# 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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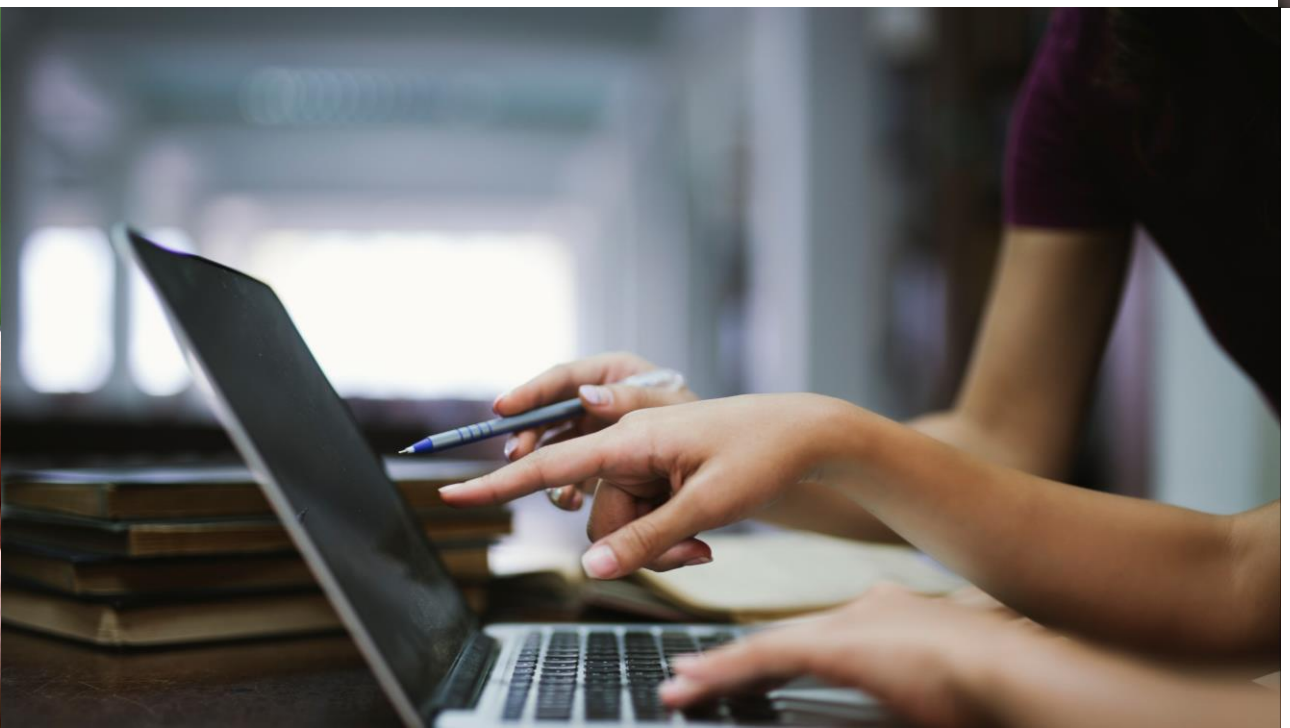
# MINT Help Page:

**https://helpdesk.hancocksoftware.com**



## David Caldwell
## Weatherization Technical Monitor

Cell: (804) 624-1724

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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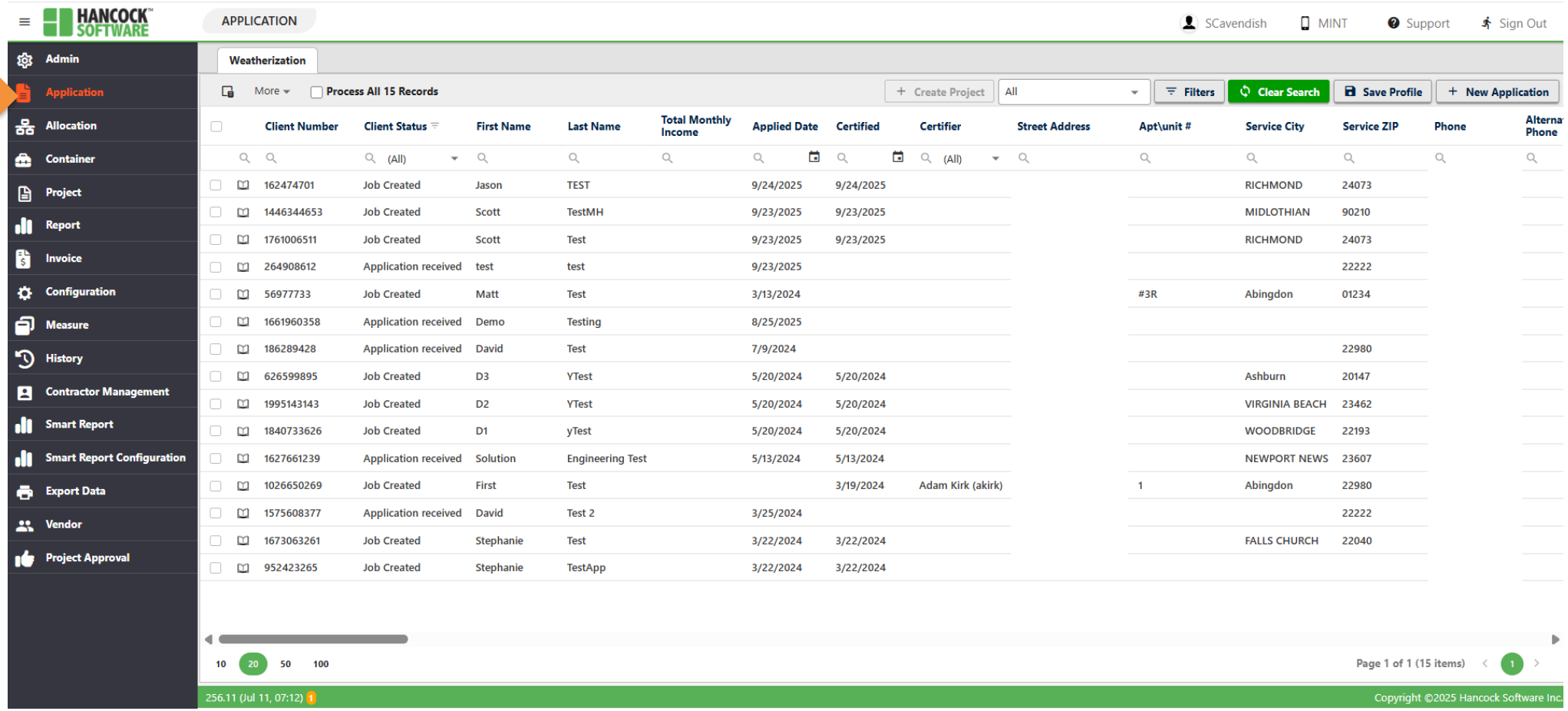
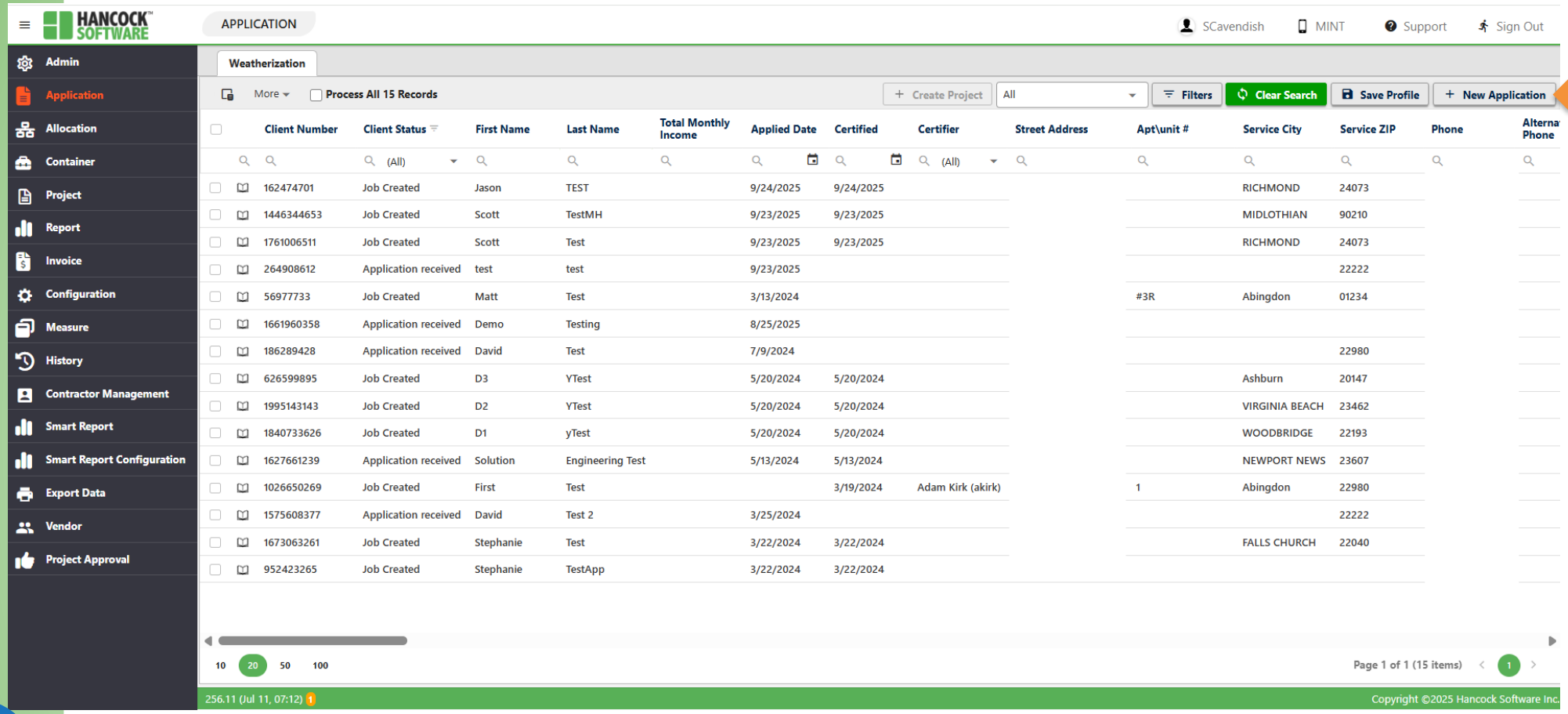
# Client Information

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

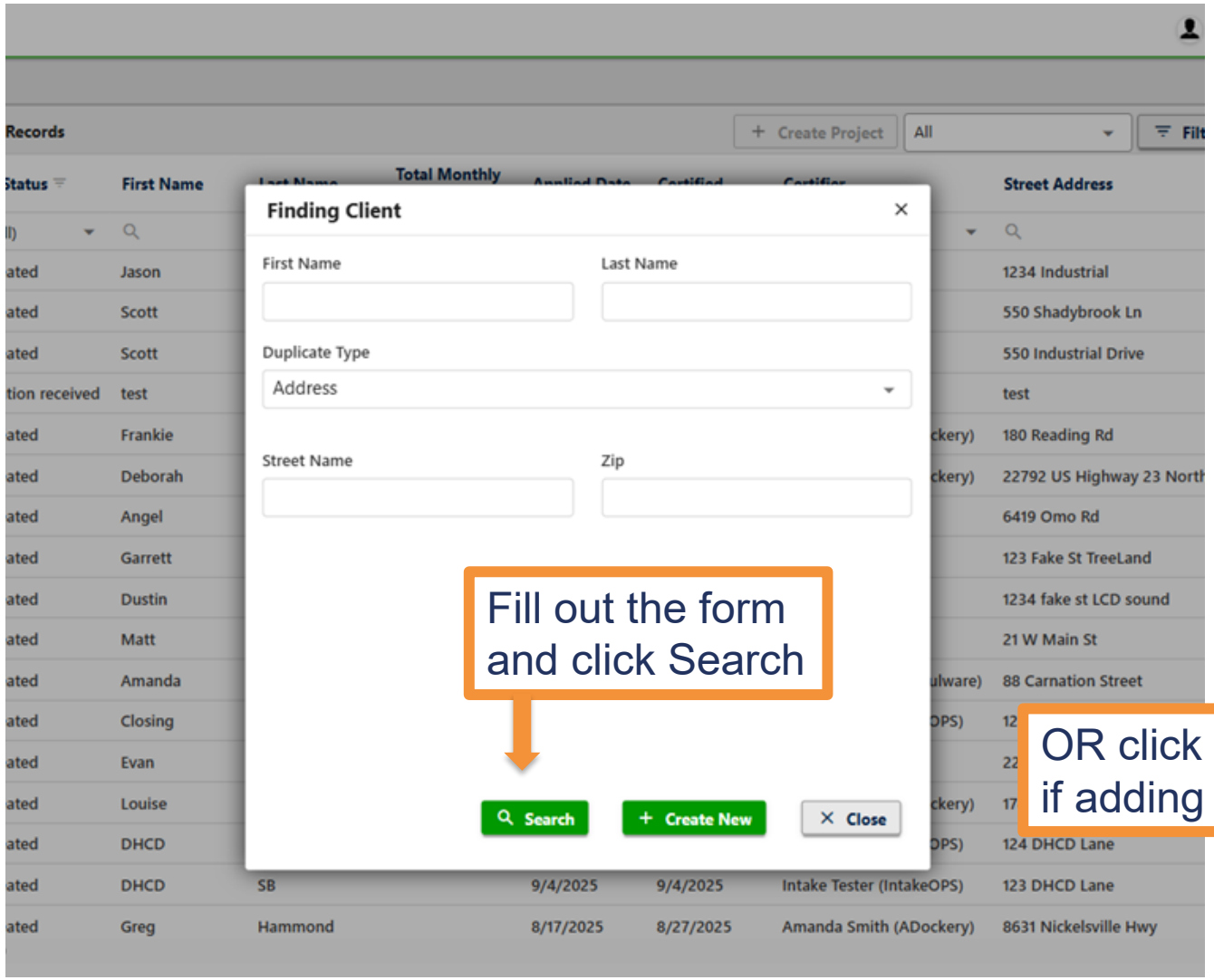


# Client Information



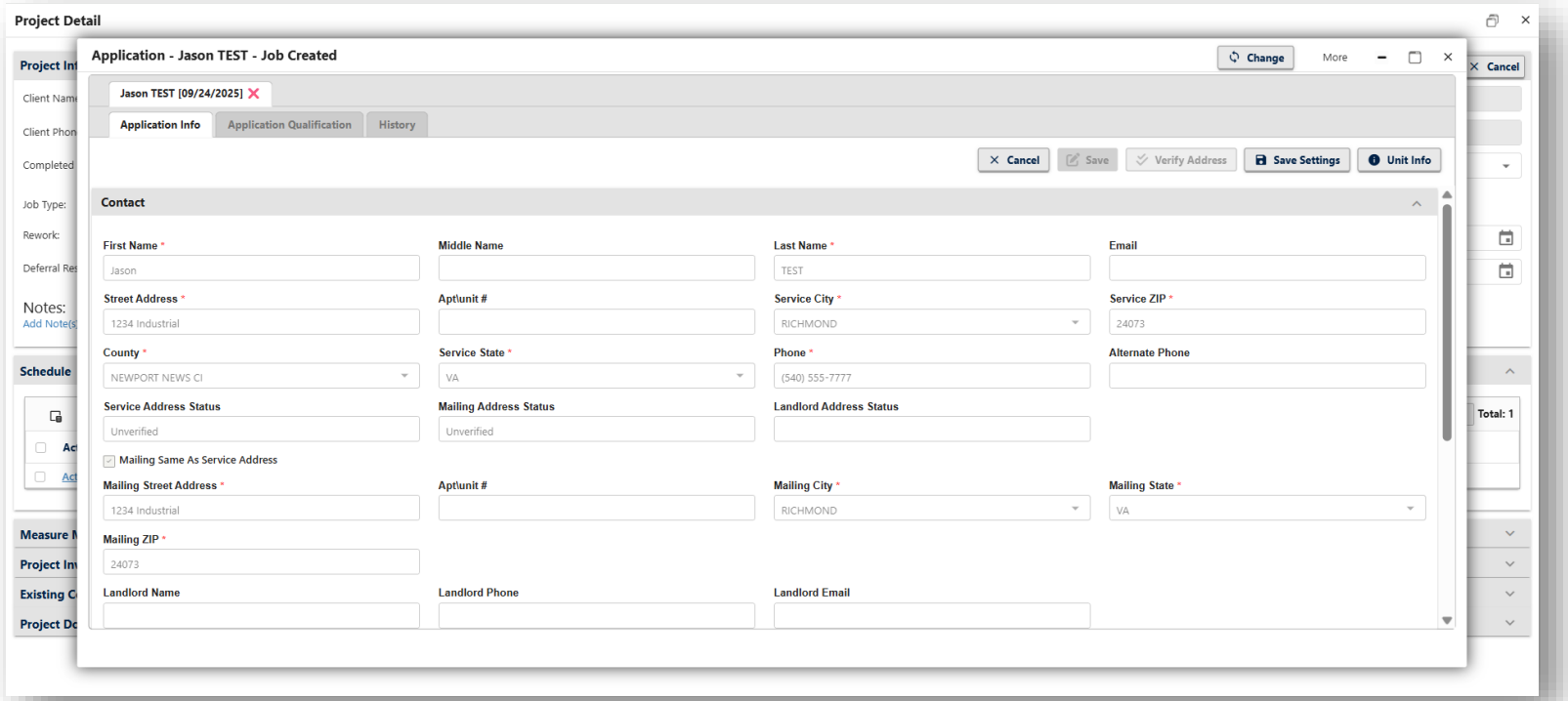

Click “New Application” to add or search for a client account

# Client Information

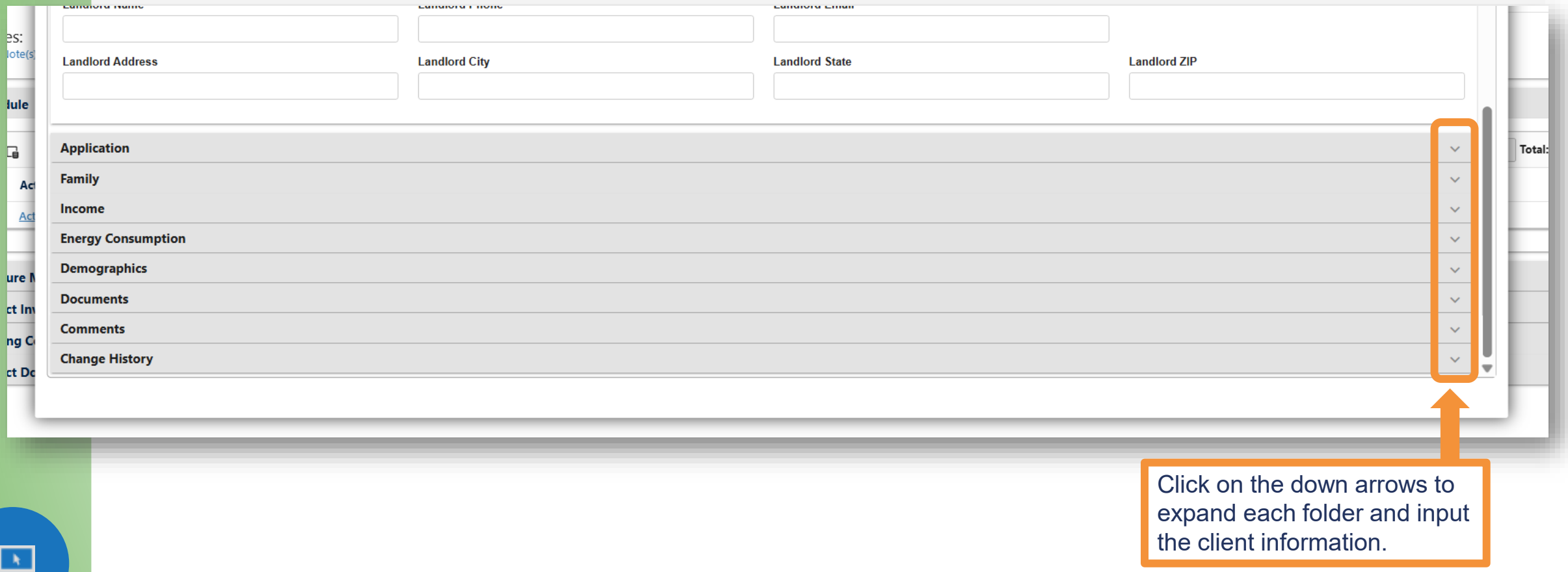


# Client Information

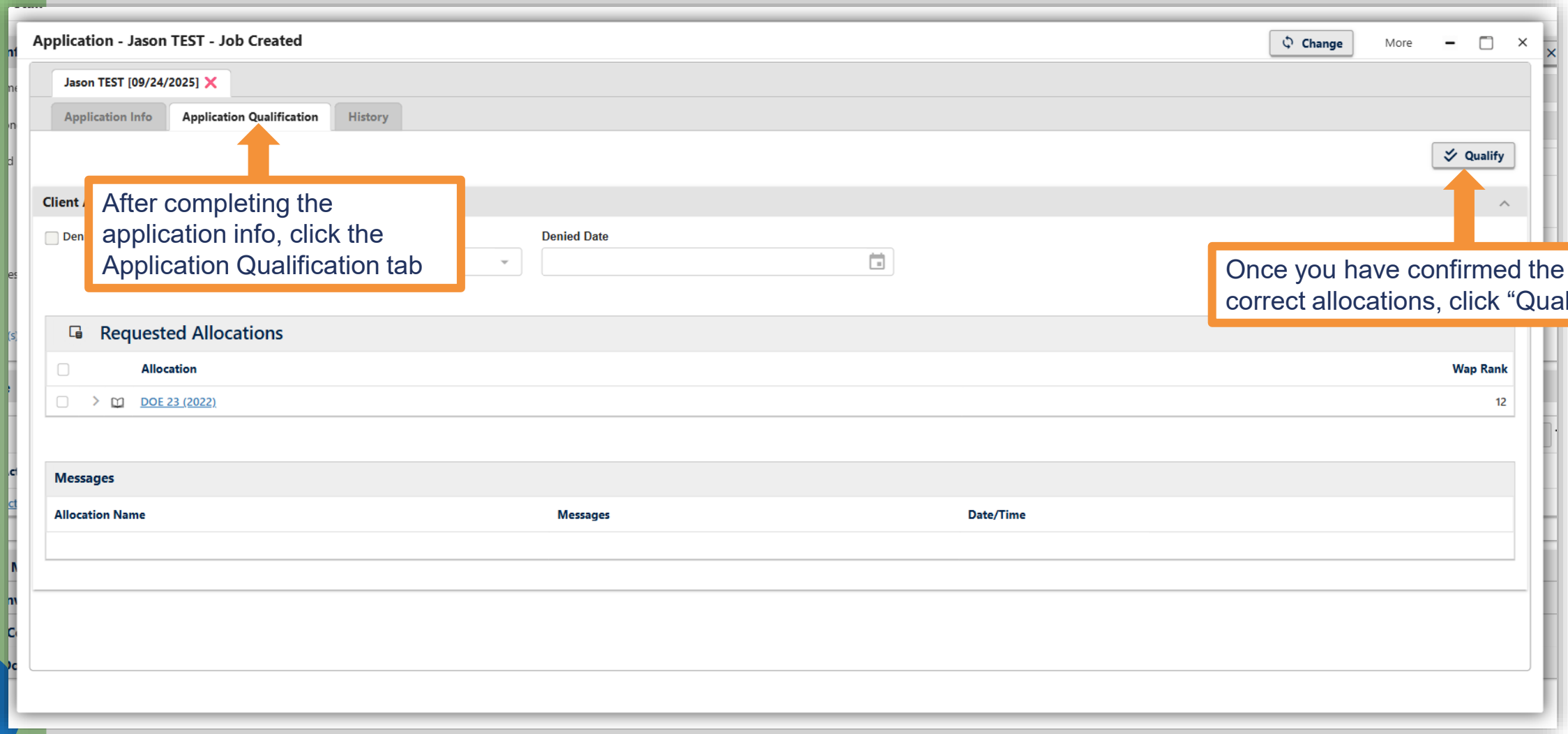
The information is used to confirm eligibility for the program. An audit cannot be run or downloaded until ALL required client intake pages are complete and valid. The red asterisks indicate required information.



