



Affordable Home Electrification Program (AHEP) Multifamily Program Application

Application Instructions:

Please read these instructions in their entirety before starting your application.

Steps to Participate:

1. Determine whether the property or you (the applicant) meet the income and program eligibility requirements.

2. Identify whether your application falls under the “whole-building income eligible” or “tenant-level income eligible”. The process and documentation for each eligibility type is different.

3. Complete the property owner’s application and submit with the following supporting documentation:

- Most recent copy of the Washington Gas and PEPCO Utility Bills for the property if you, the property owner, are responsible for the bills and have utility accounts. This must be the full bill (including energy usage charts).
- Whole-building income verification documentation (if applicable).
- PEPCO authorization form (see Attachment A) for the property utility accounts.
- Washington Gas authorization form (see Attachment B) for the property utility accounts.

4. Collect the following income verification documentation and utility information from your tenants (if applicable):

- Most recent copy of the Washington Gas and PEPCO Utility Bills for ALL tenants if the building is sub metered, and tenants are responsible for their own bills. This must be the full bill (including energy usage charts).
- PEPCO authorization form for each tenant household (see Attachment C).
- Washington Gas authorization form for each tenant household (see Attachment D), if applicable.
- Tenant Proof of income form– required only for tenant-level eligibility (see Attachment E).

Eligibility:

General Requirements:

- ✓ Own a multifamily property (between 3 and 20 units/apartments) in District of Columbia
- ✓ Meet the whole-building income eligibility or tenant-level income eligibility requirements specified below. Additionally, for a property to have access to US Department of Energy (US DOE) Home Electrification and Appliance Rebates (HEAR) program funding, the property must also have at least 50% of the units occupied at the time of income verification by income-qualified-income households, as demonstrated through income verification and/or categorical eligibility (see below).
- ✓ Owner must be willing to enter into an affordability agreement to maintain building income eligibility for 5 years, or provide an existing affordability covenant for review that meets this requirement. *Properties with existing natural gas equipment that can be replaced with efficient electric equipment will be prioritized. Please note: electric to electric equipment upgrades may be approved on a case-by-case basis only for water heaters based on the age of the appliance or system. **Please note:** This application is intended for affordable multifamily property owners and decision makers. Individual unit owners that do not represent their entire building (e.g., condo or townhouse owners) should apply using the [Affordable Home Electrification Program Application](#). Unit owners must live in a multifamily building between 5 and 20 units as well as have eligible equipment for replacement within their own unit.*

Property owners may be able to income-qualify their buildings without collecting individual tenant income documentation if your building falls into one of the categories below.

Whole-building Income Eligibility Requirements:

- ✓ Submit your whole-building income verification documentation (see Section 5)
- ✓ The property must have restrictions or other covenants requiring that at least 50% of all units are occupied by households with incomes less than or equal to 80% of the Area Median Income (AMI) as defined by the Department of Housing and Community Development (DHCD).
 - Vacant or rehabilitating dwelling units may be eligible to participate in AHEP subject to approval and written assurances from the building owner or their agent that the vacant dwelling units will be occupied by income-eligible renters within 180 days under a Federal or District government program for rehabilitating the building, or a signed rental affordability agreement.
- ✓ Whole Building Eligibility includes buildings that are one of the following:
 - Public Housing, DC Housing Authority-Owned (DCHA)
 - Privately-owned with project-based assistance (Section 8, Section 202, Section 811)
 - Privately-owned with tenant-based assistance (Section 8 or similar programs)
 - Low-Income Housing Tax Credit Properties (Section 42 LIHTC)
 - Weatherization Assistance Program (WAP) Participants within the last two years
 - Privately-owned with deed covenants or land disposition agreements (50% of ADUs at or below 80% AMI)

If your property does not categorically income qualify, you must income qualify tenants individually.

Tenant-level Income Eligibility Requirements:

- ✓ At least 50% of all households in the building need to be verified as having total annual household income equal to or below 80% of the Area Median Income (AMI).
- ✓ Each tenant complete the tenant proof of income form (see Attachment E) and follow its submission instructions. This form will ask them for:
 - A Social Security Card and government-issued ID for every household member
 - Income verification documentation for each household member earning an income.

To Apply:

By Mail:

Follow the application instructions. Print the application along with the required property owner documentation listed above in **steps #1-3** and mail to:

DCSEU AHEP
1 M Street SE
3rd Floor
Washington, DC 20003

Or

Online:

Skip this application & apply online directly at
dcseu.com/ahep-mf-apply

1. Property Owner Information

*FIELD REQUIRED

The AHEP Program is funded through local District of Columbia funding and US Department of Energy's Home Electrification and Appliances Rebate (HEAR) Program funding established under the Inflation Reduction Act. By applying to the AHEP Program, I acknowledge and understand that it is currently supported by both local and federal funding sources. I also acknowledge that no additional resources can be utilized or combined with various funding sources and that the combination of upfront funding sources shall not exceed the total cost of the project. I acknowledge additional requirements may apply. I further understand that because this is an electrification program, participating in AHEP may result in higher electricity bills for my property.

If a DCSEU Approved Contractor contacted you about AHEP, please provide the company name here:

Installation Site Name:

*Installation Site Address:

*City/State: Washington, DC

*Zip Code:

*Ward:

*Owner's Legal Entity:

(NOTE: This should be the name of Legal Entity who owns the installation site)

Property Owner's Authorized Representative:

NOTE: The DCSEU is required to verify property ownership. The "Property Owner" information provided in this application must match the legal owner of the property.

