National Laboratory of the Rockies

Budget Justification Workbook Development for the Tribal High-Efficiency Electric Home Rebate Program

National Laboratory of the Rockies (NLR)

Oct. 19, 2026

Welcome and Thank You!

On today's information session we will review the U.S. Department of Energy's Tribal High-Efficiency Electric Home Rebate (HEEHR) Program. We will discuss how to develop a budget justification workbook that aligns with your program design and needs, as well as how to ensure your budget matches other required application materials.

Please note: slides will be distributed.

01	02	03	04	05
Program Overview and Application Strategy	Budget Justification Workbook Overview	Budget Walkthrough	Other Application Submission Materials	Live Q&A



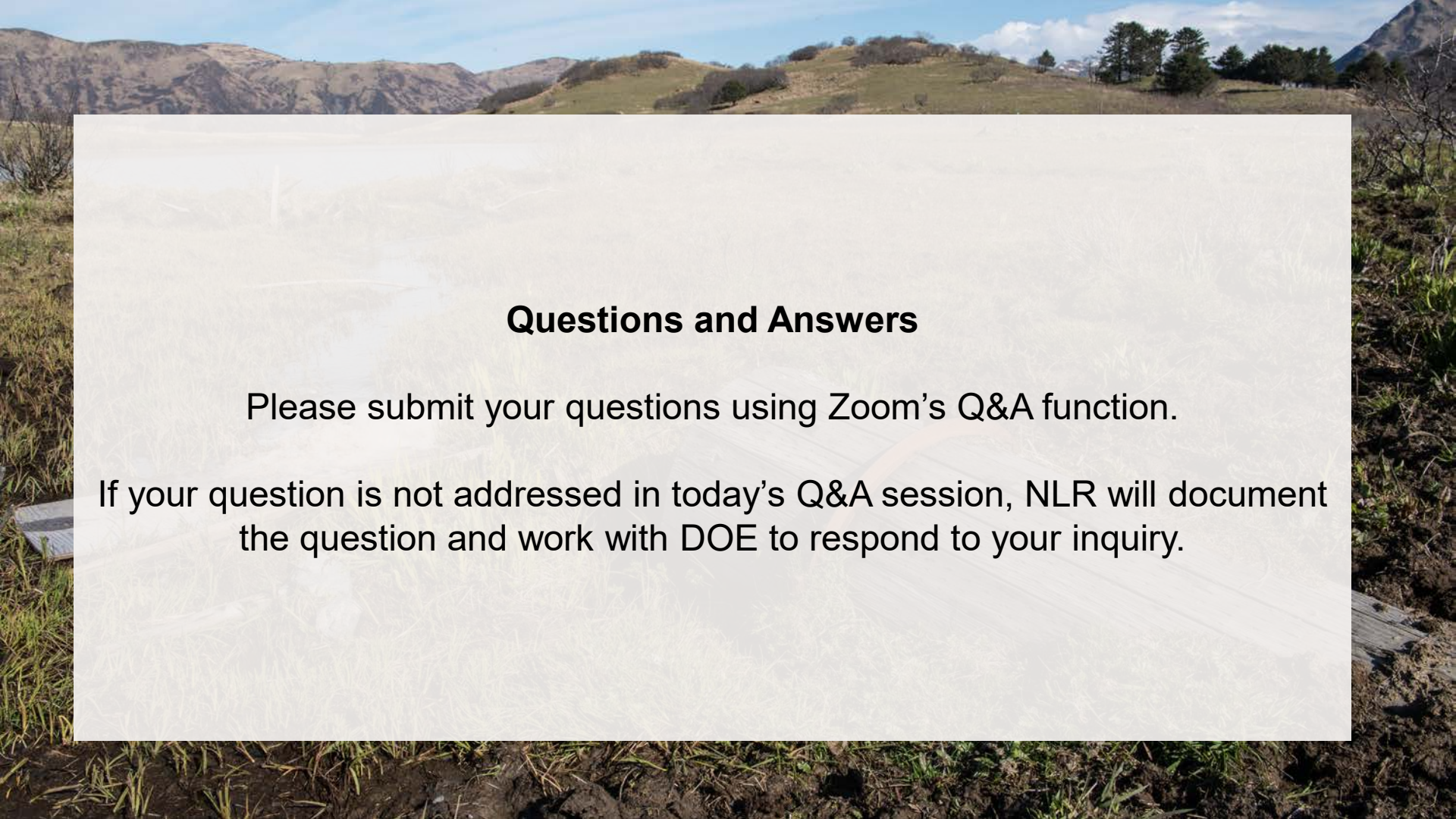
This webinar will be recorded and shared.



Please mute your microphone during the presentation.



Use Zoom's Q&A 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, NLR will document the question and work with DOE to respond to your inquiry.

Tribal High-Efficiency Electric Home Rebate Program

Tribal Home Energy Rebates

Section 50122 of the Inflation Reduction Act

Amount: $218.5 million 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.

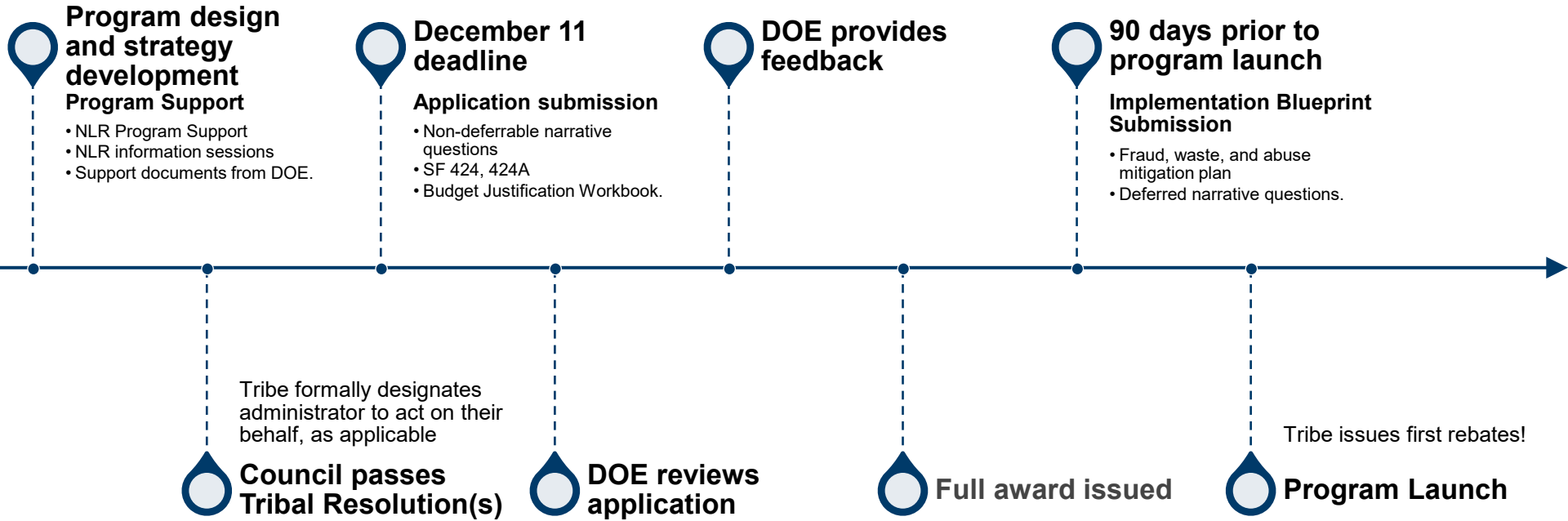
Indian Tribes and Alaska Native Corporations may use funds to:

- ✓ 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.

