

# Income Qualified Efficiency Fund

## IQEF Program FY25 Checklist

### Application Instructions:

*Please submit every item on the list below  
for your application to be processed.*

The IQEF application opens on December 3, 2024 and close on February 14, 2025.

- Signed IQEF application
  - Property Manager
  - Contractor
- Data Intake Form (completed by contractor)
- Specification sheets for all corresponding measures (submitted by contractor)
- Photos of existing measures
- W-9 Tax Form (for both contractors and building owners)
- PEPCO Utility Bill (12 months' worth)
- Rent Roll\*
- Customer contribution
- Full customer information

If you have any questions feel free to contact the Low Income Program Manager at the DCSEU below:

[Shyaam Simpson - IncomeQualified@dcseu.com](mailto:Shyaam.Simpson@dcseu.com)

\*Please note that you can pre-qualify your property with a current rent roll but you will be required to submit an updated rent roll in FY 2025 dated between October 1, 2024 - September 30, 2025 to participate in IQEF in FY 2025. Please refer to our [Affordable Housing, Shelters & Clinics Pre-Qualification Guide](#) for additional information about acceptable forms of income verification documentation for affordable multifamily properties, shelters, and clinics.

*If we have not received the above items within 8 business days of your application submission,  
your application will be withdrawn from the program.*

If you have any questions or for more information on other DCSEU services, visit [DCSEU.com](https://www.dcseu.com) or call us at 202.479.2222 today.



Fiscal Year 2025

# Income Qualified Efficiency Fund

## FY 2025 Application Form



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR

### Application Deadline: February 14, 2025

Please review the application and fill out all sections with the requested information. Writing "see attachment" is not an acceptable substitute for providing the information herein.

Please include the following with this application:

- W9 (current version available here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- Specification sheets for all corresponding measures
- Photos (if applicable)
- Data intake form

Please identify who is filling out this application:  Contractor  Property Owner/Manager/Developer  Other

If you are a CBE, please provide the following:

CBE Certification Number:  Expiration Date:

### Part A: Organization and Contact Information

Name of Applicant Organization (Must be the full legal name of the organization as it appears on the IRS W9 tax form):

Name of Property Owner/Management Organization (If different than the applicant org info above. This must be the full legal name of the organization as it appears on the IRS W9 tax form):

Project Street Address:

City/State:  Zip Code:  Ward:

Cell Phone:  Email:

Mailing Address (if different than project address):

City/State:  Zip Code:  Ward:

Individual Preparing Application:  Email:

Contractor:  Contractor Address:

\*Contractor Point of Contact:  Contractor Email:

Project Onsite Point of Contact:  Onsite Email:

Project Owner/Manager Point of Contact:  Email:

\*Name of Property Owner/Management Organization (If different than the applicant org info above. This must be the full legal name of the organization as it appears on the IRS W9 tax form):

Does your organization have a Federal Tax Identification Number? (If selected for the fund, this number will need to be provided prior to project execution by both contractors and property owners/managers. The Federal Tax ID and organization name must match what is listed on your organization's IRS W9 form.)

Contractor FIN#:  Project Owner/Management FIN#:

## Part B: Proposed Project

Property Overview (to be completed by property owner): please provide the DCSEU with a brief description of the property where the project will take place. Please include a website address for reference, if possible.

The property is master-metered:  Yes  No    Number of dwelling units:

Total Income Qualified Efficiency Fund Request: \$

Total Funding Match/Leveraged Funds: Please list all funding matches (dollars, labor, supplies, administrative support, etc.) provided by the applicant organization or organizations other than DCSEU that are helping to fund the proposed energy efficiency project. The minimum customer contribution is 30% of the total project cost.

Funding Source	Description of Funding	Amount (\$)
<b>Total</b>		

*Please attach applications, award letters, or other documentation related to funding received for the project.*

I affirm that funding documentation is attached to this application.

Project Description (to be completed by contractor/installer): Please provide a brief summary of your project. The summary should include a detailed description of your proposed energy efficiency and/or weatherization measures. If your project is occurring in multiple locations, please clearly describe the work that will be occurring in each location (This section must be completed and should not state “see attachment.”)

Please describe how Washingtonians would benefit from this project:



## Project Timeline

Date	Desired Deadlines
December 3, 2024	FY 2025 Income Qualified Efficiency Fund opens for applications.
February 14, 2025	Applications are due to the DCSEU by 5:00 P.M.
April 14, 2025	Applications decisions are announced (pending pre-inspection & analysis review).
August 29, 2025	All measures must be installed and final invoices are due to the DCSEU.*

\* If proposed project(s) cannot be completed by the desired project completion date, please note this in your application.

Project Timeline: Please list the expected completion date for project milestones. Construction and installation may begin as soon as contracts and works orders are issued. Your project must be completed by August 29, 2025, with final reports and invoices submitted to the DCSEU. Draft your project timeline accordingly to comply with the timeline listed above, taking into consideration scheduling concerns that may impact your organization (facility schedules, holidays, weather, etc.), as well as equipment and material lead times. Assume that May 1, 2025 is the earliest date that your potential funds will be available.

Eligibility Verification: The property manager, owner/developer understands and is willing to comply with request made by the DCSEU to provide income documentation, utility usage data. Please provide utility bills.

I attest and confirm that building located at

is income qualified and I understand that applying for this program does not guarantee approval. By submitting this application, the applicant agrees to submit utility usage data such as gas and electric utility bills and benchmarking data, as well as proof of income eligibility.

Authorized Applicant Signature (building owner):

Signature:

Name:

Title:

Date: