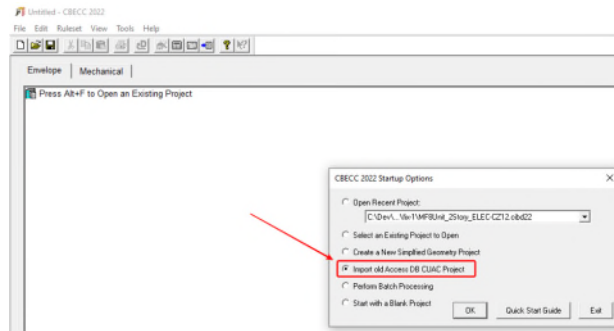


# Using CUAC Module in CBECC

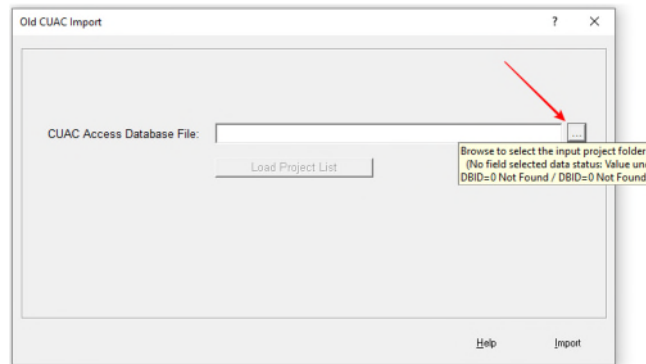
## 1. Convert MS Access database file

This feature enables users to import project from MS Access database into CBECC and produce new annual reports with the current tariffs in CBECC. Note that users cannot select time-of-use rates since such rates were unavailable in the MS Access tool. This feature is not intended to render a complete file that can be run or updated for compliance but limited to CUAC reporting purposes.

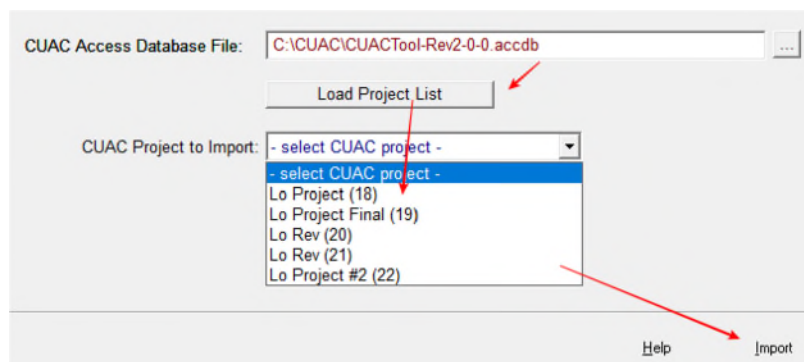
Upon launching CBECC, users are prompted with a startup menu with options. Select “Import old Access DB CUAC project” then “OK.”



Users then will be prompted to locate the file with either .mdb or .acddb extensions.



Once the file is loaded, users can “Load Project List.” Select “CUAC Project to Import” from the drop-down menu and “Import.”



The project is now imported into CBECC and the CUAC window will pop up. Here users can select the appropriate utility rates and click “CUAC Calculate and Report” for the annual updated report.

