

Best Practice – Integrity of NEAT Library

Date: Revised January 5, 2017

Subject: Integrity of NEAT Libraries

Problem or Question: How do I keep my libraries consistent? It seems every auditor’s library is different. Also, how do I accurately enter in pricings for the setup and supply libraries?

Discussion:

When everyone has access to the libraries, library information begins to morph from one person to another. In time, each auditor’s library becomes unique. This results in one auditor getting measures that rank that another auditor cannot. By setting up limited access, this can be avoided.

Only 1 or 2 people should have access to the libraries. These individuals will be given “Administrative” access to NEAT. Everyone else, who needs to access NEAT but should NOT make changes to libraries, should be assigned as a “User.” This does not affect an auditor’s ability to enter in an assessment, run an audit, or create a work order. This simple tool will help your agency’s consistency in producing quality audits.

HOW TO SET “LOG-ON GROUP AND PASSWORD” PROTECTION:

- Open the WA 8.9.
- Open **AGENCY**; make sure Agency information is entered; including address and phone number.

AGENCY -- AGENCY

Agency Name State

Agency Information | [Contacts \(2\)](#) | [Cost Centers \(0\)](#) | [Surveys \(0\)](#) | [Clients \(4\)](#) | [Audits \(4\)](#) | [Work Orders \(4\)](#) | [Libraries \(2\)](#) | [Status History](#)

Agency Name Address:
State City:
Agency Type: State:
Federal Grant # Zip Code:
EIN Phone Number:
Other ID Num Fax Number
 Agency comment
E-Mail
Web Page URL
 Default agency to associate with new Client, Work Order, Library, and Supply records. Checking this will automatically UNcheck this box for all other Agency records (ie. Only one Agency record can be the Default record).

- Go to **CONTACTS** tab and enter the person who will be in control of the libraries.
 - Click the “**Change LogOn Group and Password**” button. The box on the right bottom side.

<http://www.tdhca.state.tx.us/ea/wap.htm>

AGENCY -- AGENCY

Agency Name **Tumbleweed CAP** State **TX**

Agency Information | Contacts (2) | Cost Centers (0) | Surveys (0) | Clients (4) | Audits (4) | Work Orders (4) | Libraries (2) | Status History

Contact Name **Administrator, Adam** User Name **Adam** Active References

Name Detail - First **Adam** MI Last **Administrator** Work Phone **(512) 555-1212**

Company **Tumbleweed CAP** Address Cell Phone **(512) 555-3241**

Auditor EIN Unit Number Pager

Contractor Title City Fax

Crew State Home Phone

Supplier Zip Code Email **Adam@tumbleweed.gov**

Web Page

Comment

AGENCY CONTACT

by Contact Name

by User Name

by Company

Change LogOn Group and Password Assigned

- This screen shot will appear. From the top drop down box—select **“Admin”**. Enter in New Password and confirm; then hit the **“Apply New Password”** button. This person will be able to make changes to the Libraries.

User Group **Admin**

Change Password

Note: Passwords are case sensitive

Confirm Old Password

New Password

Confirm New Password

Apply New Password

- Repeat for another person who is designated library access.
- All others (auditors, contractors, etc) should only be able to data enter into NEAT, audits, and work orders; NOT change library costs.
 - To do this, enter each auditor name and contact information. Click **“Auditor”** box. Then go to **“Change LogOn Group and Password”** button.

AGENCY -- AGENCY

Agency Name **Tumbleweed CAP** State **TX**

Agency Information | Contacts (3) | Cost Centers (0) | Surveys (0) | Clients (4) | Audits (4) | Work Orders (4) | Libraries (2) | Status History

Contact Name **User, John** User Name **John** Active References

Name Detail - First **John** MI Last **User** Work Phone (512) 555-1212

Company **Tumbleweed CAP** Address Cell Phone (512) 555-5678

Auditor EIN Unit Number Pager

Contractor Title City Fax

Crew State Home Phone

Supplier Zip Code Email **John@tumbleweed.gov**

Web Page

Comment

AGENCY CONTACT

by Contact Name

by User Name

by Company

Change LogOn Group and Password

- From top drop down box, select **“User”**. Enter New Password and confirm; then apply.

