

February 27, 2025

MEMORANDUM

To: Virginia Housing Local Housing Agencies

From: Patrice T. Freeman, Housing Choice Voucher Program Compliance Manager

Subject: Revised Utility Allowance Schedules **Effective July 1, 2025**

Overview Attached are the July 1, 2025 utility allowance schedules that have been updated in Elite. Virginia Housing has elected to have only one set of utility allowance schedules for its Housing Choice Voucher Program that all Local Housing Agencies will utilize.

Implementation of New Utility Allowance Schedules **Annual Recertifications:** Use the new utility allowance schedules beginning with your July 1, 2025 annual certifications. If you have already completed an annual certification for July 1, 2025 (or later) in Elite, the annual certification **must** be recalculated in Elite using the appropriate July 1, 2025 utility allowance schedule.

Other Change of Unit & Initial Lease-Up: Use the new utility allowance schedules for all other change of units and initial lease-ups that have an effective date of July 1, 2025 or later.

HUD Regulation Use the utility allowance for the **lower of the actual unit size or the issued voucher bedroom size**. *The utility allowance schedules provide space for you to record the voucher size and unit bedroom size.*

Virginia Housing Policies



1. The utility allowances must be manually completed on the appropriate utility allowance schedule and placed in each participant's file. Doing so ensures the file is properly documented with the correct utility/appliance allowances for the unit in which the family is being assisted. Failure to accurately complete the form in its entirety (*including family name, complete unit address, voucher size and unit bedroom size*) will negatively impact your Agency's overall Audit conducted by Virginia Housing.

NOTE: A completed utility allowance schedule is not required when **ALL** utilities and appliances are supplied by the owner.

2. In cases where a wood or coal stove is the only source of heat, use the lowest heat allowance on the schedule for the applicable bedroom size.
3. A family is permitted to have two utility sources for a particular service. For example, if a unit has both oil and electric heat, give an allowance for both utilities.

Cooling (A/C)	<p>This allowance is only given when the owner supplies the family with central air conditioning OR window air conditioning unit(s).</p> <p>NOTE: Any window air conditioning unit(s) the family supplies is considered covered under “other electric”.</p>
Range/Microwave Allowance	<p>This allowance is only given when the family is responsible for supplying their own range. The family may opt to substitute a microwave in place of the range, which is permitted under current HUD regulations. In this case, the family would receive the allowance for range/microwave.</p> <p>NOTE: The range/microwave allowance is not given if the owner provides the range and the family also supplies a microwave as an additional source of preparing cooked meals.</p>
Refrigerator Allowance	<p>This allowance is only given when the family is responsible for supplying their own refrigerator.</p> <p>NOTE: The refrigerator allowance is not given if the owner provides the refrigerator and the family also supplies their own refrigerator as an additional source to preserve food.</p>
Trash Collection	<p>This allowance is only given when the trash collection is not included in the rent.</p> <p>NOTE: The trash allowance is given to the family if they are responsible for the disposal of their own trash. Disposal includes, but is not limited to, burning or transporting to the landfill.</p>
Questions?	<p>If you encounter any problems with using the updated utility allowances in Elite, e-mail ContactHCVP@virginiahousing.com. For general questions regarding the revised utility allowance schedules, contact me at (804) 343-5545 or via e-mail at patrice.freeman@virginiahousing.com.</p>

Attachments