

PHA User Guide

CY 2018 HUD-52722 UEL Excel Tool

Operating Fund: Calculation of Utility Expense Level (UEL)



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Financial Management Division

February 21, 2018 Version 1.2

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1. Introduction

For Calendar Year (CY) 2018, Public Housing Authorities (PHAs) will submit their HUD-52722 to their respective HUD Field Office in Excel. This “PHA User Guide” provide guidance and assistance to PHAs to be used in completing the CY 2018 PHA HUD-52722 UEL Excel Tool (hereafter referred to as the “UEL Excel Tool”) to determine the Utility Expense Level (UEL) for a project.

The UEL Excel Tool enables PHAs to calculate the UEL for each project, determine final operating subsidy eligibility, and allow PHAs to submit form HUD-52722 electronically to their local HUD field office.

Each PHA will be able to download the HUD-52722 UEL Excel Tool from the internet and create its own specific UEL Excel Tool(s), completing all of its projects in only one tool, which will allow for easier management of data files (emailing and storage).

2. Obtaining the CY-2018 HUD-52722 UEL Excel Tool

It must be noted that the Excel Tool is developed in MS Excel 2007 and MUST be completed and returned as a '.xlsm' file. PHAs having difficulty in downloading the forms should review the Technical Notes posted on the CY 2018 Operating Subsidy Processing website link below. If the PHA still has difficulty, the PHA should contact their local HUD field office.

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/of/opfnd2018

If a PHA is using an Operating System that has a combination of MS Excel 2010 and Windows 7/ Windows XP, the PHA Excel Tool may not allow for printing. In this case the PHA should follow steps in Section 7.3 “Tips for Successful Submission.”

The UEL Excel Tool is compatible with Windows Operating System, but not with the MAC operating system.

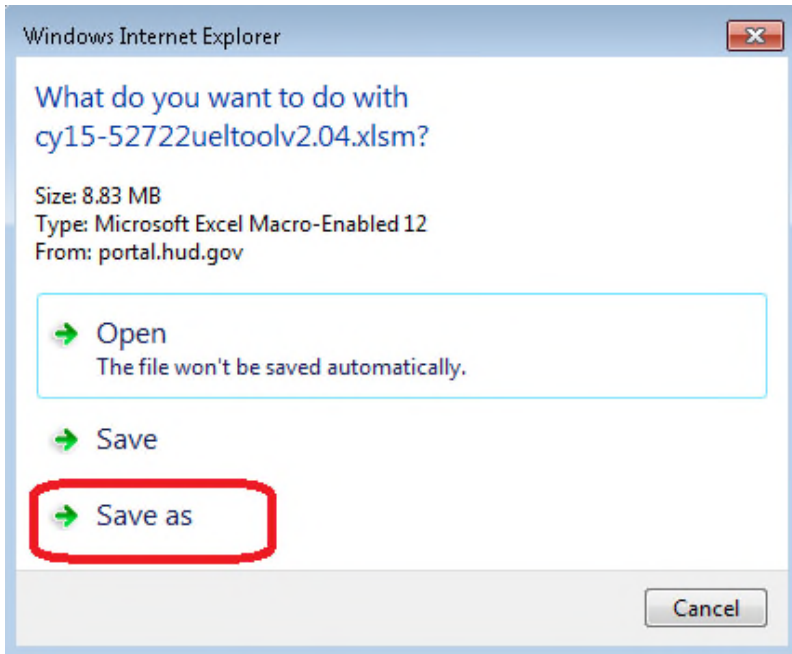
The steps given below should be followed for downloading and extracting the Excel Tool:

- 2.1. Create a ‘CY-2018 HUD-52722 UEL Excel Tool’ folder on the desktop.
- 2.2. Click on the CY 2018 Subsidy Processing website link below. Click on the UEL Excel Tool ‘CY 2018 PHA HUD-52722 Excel Tool Version 1.07’ and the prompt as shown in Figure 2.1 appears:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/of/opfnd2018

Next, click on “Save as” as shown in Figure 2.1

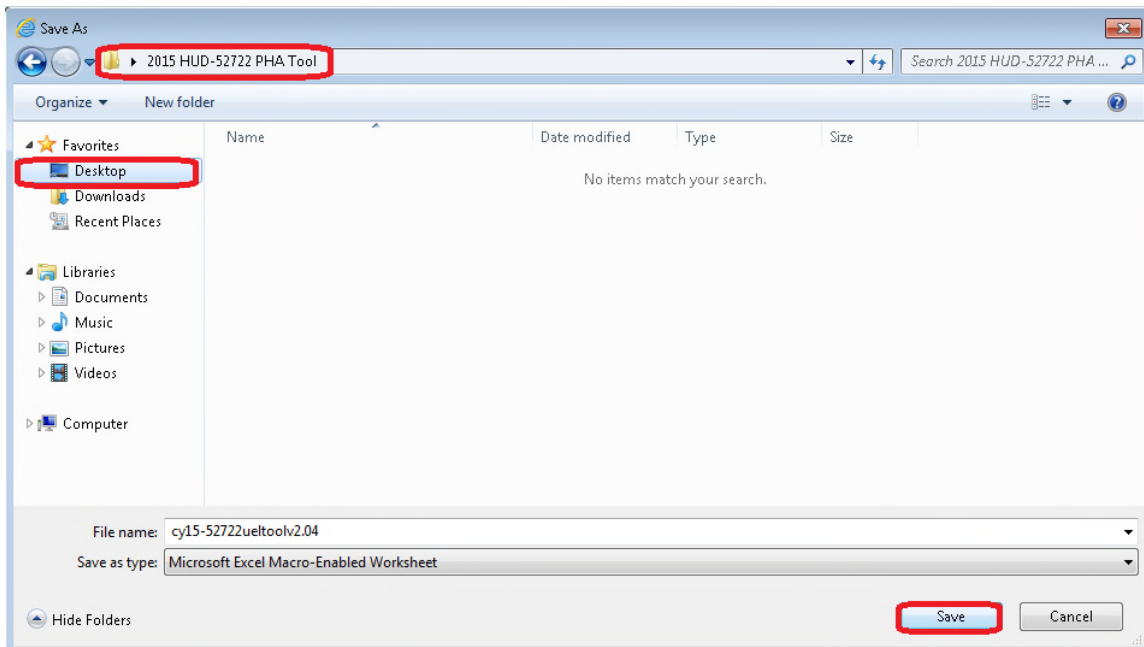
Figure 2.1: HUD-52722 Excel Tool “Save as” Prompt *TBD



- 2.3. Select the location of the folder created on the desktop in Step 2.1 and click on the “Save” button as shown in Figure 2.2:

If a specific location is not selected, the UEL Excel Tool will save to the desktop by default.

Figure 2.2: Saving the UEL Excel tool to the chosen location.



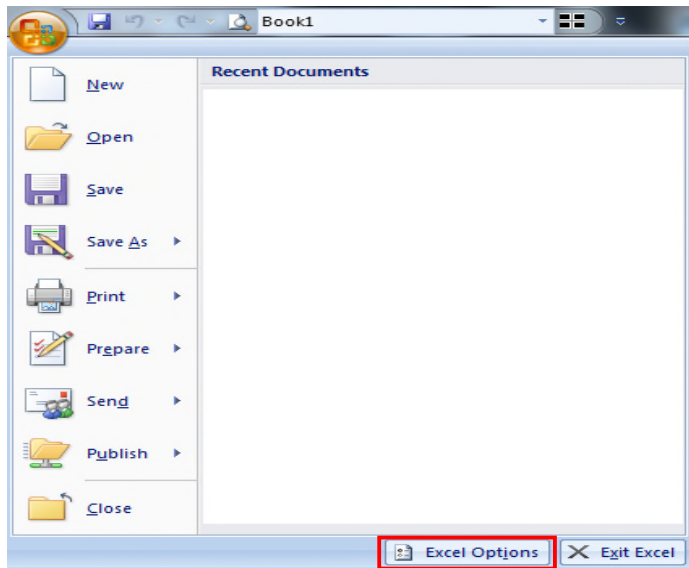
3. Enabling Microsoft Excel Trust Center Settings

Before opening the UEL Excel Tool, it must be saved as listed in Section 2 and Trust Center settings must be enabled in Excel. Open Excel and follow the steps below in Section 3.1 or 3.2 for the version of Excel on your computer.

3.1. Enabling in Excel 2007

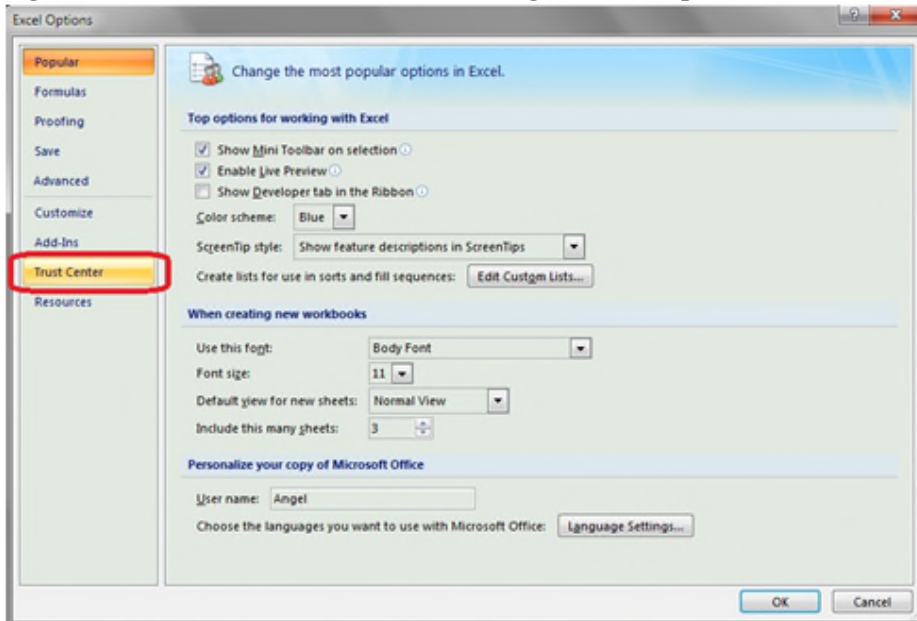
Click the ribbon at the top left of Excel, then click “Excel Options” as shown in Figure 3.1:

Figure 3.1: Ribbon and ‘Excel Options’ button in MS Excel 2007



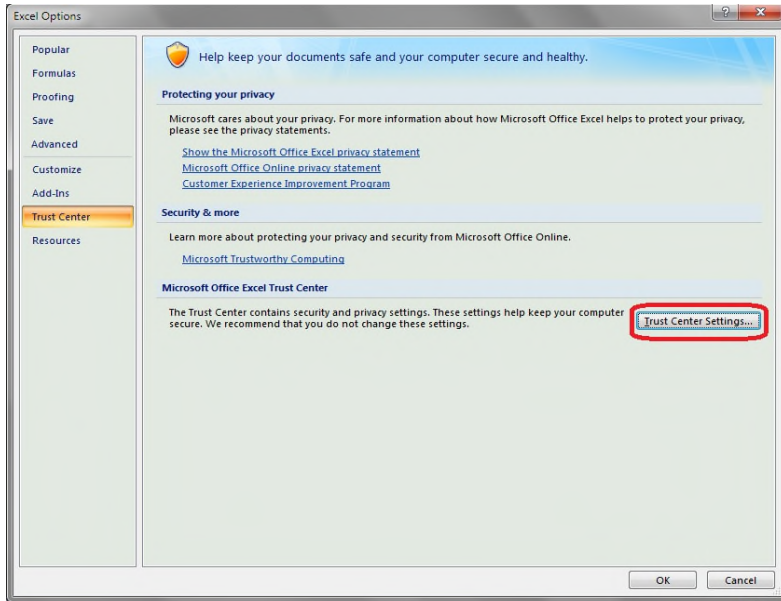
Next, click on “Trust Center” on the left side of the menu as shown in Figure 3.2:

Figure 3.2: ‘Trust Center’ button after clicking on ‘Excel Options’ button.



