

PHA User Guide

CY 2014 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 – Real Estate Assessment Center (PIH-REAC)
Financial Management Division

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1. Introduction

For Calendar Year (CY) 2014, Public Housing Authorities (PHAs) will submit their HUD-52722 to U.S. Department of Housing and Urban Development (HUD)/ Financial Management Division (FMD) in Excel.

The purpose of this “PHA User Guide” is to provide guidance and assistance to PHAs in completing the CY 2014 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.

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

2. Obtaining the CY-2014 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 '.xslm' file. PHAs having difficulty in downloading the forms should contact their local HUD field office immediately.

NOTE: If a PHA is using a computer, which 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 called “Tips for Successful Submission”.

The UEL Excel Tool is compatible with Microsoft Windows Operating System and not compatible with the Apple MAC operating system.

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

- 2.1. Create a ‘CY-2014 HUD-52722 UEL Excel Tool’ folder on the desktop.
- 2.2. Click on ‘CY 2014 PHA HUD-52722 Excel Tools’ on the Asset Management website link below in order to download the UEL Excel Tool:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/of/opfnd2014
- 2.3. A window will appear, which will give an option to ‘Save’ or ‘Open’ the file ‘2014 HUD-52722 UEL Excel Tool’. Select the location of the folder, created on the desktop in Step-2.1 and click on the “Save” button.

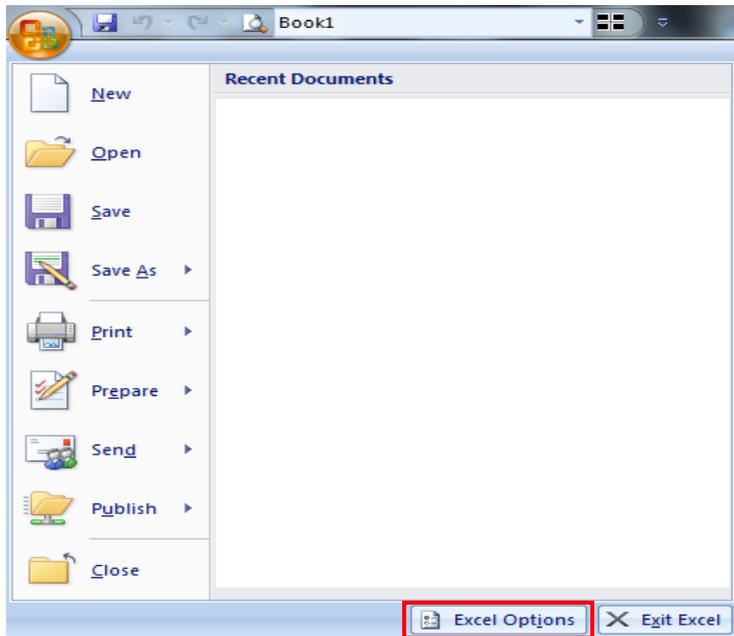
Note: If a specific location is not selected the UEL Excel Tool will save to the desktop by default.

3. Enabling Macros in MS Excel 2007 and MS Excel 2010

3.1. Enabling Macros in Excel 2007

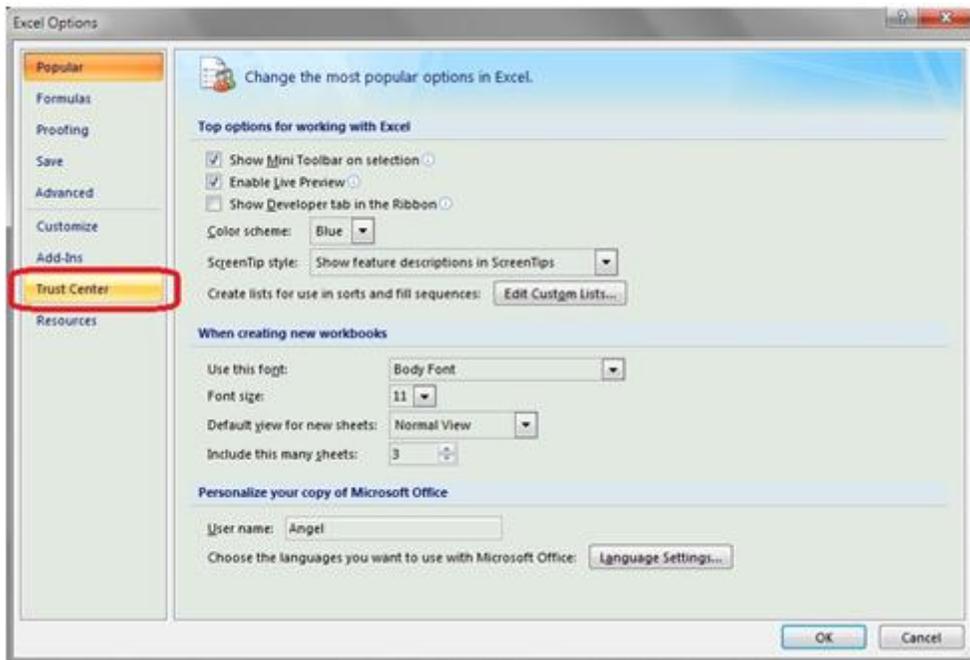
Excel must have macros enabled for the UEL Excel Tool to work correctly. To enable macros, go to the ribbon to the top left of Excel and click on “Excel Options” as shown in Figure 3.1:

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



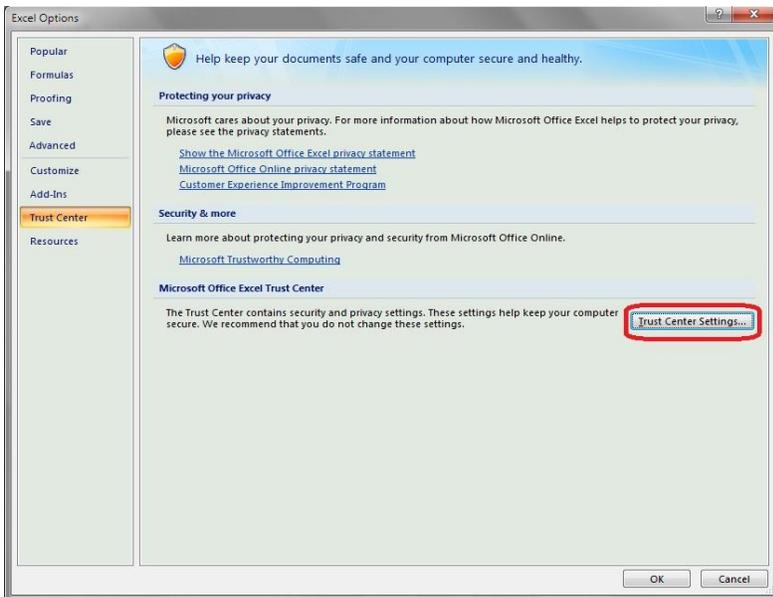
Next, click on “Trust Center” on the left side of the menu as shown in 3.2:

