

UTILITY ALLOWANCE SUBMISSION CHECKLIST FOR OWNER/AGENTS

Note: Requirements for determining and submitting a utility allowance analysis can be found in HUD Handbook 4350.1, Chapter 7, Sections 7-24, 24CFR245.Subpart E and 24CFR880.610. A condensed list of requirements and suggestions can be found at <http://www.ihfa.org/housingcompliance.asp>. HUD publications are located at www.hudclips.org, and the Code of Federal Regulations (CFR's) are at <http://www.gpoaccess.gov/cfr/index.html>.

In order to facilitate processing, please ensure that all required documentation indicated below is included with each utility allowance recommendation submitted.

Project Name: _____ Contract Anniversary Date: _____

1. _____ Cover letter with recommendation or indication that no change is needed.
2. _____ Summary of the analysis including:
 - a. _____ Type of utilities and units covered;
 - b. _____ Information regarding rates or average consumption data from the utility supplier;
 - c. _____ A statement regarding the impact of energy conservation initiatives.
3. _____ Notice to Tenants (if the utility allowance recommendation is a decrease) and:
 - a. _____ Copies of all written tenant comments;
 - b. _____ Owner/agent evaluation of the comments;
 - c. _____ Owner/agent Certification of Compliance with 24 CFR 245 (HUD Handbook 4350.1 Chapter 7, Appendix 2 or the IHFA web site)
4. _____ Backup Documentation – i.e. copies of usage reports from the utility company.
(Not required documentation for a complete submission)