

May 7, 2020

# DOE 2020 Setup Library Review and Approval Process

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**OKLAHOMA**  
Commerce



## Webinar Outcomes

- Know all current ODOC and DOE policies and requirements around Setup Library, and where to go to find the most current policy on our website.
- Refresh knowledge (or learn) on why Setup Library is critically important and why ODOC has increased our requirements and oversight.
- Know what ODOC expects when a Setup Library is submitted, and what criteria ODOC will use to evaluate and approve libraries.
- Know, at a glance, what Setup Library requirements are different from last year.
- Learn a new way to track technical weatherization tasks according to JTAs for more accurate labor setup libraries and audits.

## ODOC Weatherization Guidance Website

- <https://www.okcommerce.gov/community-development/community-action-agencies/weatherization-assistance-program-wap/>



The Weatherization Assistance Program assists low-income households – particularly the elderly, people with disabilities, and families with children – in meeting their home energy needs. Weatherization improves the energy efficiency of homes and protects the health and safety of people.

This page is about the administration of the program. If you are interested in the Weatherization Assistance Program for your home,

# Introducing ODOC WPN 20-2- Setup Library Review



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## NEAT/MHEA Setup Library Review and Approval Process for 2020 Weatherization Contracts

ODOC Weatherization Program Notice 20-2

Issued May 7, 2020

## Regulatory Background

- DOE Policy – CFR 440.21
- DOE Policy – WPN 19-4
- NEAT/MHEA Software Design

**Regulations:** [10 CFR 440.21 - Weatherization Materials Standards and Energy Audit Procedures](#); [Department of Energy Weatherization Program Notice 19-4](#)

**Purpose:** To explain the process that all Subgrantee Recipients must follow to update their Weatherization Assistant 8.9 NEAT/MHEA Setup Library and submit to ODOC for approval.

**Implementation Date:** Effective May 7, 2020

This Program Notice supersedes and replaces the following Program Notices: [ODOC WPN 19-1](#); [ODOC WPN 19-2](#). Should anything in this Program Notice conflict with any CAA Manual Requirement, this Program Notice will supersede and take precedence.

## Regulatory Background

Annually, in order to ensure a cost effective energy audit as per [10 CFR 440.21](#), DOE [Weatherization Program Notice 19-4](#), and the Weatherization Assistant 8.9 Energy Audit Software Program, ODOC requires Subgrantee Recipients to update their Setup Library in NEAT/MHEA. This guidance outlines the process that all Subgrantee Recipients must follow to update their library and submit to ODOC for approval.

## DOE WPN 19-4

***Cost Effective Installations:*** All weatherization measures must be “cost effective” as defined by DOE, except for the cost of measures to eliminate health and safety (H&S) hazards that meet the Grantee’s approved H&S plan. “Cost effective” means that each measure and package of measures installed in a dwelling unit must have a savings-to-investment ratio (SIR) which meets or exceeds 1.0. There is a single exception: blower door guided air sealing may have a SIR less than 1.0, if the cumulative SIR of the package of measures is equal to or greater than 1.0, not including H&S measures.

The cost effectiveness requirement stipulated above, along with [2 CFR 200.323](#) which states that Subgrantees "must perform a cost or price analysis in connection with every procurement action," means that Subgrantees must review and make necessary updates to energy audit cost libraries at least annually, corresponding with the start of new contracts (or annual reapprovals of multi-year agreements).

## WPN 20-2 – Program Guidance

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### Program Guidance

1. In program year 2020, every Subgrantee Recipient must submit their Setup Libraries for ODOC approval prior to conducting their first energy audit. Subgrantee Recipients are not authorized to run an energy audit until ODOC has provided written approval on the Setup Library.
2. Subgrantee Recipients must submit their NEAT/MHEA Library to the link provided by ODOC (provided by ODOC upon request), **no later than June 30, 2020**. Once the library is uploaded in the Cloud, an email notifying the ODOC Program Representative must be sent. This is critically important, as StorCloud will not notify ODOC when a file is uploaded.