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



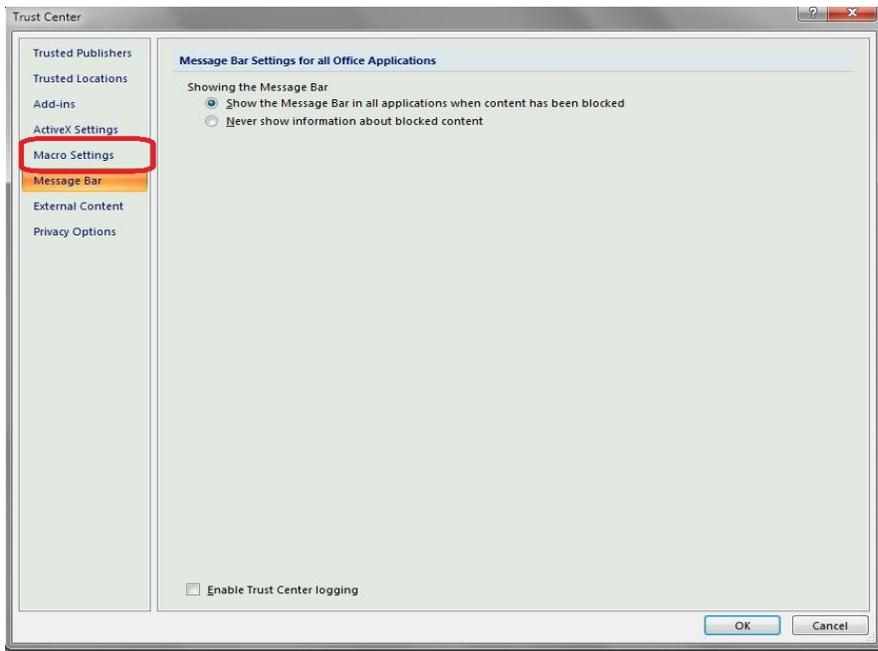
Click the button “Trust Center Settings” as shown in Figure 3.3:

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



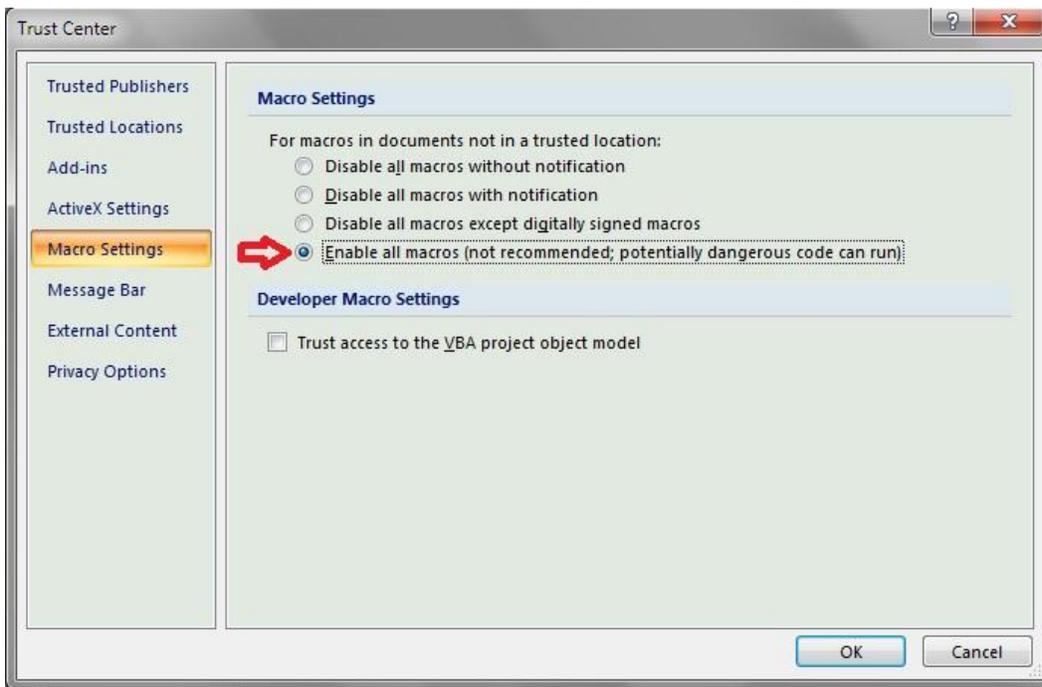
Once in the Trust Center window, click on “Macro Settings” as shown in Figure 3.4:

Figure 3.4: ‘Macro Settings’ button after clicking on ‘Trust Center Settings’ button.



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’ button after clicking on ‘Macro Settings’ button



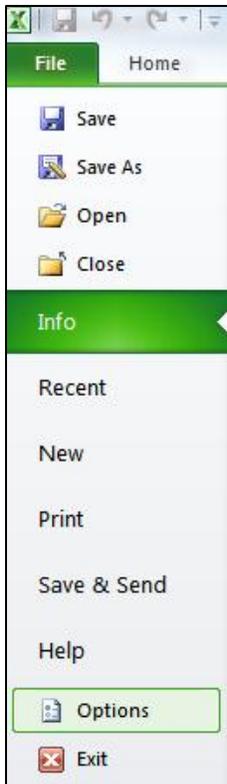
Macros are now enabled and the UEL Excel Tool will work as intended. It is important to return to the “Macro Settings” window and return to the original setting (usually “disable all macros

with notification” to ensure the security of your computer) after you have completed all the submissions.

3.2. Enabling Macros in Excel 2010

To enable macros in Excel 2010, click on the “File” button on the top left of Excel and click on ‘Options’ as shown in Figure 3.6.

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



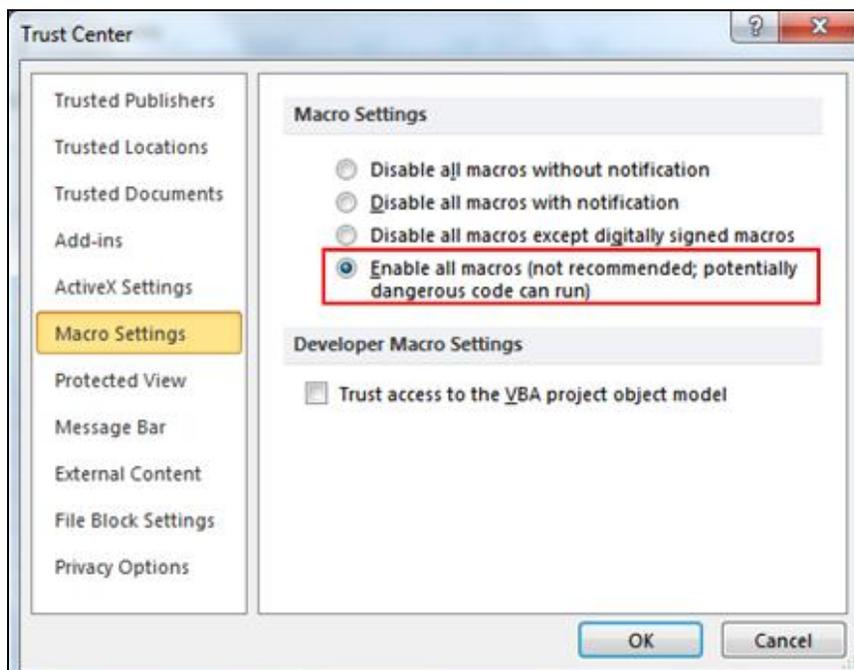
Next, click on “Trust Center” on the left side of the menu as shown in Figure 3.7.

