

## **INSTRUCTIONS FOR ANNUAL SUBMISSION OF RENT SCHEDULE AND UTILITY ALLOWANCE REQUEST**

### **Section 8**

Submit Rent/Utility Allowance Adjustment Package at least 120 days but no more than 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.
4. Complete the IHDA Utility Allowance Summary and submit with back up documentation.

### **HOME/NHTF**

Submit 120 days before Rent/Utility Allowance change. Complete the IHDA Rent and Utility Allowance Request Non-Section 8 Program form and documentations based on the 3 options from Table 2 and email to your IHDA Compliance Analyst.

### **Section 811 PRA**

Submit 120 days before Anniversary date your Rent/Utility Allowance change. Complete the HUD-92458 Rent Schedule and submit Utility Allowance based on your Rental Assistance Contract (RAC - refer to Part II section 2.7 (b) (1) Annual Adjustments, (f) Utility Allowances.) Complete Option 1 OR Option 3 from Table 2 and email the documentation to the IHDA Rental Assistance Contract Coordinator.

### **All other programs**

Submit 90 days before Rent/Utility Allowance change. Complete the IHDA Rent and Utility Allowance Request Non-Section 8 Program form and documentations based on the 3 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. If 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: Sample sizes based on number of units

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	

Table 2: HOME/NHTF and Section 811 PRA options (see other instructions above)

Option	Option 2	Option 3
<p>1. Must have 12 months of consecutive utility usage per unit.</p> <p>2. Refer to <u>Table 1</u> for minimum number of samples required per unit size.</p> <p>3. Once the Baseline has been established, may use Factor Based calculation for 2 years.</p> <p>4. Complete the IHDA Utility Allowance Summary and submit with back up documentation.</p>	<p>1. Must have 12 months of consecutive utility usage per unit.</p> <p>2. The sample is 10% of the units per bedroom size or a minimum of 8 units per bedroom size, whichever is greater.</p> <p>a) All numbers have to be legible with a total.</p> <p>b) b) If using gas and electric they must</p> <p>c) be for the same unit and the same time period.</p> <p>3. Complete the IHDA Utility Allowance Summary and submit with back up documentation.</p>	<p>PHA Utility Allowance: Circle the appropriate amounts per bedroom size and total them. If PHA schedule includes utility surcharges or Gas Fixed Charge, clarify if tenant is paying surcharge and include in total, if applicable. Can only for HOME/NHTF if funding was committed prior to 8/23/2013.</p>