



# Low-Rise Multifamily Weatherization Assistance Program Procedure Manual Program Year 2026



Indiana Housing & Community Development Authority

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# Introduction

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This manual provides a step-by-step guide for subrecipients to successfully weatherize Low-Rise Multifamily (LRMF) buildings. It is designed for program managers, field staff, and contractors new to multifamily weatherization, offering clear explanations and checklists at each stage. Follow each phase in order, ensuring all required forms are completed and documentation is gathered for compliance. Each section below outlines the phase, the tasks to be completed, and the purpose of key documents. Unless otherwise stated, all Single Family Weatherization policies and procedures apply to multifamily weatherization projects, including Low-Rise Multifamily (LRMF), to ensure consistency and compliance across programs.

Subrecipients are required to use the Department of Energy (DOE)-Sponsored Priority List for Low-Rise Multifamily Projects – Region 3 (Region 3 LRMF PL). DOE must approve all multifamily weatherization projects. No weatherization work can be completed without approval.

## Key Criteria for LRMF Project Eligibility

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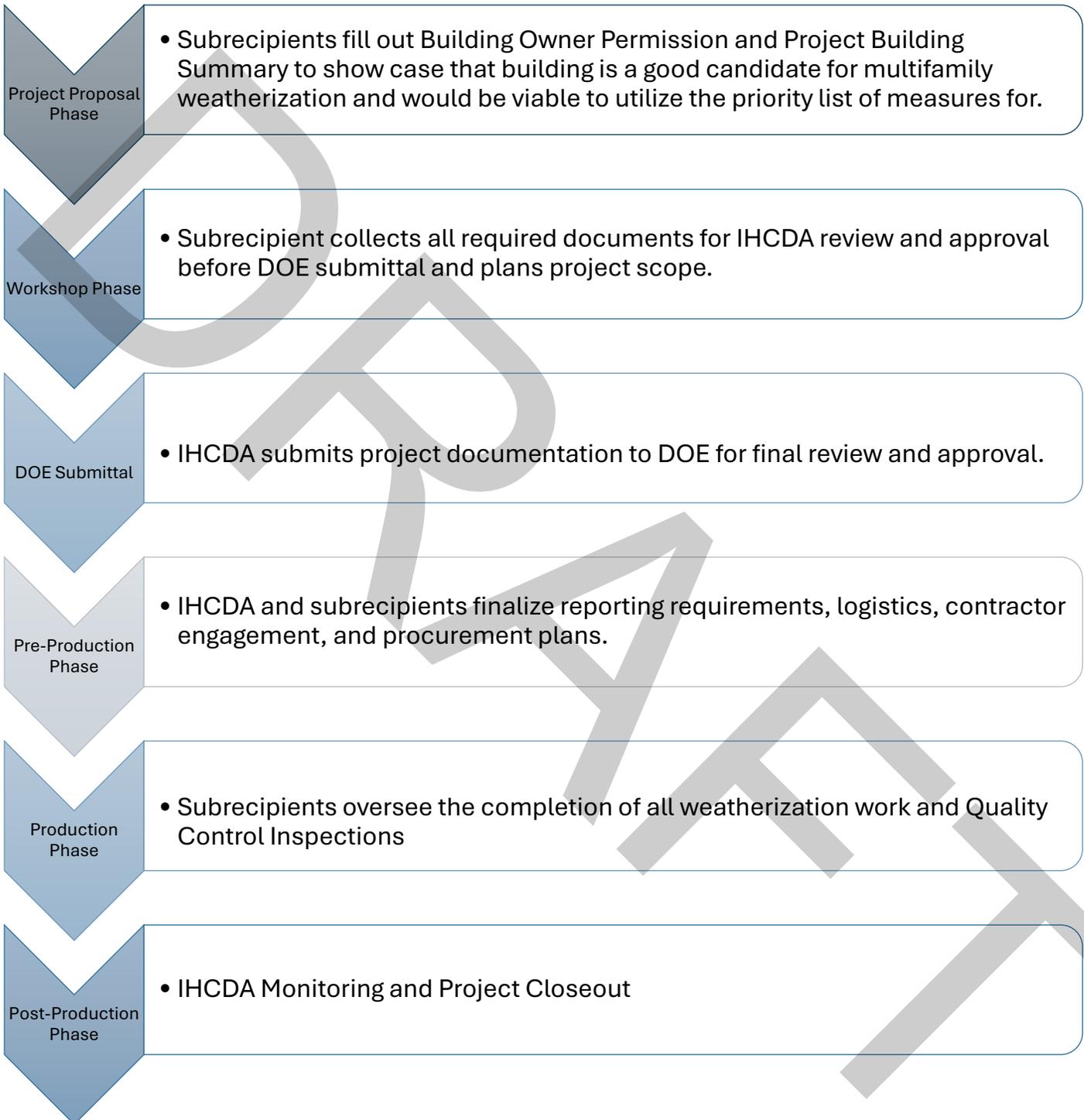
For a building to be eligible for LRMF weatherization, the following criteria must be met:

