PHA User Guide

CY 2012 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 2012 PHA HUD-52722 UEL Excel Tool" is to provide guidance and assistance in completing the new Calendar Year (CY) 2012PHA 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/opfnd2012

All Excel forms are in the Excel 2007 format and MUST be completed and returned in the same format. <u>The UEL Excel Tool for each project must be emailed in a separate email as the file size is very large.</u> 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/enus/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:

<u>Step 1</u>: Create a folder "HUD-52722 UEL Excel Tool" on your desktop.

<u>Step 2</u>: 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.



<u>Step 3</u>: 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.



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

6	5	C:	Book1		- ==)	10
	New		Recent Documents			
	<u>Open</u>					
	<u>S</u> ave					
H.	Save As	•				
	Erint	٠				
1	Prepare	٠				
1	Seng	٠				
	P <u>u</u> blish	•				
	⊆lose					
				Excel Opti	ions X E	sit Excel

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

cel Options		0
Papalar Formulas Procling Save Advanced Contamba	Change the most popular options in Excel. Top options for working with Excel Show Mini Toolbar on selection Dable Jave Preview Show Developer tab in the Ribbon Color scheme Blue	
Add-Imi	ScreenTip style: Show feature descriptions in ScreenTips	
Trust Center	Create bits for use in sorts and fill sequences: Edit Custon Lats	
	When creating new workbooks Use this fagt: Font sign Default give for new sheets: Include this many sheets: 3 Personalize your copy of Microsoft Office	
	User name Angel Choose the languages you want to use with Microsoft Office Language Settings	
		OK C

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

Yrust Center	and the second	ledge and Su
Ynust Center Trusted Publishers Trusted Location Add-ins Addres Settings Macro Settings Message Bar Difernal Centerd Physics Options	Message Bar Settings for all Office Applications Showing the Message Bar	
They optimit		
	En grable Trust Center Logging	OR Canon

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).

Trusted Locations	For macros in documents not in a trusted location:
Add-ins	Disable all macros without notification
ActiveX Settings	Disable all macros with notification
Marana Cattlines	O Disable all macros except digitally signed macros
viacro settings	Inable all macros (not recommended; potentially dangerous code can run)
Message Bar	Developer Macro Settings
External Content	Trust acress to the VRA project object model
Privacy Options	

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

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		
	2012 UEL Excel Tool	For Field Office Users On	ly	
		If you are a Field Office a and have completed revie this form, check this box.	naiyst Send tw of Form to HUD	
Sect 1 - #2 Operating Fund Project Number:	•	PHA Information		
Sect 1 - #4 Unit Change Indicator:	☐ Yes	PHA Name:		
		Fiscal Year End:	ACC No:	
Sect 8 - L19 Line 19 - Excess Consumption Surcha	arges: 0	ROFO:	DUNS:	
Sect 9 - L23 Line 23 - Energy Rate Reduction:	0	Reports	UEL Value	
Sect 9 - L25 Line 25 - Eligible Unit Months:	0	View Frozen		
		View Flat Rate Console	dated \$	
C Input Ubity Type C Edit/Delete Utility T	ype 🕻 View Reports	View Non-Frozen	ort.	
		Report Options		
		Print Save UEL C	lata Close File	

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.

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
	2012 UEL Excel Tool	For Field Office Users Only If you are a Field Office analyst Send and have completed review of Porm to this form, check this box. HUD
Sect 1 - #2 Operating Fund Project Number: Sect 1 - #4 Unit Change Indicator: Sect 8 - L19 Line 19 - Excess Consumption Surc	AK001000213 AK001000216 AK001000244 AK001000247 AK001000257 AK001000257	PHA Information PHA Name: Fiscal Year End: ACC No: ROFO: DUINS:
Sect 9 - L23 Line 23 - Energy Rate Reduction: Sect 9 - L25 Line 25 - Eligible Unit Months:	AK001000263 AK001000265	Vew Prozen View Prozen View Flat Rate Consolidated \$.
C Input Utility Type C Edit/Delete Utility	Type C Vev Reports	New Non-Frozen Report Report Options

Figure 5.1: Selecting a	project from the	drop down menu
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Figure 5.2: Main user Interface Screen - Selecting the project number

