

In addition to the information entered in the online Request Form, you must also submit the following supporting documents. A checklist is provided, but please read the full details before submitting documentation.

QUICK CHECKLIST

- All: Electricity and Gas - Data Release Authorization Forms (DRAFTs) for all master meters and residential common area meters
- Buildings that burn oil or other bulk fuels: Fuel delivery records - two years of complete delivery records
- Buildings that purchase district steam: two years of billing records
- Apartment direct-meters (except gas meters for cooking only), either:
 - Consolidated Edison aggregate data files, or
 - DRAFTs for at least the minimum sample of apartments
- Apartment sub meters: If electricity master meters have sub-metering equipment, then only the DRAFT for the primary electricity master meter is required.

FULL DETAILS FOR ITEMS IN QUICK CHECKLIST

1. Bulk Fuels and District Steam

Provide two years of complete delivery records for oil and other bulk fuels, and for district steam. Acceptable submissions include electronic or scanned documents such as individual delivery tickets, invoices, or account summaries, as long as the following required information is included:

- 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 the oil grade number.
- Service address.

2. Data Release Authorization Forms (DRAFTs)

The application should include completed Data Release Authorization Forms (DRAFTs) for each master meter and "house" meter, signed by a person who has the authority over those utility accounts. The application should also include DRAFTs for at least 10% of each size of direct-metered apartments (minimum of 7 total), signed by the resident utility customer, with an exception made for buildings in Consolidated Edison territory (detailed below).

Master meters and other "house" meters

Provide completed and signed DRAFTs for every natural gas master meter and every electricity master 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.

DRAFs for individual residential unit utility meters

For all projects where Consolidated Edison's aggregated data files are not provided: DRAFs representing a sample of the direct-metered residential utility accounts must be signed and submitted. The minimum sample requirements are as follows:

1. A separate minimum sample should 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, the minimum required sample is 10% of the total units of that category on site, up to a total minimum sample of eight (8) units per category. 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.
3. If there are 5 to 10 units of a given category on site, the minimum required sample is 1 unit of that category. If there are 1 to 4 units of a given category on site, please still attempt to obtain a DRAF for at least one unit from this category.
4. For small projects: All requirements stated above still apply. Additionally, the total number of completed and signed DRAFs 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 |
| TOTAL: | 219 | 18 or 19 | 25 | 7 |

If the number of DRAFs collected exceeds the minimum sample requirements, all the DRAFs should be submitted. Larger sample sizes typically increase the accuracy of the measurable savings achieved at a property.

Aggregate data files (for buildings in Consolidated Edison territory)

For properties with direct-metered residential units, NYSERDA prefers that Consolidated Edison's aggregated data files be provided, in lieu of providing DRAFs for individual residential unit accounts. This will reduce the burden on management to obtain signed DRAFs from residents and will increase accuracy of the analysis.

If it is not feasible to obtain Consolidated Edison's aggregated data files, then please provide DRAFs for a 10% sample of individual residential unit meters as outlined above.

Even if Consolidated Edison aggregated data files are submitted, DRAFs are required for all common area meters and master meters as outlined above.

Note: Properties with multiple street addresses often have a separate aggregated data file for each address. If you submit aggregated data files in lieu of individual residential meter DRAFs, then you must submit the Consolidated Edison aggregated data files for each of the addresses at the property, such that the entire property is represented in the submitted files.

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 DRAFs or aggregated data files for the direct-metered gas. However, you are required to include the following in the Snapshot request:

- That direct-metered residential unit cooking gas exists at this property.
- Whether 100% of the apartments are direct metered for gas.

For residential units with direct-metered cooking gas, the normalized baseline energy consumption provided by NYSERDA will include an estimated natural gas usage for direct-metered cooking.

If you prefer that the actual cooking gas usage be included in the normalized baseline energy consumption, then DRAFs or Consolidated Edison aggregated data files should be provided in the same manner as for direct metered residential unit electricity as previously noted.

3. Submetered Electricity

For projects that have a master meter that is also submetered for individual residential unit usage, submitting the submetering records is not required, but a DRAF for the primary electricity master meter is required.