1. The building must contain 5 or more residential units AND 3 or fewer stories
2. Units connected side by side and/or vertically
3. Individual or central heating, cooling and domestic hot water systems.
  - a. Heating:  $\leq 300,000$  Btu/h for central heating systems
  - b. Cooling:  $\leq 60,000$  (5-ton cooling) Btu/h for central air conditioning systems
4. Common hallways and stairwells, when present, are naturally ventilated
5. Does not have a central ventilation system.
6. The building has a wood frame and must be structurally sound, without significant repairs needed that could impede weatherization activities.
7. To qualify as an LRMF project, the residents of the building must meet the income eligibility guidelines

Currently only DOE Regular year funding is approved to be used to weatherize LRMF buildings. IIJA funds may be used with IHCDCA approval due to the additional regulations associated with IIJA.

LIHEAP funding is not permitted for multifamily projects under standard IHCDCA multifamily program guidelines. However, in exceptional cases, a waiver may be requested to use LIHEAP funds for eligible activities. Waiver requests will be considered at the discretion of IHCDCA and must include a detailed justification demonstrating the need and alignment with program objectives.

# LRMF Planning Phases



# Document Submission and Review Process

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The subrecipient will be required to collect and submit various documents for IHCD review throughout the project. To facilitate this process, the IHCD Multifamily Project Lead will create a dedicated SharePoint folder for the project and grant the subrecipients access. This folder will contain two key areas: A designated space for IHCD to provide documents to the subrecipient and a submission folder where the subrecipient will upload required documents for IHCD review.

Many of the documents will have to be submitted and reviewed before moving on to other documents or steps of the process. Your IHCD Multifamily Project Lead will tell you which steps need to be done at different stages of the project. Please be sure to consult your Multifamily Project Lead before moving on to further steps.

Additionally, a multifamily excel tracker will be included to monitor submission and approval process. Both IHCD and the subrecipient are responsible for maintaining this tracker by recording submission dates as documents move through the review process.

## Documentation Collection & Verification Flow

Documents must be submitted in phases, with each phase requiring IHCD review and approval before the subrecipient can proceed to the next. This process will follow this structured sequence:

1. Project Building Summary
2. Building Owner Permission

Once these are turned in to the IHCD Multifamily Project Lead and approved, the following documentation will be required for DOE submission:

1. Income Eligibility Verification Form
  - a. If the building is on HUD/USDA eligible buildings lists, mark that on the form and say which list the building is on.
  - b. If building is NOT on HUD/USDA eligible buildings lists, mark that on the form and income verify every unit in the building through individual applications.
    - i. If tenants have zero income, have them fill out the Zero Income Affidavit (must be notarized)
2. Client Packet (Collect for each unit in the building)
  - a. Landlord/Tenant Rental Agreement
  - b. Client Consent Form
  - c. Radon Informed Consent Form
  - d. Occupant Health Screening Form
  - e. Income (if building is not on HUD/USDA eligible buildings lists)
3. Tenant Demographics Worksheet
4. Accrual of Benefits to Tenants (If building is master-metered)

