

INSTRUCTIONS FOR ANNUAL SUBMISSION OF UTILITY ALLOWANCES

Section 8 / 236

Submit Rent/Utility Allowance Adjustment Package 180 days before Anniversary/Contract Renewal Date (Appendices 1-5, RCS, Posted Letter)

1. Must have 12 months of consecutive utility usage per unit
2. Refer to Table 1* for minimum number of samples required per unit size. **
3. Once the Baseline has been established: May use Factor Based Calculation for 2 years.

HOME

Submit 120 days before Rent/Utility Allowance change. Complete the IHDA Rent and Utility Allowance Request Non-Section 8/236 Programs form and documentations based on the 3 options below and email to your Compliance Analyst.

Option 1	Option 2	Option 3
1. Must have 12 months of consecutive utility usage per unit. 2. Refer to <u>Table 1*</u> for minimum number of samples required per unit size.** 3. Once the Baseline has been established: May use Factor Based calculation for 2 years.	1. Must have 12 months of consecutive utility usage per unit. 2. The sample is 10% of the units per bedroom size or a minimum of 8 units per bedroom size, whichever is greater.** a) All numbers have to be legible with a total. b) If using gas and electric they must be for the same unit and the same time period.	PHA Utility Allowance: Can only be used if HOME funding was committed prior to 08/23/2013 . Circle the appropriate amounts per bedroom size and total them.

ADMIN, AMBAC, BIBP, CDBG, FAF, HTF, NSP, RS, TEB, TFB, TCAP, 1602

Submit 90 days before Rent/Utility Allowance change. Complete the IHDA Rent and Utility Allowance Request Non-Section 8/236 Programs form and documentations based on the 2 options below and email to your Compliance Analyst.

1. Must have 12 months of consecutive utility usage per unit.
2. The sample is 10% of the units per bedroom size or a minimum of 8 units per bedroom size, whichever is greater.
 - a) All numbers have to be legible with a total.
 - b) If using gas and electric they must be for the same unit and the same time period.
3. If using a PHA Utility Allowance, circle the appropriate amounts per bedroom size and total.

* Table 1: Minimum number of samples required per unit size (Section 8/236 and HOME)

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|-----------------|-------------------|-------------------|-----------------------|
| A) 1 - 20 = All | D) 72 - 83 = 22 | G) 121 - 149 = 25 | J) 260 - 388 = 28 |
| B) 21 - 61 = 20 | E) 84 - 99 = 23 | H) 150 - 191 = 26 | K) 389 and above = 29 |
| C) 62 - 71 = 21 | F) 100 - 120 = 24 | I) 192 - 259 = 27 | |

** Complete the IHDA Utility Allowance Summary Sheet Summary Worksheet and submit with back up documentation.