

# 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:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/ph/am/of/opfnd2011](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/of/opfnd2011)

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:

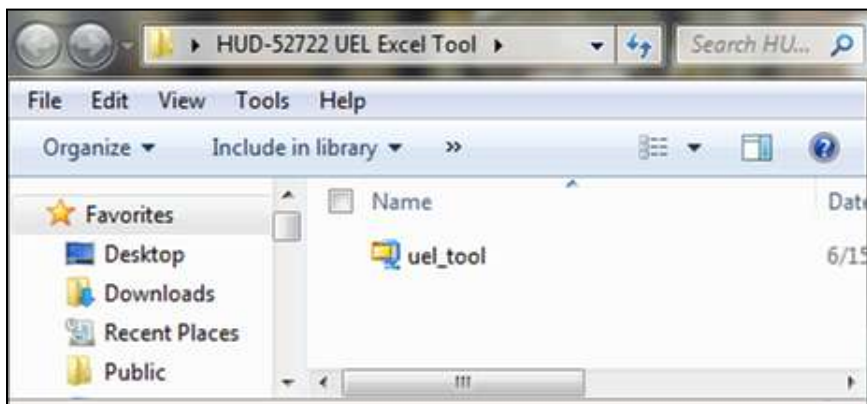
[http://www.microsoft.com/business/en-us/products/office2010/default.aspx?=-CR\\_CC&WT.srch=1&WT.srch=1&CR\\_SCC=200000271&fbid=H5gbXVwxnrB](http://www.microsoft.com/business/en-us/products/office2010/default.aspx?=-CR_CC&WT.srch=1&WT.srch=1&CR_SCC=200000271&fbid=H5gbXVwxnrB)

The following are the steps for saving the required file:

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

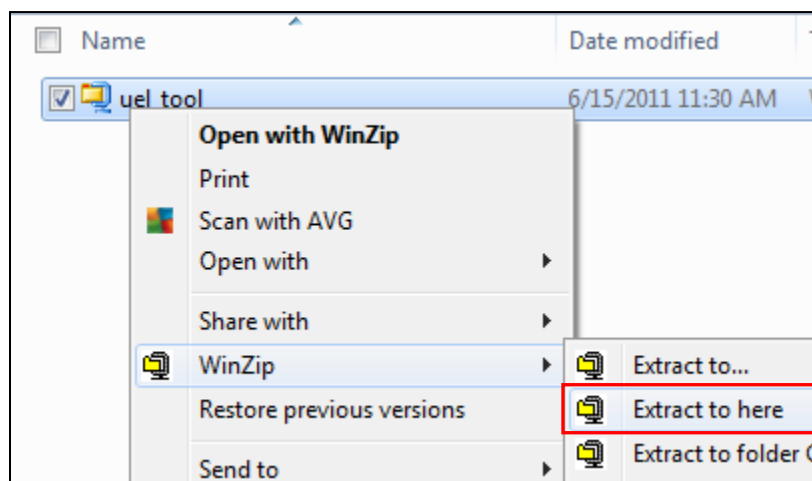
Step 2: Click on the download link. A window will appear and ask you to Save or Open the file “uel\_tool.zip”. Click on “Save” in order to save the file in the directory created in Step 1 as shown in Figure 2.1.

**Figure 2.1: Download “uel\_tool” zipped file to “HUD-52722 UEL Excel Tool” folder.**



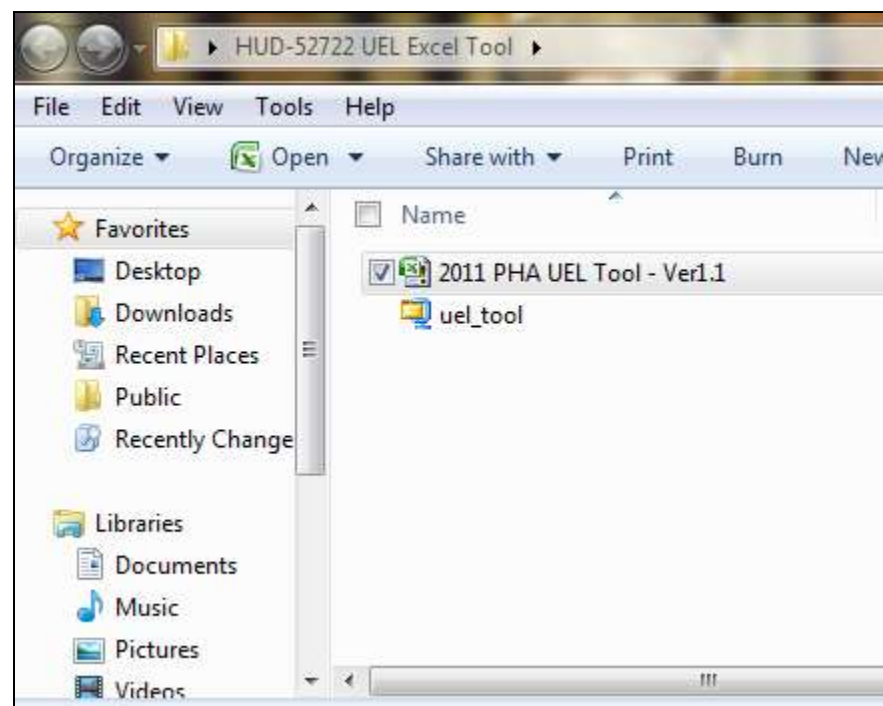
Step 3: Open the folder “HUD-52722 UEL Excel Tool” created on your desktop in Step 1 and right click on the zipped file saved in Step 2 and choose the ‘Extract to here’ option as shown in Figure 2.2.

