Commonwealth of Massachusetts
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
Mitt Romney, Governor ◆ Kerry Healey, Lt. Governor ◆ Jane Wallis Gumble, Director

Public Housing Notice 2003-03

MEMORANDUM

TO: All Local Housing Authorities

FROM: Carole E. Collins, Bureau of Asset Management

RE: Annual Report on Utility Consumption

DATE: February 24, 2003

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The Department once again requests that you submit energy consumption for all state-aided housing development(s) managed by your Authority. To assist you in this task, we have enclosed forms for your use which reflect the period **July 1, 2001 through June 30, 2002.**

You will find that there are two different forms being used for the 2000-2001 consumption data -- a comprehensive form for new housing developments and a shorter form for existing housing developments. If your Authority has submitted consumption material on housing development(s) in recent years, the **short form** should be used for the annual information for these development(s). The **longer comprehensive form** should be filled out for **newly occupied** developments **only** for which this office has no historical consumption information.

As you may know, the energy consumption data which your Authority submits to this office on an annual basis is used to monitor and analyze the energy usage patterns of all state-aided developments. The addition of this information to our computerized energy database allows us to identify current energy problem areas and to subsequently work together with authorities to alleviate these problems. It is important, therefore, that we receive a complete set of information from all local housing authorities.

We ask that you complete and return the enclosed consumption reports as soon as possible, but **not later than March 28, 2003**. The forms can be mailed or faxed to Wayde Porrovecchio. The fax number is (617) 727-7891.

Thank you in advance for your assistance in this important data collection effort.

Enclosures (2)
S:wp\energy reports\2003 for ye June 02

One Congress Street
Boston, Massachusetts 02114-2010

www.mass.gov/dhcd
617.727.7765

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

2002 ENERGY CONSUMPTION REPORT - EXISTING DEVELOPMENTS

Please complete one form for each new development where the Authority pays for any utility or fuel. (Please report on each individual development - i.e. 667-1, 667-3, **not 667-C or 400.**) Supply actual costs and energy usage figures for the time period **July 1, 2001 through June 30, 2002. Return completed form(s)** by **December 13, 2002.**

Local Housing Authority: ----------

Development Name:_____ Development Number_____ No. of Units _____

TYPE OF FUEL	COSTS:	UNITS OF FUEL CONSUMED (KwH, CCF, Therms, gals, etc.)		INCLUDES (Circle ALL uses that apply-see below)
Electricity	$_____	_____	KwH	1 2 3 4 5
Natural Gas	$_____	_____	CCF/therms	1 2 5
Oil	$_____	_____	gals	1 2
Other	$_____	_____		1 2 3 4 5

Key:1= Heat; 2= Domestic Hot Water; 3= Domestic Electricity; 4= Common Area Electricity; 5= Cooking Fuel

WATER - Please state water consumption for the most recent year of available data.

$_____ for _____ CCF or Gals (circle one). From _____ To _____ (Dates)

Report Prepared by:_____

Title:_____

(Energy Form 1)

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

2002 ENERGY CONSUMPTION REPORT - NEW DEVELOPMENTS

Please complete one form for each new development where the Authority pays for any utility or fuel. (Please report on each individual development - i.e. 667-1, 667-3, **not 667-C or 400.**) Supply actual costs and energy usage figures for the time period **July 1, 2001 through June 30, 2002. Return completed form(s) by December 13, 2002.**

Local Housing Authority: _____

Development Name: _____ Development Number: _____ No. of Units: _____

No. of Buildings: _____ No. of Floors per Building: _____ Gross Square Footage: _____ (if available)

No. of Elevators: _____ Actual Cost of Elevator Maintenance _____ Yr of Initial Occupancy _____

TYPE OF FUEL	COSTS:	UNITS OF FUEL CONSUMED (KwH, CCF, Therms, gals, etc.)		INCLUDES (Circle ALL uses that apply-see below)
Electricity	$_____	_____	KwH	1 2 3 4 5
Natural Gas	$_____	_____	CCF/therms	1 2 5
Oil	$_____	_____	gals	1 2
Other	$_____	_____		1 2 3 4 5

Key:1= Heat; 2= Domestic Hot Water; 3= Domestic Electricity; 4= Common Area Electricity; 5= Cooking Fuel

TYPE OF HEATING SYSTEM (steam, forced hot air/water etc.) _____

IF ELECTRIC HEAT (check one): Baseboard _____ Radiant Panels _____ Storage _____ Other _____

YEAR HEATING SYSTEM INSTALLED _____ IS THIS THE ORIGINAL SYSTEM? _____

WATER - Please state water consumption for the most recent year of available data. This need not be supplied for developments where water is the only utility the housing authority pays.

$_____ for _____ CCF or Gals (circle one). Dates From _____ To _____

Is there an on-site septic system? _____ Is there a charge for town sewer? _____

COMPANIES

No. of electric meters or billing accounts: _____

Name of Gas Company _____
Name of Oil Company _____
Name of Electric Company _____
Name of Propane Company _____

COMMENTS (Please feel free to elaborate on the above information and/or supply additional information pertinent to the subject of this report):

_____

_____

Report Prepared by: _____
Title: _____