DOE has allocated funds to every Indian Tribe that applies for and is approved to administer a HEEHR program. These are **formula grants** and are **not competitive**.
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 and the Program Requirements and Applications Instruction Document. Please refer to official program guidance documentation from DOE.

HEEHR Timeline

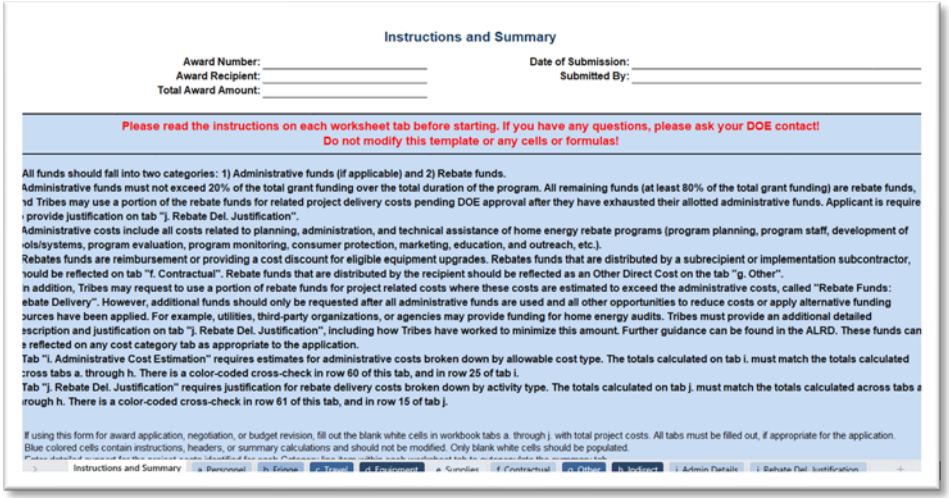


Budget Justification Workbook (BJW) Overview

Budget Cost Categories:

- Instructions and Summary
- a. Personnel
- b. Fringe
- c. Travel
- d. Equipment
- e. Supplies
- f. Contractual
- g. Other (direct costs)
- h. Indirect
- i. Admin Details
- j. Rebate Delivery Justification

- What tabs of my workbook am I required to fill out?
- How do I manage multiple contractors serving different purposes programmatically?
- What are my program's direct costs, and how do I justify them?



Instructions and Summary

Award Number: _____
Award Recipient: _____
Total Award Amount: _____

Date of Submission: _____
Submitted By: _____

Please read the instructions on each worksheet tab before starting. If you have any questions, please ask your DOE contact!
Do not modify this template or any cells or formulas!

All funds should fall into two categories: 1) Administrative funds (if applicable) and 2) Rebate funds.
Administrative funds must not exceed 20% of the total grant funding over the total duration of the program. All remaining funds (at least 80% of the total grant funding) are rebate funds,
nd Tribes may use a portion of the rebate funds for related project delivery costs pending DOE approval after they have exhausted their allotted administrative funds. Applicant is require
provide justification on tab "j. Rebate Del. Justification".
Administrative costs include all costs related to planning, administration, and technical assistance of home energy rebate programs (program planning, program staff, development of
ols/systems, program evaluation, program monitoring, consumer protection, marketing, education, and outreach, etc.).
Rebates funds are reimbursement or providing a cost discount for eligible equipment upgrades. Rebates funds that are distributed by a subrecipient or implementation subcontractor,
ould be reflected on tab "f. Contractual". Rebate funds that are distributed by the recipient should be reflected as an Other Direct Cost on the tab "g. Other".
n addition, Tribes may request to use a portion of rebate funds for project related costs where these costs are estimated to exceed the administrative costs, called "Rebate Funds:
ebate Delivery". However, additional funds should only be requested after all administrative funds are used and all other opportunities to reduce costs or apply alternative funding
ources have been applied. For example, utilities, third-party organizations, or agencies may provide funding for home energy audits. Tribes must provide an additional detailed
escription and justification on tab "j. Rebate Del. Justification", including how Tribes have worked to minimize this amount. Further guidance can be found in the ALRD. These funds can
reflected on any cost category tab as appropriate to the application.
Tab "i. Administrative Cost Estimation" requires estimates for administrative costs broken down by allowable cost type. The totals calculated on tab i. must match the totals calculated
ross tabs a. through h. There is a color-coded cross-check in row 60 of this tab, and in row 25 of tab i.
Tab "j. Rebate Del. Justification" requires justification for rebate delivery costs broken down by activity type. The totals calculated on tab j. must match the totals calculated across tabs a
rough h. There is a color-coded cross-check in row 61 of this tab, and in row 15 of tab j.

If using this form for award application, negotiation, or budget revision, fill out the blank white cells in workbook tabs a. through j. with total project costs. All tabs must be filled out, if appropriate for the application.
Blue colored cells contain instructions, headers, or summary calculations and should not be modified. Only blank white cells should be populated.

Instructions and Summary | a. Personnel | b. Fringe | c. Travel | d. Equipment | e. Supplies | f. Contractual | g. Other | h. Indirect | i. Admin Details | j. Rebate Del. Justification

Use of Funds

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



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.

Cost Types in the Budget Workbook

Administrative

- Costs for planning and administration
- Maximum **20%** of allocation

Rebate Funds: Rebate Delivery (aka "Project-Related Costs")

- Costs to support the delivery of rebates: travel, shipping, or other activities to facilitate rebates.
- Maximum **20**% of allocation. All delivery costs **must** be justified

