

## MEMORANDUM

**To: BRO and CDRO Weatherization Subgrantees**

**From: New York State WAP T&TA Unit**

**Date: February xxx, 2024**

**Subject: Upstate Multifamily Audit Review Process**

In response to the likely increase of multifamily audits due to the delivery requirements of multiple Weatherization contracts, a formalized process is being instituted to ensure the consistency and continued quality of multifamily energy audits.

Beginning March 4, 2024, all multifamily audits done in the BRO and CDRO Regions must be reviewed by HCR. This includes audits completed by subgrantee staff and by third party auditing firms. Prior to submitting an audit for formal review, Subgrantees should send the complete audit package to their HCR Field Representative. The Field Rep will conduct a cursory check to see that the package is complete. If the audit package appears to be complete, the Field Rep will advise the Subgrantee to submit the audit through the dedicated mailbox [Mailbox address here](#). Subgrantees should copy their HCR WAP Field Representative on the email.

Audits submitted through the dedicated mailbox will only be reviewed if they are submitted by a Subgrantee, not by a third-party auditing firm. Requests from HCR for corrections and for clarification or additional information will be made to the Subgrantee, not to the third-party auditing firm. It is the Subgrantee's responsibility to follow up with their contracted audit provider, and to ensure the quality and accuracy of the audit including each work-item price estimate used to calculate an SIR.

All audit submissions must include the documents listed on the "Checklist of Required Documents for a MF Audit Review -- Upstate." This checklist is included in the email announcement for reference. Only complete audit package submissions will be reviewed. All audits that began after the updated New York WAP Multifamily ASHRAE 62.2 Policy

that was sent out via email on October 11, 2023, must include the ASHRAE compliance plan. If there is an ASHRAE concern with a specific building or project, please include that in the response.

For audits that were completed over one year ago and work has not begun, the audit must be refreshed. Refreshing the audit will include revisions such as updating the fuel costs, collecting new utility bills, and visiting the building to verify that all building conditions are the same as when the audit was initially completed. Any changes should be updated in the audit. Refreshed audits must also be submitted to HCR for review through this process and must also include the ASHRAE compliance plan.

Upon receiving all required files, HCR will review the audit. After the review is completed, HCR will provide a response to the Subgrantee. The HCR WAP Field Representative will be copied on the response. Within the response HCR will note if the audit has been approved, or if corrections are needed. If corrections are noted the response will provide direction on the next steps, such as whether the corrections will need to be submitted back to HCR for additional review, or if the corrections will need to be sent to the HCR WAP Field Representative for their review.

The audit approval is based on the documentation that is submitted with the review request. During the review process HCR may need to request additional documentation to assist with their review. As the typical audit review process does not include a visit to the building, the HCR WAP Field Representative retains the authority to request additional adjustments to the audit if they find discrepancies between the audit and the building while at a subsequent site visit for monitoring review.

When an audit receives final approval, the Subgrantee will receive a notice of approval from the dedicated mailbox [<Mailbox address here>](#). Work should not begin until the audit review is complete, and the reviewer recommendations or concerns are satisfied. Costs may be disallowed if work begins in a project before the audit has been approved.

If you have any questions, please contact your assigned HCR WAP Field Representative.