



Policy: CIP Residential Appliance Rebates	Policy Number: CIP01
Section:	Responsible Official: Environmental Director
References:	Policy Type: Departmental
Approval Date: 10/21/16 Date Revised: 1/14/19	Approval Signature:

Purpose: To reduce the environmental impact of the Tribal community, improving energy efficiency, water consumption and air quality in and around their homes.

I. POLICY

- A. It is the policy of the Gun Lake Tribe Environmental Department to provide rebate incentives to Tribal Citizens who wish to reduce the environmental impact of their home, through the purchase of qualifying energy efficient major appliances for their place of residence.

II. SCOPE

- A. This policy applies to all applicants to the Conservation Incentive Program and the Tribal Environmental Department staff who administer the policy.

III. AUTHORITY

- A. The Environmental Department is responsible for the administration of this program and policy.

IV. DEFINITIONS

- A. Application Period – the period which may be defined by the Department, in which the applications for the Program will be accepted and processed by the Department
- B. Major Appliance – a large machine which accomplishes some routine housekeeping task, which includes purposes such as cooking, or food preservation
- C. Energy Efficient – the ratio between benefit gained and energy used
- D. Energy Star – government backed symbol of energy efficiency; a term used to describe the energy performance of an entity, such as a building, product, home, or design project
- E. Energy Star Performance Rating - the EPA energy benchmark that assesses energy use of products relative to similar products. For the purpose of this program the Energy Star Performance Rating is based upon the efficiency rating of a large appliance above the federally mandated minimum rating

- F. Good Standing – having complied with all his or her explicit obligations (to not be out of compliance with or in debt to) Tribal programs
- G. Tribe/Tribal – Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians or Gun Lake Tribe

V. ELIGIBILITY

- A. In order to access the Program, Applicant must meet the following criteria:
  - 1. Must be a Tribal Citizen, or Parent/Guardian of a minor Tribal Citizen as verified through the Enrollment Department, who resides in or will reside in, after completion of construction, the home for which the purchase is being made as their primary residence
  - 2. Qualifying energy efficient appliance purchase must have been made within one calendar year of receipt of application or other timeframe as determined by the Department
  - 3. Completed application as defined in Article VII must be submitted and processed within the Application Period

VI. APPLICANT RESPONSIBILITIES

- A. In order to receive a rebate award under this Program, Applicant's must complete and submit an application to the Environmental Department within the Application Period containing the following information and providing proof of the same as applicable:
  - 1. Applicant Identifying Information
  - 2. Line item receipt or paid invoice for purchase
    - 3. Additional price, product or purchase information upon request.
  - 4. Model number and make of the qualifying energy efficient appliance
  - 5. Type of appliance purchased or being purchased
  - 6. If Parent/Guardian of minor Tribal Citizen proof of residency of minor child in a form acceptable to the Department
  - 7. Proof of residency in the home for which the qualifying energy efficient appliance is being purchased or proof of residence under construction in a form acceptable to the department
  - 8. A statement by the Applicant that all appropriate steps to recycle the appliance being replaced will be or have been taken once the new appliance has been received and receipts documenting the same, unless proof of newly constructed home or new residence is provided to the department
  - 9. A statement verifying that documentation submitted is true and correct, that the appliance was bought or will be bought for the purpose of servicing their household and primary residence; and acknowledging that subsequent evidence of the misrepresentation or fraud shall subject applicant to civil action and disqualification from receipt of future funds under this Program and other Conservation Incentive Programs
- B. Applicant takes responsibility of selecting the model to be purchased. Applicant also takes full responsibility for any and all labor, fees and liabilities related to the transport, installation and use of appliances
  - a) Applicant must verify energy star qualification through the product lists on [energystar.gov](http://energystar.gov) published product list or by contacting the Department
- C. An application shall not be considered a completed application unless accompanied by a receipt evidencing the purchase of the qualifying energy efficient appliance

VII. ENVIRONMENTAL DEPARTMENT RESPONSIBILITIES

- A. The Department shall fulfill the following duties and obligations for the proper administration of the Program:
  - 1. Provide notice to Tribal Citizens of the Application Period in the Tribal newsletter, on bulletin boards within the tribal offices, and through separate mailings to Tribal Citizens as determined appropriate by the Department

2. Process all completed applications received within the Application Period within forty-five (45) days of receipt to determine the appropriate Program rebate on a first come first served basis until Program funds have been exhausted
3. Verify appliance price is reasonable by comparing price to available online prices of similar models and/or communication with vendors.
4. The Department shall draft and issue incentives as follows:
  - a) a incentive check shall be issued within forty-five (45) days from receipt of completed application if funds are available
  - b) Incentive checks may include accompanying educational materials regarding Program specific information such as recycling appliances and other energy saving tips within the sole discretion of the Department

#### VIII. INCENTIVES

- A. Incentives shall be in the form of rebates
- B. Rebates received under this Program shall be based upon the percent better than federal standard (“ENERGY STAR efficiency rating”) as listed on the ENERGY STAR product lists
  1. Applicants who purchase qualifying energy efficient appliances with an ENERGY STAR efficiency rating of up to 24% shall receive a rebate for each qualifying energy efficient appliance purchase of the ENERGY STAR efficiency rating percentage multiplied by the purchase price
    - a) *Example: Purchase price of qualifying energy efficient appliance equals one thousand dollars (\$1,000) and has an ENERGY STAR efficiency rating of twenty percent (20%), to calculate rebate multiply one thousand dollars (\$1,000) times twenty percent (20%) which amounts to a two hundred dollars (\$200) rebate*
  2. Applicants who purchase a qualifying energy efficient appliance that equals or exceeds a twenty five percent (25%) ENERGY STAR efficiency rating will receive a rebate for each qualifying energy efficient appliance purchase calculated by multiplying the purchase price times one and half percent more than the listed ENERGY STAR efficiency rating of twenty five percent (25%) or greater
    - a) *Example: Purchase price of qualifying energy efficient appliance equals one thousand dollars (\$1,000) and has an ENERGY STAR efficiency rating of twenty seven percent (27%), to calculate rebate multiply twenty seven percent (27%) times one and half percent (1.5%) to determine ENERGY STAR efficiency rating multiplier, which would be forty and a half percent (40.5%) in this example, then multiply that percentage times one thousand dollars (\$1,000) times which amounts to a four hundred and five dollar (\$405) rebate*
- C. For qualifying energy efficient clothes washers and tankless water heater rebate will be seventy-five percent (75%) of purchase price
- D. For all other qualifying energy efficient appliances without ENERGY STAR efficiency rating on the Energy Star product lists or elsewhere on the Energystar.gov website, the rebate will be fifty percent (50%) of the pre-tax purchase price
  1. Qualifying energy efficient appliances rated by ENERGY STAR are available from the Department or can be found online at [http://www.energystar.gov/index.cfm?c=products.pr\\_find\\_es\\_products](http://www.energystar.gov/index.cfm?c=products.pr_find_es_products)

