

**Energy Service Agreement
Completeness Review
HUD Review Checklist
09/14/2010**

The following depicts necessary information that is required for HUD to review an Energy Service Agreement (ESA). The recommended format for submission of the Energy Service Agreement (ESA) to HUD for review and approval is noted below. HUD files are to be maintained in this format.

Binder #1 – Energy Audit

1. Required Documentation:
 - a. Copy of the completed energy audit with all supporting documentation.

Binder #2 – HUD EPC Review

1. Required Documentation:
 - a. Binder #2 shall include 11 tabbed sections including the following information:

Tab #1 – HUD Approval Letter / Panel Review

1. Required Documentation:
 - a. None - (leave empty, to be inserted by HUD staff. Section to include a copy of the HUD Approval Letter, panel review checklist and related documents)

Tab #2 - PHA Data

2. Required Documentation:
 - a. PHA Contact Person – Provide name, address, email and phone number of the PHA staff person who will serve as a liaison for inquiries.
 - b. PIC Building and Unit data – Provide by current project number a detailed listing of the following data:
 - 1) Current Project Number & Name (AMP Number)
 - 2) Site Numbers & Names (Old Project Number):
 - 3) Building type (ex. – High Rise, Row House, Walk-Up, etc)
 - 4) Unit Type – (Elderly, Family)
 - 5) Unit Count
 - 6) Occupancy

Tab #3 – HUD Review Checklist

3. Required Documentation:

- a. [HUD Technical Review Checklist](#) (leave empty, to be inserted and completed by HUD staff)
- b. PHA / ESCo Checklist Narrative (The ESCo's summary response to each of the HUD Review Checklist items referencing specific contract section, not to exceed 10 pages)

Tab #4 – HUD Cost Summary Sheet

4. Required Documentation:

- a. [HUD Cost Summary Sheet](#) – (HUD cost summary sheet or similar printed on 11 x 17 paper.)
- b. PHA / ESCo to submit an electronic copy of the HUD Cost Summary Sheet in excel format.

Tab #5 – HUD Baseline Summary

5. Required Documentation:

- a. Utility baseline data submitted in the [HUD Baseline Format](#) or similar format.
- b. Copies of 52722 forms by AMP for each year of the frozen rolling base.
- c. PHA / ESCo to submit an electronic copy of the HUD Baseline Summary Sheets in excel format.

Sample Documents / Guidance

- d. [Baseline Review Process](#)
- e. [Form HUD -52722](#)

Tab #6 – Cost Reasonableness Certification

6. Required Documentation:

- a. Cost Reasonableness Certification (Cost Reasonableness Certification on PHA letterhead signed by the Executive Director stating that a cost or price analysis has been performed in accordance with the PHA’s procurement policy and that all contract costs appear reasonable.)
- b. Sample Documents / Guidance
 - i. Sample Cost Certification

Tab #7 – Cash Flow

7. Required Documentation:

- a. Copy of 100% cash flow.
- b. Electronic copy of the cash flow sheets in excel format.

Tab #8 – Rate Escalation

8. Required Documentation:

- a. Historical documentation supporting all utility rate escalations.

Tab #9 – Resident Paid Utility Allowances

9. Required Documentation:

- a. Utility Allowances
 - i. The PHA has provided HUD copies of EXISTING utility allowances with supportive documentation.
 - ii. The PHA has provided HUD copies of the PRE utility allowances with supportive documentation.
 - iii. The PHA has provided HUD copies of the POST utility allowances with supportive documentation.
- b. Copies of 52723 forms by AMP for each year of the frozen rolling base.

Tab #10 – PHA Legal Review

10. Required Documentation:

- a. Letter from the PHA’s legal counsel.
 - i. Letter states that the ESA complies with STATE law.
 - ii. Letter states that the ESA has been reviewed and is acceptable by the counsel.

Sample Documents / Guidance

- [Sample Legal Review Document](#)

Tab #11 – Energy Service Agreement

11. Required Documentation:

- a. Copy of the energy service agreement (ESA) with all exhibits.

Reviewer Signature

The checklist reviewer certifies that they have reviewed this ESA in accordance with provisions of this checklist.

Reviewer Signature: _____, Date ____/____/____

Reviewer Name:(print)_____