

ATTACHMENT C

Actual Usage Estimate Guidance

1. Consumption Data

When requesting to use Method 6 – Owner Estimate, Actual Usage Data, Owners must provide **actual utility company usage data** to support the proposed annual utility estimate for a particular project. The Owner must obtain copies of actual usage data/summaries from the utility company, for units that were continuously occupied for the most recent full 12-month period. “Continuously occupied,” for purposes of this estimate, includes all units that were occupied during the 12-month period for at least 50 of the 52 weeks.

If the Owner can document that the utility company will not provide copies of actual usage, copies of utility bills received directly from Residents are acceptable. The Owner must obtain written authorization from Residents prior to collecting consumption data from utility companies or from Residents.

2. Average Consumption by Unit Size

The Owner must itemize monthly utility consumption and bills by unit in a spreadsheet (Attachment D) and calculate monthly averages by unit size. The Owner then develops the annual utility allowance for each unit size by taking an average of the monthly utility consumption (kilowatts, therms or gallons) and applying current utility rates to the consumption estimates for each unit size. In subsequent years, the Owner continues to use the approved consumption estimates and applies current rates to those estimates.

All units with the same number of bedrooms should be included in one average, regardless of the square footage (i.e., all one-bedroom units in one average). If a project has significant variances in square footage among a single bedroom size, e.g., 5 one-bedroom units at 500 square feet, and 5 one-bedroom units at 800 square feet, the Owner should contact the Division Manager to discuss the calculation methodology.

3. Similar or Multiple Buildings

Properties with similar type buildings may calculate one average for each bedroom type encompassing all buildings. Properties with different building types (townhouses vs. multi-story buildings for instance), with different heat sources, or built to significantly different building codes must calculate separate averages for each building type and each utility source.

4. Accuracy

For any units not included in the average, the Owner must submit the reason for exclusion – e.g., the units were not continuously occupied for the previous 12-month period.

The Owner must certify that all data and calculated estimates are complete and accurate. The Owner must also certify that all units included in the average are separately metered and billed to the Resident for that utility source. For example, water usage may not be billed to the Resident unless the unit is separately metered and billed directly to the Resident for their specific unit.