**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.

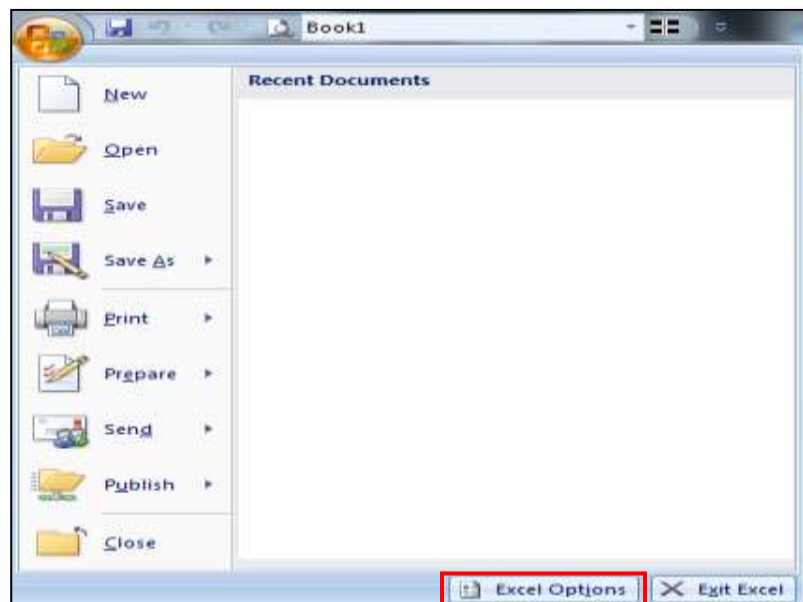
**Figure 2.3: Extracted HUD-52722 MS Excel file appears in the same folder**



### 3. Enabling Macros

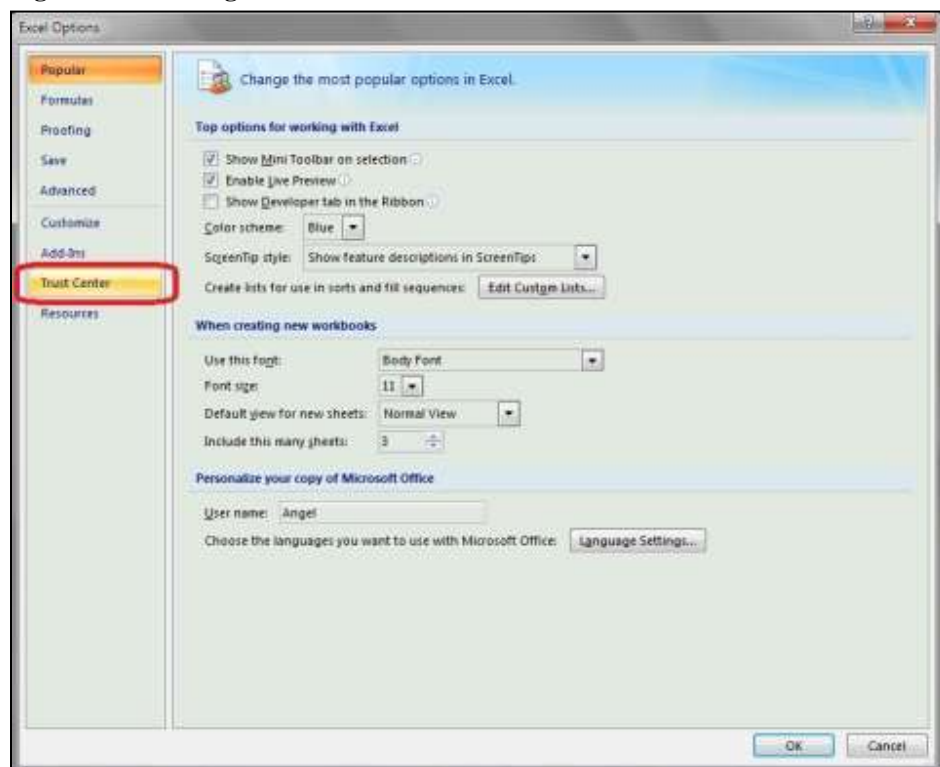
Excel must have macros enabled for the UEL Excel Tool to work correctly. To enable macros, go to the ribbon to the top left of Excel and click on “Excel Options” as shown in Figure 3.1.

