

DF4: ELECTRIC AND NATURAL GAS BILLS: INFORMATION FROM AGENCIES FORM

This data form collects detailed information about single family and multi-family homes weatherized (or waitlisted) by your agency in Program Years 2007, 2008 and 2009. The data you supply will be used to characterize the program and collect utility billing histories pre- and post-weatherization to better understand energy savings attributable to the Weatherization Assistance Program.

Public reporting burden for this collection of information is estimated to average thirty-two hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Records Management Division, IM-11, Paperwork Reduction Project (1910-XXXX), U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (1910-XXXX), Washington, DC 20503.

All of the information obtained from this survey and from utilities will be protected and will remain confidential. The data will be analyzed in such a way that the information provided cannot be associated back to your state, your agencies, or the housing units and clients that your state served.

Requested Initial Information: Part A of Sections 2 and 3

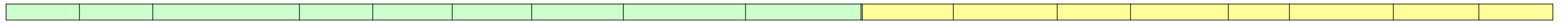
We would like to collect electricity and natural gas billing data on a number of housing units served by your agency. To help us randomly select a sample of weatherized units, please use Part A in Sections 2 and 3 of this form to provide the job numbers and building type for all the housing units that you weatherized in Program Years 2007, 2008 and 2009 and homes on your waiting list for Program Year 2009. If you store the necessary housing unit data (job number, building type, utility name, utility account number, and weatherization date) in an electronic format, then all units will be selected.

Additional Information: Part B of Section 2 and Part B and C of Section 3

Once we have selected a sample from your list of clients, we will ask you to complete Part B in Section 2 and Parts B and C in Section 3 to provide additional information for each of the selected units, including utility account numbers, fuel release forms and weatherization dates. This information will support the collection of utility billing data for sampled units. Agencies can choose to provide the information requested in Parts B and C now for **all** units, or submit the information requested in Parts B and C **for sampled units only** after those units have been identified in a subsequent data request. Please note that Part B requires copies of all utility billing data release forms to be attached.

Utility Information: Section 4

Please provide contact information for each utility listed in Sections 2 and 3.



Section 4. Utility Information

Please provide contact information for each utility listed in Sections 2 and 3.

Utility Name	Address	Contact Name for Billing Data Inquiries (if known)	Contact Phone Number (if known)	Type of Service	
				Electric	Natural Gas
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Building Type Definitions:

Single family detached house—House that provides living space for one family or household, is contained within walls that go from the basement (or the ground floor, if there is no basement) to the roof, and has no walls that are shared (or built in contact) with another household. A manufactured house assembled on site is a single family detached housing unit, not a mobile home.

Single family attached house—House that provides living space for one family or household, is contained within walls that go from the basement (or the ground floor, if there is no basement) to the roof, has at least one wall that is shared (or built in contact) with an adjacent household, and has an independent outside entrance. An attached house is not divided into more than one housing unit and does not have a household living above or below another one within the walls extending from the basement to the roof to separate any adjacent units. Examples include a house that is a side-by-side duplex, part of a townhouse building, and a row house.

Mobile home—Home that is built on a movable chassis, is moved to the site, and may be placed on a permanent or temporary foundation. If rooms are added to the structure, it is considered a mobile home if the added floor area is less than the mobile home’s original floor area; otherwise, it is a single family detached house. A manufactured house assembled on site is a single family detached house, not a mobile home.

Small multifamily—Building with two to four housing units (i.e., building that is divided into living quarters for two, three, or four families or households) in which one household lives above or beside another and does not meet the single family attached house definition. Includes houses originally intended for occupancy by one family (or for some other use) that have since been converted to separate dwellings for two to four families. Typical arrangements in these types of living quarters are separate apartments downstairs and upstairs or one apartment on each of three or four floors.

Large multifamily—Building with five or more housing units (i.e., building that contains living quarters for five or more families or households) that does not meet the single family attached house definition.

Shelter—Structure whose principal purpose is to house individuals on a temporary basis who may or may not be related to one another and who are not living in nursing homes, prisons, or similar institutional care facilities.