

**E-mail MEMO:
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MEMO

WX-2014-1

TO: Agency Directors, Fiscal Officers and Weatherization Coordinators
FROM: Chris Shoopman, Weatherization Program Coordinator
RE: Single family, Manufactured Home and Small Multifamily Audit Protocol
Approval
DATE: 06/30/2014

Greetings,

USDOE requires that every 5 years that states submit their computerized audit for approval. As part of that submittal, Oregon is required to submit as detailed audit protocol for approval.

USDOE has approved the use of REM/Design and Oregon's Single family, manufactured home and small multifamily protocol for use in the Oregon WAP program. Effective immediately, Oregon is authorized to utilize the attached audit protocol and REM/Design on all WAP projects meeting the following criteria.

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

- Single-family dwellings up to 4-plexes,
- Manufactured 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.

All projects falling under the above definition must follow the attached Single family, Manufactured Home and Small Multifamily protocol.

Although the entire document is important and should be thoroughly read, there are several key points to note:

- Section 4.2 and 4.3 details required H&S checks and diagnostic testing.
- Section 4.2.2 details the data required to be gathered and documented in the audit sheet. It will be important to review your audit sheet to ensure that **all** of the data is gathered.
- Section III-8: Air infiltration no longer has to be cost effective by itself. It is now being treated similar to an incidental repair. The overall grouped SIR must be above a 1.0.

- Section III-13: Two improvement analyses must now be generated for each project. One showing all measures individually and a second with all cost effective measures, including air infiltration, grouped together.
- Section III-15: The low cost no cost measure allowance has been raised to \$250. Items listed under this section do not have to be cost justified.
- Appendix B: All funding sources, including USDOE will now follow the RTF measure lives. All jobs completed after May 14th may use the RTF measure lives.

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

Best Regards,

Chris Shoopman
Weatherization Coordinator