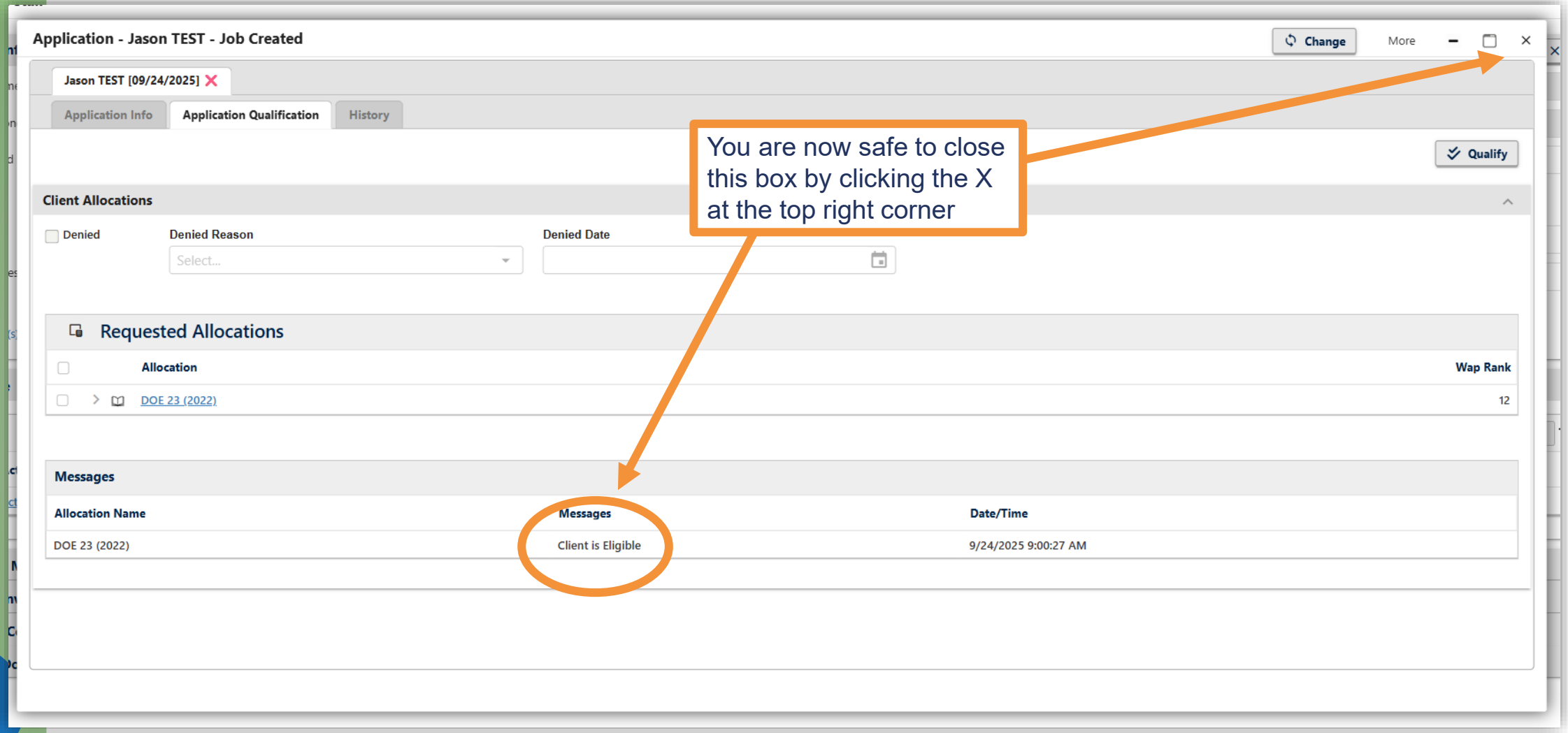
# Client Information



# Client Information



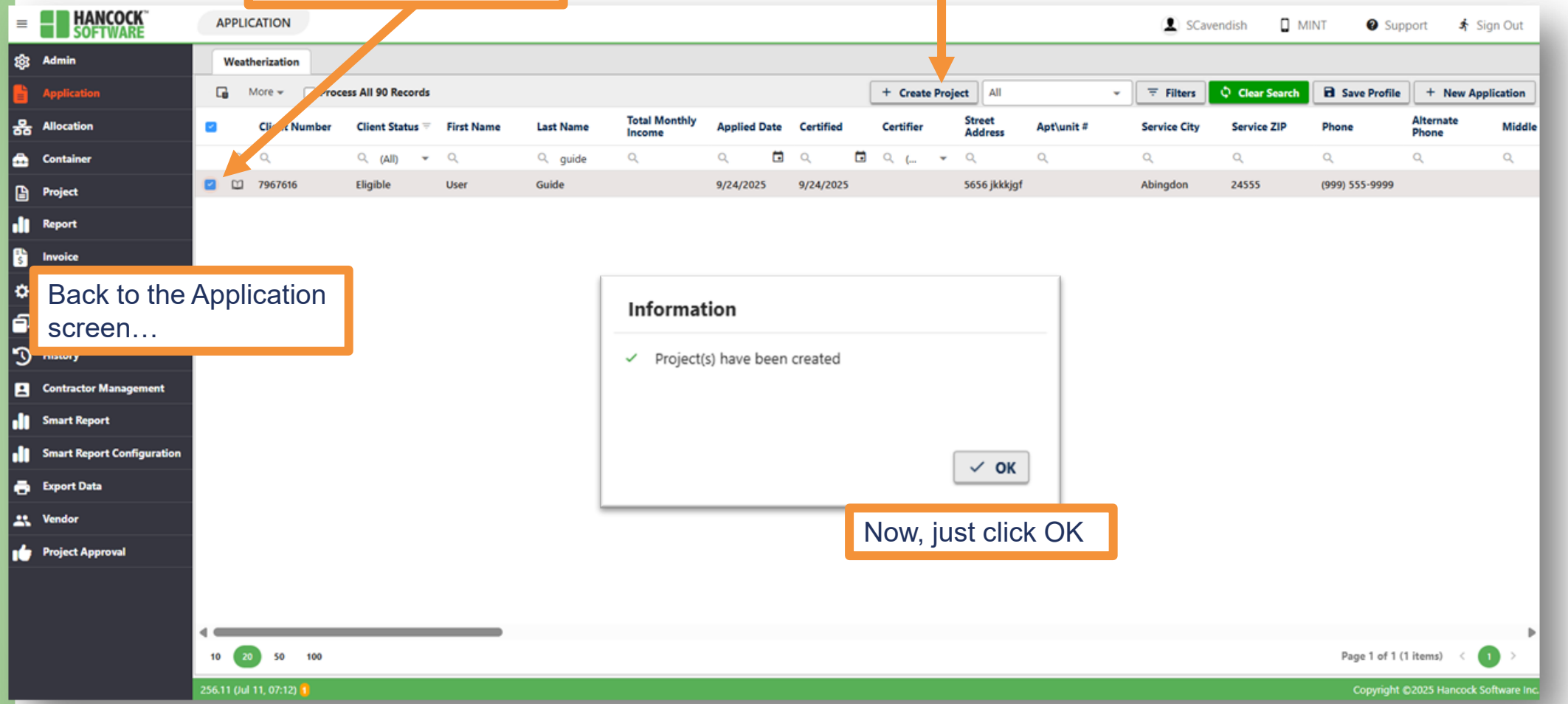
# Client Information



# Client Information

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

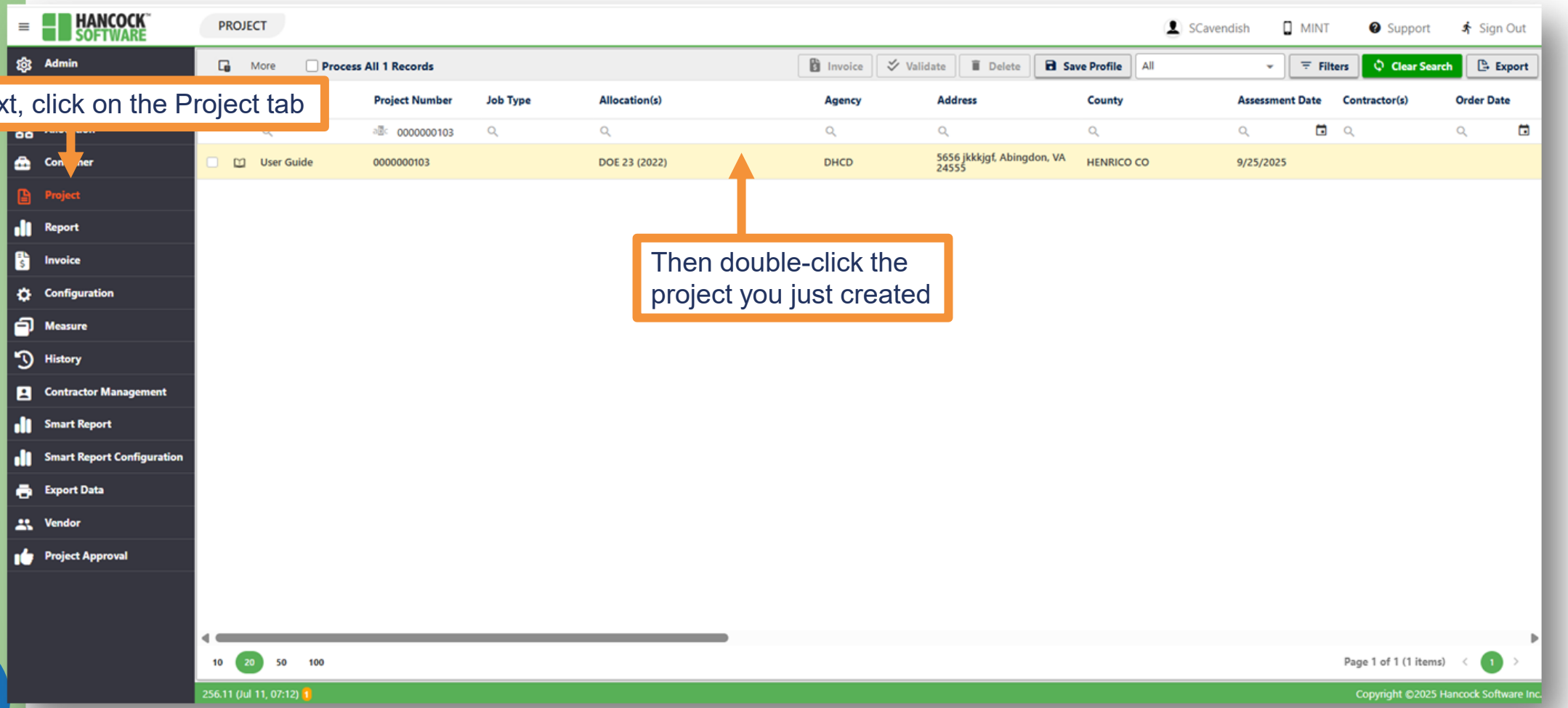
Next, click the Create Project button




Back to the Application screen…

Now, just click OK

# Client Information




Next, click on the Project tab

Then double-click the project you just created

# Audit Information

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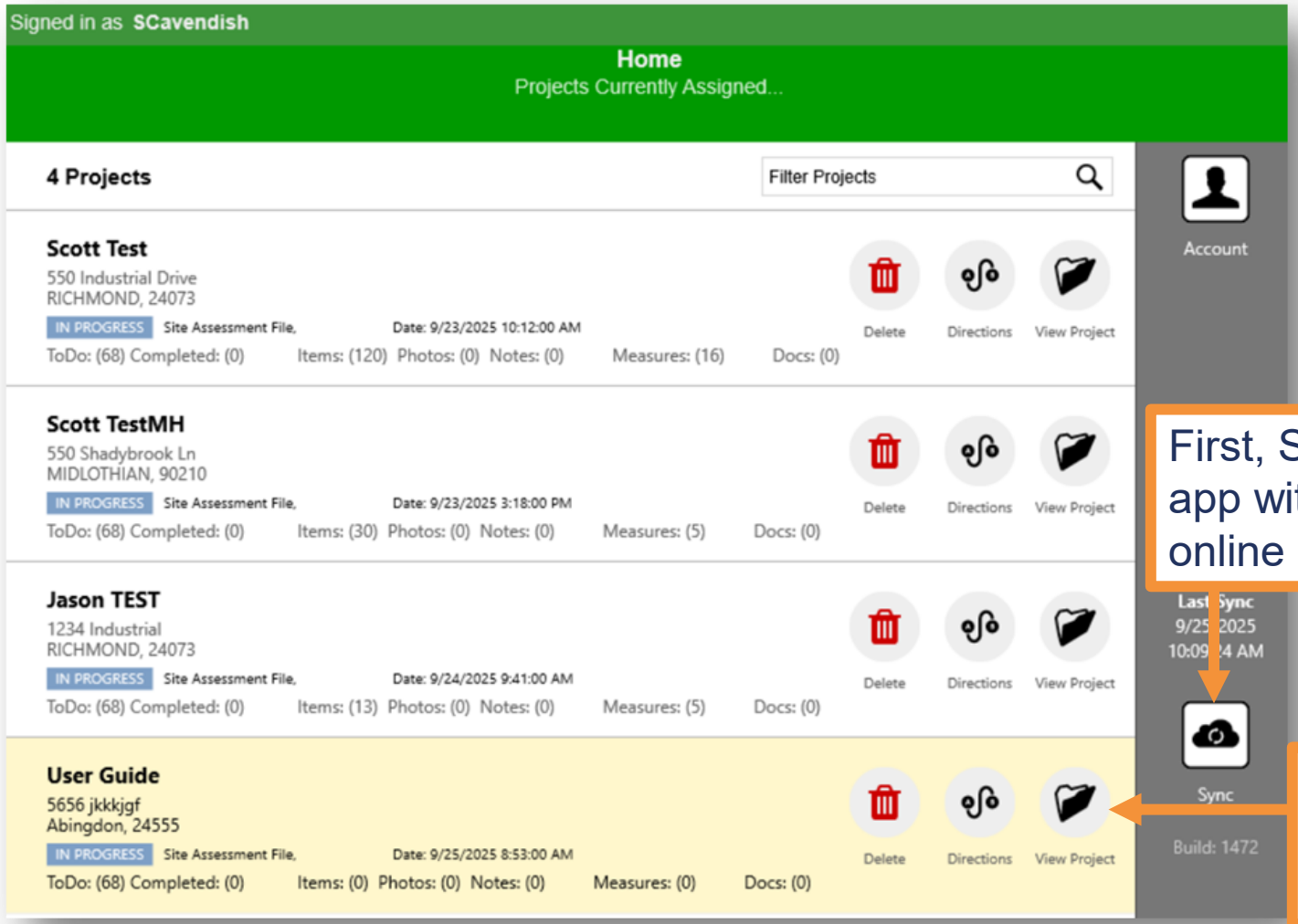
Log in to the Hancock MINT app on your tablet

# Audit Information



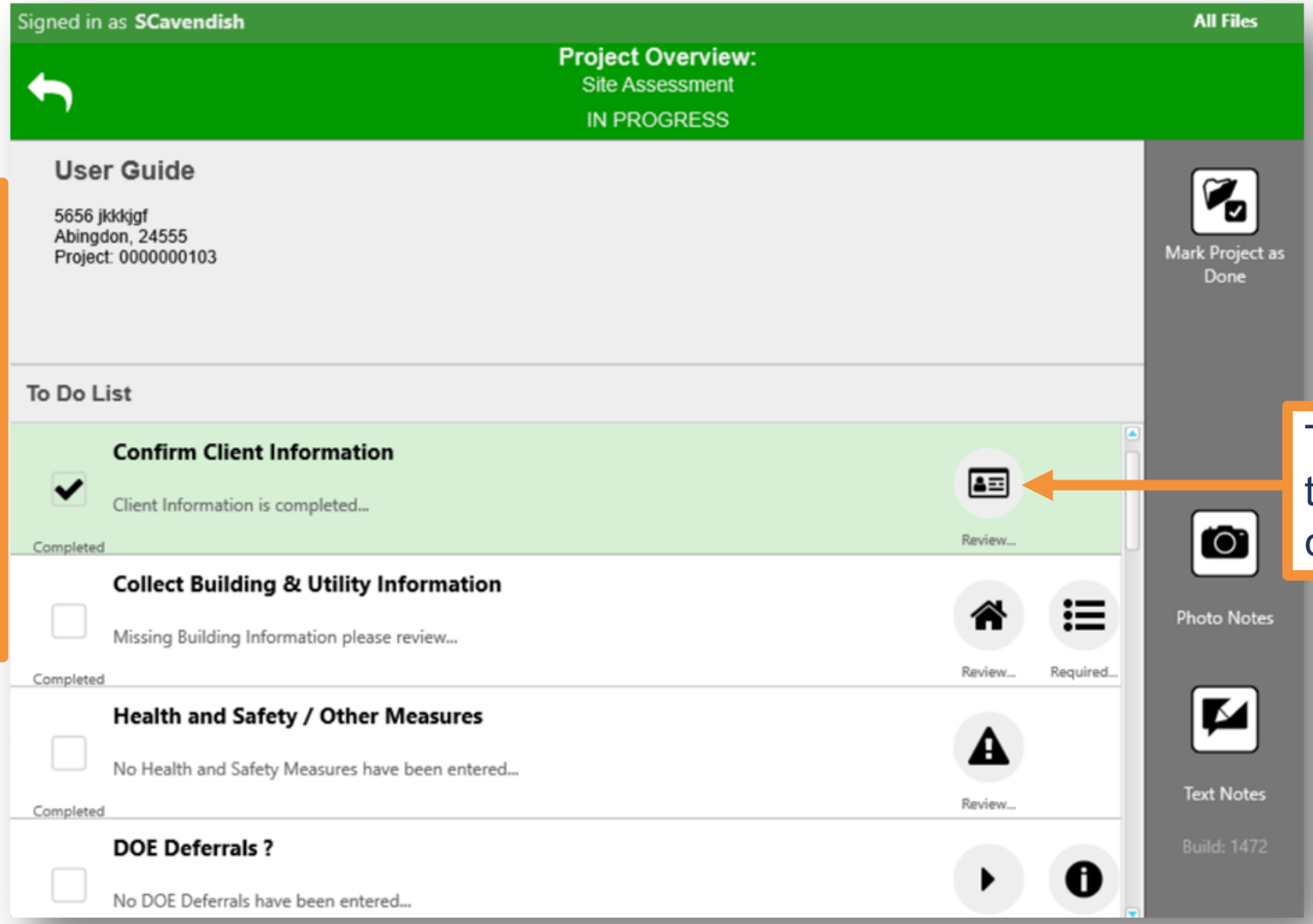

First, Sync the app with your online account

Then, select your audit by touching the View Project icon

# Audit Information

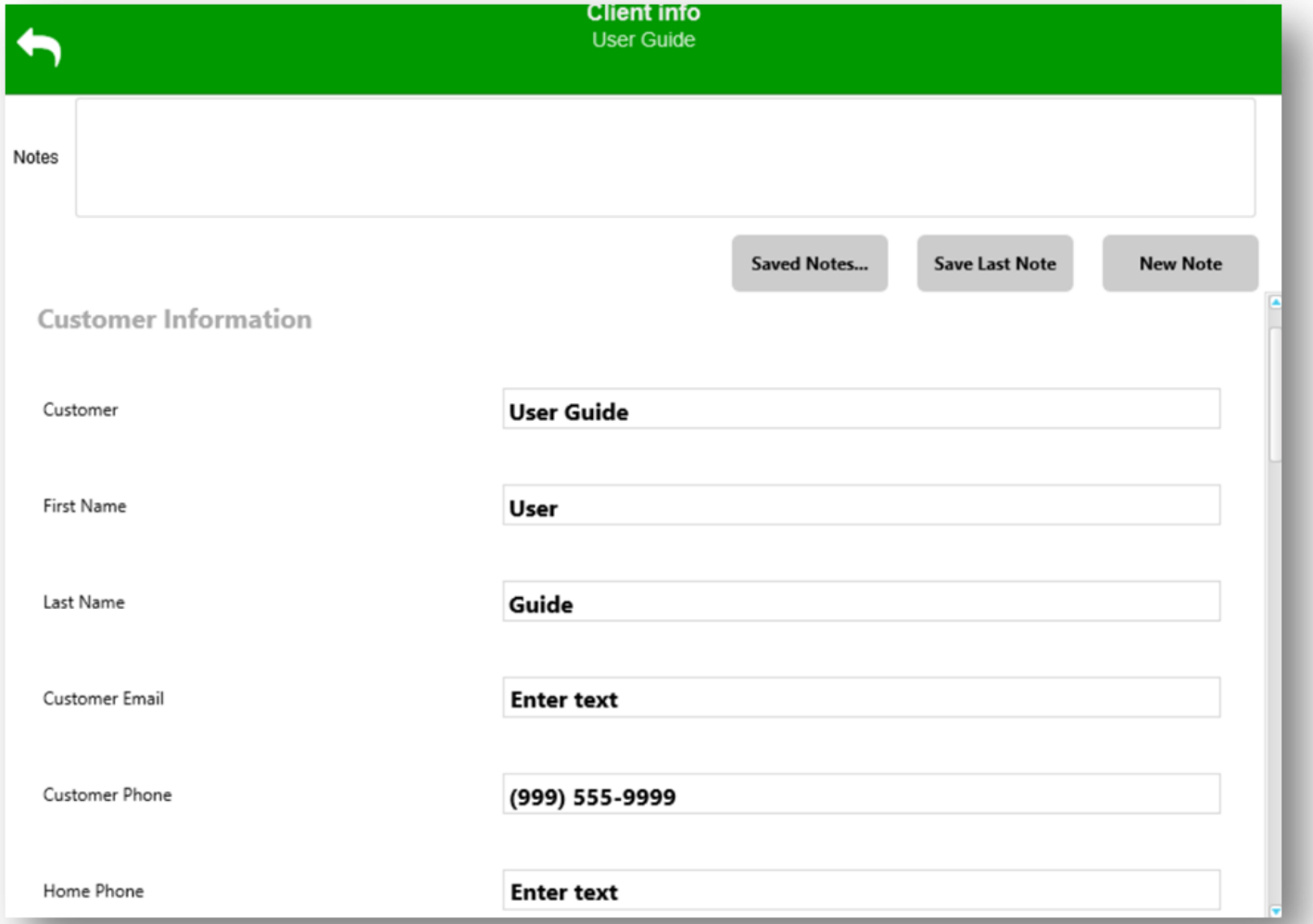
You'll notice that it already says "Client information is completed…"

Some information was populated from Hancock Cloud but not everything.