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



Click on “Macro Settings” in the Trust Center Settings window, then select the radio button “Enable all macros” and click on “OK” as shown in Figure 3.8 (If this option is already selected, simply click on OK and proceed with the UEL Excel Tool).

Figure 3.8: Click on ‘Macro Settings’ and then Select ‘Enable all Macros’

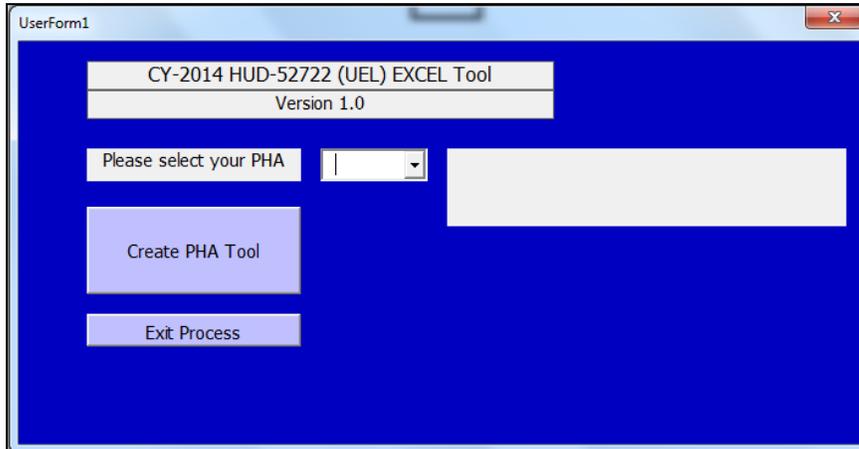


4. Creating the PHA-specific UEL Excel Tool (PHA UEL Excel Tool)

The following steps must be followed for creating the PHA specific UEL Excel Tool, herein thereafter referred to as the PHA 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. Next, click on the “Create PHA Tool” button, as shown in Figure 4.3.

Figure 4.2: PHA Dropdown List

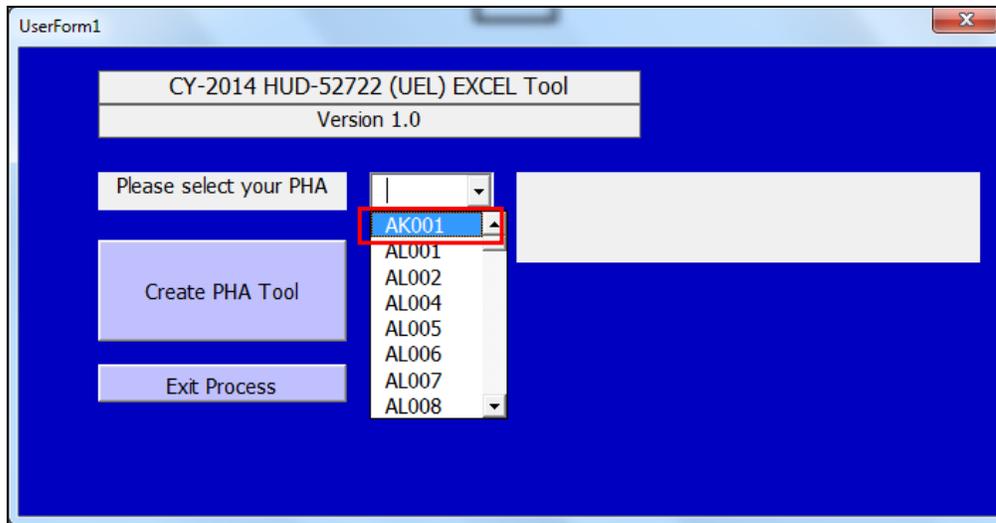
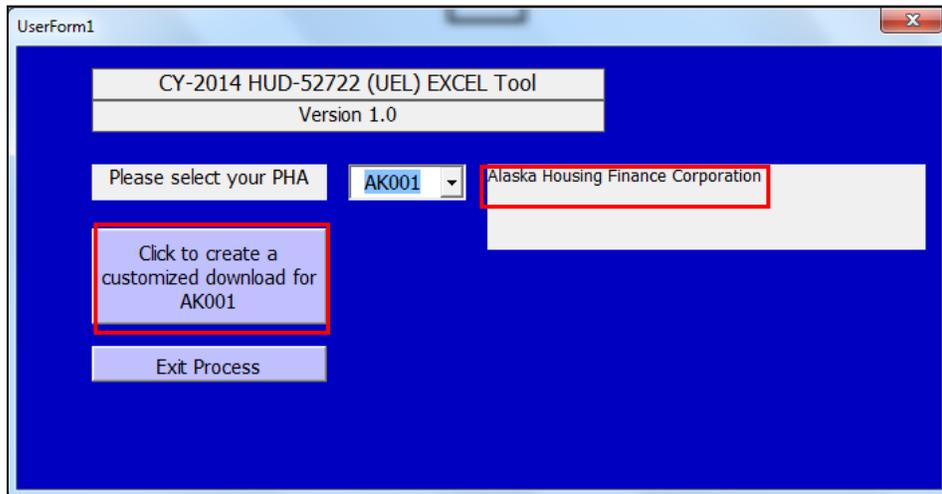


Figure 4.3: “PHA Selection” screen with a PHA Code



- 4.3. Upon Completion of Step-4.2, 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 (naming convention automatically assigned as AK001_2014 UEL Tool_V1.0_2013-04-17-) saved as shown in Figure 4.5, 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. The file is automatically named with the appropriate naming convention.

