PHA User Guide

CY 2011 PHA HUD-52722 UEL Excel Tool
Operating Fund: Calculation of Utility Expense Level (UEL)

U.S. Department of Housing and Urban Development
Public and Indian Housing – Real Estate Assessment Center (PIH-REAC)
Financial Management Division

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1. Introduction

The purpose of the “PHA User Guide – CY 2011 PHA HUD-52722 UEL Excel Tool” is to provide guidance and assistance in completing the new Calendar Year (CY) 2011 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 purpose of the UEL Excel Tool is to calculate the UEL for each project to determine final operating subsidy eligibility and to enable Public Housing Agencies (PHAs) to submit form HUD-52722 electronically to their local HUD field office.

2. Obtaining the UEL Excel Tool

The UEL Excel Tool is available to all PHAs on the Asset Management website at the following link:


All Excel forms are in the Excel 2007 format and MUST be completed and returned in the same format. Any PHA that does not have Microsoft Excel 2007 installed on their machine and is working off an Older version of Microsoft Office i.e. MS Office 2003, a 60 day trial version of Microsoft Office 2010 may be downloaded from the following link:


The following are the steps for saving the required file:

**Step 1:** Create a folder “HUD-52722 UEL Excel Tool” on your desktop.

**Step 2:** Click on the download link. A window will appear and ask you to Save or Open the file “uel_tool.zip”. Click on “Save” in order to save the file in the directory created in Step 1 as shown in Figure 2.1.

**Figure 2.1:** Download “uel_tool” zipped file to “HUD-52722 UEL Excel Tool” folder.
Step 3: Open the folder “HUD-52722 UEL Excel Tool” created on your desktop in Step 1 and right click on the zipped file saved in Step 2 and choose the ‘Extract to here’ option as shown in Figure 2.2.

Figure 2.2: Extracting the “uel_tool” from the zipped file.

Step 4: The extracted file will now appear in the same folder as shown in Figure 2.3.

Figure 2.3: Extracted HUD-52722 MS Excel file appears in the same folder
3. **Enabling Macros**

Excel must have macros enabled for the UEL Excel Tool to work correctly. To enable macros, go to the ribbon to the top left of Excel and click on “Excel Options” as shown in Figure 3.1.

**Figure 3.1: Clicking on Excel Options**

![Excel Options](image)

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

**Figure 3.2: Clicking on Trust Center**

![Trust Center](image)
Click the button “Trust Center Settings” as shown in Figure 3.3.

**Figure 3.3: Trust Center Settings**

![Image of Trust Center Settings](image)

Once in the Trust Center window, click on “Macro Settings” as shown in Figure 3.4.

**Figure 3.4: Macro Settings**

![Image of Macro Settings](image)
Under “Macro Settings”, select the radio button “Enable all macros” as shown in Figure 3.5 then click OK (If this option is already selected, simply click on OK and proceed with the UEL Excel Tool).

**Figure 3.5: Enable all macros**

Macros are now enabled and the UEL Excel Tool will work properly. It is important to return to the “Macro Settings” window and return to the original setting (usually “disable all macros with notification” to ensure the security of your computer) after you have completed the UEL Excel Tool.

### 4. Opening the UEL Excel Tool

Open the UEL Excel Tool. The UEL Excel Tool will load and the window in Figure 4.1 will appear, showing a user interface. Most of the fields on the user interface are disabled until a project is selected.
NOTE: The section “For Field Office Uses Only” is strictly for Field Office Users.

5. Completing the UEL Excel Tool

Completing the UEL Excel Tool will allow a PHA to calculate the UEL for each project. The PHA user will use the user interface to input all the necessary data for each incentive type. All other worksheets will be either locked or calculated/pre-populated based on information entered. It must be noted that if a project has more than six “Utility Types” for any one of the “Types of Incentive” then an additional UEL Excel Tool has to be filled out for the same project. In this case HUD will calculate the final UEL based upon analysis of all submitted UEL Excel Tools for that project.

Note: In order to select and work on a new project, the current project has to be first saved by clicking on the “Save UEL Data” button then closing the file by clicking on the “Close File” button and then opening a new tool for a new project.

5.1. Main User Interface Screen

The main user interface screen is where the project is selected and general information is entered. The main screen also allows editing/deleting of records as illustrated in Section-5.3. 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.
Step 1: For “Sect 1 - #2 Operating Fund Project Number” click on the drop-down field and select the appropriate Operating Fund Project Number from the list as shown in Figure 5.1. Once selected, the table to the right will populate as shown in Figure 5.2 with the project information. Also the “View Non-Frozen”, “View Frozen”, “View Flat Rate” and “View Consolidated Report” buttons will be activated. Review the information before proceeding to the next step.