5. Region 3 Priority List of Measures (Forms A, C, and H)
6. Indiana Moisture & Home Assessment
7. Photo Documentation of Building and Units
8. Complete Work Order Form (Based on Priority List of Measures)
9. Estimated Project Cost & Budget (Based on Priority List of Measures)

The order these documents will be collected in is subject to change depending on the circumstances of the building and the project. It is important to note that weatherization work cannot begin until DOE has granted project approval. The IHEDA Multifamily Project Lead will provide guidance at each step and notify the subrecipient when they are authorized to proceed to the next phase of document submission.

# Project Proposal Phase

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Before any work or audits begin on a multifamily project, certain approvals and permissions must be secured. In this phase, the subrecipient must obtain the Building Owner Permission and Project Building Summary to the Indiana Housing and Community Development Authority (IHCDA) for approval. These steps confirm that the building is eligible, and that the owner agrees to the weatherization under DOE requirements.

Gaining owner permission and IHCDA's preliminary approval protects all parties. The owner's written consent satisfies federal requirements (10 CFR 440.22) that the landlord is informed, and that weatherization benefits the tenants. The project summary, reviewed by IHCDA (and DOE if required), avoids proceeding on ineligible projects and flags any special considerations (such as historic building reviews or units requiring DOE sign-off). Only once IHCDA has reviewed and approved the Project Building Summary and Building Owner Permission may it move on to the Workshop Phase.

## Forms Needed for Project Proposal

### **Project Building Summary**

The Project Building Summary includes information about the building and is the first step for the building to be approved as a multifamily project by IHCDA.

### **Building Owner Permission**

The Building Owner Permission form is an agreement between the building owner and the subrecipient for participation in the Multifamily Weatherization Assistance Program. It includes the building owner's information, what is expected of the building owner throughout the process and demonstrates the owner's willingness to participate in the program.

**STOP**

### **Before moving forward:**

- Fill out Project Building Summary and Building Owner Permission
- Get both approved by IHCDA

# Workshop Phase

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Once the project has been approved by IHCD, the subrecipient can proceed to the Workshop Phase. In this phase, the subrecipient will gather all necessary documentation needed for DOE approval, have it approved by IHCD, and plan out the project scope and any necessary funding contributions from the owner.

## Document Collection

The first part of this collaborative Workshop Phase focuses on verifying tenant eligibility, securing tenant consents, assessing any health and safety risks, and preparing initial audit data. Proper documentation at this stage is crucial for the DOE submission package and ensures the project can move forward without delays. Below is a checklist of key documents to collect, with an explanation of each:

### **Income Eligibility Verification Form**

For the building to qualify for weatherization services, at least 66% of the tenants in the building must meet the income eligibility requirements. Often times the building owner can have income verification information for the tenants, or the building will be listed on one of the HUD or USDA eligible buildings lists. If income documentation is incomplete or unavailable, the subrecipient is responsible for income verification by collecting individual applications for every unit in the building. The subrecipient will verify the percentage of eligible units in the building as well as the method of verification.

### **Zero Income Affidavit**

If the subrecipient has to individually verify the tenants' income, the Zero Income Affidavit must be filled out for any tenants that do not have income as a way of verifying that they are income eligible. This document must be notarized.

**Client Packet** (These forms must be completed for each unit in the building)

### **Landlord/Tenant Rental Agreement (LTRA)**

- a. The LTRA lists the official agreement between the landlord/building owner, the tenant, and the subrecipient and includes the responsibilities of each and must be signed by all tenants in the building. A copy must be left with each of the tenants and one signed copy put into each client file.