Operating Fund Calculation of Utilities Expense Level PHA-Owned Rental Housing		U.S. Department of Housi Urban Development Office of Public and Indiar	ng and 1 Housing	
2	012 UEL Excel Too	For Field Office U If you are a Fiel	d Office analyst eted review of this box.	Send Form to HUD
Sect 1 - #2 Operating Fund Project Number:	коо 1000213 💽	PHA Information PHA Name: Alaska Ho	ousing Finance Cor	poration
Sect 8 - L19 Line 19 - Excess Consumption Surcharg Sect 9 - L23 Line 23 - Energy Rate Reduction:	es: 0	ROFO: 1001	DUNS: 1	01930000
Sect 9 - L2S Une 25 - Eligible Unit Months:	0 C View Reports	View Frozen View Flat Rate View Non-Frozen	View Consolidated Report	\$
		Report Options	ave UEL Data	Close File

500

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.

Operating Fund Calculation of Utilities Expense Level PHA-Owned Rental Housing		U.S. Department of Housing and Urban Development Office of Public and Indian Housi	ng
	2012 UEL Excel Too	For Field Office Users Of If you are a Field Office and have completed rev this form, check this box	analyst Send iew of Form to HUD
Sect 1 - #2 Operating Fund Project Number:	AK001000213	PHA Information	
Sect 1 - #4 Unit Change Indicator:	I [™] Yes	PHA Name: Alaska Housing Fir	nance Corporation
		Fiscal Year End: 06/30	ACC No: SF-210
Sect 8 - L19 Line 19 - Excess Consumption Surcha	rges: \$10,00	ROFO: 1001	DUNS: 101930000
Sect 9 - L23 Line 23 - Energy Rate Reduction:	\$12,00	Reports	UEL Value
Sect 9 - L25 Line 25 - Eligible Unit Months:	5,00	View Frozen	
		View Flat Rate Conso	idated \$
C Input Utility Type C Edit/Delete Utility T	Pe View Reports	View Non-Frozen	Jort
		Report Options Print Save UEL	Data Close File

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

2012 UEL	Excel Tool	For Field Office Users Only If you are a Field Office anal and have completed review of this form, check this box.	yst Send Porm to HUD
Sect 1 - #2 Operating Fund Project Number: AK0001000	213 *	PHA Information	
Sect 1 - #4 Unit Change Indicator:	☐ Yes	PHA Name: Alaska Housing Financ	e Corporation
		Fiscal Year End: 06/30 AC	C No: SF-210
Sect 8 - L19 Line 19 - Excess Consumption Surcharges:	\$10,000	ROFO: 1001 DU	NS: 101930000
Sect 9 - L23 Line 23 - Energy Rate Reduction:	\$12,000	Reports	UEL Value
Sect 9 - L25 Line 25 - Eligible Unit Months:	5,000	View Frozen	
		View Flat Rate Consolidate	ed \$.
C Insuit Hilty Tune C Edit Palate Hilty Tune C Ma	w Penorte	View Non-Frozen Report	

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.

ect 1 - #4 Unit Change Indicator:	 □ Yes	PHA Information PHA Name: Alaska Fiscal Year End: 0	Housing Finance Cor 5/30 ACC No	poration s: SF-210
ect 8 - L19 Line 19 - Excess Consumption Surcharges:	\$10,000	ROFO: 1001	DUNS:	101930000
ect 9 - L23 Line 23 - Energy Rate Reduction:	\$12,000	Reports	11120	UEL Value
ect 9 - L25 Line 25 - Eligible Unit Months:	5,000	View Frozen		OLL VUIGL
		View Flat Rate	View Consolidated	\$.
	2	View Mon Fronter	Report	
approver type the convertige the	w Reports	1		
Select Incentive C Non-Frozen C Frozen C	Flat Rate	- Report Options -		
Select Utility Type		Print	Save UEL Data	Close File
Select Units of				
01 Actual Consumption (12-month period 7/1/2010 to 6/30/20	11)	0		
2]Rolling base year 1 - actual consumption (12-month period	7/1/2009 to 6/30/2010)	0		
3 Rolling base year 2 - actual consumption (12-month period	7/1/2008 to 6/30/2009)	0		
14 Rolling base year 3 - actual consumption (12-month period	7/1/2007 to 6/30/2008)	0		
7 Actual consumption for new units		0		
14/Annualization of consumption for new units				
	-			
to actual utility costs (12-month period 7/1/2009 to 6/30/2010	0)	· · ·		
Add		·		1
			Children	

Figure 5.5: Additional Fields become visible when "Input Utility Type" is selected

5.2. <u>Navigation Buttons</u>

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

Add
CommentThe "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).SaveThe "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



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

Print

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 Teel) the
Save UEL Data	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.

