



NEAT/MHEA Energy Audit Training

To: All ODOC Agency Weatherization Program Service Providers - Executive Directors, Weatherization Program Managers

From: Amanda Marcott-Thottunkal, Senior Energy Programs Manager

Regulations: DOE [10 CFR 440.21](#); DOE WPN 10-4; CAA Implementation Manual, 311, Section I B.

Purpose: To require all Subgrantee Recipient Energy Auditors and Quality Control Inspectors to attend Weatherization Assistant 8.9 NEAT and MHEA Energy Audit Modeling Training and Field Mentoring.

Implementation Date: Effective January 7, 2020

REGULATORY BACKGROUND:

The Oklahoma Department of Commerce (ODOC) has conditional U.S Department of Energy (DOE) re-approval to use Weatherization Assistant 8.9 National Energy Audit Tool (NEAT) and Manufactured Home Energy Audit (MHEA) energy audit modeling software to determine which energy conservation measures (ECMs) are cost-effective and, therefore, allowable to be installed in a home. In order for NEAT and MHEA to make recommendations that comply with [10 CFR 440.21](#), accurate data must be entered into the software per [The Weatherization Assistant User's Manual \(Version 8.9\)](#), [DOE Weatherization Program Notice 19-4](#), and ODOC Policy. All Subgrantee Recipient Energy Auditors and Quality Control Inspectors must be properly trained on NEAT and MHEA energy audit software modeling in order to meet both DOE and ODOC requirements. Furthermore, as a part of DOE conditional approval, ODOC is required to ensure that all Subgrantee Recipient Energy Auditors and Quality Control Inspectors have received energy audit field mentoring before the end of the 2019 program year (March 31, 2020.)

ODOC has contracted with CHP Energy Solutions (see [ODOC Memo 003](#)) to deliver NEAT and MHEA training, along with field mentoring in a site built and mobile home. There will be two opportunities to receive this NEAT/MHEA training:

- February 11 – 14, 2020
- March 3 – 6, 2020

The training will consist of classroom training at the Oklahoma Association of Community Action Agencies and two residential homes (a site built and a mobile home – addresses to be determined). Each

training is limited to eight (8) Energy Auditors or Quality Control Inspectors. These trainings will be provided at no cost to each Subgrantee Recipient. Subgrantee Recipients will be responsible for their own travel arrangements and costs as allowed according to Requirements 311 and 302A.

PROGRAM GUIDANCE

- 1. Each agency must send an email to the Senior Energy Program Manger (Amanda.Marcott-Thottunkal@okcommerce.gov) by January 16, 2020 listing the names of their Energy Auditors and Quality Control Inspectors along with their preferred training date (either February or March 2020).**
2. All attempts will be made to allow each Energy Auditor and Quality Control Inspector to attend their preferred training date. In the event more than eight (8) requests come in for a single training, ODOC will have to require some to attend their least preferred training. ODOC will take the following factors into consideration when determining this:
 - a. How quickly an agency responded to sign up for a training (first come, first served)
 - b. How many employees from an agency need to be trained (preference will be given to keeping employees at same agency together)
3. Once the list of training participants for both training dates have been determined, ODOC will submit the lists to CHP Energy Solutions. CHP Energy Solutions will then send a follow up email to each participant for official registration at their website. Each Subgrantee Recipient must follow CHP Energy Solutions registration instructions.
4. Any questions regarding this ODOC WPN should be sent to the Senior Energy Programs Manager – Amanda.Marcott-Thottunkal@okcommerce.gov.