

## 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 180 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 180 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.