

**Actual Use Method:** A utility allowance (UA) based upon an average of the actual use of similarly constructed and sized units in the building using actual utility usage data and component charges.

For a Development Owner to use the Actual Use Method the following must be submitted:

(i) Provide a minimum sample size of usage data for at least five Continuously Occupied Units of each Unit Type or 20% of each Unit Type, whichever is greater. If there are less than five Units of any Unit Type, data for 100% of the Unit Type must be provided; and

(ii) Upload the following information to the Development's CMTS attachment system:

- An Excel spreadsheet listing each Unit for which data was obtained to meet the minimum sample size requirement of a Unit Type, the number of bedrooms, bathrooms and square footage for each Unit, the household's move-in date, the utility usage (e.g., actual kilowatt usage for electricity) for each month of the 12 month period for each Unit for which data was obtained, and the Component Charges in place at the time of the submission;
- All documentation obtained from the Utility Provider (or billing entity for the utility provider) and/or copies of actual utility bills gathered from the residents, including all usage data not needed to meet the minimum sample size requirement and any written correspondence from the utility provider;
- The rent roll showing occupancy as of the end of the month for the month in which the data was requested from the utility provider; and
- Documentation of the current Utility Allowance used by the Development.

(iii) Upon receipt of the required information, the Department will determine if the Development Owner has provided the minimum information necessary to calculate an allowance using the Actual Use Method. If so, the Department will calculate the allowance for each bedroom size using the guidelines described as follows:

- If data is obtained for more than the sample requirement for the Unit Type, all data will be used to calculate the allowance.
- If more than 12 months of data is provided for any Unit, only the data for the most current 12 will be averaged.
- The allowance will be calculated by multiplying the average units of measure for the applicable utility (i.e., kilowatts over the last 12 months by the current rate) for all Unit Types within that bedroom size. For example, if sufficient data is supplied for 18 two bedroom/one bath Units, and 12 two bedroom/two bath Units, the data for all 30 Units will be averaged to calculate the allowance for all two-bedroom units.

- The allowance will be rounded up to the next whole dollar amount. If allowances are calculated for different utilities (i.e. electric, gas, water, sewer, trash), each utility's allowance will be rounded up to the next whole dollar amount and then added together for the total allowance.
- If the data submitted indicates zero usage for any month, the data for that Unit will not be used to calculate the Utility Allowance.

(iv) The Department will complete its evaluation and calculation within 45 days of receipt of all the information requested in clause (ii) of this subparagraph.

(v) The Department will issue a response to the evaluation to the Development's CMTS attachment system. Upon receipt, the Owner is responsible for posting the required resident notice to begin the 90-day resident response period. Once posted, the Owner must upload the evidence of posting to the CMTS attachment system within 5 days of the approval.

(vi) Failure to follow the above requirements may result in a denial of the request and/or noncompliance.