#### IX. PROGRAM LIMITATIONS

- A. As determined within the sole discretion of the department, the following Program limitations shall apply:
  1. Rebates provided under this Program shall be limited to one (1) rebate per appliance per eight (8) years

2. Rebates provided under this Program shall be limited to the purchase of qualifying energy star appliances that are new. Purchases of previously-owned or used appliances shall not qualify for rebates under this Program
3. Rebates provided under this Program shall be limited to the purchase of qualifying energy efficient appliances for residential use. Purchases to be used for commercial purposes shall not qualify for rebates under this Program
4. Rebates provided under this Program shall be limited to awards for replacement of existing less energy efficient appliance
  - a) Purchases of qualifying energy efficient appliances for other than replacement purposes shall not qualify for rebates under this Program unless the applicant provides documentation of their newly established residence
5. The Department reserves the right to compare prices and contact vendors to verify an invoiced price is reasonable and does not include costs beyond the appliance
6. The Department reserves the right to request additional documentation of regarding the purchase
7. Rebate awards and the responsibilities of the Department as provided for herein shall be, at all times, contingent upon the availability of funding for the Program. The Department may discontinue or halt processing of applications received if for any reason funds are no longer available
8. Applications will be funded on a first come basis
  - a) If funding becomes unavailable or is completely dispersed, applications will be held for up to one year prioritized by the order of receipt to be paid if additional funds are received or funding is renewed in the next fiscal year
9. From time to time, Applicants may be awarded funds under more than one (1) Tribal program offered by the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians; under no circumstances shall an Applicant be entitled to a rebate under this Program if such an award would amount to receipt of an amount by the Recipient of greater than the total purchase price of the qualifying energy efficient appliance
  - a) However, through coordination of benefits under this Program with other Tribal programs and department, the Department may take steps to offset any award that may be received by eligible Applicants in order to maximize Program dollars, divert funds from the Applicant to the other awarding tribal department while providing the best outcome to eligible Applicants

X. MISREPRESENTATION

- A. Discovery of false, misleading, misrepresented, or omitted information during the application process or after the award of any rebate under this Program shall result in denial of any Application for assistance or benefits under this Program or any other Conservation Incentive Program offered by the Department and may cause the Department to seek a civil judgment to recover monies received through an act of misrepresentation and /or take any other action deemed appropriate by the Department



Policy: Automobile Incentives	Policy Number: CIP02
Section:	Responsible Official: Environmental Director
References:	Policy Type: Departmental
Approval Date: 10/21/18 Date Revised: 1/14/19	Approval Signature:

Purpose: To reduce the environmental impact of the Tribal community, improving energy efficiency, water consumption and air quality in and around their homes

**I. POLICY**

- A. It is the policy of the Gun Lake Tribe Environmental Department to provide an incentive to Tribal Citizens of the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians in the form of a rebate to improve their energy efficiency through the Purchase or Lease of energy efficient vehicles based upon EPA fuel economy ratings (the “Auto Program”)

**II. SCOPE**

- A. This policy applies to all applicants to the Conservation Incentive Program and the Tribal Environmental Department staff who administer the policy

**III. AUTHORITY**

- A. The Environmental Department is responsible for the administration of this program and policy

**IV. DEFINITIONS**

- A. Department – the Match-E-Be-Nash-She-Wish Band of Pottawatomi Environmental Department
- B. Electric Vehicle – vehicles, including those powered from an external power station, those powered by stored electricity originally from an external power source and those powered by an on-board electrical generator, such as an internal combustion engine (a hybrid electric vehicle) or a hydrogen fuel cell
- C. EPA – the United States Environmental Protection Agency
- D. Fuel Economy – the fuel efficiency relationship between the distance traveled and the amount of fuel consumed by the vehicle
- E. Good Standing – having complied with all his or her explicit obligations (to not be out of compliance with or in debt to) Tribal programs
- F. Miles Per Gallon/MPG – distance traveled per unit of fuel used
- G. Tribe/Tribal – Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians or Gun Lake Tribe
- H. Vehicle Identification Number/VIN – a unique serial number used by the automotive industry to identify individual motor vehicles

- I. Purchase(d) – to acquire a vehicle by the payment of money, whether or not financed, in which at the end of the payment term the vehicle remains the property of the purchaser for use or disposal
- J. Lease(d) – a vehicle subject to an agreement between a purchaser and a leasing company or car dealer for the use of a motor vehicle for a fixed period of time at an agreed amount of money commonly offered by dealers as an alternative to vehicle purchase; the key difference between a vehicle lease and a vehicle purchase is that after the primary term (usually 2, 3 or 4 years) the vehicle has to be returned by the purchaser to the leasing company or dealership for disposal