### **Client Consent Form**

- b. The client consent form must be thoroughly reviewed with the client prior to being signed by the client and a copy must be left with the client

### **Radon Informed Consent Form**

- c. Clients must sign an informed consent form prior to receiving weatherization services. This form must be kept in the client file. The work scope should include precautionary measures based on EPA Healthy Indoor Environment Protocols for Home Energy Upgrades, to reduce the possibility of making radon issues worse. Sub-grantees must provide a

copy of EPA's "A Citizen's Guide to Radon" to all clients and inform them of radon related risks

### **Occupant Health Screening Form**

- d. The goal of the form is to ensure the health and safety of every client with regard to products used that could compromise the occupant's health and safety.

### **Priority List of Measures (Forms A, C, & H)**

1. LRMF Multifamily Priority List Checklist (Form A)
2. LRMF Combustion Safety Checklist (Form C)
3. LRMF Dwelling Unit Health and Safety checklist (Form H)

All jobs utilizing a Priority List of Measures must complete the associated list of Priority List of Measures forms (Forms A, C, & H). These forms will be used in place of an energy audit to determine the scope of work for LRMF weatherization. These forms outline the required energy conservation measures, health and safety protocols, and combustion safety requirements that must be addressed before weatherization work begins. The Low-rise Priority List of Measures used must be submitted, including specifications on each task the workers will complete.

In cases where the ACPU exceeds the established funding thresholds designated in the *WAP Policy & Procedure Manual*, optional measures will be removed first, prioritizing the completion of mandatory energy efficiency and health & safety improvements. If further cost reductions are necessary, lower-priority measures may be adjusted or removed, ensuring that critical weatherization and safety requirements remain the primary focus.

### **Photo documentation**

Provide photo documentation including all exterior building sides, all areas to be weatherized, all data plates for appliances/systems included in the energy modeling/cost evaluation, all incidental repair measures to be performed, all diagnostic testing results, and any H&S problems noted.

### **Indiana Moisture and Home Assessment**

This is a health assessment that is part of an overall building analysis and lists issues that exist in the unit that may prevent the home from being weatherized. In cases where the home is deferred, the form must be signed by the client and the agency representative and must be included in the client file. Documentation of client signature or refusal of client signature acknowledging the health risks is required. A copy must be provided to the homeowner. If no issues are found, the form must be signed by an agency representative prior to work beginning and by the QC Inspector after final inspection.

### **Estimated Project Cost and Budget**

Subrecipient must provide an estimate for the total project cost and budget to IHCD for review. This should include estimates of all measure costs, any measure level cost-sharing details, and the category of the measure costs. It should include “all specifications defining each measure”, detailed performance and installation requirements”, and “any relevant buy-down or leveraging information if not already included with other administrative information”. This information should be based on the findings from utilizing the Priority List of Measures checklists.

### **Work Order Cover Sheet**

A copy of the detailed work order must be included in the file. It must align with the Priority List report and include the work order cover sheet.

### **Accrual of Benefits to Tenants**

Only applies if utility costs are included in the rent (AKA master-metered). Subrecipient must demonstrate the accrual of benefits to tenants as outlined in WPN 22-12. The WPN also gives examples of valid benefits to tenants.

### **Landlord Contribution Agreement**

Used to confirm if an initial owner contribution is to be used on the project. If no initial landlord contribution is to be used on the project, then just select no and fill in the required details. If there is a landlord contribution being made towards the project, include the details of the agreement.

### **Buy-Down Waiver**

Buy-Down Waivers allow for additional measures that otherwise would not be allowed by the priority list of measures. Only needed if owner buy-downs are applied to the project.

## **Document Submittal/ IHCD Approval Process**

As documents are being collected, subrecipient should submit the documents to the IHCD for approval through the Project Folder created by the IHCD Multifamily Weatherization Project Lead. It is imperative that the subrecipient makes sure to name all submitted files accurately and concisely. Once all documents are submitted, they will be reviewed by the IHCD Multifamily Weatherization Project Lead and either approved or sent back to the subrecipient if they are incorrect or missing information.