User Group and Password (User, John)

User Group **User**

Change Password

Note: Passwords are case sensitive

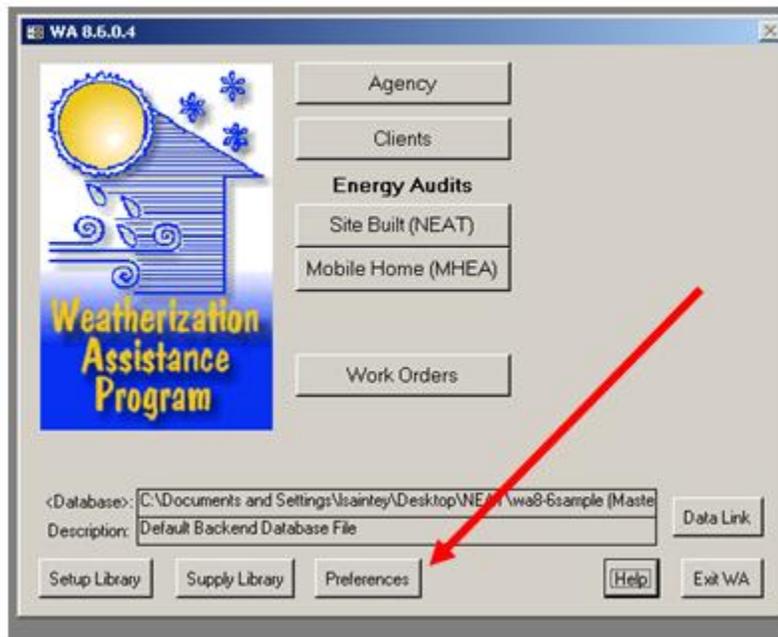
Confirm Old Password

New Password

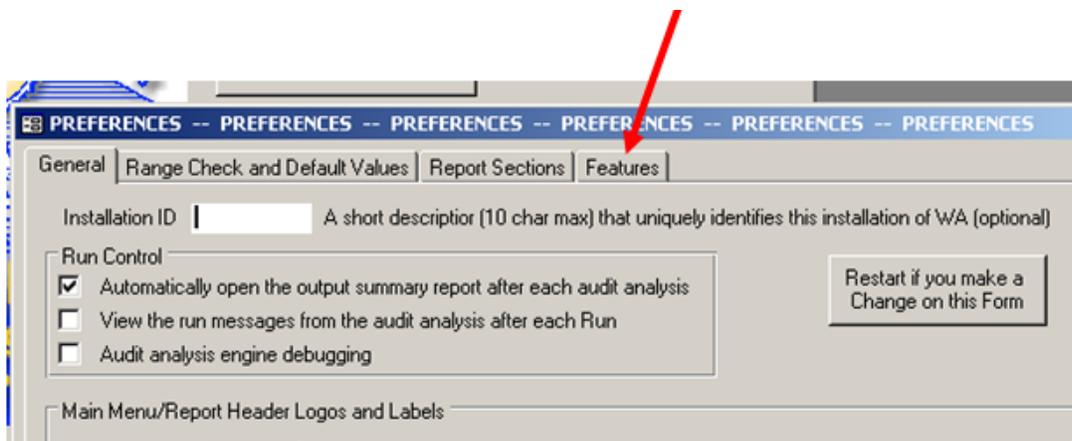
Confirm New Password

Apply New Password

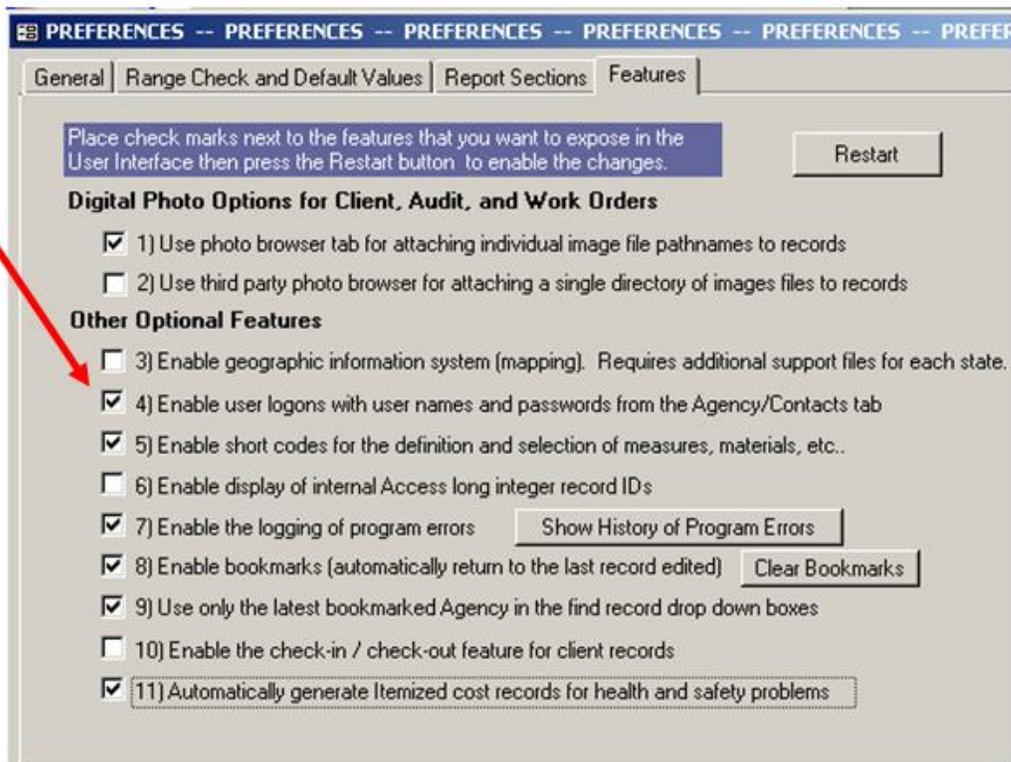
