

## ***Energy Consumption Model Utility Allowance Procedures for Housing Credit Developments***

An owner may calculate a utility allowance estimate using an energy and water and sewage consumption and analysis model. The model must take into account factors including unit size, building orientation, design and materials, mechanical systems, appliances, and characteristics of the building location. The Energy Consumption Model utility allowance schedule shall include all utility types paid for by the tenants. Florida Housing staff must approve this owner estimate prior to implementation.

The estimate must be calculated by an independent licensed engineer or qualified professional chosen from the pool approved by Florida Housing Finance Corporation (Florida Housing). The owner shall contract directly with the Provider in order to obtain the energy consumption model utility allowance estimate. The approved pool of utility allowance estimate Providers is:

### **Diamond Property Consultants, Inc.**

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### **Florida Solar Energy Center**

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### **KN Consultants, LLC**

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### **Matern Professional Engineering, Inc.**

Todd Stoltz, CEM, CPMP, QCxP - Project Manager  
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A proposed new utility allowance estimate must be submitted to Florida Housing and made available to residents for comment at least 90 days prior to the proposed implementation date. Data must be no more than 60 days old when submitted to Florida Housing for review.

### **Owner Submission**

The owner shall submit the following documents to [FHFCAssetMgt@floridahousing.org](mailto:FHFCAssetMgt@floridahousing.org):

- Fully completed and executed Certification of Completeness and Accuracy for Utility Allowance Estimate Per Energy Consumption Model
- Letter from the Provider explaining their analysis and findings for each Building Identification Number (BIN). The letter must explain how they addressed the specific factors in item #7 of the Certification of Completeness and Accuracy for Utility Allowance Estimate Per Energy Consumption Model.
- Copy of the 90-day notice to residents showing the date the notice was posted (one example copy).

*Note: When submitting for approval by Florida Housing for credit underwriting purposes only, a 90-day notice to residents is not required. A new submission is required within 90 days of the commencement of pre-leasing activity and using rates in effect no earlier than 60 days prior to submission.*

### **Annual Review**

Owners must review at least once during each calendar year the basis on which utility allowances have been established and must update the applicable utility allowance estimate and submit as instructed above. The review must take into account any changes to the building such as any energy conservation measures that affect energy consumption and changes in utility rates.

### **Processing and Response**

- A letter approving or denying an owner's utility allowance estimate will typically be emailed to the owner by Florida Housing's Compliance staff within 30 business days of receipt of a complete and accurate package.
- Notification of the need for additional information to process an owner's request should be emailed to the owner within 30 business days.
- Please email [FHFCAssetMgt@floridahousing.org](mailto:FHFCAssetMgt@floridahousing.org) if, after 30 business days, notification, approval or denial has not been received.
- Non-receipt of an email is not considered evidence of Florida Housing approval.