

**REQUEST FOR PROPOSALS**  
**Utility Allowance Study/Survey**

**Issued by:**

Housing and Redevelopment Authority of St. Cloud, MN  
1225 W St. Germain St.  
St. Cloud, MN 56301

Attn: Lori Lindberg, 320-202-3174  
Executive Director  
llindberg@stcloudhra.com

**Description-Scope of Work:**

**Date issued:** April 2, 2026

The Housing and Redevelopment Authority of St. Cloud, MN (HRA) is seeking a qualified firm or individual with experience in performing a Utility Allowance Study. This study is necessary to determine appropriate allowances in the Public Housing and Housing Choice Voucher Programs. Entities that submit a response to this RFP, must have experience developing Utility Allowance Schedules in accordance with HUD guidelines.

- The HRA reserves the right to reject any and all proposals if such action is in the HRA's interest.
- The HRA encourages participation from Minority and Women Owned Businesses.
- The HRA may waive informalities and minor irregularities in offers received if reasonable.
- The HRA will request all supporting documentation used in determining the utility allowances, including but not limited to, letters from local utility companies, calculations used in computing allowances, and quantities of the utilities that support the basis of the dollar.

**Programs:**

- Public Housing: 291 units including, One Bedroom high-rise units, three- and four-bedroom Single Family scattered site homes, and two- and three-bedroom townhomes.
- Housing Choice Voucher: 989 vouchers, to include bedroom sizes zero (efficiency) to six.

**Proposal Requirements:**

- The Utility Allowance Study must determine the appropriate utility allowance for both programs, and include each represented bedroom size and housing type.
- The Utility Allowance Study must be prepared in accordance with HUD regulations at 24CFR 982.517, 24 CFR 965 Subpart E, and the HUD HCV Program Guidebook 7420.10G.

- This Utility Allowance Study needs to be current with applicable federal and state statutes including, but not limited to, the governing rules, orders, directives and regulations promulgated by HUD.
- See additional resource links below:
  - <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-IX/part-982/subpart-K/section-982.517>
  - <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-IX/part-965/subpart-E/section-965.505>
  - <https://www.hud.gov/helping-americans/public-housing-energy-branch-util>
- Proposal must be written, and in an easily followed format.
- Proposals must demonstrate experience with conducting Utility Allowance Studies and preparing Utility Allowance Schedules.
- Proposals must include a Fee Schedule.
- Utility allowances must be based upon a reasonable consumption of utilities by an energy conservative household of modest circumstances consistent with the requirements of a safe, sanitary and healthy living environment.
- Utility Allowances Study must include Public Housing and Housing Choice Voucher Programs.
- Proposal submission must include a completed HUD Form 52667 or alternate version that includes the same data points.
- Proposals must include a narrative explaining the methodology for the data collection, consumption rates used, compilation, and documentation used to reach the submitted allowance schedule.
- Proposals must include a Timeline for efficient completion of the study.

**Questions can be sent by email or phone:**

Lori Lindberg, Executive Director: [llindberg@stcloudhra.com](mailto:llindberg@stcloudhra.com) or by phone 320-202-3147, or  
 Lori Lygre, Voucher Programs Manager: [lygre@stcloudhra.com](mailto:lygre@stcloudhra.com) or phone 320-202-3196

**Package Submission Information:**

Proposals may be delivered, emailed or sent via US Mail, courier (Fed Ex, UPS). If proposals are submitted by mail, the proposer is responsible for ensuring receipt prior to the specified time for receiving proposals.

Lori Lindberg, Executive Director  
 llindberg@stcloudhra.com  
 Housing and Redevelopment Authority of St. Cloud, MN  
 1225 W. St. Germain  
 St. Cloud, MN 56301

- Submission due date: no later than May 4, 2026 at 4:30 PM. Proposals submitted after 4:30 PM on May 4, 2026 will not be considered.

**Responsibility of Prospective Contractor:**

Before a proposal is considered for award, the HRA may request a statement or other documentation regarding any of the foregoing requirements.

Prospective contractor must:

- Have adequate financial resources to perform the contract, or the ability to obtain them;
- Have a satisfactory performance record; and
- Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the

The HRA is an Equal Opportunity Employer and a Drug Free Workplace.