base installation if applicable (e.g., permitting, shipping, warranties, contractor travel costs, and/or accessories necessary for installation and operation)
- Appropriate Tribal, local, and/or state taxes
- Other items as deemed necessary by the Tribe.



Processing Rebates

Tribes must describe how their rebate processing systems will:

- Allow for rebate processing within the Tribally specified timeline
- Ensure that rebates can be processed as part of an invoice or point of sale
- Report required data elements to DOE regularly.

Program Design:

- When considering what documentation to require and what systems to implement, consider the tables in the appendix of this slide deck to identify required data elements.
- Consider what data elements will come from specific program documentation like invoices, household applicants, etc.
- Consider what systems allow Tribes to retain vs. report required data elements.

Methods of sending data to DOE:

1. Regularly submitted a DOE-provided spreadsheet (coming soon!)
2. Link to DOE's API in real time
3. Link to DOE's API after the fact.

Note: If using the API, the Tribe is agreeing to report data elements in accordance with the state and territory data requirements. There is no Tribal specific real-time connection.



Processing Rebates: Question 16

Describe what types of systems will be put into place to allow effective processing of rebates, including ensuring the ability to apply rebates at point of sale and/or as part of an invoice. Confirm that the system will link to the DOE's federal database through regular data submissions.

- [RESPONSE SHOULD DESCRIBE THE SYSTEMS TO BE PUT IN PLACE TO ALLOW EFFECTIVE PROCESSING OF REBATES. TRIBES SHOULD INCLUDE THE FOLLOWING INFORMATION IN THEIR RESPONSE:
 - DESCRIPTION OF SYSTEMS USED TO PROCESS REBATES
 - HOW THEY WILL ENSURE ABILITY TO APPLY REBATES AS PART OF INVOICE
 - CLARITY ON DETAILS FOR REBATE ISSUANCE AND INVOICING
 - HOW TRIBE WILL BE SENDING DATA TO DOE (E.G., DOE-PROVIDED SPREADSHEET, REPORTING VIA API, OR OTHER APPROVED PROCESS)]

When a rebate request is submitted by a qualified contractor/installer, the Tribe or its program implementation contractor will review the rebate request submission to ensure it has all the required data points and proper documentation, and that all program requirements are met (e.g., proof-of-income at the correct income level, first time appliance purchase, etc.).

They will notify the applicant of the approval to proceed with the project and the available rebate amount.

Upon project completion **the contractor/installer will apply the rebate to the customer invoice** and will then utilize the rebate system to document all the necessary data and documentation (invoices, photographs, etc.) details of the installed product and costs. After the rebate processor confirms all requirements were met, they will **execute a request to the payment processing system to issue a payment to the qualified contractor**. The Tribe's rebate processing system will provide all the required rebate transaction data to DOE via [IDENTIFY THE REPORTING SELECTION CHECKED ABOVE], which will be submitted to DOE every six months during semiannual reporting.

If you are using a program implementer: consider what the request for proposal (RFP) process will look like to ensure your implementer has the required qualifications to process rebates.

Verifying Income Eligibility, Data Reporting, and Requirements

PRAI Section 3.1.7 Verify Income Eligibility

Narrative Questions 19–28

PRAI Section 3.1.6 Rebate Processing

Narrative Questions 16–18

PRAI Section 3.1.8 & Appendix B: Data Reporting and Requirements

Narrative Questions 16, 22, and 29

Understanding Income Requirements

Single-Family

- Income is less than 80% AMI, OR
- Income is between 80%–150% AMI

Multi-Family

- At least 50% of the units have incomes less than 80% AMI, OR
- At least 50% of the units have incomes less than 150% AMI

