



Department of Housing and Community Development

MINT User Guide



VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT
Partners for Better Communities





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Why Use MINT?

- MINT is designed to work seamlessly with Hancock Software to combine client intake information, energy audit data, and invoicing in a single package.
- Data is stored on a central server, allowing all data to be easily accessed and shared between state and agency personnel.
- Allows more state and agency oversight of measures and their costs.





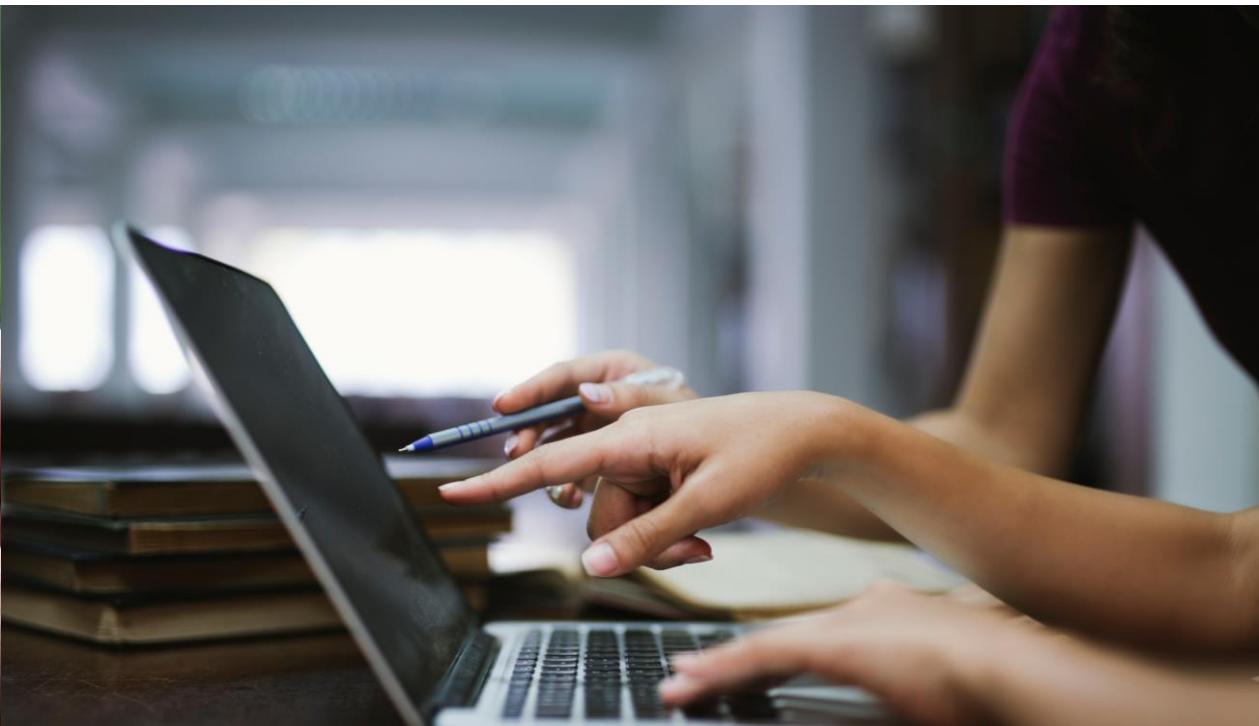
Introduction



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MINT Help Page:

<https://helpdesk.hancocksoftware.com>



David Caldwell Weatherization Technical Monitor

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David.Caldwell@DHCD.Virginia.gov



Getting Started



When you download Hancock data to your iPad through MINT, using the Sync button at the bottom right corner of the app, ALL scheduled jobs assigned to you will be downloaded. This will overwrite any changes you have made in MINT, if you have not yet uploaded those changes.



Hancock Cloud

New client inputs and certification of valid applications must be done through the online site, not MINT



MINT App

After all the required inputs are saved, then the job can be downloaded to your iPad.



Getting Started



Hancock Cloud

You will see this green color on the left side of the background as well as this icon at the bottom left as a reminder that we're working in Hancock Cloud online rather than the MINT app.



Client Information



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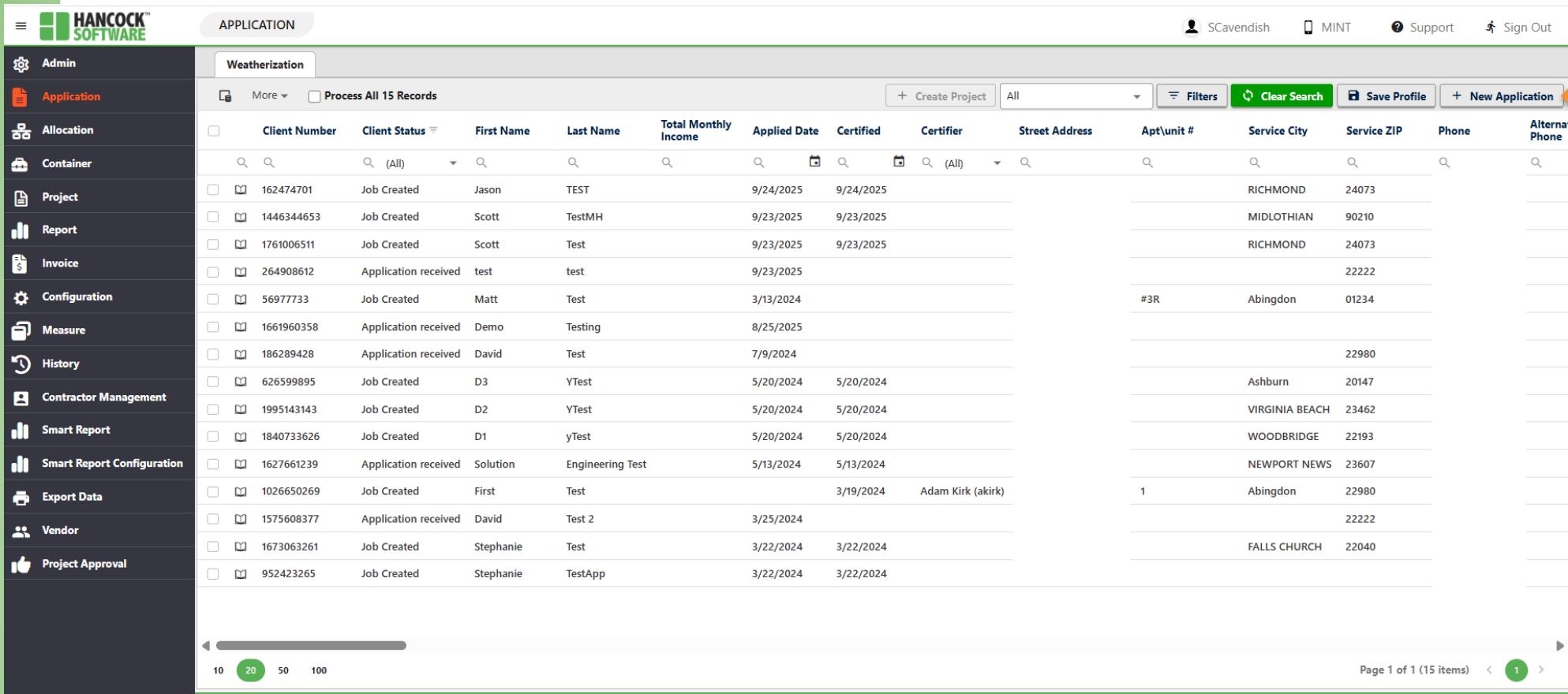


Click on Application to look at all existing clients or to input new clients

The screenshot shows the Hancock Software application interface. On the left is a dark sidebar with various menu items: Admin, Application (which is highlighted with an orange arrow and a callout box), Allocation, Container, Project, Report, Invoice, Configuration, Measure, History, Contractor Management, Smart Report, Smart Report Configuration, Export Data, Vendor, and Project Approval. The main content area is titled 'APPLICATION' and 'Weatherization'. It displays a grid of client records with the following columns: Client Number, Client Status, First Name, Last Name, Total Monthly Income, Applied Date, Certified, Certifier, Street Address, Apt/unit #, Service City, Service ZIP, Phone, and Alterna Phone. There are 15 records listed, including entries for Jason TEST, Scott TestMH, Scott Test, test test, Matt Test, Demo Testing, David Test, D3 YTest, D2 YTest, D1 yTest, Solution Engineering Test, First Test, David Test 2, Stephanie Test, and Stephanie TestApp. The bottom of the screen shows a green footer with the text '256.11 (Jul 11, 07:12) 1' and 'Copyright ©2025 Hancock Software Inc.'



Client Information

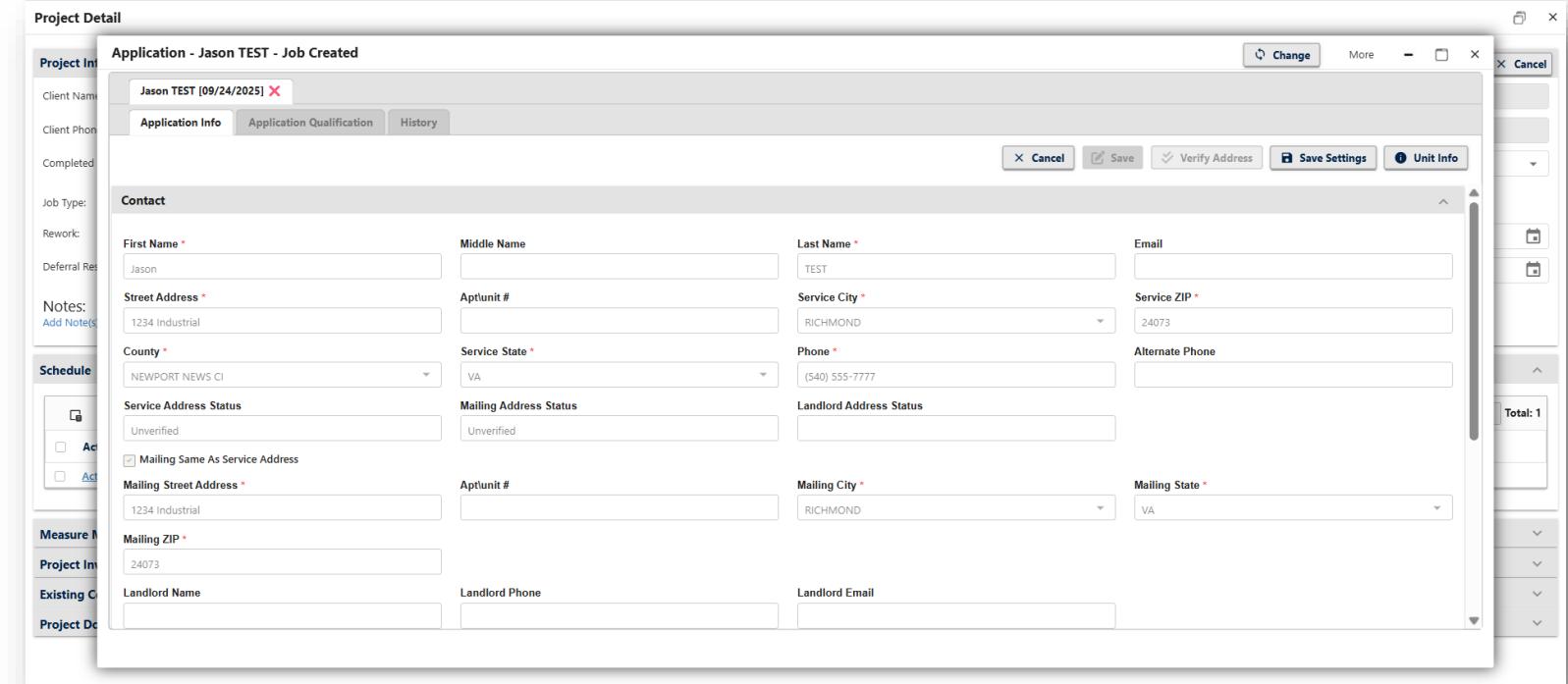


The screenshot shows the Hancock Software Application interface. The left sidebar contains a navigation menu with various options like Admin, Application, Allocation, Container, Project, Report, Invoice, Configuration, Measure, History, Contractor Management, Smart Report, Smart Report Configuration, Export Data, Vendor, and Project Approval. The main content area is titled 'Weatherization' and displays a list of 15 client applications. The columns include Client Number, Client Status, First Name, Last Name, Total Monthly Income, Applied Date, Certified, Certifier, Street Address, Apt/Unit #, Service City, Service ZIP, Phone, and Alternative Phone. The applications listed are mostly 'Job Created' with various names and addresses. At the top right of the main area, there are buttons for 'Create Project', 'Filters', 'Clear Search', 'Save Profile', and 'New Application'. The bottom of the screen shows a navigation bar with page numbers (10, 20, 50, 100), a timestamp (256.11 (Jul 11, 07:12) 1), and a copyright notice (Copyright ©2025 Hancock Software Inc.).

Click “New Application” to add or search for a client account



The information is used to confirm eligibility for the program. An audit cannot be run or downloaded until ALL required client intake pages are complete and valid. The red asterisks indicate required information.



The screenshot shows a software interface for managing client applications. The main window is titled "Application - Jason TEST - Job Created". The "Contact" section contains fields for First Name (Jason), Middle Name, Last Name (TEST), Email, Street Address (1234 Industrial), Aptunit #, Service City (RICHMOND), Service ZIP (24073), County (NEWPORT NEWS CI), Service State (VA), Phone ((540) 555-7777), and Alternate Phone. Below this, there are sections for "Service Address Status" (Unverified), "Mailing Address Status" (Unverified), "Landlord Address Status", "Mailing Same As Service Address" (checked), "Mailing Street Address" (1234 Industrial), "Aptunit #", "Mailing City" (RICHMOND), "Mailing State" (VA), "Mailing ZIP" (24073), "Landlord Name", "Landlord Phone", and "Landlord Email". The interface includes tabs for "Application Info", "Application Qualification", and "History", as well as buttons for "Cancel", "Save", "Verify Address", "Save Settings", and "Unit Info". The sidebar on the left shows sections like "Project Info", "Schedule", "Measure Info", "Project Info", "Existing C", and "Project D". The right sidebar shows a list of tasks with "Total: 1".

Landlord Name	Landlord Phone	Landlord Email	
Landlord Address	Landlord City	Landlord State	Landlord ZIP
Application			
Family	▼		
Income	▼		
Energy Consumption	▼		
Demographics	▼		
Documents	▼		
Comments	▼		
Change History	▼		



Click on the down arrows to expand each folder and input the client information.

Application - Jason TEST - Job Created

Jason TEST [09/24/2025] X

Application Info Application Qualification History

Client Allocation Requests

Den Denied Date

After completing the application info, click the Application Qualification tab

Requested Allocations

Allocation	Wap Rank
DOE 23 (2022)	12

Once you have confirmed the correct allocations, click "Qualify"

Qualify ✓

Messages

Allocation Name	Messages	Date/Time

Application - Jason TEST - Job Created

Jason TEST [09/24/2025] 

Application Info Application Qualification History 

Client Allocations

Denied Denied Reason Denied Date

Requested Allocations

Allocation	Wap Rank
DOE 23 (2022)	12

Messages

Allocation Name	Messages	Date/Time
DOE 23 (2022)	Client is Eligible	9/24/2025 9:00:27 AM

You are now safe to close this box by clicking the X at the top right corner 



The screenshot shows the Hancock Software application interface. On the left, a sidebar lists various modules: Admin, Application (selected), Allocation, Container, Project, Report, Invoice, History, Contractor Management, Smart Report, Smart Report Configuration, Export Data, Vendor, and Project Approval. The main content area is titled 'APPLICATION' and shows a grid of 'Weatherization' records. One record is selected, highlighted with a blue border and a checkmark in the first column. A callout box with an orange border and arrow points to this checkmark with the text: 'Check the box on the left of the application you have just created'. At the top of the grid, there is a 'Create Project' button. A callout box with an orange border and arrow points to this button with the text: 'Next, click the Create Project button'. A modal window titled 'Information' is displayed in the center, showing a green checkmark icon and the message: 'Project(s) have been created'. A callout box with an orange border and arrow points to the 'OK' button in the bottom right corner of the modal with the text: 'Now, just click OK'. The bottom of the screen shows a navigation bar with a blue circle containing a computer monitor icon on the left, and page navigation, search, and copyright information on the right.

Check the box on the left of the application you have just created

Next, click the Create Project button

Back to the Application screen...

Information

✓ Project(s) have been created

OK

Now, just click OK

Page 1 of 1 (1 items) < 1 >

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The screenshot shows the Hancock Software PROJECT module. The top navigation bar includes the Hancock Software logo, a PROJECT tab, user information (SCavendish), and various action buttons (Invoice, Validate, Delete, Save Profile, MINT, Support, Sign Out). A sidebar on the left contains links for Admin, More, Process All 1 Records, and various modules: Consumer, Project, Report, Invoice, Configuration, Measure, History, Contractor Management, Smart Report, Smart Report Configuration, Export Data, Vendor, and Project Approval. The main content area displays a table with columns: Project Number (0000000103), Job Type (DOE 23 (2022)), Allocation(s) (DHCD), Agency (DHCD), Address (5656 jkkkjgf, Abingdon, VA 24555), County (HENRICO CO), Assessment Date (9/25/2025), Contractor(s), and Order Date. A yellow row highlights the newly created project. An orange callout box with an arrow points to the 'Project' tab in the sidebar with the text 'Next, click on the Project tab'. Another orange callout box with an arrow points to the newly created project in the list with the text 'Then double-click the project you just created'.

