



## EarthCraft Virginia Utility Allowance Process

Thank you for your interest in using EarthCraft Virginia to provide Utility Allowance (UA) services for your project. Our mission is to advance sustainable, affordable, and energy efficient construction through education and technical support. We strive to educate developers, designers, and contractors on the benefits of green building. The information below outlines the process for [VHDA's Utility Allowance Option 3](#).

### Owner Information Needed:

- Building Identification Numbers (BINs)
  - Note: Projects utilizing the UA for a Tax Credit submission may not have BINs at the time of the application

### Process & Fees

EarthCraft Virginia utilizes REM/Rate to project Utility Allowances for each unit type on the property. EarthCraft Virginia, as a qualified professional approved by VHDA, will take into account specific factors including, but not limited to; unit size, building orientation, design and materials, mechanical systems, appliances, and characteristics of the building location. Because REM/Rate is an energy analysis tool, UAs will only project electricity and natural gas consumption. Utility Allowances cannot be created for projects with central systems. There are 3-pathways to determine your project's UA:

1. Projects preparing a LIHTC application & projects that are pending ECVA certification: For all projects pursuing an EarthCraft certification the fee is \$200/unit type.
2. Certified ECVA projects: Once the project is certified under the EarthCraft Virginia Multifamily program, the project team can request a UA for each unit type as part of the certification package. For all certified projects the fee is \$200/BIN unit type.
3. Existing non-ECVA projects: For existing projects opting not to pursue an EarthCraft certification an audit will need to be conducted to gather detailed information on the project and REM/Rate energy models created in order to provide UA(s) for the project. This will result in additional fees on top of the set fee of \$200/BIN unit type. These fees include; \$150/hour on site, \$17.50/hour of drive time, and the current IRS mileage rate for travel.
  - Our team will need access to at least 10% of the total units on the property (including one of each unit type) with a property staff member present.
  - The project team will need to provide existing drawings and any additional project information upon request.
  - If you would like an audit report generated in addition to the UA, additional fees will apply.

### VHDA Option 3 Documentation

The building owner must furnish a copy of the estimates derived from the energy model to VHDA and make copies of the estimates available to all tenants in the building. Below are the items that will need to be submitted for Option 3 to VHDA, EarthCraft Virginia will provide the project team with items 2 and 5. The remaining items will need to be created by the project team or owner.

1. Cover Letter stating utility allowance option
2. Letter on EarthCraft Virginia letterhead summarizing data for each BIN
3. Copy of 90-day notice to residents
4. VHDA Certification of Completeness and Accuracy
5. Utility Allowance Spreadsheet



**Submit complete documentation to:**

VHDA-Compliance Monitoring  
Attention: Brenda Hawkins  
601 S. Belvidere Street  
Richmond, VA 23220-6504

Authorization

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EarthCraft Virginia appreciates the opportunity to provide Utility Allowances for your project. Please sign and date in the space provided below and return a copy to EarthCraft Virginia thereby authorizing us to proceed. By signing this document, you agree to pay EarthCraft Virginia for services provided as outlined above.

Project: \_\_\_\_\_

\_\_\_\_\_  
Signed/Authorized Project Representative

\_\_\_\_\_  
Date