Figure 5.1: Selecting a project from the drop down menu

Figure 5.2: Main user Interface Screen - Selecting the project number
Step 2: Select whether the “Unit Change Indicator” is “Yes” by checking the appropriate check box (see form HUD-52722 instructions, Section 1, Line 4). Enter the whole dollar amounts for “Excess Consumption Surcharges” (surcharges for excess consumption of PHA-supplied utilities) and “Energy Rate Reduction”. Also enter “Eligible Unit Months” for this project as shown in Figure 5.3. The UEL will not be calculated if Eligible Unit Months are not entered. Entries in these three fields can be changed at any time while completing the UEL Excel Tool.

Figure 5.3: Main screen, Section 1, Section 8 and Section 9

Step 3: In order to select an “incentive type” and “utility type”, and enter consumption data, user must check the “Input Utility Type” Button” as shown in Figure 5.4.

Figure 5.4: Checking the “Input Utility Type” Incentive Type
Step 4: Once you click the “Input Utility Type” button, the user interface window will expand and show all three incentive types along with the utility types and units of consumption. Also all the input fields for each line item will appear as shown on figure 5.5. Please note that once the “Input Utility Type” button is selected, the “View Non-Frozen”, “View Frozen”, “View Flat Rate” and “View Consolidated Report” buttons will be de-activated, which can be re-activated by checking the “View Reports” button.

Figure 5.5: Additional Fields become visible when “Input Utility Type” is selected
5.2. **Navigation Buttons**

The following navigation buttons can be found on the Main User Interface Screen and on all the “Reports” screens in the UEL Excel Tool:

5.2.1. **Buttons Used When Data Is Entered For Each Incentive Type**

The “Add Comment” button as shown in Figure 5.5 will allow the user to enter a comment for each incentive type selected. Comments may be changed/entered while in edit mode (Refer Section 5.3).

The “Save” button saves the record for each incentive type at a time. After the button is clicked, the data that was previously entered for an incentive type, will disappear.

**Note:** that the “Save” button is different from the “Save UEL Data” button (Refer section C. “Report Options” buttons)

5.2.2. **“Reports” Buttons**

The “View Frozen” button navigates to the Frozen Incentive Type screen to review whether the fields have been populated correctly based on the data entered in the User Interface Screen.

The “View Flat Rate” button navigates to the Flat Rate screen to review whether the utility type and line 16 have been populated correctly from the User Interface Screen.

The “View Non-Frozen” button navigates to the Non-Frozen Incentive Type screen to review whether the fields have been populated correctly based on the data entered in the User Interface Screen.

The “View Consolidated Report” button will display the project’s UEL based on the data entered in the tool. Click on this button after all of the applicable Incentive Type screens have been completed. However, the user may click on it anytime while using this Excel Tool.

Each of the incentive type screens has a “**Return to Input Form**” button in the top right hand corner of the screen, which enables the user to navigate to the main user interface screen.
5.2.3. “Report Options” Buttons

The “Print” button will print the Consolidated Report, Comments and each of the Frozen, Flat Rate and Non-Frozen screens for a total of 12 pages.

In order to save the entire workbook (all data entered in the Excel Tool) the user MUST click on the “Save UEL Data” button especially before closing the file. Clicking on this button generates a file bearing the project number for which the data was entered in the same folder where the UEL Tool was initially downloaded.

In order to close the file the user MUST click on the “Close File” button (Clicking on the red checkbox on the top right hand corner of the workbook will not close the tool).When the button is clicked, a screen as shown in figure 5.6 will prompt the user to save the file. The user must click on “Yes” in order to save the workbook.

![Figure 5.6: UEL File Close Process](image)

NOTE: If the user has saved data by clicking on the “Save UEL Data” button and accidentally clicks on “No” while closing the file, the data will still be saved.

5.3. Editing / deleting an incentive/utility type

The “Edit/Delete Utility Type” radio button, pointed in Figure 5.7 allows editing/deleting of an incentive type at any time after data is entered. Clicking the button will activate the Edit/Delete Utility Type functionality.

If the user has entered more than one incentive/utility type, the Excel Tool allows the user to navigate between them with the help of “Previous” & “Next” buttons in the edit mode as shown in Figure 5.7. The sample data in Figure 5.7 reflects that three incentive/utility types have been entered and the user is currently on “Record 2 of 3”. When the “Next” button is clicked, the record will change from 2 of 3 to 3 of 3 and so on.
The “Delete” button as shown in Figure 5.8 is activated in the edit mode and clicking on it will **delete all the data pertaining to a particular incentive / utility type record**. When the “Delete” button is clicked, a message appears, warning the user that the record will be deleted as shown on Figure 5.7. After clicking the “OK” button, the record is permanently deleted from the Excel Tool and the number of records is reduced accordingly.

