

# SAMPLE GUIDELINES – DRAF INSTRUCTIONS

## Affordable Multifamily Program Upstate



In addition to the information entered in the online request form, projects must also submit supporting documents. A checklist is provided, but please read the full details before submitting documentation.

### QUICK CHECKLIST

Meter/Fuel Type	Required Submission*	Notes
<b>All Master Meters</b> (Electricity & Gas) & <b>Common Area, or House Meters</b>	Complete the <b>Owner</b> JotForm Data Release Authorization	Covers natural gas and electricity master, common or house meters. Link: <a href="https://nyserda.jotform.com/team/operations/MPPLCPDRAF">https://nyserda.jotform.com/team/operations/MPPLCPDRAF</a>
<b>Bulk Fuels</b> (Oil, Propane, etc.)	Two years of complete <b>delivery records</b>	Acceptable submissions include electronic or scanned documents such as individual delivery tickets, invoices, or account summaries including the following: <ul style="list-style-type: none"><li>Records must include fuel delivery date or district steam meter reading date, amount of fuel or steam delivered on each delivery date, units of measure (e.g., gallons, pounds, MMBtu, etc.), type of fuel (including oil grade number) and service address</li></ul>
<b>District Steam</b>	Two years of <b>billing records</b>	
<b>Resident Direct-Meters</b> (Except for Cooking Gas)	Complete the <b>Resident</b> JotForm Data Release Authorization	<ul style="list-style-type: none"><li>At least 10% of each size (e.g. 1- bedroom, 2- bedroom, etc.) of direct metered apartments with a minimum of 7 total for each building (<a href="https://nyserda.jotform.com/team/operations/MPPLCPDRAF">https://nyserda.jotform.com/team/operations/MPPLCPDRAF</a>)</li></ul>
<b>Resident Sub-Meters</b>	Complete the <b>Owner</b> JotForm Data Release Authorization	<ul style="list-style-type: none"><li>If electricity master meters have sub-metering equipment, then only the DRAF for the master or common meter is required.</li></ul>

\*Form fillable PDF Data Release Authorization Forms are available on the program website but should only be used when absolutely necessary.

### FULL DETAILS FOR ITEMS IN QUICK CHECKLIST

#### Master, Common Area and other “House” meters

A person who has the authority over the building’s utility bills should fill out the Data Release Authorization here: <https://nyserda.jotform.com/team/operations/MPPLCPDRAF>. All master, common area meter, and “house” meter accounts must be included. Note that the link provides a way to upload multiple account numbers at once, so that the applicant only needs to fill out the form one time regardless of how many meters there are in the building.

When filling out JotForm, include the account number for each natural gas meter and each electricity meter, including meters serving the following areas of the property:

- Residential common areas.
- Laundry facilities intended for the residences.
- Offices for staff that serve the residential property, such as rental offices, management offices, or maintenance offices and maintenance shops, including stand-alone buildings for these purposes.
- Stand-alone buildings that provide amenities intended for use by the residents.
- Swimming pools intended for residential use.
- Any other residentially associated spaces or loads.

#### Individual resident utility accounts for all utilities

Every direct-metered project must also arrange for a sample of tenants to fill out the JotForm Data Release Authorization. The minimum sample is at least 10% of each size of apartment (minimum of 8 total).

Specifically, the minimum sample requirements are as follows:

1. A separate minimum sample must be provided for each of the following five categories of residential units:

- Studio units
- 1-bedroom units
- 2-bedroom units
- 3-bedroom units
- 4-bedroom units and larger

2. For each category above, the minimum required sample is 10% of the total units of that category on site, up to a minimum sample of eight (8) units per category.
  1. For example, if there are more than 80 two-bedroom units at the property, then the minimum required sample of two-bedroom units is 8 units.
  2. If there are 5 to 10 units of a given category on site, the minimum required sample is 1 unit of that category.
  3. If there are 1 to 4 units of a given category on site, please still attempt to obtain a Data Release Authorization for at least one unit from this category.
3. For small projects: All requirements stated above still apply. Additionally, the total number of Data Release Authorizations for direct-metered residential units shall not be less than 7 for the entire project site. This may require the sample to be larger than 10% for some or all residential unit categories in a small project. See “Project B” in the table below for an example.

The following table shows the minimum sample requirements for two example buildings:

Unit Category	Project A		Project B	
	Total Units on Site	Minimum Sample*	Total Units on Site	Minimum Sample*
Studio	3	0 or 1	0	0
1-Bedroom	120	8	15	4
2-Bedroom	78	8	10	3
3-Bedroom	13	1	0	0
4-Bedroom	5	1	0	0
<b>TOTAL:</b>	<b>219</b>	<b>18 or 19</b>	<b>25</b>	<b>7</b>

*\*Larger sample sizes typically increase the accuracy of the measurable savings achieved at a property. Therefore, as many Data Release Authorizations should be submitted as possible.*

**Sub metered resident accounts**

For projects that have a master meter that is also sub-metered for individual residential unit usage, submitting the submetering records is not required, but a Data Release Authorization for the primary electricity master meter is required.

**Gas meters that serve only residential unit cooking appliances**

If the gas meters serve only the cooking equipment in the residential units, then it is not necessary to submit Data Release.