V. ELIGIBILITY

- A. In order to access the Auto Program, the Applicant must meet the following criteria:
  - 1. Be a Tribal Citizen, or Parent/Guardian of a minor Tribal Citizen as verified through the Enrollment Department whose vehicle is the primary source of transportation for the minor Tribal Citizen
  - 2. Be in Good Standing with all other services or Programs offered or operated by the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians from whatever source
  - 3. Have Purchased or Leased a qualifying energy efficient vehicle meeting guidelines set forth in this Policy within the prior calendar year or other timeframe as determined by the Department
  - 4. Submit a Completed Application as defined in Article VII to be processed within the Application Period
  - 5. Have not made a Purchase of a qualifying energy efficient vehicle that is subject to Auto Program limitations set forth in Article X for a previous purchase

VI. APPLICANT RESPONSIBILITIES

- A. In order to receive a rebate award under this Auto Program, Applicant's must submit a completed Auto Program Application to the Environmental Department within the Application Period containing the following information and providing proof of the same as applicable:
  - 1. Applicant Identifying Information
  - 2. Copy of the title or purchase agreement or lease agreement of the qualifying energy efficient vehicle in the name of the eligible Applicant as defined in Article VI in a form acceptable to the Department
  - 3. Year, Make, Model and VIN of the qualifying energy efficient vehicle and an indication regarding whether the vehicle has been Leased or Purchased
  - 4. Evidence of EPA rated fuel economy such as dealer window sticker
  - 5. If Parent/Guardian of minor a Tribal Citizen, proof of primary source of transportation and residency of minor Tribal Citizen in a form acceptable to the Department
  - 6. A statement verifying that documentation submitted is true and correct and acknowledging that subsequent evidence of the misrepresentation or fraud shall subject applicant to any and all legal action available to the Department to recover funds expended as well as disqualification from receipt of future funds under the Auto Program and other Conservation Incentive Programs
  - 7. Applicant takes full responsibility of selecting the vehicle. Applicant also takes full responsibility for any and all labor, fees and liabilities related to the vehicle

VII. ENVIRONMENTAL DEPARTMENT RESPONSIBILITIES

- A. The Department shall provide notice to Tribal Citizens of the Application Period in the Tribal newsletter, on bulletin boards within the tribal offices, and through separate mailings to Tribal Citizens as determined appropriate by the Department

- B. The Department shall process all completed applications received within the Application Period within forty-five (45) days of receipt to determine the appropriate Auto Program rebate on a first come first served basis until Auto Program funds have been exhausted
  - 1. The Department shall verify EPA estimated fuel economy through the fueleconomy.gov website
- C. The Department shall ensure that CIP incentive check shall be issued within forty-five (45) days from receipt of completed application
  - 1. Incentive checks may include accompanying educational materials regarding other Conservation Incentive Programs such as recycling appliances and other energy saving tips within the sole discretion of the Department

VIII. INCENTIVES

- A. Incentives shall be in the form of rebates
- B. Rebate awards received under the Auto Program shall be based upon the EPA fuel economy ratings of the qualifying energy efficient vehicle and the nature of the vehicle acquisition, i.e. Lease or Purchase
- C. Any qualifying energy efficient vehicle that is:
  - 1. A Purchased vehicle with a fuel economy of 40 MPG highway or higher shall be eligible for a \$2,000 rebate
  - 2. A Purchased vehicle with a fuel economy of 45 MPG highway or higher shall be eligible for a \$2,500 rebate
  - 3. A Purchased full electric vehicle shall be eligible for a \$3,000 rebate
  - 4. A Leased vehicle with a fuel economy of 40 MPG highway or higher shall be eligible for a \$1,000 rebate
  - 5. A Leased vehicle with a fuel economy of 45 MPG highway or higher shall be eligible for a \$1,250 rebate
  - 6. A Leased full electric vehicle shall be eligible for a \$1,500 rebate

IX. PROGRAM LIMITATIONS

- A. As determined within the sole discretion of the Department, the following limitations shall apply to the Auto Program:
  - 1. Rebates provided under this Auto Program shall be limited to one (1) rebate per qualifying energy efficient vehicle per applicant per five (5) year period
    - a) In no instance will more than one (1) rebate payment be issued for the same vehicle. All vehicles purchased under CIP must be mechanically sound, in good running order and a 10 year old model or newer.
  - 2. Rebate awards and the responsibilities of the Department as provided for herein shall be, at all times, contingent upon the availability of funding for the Auto Program
    - a) The Department may discontinue or halt processing of applications received if for any reason funds are no longer available
  - 3. Applications will be funded on a first come basis
    - a) If funding becomes unavailable or is completely dispersed, applications will be held for up to one year prioritized by the order of receipt to be paid if additional funds are received or funding is renewed in the next fiscal year
  - 4. From time to time, Applicants may be awarded funds under more than one (1) Tribal program offered by the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians; under no circumstances shall an Applicant be entitled to a rebate under this Program if such an award would amount to receipt of an amount by the Applicant of greater than the total purchase price

- a) However, through coordination of benefits under this Auto Program with other Tribal programs, awards may be used to offset each other in order to maximize Auto Program dollars and provide the best outcome to eligible Applicants.

X. MISREPRESENTATION

- A. Discovery of false, misleading, misrepresented, or omitted information during the application process or after the award of any rebate under this Auto Program shall result in denial of any Application for assistance or benefits under this Auto Program or any other Conservation Incentive Program offered by the Department and may cause the Department to seek any and all legal action available to the Department to recover monies received through any act of misrepresentation and/or take any other action deemed appropriate by the Department



Policy: Energy Audits and Retrofits	Policy Number: CIP03
Section:	Responsible Official: Environmental Director
References:	Policy Type: Departmental
Approval Date: 10/21/18 Date Revised: 1/14/19	Approval Signature:

Purpose: To reduce the environmental impact of the Tribal community, improving energy efficiency, water consumption and air quality in and around their homes.