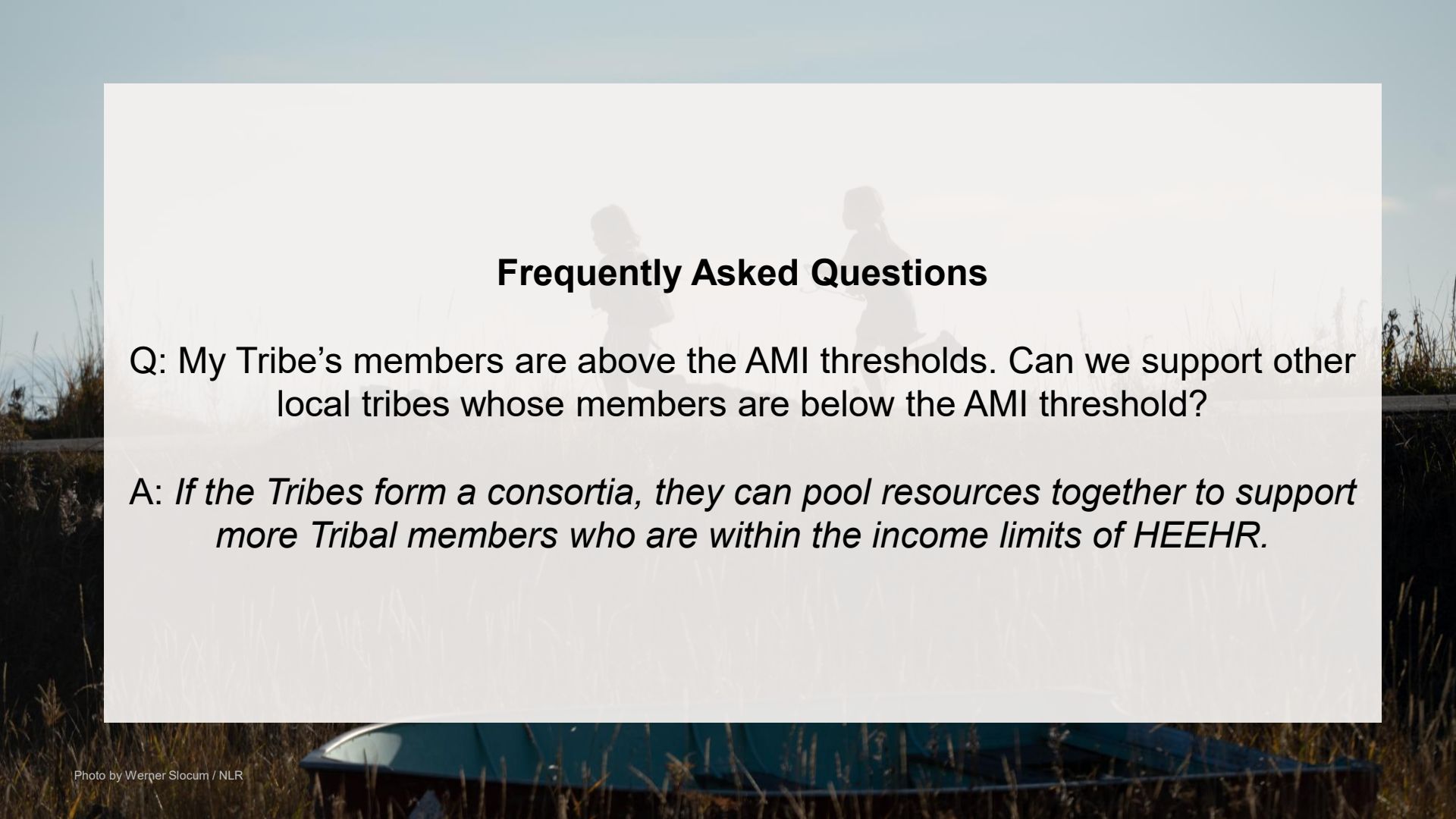
AMI is reported by the Department of Housing and Urban Development (HUD).

Tribes are also required to confirm that their intake system will compare household income to the AMI values associated with the household's size and location.

Where feasible, Tribes should apply up-to-date AMI data and make this information available to claimants. This can be accomplished through DOE's API, but Tribes can propose alternative methods in **Question 22**.

For Tribes NOT using the API, options for keeping AMI levels up to date include:

- ✓ Using an existing address lookup service that utilizes the same published AMI tables that DOE uses from HUD.
- ✓ Ensuring any lookup service corresponds to the number of household occupants and the address where rebates are applied.

The background of the slide is a photograph of two people sitting on a boat in a field of tall grass. The image is faded and serves as a backdrop for the text.