**Figure 3.1: Clicking on Excel Options**



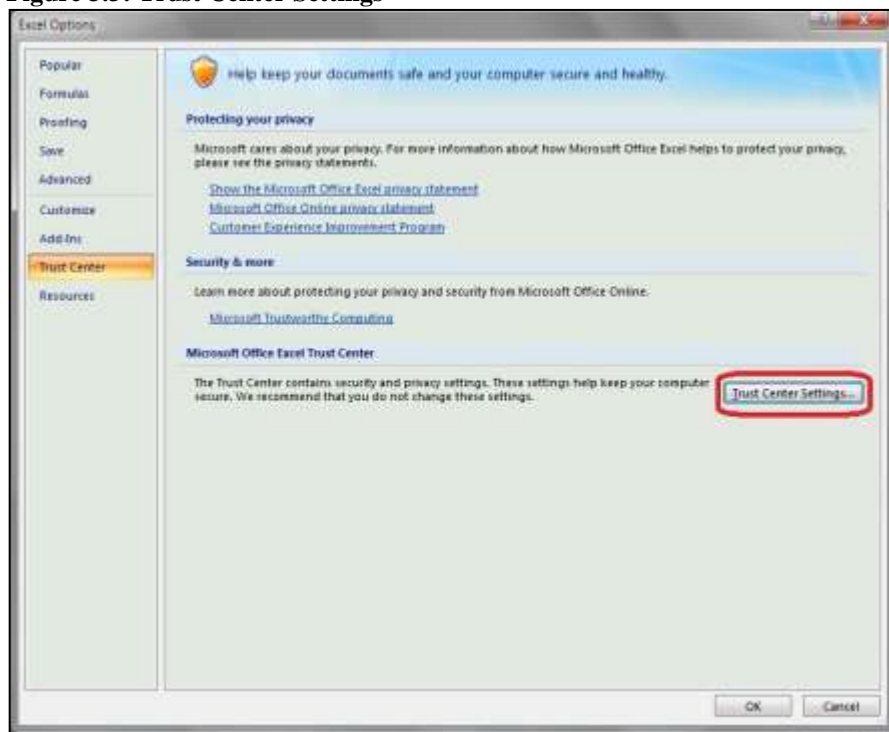
Next, click on “Trust Center” on the left side of the menu as shown in Figure 3.2.

**Figure 3.2: Clicking on Trust Center**



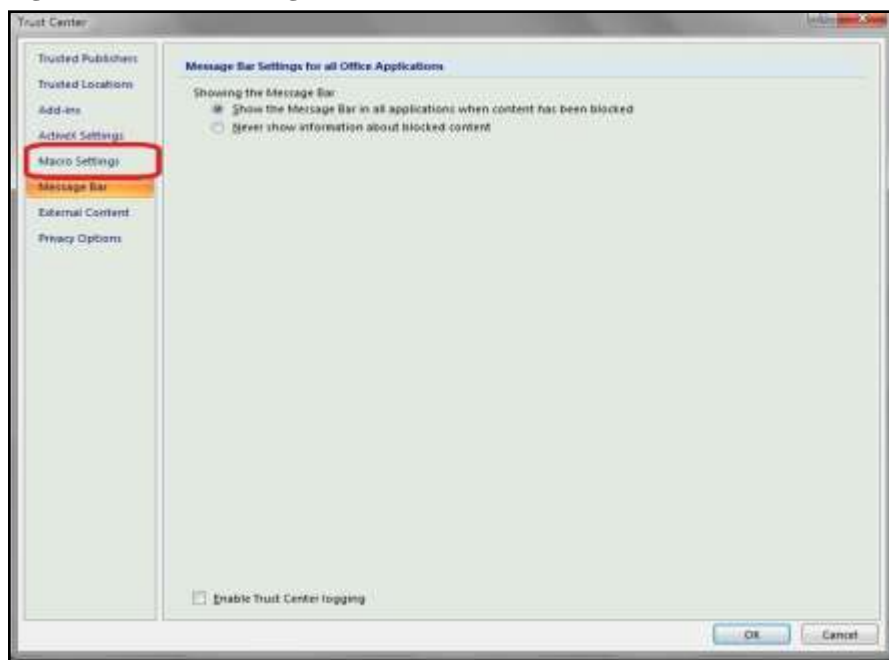
Click the button “Trust Center Settings” as shown in Figure 3.3.