- Repeat for process for any contractors--Checking the **“Contractor”** box.
- To implement this protection you now must go to the Main page and select the Preferences button.



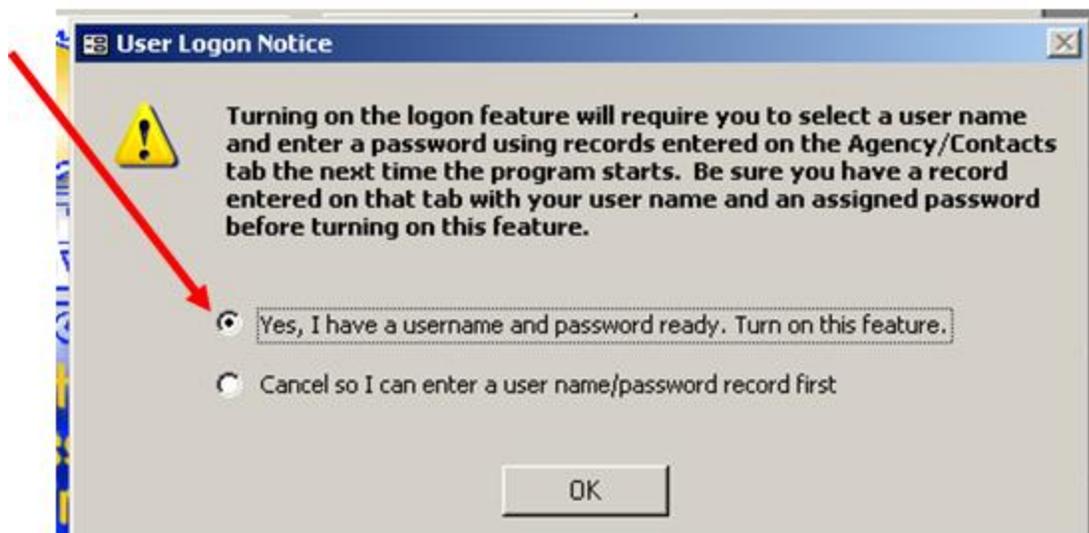
- Go to the “Features” tab:



- Click on **feature #4**:

