

Utility Allowance Study

Request for Proposals (RFP)

Issued 10/05/2018



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www.ckha.com



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Table of Contents

I. GENERAL INFORMATION	1
A. Introduction.....	1
B. Background and Purpose.....	1
C. Funding.....	1
E. Scope of Work	2
III. RFP PROCESS, PROPOSAL FORMAT AND GENERAL INFORMATION.....	3
A. Inquiries.....	3
B. Proposal Format & Content.....	3
C. Evaluation Criteria and Procedure.....	4
D. Use and Disclosure of Proposals.....	5
E. Requirements for Submittal and the Deadline Date.....	6
F. Proposal Review.....	6
G. Withdrawal of Proposal.....	6
H. Affirmative Action.....	6
ATTACHMENT A	7
PROPOSAL SUMMARY AND CERTIFICATIONS.....	7
ATTACHMENT B	9
STATEMENT OF EXPERIENCE.....	9
ATTACHMENT C	12
Service Contract No.....	12
ATTACHMENT B	14
Utility Allowance Schedule.....	14

Utility Allowance Study
REQUEST FOR PROPOSALS (RFP)
INSTRUCTIONS

I. GENERAL INFORMATION

A. Introduction

Charleston-Kanawha Housing Authority (CKHA) is a Public Housing Agency established in 1939. The agency's main office is located at 1525 Washington Street West, Charleston, WV 25387. CKHA's mission is to provide every resident with a decent, safe, affordable place to live while linking or providing programs that will assist them on their journey to self-sufficiency. The primary means to provide this assistance is through the U.S. Department of Housing and Urban Development (HUD) funded Housing Choice Voucher (HCV) program (formerly Section 8). CKHA currently assists over 3,000 families in the counties of Kanawha, Putnam, and Clay through the HCV programs.

For more information on CKHA and its rental assistance programs, please visit the Housing Authority website at www.ckha.com.

B. Background and Purpose

CKHA is seeking a firm to conduct a utility allowance survey/study to determine the appropriate utility allowances for our HCV Program in accordance with 24 CFR 982.517, and optionally, to update the utility allowance schedules for two years thereafter. The utility allowance schedules are for the West Virginia counties of Kanawha, Putnam, and Clay for implementation on February 1, 2019. CKHA must review its schedule of utility allowances each year and maintain information supporting its annual review. The Housing Authority's current utility schedules are attached to this RFP as **Attachment D** and are included for reference purposes only.

CKHA is seeking a response to the Request for Proposal (RFP) from qualified consultants with experience in developing utility allowance schedules in accordance with HUD guidelines, especially for the HCV Program. The selected consultant shall perform the work in accordance with state and federal laws and regulations as required by the HCV Program.

C. Funding

The HCV Program is a federally funded program of the U.S. Department of HUD administered by CKHA.

D. Populations to be Served

Populations served are low income, elderly, or disabled individuals, the public, and property owners.

E. Scope of Work

CKHA seeks a qualified individual or organization to develop annual utility allowance schedules to be implemented February 1, 2019; and optionally, to update the utility allowance schedules annually for implementation on February 1, 2020, and again February 1, 2021.

For each annual utility allowance schedule, the consultant selected by CKHA shall:

1. Determine appropriate utility allowances for the HCV Program voucher holders in accordance with 24 CFR Part 982.517; HUD HCV Program Guidebook 7420.10G; and all applicable federal, state, and local laws and regulations.
2. Utility allowances shall be based upon a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.
3. Provide HCV utility allowance.
4. Include bedroom sizes zero (efficiency) to five (5) on each HUD Form 52667.
5. Include air conditioning in each of the separate HCV utility allowance schedules.
6. Determine the utility allowances under the assumption that HCV families are participating in programs made available by utility providers to receive reduced rates for income qualified households, including but not limited to, Utility Assistance/LIEAP.
7. Provide utility allowance schedules that do not include any credit amounts.
8. Provide to CKHA all supporting documentation used in determining the utility allowances, including but not limited to, letters from local utility companies, Excel worksheets used in computing allowances, and quantities of the utilities that support the basis of the dollar allowances.

II. CONTRACT INFORMATION

If CKHA chooses to fund and proceed with obtaining this service to develop utility allowance schedules, it will enter into a Contract with the selected Responder. CKHA intends to use its standard Service Contract, attached to this RFP as **Attachment C** as a template for the Contract. Certain terms of the CKHA contract template are subject to negotiation and completion once the successful Responder is selected. CKHA may, in its sole discretion, agree to modify a term that is otherwise not subject to negotiation.