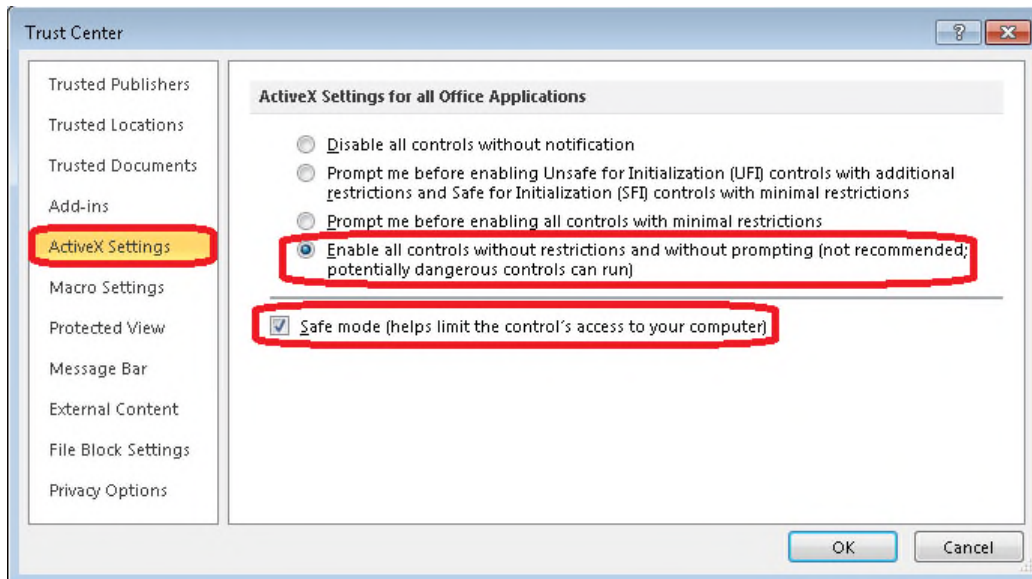
Click the button “Trust Center Settings” as shown in Figure 3.3:

Figure 3.3: ‘Trust Center Settings’ button after clicking on ‘Trust Center’ button.



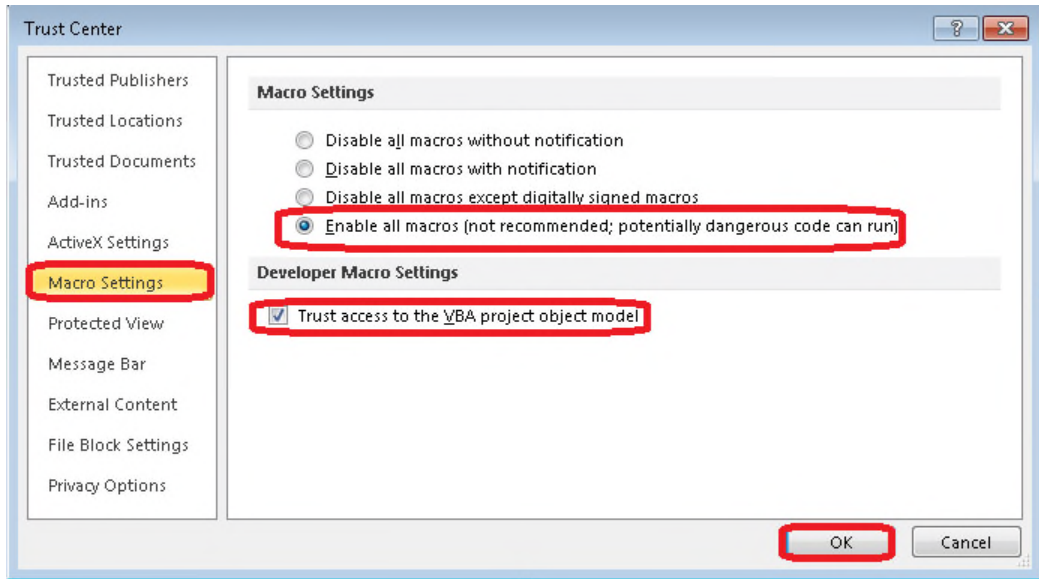
Click on “ActiveX Settings” in the Trust Center Settings window, then select the radio button “Enable all controls...” and check the box “Safe mode...” as shown in Figure 3.4 (If these options are already selected, simply proceed with the next step).

Figure 3.4: ActiveX Settings



Click on “Macro Settings” in the Trust Center Settings window, then select the radio button “Enable all macros...” and check the box “Trust access to the VBA...,” then click on “OK” as shown in Figure 3.5 (If these options are already selected, simply click on OK and proceed with the Excel Tool).

Figure 3.5: Macro Settings



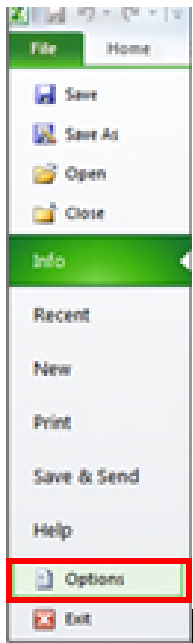
If the user still gets an error, it may be because the system does not trust the file location when the file is opened the first time. In this case, the user must close the file and open the file again.

It is important to return to the “Trust Center Settings” window and return to the original ActiveX setting (usually “prompt me before enabling all controls with minimal restrictions”) and Macro setting (usually “disable all macros with notification”) to ensure the security of your computer after you have completed the PHA Excel Tool

3.2. Enabling in Excel 2010-2016

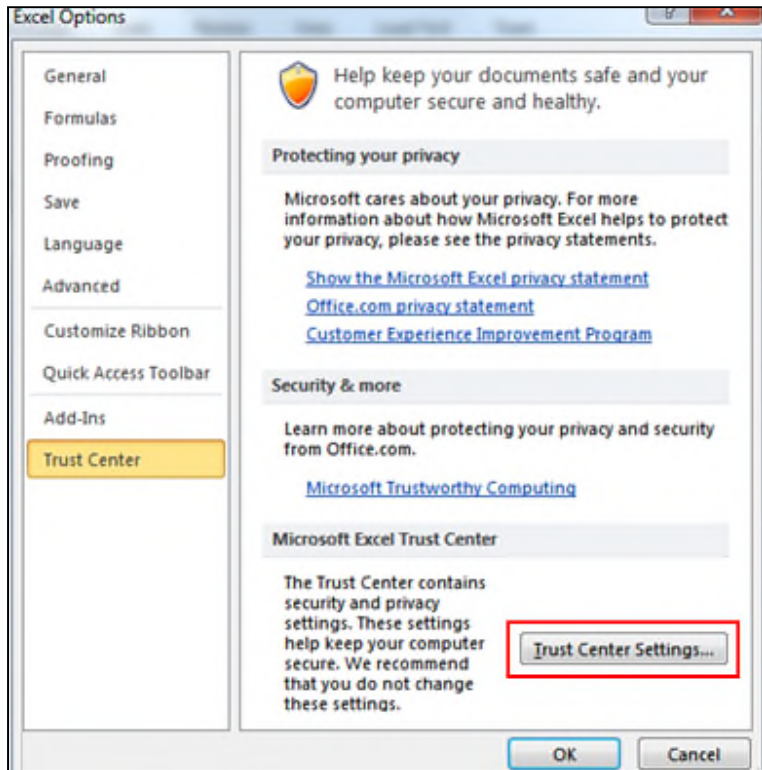
Open Excel and click on the “File” button on the top left, then click on ‘Options’ as shown in Figure 3.6.

Figure 3.6: Click on File and ‘Excel Options’ button in MS Excel 2010



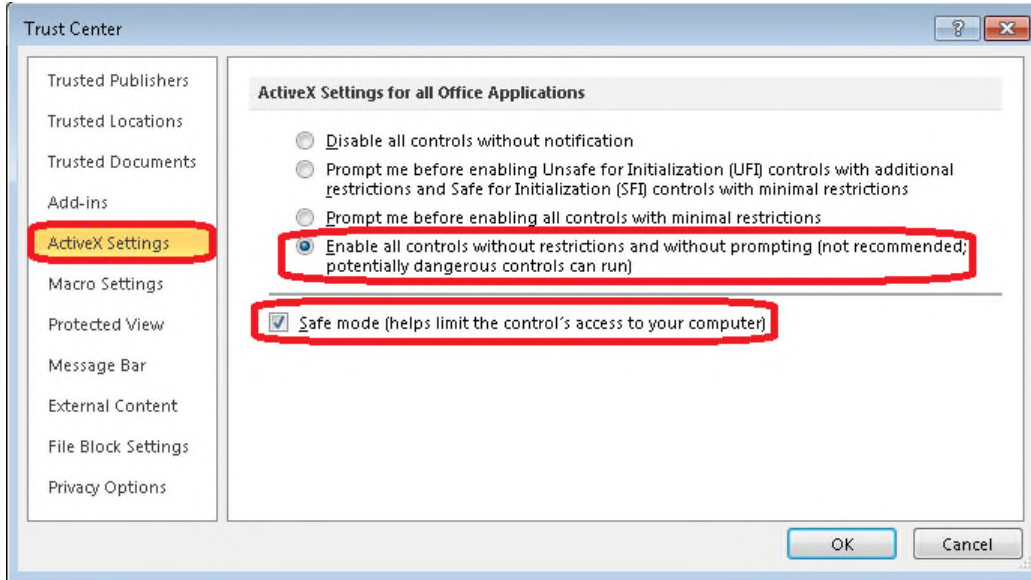
Next, click on “Trust Center” on the left side of the menu and click “Trust Center Settings” on the bottom right as shown in Figure 3.7.

Figure 3.7: Click on ‘Trust Center’ and then click on ‘Trust Center Settings’



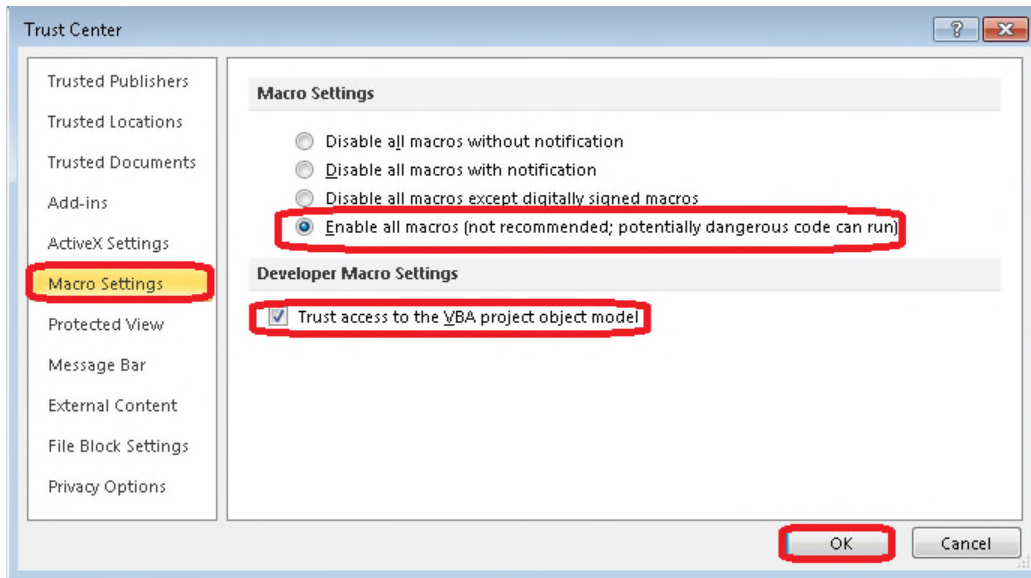
Click on “ActiveX Settings” in the Trust Center Settings window, then select the radio button “Enable all controls...” and check the box “Safe mode...” as shown in Figure 3.8 (If these options are already selected, simply proceed with the next step.

Figure 3.8: ActiveX Settings



Click on “Macro Settings” in the Trust Center Settings window, then select the radio button “Enable all macros...” and check the box “Trust access to the VBA...,” then click on “OK” as shown in Figure 3.9 (If these options are already selected, simply click on OK and proceed with the Excel Tool).