Project Number	Job Type	Allocation(s)	Agency	Address	County	Assessment Date	Contractor(s)	Order Date
0000000103	DOE 23 (2022)	DHCD	5656 jkkkjgf, Abingdon, VA 24555	HENRICO CO	9/25/2025			



Audit Information



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Log in to the
Hancock MINT
app on your
tablet





Audit Information

Signed in as SCavendish

Home
Projects Currently Assigned...

4 Projects

Filter Projects

Scott Test
550 Industrial Drive
RICHMOND, 24073
IN PROGRESS Site Assessment File, Date: 9/23/2025 10:12:00 AM
ToDo: (68) Completed: (0) Items: (120) Photos: (0) Notes: (0) Measures: (16) Docs: (0)

Scott TestMH
550 Shadybrook Ln
MIDLOTHIAN, 90210
IN PROGRESS Site Assessment File, Date: 9/23/2025 3:18:00 PM
ToDo: (68) Completed: (0) Items: (30) Photos: (0) Notes: (0) Measures: (5) Docs: (0)

Jason TEST
1234 Industrial
RICHMOND, 24073
IN PROGRESS Site Assessment File, Date: 9/24/2025 9:41:00 AM
ToDo: (68) Completed: (0) Items: (13) Photos: (0) Notes: (0) Measures: (5) Docs: (0)

User Guide
5656 jkkkjgf
Abingdon, 24555
IN PROGRESS Site Assessment File, Date: 9/25/2025 8:53:00 AM
ToDo: (68) Completed: (0) Items: (0) Photos: (0) Notes: (0) Measures: (0) Docs: (0)

Account

Last Sync
9/25/2025
10:09:44 AM

Sync

Build: 1472

First, Sync the app with your online account

Then, select your audit by touching the View Project icon





You'll notice that it already says "Client information is completed..."

Some information was populated from Hancock Cloud but not everything.



Signed in as SCavendish

Project Overview:
Site Assessment
IN PROGRESS

All Files

User Guide

5656 jkkkjgf
Abingdon, 24555
Project: 0000000103

Mark Project as Done

To Do List

Confirm Client Information
 Client Information is completed...
Completed

Collect Building & Utility Information
 Missing Building Information please review...
Completed

Health and Safety / Other Measures
 No Health and Safety Measures have been entered...
Completed

DOE Deferrals ?
 No DOE Deferrals have been entered...

Review... 

Photo Notes 

Text Notes 

Build: 1472

Touch the Review icon to begin confirming client information



Finish updating all customer information and confirm that it is correct



Client info
User Guide

Notes

Customer Information

Customer **User Guide**

First Name **User**

Last Name **Guide**

Customer Email **Enter text**

Customer Phone **(999) 555-9999**

Home Phone **Enter text**

[Saved Notes...](#) [Save Last Note](#) [New Note](#)



Audit Information

Client info
User Guide

Notes

System Information

MINT Message

All required data entered...

Project Information

Agency

DHCD

Audit Type

Full House Audit

Priority Audit / Other

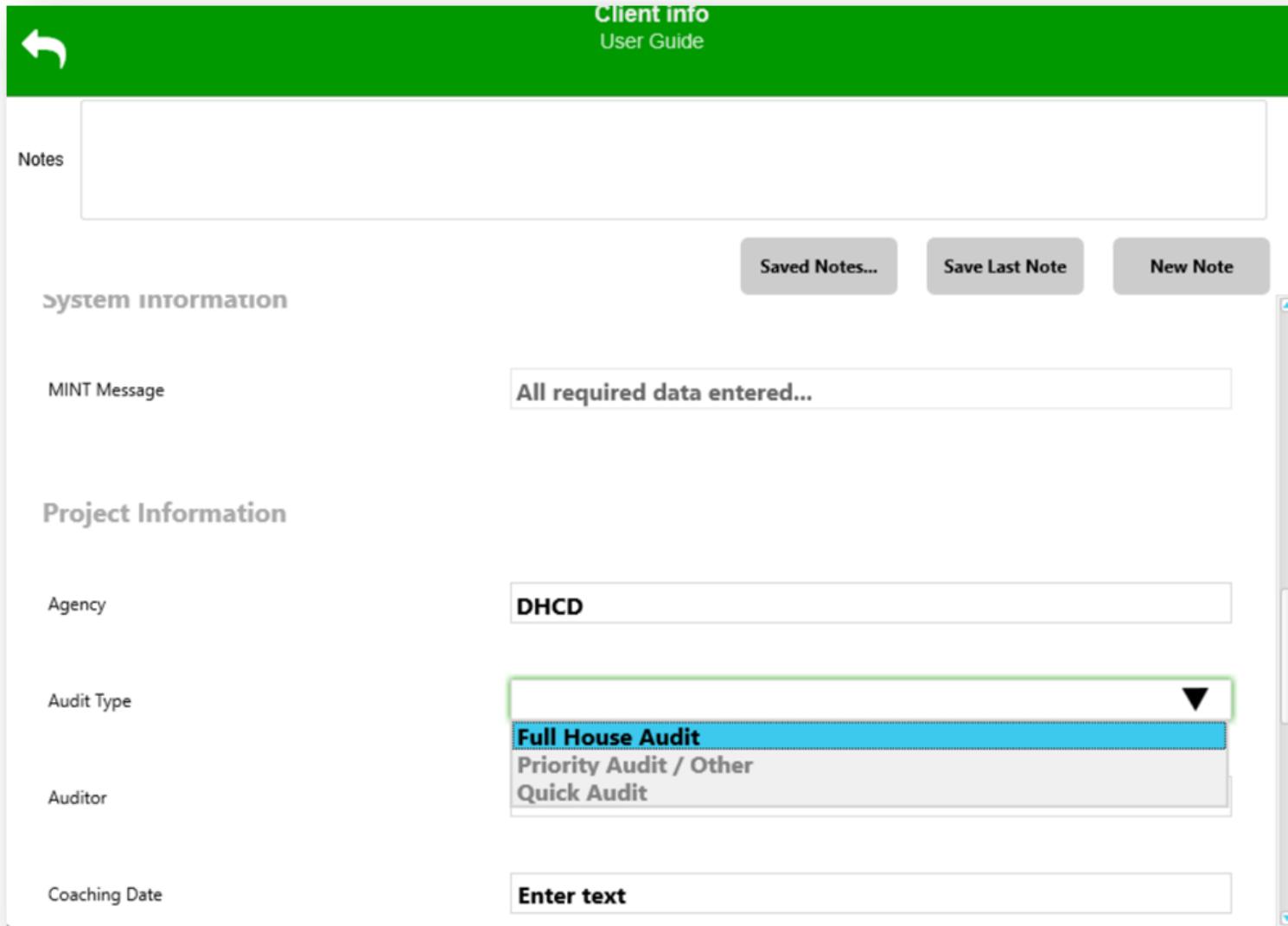
Quick Audit

Auditor

Coaching Date

Enter text

Saved Notes... Save Last Note New Note



As you scroll down, you will see the Audit Type drop-down. Use this to select your audit type.





Deferrals



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If the project needs to be deferred, check the Deferred box and change the Job Status and Type to Deferred/Deferral

Client info
User Guide

Notes

Saved Notes... Save Last Note New Note

Coaching Date

Deferred?

Job Number

Job Status

Job Type

Needs Approval?





If your project is going to be deferred, you will need to add information into the notes section explaining the purpose of deferral.

Client info
User Guide

Notes

Saved Notes... Save Last Note **New Note**

Coaching Date

Deferred?

Job Number

Job Status

Job Type

Needs Approval?





When you have completed the Client Info section, select the back arrow at the top left corner.

Client info
User Guide

Notes

Customer Information

Customer **User Guide**

First Name **User**

Last Name **Guide**

Customer Email **Enter text**

Customer Phone **(999) 555-9999**

[Saved Notes...](#) [Save Last Note](#) [New Note](#)







The screenshot shows a mobile application interface for 'Client info User Guide'. At the top, there is a green header with a back arrow icon and the text 'Client info' and 'User Guide'. Below the header, there is a 'Notes' section with a text input field and three buttons: 'Saved Notes...', 'Save Last Note', and 'New Note'. The main content area is titled 'Customer Information' and contains fields for 'Customer', 'First Name', 'Last Name', 'Customer Email', and 'Customer Phone'. A note is being entered into the 'Customer Phone' field, with the text '(999) 555-9999' visible. A modal dialog box is centered on the screen, displaying an information icon, the text 'Processing...', and the message 'This may take a few moments.'

This will automatically save your work and return you to the project screen



On the project screen touch the Open icon to begin inputting deferral information

Health and Safety / Other Measures
 No Health and Safety Measures have been entered...
Completed

DOE Deferrals ?
 No DOE Deferrals have been entered...
Completed

Combustion Safety and Testing
 No Combustible Fuel in Building Info, Utilities.
Completed

Review... **Open...** **Info...**





Search Existing Items and Measures Down

TEST OTHER MEASURE EXISTING

Existing Catalog Item - (Other Measures)
Generic item, must be changed

(DEF) Heating System Unit (Replace) Prop. D Req

Recommended Catalog Item - (Other Measures)
Generic item, must be changed

(DEF) Lead Based Paint Abatement

Recommended Catalog Item - (Other Measures)
Generic item, must be changed

(DEF) Replace Unvented Space Heater

Recommended Catalog Item - (Other Measures)
Generic item, must be changed



Select your deferral reason by touching the + next to the appropriate option.





What can be deferred? Let's look at Ch. 8 in the Virginia WAP Operations Manual:

Chapter 8: Deferrals

This section addresses home deferrals from WAP. Homes are deferred based on disrepair, health, and/or safety conditions that prevent installation of key weatherization measures.

Deferral from the program may also be necessary in the following situations:

- The client has known health conditions that prohibit the installation of weatherization materials.
- The client is uncooperative, abusive or threatening.
- The illegal presence or use of controlled substances in the home exists during the weatherization process.
- There are unsecured pets or wildlife that may pose a danger to workers.
- The client refuses measures or declines services.
- The building structure or components are in such a state of disrepair that failure is imminent, and the conditions cannot be resolved cost-effectively.
- The house has sewage or other sanitary problems that would further endanger the client and installers if weatherization work is performed.
- The house has been condemned.
- Moisture problems that are beyond the scope of this guidance.
- Any condition which may endanger the weatherization workers and is beyond the scope of this guidance.



[The Virginia WAP Operations Manual can also be accessed by clicking this link.](#)



Inputting House Dimensions



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Inputting House Dimensions

Signed in as SCavendish

Project Overview:
Site Assessment
IN PROGRESS

All Files

User Guide

5656 jkkkjgf
Abingdon, 24555
Project: 0000000103

Mark Project as Done

To Do List

Confirm Client Information

Client Information is completed...

Completed

Review...

Collect Building & Utility Information

Missing Building Information please review...

Completed

Review...

Required...

Photo Notes

Health and Safety / Other Measures

No Health and Safety Measures have been entered...

Completed

Review...

DOE Deferrals ?

No DOE Deferrals have been entered...

Completed

Text Notes

Build: 1472

Back on the project screen, touch the Review icon next to the section labeled “Collect Building & Utility Info”





Inputting House Dimensions

Select the applicable Building type from the drop-down and then begin inputting the appropriate data into the form

Building Info
User Guide

Notes

Building Type

Dwelling Height

of Occupants

of Stories

Average Ceiling Height(ft)

Conditioned Floor Area(sf)

First Floor (sf)

Saved Notes... Save Last Note New Note

Owner-Occupied Single Family Site Built

Pay special attention to the data points with red boxes around them. This information is required





Inputting House Dimensions

Health and Safety

Knob and Tube?

Vermiculite?

Lead Paint?

Moisture Problems?

VOC?

Air Leakage

Air Leakage Type: **Normal**

Air Leakage Location: **Uniform**

Air Leakage Shielding: **Normal**

Still in the Building Info section, scroll down to reveal more data points to enter. If your client's home has any of the listed Health and Safety issues, check the box next to the appropriate Health and Safety concern. This is particularly important if you are going to be deferring on the grounds of Health and Safety concerns.





Inputting House Dimensions

Health and Safety

Knob and Tube?

Vermiculite?

Lead Paint?

Moisture Problems?

VOC?

Air Leakage

Air Leakage Type: **Normal**

Air Leakage Location: **Uniform**

Air Leakage Shielding: **Normal**

! All of the information under the Air Leakage section is saved as default. Your state monitor has stated that these default options are not to be changed by the auditor.





Comment

This is a very important box throughout the modeling. This is where you put all the details of what you are calling for. This is detail for the contractor, crew, and the state monitor. It should also be used to explain why you are calling for a certain measure.





Heating & Cooling



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Building Info
User Guide

Touch the back arrow to return to the Project screen. Again, it will save automatically

Touch the Review icon to begin inputting the Heating & Cooling information

Air Infiltration (Blower Door Testing)
 No Blower Door Tests have been entered...
Completed

Heating and Cooling
 No HVAC System (Heating, Cooling or Heat Pump) has been entered...
Completed

Domestic Hot Water
 No Hot Water Heaters have been audited
Completed

Review...

Review...

Review...





This will take you to the HVAC System Details section where you can input all the necessary data points. Fill out the form, especially those spaces with red boxes



Existing Item: Existing Cooling System - Central Air

HVAC System Details

HVAC System	Existing Cooling System - Central Air
HVAC System Type	Central Air AC
HVAC System Fuel Type	Electricity
Type	Electricity
System Age (yrs)	<input type="text"/>
Btu Output	<input type="text"/>
Usage(%)	100
Nameplate SEER/EER	<input type="text"/>
SEER	<input type="text"/>

System Information

MINT Message: System Age:invalid range (0-40)



Search Existing Items and Measures

Add existing space conditioning

Existing Catalog Item - (HVAC Systems)
Generic item, must be changed

Existing Cooling System - Central Air

Existing Catalog Item - (HVAC Systems)
Generic item, must be changed

Existing Heating System - Forced Hot Air

Existing Catalog Item - (HVAC Systems)
Generic item, must be changed

Existing Heating System - Forced Hot Water

Existing Catalog Item - (HVAC Systems)
Generic item, must be changed

+

This Area

+

This Area

+

This Area

+

This Area

Now, select the appropriate heating/cooling system(s) from the list by clicking the + on the right side of the correction option





Heating & Cooling

Additional Measure: (ES) HP (HSPF 9.0, SEER 16, 30K/30K)

Measure Details

Measure Name: (ES) HP (HSPF 9.0, SEER 16, 30K/30K)

HVAC System Type: Heat Pump

HVAC System Fuel Type: Electricity

HSPF Saving(%):

SEER Saving(%):

Heating Usage(%):

Cooling Usage(%):

Heating Btu Output: 30000

Cooling Btu Output: 30000

HSPF: 9

SEER: 16

Unit Type: EA

Unit Qty: 1

Unit Material Cost: 1795

Unit Labor Cost: 1795

Total Measure Cost:

Measure Type: Replacement

Existing Cooling Units

Existing Cooling Unit #1: Existing Cooling System - Central Air

Replace Cooling Unit #1:

System Information

MINT Message: Enter new Heat Pump Heating Usage(%) (1-100).



Once you have selected a measure, a new window will open. Input all relevant information about the new measure.

If adding a new heating/cooling system be sure the “heating/cooling usage” percent is correct. If there’s only one appliance for either heating or cooling, the percentage will be 100%.



1 kWh = 3412.142BTU/hr.

If we have an appliance rated for 12 kWh how many BTU/hr. is that?

12KWh x 3412.142 = BTU/hr.

40,945.704 Btu/hr.

If baseboard heating or an electric space heater is present, you will need to convert what the appliance is rated at in Kw to BTUs to model it on the previous screen. You can also use 250 Watts per foot of baseboard heater to calculate wattage.



There are many tools online that will help you convert watts to BTU. Here are a couple of links to online calculators you can use to convert Watts to BTU:

<https://www.magtrol.com/watts-btu-converter/>

<https://basc.pnnl.gov/redcalc/tool/electrical-usage>



If you need to add additional measures, you can touch the “Select Measure” button again and add more measures.

Otherwise, if you’re finished completing the form, touch the “Done” button to be returned to the Heating & Cooling section



Comment

This is a very important box throughout the modeling. This is where you put all the details of what you are calling for. This is detail for the contractor, crew, and the state monitor. It should also be used to explain why you are calling for a certain measure.

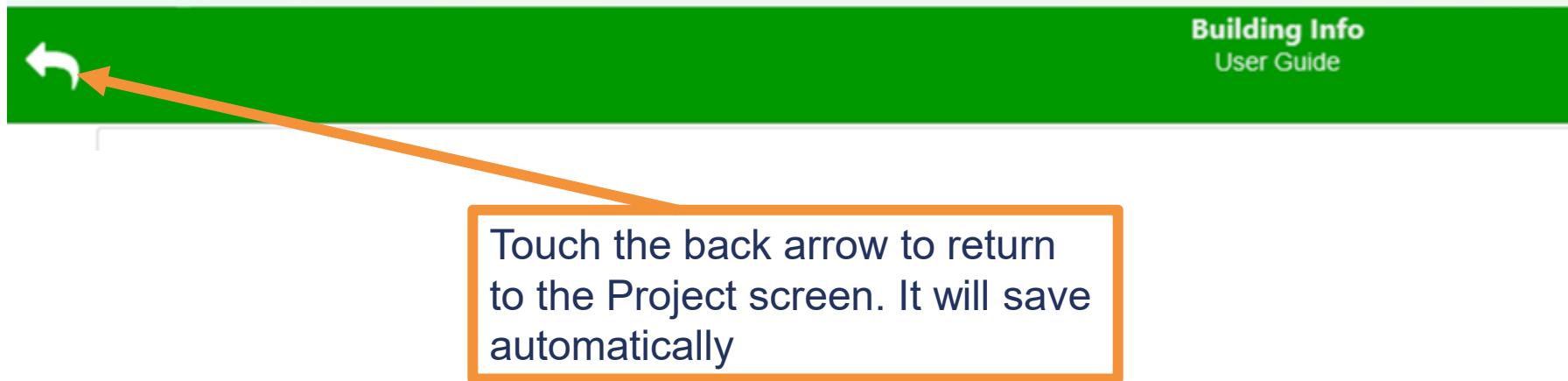




Zonal Distribution Systems



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You should notice, now that you have modeled heating & cooling system(s), that the project screen has options for modeling distribution ducts, distribution tests, and thermostat settings

Touch the Review icons on each section to input that information. While Distribution Ducts and Distribution Tests are required, the software does not require you to input Thermostat Settings. However, default inputs have been preprogrammed into the software, and your state monitor requires that you NOT change those settings.

