

Energy Consumption Model (ECM) Utility Allowance Procedures

An owner may calculate a utility allowance estimate using an energy and water and sewage consumption and analysis model. The model must consider factors including unit size, building orientation, design and materials, mechanical systems, appliances, and characteristics of the building location. An ECM utility allowance schedule shall include all utility types paid for by the tenants. Florida Housing staff must approve the owner's 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 to obtain the energy consumption model utility allowance estimate. Approved utility allowance estimate providers are:

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A proposed ECM 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.

An ECM submission to Florida Housing for initial occupancy (lease up) is required 90 days prior to the commencement of pre-leasing activities using rates in effect no earlier than 60 days prior to submission.

An ECM submission to Florida Housing for credit underwriting purposes does not require a 90-day notice to residents; a credit underwriting ECM estimate shall not be used for leasing purposes.

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. The review must consider any changes to the building such as any energy conservation measures that affect energy consumption and changes in utility rates. The date of the study determines the calendar year for which the ECM review was performed.

Material Required

The owner shall submit the following documents:

- Fully completed and executed owner's Certification of Completeness and Accuracy for Energy Consumption Model (ECM) Utility Allowance Estimate
- Letter from the Provider explaining their analysis and findings for each Building Identification Number (BIN). The letter must explain how the specific factors in item #7 of the Certification of Completeness and Accuracy for Utility Allowance Estimate Per Energy Consumption Model were addressed.
- Study data that contains the date the study was performed and that supports and is consistent with the utility allowance estimates on the owner's certification.
- Copy of the 90-day notice to residents showing the date the notice was posted (one example copy).