Close File

In order to close the file the user <u>MUST</u> 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 propmt 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

JEL File Close Process	
Do you want to save	e this file ('Y/N')
1	-

<u>NOTE</u>: 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.

input ounty Type	Curpelee outy type • New Reports		h	-
Select Incentive	Non-Frozen (* Frozen) Flat Rate	Report Options -		¥
Select Utility Type	Electricity	Print	Save UEL Data	Close File
Consumption	Kilowatt Hours (KWH)	1		
01 Actual Consum	otion (12-month period 7/1/2010 to 6/30/2011)	20,000		
02 Rolling base ye	ar 1 - actual consumption	30,000		
03 Rolling base ye	ar 2 - actual consumption	30.000	-	
04 Rolling base ye	ar 3 - actual consumption	30,000	Delete	Save Changes
07 Actual consump	tion for new units		Previous	Next
14 Annualization o	f consumption for new units		Record 2 of 3	
16 Actual utility co	sts (12-month period 7/1/2010 to 6/30/2011)	\$1,200		< N
Add A	ctual Consumption has changed.			

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

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. <u>Incentive Type Screens</u>

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



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

Select Utility Type	Internet Course Courses and and	Print	Save UEL Data
Select Units of Consumption	Gallons		
01 Actual Consum	ption (12-month period 7/1/2010 to 6/30/2011)	10,000	
02 Rolling base ye	ar 1 - actual consumption	20.000	
03 Rolling base ye	ar 2 - actual consumption	20.000	
04)Rolling base ye	ar 3 - actual consumption	20.000	
07 Actual consump	ation for new units	0	
14 Annualization o	f consumption for new units	0	
16 Actual utility co	sts (12-month period 7/1/2010; to 6/30/2011)	\$1,200	

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

Figure 5.10: "Frozen" screen

Ope	erating Fun	d				U.S. Depar	tment of Housing	and	Return To Input Form
Cal	culation of	Utilities Exp	ense Level	Frozen	Urban Development				
PHA	-Owned Rent	al Housing	-			Office of Pul	blic and Indian Hou	sing	
Public P Inferme Second Unification	Gagariting Bandun Ian Maj Alan, Tha aganto may an Dougalariany, MJD a du Counses Loval (VIEL), O Liatian Ly Campson, MJD	sally chies of information 4 adds in the information, 6 permany for the permit 2 permany for the permit 2 permany for information 2 permany for information	is artification the processes. The term and some over a transporter the second some as for a term over at least transport of process and the second streams of the arthe back the response to a second arthe back the response to a second	r par terpines, skalading data tila fana, anlar it na handa prila ett te handar Da atting far far dar sprintlane fan Ca	Han Simo Feer contrastin cluster Replicate a contrastile and dist Hile . The Operantic of Fand da Integration (C. 1970) contrast the Integration (Contrastic on the con-	offens, e en deine entertier 8 aanteel op de entertier 1e milieur de entertier af ap 2e milieur de fan te fan societ 1e milieur af infan antien an	Enformential, generating and main neuralism in require the Scotlan N contract places on the paints P100 contribution of primaria Respect and require the gitters of primaria. The	teleling diete soordaad, and ine (2) al No. V.S. Maraning Avera Probleg en vide teleformation No. fan die tele val Kanna die afgemet het vergewerte die bee	ng Leting and Leciescing Har and a vision of MDP, we are a fair to write 2007 MP or an the Project Expectation of (PBL), while participants of PHA based on the application of the constraints of the
-				Sec	tion 1 - General	Information			
1. Na Alas Corp	Name of Public Housing Agency: 2. Funding Period Ataska Housing Finance 07/1/2010 to Corporation		t 06/30/2011	2. Type of Submission: Original		4. Unit Change Indicator:	5. Frozen Rolling Base: TRUE	6. Rate Reduction Incentive:	
7. AC	7. ACC Number: 8. Operating Fund Project 5 SF-210 AK001000213		i. Fiscal Year E	Fiscal Year End: 39994		10. ROFO Code (HUD Use Only):	: 1001	11. DONS Number: 101930000	
Line	Des	erintina	-	_	Select	Itility Types			Total
No.	000	cription	Sec. Sec. 4		select unity types				
_			Water and Sewer (if combined)						
A	1	8	c	D	E	F	G	н	1
Se				Section	Section 2 - Current consumption Level				
01	1 Actual Consumption (12-month period 7/1/2010 to 6/30/2011 10,000								
01a	01a Unit of consumption (e.g., Galons Galons		Galons						