I. POLICY

- A. It is the policy of the Gun Lake Tribe Environmental Department to provide incentives to Tribal Citizens of the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians to improve the energy efficiency of their residence through completion of energy audits on their homes and implementation of energy efficiency retrofits (“Energy Audit Program”)

II. SCOPE

- A. This policy applies to all applicants to the Conservation Incentive Program and the Tribal Environmental Department staff who administer the policy

III. AUTHORITY

- A. The Environmental Department is responsible for the administration of this program and policy

IV. DEFINITIONS

- A. Annual Fuel Utilization Efficiency (AFUE) – a thermal efficiency measure of combustion for furnaces, water heaters and boilers
- B. BPI Certified Contractor – individual with energy audit credentials from the Building Professionals Institute
- C. Energy Audit - an inspection, survey and analysis of energy flows for energy conservation in a building to reduce the amount of energy input into the system without negatively affecting the outputs of a Tribal Citizens home
- D. EPA – the United States Environmental Protection Agency
- E. Good Standing – having complied with all his or her explicit obligations (to not be out of compliance with or in debt to) Tribal programs
- F. HVAC – Heating, Ventilation and Air Conditioning equipment that regulates heating and/or air conditioning
- G. LED Lighting – Light Emitting Diode light bulbs
- H. Retrofit – the improving of existing buildings with energy efficiency supplies and or practices
- I. U-Factor - measurement of the rate of heat transfer which characterizes how well the window insulates. U-factor values range from 0.15 to 1.25 and are measured in Btu/h·ft<sup>2</sup>·°F; the lower the U-factor, the better the window insulates

V. ELIGIBILITY

- A. In order to access the Auto Program, the Applicant must meet the following criteria:

1. Be a Tribal Citizen, or Parent/Guardian of a minor Tribal Citizen as verified through the Enrollment Department whose home is the primary residence of the minor Tribal Citizen
2. Be in Good Standing with all other services or Programs offered or operated by the Match-E-Be-Nash-She-Wish Band of Pottawatomis Indians
3. Agree to have a qualifying energy audit completed by a BPI-certified contractor, at the Applicant's current residence or present a qualifying energy audit completed no more than five (5) years prior to application
4. Must have implemented and be able to show proof in a form acceptable to the Department of implementation of qualifying retrofits, not otherwise subject to Energy Audit Program Limitation described in Section VIII, as recommended by the qualified energy audit, as described in Section C above, by the homeowner or a licensed contractor, no more than one (1) calendar year prior to application
5. Submit a completed application as defined in Article VII to be processed within the Application Period

#### VI. APPLICANT RESPONSIBILITIES

- A. In order to receive a rebate award or payment to contractor performing an energy audit under this Energy Audit Program, Applicant's must submit a completed Energy Audit Application to the Department within the Application Period containing the following information and providing proof of the same as applicable:
  1. Applicant Identifying Information
  2. Proof of contractor credentials supporting BPI certification and/or builders license
  3. If Parent/Guardian of minor a Tribal Citizen, proof of residency of minor Tribal Citizen in a form acceptable to the Department
  4. A statement verifying that documentation submitted is true and correct and acknowledging that subsequent evidence of the misrepresentation or fraud shall subject applicant to any and all legal action available to the Department to recover funds expended and disqualification from receipt of future funds under the Energy Audit Program and other Conservation Incentive Programs
  5. If energy audit was previously performed, a copy of the energy audit and invoice
  6. For a direct payment to an energy audit contractor, copy of invoice which includes price, the scope of the energy audit, i.e. what is included, and contractor's contact information and the final audit report
  7. For retrofit reimbursement, a copy of the energy audit and itemized invoice or itemized receipt and photographic documentation verifying cost and completion of retrofit
  8. Applicant takes full responsibility of contractor selection and practice implementation. Applicant is responsible for all oversight of contractors and practices

#### VII. ENVIRONMENTAL DEPARTMENT RESPONSIBILITIES

- A. The Department shall provide notice to Tribal Citizens of the Application Period in the Tribal newsletter, on bulletin boards within the tribal offices, and through separate mailings to Tribal Citizens as determined appropriate by the Department
- B. The Department shall process all completed applications received within the Application Period within forty-five (45) days of receipt to determine the appropriate Energy Audit Program rebate on a first come first served basis until Energy Audit Program funds have been exhausted
- C. The Department shall arrange for incentive payment check to be issued within forty-five (45) days from receipt of completed application
  1. CIP Incentive checks may include accompanying educational materials regarding Conservation Incentive Program specific information such as recycling appliances and other energy saving tips within the sole discretion of the Department

#### VIII. INCENTIVES

- A. Incentives shall be in the form of rebates with the exception of energy audits

- B. Subject to the eligibility requirements found in Article VII or as otherwise indicated herein incentives received under the Energy Audit Program shall be based upon the standard rates established by the Department encompassing common energy retrofit
- C. Energy audits will be covered up to 100% not to exceed the totals listed below:
  - 1. Walk through energy audit - \$50
  - 2. Full diagnostic energy audit (blower door test and thermal scan) - \$450
  - 3. Post retrofit energy audit (blower door test and thermal scan) - \$250
- D. Subject to the eligibility requirements found in Article VII and limitations in Article XI or as otherwise indicated herein, energy retrofits will be covered up to 100% of cost not to exceed totals listed below:
  - 1. Attic or wall Insulation - \$2.00 per square foot
  - 2. Attic sealing - \$2.00 per linear foot
  - 3. Energy Star qualified windows - \$100.00 per window
  - 4. Window sealing - \$20.00 per window
  - 5. Furnace/air conditioning - \$1,000.00 furnace; \$250.00 central air conditioning
    - a) Furnace AFUE Ratings must be above 95%
    - b) Air conditioning unit must be Energy Star Qualified
  - 6. Exterior door replacement - \$100 per energy star qualified door
  - 7. Exterior door sealing - \$20.00 per door
  - 8. HVAC tape sealing - up to \$200 to seal duct work and equipment of HVAC systems
  - 9. Water pipe and water heater insulation - up to \$200
  - 10. Crawl space/basement foam insulation - \$2 per square foot, not to exceed \$2,000
  - 11. Crawl space/basement 12 mil vapor barrier - \$1.40 per square foot, not to exceed \$1,500
  - 12. Conversion to LED lighting - up to \$500 per household; one application every five (5) years (Article XI (B) is not applicable to this incentive)
    - a) Eligible LED costs include lightbulbs and required ballast retrofits
    - b) Reference to LED lighting must be on a line item receipt or invoice for verification purposes
  - 13. Programmable Thermostat - \$250 per unit including installation; one application every ten (10) years per residence (Article XI (B) is not applicable to this incentive)
  - 14. Energy star qualified ceiling fans one (1) per bedroom and living room per residence - \$25 per fan (Article XI (B) is not applicable to this incentive)
    - 15. Energy star qualified room air conditioning – 10% of pretax purchase price (Article XI (B) is not applicable to this incentive)