1. IHCD Multifamily Weatherization Project Lead creates Project Folder and shares with subrecipient
2. Document is collected and filled out by subrecipient
3. Subrecipient submits the completed document to the created Project Folder
  - a. Name the document appropriately
  - b. Enter the date that the document was submitted into the Document Submission Tracker excel sheet
  - c. Notify IHCD Multifamily Weatherization Project Lead
4. IHCD Multifamily Weatherization Project Lead reviews the document

- a. If Approved, IHCD A Multifamily Weatherization Project Lead will enter date of approval into the Document Submission Tracker excel sheet
- b. If information is missing or incorrect, IHCD A Multifamily Weatherization Project Lead will notify subrecipient of any questions or concerns

### DOE Priority List Requirements

If the PL is applied to a project using any DOE funds, then any measure listed as “mandatory” may only be skipped if it is physically impossible to install, regardless of funding source used for the measure. If another funding source is used for a mandatory measure, it must meet the requirements of the DOE WAP as outlined in the PL.

“Optional” measures may only be installed if all other applicable mandatory measures are installed as well.

Only items labeled as “Mandatory” may be installed in common spaces regardless of who pays the utility costs for these spaces. Common areas not physically connected to the qualified building, even if existing only for the use of the tenants of the qualified building, may not receive services paid for with WAP funding. “Optional” measures may not be installed using DOE WAP funds in common spaces, and may only be installed in dwelling units if all other applicable mandatory measures are installed as well

### Finalizing Project Scope and Owner Contributions/ Responsibilities

Before submitting to DOE, review the audit or priority list results, the recommended measures, and identify any “agency-funded” vs “owner-funded” portions. Ensure the owner understands their responsibilities: if contributing funds, when and how will they pay? If the owner is not contributing, confirm that as well. Both the LCA and any applicable buy-down waivers should be signed at this stage.

By the end of this phase, you should have the owner’s commitment on paper for any financial participation and clarity on which measures will be installed with which funds. This prevents disputes later and is necessary for DOE compliance (showing that any non-allowable costs are covered by non-federal sources). Once these agreements are in place and DOE has granted approval, you are ready to move into scheduling and executing the work.

**STOP**

**Before moving forward:**

- Have all documents collected and approved by IHCD A
- Meet with the building owner to discuss project scope and funding contributions

## DOE Submission

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Once the subrecipient has collected the required documentation, IHCD A will conduct a final review and verify all required documentation information. Once it has been reviewed and deemed satisfactory, IHCD A will submit the completed project package to DOE for review. Once DOE approval is granted, IHCD A will notify the subrecipient along with the owner of the building and that weatherization work will be performed on the residence. The project moves into the weatherization pre-production phase.

**STOP**

### **Before moving forward:**

- IHCD A will notify subrecipient of DOE approval/denial and next steps

## Pre-Production

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Once a project has been approved by DOE, the Pre-Production Phase involves final preparations before actual weatherization work begins. This includes organizing your project team and contractors and making sure all required personnel documentation is in order. Essentially, it's the "who and how" of the project implementation. Key tasks include assigning staff roles, selecting contractors for various measures, verifying their credentials, and notifying IHCD A of who will be involved, and coming up with a Quality Control Plan to ensure successful project completion. Proper documentation here ensures that everyone working on the project is qualified and that the project plan is ready for execution.

Additionally, subrecipient and IHCD A will discuss information trackers, plan site visits, project coordination, timeline development, equipment staging and storing, and waste management. At this time IHCD A and the subrecipient will solidify what the project updates will consist of and the frequency IHCD A calls for them.

### Quality Control Plan

Prior to any work being done, the subrecipient must have written the Quality Control (QC) Plan approved by IHCD A. Quality Control shall be enforced through the entire course of the multi-family project. The minimum requirements for the QC Plan are:

Subrecipient quality assurance file review process

- QCI in-progress site visit schedule
- QCI onsite meeting schedule with contractors, tenants, landlords, maintenance personnel, engineering firms, etc.