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

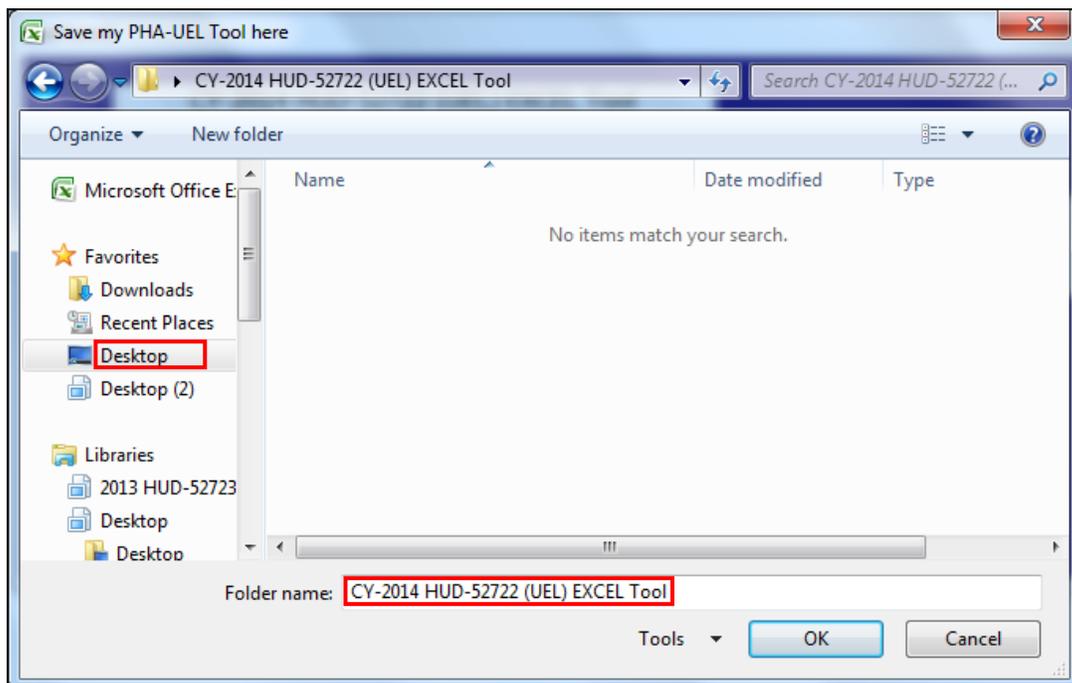
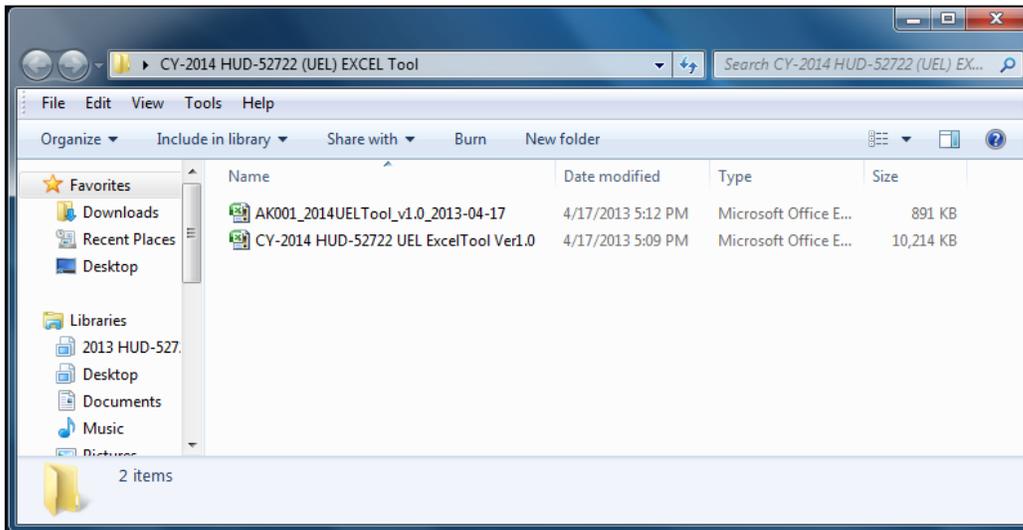


Figure 4.5: Folder structure after saving the UEL Excel Tool



4.4. After completing Step-4.3, the PHA Excel Tool will launch itself and will appear as shown in Figure 4.6:

Figure 4.6: UEL Excel Tool Template

Operating Fund		U.S. Department of Housing and		Version 1.0	
Calculation of Utilities Expense Level		Urban Development			
PHA-Owned Rental Housing		Office of Public and Indian Housing			
		OMB Approval No. 2577-0029 (exp. 05/31/2014)			
<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 1957, or 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 (Aff-fee) 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:
	1/1/2014 to 12/31/2014	<input checked="" type="radio"/> Original <input type="radio"/> Revision No	No		No
7. ACC Number:	8. Operating Fund Project Number:	9. Fiscal Year End:	10. ROFO Code (HUD Use Only):		
	Please Select PPN	<input type="radio"/> 12/31 <input type="radio"/> 03/31 <input type="radio"/> 06/30 <input type="radio"/> 09/30			
Load Data		Save Data			

Note: 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 it is stored.
- 2) Follow Steps 4.1 through 4.4 in order to create a new PHA Excel Tool.

5. Understanding the PHA UEL Excel Tool

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 either contain pre-populated data or are calculated fields and are locked (i.e. not editable) for data entry. Cells that are black are not used and locked.

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 7/1/2012 to 6/30/2013)	\$14,996	\$35,744	\$1,123	\$0	Yellow cells are open for Input for PHA according to the Incentive type chosen.
17	Actual average utility rate (Line 16 ÷ Line 01)	Flat Rate	\$0.0000	\$0.0000	\$0.0000	
Section 8 - Base Utilities and Inflation/Deflation Factor						
18	Base utilities expense level - whole dollars (Line 15 x Line 17)	\$14,996	\$0	\$0	\$0	Orange cells are locked to prevent PHA data entry.
19	Surcharges for excess consumption of PHA-supplied utilities (12-month period 7/1/2012 to 6/30/2013) - whole dollars					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.

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

Line Description	Pre-populated based on 2012 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.

Line Description	Pre-populated based on 2012 Submissions (Yes/No)	Can be edited? Yes/No)	Field Description
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			
2. Rolling base year 1	Yes	Yes	User input field. Pre-populated data can be altered as required.
3. Rolling base year 2	Yes	Yes	User input field. Pre-populated data can be altered as required.
4. Rolling base year 3	Yes	Yes	User input field. Pre-populated data can be altered as required.
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 2014 HUD-52723 PHA Excel Tool (Section-2, Column B, Line 15)
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.			

***Note:** The UEL will not be calculated if Eligible Unit Months are not entered. Entries in these fields can be changed at any time while completing the UEL Excel Tool.

6. Completing 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 and click on the “Load Data” button in order to begin working on a project submission as shown in Figure 6.1.

NOTE: “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 selected.