Rebate Funds: Reimbursement

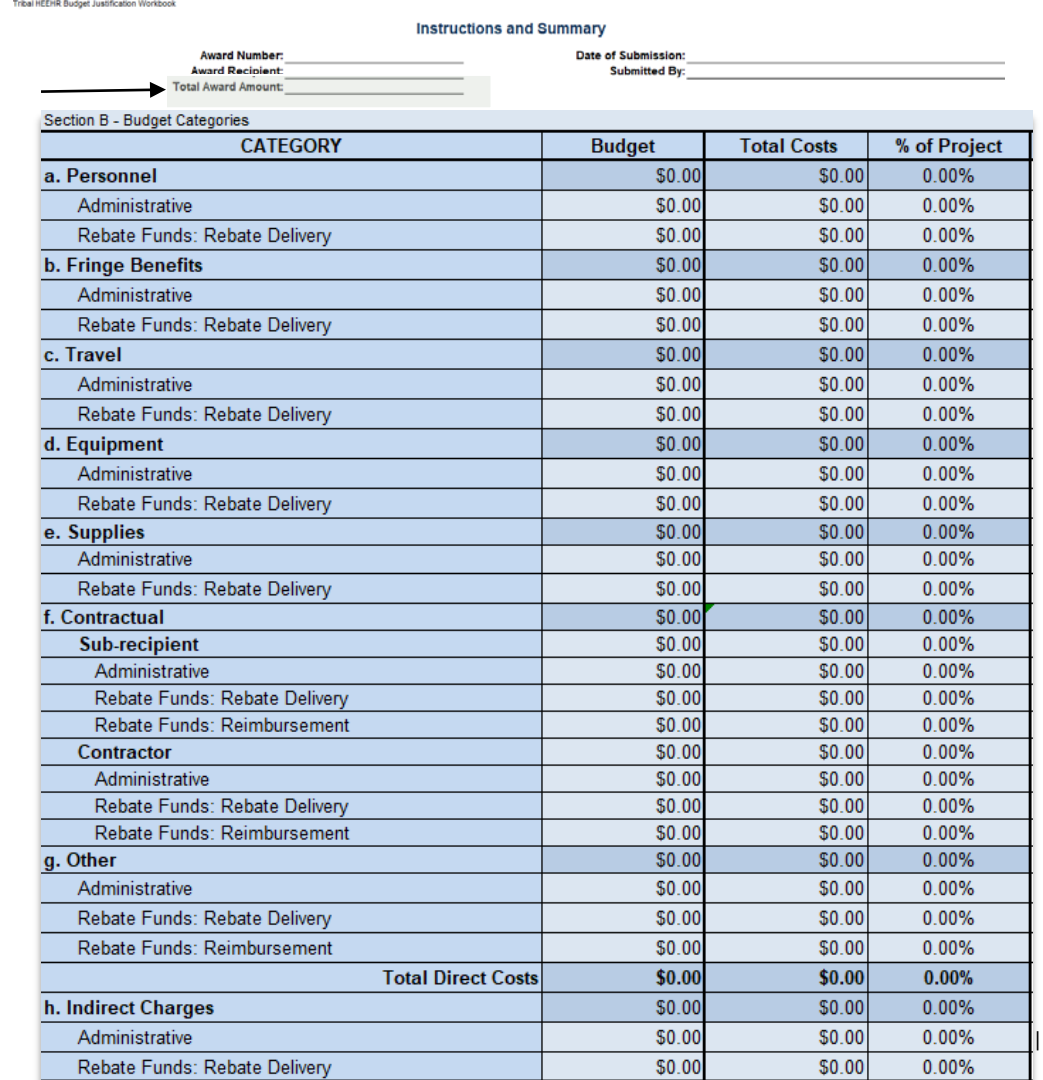
- Costs that directly reimburse households, building owners, or contractors for upgrades for qualified projects.
- Minimum of **60%** of allocation (though ideally will be higher)

Section 50122 of the Inflation Reduction Act, which authorizes this rebate program, provides that grantees may not use more than 20% of their allocation for planning, administration, and technical assistance. The remainder must be used for rebates, incentives, and costs directly attributable to the delivery of the rebate.



Instructions and Summary

- Enter your allocation at the top of the sheet.
- Data entered in all other BJW tabs is automatically summarized in the Instructions and Summary tab.
- All costs from each tab denoted as **Administrative, Rebate Funds: Rebate Delivery,** or **Rebate Funds: Reimbursement** are summarized separately.
- This automates the calculation of your administrative funds and compares it to the 20% statutory maximum.



Tribal HEEHR Budget Justification Workbook

Instructions and Summary

Award Number:
Award Recipient:
Total Award Amount:

Date of Submission:
Submitted By:

Section B - Budget Categories

CATEGORY	Budget	Total Costs	% of Project
a. Personnel	$0.00	$0.00	0.00%
Administrative	$0.00	$0.00	0.00%
Rebate Funds: Rebate Delivery	$0.00	$0.00	0.00%
b. Fringe Benefits	$0.00	$0.00	0.00%
Administrative	$0.00	$0.00	0.00%
Rebate Funds: Rebate Delivery	$0.00	$0.00	0.00%
c. Travel	$0.00	$0.00	0.00%
Administrative	$0.00	$0.00	0.00%
Rebate Funds: Rebate Delivery	$0.00	$0.00	0.00%
d. Equipment	$0.00	$0.00	0.00%
Administrative	$0.00	$0.00	0.00%
Rebate Funds: Rebate Delivery	$0.00	$0.00	0.00%
e. Supplies	$0.00	$0.00	0.00%
Administrative	$0.00	$0.00	0.00%
Rebate Funds: Rebate Delivery	$0.00	$0.00	0.00%
f. Contractual	$0.00	$0.00	0.00%
Sub-recipient	$0.00	$0.00	0.00%
Administrative	$0.00	$0.00	0.00%
Rebate Funds: Rebate Delivery	$0.00	$0.00	0.00%
Rebate Funds: Reimbursement	$0.00	$0.00	0.00%
Contractor	$0.00	$0.00	0.00%
Administrative	$0.00	$0.00	0.00%
Rebate Funds: Rebate Delivery	$0.00	$0.00	0.00%
Rebate Funds: Reimbursement	$0.00	$0.00	0.00%
g. Other	$0.00	$0.00	0.00%
Administrative	$0.00	$0.00	0.00%
Rebate Funds: Rebate Delivery	$0.00	$0.00	0.00%
Rebate Funds: Reimbursement	$0.00	$0.00	0.00%
Total Direct Costs	**$0.00**	**$0.00**	**0.00%**
h. Indirect Charges	$0.00	$0.00	0.00%
Administrative	$0.00	$0.00	0.00%
Rebate Funds: Rebate Delivery	$0.00	$0.00	0.00%

Budget Walkthrough

Example Strategy



Tribe administers the program themselves for Tribally owned housing



Tribe is in a rural/remote location so supporting travel and shipping is important



Tribe wants to support insulation and air sealing upgrades prior to heat pump upgrades



Allocation ~$150,000 with goals to target at least 10 homes

If these are the Tribe's goals, the first things we should identify include:

- Who will be conducting the upgrades?
- What other activities might the Tribe want/need to support with their limited funds?

Example Strategy

Anticipated Uses of Funds:

Administrative	Rebate
• **Tribal program staff** • ~~Development of support tools~~ • ~~Implementation activities~~ • ~~Fraud, waste, and abuse mitigation functions~~ • ~~Program monitoring and audits~~ • ~~Program planning, design, and implementation~~ • ~~Contractor training~~ • ~~Marketing and outreach.~~	• **Rebates for allowable products** • **Installation incentives** • Project-related activities • ~~Customer service~~ • ~~Fraud, waste, and abuse mitigation~~ • ~~Income eligibility~~ • **Travel expenses for qualified installation contractors** and **shipping costs.**

Strategy for Rebate Installs:

- Insulation and air sealing → Tribal Maintenance Staff
- Heat pump installations → Qualified contractor



How can this Tribe fill out their budget justification workbook?