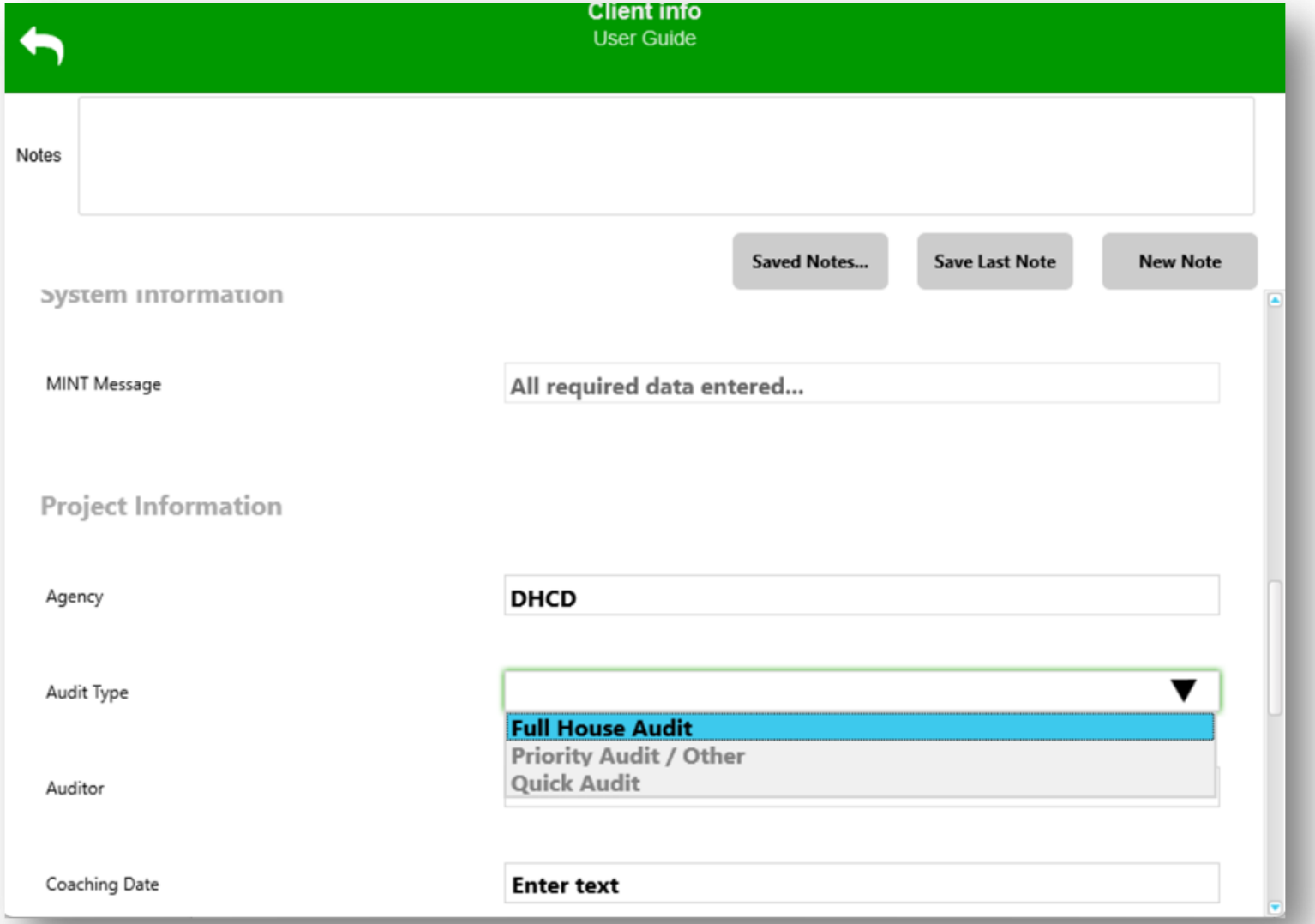



Touch the Review icon to begin confirming client information

Finish updating all customer information and confirm that it is correct



# Audit Information




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

# Deferrals

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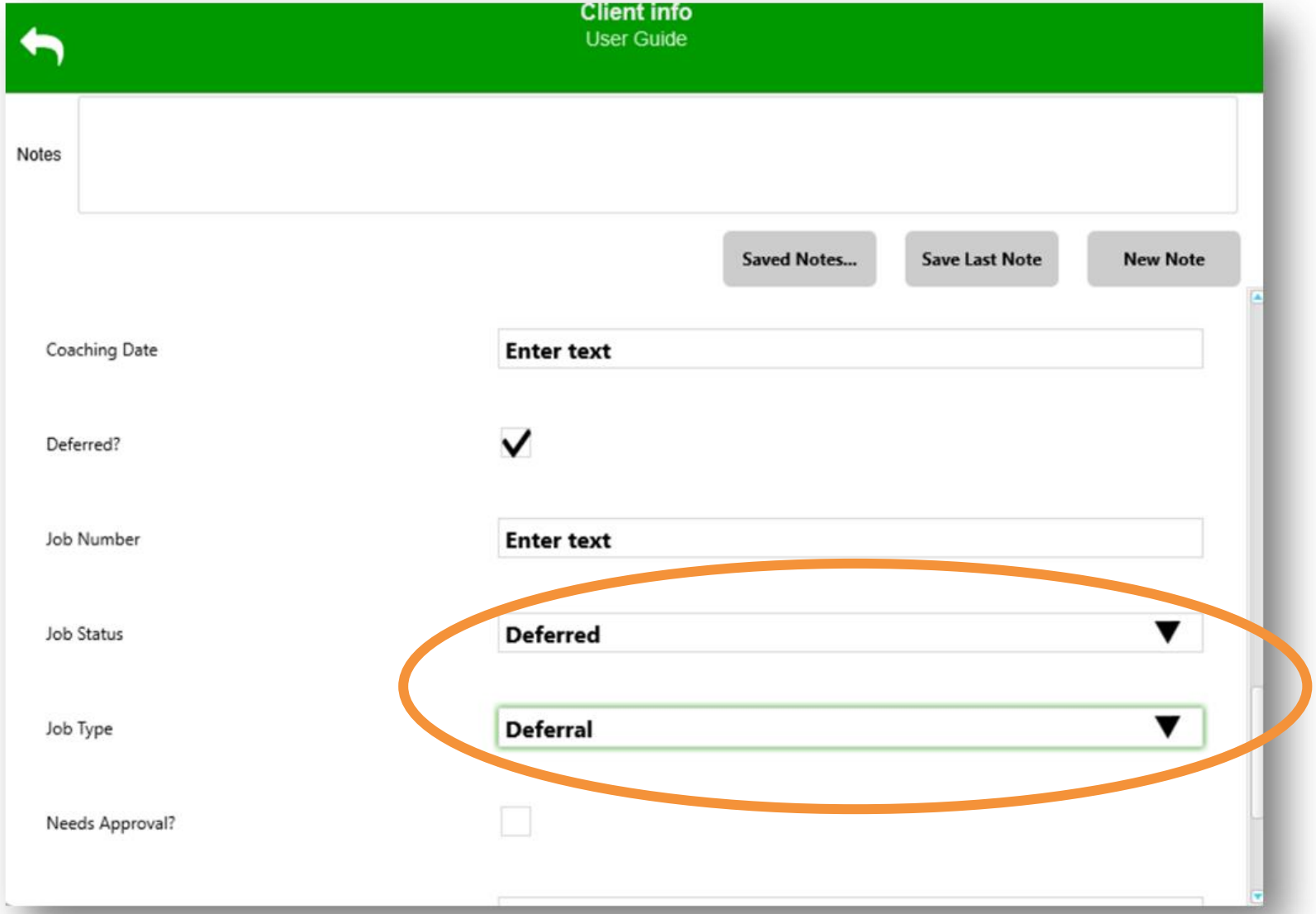
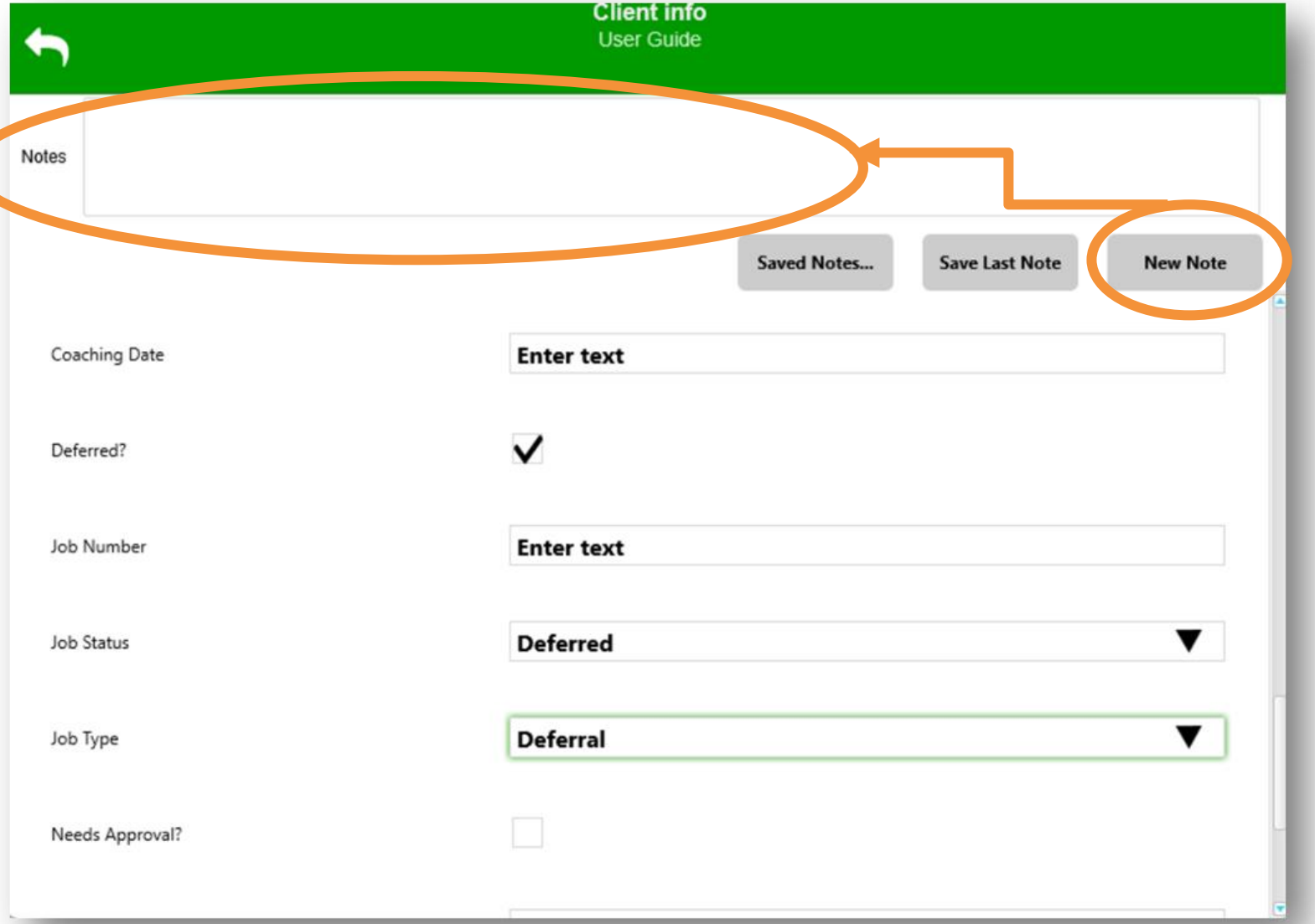
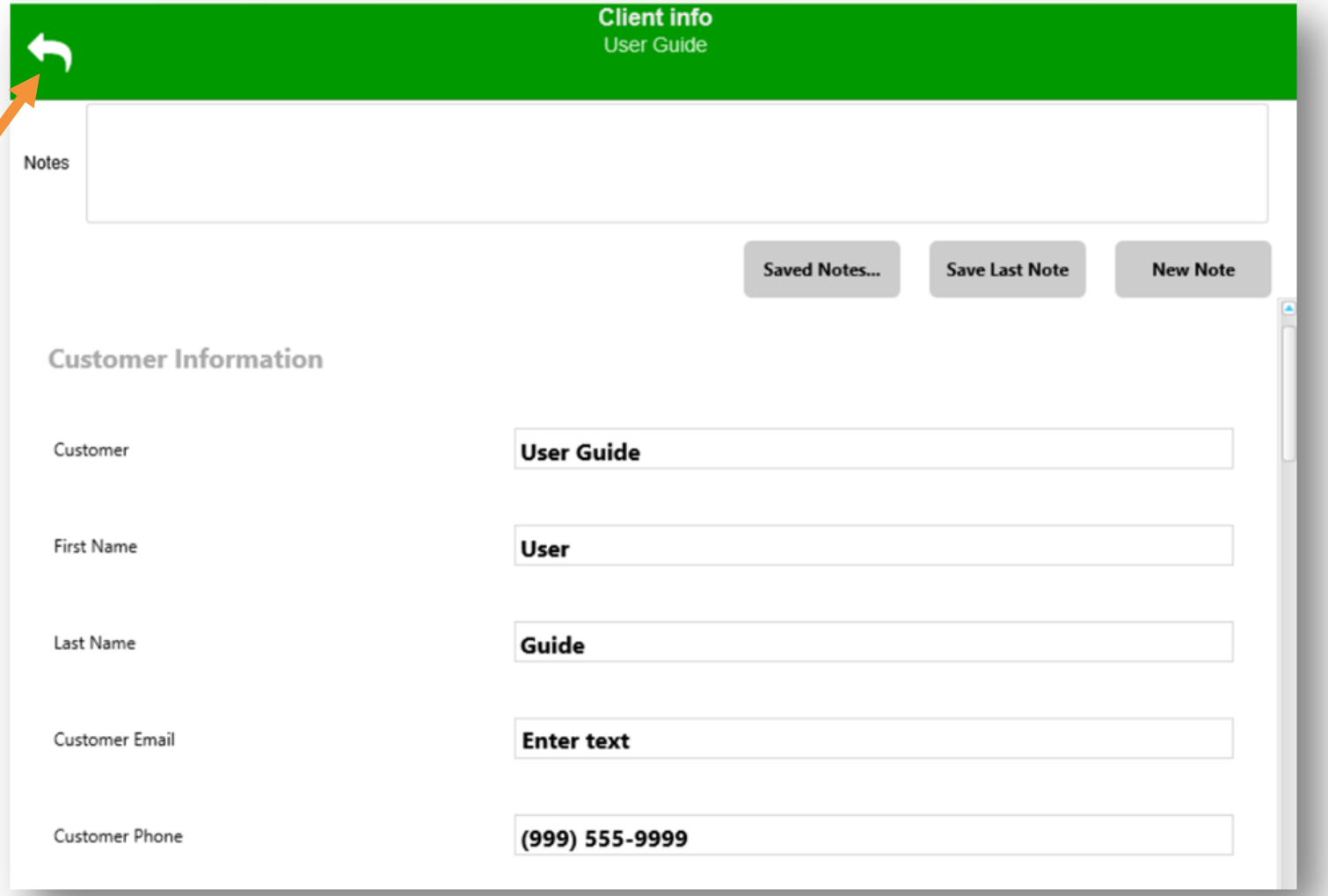
If the project needs to be deferred, check the Deferred box and change the Job Status and Type to Deferred/Deferral

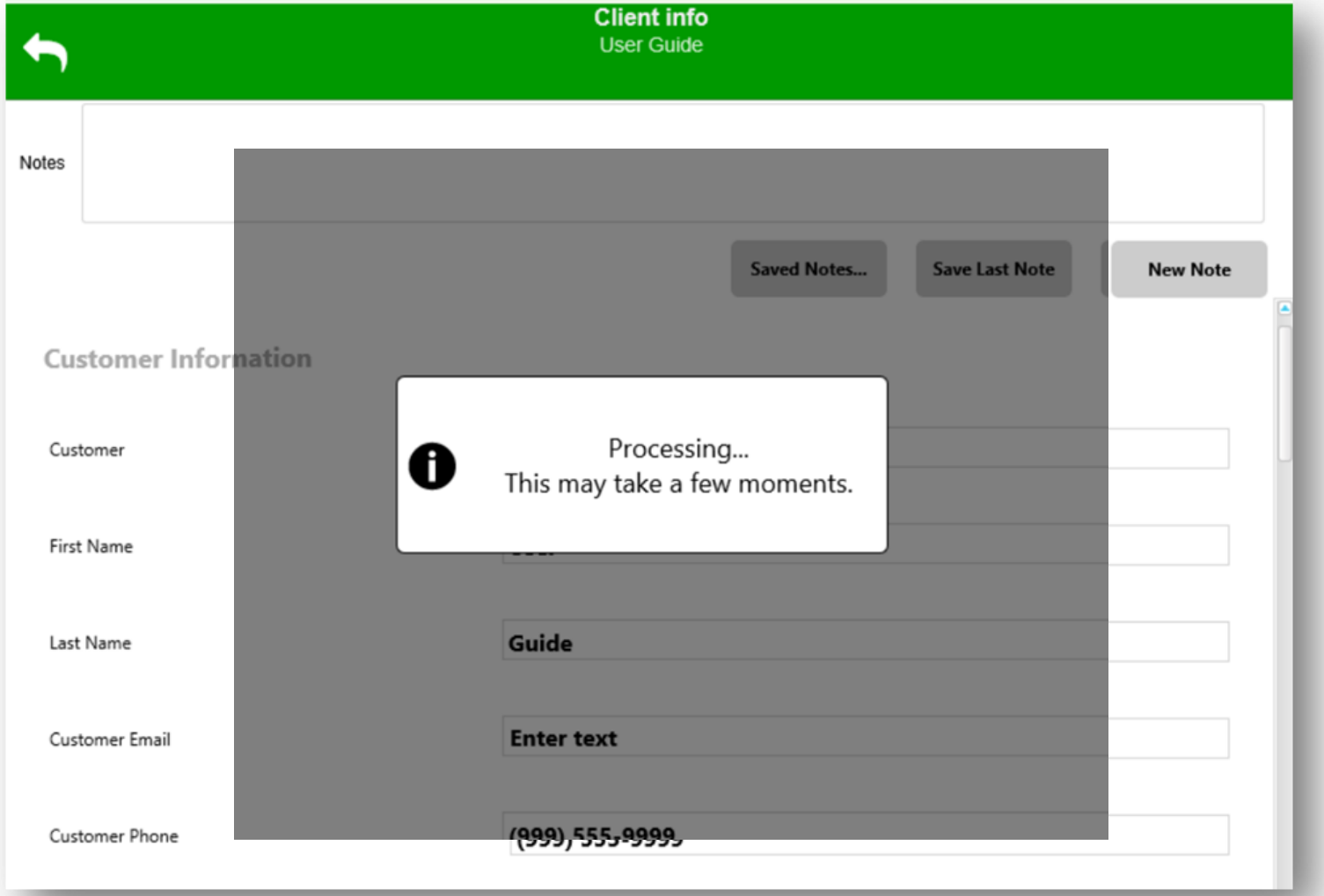


If your project is going to be deferred, you will need to add information into the notes section explaining the purpose of deferral.



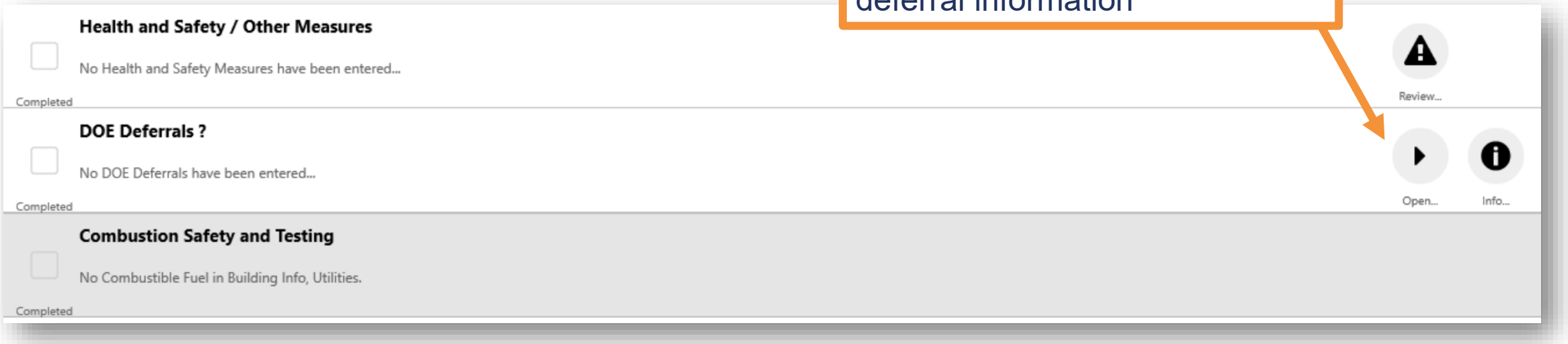
When you have completed the Client Info section, select the back arrow at the top left corner.

