

**Little Traverse Bay Bands of Odawa Indians**  
**Department of Commerce (DOC)**

7500 Odawa Circle  
Harbor Springs, MI 49740

Phone: (231) 242-1584  
Email: [DOC@ltbbodawa-nsn.gov](mailto:DOC@ltbbodawa-nsn.gov)

**Energy Improvement Program (EIP) Application for Third-Party Financing**

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Any person who is a principal owner, or a person that has twenty-five (25) percent or more ownership in a corporation, LLC, or other legal entity must be included on this application and will be known as the “Applicant(s)”.

The application fee is 2.25% of the Project finance amount, subject to a minimum non-refundable fee of \$5,000 and not to exceed \$50,000 per Project for each Program application submission. The minimum non-refundable fee of \$5,000 is due with the application submission. The remaining balance of the application fee is due upon approval of the application and must be paid within 30 days of the closing of the loan. If the application is not approved, the remaining balance of the application fee is waived. If the application is withdrawn after it has been approved, the remaining balance of the application fee will be charged and is due within 30 days of date of withdrawal. The remaining balance of the application fee in excess of the initial \$5,000 may be rolled into the total loan amount and paid within 30 days of loan closing. Acceptable forms of application fee payments are check or wire transfer.

If the application is approved, the owner will be responsible for any additional administrative fees, and any other costs incurred by the Department on behalf of the applicant, owner, or project for the duration of the energy assessment term, or until the energy assessment has been in full and recorded by the LTBB Department of Commerce as closed.

Check the appropriate box(es) below to specify the type of project for this application:

**NEW CONSTRUCTION**

- Energy Efficiency Improvement
- Renewable Energy Improvement

**LIKE-FOR-LIKE REPLACEMENT**

- Energy Efficiency Improvement
- Renewable Energy Improvement

\*Assessment cannot exceed one-hundred (100) percent of the financing of the energy efficiency improvement or renewable energy improvement for existing building retrofit projects and up to thirty (30) percent financing of the Market Value either as “Stabilized Value” or “Complete Value” for new construction projects, with terms that extend up to twenty-five (25) years. The value of the property shall be determined by an appraisal conducted by a licensed appraiser. Assessment also cannot exceed the value of the benefit provided to the eligible property by the energy improvement or renewable energy improvement.

What is the anticipated completion date for projects that are in process or have not yet been started? \_\_\_\_\_

If the project has been completed, provide the date of completion: \_\_\_\_\_ (must match documentation provided). Application must be made no later than three (3) years from the date of the completion of the energy efficiency improvement or renewable energy improvement evidenced by appropriately issued and finalized closed out permits or Occupancy Permit for new construction.

What is the estimated closing date for the loan: \_\_\_\_\_

Name, Postal Address, and Email Address of all “Applicant(s)” with twenty-five (25) percent or more ownership:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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Name, Postal Address, and Email Address of any person holding a lien against the eligible property:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Name, Postal Address, and Email Address of private third-party financier: \_\_\_\_\_

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Complete applications shall contain the following (check the box to confirm submission of each item):

• **FOR ALL PROJECTS:**

- Documents, pictures, maps or other sources evidencing that the property is commercial
- Documents evidencing that the property is either wholly owned by the Tribe, majority owned by the Tribe by at least fifty-one (51) percent, or held in trust by the Secretary of Interior
- Verification that the contractor is licensed to perform the work
- Verification that the contractor has a permit to acquire, construct, install, or modify an energy project issued by the Tribe's Planning Department
- To evidence the date of completion of a project – appropriately issued and finalized closed out permits OR Occupancy Permit for new construction
- Signed Credit History Report waiver. CREDIT HISTORY REPORT WAIVER FROM THE LTBB DEPT OF COMMERCE MUST BE USED.
- Letter of verification that the "Applicant(s)" have qualified for private third-party financing & the terms of financing
- Letter verifying that any mortgage or lien holder consents to the eligible property participating in the Program and will be a subordinate lienholder and consent to the levying of an assessment on the property. LETTER OF LENDER CONSENT TEMPLATE FROM THE LTBB DEPT OF COMMERCE MUST BE USED.
- Appraisal conducted by a licensed appraiser
- A cost estimate or construction budget of the project from a licensed contractor
- Documentation of an energy audit
- Proof of total costs for the financing of the energy improvement or renewable energy, including hard and soft costs
- Documentation of eligible costs (NOTE: all soft costs shall be in proportion to the hard costs of construction)
  - i. Eligible costs include, but are not limited to:
    - Construction costs related to an eligible improvement
    - Commissioning costs (soft cost)
    - Energy audit costs (soft cost)
    - Engineering and design expenses (soft cost)
    - Measurement & verification costs (soft cost)
    - Permit fees (soft cost)
    - Renewable energy feasibility study costs (soft cost)
    - Processing fees including but not limited to appraisals, lender fees, Department fees, legal fees (soft cost)
    - \*NOTE: additional soft costs may be included, subject to review and approval by the Department

