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 (1910-5151), 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 (1910-5151), 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 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.

OMB Control Number: 1910-5151

Section 1. Agency Information

Agency name:	
Contact name:	
State:	
Date:	

Does your agency have an electronic database with all of the data you keep on weatherized units?

Yes

🗆 No

Section 2. Weatherized and Waitlisted Single Family Housing Units: PY 2007-2009

In Part A (columns A through G), please provide the requested information for all the single family housing units that your agency weatherized in PY 2007-2009, as well as all units that are currently waitlisted for PY 2009. Part B (columns H through P) includes additional information that will be requested for sampled units. Agencies can submit the information requested in Part B now for <u>all</u> units, or submit the information requested in Part B later <u>for sampled units only</u> after those units have been identified in a subsequent data request. The first line contains an example.

B Program Year	Building Type SFA: single family attached SFD: single family detatched MH: mobile home	D Utility Electric	E Name Natural Gas	F Primary Heating Fuel: <i>EL: electricity</i> <i>NG: natural gas</i>	G Job Status W: waitlisted I: in progress	H Street	Address		K	Weatheriz	M ation Date	N Utility A Numb	ccount	Utility Billing Data	
	SFD: single family detatched	Electric		NG: natural gas	I: in progress	Street		W: waitlisted					INUITIN		Utility Billing Data Release
	family detatched MH: mobile home			LP: propane FO: fuel oil WO: wood OT: other	ane bil d	Number	Street Name	City	Zip	Start	End	Electricity	Natural Gas	Y: yes (please attach) N: don't have	
2007	SFA	Xcel	Center Point	NG	С	255	Green St	Winthrop	55396	8/1/07	10/15/07	100058000	254000649	Y	
	2007	2007 SFA	2007 SFA Xcel Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA Image: SFA		2007 SFA Xcel Center NG	2007 SFA Xcel Center NG C	2007 SFA Xcel Center NG C 255	2007 SFA Xcel Center NG C 255 Green St	2007 SFA Xcel Center NG C 255 Green St Winthrop	2007 SFA Xcel Center NG C 255 Green St Winthrop 55396	2007 SFA Xcel Center NG C 255 Green St Winthrop 55396 8/1/07	2007 SFA Xcel Center NG C 255 Green St Winthrop 55396 8/1/07 10/15/07	2007 SFA Xcel Center NG C 255 Green St Winthrop 55396 8/1/07 10/15/07 100058000	2007 SFA Xcel Center NG C 255 Green St Winthrop 55396 8/1/07 10/15/07 100058000 254000649	

Section 2, additional pages. Weatherized and Waitlisted Single Family Housing Units: PY 2007-2009

Please make as many copies of this page as needed to submit requested information for all single family housing units weatherized in PY 2007-2009 and waitlisted in PY 2009.

Α	В	С	D	E	F	G	н	I	J	K	L	M	N	0	P
b Imber	Program Year	Building Type SFA: single	Utility	Name	Primary Heating Fuel:	Job Status W: waitlisted		Address			Weatheri	zation Date	Utility A Num	ccount ber	Utility Billing Data Release
		family attached SFD: single family detatched MH: mobile home SH: shelter	Electric	Natural Gas	EL: electricity NG: natural gas LP: propane FO: fuel oil WO: wood OT: other	I: in progress C: completed	Street Number	Street Name	City	Zip	Start	End	Electricity	Natural Gas	Y: yes (please attach) N: don't have

Section 3. Weatherized and Waitlisted Multi-Family Housing Units: PY 2007-2009

In Part A (columns A through I), please provide the requested information for all the multi-family housing units that your agency weatherized in each Program Year, as well as all units that are currently waitlisted.

Part B (columns J through AA) includes additional information that will be requested for sampled units. Part C (columns A through J) includes information that will be requested for sampled buildings that have buildinglevel electric and/or natural gas meters. Agencies can submit the information requested in Parts B and C now for <u>all</u> units/buildings, or submit the information requested in Parts B and C later <u>for sampled</u> <u>units/buildings only</u> after those units/buildings have been identified in a subsequent data request.

If multiple units in a building were weatherized or waitlisted, agencies can reduce data entry burdens by entering information for a single unit within that building in Parts A and B, and then indicating the remaining number of weatherized/waitlisted units in the building by skipping the equivalent number of rows (see example below).

Part A Requested Data: Complete now for all units

Part B Additional Information: Complete now for all units or complete later for sampled units

Α	B		D	E	F	G	Н	I	J	K	L	M	N	0	Р	Q
Job	Program	Building Type:	Numbe	r of Units	Utilit	y Name	Primary Heating	Job Status			Address			Head of	Weatherizat	tion Date
Number	Year	SU: Single unit weatherized in a MF building SMF: small multi- family (2-4 units) entirely weatherized LMF: large multi- family (5+ units) entirely weatherized	In Building	Weather-	Electric	Natural Gas	Fuel EL: electricity NG: natural gas LP: propane FO: fuel oil WO: wood OT: other	<i>W: waitlisted I: in progress C: completed</i>	Street Number	Street Name	Unit Number	City	Zip	Household Name	Start	End
6789	2007	SMF	4	4	Xcel	CenterPoint	NG	С	135	Center St	16	Winthrop	55396	Jane Doe	10/3/07	12/28/07
Skip Skip Skip 6790																
Skip													_			L
Skip	2007	LMF	15	6	Veel	CenterPoint			000	Mator Ct			FC070	loo Craith	10/20/07	1/02/00
6790	2007		12	6	Xcel	CenterPoint		С	899	Water St	5A	New Ulm	50073	Joe Smith	10/28/07	1/03/08
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Section 3, continued. Weatherized Multi-Family Housing Units: PY 2007-2009