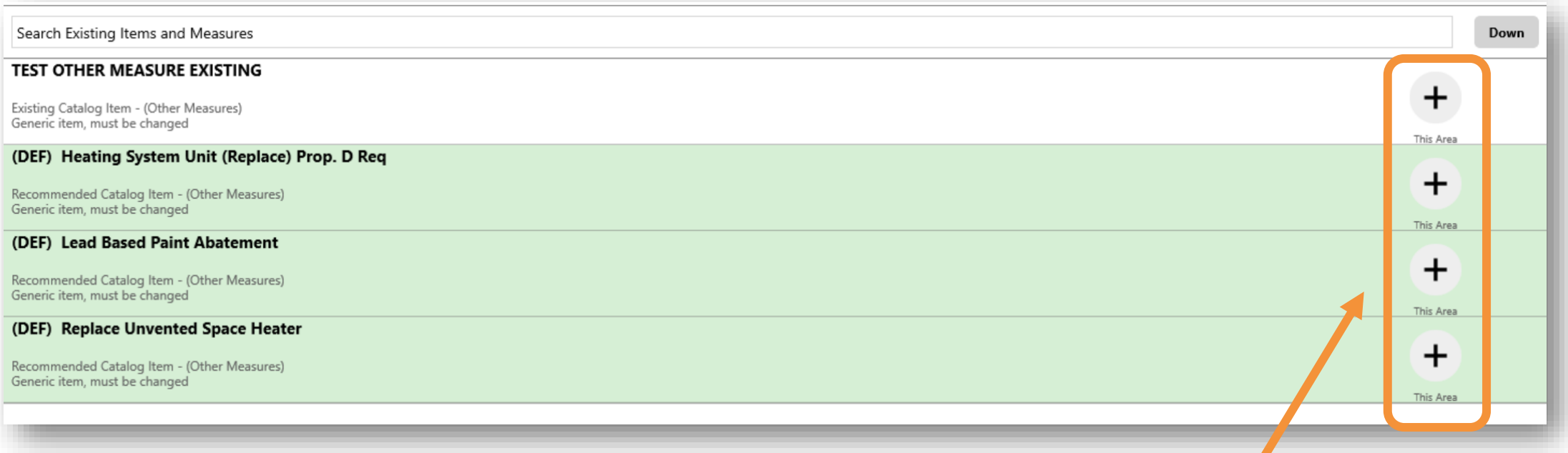





This will automatically save your work and return you to the project screen

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






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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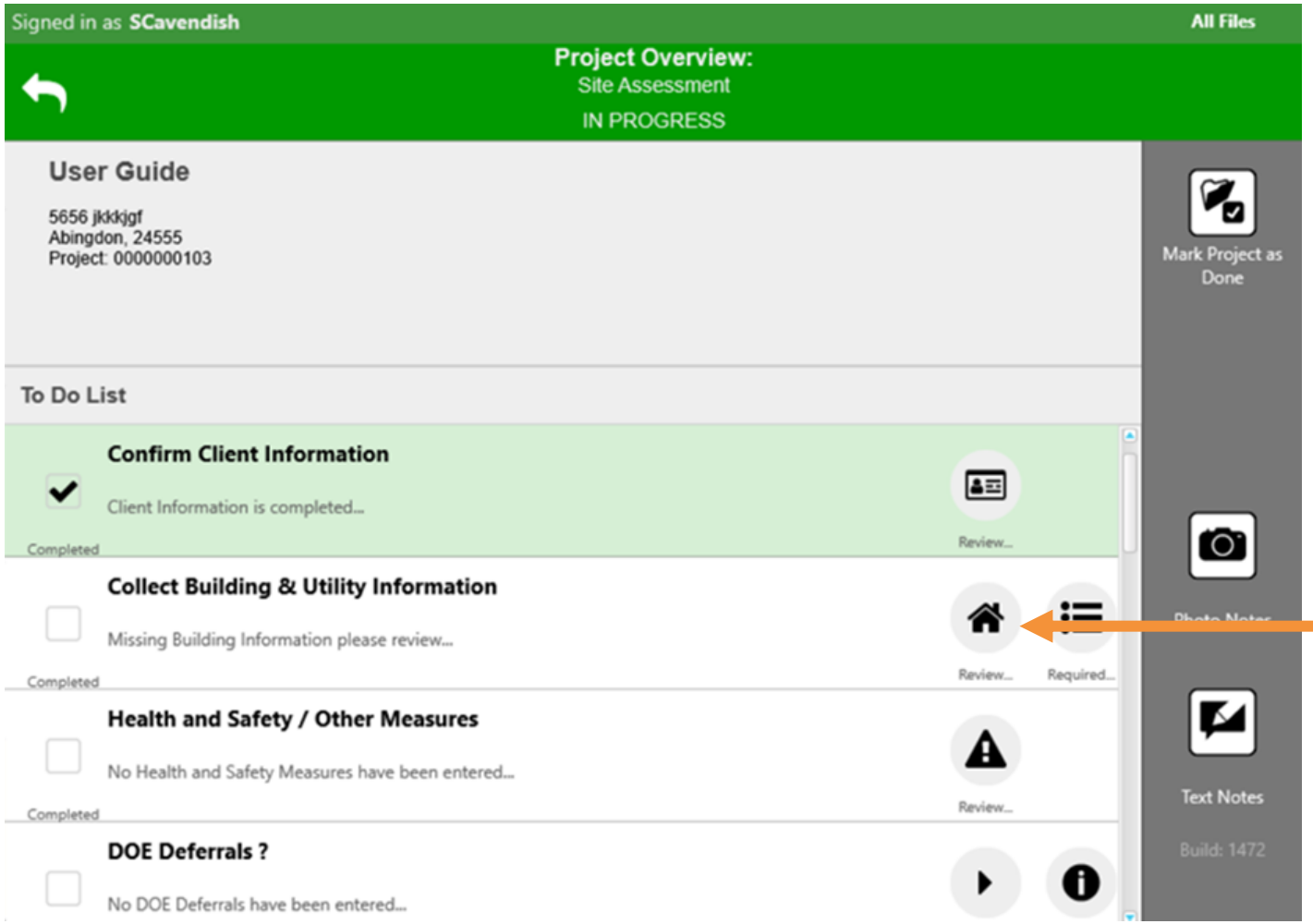
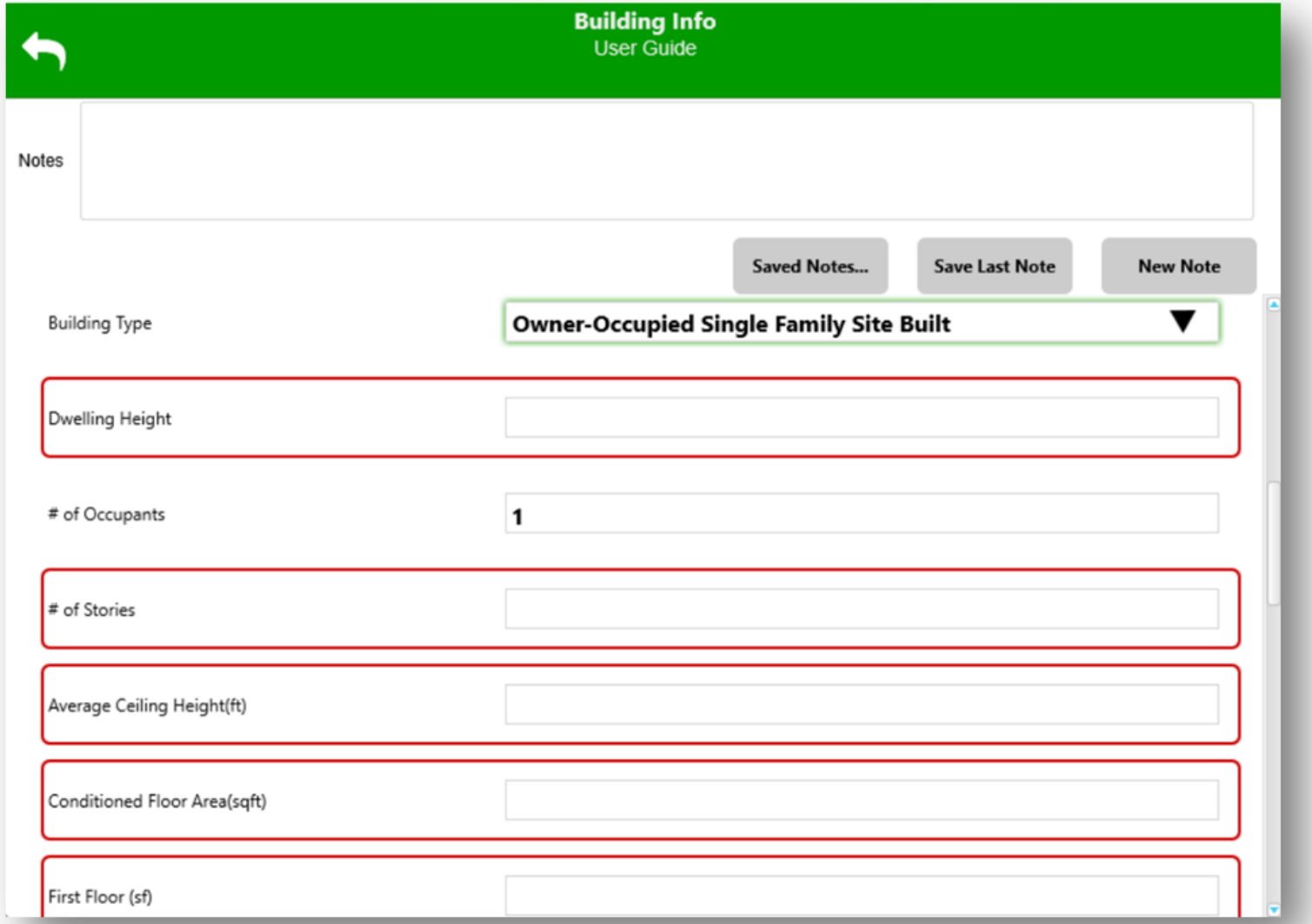



Back on the project screen, touch the Review icon next to the section labeled “Collect Building & Utility Info”

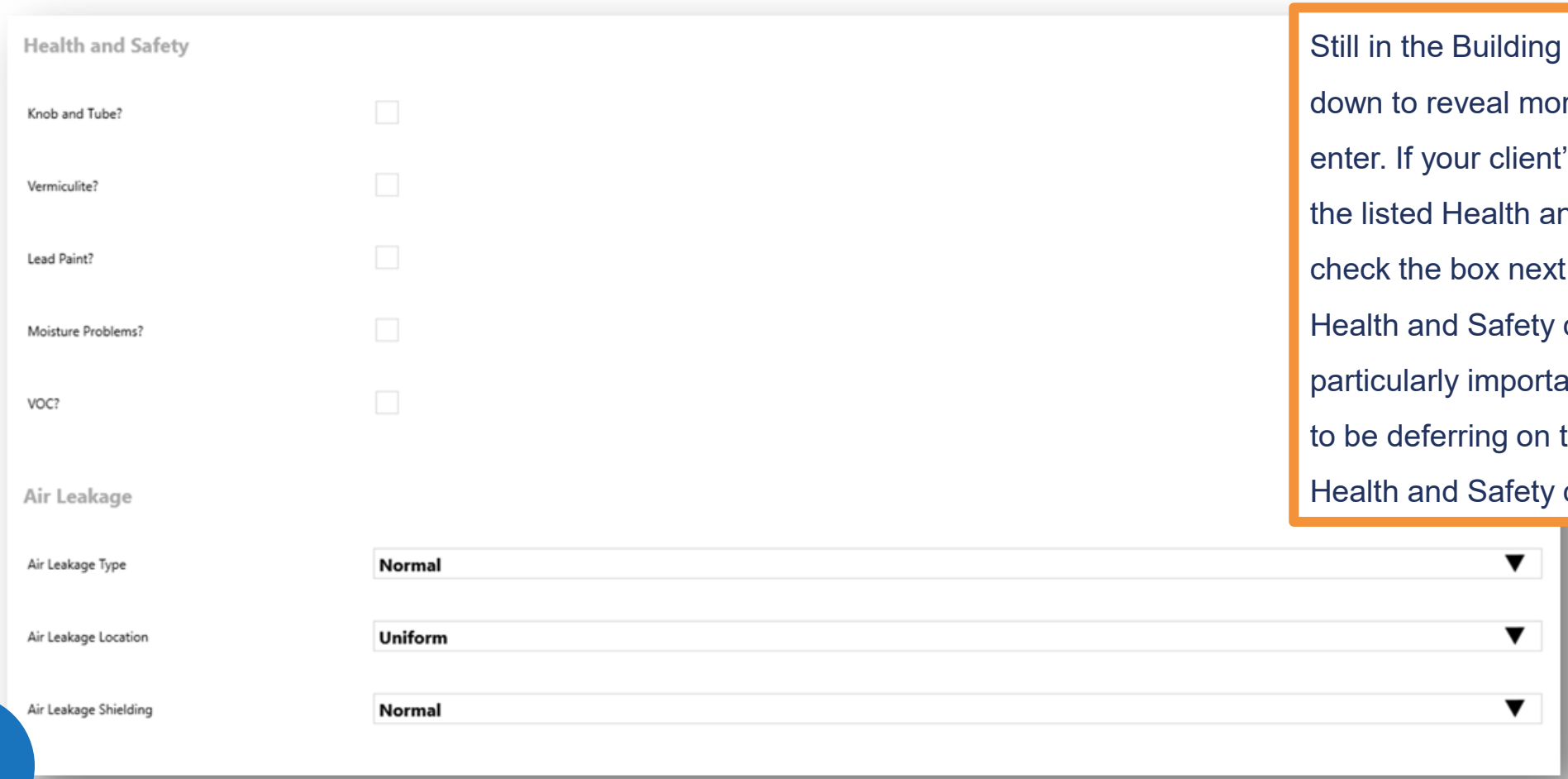
# Inputting House Dimensions

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



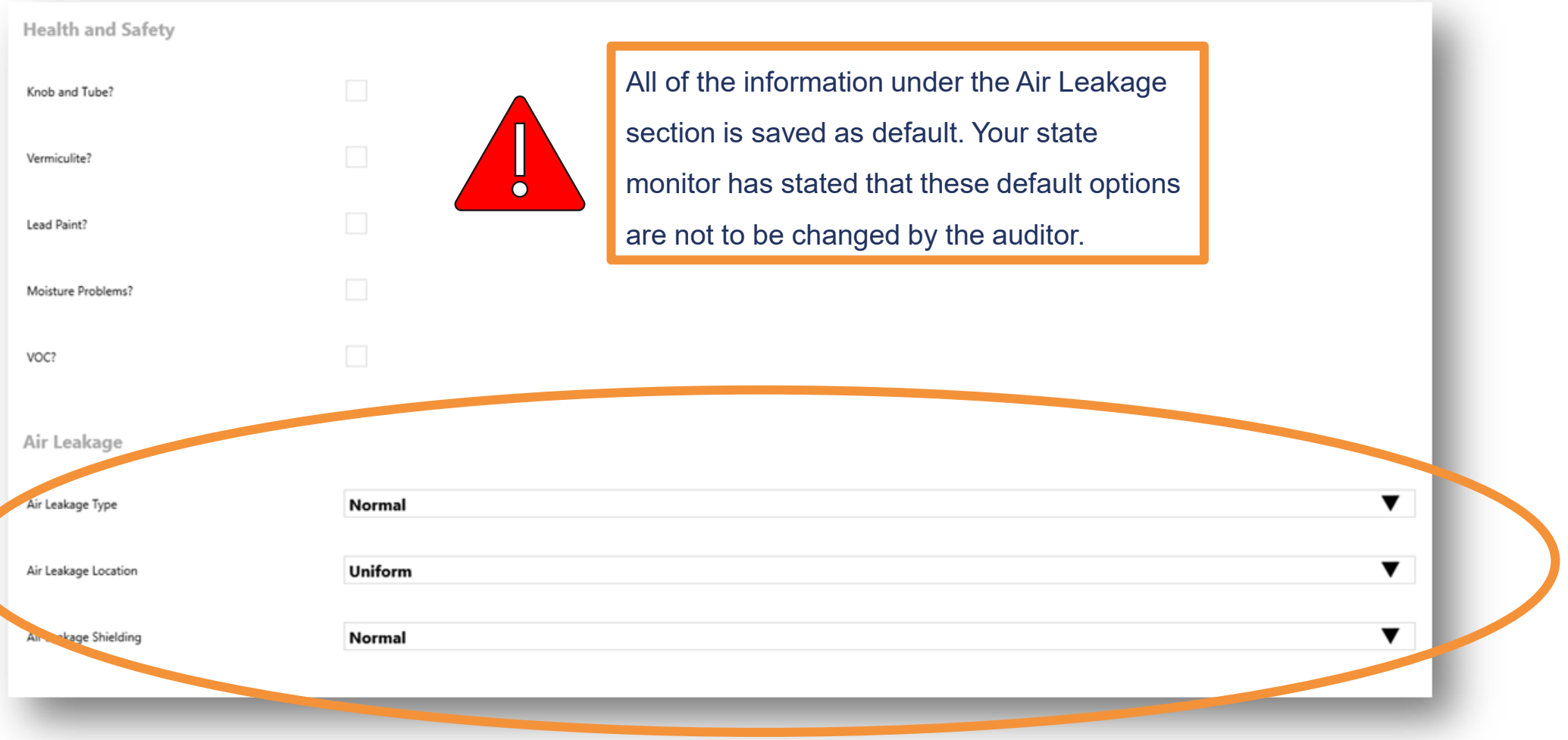

Pay special attention to the data points with red boxes around them. This information is required

# Inputting House Dimensions




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




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.

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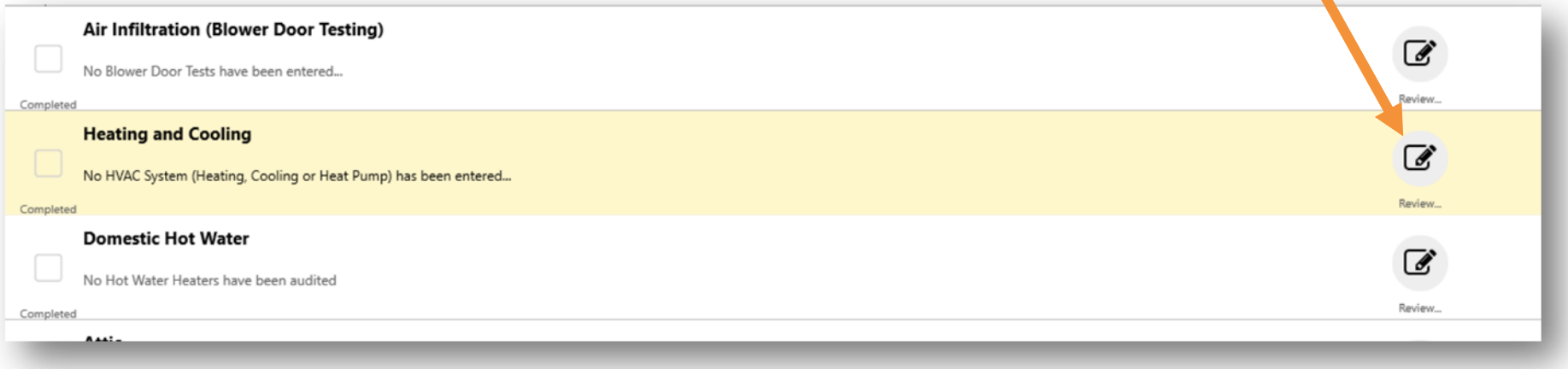
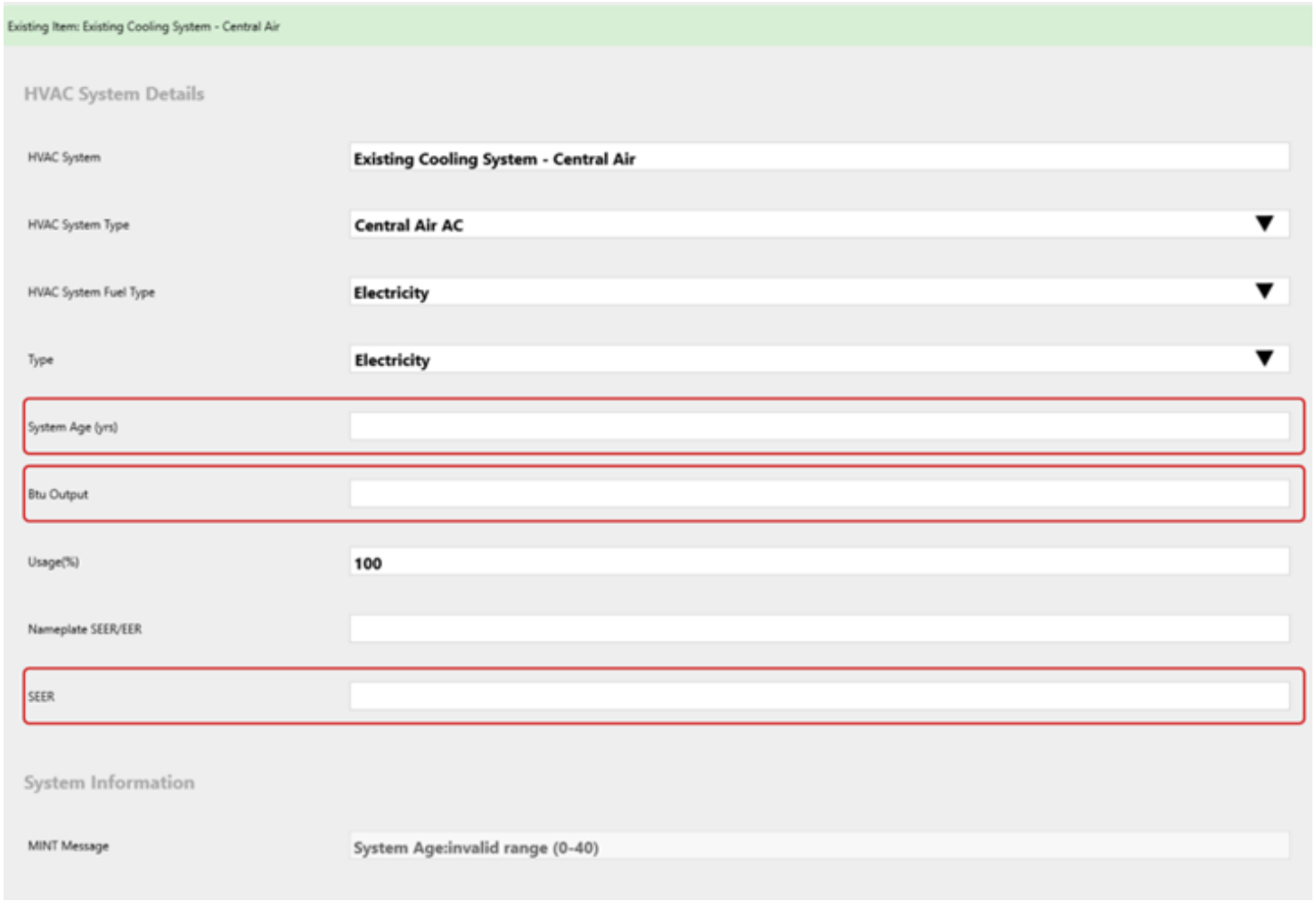
Touch the back arrow to return to the Project screen. Again, it will save automatically

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

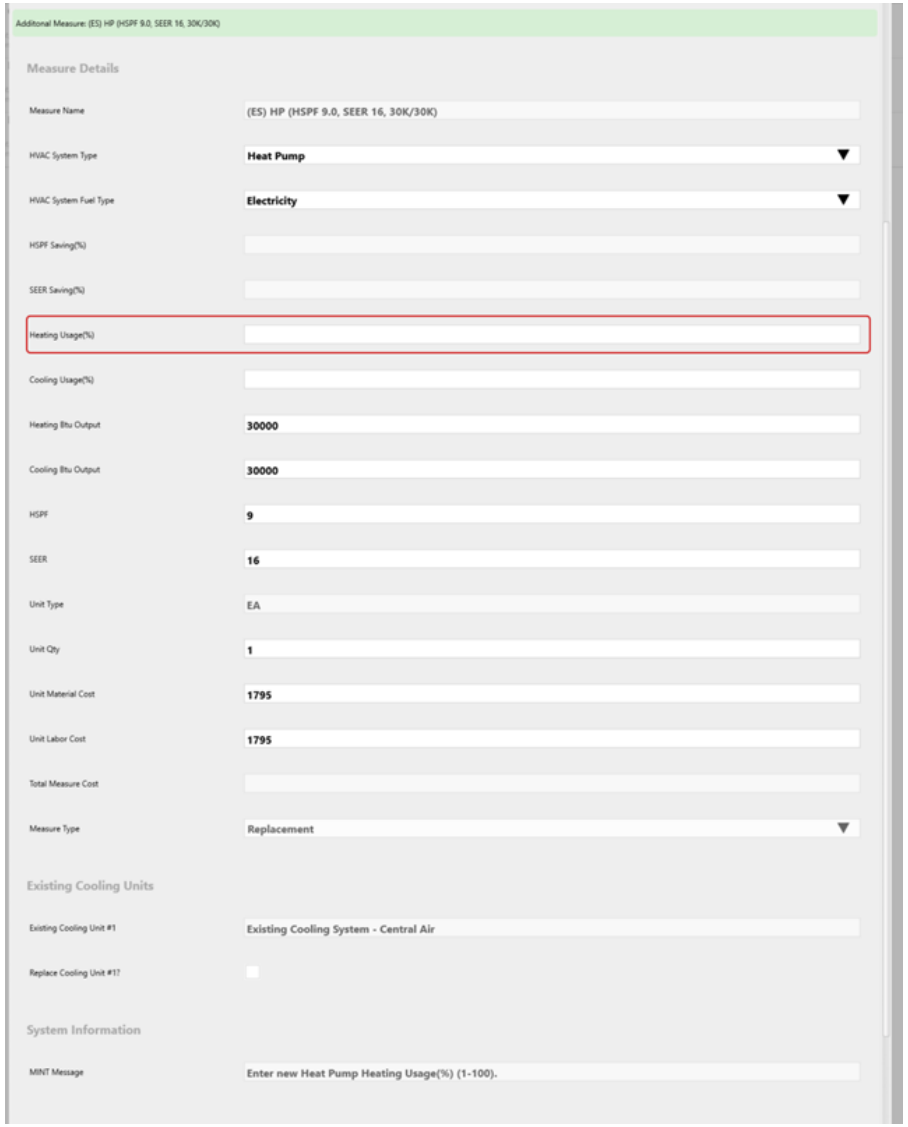


This will take you to the HVAC System Details section where you can input all the necessary data points. Fill out the form, especially those spaces with red boxes



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

# Heating & Cooling




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.**

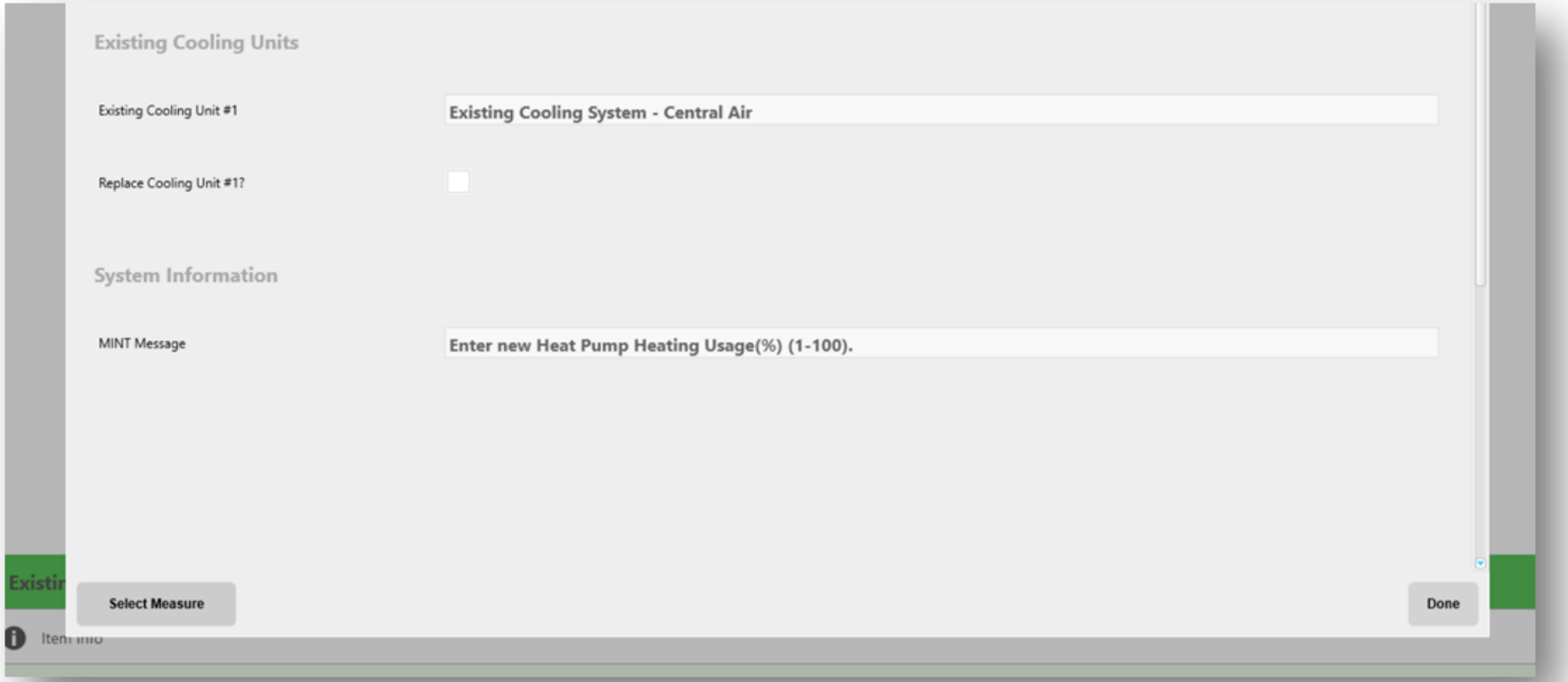
**40,945.704 Btu/hr.**

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:

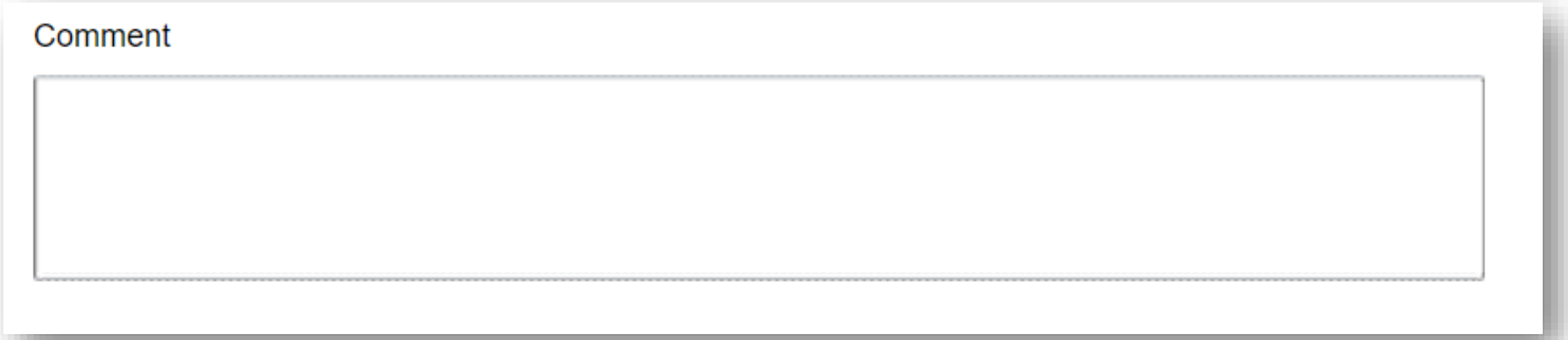
https://www.magtrol.com/watts-btu-converter/

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




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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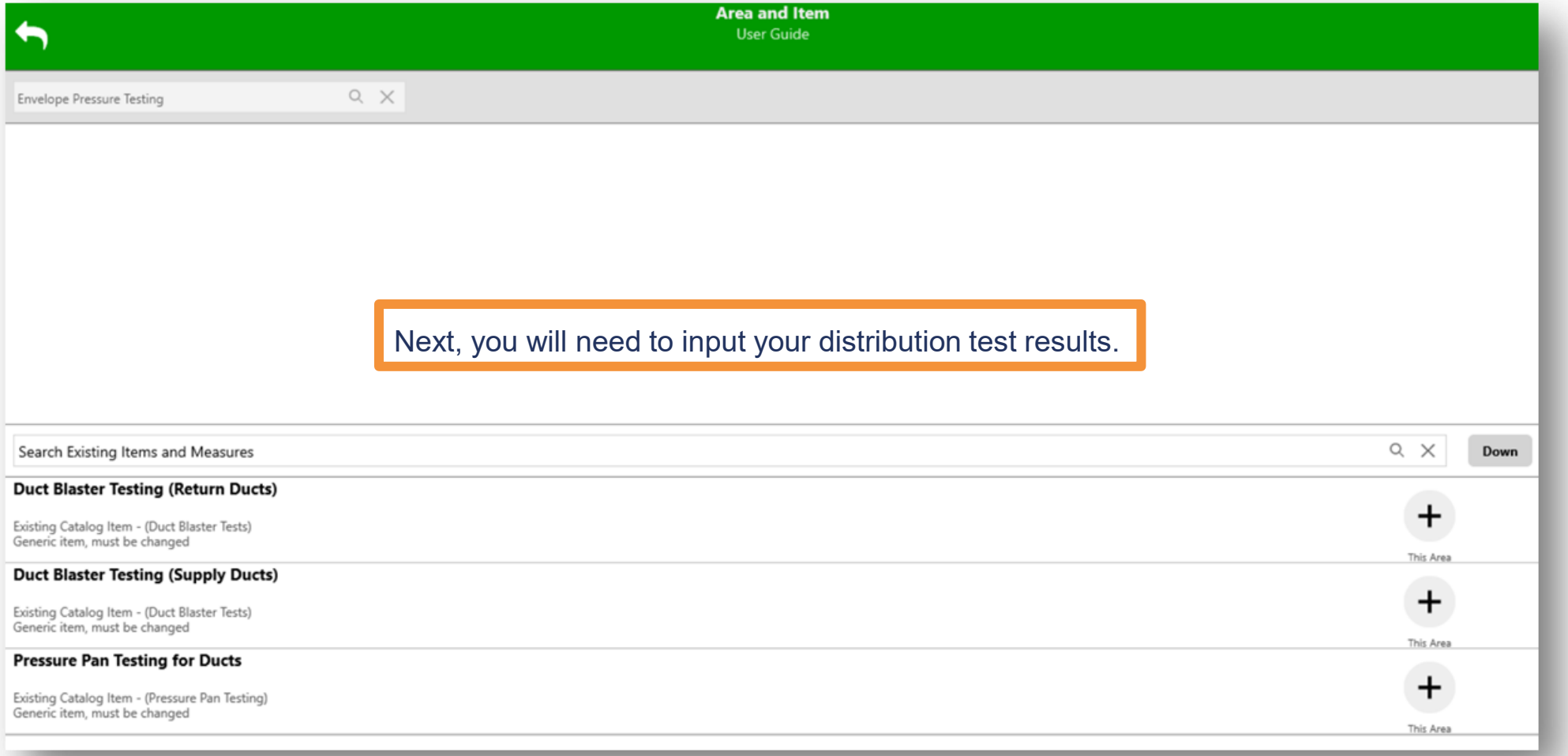
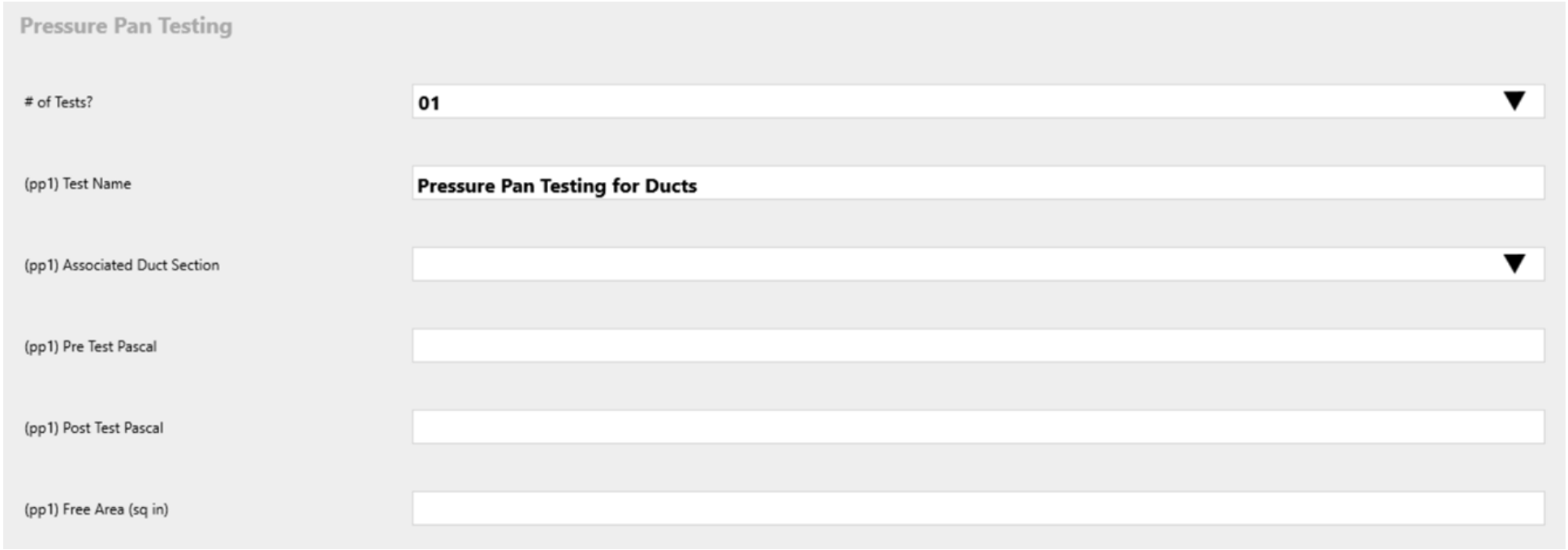
Touch the back arrow to return to the Project screen. It will save automatically

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

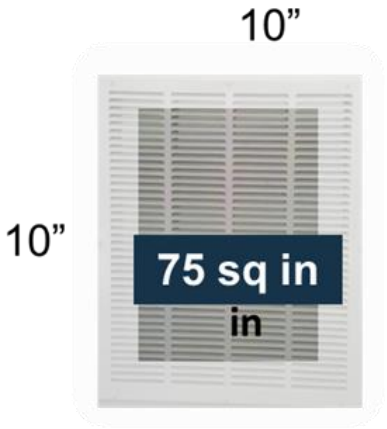
Touch the Review icons on each section to input that information. While Distribution Ducts and Distribution Tests are required, the software does not require you to input Thermostat Settings. However, default inputs have been preprogrammed into the software, and your state monitor requires that you NOT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


Area and Item
User Guide
Envelope Pressure Testing
Next, you will need to input your distribution test results.
Search Existing Items and Measures
Down
Duct Blaster Testing (Return Ducts)
Existing Catalog Item - (Duct Blaster Tests)
Generic item, must be changed
This Area
Duct Blaster Testing (Supply Ducts)
Existing Catalog Item - (Duct Blaster Tests)
Generic item, must be changed
This Area
Pressure Pan Testing for Ducts
Existing Catalog Item - (Pressure Pan Testing)
Generic item, must be changed
This Area

Input data from EACH register you test




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.

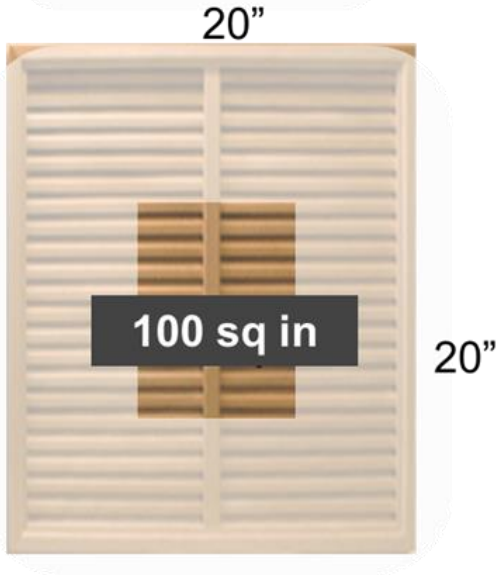


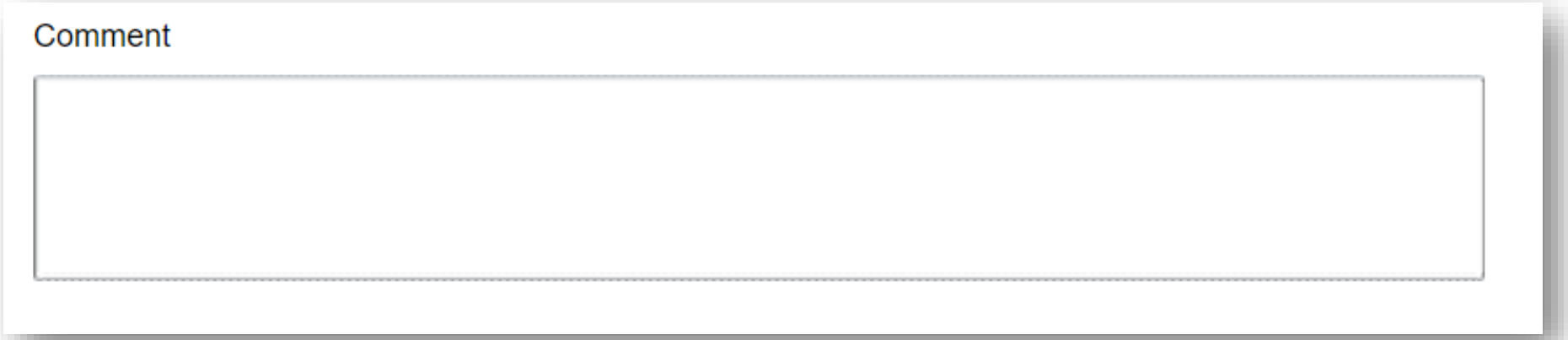

Metal Louvered

is **75%** of total size

Wood Louvered

is **25%** of total size






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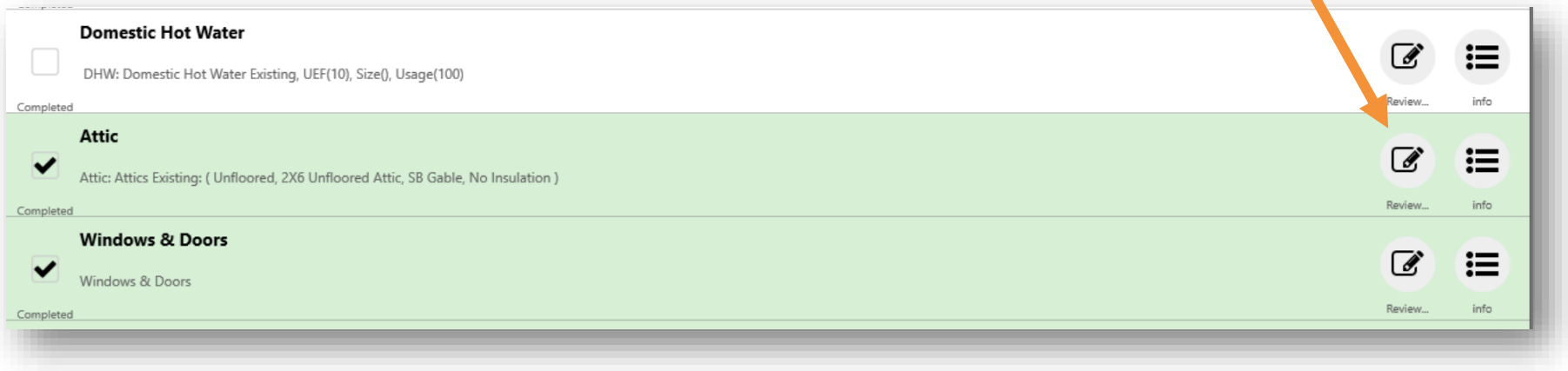
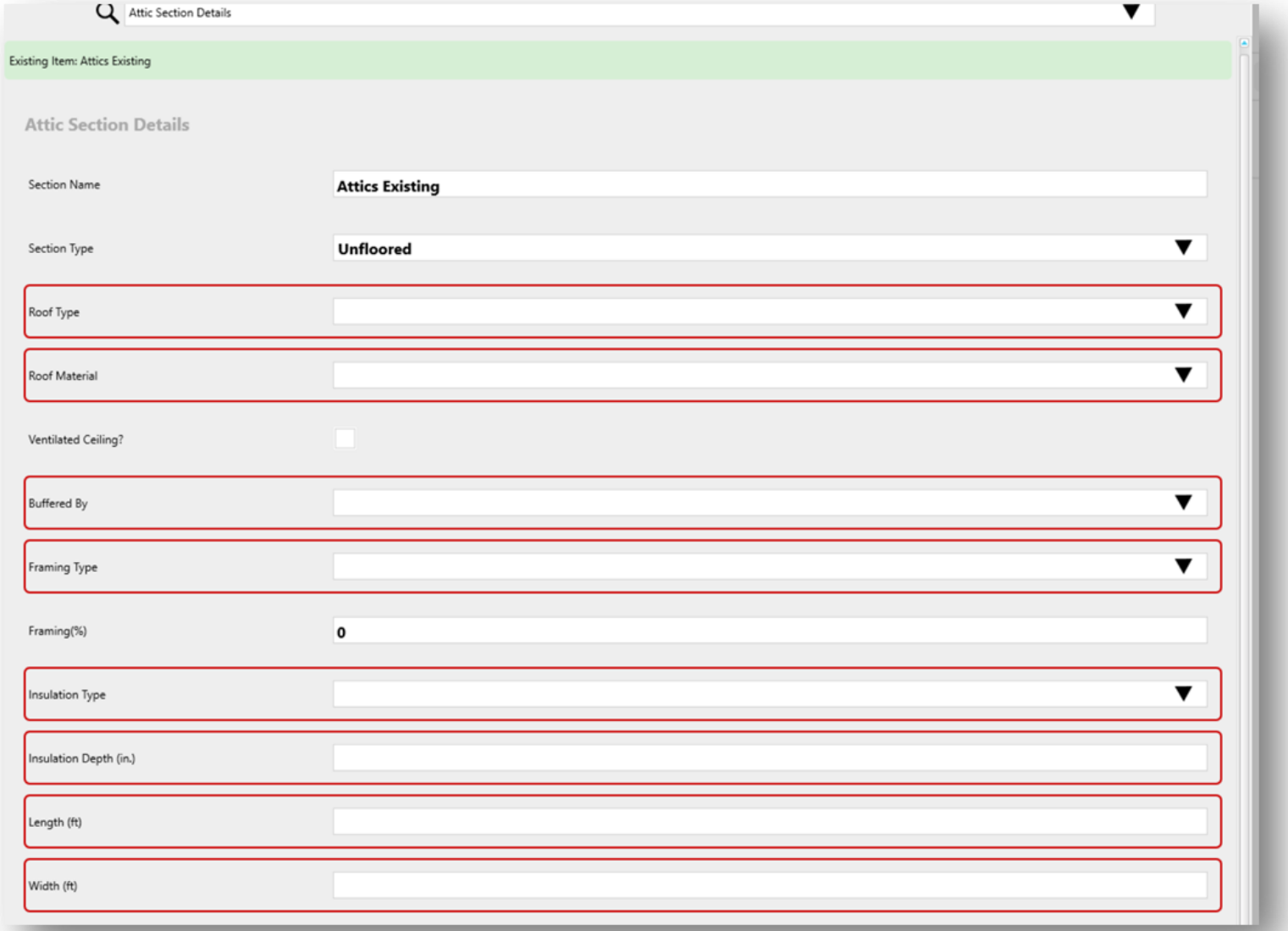
Touch the back arrow to return to the Project screen. Again, it will save automatically

Touch the Review icon to begin inputting the Attic information



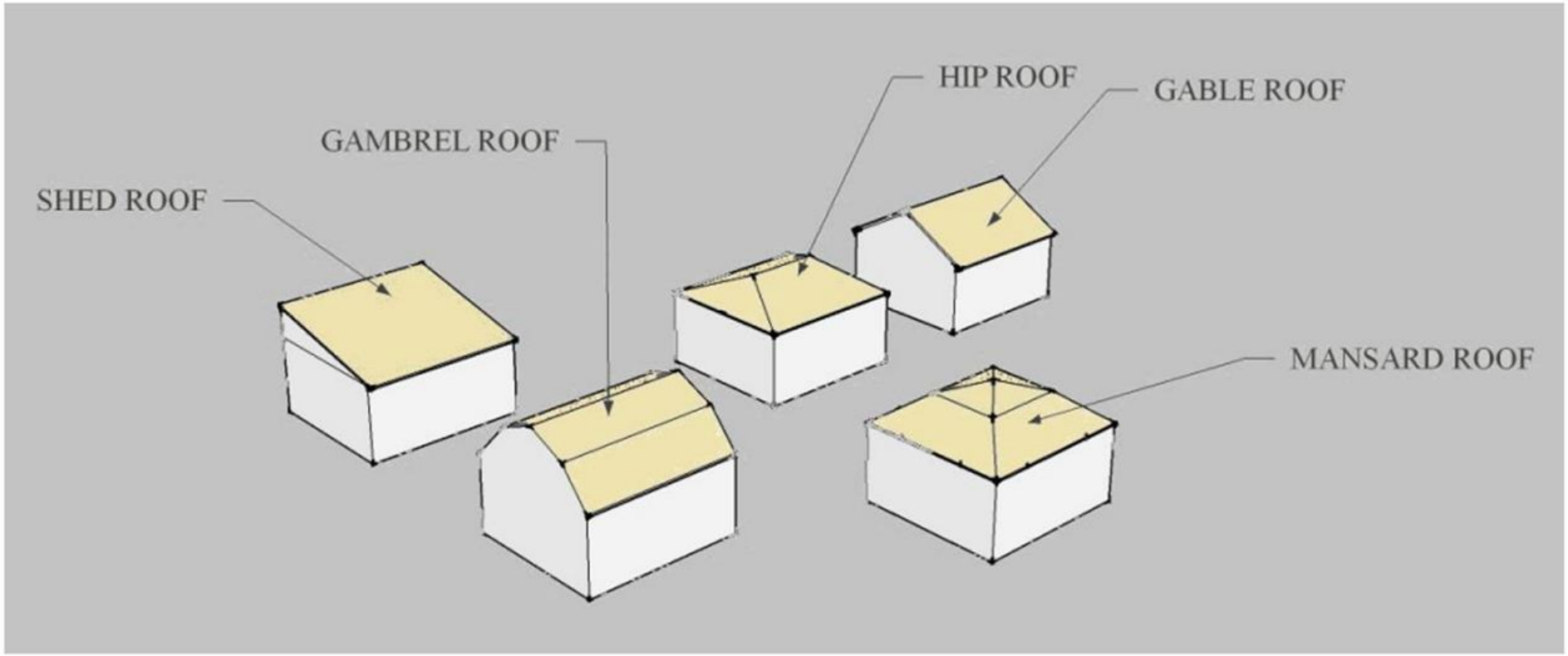
# Attic Section

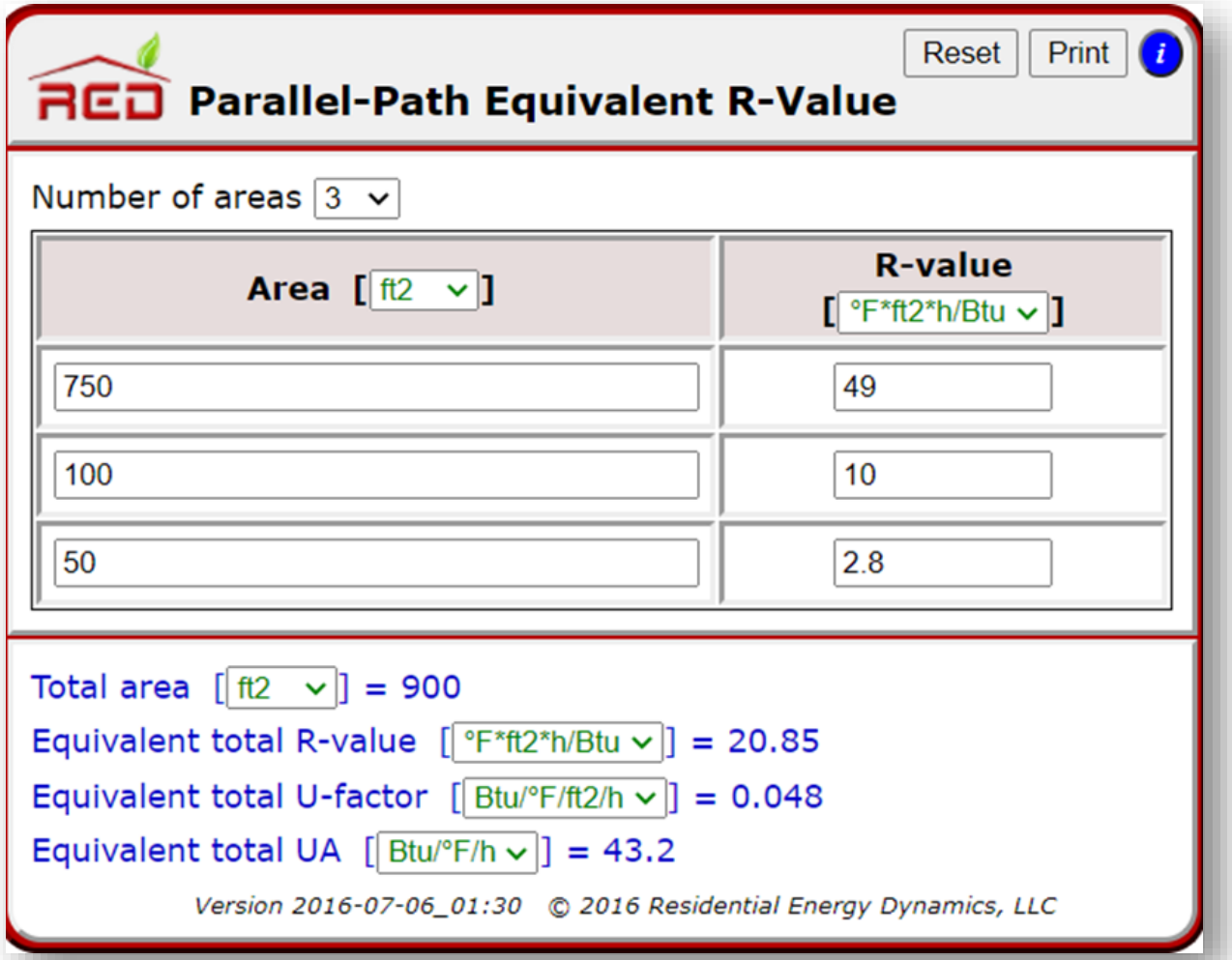



Begin inputting the data relating to each individual attic section.