#### IX. PROGRAM LIMITATIONS

- A. As determined within the sole discretion of the Department, the following Energy Audit Program limitations shall apply:
  - 1. In no case will program funds cover more than 100% of cost of audit or retrofit
  - 2. Eligibility for retrofit incentives will only be provided if the qualifying energy audit reflects a recommendation that such retrofitting is needed, except Article VIII (D) 12 – 15.
  - 3. Applicants are eligible for walk through energy audit or full diagnostic energy audit every five (5) years or upon verification of new residence
  - 4. The Department reserves the right to compare prices and contact vendors to verify an invoiced price is reasonable and does not include costs beyond eligible retrofit costs.
  - 5. The Department reserves the right to return an application without sufficient documentation
  - 6. Rebate awards and the responsibilities of the Department as provided for herein shall be, at all times, contingent upon the availability of funding for the Energy Audit Program; the Department may discontinue or halt processing of applications received if for any reason funds are no longer available
  - 7. Applications will be funded on a first come basis; if funding becomes unavailable or is completely dispersed, applications will be held for up to one year prioritized by the order of receipt to be paid if additional funds are received or funding is renewed in the next fiscal year

8. From time to time, Applicants may be awarded funds under more than one (1) Tribal program offered by the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians; under no circumstances shall an Applicant be entitled to a rebate under this Energy Audit Program if such an award would amount to receipt of an amount by the Recipient of greater than the amounts of the energy audit and all retrofits combined
  - a) However, through coordination of benefits under this Energy Audit Program with other Tribal programs, awards may be used to offset each other in order to maximize Energy Audit Program dollars and provide the best outcome to eligible Applicants

X. MISREPRESENTATION

- A. Discovery of false, misleading, misrepresented, or omitted information during the application process or after the award of any rebate under this Energy Audit Program shall result in denial of any Application for assistance or benefits under this Energy Audit Program or any other Conservation Incentive Program offered by the Department and may cause the Department to seek any and all legal action available to the Department to recover monies received through any act of misrepresentation and /or take any other action deemed appropriate by the Department

Policy: Residential Renewable Energy Incentives	Policy Number: CIP04
Section:	Responsible Official: Environmental Director
References:	Policy Type: Departmental
Approval Date: 10/21/18 Date Revised: 1/14/19	Approval Signature:

Purpose: To reduce the environmental impact of the Tribal community, improving energy efficiency, water consumption and air quality in and around their homes.

I. POLICY

- A. It is the policy of the Gun Lake Tribe Environmental Department to provide incentives to Tribal Citizens of the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians to improve the energy efficiency of their residence through harnessing renewable energy

II. SCOPE

- A. This policy applies to all applicants to the Conservation Incentive Program and the Tribal Environmental Department staff who administer the policy

III. AUTHORITY

- A. The Environmental Department is responsible for the administration of this program and policy

IV. DEFINITIONS

- A. Department – the Match-E-Be-Nash-She-Wish Band of Pottawatomi Environmental Department
- B. Good Standing – having complied with all his or her explicit obligations (to not be out of compliance with or in debt to) Tribal programs
- C. Tribe/Tribal – Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians or Gun Lake Tribe
- D. Renewable Energy – energy from a source that is not depleted when used
- E. Renewable Energy Systems – systems that harness energy from solar, geothermal and wind sources
- F. Solar Energy – radiant light and heat from the sun harnessed for heating and photovoltaics
- G. Geothermal Energy – thermal energy generated and stored in the Earth
- H. Wind Energy – power generated from air flow

V. ELIGIBILITY

- A. In order to access the Residential Renewable Energy Incentives, the Applicant must meet the following criteria:
  1. Be a Tribal Citizen, or Parent/Guardian of a minor Tribal Citizen as verified through the Enrollment Department whose home is the primary residence of the minor Tribal Citizen
  2. Own the residence of practice installation documented through mortgage or deed
  3. Be in Good Standing with all other services or Programs offered or operated by the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians
  4. Must have completed a home energy audit on the primary residence where the renewable energy will be installed. Report must be shared with the Department

5. Must have implemented and be able to show proof in a form acceptable to the Department of implementation of at least 90% recommended retrofits which qualify for CIP incentives, not otherwise subject to Energy Audit Program Limitation described in Section VIII, as recommended by a BPI certified energy audit, as described in Section above, by the homeowner or a licensed contractor
  - a) If renewable energy is for a new construction home installed during initial home construction, documentation of environmental stewardship measures must be provided in a form deemed suitable by the Department for example, energy star or LEED home rating or list of energy and water saving practices installed.
6. Submit a completed application as defined in Article VII to be processed within the Application Period

#### VI. APPLICANT RESPONSIBILITIES

- A. Applicant Identifying Information
- B. Completed application noting the desired renewable energy incentive
- C. Proof of primary residency and home ownership and in a form acceptable to the Department
- D. Verification that system has renewable energy system is hooked up and functioning in a form acceptable to the Department
- E. Applicant takes full responsibility for selection of equipment, contractors and related actions
- F. Applicant takes full responsibility for all actions related to the construction of renewable energy systems at their residence

