




1

Contact Information

Mailing Address: TDHCA PO Box 13941 Austin, TX 78711-3941	Physical Address: TDHCA 221 East 11 th Street Austin, TX 78701
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Website: <https://www.tdhca.texas.gov>

Division Phone Number: (512) 305-8869
or (800) 525-0657 (toll free in Texas only)

A faint, light-colored watermark of the TDHCA seal is visible in the background of the contact information section.

2

Announcements

Schedule:

- The training will run from 9:00 am until approximately 12:00 pm
- We will take a break mid-morning to shift from the webinar to the open forum
- Staff will be present to answer any questions

Housekeeping:

- Certificates will not be emailed but you will receive an email confirming your attendance, usually within 24-hours in an email from the GoTo Platform, please check your “junk” folders as we cannot reissue these emails
 - If you did not use your emailed link for the training from your registration you will not receive a follow-up email or show as having attended the webinar
- We suggest you silence your phones and put an “out of office” email response to help avoid distractions during the training
- Please pose questions and comments to the “Questions Box”



3

3

Department Resources

- **Compliance Forms**
 - <https://www.tdhca.texas.gov/compliance-forms>
- **Manuals and Rules**
 - <https://www.tdhca.texas.gov/compliance-manuals-and-rules>
- **Utility Allowance Information**
 - <https://www.tdhca.texas.gov/compliance-utility-allowance-information>
- **Income and Rent Limits**
 - <https://www.tdhca.texas.gov/income-and-rent-limits>
- **Training and Presentations**
 - <https://www.tdhca.texas.gov/compliance-training>
 - <https://www.tdhca.texas.gov/compliance-program-training-presentations>
- **Contact List**
 - <https://www.tdhca.texas.gov/compliance-division-staff>



4

4

Utility Allowances Resources

- **Utility Allowance Information**
 - <https://www.tdhca.texas.gov/compliance-utility-allowance-information>
- **HUD Utility Allowances**
 - <https://www.huduser.gov/portal/resources/utilallowance.html>
 - https://www.hud.gov/sites/documents/DOC_11608.PDF
- **Taxes**
 - <https://comptroller.texas.gov/taxes/public-utility/>
 - <https://comptroller.texas.gov/taxes/misc-gross-receipts/>
 - <https://comptroller.texas.gov/taxes/sales/city.php>
 - <https://comptroller.texas.gov/taxes/sales/utility/cities.php>
- **PHA Contact Information**
 - https://www.hud.gov/sites/dfiles/PIH/documents/PHA_Contact_Report_TX.pdf
- **Power to Choose**
 - www.powertochoose.com
- **Date calculator website** – not required, but helpful
 - <https://www.timeanddate.com/date/dateadd.html>



5

5

Utility Allowance

The purpose of this training is to provide guidance for calculating a Utility Allowance (UA) under the Department's multifamily programs.

The Department will cite noncompliance and/or not approve a UA if it is not calculated in accordance with the requirements of 10 TAC §10.614, Treasury Regulation 1.42-10 and Chapter 18 of the 8823 Audit Guide.

Owners are required to comply with the provisions of the above sections as well as any existing federal or state program guidance.

Frequently asked questions (FAQ) can be found on the Department's website: <https://www.tdhca.texas.gov/compliance-frequently-asked-questions-faqs>

6

6

Utility Allowance Information – Department Website

Home > Compliance - Utility Allowance Information

Compliance - Utility Allowance Information

If you or someone you know is in need of assistance, please visit our [Help for Texans Page](#).

[Help for Texans](#)

Requests for an Application for Funding	+
Requests for Existing/Established Developments	+

7

7

Utility Allowance Information – Department Website

Requests for an Application for Funding

Forms (Updated 07/30/2024)

- [Utility Allowance Questionnaire for Application](#)

Upon completion, submit utility allowance requests related to applications for funding to UA_Application@tdhca.texas.gov (please note that this is a separate process than for established developments). The submission must include the Utility Allowance Questionnaire for Application and all back-up documentation to support the request. Requests not submitted to this e-mail address will not be reviewed.

Requests for Existing/Established Developments

Forms (Updated 07/30/2024)

- [Utility Allowance Questionnaire](#)
Must be completed for both requesting to switch utility allowance methodologies and for the annual utility allowance review.
- [Notice to Residents of Annual Review of Utility Allowances \(Template\)](#)
Must be completed and posted for the annual review of the following methodologies: Written Estimate, HUD Utility Schedule Model, Actual Use, and Energy Consumption.
- [Notice to Residents of Intention to Revise Utility Allowances \(Template\)](#)
Must be completed and posted when requesting to switch methodologies to Written Estimate, HUD Utility Schedule Model, Actual Use, or Energy Consumption.

All submissions must be uploaded to the Development's Compliance Monitoring Tracking System ("CMTS") account. When uploading, please be sure to choose "Utility Allowance Documents" in the "Type" dropdown menu. In the description box, please identify the method (e.g., written local estimate, HUD model) and if it is an initial request or annual review. In the "TDHCA Contact" dropdown menu, please select "Utility Allowance."

8

8

Utility Allowance Information – HUD Website

HUD
OFFICE OF POLICY DEVELOPMENT AND RESEARCH (PD&R)

ABOUT PD&R RESEARCH & PUBLICATIONS DATASETS

UTILITY ALLOWANCES

Dataset/Utility Allowances Other Datasets

This tool was last updated in 2016.

HUD Utility Schedule Model (HUSM)
(Revised Model Posted on 8/23/16)

The Office of Policy Development and Research (PD&R) has developed the HUD Utility Schedule Model to provide a consistent basis for calculating utility schedules. The current HUSM is a web application that uses correlations and regression techniques to calculate allowances for end-uses, as specified on form HUD-52667 (Allowances for Tenant-Furnished Utilities and Other Services). This version of the model is primarily based on the 2009 Residential Energy Consumption Survey¹ (RECS) dataset that is published by the Energy Information Administration (EIA) of the Department of Energy (DOE).

9

9

Utility Allowance Information – HUD Website

Updates to this version of the model include:

- “floor” and “ceiling” values for all utilities types;
- providing users the ability to generate allowance estimates based on zip code, in addition to PHA;
- updating the underlying degree-day data with the latest NOAA 30-year weather data (1981-2010);
- updates to the water usage estimates based on U.S. Geological data;
- incorporating additional green discounts (i.e., LEED and Significant Green Retrofits);
- refining the model’s heating consumption estimates;
- incorporating a factor adjustment feature;
- updating the list of Section 8 PHAs.

Guidance on selection of unit type

An instructions document has been developed to provide a step-by-step explanation on how to use the model. (updated 6/2020)

The web-based version of the HUSM is available at: www.HUDUser.gov/portal/datasets/husm/uam.html.

A Microsoft Excel-based version of the model is also available and can be downloaded [here](#).

10

10

Utility Allowance Information – Taxes

<https://comptroller.texas.gov/taxes/public-utility/>

<https://comptroller.texas.gov/taxes/misc-gross-receipts/>

<https://comptroller.texas.gov/taxes/sales/city.php>

<https://comptroller.texas.gov/taxes/sales/utility/cities.php>



PUBLIC UTILITY GROSS RECEIPTS ASSESSMENT

Who is responsible for this assessment?

Each public utility within the jurisdiction of the Public Utility Commission must pay this assessment.