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






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

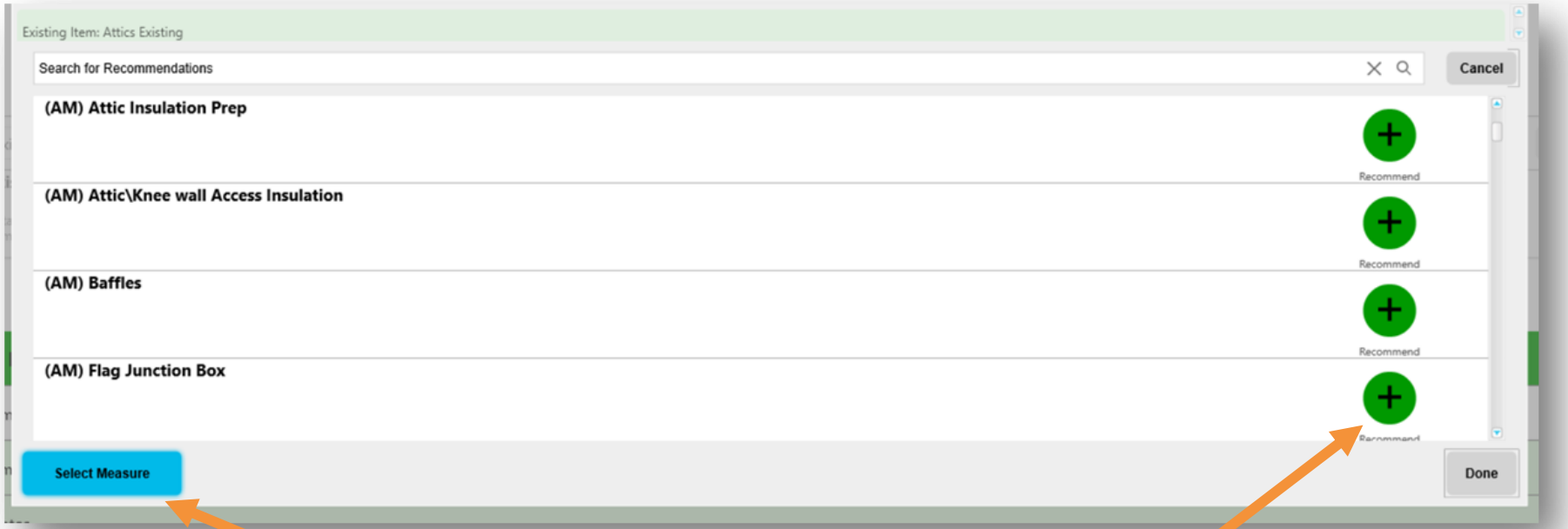
Getting ruler pictures is important not only to help you remember the data for later but also as proof/justification of your inputs.

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.

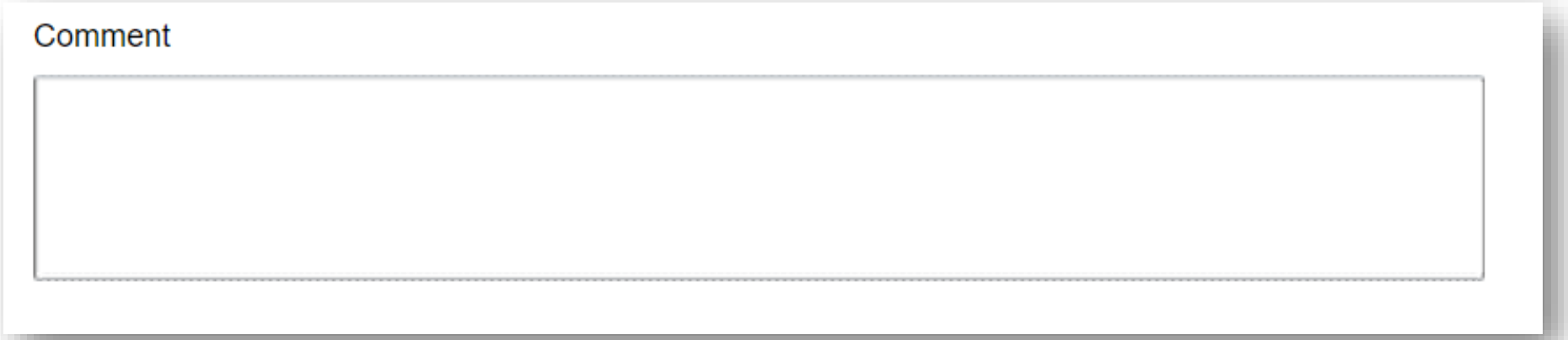
You can use the DOE RedCalc tool to calculate equivalent R-value, also referred to as “Parallel-Path.” Here’s an example.

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

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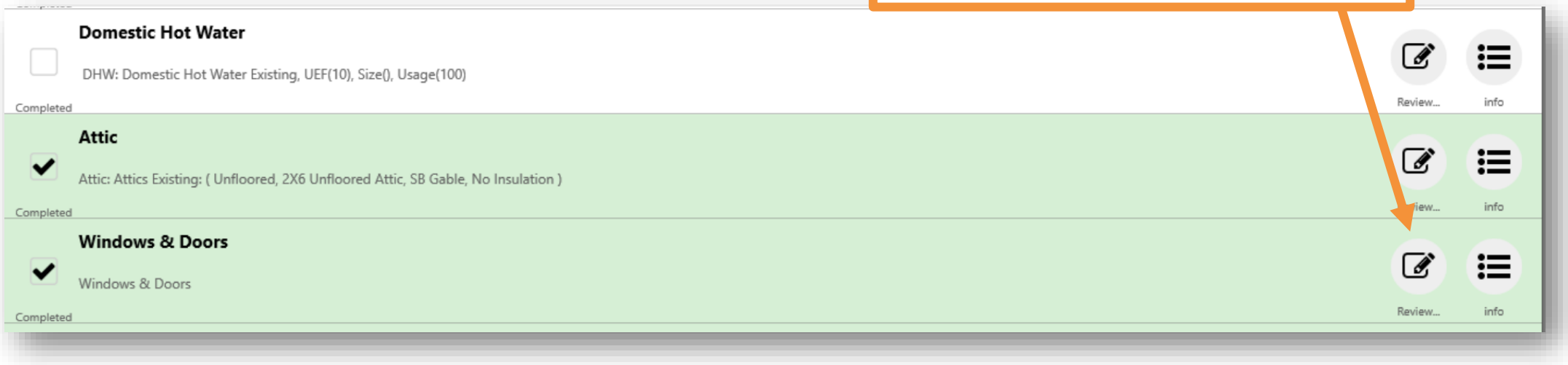
# Windows & Doors

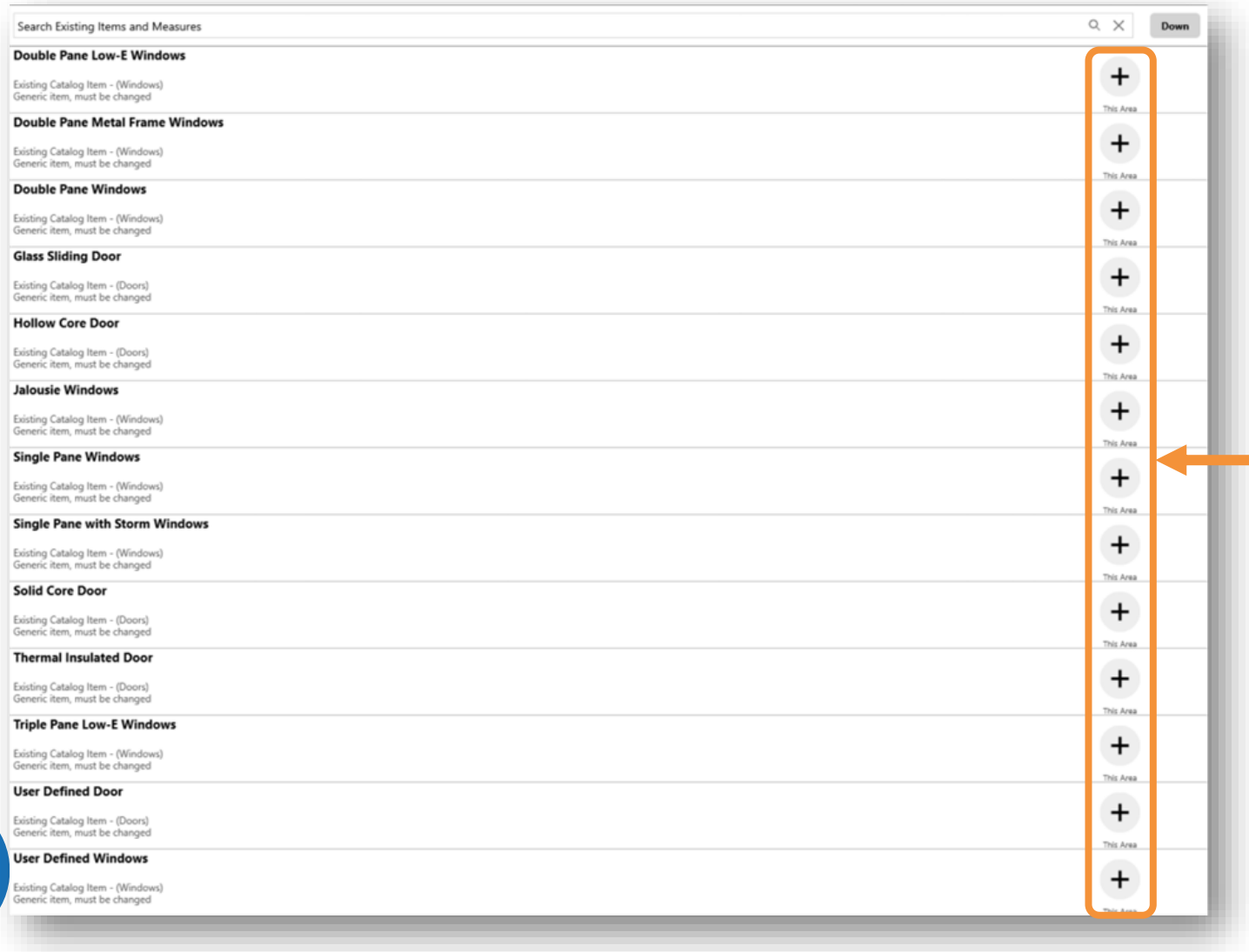
VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT
*Partners for Better Communities*

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

Touch the Review icon to begin inputting the Windows & Doors information



# Windows & Doors

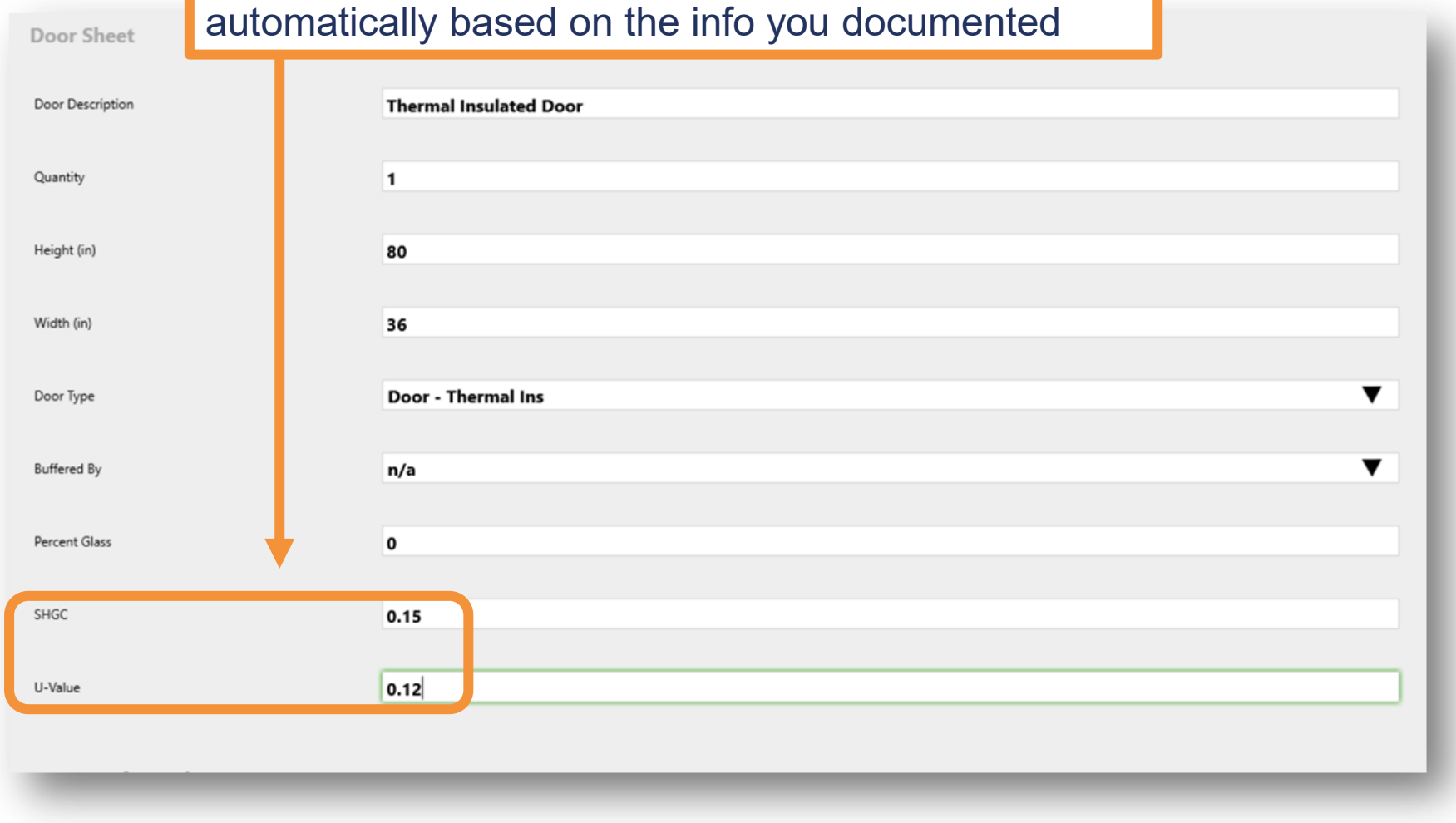


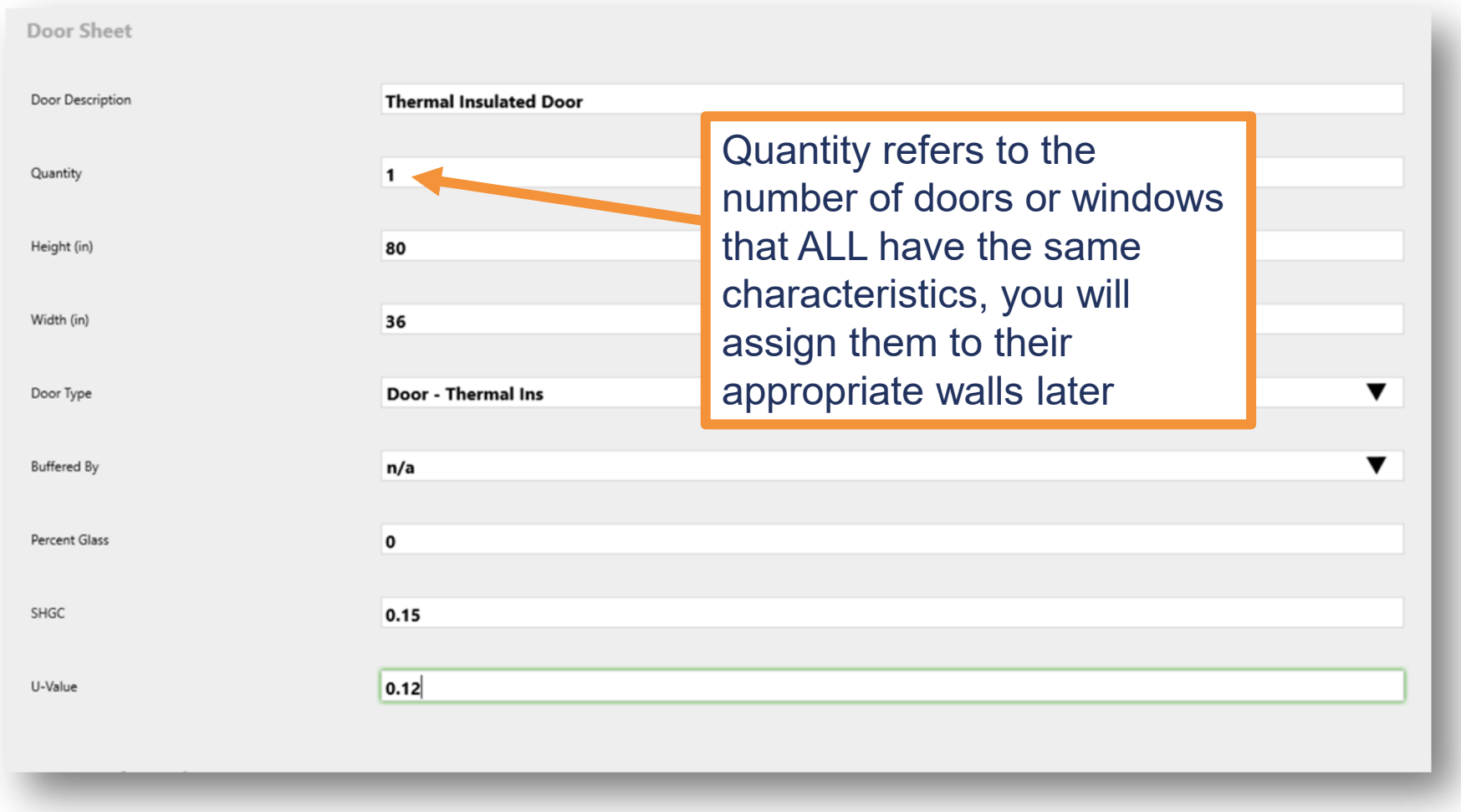

Select the applicable window or door option from the list by touching the + button on the right side of the window and door options.

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



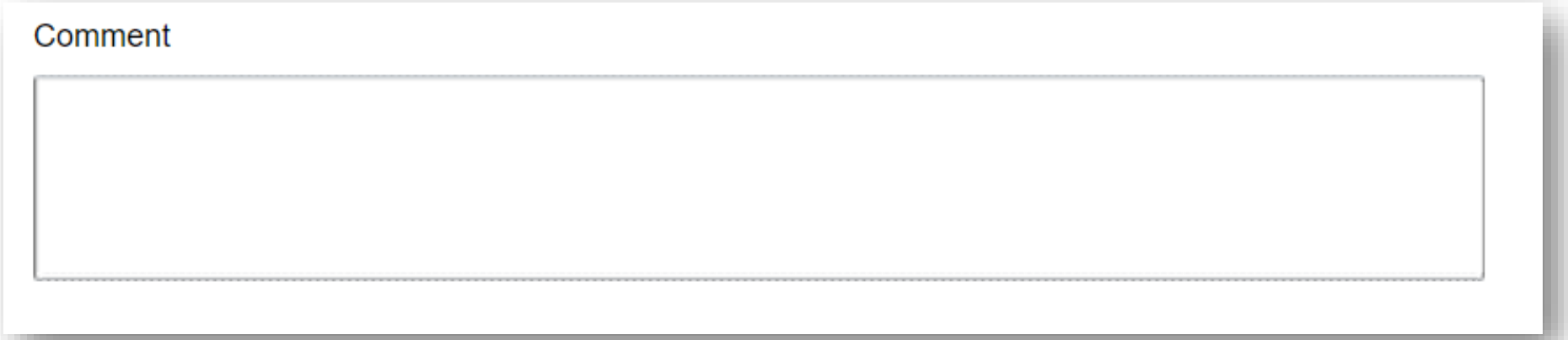

Door Sheet
Door Description
Thermal Insulated Door
Quantity
1
Height (in)
80
Width (in)
36
Door Type
Door - Thermal Ins
Buffered By
n/a
Percent Glass
0
SHGC
0.15
U-Value
0.12
Quantity refers to the number of doors or windows that ALL have the same characteristics, you will assign them to their appropriate 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 |

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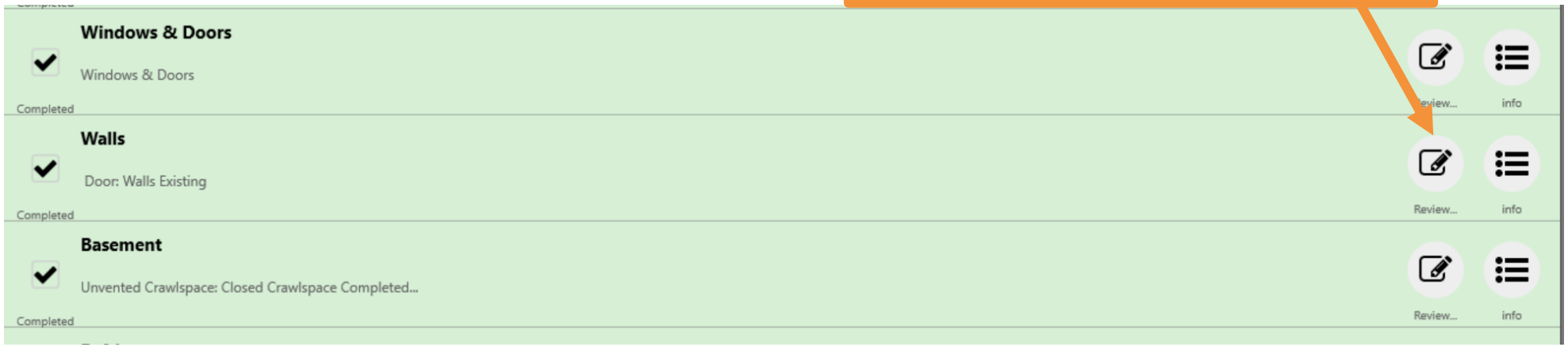
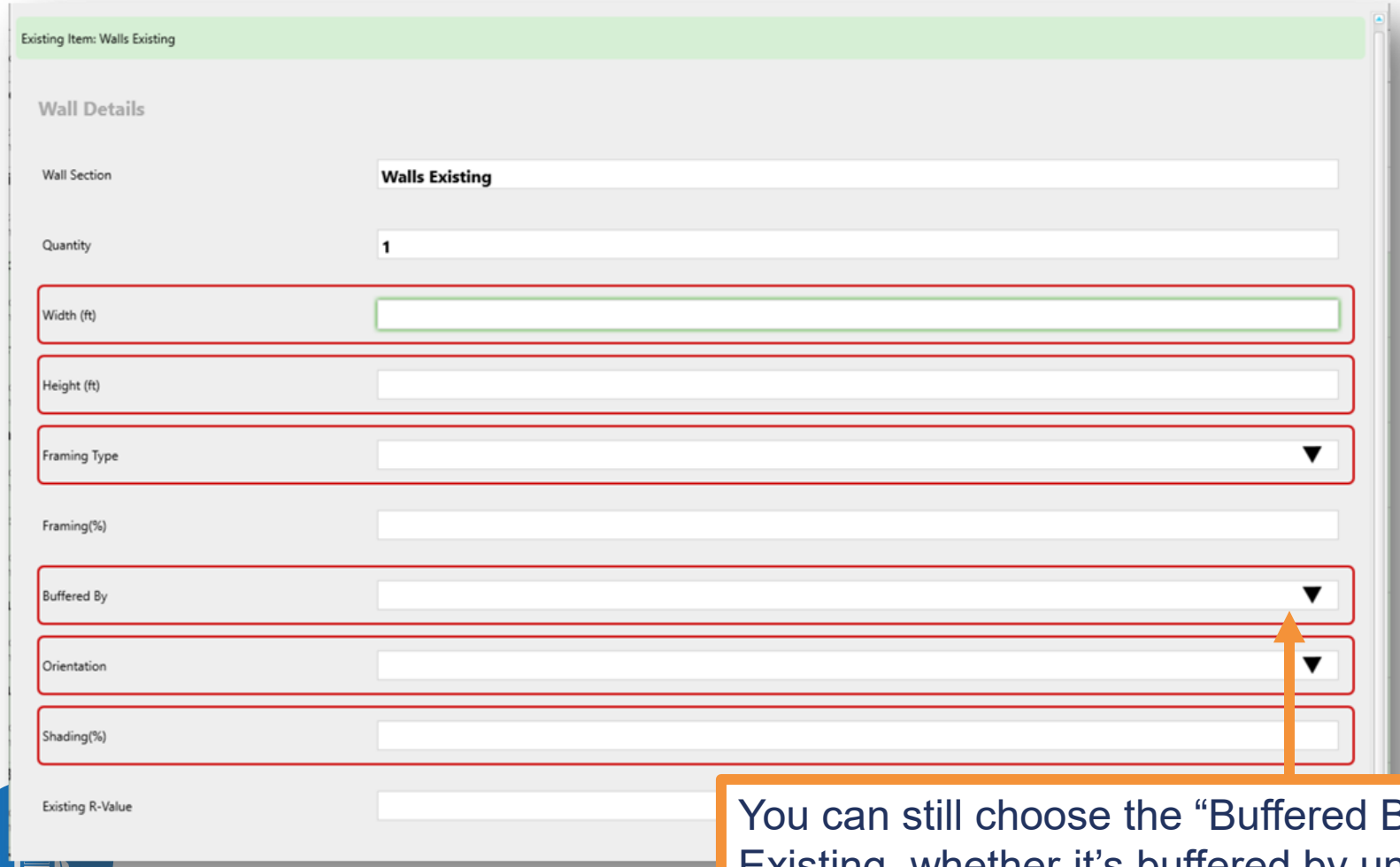
# Wall Section