Heating and Cooling
 Existing Cooling System - Central Air, Central Air AC(Electricity)
Completed

Distribution Ducts
 No Ducts have been audited.
Completed

Distribution Tests
 Distribution Tests
Completed

Thermostat Settings

Completed

Review... **Info...**

Review...

Review...

Open... **Info...**



Area and Item
User Guide

Envelope Pressure Testing

Next, you will need to input your distribution test results.

Search Existing Items and Measures

Duct Blaster Testing (Return Ducts)
Existing Catalog Item - (Duct Blaster Tests)
Generic item, must be changed

Duct Blaster Testing (Supply Ducts)
Existing Catalog Item - (Duct Blaster Tests)
Generic item, must be changed

Pressure Pan Testing for Ducts
Existing Catalog Item - (Pressure Pan Testing)
Generic item, must be changed





Input data from EACH register you test

Pressure Pan Testing

of Tests? ▼

(pp1) Test Name

(pp1) Associated Duct Section ▼

(pp1) Pre Test Pascal

(pp1) Post Test Pascal

(pp1) Free Area (sq in)

Input the net free area measurement for each register. Remember, this is not merely the square inch measurement of the register. You will need to calculate net free area based upon the material of the register.





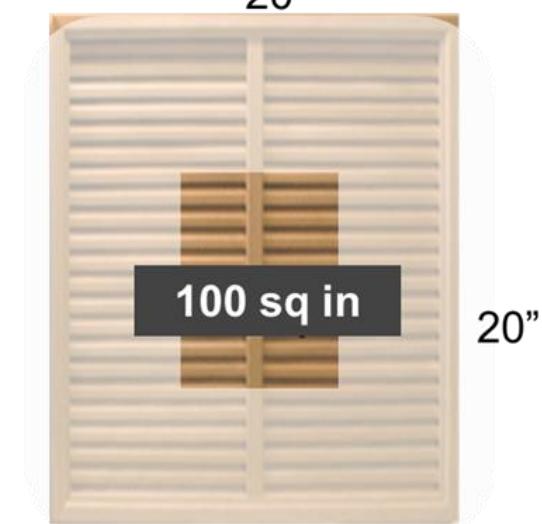
Zonal Distribution Systems



Metal Louvered
is **75%** of total size



Wood Louvered
is **25%** of total size





Comment

This is a very important box throughout the modeling. This is where you put all the details of what you are calling for. This is detail for the contractor, crew, and the state monitor. It should also be used to explain why you are calling for a certain measure.





Attic Section



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Touch the back arrow to return to the Project screen. Again, it will save automatically

Building Info
User Guide

Domestic Hot Water

DHW: Domestic Hot Water Existing, UEF(10), Size(), Usage(100)

Completed

Attic

Attic: Attics Existing: (Unfloored, 2X6 Unfloored Attic, SB Gable, No Insulation)

Completed

Windows & Doors

Windows & Doors

Completed

Review... info

Review... info

Review... info





Attic Section

Attic Section Details

Existing Item: Attics Existing

Attic Section Details

Section Name: Attics Existing

Section Type: Unfloored

Roof Type (highlighted with red border)

Roof Material (highlighted with red border)

Ventilated Ceiling? (checkbox)

Buffered By (highlighted with red border)

Framing Type (highlighted with red border)

Framing(%): 0

Insulation Type (highlighted with red border)

Insulation Depth (in.)

Length (ft)

Width (ft)

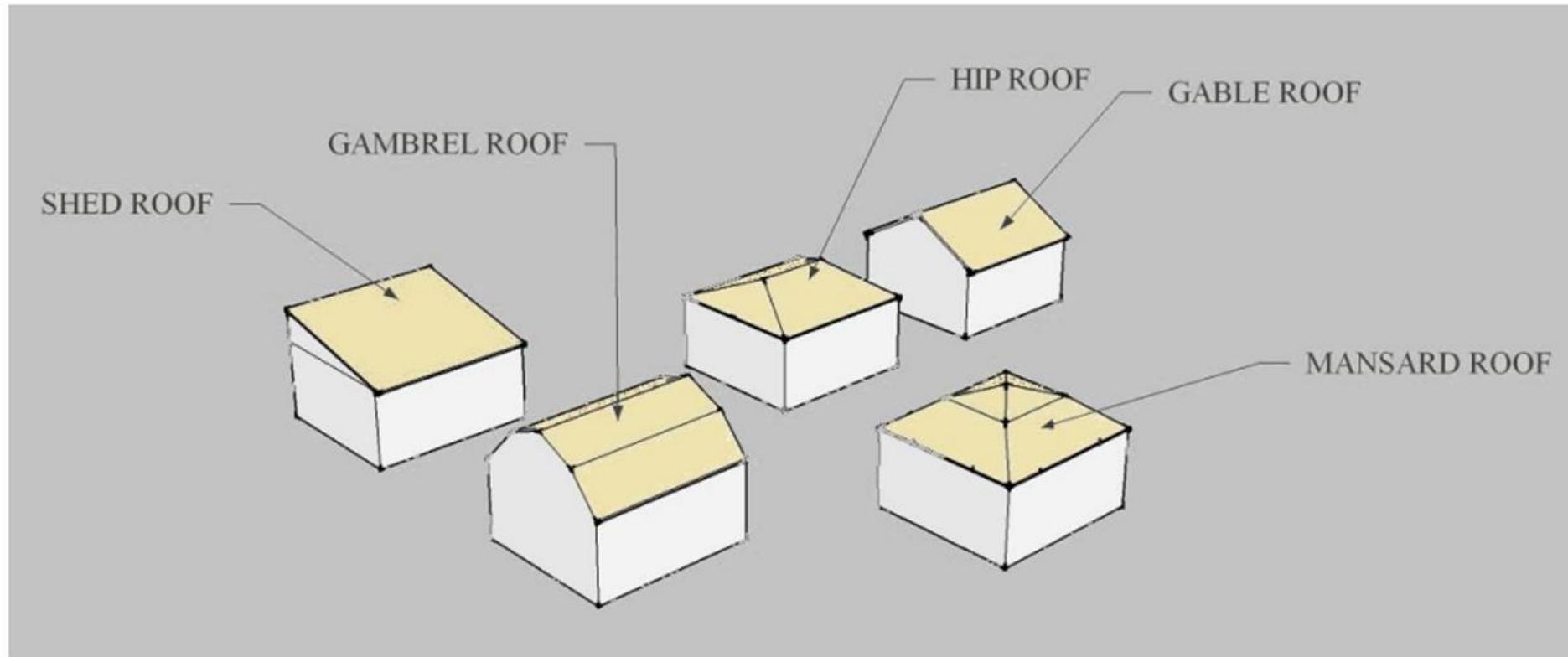
Begin inputting the data relating to each individual attic section.

You will be required for input a roof type; this refers to the roof type over JUST that attic section you are currently modeling. You will repeat these steps for each individual attic section.





Here's a reminder of the different roof types





RED Parallel-Path Equivalent R-Value

Number of areas **3**

Area [ft ²]	R-value [°F*ft ² *h/Btu]
750	49
100	10
50	2.8

Total area [ft²] = 900
Equivalent total R-value [°F*ft²*h/Btu] = 20.85
Equivalent total U-factor [Btu/°F/ft²/h] = 0.048
Equivalent total UA [Btu/°F/h] = 43.2

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You may need to derate the existing attic insulation, particularly if you have uneven distribution of attic insulation.

Getting ruler pictures is important not only to help you remember the data for later but also as proof/justification of your inputs.

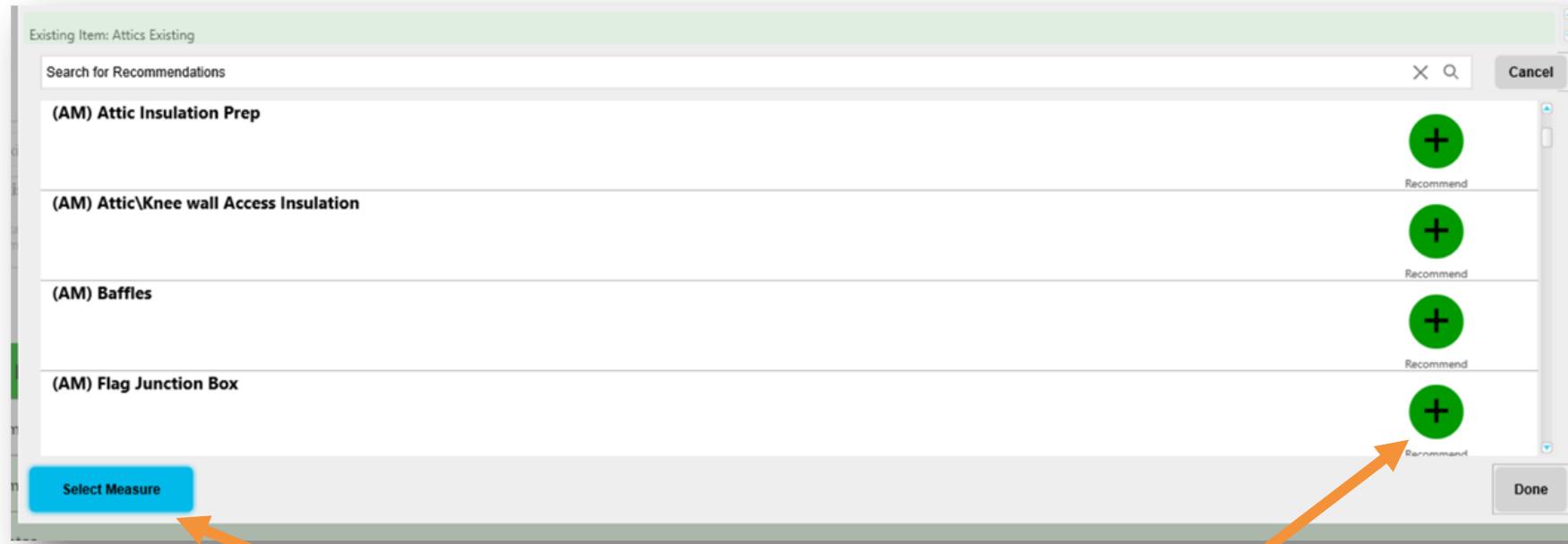
It is a good idea to include supportive documents such as these in audit documents and reference it in the attic section to make review of the audit easier and more concise.

You can use the DOE RedCalc tool to calculate equivalent R-value, also referred to as "Parallel-Path." Here's an example.

[Click here to access the RedCalc Parallel Path tool](#)



Don't forget: if you want to add a measure for the attic, you will need to do this before you move on to the next section



Touch the “Select Measure” button and then select your measure by touching the green + next to the measure of your choice





Comment

This is a very important box throughout the modeling. This is where you put all the details of what you are calling for. This is detail for the contractor, crew, and the state monitor. It should also be used to explain why you are calling for a certain measure.

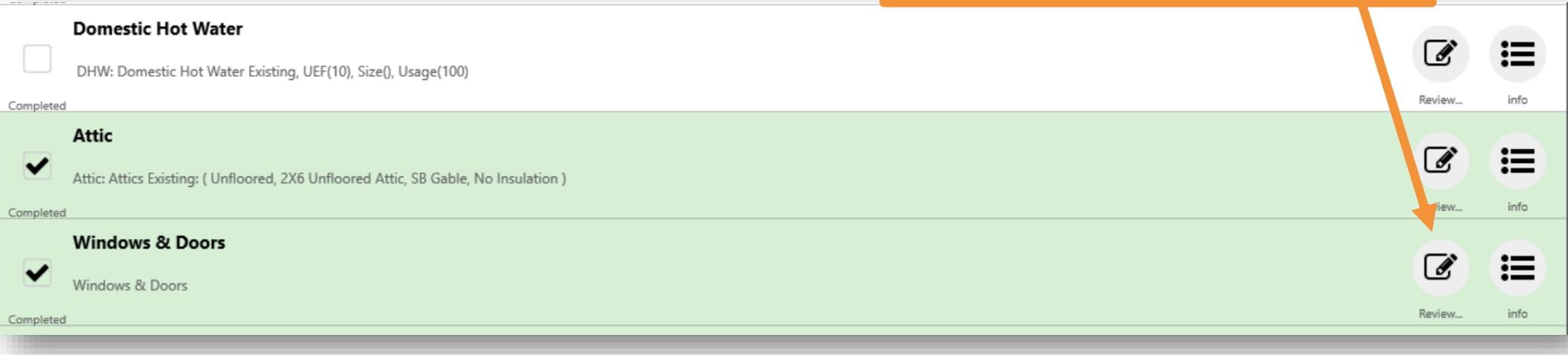




Windows & Doors



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Touch the back arrow to return to the Project screen. Again, it will save automatically

Building Info User Guide

Domestic Hot Water

DHW: Domestic Hot Water Existing, UEF(10), Size(), Usage(100)

Completed

Attic

Attic: Attics Existing: (Unfloored, 2X6 Unfloored Attic, SB Gable, No Insulation)

Completed

Windows & Doors

Windows & Doors

Completed

Review... info

Review... info

Review... info



Search Existing Items and Measures

Double Pane Low-E Windows
Existing Catalog Item - (Windows)
Generic item, must be changed

Double Pane Metal Frame Windows
Existing Catalog Item - (Windows)
Generic item, must be changed

Double Pane Windows
Existing Catalog Item - (Windows)
Generic item, must be changed

Glass Sliding Door
Existing Catalog Item - (Doors)
Generic item, must be changed

Hollow Core Door
Existing Catalog Item - (Doors)
Generic item, must be changed

Jalousie Windows
Existing Catalog Item - (Windows)
Generic item, must be changed

Single Pane Windows
Existing Catalog Item - (Windows)
Generic item, must be changed

Single Pane with Storm Windows
Existing Catalog Item - (Windows)
Generic item, must be changed

Solid Core Door
Existing Catalog Item - (Doors)
Generic item, must be changed

Thermal Insulated Door
Existing Catalog Item - (Doors)
Generic item, must be changed

Triple Pane Low-E Windows
Existing Catalog Item - (Windows)
Generic item, must be changed

User Defined Door
Existing Catalog Item - (Doors)
Generic item, must be changed

User Defined Windows
Existing Catalog Item - (Windows)
Generic item, must be changed

Select the applicable window or door option from the list by touching the + button on the right side of the window and door options.





Inputting Windows and Doors before modeling your walls isn't required but can make modeling the walls easier. In the wall section you must associate windows and doors to the particular wall they are located on.

When modeling your doors and windows, name them in the 'Type Name' section the same as you did on your drawing of the home to make assigning them to the correct wall easier.



As you begin inputting your door or window data, you will see that the SHGC & U-Value lines calculate automatically based on the info you documented

Door Sheet

Door Description	Thermal Insulated Door
Quantity	1
Height (in)	80
Width (in)	36
Door Type	Door - Thermal Ins
Buffered By	n/a
Percent Glass	0
SHGC	0.15
U-Value	0.12





Door Sheet

Door Description	Thermal Insulated Door
Quantity	1 
Height (in)	80
Width (in)	36
Door Type	Door - Thermal Ins 
Buffered By	n/a 
Percent Glass	0
SHGC	0.15
U-Value	0.12 

Quantity refers to the number of doors or windows that ALL have the same characteristics, you will assign them to their appropriate walls later





You can also use this chart to estimate
and confirm SHGC & U-Value

From BPI Building Analyst Standards
For Estimation Purposes Only

Default Window Values

Frame Type	Glazing Type	U-Value	SHGC	U-Value with low e	SHGC with low e
Wood	Single	.90	.65	NA	NA
	Single w/ Storm	.49	.71	NA	NA
	Double	.49	.58	.39	.45
	Triple	.39	.53	.30	.45
Vinyl	Double	.46	.57	.36	.45
	Triple	.36	.52	.36	.45
Metal	Single	1.31	.80	NA	NA
	Double	.87	.73	NA	NA
Metal w/ Thermal Break	Double	.65	.66	.53	.52
	Triple	.53	.60	.43	.52



Comment

This is a very important box throughout the modeling. This is where you put all the details of what you are calling for. This is detail for the contractor, crew, and the state monitor. It should also be used to explain why you are calling for a certain measure.





Wall Section



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Building Info
User Guide

Touch the back arrow to return to the Project screen. Again, it will save automatically

Touch the Review icon to begin inputting the Wall information

	Review...	info
Windows & Doors		
Walls		
Basement		



Existing Item: Walls Existing

Wall Details

Wall Section **Walls Existing**

Quantity **1**

Width (ft)

Height (ft)

Framing Type

Framing(%)

Buffered By

Orientation

Shading(%)

Existing R-Value



The primary difference between “Walls Existing” and “Adiabatic Walls” is how the wall is buffered.

Choosing Adiabatic Walls will presume buffering by another conditioned space.

You can still choose the “Buffered By” option under Walls Existing, whether it's buffered by unconditioned space or not



The Framing Type drop-down is how you will indicate your wall depth and exterior cladding for each wall section.