- If the property is owned by an individual or individuals, the individual(s) must sign the application.
- If the property is owned by a legal entity, the application must be signed by an individual who either has an ownership interest in the entity or is employed by it. Please note: The application cannot be signed by the property's registered agent or a third party authorized only by contract (e.g., a property management company).

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Dr.

* Property Owner

Rep First Name:

* Property Owner

Rep Last Name:

Property Owner

Mailing Address (if different):

City:

State:

Zip Code:

*Preferred Method of Contact for Property Owner Rep: ☐ Email ☐ Primary Phone ☐ Alt Phone

*Email:

*PrimaryPhone: ()

Best time of day to reach you:

Alt Phone:

()

Best time of day to reach you:

2. Utility Information:

*FIELD REQUIRED

NOTE: Please complete for prospective installation site you provided above.

*Do you, as the Property Owner or Authorized Representative, pay any of the following for the units in your property?:

NOTE: We are using this information to determine what utility accounts belong to the building and if your building is master or sub metered. If yes, please also provide the most recent copy of the Washington Gas and PEPCO utility bills for the building along with completed Attachments A and B. This must be the full bill (including energy usage charts).

PEPCO	<input type="checkbox"/> No	<input type="checkbox"/> Yes.	Account #:			
Washington Gas	<input type="checkbox"/> No	<input type="checkbox"/> Yes.	Account #:			
Oil Company	<input type="checkbox"/> No	<input type="checkbox"/> Yes.	Company Name:		Account #:	
Other Heating Fuel	<input type="checkbox"/> No	<input type="checkbox"/> Yes.	Company Name:		Account #:	

*Are your tenants responsible for any electric or gas utilities? (Please select no if you, as the Property Owner, are responsible for all the utility expenses and your building is completely master metered.) ☐ No ☐ Yes

NOTE: We are using this information to determine what utility accounts belong to your tenant and if your building is master or sub metered. If yes, ALL of your tenants will need to provide the most recent copy of the Washington Gas and/or PEPCO utility bills along with completed Attachments C and D. This must be the full bill (including energy usage charts).

*If Yes to the above, which utilities are paid for by tenants? (select all utilities that are sub metered for your tenants):

☐ PEPCO ☐ Washington Gas ☐ Oil/Other Heating Fuel – Enter Name:

3. Building Information:

*FIELD REQUIRED

NOTE: This program is only available for multifamily buildings between 3-20 units.

*How many units are in your building?:

*How many units are occupied?:

*Tell us about your building:

***1. Is your building designated “historic” or in a historic district?**

- ☐ No
☐ Not sure
☐ Yes

***2. Does your building have any existing roof leaks or structural damage?**

- ☐ No
☐ Not sure
☐ Yes (please provide details):

***3. Does your building have any existing electrical issues?**

- ☐ No
☐ Not sure
☐ Yes (please provide details):

***4. Does your building have any existing issues with its cooling or heating systems?**

- ☐ No
☐ Not Sure
☐ Yes (please provide details):

***5. What type of heating system does your building have? (select all that apply):**

- ☐ Individual, in-unit systems
☐ Central building system

***6. Please identify which of the following central heating systems (select all that apply):**

- ☐ Furnace ☐ Other/Not sure
☐ Boiler (radiator)
☐ Heat Pump

***7. What type of cooling system does your building have? (select all that apply):**

- ☐ Individual, in-unit systems
☐ Central building system

***8. Please identify which of the following central cooling systems (select all that apply):**

- ☐ Central AC ☐ Other/Not sure
☐ Heat Pump
☐ None

***9. What type of domestic hot water (DHW) system does your building have? (select all that apply):**

- ☐ Individual, in-unit systems
☐ Central building system

***10. Please identify which of the following central hot water systems (select all that apply):**

- ☐ Central water heater(s)/boiler(s)
☐ Gas or oil central water heater(s)/boiler(s)
☐ Electric central heat pump water heater(s)
☐ None
☐ Other/Not sure

***11. Please identify which of the following in your building use natural gas or oil (select all that apply):**

- ☐ Water heater/boiler ☐ Other gas equipment (please specify):
☐ Heating system
☐ Stoves/Ranges
☐ Clothes dryers
☐ No gas equipment

4. Attach Your Income Verification and Supporting Documentation:

Please attach copies of the following to complete the Property Owner Application submission

1. Most recent energy bills and authorization forms for the building:

(We only need the following if your building has utility accounts for PEPCO and/or Washington Gas)

- ✓ PEPCO Bill (including energy usage charts) ✓ Washington Gas Bill (including energy usage charts)
✓ Signed PEPCO Authorization Release Form (see Attachment A) ✓ Signed Washington Gas Authorization Form (see Attachment B)

2. Whole-building income verification documentation (continued on next page):

Building owners can attest to or provide any (1) of the documents below for participation in the following program to demonstrate whole-building eligibility:

- ✓ Covenant Agreement with federal or DC government that demonstrate **one** of the following:
- The building is public housing (housing owned and operated by the DC Housing Authority)
 - The building is a privately-owned multifamily building receiving project-based assistance (Section 8, Section 202, Section 811)
 - The building is a privately-owned multifamily building that house residents receiving tenant-based assistance (e.g., Section 8)
 - The building has a deed covenant and/or land disposition agreement that restrict at least 50% of dwelling units as Affordable Dwelling Units (ADUs) to be occupied by households whose incomes do not exceed 80% AMI. These restrictions may or may not include Inclusionary Units (D.C. Official Code §6-1041)

4. Attach Your Income Verification & Supporting Documentation (continued):

2. Whole-building income verification documentation (continued):

- ✓ Weatherization Assistance Program (WAP), evidence of participation within previous 2 years
- ✓ Tax Credit Letter showing your building’s eligibility for:
 - Section 42 Low Income Housing Tax Credit (LIHTC)

If the property does not have an existing covenant that meets the five-year affordability requirements, the property owner must be willing to enter into an affordability agreement with the District Department of Energy & Environment (DOEE) to maintain building income eligibility for a five-year period and file the agreement as a covenant with the District of Columbia Recorder of Deeds.