The Contract will be for an initial term of 12 months and may contain a provision for an extension of the initial term for two additional 12-month terms. Exercise of the option to extend the term of the Contract will be based on continue funding, the results of an evaluation of the services provided, and CKHA's subjective satisfaction with the Contractor's performance.

III. RFP PROCESS, PROPOSAL FORMAT AND GENERAL INFORMATION

A. Inquiries

To make inquiries regarding this RFP, Responders may contact only the RFP Contact. Questions to CKHA shall be submitted via E-mail to ceaster@ckha.com no later than 3:00 p.m. on October 26, 2018. Answers will be posted on the CKHA website, www.ckha.com by close of business day on October 31, 2018, as an addendum to the RFP.

B. Proposal Format & Content

Each response must include the following required documents, submitted in the order shown:

1. A completed **Attachment A**, Proposal Summary and Certifications
2. A completed **Attachment B**, Statement of Experience
3. A description of your experience with HUD guidelines, especially with the HCV Program.
4. A description of how research will be conducted, and utility allowances calculated.
5. A lump sum fixed price quote broken out for each of the three years, to begin February 1, 2019.

C. Evaluation Criteria and Procedure

1. The Contract, if awarded, will be awarded to the Responder submitting the Proposal deemed, by CKHA, in its sole discretion, to be in the best interest of CKHA. CKHA is not required to enter into a Contract with the Responder who submits the least costly Proposal.
2. Failure to fully comply with all the requirements of this RFP and to provide all requested information may result in the Proposal being rejected and given no consideration. The determination of compliance with the terms and conditions of this RFP will be in CKHA's sole judgment and its judgment will be final and conclusive.
3. Should more than one Responder submit a Proposal, the following evaluation process will be used to select the Responder. The factors such as, but not limited to, the following will be considered in the evaluation process:

SCORING CRITERIA	POINTS POSSIBLE
The Price Identified for the Service	30
Responder's Background and Experience in Performing Similar Projects	30
Quality and Reputation of the Service and of the Responder	20
Clarity, Conciseness and Completeness of the Response	20
TOTAL POINTS	100

4. After receiving the Proposals, CKHA may schedule interviews at its sole discretion with some or all of the Responders and may establish a ranked list of the Responders evaluated. The Responder receiving the highest ranking may be asked to enter into the Contract negotiation stage.
5. If an agreement to enter into a Contract cannot be reached with the Responder receiving the highest ranking, then the negotiations with that Responder will be terminated. Negotiations may then be opened with the next ranked Responder and the process repeated, or CKHA may elect at any time to reject all submitted Proposals and terminate this RFP process. Once negotiations with a Responder are terminated, CKHA will not reopen negotiations with that Responder.
6. Notwithstanding anything to the contrary in this RFP, CKHA reserves the right to award the Contract to the Responder(s) whose Proposal is determined by CKHA, in its sole discretion, to be in the best interest of CKHA. CKHA is not required to award the Contract to the Responder that submits the least costly Proposal. Furthermore, CKHA reserves the right to award one or more Contracts to one or more Responders as a result of this RFP.
7. If a Responder is selected and a Contract is negotiated with that Responder, CKHA shall issue a written Notice of Intent to Award a Contract to each Responder that submitted a Proposal. CKHA shall consider any protest or objection to the Contract award pursuant to this RFP, provided that it is submitted in writing and received by CKHA's contact person at the address listed in this RFP within 10 calendar days of the date stated on CKHA's written Notice of Intent to Award a Contract. The protest shall identify all bases on which the protest is based. Any protest or objection will be considered and resolved by the Chief Operating Officer in his/her sole discretion and whose decision shall be final and conclusive. The Contract may be executed by CKHA after the expiration of the time period to protest or object, or after a final decision on any protest or objection, whichever is later.