Quantity: 1

Width (ft): 30

Height (ft): 100

Framing Type: 2x4 Wall Finished w Siding

Framing(%): 15

Buffered By: n/a

Orientation: North

Shading(%): 0

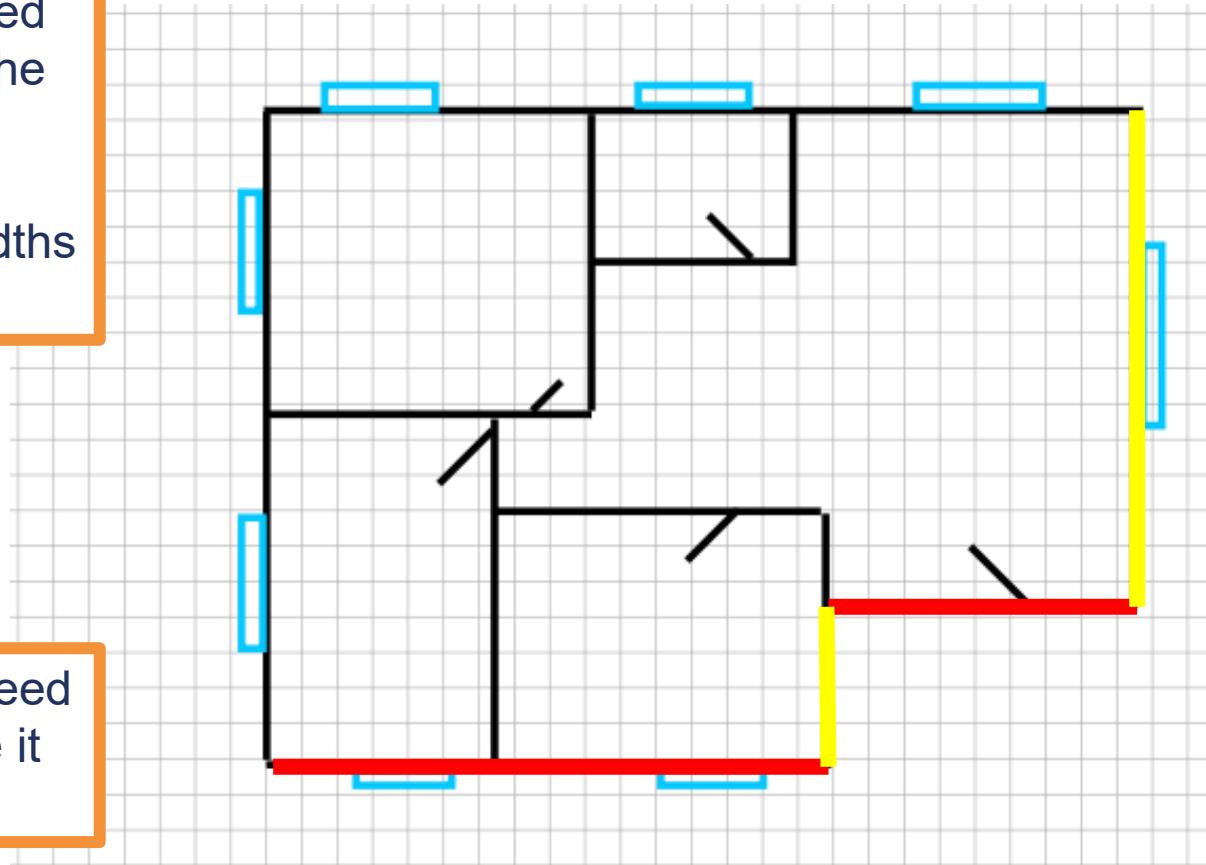
If the wall is not buffered, choose "n/a." If you choose "Unfinished space" it presumes that it's buffered to another (unfinished) interior space.



Walls of the same orientation can be modeled in the wall section as one wall if they have the same construction type.

Example: If both red walls are 2x4 framing with vinyl siding you could combine their widths to model them as one wall.

This can simplify the number of walls that need to be entered on some homes but, on some it can become confusing.





Associated Windows

Window #1

Double Pane Windows

Qty Window #1 Available

5

Qty Window #1 in Wall

Associated Doors

Door #1

Thermal Insulated Door

Qty Door #1 Available

1

Qty Door #1 in Wall

This is the section where you will indicate which doors and windows are on which walls and how many of each there are on each wall.





Notice how the quantity of the doors and windows matches the number of each that you modeled. Also, Qty Available changes as you add them to wall sections.

Associated Windows

Window #1

Double Pane Windows

Qty Window #1 Available **5**

Qty Window #1 in Wall

Associated Doors

Door #1

Thermal Insulated Door

Qty Door #1 Available **1**

Qty Door #1 in Wall





Search for Recommendations

(ECM) Insulation - Install R-19 (Wall)

(ES) Cellulose DP R-13

(ES) Cellulose DP R-19

(ES) FG Batt R-15

Select Measure

Done

Recommend

Recommend

Recommend

Recommend

Finally, don't forget to add any measures before moving on to the next wall section



Comment

This is a very important box throughout the modeling. This is where you put all the details of what you are calling for. This is detail for the contractor, crew, and the state monitor. It should also be used to explain why you are calling for a certain measure.





Basement/Crawl Section



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Building Info
User Guide

Windows & Doors

Completed

Windows & Doors

Walls

Completed

Door: Walls Existing

Completed

Basement

Completed

Unvented Crawlspace: Closed Crawlspace Completed...

Completed

Review... info

Review... info

Review... info

Touch the back arrow to return to the Project screen. Again, it will save automatically

Touch the Review icon to begin inputting the Basement information





Search Existing Items and Measures 🔍 X Down

Buffered Floor Existing Catalog Item - (Foundations) Generic item, must be changed	+ This Area
Conditioned Basement Existing Catalog Item - (Foundations) Generic item, must be changed	+ This Area
Dirt Floor Existing Catalog Item - (Foundations) Generic item, must be changed	+ This Area
Home Basement Existing Catalog Item - (Foundations) Generic item, must be changed	+ This Area
Mobile Home: Bowed Belly Cavity Below Joists Existing Catalog Item - (Foundations) Generic item, must be changed	+ This Area
Unconditioned Basement Existing Catalog Item - (Foundations) Generic item, must be changed	+ This Area
Unvented Crawlspace Existing Catalog Item - (Foundations) Generic item, must be changed	+ This Area
Vented Crawlspace Existing Catalog Item - (Foundations) Generic item, must be changed	+ This Area

There are a variety of options to choose from regarding the foundation space. The options are given names based on their preset details, but most can be altered beyond their intended purposes.





Foundation/Basement Details

Foundation Name

Unvented Crawlspace

Space Type

- Adiabatic Floor Surface
- Buffered Floor-Complex
- Cantilever Floor
- Closed Crawlspace
- Conditioned Basement - Complex**
- Dirt Floor
- Open Crawlspace
- Pier Crawlspace

Sections

MINT Message

As you can see, I have selected “Unvented Crawlspace” as my foundation, but I am still allowed to make this space whatever I want it to be. A best practice would be to change the foundation name to best suit the details you have selected.





Item info for Unvented Crawlspace

Notes

Foundation/Basement Details

Existing Item: Unvented Crawlspace

Foundation/Basement Details

Foundation Name: **Unvented Crawlspace**

Space Type: **Unvented Crawlspace - Complex**

Is Heated by Waste Heat?

Sections

Above Grade Basement Wall

Width (AG WALL)

Your state monitor requires that you use the “Complex” type when modeling your crawlspace or basement. You will see this option listed as “(your space type) – Complex”. This is the option you **MUST** use.





Foundation/Basement Details

Foundation Name

Unvented Crawlspace

Space Type

Closed Crawlspace

Width

60

Length

60

Framing Type

Hardwood Floor

Framing(%)

15

You can choose to model 2-dimensions of the foundation space, and the third-dimension option will go away

Foundation/Basement Details

Foundation Name

Unvented Crawlspace

Space Type

Closed Crawlspace

Width

60

Height

4

Framing Type

Hardwood Floor

Framing(%)

15

Once you have selected the dimensions and floor type, Framing % will automatically populate.





Search for Recommendations

(AM) Air seal + Insulate Crawlspace or Basement access

(AM) Basement Access - Corrective Action

(AM) Belly Repair

(AM) Crawlspace Access - Corrective Action

Select Measure

Finally, don't forget to add any measures before moving on to the next foundation section





Comment

This is a very important box throughout the modeling. This is where you put all the details of what you are calling for. This is detail for the contractor, crew, and the state monitor. It should also be used to explain why you are calling for a certain measure.

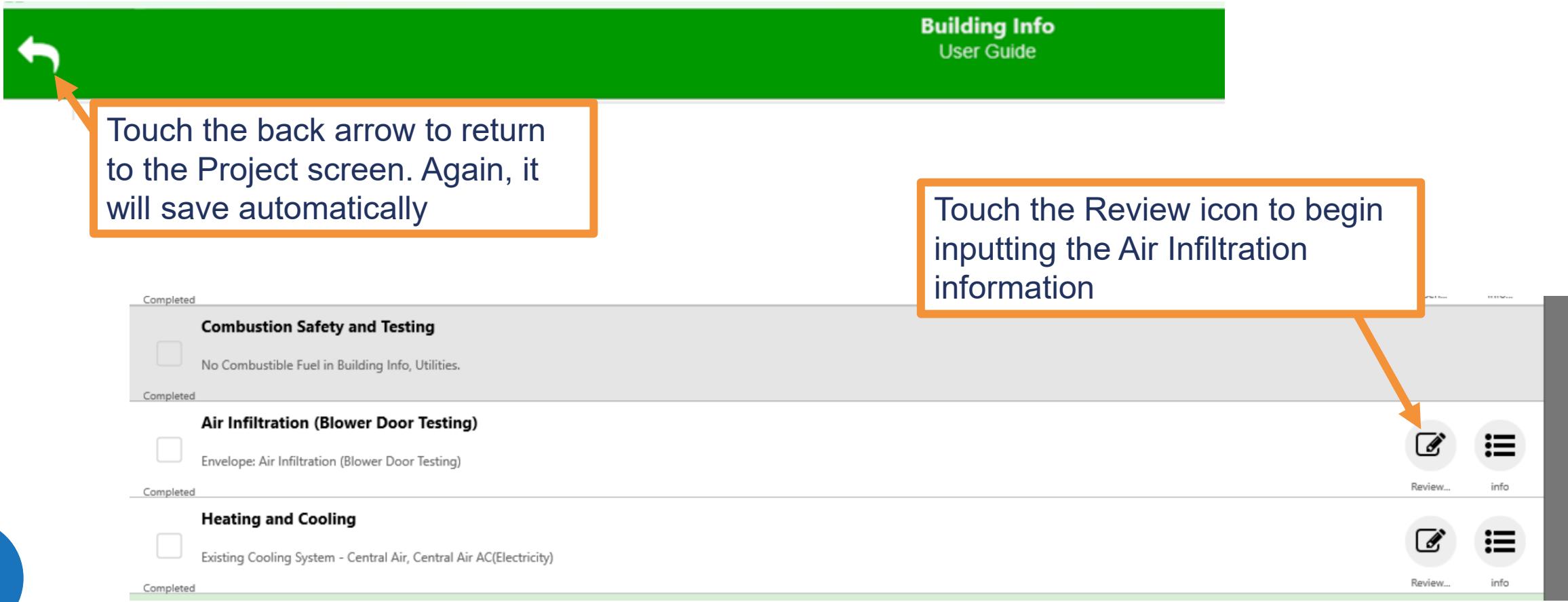




Air Infiltration Section



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Touch the back arrow to return to the Project screen. Again, it will save automatically

Building Info User Guide

Completed

Combustion Safety and Testing

No Combustible Fuel in Building Info, Utilities.

Completed

Air Infiltration (Blower Door Testing)

Envelope: Air Infiltration (Blower Door Testing)

Completed

Heating and Cooling

Existing Cooling System - Central Air, Central Air AC(Electricity)

Review... info

Review... info

Review... info



Search Existing Items and Measures



Down

Final Blower Door Test

Existing Catalog Item - (Air Infiltration)
Generic item, must be changed



This Area

Initial Blower Door Test

Existing Catalog Item - (Air Infiltration)
Generic item, must be changed



This Area

Target Blower Door Test

Existing Catalog Item - (Air Infiltration)
Generic item, must be changed



This Area

One of the best updates for MINT is the simplicity of the Air Infiltration Section. It breaks it down to the three most important pieces of information: Initial BD, Target BD, and Final BD.





Blower Door Test Details

Test Name	Initial Blower Door Test
Test Type	pre
Ring Type	Open
Description	Enter text
Direction	Depressurized
House Pressure(pa)	50
Fan Pressure(pa)	50
CFM50	1983

You will need to select the type of test you're inputting. In this case, we have chosen the Initial BD Test, therefore we chose "pre" as our Test Type. Be aware that you could create discrepancies by choosing a Test Type that does not match the Test Name, like if we had chosen "final" instead of "pre."





Blower Door Test Zones

Attic Zonal(pa)

42

Crawl Zonal(pa)

34

Intermediate Zonal 1(pa)

Intermediate Zonal 2(pa)

Intermediate Zonal 3(pa)

Next, you will scroll down under the Blower Door Test Details screen to find the Zonals section.

This is also the time to select your air sealing measures



Search for Recommendations

- (ES) Air Seal - Attic
- (ES) Air Seal - Attic Hatch/Door
- (ES) Air Seal - Attic Pull Down Stairs
- (ES) Air Seal - Balloon Framing

Select Measure

Done

Recommend

+

Recommend

+

Recommend

+

Recommend



Comment

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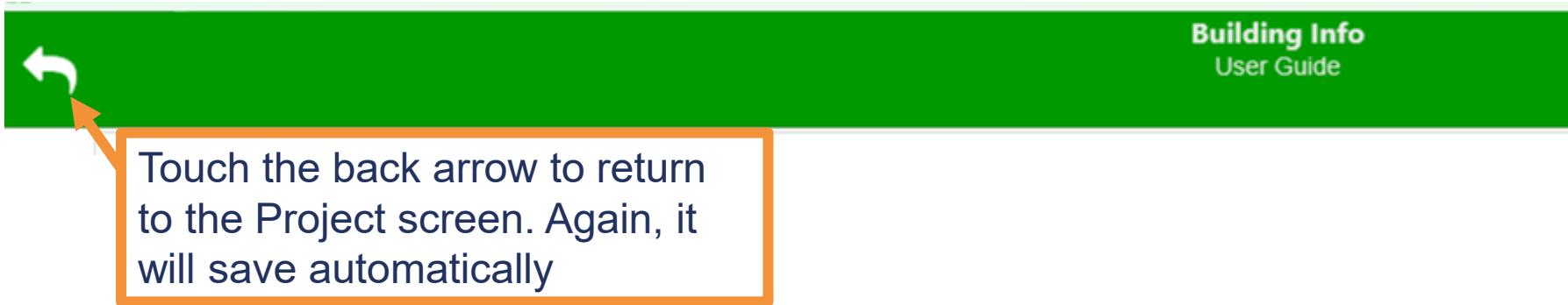




ASHRAE Section



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You will need to select your construction type, whether it's a new build or an existing home, as well as whether the home is detached or attached to other dwellings

Completed

ASHRAE 62.2 Dwelling-Unit Ventilation

ASHRAE 62.2 Dwelling-Unit Ventilation

Completed

Review... info

Review... RedCalc...





You will need to select your construction type, whether it's a new build or an existing home, as well as whether the home is detached or attached to other dwellings

ASHRAE Calculator

My Calculator Name **ASHRAE 62.2 Calculator**

Construction Type **Existing**

Dwelling unit is **Detached**

Floor area (sqft) **1700**

Number of occupants **3**

Use infiltration credit?

Use Local Ventilation Alternative Compliance?

Just like with RedCalc, the number of occupants will be either the actual number of occupants OR the number of bedrooms plus 1... whichever is greater!





Next, you will need to click on the icon labeled “RedCalc” and use the pop-up window to perform an ASHRAE calculation





ASHRAE 62.2-2016 Ventilation

New or existing construction

Dwelling unit is

Use infiltration credit

Closest weather station

Weather and shielding factor [1/hr] =

Floor area []

Number of occupants

Dwelling height []

Measured leakage @ 50Pa []

Use Advanced Blower Door Inputs

Use Local Ventilation Alternative Compliance

Dwelling-Unit Ventilation Results

Effective annual avg infiltration rate [] =

Total required ventilation rate, Q_{tot} [] =

Infiltration credit, Q_{inf} [] =

Required mechanical ventilation rate, Q_{fan} [] =

Dwelling-Unit Ventilation Run-Time Solver

Fan capacity []

Fan run-time per hour [] =

Dwelling-Unit Leakage Rate Solver

Target mechanical ventilation rate []

Corresponding measured leakage @ 50Pa [] =

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ASHRAE Section

Here you can fill out the ASHRAE calculation form. You can also print it or save it as pdf for later use.



Other Measures



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Touch the back arrow to return to the Project screen. Again, it will save automatically

Building Info User Guide

Collect Building & Utility Information

Avg Ceiling Height is out of range (1->20)
Completed

Health and Safety / Other Measures

No Health and Safety Measures have been entered...
Completed

DOE Deferrals ?

No DOE Deferrals have been entered...
Completed

Review... Required... Review... Review... Open... Info...

Touch the Review icon to begin inputting the Health and Safety / Other Measures information





Search Existing Items and Measures	+	This Area
(HS) Flashing Repair Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Guttering Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Heating System Removal Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Kitchen Exhaust Fan Install Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Kitchen Exhaust Fan Venting Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Knob Tube Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Lead - Exterior LSW Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Lead - Interior LSW Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Lead Safe Work Practices Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Make up Air - Ventilation Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Pest Control Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Pressure Balancing - Room Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Range Clean Tune Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Roof Cost Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Roof Jack Install Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Smart Switch Install Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Smoke Alarm Install Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Standalone Dehumidifier Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Sump Pump Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Vapor Barrier Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Ventilation - Repair Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area
(HS) Fire Extinguisher Recommended Catalog Item - (Health and Safety Measure) Generic item, must be changed	+	This Area

This is where you will find a variety of measures such as smoke alarms, vapor barrier, sump pump, or even roof repairs.