**Figure 3.3: Trust Center Settings**



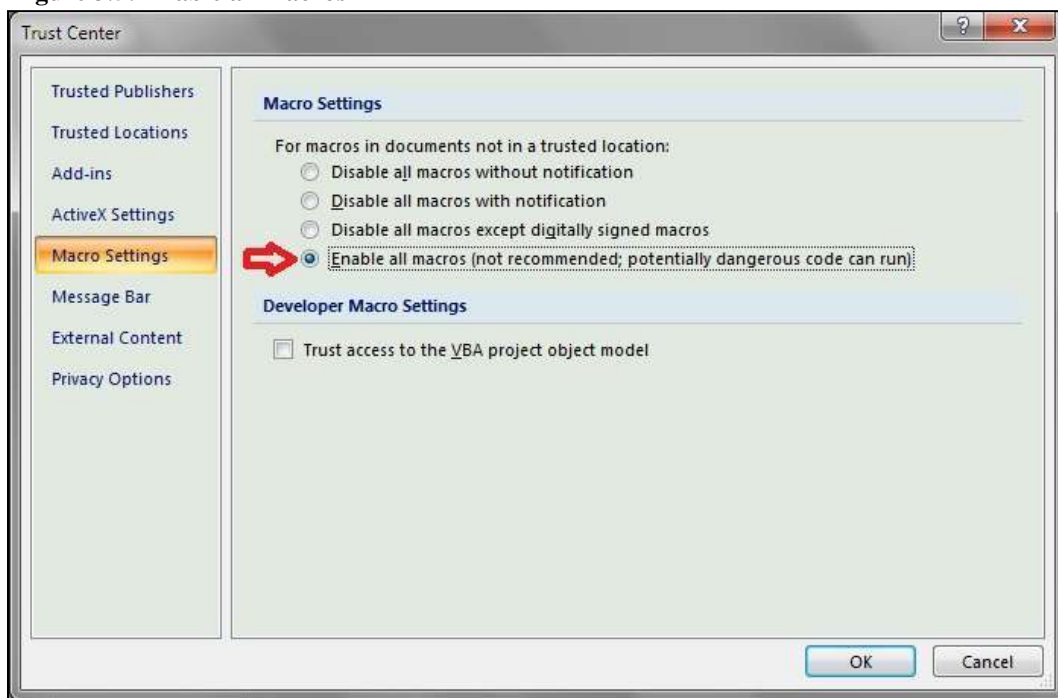
Once in the Trust Center window, click on “Macro Settings” as shown in Figure 3.4.

**Figure 3.4: Macro Settings**



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.

Figure 4.1: User interface window

**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 “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**

The screenshot shows the '2011 UEL Excel Tool' window. The title bar includes 'Operating Fund Calculation of Utilities Expense Level PHA-Owned Rental Housing' and 'U.S. Department of Housing and Urban Development Office of Public and Indian Housing'. The main area has a left sidebar with sections: 'Sect 1 - #2 Operating Fund Project Number:', 'Sect 1 - #4 Unit Change Indicator:', 'Sect 8 - L19 Line 19 - Excess Consumption Surcharge:', 'Sect 9 - L23 Line 23 - Energy Rate Reduction:', and 'Sect 9 - L25 Line 25 - Eligible Unit Months:'. The 'Sect 1 - #2' dropdown is open, showing a list of project numbers: AK001000213 (highlighted), AK001000216, AK001000244, AK001000247, AK001000257, AK001000260, AK001000263, and AK001000265. The right sidebar contains a 'For Field Office Users Only' section with a checkbox and a 'Send Form to HUD' button. Below that is 'PHA Information' with fields for 'PHA Name:', 'Fiscal Year End:', 'ACC No:', 'ROFO:', and 'DUNS:'. There are also 'Reports' buttons (View Frozen, View Flat Rate, View Non-Frozen, View Consolidated Report) and a 'UEL Value' field showing '\$.'. At the bottom are 'Report Options' buttons: Print, Save UEL Data, and Close File.

**Figure 5.2: Main user Interface Screen - Selecting the project number**

The screenshot shows the '2011 UEL Excel Tool' window with the 'Sect 1 - #2 Operating Fund Project Number' dropdown now set to 'AK001000213'. The 'PHA Information' section is populated: 'PHA Name: Alaska Housing Finance Corporation', 'Fiscal Year End: 06/30', 'ACC No: SF-210', 'ROFO: 1001', and 'DUNS: 101930000'. The 'Reports' buttons are now active. The 'UEL Value' field still shows '\$.'. The 'Report Options' buttons (Print, Save UEL Data, Close File) are also visible. The left sidebar shows the 'Sect 1 - #4 Unit Change Indicator' with a 'Yes' checkbox, and the other sections (Sect 8, 9) have input fields for 'Excess Consumption Surcharge', 'Energy Rate Reduction', and 'Eligible Unit Months', all currently set to 0.