Figure 6.1: Project Dropdown Menu

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 OMB Approval No. 2577-0029 (exp. 05/31/2014)		Version 1.0	
<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 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), 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:
	1/1/2014 to 12/31/2014	Original Revision No	No		No
7. ACC Number:	8. Operating Fund Project Number:	9. Fiscal Year End:	10. ROFO Code (HUD Use Only):		
	Please Select PPN	12/31 03/31 06/30 09/30			
Line No.	Description	Save Data			
A	@AK001000213 @AK001000216 @AK001000244 @AK001000247 @AK001000257 @AK001000260 @AK001000263	<input type="checkbox"/> DELETE			

- 6.2. The project will now load with pre-populated data as shown in Figure 6.2. Once the project is **loaded** the “Save Data” button is available and the “Load Data” button is disabled.
- Please refer to **Section 8** for additional guidance about completing the UEL Excel Tool

Figure 6.2: Load Project Data Screen

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 OMB Approval No. 2577-0029 (exp. 05/31/2014)		Version 1.0	
<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 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), 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	1/1/2014 to 12/31/2014	Original 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	12/31 03/31 06/30 09/30	1001		
Load Data		Save Data			

6.3. Click on the “Save Data” button, once data entry has been completed for the loaded project as show in Figure 6.3. 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 6.4.

Figure 6.3: Storing and saving project data

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 OMB Approval No. 2577-0029 (exp. 05/31/2014)		Version 1.0	
<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 1957, as amended, and by 24 CFR Part 990 HUD regulation. 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 (Affirm) 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 requests do not need to be confidential.</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	1/1/2014 to 12/31/2014	Original <input type="radio"/> Revision No. <input type="radio"/>	No <input type="radio"/>	101930000	No <input type="radio"/>
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 Data		Save Data			

Note: The PHA file has already been saved as AK001_2014 UEL Tool_V1.0_2013-04-17.xlsm. (automatic naming convention: PHA Code_2014 UEL Tool_Version #_Creation date)

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

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 OMB Approval No. 2577-0029 (exp. 05/31/2014)		Version 1.0					
<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 1957, as amended, and by 24 CFR Part 990 HUD regulation. 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 (Affirm) 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 requests do not need to be confidential.</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	1/1/2014 to 12/31/2014	Original <input type="radio"/> Revision No. <input type="radio"/>	No <input type="radio"/>	101930000	No <input type="radio"/>				
7. ACC Number:	8. Operating Fund Project Number:	9. Fiscal Year End:	10. ROFO Code (HUD Use Only):						
SF-210	Please Select PPH	<input type="radio"/> 12/31 <input type="radio"/> 03/31 <input checked="" type="radio"/> 06/30 <input type="radio"/> 09/30	1001						
Please Select PPH		Save Data							
AK001000210									
AK001000244									
AK001000247									
AK001000257									
AK001000260									
AK001000263									
Line No.	Description	Non Froze <input type="checkbox"/>	Non Froze <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Electricity <input type="checkbox"/>	Fuel Oil <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A		D	E	F	G	H	I		

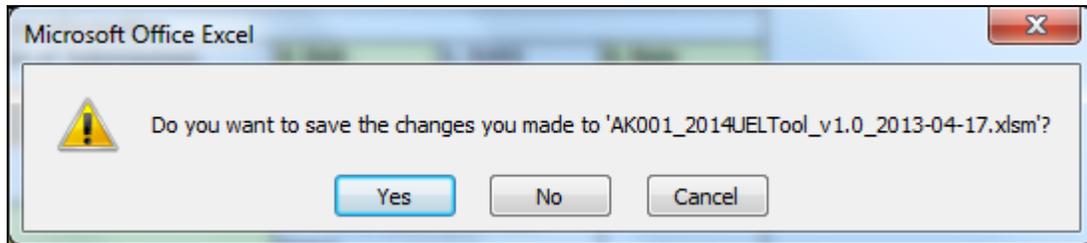
6.4. In order to complete submissions of all the projects in the PHA Excel Tool, the user must select the next project from the dropdown menu and follow steps 6.1 through 6.3 until the last project is completed.

Note: The “Load Data” button is enabled again only when the current project data is saved. Once the current project data is saved, user can choose another project from the drop-down menu and click “Load Data.”

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 7.1. Alternatively, the user can click on "File, Save".

Figure 7.1: Prompt for saving changes to the PHA Tool

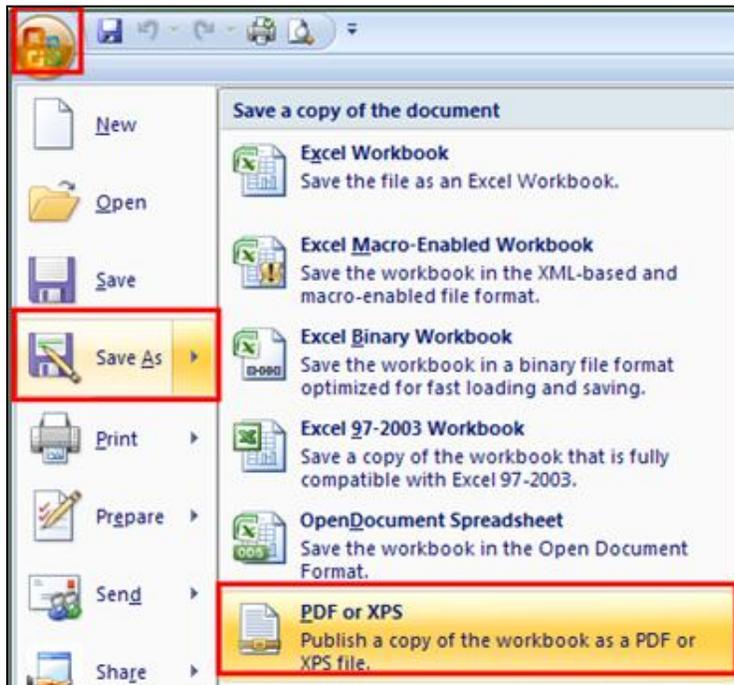


Clicking on the “Yes” button will save the changes to the file that was saved in Step 4.7. The saved file will have a “.xlsm” file extension and it should be emailed, as an attachment to the PHA’s respective Field Office. The following syntax should be used in the subject line of your e-mail:

PHA Code + Completed 2014 HUD-52722 UEL Excel Tool

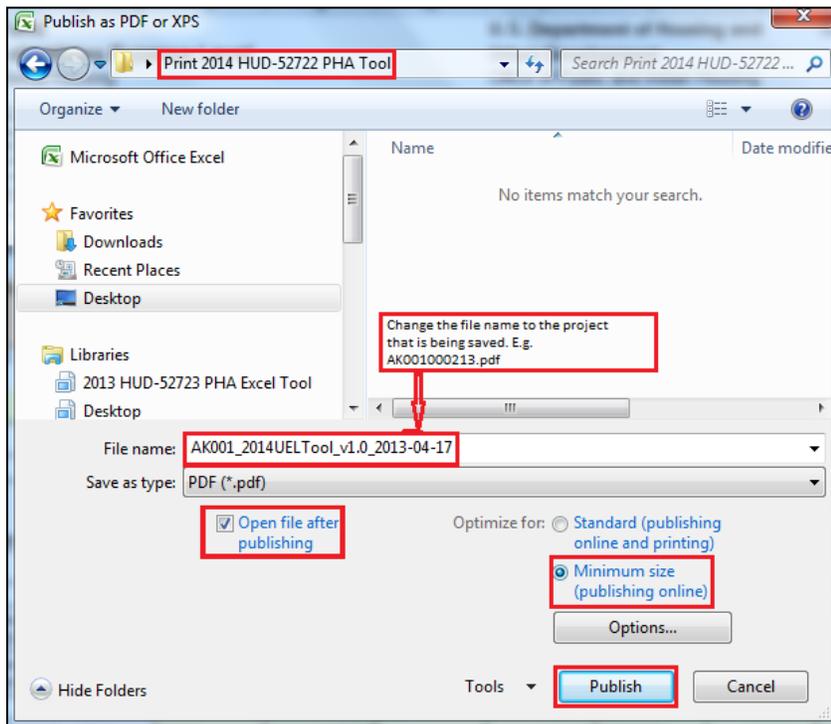
- 7.2. Project Deleted from inventory:** In case a PHA decides **not** to submit a particular project, then this project should not be loaded and stored. *Thus, for a project that is not being submitted, it is ok to have an “@” sign before the project number in the dropdown menu.*
- 7.3. Printing the PHA Tool in MS Excel 2010:** If the PHA is working on a computer 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 2014 HUD-52722 PHA Tool” on the desktop.
 - 7.3.2. Open the PHA Tool e.g. “AK001_2014UELTool_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



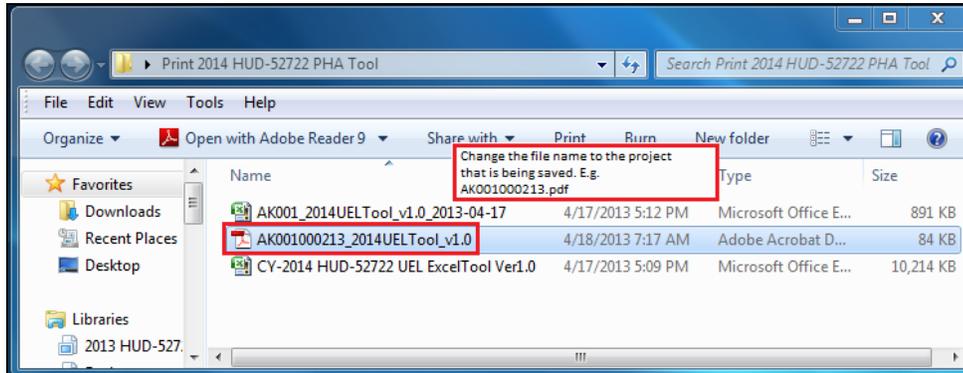
- 7.3.3. Upon selecting “PDF or XPS” a prompt as shown in Figure 7.3 will appear. The user must select the folder created in Step 7.3.1 and check the appropriate “Optimize for” / “Minimum Size” options and the click on “Publish”.

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 2014 HUD-52722 PHA Tool folder

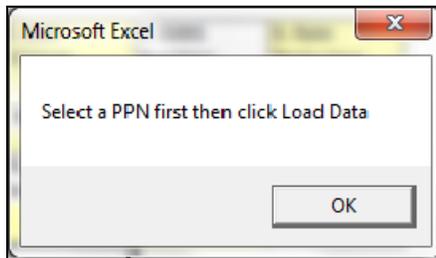


NOTE: Steps 7.3.2, 7.3.3 and 7.3.4 will have to be followed in order to print any project in the PHA Tool

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.

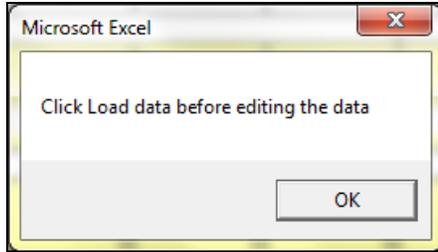
- 7.4.1. If a PHA tries to load/enter any data before selecting a project (PPN), a message as shown in Figure 7.5 will appear.

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



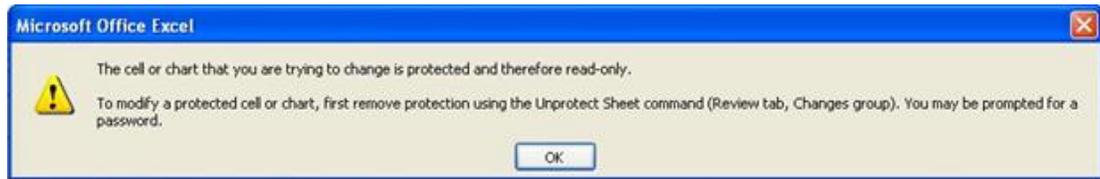
- 7.4.2. If a PHA tries to load/enter any data in the Tool before clicking the “Load Data” button, a message as shown in Figure 7.6 will appear.

Figure 7.6: Load Data



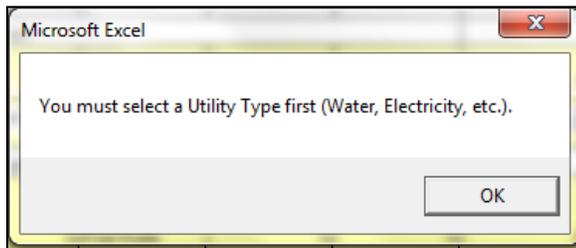
- 7.4.3. If a PHA tries to enter data in a new column without having selected an “Incentive Type”, “Utility Type” or “Unit of Consumption”, a message as shown in Figure 7.7 will appear.

Figure 7.7: Entering data without selecting an incentive type



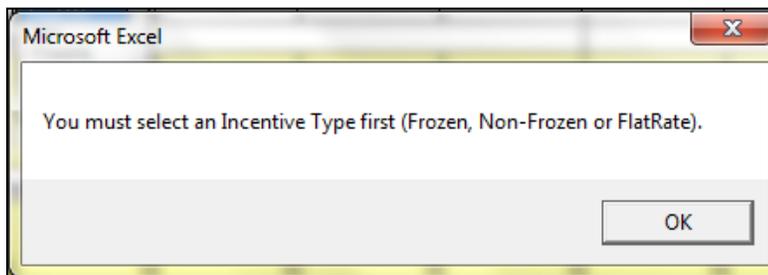
- 7.4.4. If a PHA tries to select a “Unit of Consumption” before selecting an “Incentive Type” and “Utility Type”, a message as shown in Figure 7.8 will appear.

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



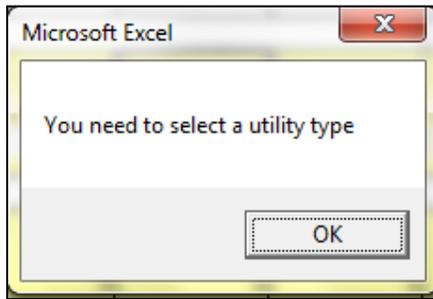
- 7.4.5. If a PHA tries to select a “Utility Type” before selecting an “Incentive Type”, a message as shown in Figure 7.9 will appear.