Figure 5.11: "Frozen" screen

Operating Fund			U.S. Department of	f Housing and	Return To Input Form	
Cal	culation of Utilities Expens	e Level	Frozen Urban Development			
PH/	A-Owned Rental Housing	10-11-11-11-11-11-11-11-11-11-11-11-11-1	093650394	Office of Public and	Indian Housing	
1	2414 AL		Section 3 - Rolling	Base consumption Level		
02	Roling base year 1 - actual consumption (12-month period 7/1/2009 to 6/36/2010)	20,000				
03	Rolling base year 2 - actual consumption (12-month period 7/1/2008 to 6/30/2009)	20,000				
04	Rolling base year 3 - actual consumption (12-month period 7/1/2007 to 6/30/2008)	20,000				
05	Total Consumption during 3-year Rolling Base period (Lines 02 + 03 + 04)	60,000				
					Operating Fu AK00100021	and Project Number 3
06	Average rolling base consumption (Line 05 + 3)	20,000				
07	Actual consumption for new units					
08	Rolling Base Consumption (Line 06 + 07)	20,000				
1			Section 4 -	Base Consumption		
09	Base Consumption (lesser of Line 01 or 08)	20,000				

-	1		Section f	- Utility Consu	motion Incentiv		
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 00, enter the difference as positive; if not, enter 0)						
12	75%/25% Splt (Line 10 x 0.25)						
13	75%/25% Split (Line 11 x 0.75)						
			Secti	on 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 - A	ctual Utility Co.	sts and Average	Rate	
16	Actual utility costs (12-month period 7/1/2010 to 6/30/2011	\$1,200					
17	Actual average utility rate (Line 16 + Line 01)	\$0.1200					
-		5	ection 8 - Base	e Utilities and I	nflation/Deflation	Factor	

Figure 5.11: "Frozen" screen (Cont'd)

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 C Edit/Delete Utility Type View Reports	
Select Incentive C Non-Frozen C Frozen C Flat Rate	Report Options
Select Utility Type Gas	Print Save UEL Data Close File
Consumption	
01 Actual Consumption (12-month period 7/1/2010 to 6/30/2011)	0
02]Rolling base year 1 - actual consumption (12-month period 7/1/2009 to 6/30/2010)	0
03 Rolling base year 2 - actual consumption (12-month period 7/1/2008 to 6/30/2009)	0
04 Rolling base year 3 - actual consumption (12-month period 7/1/2007 to 6/30/2008)	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