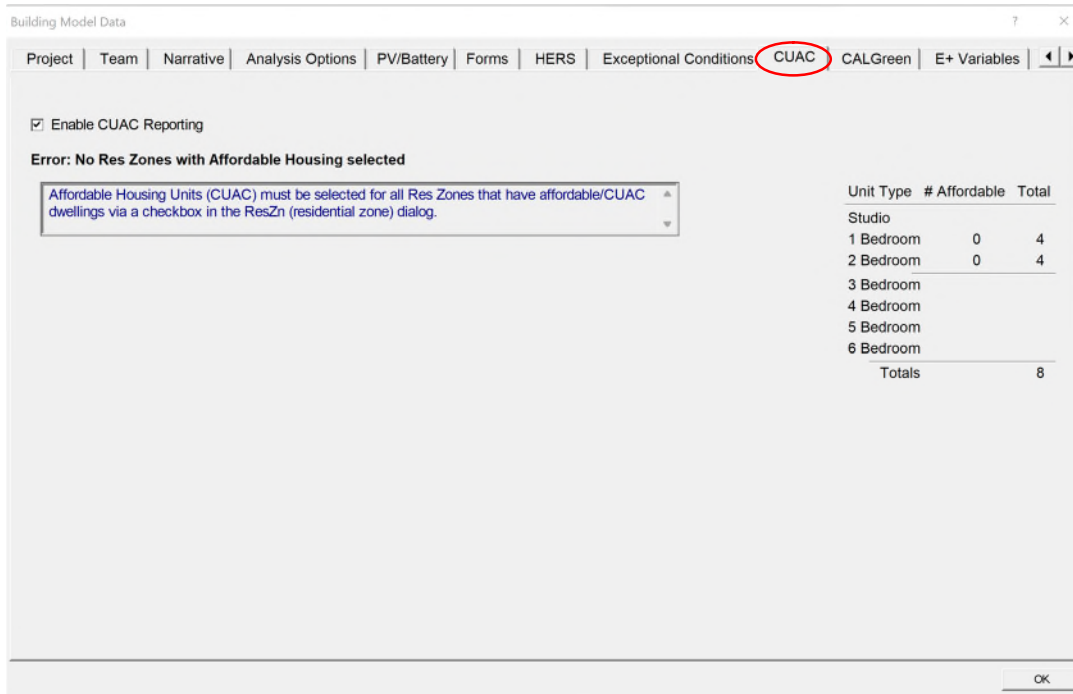
Users will be prompted to store the file to a computer. Upon completion of the analysis, users will be prompted with four options. “Continue” or “View Input/Result Details” will provide a CSV file with details for utilities usages calculated hourly. “View Submittal Report” will open up the report type that is pre-chosen before the CUAC run. Finally, “View All Files” will provide all the detailed files of this run.

To rerun the file, users can choose to open the saved project file instead of importing the MS Access file.

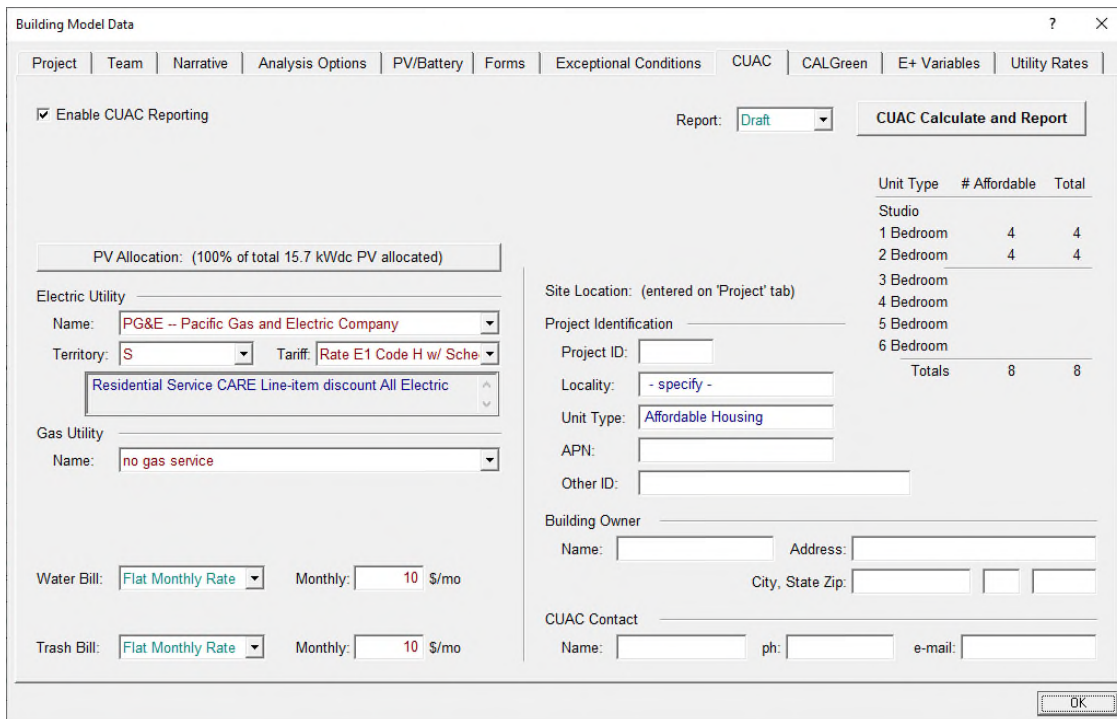
## 2. Activate CUAC in CBECC for a New Project