Figure 7.9: Select an “Incentive Type”



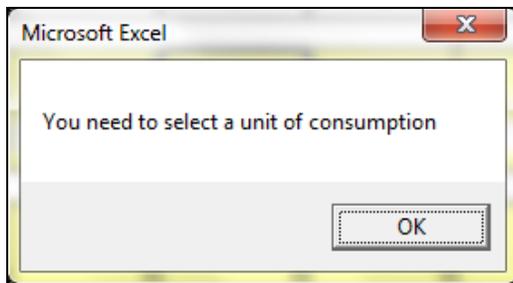
- 7.4.6. Once a PHA selects an “Incentive Type” a message as shown in Figure 7.10 will appear.

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.

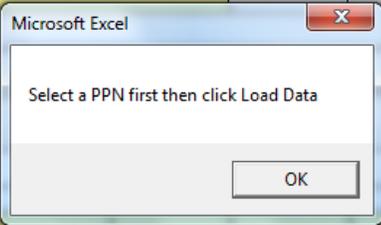
Note: In order to select and work on a new project, the current project has to be first saved by clicking on “Save Data” button.

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 records 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

Section 1 - General Information																											
1. Name of Public Housing Agency:		2. Funding Period: 1/1/2014 to 12/31/2014		3. Type of Submission: <input type="radio"/> Original <input 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		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):																					
Load Data					Save Data																						
<table border="1"> <thead> <tr> <th>Incentive Type</th> <th>Utility Type</th> <th>DELETE</th> <th>DELETE</th> <th>DELETE</th> <th>DELETE</th> </tr> <tr> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>										Incentive Type	Utility Type	DELETE	DELETE	DELETE	DELETE	A	B	C	D	E	F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incentive Type	Utility Type	DELETE	DELETE	DELETE	DELETE																						
A	B	C	D	E	F																						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																						
Section 2 - Current consumption Level																											
01	Actual Consumption (12-month period 7/1/2012 to 6/30/2013)	0	0	0	0	0	0	0	0																		
01a	Unit of consumption (e.g., gallons, kWh, therms)																										
Section 3 - Rolling Base consumption Level																											
02	Rolling base year 1 - actual consumption (12-month period 7/1/2011 to 6/30/2012)	0	0	0	0	0	0	0	0																		



Step 1: In order to select the appropriate Operating Fund Project Number the user must click on the drop down list in Section-1, Field 8 i.e. “Operating Fund Project Number” as shown in Figure 8.2. Once selected, click “Load Data” and the columns below will populate as shown in Figure 8.3 with the project information. Review the information before proceeding to the next step.

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

Section 1 - General Information						
1. Name of Public Housing Agency:		2. Funding Period:		3. Type of Submission:		4. Unit Change
		1/1/2014 to 12/31/2014		<input type="radio"/> Original <input type="radio"/> Revision No.		5. DUNS Number: No
						6. Rate Reduction Incentive: No
7. ACC Number:	8. Operating Fund Project Number:		9. Fiscal Year End:			10. ROFO Code (HUD Use Only):
	Please Select PPN		<input type="radio"/> 12/31 <input type="radio"/> 03/31 <input type="radio"/> 06/30 <input type="radio"/> 09/30			
		Save Data				
		@AK001000213 @AK001000216 @AK001000244 @AK001000247 @AK001000257 @AK001000260 @AK001000263				
Line No.	Description	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE
A		D	E	F	G	H
Section 2 - Current consumption Level						
01	Actual Consumption (12-month period 7/1/2012 to 6/30/2013)	0	0	0	0	0
01a	Unit of consumption (e.g., gallons, kWh, therms)					
Section 3 - Rolling Base consumption Level						
02	Rolling base year 1 - actual consumption (12-month period 7/1/2011 to 6/30/2012)	0	0	0	0	0

Figure 8.3: Project information populated upon clicking the “Load Data” button.

Section 1 - General Information						
1. Name of Public Housing Agency:		2. Funding Period:		3. Type of Submission:		4. Unit Change
Alaska Housing Finance Corporation		1/1/2014 to 12/31/2014		<input type="radio"/> Original <input type="radio"/> Revision No.		5. DUNS Number: 101930000
						6. Rate Reduction Incentive: 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 type="radio"/> 06/30 <input type="radio"/> 09/30			1001
		Load Data				
		Save Data				
Line No.	Incentive Type	Flat Rate	Non Froz	Non Froze		
	Utility Type	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE
	Water and Sewer		Electricity	Fuel Oil		
A	B	C	D	E	F	G
Section 2 - Current consumption Level						
01	Actual Consumption (12-month period 7/1/2012 to 6/30/2013)	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 7/1/2011 to 6/30/2012)	Flat Rate	407,293	261	0	0
03	Rolling base year 2 - actual consumption (12-month period 7/1/2010 to 6/30/2011)	Flat Rate	353,503	1,642	0	0
04	Rolling base year 3 - actual consumption (12-month period 7/1/2009 to 6/30/2010)	Flat Rate	58,765	11,832	0	0

Figure 8.6: Choosing the “Utility Type”, “Incentive Type” and “Unit of Consumption”

Section 1 - General Information							
1. Name of Public Housing Agency: Alaska Housing Finance Corporation		2. Funding Period: 1/1/2014 to 12/31/2014		3. Type of Submission: Original Revision No.		4. Unit Change No	5. DUNS Number: 101930000
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 Data				Save Data			
Line No.	Incentive Type	Flat Rate	Non Froz	Non Froze	Frozen	DELETE	DELETE
Description	Utility Type	Water and Se	Electricity	Fuel Oil	Flat Rate Frozen Non Frozen	Coal	DELETE
A	B	C	D	E	F	Coal Electricity Fuel Oil Gas Propane Sewer (if rep Water and Se Water (if rep	H
Section 2 - Current consumption Level							
01	Actual Consumption (12-month period 7/1/2012 to 6/30/2013)	0	0	0	0	0	0
01a	Unit of consumption (e.g., gallons, kWh, therms)		Kilowatt Hours	Gallons			Pounds Tons Other
Section 3 - Rolling Base consumption Level							
02	Rolling base year 1 - actual consumption (12-month period 7/1/2011 to 6/30/2012)	Flat Rate	407,293	261	0	0	0

8.2. Editing / deleting an incentive/utility type

Once the Project Data is loaded, user can edit the consumption data in the form. For pre-populated data the “Incentive Type”, “Utility Type” and “Unit of Consumption” is grayed out and cannot be edited as shown in Figure 8.6 above. Only consumption data is editable.

