

## KHC Instructions for Calculating Utility Allowance

1. Obtain a current Utility Allowance Chart from the appropriate Public Housing Authority (PHA) for the area in which the unit is located.

For counties in which KHC is the Housing Choice Voucher (HCV; aka Section 8) administrator, KHC Utility Allowance Charts will be used. These can be found on the HCA Partner Agency Portal ([HCA Partner Agency Portal](#)).

For counties where KHC is not the HCV administrator, contact the local PHA that administers the HCV/Section 8 program for that area to obtain the current year's utility allowance. Utility allowances are updated on an annual basis; please check the date at the top of the utility allowance chart to ensure you are using the current year's numbers.

2. Using the Request for Unit Approval Form, determine the following:
  - a. Utilities the client is responsible for and the fuel source for heating, cooking, and water heating (e.g., gas, electric, propane, etc.). Also determine whether the refrigerator and stove are supplied by the landlord or if the client must supply those items. (see # 10 below).
  - b. The category of housing for the unit in question.
3. If the client is responsible for paying heating costs, locate the correct heat/air utility category for the category of house, and select the correct fuel source under the correct bedroom size column and circle the number.
4. If the unit has access to air conditioning, you will always include the air conditioning allowance whether it is a window air conditioner or central air; circle the air conditioning number under the correct bedroom size column.
5. If the client is responsible for paying cooking costs, locate the correct fuel source for cooking and circle the number that corresponds to the correct bedroom size of the unit.
6. If the client is responsible for paying water heating costs, locate the correct fuel source and bedroom size for water heating and circle that number.
7. If the client is responsible for the electric bill, **ALWAYS** include the category of other electric. This amount covers the lights and other items that get plugged into electric sockets (including the electricity that runs the refrigerator and stove).
8. If the client is responsible for paying the water and sewer bill, circle those numbers for the correct bedroom size of the unit.
  - a. If the unit has a septic system, you will not circle the sewer number.
  - b. If the unit has well water as the only water source, you will not circle the water number.
9. If the client is responsible for paying the garbage service, circle the number for the correct bedroom size of the unit. If they burn garbage or have a community dumpster supplied and paid for by the landlord, do not circle the garbage number.
10. Range and refrigerator categories will **ONLY** be circled **if the tenant is responsible for providing their own refrigerator or stove appliance**, these categories are not for the utilities to run these appliances. That is covered under other electric. Microwaves are only counted if they are the only cooking appliance.
11. Do not include other appliances which are not specified on the applicable PHA's utility allowance chart (e.g., washer and dryer, etc.).
12. After you are done circling all the appropriate numbers, review the form. You should have circles only in one column, and that column represents the number of bedrooms in the unit actually being rented. Add all the numbers you have circled to calculate the utility allowance amount.
13. Make sure you calculate Utility Allowance based on the size of the unit the client is renting and NOT the size of the unit the client household qualifies for. If the qualify for a 2 bedroom but rent a 3 bedroom, the UA is calculated on the 3-bedroom unit.

## TIPS AND UNUSUAL SCENARIOS

- For units where the landlord gives a partial credit towards one or more of the utilities – Figure the utility allowance and then subtract the amount the landlord is crediting, and the remaining utility allowance should be credited to the client household.
- For units with diesel fueled furnace use the oil option on the UA chart. Per HVACseer.com diesel and heating oil No. 2 can be used in these furnaces.  
[#2 Heating Oil: The Difference Between Fuel Oils - R.F. Ohl \(rfohl.com\)](#) *“Essentially, diesel oil and Number 2 fuel oil have the same chemical composition. Their primary difference is how they are used. Number 2 fuel oil is tax-free so that the prices are kept low at all times. This is because it is used for home heating, making it a vital need every winter. It is used in boilers and furnaces and has the same red dye as untaxed diesel fuel. Since it is used for residential heating, may call it home heating oil.”*
- If you have trouble obtaining Utility Allowance Charts from a local PHA, it may be due to not calling the correct PHA. Many areas will have more than one housing authority. The public housing agency that administers the Housing Choice Voucher, also known as the Section 8 program, is the one that can provide you with the Utility Allowance charts that are needed.

When you call the housing authority ask them if they administer the Housing Choice Voucher (or Section 8) program. If they do not, ask them who in the area administers that program. Most housing authorities know the other housing authorities in their area.