D. Use and Disclosure of Proposals

1. CKHA reserves the right to retain all Proposals that are submitted and to use any ideas in a Proposal regardless of whether a Proposal results in a Contract to provide the Supportive Housing Program. All Proposals will become the sole property of CKHA.
2. After CKHA issues a Notice of Intent to Award a Contract, or CKHA issues a Notice of Termination of RFP, all Proposals and related documents become a matter of public record, with the exception of those parts of a Proposal that are clearly designated as business or trade secrets, as that term is defined by statute, and marked as “confidential” or “proprietary”. CKHA shall not in any way be liable or responsible for the disclosure of any Proposal, or party thereof, if disclosure is required by the Public Records Act (Government Code section 6250, et. seq.) or pursuant to law or legal process. By submitting a Proposal, a Responder agrees to save, defend, keep, hold harmless, and fully indemnify CKHA, its elected officials, officers, employees, agents, and volunteers from all damages, claims for damages, costs, or expenses, whether in law or in equity, that may at any time arise for not disclosing a business or trade secret pursuant to the Public Records Act or other law or legal process.
3. Initiation of this RFP does not commit CKHA to finalize a Contract with a Responder, to enter into a Contract with the Responder submitting the least costly Proposal, or to pay any costs associated with the preparation of any Proposal.
4. Notwithstanding any other provisions, CKHA reserves the right, in its sole discretion to:
 - a. Accept or reject any or all Proposals, or any part(s) thereof;
 - b. Reject any Proposal for failure to submit the Proposal in conformity with the requirements, or the terms and conditions, of this RFP;
 - c. Waive any informalities or irregularities in a Proposal, or to waive any deviations from the requirements, or terms and conditions of this RFP, if deemed to be in the best interest of CKHA;
 - d. Negotiate with a Responder or Responders; or
 - e. Terminate the RFP process.
5. Any Responder submitting a Proposal understands and agrees that submission of his/her/its Proposal shall constitute acknowledgment and acceptance of, and intent to comply with, all the requirements, and terms and conditions of this RFP.
6. CKHA shall not be liable for, and by submitting a Proposal the Responder agrees not to make any claims for, or have any right to, damages because of any misunderstanding or misrepresentation of the requirements, or terms and conditions, of this RFP, or because of any misinformation or lack of information.
7. In the event it becomes necessary to revise any part of this RFP, an addendum will be posted on CKHA web page at: www.ckha.com.

E. Requirements for Submittal and the Deadline Date

All proposals MUST be received no later than 4:30 p.m. on October 31, 2018. Proposals may be submitted by email, mail, or hand delivered to:

Attn: Carmen Easter, Director of Leased Housing
Charleston-Kanawha Housing Authority
1525 Washington Street West
Charleston, WV 25387
ceaster@ckha.com

If the Responder utilizes mail service, CKHA will date and time stamp all applications upon receipt. Responses sent by mail or hand delivered must include one (1) original and three (3) unbound copies of the Proposal. Under the competitive proposal selection process, submissions are not opened publicly.

In no event will CKHA permit modification to a Proposal after the submission deadline. Proposals submitted after the deadline indicated above will not be accepted. Delays in mail service or other methods of delivery will not excuse a late proposal delivery.

F. Proposal Review

The RFP Selection Panel appointed by CKHA's Director of Leased Housing will review, evaluate, rank, and select the applications according to the scoring criteria outlined in the RFP, CKHA policy, and program regulations.

G. Withdrawal of Proposal

Responders may withdraw their proposals before or after the RFP submittal deadline by submitting a written request to Carmen Easter at the mailing address or email listed in Section III.F above. Proposals can be re-submitted before the RFP submittal deadline but cannot be re-submitted after the deadline.

H. Affirmative Action

CKHA promotes competitive solicitations and does not discriminate on the basis of race, color, religion, creed, national origin, sex, disability, age or sexual orientation.



PROPOSAL SUMMARY AND CERTIFICATIONS

VENDOR AUTHORIZED REPRESENTATIVE:

Click here to enter text.

Company Name

Click here to enter text.

Representative Name

Click here to enter text.

Phone

Click here to enter text.

Fax

Click here to enter text.

Email Address

Click here to enter text.

Federal Tax ID Number

CONTACT INFORMATION (IF DIFFERENT FROM ABOVE):

Click here to enter text.

Contact Person

Click here to enter text.

Title

Click here to enter text.

Phone

Click here to enter text.

Fax

Click here to enter text.

Email



Certifications:

Do you agree to comply with specifications, RFP instructions, draft Contract requirements and other pertinent references contained in this RFP?

Yes No

Do you agree that the information and costs provided in the proposal will remain unchanged and will not be withdrawn for a period of 90 days after the submission deadline?

Yes No

Do you certify that all statements contained within the submitted Proposal are true, and acknowledge that if the Proposal is found to contain any false statements, CKHA may declare any Agreement of Contract made as a result of the Proposal to be void?

Yes No

Do you agree to provide CKHA with any other information CKHA determines is necessary for accurate determination of your qualifications to provide the requested services?

Yes No

Do you certify that the proposal includes all costs incident to the proposed Contract?

Yes No

Upon execution of the Contract, the chosen responder must agree to receive electronic payments, and will be required to complete the ACH/Direct Deposit Authorization form, attached herein. Do you agree to be an ACH/Direct Deposit vendor?