If your tenants have sub metered utility accounts and/or if you need to qualify your property through tenant-level income eligibility, please note that you will be required to work with your tenants to collect the following documentation after you submit your Property Owner Application to the DCSEU:

3. Most recent energy bills and authorization forms for each tenant:

We only need the following If your tenant has utility accounts for PEPCO and/or Washington Gas. Please provide **Attachment C and D** where applicable to your tenants and note the project cannot move forward until the DCSEU receives the following.

- | | |
|---|--|
| ✓ PEPCO Bill (including energy usage charts) | ✓ Washington Gas Bill (including energy usage charts) |
| ✓ Signed PEPCO Authorization Release Form (see Attachment C) | ✓ Signed Washington Gas Authorization Form (see Attachment D) |

4. Tenant-level building income verification documentation:

You, as the Property Owner, are responsible for collecting this information from your tenants and making sure that 50% of the building’s households are income verified. Please note the project cannot move forward until the DCSEU receives the following (Please provide **Attachment E** to your tenants to complete):

- | | |
|---|--|
| ✓ A Social Security Card every household member | ✓ Income verification documentation for each household member earning an income. |
| ✓ A government-issued ID for every household member above 18 years of age | |

What happens next?

Affordable Home Electrification Program (AHEP) - Multifamily

- A DCSEU program staff member will contact you within 3 business days to confirm receipt of your application.
- If proceeding with the tenant income verification method, the AHEP program team will follow up with an online form or you will be required to share the Tenant Proof of income Form (Attachment E) with EACH tenant household, where they can upload the necessary information and documentation until at least 50% of all occupied units are verified.
- If your building has sub metered gas or electricity for which tenants are responsible, EACH tenant household will need to also complete the online form, or you will be required to share Attachments C and D to all households within the building for signature.
- The DCSEU will verify your income qualification documents and inform you of your eligibility to participate in the AHEP multifamily program offering.
- An initial walkthrough of your building with DCSEU Staff and Subcontractor will be scheduled to determine if your building qualifies for program. The DCSEU and/or its Subcontractors will need access to every unit for this site visit.
- During this site visit, a Limited Home Assessment will be completed for every unit in the building in accordance with DOE HEAR funding requirements to collect information about the existing systems.
- If your building qualifies, an Incentive Agreement and an Affordability Agreement (if an existing qualifying covenant is not provided) will be issued for your signature before equipment installation can begin.
- Tenants will receive a Notice of Work to be conducted, basic program information, and DOEE and DCSEU website and contact information. If tenants are responsible for utility bills, a Utility Impact notification will be provided.
- Once all documentation has been verified, and all agreements signed, the DCSEU’s subcontractor can begin installation. Upon completion of installation, the District Department of Buildings (DOB, formerly DCRA) inspection will be scheduled. Please note DOB inspections require 1 full business day of availability for DC code adherence. Additional days may be required if reinspection are required.
- Upon passage of DOB inspection, a DCSEU Quality Control inspection will be scheduled. Please note additional days may be required if reinspection is required.

4. Attach Your Income Verification & Supporting Documentation (continued):

What happens next? (continued)

DOEE’s Solar for All (SFA) Community Solar

- District residents who live in a condo or apartment and meet the income requirements may be eligible to receive bill credits on their PEPCO account through the Solar for All Community Renewable Energy Facility (CREF) Program. This program supports the development of CREFs in the District to provide solar energy benefits to income-eligible residents who cannot install solar systems on their own homes. All buildings participating in the AHEP are encouraged to inform their residents/tenants of this opportunity. Doing so helps ensure that all residents have access to the benefits of solar power and may help offset any potential increases to their electricity bills resulting from electrification.
- For your building residents/tenants to participate in Solar for All Community Solar they must:
 - Have a Pepco utility account (pay their own Pepco bill).
 - Be individually income qualified by DOEE or live in a building that has been qualified by DOEE.
 - Apply online, by mail, or by email with DOEE. These applications and instructions can be found at doee.dc.gov/solarforall.
- Upon approval residents/tenants will receive their first solar credits from Pepco after they are added to the Pepco list of subscribers, which could take up to 4 - 9 months.
- For more information about Solar for All, contact the DOEE Solar for All hotline at (202) 299-5271 or solarforall@dc.gov.

5. Application & Program Terms & Conditions (1 of 2) *FIELD REQUIRED

Please sign telling us that you agree to these terms:

APPLICATION TERMS & CONDITIONS

- I understand that this application is **only for the services requested** above.
- I understand that **this application does not guarantee that I will receive services through AHEP.**
- I understand that if I am approved to receive services, I must provide full access to my building and all units so that all DCSEU-authorized Subcontractors can install approved measures **by the deadline specified by the DCSEU or September 15, 2025**, whichever comes first. I further understand that I am solely responsible for complying with all applicable tenant-landlord notification and access requirements to ensure timely and unobstructed entry to all units can be granted to meet the program requirements.
- I understand that **additional terms and conditions** may apply. The DCSEU reserves the right, in its sole discretion, to request information not requested on this application or modify program requirements at any time. The DCSEU will make a good faith effort to keep all applicants informed of additional terms and conditions and any programmatic changes.
- I understand that the DCSEU may share my application or information about my project in accordance with the DCSEU’s privacy policy, which can be found at www.dcseu.com/privacy-policy.