Figure 3.9: Macro Settings

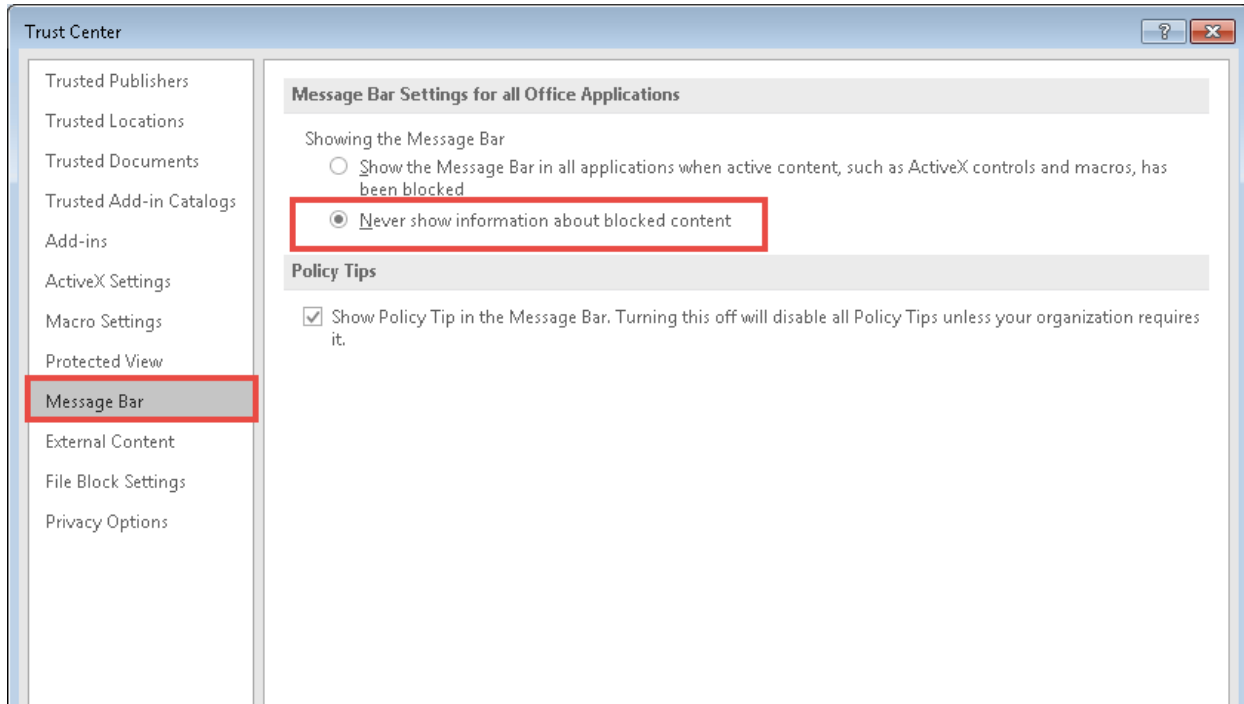


If the user still gets an error, it may be because the system does not trust the file location when the file is opened the first time. In this case, the user must close the file and open the file again.

It is important to return to the “Trust Center Settings” window and return to the original ActiveX setting (usually “prompt me before enabling all controls with minimal restrictions”) and Macro setting (usually “disable all macros with notification”) to ensure the security of your computer after you have completed the PHA UEL Excel Tool

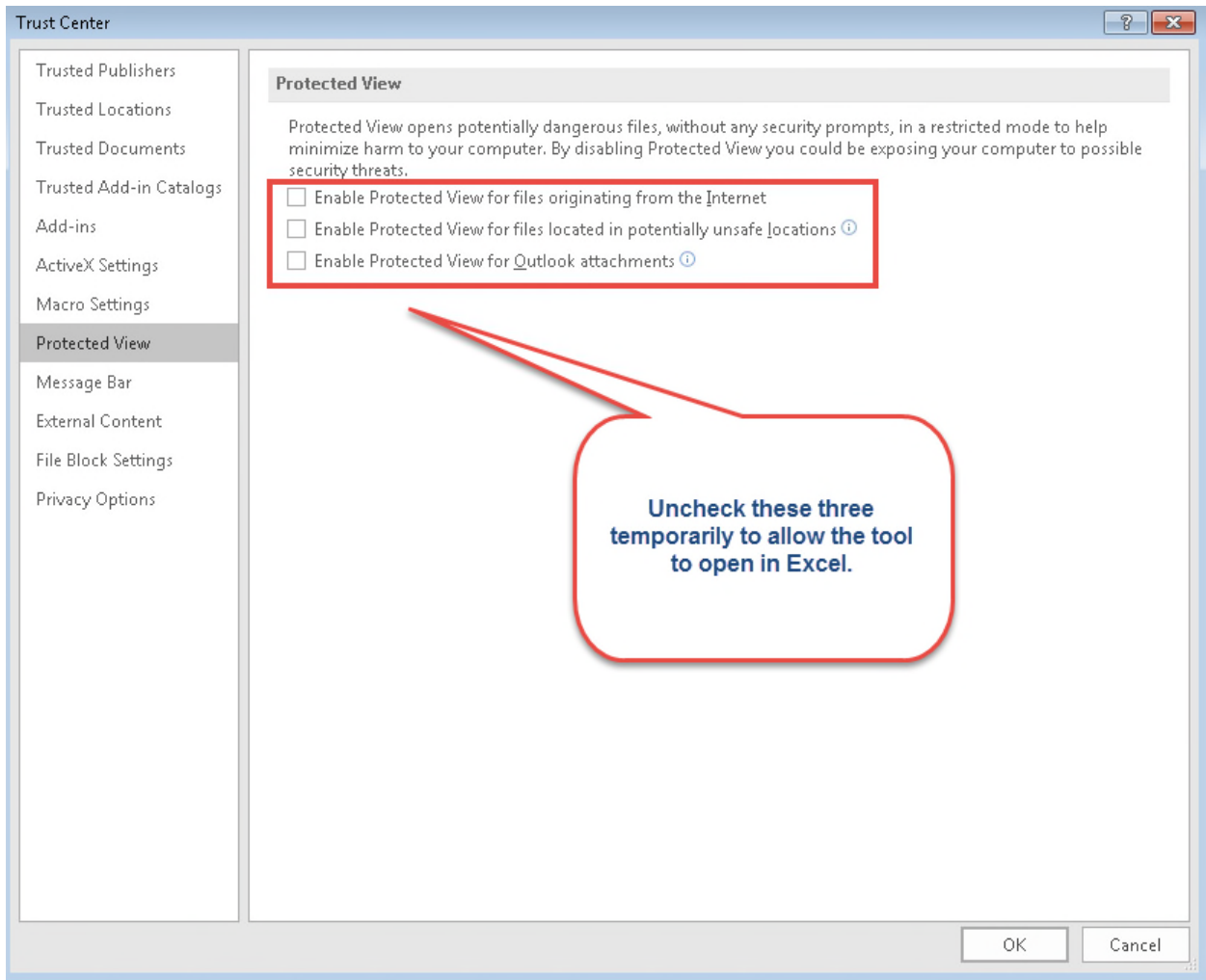
Click on “Message Bar” in the Trust Center Settings window, then select the radio button “Never show information about blocked content.”

Figure 3.6: Message Bar Settings



If the user still gets an error, it may be because the system does not trust the file location when the file is opened the first time. In this case, the user must close the file and open the file again after saving it to their desktop. Alternatively the user can uncheck the protected file settings in their Excel as shown below.

Figure 3.7: Protected View Settings



If the user still gets an error, it may be because the system does not trust the file location when the file is opened the first time. In this case, the user must close the file and open the file again.

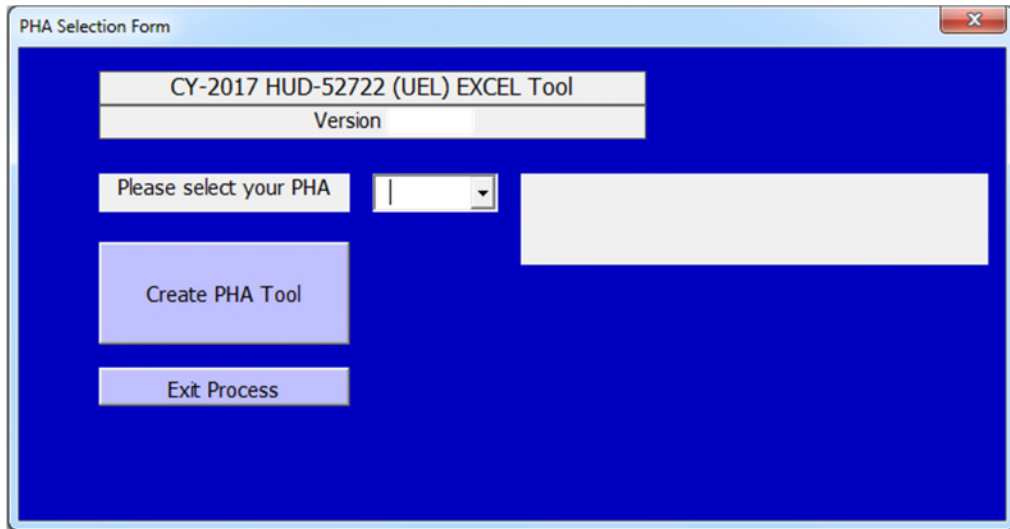
It is important to return to the “Trust Center Settings” window and return to the original ActiveX setting (usually “prompt me before enabling all controls with minimal restrictions”) and original Macro setting (usually “disable all macros with notification”) to ensure the security of your computer after you have completed the PHA Excel Tool.

4. Creating the PHA-specific UEL Excel Tool (PHA UEL Excel Tool)

The following steps must be followed for creating the PHA specific UEL Excel Tool:

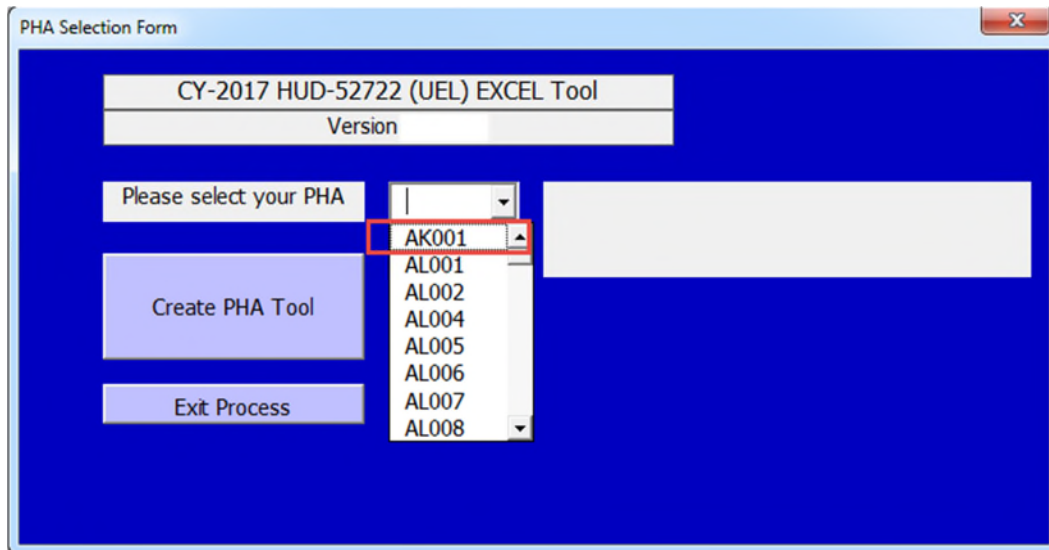
- 4.1** Double-click on the “UEL Excel Tool” that was saved per instructions in Section 2. The “PHA Selection Form” will appear as shown in Figure 4.1.

Figure 4.1: “PHA Selection Form”



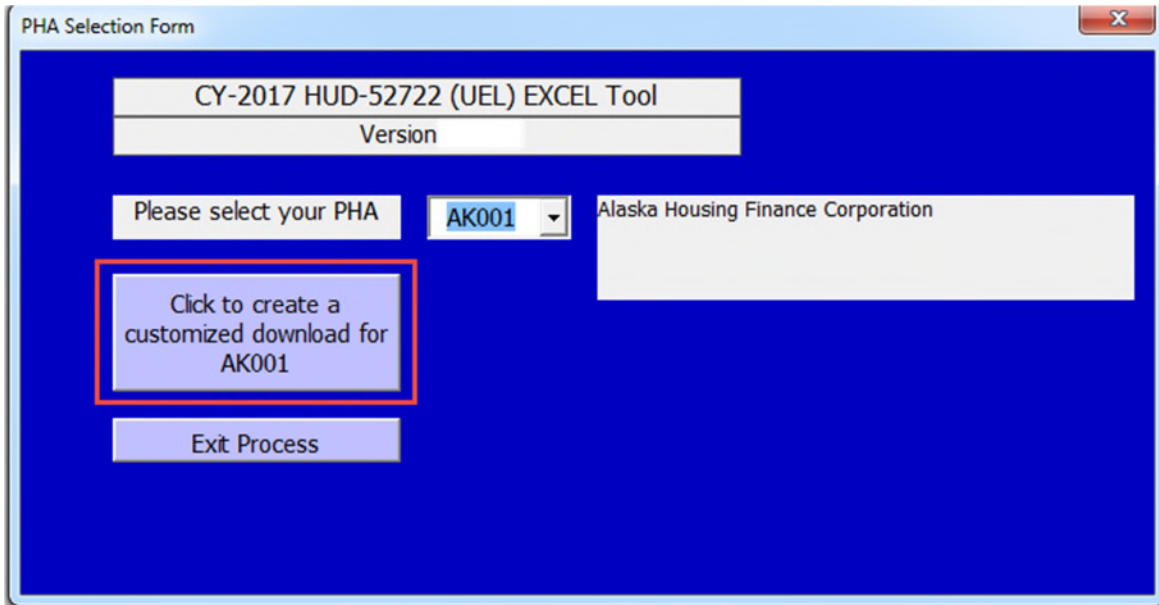
- 4.2** Select the PHA by locating the PHA code in the drop down box as shown in Figure 4.2. Upon selecting the PHA code, the full name of the PHA will appear in the white text box to the right of the drop down menu as shown in Figure 4.3.