Rates

One-sixth of one percent (.001667) of gross receipts from rates charged to the ultimate consumer in Texas.

11

11

Utility Allowance Information – Taxes

MISCELLANEOUS GROSS RECEIPTS TAX

Who is responsible for this tax?

A utility company, including a retail electric provider (REP), must pay this tax if it makes a sale to an ultimate consumer in an incorporated city or town having a population of more than 1,000, according to the last federal census.

Rates

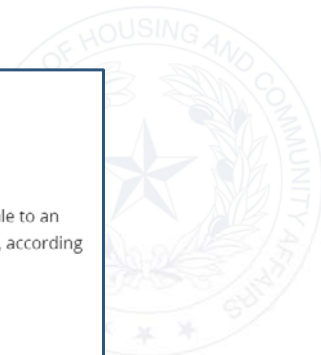
The tax rate is applied to the gross receipts from business done in incorporated cities and towns, according to population:

For business done in cities with a population ...	The rate is ...
more than 1,000 but less than 2,500	0.581 percent (.00581)
2,500 or more but less than 10,000	1.07 percent (.0107)
10,000 or more	1.997 percent (.01997)

When a utility company begins business on or after the beginning of a quarter, then in lieu of the gross receipts tax, the tax due for that quarter is \$50.00. This tax payment is to be made in advance of business operations. Use *Form 20-100, Gross Receipts Tax Report* (PDF).

12

12



Utility Allowance Information – Taxes



CITY SALES AND USE TAX

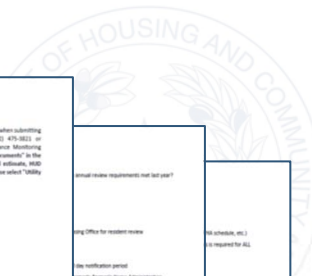
View the printable version of [city rates](#) (PDF).
Download [city rates](#) (XLSX).

Name	Local Code	Local Rate	Total Rate
Abbot	2109064	.015000	.082500
Hill Co	4109000	.005000	
Abernathy	2095024	.015000	.082500
Hale Co			
Abernathy			
Lubbock Co			
Abilene (Jones Co)			
Abilene (Taylor Co)			
Ace			
Polk Co	4187003	.005000	

CITIES WITH LOCAL SALES AND USE TAX ON RESIDENTIAL USE OF GAS AND ELECTRICITY

City	Retained prior to 05/01/79 or reimposition date	City	Retained prior to 05/01/79 or reimposition date	City	Retained prior to 05/01/79 or reimposition date
Abbot		Gledewater		O'Donnell	
Abernathy		Glen Rose		Oglesby	
Abilene		Glenn Heights		Olney	
Addison		Goodley		Oton	

Utility Allowance: Required Submission Items



- Utility Allowance Questionnaire
- Resident Posting (Annual or Change)
- Previous Year's approved UA
- Current Methodology request and all necessary back-up
- If submetered, back-up for billing is required
- If paid through Owner, back-up for rates is required

NOTICE TO RESIDENTS OF ANNUAL REVIEW OF UTILITY ALLOWANCE

Date of Posting: _____ Enter the date posted online

Please be aware that effective on 90 days after posting (example posting: 03/01/20 the 90 days after 03/01/2024), the management and ownership of Property Name will implement the following revised utility allowances. These allowances were calculated using the same methodology that was used to calculate the allowance last year.

Year Type	Current Utility Allowance	Updated Utility Allowance
12	100.00	100.00
12	100.00	100.00

During a period of 90 days from the date of release of this notice, residents of Property Name may submit written comments or their proposed changes to the management, after a Management Company Contact Information.

All comments received will be forwarded to the Texas Department of Housing and Community Affairs (TDHCA). If you wish, you may also send a copy of your comments directly to TDHCA at the following address:

Texas Department of Housing and Community Affairs
P.O. Box 12849
Austin, Texas 78712-0849
Attn: Care Poster

Please provide the following information on all correspondence: Property Name, the Number for Program (attached to OMTS ID) (based on option chosen or drop down box)

TDHCA will review the comments. When approved, this change will be effective for rates due from 90 days after and of 90 day verification period (example: if you after a 12/01/20 then rates start due 12/01/24).

For further information on utility allowances, visit the Texas Department of Housing and Community Affairs website at www.tdhca.texas.gov. To access, select the "Support and Services" tab, then select "Compliance". A link there will appear, select "Utility Allowance".

Name of Person Posting: _____
Title of Person Posting: _____
Company Name of Person Posting: _____

Revised April 01, 2020

NOTICE TO RESIDENTS OF INTENTION TO CHANGE THE METHODOLOGY USED TO CALCULATE THE UTILITY ALLOWANCE

Date of Posting: _____ Enter the date posted online

Please be aware that effective on 90 days after posting (example posting: 03/01/20 the 90 days after 03/01/2024), the management and ownership of Property Name will implement the following Utility Allowance.

Year Type	Current Utility Allowance	Updated Utility Allowance
12	100.00	100.00
12	100.00	100.00

During a period of 90 days from the date of release of this notice, residents of Property Name may submit written comments or their proposed changes to the management, after a Management Company Contact Information.

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Name of Person Posting: _____
Title of Person Posting: _____
Company Name of Person Posting: _____

Revised April 01, 2020

Utility Allowance Questionnaire

This form must be completed by all owners requesting to switch utility allowance methodologies and when submitting an allowance for annual review. Please contact Care Poster with any questions at (512) 475-5821 or TDHCA@TDHCA.TEXAS.GOV. All submissions must be received by the Department's Compliance Monitoring Tracking System (OMTS) account. When submitting, please be sure to choose "Utility Allowance Documents" in the "Type" dropdown menu. In the description box, please identify the method (e.g., utility load estimate, MRP method) and if it is an initial request or annual review. In the "TDHCA Contact" dropdown menu, please select "Utility Allowance".

Annual review requirements met last year?

1. Name of Development and OMTS ID _____
2. Development address _____
City: _____ Zip Code: _____
3. County in which Development is located _____
4. Types of TDHCA Program Funding _____

Type of Funding	File Number

5. Type of request:

a. Use CURRENT utility allowance method and request for utilities that residents pay.

Utility Source	Effective Date	Methodology
Electric		
Gas		
Water		
Wastewater		
Other		

b. Use NEW or UPDATED utility allowance method and request for utilities that residents pay.

Utility Source	Effective Date	Methodology
Electric		
Gas		
Water		
Wastewater		
Other		

6. Paid directly to utility provider or by/for the owner?

7. If paid to owner, select billing method:

8. If paid to owner, select one:

9. If paid to owner, select one:

10. If paid to owner, select one:

11. If paid to owner, select one:

12. If paid to owner, select one:

13. If paid to owner, select one:

14. If paid to owner, select one:

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19. If paid to owner, select one:

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96. If paid to owner, select one:

97. If paid to owner, select one:

98. If paid to owner, select one:

99. If paid to owner, select one:

100. If paid to owner, select one:

Revised September 28, 2020

<https://www.tdhca.texas.gov/compliance-utility-allowance-information>

Utility Allowance Questionnaire

When uploading, please be sure to choose "Utility Allowance Documents" in the "Type" dropdown menu. In the description box, please identify the method (e.g., Energy Consumption Model, Actual Use Model, HUD model) and if it is an initial request or annual review. In the "TDHCA Contact" dropdown menu, please select "Utility Allowance."