STATEMENT OF TURTH & AUTHORIZATION FOR VERIFICATION

I swear or affirm I am the property owner and that I am at least 18 years old. I certify that all information provided in this application, as well as any supporting information and/or documentation I have submitted or will submit in support of this application, is true, accurate, and complete to the best of my knowledge, ability, and belief. I understand that providing false information may subject me to penalties, including fines and/or imprisonment. By signing this application, I authorize the DCSEU and DOEE to contact any government entity, business, or individual as deemed reasonably necessary to verify the information and/or documents I have provided.

*Property Owner:

*Signature:

*Print Name:

*Date:

*Customer (if different than the Property Owner):

*Signature:

*Print Name:

*Date:

AHEP MULTIFAMILY TERMS AND CONDITIONS

Below are some general terms and conditions that apply to AHEP Multifamily. I understand that **additional terms and conditions** may apply. I will have the opportunity to review and approve any additional terms and conditions before any work begins in my building.

SITE VISIT

I grant permission to the DCSEU (and/or its Subcontractor), DOEE and DOB to **schedule and complete a site visit and Limited Home Assessment at my property** to help determine my eligibility to participate in the AHEP Program. This may include, but is not limited to, collecting information and photographs about my environmental and sustainability goals, the equipment installed at my property (such as heating, ventilating, air conditioning, electrical panel, etc.), structural elements of my home (e.g., the condition of my roof), and occupancy and comfort requirements. All site visits will be scheduled in consultation with the designated property representative.

NOTIFICATION OF CHANGES

I agree to notify the DCSEU in writing of any material changes to the information and/or documentation submitted as part of this application or collected during my site visit. I understand that this notification must be made before I sign the Incentive Agreement. I acknowledge that failure to disclose such changes may have an impact on my ability to participate in DCSEU Programs or receive funding for my project.

INCENTIVE AGREEMENT AND INSTALLATION

If I am determined eligible for the AHEP Program, I understand that I will have the opportunity to review and approve the details of my proposed project – including equipment, materials, and/or supplies to be installed, removed, or decommissioned at my property – through an Incentive Agreement between me (the property owner), the AHEP participating contractor assigned to my project (“DCSEU Subcontractor”), and the District of Columbia Sustainable Energy Utility (the “DCSEU”).

I acknowledge that the DCSEU neither directly nor indirectly recommends and/or endorses any specific manufacturers or equipment. Therefore, I understand the Incentive Agreement will only include a general description of the equipment, materials, and/or supplies (e.g., programmable thermostat or heat pump water heater). I also understand that not all equipment, materials, and/or supplies are eligible for installation under AHEP. For example, certain models such as cold climate heat pumps or WiFi enabled thermostats are not eligible.

DISCLAIMER; WARRANTY

I acknowledge that any guidance, advice, or estimates of professional services and/or energy savings, costs, and benefits provided by the DCSEU are not guaranteed expressly or implicitly; actual savings and costs may differ from estimates due to many factors, including but not limited to the services performed and the specific details related to your property (e.g., comfort requirements, weather, changes in use, and equipment maintenance, etc.). I further acknowledge the importance of conducting an independent evaluation and making decisions based on their unique circumstances. The guidance, advice, or estimates provided by the DCSEU shall serve as general information and shall not be a substitute for the Customer’s thorough evaluation and decision-making process. The DCSEU does not warrant the performance of equipment installed, and disclaims all warranties, whether express or implied, including any implied warranty of merchantability or of fitness for a particular purpose.

ENVIRONMENTAL CAPACITY CREDITS

Customer agrees that the DCSEU (or its Subcontractors) holds the sole rights to all electric system capacity credits and environmental credits associated with the AHEP project, such credits to be used for the benefit of District of Columbia ratepayers.

CUSTOMER’S UTILITY DATA AND OTHER INFORMATION

I grant permission to DCSEU (or its Subcontractor), DOEE, and the US Department of Energy (US DOE) to **review my electric (PEPCO) and gas (Washington Gas) account information associated with the property listed above, as applicable, both prior to installation and after installation for a period up to five (5) years. I also authorize PEPCO and Washington Gas to share online information with DOEE, US DOE, and the DCSEU (or its Subcontractors) for up to five (5) years from my signature date on this application. Additionally, if necessary, I agree to cooperate with DCSEU to complete or provide any additional consents required to access or obtain my utility account information and data.**

*Property Owner:	*Customer (if different than the Property Owner):
*Signature: <input type="text"/>	*Signature: <input type="text"/>
*Print Name: <input type="text"/>	*Print Name: <input type="text"/>
*Date: <input type="text"/>	*Date: <input type="text"/>

Attachment A: PEPCO Authorization Release

PEPCO Authorization to Release Customer Usage Information to the DC Sustainable Energy Utility (DCSEU)

Direct all questions for this authorization to the DCSEU
at ahep@dcseu.com or by calling 202-479-2222

Customer Information:

*FIELD REQUIRED

*Customer Name:	<input type="text"/>	*Company Name:	<input type="text"/>
Contact Person (If applicable):	<input type="text"/>		
*Mailing Address:	<input type="text"/>		
*City:	<input type="text"/>	*State:	<input type="text"/>
		*Zip Code:	<input type="text"/>
*Email:	<input type="text"/>	*Phone Number:	<input type="text"/>

*PEPCO Utility Account Number(s):

Insert each account number in a separate single line

*Service Address(es):

Insert each address in a separate single line format: [Street Address, City, State, Zip Code]

Authorization to Release:

*FIELD REQUIRED

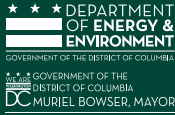
I, the above referenced Customer, hereby affirmatively consent to PEPCO disclosing my energy usage (kWh, kVa, KW and 15 minute interval usage) or permitting access to my energy usage through PEPCO's Chief Energy Officer online portal to the DCSEU. This authorization shall remain in effect indefinitely unless otherwise noted.