Figure 4.2: PHA Dropdown List



- 4.3** Next, click on the “Click to create a customized download for PHA” button, as shown in Figure 4.3.

Figure 4.3: “PHA Selection” screen with a PHA Code



4.4 Upon Completion of Step 4.3, the “Save” prompt appears as shown in Figure 4.4. The user MUST select the folder on their desktop that was created in Section 2, Step 2.1 in order to save the PHA UEL Excel Tool (e.g. AK001_2018UELTool_v1.07_2018-01-14) saved as shown in Figure 4.5 (PHA Tool name is generated automatically), which will also result in easy file management.

If the user simply clicks “OK” without selecting the location, the PHA UEL Excel Tool will be automatically saved to the desktop.

Figure 4.4: “Save” prompt for saving the newly created PHA Tool

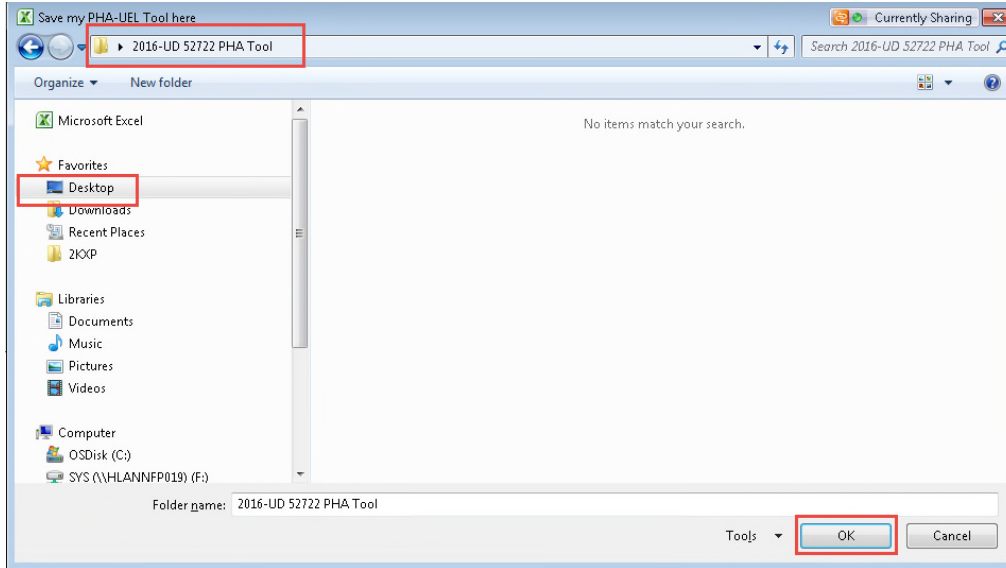
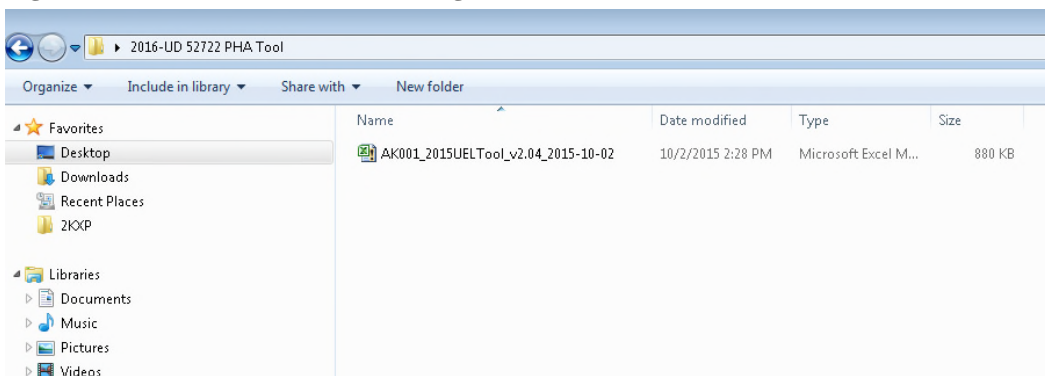


Figure 4.5: Folder structure after saving the UEL Excel Tool



4.5 After completing Step 4.4, the PHA Excel Tool will launch itself and will appear as shown in Figure 4.6. The “Load Data” and “Save Data” buttons are disabled.

If the PHA is working with an older version of the 2018 UEL Excel Tool (prior to version 1.07), the “Load Data” button is labeled “Load Project Data” but it has the same functionality in all versions. The “Save Data” button is labeled “Store Project Data,” but it also has the same functionality in all versions.

Figure 4.6: UEL Excel Tool Template

Operating Fund Calculation of Utilities Expense Level PHA-Owned Rental Housing 2017 PHA 52722			U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB Approval No. 2577-0029 (exp. 06/30/2017)			Version 1.05
<small>Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs. The Operating Fund determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expense (Add-ons) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's Formula Amount and the funds to be obligated for the period to each PHA based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.</small>						
Section 1 - General Information						
1. Name of Public Housing Agency:		2. Funding Period:		3. Type of Submission:		4. Unit Change
		1/1/2016 to 12/31/2016		<input type="radio"/> Original <input type="radio"/> Revision to		No <input type="button" value="v"/>
7. ACC Number:		8. Operating Fund Project Number:		9. Fiscal Year End:		10. ROFO Code (HUD Use Only):
		Please Select PPN <input type="button" value="v"/>		<input type="radio"/> 12/31 <input type="radio"/> 03/31 <input type="radio"/> 06/30 <input type="radio"/> 09/30		
<input type="button" value="Load Project Data"/>		<input type="button" value="Save Project Data"/>		<input type="button" value="Cancel Project Data"/>		

If the wrong PHA code is selected during the PHA Excel Tool creation process, please follow the following steps:

- 1) Delete the incorrect PHA UEL Excel Tool from the location where the file was saved.
- 2) Follow Steps 4.1 through 4.4 in order to create a new PHA Excel Tool.

5. Understanding the PHA UEL Excel Tool

5.1 The PHA UEL Excel Tool is a replica of the paper form HUD-52722. However, the Excel form uses color-coding (Similar to the HUD-52723 Excel Tool) to guide users as shown in Figure 5.1. As a general reference, “yellow” cells can be edited. “Orange” cells are locked (i.e. not editable) for data entry. Cells that are black are not used and locked. Attempting to change a locked or un-editable cell will produce the alert message in Figure

Figure 5.1: Color coding on the PHA UEL Excel Tool

Section 7 - Actual Utility Costs and Average Rate					
16	Actual utility costs (12-month period 7/1/2013 to 6/30/2014)	\$14,996	\$35,744	\$1,123	\$0
17	Actual average utility rate (Line 16 ÷ Line 01)	\$21.5770	\$0.0928	Flat Rate	\$0.0000
Section 8 - Base Utilities and Inflation/Deflation Factors					
18	Base utilities expense level - whole dollars (Line 15 x Line 17)	\$15,169	\$35,237	\$1,123	\$0
19	Surcharges for excess consumption of PHA-supplied utilities (12-month period 7/1/2013 to 6/30/2014) - whole dollars				

Yellow cells are open for PHA input according to the Incentive type chosen.

Orange cells are locked to prevent PHA data entry.

Black cells are not used in the form and cannot be edited.

Table 5.1 presents a summary of the fields in Sections 1 through 9, which may be user input, pre-populated and may or may not allow for editing of data in the PHA UEL Excel Tool.

Figure 5.2: Locked Excel cell alert

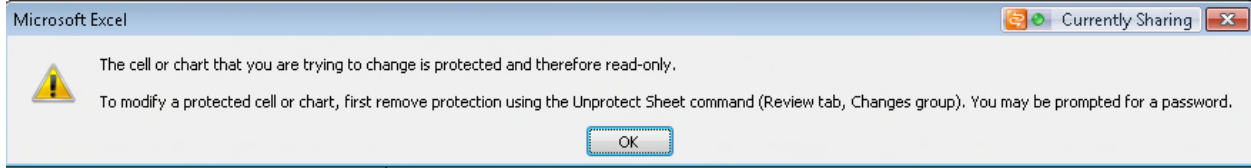


Table: 5.1: User input/ Pre-populated fields in the PHA UEL Excel Tool with Field Descriptions

Line Description	Pre-populated based on 2014 Submissions (Yes/No)	Can be edited? (Yes/No)	Field Description
Section - 1: General Information			
1. Name and address of PHA	Yes	No	
2. Funding Period	Yes	No	
3. Type of Submission	Yes	No	"Original" is checked by default.
4. Unit Change Indicator	Yes	Yes	Dropdown: Pre-selected as "No", but user may change as required.
5. DUNS Number	Yes	Yes	
6. Rate Reduction Incentive	Yes	Yes	Dropdown: Pre-selected as "No", but user may change as required.
7. ACC Number	Yes	Yes	
8. Project Number	Yes	No	Dropdown: Contains list of Projects in that PHA for which the Tool is created. Though the cell is orange, user can select the required project number, however the cell is locked for data entry.
9. Fiscal Year End	Yes	Yes	
10. ROFO Code	Yes	Yes	
Incentive Type	Yes	Yes	Dropdown: User can select from three (3) types of Incentives. Pre-populated selections cannot be altered.
Delete	No	Yes	Check box: In case the user does not intend having one of the pre-populated incentive types and the corresponding data, the column can be deleted by checking this box.
Utility Type	Yes	Yes	Dropdown: User can select from a list of Utility Types. Pre-populated selections cannot be altered.
Section - 2: Current Consumption Level			
1. Actual consumption	No	Yes	User input field.
1a. Unit of Consumption	Yes	Yes	Dropdown: User can select any unit of consumption available based on the combination of "Incentive" and "Utility" Type selected. Pre-populated selections cannot be altered.
Section - 3: Rolling Base Consumption Level			

Line Description	Pre-populated based on 2014 Submissions (Yes/No)	Can be edited? Yes/No)	Field Description
2. Rolling base year 1	Yes/No	Yes	User input field. The data may be pre-populated, but can be altered as required. If not pre-populated, the user can input data.
3. Rolling base year 2	Yes/No	Yes	User input field. The data may be pre-populated, but can be altered as required. If not pre-populated, the user can input data.
4. Rolling base year 3	Yes/No	Yes	User input field. The data may be pre-populated, but can be altered as required. If not pre-populated, the user can input data.
7. Actual Consumption for New Units	No	Yes	User input field.
Section - 6: Payable Consumption			
14. Annualization of consumption for new units	No	Yes	User input field.
Section - 7: Actual Utility Costs and Average Rate			
16. Actual utility costs	No	Yes	User input field.
Section - 8: Base Utilities and Inflation/Deflation Factor			
19. Surcharges for excess consumption	No	Yes	User input field.
Section - 9: Calculation of Utilities Expense Level			
23. Energy Rate Incentive	No	Yes	User input field. If an amount is entered in this field the dropdown selection in Section-1 # 6, must be changed to "Yes".
25. Eligible Unit Months (EUMs)	No	Yes	User input field. Should be entered from the 2018 HUD-52723 PHA Excel Tool (Section-2, Column B, Line 15 plus Line 17 minus Line 04)
Section -10 Remarks			
In order to go to the next line in the comments cell the user must hit the keys 'Alt' and 'Enter' together on the keyboard.			

*

The PUM UEL on Line 26 will not be calculated if Eligible Unit Months are not entered on line 25. Entries in these fields can be changed at any time while completing the UEL Excel Tool.

6. Setup of the PHA UEL Excel Tool

After creating the PHA UEL Excel Tool in Section-4 and gaining an understanding of the PHA UEL Excel Tool, the user will now be ready to complete the PHA UEL Excel Tool. Section 8 provides detailed steps for completing the UEL Excel Tool.