This form must be completed by all owners requesting to switch utility allowance methodologies, tenant paid utilities and when submitting an allowance for annual review. Please contact Cara Pollei with any questions at (512) 475-3821 or cara.pollei@tdhca.texas.gov. All applicable Utility Allowance information can be found online at <https://www.tdhca.texas.gov/compliance>. All submissions must be uploaded to the Development's Compliance Monitoring Tracking System (CMTS) account.

1. Name of Development: _____ and CMTS ID _____
2. Development address:
 City: _____ Zip Code: _____ County: _____
3. Types of TDHCA Program Funding:

Type of Funding	File Number

4. Type of request:
 - a. List CURRENT utility allowance method and source for utilities that residents pay.

Utility	Source (e.g. name of utility provider or housing authority)	Effective Date	Methodology

- b. List NEW or UPDATED utility allowance method and source for utilities that residents pay.

Utility	Source (e.g. name of utility provider or housing authority)	Anticipated Effective Date	Methodology

5. If this request is for the annual review of the current methodology, were the annual review requirements met last year?
 - a. If no, please select reason:
6. What is the beginning date of the 90-day review period? List date.
7. Has the proposed utility allowance been posted in a common area of the Leasing Office for resident review (10TAC§10.614(g))?
 - a. As of what date:
8. What is the intended effective date? List date rents next due after end of 90 day notification period
9. Does the Development receive assistance from USDA- Rural Development (formerly Farmer’s Home Administration (FmHa))?
 - a. If yes, do any of the residents in the Development receive Rental Assistance from the USDA?
10. Does the Development have any Federally Funded HUD-Regulated programs, Project Based Section 8, Project Based Vouchers, etc. ?
11. Does the Development have Multifamily Direct Loan (MFDL) funds from TDHCA or any other Participating Jurisdiction (PJ)?
 - a. If yes, what PJ awarded the MFDL funds?
 - b. Does each building have at least one (1) MFDL unit?
 - c. What is the MFDL Funding source, if not through the Department?
12. What is the Building Configuration? (if there are multiple building types, indicate below)
 - a. Building Type 1:
 - b. Building Type 2:
13. Utility information:

	Owner Pays	Resident Pays	Not Applicable	Paid directly to utility provider or to/thru the owner?	If paid to OWNER, select billing method and evidence
Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	select one	select one
Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	select one	select one
Water/Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	select one	select one
Trash Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	select one	select one
The units are heated by:		<input type="checkbox"/> gas	<input type="checkbox"/> electric	select type	
The stoves in the unit are:		<input type="checkbox"/> gas	<input type="checkbox"/> electric	If tenants are not responsible for water heating (e.g., boiler system), please do not select gas/electric on that selection item.	
If individual hot water heaters, they are:		<input type="checkbox"/> gas	<input type="checkbox"/> electric		

14. Confirm documentation submitted with this request.

- a. Current UA sources (ex: last year’s approval letter from TDHCA or PHA schedule)
- b. New/Updated UA sources (ex: engineer report and license along with the applicable rate sheet(s), HUD model & all required back up, PHA schedule, utility provider letter, etc.)
- c. Posted Notice to Residents (this is required for ALL requests to change methodology or utilities billed)
 - i. If request is an Actual Use Request (§10.614(g)(4)) the posting will be done upon receipt of approval
- d. **If paid to or through the owner a copy of a current resident bill and the applicable rate plan for the utility.**

Completed By

Date

Title

Company Name

Phone Number

Email Address

When uploading, please be sure to choose "Utility Allowance Documents" in the "Type" dropdown menu. In the description box, please identify the method and if it is an initial request or annual review. In the "TDHCA Contact" dropdown menu, please select "Utility Allowance." Any submission not uploaded correctly will not be reviewed and there may be noncompliance cited as a result of the incorrect upload.

This form must be completed by all owners requesting to switch utility allowance methodologies, tenant paid utilities and when submitting an allowance for annual review. Please contact Cara Pollei with any questions at (512) 475-3821 or cara.pollei@tdhca.texas.gov. You can find all applicable Utility Allowance information online at <https://www.tdhca.texas.gov/compliance>. All submissions must be uploaded to the Development's Compliance Monitoring Tracking System (CMTS) account. Utility Allowance trainings can be located online at <https://www.tdhca.texas.gov/compliance-program-training-presentations>.

NOTICE TO RESIDENTS OF ANNUAL REVIEW OF UTILITY ALLOWANCE

Date of Posting: Enter the date posted onsite

Please be aware that effective on 90 days after posting (example posting= 8/28/23 the 90 days after=11/25/23), the management and ownership of Property Name will implement the following revised Utility Allowances. These allowances were calculated using the same methodology that was used to calculate the allowance last year.

Unit Type	Current Utility Allowance	Updated Utility Allowance
	\$ list total for all utilities	\$ list total for all utilities
	\$	\$
	\$	\$
	\$	\$

During a period of 90 days from the date of service of this notice, residents of Property Name may submit written comments on these proposed changes to the management office at Management Company Contact Information.

All comments received will be transmitted to the Texas Department of Housing and Community Affairs (TDHCA). If you wish, you may also send a copy of your comments directly to TDHCA by email to cara.pollei@tdhca.texas.gov or at the following address:

Texas Department of Housing and Community Affairs
P.O. Box 13941
Austin, Texas 78711-3941
Attn: Cara Pollei

Please provide the following reference on all correspondence: Property Name, CMTS ID: File Number for Program selected or CMTS ID (based on option chosen in drop down box)

TDHCA will review the comments. When approved, this change will be effective for rents due Enter date rent next due after end of 90 day notification period (example:90 days after is 11/25/23 then rents next due 12/1/23).

For further information on Utility Allowances, visit the Texas Department of Housing and Community Affairs website at www.tdhca.texas.gov. To access, select the "Support and Services" tab; then select "Compliance". A side menu will appear, select "Utility Allowances".

Name of Person Posting

Title of Person Posting

Company Name of Person Posting

Contact (phone and/or email) Information of Person Posting

The above contact information is not intended for utility assistance; if you wish to request assistance, please visit <https://www.tdhca.texas.gov/help-for-texans> for assistance opportunities.

NOTICE TO RESIDENTS OF INTENTION TO CHANGE THE METHODOLOGY USED TO CALCULATE THE UTILITY ALLOWANCE

Date of Posting: Enter the date posted onsite

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	\$	\$
	\$	\$
	\$	\$

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Name of Person Posting
Title of Person Posting
Company Name of Person Posting
Contact (phone and/or email) Information of Person Posting

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Utility Allowance: Submissions

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If the submission is not uploaded as outlined above it will not be received by the Utility Allowance Team and the development may be cited with noncompliance.

