

# HTC Form 205 - Utilities Information

## Part A

Project Number:  Building Number:

Project Name:

Project Address:

Effective Dates - From:     
To:

### PLEASE NOTE

- You must properly identify the project number, project name, and building number.
- **You must identify the 12 month period** for which the utility allowance will be effective.
- Supporting documentation must fulfill the requirements outlined on the following page based on the option used to calculate the utility allowance. For options d-g listed below, owners must begin collecting utility information 60 calendar days prior to notifying WHEDA and residents. Supporting documentation will need to be provided to WHEDA 90 calendar days prior to the effective date for the duration of the compliance period and continuing through the extended use period.
- One form per building is required if utility costs vary by building.

**Failure to submit this form and all supporting documentation 90 calendar days prior to the effective date will result in a Violation letter. A late fee of \$10.00 per unit will be assessed for each document that is not received by the due date.**

### REQUIRED DOCUMENTATION

The listing of sources and forms on the following page is provided for your convenience. Project owners and managers are urged to **read 26 C.F.R. §1.42-10 (July 29, 2008)**.

**Utility Allowance Documentation:** Utility allowances for Section 42 projects must be determined by using the source found on the following page which applies to the project and/or building. ***Check which method(s) you have selected for your project.*** Required document submission changes depending upon method(s) chosen.

- **Submission Requirements:** All utility allowance submissions must include WHEDA form 205 Part A & B along with supporting documentation and the notification sent to building tenants. **In the event the new utility allowance changes by \$5.00 or more from the previous year's calculation an explanation must be provided with your submission.** Please note the following additional requirements:
  - If owner elects "HUD Utility Schedule Model", include printout from website along with HUD form 52667.
  - If owner elects "Energy Consumption Model", include a photocopy of the Engineer's current license.

**PLEASE SELECT THE UTILITY SOURCE ON THE FOLLOWING PAGE**

**PLEASE MAKE YOUR SELECTION – FAILURE TO DO SO WILL RESULT IN AN INCOMPLETE SUBMISSION**

- a. If the **building** is regulated by Rural Housing Service (RHS), **or any tenant** in the building receives RHS assistance, use the approved **RHS** utility allowance for the entire building. (Form - 1944-E, Exhibit A-5 Page 1)

If the building is not regulated by RHS and no tenant in the building receives RHS assistance, the following rules apply:

- b. If the **building** is regulated by HUD, use the **HUD** approved utility allowance for the entire building.
- c. If **any tenant** in the building receives **HUD** rental assistance (i.e. vouchers), the applicable PHA utility allowance established for **the Section 8 Program must be used for those tenants**. For the non-Section 8 tenants, the PHA utility allowance may be used,
- d. or a utility allowance estimate from a local utility provider may be used.
- e. HUD Utility Schedule Model, found on the Low-Income Housing Tax Credits page at <http://www.huduser.org/datasets/lihtc.html> (or successor URL).
- f. Energy Consumption Model, which must take into account specific factors including, but not limited to, unit size, building orientation, design and materials, mechanical systems, appliances, and characteristics of the building location.
- g. If none of the above apply, use the applicable local utility allowance estimate.

**IF "D - G" WERE ANSWERED YES, THEN PART B  
MUST BE COMPLETED AND BACK UP  
DOCUMENTATION SUBMITTED.**

## HTC Form 205 - Utilities Information

### Part B

Project Number:

Building Number:

Project Name:

Project Address:

**Effective Dates**

**From:**

**To:**

You must submit a separate form, Part B, for each building within a project if the utility allowance varies by building, **or** if within one building you utilize both the PHA allowance and a utility allowance estimate.

For each of the listed utility services, please check the type of utility provided and whether the owner or tenant pays for that utility

	Gas	Elec	Oil	L.P.	Other	Owner Paid	Tenant Paid
Unit Heat							
Water Heating							
Cooking							
Unit Electric							
Meter Charges							
Water Service							
Sewer							
Trash Removal							

For each utility the tenant must pay, enter the total cost under the appropriate bedroom size. **You must attach the supporting documentation for each identified utility.**

	Efficiency	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5 Bedrooms
<b>All Gas Charges</b>						
<b>All Elec Charges</b>						
<b>All L.P. Charges</b>						
<b>All Other Charges</b>						
<b>Total Utility Allowance</b>	\$0	\$0	\$0	\$0	\$0	\$0