**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**

The screenshot displays the user interface of the CY 2011 PHA HUD-52722 UEL Excel Tool. The interface is divided into several sections:

- Top Section:** Contains fields for "Sect 1 - #2 Operating Fund Project Number:" (AK001000213) and "Sect 1 - #4 Unit Change Indicator:" (Yes).
- Line Items:**
  - Sect 8 - L19 Line 19 - Excess Consumption Surcharges: 0
  - Sect 9 - L23 Line 23 - Energy Rate Reduction: \$10,000
  - Sect 9 - L25 Line 25 - Eligible Unit Months: \$12,000, 5,000
- PHA Information:**
  - PHA Name: Alaska Housing Finance Corporation
  - Fiscal Year End: 06/30, ACC No: SF-210
  - ROFO: 1001, DUNS: 101930000
- Reports:**
  - Buttons: View Frozen, View Flat Rate, View Non-Frozen, View Consolidated Report
  - UEL Value: \$.
- Report Options:**
  - Buttons: Print, Save UEL Data, Close File
- Input Utility Type (Expanded Section):**
  - Select Incentive: ☒ Non-Frozen, ☐ Frozen, ☐ Flat Rate
  - Select Utility Type: [Dropdown]
  - Select Units of Consumption: [Dropdown]
  - 01|Actual Consumption (12-month period 7/1/2009 to 6/30/2010)
  - 02|Rolling base year 1 - actual consumption (12-month period 7/1/2008 to 6/30/2009)
  - 03|Rolling base year 2 - actual consumption (12-month period 7/1/2007 to 6/30/2008)
  - 04|Rolling base year 3 - actual consumption (12-month period 7/1/2006 to 6/30/2007)
  - 07|Actual consumption for new units
  - 14|Annualization of consumption for new units
  - 16|Actual utility costs (12-month period 7/1/2009 to 6/30/2010)
  - Buttons: Add Comment, Save

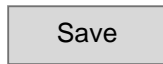
## 5.2. Navigation Buttons

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)

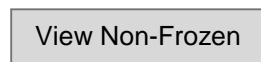
### 5.2.2. “Reports” Buttons



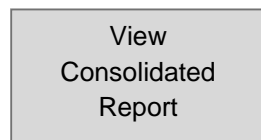
The “View Frozen” button navigates to the Frozen Incentive Type screen review whether the fields have been populated correctly based on the data entered in the User Interface Screen.



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.

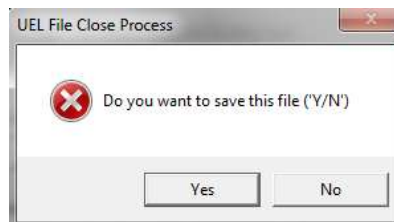


In order to save the entire workbook (all data entered in the Excel Tool) the user **MUST** click on the “Save UEL Data” button especially before closing the file. Clicking on this button generates a file bearing the project number for which the data was entered in the same folder where the UEL Tool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



**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.

**Figure 5.7: Buttons used when incentive/ utility type data is being edited**

☐ Input Utility Type    ☒ Edit/Delete Utility Type    ☐ View Reports

Select Incentive    ☐ Non-Frozen    ☒ Frozen    ☐ Flat Rate

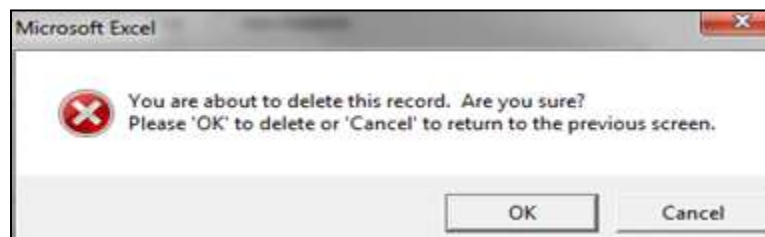
Select Utility Type: Electricity  
 Select Units of Consumption: Kilowatt Hours (KWH)

01 Actual Consumption (12-month period 7/1/2009 to 6/30/2010)	20,000
02 Rolling base year 1 - actual consumption	30,000
03 Rolling base year 2 - actual consumption	30,000
04 Rolling base year 3 - actual consumption	30,000
07 Actual consumption for new units	
14 Annualization of consumption for new units	
16 Actual utility costs (12-month period 7/1/2009 to 6/30/2010)	\$1,200

Add Comment    Actual Consumption has changed.

Delete    Save Changes  
 Previous    Next  
 Record 2 of 3

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.

**Figure 5.8: Warning message that the record is about to be deleted**

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 from 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

The screenshot displays the 'Input Utility Type' screen with the 'Frozen' incentive type selected. The 'Select Utility Type' dropdown is set to 'Water and Sewer (if combined)' and 'Select Units of Consumption' is set to 'Gallons'. The 'Report Options' section includes 'Print' and 'Save UEL Data' buttons. The data entry section contains the following fields:

01 Actual Consumption (12-month period 7/1/2009 to 6/30/2010)	10,000
02 Rolling base year 1 - actual consumption	20,000
03 Rolling base year 2 - actual consumption	20,000
04 Rolling base year 3 - actual consumption	20,000
07 Actual consumption for new units	0
14 Annualization of consumption for new units	0
16 Actual utility costs (12-month period 7/1/2009 to 6/30/2010)	\$1,200

Buttons for 'Add Comment' and 'Save' are located at the bottom of the screen.