- 6.1. Select a project from the dropdown menu as shown in Figure 6.1. Then click on the “Load Data” button in order to begin working on a project submission as shown in Figure 6.2.

“Load Data” button should be clicked before making any changes to the Tool. The Tool will not allow for any data entry until a project is loaded.

Figure 6.1: Project Dropdown Menu

Operating Fund
Calculation of Utilities Expense Level
 PHA-Owned Rental Housing
2017 PHA 52722

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB Approval No. 2577-0029 (exp. 06/30/2017)

Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs. The Operating Fund determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's Formula Amount and the funds to be obligated for the period to each PHA based on the appropriation by Congress. HUD uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lead itself to confidentiality.

Section 1 - General Information

1. Name of Public Housing Agency:	2. Funding Period: 1/1/2016 to 12/31/2016	3. Type of Submission: <input type="radio"/> Original <input checked="" type="radio"/> Revision/No	4. Unit Change No	5. DUNS Number:	6. Rate Reduction Incentive: No
7. ACC Number:	8. Operating Fund Project Number: Please Select PPN @AK001000213	9. Fiscal Year End: <input checked="" type="radio"/> 12/31 <input type="radio"/> 03/31 <input type="radio"/> 06/30 <input type="radio"/> 09/30	10. ROFO Code (HUD Use Only):		

Line No.	Description	D	E	F	G	H	I	J
A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 2 - Current consumption Level

Figure 6.2: Load Data

Operating Fund Calculation of Utilities Expense Level PHA-Owned Rental Housing 2017 PHA 52722			U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB Approval No. 2577-0029 (exp. 06/30/2017)			Version 1.05		
<small>Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs. The Operating Fund determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's Formula Amount and the Funds to be obligated for the period to each PHA based on the appropriation by Congress. HUD also uses the information as the basis for reporting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.</small>								
Section 1 - General Information								
1. Name of Public Housing Agency:		2. Funding Period:		3. Type of Submission:		4. Unit Change	5. DUNS Number:	6. Rate Reduction Incentive:
Alaska Housing Finance Corporation		1/1/2016 to 12/31/2016		<input type="radio"/> Original <input type="radio"/> Revision/No		No	101930000	No
7. ACC Number:	8. Operating Fund Project Number:		9. Fiscal Year End:			10. ROFO Code (HUD Use Only):		
SF-210	@AK001000213		<input type="radio"/> 12/31 <input type="radio"/> 03/31 <input checked="" type="radio"/> 06/30 <input type="radio"/> 09/30			1001		
Load Project Data			Save Project Data			Cancel Project Data		
	Incentive Type	Non Froze	Non Froz	Flat Rate				
	<input type="checkbox"/> DELETE Electricity	<input type="checkbox"/> DELETE Fuel Oil	<input type="checkbox"/> DELETE Water and Se	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE
Line No.	Utility Type							
Description								
A	B	C	D	E	F	G	H	I
								J

6.2. The project will now load with pre-populated data as shown in Figure 6.3. Once the project is **loaded**, the project number will be disabled. The user must click the “Save Data” button before loading a different project.

Figure 6.3: Load Data Screen

Operating Fund
Calculation of Utilities Expense Level
 PHA-Owned Rental Housing
2017 PHA 52722

U.S. Department of Housing and
 Urban Development
 Office of Public and Indian Housing
 OMB Approval No. 2577-0029 (exp. 06/30/2017)

Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs. The Operating Fund determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expense (Add-on) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's Formula Amount and the funds to be obligated for the period to each PHA based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Section 1 - General Information

1. Name of Public Housing Agency: Alaska Housing Finance Corporation	2. Funding Period: 1/1/2016 to 12/31/2016	3. Type of Submission: <input type="radio"/> Original <input checked="" type="radio"/> Revision No.	4. Unit Change -	5. DUNS Number: 101930000	6. Rate Reduction Incentive: No
7. ACC Number: SF-210	8. Operating Fund Project Number: @AK001000213	9. Fiscal Year End: <input type="radio"/> 12/31 <input type="radio"/> 03/31 <input checked="" type="radio"/> 06/30 <input type="radio"/> 09/30	10. ROFO Code (HUD Use Only): 1001		

Line No.	Incentive Type	Utility Type	Non Froze	Non Froze	Flat Rate						
A	B	C	D	E	F	G	H	I	J		
Section 2 - Current consumption Level											
01	Actual Consumption (12-month period 7/1/2014 to 6/30/2015)	0	0	0	0	0	0	0	0	0	0
01a	Unit of consumption (e.g., gallons, kWh, therms)	Kilowatt Hours	Gallons								
Section 3 - Rolling Base consumption Level											
02	Rolling base year 1 - actual consumption (12-month period 7/1/2013 to 6/30/2014)	403,966	170	Flat Rate	0	0	0	0	0	0	0
03	Rolling base year 2 - actual consumption (12-month period 7/1/2012 to 6/30/2013)	373,053	214	Flat Rate	0	0	0	0	0	0	0
04	Rolling base year 3 - actual consumption (12-month period 7/1/2011 to 6/30/2012)	407,293	261	Flat Rate	0	0	0	0	0	0	0
05	Total Consumption during 3-year Rolling Base period (Lines 02 + 03 + 04)	1,184,312	645	Flat Rate	0	0	0	0	0	0	0

6.3. Once data entry has been completed for the loaded project, click on the “Save Data” button, as show in Figure 6.4. Clicking on this button stores the project information within the PHA UEL Excel Tool. The user will notice that the “@” sign will disappear from the beginning of the project number which has just been stored, as shown in Figure 6.5.

Figure 6.4: Saving project data

Operating Fund Calculation of Utilities Expense Level
 PHA-Owned Rental Housing
2017 PHA 52722

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB Approval No. 2577-0029 (exp. 06/30/2017)

Version 1.05

Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1957, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs. The Operating Fund determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Project Expense Level (PEL), Utility Expense Level (UEL), Other Formula Expense (Add-on) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's Formula Amount and the funds to be obligated for the period to each PHA based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Section 1 - General Information

1. Name of Public Housing Agency:	2. Funding Period:	3. Type of Submission:	4. Unit Change	5. DUNS Number:	6. Rate Reduction Incentive:
Alaska Housing Finance Corporation	1/1/2016 to 12/31/2016	<input type="radio"/> Original <input checked="" type="radio"/> Revision (to)		101930000	No
7. ACC Number:	8. Operating Fund Project Number:	9. Fiscal Year End:	10. ROFO Code (HUD Use Only):		
SF-210	@AK001000213	<input type="radio"/> 12/31 <input type="radio"/> 03/31 <input checked="" type="radio"/> 06/30 <input type="radio"/> 09/30	1001		

Buttons: Load Project Data, Save Project Data, Cancel Project Data

The PHA file has already been saved as AK001_2018UEL Tool_v1.07_2018-01-14.xlsm. (automatic naming convention: PHA Code_2018 UEL Tool_Version #_Creation date)

Figure 6.4a: @ sign disappears once the “Save Data” button is clicked.

Operating Fund Calculation of Utilities Expense Level		U.S. Department of Housing and Urban Development		Version 1.3	
PHA-Owned Rental Housing		Office of Public and Indian Housing			
2018 PHA 52722		OMB Approval No. 2577-0029 (exp. 08/31/2020)			

Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1957, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs. The Operating Fund determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Project Expense Level (PEL), Utility Expense Level (UEL), Other Formula Expense (Add-on) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's Formula Amount and the funds to be obligated for the period to each PHA based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Section 1 - General Information

1. Name of Public Housing Agency:	2. Funding Period:	3. Type of Submission:	4. Unit Change	5. DUNS Number:	6. Rate Reduction Incentive:
Alaska Housing Finance Corporation	1/1/2018 to 12/31/2018	<input type="radio"/> Original <input checked="" type="radio"/> Revision (to)	No	010192953	No
7. ACC Number:	8. Operating Fund Project Number:	9. Fiscal Year End:	10. ROFO Code (HUD Use Only):		
SF-210	@AK001000216	<input type="radio"/> 12/31 <input type="radio"/> 03/31 <input checked="" type="radio"/> 06/30 <input type="radio"/> 09/30	1001		

Buttons: Save Project Data, Cancel Project Data

Line No. | Description | D | E | J | K | L

01	Actual Consumption (12-month period 7/1/2015 to 6/30/2016)	0	0	0	0	0
01a	Unit of consumption (e.g., gallons, kWh, therms)	Kilowatt Hour	Gallons			
02	Rolling base year 1 - actual consumption (12-month period 7/1/2015 to 6/30/2016)	0	0	0	0	0
	Rolling base year 2 - actual					

Completed AMPs have "@" removed.
 Note: AMPs sort in Ascending order. All AMPs with "@" sign will automatically go to the top of the stack. Completed AMPs will go to bottom.

6.4 In order to complete submissions of all the projects in the PHA Excel Tool, the user must select the next project from the dropdown menu and follow steps 6.1 through 6.3 until the last project is completed. The “Save Project Data” saves the changes made to a given PPN and commits the data to memory.

Note: After Save the AMPs will sort in ascending order. All AMPs with "@" sign will automatically go to the top of the stack. Completed AMPs will go to bottom.

Once the current project data is saved, user can choose another project from the drop-down menu and click “Load Data.

6.5 Instead of completing the current project you can return to the drop-down selection by canceling the current form. By clicking the Cancel button above the form will reset and the drop-down will return to the Select the PPN prompt. Figure 6.5 illustrates the Cancel buttons effect.

Figure 6.5: Canceling a project and returning to selection

The screenshot shows a web form titled "Operating Fund Calculation of Utilities Expense Level" for PHA-Owned Rental Housing. The form is for project "2017 PHA 52722". It contains several sections:

- Section 1 - General Information:**
 - 1. Name of Public Housing Agency: Alaska Housing Finance Corporation
 - 2. Funding Period: 1/1/2016 to 12/31/2016
 - 3. Type of Submission: (Buttons: Cancel, Save Project Data)
 - 4. Unit Change: (Dropdown)
 - 5. DUINS Number: 101930000
 - 6. Rate Reduction Incentive: No
 - 7. ACC Number: SF-210
 - 8. Operating Fund Project Number: @AK001000216
 - 9. Fiscal Year End: 12/31 (Buttons: Cancel, Save Project Data)
 - 10. ROFO Code (HUD Use Only): 1001
- Table:** A table with columns for Incentive Type, Utility Type, and a DELETE button for each row.

 A red box highlights the "Cancel Project Data" button, and a green arrow points to it from the left.

7. Tips for Successful Submission

7.1. Saving and Emailing the PHA Excel Tool:


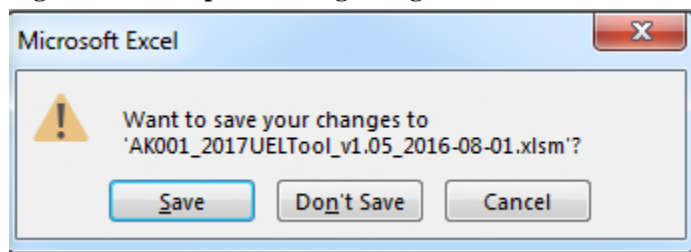
When the user has completed all the projects in the PHA Excel Tool, the file can be closed by clicking on the close file button “” in MS Excel in the top right hand corner of the PHA Excel tool. The user will then be prompted to save changes to the file as shown in Figure 7.1. Alternatively, the user can click on "File, Save".