The CUAC module is the California Utility Allowance Calculator used to calculate utility bills for tenants. This version of CUAC is incorporated in CBECC and can be activated from CBECC. Note that it is assumed that users have built a compliance file in CBECC **prior** to using CUAC. The file needs do not meet compliance requirements to run the CUAC module, but it needs to be completely built free of running errors.

Open an existing CBECC file. Click on “Project” to open the Project dialog. Click on “CUAC” tab and check box “Enable CUAC Reporting.”



If “Error: No Res Zones with Affordable Housing selected” message is presented, users need to go to the “Zones” under “Project” tree and select the affordable housing units for this project. Once affordable housing units are selected, users can proceed with inputs.



### 3. User Inputs

#### a. Choose Utility Providers

Select the utility providers (e.g., SMUD - - Sacramento Municipal Utility District for Electricity and PG&E - - Pacific Gas and Electricity Company for Gas) and rate schedules for electricity and gas as shown. Questions related to territories and tariff options need be directed to the appropriate utility.

For buildings with liquefied petroleum gas or propane, select “Propane” for the gas utility. If fossil gas, renewable gas, synthetic gas nor propane is used in the building, “No Gas” needs to be selected. The propane rate in the CUAC is a statewide average typically adjusted on an annual basis.

Tariff dropdown menu includes “Standard” and “CARE” options. California Alternate Rates for Energy (CARE) programs are intended to identify any low-income utility tariff program although the name of the program may vary. CARE rates only apply if ALL tenant households qualify for the special low-income utility rates.

b. Water Bill Inputs

Choose the applicable Water Bill options from the dropdown menu, which include “Not Paid by Tenant,” “Flat Monthly Rate,” and “Usage Rate.” Enter the monthly cost for “Flat Monthly Rate” option or \$/gallon rate with the flat monthly rate if choosing “Usage Rate.”

c. Trash Bill Inputs

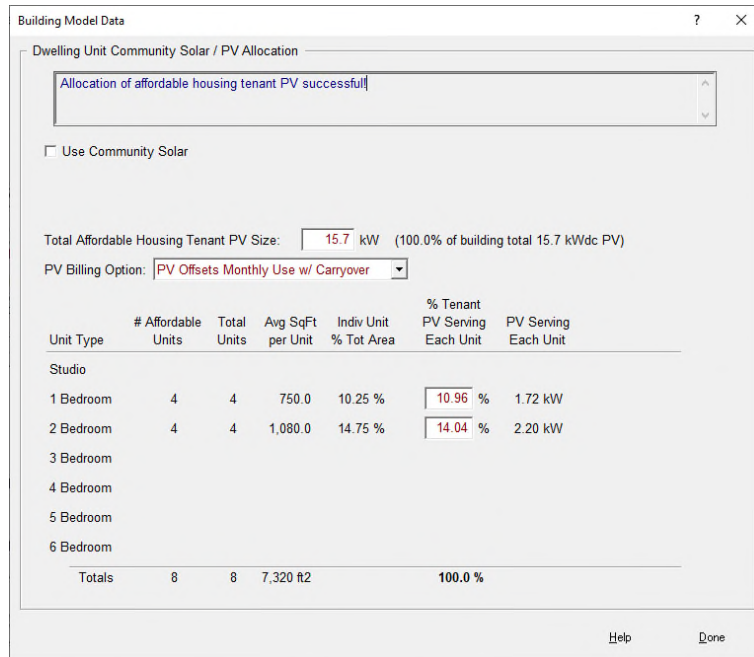
Similarly, the Trash Bill has two options: “Not Paid by Tenant” and “Flat Monthly Rate.” Enter the \$/month for the “Flat Monthly Rate” option.