15

15

Utility Allowance: Methodologies

Types of Utility Allowance (UA) Methodologies

- Not Department Issued/Approved
 - Rural Housing Services (RHS or RD)
 - HUD-Issued Utility Allowance (PBS8, etc.)
- Department Reviewed and/or Issued
 - Public Housing Authority (PHA)
 - Written Local Estimate (WLE)
 - Energy Consumption Model (ECM)
 - Actual Use Method
 - HUD Utility Schedule Model (HUSM)

16

16

Utility Allowance: PHA

Public Housing Authority (PHA) Method

- The Utility Allowance established by the applicable PHA for the Housing Choice Voucher Program (HCV Program)
- If the PHA publishes different schedules based on building type, the owner is responsible for implementing the correct schedule based on the development's building type(s)
- This methodology must be used for the voucher holders from the PHA (unless the building has MFDL funds)
- Annual review by the Department is not required, unless there is a change to the utilities the resident is financially responsible for or the Development has HOME-ARP
- If the development is located in an area that does not have a municipal, county or regional housing authority that publishes a Utility Allowance schedule for the HCV Program, owners must select an alternative methodology, unless the building(s) is(are) located in the published HCV service area of:
 - A Council of Government (COG) created under Texas Local Government Code, Chapter 303, that operates a Housing Choice Voucher Program;
 - The Department's Housing Choice Voucher Program; or
 - Another PHA which publishes a separate utility allowance schedule specific to the development's location
- The PHA method can be implemented immediately when the PHA issues a new UA schedule, but must be implemented for rents due 90 days after the effective date

17

17

Utility Allowance: PHA Examples

Utility Allowance Schedule
U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 25577-0169 exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.
Date (mm/dd/yyyy): Effective: 6-1-2023

Locality: **Housing Authority of the City of Austin, TX**
Unit Type: **Multi-Family (Elevator)**

Utility or Service:	0 BR	1 BR	2 BR	3 BR	4
Heating					

Utility Allowance Schedule
U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 25577-0169 exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.
Date (mm/dd/yyyy): Effective: 6-1-2023

Locality: **Housing Authority of the City of Austin, TX**
Unit Type: **Multi-Family (Apartment)**

Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	\$16.00	\$19.00	\$21.00	\$23.00	\$25.00	\$27.00

Utility Allowance Schedule
U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 25577-0169 exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.
Date (mm/dd/yyyy): Effective: 6-1-2023

Locality: **Housing Authority of the City of Austin, TX**
Unit Type: **Row House/Townhouse**

Utility or Service:	0 BR	1 BR	2 BR	3 BR
Heating				

Utility Allowance Schedule
U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 25577-0169 exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.
Date (mm/dd/yyyy): Effective: 6-1-2023

Locality: **Housing Authority of the City of Austin, TX**
Unit Type: **Single-Family (Detached House)**

Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas	\$24.00	\$28.00	\$31.00	\$33.00	\$36.00	\$39.00
b. Bottle Gas/Propane						
c. Electric	\$15.00	\$17.00	\$20.00	\$22.00	\$24.00	\$26.00
d. Oil						

18

18

Utility Allowance: PHA Issues Schedule for Another Area

What if the development is in an area that does not have a PHA, but another PHA serves the area?

In this case, the PHA that serves the area MUST issue a Utility Allowance for the specific area in which a development is located in order to use this methodology.

Effective October 1, 2023

Utility Allowance Schedule
See Public Reporting and Instructions on back.
City of Lewisville

U.S Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA	Unit Type	Date (mm/dd/yyyy)					
Denton Housing Authority, TX	Multi-Family (Apartment/Walk-Up /Duplex/ Rowhouse)	10/01/2023					
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	Natural Gas	\$4.00	\$6.00	\$8.00	\$10.00	\$13.00	\$16.00
	Bottled Gas						
	Electric	\$7.00	\$9.00	\$11.00	\$15.00	\$19.00	\$25.00
	Electric – Heat Pump	\$5.00	\$6.00	\$8.00	\$11.00	\$14.00	\$17.00
	Fuel Oil						
	Other						

19

Utility Allowance: PHA Pitfalls

Things we see that affect the PHA method

- Using the wrong PHA
 - If you are in the city of Houston, that is the applicable PHA, not Harris County
- Not including the fees at the bottom of the schedule
 - If there are fees at the bottom of the schedule that pertain to a tenant paid utility they must be included in the UA
- Submitting annually
 - If the property does not have MFDL funds, you do not have to submit annually for review
- Failing to submit annually for MFDL funded properties
 - If you are an MFDL property and have been approved to use PHA, you must submit annually for review or staff will calculate a HUD Model as required
- Using the wrong building type
- Not checking with the PHA regularly to determine if a new schedule has been released

20

Utility Allowance: WLE Method

Written Local Estimate (WLE)

- The estimate must...
 - come from the local utility provider
 - be signed by the utility provider representative
 - include all component charges for providing the utility service
 - include all items which contribute to the utility
 - An estimate from the electric provider must include all items which are reflected on the electric bill for the resident. If the estimate does not include the air conditioning, for example, it is not an acceptable estimate and may result in noncompliance during the development's next monitoring review.
- The beginning of the 90-day notification period should be the date of the letter from the utility provider; however, a full 90-day posting is required.
- The Department will acknowledge the receipt of the annual submission; however, this methodology is reviewed during the Monitoring Reviews for the Development.

21

21

Utility Allowance: WLE Pitfalls

Things we see that affect the WLE method

- Submitting a provider letter that explicitly excludes the air conditioning or any other tenant paid item
- Obtaining the provider letter in April (for example) and not submitting to the Department until October
 - Please submit to the Department and post to the tenants on the day you receive the report
- Using a provider that is not listed on the Power to Choose website
 - If you are in a deregulated area that can pick their provider from the website, please make sure you are obtaining the letter from a reputable provider that stays on the website

22

22

Utility Allowance: ECM Method

Energy Consumption Model (ECM)

- The model must be calculated by a properly licensed mechanical engineer.
 - The license of the engineer must be submitted along with the model.
- The estimate must, at a minimum, take into consideration specific factors that include, but are not limited to, unit size, building type and orientation, design and materials, mechanical systems, appliances, characteristics of building location, and available historical data.
- Component charges used must be no older than those in effect 60 days prior to the beginning of the 90-day period described in §10.614(f)(3) related to effective dates.
- Beginning of 90-day notification period should be 60 days after the end of the last month of the 12 month period for which data was used to compute the estimate.
- Annual review is required and will be approved by the Department if compliant.

23

23

Utility Allowance: ECM Pitfalls

Things we see that affect the ECM method

- Submission does not include the rate sheet used
- Rate sheet used and submitted is older than 60 days from the time of posting
- The submission was not completed by a mechanical engineer, as required
- Submission does not include the engineer's license
- The posting is blank or incomplete, or the development has edited the posting
 - Use what the Department has on the website, this should not be edited other than the form-fillable items that are required
- Questionnaire is filled out incorrectly
- The posting is not submitted with the ECM review package
- The ECM package is not submitted and posted when the owner receives it
- The provider is not on the Power to Choose website
 - Save a screen shot (see next slide) that shows the zip code, date, provider, etc. to evidence the presence on the date obtained
- ECM and RUBS calculated utilities do not really "talk" to each other

24

24

Utility Allowance: Provider List from Power to Choose

8/14/24, 1:24 PM

powertochoose.org/en-us/Plan/Results

Shop. Compare. Choose.

71-80 OF 118 SORT BY PRICE/kWh VIEW 10 PER ...

REFRESH RESULTS

78572

TDU Area: ONCOR ELECTR...

Estimated Use: 1,000 kWh

Price/kWh: \$ to \$

Contract Length: to mo

Pricing and Billing: Show All Plans. Plans without a minimum usage fee/credit and plans without tiered pricing.