By signing this authorization, I affirm that I have the authority to make and sign this request on behalf of the Customer for all Account Numbers that are associated with this request.

*Signature of Customer(s)/Authorized Representative:	<input type="text"/>
*Printed Name of Customer(s)/Authorized Representative:	<input type="text"/>
*Title:	<input type="text"/>
*Date:	<input type="text"/>

For Internal Use Only:

Please return this form to:



Attachment B: Washington Gas Authorization Release

Washington Gas Authorization to Release Customer Usage
Information to the DC Sustainable Energy Utility (DCSEU)

Direct all questions for this authorization to the DCSEU
at ahep@dcseu.com or by calling 202-479-2222

Customer Information:

***FIELD REQUIRED**

*Customer Name:	<input type="text"/>	*Company Name:	<input type="text"/>
Contact Person (If applicable):	<input type="text"/>		
*Mailing Address:	<input type="text"/>		
*City:	<input type="text"/>	*State:	<input type="text"/>
		*Zip Code:	<input type="text"/>
*Email:	<input type="text"/>	*Phone Number:	<input type="text"/>

*Washington Gas Utility Account Number(s):

Insert each account number in a separate single line

*Service Address(es):

Insert each address in a separate single line format: [Street Address, City, State, Zip Code]

Authorization to Release:

***FIELD REQUIRED**

I, the above-referenced Customer, hereby affirmatively consent to Washington Gas disclosing my energy usage (therms) in csv format to the DCSEU. This authorization shall include my usage for a period starting three years prior to the date of my signature below, and will remain in effect for a period of three additional years from my signature date.

By signing this authorization, I affirm that I have the authority to make and sign this request on behalf of the Customer for all Account Numbers that are associated with this request.

*Signature of Customer(s)/Authorized Representative:	<input type="text"/>
*Printed Name of Customer(s)/Authorized Representative:	<input type="text"/>
*Title:	<input type="text"/>
*Date:	<input type="text"/>

For Internal Use Only:

Please return this form to:

Attachment C: Tenant PEPCO Authorization Release

PEPCO Authorization to Release Customer Usage Information to the DC Sustainable Energy Utility (DCSEU)

Completion Instructions:

Please read these instructions in their entirety before starting your release form.

Why You Are Being Asked for This Information:

You're receiving this form because your building owner has applied to the Affordable Home Electrification Program administered by the DC Sustainable Energy Utility (DCSEU). Participation in this program is at no cost to qualifying building owners and tenants.

This program helps affordable communities and homes electrify and make the switch from gas heating, water heating, cooking, and clothes drying equipment. Making the switch will help reduce emissions, increase comfort, and improve the air quality in your home and building. When combined with the power of the sun through Solar for All, you can keep electricity bills manageable.

For your building to qualify, the DCSEU is required to collect your permission and documentation to verify your current utility costs and to assess how effective any new equipment will be in your building.

Submission Steps:

- 1. Complete the PEPCO Authorization Release and submit with your PEPCO Bill:**
 - ✓ Please make sure the name(s) you provide match the name(s) on the provided PEPCO utility account.
 - ✓ Please submit this form with the most recent copy of your PEPCO utility bill. This must be the full bill (including energy usage charts, see example of a full bill below).
- 2. Sign the release and submit your form and bill**
 - ✓ The person you list as the Customer should have the utility account in their name and be the one to sign this form.
 - ✓ Your property manager can provide you with a link to upload your release form and bill online, securely to the DCSEU; or
 - ✓ You can mail your signed release form and bill to the DCSEU's Offices.
- 3. Consider applying for Solar for All Community Solar:**
 - ✓ Income qualified District residents who live in a condo or apartment can access the benefits of Solar for All through Community Solar programming that bridges the gap for District residents. A community solar project is not located on the home, but offsite, and the benefiting household receives credit on their PEPCO electricity bill each month.
 - ✓ Apply online, by mail, or by email with the Department of Energy & Environment (DOEE). These applications and instructions can be found at www.doe.dc.gov/solarforall.
 - ✓ For more information about Solar for All, contact the DOEE Solar for All hotline at (202) 299-5271 or solarforall@dc.gov.

Full Sample Bill (with energy usage charts):

The image displays three sample PEPCO bills. The first bill is for a residential customer, showing a total bill of \$54.75. The second bill is for a commercial customer, showing a total bill of \$1,000.00. The third bill is for a residential customer, showing a total bill of \$1,000.00. Each bill includes a detailed breakdown of charges, a table of energy usage, and a bar chart showing energy usage over time.

To Submit:

By Mail:

Follow the form instructions and mail completed form with PEPCO bill to:

DCSEU AHEP
1 M Street SE
3rd Floor
Washington, DC 20003

Or

Online:

Ask your property owner/manager for the link to upload your release form and bill online to the DCSEU.

Customer Information:

*FIELD REQUIRED

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Dr.

