

Instructions for 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. Minimum number of samples required per unit size:
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
3. Once the Baseline has been established: May use Factor Based Calculation for 2 years.

HOME

Submit 120 days before Rent/Utility Allowance change (Letter with old and new Rents/Utility Allowances with effective dates)

1. Must have 12 months of consecutive utility usage per unit.
2. Minimum number of samples required per unit size:
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
3. Once the Baseline has been established: May use Factor Based calculation for 2 years.

OR

THE PHA UTILITY ALLOWANCE CAN ONLY BE USED if HOME funding was committed prior to 08/23/2013

If using a PHA Utility Allowance, 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 (Letter with old and new Rents/Utility Allowances with effective dates)

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 them.