Yes No

If the answer to any question is “No”, please explain.

[Click here to enter text.](#)

I certify that to the best of my knowledge, my responses to the above statements are true and correct.

[Click here to enter text.](#)

Signature

Date

STATEMENT OF EXPERIENCE

SECTION A

Click here to enter text.

Click here to enter text.

Business Name

Phone

Click here to enter text.

Address

City and State

Zip

BUSINESS STATUS:

Non-Profit Corporation

General Partnership

Limited Partnership

Corporation

Sole Proprietorship

Other: Click here to enter text.

SECTION B

Number of years in business under present business name? Click here to enter text.

Have you ever used another Business Name? Click here to enter text.

Number of years in business under prior business name? Click here to enter text.

Number of years' experience providing equivalent or related services? Click here to enter text.

SECTION C

CONTRACTS COMPLETED DURING THE LAST 5 YEARS:

	Year	Services	Contract Amount	Location	Contracting Agency
1.					
2.					
3.					
4.					
5.					

SECTION D

Have you, or your agency, failed or refused to complete a contract? Yes No

If yes, explain: [Click here to enter text.](#)

SECTION E

Do you or your agency hold a controlling interest in any other organization, or is this agency or business owned or controlled by another organization or agency? Yes No

If yes, explain: [Click here to enter text.](#)

SECTION F

Do you, or your agency, hold or have a financial interest in any other business? Yes No

If yes, explain (unless you are the individual personally performing contracted services or a governmental agency): [Click here to enter text.](#)

SECTION G

Names of persons with whom you, or your agency, have been associated in business as partners or business associates in the last five years. (Government agencies are exempt) [Click here to enter text.](#)

SECTION H

Explain any litigation involving you, your agency, or any principle officer(s) thereof (if applicable):

[Click here to enter text.](#)

SECTION I

Provide a description of experience in the services to be provided, and the experience of principle individuals who will be performing services: [Click here to enter text.](#)

SECTION J

List any major equipment to be used for the direct provision of services: [Click here to enter text.](#)

SECTION K

Please provide a list of commitments, and potential commitments which may impact assets, lines of credit, guarantors letters, or otherwise affect you or your agency’s ability to perform:

[Click here to enter text.](#)

SECTION L

If the nature of the services requires business or professional licenses, are such licenses held by you and/or your agency?

Yes No

SECTION M

Do you and/or your agency agree to permit Federal governments to audit financial and other records pertinent to the services provided?

Yes No

By signing this Statement of Experience, you are certifying that all information provided on this form and contained within your proposal are true. You acknowledge that if the proposal contains any false statements, CKHA may declare any contract or agreement made as a result of the proposal to be void.

[Click here to enter a date.](#)

Signature

Date

[Click here to enter text.](#)

Printed Name and Title

CONTRACT

THIS AGREEMENT, made this [Click here to enter text.](#), in the year Two Thousand Eighteen by and between [Click here to enter text.](#), a corporation/business licensed for business under the laws of the State of West Virginia, hereinafter called the Contractor, and Charleston-Kanawha Housing Authority (CKHA);

WITNESSETH, that the Contractor and CKHA for the consideration stated herein mutually agree as follows:

ARTICLE 1. STATEMENT OF WORK. The Contractor shall furnish [Click here to enter text.](#), which is incorporated herein by reference and made a part hereof.

ARTICLE 2. CONTRACT PRICE. CKHA shall pay the Contractor for the performance of this Contract, the sum of [Click here to enter text.](#)

ARTICLE 3. CONTRACT DOCUMENTS. The Contract shall consist of the following component parts:

- a. This Instrument
- b. The Specifications
- c. Form of Bid
- d. Non- Collusive Affidavit

This Instrument, together with the specifications, are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provision in any other component part of this Contract conflicts with any provision of any other component part, the component part first enumerated in this Article 3 shall govern, except as otherwise specifically stated. The various provisions in Addenda, if any, shall be construed in the order of preference of the component part which each modifies.

ARTICLE 4. CONTRACT DURATION. This contract shall be effective [Click here to enter text.](#) and expire [Click here to enter text.](#) with a possibility of two (2) one (1) year extension upon mutual agreement by both parties.

ARTICLE 5. EQUAL EMPLOYMENT OPPORTUNITY. It is the policy of CKHA that maximum opportunities for equal employment of minorities, females, and section 3 residents be provided by the Contractor in the performance of this Contract.