Zooming in, let's look at installing a CO Alarm

Search Existing Items and Measures

(HS) Air Filters - Ventilation
Recommended Catalog Item - (Health and Safety Measures)
Generic item, must be changed

(HS) ASHRAE - Single Point
Recommended Catalog Item - (Health and Safety Measures)
Generic item, must be changed

(HS) ASHRAE - Strategic (Bath)
Recommended Catalog Item - (Health and Safety Measures)
Generic item, must be changed

(HS) ASHRAE - Strategic (Kit)
Recommended Catalog Item - (Health and Safety Measures)
Generic item, must be changed

(HS) Clear Drain Line
Recommended Catalog Item - (Health and Safety Measures)
Generic item, must be changed

(HS) CO Alarm Install
Recommended Catalog Item - (Health and Safety Measures)
Generic item, must be changed

(HS) Contractor Labor
Recommended Catalog Item - (Health and Safety Measures)
Generic item, must be changed

(HS) Crew Labor
Recommended Catalog Item - (Health and Safety Measures)
Generic item, must be changed

(HS) Dryer Vent Cleaning
Recommended Catalog Item - (Health and Safety Measures)
Generic item, must be changed

(HS) Dryer Venting
Recommended Catalog Item - (Health and Safety Measures)
Generic item, must be changed

(HS) Electrical Repairs

Down

+ This Area





The costs should already be set up in your library but may not be up-to-date, so update them to match the correct prices if necessary and make sure that you update the unit type and quantity.

Measure Details

Measure Name	(HS) CO Alarm Install
Unit Type	EA
Unit Qty	2
Total Measure Cost	
Unit Labor Cost	13.59
Unit Material Cost	33.34





Comment

This is a very important box throughout the modeling. This is where you put all the details of what you are calling for. This is detail for the contractor, crew, and the state monitor. It should also be used to explain why you are calling for a certain measure.





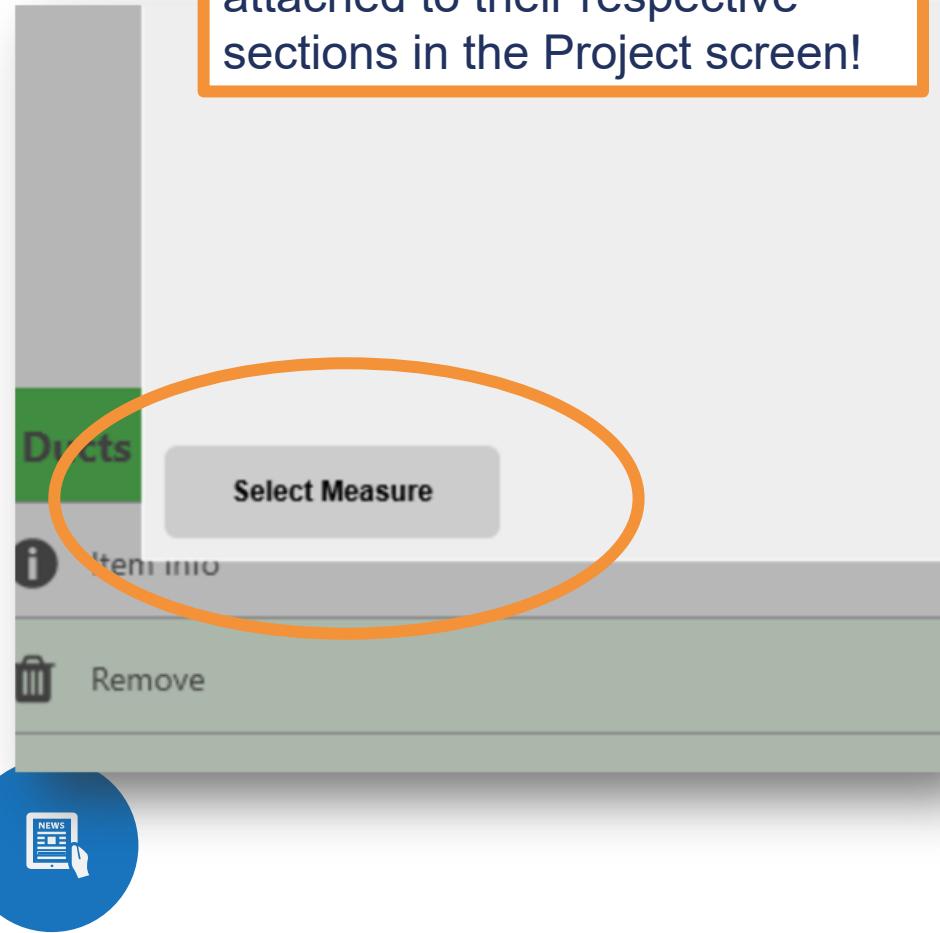
Entering Measures



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Remember: Measures are attached to their respective sections in the Project screen!



Additional Measure: (AM) Duct Repair

Measure Details	(AM) Duct Repair
Measure Name	EA
Unit Type	2
Unit Qty	58.7
Unit Material Cost	50.63
Unit Labor Cost	218.66
Total Measure Cost	12,900.00
Measure Type	Ancillary
Savings(%)	0

This example of Duct Repair is under the Distribution Ducts section and is attached directly to the data we inputted on Existing Duct details.



Search for Recommendations

(AM) Attic Access - Correct Action

(AM) Attic Insulation Prep

(AM) Attic\Knee wall Access Insulation

(AM) Baffles

Recommend

Recommend

Recommend

Recommend

Done

Select Measure

While you may use the scroll bar on the right side to find a measure, you can also search for measures by clicking in the "Search for Recommendations" bar and then typing in your searched measure.





The screenshot shows a software window titled 'junction' in a search bar. Below the search bar is a list of results. The first result is '(AM) Flag Junction Box', and the second result is '(AM) Junction box\Cover install'. Each result has a green circular 'Recommend' button with a white plus sign to its right. At the bottom of the window are buttons for 'Select Measure' and 'Done'. A blue circular icon with a white hand holding a newspaper is located in the bottom left corner. A large orange box highlights a text box in the center of the interface, containing the following text:

As you can see here, I've searched for a junction box cover. I typed "junction" into the search bar, and it pulled up two options, one of which is the measure I was looking for.



**Remember: Incidental Repair Measures (IRMs)
MUST be tied to other approved measures. So
be sure to use the comment boxes frequently.**



Comment

This is a very important box throughout the modeling. This is where you put all the details of what you are calling for. This is detail for the contractor, crew, and the state monitor. It should also be used to explain why you are calling for a certain measure.

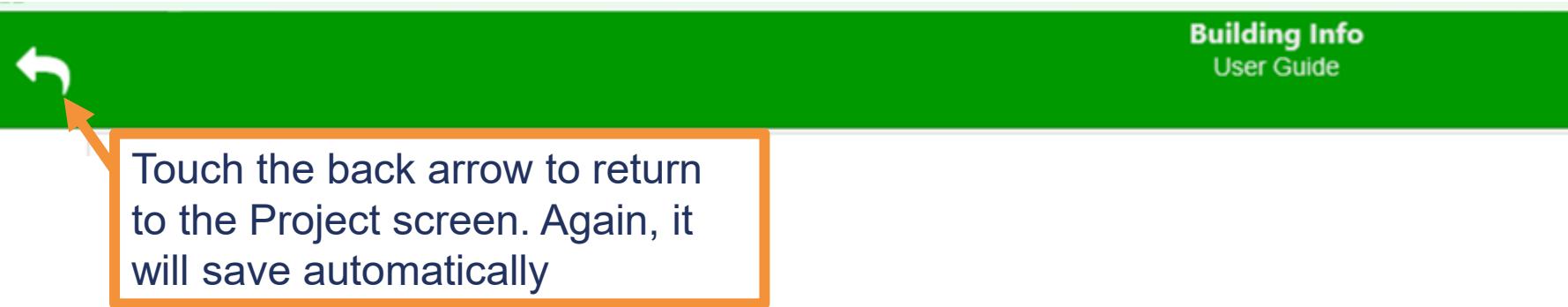


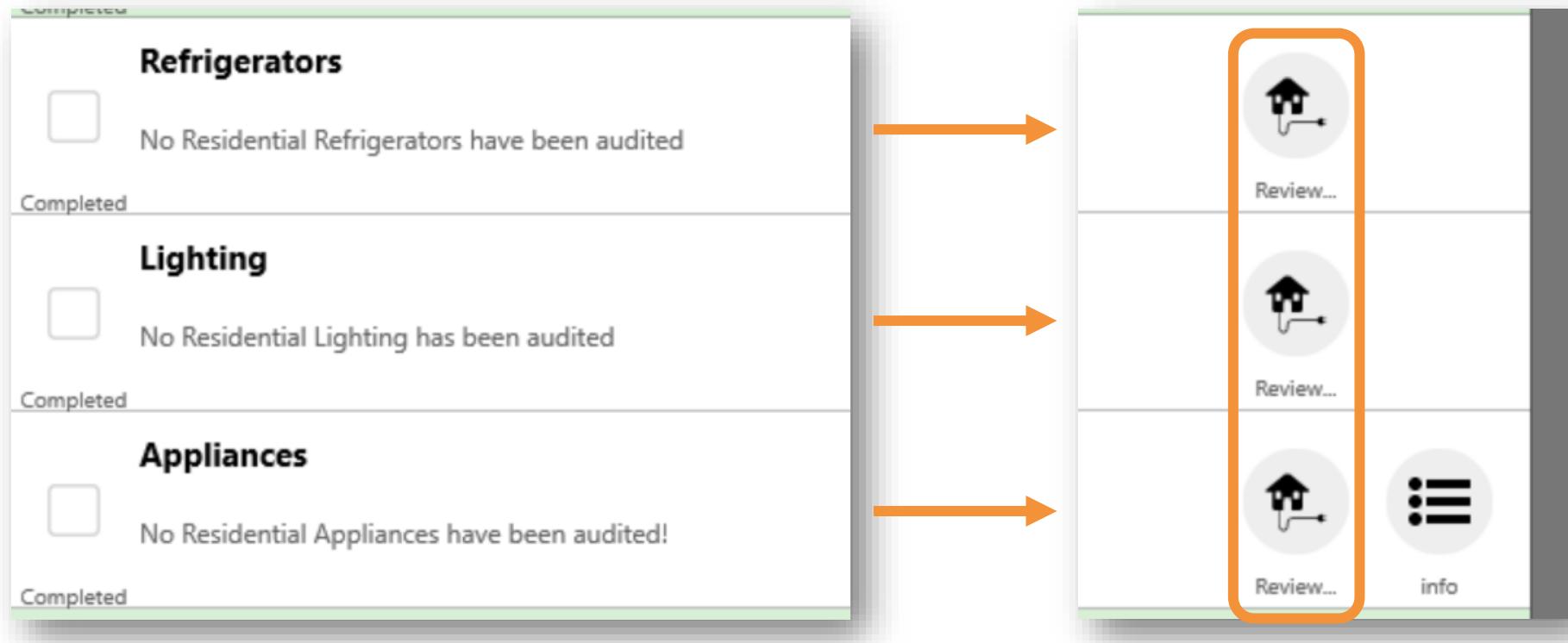


Baseload



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For the purposes of MINT, baseload is broken down into three categories: Refrigerators, Lighting, and Appliances.

Select the Review button to the right of the baseload category you want to model



Refrigerator Details

Refrigerator Description

Refrigerators Existing

1576

Annual kWh

Location Height (in)

Location Width (in)

Location Hinge Side

Door Width of Access(in)

Hall Width of Access(in)

Exterior Door Width of Access(in)

Make

Year

Model No

Size (Cu.Ft.)

Serial#

Color

Type

Ambient T

Is Annual Usage

Is Metered

Baseload

Refrigerator dimensions, make, size, color, etc. are optional but you **WILL** need to input the annual kWh usage. So, be sure to meter your refrigerator if possible.





Annual kWh Usage = 2-hour usage x 0.5 x 24 x 365



If it's not possible for you to meter the fridge,
you may use this website to estimate the annual energy usage:

<https://www.energy.gov/scep/wap/articles/refrigerator-and-freezer-energy-rating-online-search-tool>



When modeling existing lighting, a best practice would be to model each room's lighting separately. For example, if your client says that they use their bedroom lights only 1 hour per day but their living room lights for 6 hours per day, whether the wattage is different or not, you should model those two rooms separately.

Lighting Details

Lighting Fixture

Lighting Existing

Quantity

1

Appliance

Other Lighting



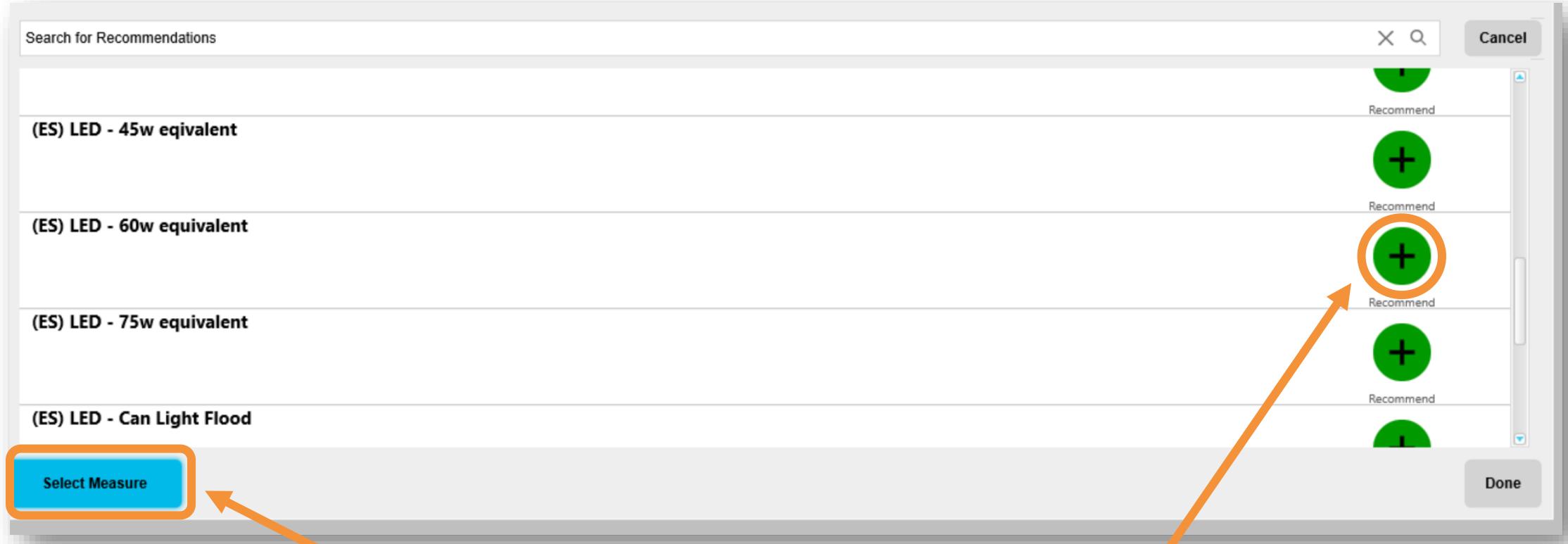
Hours/Day

4

Watts

60





Remember: once you have modeled this room's lighting, this is the time to model the replacement measures.





Comment

This is a very important box throughout the modeling. This is where you put all the details of what you are calling for. This is detail for the contractor, crew, and the state monitor. It should also be used to explain why you are calling for a certain measure.





Domestic Hot Water



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Touch the back arrow to return to the Project screen. Again, it will save automatically

Building Info User Guide

Thermostat Settings

Completed

Domestic Hot Water

Completed DHW: Domestic Hot Water Existing, UEF(10), Size(), Usage(100)

Attic

Completed Attic: Attics Existing: (Unfloored, 2X6 Unfloored Attic, SB Gable, No Insulation)

Review... Info...

Review... Info...

Review... Info...





Domestic Hot Water

To model your water heater, you'll need to select the appropriate fuel type from the drop-down. You will also need to know the *UEF. Pipe length, size, and temperature are optional.

DHW Details

DHW Description

Domestic Hot Water Existing

Fuel Type

Electricity

Pipe Length

Size (gallons)

Temperature

120

Uniform Energy Factor (UEF)

10

Usage Ratio(%)

100

*UEF can be found on the unit, in the owner's manual, or on the manufacturer's website

If there's only one water heater, the usage ratio % should be 100.





Remember: before you move on, you will need to select any measures you have related to water heating. For example, DWH tank wrap, water line insulation, low-flow showerheads, as well as a full water heater replacement!

Search for Recommendations Cancel

Measure	Recommend
(ES) DWH Tank-Wrap	<input type="button" value="+"/>
(ES) Insulate Hot Water Lines	<input type="button" value="+"/>
(ES) LF Aerator Install	<input type="button" value="+"/>
(ES) LF Shower Head Install	<input type="button" value="+"/>

Select Measure



Comment

This is a very important box throughout the modeling. This is where you put all the details of what you are calling for. This is detail for the contractor, crew, and the state monitor. It should also be used to explain why you are calling for a certain measure.