### Project Updates

IHCDA will communicate project update expectations throughout the weatherization process. Subrecipients will receive project update templates and deadlines for each project phase.

Subrecipients will submit data through IHCDA-provided spreadsheets or forms. Agencies must be prepared to accommodate additional data requests during the project as needed.

Subrecipients must participate in progress meetings or calls with IHCDA staff to discuss project updates, address challenges, and confirm data accuracy.

Project updates must be submitted to IHCDA electronically. All updates should be accurate, complete, and submitted by the specified deadlines to ensure timely project reimbursements and compliance reviews. Failure to meet these requirements may result in delayed reimbursements or project funding adjustments, increased oversight and monitoring by IHCDA, or a suspension of project activities until compliance is achieved.

**STOP**

**Before moving forward:**

- Establish Quality Control Plan with IHCDA
- Organize your project team and contractors
- Verify necessary credentials for all applicable weatherization workers

## Production Phase

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This phase is where the actual weatherization work happens in the building. It involves implementing energy-saving measures and health & safety measures, while adhering to required installation standards and program rules. Equally important to physical work is the documentation you must complete during this phase to demonstrate compliance (e.g., daily test-out forms, ventilation calculations, etc.). Subrecipients must be prepared for the IHCDA to do on-site visits throughout weatherization work, this is not monitoring but is to ensure the projects are moving successfully, learn best practices, and help develop tools and policies needed to improve the program.

Below is a step-by-step breakdown of the weatherization work process, followed by a checklist of documentation that must be completed as the work is done.

### Pre-work Walkthrough

First, conduct a walkthrough of the building with the crew and possibly the building manager. Re-familiarize everyone with the work areas. If any conditions have changed since the audit (e.g., a leak occurred, a tenant moved out), note them now. Also, implement any necessary protective measures – for example, lay down drop cloths in units, set up dust containment where wall drilling will occur, and establish ventilation if

using materials that off-gas. Ensure all crew have proper safety gear (PPE) and equipment (ladders, blowers, etc.) ready.

## Material Installation and Repairs

Carry out the weatherization measures according to the work order following the priority list of measures completed during the Workshop Phase.

Each measure should be installed following the Standard Work Specifications (SWS) and Indiana's field standards. Take "after" photos as you install major measures (for instance, photograph the newly insulated attic or the sealed furnace duct connections) these will complement the "before" photos in the file.

## Quality Control Inspection (QCI)

Inspection to evaluate all work performed and confirm it was completed to all applicable work and workmanship standards for all installed measures. All weatherization work must be verified by a Quality Control Inspector (QCI) in order for the project to be considered complete.

Subrecipients are required to ensure that each multifamily unit receiving weatherization services receives an appropriate and properly executed Quality Control Inspection.

A QCI with Multifamily Building Analyst (MFBA) certification who was not the primary installer must use the QCI Inspection Form to inspect the completed project. The QCI will visit the building, inspect all units that receive work, review common areas where measures were installed, and verify that all measures were installed correctly, and are performing as intended.

The following processes must be followed for all QCI inspections, as required by DOE guidance:

- Duties between the Energy Auditor and QCI must be clearly separated with no crossover of responsibilities.
- The QCI must not be involved in the decision-making process regarding measures installed in the building.
- Any additional work or required rework identified during the inspection must be brought to the attention of the Energy Auditor or WAP Manager and not addressed directly by the QCI.

If the QCI identifies any issues with the weatherization work, corrective actions must be completed by the contractor before project closeout. The QCI must document all required corrections and reinspect the work once corrections have been completed to ensure compliance with DOE standards.

The project cannot be considered completed until the QCI has:

1. Conducted a thorough inspection of all units and common areas where weatherization work occurred.
2. Verified that installed measures meet DOE work quality and workmanship standards.
3. Submitted the final inspection documentation to IHCD.

