



Nathan Deal
Governor

GEORGIA ENVIRONMENTAL FINANCE AUTHORITY

Kevin Clark
Executive Director

GEORGIA WEATHERIZATION PROGRAM NOTICE 15-04 EFFECTIVE DATE: Immediately

SUBJECT: Weatherization Assistant Software (NEAT/MHEA) Web-Based Online Training.

PURPOSE: To provide the Georgia WAP network with the Weatherization Assistance Software NEAT/MHEA training.

SCOPE: The provisions of this guidance apply to all sub-grantees awarded a weatherization assistance grant by GEFA under the Department of Energy (DOE) Weatherization Assistance Program.

PROCEDURES: Whenever any of the following circumstances apply, a NEAT/MHEA audit and analysis must be performed and measures must be installed based on the results of the Recommended Measures Report or the Energy Savings Measures Economics Report:

1. Any job where replacing a heating system as an energy conservation measure (and not required for health and safety). Replace the heating system if the replacement has a minimum Savings to Investment Ratio (SIR) of 1.0.
2. Any job where replacing a water heater as an energy conservation measure (and not required for health and safety). Replace the water heater if the replacement has a minimum SIR of 1.0.
3. Atypical jobs where the dwelling unit or a specific measure does not fit into the parameters of the Priority List. This priority list applies to 1 and 2 story homes with total floor areas between 750 square feet and 1800 square feet.
4. If a measure not on the Priority List appears suitable for a particular house.

The Weatherization Assistant Software (NEAT/MHEA) Web-based Online Training is designed to provide new users with detailed instructions on how to use the Weatherization Assistant software, including NEAT and MHEA, through a self-paced, web-based format. The training is also designed to give experienced users the opportunity to take a refresher on the software or to access training materials about a specific topic. The training has been modularized into courses and lessons so that you can take the training at your own pace, review lessons as needed and choose a specific lesson if you just want information on a particular subject.

The Weatherization Assistant Training is video-based and has been divided into four levels: Getting Started with the WA, Site Built (NEAT), Mobile Home (MHEA) and Advanced Features. All four levels contain a number of courses, which are further divided into lessons.

To get the house specs used in the NEAT and MHEA trainings, go to the Reference Documents tab in the upper right corner.

Access to the web-based training is at: www.weatherizationassistanttraining.org/

Sign for Acknowledgement of Receipt & Understanding

_____ (Weatherization Sub-grantee), certify that we have read and understand the Guidance contained in this notice. All agencies must have at least one person take the Weatherization Assistant software (NEAT/MHEA) training. Those taking the training must be listed below as a NEAT/MHEA user. All agency NEAT/MHEA users must take the online training by Friday, December 11, 2015. Average time to complete the online training will be about two days.

Signatures below indicate receipt and understanding of GA WPN 15-04.

_____	Executive Director	_____	Date
_____	Weatherization Director	_____	Date
_____	NEAT/MHEA user	_____	Date
_____	NEAT/MHEA user	_____	Date
_____	NEAT/MHEA user	_____	Date
_____	NEAT/MHEA user	_____	Date

Return to GEFA Attn: Jeffrey Frye by November 16, 2015