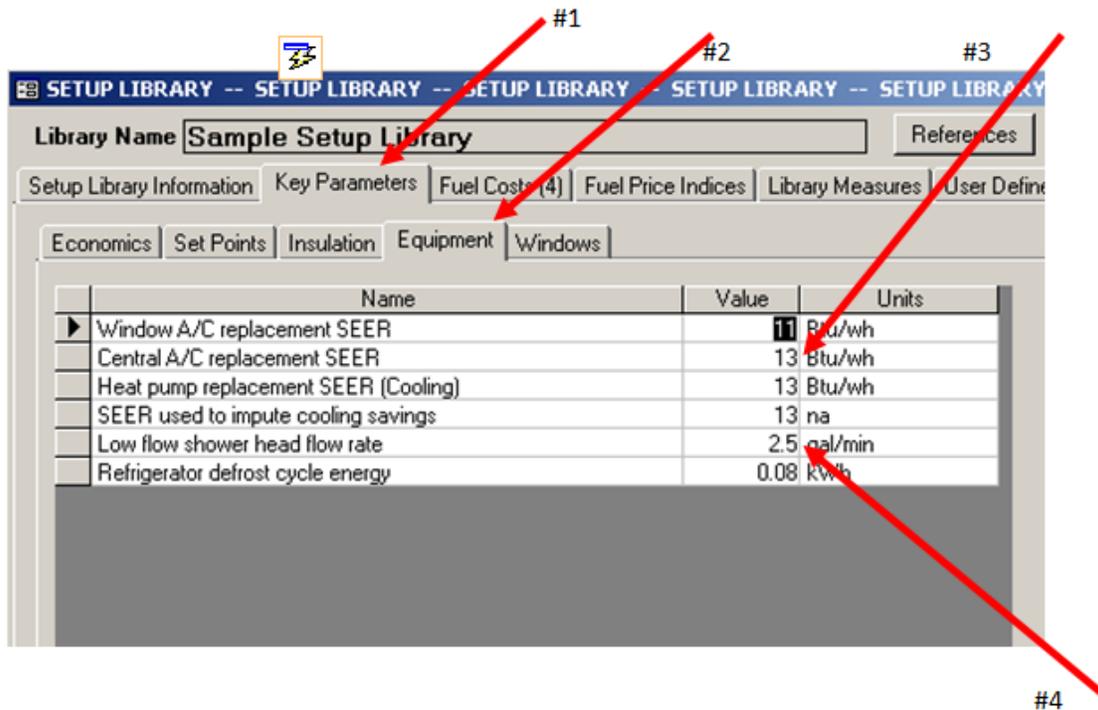


You will receive this prompt. **BE SURE YOU HAVE SET UP LOGINS AND ALL KNOW THEIR PASSWORD BEFORE DOING THIS.**



Select “Yes” and hit OK. Now your libraries are protected and you are ready to create your libraries!

CHECKING YOU SETUP LIBRARY:



- From “Main page” select “Setup Library.”
 1. Click on “**Key Parameters.**”
 2. Click on “**Equipment**” (If no ‘equipment button, you are in MHEA, change to NEAT)
 3. Change the Window A/C replacement SEER, the Central A/C replacement SEER, Heat pump replacement SEER, and SEER used to impute cooling savings to actual replacement SEER values of “ENERGY STAR” equipment. (Example- from 13 SEER to 14.5 SEER). The higher the SEER value you are using, the better the chances are that it will rank.
 4. Verify the **gal/min** rate of your replacement **Low flow shower heads**. Many are using 1.5 gal/min shower heads. Using what you actually install may help your total SIR.
- Next, click on “**Windows**”
 - Verify the actual “**U-Values and Solar Heat Gain Coefficients**” of the windows you are using for replacement. These need to be “Energy Star” products.
 - You can obtain this information off the label on the window, or
 - From the window vendor’s technical literature.

The default values are too high for current energy star rated windows.

SETUP LIBRARY -- SETUP LIBRARY -- SETUP LIBRARY -- SETUP LIBRARY -- SETUP LIBRARY

Library Name **Sample Setup Library** References

Setup Library Information | Key Parameters | Fuel Costs (4) | Fuel Price Indices | Library Measures | User Defini

Economics | Set Points | Insulation | Equipment | Windows

| Name | Value | Units |
|---|-------|---------------|
| Replacement Window U-Value | 0.46 | Btu/F-sqft-hr |
| Replacement Window Solar Heat Gain Coefficient | 0.62 | na |
| Replacement LowE Window U-Value | 0.32 | Btu/F-sqft-hr |
| Replacement LowE Window Solar Heat Gain Coefficient | 0.30 | na |
| Retrofit Storm Window Emittance | 0.82 | na |
| Retrofit Storm Window Solar Heat Gain Coefficient | 0.895 | na |
| Retrofit Window Film Surface Emittance | 0.84 | na |
| Retrofit Window Film Solar Heat Gain Coefficient (incl frame) | 0.49 | na |