All compliance issues identified during QC inspection are subject to review by IHCD. Improperly conducted inspections or unresolved deficiencies may result in the completion being deemed unallowable and may place the subrecipient out of compliance.

Subrecipients are only permitted to conduct additional work on a completed unit after the QCI pass date when directed by IHCD. If additional work is performed outside of this process, IHCD may select an additional unit for review and require repayment of associated costs.

### Client Walkthrough and Education

Walk through the completed work with the building owner/manager and sometimes tenants. Point out improvements (e.g., “We added insulation here” or “these vents are new.”). Explain any new equipment or features: for example, demonstrate how to operate a programmable thermostat or where a ventilation switch is. Also review maintenance tips if applicable (e.g., replacing furnace filters regularly, how to clean the new bath fan cover, etc.). Provide the owner or tenants with any manuals or warranty information for installed equipment (for instance, furnace manuals, or datasheets for new alarms). Lastly, have the owner/manager sign confirming that work was completed as described (if your program uses a completion certificate or owner sign-off form). This will go in the file.

### Production Phase Forms

Throughout the Production Phase, maintaining thorough documentation is just as important as physical work. Below is a checklist of required documents and forms to complete during or immediately after weatherization work, and what each entails:

#### **Project Cost Analysis Workbook**

Must be filled out throughout the course of the project with all material costs associated with the project. This will be used again at closeout to ensure that all material costs are accounted for.

#### **Certificate of Insulation**

You must provide one copy to the client and a copy placed in the client file. This certificate must be signed by the Crew Leader.

#### **Invoices for Work Completed**

Invoices must include:

1. A detailed breakdown by material and labor costs; each measure should be listed individually with labor and material cost separately and should be identified ECM, IRM, or health and safety, along with which funding source paid for each measure.
2. Date the work was performed
3. Last and first names of the workers
4. Signed by contractor or representative
5. On company letterhead

### **Heating System Forms**

Must be completed by Energy Auditors, HVAC Professionals, and Quality Control Inspectors on every unit. Each section must be signed and dated by the appropriate personnel. The appropriate document should be utilized depending on heating system type

### **HVAC Load Calculation/ Manual J Calculation**

Must be completed for every heating system replacement and must be in compliance with the SWS. When heat pumps, mini-splits, or air conditioning systems are installed, a cooling load must also be completed.

### **Gas Furnace Installation Inspection Form**

To be used only when a new gas heating system has been installed. It must be completed by the HVAC Professional and Interim/Quality Control Inspector. It must be signed and dated by the appropriate personnel.

### **Gas Cook Stove Form**

Must be completed and in the client file only when there is a gas stove in the unit. This must be completed by the Energy Auditor and Quality Control Inspector. It must also be completed by the HVAC Professional when any work on the gas cookstove is completed.

### **Daily Safety Test-Out (DSTO) Summary Sheet**

Must be completed by the Crew Leader at the end of each workday on a unit. Only needed if subrecipient has to bring in a separate contractor to meet certification requirements.

### **Lead Renovation Recordkeeping Checklist**

See EPA's Sample Checklist.

### **Photographs of Lead Safe Work Practices (LSWP)**

Set-up and work performance on all units built prior to 1978 where verified lead-based paint will be disturbed are required.

### **ASHRAE 62.2 Form**

Required for all units. This form must be filled out by the BPI-certified subrecipient and Quality Control Inspector. The BPI-certified subrecipient and Quality Control Inspector must use the same 62.2 form.

### **Fuel Switch Approval**

Documentation must be in the client's file if applicable. A printout of the approval email from IHCD's Director of Energy and Utility Programs must be in the file. A fuel switch must be requested prior to the start of work.

### **Unvented Space Heater Form**

Required in the client file for any unit containing an unvented space heater.