Plan Type: Fixed Rate, Variable (Changing Rate)

Company	Plan Details	Price/kWh	Pricing Details	Ordering Info
<input type="checkbox"/> Amigo Energy	Basics PTC - 48 Fixed Rate 48 Months 26% Renewable New CUSTOMERS	1,000 kWh 16.5¢	Cancellation Fee: \$175.00 Fact Sheet Terms of Service VRAC	Special Terms (888) 857-8239 OR SIGN UP
<input type="checkbox"/> PowerNext Green	PowerNext Green Fixed 12 12 Months 100% Renewable New CUSTOMERS	1,000 kWh 16.6¢	Cancellation Fee: \$ 20/month remaining Fact Sheet Terms of Service VRAC	Special Terms (888) 853-5141 OR SIGN UP
<input type="checkbox"/> Direct Energy	Autopay Texas 18 Fixed Rate 18 Months 20% Renewable New CUSTOMERS	1,000 kWh 16.7¢	Cancellation Fee: \$180.00 Fact Sheet Terms of Service VRAC	Special Terms (855) 629-7634 OR SIGN UP
<input type="checkbox"/> BKV Energy	Daily 36 Fixed Rate 36 Months 29% Renewable New CUSTOMERS	1,000 kWh 16.7¢	Cancellation Fee: \$20/remaining month. Fact Sheet Terms of Service VRAC	Special Terms (855) 258-4797 OR SIGN UP

25

25

Utility Allowance: Actual Use Methodology

Actual Use Methodology

- This is an allowance based on an average of the actual use of similarly constructed and sized units in the building using actual utility data and Component Charges.
- Upon receipt of the required information, the Department will determine if the owner has provided the minimum information necessary to calculate using this methodology, the Department will communicate with the development to obtain missing information/documentation.
- The Department will complete its evaluation and calculation within 45 days of receipt of all information requested.
- The update and all back-up documentation must be submitted to the Department no later than August 1st of each year; however, owners are encouraged to submit prior to the deadline.
- Once the Department issues the response the development must then post to the residents on the date that the Department issues the response.

26

26

Utility Allowance: Actual Use Methodology Submission

What must be provided:

- A minimum sample size of usage data for at least five continuously occupied units of each unit type or 20% of each unit type; whichever is greater. If there are less than five units of any unit type, data for 100% of the unit type must be provided.
- Upload the following documents into the development’s CMTS account using data no older than 60 days prior to the 90-day implementation period intended.
 - An Excel spreadsheet listing each unit used for the sample size, unit number, number of bedrooms, bathrooms and square footage, household’s move-in date, utility usage for each month for the 12-month period, and the Component Charges in place at the time of the submission.
 - All documentation obtained from the Utility Provider and/or copies of the actual utility bills.
 - Rent Roll showing occupancy as of the end of the month for the month in which the data was requested from the provider.
 - Documentation of the current UA used by the development.

27

27

Utility Allowance: Actual Use Methodology Processing

RENT ROLL FORM

Type of Space	Support Name	Total Area	Rent/Period	Monthly Rent	Lease Start & End Date	Accommodation Detail	Project E/Management

Utility Allowance Questionnaire

This form must be completed by all owners requesting to switch utility allowance methodologies and when submitting an allowance for annual review. Please contact Cara Pollei with any questions at (512) 475-3821 or carap@hca.com.

1 Bedroom Electricity

Unit #	Meter number	Move-In Date	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019
1	726	50078242	7/13/2016	168	314	154
2	1038	46346066	5/1/2013	159	183	186
3	1141	43521422	5/31/2019	281	301	275
4	1349	46346057	2/1/2012	319	193	305
5	624	46346070	1/1/2012	273	342	334
6	1765	43520447	11/2/2015	276	333	284

PCRF -0.003665
customer charge of \$15.00
energy charge of \$0.099 per KWH

April 2020	May 2020	June 2020	July 2020	Annual Usage
293	253	132	142	4506
442	398	524	501	6474
435	487	466	269	6394
523	473	463	574	7341
634	575	634	648	8167
Total KWH				32882
5 units X 12 months				60
Average KWH per unit				548.03
Avg Energy Charge				\$67.25
State Tax				\$4.20
City Tax				\$1.34
Avg Monthly Charge				\$72.79

28

28

Utility Allowance: Actual Use Pitfalls

Things we see that affect the Actual Use method

- Submission is not uploaded by August 1st
- Spreadsheet lists the tenant billed amounts and not the kWh or gallons used
- Posting is done at the time of the submission
 - This is one method where the posting does not happen until the Department issues an approval with amounts
- Please upload the submission with the words “Actual Use” in the upload
 - We have to review within 45 days, if we do not know that this is an Actual Use submission we might miss that and delay your implementation date

29

29

Utility Allowance: HUD Model Method

HUD Utility Schedule Model (HUSM)

- The HUD Model and related resources can be found at <http://www.huduser.gov/portal/resources/utilallowance.html>.
 - Each item on the schedule must be displayed out two decimal places. The total allowance must be rounded up to the next whole dollar amount.
- The component charges used can be no older than those in effect 60 days prior to the beginning of the 90-day period described in §10.614(f)(3) related to effective dates.
- The beginning of the 90-day notification period is the date entered as “Form Date” on the HUD Model.
- The allowance must be calculated using the MS Excel version.
- In the event that the Zip Code or PHA Code for the local PHA to the development is not listed in “Location” in the workbook, the Department will use the PHA code for the PHA that is closest in distance to the development.
- If the owner elects any of the green discount options for a development, documentation to evidence that the units and the buildings meet the green discount standard as prescribed in the model is required for the initial approval and every subsequent annual review.
- Do not take into consideration any costs or credits that a consumer would incur because of their actual usage.
- During the annual review the Department will complete a HUD Model and issue an approval, partial approval or denial. The HUD Model will be attached to the approval letter.

30

30

Utility Allowance: HUD Model Pitfalls

Things we see that affect the HUD Model method

- Provider is not listed on the Power to Choose website, see screen shot example on slide 21 to mitigate this
- Submission is not done in conjunction with completion and resident posting
- Rates used are older than 60 days at the time of the submission and posting
- The Zip Code was not listed on the HUSM and the PHA was not used
 - If the PHA code is available we will calculate with that data, not an adjoining Zip Code
- Posting not submitted or is blank
- Rates not included in the submission
- Excel Version (or a copy of it with all tabs included) not submitted for review
- Using an average of all rates on the Power to Choose website instead of a specific rate plan

31

31

Utility Allowance: PHA Codes

PHA Contact Report by State and City

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
TX327	Housing Authority of the City of Abilene Phone: (325)679-4385 x4394 Fax: (325)679-4375 Email: Gene.Reed@abilenaha.org	1149 E South 11th Street ABILENE TX , 79602	Combined
TX064	Alamo Housing Authority Phone: (956)797-2352 Fax: (956)793-8886 Email: mvela@alamoha.com	309 N. 9th St. ALAMO TX , 78516	
TX41	Housing Authority of Alba Phone: (903)765-2541 Fax: (903)765-9019 Email: albahousingauthority@gmail.com	145 N. Odum St ALBA TX , 75410	
TX178	Alice Housing Authority Phone: (361)664-3483 Fax: (361)664-3464	125 Odette Alice TX , 78333	Combined