ARTICLE 6. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT. The Contractor will abide by the Section 3 Affirmative Action Plan submitted with the Contractor's bid. Documentation of compliance will be submitted to CKHA via monthly written reports for the duration of the contract.

ARTICLE 7. ASSIGNMENT OF RIGHTS. The Contractor shall not have the right to assign any rights or interest occurring under this Agreement without the written consent of CKHA. The Contractor shall not assign any sums due, or to become due, to him under the provisions of this Agreement.

No member or Delegate to the Congress of the United States and no Housing Commissioner shall be admitted any share or part of this Agreement, proceeds of this Contract or to any benefit to arise from the same. No officer, employee or member of the governing body of the Contractor who exercises any functions or responsibilities in connection with the carrying out of the Project to which this Agreement pertains shall have any private interest, direct or indirect, in this Agreement.

ARTICLE 8. ATTORNEY FEES. Attorney fees and court costs shall be paid by the defendant in the event that judgment must be obtained, and is, to enforce this Agreement or any breach thereof.

IN WITNESS WHEREOF, the parties hereto have caused this Instrument to be executed in two (2) original counterparts as of the day and year first above written.

By: _____

ATTEST: _____

Title: _____

Business Address:

Fed ID # _____

CHARLESTON-KANAWHA HOUSING AUTHORITY
CHARLESTON, WEST VIRGINIA

By: _____

ATTEST: _____

Title: Mark E. Taylor, Chief Executive Officer

Business Address:

1525 Washington St., West
Charleston, West Virginia 25387-0086

ATTACHMENT B

Utility Allowance Schedule

Allowances for Tenant-Furnished Utilities and other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

Locality: Charleston-Kanawha Housing Authority, WV		Unit Type: Apartment/Garden Walk-Up/Low-Rise				Date (mm/dd/yyyy) 02/2018	
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$17.00	\$20.00	\$23.00	\$26.00	\$30.00	\$32.00
	b. Bottle Gas/Propane	\$63.00	\$72.00	\$85.00	\$96.00	\$107.00	\$118.00
	c. Electric	\$18.00	\$22.00	\$29.00	\$36.00	\$43.00	\$50.00
	d. Electric Heat Pump	\$16.00	\$19.00	\$23.00	\$25.00	\$28.00	\$31.00
	e. Oil / Other	\$51.00	\$59.00	\$68.00	\$76.00	\$85.00	\$96.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$5.00	\$7.00	\$7.00
	b. Bottle Gas/Propane	\$8.00	\$8.00	\$14.00	\$19.00	\$25.00	\$28.00
	c. Electric	\$5.00	\$6.00	\$9.00	\$12.00	\$15.00	\$17.00
Other Electric (Lights & Appliances)		\$20.00	\$24.00	\$33.00	\$42.00	\$51.00	\$60.00
Air Conditioning		\$6.00	\$7.00	\$9.00	\$12.00	\$14.00	\$17.00
Water Heating	a. Natural Gas	\$6.00	\$7.00	\$9.00	\$12.00	\$15.00	\$17.00
	b. Bottle Gas/Propane	\$22.00	\$25.00	\$33.00	\$44.00	\$55.00	\$63.00
	c. Electric	\$13.00	\$16.00	\$20.00	\$24.00	\$29.00	\$33.00
	d. Oil / Other	\$17.00	\$20.00	\$28.00	\$34.00	\$42.00	\$51.00
Water	See Attached Water, Sewer & Trash Collection Schedule						
Sewer							
Trash Collection							
Range / Microwave Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other-- Electric Charge \$8.48		\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
specify: Gas Charge \$10.61		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Actual Family Allowances				Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$	
				Cooking		\$	
Name of Family				Other Electric		\$	
				Air Conditioning		\$	
				Water Heating		\$	
Address of Unit				Water		\$	
				Sewer		\$	
				Trash Collection		\$	
				Range / Microwave		\$	
				Refrigerator		\$	
				Other		\$	
Number of Bedrooms				Other		\$	
				Total		\$	



Allowances for Tenant-Furnished Utilities and other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