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- ii. Ineligible costs include:
  - Any combination of measures that do not result in utility cost savings;
  - Measures that are not permanently attached to the subject property or building and which can be easily removed (not including certain lighting upgrades the Department determines are unlikely to be removed);
  - Any measure that is not commercially available;
  - Health and safety improvements not directly related to or otherwise incorporated in the energy improvement; and
  - General construction costs, other than new construction projects
- An estimate of the value of the benefit provided by the completed energy efficiency improvement or renewable energy improvement(s) to the applicant's eligible property
- If the project has been completed, written confirmations from the licensed contractor and the owner that verifies the cost of completing the Energy Efficiency Improvement project and confirms that the energy project was properly acquired, constructed, installed or modified and is operating as intended for one or more of the following:
  - i. Insulation in walls, roofs, floors, and foundations in heating and cooling distribution systems;
  - ii. Storm windows and doors, multi-glazed windows and doors, heat-absorbing or heat-reflective glazed and coated window and door systems, with additional glazing, reductions in glass area, and other window and door system modifications that reduce energy consumption;
  - iii. Automatic energy control systems;
  - iv. Heating, ventilating, or air conditioning and distribution system modifications or replacements in a building;
  - v. Caulking and weather stripping;
  - vi. Replacement or modification of lighting fixtures to increase the energy efficiency of the system;
  - vii. Energy recovery systems;
  - viii. Daylighting systems;
  - ix. Electric vehicle charging equipment added to the building or its associated parking area;
  - x. Any other modification, installation, or remodeling approved by the Department as a utility cost-savings measure, including water conservation fixtures, including both indoor and outdoor fixtures for both hot and cold water
- Application fee: (Total Amount Due: \_\_\_\_\_; and Payment Method: \_\_\_\_\_)
  - i. If full application fee is not being submitted with application submission, please provide the amount and expected date in which the remainder will be submitted \_\_\_\_\_
- **FOR NEW CONSTRUCTION PROJECTS:**
  - Documentation of total project construction costs by a trade component so that the Department can evaluate the Total Eligible Construction Cost (TECC). The TECC will include all hard and soft costs associated with construction and excludes the cost to purchase or lease the land itself as well as any components that are not permanently attached to the building.
  - Proof that the current or applicable International Energy Conservation Code has been met or exceeded
- **FOR LIKE-FOR-LIKE REPLACEMENT PROJECTS:**
  - Documentation of ONE or more of the following for each like-for-like improvement: (check the applicable box to confirm submission:)
    - i. Measure-level descriptions, costs, and savings projections;
    - ii. Spreadsheets or dynamic building simulation input files and output reports;
    - iii. Energy Performance Improvement Calculator report, based on level of project complexity simulation (building drawings, audit forms or notes, equipment cut sheets, pictures, etc.)

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• **FOR ENERGY EFFICIENCY IMPROVEMENTS:**

- An Energy Audit Report in compliance with ASHRAE for projects that involve multiple energy efficiency improvements, include at a minimum building description, baseline consumption and cost, and measure-level descriptions, costs, and savings projections

• **FOR RENEWABLE ENERGY IMPROVEMENTS:**

- Documentation that one or more fixtures, products, systems, or devices, or an interacting group of fixtures, products, systems, or devices will be or have been completed, that directly benefit eligible property or that are installed behind the meter of any eligible property, and that produce energy from renewable resources which may include, but not limited to, photovoltaic, solar thermal, wind, low-impact hydroelectric, biomass, fuel cell, or geothermal systems, such as ground source heat pumps
- Documentation of a renewable energy feasibility study that ensures the efficient use of the energy

The Department may request additional documents to be submitted within a required timeframe. Failure to do so within the timeframe as required by the Department may result in application denial. Additional documents required to be submitted within a certain timeframe will be communicated to the applicant in the form of mail or email communication.

For projects not yet completed at the time of application, written confirmations from the licensed contractor and owner must be submitted within 90 days of project completion that verifies the cost of completing the energy project and confirms that the energy project was properly acquired, constructed, installed, or modified and is operating as intended.

Completed applications and electronic signatures shall be accepted by email or other forms of electronic transmission.

The Department will perform a Credit History Report check in order to verify the following. In order for the “Applicant(s)” to be eligible, the following criteria shall be met:

- 1) There are no involuntary liens on the property, including, but not limited to, construction or mechanics liens, liens pending or judgements against the record owner, environmental proceedings, or eminent domain proceedings.
- 2) There are no notices of default or other evidence of property-based debt delinquency have been recorded and not cured.
- 3) The owner is current on all mortgage debt on the property, the record owner has not filed for bankruptcy in the last two (2) years, and the property is not an asset in a current bankruptcy proceeding.

Signature of all “Applicant(s)”:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date