If the zip code is not in the HUD Model, the Department will use the PHA Code for the most applicable PHA.

https://www.hud.gov/sites/dfiles/PIH/documents/PHA_Contact_Report_TX.pdf

32

32

Utility Allowance: Power to Choose

To Obtain the Rates for the area when deregulated:

- Visit <http://powertochoose.com/en-us> and enter the zip code
 - If no plans are available then the rates must be obtained from the provider for the area
- Click “View Results” and select the plan to be used for the HUD Model
- Click “Fact Sheet” for the desired plan, this will need to be submitted with the HUD Model for review

The screenshot displays the Power to Choose website interface. On the left, a search form prompts the user to 'ENTER YOUR ZIP CODE' with '77027' entered. Below the form are buttons for 'NARROW YOUR SEARCH' and 'VIEW RESULTS'. A large blue arrow points from the search form to the results page on the right. The results page, titled 'Shop. Compare. Choose.', shows a list of energy plans for zip code 77027. The plans include details such as 'Sustainable Living Bundle' with a price of 6.8¢, 'Autopay PTC Plan' with a price of 6.9¢, and 'Self-Set Better Rate' with a price of 6.9¢. Each plan entry includes a 'Fact Sheet' link and 'Special Terms'.

33

Utility Allowance: Regulated Area

To Obtain the Rates for the area when regulated:

- Visit the provider’s website (this will vary for each area); for this example we are using San Antonio.
- If you are unable to find the rates on the provider’s website, email or call the provider for the location of the rates. Please do not simply use the rates from a current bill.

The screenshot shows the CPS Energy website. A search bar in the top right corner is circled in red. Below the search bar, a 'Rates' section is visible, featuring a blue header and a list of links for 'Residential Rates and Regulations' and 'Commercial Rates and Regulations'. The 'Residential Rates and Regulations' section includes links for 'Residential Electric Rate', 'Residential All-Electric Rate', 'Large Use Residential Capacity Energy', and 'Rules and Regulations Applying to Retail Electric and Gas Service'. The 'Commercial Rates and Regulations' section includes links for 'Residential and Base Commercial Gas Rate', 'Class G Gas Rate', 'Large Volume Gas Rate', 'Rules and Regulations for Retail Electric and Gas', 'General Service Base Commercial Electric Rate', 'Extra Large Power Service Rate', 'Large Lighting and Power Service Rate', and 'Policy for Miscellaneous Charges'.

34

Utility Allowance: Determining Building Types

• Identifying Buildings Types

- HUD Document referenced in §10.614(b)(1): https://www.hud.gov/sites/documents/DOC_11608.PDF
- Additional Resource from HUD: <https://www.huduser.gov/portal/sites/default/files/pdf/HUSM-Instructions.pdf>

****If the multi-story building (units on top of other units) has less than five (5) units, the Department will calculate based on Low-rise (2-4 units). If the multi-story building (units on top of other units) has five (5) or more units, the Department will calculate based on Apartments (5+ units).****

Currently, the Department utilizes the HUD Guidance as shown on this slide to determine the appropriate building type for developments. This is used when calculating the HUD Model for a development.

37

37

Utility Allowance: MFDL Projects

Developments with Multi-Family Direct Loan (MFDL) funds issued by the Department

- May use any methodology except PHA
 - Buildings for which the only source of MFDL funding is HOME-ARP and which contain no HOME-Match Units may use the PHA. It must be submitted initially and annually for approval by the Department.
- May not combine methodologies
- Must use the Department issued/approved UA for all units in the **MFDL project**, even voucher holders
- HTC buildings in which there are units under MFDL programs are considered HUD-Regulated buildings and the MFDL Utility Allowance will be the allowance for all units in the building, regardless of the resident being on the MFDL program

Developments with Multi-Family Direct Loan (MFDL) funds NOT issued by the Department

- Must use the issued/approved UA for all units, even voucher holders
- HTC buildings in which there are units under MFDL programs are considered HUD-Regulated buildings and the MFDL Utility Allowance will be the allowance for all units in the building, regardless of the resident being on the MFDL program

38

38

Utility Allowance: MFDL Projects – Department Calculated UA

The Department will issue a Utility Allowance if annual review is not received by October 1st

- For property specific data, the Department will use:
 - The Annual Owner’s Compliance Report;
 - Monitor Review Questionnaire from prior monitoring review;
 - The owner may be contacted for any missing or unclear information
- Utilities will be evaluated in the following manner:
 - For regulated utilities, the Department will contact the provider directly and apply the charges in effect no later than 60 days before the allowance will be effective.
 - For deregulated utilities:
 - The Department will use the Power to Choose website and search available providers by zip code
 - The plan chosen will be the median cost per kWh based on the average price per kWh for the average monthly use of 1000 kWh
- The Department will notify the owner contact in CMTS of the new allowance
 - The owner will be provided a **five-day period** to report errors related to the physical characteristics of the buildings and utilities paid by the residents
- The allowance must be implemented for rent due in all program units thirty (30) days after the Department notifies the Owner of the allowance.

39

39

Utility Allowance: Post-15 HTC Changes

After the Federal Compliance Period, utilities paid to the owner are accounted for in the utility allowance.

- Regardless of how the utility is calculated (actual use or allocation method) it will all be in the utility allowance
 - For example, when the water and sewer are billed on an allocation method and were previously, during the first 15 years, counted as a mandatory fee would now be included in the utility allowance and not be counted as a mandatory fee
- TCAP, Exchange, BOND, and THTF Developments layered with Housing Tax Credits no longer within the Federal Compliance Period also include utilities paid to the owner as part of the utility allowance
- The Utility Allowance (except for the PHA method) must be submitted to the Department annually for review by October 1st (August 1st for Actual Use Method) of each calendar year
 - The owner is responsible for periodically checking with the applicable PHA to ensure that the most current utility allowance is in place

40

40

Utility Allowance: Changes

An Owner may not change methodologies or the utilities that a resident is financially responsible for without prior written Department approval.

- The Department will review all requests, with the exception of the “Actual Use” methodology, within 90 days of receipt of the request
- If the owner fails to post the notice to the residents AND simultaneously submit the request to the Department by the beginning of the 90-day period, the approval or denial will be delayed for up to 90 days after the Department notification

***** Once approval to start or stop charging for a utility is received, owners must implement the change in utilities charged at the time of each household’s lease renewal, and no sooner. *****

41

41

Utility Allowance: Annual Review Requirements

- RHS and HUD-Issued Utility Allowances
 - The owner must demonstrate that the utility allowance has been reviewed annually and in accordance with RHS and HUD regulations
- PHA Method
 - Owners are responsible for periodically determining if the applicable PHA released an updated schedule to ensure timely implementation. When a new allowance is made available by the PHA, it can be implemented immediately, but must be implemented for rent due 90 days after the effective date
 - HOME-ARP developments must submit for annual review, if approved to use this methodology
- Written Local Estimate (WLE), HUD Utility Model Schedule (HUSM) and Energy Consumption Model (ECM)
 - Owners must update the allowance once a calendar year. The update and all back-up documentation **MUST** be submitted to the Department no later than October 1st of each year
- Actual Use Method
 - Owners must update once a calendar year. The update and all back-up documentation **MUST** be submitted no later than August 1st of each year
- **A utility allowance is considered implemented once the Unit Status Report is updated and rents are restricted.**

42

42

Utility Allowance: Failure to Submit for Annual Review

With the exception of MFDL developments, if an Owner fails to submit for annual review during the calendar year, the Development's Utility Allowance will default to the applicable PHA allowance.