Locality: Charleston-Kanawha Housing Authority, WV		Unit Type: Row House/ Townhouse/Semi-Detached/ Duplex				Date (mm/dd/yyyy) 02/2018	
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$22.00	\$26.00	\$30.00	\$33.00	\$37.00	\$40.00
	b. Bottle Gas/Propane	\$80.00	\$96.00	\$107.00	\$121.00	\$135.00	\$146.00
	c. Electric	\$27.00	\$31.00	\$40.00	\$49.00	\$58.00	\$67.00
	d. Electric Heat Pump	\$20.00	\$23.00	\$27.00	\$31.00	\$34.00	\$38.00
	e. Oil / Other	\$65.00	\$76.00	\$87.00	\$99.00	\$107.00	\$118.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$5.00	\$7.00	\$7.00
	b. Bottle Gas/Propane	\$8.00	\$8.00	\$14.00	\$19.00	\$25.00	\$28.00
	c. Electric	\$5.00	\$6.00	\$9.00	\$12.00	\$15.00	\$17.00
Other Electric (Lights & Appliances)		\$25.00	\$30.00	\$41.00	\$53.00	\$65.00	\$75.00
Air Conditioning		\$6.00	\$7.00	\$11.00	\$16.00	\$21.00	\$25.00
Water Heating	a. Natural Gas	\$7.00	\$8.00	\$12.00	\$15.00	\$18.00	\$22.00
	b. Bottle Gas/Propane	\$25.00	\$30.00	\$41.00	\$55.00	\$66.00	\$80.00
	c. Electric	\$17.00	\$19.00	\$25.00	\$30.00	\$36.00	\$41.00
	d. Oil / Other	\$20.00	\$23.00	\$34.00	\$45.00	\$54.00	\$65.00
Water		See Attached Water, Sewer & Trash Collection Schedule					
Sewer							
Trash Collection							
Range / Microwave Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other-- Electric Charge \$8.48		\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
specify: Gas Charge \$10.61		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Actual Family Allowances				Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$	
				Cooking		\$	
Name of Family				Other Electric		\$	
				Air Conditioning		\$	
				Water Heating		\$	
				Water		\$	
				Sewer		\$	
Address of Unit				Trash Collection		\$	
				Range / Microwave		\$	
				Refrigerator		\$	
				Other		\$	
				Other		\$	
				Other		\$	
				Total		\$	
Number of Bedrooms				Other		\$	
				Total		\$	



Allowances for Tenant-Furnished Utilities and other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

Locality: Charleston-Kanawha Housing Authority, WV		Unit Type: Detached House				Date (mm/dd/yyyy) 02/2018					
Utility or Service		Monthly Dollar Allowances									
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR				
Heating	a. Natural Gas	\$25.00	\$29.00	\$33.00	\$37.00	\$42.00	\$46.00				
	b. Bottle Gas/Propane	\$91.00	\$105.00	\$121.00	\$135.00	\$154.00	\$168.00				
	c. Electric	\$42.00	\$50.00	\$58.00	\$66.00	\$73.00	\$80.00				
	d. Electric Heat Pump	\$23.00	\$27.00	\$32.00	\$36.00	\$40.00	\$44.00				
	e. Oil / Other	\$71.00	\$85.00	\$96.00	\$110.00	\$124.00	\$135.00				
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$5.00	\$7.00	\$7.00				
	b. Bottle Gas/Propane	\$8.00	\$8.00	\$14.00	\$19.00	\$25.00	\$28.00				
	c. Electric	\$5.00	\$6.00	\$9.00	\$12.00	\$15.00	\$17.00				
Other Electric (Lights & Appliances)		\$29.00	\$35.00	\$48.00	\$62.00	\$74.00	\$86.00				
Air Conditioning		\$4.00	\$5.00	\$12.00	\$18.00	\$25.00	\$31.00				
Water Heating	a. Natural Gas	\$7.00	\$8.00	\$12.00	\$15.00	\$18.00	\$22.00				
	b. Bottle Gas/Propane	\$25.00	\$30.00	\$41.00	\$55.00	\$66.00	\$80.00				
	c. Electric	\$17.00	\$19.00	\$25.00	\$30.00	\$36.00	\$41.00				
	d. Oil / Other	\$20.00	\$23.00	\$34.00	\$45.00	\$54.00	\$65.00				
Water		See Attached Water, Sewer & Trash Collection Schedule									
Sewer											
Trash Collection											
Range / Microwave Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00				
Refrigerator Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00				
Other-- Electric Charge \$8.48		\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00				
specify: Gas Charge \$10.61		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00				
Actual Family Allowances				Utility or Service		per month cost					
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$					
				Cooking		\$					
Name of Family				Other Electric		\$					
				Air Conditioning		\$					
				Water Heating		\$					
				Water		\$					
Address of Unit				Sewer		\$					
				Trash Collection		\$					
				Range / Microwave		\$					
				Refrigerator		\$					
				Other		\$					
				Number of Bedrooms				Other		\$	
								Total		\$	



Allowances for Tenant-Furnished Utilities and other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