Figure 7.1: Prompt for saving changes to the PHA Tool

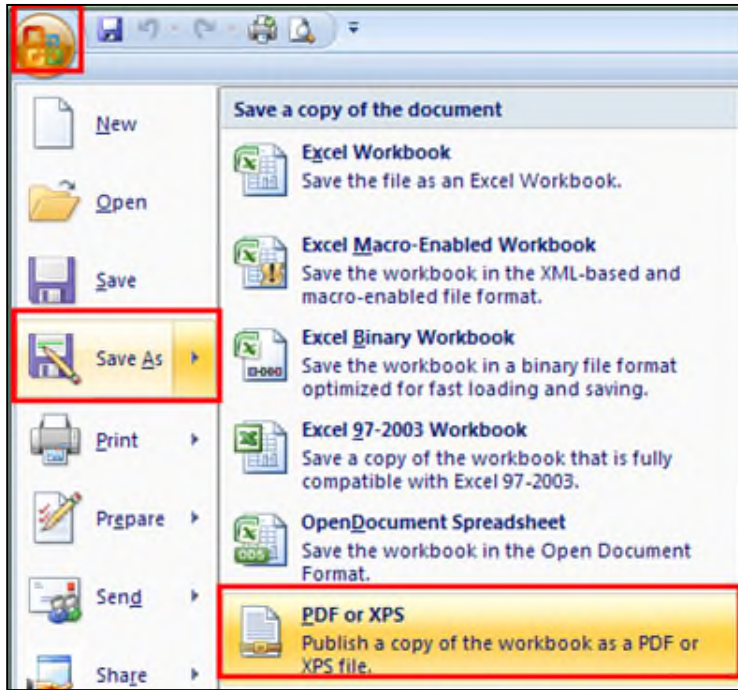


Clicking on the “Save” button will save all changes to stored projects. If changes were made to a project that was loaded, but not stored when the Excel Tool was saved, the changes will show on the un-stored project when you re-open the Tool, but you must click the “Save Data” button before loading a different project or you will lose the changes to the un-stored project. The saved file will have a “.xlsm” file extension and it should be emailed, as an attachment to the PHA’s respective Field Office. The following syntax should be used in the subject line of your e-mail:

PHA Code + Completed 2018 HUD-52722 UEL Excel Tool
For example: AK001 2018 HUD-52722 UEL Excel Tool

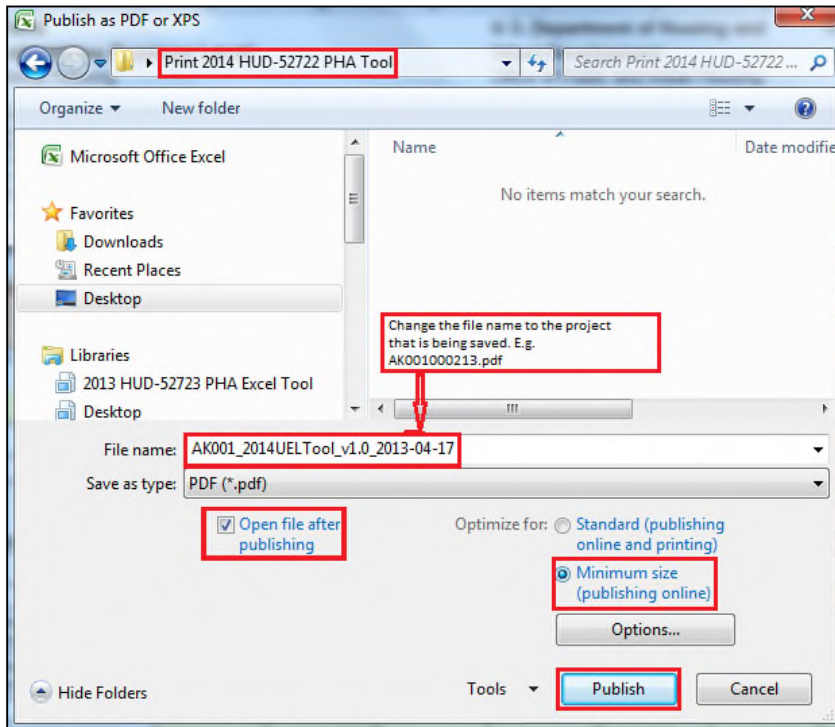
- 7.2. Project Deleted from inventory:** In case a PHA decides **not** to submit a particular project, then this project should not be loaded and stored. *Thus, for a project that is not being submitted, it is ok to have an “@” sign before the project number in the dropdown menu.* In case the project is accidentally loaded and saved and the PHA would not like to submit, the PHA **MUST** inform their Field Office.
- 7.3. Printing the PHA Tool in MS Excel 2010:** If the PHA is working on a machine that has a MS Excel 2010 and Windows 7/Windows XP the PHA Excel Tool may not allow for printing. In this case the following steps must be followed:
- 7.3.1. Create a folder “Print 2018 HUD-52722 PHA Tool” on the desktop.
 - 7.3.2. Open the PHA Tool e.g. “AK001_2018UELTool_v1” and load the project that needs to be printed. Click on the ribbon on the left most corner of the file, now select “Save As” and then select “PDF or XPS” as shown in Figure 7.2.

Figure 7.2: File menu “Save As” option



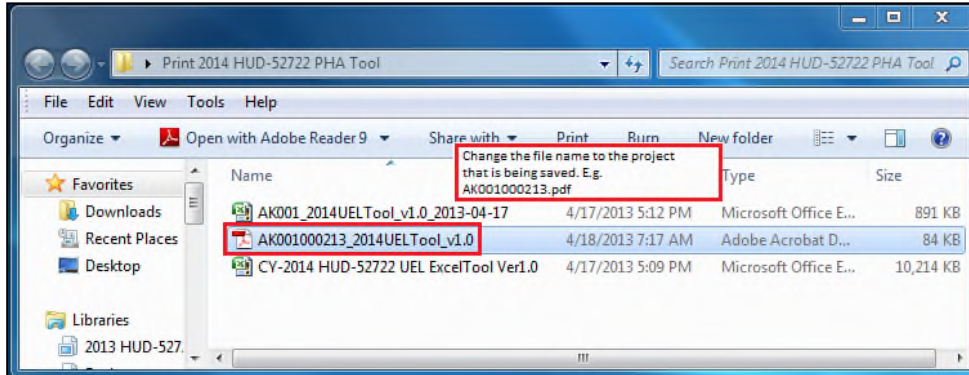
- 7.3.3. Upon selecting “PDF or XPS” a prompt as shown in Figure 7.3 will appear. The user must select the folder created in Step 7.3.1 and check the appropriate “Optimize for” / “Minimum Size” options and the click on “Publish”.

Figure 7.3: Saving the PHA Tool as PDF for printing



- 7.3.4. The file will be saved by the project name in the folder created in Step 7.3.1 as shown in Figure 7.4, which can be opened and printed.

Figure 7.4: PDF file saved in the Print 2018 HUD-52722 PHA Tool folder

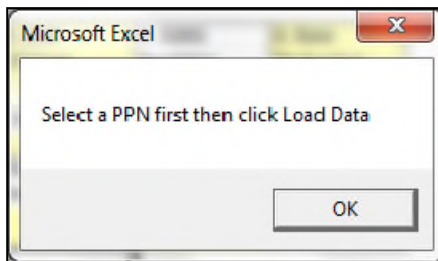


NOTE: Steps 7.3.2, 7.3.3 and 7.3.4 will have to be followed in order to print any project in the PHA Tool

7.4. Warning/Stop Error Messages in Tool: The UEL Tool uses a number of validation checks in the form of pop-up messages to ensure PHAs enter valid data into cells. This section presents a list of the stop error messages that a user may come across while completing their PHA UEL Excel Tool. These are called “stop errors” as the user will be unable to move forward with the submission until he clicks on “OK” and changes the cell data to meet the requirements requested in the message.

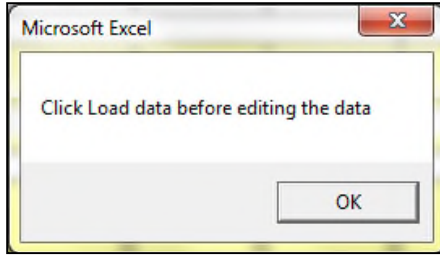
- 7.4.1. If a PHA tries to load/enter any data before selecting a project (PPN), a message as shown in Figure 7.5 will appear.

Figure 7.5: Loading/entering any data before selecting a Project



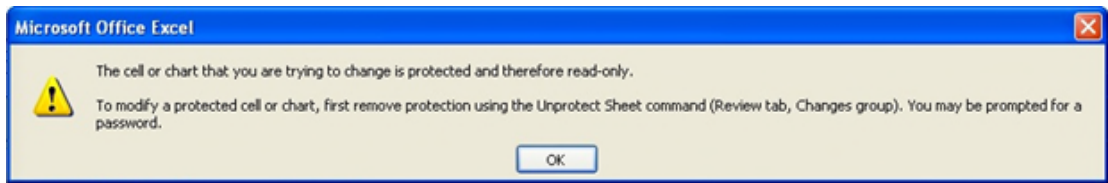
- 7.4.2. If a PHA tries to load/enter any data in the Tool before clicking the “Load Data” button, a message as shown in Figure 7.6 will appear.

Figure 7.6: Load Data



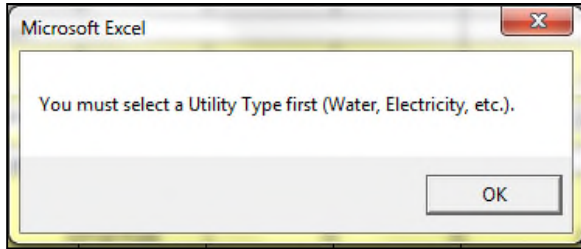
- 7.4.3. If a PHA tries to enter data in a new column without having selected an “Incentive Type”, “Utility Type” or “Unit of Consumption”, a message as shown in Figure 7.7 will appear.

Figure 7.7: Entering data without selecting an incentive type



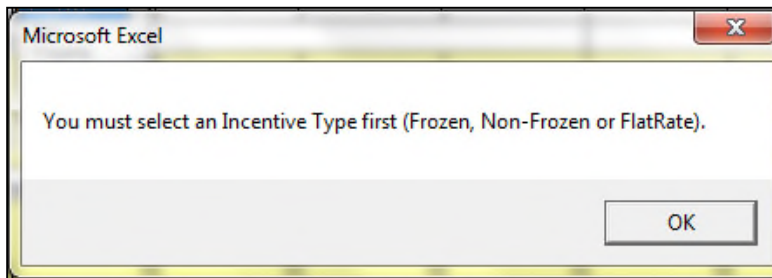
- 7.4.4. If a PHA tries to select a “Unit of Consumption” before selecting an “Incentive Type” and “Utility Type”, a message as shown in Figure 7.8 will appear.

Figure 7.8: Selecting “Unit of Consumption” before selecting “Incentive” and Utility Type”



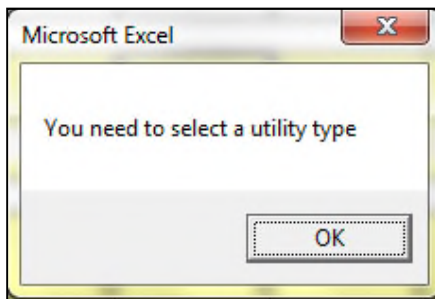
7.4.5. If a PHA tries to select a “Utility Type” before selecting an “Incentive Type”, a message as shown in Figure 7.9 will appear.

Figure 7.9: Select an “Incentive Type”



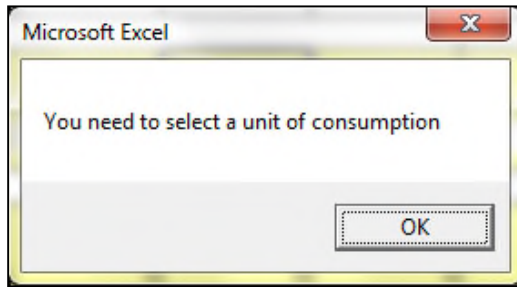
7.4.6. Once a PHA selects an “Incentive Type” a message as shown in Figure 7.10 will appear.

Figure 7.10: Select a “Utility Type”



7.4.7. If a PHA tries to enter data without selecting a “Unit of Consumption”, a message as shown in Figure 7.11 will appear.

Figure 7.11: Select a “Unit of Consumption”



8. Completing the UEL Excel Tool

Completing the UEL Excel Tool will allow a PHA to calculate the UEL for each project.

In order to select and work on a different project, the current project has to be first stored by clicking on “Save Data” button.

8.1. Main User Form

The main user form is where the project is selected and general information is populated as shown in Figure 8.1. The form will not allow the user to enter or edit any information on the form unless the project is selected from the drop-down menu and data is loaded by clicking “Load Data” button. The main screen also allows editing/ deleting of incentive/utility type as illustrated in Section 8.2. Once the project is selected the data input fields are enabled. Follow the steps below to complete the UEL Excel Tool for the applicable project.