# **ODOC WPN 20-2 – the Technical Stuff**

### **3. Each Subgrantee Recipient must have an ODOC approved NEAT/MHEA Setup Library, to include the following:**

- DOE 2019 Fuel Indices (see Attachment A)
- All DOE approved lifespans, approved ON/OFF measures and state standardized Fuel Costs (see Attachment B and Attachment D)
- Updated measure costs based on properly procured anticipated costs for program year 2020 (see #4 for more information).
- A brief written narrative explaining how measure costs (both labor and material) are determined by each Subgrantee Recipient (submitted as a standalone Word or PDF file).
- All Setup Library databases must be exported and uploaded, along with the narrative explained in “d”, to an ODOC provided link (provided by ODOC upon request) (see Attachment C).

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# DOE 2019 Fuel Price Indices

- This is from ODOC WPN 20-2 Attachment A
- This is an example of the Natural Gas Fuel Price Index.
- We use the normal column to setup our NEAT/MHEA libraries. This is the first blue column.
- This is very important. It is one of the values used to calculate the Saving to Investment Ratio (SIR) for measures in NEAT/MHEA.

DOE 2019 Fuel Price Indices

ATTACHMENT A  
ODOC WPN 20-2

Fuel	Year	2019			
		Normal	UPW	30-Year	UPW
Natural Gas	0	1.00		1.00	
Natural Gas	1	1.02		1.02	
Natural Gas	2	1.03		1.03	
Natural Gas	3	1.04		1.04	
Natural Gas	4	1.07		1.07	
Natural Gas	5	1.09		1.09	
Natural Gas	6	1.11		1.11	
Natural Gas	7	1.12		1.12	
Natural Gas	8	1.13		1.13	
Natural Gas	9	1.14		1.14	
Natural Gas	10	1.17	9.28	1.17	9.28
Natural Gas	11	1.18		1.18	
Natural Gas	12	1.19		1.19	
Natural Gas	13	1.20		1.20	
Natural Gas	14	1.21		1.21	

## DOE 2019 Fuel Price Indices

- This is from ODOC WPN 20-2 Attachment A.
- This is an example of the Electricity Fuel Price Index
- Use the [normal](#) column to setup the library. This is the first [blue](#) column.
- This is very important. It is one of the values used to calculate the Saving to Investment Ratio (SIR) for measures in NEAT/MHEA.

Electricity	0	1.00		1.00	
Electricity	1	1.00		1.00	
Electricity	2	0.99		0.99	
Electricity	3	1.00		1.00	
Electricity	4	1.00		1.00	
Electricity	5	1.01		1.01	
Electricity	6	1.02		1.02	
Electricity	7	1.03		1.03	
Electricity	8	1.04		1.04	
Electricity	9	1.04		1.04	
Electricity	10	1.04	8.66	1.04	8.66
Electricity	11	1.05		1.05	
Electricity	12	1.05		1.05	
Electricity	13	1.05		1.05	
Electricity	14	1.06		1.06	
Electricity	15	1.06		1.06	
Electricity	16	1.06		1.06	

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# NEAT 2020 Library Checklist

- This is from WPN 20-2 Attachment B.
- This is an example of the NEAT 2020 Library Checklist for NEAT measures that are turned **ON** or **OFF**.
- Notice that #5 Attic Insulation – R49 is now turned **ON**.

NEAT 2020 Library Checklist

Measure #	Measure Type	Measure Name	Active?	Life Span	CHECK
1	Building Insulation	Attic Insulation - R11	Y	25	
2	Building Insulation	Attic Insulation - R19	Y	25	
3	Building Insulation	Attic Insulation - R30	Y	25	
4	Building Insulation	Attic Insulation - R38	Y	25	
5	Building Insulation	Attic Insulation - R49	<u>Y</u>	25	
6	Building Insulation	Fill Ceiling Cavity	Y	25	
7	Building Insulation	Sillbox Insulation	Y	20	
8	Building Insulation	White roof coating	N	N/A	

# NEAT 2020 Library Checklist

- This is from WPN 20-2 Attachment B.
- This is another example of the NEAT 2020 Library Checklist for NEAT measures that are turned **ON** or **OFF**.
- Notice that #35 Smart Thermostat is now turned **OFF**.

