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# MEMO

WX-2025-6

**TO:** Agency Directors, Weatherization Coordinators, and Auditors/Inspectors.  
**FROM:** Andy Ortiz, Training & Technical Assistance Coordinator  
**RE:** OHCS Audit-Diagnostic & Daily Test Out Forms  
**DATE:** 06/18/2025

Greetings,

Effective July 1<sup>st</sup>, 2025, all audits taking place are required to utilize the **OHCS Audit-Diagnostic Form**, and when applicable, the **Daily Test Out Form**.

The network will have the continued ability to provide feedback and suggestions on both required forms. OHCS will update both forms annually to capture any necessary improvements. Agencies will have the ability to add agency logo as well as auditors/QCI's to the drop downs. No other form changes are allowed, to maintain consistency throughout the network.

Please continue to follow the file organization requirements for the audit-diagnostic form. The daily test out form will be inserted into section 4 with invoices per contractor performing the test-out procedure.

The above-mentioned forms can be located on the OHCS website, in the *For Service Providers* drop-down menu, [Weatherization Training & Technical Assistance](#), Program Resources: *Technical Tools & Guides*.

If you have any questions, please contact me at:

**Andy Ortiz**

**Training & Technical Assistance Coordinator**

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