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
*Partners for Better Communities*

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



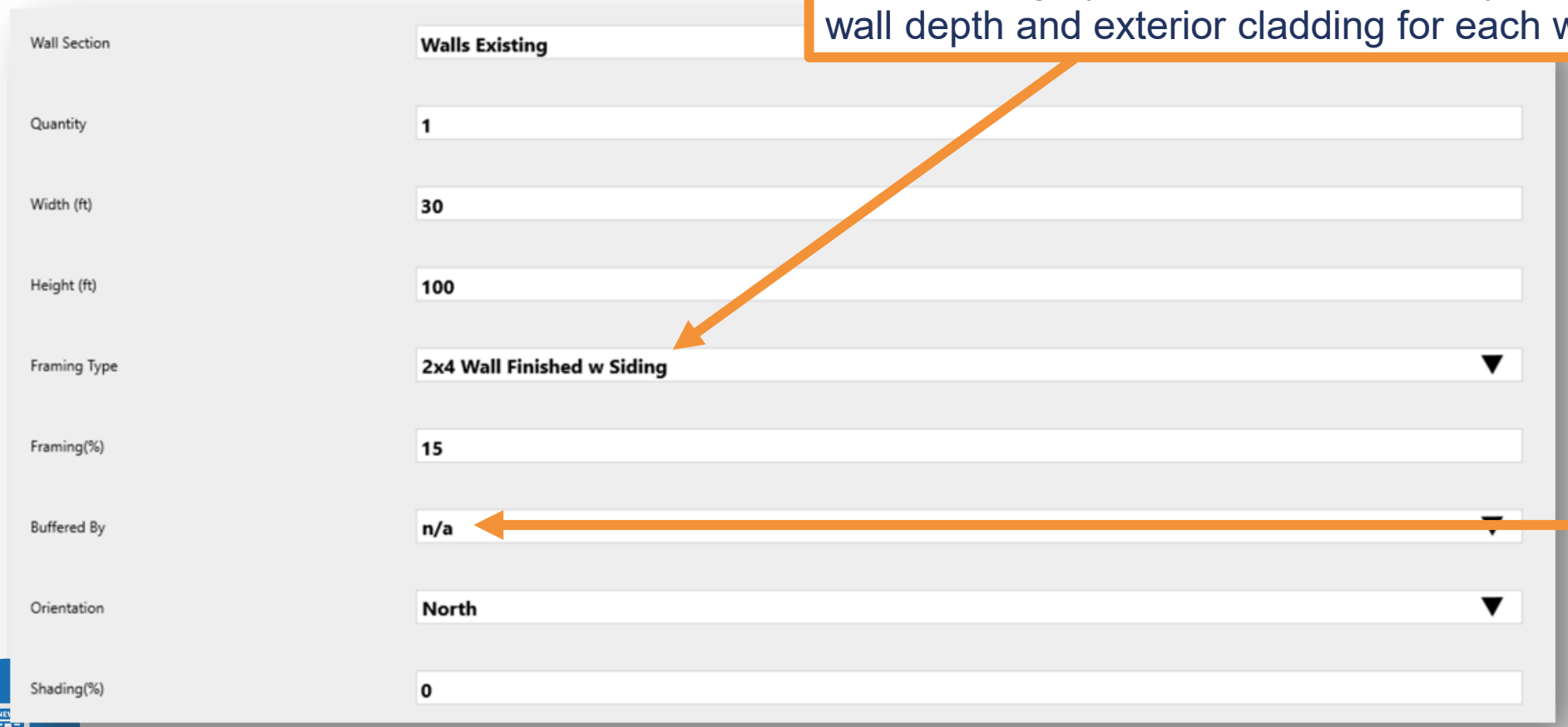



The primary difference between “Walls Existing” and “Adiabatic Walls” is how the wall is buffered.

Choosing Adiabatic Walls will presume buffering by another conditioned space.

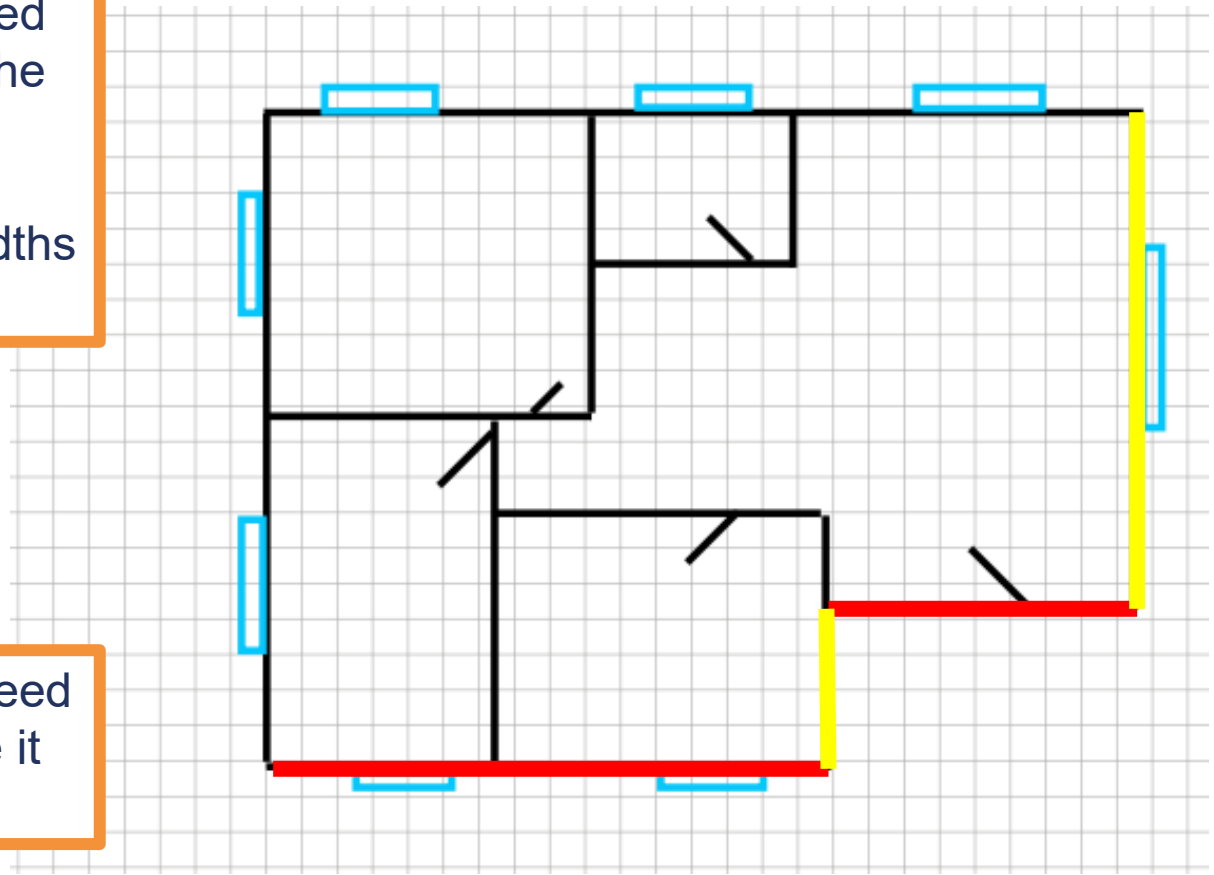
You can still choose the “Buffered By” option under Walls Existing, whether it’s buffered by unconditioned space or not

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

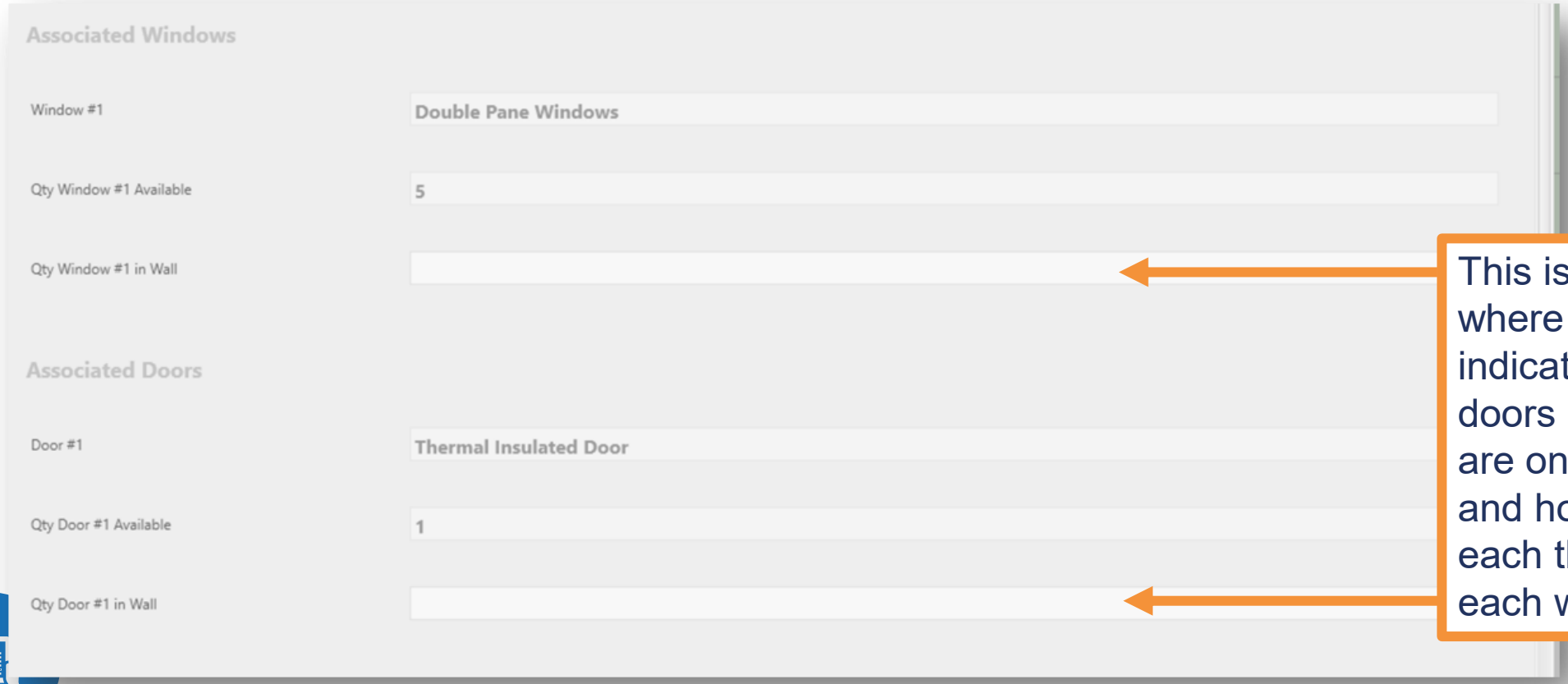



If the wall is not buffered, choose "n/a." If you choose "Unfinished space" it presumes that it's buffered to another (unfinished) interior space.

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.

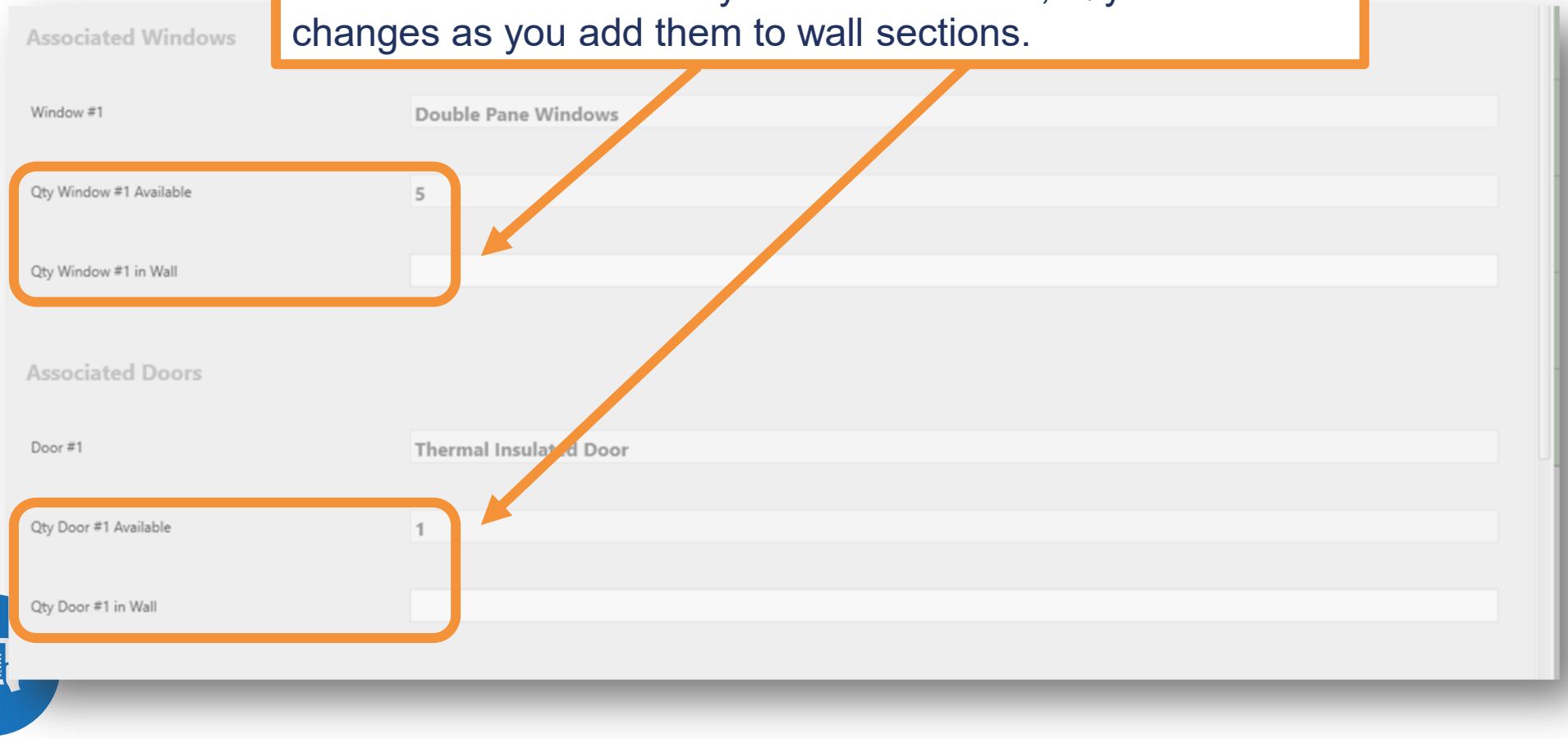


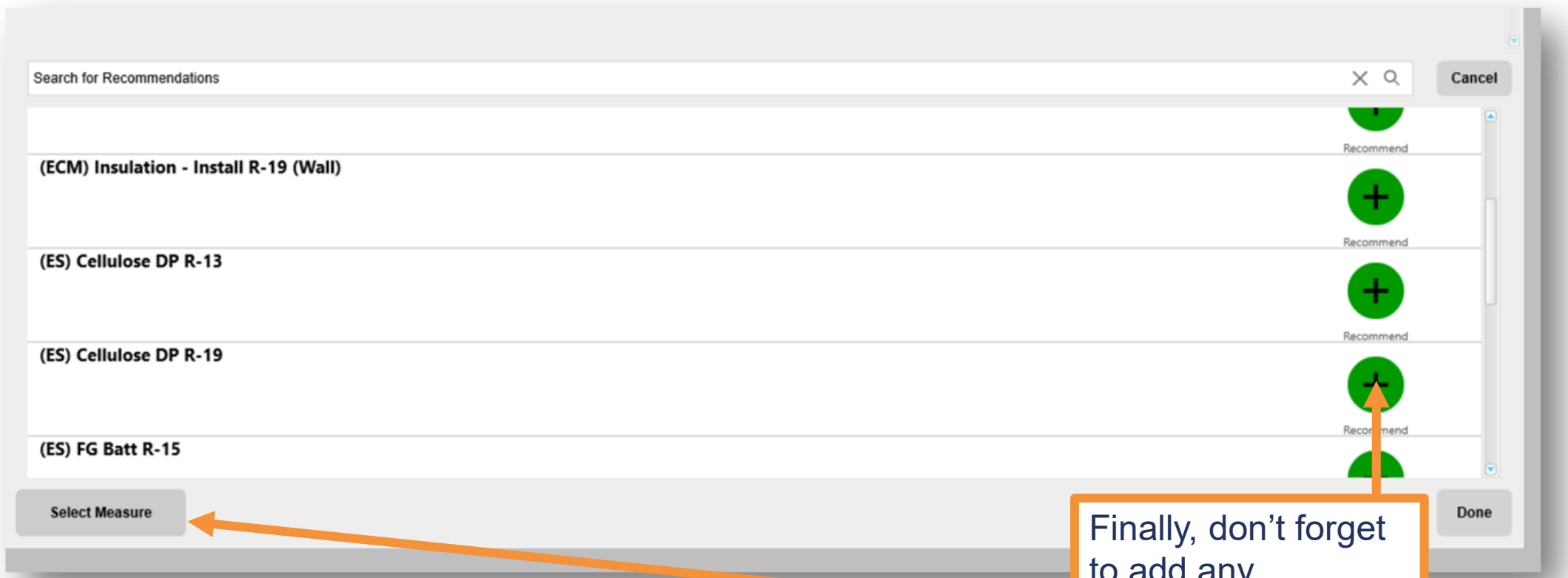
This can simplify the number of walls that need to be entered on some homes but, on some it can become confusing.

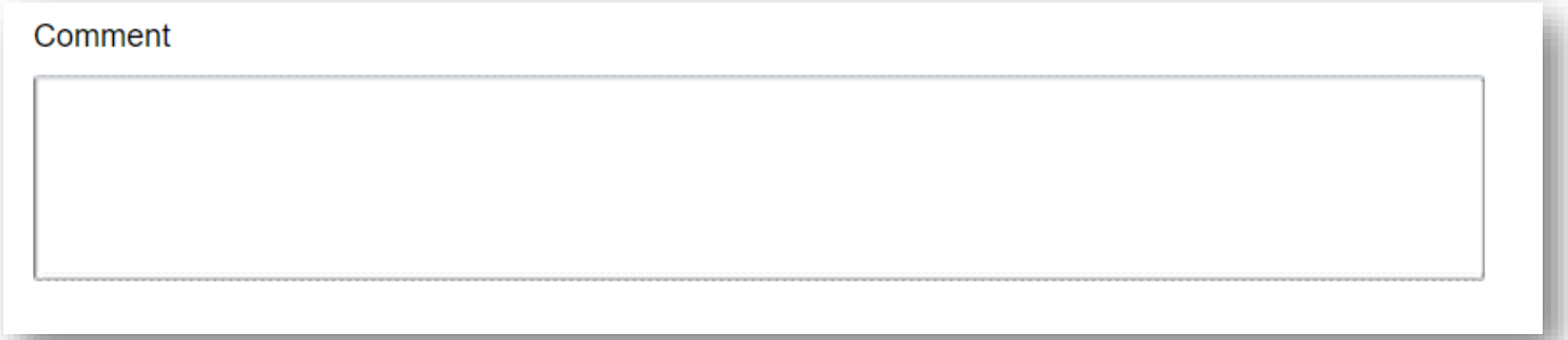



This is the section where you will indicate which doors and windows are on which walls and how many of each there are on each wall.

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.