Figure 5.11: “Frozen” screen (Cont’d)

Section 5 - Utility Consumption Incentive							
10	Actual consumption > rolling base (If Line 01 is greater than Line 08, enter the difference as positive; if not, enter 0)						
11	Actual consumption < rolling base (If Line 01 is less than Line 08, enter the difference as positive; if not, enter 0)						
12	75%/25% Split (Line 10 x 0.25)						
13	75%/25% Split (Line 11 x 0.75)						
Section 6 - Payable Consumption							
14	Annualization of consumption for new units						
15	Payable consumption (Sum of Line 09, Line 12, Line 13, and Line 14)	20,000					
Section 7 - Actual Utility Costs and Average Rate							
16	Actual utility costs (12-month period 7/1/2009 to 6/30/2010)	\$1,200					
17	Actual average utility rate (Line 16 ÷ Line 01)	\$0.1200					
Section 8 - Base Utilities and Inflation/Deflation Factor							

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.

Figure 5.12: Flat Rate selected as incentive type

☒ Input Utility Type
 ☐ Edit/Delete Utility Type
 ☐ View Reports

Select Incentive
 ☐ Non-Frozen
 ☐ Frozen
 ☒ Flat Rate

Select Utility Type Gas

Select Units of Consumption

01|Actual Consumption (12-month period 7/1/2009 to 6/30/2010) 0

02|Rolling base year 1 - actual consumption (12-month period 7/1/2008 to 6/30/2009) 0

03|Rolling base year 2 - actual consumption (12-month period 7/1/2007 to 6/30/2008) 0

04|Rolling base year 3 - actual consumption (12-month period 7/1/2006 to 6/30/2007) 0

07|Actual consumption for new units 0

14|Annualization of consumption for new units 0

16|Actual utility costs (12-month period 7/1/2009 to 6/30/2010) \$2,000

Add Comment

Save

View Non-Frozen

Report Options
 

Print
 Save UEL Data
 Close File

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

<b>Operating Fund</b>				U.S. Department of Housing and		Return To Input Form		
<b>Calculation of Utilities Expense Level</b>		<b>Flat Rate</b>		Urban Development				
PHA-Owned Rental Housing				Office of Public and Indian Housing				
<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 9600 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.</small>								
<b>Section 1 - General Information</b>								
1. Name of Public Housing Agency: Alaska Housing Finance Corporation		2. Funding Period: 07/1/2009 to 06/30/2010		3. Type of Submission: Original		4. Unit Change Indicator:		
						5. Frozen Rolling Base: FALSE		
6. Rate Reduction Incentive:								
7. ACC Number: SF-210		8. Operating Fund Project AK001000213		9. Fiscal Year End: 39994		10. ROFO Code (HUD Use Only): 1001		
						11. DUNS Number: 101930000		
Line No.	Description	Select Utility Types						Total
			Gas					
A	B	C	D	E	F	G	H	I
<b>Section 2 - Current consumption Level</b>								
01	Actual Consumption (12-month period 7/1/2009 to 6/30/2010)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
01a	Unit of consumption (e.g., gallons, kWh, therms)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	

Figure 5.14: “Flat Rate” Screen

<b>Operating Fund</b>				U.S. Department of Housing and		Return To Input Form	
<b>Calculation of Utilities Expense Level</b>		<b>Flat Rate</b>		Urban Development			
PHA-Owned Rental Housing				Office of Public and Indian Housing			
<b>Section 3 - Rolling Base consumption Level</b>							
02	Rolling base year 1 - actual consumption (12-month period 7/1/2008 to 6/30/2009)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
03	Rolling base year 2 - actual consumption (12-month period 7/1/2007 to 6/30/2008)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
04	Rolling base year 3 - actual consumption (12-month period 7/1/2006 to 6/30/2007)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
05	Total Consumption during 3-year Rolling Base period (Lines 02 + 03 + 04)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
							<b>Operating Fund Project Number AK001000213</b>
06	Average rolling base consumption (Line 05 ÷ 3)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
07	Actual consumption for new units	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
08	Rolling Base Consumption (Line 06 + 07)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
<b>Section 4 - Base Consumption</b>							
09	Base Consumption (lesser of Line 01 or 08)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	

Figure 5.14: “Flat Rate” Screen (Cont’d)

Section 5 - Utility Consumption Incentive								
10	Actual consumption > rolling base (If Line 01 is greater than Line 08, enter the difference as positive; if not, enter 0)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
11	Actual consumption < rolling base (If Line 01 is less than Line 08, enter the difference as positive; if not, enter 0)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
12	75%/25% Split (Line 10 x 0.25)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
13	75%/25% Split (Line 11 x 0.75)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
Section 6 - Payable Consumption								
14	Annualization of consumption for new units	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
15	Payable consumption (Sum of Line 09, Line 12, Line 13, and Line 14)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
Section 7 - Actual Utility Costs and Average Rate								
16	Actual utility costs (12-month period 7/1/2009 to 6/30/2010)	\$2,000						
17	Actual average utility rate (Line 16 ÷ Line 01)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
Section 8 - Base Utilities and Inflation/Deflation Factor								

