



Zero Based Budget Rent Adjustment

- ☐ Written certification the Owner has reviewed the projects income and expenses and elects a zero based-budget request in lieu of the OCAF rent adjustment for the Fiscal Year. Certification language:
 - *"I request a zero based-budget rent adjustment in lieu of the OCAF adjustment and understand that this will result in renewed funding at current rents. I further understand the OCAF adjustment for this year may not be recouped retroactively in the future. If applicable, I am submitting a Utility Analysis and recommendation for a change to the Utility Allowances. My signature on this letter certifies that I have reviewed the project's income and expenses and they are at levels that will enable me to continue to provide decent, safe, and sanitary housing."*
- ☐ Utility Allowance *(if applicable)*
 - An analysis must be submitted at the end of every three year period. As an example, Baseline FY 2016, next analysis is due FY 2019;
 - Notice to Tenants of Utility Decrease, *as applicable*;
 - Refer to Housing Notice 2015-04 for criteria regarding UAF year requirements
- ☐ Owner's Certification as the Tenant Comment Procedures in 24 CFR Part 245, as applicable