Figure 8.1: Main User Form

Operating Fund
Calculation of Utilities Expense Level
 PHA-Owned Rental Housing
2017 PHA 52722

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB Approval No. 2577-0029 (exp. 06/30/2017)
 Version 1.05

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Section 1 - General Information

1. Name of Public Housing Agency:	2. Funding Period: 1/1/2016 to 12/31/2016	3. Type of Submission: <input type="radio"/> Original <input type="radio"/> Revision/Up	4. Unit Change No	5. DUNS Number:	6. Rate Reduction Incentive: No
7. ACC Number:	8. Operating Fund Project Number: Please Select PPN	9. Fiscal Year End: <input type="radio"/> 12/31 <input type="radio"/> 03/31 <input type="radio"/> 06/30 <input type="radio"/> 09/30	10. ROFO Code (HUD Use Only):		

Line No.	Incentive Type	Utility Type							
		[DELETE]							
Description									
A	B	C	D	E	F	G	H	I	J

Section 2 - Current consumption Level

01	Actual Consumption (12-month period 7/1/2014 to 6/30/2015)	0	0	0	0	0	0	0	0	0	0	0	0
01a	Unit of consumption (e.g., gallons, kWh, therms)												

Microsoft Excel

Select a PPN first then click Load Data

Step 1: In order to select the appropriate Operating Fund Project Number the user must click on the drop down list in Section 1, block 8 “Operating Fund Project Number” as shown in Figure 8.2. Once selected, click “Load Data” as shown in Figure 8.3 and the form will populate with the project data as shown in Figure 8.4.

Figure 8.2: Selecting a project from the drop down menu.

Operating Fund
 Calculation of Utilities Expense Level
 PHA-Owned Rental Housing
 2017 PHA 52722

U.S. Department of Housing and Urban Development
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 OMB Approval No. 2577-0029 (exp. 06/30/2017)

Version 1.05

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Section 1 - General Information

1. Name of Public Housing Agency: Alaska Housing Finance Corporation	2. Funding Period: 1/1/2016 to 12/31/2016	3. Type of Submission: Original Revision No	4. Unit Change No	5. DUNS Number: 101930000	6. Rate Reduction Incentive: No
7. ACC Number: SF-210	8. Operating Fund Project Number: @AK001000213	9. Fiscal Year End: 12/31 03/31 06/30 09/30	10. ROFO Code (HUD Use Only): 1001		

Save Project Data Cancel Project Data

Line No.	Description	Incentive Type	Non Froz	Flat Rate	DELETE	DELETE	DELETE	DELETE	DELETE	DELETE
A										

Section 3 - Current Consumption Level

Figure 8.3: Load Data

Operating Fund
 Calculation of Utilities Expense Level
 PHA-Owned Rental Housing
 2017 PHA 52722

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB Approval No. 2577-0029 (exp. 06/30/2017)

Version 1.05

Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs. The Operating Fund determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Project Expense Level (PEL), Utility Expense Level (UEL), Other Formula Expense (Add-on) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's Formula Amount and the funds to be obligated for the period for each PHA based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lead to self-identification.

Section 1 - General Information

1. Name of Public Housing Agency: Alaska Housing Finance Corporation	2. Funding Period: 1/1/2016 to 12/31/2016	3. Type of Submission: Original Revision No	4. Unit Change No	5. DUNS Number: 101930000	6. Rate Reduction Incentive: No
7. ACC Number: SF-210	8. Operating Fund Project Number: @AK001000213	9. Fiscal Year End: 12/31 03/31 06/30 09/30	10. ROFO Code (HUD Use Only): 1001		

Load Project Data Save Project Data Cancel Project Data

Line No.	Description	Utility Type	Non Froz	Flat Rate	DELETE	DELETE	DELETE	DELETE	DELETE	DELETE

Figure 8.4: Project data populated upon clicking the “Load Data” button.

Operating Fund Calculation of Utilities Expense Level PHA-Owned Rental Housing 2017 PHA 52722		U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB Approval No. 2577-0029 (exp. 06/30/2017)		Version 1.05						
<small>Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs. The Operating Fund determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expense (Add-on) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's Formula Amount and the Funds to be obligated for the period to each PHA based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.</small>										
Section 1 - General Information										
1. Name of Public Housing Agency:	2. Funding Period:	3. Type of Submission:	4. Unit Change	5. DUNS Number:	6. Rate Reduction Incentive:					
Alaska Housing Finance Corporation	1/1/2016 to 12/31/2016	<input checked="" type="radio"/> Original <input type="radio"/> Revision No.		101930000	No					
7. ACC Number:	8. Operating Fund Project Number:	9. Fiscal Year End:		10. ROFO Code (HUD Use Only):						
SF-210	@AK001000213	<input checked="" type="radio"/> 12/31 <input type="radio"/> 03/31 <input type="radio"/> 06/30 <input type="radio"/> 09/30		1001						
<input type="button" value="Load Project Data"/> <input type="button" value="Save Project Data"/> <input type="button" value="Cancel Project Data"/>										
Line No.	Incentive Type	Utility Type	Non Froze	Non Froze	Flat Rate	DELETE	DELETE	DELETE	DELETE	DELETE
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Electricity	Fuel Oil	Water and Sewer					
A	B	C	D	E	F	G	H	I	J	
Section 2 - Current consumption Level										
01	Actual Consumption (12-month period 7/1/2014 to 6/30/2015)	0	0	0	0	0	0	0	0	0
01a	Unit of consumption (e.g., gallons, kWh, therms)	Kilowatt Hours	Gallons							
Section 3 - Rolling Base consumption Level										
02	Rolling base year 1 - actual consumption (12-month period 7/1/2013 to 6/30/2014)	403,966	170	Flat Rate	0	0	0	0	0	0
03	Rolling base year 2 - actual consumption (12-month period 7/1/2012 to 6/30/2013)	373,053	214	Flat Rate	0	0	0	0	0	0
04	Rolling base year 3 - actual consumption (12-month period 7/1/2011 to 6/30/2012)	407,293	261	Flat Rate	0	0	0	0	0	0
Total Consumption during 3-year										

Step 2: Review the editable pre-populated data and edit if necessary. Explain any edits in Section 10 Remarks. See Section 8.2 for editing, adding or deleting an incentive/utility type.

“No” is the default selection for the “Unit Change” and “Rate Reduction Incentive” in Section 1, but the user can change them by clicking on the drop-down menu as shown in Figure 8.5.

If the project has a HUD-approved utility rate reduction incentive, the user must select “Yes” for “Rate Reduction Incentive”, and enter a whole dollar amount on Line 23 “Energy Rate Incentive”.

If the project’s utility records for the reporting period contain consumption data for less than a 12-month period due to new units or demolished/disposed units, the user must select “Yes” for “Unit Change” and note the number of units, number of months associated and related consumption for these units in Section 10 Remarks. The user must modify the applicable lines to reflect the utility data for the new, demolished or disposed units. See the last page of the instructions on form HUD-52722 at: http://portal.hud.gov/huddoc/52722_opfund_utility.doc

Figure 8.5: Select “Unit Change” and “Rate Reduction Incentive”

Operating Fund Calculation of Utilities Expense Level PHA-Owned Rental Housing 2017 PHA 52722		U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB Approval No. 2577-0029 (exp. 06/30/2017)		Version 1.05	
<small>Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs. The Operating Fund determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expense (Add-ons) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's Formula Amount and the funds to be obligated for the period to each PHA based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.</small>					
Section 1 - General Information					
1. Name of Public Housing Agency:	2. Funding Period:	3. Type of Submission:	4. Unit Change	5. DUNS Number:	6. Rate Reduction Incentive:
Alaska Housing Finance Corporation	1/1/2016 to 12/31/2016	<input type="radio"/> Original <input type="radio"/> Revision	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	101930000	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. ACC Number:	8. Operating Fund Project Number:	9. Fiscal Year End:		HUD Use	
SF-210	@AK001000213	<input type="radio"/> 12/31 <input type="radio"/> 03/31 <input checked="" type="radio"/> 06/30 <input type="radio"/> 09/30		1001	

Step 3: Enter the reporting period utility data on the applicable lines as shown in Figure 8.6. Lines 07 and 14 are applicable only for new units according to form instructions.

Line 19 is only applicable to projects with surcharges for excess consumption of PHA-supplied utilities.

Line 23 is only applicable to projects with a HUD-approved utility rate reduction incentive.

Line 25 “Eligible Unit Months (EUMs)” **MUST** be entered for the selected project in order for the UEL to calculate. The EUMs are calculated from form HUD-52723, Column B, Line 15 plus Line 17 minus Line 04.

NOTE: The PUM UEL will not be calculated if EUMs are not entered on line 25.

For new projects, see the UEL Frequently Asked Question (FAQ) on the New Projects/Units Guidance at:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/of/opfnd2018

Figure 8.6: Reporting period utility data

Line No.	Incentive Type	Utility Type				
		Non Froze	Non Froz	Flat Rate		
Description		DEL PROJECT DATA	DEL PROJECT DATA	DEL PROJECT DATA	DEL PROJECT DATA	DEL PROJECT DATA
A	B	C	D	E	F	G
Section 2 - Current consumption Level						
01	Actual Consumption (12-month period 7/1/2013 to 6/30/2014)				0	0
01a	Unit of consumption (e.g., gallons, kwh, therms)	Gallons	Kilowatt HOUR			
Section 3 - Rolling Base consumption Level						
06	Average rolling base consumption (Line 05 ÷ 3)	706	377.950	Flat Rate	0	0
07	Actual consumption for new units			Flat Rate	0	0
Section 6 - Payable Consumption						
14	Annualization of consumption for new units			Flat Rate	0	0
Section 7 - Actual Utility Costs and Average Rate						
16	Actual utility costs (12-month period 7/1/2013 to 6/30/2014)				\$0	\$0

Section 8 - Base Utilities and Inflation/Deflation Factor												
18	Base utilities expense level - whole dollars (Line 15 x Line 17)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19	Surcharges for excess consumption of PHA-supplied utilities (12-month period 7/1/2013 to 6/30/2014) - whole dollars											
											Operating Fund Project Number @AK001000213	Operating Fund Project Number @AK001000213
20	Base Utilities expense level minus surcharges (Line 18 minus Line 19)											\$0
21	Utilities inflation/deflation factor											1.0563
Section 9 - Calculation of Utilities Expense Level												
22	Utilities expense level adjusted for inflation/deflation - whole dollars (Line 20 x Line 21)											\$0
23	Energy rate incentive											\$0
24	Utilities expense level - whole dollars (Line 22 + Line 23)											\$0
25	Eligible unit months (from the original form HUD-52723, Column B, Line 15 plus Line 17 minus Line 04)											
26	Utilities Expense Level - PUM (Line 24 ÷ Line 25)											\$0.00

Ensure to appropriate values in line 01, 07, 14, 16, 19 and cost for the reporting period must be populated to ensure the UEL is calculated properly.

8.2. Editing, adding and deleting an incentive/utility type

Once the Project Data is loaded, the user can edit the consumption data. The pre-populated “Incentive Type,” “Utility Type” and “Unit of Consumption” are grayed out and cannot be edited as shown in Figure 8.7. To correct the “Incentive Type,” “Utility Type” or “Unit of Consumption,” the user must delete the incentive type with the erroneous data as shown in Figures 8.10 and 8.11 and add an incentive type with the correct data in a new column as shown in Figures 8.8 and 8.9. Explain any changes to pre-populated data in Section 10 Remarks.

For utility reporting of new units, demolished or disposed units, conversions from one utility type to another (ex. from oil to gas), switching from resident-purchased to PHA-supplied utilities or switching from PHA-supplied to resident-purchased utilities, see HUD-52722 Special Instructions at: http://portal.hud.gov/huddoc/52722_opfund_utility.doc

Figure 8.7: Locked incentive/utility data

Section 1 - General Information					
1. Name of Public Housing Agency: Alaska Housing Finance Corporation PO Box 101020 Anchorage, AK 99510		2. Funding Period: 1/1/2015 to 12/31/2015		3. Type of Submission: <input checked="" type="radio"/> Original <input type="radio"/> Revision (No.)	
7. ACC Number: SF-210	8. Operating Fund Project Number: Please Select PPN		9. Fiscal Year End: <input type="radio"/> 12/31 <input type="radio"/> 03/31 <input checked="" type="radio"/> 06/30 <input type="radio"/> 09/30		
Load Data			Save Data		
Incentive Type	Non Froze	Non Froz	Flat Rate		
Utility Type	Fuel Oil	Electricity	Water and Se		
Line No.	Description				
A	B	C	D	E	F
Section 2 - Current consumption Level					
01	Actual Consumption (12-month period 7/1/2013 to 6/30/2014)				0
01a	Unit of consumption (e.g., gallons, kWh, therms)	Gallons	Kilowatt Hour		
Section 3 - Rolling Base consumption Level					
02	Rolling base year 1 - actual consumption (12-month period 7/1/2012 to 6/30/2013)	214	373,053	Flat Rate	0
03	Rolling base year 2 - actual consumption (12-month period 7/1/2011 to 6/30/2012)	261	407,293	Flat Rate	0
04	Rolling base year 3 - actual consumption (12-month period 7/1/2010 to 6/30/2011)	1,642	353,503	Flat Rate	0

Additional columns may be used to enter data for incentive/utility types other than pre-populated data. Select the incentive type, utility type and unit of consumption (if applicable) as shown in Figure 8.8. See Sections 8.3, 8.4 and 8.5 for additional information about the incentive types (frozen, non-frozen and flat rate).