Frequently Asked Questions

Q: My Tribe's members are above the AMI thresholds. Can we support other local tribes whose members are below the AMI threshold?

A: If the Tribes form a consortia, they can pool resources together to support more Tribal members who are within the income limits of HEEHR.

Methods for Income Verification

- ✓ Documentation of household income
- ✓ Documentation of enrollment in a prequalifying program
- ✓ Self-attestation of enrollment in a prequalifying program
- ✓ Self-attestation of income level for initial application, with additional verification by another method prior to issuing the rebate.



Self-attestation: Applicant/homeowner/building owner declares their income level as true and correct. May be used when traditional documentation is unavailable at time of initial application.



Prequalifying Program/Categorical Eligibility: If the household meets income requirements under another Tribe or federal program with income qualification thresholds at least as stringent as HEEHR, documentation of self-attestation of their enrollment may be used to verify income.



If proposing self-attestation without categorical eligibility, Tribes must verify **all rebate applications** using self-attestation of income eligibility before issuing a rebate. In cases of emergency replacements, Tribes may verify income after a rebate has been issued.

Frequently Asked Questions

Q: I want to allow self-attestation of income level for initial applications, but how can we verify income of all applicants before the rebate payment is issued?

A: Tribes may consider having a variety of income verification methods available, including calls to employers, verification of enrollment in a prequalifying program, or using a third-party income verification vendor. Tribes may also consider limiting the use of self-attestation of income level to just emergency replacements to reduce the volume of verification required while still allowing flexibility within their program.

Categorical Eligibility

A household enrolled in **any of** the following programs can be determined to meet the HEEHR income requirements. Other programs with income qualification thresholds as least as stringent can be used for categorical eligibility.



Low Income Home Energy Assistance Program (LIHEAP)



Medicaid



Supplemental Nutrition Assistance Program (SNAP)



Head Start



Lifeline Support for Affordable Communications (Lifeline)



Food Distribution Program on Indian Reservations (FDPIR)



National School Lunch Program – Free (NSLP)



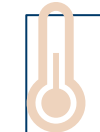
Housing Improvement Program (HIP)



Housing Opportunities for Persons with AIDS



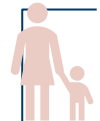
Supplemental Security Income (SSI)



Weatherization Assistance Program (WAP)



Indian Housing Block Grant



Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)



Verified government or nonprofit program serving Asset Limited Income Constrained Employed (ALICE) persons or households

Resources and Program Support

Program Support and Submitting Inquiries

NLR can offer one-on-one support to Tribes developing applications for the HEEHR program. **Please email tribalrebates@nlr.gov with questions and support requests.**



Identify Needs

Identify a new question or need and verify it has not been answered in available materials including the Program Notice, PRAI, ALRD, Narrative Template, and any published Q&A.



Request Support

Ask questions and request support on the following topics (or others):

- ✓ Program requirements and compliance
- ✓ Program application support
- ✓ Program design considerations to align with Tribal priorities and needs
- ✓ Workforce development considerations
- ✓ Stacking and braiding funds
- ✓ Consortia.



Receive Support

NLR will work with Tribes as quickly as possible to provide support and answer questions.

NLR will also loop in your DOE Project Officer as needed for questions related to award administration.

Please note that [Program Notice 26-3](#) and the latest versions of the PRAI and ALRD are authoritative sources and take precedence over any statements made during this webinar.

Support Materials

We encourage you to review Program Notice 26-3 and the other existing program requirements. We plan to provide the following documents to support the development and launch of Tribal programs:



Additional support materials available:

- Updated Narrative Template and Sample Responses
- Updated Application Checklist
- Program Requirements Cross-Walk Document
- COMING SOON: Updated Budget Justification Workbook
- COMING SOON: New Fraud, Waste, and Abuse Mitigation Plan Template and Sample Responses
- COMING SOON: Frequently Asked Questions.



Program Documentation

- ALRD
- PRAI and Data Requirements Guide
- Other support documents, as applicable.

tribalrebates@nlr.gov



Q&A

Please submit your questions!

If your question is not addressed today, keep an eye out for an email from tribalrebates@nlr.gov and our monthly FAQ to be published and distributed soon!

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Thank you

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