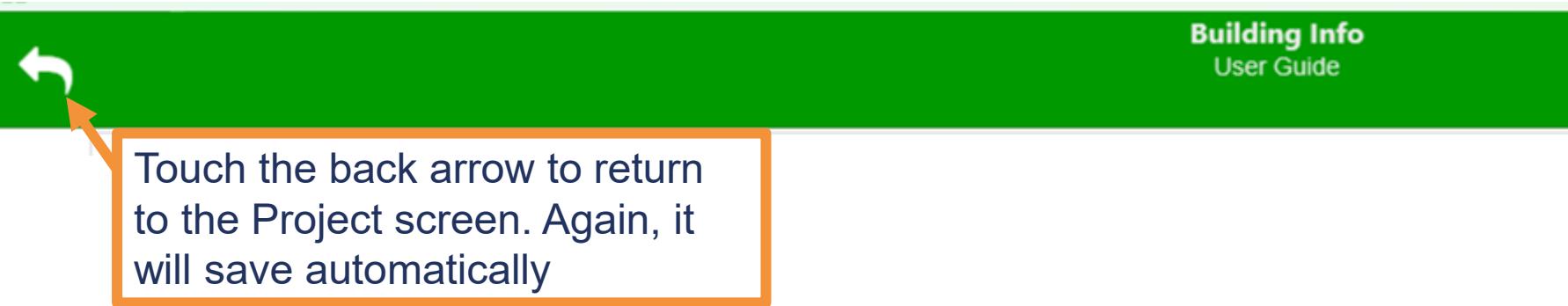




Energy Savings Report

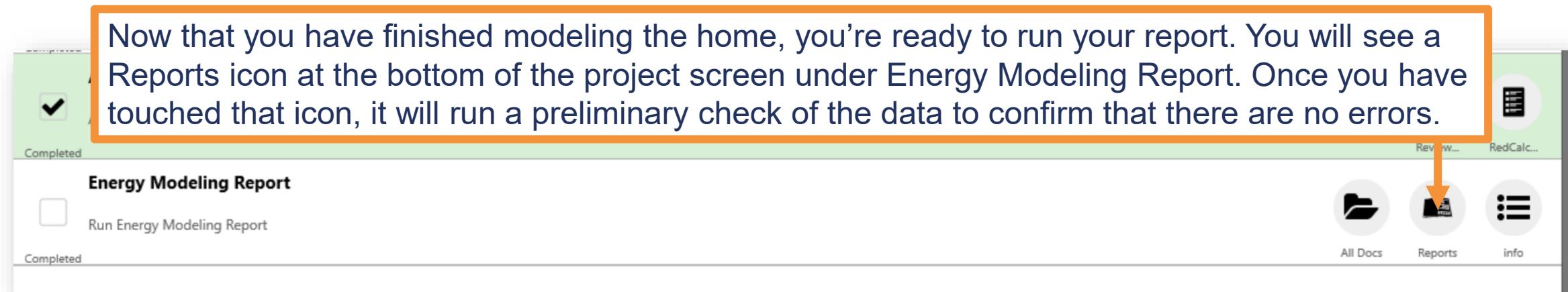


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Now that you have finished modeling the home, you're ready to run your report. You will see a Reports icon at the bottom of the project screen under Energy Modeling Report. Once you have touched that icon, it will run a preliminary check of the data to confirm that there are no errors.



Virginia Reporting

Select a Report from the list Create Energy Modeling Report v164.04 (04-03-2025)

HANCOCK SOFTWARE MINT

Energy Modeling Report Notifications:

MINT (INFO): Mobile Home Audit

MINT (NOTIFICATION) Attic Measure [(ES) Cell, LF R-38] Exterior Film Coefficient not set in HEEC->Measures, defaulting to 1

MINT (NOTIFICATION) No Home Refrigeration has been audited. Home Refrigeration is not required for Energy Modeling.

MINT (NOTIFICATION) No Home Appliances have been audited. Home Appliances are not required for Energy Modeling.

[Send MINT Data to Hancock Energy Modeling](#)





Virginia Reporting

Select a Report from the list Create Energy Modeling Report v(164.04) (04-03-2025) ▼

**HANCOCK™
SOFTWARE** **MINT.**

Energy Modeling Report Notifications:

MINT (INFO):	Mobile Home Audit
MINT (NOTIFICATION)	Attic Measure [(ES) Cell. LF R-38] Exterior Film Coefficient not set in HEEC->Measures, defaulting to 1
MINT (NOTIFICATION)	No Home Refrigeration has been audited. Home Refrigeration is not required for Energy Modeling.
MINT (NOTIFICATION)	No Home Appliances have been audited. Home Appliances are not required for Energy Modeling.

[Send MINT Data to Hancock Energy Modeling](#)

If no errors are found, you are ready to send your MINT Data to Hancock Energy Modeling!



It is possible that errors may occur after you have sent your MINT Data to Hancock. In such case, you will have the opportunity to repair those errors and try again.



Please wait, your energy modeling report is being prepared...



While Hancock is generating your report, you will see this graphic.





Energy Savings Report

Energy Modeling Report Notifications:

MINT (INFO):	Single Family Home Audit
MINT (AUDIT ISSUE)	Issue: Dwelling Height Dwelling Height in Building Info is out of range.
MINT (AUDIT ISSUE)	Issue: # of Stories # of Stories in Building Info is out of range.
MINT (AUDIT ISSUE)	Issue: Conditioned Floor Area(sqft) Conditioned Floor Area(sqft) in Building Info is out of range.
MINT (AUDIT ISSUE)	Issue: Total Volume Total Volume in Building Info is out of range.
MINT (AUDIT ISSUE)	Issue: First Floor (sf) First Floor (sf) in Building Info is out of range.
MINT (AUDIT ISSUE)	Issue: Weather Station Location Weather Station Location in Building Info is not entered.
MINT (NOTIFICATION)	No Target Blower Door test found. CFM50 for target test was set to the default [0]
MINT (NOTIFICATION)	No Home Appliances have been audited. Home Appliances are not required for Energy Modeling.
Energy Modeling (AUDIT ISSUE) [Job]	HouseTotalSquareFootage (0) should be greater than 0.
Energy Modeling (AUDIT ISSUE) [Job]	HouseTotalVolume (0) should be greater than 0.
Energy Modeling (AUDIT ISSUE) [Job]	HouseFirstFloorSquareFootage (0) should be greater than 0.
Energy Modeling (AUDIT ISSUE) [Job]	City is required.
Energy Modeling (AUDIT ISSUE) [Infiltration]	Either TargetCFM50 or PostTestCFM50 should be greater than 0.
Energy Modeling (AUDIT ISSUE) [Heating Cooling Measure]	UnitCost (0) should be greater than 0.
Energy Modeling (AUDIT ISSUE) [Heating Cooling Measure of Distribution]	UnitCost (0) should be greater than 0.
Energy Modeling (AUDIT ISSUE) [Infiltration]	TargetCFM50 0 should be greater than 0 since CostType of Parameter is Estimate.

Please address all MINT Audit Issues, before trying to generate an Energy Modeling report.

If there are errors, you will be directed to a screen with notifications that look like this. These notifications are designed to assist you in correcting these errors so that you can generate your report.





Energy Savings Report

HANCOCK SOFTWARE MINT
Energy Saving Report
Reporting UTC Date Time: 09/29/2025 19:49

Project Number: 0000000101 Location: RICHMOND INTERNATIONAL AP. Virginia
Client Name: Scott Test&MH Address: 550 Shadybrook Ln MIDLOTHIAN VA, 23110
Job SIR: 7157 Job Cost: \$1,270.07 Total Fuel Cost: \$2,000.00 Job Lifetime: 25.57 Years
Annual Savings of 13.48 million
Annual Heating Degree Days: 3,482.29 Annual Cooling Degree Days: 3,482.29 Lifetime Savings of 350.17 million
Pre Heating Degree Days: 3,482.29 Post Heating Degree Days: 3,482.29 Pre Cooling Degree Days: 1,183.21 Post Cooling Degree Days: 1,183.21

System Design Capacity

Item	Pre	Post
Heating	80	80
Cooling	80	80
Peak Heating Load (BTU/H)	54,149.55	43,306.6
Peak Cooling Load (BTU/H)	46,668.56	33,298.43
Heating Output (BTU/H)	30,000	30,000
Cooling Output (BTU/H)	30,000	30,000
Heating Thermostat Setting	68	68
Cooling Thermostat Setting	78	78
Heating Design Temperature	18	18
Cooling Design Temperature	92	92
Tolerance	0	0
Annual Heating Architectural Load (MMBTU)	40.13	32.09
Annual Cooling Architectural Load (MMBTU)	28.5	20.15

HANCOCK SOFTWARE MINT
Energy Saving Report
Reporting UTC Date Time: 09/29/2025 19:49

Energy Saving Measures

Section	Pre-R	Post-R	Measure	Savings (mmbtu/year)	Savings (\$/year)	Savings (mmbtu/lifetime)	Net Cost	Adjusted Cost	SIR	Life Year
Lighting/Lighting (Existing)	—	—	(E8) LED 40w equivalent	2.57		66.81	\$87.96		37.13	37
Attics Existing	4.17	40.23	(E8) Cell. LF R-38	8.47		254.08	\$927.00	\$927.00	6.59	30
Domestic Hot Water	—	—	(E8) DWH Insulate H/C 6"	0.34		4.44	\$20.71		6.03	13
Duct Distribution #1	—	—	(E8) Duct Sealing	1.33		13.31	\$114.40		3.37	10
Domestic Hot Water	—	—	(E8) DWH Tank Wrap	0.77		11.53	\$150.00		2.12	15

HANCOCK SOFTWARE MINT
Energy Saving Report
Reporting UTC Date Time: 09/29/2025 19:49

Weatherization

Section	Pre-R	Post-R	Measure	Savings (mmbtu/year)	Savings (\$/year)	Savings (mmbtu/lifetime)	Net Cost	Adjusted Cost	SIR	Life Year
Attics Existing	4.17	40.23	(E8) Cell. LF R-38	8.47		254.08	\$927.00	\$927.00	6.59	30
Duct Distribution #1	—	—	(E8) Duct Sealing	1.33		13.31	\$114.40		3.37	10

If no additional errors were found, you should immediately receive your report. It will look like this.





Fuel Cost Data



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System Fuel

System	Fuel Type	Modeled Pre-MMBTU	Modeled Post-MMBTU	Modeled Pre-Usage	Actual Reported Pre-Usage	Unit	Actual Reported Pre-MMBTU
		Pre Usage Variance	Pre-Usage Ratio	Modeled Post-Usage	Pre-Cost	Post-Cost	Savings
Cooling	Electric	18.19	12.61	5,327.78	1,791.82	Kwh	6.12
		197.34%	2.97	3,693.36	\$586.06	\$406.27	\$179.79
Heating	Electric	17.68	13.46	5,176.82	10,284.57	Kwh	35.12
		(49.66%)	0.50	3,941.40	\$569.45	\$433.55	\$135.90
Baseload	Electric	2.69	0.12	788.40	8,222.74	Kwh	28.08
		(90.41%)	0.10	35.04	\$86.72	\$3.85	\$82.87
Hot Water	Electric	8.54	7.43	2,500.00	4,246.37	Kwh	14.50
		(41.13%)	0.59	2,175.00	\$275.00	\$239.25	\$35.75
Total		47.10	33.62				83.82
		(43.81%)	0.56				

Electric Usage Analysis

Type	System Name	Kwh Saving	Kw Saving	Peak Demand Reduction	Critical Peak Demand Reduction
Heat Pump	Existing Cooling System - Central Air	0.00	0.00	0.00	0.00
Lighting	Lighting(Lighting Existing)	753.36	0.06	0.00	0.00
Hot Water	Hot Water	100.00	0.00	0.00	0.00
Hot Water	Hot Water	225.00	0.00	0.00	0.00
Total		1,078.36	0.06	0.00	0.00

Among the important data that is found on your Energy Saving Report is your system fuel costs. Here you will see your client's pre- and post- usages as well as how much the client will be saving.

You can view this section by scrolling down in your Energy Savings Report

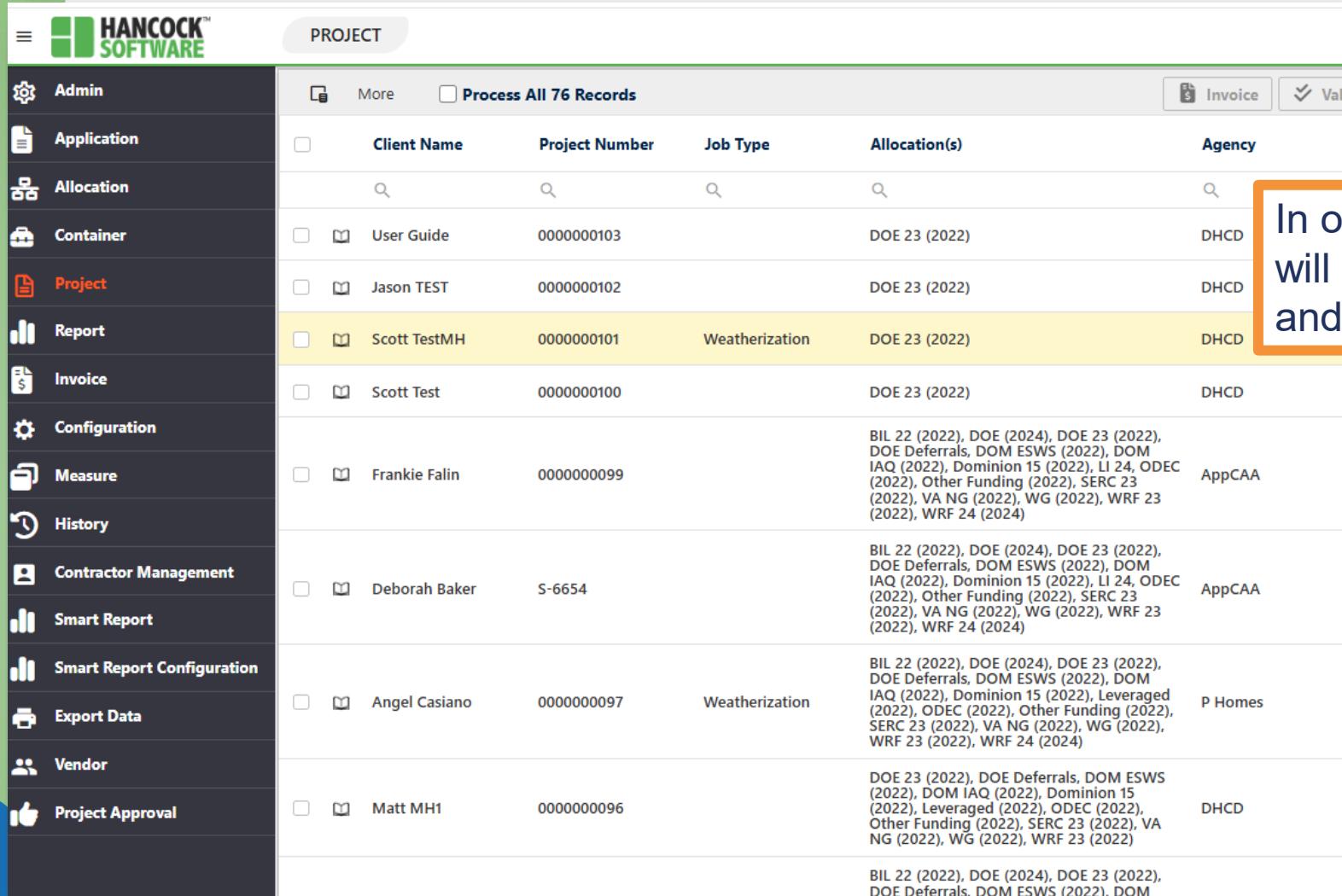




Work Order



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PROJECT

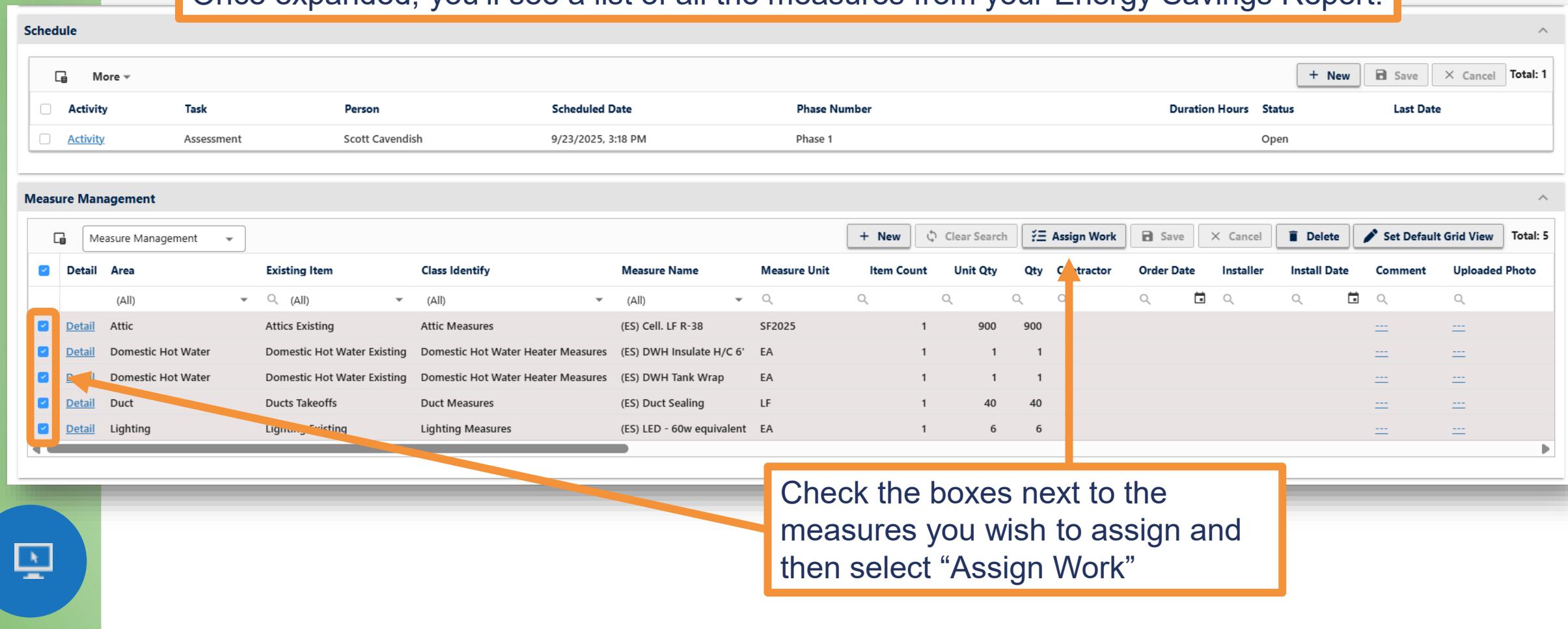
More Process All 76 Records Invoice Valid