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

☒ Input Utility Type
 ☐ Edit/Delete Utility Type
 ☐ View Reports

Select Incentive
 ☒ Non-Frozen
 ☐ Frozen
 ☐ Flat Rate

Select Utility Type: Fuel Oil  
 Select Units of Consumption: Gallons

Report Options:

01|Actual Consumption (12-month period 7/1/2009 to 6/30/2010): 10,000  
 02|Rolling base year 1 - actual consumption (12-month period 7/1/2008 to 6/30/2009): 20,000  
 03|Rolling base year 2 - actual consumption (12-month period 7/1/2007 to 6/30/2008): 30,000  
 04|Rolling base year 3 - actual consumption (12-month period 7/1/2006 to 6/30/2007): 40,000  
 07|Actual consumption for new units: 0  
 14|Annualization of consumption for new units: 0  
 16|Actual utility costs (12-month period 7/1/2009 to 6/30/2010): \$1,500

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

<b>Operating Fund</b>				U.S. Department of Housing and		Return To Input Form	
<b>Calculation of Utilities Expense Level</b>		<b>Non-Frozen</b>		Urban Development			
PHA-Owned Rental Housing				Office of Public and Indian Housing			
<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), 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.</small>							
<b>Section 1 - General Information</b>							
1. Name of Public Housing Agency: Alaska Housing Finance Corporation		2. Funding Period: 07/1/2009 to 06/30/2010		3. Type of Submission: Original		4. Unit Change Indicator: FALSE	
5. Frozen Rolling Base: FALSE		6. Rate Reduction Incentive:		7. ACC Number: SF-210		8. Operating Fund Project AK001000213	
9. Fiscal Year End: 39994		10. ROFO Code (HUD Use Only): 1001		11. DUNS Number: 101930000			
Line No.	Description	Select Utility Types					
		Fuel Oil					
A	B	C	D	E	F	G	H
<b>Section 2 - Current consumption Level</b>							
01	Actual Consumption (12-month period 7/1/2009 to 6/30/2010)	10,000					
01a	Unit of consumption (e.g., gallons, kWh, therms)	Gallons					

Figure 5.17: “Non-Frozen” Screen

<b>Operating Fund</b>				U.S. Department of Housing and		Return To Input Form	
<b>Calculation of Utilities Expense Level</b>		<b>Non-Frozen</b>		Urban Development			
PHA-Owned Rental Housing				Office of Public and Indian Housing			
<b>Section 3 - Rolling Base consumption Level</b>							
02	Rolling base year 1 - actual consumption (12-month period 7/1/2008 to 6/30/2009)	20,000					
03	Rolling base year 2 - actual consumption (12-month period 7/1/2007 to 6/30/2008)	30,000					
04	Rolling base year 3 - actual consumption (12-month period 7/1/2006 to 6/30/2007)	40,000					
05	Total Consumption during 3-year Rolling Base period (Lines 02 + 03 + 04)	90,000					
						<b>Operating Fund Project Number</b> AK001000213	
06	Average rolling base consumption (Line 05 ÷ 3)	30,000					
07	Actual consumption for new units						
08	Rolling Base Consumption (Line 06 + 07)	30,000					
<b>Section 4 - Base Consumption</b>							
09	Base Consumption (lesser of Line 01 or 08)	10,000					

Figure 5.17: “Non-Frozen” Screen (Cont’d)

Section 5 - Utility Consumption Incentive							
10	Actual consumption > rolling base (If Line 01 is greater than Line 08, enter the difference as positive; if not, enter 0)						
11	Actual consumption < rolling base (If Line 01 is less than Line 08, enter the difference as positive; if not, enter 0)	20,000					
12	75%/25% Split (Line 10 x 0.25)						
13	75%/25% Split (Line 11 x 0.75)	15,000					
Section 6 - Payable Consumption							
14	Annualization of consumption for new units						
15	Payable consumption (Sum of Line 09, Line 12, Line 13, and Line 14)	25,000					
Section 7 - Actual Utility Costs and Average Rate							
16	Actual utility costs (12-month period 7/1/2009 to 6/30/2010)	\$1,500					
17	Actual average utility rate (Line 16 ÷ Line 01)	\$0.1500					
Section 8 - Base Utilities and Inflation/Deflation Factor							

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.

