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# MEMO

**WX-2012-10A**

**TO:** Agency Directors, Weatherization Coordinators  
**FROM:** Chris Shoopman, Weatherization Program Manager  
**RE:** Multifamily Protocol Approval  
**DATE:** October 18, 2012

Greetings,

USDOE has approved Oregon's multi-family protocol for use in the Oregon WAP program. Effective immediately, Oregon is authorized to utilize the TREAT audit software on all large multi-family projects as defined below.

The TREAT software will be used for the following building types:

- Multi-Family residential buildings 4 stories and above.
- Multi-Family residential buildings 3 stories or fewer with shared HVAC Systems.
- Multi-family residential buildings containing 5 or more units with shared HVAC systems.
- Multi-Family residential buildings containing 26 or more units.

Only those sub-grantees determined by OHCS to have an adequate number projects meeting the TREAT dwelling criteria are required to have staff trained in the use of the TREAT software. OHCS staff will assist in the modeling of the occasional project that meets the TREAT dwelling criteria for subgrantees not required to have staff trained in the use of the software.

The REM/Design™ software will be used on the following building types:

- Single-family dwellings up to 4-plexes,
- Mobile homes, and
- Low-rise multifamily buildings:
  - Containing five to 25 dwelling units,
  - Having 3 stories or fewer and,
  - Where buildings containing 5 to 25 dwelling units are heated and cooled independently.

Additionally, all projects falling under the definition of multi-family must follow the attached multi-family protocol.

If you have any questions, please contact me at (503) 986-0972.

Best Regards,  
Chris Shoopman  
Weatherization Program Manager