- Next, click on the “Fuel Costs” tab.
 - DO NOT use the default pricings. Use the actual pricings for your providers.
 - If agency has multiple pricings, use the copy button to add each pricing OR combination pricings. Try to associate electricity and gas for each area together and remember to change Unit Cost for each. This will allow ‘dual price’ choices for the auditor to select when performing an audit. Then use copy button for each new one.
- NOTE:** Natural Gas pricings, for NEAT, are in **Mcf**. Most bills are in **Ccf**.

SETUP LIBRARY -- SETUP LIBRARY -- SETUP LIBRARY -- SETUP LIBRARY -- SETUP LIBRARY

Library Name **Sample Setup Library** Rel

Setup Library Information | Key Parameters | Fuel Costs (5) | Fuel Price Indices | Library Measures

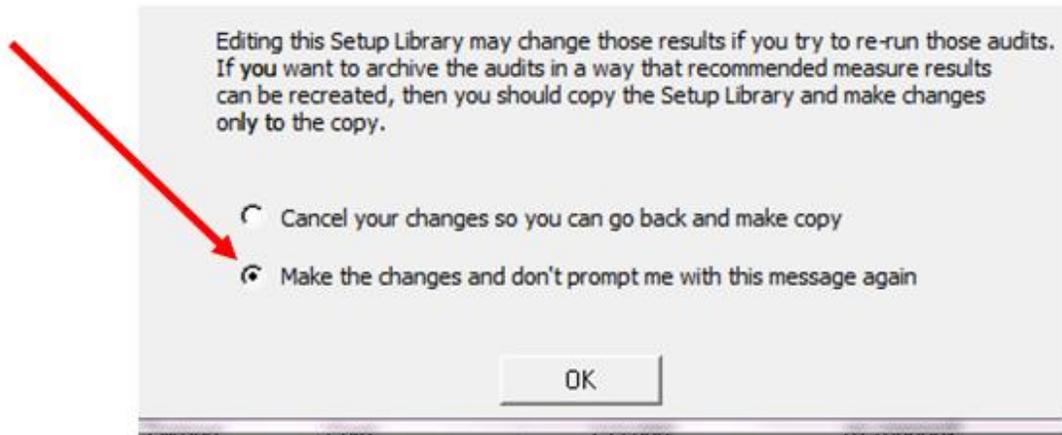
Fuel Cost Table Name **.16 ELECTRIC + 16.50 NAT GAS** Refer