If the Development is located in an area that does not have a PHA, the Development fails to have a properly calculated Utility Allowance.

The Utility Allowance for MFDL Developments that fail to submit for annual review will be calculated using the HUD Utility Schedule Model, pursuant to subsection (d) of this section.

It is an issue of noncompliance if the Development fails to submit for annual review of the Utility Allowance. The purpose of this requirement is to allow the Department to test for gross rent issues at the time of a monitoring review.

43

43

Utility Allowance: Combining Methodologies

- **In general, owners may combine any methodology described in §10.614 for each utility service type paid directly by the resident and not by or through the owner of the building**
 - Example: If residents are responsible for electricity and gas, an owner may use the appropriate PHA allowance to determine the gas portion of the allowance and use the HUD Model to determine the electric portion of the allowance
- **RHS and HUD-Regulated buildings (including those HUD-Regulated by MFDL funds) are not allowed to combine methodologies**
 - If the development has HOME Match units, this means the development is HUD-Regulated

44

44

Utility Allowance: HUD Notice H-2015-4

Utility Allowance to use when there are multiple HUD programs in a building:

- If the building is covered by Multifamily Notice H-2015-4 (PBS8) or receives assistance from RHS, the applicable UA for every rent restricted unit is the UA issued by that program.
- If the building has Department MFDL funds, the applicable UA for every rent restricted unit is the UA approved by the Department (per 10 TAC). This is true even if the building also has Project Based Vouchers/Public Housing.
- If the building has multiple HUD programs that are not covered by 2015-4 (Public Housing/Project Based Vouchers) AND the building does not have Department MFDL funds, it is up to the owner to say which UA they are using.
- Tenants with Housing Choice Vouchers in a HUD-regulated building will not use the PHA UA. They will always use the UA approved by the HUD program.

45

45

Utility Allowance: HUD Notice H-2015-4

CDBG Funds at the property do not make the buildings HUD-Regulated. Some municipalities are issuing UA approvals with this funding, they are not applicable to Department programs.

46

46

Utility Allowance: Submissions into CMTS

All requests described in this presentation, other than those for applications, must be complete and uploaded directly to the Development's CMTS account using the "Utility Allowance Documents" in the type field and "Utility Allowance" as the TDHCA Contact. The Department will not be able to approve requests that are incomplete and/or are not submitted correctly.

47

47

Utility Allowance: 811 PRA Program

For Owners participating in the Department's Section 811 Project Rental Assistance (PRA) Program the owner may choose the methodology they wish to use. The rules for the chosen method must be followed. On an annual basis, the Development will submit a Utility Allowance update to the 811 Division. The 811 Division will issue an approved Rent Schedule once the submission is reviewed. The allowance listed on the rent schedule only applies to 811 PRA units, not the entire building, and is the only allowance approved for use on 811 PRA units.

Utility Allowance Submissions for the 811 Program must be uploaded to the attention of Bill Cranor. This means, you will have to upload one packet to the attention of Utility Allowance and another to Bill Cranor.

48

48

Utility Allowance: Application Requests

- If the application includes RHS assisted buildings or tenants, the UA is prescribed by the RHS program, no other method is allowed
- If the application includes HUD-Regulated buildings for HUD programs, other than an MFDL program, the applicable UA for all rent restricted units in the building(s) is the HUD Utility Allowance, no other method is allowed
- If the application includes MFDL funds from the Department, applicants may calculate the UA in accordance with 10 TAC §10.614(c)(3)(B), (C), (D) or (E)
 - HOME-ARP may request to use the method described in §10.614(c)(3)(A), the Department must approve this request
 - HOME Match funding makes the development HUD-Regulated
- If the application includes federal funds from a unit of local government but no MFDL from the Department, applicants are required to request in writing the UA from the awarding jurisdiction
- For all other applications, applicants may calculate the UA in accordance with §10.614(c)(3)(A), (B), (C), (D) or (E)
 - Upon request, the Compliance Division (UA Team) will calculate or review an allowance within 21 days, but no earlier than 90 days from when the application is due

49

49

Utility Allowance: Application Requests

If owners want to change to a UA other than what was used for underwriting the owner MUST submit documentation for Department approval, at minimum, 90 days prior to the commencement of leasing activities.

The Owner is not required to review the utility allowances, or implement new allowances, until the building has achieved 90% occupancy for a period of 90 consecutive days, or the end of the first year of the Credit Period (if applicable), whichever is earlier. ***Once a request to change the utility allowance is approved or implemented, the utility allowance used at underwriting is no longer valid.***

50

50

Utility Allowance: Requests for an Application for Funding

Forms (Updated 02/06/2024)

- [Utility Allowance Questionnaire for Application \(DOCX\)](#)

Upon completion, submit utility allowance requests related to applications for funding to UA-Application@tdhca.texas.gov (please note that this is a separate process than for established developments). The submission must include the Utility Allowance Questionnaire for Application and all back-up documentation to support the request. Requests not submitted to this e-mail address will not be reviewed.

51

51

Utility Allowance: Responses to Requests for an Application

From: [Redacted]
To: [UA Application](#)
Cc: [Redacted]
Subject: [Redacted] Deal - ECM Application
Date: Wednesday, July 10, 2024 11:13:01 AM
Attachments: [Redacted] - [ECM Application July.pdf](#)

Good morning,

Please accept this Utility Allowance application for the devel
 [Redacted] using the Energy Consumption Model (ECM
 been updated since the last submission. Attached is a pdf of

Please let me know if you have any questions.

Thank you,

[Redacted]
 [Redacted]
 Austin, TX 78702
 [Redacted]

Please remember, staff will review the application request within 21 days. You should receive an automated response when you originally submit to the inbox letting you know that it will be reviewed within 21 days. This mailbox is monitored on a regular basis but is not monitored all day, every day.

52

52

TDHCA Utility Allowance Questionnaire for Application

Property Name:

HTC File#:

City:

County:

Zip Code:

1. Are you applying for Multifamily Direct Loans (MFDL) with THDCA; select type or none? select one
2. Are you applying for Multifamily Direct Loans (MFDL) from another jurisdiction? select one
3. Will there be HUD-Regulated buildings (other than those with MFDL funding)? select one
4. Will there be any Rural Housing (USDA) assisted buildings or tenants? select one
5. What utility allowance method are you requesting to use? select one
6. Will the Development utilize any renewable energy sources for tenant utilities? select one
7. Is the Owner requesting a green discount estimate in addition to a non-green estimate? select one
8. What Utilities do residents pay?