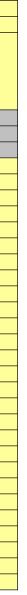
R	S	Т	U	V	w	X	Y	Z
Job Number	Ownership <i>O: owner (paid</i>	U	nit Occupied by at L	east One Person Whe	o Is	Are there one or more building-	Utility Acco (unit-level	
	in full or mortgaged) R: renter P: occupied without payment D: don't know	Elderly (60 years or older) Y: yes N: no D: don't know	Disabled Y: yes N: no D: don't know	Native American Y: yes N: no D: don't know	A Child (as defined by your state) Y: yes N: no D: don't know	level electric or gas meters? Y: yes (if so, please complete Part C) N: no	Electricity	Natural Gas
6789	R	Y	Y	N	N	Y	194650007	645509870
Skip								
Skip								
Skip								
6790	R	N	N	N	Y	N	455579120	655498001
					_			

Part B Additional Information continued: Complete now for all units or complete later for sampled units only

	AA
	Utility Billing Data
	Release
	Y: yes (please
	attach)
	N: don't have
	n. don thave
	Y
	•
_	
	Y

Part C includes information that will be requested for sampled buildings that have building-level electric and/or natural gas meters. If a building has multiple building-level electric or natural gas meters, use multiple rows to enter account information (see example). Agencies can submit the information requested in Part C now for <u>all</u> weatherized and waitlisted buildings with building-level meters, or submit the information requested in Part C now for <u>all</u> weatherized and waitlisted buildings with building-level meters, or submit the information requested in Part C later <u>for sampled buildings only</u> after those buildings have been identified in a subsequent data request.

Α	В	С	D	E	F	G	Н		J
		Address			E	Electricity		ral Gas	
Job Numbers	Street Number	Street Name	City	Zip	Utility Name	Utility Account Number (building-level meters only)	Utility Name	Utility Account Number (building-level meters only)	Utility Billing Data Release Y: yes (please attach) N: don't have
6789		Center St	Winthrop	55396	Xcel Energy	487756907	CenterPoint	596882314	Y
6789		Center St	Winthrop	55396	Xcel Energy	487756921			
6789		Center St	Winthrop	55396	Xcel Energy	487756930			



Section 3, extra pages. Weatherized and Waitlisted Multi-Family Housing Units: PY 2007-2009

Please make as many copies of this page as needed to submit requested information for all multi-family housing units weatherized in PY 2007-2009 and waitlisted in PY 2009.

Part A Requested Data continued: Complete now for all units

Part B Additional Information continued: Complete now for all units or complete later for sampled units

٨	Б	С	D	E	F	G	Н		sampled un	K		М	N	0	D	
A Job	B			r of Units		G Nama	Drimony Hosting	l Job Statuc	J		L		N	O Head of	P	Q tion Data
Number	Program Year	SME [,] small multi-	In Building	Weather- E	lectric	Name Natural Gas	Primary Heating Fuel	W: waitlisted	Street	Street Name	Address Unit Number	City	Zip	Head of Household	Weatherizat Start	End
		family (2-4 units) LMF: large multi- family (5+ units) SH: shelter	Building	ized			EL: electricity NG: natural gas LP: propane FO: fuel oil WO: wood OT: other	<i>I: in progress C: completed</i>	Number		Number			Name		
																1
																1
																4
																4
																<u> </u>
																1
																4
																4
																<u> </u>

Section 3, extra pages. Weatherized and Waitlisted Multi-Family Housing Units: PY 2007-2009

Please make as many copies of this page as needed to submit requested information for all multi-family housing units weatherized in PY 2007-2009 and waitlisted in PY 2009.

R	S	Т	U	V	W	X	Y	Z
Job Number	Ownership O: owner (paid	U	nit Occupied by at L	east One Person Wh	o Is	Are there one or more building-	Utility Acco (unit-level	unt Number meters only)
	in full or mortgaged) R: renter P: occupied without payment D: don't know	Elderly (60 years or older) <i>Y: yes</i> <i>N: no</i> <i>D: don't know</i>	Disabled Y: yes N: no D: don't know	Native American Y: yes N: no D: don't know	A Child (as defined by your state) Y: yes N: no D: don't know	more building- level electric or gas meters? Y: yes (if so, please complete Part C) N: no	Electricity	Natural Gas

Part B Additional Information continued: Complete now for all units or complete later for sampled units

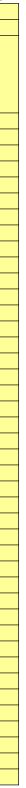
AA
Utility Billing Data
Release
Y: yes (please
attach)
N: don't have

Section 3, extra pages. Weatherized and Waitlisted Multi-Family Housing Units: PY 2007-2009

Please make as many copies of this page as needed to submit requested information for buildings with building-level electric or natural gas meters.

Α	В	C	D	E	F	G	H		J
Job Numbers	Street	Address Street Name	City	Zip	Utility Name	Electricity ne Utility Account Number	Natural Gas Utility Name Utility Acco Number		unt Utility Billing Data Release
	Number					Number (building-level meters only)		Number (building-level meters only)	Data Releas Y: yes (pleas attach) N: don't hav

Part C Additional Information continued: Complete now for all buildings with building-level electric or natural gas meters, or complete later for sampled buildings



Section 4. Utility Information

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

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

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.