How will they treat contractor costs, travel and shipping costs, and administrative costs?

Mapping Tabs to Strategy

- **Instructions and Summary**
- **a. Personnel**
- **b. Fringe**
- **c. Travel**
- ~~**d. Equipment**~~
- ~~**e. Supplies**~~
- **f. Contractual**
- **g. Other (direct costs)**
- **h. Indirect**
- **i. Admin Details**
- **j. Rebate Delivery Justification**

Tribal staff + fringe rates
- Grant manager
- Tribal admin costs
- Maintenance staff time

Contractor travel for heat pump installs

Heat pump installation contractor details (if applicable)

Rebate reimbursements

Tribally negotiated indirect rates

Summary of personnel, fringe, and other admin costs

Summary of any rebate delivery costs

If a Tribe is administering their own program and supporting Tribal staff, identify their base pay rate and hours in **a. Personnel.** If a subcontractor or subrecipient is administering the program, their costs go into **f. Contractual.**

Mapping Tabs to Strategy

- Instructions and Summary
- a. Personnel
- b. Fringe
- c. Travel
- ~~d. Equipment~~
- ~~e. Supplies~~
- f. Contractual
- g. Other (direct costs)
- h. Indirect
- i. Admin Details
- j. Rebate Delivery Justification

Only for equipment or supplies that supports rebate delivery activities, not the actual rebate technology/upgrade itself.

What equipment or supplies can you consider?

- Audit materials for households (blower doors, infrared cameras, etc.)
- Software or subscriptions for tools to support rebate processing (digital management tools)
- Camera that can take geotagged photos
- External hard drive for secure data storage and retention.



Household audits are NOT a requirement of this program. However, there are cases where it may be helpful to inform what upgrades may be cost effective or for support in sizing equipment.

a. Personnel

Admin Cost

Rebate Delivery Cost

Rebate Reimbursement Cost

Cost Type	Position Title	Personnel Budget			Total Project Hours	Total Project Costs	Rate Basis
		Time (Hrs)	Hourly Rate ($/Hr)	Total Costs			
Administrative	Staff Project Manager	2000	$85.00	$170,000	2000	$170,000	
Rebate Funds: Rebate Delivery	Customer Service Rep	4000	$20.00	$80,000	4000	$80,000	
Administrative	Grants manager	100	$28.00	$2,800.00	100	$2,800.00	Standard rate for grants manager
Administrative	Tribal Administrator	100	$28.00	$2,800.00	100	$2,800.00	standard rate for tribal admin
Rebate Funds: Rebate Delivery	Maintenance Staff: Technician	150	$25.00	$3,750.00	150	$3,750.00	Standard rate for technicians
	Total Personnel Administrative Costs			$5,600.00	200	**$5,600.00**	
	Total Personnel Rebate Funds: Rebate Delivery Costs			$3,750.00	150	**$3,750.00**	
	Total Personnel Costs			**$9,350.00**	350	**$9,350.00**	

Additional Explanation (as needed)

Specify cost types for each line. If one employee has tasks that cover two cost types, enter two separate lines.

Enter staff positions, hours and rates.

This cost should match your **SF 424A** for personnel costs!

Program Design:

When planning for admin staff hours, consider:

- ❑ Semiannual reporting requirements
- ❑ Processing invoices or work orders, time to support any financial staff
- ❑ Verifying income eligibility
- ❑ Requirements outlined in the fraud, waste and abuse mitigation plan.



b. Fringe

Admin Cost

Rebate Delivery Cost

Rebate Reimbursement Cost

Cost Type	Labor Type	Fringe Budget			Total Project
		Personnel Costs	Rate	Total	
Administrative	**EXAMPLE!!!** Sr. Engineer	$170,000	20%	$34,000	$34,000
Rebate Funds: Rebate Delivery	Project Manager	$120,000	15%	$18,000	$18,000
Administrative	Grants manager	$2,800.00	10%	$280.00	$280.00
Administrative	Tribal Administrator	$2,800.00	10%	$280.00	$280.00
Rebate Funds: Rebate Delivery	Maintenance Staff: Technician	$3,750.00	10%	$375.00	$375.00
	Total Fringe Administrative Costs			$560.00	**$560.00**
	Total Fringe Rebate Funds: Rebate Delivery Costs			$375.00	**$375.00**
	Total Fringe Costs			**$935.00**	**$935.00**

This cost should match your SF 424A for fringe costs!

Personnel costs will be auto filled in tab b. after tab a. is filled out so you will only need to provide the rate % for each labor type.

If you do not have a fringe rate approved by a federal agency, ensure you provide an explanation of how total fringe benefit is calculated.

h. Indirect

Admin Cost

Rebate Delivery Cost

Rebate Reimbursement Cost

ADMINISTRATIVE			
	Budget	**Total**	**Explanation of BASE**
Provide ONLY Applicable Rates:			
Overhead Rate	25.00%		*Labor and Fringe for ADMIN staff*
General & Administrative (G&A)	0.00%		*Example: Total Cost Input*
FCCM Rate, if applicable	0.00%		
OTHER Indirect Rate	0.00%		
Indirect Costs (As Applicable):			
Overhead Costs	$1,540.00	**$1,540.00**	**Admin staff indirect**
G&A Costs		**$0.00**	
FCCM Costs, if applicable		**$0.00**	
OTHER Indirect Costs		**$0.00**	

REBATE FUNDS: REBATE DELIVERY			
	Budget	**Total**	**Explanation of BASE**
Provide ONLY Applicable Rates:			
Overhead Rate	25.00%		*Labor and Fringe for Rebate Delivery Staff*
General & Administrative (G&A)	0.00%		*Example: Total Cost Input*
FCCM Rate, if applicable	0.00%		
OTHER Indirect Rate	0.00%		
Indirect Costs (As Applicable):			
Overhead Costs	$1,031.25	**$1,031.25**	**Rebate staff indirect**
G&A Costs		**$0.00**	
FCCM Costs, if applicable		**$0.00**	
OTHER Indirect Costs		**$0.00**	

Total Indirect Administrative Costs	$1,540.00	**$1,540.00**
Total Indirect Rebate Funds: Rebate Delivery Costs	$1,031.25	**$1,031.25**
Total Indirect Costs Requested	**$2,571.25**	**$2,571.25**

Is a third party implementing the program on your behalf? Legally, the Tribe is still the recipient of the award, therefore, the Tribe's indirect should still be used.



This example has a Tribe using their federally negotiated indirect rate.

Applying indirect rates:

- Always provide what the basis for indirect costs are based on your indirect agreement.
- Identify whether the basis for those costs are ADMINISTRATIVE or REBATE costs.
- Provide the RATE first and then complete the calculation below. This calculation is not automated.

Total Administrative Costs

Planned Admin Activity	Cost
Administrative Staff Personnel (A)	$5,600
Administrative Staff Fringe (B)	$560
Administrative Staff Indirect (Labor + Fringe) (H)	$1,540
Total Administrative Cost	**$7,700**



$7,700 of the Tribe's allocation will be administrative funds. If the allocation is roughly $150,000, this only accounts for **5%!** That means additional funds can be directed to rebates, or additional staff hours could be supported as needed.