Additional columns may be used to enter data for “Incentive Type”, “Utility Type” or “Unit of Consumption” other than pre-populated data (Figure 8.6). User can enter and edit data in additional columns and then click “Save Data”. Once the “Save Data” button is clicked only consumption data will be editable. “Incentive Type”, “Utility Type” and “Unit of Consumption” will be grayed out and cannot be edited.

User can delete the Incentive type. The “Delete” check-box as shown in Figure 8.7 allows deleting of an incentive type at any time after data is entered. Checking the “Delete” check-box will activate the delete functionality and delete the data in that column. To delete the “Incentive Type” user should check the “Delete” button and “click “Save Data” button. 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.

Figure 8.7: Delete check-box to delete the Utility Type

Section 1 - General Information								
1. Name of Public Housing Agency: Alaska Housing Finance Corporation		2. Funding Period: 1/1/2014 to 12/31/2014		3. Type of Submission: <input type="radio"/> Original <input type="radio"/> 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: <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		
Load Data			Save Data					
	Incentive Type	Flat Rate	Non Froz	Non Froze				
Line No.	Utility Type	<input checked="" type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE
Description	Water and Sewer	Electricity	Fuel Oil					
A	B	C	D	E	F	G	H	I

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” 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 as shown in Figure 8.8.

Figure 8.8: “Frozen” selected as Incentive Type

Section 1 - General Information						
1. Name of Public Housing Agency: Alaska Housing Finance Corporation		2. Funding Period: 1/1/2014 to 12/31/2014		3. Type of Submission: <input type="radio"/> Original <input type="radio"/> Revision No.		4. Unit Change 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
Load Data			Save Data			
	Incentive Type	Flat Rate	Non Froz	Non Froze	Frozen	
Line No.	Utility Type	<input checked="" type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE
Description	Water and Sewer	Electricity	Fuel Oil	Coal		
A	B	C	D	E	F	G
Section 2 - Current consumption Level						
01	Actual Consumption (12-month period 7/1/2012 to 6/30/2013)	0	0	0	100	0
01a	Unit of consumption (e.g., gallons, kWh, therms)		Kilowatt Hours	Gallons	Pounds	
Section 3 - Rolling Base consumption Level						
02	Rolling base year 1 - actual consumption (12-month period 7/1/2011 to 6/30/2012)	Flat Rate	407,293	261	200	0
03	Rolling base year 2 - actual consumption (12-month period 7/1/2010 to 6/30/2011)	Flat Rate	353,503	1,642	200	0

8.4. “Non-Frozen” Incentive Type

Complete/Review the fields from line 1 to line 16 as shown on Figure 8.9. A comment can be added in Section 10. Then click the “Save” button to save the data.

Figure 8.9: “Non-Frozen” selected as Incentive Type

Section 1 - General Information						
1. Name of Public Housing Agency:		2. Funding Period:		3. Type of Submission:		4. Unit Change
Alaska Housing Finance Corporation		1/1/2014 to 12/31/2014		<input checked="" type="radio"/> Original <input type="radio"/> Revision No.		No
7. ACC Number:	8. Operating Fund Project Number:		9. Fiscal Year End:			10. ROFO Code 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 Data			Save Data			
	Incentive Type	Flat Rate	Non Froz	Non Froze	Frozen	
Line No.	Utility Type	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE	<input type="checkbox"/> DELETE
	Description	Water and Sewer	Electricity	Fuel Oil	Coal	
A	B	C	D	E	F	G
Section 2 - Current consumption Level						
01	Actual Consumption (12-month period 7/1/2012 to 6/30/2013)	0	0	0	100	0
01a	Unit of consumption (e.g., gallons, kWh, therms)		Kilowatt Hours	Gallons	Pounds	
Section 3 - Rolling Base consumption Level						
02	Rolling base year 1 - actual consumption (12-month period 7/1/2011 to 6/30/2012)	Flat Rate	407,293	261	200	0
03	Rolling base year 2 - actual consumption (12-month period 7/1/2010 to 6/30/2011)	Flat Rate	353,503	1,642	200	0
04	Rolling base year 3 - actual consumption (12-month period 7/1/2009 to 6/30/2010)	Flat Rate	58,765	11,832	200	0

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 8.10. A comment can be added in Section 10. Then click the “Save” button to save the data.

Figure 8.10: Flat Rate selected as Incentive Type

Section 1 - General Information						
1. Name of Public Housing Agency: Alaska Housing Finance Corporation		2. Funding Period: 1/1/2014 to 12/31/2014		3. Type of Submission: <input checked="" type="radio"/> Original <input type="radio"/> Revision No.		4. Unit Change 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 Only: 1001
Load Data			Save Data			
	Incentive Type	Flat Rate	Non Froz	Non Froze	Frozen	
Line No.	Utility Type	<input type="checkbox"/> DELETE Water and Sewer	<input type="checkbox"/> DELETE Electricity	<input type="checkbox"/> DELETE Fuel Oil	<input type="checkbox"/> DELETE Coal	<input type="checkbox"/> DELETE
A	B	C	D	E	F	G
Section 2 - Current consumption Level						
01	Actual Consumption (12-month period 7/1/2012 to 6/30/2013)	0	0	0	100	0
01a	Unit of consumption (e.g., gallons, kWh, therms)		Kilowatt Hours	Gallons	Pounds	
Section 3 - Rolling Base consumption Level						
02	Rolling base year 1 - actual consumption (12-month period 7/1/2011 to 6/30/2012)	Flat Rate	407,293	261	200	0
03	Rolling base year 2 - actual consumption (12-month period 7/1/2010 to 6/30/2011)	Flat Rate	353,503	1,642	200	0
04	Rolling base year 3 - actual consumption (12-month period 7/1/2009 to 6/30/2010)	Flat Rate	58,765	11,832	200	0

9. Utility Expense Level

Once all the data is entered, the user must review the calculation of UEL in Section – 9 as shown in Figure 9.1.

Figure 9.1: Calculation of UEL

18	Base utilities expense level - whole dollars (Line 15 x Line 17)	\$14,996	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,996
19	Surcharges for excess consumption of PHA-supplied utilities (12-month period 7/1/2012 to 6/30/2013) - whole dollars														\$788
		Operating Fund Project Number AK001000213													
20	Base Utilities expense level minus surcharges (Line 18 minus Line 19)														\$14,208
21	Utilities inflation/deflation factor														1.0445
Section 9 - Calculation of Utilities Expense Level															
22	Utilities expense level adjusted for inflation/deflation - whole dollars (Line 20 x Line 21)														\$14,840
23	Energy rate incentive														
24	Utilities expense level - whole dollars (Line 22 + Line 23)														\$14,840
25	Eligible unit months (from the original form HUD-52723, Column B, Line 15 plus Line 17 minus Line 04)														228
26	Utilities Expense Level - PUM (Line 24 + Line 25)														\$65.09

10. Technical Support

PHAs with technical difficulties or 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 immediately.