Comment

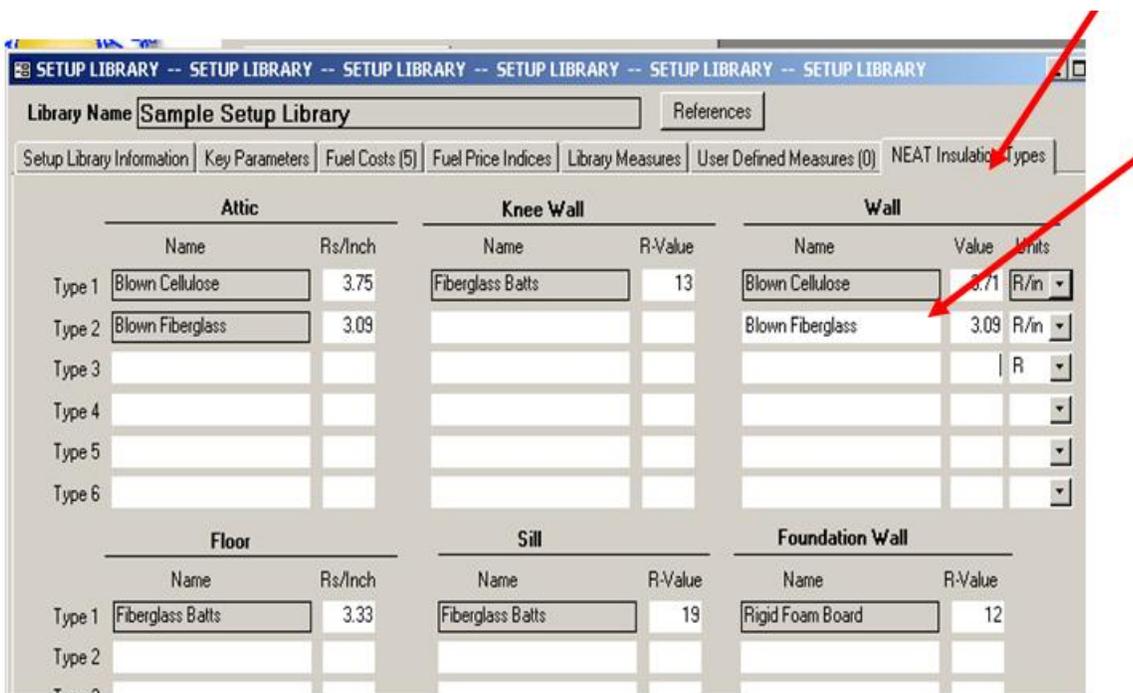
| Fuel Type | In Units of | Unit Cost | Heat Content (MMBtu) |
|-------------|-------------|-----------|----------------------|
| Natural Gas | Mcf | 16.500 | 1.000000 |
| Oil | Gallon | 3.710 | 0.140000 |
| Electricity | kWh | 0.160 | 0.003413 |
| Propane | Gallon | 2.600 | 0.090000 |
| Wood | Cord | 133.000 | 20.200000 |
| Coal | Ton | 160.000 | 21.000000 |
| Kerosene | Gallon | 3.710 | 0.130000 |
| Other | MMBtu | 6.250 | 1.000000 |

- Remember to click on “Make the changes” Otherwise, all your work will not take.

<http://www.tdhca.state.tx.us/ea/wap.htm>



- Now you are ready to make changes to the “Library Measures:”
 - However, before you do, click on the “**NEAT Insulation Types**” button.
 - Verify the types of insulation you are using for each area.
 - If you are using other products, enter them in here, under each category.

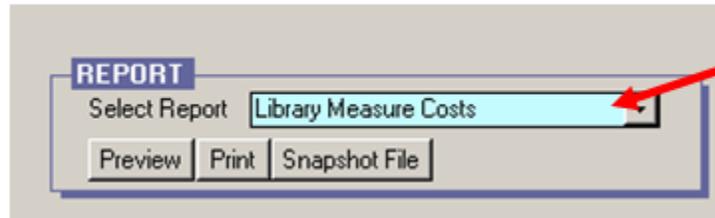


This will allow you to enter pricings for each in the “Library Measures.”

- Now go to the “**Library Measures**” tab. It is recommended that you go to the “**Setup Library Information**” tab and print out the “**Library Measure Costs**” from the **REPORT** section, before

<http://www.tdhca.state.tx.us/ea/wap.htm>

starting this task. You can write your actual pricing for each item on the print out. This will simplify and expedite this section.



- o Example of print out:

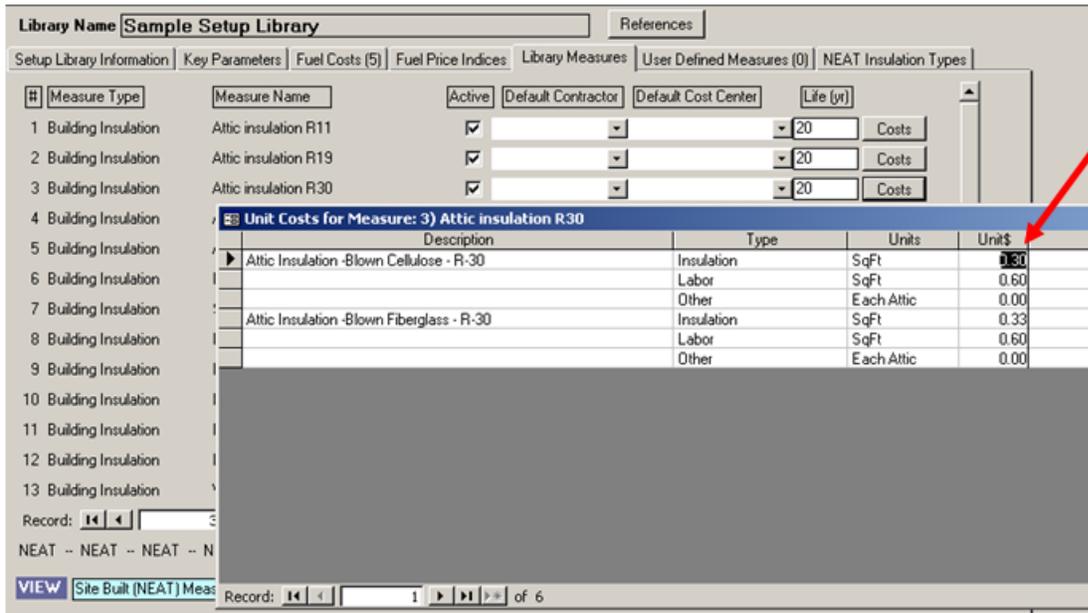


Library Measure Costs

Library Name Sample Setup Library *Description*
Agency Tumbleweed CAP *State* TX *Comment*
Supply Library Sample Supply Library

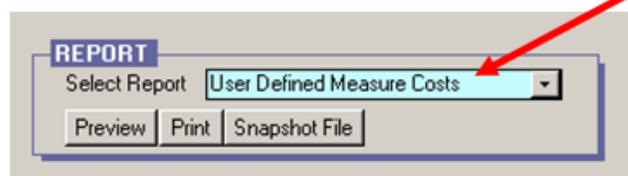
| NEAT | MHEA | # | Measure Type | Measure Nam | Active | Default Contracto | Default Cost Center | Life |
|-------------------------------------|--|------------|---------------------|----------------------|---|-------------------|---------------------|------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1 | Building Insulation | Attic insulation R11 | <input checked="" type="checkbox"/> | | | 20 |
| # | Description | Type | Units | Unit\$ | Comment | | | |
| 1 | Attic Insulation - Blown Cellulose - R-11 | Insulation | SqFt | \$0.11 | | | | |
| 2 | Attic Insulation - Blown Cellulose - R-11 | Labor | SqFt | \$0.22 | | | | |
| 3 | Attic Insulation - Blown Cellulose - R-11 | Other | Each Atti | \$0.00 | | | | |
| 1 | Attic Insulation - Blown Fiberglass - R-11 | Insulation | SqFt | \$0.14 | | | | |
| 2 | Attic Insulation - Blown Fiberglass - R-11 | Labor | SqFt | \$0.22 | | | | |
| 3 | Attic Insulation - Blown Fiberglass - R-11 | Other | Each Atti | \$0.00 | | | | |
| 1 | Attic Insulation | Insulation | SqFt | 1,999.00 | Not considered unless cost is specified | | | |
| 2 | Attic Insulation | Labor | SqFt | \$0.00 | | | | |
| 3 | Attic Insulation | Other | Each Atti | \$0.00 | | | | |
| 1 | Attic Insulation | Insulation | SqFt | 1,999.00 | Not considered unless cost is specified | | | |
| 2 | Attic Insulation | Labor | SqFt | \$0.00 | | | | |
| 3 | Attic Insulation | Other | Each Atti | \$0.00 | | | | |
| 1 | Attic Insulation | Insulation | SqFt | 1,999.00 | Not considered unless cost is specified | | | |
| 2 | Attic Insulation | Labor | SqFt | \$0.00 | | | | |
| 3 | Attic Insulation | Other | Each Atti | \$0.00 | | | | |

The next screen shot, shows how this information will translate into each measure type cost. Here is where you will enter actual costs for material, labor, and other. Start with measure #1 and work your way down to measure #43.



- Measures to pay attention to:
 - **# 21-22 on Solar Screens.** If your agency is installing solar screens that block out 80% of heat gain or more, then you should click off the sun screen fabric box and click on **sun screen louvered**. You must have documentation in the files that the solar screen fabric is rated such.
 - If you are using a fabric **below 80%**, then click off sun screen louvered and click on **sun screen fabric**.
 - **#35: A/C replacements.** The Btu descriptions are SET units—only enter the units that your agency installs that have the closet Btu to the values given. NEAT will adjust pricing and sizing to what is appropriate. Same goes for ton pricings.
 - **Measure #'s 30, 31, 32, 37, 39, and 43;** must be entered into your **“Supply Library.”** (How is further below)

- Next, you will build your **“User Defined Measures.”** As before, it is recommended that you go to the **“Setup Library Information”** tab and print out the **“User Defined Costs”** from the **REPORT** section, before starting this task. You can write your actual pricing for each item on the print out.