#### VII. ENVIRONMENTAL DEPARTMENT RESPONSIBILITIES

- A. The Department shall provide notice to Tribal Citizens of the Application Period in the Tribal newsletter, on bulletin boards within the tribal offices, and through separate mailings to Tribal Citizens as determined appropriate by the Department
- B. The Department shall process all completed applications received within the Application Period within forty-five (45) days of receipt to determine the appropriate Renewable Energy rebate on a first come first served basis until Conservation Incentive Program funds have been exhausted
- C. The Department shall ensure that incentive check is issued within forty-five (45) days from receipt of completed application
  1. Incentive checks may include accompanying educational materials regarding the Conservation Incentive Program specific information such as recycling appliances and other energy saving tips within the sole discretion of the Department

#### VIII. INCENTIVES

- A. Incentives shall be in the form of rebates
- B. Rebates to be received for qualifying incentives received under the Residential Renewable Energy Incentives shall be based upon the following:
  1. Solar Energy– 30% of the cost of labor, equipment, and fees including hookup of solar photovoltaic systems and solar water heat systems are eligible
    - a) Incentive payments shall not to exceed \$2,500
  2. Geothermal Energy– 30% of the cost of labor, equipment, and fees including hookup are eligible
    - a) Incentive payments shall not to exceed \$2,500
  3. Wind Energy – 30% of the cost of labor, equipment, and fees including hookup are eligible
    - a) Incentive payments shall not to exceed \$2,500

#### IX. PROGRAM LIMITATIONS

- A. As determined within the sole discretion of the Department, the following Residential Renewable Energy Incentive limitations shall apply:
  1. Renewable energy systems must be installed by a licensed contractor

2. In no case will program funds cover more than 30% of the total cost of labor, equipment and fees related to the renewable energy purchase and construction
3. Applicants are eligible for each renewable energy incentive once per residence
4. Rebate awards and the responsibilities of the Department as provided for herein shall be, at all times, contingent upon the availability of funding for the Energy Audit Program; the Department may discontinue or halt processing of applications received if for any reason funds are no longer available
5. Applications will be funded on a first come basis; if funding becomes unavailable or is completely dispersed, applications will be held for up to one year prioritized by the order of receipt to be paid if additional funds are received or funding is renewed in the next fiscal year
6. From time to time, Applicants may be awarded funds under more than one (1) Tribal program offered by the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians; under no circumstances shall an Applicant be entitled to a rebate under this Energy Audit Program if such an award would amount to receipt of an amount by the Recipient of greater than the amounts of the energy audit and all retrofits combined
  - a) However, through coordination of benefits under this Energy Audit Program with other Tribal programs, awards may be used to offset each other in order to maximize Energy Audit Program dollars and provide the best outcome to eligible Applicants

X. MISREPRESENTATION

- A. Discovery of false, misleading, misrepresented, or omitted information during the application process or after the award of any rebate under this Residential Green Energy Incentive Program shall result in denial of any application for assistance or benefits under this Residential Green Energy Incentive Program or any other Conservation Incentive offered by the Department and may cause the Department to seek any and all legal action available to the Department to recover monies received through an act of misrepresentation and /or take any other action deemed appropriate by the Department

Policy: Water Conservation	Policy Number: CIP05
Section:	Responsible Official: Environmental Director
References:	Policy Type: Departmental
Approval Date: 10/21/18 Date Revised: 1/14/19	Approval Signature:

Purpose: To reduce the environmental impact of the Tribal community, improving water consumption and water quality in and around their homes

I. POLICY

- A. It is the policy of the Gun Lake Tribe Environmental Department to provide incentives to Tribal Citizens of the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians to reduce and reuse residential water (the Water Conservation Program”)

II. SCOPE

- A. This policy applies to all applicants to the Conservation Incentive Program and the Tribal Environmental Department staff who administer the policy

III. AUTHORITY

- A. The Environmental Department is responsible for the administration of this program and policy

IV. DEFINITIONS

- A. Low-flow shower head – a showerhead that has the WaterSense label
- B. Low-flow toilet – a toilet that has the WaterSense label
- C. Good standing – having complied with all his or her explicit obligations (to not be out of compliance with or in debt to) Tribal programs
- D. Qualifying incentive – those items identified by the Department that fulfill the purpose of the Water Conservation Program by reducing and reusing residential water supplies
- E. Qualifying residence – the primary household or residence under construction which is to be the primary household of the Tribal citizen listed on the Conservation Incentive Program application
- F. Rain barrel – reservoir container for collecting rainwater from downspouts and rooftops for later use to water lawns and gardens
- G. Rain garden – a planted depression that allows rainwater runoff from hard surfaces such as roofs, driveways, walkways, parking lots, and compacted lawn areas, the opportunity to be absorbed into the ground through percolation and evaporation
- H. State certified laboratory – a laboratory certified under authorization of the Safe Drinking water legislation of said state that meets the United States Safe Drinking Water Act
- I. WaterSense label – a label identifying water efficient products that identifies products that meet both efficiency and performance standards set by the EPA
- J. Water testing – a State certified lab analysis which may include the following parameters; total coliform, nitrites, total dissolved solids, lead, copper, sulfates, hardness, arsenic, fluoride, iron, manganese, sodium, and zinc



V. ELIGIBILITY

- A. In order to access the Water Conservation Program, the Applicant must meet the following criteria:
  - 1. Must be a Tribal Citizen, or Parent/Guardian of a minor Tribal Citizen as verified through the Enrollment Department
  - 2. Residence of implementation of water conservation incentive must be owned by qualified applicant with the exception of drinking water testing
  - 3. Must be in good standing with all other services or Programs offered or operated by the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians
  - 4. Completed application as defined in Article VIII must be submitted and processed within the Application Period