This value **must** match what is reported in the:

- ✓ Standard Form (SF) 424-A, Section B
- ✓ Application Narrative, Question 1

Frequently Asked Questions:

Question:

What indirect rates are allowable? Is indirect considered an administrative cost in the HEEHR program?

Answer:

The Tribe may use an indirect rate that has been approved or negotiated with a federal government agency.* If so, ensure you provide a copy of your latest rate agreement with your application. If you do not have an approved indirect rate, you may elect to either:

1. Use the de-minimis rate of 15%
2. Propose an indirect cost to use.

If the basis of the indirect cost calculation is coming from an administrative cost, then that indirect should be considered administrative. For example, if the basis of indirect is admin staff labor and fringe, that should be considered administrative.

*A Tribe cannot use a different indirect rate, such as one for a third-party like a TDHE

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f. Contractual

Admin Cost

Rebate Delivery Cost

Rebate Reimbursement Cost

Cost Type	Contractor Name/Organization	Contractor Unique Entity Identifier (UEI)	Purpose and Basis of Cost	Budget	Project Total
Rebate Funds: Rebate Delivery	EXAMPLE!!! ABC Corp.		Partner to deliver rebates on behalf of the Tribe. Estimate is for ten rebate projects at $8k average cost	$80,000	$80,000
Rebate Funds: Reimbursement	Heat Pump Installer Corp	NXXXXXXXX	10 installations of rebates, $8k each including labor.	$80,000.00	$80,000.00
Rebate Funds: Reimbursement	Heat Pump Installer Corp	NXXXXXXXX	10 installation incentives for heat pump installs, $150/each	$1,500.00	$1,500.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
			Total Contractual Administrative Costs - Contractor	$0.00	$0.00
			Total Contractual Rebate Funds: Rebate Delivery Costs - Contractor	$0.00	$0.00
			Total Contractual Rebate Funds: Reimbursement Costs - Contractor	$81,500.00	$81,500.00
			Total Contractual Costs - Contractor	$81,500.00	$81,500.00

Total Contractual Administrative Costs	$0.00	$0.00
Total Contractual Rebate Funds: Rebate Delivery Costs	$0.00	$0.00
Total Contractual Rebate Funds: Reimbursement Costs	$81,500.00	$81,500.00
Total Contractual Costs	$81,500.00	$81,500.00

Additional Explanation (as needed): The Tribe is contracting Heat Pump Installer Corporation to conduct 10 heat pump installations within the community. The costs listed above account for the equipment, installation, and incentives for the contractor. Heat Pump Installer Corporation has supplied the Tribe with a quote as a basis of this cost (attached)

The Tribe has decided to pursue a subcontract with a qualified heat pump installer to conduct the installations. They will travel to the community, provide all rebate equipment and labor, and provide the Tribe with an invoice. Since the Tribe will be reimbursing the contractor and providing direct payment to them, they are including the full contract cost in this tab, including the incentives they plan on including.

Tribes may need additional time to consider what qualifications they will require of their installation contractors. If so, they may need be able to identify who will be conducting the installs. Use TBD under the Contractor Name and provide a reasonable budget based on prior work, quotes, and number of installs/rebate maximums.



Frequently Asked Questions:

Question:

Does my Tribe have to procure a subcontractor through a competitive bid process, or are we able to work with companies we have previous experience with?

Answer:

Generally, a competitive process is the default for selecting contractors or installers. If you are pursuing a sole-source procurement (choosing a company rather than doing a competitive bid), DOE will need to provide approval. In order to do this, DOE will require you to submit a statement of justification as to why you are pursuing sole source agreements (what capabilities this company has to fulfill your request, etc.), an explanation of how this entities was identified and selected, the amount of the contract ($), and a signed statement from your legal counsel certifying that the recipient does not have conflicts of interest.

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Frequently Asked Questions:

Question:

Should my implementation contractor be considered a subrecipient or subcontractor?

Answer:

This will depend on several factors, including the size of your allocation, the responsibilities of the Tribal staff vs. the implementer, and the cost of the implementer's services.

Subrecipients are responsible for programmatic decision-making and should be using these funds to carry out the federal program. A Tribe may consider their implementer a sub-awardee when they are taking on significant roles in program design, reporting, compliance, and administrative roles. Subrecipients may be a trusted entity the Tribe has worked with before to carry out programs.

Subcontractors, on the other hand, may be only supplying one service. Subcontractors most often are competitively chosen. For example, a rebate processing firm, income verification service, or single firm installing all heat pumps for a Tribe.

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c. Travel

Admin Cost

Rebate Delivery Cost

Rebate Reimbursement Cost

☑ I certify that these travel costs are consistent with travel costs incurred by my organization during normal business operations as a result of my organization's written travel policy, and/or my organization's compliance with the regulations prescribed by the General Services

Cost Type	Purpose of Travel	Depart From	Destination	No. of Days	No. of Travelers x	(Lodging per Traveler +	Flight per Traveler +	Vehicle per Traveler +	Mileage Costs per Traveler +	Per Diem per Traveler) =	Total Cost of Trip	Basis for Estimating Costs
Domestic Travel												
Administrative	EXAMPLE!!! Project management meeting			2	2	$250	$500	$100	$0	$80	$1,860	Current GSA rates
Rebate Funds: Rebate Delivery	Heat Pump Installer Corp travel to conduct rebates	Anchorage, AK	Remote, AK	5	2	$200.00	$500.00	$0.00	$0.00	$80.00	$1,560.00	
											$0.00	
											$0.00	
											$0.00	
											$0.00	
International Travel												
Administrative	EXAMPLE!!! Project management meeting			5	3	$300	$500	$100	$0	$80	$2,940	Current GSA rates
											$0.00	
											$0.00	
											$0.00	
											$0.00	
										Total Travel Administrative Costs	$0.00	
										Total Travel Rebate Funds: Rebate Delivery Costs	$1,560.00	
										Total Travel Costs	$1,560.00	

Allowable travel may include supporting installation contractors traveling to conduct on-site installations or site visits for implementation contractors. It could also support travel for the Tribe to attend a relevant conference.



g. Other Direct

Admin Cost

Rebate Delivery Cost

Rebate Reimbursement Cost

☑ I certify that these costs are Direct to this and only this project and are not duplicated in Indirect Charges nor charged to other projects, if applicable.

Cost Type	General Description	Cost	Basis of Cost	Justification of Need
Administrative	EXAMPLE!!! Marketing, Education, and Outreach	$8,000	Established costs	Support of Outreach Activities
Rebate Funds: Reimbursement	Cost of 100 rebates	$600,000	100 rebate projects at average of $6000 each	For providing rebates for home energy upgrades
Rebate Funds: Reimbursement	Installation Incentives	$10,000	100 incentives at an average of $100 each.	Installation incentives
Rebate Funds: Reimbursement	Insulation and Air Sealing Rebates	$16,000.00	$1,600 worth of upgrades for 10 homes, conducted by Tribal maintenance staff	
Rebate Funds: Rebate Delivery	Shipping heat pumps	$2,300.00	Quote to ship 10 heat pumps with air cargo priority to the community ahead of contractors arrival	
	Total Other Administrative Costs	$0.00		
	Total Other Rebate Funds: Rebate Delivery Costs	$2,300.00		
	Total Other Rebate Funds: Reimbursement Costs	$16,000.00		
	Total Other Direct Costs	**$18,300.00**		

In this scenario, the contractor is selected and purchasing the heat pumps, and their contractual cost is all inclusive of their labor. However, since shipping costs are not counted against individual rebate maximum amounts, their contractor has quoted the shipping separately!

