



viridiant

# utility allowance agreement

Thank you for considering Viridiant for your property's Utility Allowance (UA). We pride ourselves on offering superior quality, affordable services that suit the needs of any developer committed to high-performance building. With your support, we are making a significant impact on not only the region's energy use, but also on the lives of the residents who will enjoy comfortable, healthy, and affordable homes. We welcome your participation in our multifamily services and look forward to working with you.

This agreement outlines Viridiant's UA service offerings and associated costs. Upon signing and returning this agreement, a member of our multifamily team will request any necessary information and documentation.

Projects applying for or receiving Low-Income Housing Tax Credits (LIHTC) through Virginia Housing Development Authority (VHDA) can benefit from Viridiant's UA services as outlined in the [VHDA Utility Allowance Options and Procedures](#). Viridiant is the third-party entity that VHDA has designated to provide the Agency Estimate. Costs incurred in obtaining the estimate are borne by the building owner. If the owner chooses the Agency Estimate then they must submit copies of the estimate to VHDA for approval and make the estimates available to all tenants in the property at least 90 days before the effective date (i.e. implementation) of the new utility allowances.

Viridiant utilizes energy modeling software to build UA projections for each unit type. As a qualified professional, Viridiant will take into account specific factors including unit size, orientation, building materials, mechanical systems, appliances, and characteristics of the building location. Since our energy models do not provide analysis for water consumption, water projections will be calculated using HUD standards. Alternatively, local Public Housing Authority (PHA) water projections or [VHDA utility allowance schedules](#) may be used if the local PHA has adopted VHDA utility allowances for use or if the only local PHA is a [VHDA administered program agency](#). UAs cannot be provided for projects with geothermal systems. Viridiant UA services will be made available for projects with central systems on a case-by-case basis. Viridiant requires at least 10 business days from the time all requested information is provided to turnaround the completed UA.



## VIRIDIANT UTILITY ALLOWANCE SERVICE OFFERINGS

Viridiant offers four different pathways to determine your development's UA:

**1. UA for a LIHTC application**

If your project is pursuing EarthCraft Multifamily certification and applying for LIHTC, you can request a UA during the Pre-Review Process that will be turned around with the Appendix F EarthCraft signature page.

**2. UA for EarthCraft projects**

Developments pursuing EarthCraft certification or EarthCraft-certified projects can request a UA. Viridiant can provide UA projections to the owner representative any time after we host the Design Review Meeting and confirm HVAC equipment. This UA can be submitted to VHDA and will need to be renewed on a yearly basis.

**3. UA for existing non-EarthCraft projects**

For existing projects opting not to pursue EarthCraft certification, an on-site audit will need to be conducted to gather detailed information on the project. Our team will need access to at least three units of each unit type, with a property management staff member present. Subsequently energy models will be created to provide UA projections. Additional fees will apply for the on-site audit.

**4. UA Renewal for EarthCraft or existing non-EarthCraft projects**

Viridiant can renew your UA on an annual basis. UA projections might change from year to year based on utility rate adjustments and energy modeling software updates.

## REQUEST FOR INFORMATION & DOCUMENTATION

Viridiant requires at least 10 business days from the time all requested information is provided to turn around the completed UA. An owner or project team representative will need to provide the following information if requested:

1. Building Identification Number(s) (BIN)
2. Project plans or existing drawings
3. Construction specifications
4. Confirmation of utility service providers
5. Confirmation of utilities paid by the tenant or by the owner
6. Up-to-date allowance from local Public Housing Authority

## VHDA SUBMITTAL

For LIHTC developments, it is the owner's responsibility to complete, assemble, and submit the following documentation to VHDA:

1. Cover Letter stating utility allowance option and indicating what utilities the residents are responsible for and any additional administrative fees
2. VHDA Certification of Completeness and Accuracy filled out and signed
3. Letter on Viridiant letterhead summarizing data for each square footage
4. Copy of 90-day notice sent to residents
5. Building by Building Utility Allowance Spreadsheet (list every square footage using a UA)

Viridiant will provide items 3 and 5\*. Inquiries regarding UA approvals should be directed to VHDA.

*\*For Pre-Review UAs, Viridiant will only produce item 3, a letter summarizing data for each unit type.*