VI. APPLICANT RESPONSIBILITIES

- A. In order to receive a rebate award under this Water Conservation Program, Applicant's must submit a completed Application to the Department within the Application Period containing the following information and providing proof of the same as applicable
  - 1. Applicant Identifying Information
  - 2. Completed application noting the desired Water Conservation incentive
  - 3. Proof of primary residency and home ownership and in a form acceptable to the Department
  - 4. If incentive is for a residence under construction, proof of intention to establish residency in a form acceptable to the Department
  - 5. If applying for a water testing incentive, Applicant must provide documentation of laboratory state certifications
  - 6. If applying for a WaterSense showerhead or toilet an itemized invoice or itemized receipt with model number or detailed model name
  - 7. Reserved (rain garden)
  - 8. If applying for a rain barrel, Applicant must provide:
    - a) Photographic documentation of the gutter system at the residence
    - b) A post-installation photograph of rain barrel
    - c) A statement verifying that documentation submitted is true and correct and acknowledging that subsequent evidence of the misrepresentation or fraud shall subject applicant to any and all legal action available to the Department to recover funds expended and disqualification from receipt of future funds under the Water Conservation Program and other Conservation Incentive Programs
  - 9. If applying for septic inspection and pumping, itemized invoice in the name of the Tribal citizen or primary guardian with invoice address matching address on file with the Tribe and application
  - 10. Applicant takes responsibility of selecting contractors and full liability for any and all actions pursued at their residence
  - 11. Applicant takes responsibility for selection of products purchased and installed

VII. ENVIRONMENTAL DEPARTMENT RESPONSIBILITIES

- A. The Department shall fulfill the following duties and obligations for the proper administration of the Water Conservation Program:
  - 1. The Department shall provide notice to Tribal Citizens of the Application Period in the Tribal newsletter, on bulletin boards within the tribal offices, and through separate mailings to Tribal Citizens as determined appropriate by the Department
  - 2. The Department shall process all completed applications received within the Application Period within forty-five (45) days of receipt to determine the appropriate Water Conservation Program rebate on a first come first served basis until Water Conservation Program funds have been exhausted

3. The Department ensure that issue incentive checks are issued within forty-five (45) days from receipt of completed application. Incentive checks may include accompanying educational materials regarding the Conservation Incentive Program specific information such as recycling appliances and other energy saving tips within the sole discretion of the Department

#### VIII. INCENTIVES

- A. Incentives shall be in the form of a rebate with the exception of the rain barrels (IX. D)
- B. Incentives to be received under the Water Conservation Program shall be based upon the following:
  1. WaterSense shower head replacements
    - a) Maximum of three (3) per qualifying residence unless evidence of bathrooms above three (3) is provided to the Department
    - b) Maximum rebate per showerhead shall be \$30.00, not to exceed 100% of pre-tax purchase price
  2. Reserved (Rain Garden)
  3. WaterSense toilet replacements
    - a) Must bear the WaterSense label
    - b) Must include receipt of product identifying cost, brand and model number
    - c) Maximum rebate per toilet shall be \$300.00, not to exceed 100% of the pre-tax purchase price
    - d) Maximum of three (3) per qualifying residence unless evidence of bathrooms above three (3) is provided to the Department
  4. Rain barrel requests will be covered 100% by the Water Conservation Program and will be ordered and shipped to the applicant by the Department
    - a) Installation is the responsibility of the Applicant
    - b) Applicant must include proof of existing gutter structure at home to receive rain barrel incentive
    - c) Maximum of two (2) per household
    - d) Must provide photographic documentation of installed rain barrel
  5. Septic Inspection and pumping will be covered 100% up to \$350 once every three (3) years
    - a) Inspection and pumping of septic systems including tanks, drain fields, residential lagoons and connection to sewer are eligible costs
  6. Drinking water testing for will be covered 100% as described below:
    - a) Once per year – total coliform, nitrates, nitrites, total dissolved solids and PH
    - b) Once per residence – lead, copper, sulfates, hardness, arsenic, fluoride, iron, manganese, sodium, zinc
    - c) Additional testing is at the discretion of the Environmental Department staff
  7. Water Purification Systems
    - a) Must have completed drinking water testing and reviewed results with Department staff
    - b) Maximum incentive shall be \$1,000 not to exceed 50% of the total cost.
    - c) Eligible purification systems include reverse osmosis, carbon filtration and similar systems.

#### IX. PROGRAM LIMITATIONS

- A. As determined within the sole discretion of the Department, the following Water Conservation Program limitations shall apply:
  1. All applicants in the Gun Lake Tribe Service Area must first apply for assistance through the Housing Department for water testing and septic assistance
  2. Rebates provided under this Water Conservation Program shall be limited to one (1) rebate per qualifying incentive per qualifying residency per ten (10) year period for showerheads, toilets, water purification and rain barrels
  3. One (1) rebate per three (3) years per qualifying residence for septic inspection and pumping
    4. In no case will program funds cover more than 100% of purchase, or reimburse taxes on purchased item or service
  5. Drinking water testing must be analyzed at a state certified laboratory to qualify

6. Rebate awards and the responsibilities of the Department as provided for herein shall be, at all times, contingent upon the availability of funding for the Water Conservation Program; the Department may discontinue or halt processing of applications received if for any reason funds are no longer available
7. Applications will be funded on a first come basis; if funding becomes unavailable or is completely dispersed, applications will be held for up to one year prioritized by the order of receipt to be paid if additional funds are received or funding is renewed in the next fiscal year
8. From time to time, Applicants may be awarded funds under more than one (1) Tribal program offered by the Match-E-Be-Nash-She-Wish Band of Pottawatomis Indians; under no circumstances shall an Applicant be entitled to a rebate under this Water Conservation Program if such an award would amount to receipt of an amount by the Recipient of greater than the total purchase price
  - a) However, through coordination of benefits under this Water Conservation Program with other Tribal programs, awards may be used to offset each other in order to maximize Water Conservation Program dollars and provide the best outcome to eligible Applicants

X. MISREPRESENTATION

- A. Discovery of false, misleading, misrepresented, or omitted information during the application process or after the award of any rebate under this Water Conservation Program shall result in denial of any Application for assistance or benefits under this Water Conservation Program or any other Conservation Incentive Water Conservation Program offered by the Department and may cause the Department to seek any and all legal action available to the Department to recover monies received through an act of misrepresentation and /or take any other action deemed appropriate by the Department

Policy: Indoor Air Quality	Policy Number: CIP06
Section:	Responsible Official: Environmental Director
References:	Policy Type: Departmental
Approval Date: 10/21/18 Date Revised: 1/14/19	Approval Signature:

