



CT WAP Weatherization Guidance No. 17

Effective Date: January 25, 2011

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Imputing Vacant and Ineligible Multifamily Units into Audit Tool Software

The purpose of this guidance is to inform agencies of the proper procedures for imputing data into NEAT for both Vacant and Over-Income units in multifamily properties. This guidance pertains to all CT WAP weatherization programs.

Vacant Units in Multi-Family Projects

Vacant units that are being weatherized under the 50% (for 2 or 4 family dwelling units) or 66% (for all other housing stock) rule for multifamily projects must be input following all normal protocols and procedures with two key differences.

- The client name must be input as **Vacant** for a first name and **Vacant** for a last name
- On the intake screen, **unit not eligible** must be checked

Over-Income or Otherwise Ineligible Units in Multi-Family Projects

Ineligible units that are being weatherized under the 50% or 66% rule for multifamily projects must be input following all normal protocols and procedures with one key difference.

On the intake screen, **unit not eligible** must be checked