



NEAT/MHEA Setup Library Review and Approval Process for 2021 Weatherization Contracts

ODOC Weatherization Program Notice 21-1
Issued May 18, 2021

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 written approval and authorization.

Implementation Date: Retroactively effective April 1, 2021

This Program Notice supersedes and replaces the following Program Notices/Policies: [ODOC WPN 20-2; Weatherization Policy and Procedures Manual for Energy Audits Appendix G](#). Should anything in this Program Notice conflict with any CAA Manual or Weatherization Program Operations 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 2021, every Subgrantee Recipient must submit their Setup Libraries for ODOC approval prior to conducting their first energy audit with PY21 DOE WAP funding. Subgrantee Recipients are not authorized to run an energy

ODOC Weatherization Program Notice 21-1

audit for PY21 DOE until ODOC has provided written, explicit authorization and approval on the Setup Library.

- a. Once ODOC has approved a Subgrantee Recipient's PY21 NEAT/MHEA Setup Library, each Subgrantee Recipient must implement it according to the following schedule

Contract Period	Grace Period/Implementation Date
DOE WAP 2021	Effective immediately for all energy audits.
DHS 2019 and 2020	30-day grace period (from date of ODOC written approval) before implementation of PY2021 library is required.
DHS 2021	Effective immediately for all energy audits

- b. **DO NOT DELETE the PY20 NEAT/MHEA Setup Libraries.** They will still be needed during the implementation period and if future audit edits are required. These setup libraries must also be kept for records retention purposes.
 - i. In order to submit the PY21 NEAT/MHEA Setup Library, either use the "NEW" function to create a new library, or use the "Copy" function to edit the existing PY20 Setup Library.
 - ii. See ODOC WPN 21-1 Attachment E for further instructions.
 - iii. Please contact ODOC with any further questions regarding creating or copying NEAT/MHEA Setup Libraries.
 - iv. Deleting the PY20 library could result in monitoring findings or possible disallowed costs.
2. Subgrantee Recipients must submit their NEAT/MHEA Library to the link provided by ODOC. This link will be provided to the subgrantee recipient upon request.
 - a. Libraries must be submitted no later than 2 weeks before the first home is scheduled to be completed for PY2021. StorCloud will not notify ODOC when a file is uploaded, and an email must be sent to the ODOC Energy Project Specialist notifying when a library is submitted. A library is NOT considered submitted until a notification email is sent.
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 F).
 - i. State standardized fuel costs have been updated for PY21. See also Section 7 below for more information.
 - c. Updated measure costs based on properly procured anticipated costs for program year 2021 (see #4 for more information).

ODOC Weatherization Program Notice 21-1

- 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 (as a .wdz file), 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 between each Subgrantee. However, every Subgrantee Recipient, at the beginning of the DOE WAP program year, must be following ODOC’s CAA Manual Requirement/ODOC Weatherization Program Operations Manual Procurement Procedures and (depending on purchase cost), 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.
 - 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.
7. In Appendix G of the Weatherization Policies and Procedures for Energy Audits (referenced under Section 3.7 – 5a. (p. 21), ODOC provided Fuel Costs for PY2020 only. These are no longer allowable starting with PY21. Please see Attachment F for PY21 Fuel Costs.
8. Attached to this WPN are resources to assist you with this library review process:
 - a. Attachment A - 2019 DOE Fuel Price Indices for PY2021
 - 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
 - f. Attachment F – Fuel Costs
9. Any questions regarding this ODOC WPN should be sent to the Senior Energy Programs Manager – Amanda.Marcott-Thottunkal@okcommerce.gov.