***Attachment A***

***WSHFC Owner Utility Estimate Checklist – Methods 6-8***

***(To be completed and included with submission)***

[ ]  Cover letter from authorized signator requesting for approval of proposed rates and outlining Method used to calculate proposed averages.

[ ]  *WSHFC Owner Certification of Utility Estimate* including the proposed utility averages, by bedroom size and building. The averages must include a breakdown of numbers by utility type and a comparison of proposed numbers to current PHA numbers, as well as previous year utility allowances for the property.

[ ]  Copy of current utility company rate schedule.

[ ]  Copy of current utility bill for a vacant unit at the property or at another property within the same city to determine any applicable local taxes or fees assessed in addition to the utility company rates. If this is not available, then provide alternate documentation of the same.

[ ]  For Method #6, Actual Usage Estimate, Excel spreadsheet (see attachment) including all units in the project, with actual monthly usage and billing data for all continuously occupied units.

[ ]  For Method #6, copies of actual usage data from the utility company, with jurisdiction for the property, for each continuously occupied unit in the project, covering the most recent twelve-month period. If utility company data is not available, indicate so in the Owner cover letter and explain how information was collected and summarized.

[ ]  For Method #8, a certification from the previously approved Qualified Professional explaining their analysis and findings. The analysis must explain how they addressed each required component as outlined in this appendix and in Section 1.42-10 of the Code.

[ ]  For Method #7, include the source and copies of back-up documentation for all factors entered into the HUD Utility Schedule Model.

[ ]  Processing Fee of $3 per low-income unit in the project, with a minimum fee of $100 per project.

[ ]  Copy of the notice to residents showing the date notice of proposed utility allowance change was posted for viewing/comment.