Figure 6.1: “Consolidated Report” Screen – Calculation of UEL

1. Name of Public Housing Agency: Alaska Housing Finance Corporation		Return To Input Form						
8. Operating Fund AK001000213		Print Form						
Consolidated Report								
Utility Type	Fuel Oil	Water and Sewer (if combined)	Gas					
A	B	C	D	E	F	G	H	I
Section 2 - Current consumption Level								
01	Actual Consumption (12-month period 7/1/2009 to 6/30/2010)	10,000	10,000	Flat Rate				
01a	Unit of consumption (e.g., gallons, kWh, therms)	Gallons	Gallons	Flat Rate				
Section 3 - Rolling Base consumption Level								
02	Rolling base year 1 - actual consumption (12-month period 7/1/2008 to 6/30/2009)	20,000	20,000	Flat Rate				
03	Rolling base year 2 - actual consumption (12-month period 7/1/2007 to 6/30/2008)	30,000	20,000	Flat Rate				
04	Rolling base year 3 - actual consumption (12-month period 7/1/2006 to 6/30/2007)	40,000	20,000	Flat Rate				
05	Total Consumption during 3-year Rolling Base period (Lines 02 + 03 + 04)	90,000	60,000	Flat Rate				

Figure 6.2: “Consolidated Report” Screen – Calculation of UEL (Cont’d)

Consolidated Report							
06	Average rolling base consumption (Line 05 ÷ 3)	30,000	20,000	Flat Rate			
07	Actual consumption for new units			Flat Rate			
08	Rolling Base Consumption (Line 06 + 07)	30,000	20,000	Flat Rate			
Section 4 - Base Consumption							
09	Base Consumption (lesser of Line 01 or 08)	10,000	20,000	Flat Rate			
Section 5 - Utility Consumption Incentive							
10	Actual consumption > rolling base (If Line 01 is greater than Line 08, enter the difference as positive; if not, enter 0)			Flat Rate			
11	Actual consumption < rolling base (If Line 01 is less than Line 08, enter the difference as positive; if not, enter 0)	20,000		Flat Rate			
12	75%/25% Split (Line 10 x 0.25)			Flat Rate			
13	75%/25% Split (Line 11 x 0.75)	15,000		Flat Rate			
Section 6 - Payable Consumption							
14	Annualization of consumption for new units			Flat Rate			
15	Payable consumption (Sum of Line 09, Line 12, Line 13, and Line 14)	25,000	20,000	Flat Rate			
Section 7 - Actual Utility Costs and Average Rate							
16	Actual utility costs (12-month period 7/1/2009 to 6/30/2010)	\$1,500	\$1,200	\$2,000			
17	Actual average utility rate (Line 16 ÷ Line 01)	\$0.1500	\$0.1200	Flat Rate			
Section 8 - Base Utilities and Inflation/Deflation Factor							
18	Base utilities expense level - whole dollars (Line 15 x Line 17)	\$3,750	\$2,400	\$2,000			\$8,150
19	Surcharges for excess consumption of PHA-supplied utilities (12-month period 7/1/2009 to 6/30/2010) - whole dollars						\$10,000
Operating Fund Project Number AK001000213							
20	Base Utilities expense level minus surcharges (Line 18 minus Line 19)						-\$1,850
21	Utilities inflation/deflation factor						0.9428
Section 9 - Calculation of Utilities Expense Level							
22	Utilities expense level adjusted for inflation/deflation - whole dollars (Line 20 x Line 21)						-\$1,744
23	Energy rate incentive						\$12,000
24	Utilities expense level - whole dollars (Line 22 + Line 23)						\$10,256
25	Eligible unit months (from the original form HUD-52723, Column B, Line 15 plus Line 17 minus Line 04)						5,000
26	Utilities Expense Level - PUM (Line 24 ÷ Line 25)						\$2.05

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

Operating Fund Calculation of Utilities Expense Level PHA-Owned Rental Housing		U.S. Department of Housing and Urban Development Office of Public and Indian Housing	
<b>2011 UEL Excel Tool</b>			
Sect 1 - #2 Operating Fund Project Number: <input type="text" value="AK001000213"/>		<b>For Field Office Users Only</b> <input type="checkbox"/> If you are a Field Office analyst and have completed review of this form, check this box. <div style="border: 1px solid black; padding: 2px; text-align: center;">Send Form to HUD</div>	
Sect 1 - #4 Unit Change Indicator: <input type="checkbox"/> Yes		<b>PHA Information</b> PHA Name: Alaska Housing Finance Corporation Fiscal Year End: 06/30      ACC No: SF-210 ROFO: 1001      DUNS: 101930000	
Sect 8 - L19 Line 19 - Excess Consumption Surcharges: <input type="text" value="\$10,000"/>		<b>Reports</b> <div style="display: flex; justify-content: space-around;"> <div> <input type="button" value="View Frozen"/>  <input type="button" value="View Flat Rate"/>  <input type="button" value="View Non-Frozen"/> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">View Consolidated Report</div> </div>	
Sect 9 - L23 Line 23 - Energy Rate Reduction: <input type="text" value="\$12,000"/>			
Sect 9 - L25 Line 25 - Eligible Unit Months: <input type="text" value="5,000"/>			
<input type="radio"/> Input Utility Type <input type="radio"/> Edit/Delete Utility Type <input checked="" type="radio"/> View Reports		<div style="border: 2px solid red; padding: 5px; text-align: center;"> <b>UEL Value</b>  <span style="font-size: 1.5em;">\$2.05</span> </div>	

## 7. Technical Support

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