

## 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.  
Complete the IHDA Other Rent and Utility Allowance Request form and email to your Compliance Analyst.

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

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.

### 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.  
Complete the IHDA Other Rent and Utility Allowance Request form 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 them.