*Customer
First Name:

*Customer
Last Name:

Contact Person (If applicable):

*Mailing Address:

* Unit/apt number:

*City:

*State:

*Zip Code:

*Preferred Method of Contact:

☐

Email

☐

Primary Phone

☐

Alt Phone

*What is the primary language spoken in your home?

*Email:

*PrimaryPhone:

Best time of day to reach you:

Alt Phone:

Best time of day to reach you:

*PEPCO Utility Account Number(s):

Insert each account number in a separate single line

*Service Address:

*Address:

*Unit/Apt Number:

*City/State:

Washington DC

*Zip Code:

*Ward:

Form Terms, Conditions, & Authorization to Release:

*FIELD REQUIRED

FORM TERMS AND CONDITIONS

- I understand that this form submission does not guarantee that I will receive services through AHEP Multifamily.
- I understand that additional terms and conditions may apply. The DCSEU reserves the right, in its sole discretion, to request information not requested on this application or modify program requirements at any time. The DCSEU will make a good faith effort to keep all who completed this form informed of additional terms and conditions and any programmatic changes.
- I understand that the DCSEU may share my form submission or information about my project in accordance with the DCSEU's privacy policy, which can be found www.dcseu.com/privacy-policy.

AUTHORIZATION TO RELEASE

I, the above referenced Customer, hereby affirmatively consent to PEPCO disclosing my energy usage (kWh, KVa, KW and 15-minute interval usage) or permitting access to my energy usage through PEPCO's Chief Energy Officer online portal to the DCSEU. This authorization shall include my usage for a period as noted below in the Customer's Utility Data section.

By signing this authorization, I affirm that I have the authority to make and sign this request on behalf of the Customer for all Account Numbers that are associated with this request.

CUSTOMER'S UTILITY DATA AND OTHER INFORMATION

I grant permission to DCSEU (or its Subcontractor), DOE, and the US Department of Energy (US DOE) to review my electric (PEPCO) and gas (Washington Gas) account information associated with the property listed above, as applicable, both prior to installation and after installation for a period up to five (5) years. I also authorize PEPCO and Washington Gas to share online information with DOE, US DOE, and the DCSEU (or its Subcontractors) for up to five (5) years from my signature date on this form. Additionally, if necessary, I agree to cooperate with DCSEU to complete or provide any additional consents required to access or obtain my utility account information and data.

*Signature of Customer(s)/Authorized Representative:

*Printed Name of Customer(s)/Authorized Representative:

*Date:

Attachment D: Tenant Washington Gas Authorization Release

**Washington Gas Authorization to Release Customer Usage
Information to the DC Sustainable Energy Utility (DCSEU)**

Completion Instructions:

*Please read these instructions in their
entirety before starting your release form.*

Why You Are Being Asked for This Information:

You're receiving this form because your building owner has applied to the Affordable Home Electrification Program administered by the DC Sustainable Energy Utility (DCSEU). Participation in this program is at no cost to qualifying building owners and tenants.

This program helps affordable communities and homes electrify and make the switch from gas heating, water heating, cooking, and clothes drying equipment. Making the switch will help reduce emissions, increase comfort, and improve the air quality in your home and building. When combined with the power of the sun through Solar for All, you can keep electricity bills manageable.

For your building to qualify, the DCSEU is required to collect your permission and documentation to verify your current utility costs and to assess how effective any new equipment will be in your building.

Submission Steps:

1. Complete the Washington Gas Authorization Release and submit with your Washington Gas Bill:

- ✓ Please make sure the name(s) you provide match the name(s) on the provided Washington Gas utility account.
- ✓ Please submit this form with the most recent copy of your Washington Gas utility bill. This must be the full bill (including energy usage charts, see example of a full bill below).

2. Sign the release and submit your form and bill

- ✓ The person you list as the Customer should have the utility account in their name and be the one to sign this form.
- ✓ Your property manager can provide you with a link to upload your release form and bill online, securely to the DCSEU; or
- ✓ You can mail your signed release form and bill to the DCSEU's Offices.

3. Consider applying for Solar for All Community Solar:

- ✓ Income qualified District residents who live in a condo or apartment can access the benefits of Solar for All through Community Solar programming that bridges the gap for District residents. A community solar project is not located on the home, but offsite, and the benefiting household receives credit on their PEPCO electricity bill each month.
- ✓ Apply online, by mail, or by email with the Department of Energy & Environment (DOEE). These applications and instructions can be found at www.doe.dc.gov/solarforall.
- ✓ For more information about Solar for All, contact the DOEE Solar for All hotline at (202) 299-5271 or solarforall@dc.gov.

Full Sample Bill (with energy usage charts):

To Submit:

By Mail:

Follow the form instructions and mail completed form with Washington Gas bill to:
DCSEU AHEP
1 M Street SE
3rd Floor
Washington, DC 20003

Or

Online:

Ask your property owner/manager for the link to upload your release form and bill online to the DCSEU.

Attachment D: Tenant Washington Gas Authorization Release

Washington Gas Authorization to Release Customer Usage
Information to the DC Sustainable Energy Utility (DCSEU)

Customer Information:

*FIELD REQUIRED

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Dr. *Customer First Name: *Customer Last Name:

Contact Person (If applicable):

*Mailing Address: *Unit/apt number:

*City: *State: *Zip Code:

*Preferred Method of Contact: ☐ Email ☐ Primary Phone ☐ Alt Phone *What is the primary language spoken in your home?