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

Ope	perating Fund					U.S. Departme	ent of Housing a	and	Return To Input Form
Cal	culation of	Utilities Expe	ense Level	Flat Rate		Urban Develo	pment		
PHA	-Owned Ren	tal Housing				Office of Public	and Indian Hous	ing	
Public P Indurna Hel 1993 Unitrian	lugarting Burdan Farth Han, Thir agoncy may Drogalatians, HUO mal Engone Lovel (UEL), t Intian by Canapoor, HU	le calle clian af infarmation is ant calle ct the infarmation, her permate for the aperatio Other formed (Copence of (Ad 10 dis a sea the infarmation of	ear Can attach tan arcur a gao 20 kan and yana ara mait na gada a dha ma an and an aint an ann an a dhar iar tang) an Affanan attach kanana - 10 a thag) an Affanan attach kanana - 10 a thag kana fan na gasarting anor	er por rorpense, in define d mater der for form, ottor in de name konsing projekter for 1874 um najor Operating Frank om af opproprietione frank Oper	in time for reviewing instruction plays a overantly valid OHE or Ar. The Operating Fund intern parameter. HOD review the info proc. Responses to the softest	our, e a archine, a sciettine, datan actoral normhan - Thiai infannsa chine this annaroch af agos ati anna than ta datar mine a ach lan af infanna than ar a sciu	wer oor, geffarling and maint ian ir required by Soctan Vis- opskeidy ta he politika PHA- 1962: Farwels Amazon and Y reftardtsin obonativ. The in	incheg Goten nave de K. and camp) af the U.S. Manaring Aet af 1 1948 e pravi de Inflarmenting a 1960 e fan út ta he aktigete ôfter ti hemesting ne gevet of daar na	lating and reviewing the spille stimu of from a mean de 6, and to 2 a CFR Part the Project Expense Level (PEL), to partial to a set PFA bare fam the r land itself to confidentiality.
_				Sect	ion 1 - General Inf	ormation			
1. Name of Public Housing Agency: 2. Funding Perio Alaska Housing Finance 07/1/2010 to 0 Corporation			d: 16/30/2011	3. Type of Submission: 4. Original		4. Unit Change Indicator:	5. Frozen Rolling Base: FALSE	6. Rate Reduction Incentive:	
7. AC	7. ACC Number: 8. Operating Fund Project SF-210 AK001000213		9. Fiscal Year End: 39994		10. ROFO Code (HUD Use Only):	1001	11. DUNS Number; 101930000		
Line No.	De	scription		3	Select Utility Types				Total
			Gas						
A		В	e	D	E	F	G	н	1
	1			Section	2 - Current consu	mption Level			
01	Actual Consul period 7/1/201	mption (12-month 0 to 6/30/2011	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

Op	erating Fund			U	S. Department	of Housing a	and	Return To Input Form
Calculation of Utilities Expense Level		Flat Rate	U	ban Developme				
PHA	-Owned Rental Housing			0	fice of Public and	Indian Hous	ing	
			Section 3 - Roll	ling Base consu	mption Level		, e	
02	Rolling base year 1 - actual consumption (12-month period 7/1/2009 to 6/30/2010)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
03	Rolling base year 2 - actual consumption (12-month period 7/1/2008 to 6/30/2009)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Fiat Rate	
04	Rolling base year 3 - actual consumption (12-month period 7/1/2007 to 6/30/2008)	Flat Rate	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	Flat Rate	
	- 						Operating Fund AK001000213	Project Number
06	Average rolling base consumption (Line 05 + 3)	Flat Rate	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	Flat Rate	
08	Rolling Base Consumption (Line 06 + 07)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	
1			Section	4 - Base Consur	nption			
09	Base Consumption (lesser of Line 01 or 08)	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	

ŝ	11	22	Section 5 - Uti	lity 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	Fiat Rate	Fiat 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 Rote	Flat Rate	Flat Rate	Flat Rate	Fiat 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	Fiat Rate	Flat Rate	Flat Rate	
			Section 6	- Payable Consur	nption			
14	Annualization of consumption for new units	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Fiat 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	
	da baseda biliteta da		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	
		Se	ction 8 - Base Util	ities and Inflation	/Deflation Factor			

Figure 5.14: "Flat Rate" Screen (Cont'd)

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.

Select Utility Type	Fuel OI 🔹	Print	Save UEL Data Close File
Select Units of Consumption	Gallons		
01 Actual Consumpt	ion (12-month period 7/1/2010 to 6/30/2011)	10.000]
02 Rolling base year	1 - actual consumption (12-month period 7/1/2009 to 6/30/2010)	20,000	
03 Rolling base year	2 - actual consumption (12-month period 7/1/2008 to 6/30/2009)	30,000	
04 Rolling base year	3 - actual consumption (12-month period 7/1/2007 to 6/30/2008)	40,000	
07 Actual consumpt	on for new units	0	
14 Annualization of	consumption for new units	0	
16 Actual utility cost	is (12-month period 7/1/2009 to 6/30/2010)	\$1,500	