Additional Explanation (**Required** - list explanations for each cost): Tribal maintenance staff will conduct 10 insulation and air sealing upgrades prior to the rebate installations. The maintenance staff will submit work orders with line item costs, but the Tribe is budgeting for the maximum rebate amount per household for these upgrades.

Since, in this example, the Tribal maintenance staff is conducting these rebate upgrades on Tribally owned and managed housing, the staff is NOT eligible for incentives. These are considered do-it-yourself (DIY) installs. If the Tribe did not own the housing, they may be eligible for incentives.



Frequently Asked Questions:

Question:
When are the actual rebate reimbursements considered Other Direct Costs vs. Contractual costs?

Answer:
If the equipment will be a DIY install, procured by the Tribe, or installed by Tribal staff, they will be considered direct costs to the program.

If a qualified installer is being contracted to conduct multiple installations and they are procuring the rebated technologies, they may be considered Contractual costs, as the cost of the equipment will be included in their invoice to be reimbursed by the Tribe.

Dennis Schroeder / NLR

j. Rebate Del. Justification

Admin Cost

Rebate Delivery Cost

Rebate Reimbursement Cost

Project Related Activity	Budget	Total Project Costs	Justification of Cost	Basis of Cost
Equipment, tools, models, and procedures used to assess a home and estimate energy savings		$0.00		
Equipment, tools, models, and procedures used to verify installations and perform quality control (QC) including inspections and reporting		$0.00		
Customer service support		$0.00		
Consumer protection functions including consumer feedback, project verification, and inspections		$0.00		
Income eligibility		$0.00		
Tribal Staff Rebate Delivery, Labor + indirect	$5,156.25	$5,156.25	ADDED THIS ROW.	Personnel + fringe for maintenance staff conducting rebate delivery of insulation and air sealing
Community delivery, including targeted marketing and outreach		$0.00		
Product shipping costs and contractor travel costs	$3,860.00	$3,860.00		
Integration with existing programs, home energy assessments, and project scoping		$0.00		
Total Estimated Rebate Funds: Rebate Delivery Costs	**$9,016.25**	**$9,016.25**		
CROSS-CHECK: Total Rebate Funds: Rebate Delivery Costs summed from tabs a. through h. (from "Instructions and Summary" tab row 55)	**$9,016.25**	**$9,016.25**		

This is a **manual** summary tab.
You must summarize the costs you designated as rebate delivery in this tab. This means going back into the tabs where you designated a cost as a Rebate Delivery cost and copying those costs into the categories here or adding new categories.
GREEN indicates your summary matches the rest of the workbook!

Final Check: Instructions and Summary

Total Administrative Costs	$7,700.00	$7,700.00	6.74%
Total Rebate Funds: Rebate Delivery Costs	$9,016.25	$9,016.25	7.89%
Total Rebate Funds: Reimbursement Costs	$97,500.00	$97,500.00	85.36%
Total Costs	$114,216.25	$114,216.25	100.00%

If this total is red, the total exceeds the allocated amount shown above in Section A.

Less than 20%

At least 80%

CROSS-CHECK: Total Estimated Administrative Costs (from tab i.)	$7,700.00	$7,700.00
CROSS-CHECK: Total Estimated Rebate Funds: Rebate Delivery Costs (from tab j.)	$9,016.25	$9,016.25

Delivery costs match and are justified

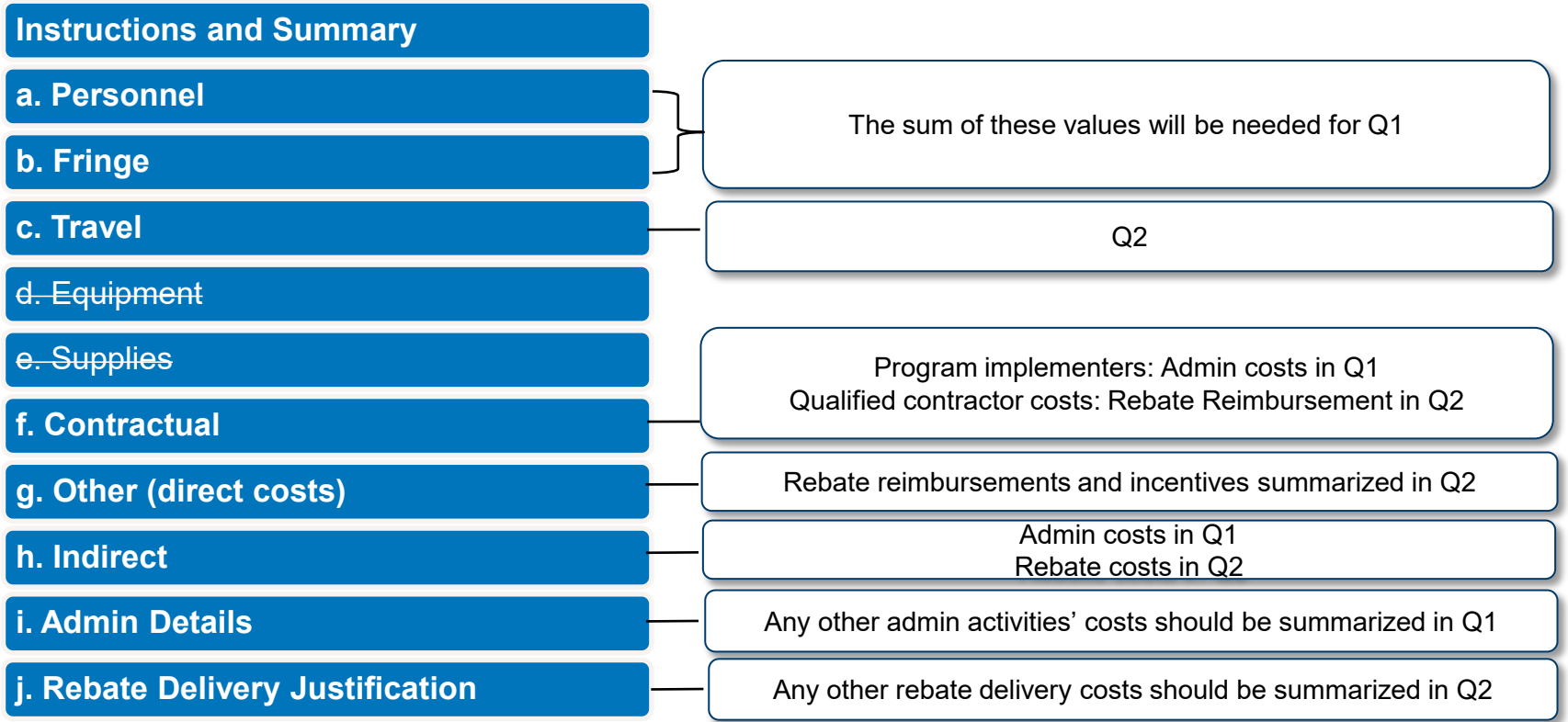
The total rebate cost is the sum of delivery and reimbursement costs:
$106,516.25