**STOP**

#### **Before moving forward:**

- Implement all necessary Health & Safety measures
- Complete all weatherization work
- Conduct quality control inspections on all units
- Collect all forms necessary during production phase and have them approved by IHCD
- Conduct client walkthroughs/education where necessary

## **Post-Production Phase**

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This phase occurs once all production and QCI are complete for every unit. In this phase, IHCD will conduct technical monitoring and work with subrecipient to complete closeout.

### **Closeout**

IHCD will supply Weatherization Managers with the project closeout form after IHCD completes monitoring on each project. The project closeout process lasts 45 days after the project has completed monitoring. The subrecipient is expected to have completed all processing and supplied all related documents to the IHCD necessary for the project closeout process.

The project closeout process takes on the following schedule at the end of the weatherization project when IHCD sends the project closeout form:

- **Day 0:** IHCD monitoring is completed for the project. IHCD emails project closeout form.
- **Day 1:** Project Closeout Process begins.
- **Day 30:** Rough drafts of the Project Closeout forms are due.
- **Day 45:** Final drafts of the Project Closeout form are due.

Project Closeout forms submitted after Day 45 or submitted with incorrect/inconsistent claims/data are considered late.

**NOTE: Subrecipients approved to use DOE funding on LRMF projects must include this on their DOE closeout.**

## Monitoring

IHCDA will conduct on-site Technical Monitoring for all multifamily weatherization projects to ensure compliance with DOE, IHCDA, and federal weatherization standards. The purpose of this monitoring is to verify that all weatherization measures are installed correctly, meet program requirements, and maintain high standards of workmanship and energy efficiency. Monitoring will ensure that Quality Control Inspectors follow best practice and document their findings appropriately.

IHCDA is required to monitor at least 5 units or 10% of total units (whichever is greater), however IHCDA reserves the right to monitor more than that as needed to assess work quality and compliance. Subrecipients must facilitate these inspections by ensuring proper documentation, providing unit access, and assisting with monitoring reviews as needed.

IHCDA will conduct on-site field inspections by selecting units at random or based on concerns identified in file reviews. Subrecipients must not revisit units prior to technical monitoring unless approved by IHCDA. If authorized revisits occur, IHCDA may require additional monitoring.

During field inspections, IHCDA will verify the appropriateness of installed measures per energy audit recommendations, compliance with DOE health and safety guidelines, and proper installation of all materials, including insulation, air sealing, HVAC work, and mechanical systems. All deficiencies identified during monitoring must be corrected within days of receiving the monitoring report.

## Final Documentation Completion

Gather all required documentation and make sure it's in the client file. Use the completion checklist to verify everything is present: owner permission, eligibility proofs, all the forms (A, C, H, etc.), QCI, etc. It's helpful to have a second person review the file as well, to catch any missing signatures or forms.

At this stage, complete all final forms. Double-check that the costs do not exceed any cost limit such as the average cost per unit. If multiple funding sources were used, make sure the denominations are clear in the paperwork.

Additionally, update any financial reporting – ensure all project costs are logged in your Project Cost Analysis Worksheet tracking and prepare the final invoice for the project. The project closeout is often tied to financial closeout. Make sure the costs match what's in the file.

Notify the building owner that the weatherization work has been completed and pass along any final paperwork to them. This could include a copy of the Certificate of Insulation, warranty information for installed equipment, and guidance on maintaining the improvements. Often, a client satisfaction survey or acknowledgment is obtained at this point – you might have the owner sign a form stating they are satisfied with the work or noting any feedback. This is optional but good practice. If any units were deferred or not treated, communicate that as well and why (e.g., “Unit 3B was deferred due to occupant refusal of service” – this should already be documented). Ensure the owner and tenants have contact information for any follow-up questions or if issues arise.

Once closed, store the project file in a safe and organized manner. Per DOE requirements and IHCDA policy, client files must be retained for 3 years after submission of the final report for the grant. Ensure this file is accessible for future monitoring.