*Email: *PrimaryPhone: () Best time of day to reach you:

Alt Phone: () Best time of day to reach you:

*Washington Gas Utility Account Number(s):

Insert each account number in a separate single line

*Service Address:

*Address: *Unit/Apt Number:

*City/State: Washington DC *Zip Code: *Ward:

Form Terms, Conditions, & Authorization to Release:

*FIELD REQUIRED

FORM TERMS AND CONDITIONS

- I understand that this form submission does not guarantee that I will receive services through AHEP Multifamily.
- I understand that additional terms and conditions may apply. The DCSEU reserves the right, in its sole discretion, to request information not requested on this application or modify program requirements at any time. The DCSEU will make a good faith effort to keep all who completed this form informed of additional terms and conditions and any programmatic changes.
- I understand that the DCSEU may share my form submission or information about my project in accordance with the DCSEU's privacy policy, which can be found www.dcseu.com/privacy-policy.

AUTHORIZATION TO RELEASE

I, the above-referenced Customer, hereby affirmatively consent to Washington Gas disclosing my energy usage (therms) in csv format to the DCSEU. This authorization shall include my usage for a period as noted below in the Customer's Utility Data section.

By signing this authorization, I affirm that I have the authority to make and sign this request on behalf of the Customer for all Account Numbers that are associated with this request.

CUSTOMER'S UTILITY DATA AND OTHER INFORMATION

I grant permission to DCSEU (or its Subcontractor), DOEE, and the US Department of Energy (US DOE) to review my electric (PEPCO) and gas (Washington Gas) account information associated with the property listed above, as applicable, both prior to installation and after installation for a period up to five (5) years. I also authorize PEPCO and Washington Gas to share online information with DOEE, US DOE, and the DCSEU (or its Subcontractors) for up to five (5) years from my signature date on this form. Additionally, if necessary, I agree to cooperate with DCSEU to complete or provide any additional consents required to access or obtain my utility account information and data.

*Signature of Customer(s)/Authorized Representative:

*Printed Name of Customer(s)/Authorized Representative:

*Date:

Attachment E:

Tenant Proof of Income Form

Completion Instructions:

Please read these instructions in their entirety before starting your release form.

Why You Are Being Asked for This Information:

You're receiving this form because your building owner has applied to the Affordable Home Electrification Program administered by the DC Sustainable Energy Utility (DCSEU). Participation in this program is at no cost to qualifying building owners and tenants.

This program helps affordable communities and homes electrify and make the switch from gas heating, water heating, cooking, and clothes drying equipment. Making the switch will help reduce emissions, increase comfort, and improve the air quality in your home and building. When combined with the power of the sun through Solar for All, you can keep electricity bills manageable.

For your building to qualify, the DCSEU is required to collect your permission and documentation to verify your current utility costs and to assess how effective any new equipment will be in your building.

Submission Steps:

1. Complete the Proof of Income Form and submit with the following supporting documentation:

- ✓ A Social Security Card for every household member
- ✓ A government-issued ID Card for every household member above 18 years old
- ✓ Income verification documentation for each household member earning an income.

2. Sign the form and submit your form and supporting documentation:

- ✓ The person you list as head of the household should be the leaseholder and the one to sign this form.
- ✓ Your property manager can provide you with a link to upload your form and supporting documentation online, securely to the DCSEU; or
- ✓ You can mail your signed form and supporting documentation to the DCSEU's Offices.

3. Consider applying for Solar for All Community Solar:

- ✓ Income qualified District residents who live in a condo or apartment can access the benefits of Solar for All through Community Solar programming that bridges the gap for District residents. A community solar project is not located on the home, but offsite, and the benefiting household receives credit on their PEPCO electricity bill each month.
- ✓ Apply online, by mail, or by email with the Department of Energy & Environment (DOEE). These applications and instructions can be found at www.doe.dc.gov/solarforall.
- ✓ For more information about Solar for All, contact the DOEE Solar for All hotline at (202) 299-5271 or solarforall@dc.gov.

To Submit:

By Mail:

Follow the form instructions and mail completed form with supporting documentation to:

DCSEU AHEP
1 M Street SE
3rd Floor
Washington, DC 20003

Or

Online:

Ask your property owner/manager for the link to upload your release form and bill online to the DCSEU.

Attachment E: Tenant Proof of Income Form

1. Income Eligibility Requirements

Income-qualified property owners or tenants are defined as households with total annual incomes equal to or below 80% of the Area Median Income (“AMI”) as listed in the table below. The household income amounts listed in the eligibility table are effective as of June 2025 but may change. Please visit the Affordable Home Electrification Program for multifamily buildings website (www.dcseu.com/affordable-multifamily-electrification) for the most-up-to-date income thresholds.

***Select the check box next to the amount that your annual gross household income falls at or below based on the county that you live in and the number of people in your household. (Select only one row)**

Persons in Household		Income Threshold
<input type="checkbox"/>	1	\$91,800
<input type="checkbox"/>	2	\$104,900
<input type="checkbox"/>	3	\$118,000
<input type="checkbox"/>	4	\$131,100
<input type="checkbox"/>	5	\$141,600
<input type="checkbox"/>	6	\$152,100
<input type="checkbox"/>	7	\$162,600
<input type="checkbox"/>	8	\$173,100

2. Household Members

***FIELD REQUIRED**

***Total Household Members:**

Household is defined as one or more individuals who live together. Members of the household do not need to be related by blood, marriage or in any other legal capacity. Family members who are away from the household for a certain period of time may be considered part of the household.

Note: The person you list as head of the household should be the leaseholder and the one to sign this form.*Enter each household member below along with their SSN, age, and annual income.