32	HVAC Systems	Replace Heating System	Y	20	
33	HVAC Systems	High eff furnace	Y	20	
34	HVAC Systems	High eff burner	Y	20	
35	HVAC Systems	Smart Thermostat	<b>N</b>	<b>N/A</b>	
36	HVAC Systems	Tuneup A/C	Y	3	
37	HVAC Systems	Replace A/C	Y	15	
38	HVAC Systems	Evaporative Cooler	Y	15	
39	HVAC Systems	Install/Replace Heat Pump	Y	15	
40	Baseloads	Lighting Retrofits	Y	10	
41	Baseloads	Refridgerator Replacement	Y	15	
42	Baseloads	Water Heater Tank Insulation	Y	13	
43	Baseloads	Water Heater Pipe Insulation	Y	13	
44	Baseloads	Low Flow Shower Heads	Y	15	
45	Baseloads	Water Heater Replacement	Y	15	

# DOE 2020 Library Checklist

- This is from WPN 20-2 Attachment B.
- This is an example of the 2020 Library Checklist average fuel costs for OK.
- These standardized average fuel costs must be used in the Setup Library.
- If regional prices are significantly different, subgrantee recipients can apply to ODOC for an exemption to change your fuel costs with documentation.

## FUEL COST

<u>Fuel Type</u>	<u>Average Cost</u>
Electricity	\$0.082 per KWH
Natural Gas	\$9.25 per MCF
Propane	\$1.79 per Gallon
Wood	\$260 per Cord
Fuel Oil	\$2.90 per Gallon
Other	\$20 per MMBTU

The following table shows average fuel prices for Oklahoma with the most recent data available (from [eia.gov](http://eia.gov)). Your Setup Library should reflect these prices.

# NEAT/MHEA 2020 Insulation Setup

- This is from WPN 20-2 Attachment D.
- This is an example of the library insulation setup process.
- Notice that R49 is now **ON** will need to be **checked** active.

As stated on the list of measures in ODOC WPN 20-2, **attic insulation R49 [Measure #5] must now be turned ON**. A measure is turned on within the setup library by CHECKING the “Active” box. See screen shot below.

The screenshot shows the 'Setup Library' application window. The 'Library Name' is 'Copy of Your Setup Library'. The 'References' tab is selected. The 'Library Measures' tab is active, displaying a table of measures. The table has columns for '#', 'Measure Type', 'Measure Name', 'Active', 'Default Contractor', 'Default Cost Center', and 'Life (yr)'. The 'Active' column contains checkboxes for each measure. Measure #5, 'Attic insulation R49', has an unchecked checkbox. A red arrow points from a text box below to this checkbox.

#	Measure Type	Measure Name	Active	Default Contractor	Default Cost Center	Life (yr)	
1	Building Insulation	Attic insulation R11	<input checked="" type="checkbox"/>			25	Costs
2	Building Insulation	Attic insulation R19	<input checked="" type="checkbox"/>			25	Costs
3	Building Insulation	Attic insulation R30	<input checked="" type="checkbox"/>			25	Costs
4	Building Insulation	Attic insulation R38	<input checked="" type="checkbox"/>			25	Costs
5	Building Insulation	Attic insulation R49	<input type="checkbox"/>			25	Costs

This box needs to be checked.

# NEAT/MHEA 2020 Insulation Setup

- This is from WPN 20-2 Attachment D.
- This is an example of the library insulation setup process.
- Notice that Blown Fiberglass for Wall insulation is now set to **R4 per inch** or **4 R/in.**
- This must be double-checked and corrected.

All Setup Libraries must include the following setup within the NEAT Insulation Types tab. These insulation types must be entered exactly as shown on the screen shot below. Notice that Blown Fiberglass Wall Insulation must be set at R-4.