Figure 5.15: "Non-Frozen" selected as incentive type

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

Figure 5.16:	"Non-Frozen"	screen
--------------	--------------	--------

Op	erating Fur	d				U.S. Depar	tment of Housing	and	Return To Input Form
Calculation of Utilities Expense Level		Non-Frozen		Urban Development					
PHA-Owned Rental Housing			partor interesting (Office of Pu	blic and Indian Hou	sing	
Public Inferen 1993 HO Unikin 1997 BB	Nagarting Burdon far th Han. Thir agan syndyn Dragolariano, HVD mal Espanor Lovef (VEL), C Listian hy Cangrase, HV	is calle stian af infarm stian i at calle stitle infarm stian, or payments for the aperati ther farming Capencer (Ad- D also were the infarmation o	e ar timestar if tor over nose. Til kon noë processe nost e operior if to mor no and enviete nose no af hour is e france) no af the one of hour is e france) no af the one operating more of the house for execute the gener	en ann narganna, linchafan malata thir fanna, anlare it anna hanring graiar dir lin an malat Casarating Frank a ad agaragai atlanar frank C	the time for reviewing inste depicer a correctly valid OP MAC. The Operating Fund of magnetic the OP review of the magnetic NV MOD review of the support.	urtino, romating unistic 19 andread non-tor. This is derminas the anaroth of a chalance of a derministic Reation of information ar	g der an over ear, getharing an Emvio Iormetian is required by Sertian B erestingeskeidy take gad ta PMA e ech PMA's Farmed a Amanetan required ta abraic a banafis. The	taining Betanas da C, an F an (a) al tha U.S. Hararing Deta I. PHAe provide information "Mac Fondeta Na ability and far information requested data	nglisting an Fouriering the calls stan 1957, as amonifed, and by 24 OFF, Port an the Project Exposes Level (PEL), the ported to each PMB have due the nation Specification confidentiality.
-				Se	ction 1 - General	Information			
1. Name of Public Housing Agency: 2. Funding Perio Alaska Housing Finance 07/1/2010 to 0 Corporation		2. Funding Perio 07/1/2010 to 0	d: 6/30/2011	2011 3. Type of Submission: Original		4. Unit Change Indicator:	5. Frozen Rolling Base: FALSE	6. Rate Reduction Incentive:	
7. A(CC Number: SF-210	8. Operating F AK00	und Project 1000213	9. Fiscal Year End: 39994 (HUD Use Only): 1001				: 1001	11. DUNS Number: 101930000
Line No.	Der	scription		1	Select Utility Types				Total
			Fuel Oil						
A		8	с	D	E	F	G	н	1
				Section	n 2 - Current con	sumption Leve	1	-	
01 Actual Consumption (12-month period 7/1/2010 to 6/30/2011 10,0		10,000							
01a Unit of consumption (e.g., galons, kWh, therms)		Gallons							

Figure 5.17: "Non-Frozen" Screen

Op	erating Fund			U.S. Department of Hou	sing and	Return To Input Form
Calculation of Utilities Expense Level		Non-Frozen Urban Development				
PH/	A-Owned Rental Housing			Office of Public and Indian	Housing	
1	2017 N.T.S		Section 3 - Rolling	Base consumption Level		
02	Rolling base year 1 - actual consumption (12-month period 7/1/2009 to 6/30/2010)	20,000				
03	Rolling base year 2 - actual consumption (12-month period 7/1/2008 to 6/30/2009)	30,000				
04	Rolling base year 3 - actual consumption (12-month period 7/1/2007 to 6/30/2008)	40,000				
05	Total Consumption during 3-year Rolling Base period (Lines 02 + 03 + 04)	90,000				
			5	74) 160 752 976	Operating AK0010002	Fund Project Number 13
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)	
			Section 4 - E	lase Consumption		
09	Base Consumption (lesser of Line 01 or 08)	10,000				

_		-24	Section 5 -	Utility Consu	mption Incenti	ve	11000		
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							
-		1	Section	6 - Payable i	Consumption		11.01		
14	Annualization of consumption for new units								
15	Payable consumption (Sum of Line 09, Line 12, Line 13, and Line 14)	25,000							
		5	ection 7 - Act	ual Utility Cor	sts and Averag	e Rate			
16	Actual utility costs (12-month period 7/1/2010 to 6/30/2011	\$1,500						1	
17	Actual average utility rate (Line 16 + Line 01)	\$0.1500							
		Sec	tion 8 - Base I	Utilities and In	nflation/Deflatio	on Factor			

Figure 5.17: "Non-Frozen" Screen (Cont'd)

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.