	Owner Pays	Resident Pays	Not Applicable	Paid directly to utility provider or to/thru the owner?	If YES, select billing method
Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	select one	select one
Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	select one	select one
Water/Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	select one	select one
Trash Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	select one	select one
The units are heated by:		<input type="checkbox"/> gas	<input type="checkbox"/> electric	select type	
The stoves in the unit are:		<input type="checkbox"/> gas	<input type="checkbox"/> electric	If tenants are not responsible for water heating (e.g., boiler system), please do not select gas/electric on that selection item.	
The units are cooled by:		<input type="checkbox"/> evaporative	<input type="checkbox"/> electric		
If individual hot water heaters, they are:		<input type="checkbox"/> gas	<input type="checkbox"/> electric		

9. What is the Building Configuration? (if there are multiple building types, indicate below)

- a. Building Type 1:
- b. Building Type 2:

10. What are the Unit Types?

- | | | |
|--------------|------------------------------|-----------------------------|
| a. 0 Bedroom | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b. 1 Bedroom | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c. 2 Bedroom | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| d. 3 Bedroom | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| e. 4 Bedroom | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Upon completion, submit this form, along with all back-up for the utility allowance method requested to Application@tdhca.texas.gov. Requests not submitted to this email address will not be reviewed.

If the utility is paid to or through the owner, at the time of the first review the owner must provide evidence of the most recent billing cycle documentation (i.e., utility bills, tenant billing, etc.) along with evidence of the rate plan used for the calculations as required by §10.614.

If Renewable Energy is used, evidence of tenant benefit must be received prior to the first review. If a green discount estimate is obtained and used, the Owner is responsible for providing all back-up (LEED certificates, Energy Star Certificates for each unit, etc.) prior to lease-up and implementing the green discount Utility Allowance.

Utility Allowance: Responses to Requests for an Application

From: [UA Application](#)
To: [REDACTED] [UA Application](#)
Cc: [REDACTED]
Subject: RE: UA request - [REDACTED] Apartments
Date: Thursday, July 25, 2024 11:08:00 AM
Attachments: [REDACTED] [Apts_2024_HUSM Application.pdf](#)

Good morning,

I have completed the review, thank you for your responses to my questions. I appreciate that. Please let me know if you have any questions on the attached. I am available until 4 pm today and happy to help.

Best,

Cara Pollei
 Senior Compliance Monitor
 Texas Department of Housing and Community Affairs

53

53

Utility Allowance: Response Letters for an Application

RE: 2024 HTC Application – proposed site located in Austin, Texas Application # 24400

Dear :

The Texas Department of Housing and Community Affairs has received a request submitted for proposed a 2024 Housing Tax Credit (HTC), located in Austin, to calculate the utility allowance using the Energy Consumption Model in accordance with 10TAC§10.614(k). This allowance is calculated based on the following representations:

1. That the buildings are not HUD-Regulated;
2. That the building(s) are not RHS assisted or have RHS assisted tenants; and,
3. That the residents are financially responsible for electricity and that the utility is not paid to or through the owner of the building based on an allocation formula or RUBS.

In accordance with Treasury Regulation §1.42-10, the utility allowance for those units occupied by Section 8 voucher holders remains the applicable Public Housing Authority utility allowance established from where the resident receives the assistance.

Please see attached allowance calculated by Pollei Industries dated July 26, 2024. This allowance can be used for underwriting purposes. If you are successful in obtaining an allocation and want to change to a utility allowance other than what was used for underwriting the Owner must submit Utility Allowance documentation for Department approval, at minimum, 90 days prior to the commencement of leasing activities. The Owner is not required to review the utility allowances, or implement new utility allowances, until the building has achieved 90% occupancy for a period of 90 consecutive days or the end of the first year of the Credit Period (if applicable), whichever is earlier.

If you have any further questions, please contact Cara Pollei toll free in Texas at (800) 643-8204, directly at (512) 475-3821, or email: cara.pollei@tdhca.texas.gov.

54

54

Utility Allowance: Response Letters for an Application

RE: 2024 HTC and MFDL Application – proposed site located in Austin, Texas HTC File: 24400

Dear :

The Texas Department of Housing and Community Affairs (the Department) has calculated the utility allowance a proposed 2024 Housing Tax Credit (HTC) and Multifamily Direct Loan (MFDL) application, located in Austin, Texas using the HUD Utility Schedule Model in accordance with 10TAC §10.614(k). This allowance is calculated based on the following representations:

1. That the residents are financially responsible for electricity and that the utility is not paid to or through the owner of the building based on an allocation formula or RUBS; and,
2. That the only building type is Apartments (5+ units).

As a reminder, HTC buildings with MFDL units are considered to be HUD Regulated buildings under Treasury Regulation §1.42-10 and, as such, the applicable utility allowance for all rent restricted Units in the building is the applicable this utility allowance calculated for the MFDL program. No other utility method described in this section can be used by HUD-regulated buildings.

Please see attached schedule dated . This allowance can be used for underwriting purposes. The utility allowance must be reviewed at least once a calendar year per the MFDL program requirements. 10 TAC§10.614(g) outlines requirements for annual review. If the owner wishes to switch the methodology used to calculate the utility allowance, prior approval from the Department is required. **The annual review and all back-up documentation required by the method must be submitted to the Department no later than October 1, 2025.** However, Owners are encouraged to submit prior to the deadline to ensure the Department has time to review. If a request is not received by October 1st, the Department will calculate the Utility Allowance using the HUD Utility Schedule Model in accordance with 10 TAC§10.614(d)(3).

55

55

Utility Allowance: Application Requests for Existing Developments

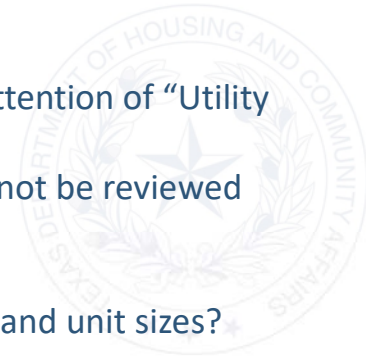
Any requests for new resources (either additional funds or tax credits) on a Development with an existing Department LURA must use the method that is in effect on the existing Development. If the Owner wishes to change or if for an MFDL application is required to change the methods for the purposes of the application, a request for the existing Development must first be submitted to the Compliance Division for approval.

56

56

Utility Allowance: Keys to Success

- **ALWAYS** upload Utility Allowance submissions to the attention of “Utility Allowance” on the TDHCA Contact List
 - Submissions uploaded to a monitor’s attention will not be reviewed
- Review the UA submission prior to upload
 - Is the questionnaire accurate and complete?
 - Does the posting have the right dates and amounts and unit sizes?
- Upload all required items for the methodology chosen
- Make sure you are using the most current forms available on the Department website: <https://www.tdhca.texas.gov/compliance-utility-allowance-information>
- Email a member of the UA Team prior to submission if you have a question
- Remember, Utility Allowance Rules are Building Rules
- MFDL Funding means you have one UA for the whole MFDL property, unless units are fixed



57

57

The Utility Allowance Team is here to help!



The Utility Allowance Team

Cara Pollei, cara.pollei@tdhca.texas.gov
 Carolyn Metzger, carolyn.metzger@tdhca.texas.gov
 Nicole Martinez, nicole.martinez@tdhca.texas.gov
 Andrea Arshadmansab, andrea.arshadmansab@tdhca.texas.gov



58

58

YOU MIGHT LIVE IN TEXAS

IF YOU GET EXCITED ABOUT 15 SECONDS OF SHADE DURING THE SUMMER

THANK YOU

August 2024 Office Hours and
Utility Allowances webinar

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
MULTIFAMILY COMPLIANCE DIVISION

WWW.TDHCA.TEXAS.GOV
INFO@TDHCA.TEXAS.GOV
512-475-3800