	Client Name	Project Number	Job Type	Allocation(s)	Agency
<input type="checkbox"/>	User Guide	0000000103		DOE 23 (2022)	DHCD
<input type="checkbox"/>	Jason TEST	0000000102		DOE 23 (2022)	DHCD
<input type="checkbox"/>	Scott TestMH	0000000101	Weatherization	DOE 23 (2022)	DHCD
<input type="checkbox"/>	Scott Test	0000000100		DOE 23 (2022)	DHCD
<input type="checkbox"/>	Frankie Falin	0000000099		BIL 22 (2022), DOE (2024), DOE 23 (2022), DOE Deferrals, DOM EWS (2022), DOM IAQ (2022), Dominion 15 (2022), LI 24, ODEC (2022), Other Funding (2022), SERC 23 (2022), VA NG (2022), WG (2022), WRF 23 (2022), WRF 24 (2024)	AppCAA
<input type="checkbox"/>	Deborah Baker	S-6654		BIL 22 (2022), DOE (2024), DOE 23 (2022), DOE Deferrals, DOM EWS (2022), DOM IAQ (2022), Dominion 15 (2022), LI 24, ODEC (2022), Other Funding (2022), SERC 23 (2022), VA NG (2022), WG (2022), WRF 23 (2022), WRF 24 (2024)	AppCAA
<input type="checkbox"/>	Angel Casiano	0000000097	Weatherization	BIL 22 (2022), DOE (2024), DOE 23 (2022), DOE Deferrals, DOM EWS (2022), DOM IAQ (2022), Dominion 15 (2022), Leveraged (2022), ODEC (2022), Other Funding (2022), SERC 23 (2022), VA NG (2022), WG (2022), WRF 23 (2022), WRF 24 (2024)	P Homes
<input type="checkbox"/>	Matt MH1	0000000096		DOE 23 (2022), DOE Deferrals, DOM EWS (2022), DOM IAQ (2022), Dominion 15 (2022), Leveraged (2022), ODEC (2022), Other Funding (2022), SERC 23 (2022), VA NG (2022), WG (2022), WRF 23 (2022)	DHCD
				BIL 22 (2022), DOE (2024), DOE 23 (2022), DOE Deferrals, DOM EWS (2022), DOM IAQ (2022), Dominion 15 (2022), Leveraged (2022)	

In order to create a work order, you will need to return to Hancock Cloud and go to the project screen.

Find your project and double-click on it.

Now on the project details screen, scroll down to the “Measure Management” section. Once expanded, you’ll see a list of all the measures from your Energy Savings Report.



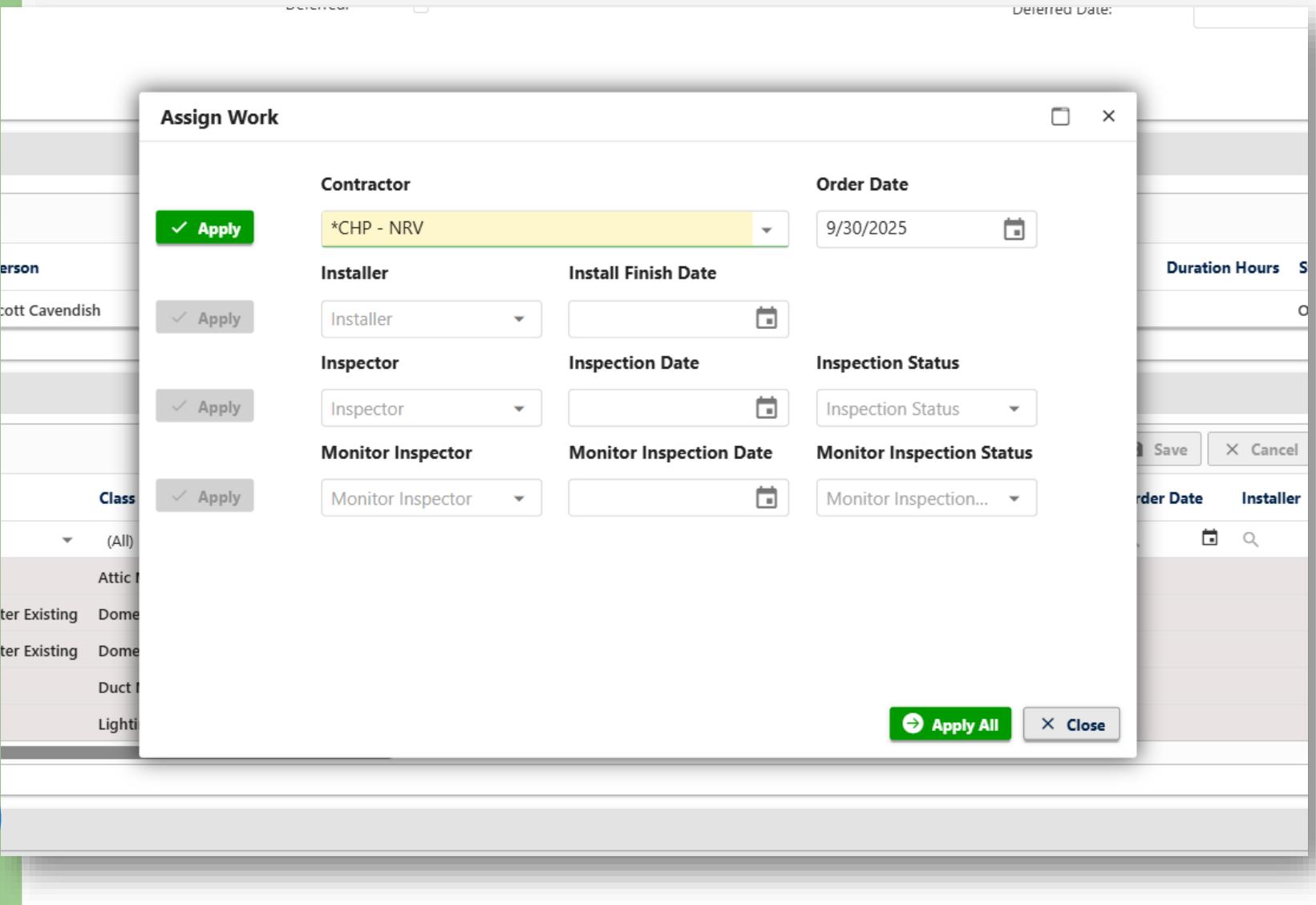
Schedule

Activity	Task	Person	Scheduled Date	Phase Number	Duration Hours	Status	Last Date
Assessment	Scott Cavendish	9/23/2025, 3:18 PM	Phase 1			Open	

Measure Management

Detail	Area	Existing Item	Class Identify	Measure Name	Measure Unit	Item Count	Unit Qty	Qty	Contractor	Order Date	Installer	Install Date	Comment	Uploaded Photo
Attic	Attics Existing	Attic Measures	(ES) Cell. LF R-38	SF2025	1	900	900							
Domestic Hot Water	Domestic Hot Water Existing	Domestic Hot Water Heater Measures	(ES) DWH Insulate H/C 6'	EA	1	1	1							
Domestic Hot Water	Domestic Hot Water Existing	Domestic Hot Water Heater Measures	(ES) DWH Tank Wrap	EA	1	1	1							
Duct	Ducts Takeoffs	Duct Measures	(ES) Duct Sealing	LF	1	40	40							
Lighting	Lighting Existing	Lighting Measures	(ES) LED - 60w equivalent	EA	1	6	6							

Check the boxes next to the measures you wish to assign and then select “Assign Work”



Assign Work

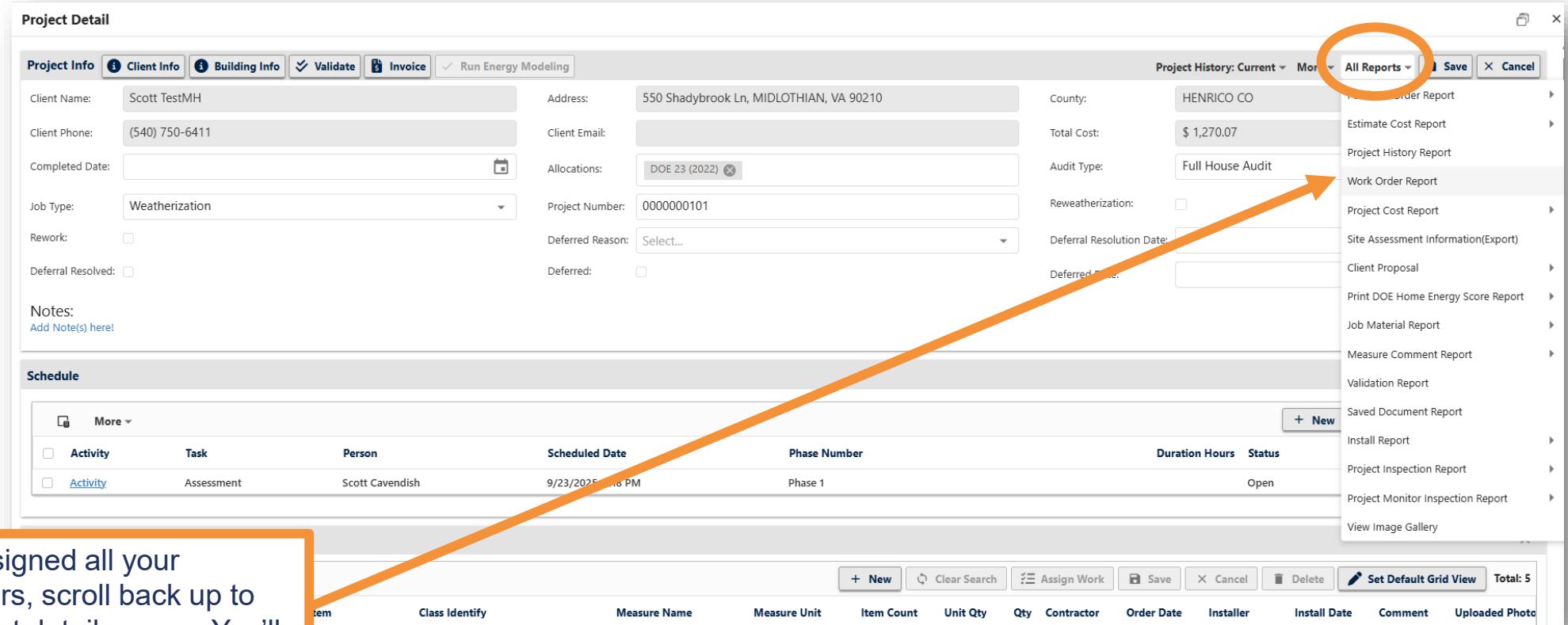
Contractor: *CHP - NRV Order Date: 9/30/2025

Installer: Installer Install Finish Date:

Inspector: Inspector Inspection Date: Inspection Status:

Monitor Inspector: Monitor Inspector Monitor Inspection Date: Monitor Inspection Status:

Now you can select a contractor or installer of your choice as well as the date. Click “Apply All” at the bottom of the pop-up or click “Apply” on the left and the work is now assigned.



Project Detail

Project Info Client Info Building Info Validate Invoice Run Energy Modeling

Client Name: Scott TestMH Address: 550 Shadybrook Ln, MIDLOTHIAN, VA 90210 County: HENRICO CO

Client Phone: (540) 750-6411 Client Email: Allocations: DOE 23 (2022) Total Cost: \$ 1,270.07

Completed Date: Job Type: Weatherization Project Number: 0000000101 Audit Type: Full House Audit

Rework: Deferred Reason: Select... Rework Weatherization:

Deferral Resolved: Deferred: Deferral Resolution Date: Deferred Date:

Notes: Add Note(s) here!

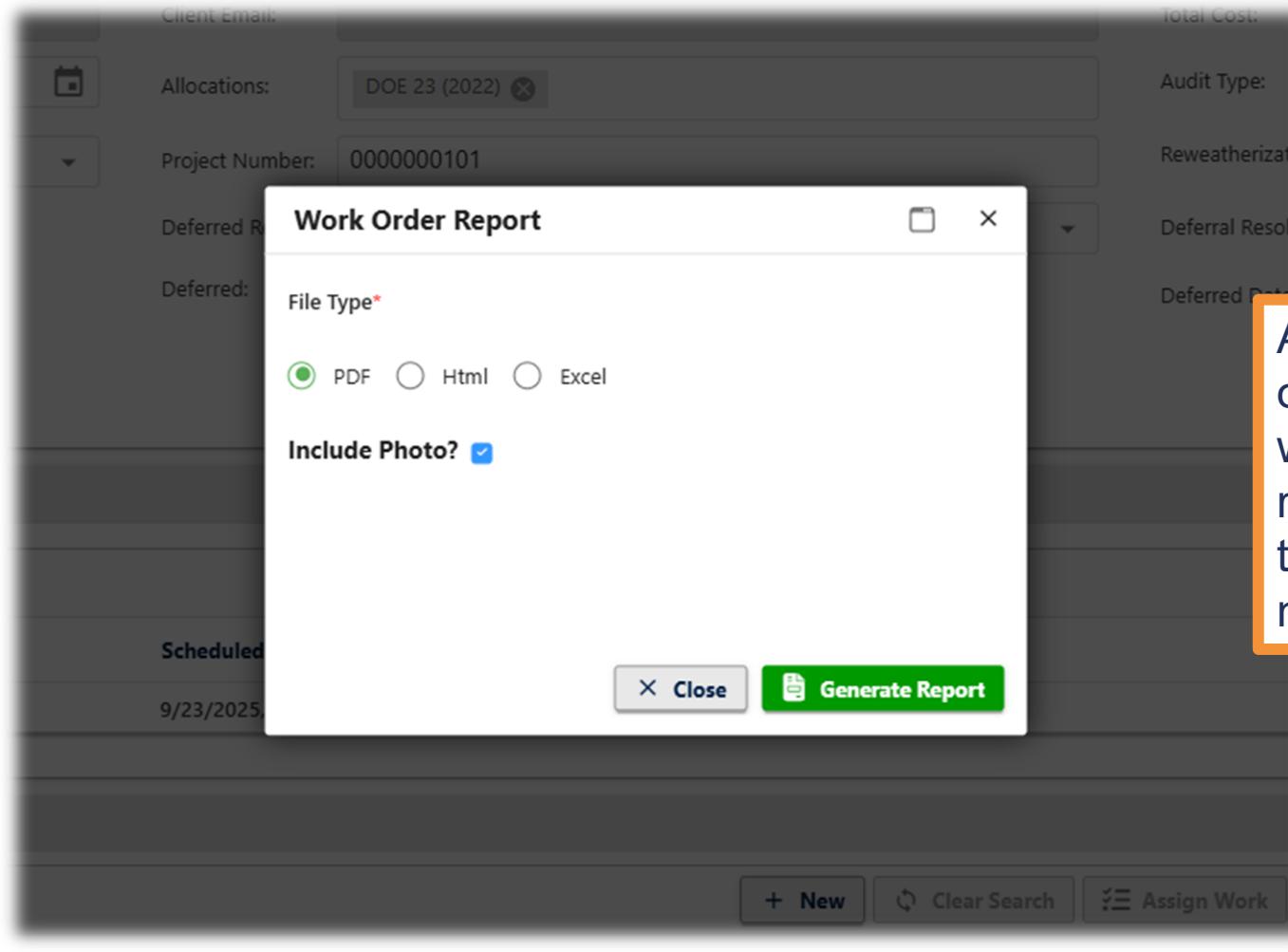
Schedule

Activity	Task	Person	Scheduled Date	Phase Number	Duration Hours	Status
Activity	Assessment	Scott Cavendish	9/23/2025 10:18 PM	Phase 1		Open

More + New Clear Search Assign Work Save Cancel Delete Set Default Grid View Total: 5

Once you have assigned all your measures to workers, scroll back up to the top of the project detail screen. You'll see a drop-down in the project info section labeled "All Reports." From that drop-down, select "Work Order Report"

All Reports Work Order Report Estimate Cost Report Project History Report Work Order Report Project Cost Report Site Assessment Information(Export) Client Proposal Print DOE Home Energy Score Report Job Material Report Measure Comment Report Validation Report Saved Document Report Install Report Project Inspection Report Project Monitor Inspection Report View Image Gallery



Client Email:

Allocations: DOE 23 (2022)

Project Number: 0000000101

Deferred: 9/23/2025

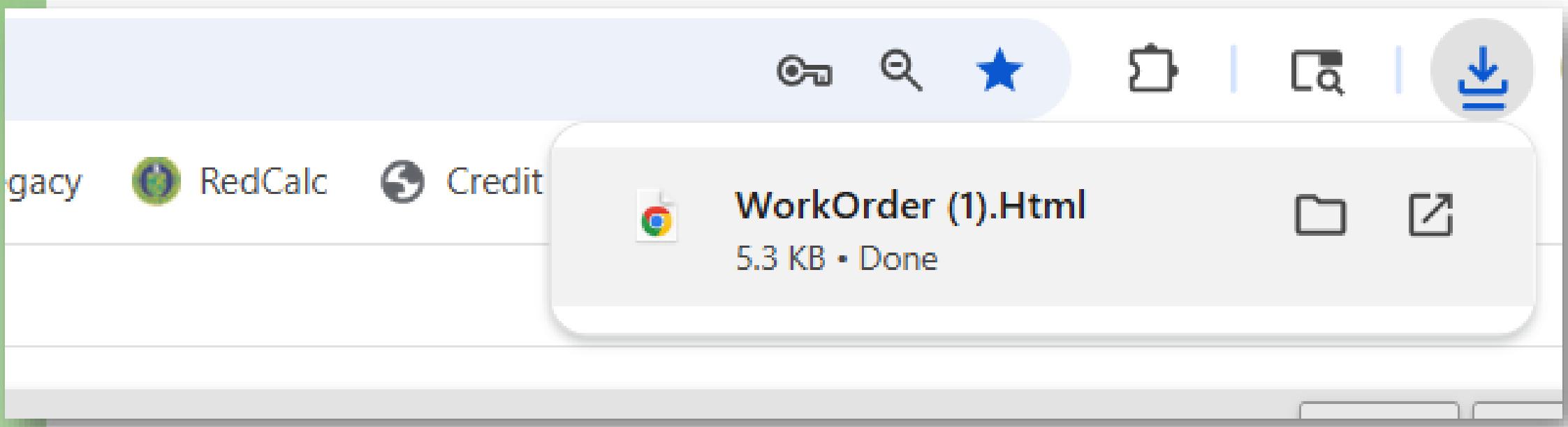
File Type*

PDF Html Excel

Include Photo?

