

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. If PHA schedule includes utility surcharges or Gas Fixed Charge, clarify if tenant is paying surcharge and include in total, if applicable.

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)

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.