

**DELAWARE STATE HOUSING AUTHORITY
UTILITY BENCHMARKING CERTIFICATION**

(included as part of Exhibit #33)

The undersigned applicant hereby makes application to the Delaware State Housing Authority’s (DSHA) Low Income Housing Tax Credit program for tax credits and/or a loan pursuant to one or more of the DSHA’s housing development programs and certifies that the following development benchmarking standards will be incorporated into the project design and final work product:

1. For a minimum of fifteen (15) years, the project will use _____, a utility benchmarking service, to track all owner-paid utility accounts and at least the minimum required sample of tenant-paid utility accounts;
2. The utility data benchmarked will be continuously updated such that the oldest data point tracked through the service is no more than three (3) months old;
3. The sample of tenant-paid utility accounts tracked through the service will satisfy the minimum requirements established in HUD Notice H-2015-04 and is summarized in the table below:

# of Units in Development*	# of Units to be Sampled
1 - 20	All
21 - 61	20
62 - 71	21
72 - 83	22
84 - 99	23
100 - 120	24
121 - 149	25
150 - 191	26
*Per bedroom size. If the property consists of multiple non-identical buildings (the buildings are not substantially similar), then the sampling must be performed for each bedroom size for each building on the site.	

4. The property’s leasing documents and processes will incorporate appropriate tenant utility release forms that are compatible with the selected utility benchmarking service;
5. DSHA will have access to all information tracked through the utility benchmarking service annually and upon request;
6. The costs of the utility benchmarking service will be reflected in the development’s operating expenses;
7. The benchmarking service selected will:
 - a. Be a service with at least five (5) years of experience in utility data management and analysis;
 - b. Provide analytic capability and insight with regard to multi-family housing;
 - c. Enable easy analysis of the utility consumption and cost on the owner and tenant meters, both separately and together; and

- d. Be compatible with the U.S. Environmental Protection Agency’s ENERGY STAR Portfolio Manager.

Additionally, this project will be a (check one of the following):

_____ New construction project, and will:

1. Provide evidence that the project has been enrolled in a benchmarking service upon completion of construction and prior to request of IRS Form 8609; and
2. Provide evidence that the project meets the tenant sample size requirements upon full occupancy.

_____ Acquisition/rehabilitation project, and will:

1. Provide evidence that the project has been enrolled in a benchmarking service at construction closing, with the following exception:
 - Where the project is an identity of interest acquisition of existing rental property, the applicant must provide evidence that the property has been enrolled in a benchmarking service upon submission of application for tax credits; and
2. Provide evidence that the project meets the sample size requirements to benchmark tenant-paid utility accounts upon full occupancy.

Please provide a breakdown of the minimum tenant-paid benchmarking sampling and estimated cost:

Unit Type	# of Units in Development	# of Units to be Sampled
0 Bedroom (SRO)		
1 Bedrooms		
2 Bedrooms		
3 Bedrooms		
4 Bedroom		
Total Number of Units Sampled:		
Cost of Service Per Unit:		\$
Total Annual Fee:		\$

IN WITNESS WHEREOF, the applicant has caused this document to be duly executed in its name on this _____ day of _____, _____.

(Full legal name of Applicant/Owner)

(Full legal name of Architect)

Signature

Signature

Name

Name

Title

Title