Locality: Charleston-Kanawha Housing Authority, WV		Unit Type: Mobile Home				Date (mm/dd/yyyy) 02/2018					
Utility or Service		Monthly Dollar Allowances									
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR				
Heating	a. Natural Gas	\$21.00	\$25.00	\$28.00	\$32.00	\$35.00					
	b. Bottle Gas/Propane	\$74.00	\$91.00	\$102.00	\$118.00	\$129.00					
	c. Electric	\$44.00	\$52.00	\$54.00	\$55.00	\$57.00					
	d. Electric Heat Pump	\$20.00	\$23.00	\$27.00	\$31.00	\$34.00					
	e. Oil / Other	\$62.00	\$71.00	\$82.00	\$93.00	\$104.00					
Cooking	a. Natural Gas	\$2.00	\$2.00	\$4.00	\$5.00	\$7.00					
	b. Bottle Gas/Propane	\$8.00	\$8.00	\$14.00	\$19.00	\$25.00					
	c. Electric	\$5.00	\$6.00	\$9.00	\$12.00	\$15.00					
Other Electric (Lights & Appliances)		\$29.00	\$35.00	\$48.00	\$62.00	\$74.00					
Air Conditioning		\$5.00	\$6.00	\$11.00	\$15.00	\$20.00					
Water Heating	a. Natural Gas	\$7.00	\$8.00	\$12.00	\$15.00	\$18.00					
	b. Bottle Gas/Propane	\$25.00	\$30.00	\$41.00	\$55.00	\$66.00					
	c. Electric	\$17.00	\$19.00	\$25.00	\$30.00	\$36.00					
	d. Oil / Other	\$20.00	\$23.00	\$34.00	\$45.00	\$54.00					
Water	See Attached Water, Sewer & Trash Collection Schedule										
Sewer											
Trash Collection											
Range / Microwave Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00					
Refrigerator Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00					
Other-- Electric Charge \$8.48		\$8.00	\$8.00	\$8.00	\$8.00	\$8.00					
specify: Gas Charge \$10.61		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00					
Actual Family Allowances				Utility or Service		per month cost					
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$					
				Cooking		\$					
Name of Family				Other Electric		\$					
				Air Conditioning		\$					
				Water Heating		\$					
				Water		\$					
Address of Unit				Sewer		\$					
				Trash Collection		\$					
				Range / Microwave		\$					
				Refrigerator		\$					
				Other		\$					
				Number of Bedrooms				Other		\$	
								Total		\$	



CHARLESTON-KANAWHA HOUSING AUTHORITY, WV

Water, Sewer and Trash Collection Utility Allowances Section 8 HCV Program (Clay County)

All Building Types

Location		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Town of Clay	Water	\$26.00	\$27.00	\$36.00	\$46.00	\$55.00	\$64.00
	Sewer	\$45.00	\$47.00	\$65.00	\$84.00	\$103.00	\$121.00
Clay-Roane Public Service District	Water	\$74.00	\$77.00	\$108.00	\$139.00	\$170.00	\$201.00
Gauley River Public Service District	Water	\$58.00	\$60.00	\$83.00	\$105.00	\$126.00	\$148.00
West Virginia American Water (Queen Shoals)	Water	\$52.00	\$54.00	\$72.00	\$90.00	\$108.00	\$126.00
Waste Management	Trash	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00



CHARLESTON-KANAWHA HOUSING AUTHORITY, WV

Water, Sewer and Trash Collection Utility Allowances Section 8 HCV Program (Kanawha County)