The “Save Changes” button gets activated in the edit mode and its functionality is to update and save the edited information only. It will not save other changes in the workbook. (To save changes to the entire workbook, refer to Section 5.2.A – “Save” button)
5.4. **Incentive Type Screens**

There are three Incentive Type Buttons available on the top right hand corner of the main screen:

- **View Frozen** (Refer to Section 5.4.1 in this document)
- **View Flat Rate** (Refer to Section 5.4.2 in this document)
- **View Non-Frozen** (Refer to Section 5.4.3 in this document)

All the data for each incentive type will be entered one at a time on the User Interface Screen. After clicking on the “Input Utility Type” button, user will select an incentive type and then the utility type and unit of consumption from each drop-down field. The next step will be to enter an amount on each applicable field form lines 1 through 16. After entering all the applicable fields, click the “Save” button to save the data. Repeat this step for entering other incentive & utility types. A comment may be entered by clicking on “Add Comment”.

5.4.1. **“Frozen” Screen**

Click on the “Input Utility Type” button and then select “Frozen” as the incentive type. Then select the utility type and unit of consumption. Complete the fields from line 1 to line 16 as shown on figure 5.9. A comment can be added by clicking on the “Add Comment” button. Then click the “Save” button to save the data.

**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.

**Figure 5.9:** “Frozen” selected as incentive type
Clicking on the “View Frozen” button under “Reports” navigates the user to the “Frozen” screen. The utility type and units of consumption entered on the main screen for the “Frozen” incentive type are pre-populated on the “Frozen” screen as shown in Figure 5.10. The amount entered on lines 01, 02, 03, 04, 07, 14 and 16 are shown in Figure 5.11.

**Figure 5.10: “Frozen” screen**

<table>
<thead>
<tr>
<th>Operating Fund</th>
<th>PHA-Owned Rental Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculation of Utilities Expense Level</td>
<td>Frozen</td>
</tr>
<tr>
<td>PHA-Owned Rental Housing</td>
<td></td>
</tr>
<tr>
<td>Calculation of Utilities Expense Level</td>
<td>Frozen</td>
</tr>
</tbody>
</table>

**Figure 5.11: “Frozen” screen**

<table>
<thead>
<tr>
<th>Operating Fund</th>
<th>PHA-Owned Rental Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculation of Utilities Expense Level</td>
<td>Frozen</td>
</tr>
<tr>
<td>PHA-Owned Rental Housing</td>
<td></td>
</tr>
<tr>
<td>Calculation of Utilities Expense Level</td>
<td>Frozen</td>
</tr>
</tbody>
</table>

### Operating Fund

#### U.S. Department of Housing and Urban Development

#### Calculation of Utilities Expense Level

<table>
<thead>
<tr>
<th>PHA-Owned Rental Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculation of Utilities Expense Level</td>
</tr>
<tr>
<td>PHA-Owned Rental Housing</td>
</tr>
<tr>
<td>Calculation of Utilities Expense Level</td>
</tr>
</tbody>
</table>

#### Section 3 - Rolling Base consumption Level

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Operating Fund Project Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>No line info</td>
<td>AKB010000213</td>
</tr>
<tr>
<td>02</td>
<td>No line info</td>
<td>AKB010000213</td>
</tr>
<tr>
<td>03</td>
<td>No line info</td>
<td>AKB010000213</td>
</tr>
<tr>
<td>04</td>
<td>No line info</td>
<td>AKB010000213</td>
</tr>
<tr>
<td>05</td>
<td>No line info</td>
<td>AKB010000213</td>
</tr>
<tr>
<td>06</td>
<td>No line info</td>
<td>AKB010000213</td>
</tr>
<tr>
<td>07</td>
<td>No line info</td>
<td>AKB010000213</td>
</tr>
<tr>
<td>08</td>
<td>No line info</td>
<td>AKB010000213</td>
</tr>
</tbody>
</table>

#### Section 4 - Base Consumption

<table>
<thead>
<tr>
<th>Operating Fund Project Number</th>
<th>AKB010000213</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Consumption (lesser of Line 01 or 03)</td>
<td>20,000</td>
</tr>
</tbody>
</table>
After reviewing the “Frozen” screen, click the “Return to Input Form” button on the top right hand corner of this screen to return to the main user interface screen in order to complete the other incentive types. Click the “Save UEL Data” button now to save the data entered in the UEL Excel Tool up to this point. If there are utilities with a “Flat Rate” or “Non-Frozen” incentive type, click on the appropriate button, otherwise, click on the “View Consolidated Report” button.