1. Nam Alaska	e of Public Housing Agency: Housing Finance Corporation	Return To Inpu	Form					
8. Ope	rating Fund	Print For	n					
			Consolid	ated Report				
	Utility Type	Fuel Oil	Water and Sewer (if combined)	Gas				
A	B	c	D	E	E.	G	н	(F)
			Section 2 - Curren	nt consumption	Level			
01	Actual Consumption (12-month period 7/1/2010 to 6/30/2011	10,000	10,000	Flat Rate				
01a	Unit of consumption (e.g., gallons, kWh, therms)	Gallons	Galons	Flat Rate				
	1		Section 3 - Rolling 8	ase consumptio	n Level	S	2	
02	Rolling base year 1,- actual consumption (12-month period 7/1/2009 to 6/30/2010)	20,000	20,000	Flat Rate				
03	Rolling base year 2 - actual consumption (12-month period)7/1/2008 to 6/30/2009	30,000	20,000	Flat Rate				
04	Rolling base year 3 - actual consumption (12-month period 7/1/2007 to 6/30/2008)	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 6.1: "Consolidated Report" Screen – Calculation of UEL

				in the second	· · · ·			
· · · ·	7	22	Consolida	ited Report		222	- 14	
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 - Bas	e Consumption	n			
09	Base Consumption (lesser of Line 01 or 08)	10,000	20,000	Flat Rate				
	1	Se	ction 5 - Utility Co	insumption Inc	entive			
10	Actual consumption > rolling base (if Line 01 is greater than Line 05, 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	Realize C. D.	Flat Rate				
	Association of each method for a second	·····	Section 6 - Paya	bie Consumpti	01			r
14	Annuaization 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	-			
		Sectio	n 7 - Actual Utility	Costs and Ave	age Rate	22	10	
16	Actual utility costs (12-month period 7/1/2010 to 6/30/2011	\$1,500	\$1,200	\$2,000				
17	Actual average utility rate (Line 16 , Line 01)	\$0,1500	\$0.1200	Flat Rate				
		Section 8	- Rane Utilities a	nd Inflation Def	ation Factor	al.		
	Date of the events in all wheth	a contra	- CHILD CLINIC C II	ing ming over per	diright r dictor			1
18	dolars (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 7/1/2010 to 6/30/2011 - whole dollars							\$10.000
			57				Operating Fund F AK001000213	Project Number
20	Base Utilities expense level minus							
2.9	surcharges (Line 18 minus Line 19)						-	-\$1,850
-21	Utities inflation/deflation factor					-	_	0.9428
	Utilities expected initial adjusted for	Sectio	n 9 - Calculation c	or utilities Exper	nse Level	1		
22	inflation/deflation - whole dollars (Line 20 x Line 21)							-\$1744
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

Figure 6.2: "Consolidated Report" Screen – Calculation of UEL (Cont'd)

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.



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
2012	UEL Excel Tool	For Field Office Users Only If you are a Field Office analyst and have completed review of this form, check this box. HUD
Sect 1 - #2 Operating Fund Project Number: AK0010 Sect 1 - #4 Unit Change Indicator:	00213	PHA Information PHA Name: Alaska Housing Finance Corporation
	1 Tes	Fiscal Year End: 06/30 ACC No: SF-210
Sect 8 - L19 Line 19 - Excess Consumption Surcharges:	\$10,000	ROFO: 1001 DUNS: 101930000
Sect 9 - L23 Line 23 - Energy Rate Reduction:	\$12,000	Reports UEL Value
Sect 9 - L25 Line 25 - Eligible Unit Months:	5,000	View Frozen View Flat Rate
C Input Utility Type C Edit/Delete Utility Type C	View Reports	View Non-Frozen

7. Technical Support

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