Purpose: To reduce the environmental impact of the Tribal community, improving energy efficiency, water consumption and air quality in and around their homes

I. POLICY

- A. It is the policy of the Gun Lake Tribe Environmental Department to provide incentives to Tribal Citizens of the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians to improve the air quality in and around their homes

II. SCOPE

- A. This policy applies to all applicants to the Conservation Incentive Program and the Tribal Environmental Department staff who administer the policy

III. AUTHORITY

- A. The Environmental Department is responsible for the administration of this program and policy

IV. DEFINITIONS

- A. Carbon monoxide detector – a device that detects the presence of the carbon monoxide (CO) gas in order to prevent carbon monoxide poisoning
- B. Energy Star – a government-backed symbol of energy efficiency; a term used to describe the energy performance of an entity, such as a building, product, home, or design project
- C. Good standing – having complied with all his or her explicit obligations (to not be out of compliance with or in debt to) Tribal programs
- D. HEPA filter – a high efficiency particulate air filter. The filter is manufactured, tested, certified, and labeled in accordance with HEPA filter standards
- E. Mold testing – taking a surface sample of areas within a residence
- F. Radon – gas that comes from the natural (radioactive) breakdown of uranium in soil, rock and water and enters into homes through cracks in solid floors and gaps around pipes

V. ELIGIBILITY

- A. In order to access the Indoor Air Quality Program, the Applicant must meet the following criteria:
  1. Be a Tribal Citizen, or Parent/Guardian of a minor Tribal Citizen as verified through the Enrollment Department whose home is the primary residence of the minor Tribal Citizen
  2. Be in Good Standing with all other services or Programs offered or operated by the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians
  3. Submit a completed application as defined in Article VII to be processed within the Application Period

VI. APPLICANT RESPONSIBILITIES

- A. Applicant Identifying Information
- B. Completed application noting the desired Air Quality incentive
- C. Proof of primary residency and home ownership and in a form acceptable to the Department
  - 1. Ownership is only necessary for energy star qualified bathroom exhaust fans and radon mitigation.
- D. If incentive is for a residence under construction, proof of intention to establish residency in a form acceptable to the Department
- E. Applicant takes full liability for any actions completed on their behalf under this CIP program

VII. ENVIRONMENTAL DEPARTMENT RESPONSIBILITIES

- A. The Department shall provide notice to Tribal Citizens of the Application Period in the Tribal newsletter, on bulletin boards within the tribal offices, and through separate mailings to Tribal Citizens as determined appropriate by the Department
- B. The Department shall process all completed applications received within the Application Period within forty-five (45) days of receipt to determine the appropriate Air Quality incentive on a first come first served basis until Conservation Incentive Program funds have been exhausted
- C. The Department shall ensure that incentive checks are issued within forty-five (45) days from receipt of completed application
  - 1. Incentive checks may include accompanying educational materials regarding the Conservation Incentive Program specific information such as recycling appliances and other energy saving tips within the sole discretion of the Department

VIII. INCENTIVES

- A. Incentives shall be in the form of rebates unless otherwise noted
- B. Incentives received under the Indoor Air Quality Program shall be based upon the following:
  - 1. Carbon Monoxide Detectors
    - a) 100% of cost, one (1) per 1,000 square foot of home per five (5) years
  - 2. HEPA furnace filters
    - a) 100% of cost for up to three (3) filters per year, not to exceed \$100
  - 3. Energy Star qualified bathroom exhaust
    - a) \$400 per bathroom per qualifying residence per five (5) years
  - 4. Air Quality Home Audit
    - a) 100% of cost
    - b) Audit completed by Environmental staff within the GLT service area
  - 5. Mold testing
    - a) 100% of cost, not to exceed \$200
    - b) Testing completed by Environmental staff within GLT service area
  - 6. Radon mitigation systems for citizen homes with documented radon levels above the EPA standard of 4 pCi/L
    - b) 50% of mitigation systems not to exceed \$1,000.00.

IX. PROGRAM LIMITATIONS

- A. As determined within the sole discretion of the Department, the following Indoor Air Quality Program limitations shall apply:
  - 1. In no case will program funds cover more than 100% of cost of purchase
  - 2. Applicants are eligible for Carbon Monoxide Detector Incentive once per five (5) years
  - 3. Applicants are eligible for HEPA filters incentive once per year
  - 4. Applicants are eligible for bathroom exhaust incentive once per bathroom per qualifying residence
  - 5. Applicants are eligible for two (2) mold tests per year; additional testing allowed at the discretion of GLT Environmental staff

6. Applicants are eligible for one (1) Home Air Quality Audit per year
7. Rebate awards and the responsibilities of the Department as provided for herein shall be, at all times, contingent upon the availability of funding for the Indoor Air Quality Program; the Department may discontinue or halt processing of applications received if for any reason funds are no longer available
8. Applications will be funded on a first come basis; if funding becomes unavailable or is completely dispersed, applications will be held for up to one year prioritized by the order of receipt to be paid if additional funds are received or funding is renewed in the next fiscal year
9. From time to time, Applicants may be awarded funds under more than one (1) Tribal program offered by the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians; under no circumstances shall an Applicant be entitled to a rebate under this Indoor Air Quality Program if such an award would amount to receipt of an amount by the Recipient of greater than the amounts of the energy audit and all retrofits combined
  - a) However, through coordination of benefits under this Indoor Air Quality Program with other Tribal programs, awards may be used to offset each other in order to maximize Indoor Air Quality Program dollars and provide the best outcome to eligible Applicants

X. MISREPRESENTATION

- A. Discovery of false, misleading, misrepresented, or omitted information during the application process or after the award of any rebate under this Indoor Air Quality Program shall result in denial of any application for assistance or benefits under this Indoor Air Quality Program or any other Conservation Incentive offered by the Department and may cause the Department to seek any and all legal action available to the Department to recover monies received through an act of misrepresentation and /or take any other action deemed appropriate by the Department