

## **2023 Reporting changes for HUD-52722 Utility types and Unit of Measure – Removal of “Other” Category**

Section 12 B. of PIH 2022-36 *Public Housing Operating Subsidy Grant Eligibility Calculations and Processing for Calendar Year (CY) 2023* states:

*Beginning in the 2023 Funding Period, HUD will no longer include “Other” as a valid Utility Type or Unit of Measure on the form HUD-52722. PHAs must convert any valid utility consumption data into one of the existing choices included in the tool’s drop-down menus. PHAs should contact their Field Office representative for help to ensure the validity and accuracy of these conversions.*

This document contains additional guidance on how PHAs should address this change.

- 1. “Other” as a utility type will be removed as an option.** PHAs must categorize the utility under a current category. Some examples of the categorization of nonstandard utilities may be found at the end of this document. If PHAs have a utility type that does NOT fit into an already defined category and is not otherwise addressed in this document, they may contact their local Field Office for additional guidance.
- 2. “Other” as a unit of measure will be removed as an option.** PHAs must report in a common unit of measure found in the form. **Units of measure not applicable to the utility type will also be removed.** This may require conversion from the billed unit of measure to the unit of measure found on the tool. (example: “coal” will not be able to select “gallons”). The original utility bill and the conversion calculation must be retained and presented upon request.
- 3. PHAs will not be able to have duplicate utility types in the same category (non-frozen, frozen etc.) with the same rate structure (i.e., a flat rate or a per unit rate)-** Duplicate utilities must be combined into a single column for reporting purposes on the HUD 52722. This may require conversion from the billed unit of measure to the unit of measure found on the tool. The original utility bill conversion calculation must be retained and presented upon request. See example one for more details.

Additionally, if a PHA previously reported in a now removed utility type or unit of measure, HUD will remove all data related to the utility from the 2023 prepopulated fields. The PHA will need to re-enter the rolling base years one through three in addition to its current year consumption. PHAs must ensure that the rolling base years and the current consumption are all reported in the same unit of measure and conversion calculations must be retained and presented upon request.

**Example 1:** A PHA has two separate water providers within its scattered site AMP. One bills in Cubic Feet and the other bills in CCF. Previously the Excel HUD-52722 allowed for this situation to be reported separately as shown in Example 1 below. PHAs must now combine this current **and** rolling base consumption into one column as shown in the web-based platform in Figure 2.

**Figure 1**

<b>Non Frozen</b> ▼	<b>Non Frozen</b> ▼
<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE
Water (if reported s ▼	Water (if reported s ▼
<b>C</b>	<b>D</b>

**Section 2 -**

1,000	15
Cubic Feet ▼	100 cubic feet (CC ▼

**Figure 2**

**Form 52722 Utility Details -> Water (if repo**

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**Form 52722 Utility specific data and calculations**

01. Actual consumption (12-month period 07/01/2021 to 06/30/2022)	25	?
01a. Unit of consumption (e.g., gallons, kWh, therms)	100 cubic feet (CCF)	?
02. Rolling base year 1 - actual consumption (12-month period 07/01/2020 to 06/30/2021)	26	?
03. Rolling base year 2 - actual consumption (12-month period 07/01/2019 to 06/30/2020)	24	?
04. Rolling base year 3 - actual consumption (12-month period 07/01/2018 to 06/30/2019)	25	?

In this example the PHA has chosen\* to report in CCF and divides 1000 Cubic feet by 100 to arrive at 10 CCF. This 10 CCF is added to the already existing 15 CCF to arrive at a new current year consumption figure of 25 CCF for the AMP.

**Examples of nonstandard utilities and how to report them in the HUD 52722.**

If a PHA is reporting for a nonstandard utility, they should provide a comment on the HUD 52722 to identify the actual nonstandard utility type being used.

<b><u>Nonstandard utility type</u></b>	<b><u>Utility Type to report under</u></b>
Kerosene or Diesel	Fuel oil
Woodchips / Biomass	Wood
Biogas / Methane	Gas
Hydrogen	Gas

\*The PHA may choose to report in either Cubic feet or CCF and the supporting calculation would use the relevant conversion formula