**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
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INSTRUCTIONS FOR ANNUAL SUBMISSION
OF RENT SCHEDULE AND UTILITY ALLOWANCE REQUEST

HOME and National Housing Trust Fund (NHTF)

Submit 120 days before the rent/utility allowance change's effective date. Complete the Rent and Utility Allowance Request form and documentation based on any of Options 1-3 from Table 1 and email to ComplianceConnection@ihda.org.

Section 811 PRA

Submit 120 days before the anniversary date of 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 ll, section 2.7(b)(1) Annual Adjustments, (f) Utility Allowances). Complete either Option 1 or Option 3 from Table 1, as specified in the RAC, and email the documentation to ComplianceConnection@ihda.org.

All other programs

Submit 90 days before the rent/utility allowance change's effective date. Documentation must be current and no older than 60 days. Complete the Rent and Utility Allowance Request form and documentation based on any of the options from Table 1 and email to ComplianceConnection@ihda.org.

Table 1: Utility allowance analysis options

Option 1	Option 2	Option 3	Option 4
HUD Multifamily Housing Utility Analysis	**HUD Utility Schedule Model (HUSM)**	**PHA Utility Allowance**	**Other programs option**
Must have 12 months of consecutive utility usage per unit. Refer to Table 2 for the minimum number of samples required per unit size. Once the baseline has been established, the property may use the factor-based calculation for 2 years. Annual Utility Allowance Factors are published here: https://www.huduser.gov/portal/datasets/muaf.html Refer to HUD Notice H 2015-04 for more details. Complete the IHDA Utility Allowance Summary and submit along with back up documentation.	Find instructions and the model here: https://www.huduser.gov/portal/resources/utilallowance.html	Circle the appropriate amounts per bedroom size and total them. If the PHA schedule includes utility surcharges or Gas Fixed Charge, clarify if tenant is paying surcharge and include in total, if applicable.	Must have 12 months of consecutive utility usage per unit. The sample size is 10% of the units per bedroom size or a minimum of eight units per bedroom size, whichever is greater. a) All numbers must be legible with a total. b) If using gas and electric, they must be for the same unit and the same period. Complete the IHDA Utility Allowance Summary and submit along with back up documentation.

Table 2: Sample size based on number of units per bedroom size (for Option 1)

1 - 20 = All	72 - 83 = 22	121 - 149 = 25	260 - 388 = 28
21 - 61 = 20	84 - 99 = 23	150 - 191 = 26	389 and above = 29
62 - 71 = 21	100 - 120 = 24	192 - 259 = 27	