5.4.2. “Flat Rate”

Click on the “Input Utility Type” button and then select “Flat Rate” as the incentive type. Then select the utility type. The “Select Units of Consumption” button is disabled 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 will be disabled as shown in Figure 5.12. A comment can be added by clicking on the “Add Comment” button. Then click the “Save” button to save the data.
Clicking on the “View Flat Rate” button under “Reports” navigates the user to the “Flat Rate” screen. The utility type entered on the main screen for the “Flat Rate” incentive type is pre-populated on the “Flat Rate” screen as shown in Figure 5.13. The amount entered on line 16 “Actual utility cost” is shown in Figure 5.14.

**Figure 5.13: “Flat Rate” screen**

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
<th>Select Utility Types</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td></td>
<td>Flat Rate</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 5.14: “Flat Rate” Screen**

<table>
<thead>
<tr>
<th>Operating Fund</th>
<th>Flat Rate</th>
<th>U.S. Department of Housing and Urban Development</th>
<th>Return To Input Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHA-Owned Rental Housing</td>
<td>Flat Rate</td>
<td>Office of Public and Indian Housing</td>
<td>Return To Input Form</td>
</tr>
</tbody>
</table>

**Section 3 - Rolling Base consumption Level**

<table>
<thead>
<tr>
<th>Line 02</th>
<th>Rolling base year 1 - actual consumption (12-month period 7/1/2008 to 6/30/2009)</th>
<th>Flat Rate</th>
<th>Flat Rate</th>
<th>Flat Rate</th>
<th>Flat Rate</th>
<th>Flat Rate</th>
<th>Flat Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>Rolling base year 2 - actual consumption (12-month period 7/1/2008 to 6/30/2009)</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
</tr>
<tr>
<td>04</td>
<td>Rolling base year 3 - actual consumption (12-month period 7/1/2007 to 6/30/2007)</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
</tr>
<tr>
<td>05</td>
<td>Total Consumption during Signing Rolling Base period (Lines 02 + 03 - 04)</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
</tr>
<tr>
<td>06</td>
<td>Average rolling base consumption (Line 05 + 2)</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
</tr>
<tr>
<td>07</td>
<td>Actual consumption for new units</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
</tr>
<tr>
<td>08</td>
<td>Rolling Base Consumption (Line 06 - 07)</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
</tr>
<tr>
<td>09</td>
<td>Base Consumption (lesser of Line 04 or 03)</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
<td>Flat Rate</td>
</tr>
</tbody>
</table>
After reviewing the “Flat Rate” screen, click the “Return to Input Form” button on the top right hand corner of this screen to return to the main user interface screen in order to complete the other incentive types. Click the “Save UEL Data” button now to save the data entered in the UEL Excel Tool up to this point. If there are utilities with a “Non-Frozen” or “Frozen” incentive type, click on the appropriate button, otherwise, click on the “View Consolidated Report” button.

5.4.3. “Non-Frozen”

Click on the “Input Utility Type” button and then select “Flat Rate” as the incentive type. Then select the utility type and unit of consumption. Complete the fields from line 1 to line 16 as shown on figure 5.15. A comment can be added by clicking on the “Add Comment” button. Then click the “Save” button to save the data.

**Figure 5.15: “Non-Frozen” selected as incentive type**
Clicking on the “View Non-Frozen” button under “Reports” navigates the user to the “Non-Frozen” screen. The utility type and units of consumption entered on the main screen for the “Non-Frozen” incentive type are pre-populated on the “Non-Frozen” screen as shown in Figure 5.16. The amount entered on lines 01, 02, 03, 04, 07, 14 and 16 are shown in Figure 5.17.

**Figure 5.16: “Non-Frozen” screen**

![Non-Frozen screen](image)

**Figure 5.17: “Non-Frozen” Screen**

![Non-Frozen screen](image)
After reviewing the “Non-Frozen” screen, click the “Return to Input Form” button on the top right hand corner of this screen to return to the main user interface in order to complete the other incentive types. Click the “Save UEL Data” button now to save the data entered in the UEL Excel Tool up to this point. If there are utilities with a “Flat Rate” or “Frozen” incentive type, click on the appropriate button, otherwise, click on the “View Consolidated Report” button.

6. Utility Expense Level

Once all the data is entered, the “View Consolidated” button should be clicked on the main screen in order to view the calculation of UEL. The ‘Consolidated Report’ screen displays a summary of all the incentive types entered as shown in Figures 6.1 and 6.2.
After the user has verified the data in the consolidated worksheet, the final UEL amount on the consolidated report should match the amount on the main user screen. As shown in Figure 6.2 the calculated UEL is $2.05, which matches with the amount on the main screen as shown in Figure 6.3.
Figure 6.3: Main user interface screen – Calculated UEL

7. Technical Support

PHAs with technical difficulties should contact their local HUD field office immediately.