+ New

A box will now pop-up with options for which file type you would like your work order report to be. It's recommended that you choose PDF and do not include photo.



The screenshot shows a web browser interface with a download notification. At the top, there are browser controls: a key icon, a magnifying glass icon, a star icon, a clipboard icon, and a search icon. Below these, on the left, are links for 'gacy', 'RedCalc', and 'Credit'. A download notification box is overlaid on the page, containing a small Google Chrome icon, the text 'WorkOrder (1).Html', '5.3 KB • Done', and two small icons for a folder and a link. The main content area of the browser is empty.

If you're using Chrome, you will see that a file has been downloaded at the top right corner of your browser. If you use a different browser, you may need to go look in your recent downloads folder.



Uploading Photos



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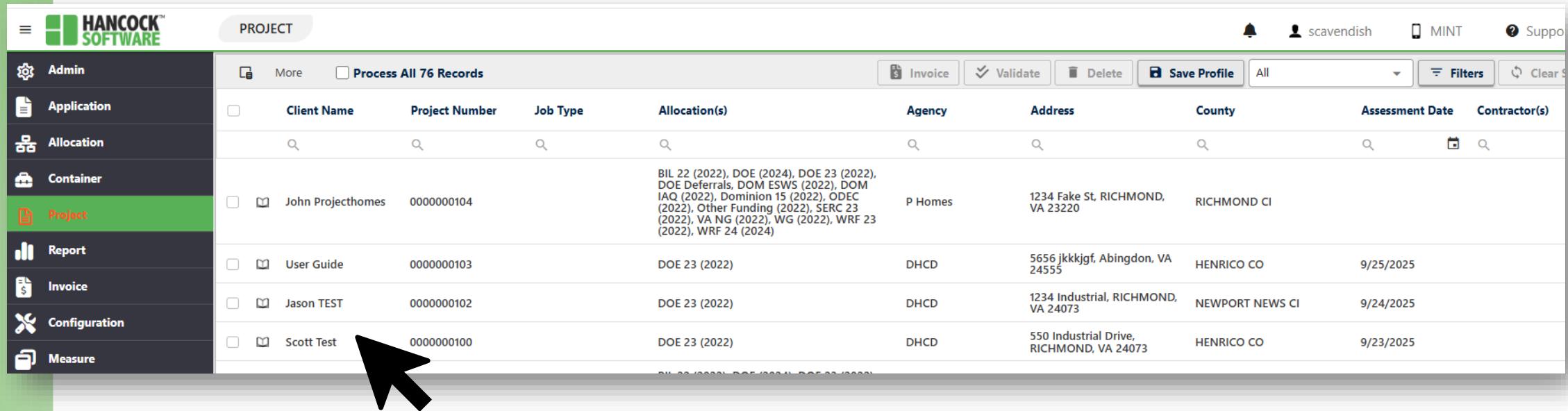
While you are still working in Hancock Cloud, you will want to upload photos from your audit. To begin, return to the Project screen and find the project you're working in.

But first, you will need photos. You will need CLEAR AND LEGIBLE photos for every measure you are modeling as well as photos of any unusual features or concerns about the house. Save 10-12 photos per page on a PDF.

You can find more information about photo requirements in “Chapter 6: Record Keeping” of the Virginia WAP Operations Manual.



Uploading Photos



<input type="checkbox"/>	Client Name	Project Number	Job Type	Allocation(s)	Agency	Address	County	Assessment Date	Contractor(s)
<input type="checkbox"/>	John Projecthomes	0000000104		BIL 22 (2022), DOE (2024), DOE 23 (2022), DOE Deferrals, DOM ESWS (2022), DOM IAQ (2022), Dominion 15 (2022), ODEC (2022), Other Funding (2022), SERC 23 (2022), VA NG (2022), WG (2022), WRF 23 (2022), WRF 24 (2024)	P Homes	1234 Fake St, RICHMOND, VA 23220	RICHMOND CI		
<input type="checkbox"/>	User Guide	0000000103		DOE 23 (2022)	DHCD	5656 jkkkjgf, Abingdon, VA 24555	HENRICO CO	9/25/2025	
<input type="checkbox"/>	Jason TEST	0000000102		DOE 23 (2022)	DHCD	1234 Industrial, RICHMOND, VA 24073	NEWPORT NEWS CI	9/24/2025	
<input type="checkbox"/>	Scott Test	0000000100		DOE 23 (2022)	DHCD	550 Industrial Drive, RICHMOND, VA 24073	HENRICO CO	9/23/2025	

Once you have found your project, double click on it to open the project back up.



Uploading Photos

Measure Management

Project Invoice List

Existing Conditions

Project Document List

<input type="checkbox"/>	Document Status	Received Date	Comment	Attached Fi
<input type="checkbox"/>	Heat Energy Savings Report (Containing measures with SIR below 1.0)			...
<input type="checkbox"/>	Data Input Report (Including measure with SIR below 1.0)			...
<input type="checkbox"/>	* Heat Energy Saving Report (Finalized Audit)			...
<input type="checkbox"/>	O.) Sub Contractor Invoices			...
<input type="checkbox"/>	* N.) QCI Form			...
<input type="checkbox"/>	Z.) Owner Acceptance of Work			...
<input type="checkbox"/>	* Data Input Report (Finalized Audit)			...
<input type="checkbox"/>	Z.) Lead Test Documentation Form			...
<input type="checkbox"/>	Z.) Lead Renovation Recordkeeping Checklist			...
<input type="checkbox"/>	Heat Energy Savings report (Cost engineered)			...
<input type="checkbox"/>	G.) Manual J Load Calculation			...
<input type="checkbox"/>	H.) ASHRAE calculation (Pre)			...
<input type="checkbox"/>	I.) ASHRAE calculation (actual)			...
<input type="checkbox"/>	Z.) Client Education Documents			...
<input type="checkbox"/>	P.) Agency\ Contractor Documents			...
<input type="checkbox"/>	Q.) Site photos (PDF)			...
<input type="checkbox"/>	R.) Work Orders			...

On the Project Detail screen, scroll down to the Project Document List section. Find the document type labeled “Site photos” and double-click on it. You can also select the ellipses on the right.





Uploading Photos

Document

Document Status *

Q.) Site photos (PDF)

Select...

Comment

Received Date

Attached Files ↓

There are no records available.

Remove Attachment

Attach Document

Save

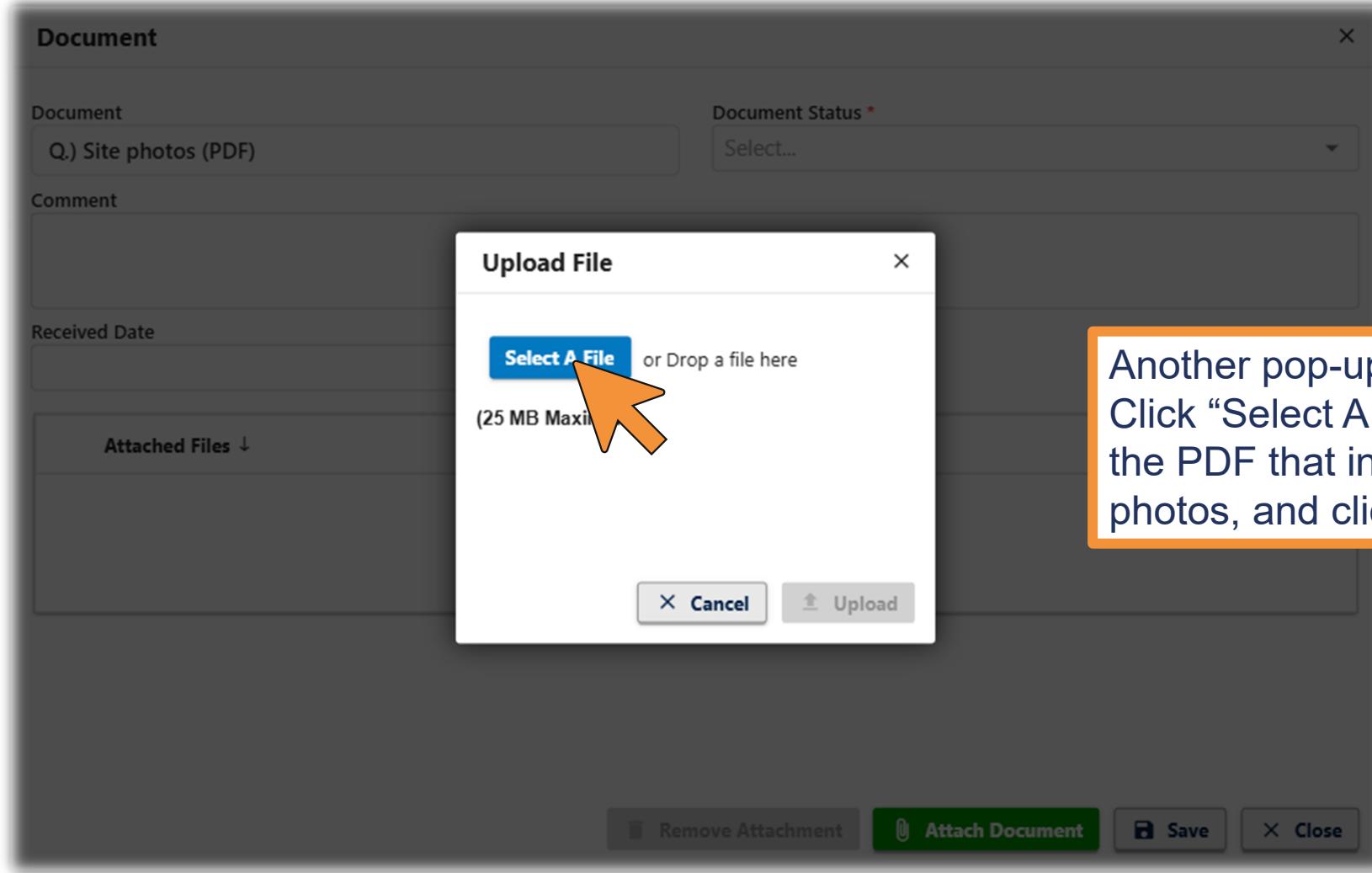
Close

A pop-up window will open requiring you to update the document status and giving you an opportunity to attach a document. Click on Attach Document.





Uploading Photos



Another pop-up will appear. Click “Select A File”, select the PDF that includes your photos, and click “Upload.”





Invoicing



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Project Detail

Project Info

 Client Info Building Info Validate Invoice Run Energy Modeling

Client Name:

User Guide

Address:

Client Phone:

(999) 555-9999

Client Email:

Completed Date:



Job Type:

Select...

Project Number:

0000

Rework:



Deferred Reason:



Deferral Resolved:



Deferred:



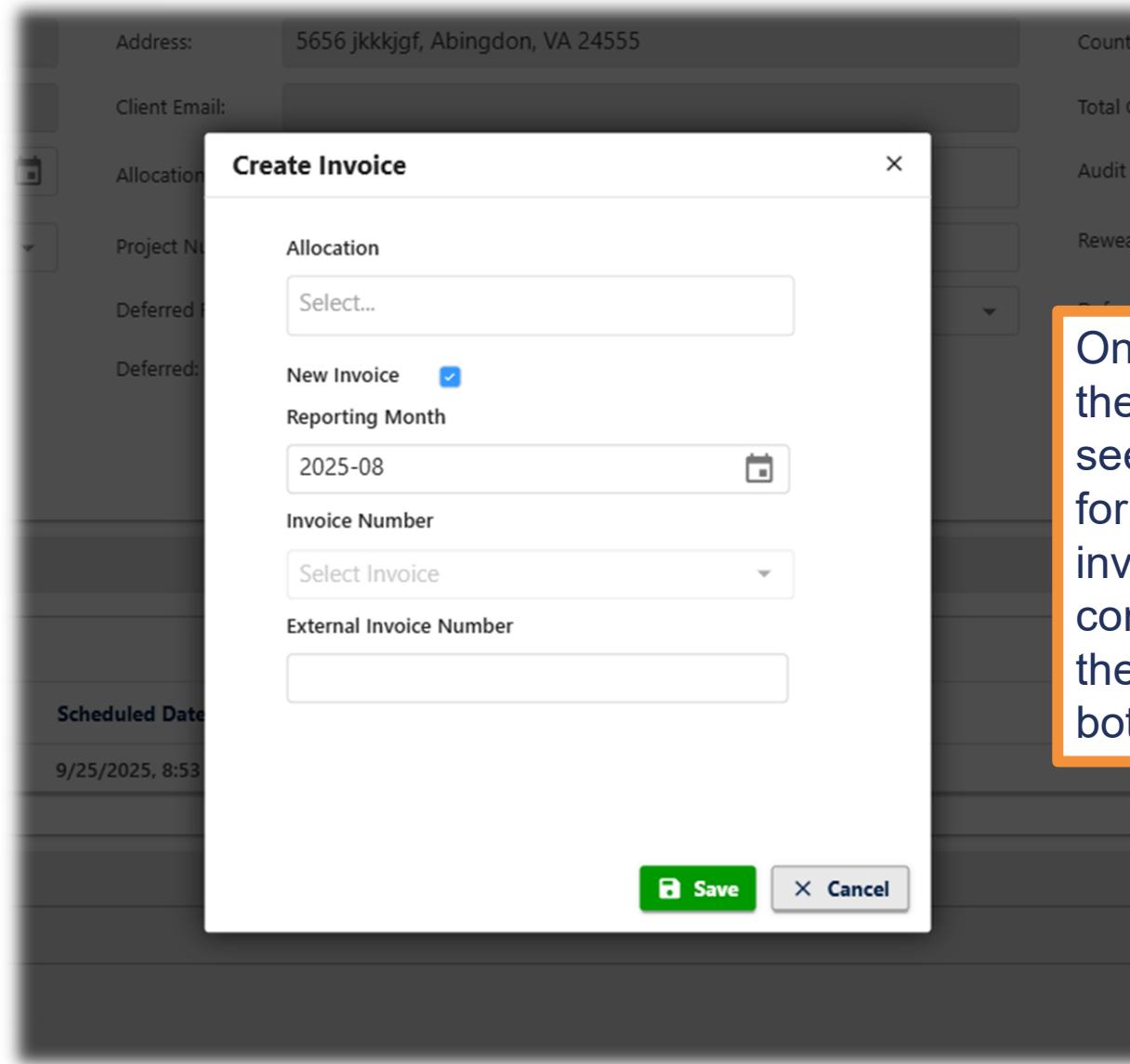
Notes:

Add Note(s) here!

Schedule

To create an invoice, you will need to return to the project detail screen in Hancock Cloud. Under the “Project Info” section you’ll see a button labeled “Invoice.”





The screenshot shows a 'Create Invoice' pop-up window. The window has a title bar 'Create Invoice' with a close button 'X'. Inside, there is a section labeled 'Allocation' with a dropdown menu 'Select...'. Below this is a checkbox 'New Invoice' which is checked. A 'Reporting Month' dropdown shows '2025-08'. There are two dropdown menus for 'Invoice Number' and 'External Invoice Number', both currently set to 'Select Invoice'. At the bottom of the window are two buttons: a green 'Save' button with a disk icon and a white 'Cancel' button with a cross icon.

Once you have clicked on the “Invoice” button, you will see a pop-up window with a form to fill out regarding your invoice. When you have completed the form, click on the green Save button at the bottom of the pop-up

Measure Management

Project Invoice List

Measure Name	Cost	Remaining	Invoice Number	Invoice Amount	Invoice Month
<input type="text"/>					

There are no records available.

Total

Existing Conditions

Project Document List

Now that you have created invoices, you will see them listed under the Project Invoice List on the Project Details page.



QUESTIONS?

Once you have had the opportunity to review this user guide, if you still have additional questions, you may reach out to your state monitor.

Cell: (804) 624-1724

David.Caldwell@DHCD.Virginia.gov



Closing: Acknowledgements

- U.S. Department of Energy
- Virginia DHCD
- National Renewable Energy Laboratory
- Lawrence Berkeley National Laboratory
- Energy Information Administration
- U.S. Environmental Protection Agency
- ENERGY STAR
- Weatherization Assistance Program Technical Assistance Center
- Occupational Safety and Health Administration
- Magtrol.com
- Building Performance Institute, Inc.
- The Energy Conservatory
- Optimum Performance Solutions
- Hancock Software
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- Jose Grivet
- Scott Cavendish