All Building Types

Location		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Town of Belle	Sewer	\$71.00	\$74.00	\$102.00	\$126.00	\$150.00	\$174.00
Town of Cedar Grove	Water	\$27.00	\$28.00	\$39.00	\$48.00	\$57.00	\$66.00
	Sewer	\$64.00	\$67.00	\$91.00	\$112.00	\$134.00	\$155.00
City of Charleston Sanitary Board	Sewer	\$49.00	\$51.00	\$72.00	\$94.00	\$115.00	\$137.00
City of Charleston	Trash	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Town of Chesapeake Sanitary Board	Sewer	\$33.00	\$33.00	\$42.00	\$48.00	\$55.00	\$61.00
City of Dunbar Sanitary Board City of Dunbar	Sewer	\$41.00	\$43.00	\$58.00	\$73.00	\$89.00	\$104.00
	Trash	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00
Town of East Bank	Water	\$46.00	\$47.00	\$64.00	\$79.00	\$95.00	\$111.00
	Sewer	\$64.00	\$66.00	\$83.00	\$100.00	\$118.00	\$135.00
Elk Valley Public Service District	Sewer	\$47.00	\$48.00	\$58.00	\$69.00	\$79.00	\$90.00
City of Glasgow	Water	\$27.00	\$28.00	\$37.00	\$47.00	\$57.00	\$67.00
	Sewer	\$27.00	\$28.00	\$37.00	\$47.00	\$57.00	\$67.00
Greater St Albans Public Service District	Sewer	\$44.00	\$46.00	\$63.00	\$81.00	\$98.00	\$115.00
Town of Handley	Sewer	\$67.00	\$70.00	\$98.00	\$126.00	\$154.00	\$182.00
Kanawha Public Service District (Town of Chelyan)	Sewer	\$43.00	\$45.00	\$62.00	\$77.00	\$92.00	\$107.00
Lincoln PSD	Water	\$41.00	\$43.00	\$59.00	\$75.00	\$90.00	\$105.00
Malden Public Service District	Sewer	\$36.00	\$38.00	\$53.00	\$68.00	\$83.00	\$98.00
City of Marmet	Sewer	\$39.00	\$40.00	\$52.00	\$63.00	\$73.00	\$84.00
City of Montgomery	Sewer	\$50.00	\$52.00	\$69.00	\$69.00	\$69.00	\$69.00
City of Nitro	Sewer	\$38.00	\$39.00	\$53.00	\$64.00	\$75.00	\$86.00
Town of Pratt	Water	\$53.00	\$55.00	\$70.00	\$85.00	\$101.00	\$116.00
	Sewer	\$52.00	\$54.00	\$74.00	\$94.00	\$115.00	\$135.00
Sissonville Public Service District	Sewer	\$69.00	\$70.00	\$89.00	\$107.00	\$125.00	\$144.00
South Charleston Sanitary Board City of South Charleston	Sewer	\$39.00	\$41.00	\$57.00	\$74.00	\$91.00	\$108.00
	Trash	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
City of St Albans Municipal Utility Commission	Water	\$48.00	\$49.00	\$65.00	\$80.00	\$95.00	\$111.00
	Sewer	\$32.00	\$34.00	\$49.00	\$64.00	\$80.00	\$95.00
	Trash	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Union Public Service District	Sewer	\$28.00	\$29.00	\$40.00	\$49.00	\$58.00	\$68.00
Upper Kanawha Valley Public Service District	Water	\$32.00	\$33.00	\$46.00	\$58.00	\$70.00	\$81.00
	Sewer	\$74.00	\$75.00	\$92.00	\$109.00	\$126.00	\$142.00
Waste Management	Trash	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
West Dunbar Public Service District	Sewer	\$25.00	\$26.00	\$31.00	\$37.00	\$43.00	\$48.00
West Virginia American Water	Water	\$52.00	\$54.00	\$72.00	\$90.00	\$108.00	\$126.00



CHARLESTON-KANAWHA HOUSING AUTHORITY, WV

Water, Sewer and Trash Collection Utility Allowances Section 8 HCV Program (Putnam County)

All Building Types

Location		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Culoden Public Service District	Sewer	\$49.00	\$51.00	\$72.00	\$92.00	\$112.00	\$133.00
Town of Eleanor	Sewer	\$27.00	\$27.00	\$34.00	\$40.00	\$47.00	\$53.00
City of Hurricane	Water	\$48.00	\$49.00	\$68.00	\$87.00	\$106.00	\$124.00
	Sewer	\$41.00	\$43.00	\$59.00	\$75.00	\$91.00	\$107.00
Mason County Public Service District	Water	\$36.00	\$37.00	\$48.00	\$60.00	\$71.00	\$83.00
	Sewer	\$43.00	\$45.00	\$62.00	\$77.00	\$90.00	\$103.00
City of Nitro	Sewer	\$38.00	\$39.00	\$53.00	\$64.00	\$75.00	\$86.00
Town of Poca	Sewer	\$44.00	\$45.00	\$59.00	\$72.00	\$86.00	\$100.00
Putnam County Building Commission	Water	\$64.00	\$65.00	\$83.00	\$101.00	\$119.00	\$137.00
Putnam Public Service District	Water	\$32.00	\$32.00	\$41.00	\$50.00	\$59.00	\$67.00
	Sewer	\$43.00	\$45.00	\$62.00	\$80.00	\$98.00	\$116.00
Waste Management	Trash	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
West Virginia American Water	Water	\$52.00	\$54.00	\$72.00	\$90.00	\$108.00	\$126.00
City of Winfield	Sewer	\$59.00	\$61.00	\$85.00	\$110.00	\$134.00	\$159.00

