

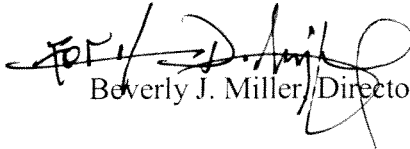


U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-8000

ASSISTANT SECRETARY FOR HOUSING-  
FEDERAL HOUSING COMMISSIONER

**MAR 24 2009**

MEMORANDUM FOR: All Multifamily Hub Directors  
All Multifamily Program Center Directors  
All Multifamily Operations Officers

FROM:   
Beverly J. Miller, Director, Office of Asset Management, HTG

SUBJECT: Clarification of Form HUD-9250, Funds Authorizations, Regarding  
Implementation of the Energy Policy Act of 2005

This memorandum is to: 1) notify you that Form HUD-9250 was revised in line with the Energy Policy Act of 2005 (EPA05), and 2) clarify the instructions for the revised Form HUD-9250.

### **Background**

In early 2008, a revision of Form HUD-9250, designed to support the implementation of the EPA05, was posted to HUDCLIPS. Another version of the form was recently posted to HUDCLIPS; that version has been removed from HUDCLIPS. The revisions created some confusion regarding which form was correct and the instructions regarding completion of the form.

At present, HUD does not have a regulation requiring [emphasis] the use of energy efficient products/systems for Multifamily assisted housing projects. However, the Department strongly supports and encourages the use of and retrofitting with energy efficiency components, including using Energy Star™ products, where such use or retrofit is cost effective. The Department requires owners to operate a given property managing expenses to the lowest practical level. Utilities are a significant cost in any multifamily development, with reduction (if possible) and control of those costs a factor each owner and its agent must routinely consider.

### **Revised Form HUD-9250**

The correct Form HUD-9250 includes an inquiry (checkbox) regarding energy efficient products/systems. The question (checkbox) on the revised form is, "Is this withdrawal request to replace appliances and/or major components with energy efficient products/systems?" In completing the review of and preparing the Form HUD-9250, the Multifamily Program Centers should determine, if practical, whether the items in a given reserve release are energy efficient products/systems. For example, invoices may indicate an item(s) is Energy Star compliant. As another example, where major work is being performed, the Multifamily Program Center staff

should already be aware of which improvements or repairs are related to energy efficient products/systems. If there is no information regarding whether energy efficient products/systems replacements are included, the Multifamily Program Center staff will not check either box or answer to the question. The Multifamily Program Center staff will only complete this checkbox when they have information that enables either a yes or no answer.

Using the optional procedures in HUD Handbook 4350.1, owners/agents may request the use of Reserve for Replacement funds before submitting invoices in support of the intended purchases, including energy efficient products/systems. Many owners/agents include a Form HUD-9250 with their requests, which may provide an answer regarding whether the release request includes energy efficient products/systems. Notwithstanding, it is the Multifamily Field Office staff, not the owner/agent, who is responsible for the correct completion of the Form HUD-9250 according to the requirements of HUD Handbook 4350.1. This includes the reply to the question posed on energy efficient products/systems.

If you have any questions regarding this memorandum, please contact Clinton Bradley of the Policy and Participations Standards Division at (202) 402-8118.