Member 1 (Head of Household):

***First Name:** ***Last Name:**
***Age:** ***Income:** ***Social Security #:**

Member 2:

***First Name:** ***Last Name:**
***Age:** ***Income:** ***Social Security #:**

Member 3:

***First Name:** ***Last Name:**
***Age:** ***Income:** ***Social Security #:**

Member 4:

***First Name:** ***Last Name:**
***Age:** ***Income:** ***Social Security #:**

Member 5:

***First Name:** ***Last Name:**
***Age:** ***Income:** ***Social Security #:**

Member 6:

***First Name:** ***Last Name:**
***Age:** ***Income:** ***Social Security #:**

2. Household Members (continued)

*FIELD REQUIRED

Member 7:

*First Name: *Last Name:

*Age: *Income: *Social Security #:

Member 8:

*First Name: *Last Name:

*Age: *Income: *Social Security #:

Member 9:

*First Name: *Last Name:

*Age: *Income: *Social Security #:

Member 10:

*First Name: *Last Name:

*Age: *Income: *Social Security #:

Member 11:

*First Name: *Last Name:

*Age: *Income: *Social Security #:

Member 12:

*First Name: *Last Name:

*Age: *Income: *Social Security #:

Member 13:

*First Name: *Last Name:

*Age: *Income: *Social Security #:

Member 14:

*First Name: *Last Name:

*Age: *Income: *Social Security #:

Note: Please attach additional pages as needed for any additional household members.

3. Submitting Your Income Documentation

When submitting this application to the DCSEU, please include the following:

- A copy of the following for **ALL RESIDENTS** of the household:
 - ✓ **State-issued photo ID**
 - ✓ **Social security card**
- **Income verification.** Refer to the list of applicable forms of countable income below to determine a household's income eligibility for the current program year. Applicants must provide proof of gross annual household income within the past year from the date of application to the program.
 - ✓ You must submit at least one of the following documents from the category list below for **EACH income earner in the household** along with a program application to show proof income for your household.

Please note: 1040s and 1099s are only acceptable documents for proof of self-employment income. All other tax documents, including W2s are not acceptable for proof of income.

Acceptable forms of documentation:

1040 & 1099 Tax Forms:

- Proof of self-employment income

Account Statements:

- Proof of gross income
- Proof of wages
- Proof of self-employment income
- Proof of unemployment insurance
- Retirement/pension benefits
- One-time lump-sum payments, such as rebates
- credits, winnings from lotteries, refund deposits, etc.
- Supplemental Security Income (SSI) or Disability
- Insurance Payments
- Social Security Administration (SSA) benefits (Incl. Medicare deduction)**

Agreements, Affidavits, and Court Documents:

- Proof of no income (DOEE Affidavit)**
- Rental income (rental agreement)
- Proof of strike pay (court document with account statement)
- Alimony (court document with account statement)
- Child support (court document with account statement)

Letters of Certification:

- Supplemental Nutrition Assistance Program (SNAP)**
- Temporary Assistance for Needy Families (TANF)**
- Supplemental Security Income (SSI)
- Low Income Home Energy Assistance Program
- (LIHEAP)*
- Weatherization Assistance Program (WAP)*
- Utility Discount Programs (UPD): Residential Essential Services*
- Utility Discount Programs (UPD): PEPSCO Residential Aid Discount (RAD)*
- Utility Discount Programs (UPD): Customer Assistance Program
- Clean Rivers Impervious Area Charge (CRIAC): CAP1 & CAP2*
- Lead/Hazard Reduction Program (LRP)*
- Solar for All (for households up to four individuals)*
- Employment through the Workforce Investment Act (WIA) (DC DOES)
- Work study programs (with account statement)

Pay Stubs

- Proof of gross income
- Proof of wages statement

**Categorically approved based on Federal or State Government Assistance

FORM TERMS AND CONDITIONS

- I understand that this form submission does not guarantee that I will receive services through AHEP Multifamily.
- I understand that additional terms and conditions may apply. The DCSEU reserves the right, in its sole discretion, to request information not requested on this application or modify program requirements at any time. The DCSEU will make a good faith effort to keep all who completed this form informed of additional terms and conditions and any programmatic changes.
- I understand that the DCSEU may share my form submission or information about my project in accordance with the DCSEU's privacy policy, which can be found www.dcseu.com/privacy-policy.

STATEMENT OF TRUTH AND AUTHORIZATION FOR VERIFICATION

I swear or affirm that I am at least 18 years old. I certify that all information provided in this form, as well as any supporting information and/or documentation I have submitted or will submit in support of this form, is true, accurate, and complete to the best of my knowledge, ability, and belief. I understand that providing false information may subject me to penalties, including fines and/or imprisonment. By signing this application, I authorize the DCSEU and DOEE to contact any government entity, business, or individual as deemed reasonably necessary to verify the information and/or documents I have provided.

Tenant:**Signature:*****Print Name:*****Date:****AHEP MULTIFAMILY TERMS AND CONDITIONS**

Below are some general terms and conditions that apply to AHEP Multifamily. I understand that **additional terms and conditions** may apply. I will have the opportunity to review and approve any additional terms and conditions before any work begins in my building.

DISCLAIMER; WARRANTY

Customer acknowledges that any guidance, advice, or estimates of professional services and/or energy savings, costs, and benefits provided by the DCSEU are not guaranteed expressly or implicitly; actual savings and costs may differ from estimates due to many factors, including but not limited to the services performed and the specific details related to your property (e.g., comfort requirements, weather, changes in use, and equipment maintenance, etc.).

Tenant:**Signature:*****Print Name:*****Date:**