



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

ODOC Weatherization Program Notice 20-2
Issued May 7, 2020

To: All ODOC Subgrantee Weatherization Program Service Providers - Executive Directors, Weatherization Program Managers, and Weatherization Energy Auditors

From: Amanda Marcott-Thottunkal, Senior Energy Programs Manager

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.

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.

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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.
3. Each Subgrantee Recipient must have an ODOC approved NEAT/MHEA Setup Library, to include the following:
 - a. DOE 2019 Fuel Indices (see Attachment A)
 - b. All DOE approved lifespans, approved ON/OFF measures and state standardized Fuel Costs (see Attachment B and Attachment D)
 - c. Updated measure costs based on properly procured anticipated costs for program year 2020 (see #4 for more information).
 - d. 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).
 - e. 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).
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.
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 conversation measures.
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.
 - a. ODOC may need to request vendor related procurement files or copies of previous materials receipts or invoices to verify proposed library measure costs.
 - b. 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.

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7. Attached to this WPN are resources to assist you with this library review process:
 - a. Attachment A - 2019 DOE Fuel Price Indices
 - b. Attachment B - NEAT/MHEA Library Checklist (ODOC will use this checklist to review all submitted libraries).
 - c. Attachment C - Instructions to Send Library
 - d. Attachment D - NEAT Library Insulation Setup
 - e. Attachment E - Library Setup Excerpt from EA Manual

8. Any questions regarding this ODOC WPN should be sent to the Senior Energy Programs Manager – Amanda.Marcott-Thottunkal@okcommerce.gov.