“User Defined Measures” are for 2 categories: **Health & Safety** and **Repairs**. These items have “No Energy Savings.”

- Remember to NOT click “Include in SIR” for **H&S** items

Library Name: Sample Setup Library

Measure # 117 Active Include In SIR Energy Savings: No Energy Savings

MeasureType: Health and Safety

Measure Name: Smoke Detector

| # | Type^ | Copy Supply^ | Description | Qty | Units+ | \$/Unit | <Comment> |
|----|------------------------|--------------|----------------|------|--------|---------|-----------|
| 1E | Health and Safety Item | | Smoke Detector | 1.00 | Each | 10.00 | material |
| | | | | 1.00 | Each | 5.00 | labor |
| * | | | | 1.00 | | 0.00 | |

- Remember to click “Include in SIR” for repairs:

Library Name: Sample Setup Library

Measure # 1 Active Include In SIR Energy Savings: No Energy Savings

MeasureType: General Repairs

Measure Name: Roof Repair

| # | Type^ | Copy Supply^ | Description | Qty | Units+ | \$/Unit | <Comment> |
|---|------------------------|--------------|-------------|------|--------|---------|-----------|
| 1 | Construction Materials | | Roof Repair | 1.00 | SqFt | 3.00 | |
| | | | | 1.00 | Hour | 20.00 | |
| * | | | | 1.00 | | 0.00 | |

- Lastly, go back to the “Main” page and click on the “Supply Library”. You must enter appliances into the following tabs. These are needed so that the auditor’s can select replacement appliances.

<http://www.tdhca.state.tx.us/ea/wap.htm>

- Enter the following information for **water heaters**:

Supply Name Sample Supply Library
 General Information | Cooling Equipment (0) | Construction Materials/Hardware (0) | D
 Hot Water Equipment (1) | Insulation (0) | Labor (0) | Lighting (0) | Miscellaneous
Description 40 GAL GAS WATER HEATER
 Manufacturer BRADFORD WHITE Model D4403S6FBN
 Units+ Each \$/Unit \$498.00
 Comment LABOR & MATERIALS
EnergyDetails >>
 Fuel Type Natural Gas Energy Factor 0.67
 Capacity 40 Recovery Efficiency 72
 Input Units kBTU Life (yr) 15
 Input

Be sure to click on the **Energy Details** button and enter in the fields. Use the “New” button to add the other replacement appliances.

- Next, **refrigerators** with energy details:

Supply Name Sample Supply Library References
 General Information | Cooling Equipment (0) | Construction Materials/Hardware (0) | Doors (0) | Health and Safety Items (0)
 Hot Water Equipment (0) | Insulation (0) | Labor (0) | Lighting (0) | Miscellaneous Supplies (0) | Refrigerators (0)
Description 18 CF REFRIGERATOR Source
 Manufacturer FRIGIDAIRE Model FRT181L6JW Supplier
 Units+ Each \$/Unit \$700.00
 Comment DELIVERY, DISPOSAL, LABOR & UNIT COSTS
EnergyDetails >>
 Capacity (cuft) 18 Height (in) 67 Style Top Freezer
 kWhPerYear: 383 Width (in) 30 Defrost
 Life (yr) 15 Depth (in) 33 Model Year 2010
 Years Made 0

- You should also, enter pricings for **cooling equipment** and **heating equipment**. Remember to enter the “energy details.”

- If you enter all items into your “Supply Library” tabs, your auditors can pull pricings from here for their work orders.

Recommendation Summary: Before starting, print out the “Library Measure Costs” and “User Defined Measure Costs” from the Report section, and write in all your agency pricings for each. Use the above step by step guide to build or check your libraries. When setting up “password protection” be careful NOT to set feature number 4 in preferences until you have setup logins and passwords. Assign one of the “Admin” persons to check and update libraries. Make sure your the library is updated after each procurement process to ensure that the prices for the measures installed remains as accurate as possible.