

# SECTION V

## ADDING UTILITY ALLOWANCE(S) TO A PROJECT

## V. ADDING UTILITY ALLOWANCE(S) (UA) TO A PROJECT

- Due to limitations in DevCo you must enter UAs annually even if the effective date is unchanged.
  - Unless updated, the last effective UA will appear in the dropdown box of the TIC
  - UA(s) entered in the system remain active for one year; if another one is effective before that timeframe- they both will show

### Step 1: Go to the Property Details Screen

- Select: **Tenant Income Certification/Owner Certification** from the Program Screen
- Select: A **Project** you want to add the utility allowance

### Step 2: Click on Utility Allowance

**Property Details**

TEST - Salmon Chase Acres II-PC  
 DBA: Tiffin Acres (test)  
 123 Kirker Way\_TESTINGTHIS  
 Lancaster OH, 43130

Compliance Analyst: Michelle Carroll  
 Scattered Site: No

Program	Award Number	Award Date	Buildings	Units
HDAP-LIHTC(HOME)	N-B-07-1111	1/1/2012	5	48
LIHTC - Competitive	079999	5/28/2007	0	10
TCE-1602	TCE-07-9999	12/21/2015	0	0

Restriction Type: **Rent and Income** Floating Units: **True**  
 Rental Assistance: **Property Based** Extended Use Dates: 4/15/2015, 4/30/2015  
 Owner Certification Year: 2016

**Owner Entity Information**

Name	TEST - Earhart Properties (G)	Tax ID Number	
Address	57 East Main Street	Primary Owner Contact	
City	Minneapolis	Name	Test User
State	MN	Email	ohfatestuser@gmail.com
Zip	55401	Phone	(614) 995-1208
		Fax	(000) 000-0000

**Management Company**

Name	TEST - Spirit of St. Louis Mar	Primary Management Contact	
Address	57 East Main Street	Name	
City	Minneapolis	Email	
State	MN	Phone	
Zip	55401	Fax	

On-Site Property Manager: On-Site Phone:

### Step 3: Either Add New or Copy

- The current UAs and the UAs from the previous two reporting years will be displayed in the list on the Utility Allowance screen.
- **Add New**
  - This will add a blank screen to enter data in
- **See Step 8 for copying a UA from one reporting year to the next**
  - Replicates the record so you can do minor updates, e.g., *effective date change*

**Utility Allowances**

Show Blns	Description	Allowance Type	Unit Type	Effective Date	Cert Year	Copy
Show Blns	2 BR garden PHA 2014	Public Housing Authority (PHA)	2 Bedroom	1/1/2014	2014	Copy
Show Blns	2 BR Thome PHA 2014	Public Housing Authority (PHA)	2 Bedroom	1/1/2014	2014	Copy
Show Blns	1 BR garden PHA 2014	Public Housing Authority (PHA)	1 Bedroom	1/1/2014	2014	Copy
Show Blns	1 BR Thome PHA 2014	Public Housing Authority (PHA)	1 Bedroom	1/1/2014	2014	Copy
Show Blns	2 BR garden PHA 2013	Public Housing Authority (PHA)	2 Bedroom	1/1/2013	2013	Copy
Show Blns	2 BR Thome PHA 2013	Public Housing Authority (PHA)	2 Bedroom	1/1/2013	2013	Copy

**Add New**

# DevCo Compliance User Guide

## Step 4: Fill out the general information

- The BINs (Building Identification Number) are listed to the right
  - You must select the BINs to which the UA will apply before you save and exit or the info you filled in will not save**
- Fill in:
  - Description** - this is what will appear when filling out the TIC, therefore, if you have multiple types, unit styles, or bedroom sizes you will want to mark the UA in a way you can tell them apart. The more descriptive the better and consistent, e.g., *2 brdm garden PHA 1/1/14*; *2 brdm townhome PHA 1/1/14*.

	Description	Allowance Type	Unit Type	Verified Date	Effective Date	Cert Year	
Show BINs	<a href="#">2 BR garden PHA '16</a>	Public Housing Authority (PHA)	2 Bedroom	1/1/2016	3/2/2014	2016	Copy
Show BINs	<a href="#">2 BR garden PHA '15</a>	Public Housing Authority (PHA)	2 Bedroom	1/1/2015	3/2/2014	2015	Copy
Show BINs	<a href="#">2 BR garden PHA 2014</a>	Public Housing Authority (PHA)	2 Bedroom	1/1/2014	3/2/2014	2014	Copy

- Allowance Type** - is the Utility Allowance used
- Verified Date** - date that the utility allowance was reviewed for any changes. OHFA recommends utility allowances are reviewed quarterly to insure there are no issues with Gross Rent.
  - Note: DevCo only requires a single verification to be listed for a reporting year if there are no changes.*
- Effective Date** - the true effective date of the UA e.g. PHA UA for Fairfield county is unchanged since March 2, 2014, but they were last reviewed January 1, 2016.