Fulfilling Additional Application Materials

Application Requirements

- The Budget Workbook
- The Application Narrative
- SF 424-A
- Performance and Accountability for Grants in Energy (PAGE)

The Application Narrative



Application Narrative Question 1

Use of Funds and Rebate Eligibility

Section 3.1.1 Use of Funds

1. Please provide the types of allowable costs the Tribe proposes within the category of **administrative funds**.

Note: These responses should correspond with the Standard Form 424, Standard Form 424A, and Budget Justification Workbook. Please note that a maximum of 20% of the grant can be used for administrative funds

---

Tribal program staff ~~[ENTER TOTAL $X]~~ **$7,700**

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~~. **two administrative staff members at a 0.2 FTE each 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.

Application Narrative Question 1.a.

Provide the total amount of estimated administrative funds to be expended annually:

Note: The total annual administrative funding over the grant period of performance cannot exceed 20% of the grant award amount.

OPTION 1:

The Tribe expects to spend [ENTER NUMBER $X (THIS SHOULD BE NO MORE THAN 20% OF THE TRIBE'S ALLOCATION) / 5 YEARS)] in administrative funds each year.

OPTION 2:

The Tribe expects to spend the following in administrative funds (THE **SUM TOTAL** SHOULD EQUAL THE FULL BUDGET FROM QUESTION 1) each year:

- 2027: [ENTER NUMBER $X]
- 2028: [ENTER NUMBER $X]
- 2029: [ENTER NUMBER $X]
- 2030: [ENTER NUMBER $X]
- 2031: [ENTER NUMBER $X]



HEEHR award periods of performance must end by Sept. 20, 2031, meaning that programs can last no longer than 5 years.

Application Narrative Question 1.a.

Provide the total amount of estimated administrative funds to be expended annually:

Note: The total annual administrative funding over the grant period of performance cannot exceed 20% of the grant award amount.

OPTION 1:

The Tribe expects to spend ~~[ENTER NUMBER $X (THIS SHOULD BE NO MORE THAN 20% OF THE TRIBE'S ALLOCATION) / 5 YEARS)]~~ in administrative funds each year.

$7,700/2 = $3,850/ year

Our example Tribe is only administering 10 rebates and work can be completed within 2 years.
Year 1 will include insulating and air sealing.
Year 2 will include heat pump installs.



HEEHR awards periods of performance must end by September 20,2031, meaning that programs can last no longer than 5 years.

Application Narrative, Question 2

Please provide the types of allowable costs the Tribe proposes within the category of **rebate funds**.

Note: Program Notice 26-3 Section 3.3 creates new options for this answer, including using rebate funds to include warranties or accessories necessary for installation and operation and to cover appropriate state, local, or Tribal taxes.

These responses should correspond with the Standard Form 424, Standard Form 424A, and Budget Justification Workbook. Rebate funds indicate the remaining amount of grant funds after subtracting the 20% of the grant that is reserved for administrative funds.

The Tribe plans to use **rebate funds** to cover the following types of activities, for a total rebate fund cost of ~~[ENTER NUMBER: $X]~~: **$106,516.25**

- Rebates for allowable products ~~[ENTER TOTAL $X OR $X PER PROJECT]~~ **$97,500**
- Installation incentives for allowable projects ~~[ENTER TOTAL $X OR $X PER PROJECT]~~ **$1,500**

Project-related activities, which are listed below ~~[ENTER TOTAL $X OR $X PER PROJECT – ENTER $0 IF THE TRIBE DOES NOT PLAN TO USE REBATE FUNDS FOR PROJECT-RELATED ACTIVITIES].~~ **$9,016.25**

- Shipping
- Travel
- Maintenance staff

Application Narrative, Question 2.a.

If requesting additional funds for project-related activities, describe and justify each activity and associated budget in the Budget Justification Workbook as well as below.

Note: Program Notice 26-3 Section 3.3 creates new options for this answer, including using rebate funds to cover shipping and contractor travel costs.

The Tribe plans to use rebate funds to cover the following types of project-related activities:

(1) Travel expenses for qualified contractors associated with installing approved qualified projects ~~[ENTER TOTAL $X~~ **$1,560** ~~PROJECT]~~ and shipping costs for qualified products associated with approved rebate applications ~~[ENTER TOTAL $X OR $ PER PRO~~ **$2,300**

THE TRIBE WILL ALSO SUPPORT SOME MAINTENANCE STAFF TO CONDUCT REBATE INSTALLATIONS OF AIR SEALING AND INSULATION **5,156.25**

The SF 424A

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 06/30/2028

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Assistance Listing Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$