Figure 8.8: Add an incentive/utility

Section 1 - General Information					
1. Name of Public Housing Agency: Alaska Housing Finance Corporation PO Box 101020 Anchorage, AK 99510		2. Funding Period: 1/1/2015 to 12/31/2015		3. Type of Submission: <input checked="" type="radio"/> Original <input type="radio"/> Revision (No.)	
7. ACC Number: SF-210	8. Operating Fund Project Number: AK001000213		9. Fiscal Year End: <input type="radio"/> 12/31 <input type="radio"/> 03/31 <input checked="" type="radio"/> 06/30 <input type="radio"/> 09/30		
Load Data			Save Data		
Line No.	Incentive Type	Utility Type	Unit of Consumption	Rate	Consumption
A	B	C	D	E	F
Section 2 - Current consumption Level					
01	Actual Consumption (12-month period 7/1/2013 to 6/30/2014)	0	0	0	455
01a	Unit of consumption (e.g., gallons, kWh, therms)	Gallons	Kilowatt Hour		Gallons
Section 3 - Rolling Base consumption Level					
02	Rolling base year 1 - actual consumption (12-month period 7/1/2012 to 6/30/2013)	214	373,053	Flat Rate	325
03	Rolling base year 2 - actual consumption (12-month period 7/1/2011 to 6/30/2012)	261	407,293	Flat Rate	396
04	Rolling base year 3 - actual consumption (12-month period 7/1/2010 to 6/30/2011)	1,642	353,503	Flat Rate	2,494

After entering the data click the “Save Data” button as shown in Figure 8.8. Once the “Save Data” button is clicked and the project re-loaded, only consumption data will be editable. “Incentive Type,” “Utility Type” and “Unit of Consumption” will be grayed out as shown in Figure 8.9 and cannot be edited.

NOTE: Explain any additional incentive/utility types in Section 10 Remarks.

Figure 8.9 After storing project data and re-loading the project the incentive/utility type and unit of consumption are locked

Section 1 - General Information					
1. Name of Public Housing Agency:		2. Funding Period:		3. Type of Submission:	
Alaska Housing Finance Corporation PO Box 101020 Anchorage, AK 99510		1/1/2015 to 12/31/2015		<input checked="" type="radio"/> Original <input type="radio"/> Revision No.	
7. ACC Number:	8. Operating Fund Project Number:	9. Fiscal Year End:			
SF-210	AK001000213	<input type="radio"/> 12/31 <input type="radio"/> 03/31 <input checked="" type="radio"/> 06/30 <input type="radio"/> 09/30			
Load Data			Save Data		
Line No.	Incentive Type	Utility Type			
A	B	C	D	E	F
Section 2 - Current consumption Level					
01	Actual Consumption (12-month period 7/1/2013 to 6/30/2014)	0	0	0	455
01a	Unit of consumption (e.g., gallons, kWh, therms)	Gallons	Kilowatt Hours		Gallons
Section 3 - Rolling Base consumption Level					
02	Rolling base year 1 - actual consumption (12-month period 7/1/2012 to 6/30/2013)	214	373,053	Flat Rate	325
03	Rolling base year 2 - actual consumption (12-month period 7/1/2011 to 6/30/2012)	261	407,293	Flat Rate	396
04	Rolling base year 3 - actual consumption (12-month period 7/1/2010 to 6/30/2011)	1,642	353,503	Flat Rate	2,494

The user can delete an Incentive type at any time after data is entered in the column by clicking the “DEL PROJECT DATA” check-box in the column. then click the “Save Data” button as shown in Figure 8.10. The project will again have to be selected from the drop down and loaded. The user will observe that the “Incentive Type”, “Utility Type” and “Unit of Consumption” are blank and the consumption data has changed to “0” in the column where delete was checked as shown in Figure 8.11.

Figure 8.10: Delete Incentive/Utility type

		Load Data	Save Data			
Line No.	Incentive Type	Non Froze	Non Froz	Flat Rate	Non Froz	
	Utility Type	<input checked="" type="checkbox"/> DEL PROJECT DATA	<input type="checkbox"/> DEL PROJECT DATA	<input type="checkbox"/> DEL PROJECT DATA	<input type="checkbox"/> DEL PROJECT DATA	
Description		Fuel Oil	Electricity	Water and Se	Propane	
A	B	C	D	E	F	
Section 2 - Current consumption Level						
01	Actual Consumption (12-month period 7/1/2013 to 6/30/2014)	0	0	0	455	
01a	Unit of consumption (e.g., gallons, kWh, therms)	Gallons	Kilowatt Hour		Gallons	
Section 3 - Rolling Base consumption Level						
02	Rolling base year 1 - actual consumption (12-month period 7/1/2012 to 6/30/2013)	214	373,053	Flat Rate	325	
03	Rolling base year 2 - actual consumption (12-month period 7/1/2011 to 6/30/2012)	261	407,293	Flat Rate	396	
04	Rolling base year 3 - actual consumption (12-month period 7/1/2010 to 6/30/2011)	1,642	353,503	Flat Rate	2,494	

Figure 8.11 After storing project data and re-loading the project, the incentive/utility data is deleted

		Incentive Type	Non Froz	Flat Rate	Non Froz
Line No.	Utility Type	<input type="checkbox"/> DEL PROJECT DATA	<input type="checkbox"/> DEL PROJECT DATA	<input type="checkbox"/> DEL PROJECT DATA	<input type="checkbox"/> DEL PROJECT DATA
Description			Electricity	Water and Se	Propane
A	B	C	D	E	F
Section 2 - Current consumption Level					
01	Actual Consumption (12-month period 7/1/2013 to 6/30/2014)	0	0	0	455
01a	Unit of consumption (e.g., gallons, kWh, therms)		Kilowatt Hour		Gallons
Section 3 - Rolling Base consumption Level					
02	Rolling base year 1 - actual consumption (12-month period 7/1/2012 to 6/30/2013)	0	373,053	Flat Rate	325
03	Rolling base year 2 - actual consumption (12-month period 7/1/2011 to 6/30/2012)	0	407,293	Flat Rate	396
04	Rolling base year 3 - actual consumption (12-month period 7/1/2010 to 6/30/2011)	0	353,503	Flat Rate	2,494

8.3. “Frozen” Incentive Type

Complete/Review the fields from line 1 through line 16. A comment can be added in Section 10. Then click the “Save Data” button.

NOTE: The user should average the three years of the frozen rolling base, enter the amount on Line 2 “Rolling base year 1” and Lines 3 and 4 will auto-fill as shown in Figure 8.12.

Figure 8.12: “Frozen” selected as Incentive Type

	Incentive Type	<input type="checkbox"/> DEL PROJECT DATA	Non Froz	Flat Rate	Non Froz	Frozen
Line No.	Utility Type	<input type="checkbox"/> DEL PROJECT DATA	Electricity	Water and Se	Propane	Electricity
Description						
A	B	C	D	E	F	G
Section 2 - Current consumption Level						
01	Actual Consumption (12-month period 7/1/2013 to 6/30/2014)	0	0	0	455	1,000,000
01a	Unit of consumption (e.g., gallons, kWh, therms)		Kilowatt Hour		Gallons	Kilowatt Hour
Section 3 - Rolling Base consumption Level						
02	Rolling base year 1 - actual consumption (12-month period 7/1/2012 to 6/30/2013)	0	373,053	Flat Rate	325	1,200,000
03	Rolling base year 2 - actual consumption (12-month period 7/1/2011 to 6/30/2012)	0	407,293	Flat Rate	396	1,200,000
04	Rolling base year 3 - actual consumption (12-month period 7/1/2010 to 6/30/2011)	0	353,503	Flat Rate	2,494	1,200,000

8.4. “Non-Frozen” Incentive Type

Complete/Review the fields from line 1 to line 16 as shown on Figure 8.13. A comment can be added in Section 10. Then click the “Save Data” button.

Figure 8.13: “Non-Frozen” selected as Incentive Type

	Incentive Type	<input type="checkbox"/> DEL PROJECT DATA	Non Froz	Flat Rate	Non Froz	Frozen
Line No.	Utility Type	<input type="checkbox"/> DEL PROJECT DATA	Electricity	Water and Se	Propane	Electricity
Description						
A	B	C	D	E	F	G
Section 2 - Current consumption Level						
01	Actual Consumption (12-month period 7/1/2013 to 6/30/2014)	0	0	0	455	1,000,000
01a	Unit of consumption (e.g., gallons, kWh, therms)		Kilowatt Hour		Gallons	Kilowatt Hour
Section 3 - Rolling Base consumption Level						
02	Rolling base year 1 - actual consumption (12-month period 7/1/2012 to 6/30/2013)	0	373,053	Flat Rate	325	1,200,000
03	Rolling base year 2 - actual consumption (12-month period 7/1/2011 to 6/30/2012)	0	407,293	Flat Rate	396	1,200,000
04	Rolling base year 3 - actual consumption (12-month period 7/1/2010 to 6/30/2011)	0	353,503	Flat Rate	2,494	1,200,000

8.5. “Flat-Rate” Incentive Type

“Units of Consumption” should not be selected when “Flat rate” incentive type is selected. **An amount must be entered on line 16 “Actual utility cost”**. All the other fields from line 1 to 14 are disabled as shown in Figure 8.14. A comment can be added in Section 10. Then click the “Save Data” button

Figure 8.14: Flat Rate selected as Incentive Type

	Incentive Type	<input type="checkbox"/> DEL PROJECT DATA	Non Froz	Flat Rate	Non Froz	Frozen
Line No.	Utility Type	<input type="checkbox"/> DEL PROJECT DATA	Electricity	Water and Se	Propane	Electricity
Description						
A	B	C	D	E	F	G
Section 2 - Current consumption Level						
01	Actual Consumption (12-month period 7/1/2013 to 6/30/2014)	0	0	0	455	1,000,000
01a	Unit of consumption (e.g., gallons, kWh, therms)		Kilowatt Hour		Gallons	Kilowatt Hour
Section 3 - Rolling Base consumption Level						
02	Rolling base year 1 - actual consumption (12-month period 7/1/2012 to 6/30/2013)	0	373,053	Flat Rate	325	1,200,000
03	Rolling base year 2 - actual consumption (12-month period 7/1/2011 to 6/30/2012)	0	407,293	Flat Rate	396	1,200,000
04	Rolling base year 3 - actual consumption (12-month period 7/1/2010 to 6/30/2011)	0	353,503	Flat Rate	2,494	1,200,000

9. PUM Utility Expense Level

Once all the data is entered, the PUM UEL is calculated on line 26 as shown in Figure 9.1. The user must enter the PUM UEL from line 26 of form HUD-52722 to form HUD-52723, Section 3, Part A, Line 05.

NOTE: The PUM UEL on the HUD-52722 and HUD-52723 **MUST** match. If they don't match, HUD won't accept the PHA's submission.

Figure 9.1: Calculation of PUM UEL

18	Base utilities expense level - whole dollars (Line 15 x Line 17)	\$0	\$31,277	\$300	\$1,614	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$39,191
19	Surcharges for excess consumption of PHA-supplied utilities (12-month period 7/1/2013 to 6/30/2014) - whole dollars													
Operating Fund Project Number AK001000213														
20	Base Utilities expense level minus surcharges (Line 18 minus Line 19)													\$39,191
21	Utilities inflation/deflation factor													1.0563
Section 9 - Calculation of Utilities Expense Level														
22	Utilities expense level adjusted for inflation/deflation - whole dollars (Line 20 x Line 21)													\$41,397
23	Energy rate incentive													
24	Utilities expense level - whole dollars (Line 22 + Line 23)													\$41,397
25	Eligible unit months (from the original form HUD-52723, Column B, Line 15 plus Line 17 minus Line 04)													360
26	Utilities Expense Level - PUM (Line 24 + Line 25)													\$114.99

10. Technical Support

For problems or questions believed to be a common Excel program question, please first attempt to resolve these problems locally or using the Microsoft Excel help function. For problems with the functionality of the PHA Excel Tool, please review the Technical Notes posted on the Calendar Year 2018 Processing website link below. If the PHA still has difficulty, they should contact their local HUD field office.

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/of/opfnd2018

PHAs that would like to report more than 12 combinations of incentive and utility types for a project must contact their local HUD Field Office.