Unit #	2
Number of Bedrooms	2 Bedroom
Event Date	12/11/2014
Event Type	Recertify
Utility Allowance	2 BR garden PHA
Total Household Income	
Rent Level %	2 BR garden PHA 2013 2 BR garden PHA 2014 2 BR Thome PHA 2014
Tenant Rent Portion	

[Return to Utility Allowance Listing](#) **Utility Allowance Entry**

Property Name: TEST- Salmon Chase Acres II-PC

Description:

Verified Date:

Effective Date:

Bedrooms:

Allowance Type:

Bin

- OH-07-11116
- OH-07-11112
- OH-07-11113
- OH-07-11114
- OH-07-11115

Note: You must select BINs to save correctly.

## Step 5: Fill out specific UA type information

- Source** - From the Drop Down; Select the source for each utility type:
  - Gas
  - Electric
  - Oil
  - L.P. (liquid propane)
  - Other (e.g. sewer, trash)
  - All
- Amount** - Manually Enter
- Paid By** - From Drop Down; Select:
  - Ownear Paid - OHFA does not need to know how much owner pays. The Owner paid drop down is for Owner/Manager use only.
  - Tenant Paid
- Allowance Type** - From Drop down; Select from the accepted OHFA UAs listed.
  - HUD Rent Schedule
  - OHFA Approved – Energy Consumption Model
  - OHFA Approved – Consumption
  - OHFA Approved – HUD Utility Model
  - OHFA Approved – Utility Company Estimate
  - Public Housing Authority (PHA)
  - Rural Development
  - Owner Paid Utilities

# DevCo Compliance User Guide

For Example; below is a sample of a PHA and a Utility Allowance filled out in Online- DevCo

**Allowances for Tenant-Furnished Utilities and Other Services**

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

OMB Approval No. 2577-0189  
(Exp. 4/30/2014)

See Public Reporting Statement and Instructions on back

County: **Montgomery County, OH** Tax Year: **1-1-2013**

Utility or Service	1999	1999	2000	2000	2001	2001
Heating						
a. Natural Gas	33	40	56	68	79	
b. Bottle Gas	80	144	134	163	189	
c. Oil / Electric	128/49	102/65	217/82	263/99	306/116	
d. Coal / Other	-	-	-	-	-	
Cooking						
a. Natural Gas	5	9	10	13	14	
b. Bottle Gas	15	27	25	31	34	
c. Oil / Electric	8	10	14	17	19	
d. Coal / Other	-	-	-	-	-	
Other Electric	30	34	50	62	67	
Air Conditioning	11	11	18	21	24	
Water Heating						
a. Natural Gas	8	12	13	16	17	
b. Bottle Gas	19	34	31	39	42	
c. Oil / Electric	28/15	17	46/24	57/30	62/32	
d. Coal / Other	-	22	-	-	-	
Water	24	34	36	42	48	
Sewer	33	28	49	55	62	
Trash Collection	11	11	11	11	11	
Range/Microwave	4	4	5	5	5	
Refrigerator	3	4	5	5	7	
Other - specify						

Actual Family Allowances. To be used by the family to compute allowances. Complete below for the actual unit rented.

Name of Family: \_\_\_\_\_

Address of Unit: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Utility or Service	per month cost
Electric	55.00
Water Heating	17.00
Cooking	10.00
Unit Electric	34.00
Water Service	1.00
Sewer	11.00
Trash Removal	
RD or Section 8 Approved Allowance	
Air Conditioning	11.00
Other (Requires Description)	
<b>Total</b>	<b>127.00</b>

[Return to Utility Allowance Listing](#)

**Utility Allowance Entry**

Property Name: Salmon Chase Acres (Test) Bin: \_\_\_\_\_

Description: 2 BR garden PHA 2013

Effective Date: 1/1/2013

Bedrooms: 2 Bedroom

Allowance Type: Public Housing Authority (PHA)

Utility Type	Source	Amount	Paid By	Allowance Type
Unit Heat	Electric	55.00	Tenant Paid	Public Housing Authority (PHA)
Water Heating	Electric	17.00	Tenant Paid	Public Housing Authority (PHA)
Cooking	Electric	10.00	Tenant Paid	Public Housing Authority (PHA)
Unit Electric	Electric	34.00	Tenant Paid	Public Housing Authority (PHA)
Water Service	Gas	1.00	Owner Paid	Public Housing Authority (PHA)
Sewer	Other	11.00	Owner Paid	Public Housing Authority (PHA)
Trash Removal				
RD or Section 8 Approved Allowance				
Air Conditioning	Electric	11.00	Tenant Paid	Public Housing Authority (PHA)
Other (Requires Description)				

Tenant-Paid Total: \$127.00

Bin:  OH-07-11111  OH-07-1111112  OH-07-1111113  OH-07-11114  OH-07-1111115

Step 6: Once Data is filled out; Select: **Save**