Attic		Knee Wall		Wall		
Type	Name	Rs/Inch	Name	R-Value	Value	Units
Type 1	Blown Cellulose	3.75	Fiberglass Batts	13	3.71	R/in
Type 2	Blown Fiberglass	3.09	Fiberglass Batts/R19	19	13	R
Type 3	EPS Rigid Foam	3.8	EPS Foam Board/R13	13	19	R
Type 4	XPS Rigid Foam	4.8	EPS Foam Board/R19	19	4	R/in
Type 5	Fiberglass Batts	3.2	XPS Foam Board/R13	13		
Type 6	2 Part Spary (Frothpak)	6.6	XPS Foam Board/R19	19		

  

Floor		Sill		Foundation Wall	
Type	Name	Rs/Inch	Name	R-Value	R-Value
Type 1	Fiberglass Batts	3.2	Fiberglass Batts	19	5
Type 2			EPS Rigid Foam	19	5
Type 3			XPS Rigid Foam	19	13
Type 4			2 Part Spary (Frothpak)	13	
Type 5					
Type 6					

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## ODOC WPN 20-2 Setup Library Review and Approval

### 4.

Library material and labor costs will vary from between each Subgrantee. However, every Subgrantee Recipient, at the beginning of the DOE WAP program year, must be following CAA Manual Requirement 108 Small Purchase Procurement Procedures and Advertised Procurement procedures (depending on purchase cost), and conducting cost or price analysis of all purchases PRIOR to the first energy audit of the program year.

In other words, every Subgrantee Recipient's library should reflect a very accurate picture of anticipated costs during the program year. Should variances occur during the program year, those costs must be put into the audit as itemized costs.

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## NEAT/MHEA 2020 Library Setup

- This is from WPN 20-2 Attachment C.
- This provides instructions on how to export and send the setup libraries.

### Instructions to Export and Send NEAT/MHEA Set-Up Libraries

1. Create a folder on your desktop that you want to store the file
2. Have an existing client (or create a client) with a complete audit, make sure to run that audit if you want the 2019 fuel indices to be shown
3. Go to “Data Link”
4. Go to “Import/Export Data”, select “With another MSaccess Database”
5. Click “Go”
6. In upper right hand corner, click “browse” (make sure you do not create a password)
7. Select the folder you created on step 2.
8. Name the file to be exported “2020 NEAT MHEA Libraries.wdz” (make sure you type in the wdz)
9. Below the file name, click “Save as type” and select “Zipped Weatherization Databases (\*.wdz)
10. Make sure that “Create New Blank Database” is selected and click “Ok”
11. On left side of screen, select the client that you are certain has the most recent set-up library
12. In center of screen, click “Export”
13. Now go to folder that you stored the file and you should see the file there. Upload the file to ODOC provided link.

# ODOC WPN 20-2 Setup Library Review and Approval

## 5.

Library measure costs MUST include ALL costs paid for with ODOC funds. This includes 100% of labor and material costs (whether on staff or contracted labor) for all energy conservation measures.

# ODOC WPN 20-2 Setup Library Review and Approval

## 6.

ODOC will work with each Subgrantee Recipient to ensure libraries are accurate and updated as per DOE approved energy audit procedures. No library is considered authorized until ODOC has provided written, explicit authorization.

- ODOC may need to request vendor related procurement files or copies of previous materials receipts or invoices to verify proposed library measure costs.
- Once ODOC authorization has been received, NO changes can be made to any Setup Library without ODOC written authorization, until the next DOE program year.

# ODOC WPN 20-2 Setup Library Review and Approval

## 7.

Attached to this WPN are resources to assist you with this library review process:

- Attachment A - 2019 DOE Fuel Price Indices
- Attachment B - NEAT/MHEA Library Checklist (ODOC will use this checklist to review all libraries).
- Attachment C - Instructions to Send Library
- Attachment D - NEAT Library Insulation Setup
- Attachment E - Library Setup Excerpt from EA Manual

## 2020 Setup Library Review Changes from last year

### Setup Library Measures Turned ON or OFF

- #5 – Building Insulation - Attic Insulation – R49 is now turned ON
- #35 – HVAC Systems - Smart Thermostat - is now turned OFF.

### Changes to Fuel Costs and Insulation Setup

- OK now has average standardized fuel costs that must be used.
  - These standardized average fuel costs must be used in the Setup Library. See attachment B.
  - If regional prices are significantly different, subgrantee recipients can apply to ODOC for an exemption to change your fuel costs with documentation.
- For the Setup Library insulation values
  - NEAT Insulation Types – Wall – Blown Fiberglass insulation is now set to R4 per inch.
  - See attachment D.

**Any Questions or  
Comments?**