d. Site Location

Enter Project information here.

e. PV Allocation / Community Solar

Clicking on “PV Allocation” (or “Choose Community Solar...”) will pop up the following dialog. The “Use Community Solar” checkbox near the top will override the use of any onsite PV systems in the project data. The PV allocated is separated into each unit type and the total PV needs to add up to 100%. There are two billing options from the drop down menu: “PV Offsets Monthly Use” or “PV Offsets Monthly Use w/ Carryover.”



If Community Solar is selected, specify the CS project and confirm that the building is within that community solar project’s territory – then enter the amount (kW) of community solar contracted for each affordable unit type.

15.2 kW of 'SMUD Neighborhood SolarShares - Wildflower' community solar specified.

Use Community Solar Project: **SMUD Neighborhood SolarShares - Wildflower**

This project is located within the Community Solar provider's territory to the best of my knowledge

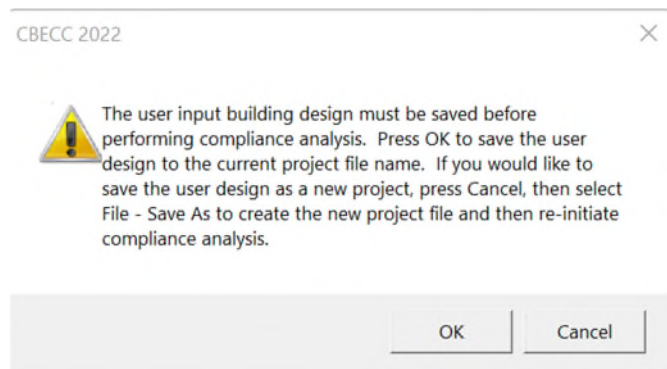
**SMUD Neighborhood SolarShares information**

Unit Type	# Affordable Units	Total Units	Avg SqFt per Unit	Indiv Unit % Tot Area	Community Solar PV per Unit
Studio					
1 Bedroom	4	4	750.0	10.25 %	1.6 kW
2 Bedroom	4	4	1,080.0	14.75 %	2.2 kW
3 Bedroom					
4 Bedroom					
5 Bedroom					
6 Bedroom					
<b>Totals</b>	<b>8</b>	<b>8</b>	<b>7,320 #ft2</b>		<b>15.2 kW</b>

Help Done

#### 4. Reporting for CUAC

Choose the type of reporting for CUAC to produce after it runs. The dropdown options are “draft,” “submittal,” or “final.” Questions regarding these report types need to be directed to Treasury Office. To initiate the CUAC calculations, click “CUAC Calculate and Report.” User will be prompted with a pop-up window as shown below.



Clicking “OK” to save the project and start the CUAC run or “Cancel” the CUCA run.

If successfully run, user will be prompted with four options. “Continue” or “View Input/Result Details” will provide a CSV file with details for utilities usages calculated hourly. “View Submittal Report” will open up the report type that is pre-chosen before the CUAC run. Finally, “View All Files” will provide all the detailed files of this run.

CUAC Analysis Output



CUAC analysis completed successfully.  
Submittal report is available for review.

Continue

View Input/Results Details

View Submittal Report

View All Files