High-Efficiency Electric Home Rebates Program IRA 50122

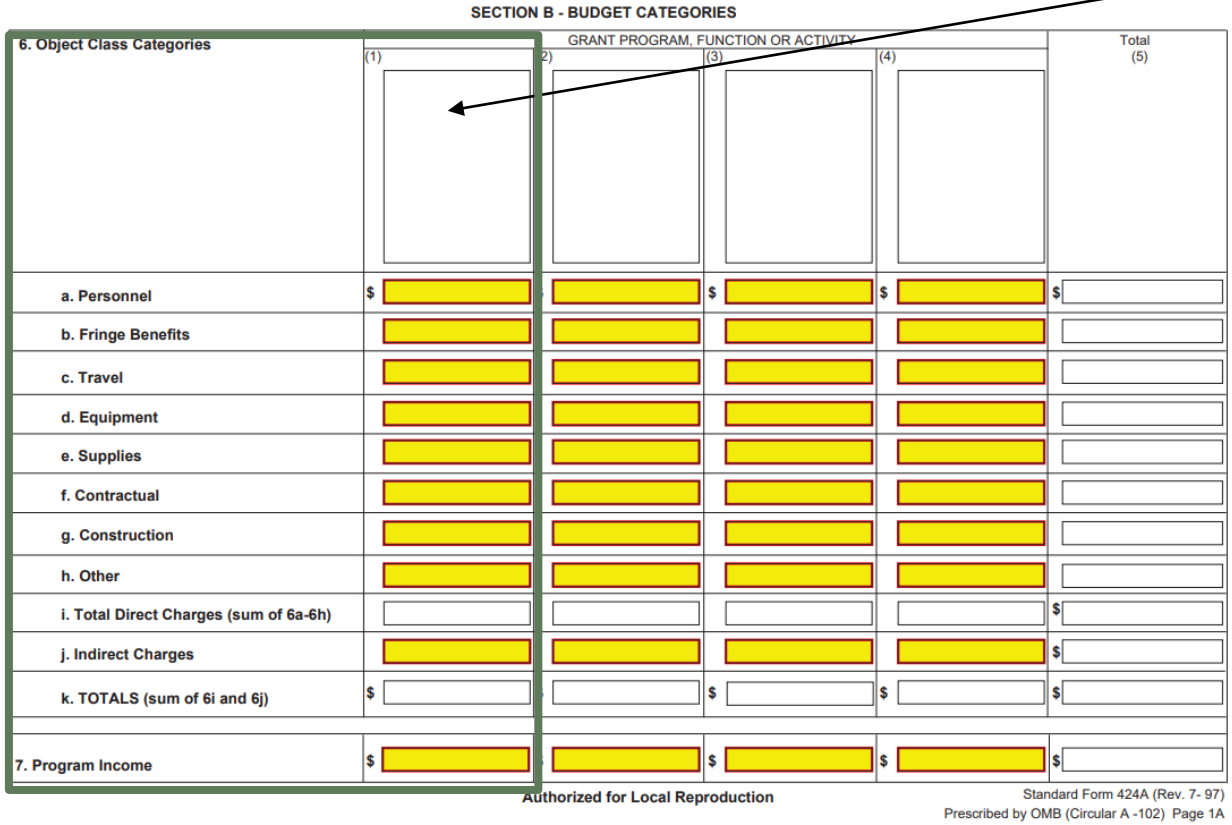
81.041
CFDA #

If you are using your entire allocation, unobligated funds will be $0.00.

This should be your allocation amount!

The SF 424A

Dept. of Energy
HEEHR, Tranche 1



SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1)	(2)	(3)	(4)	Total (5)
a. Personnel	$		$	$	$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					$
j. Indirect Charges					$
k. TOTALS (sum of 6i and 6j)	$		$	$	$
7. Program Income	$		$	$	$

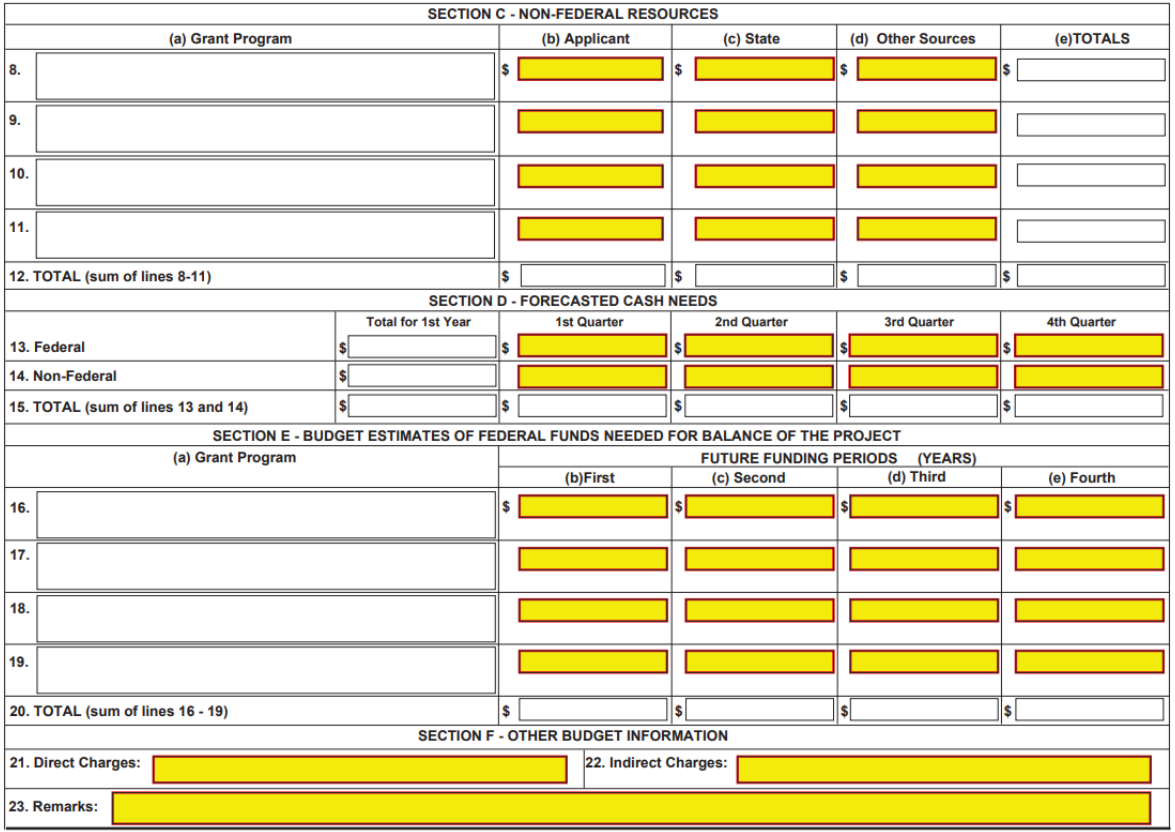
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Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1A

Funds are released in a **single tranche,** meaning Tribes do not need to split costs by budget period in the SF 424A.

Line items a. through j. should match the budget workbook exactly!

The SF 424A



SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	$	$	$	$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	$	$	$	$

SECTION D - FORECASTED CASH NEEDS	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$	$	$	$	$
14. Non-Federal	$				
15. TOTAL (sum of lines 13 and 14)	$	$	$	$	$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b)First	(c) Second	(d) Third	(e) Fourth
16.	$	$	$	$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION			
21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			

Total federal funds should match the Tribe's allocation.

Direct costs (item 21) should include everything besides indirect costs. Indirect costs should be exactly as reported in tab h.

PAGE

All Tribes must register for a PAGE account in order to fulfill these application requirements. DOE creates individual PAGE accounts for each Tribe that registers via this form: [PAGE Registration]

To request PAGE access:

1. **Identify your Principal Investigator (PI)**
   This is the person responsible for day-to-day operations of the program.
2. **Identify your Business Officer (BO)**
   This is the person for financial oversight of the program.
3. **Identify the party responsible for submitting your PAGE registration request to DOE**.
   The email address listed here will receive a confirmation link from DOE to finalize your PAGE account.

Note, these may all be different people, or the same person.



Haven't received your PAGE account confirmation email from DOE? NLR is working with the PAGE team to ensure everyone who has filled out the Microsoft Form gets their account made as promptly as possible. Email tribalrebates@nlr.gov with questions.

Frequently Asked Questions:

Question:
Why haven't I received access to my PAGE account yet?

Answer:
DOE is actively working on ensuring Tribes get access to PAGE accounts after registering for one via the Microsoft Form.

NLR is able to verify that Tribes have successfully submitted their registration, but it may take some time for the Tribe to receive a confirmation link from DOE.

If you are preparing an application, but do not yet have access to PAGE, consider beginning with the Budget Justification Workbook and Application Narrative as these requirements do not require access to PAGE to begin.

Dennis Schroeder / NLR

Q&A

www.nlr.gov

NLR/OT-5600-102588

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