Search for Recommendations
Cancel
Recommend
(ECM) Insulation - Install R-19 (Wall)
Recommend
(ES) Cellulose DP R-13
Recommend
(ES) Cellulose DP R-19
(ES) FG Batt R-15
Select Measure
Done
Finally, don't forget to add any measures before moving on to the next wall section

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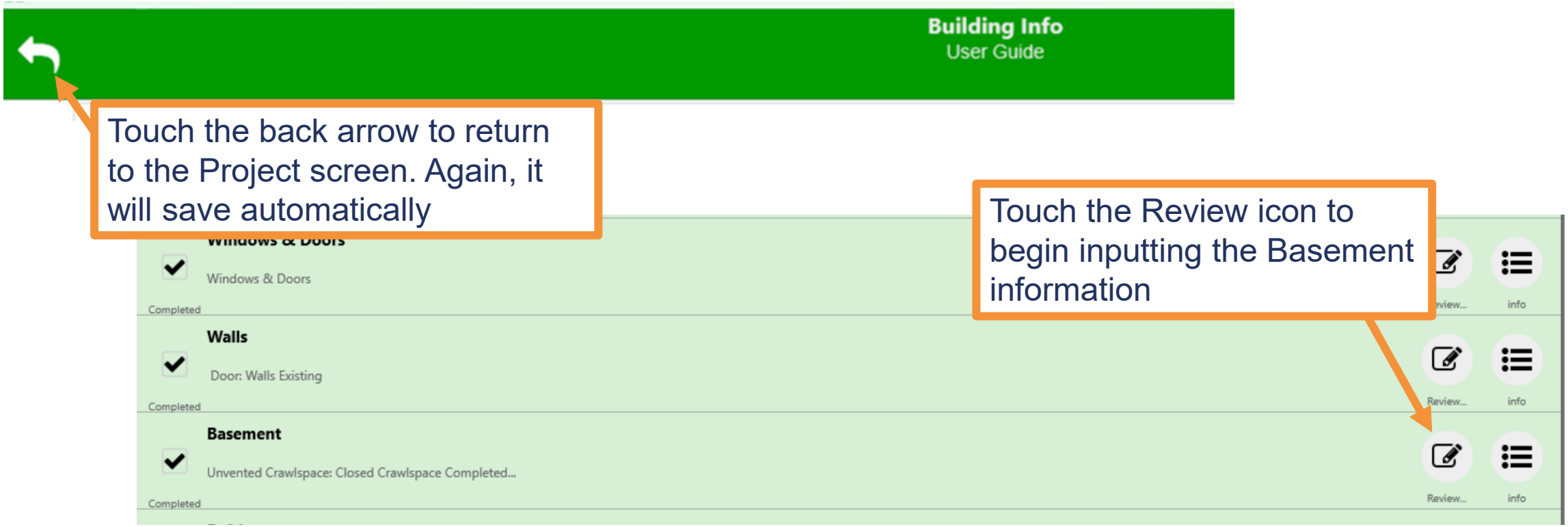
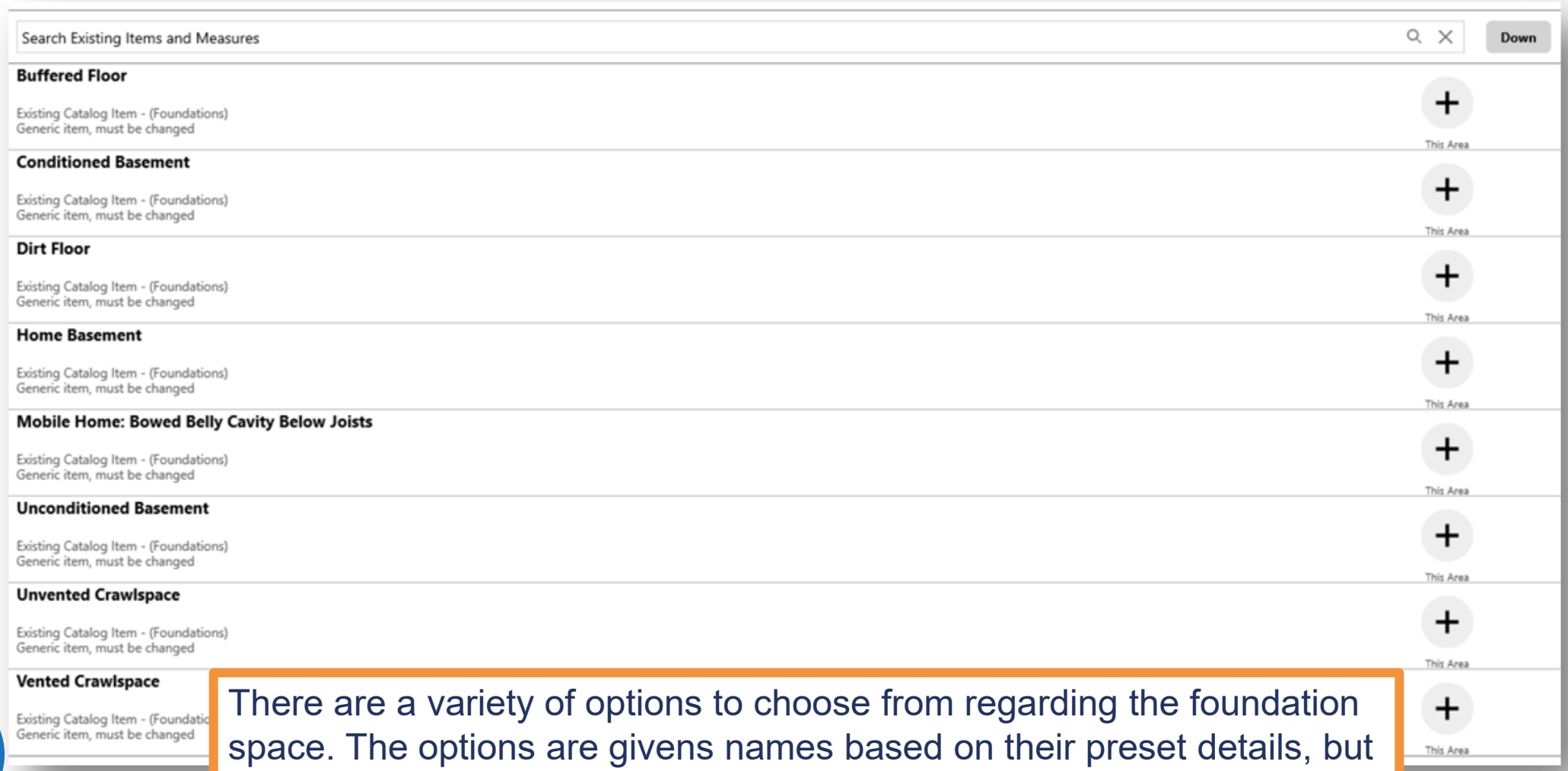
# Basement/Crawl Section

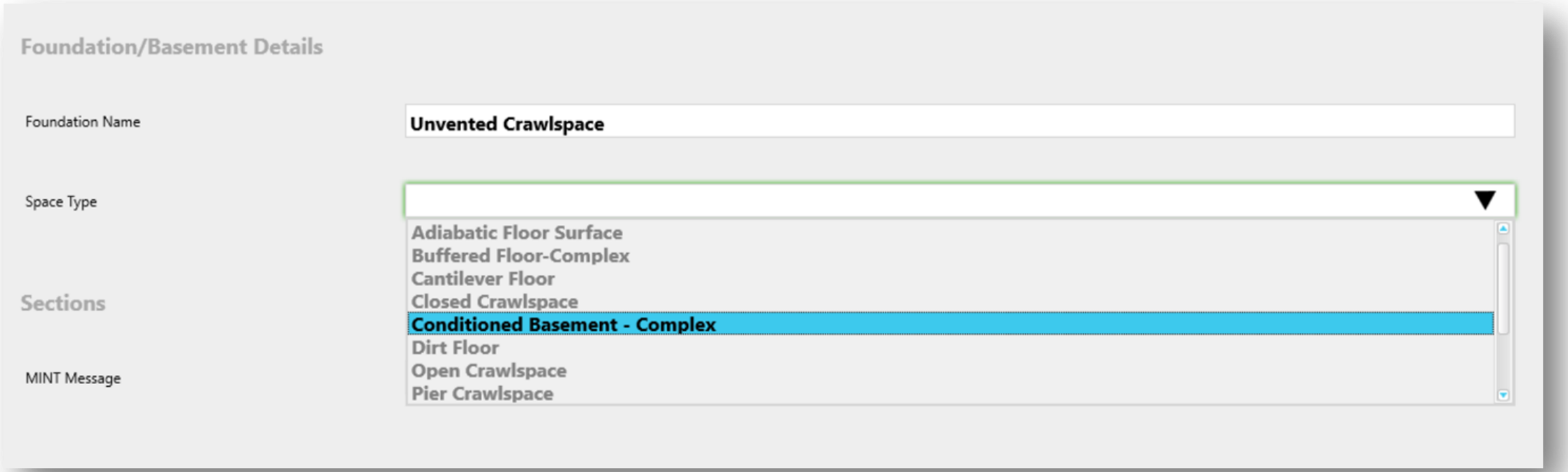
VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
*Partners for Better Communities*


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 Basement information
Windows & Doors
Completed
Walls
Door: Walls Existing
Completed
Basement
Unvented Crawlspace: Closed Crawlspace Completed...
Completed
Review...
info
Review...
info
Review...
info

# Basement/Crawl Section

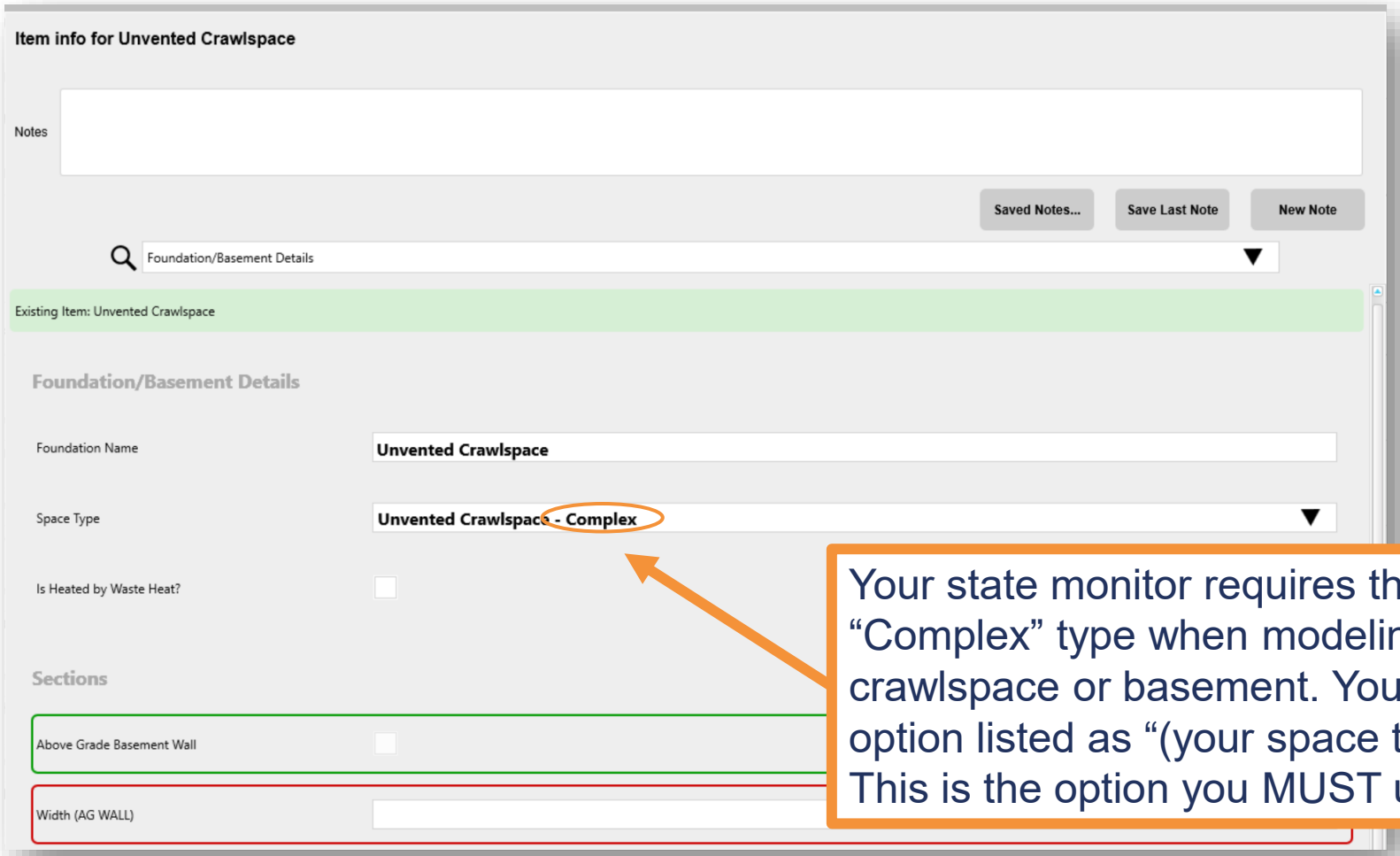



There are a variety of options to choose from regarding the foundation space. The options are givens names based on their preset details, but most can be altered beyond their intended purposes.

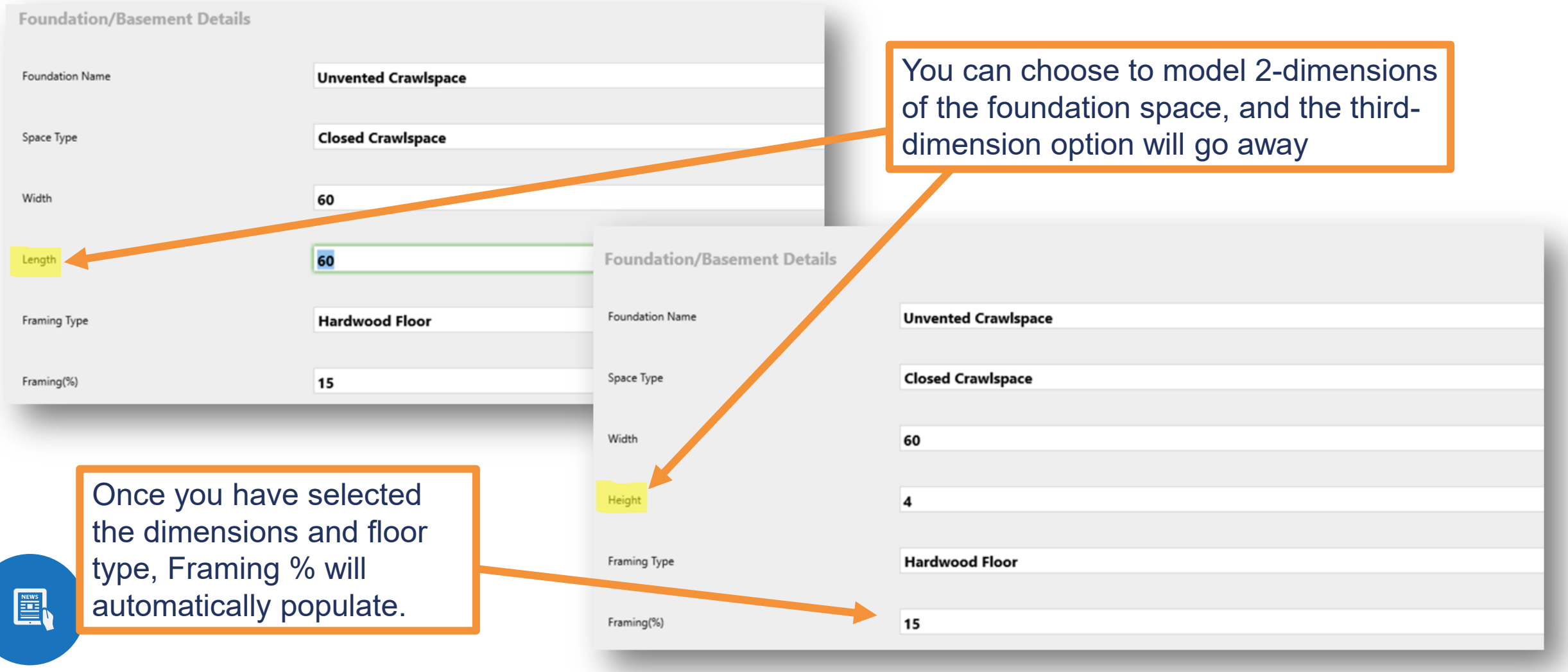


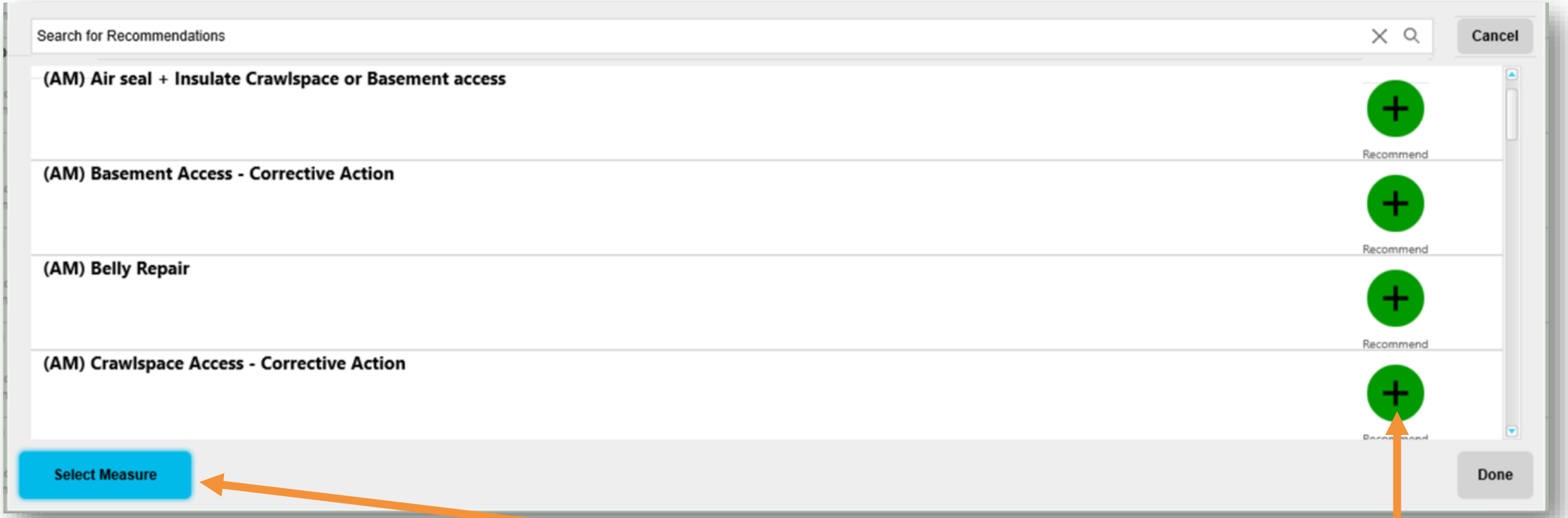

As you can see, I have selected “Unvented Crawlspace” as my foundation, but I am still allowed to make this space whatever I want it to be. A best practice would be to change the foundation name to best suit the details you have selected.

# Basement/Crawl Section




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.




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

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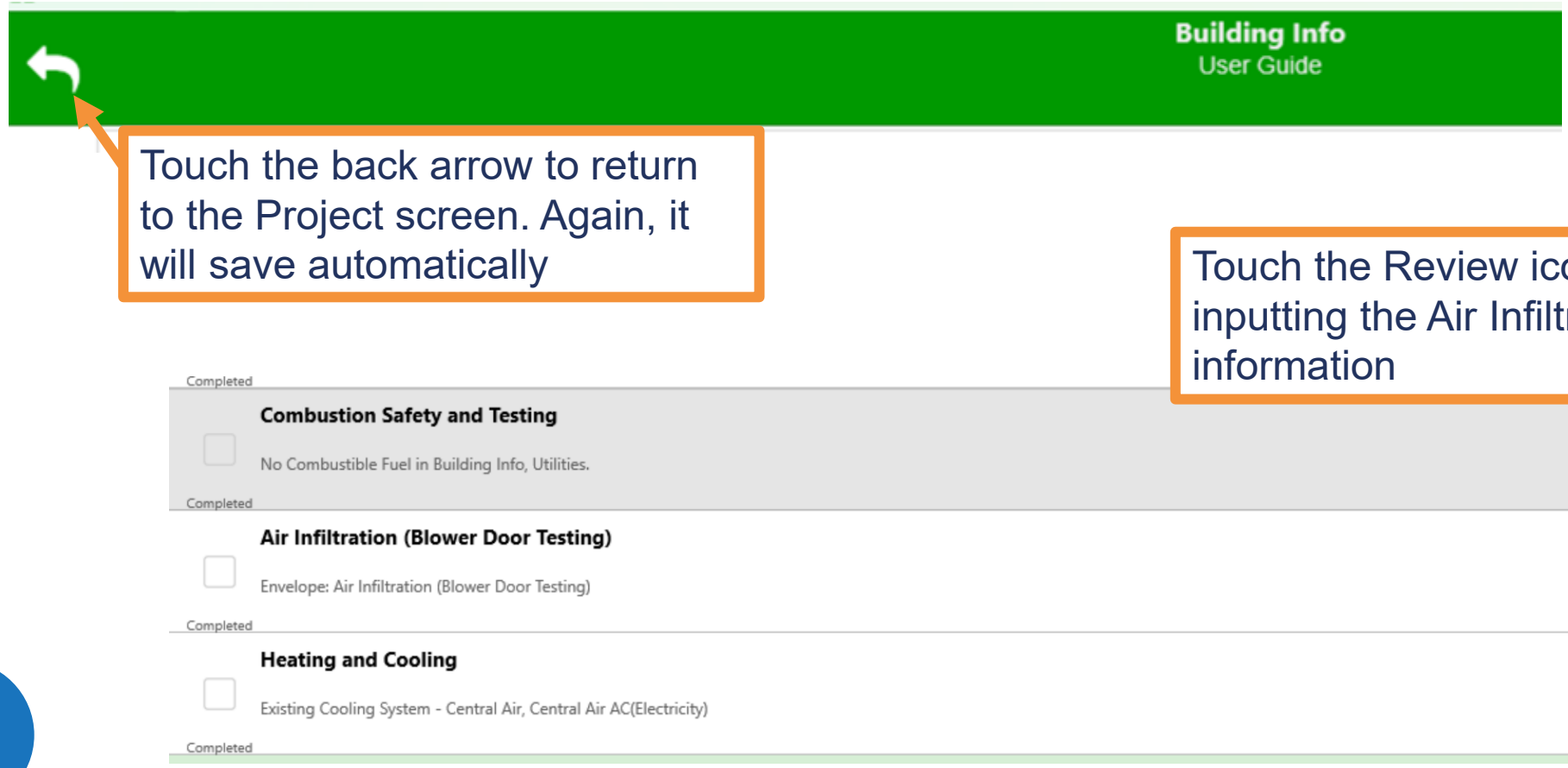
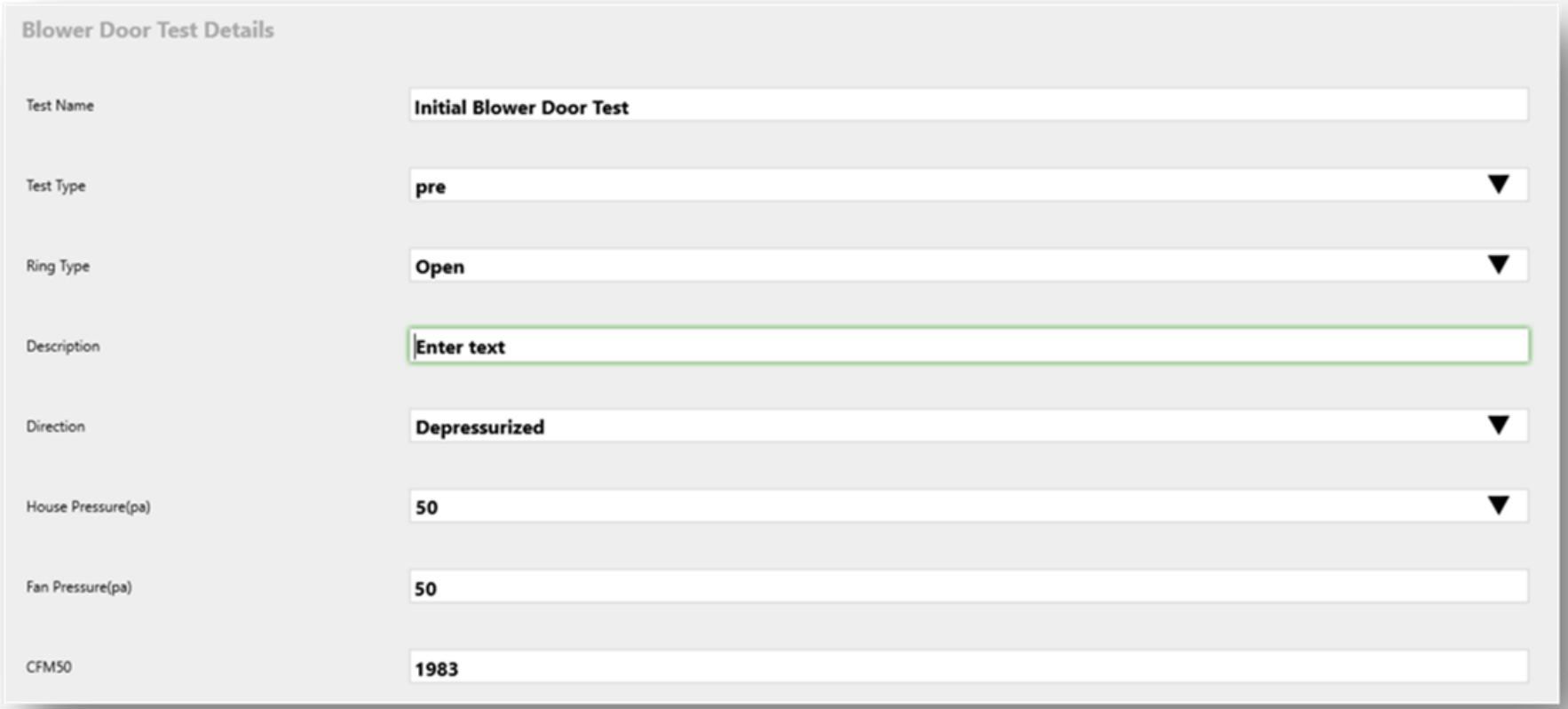
# Air Infiltration Section

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
*Partners for Better Communities*


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 Air Infiltration information
Completed
Combustion Safety and Testing
No Combustible Fuel in Building Info, Utilities.
Completed
Air Infiltration (Blower Door Testing)
Envelope: Air Infiltration (Blower Door Testing)
Review...
info
Completed
Heating and Cooling
Existing Cooling System - Central Air, Central Air AC(Electricity)
Review...
info
Completed

# Air Infiltration Section

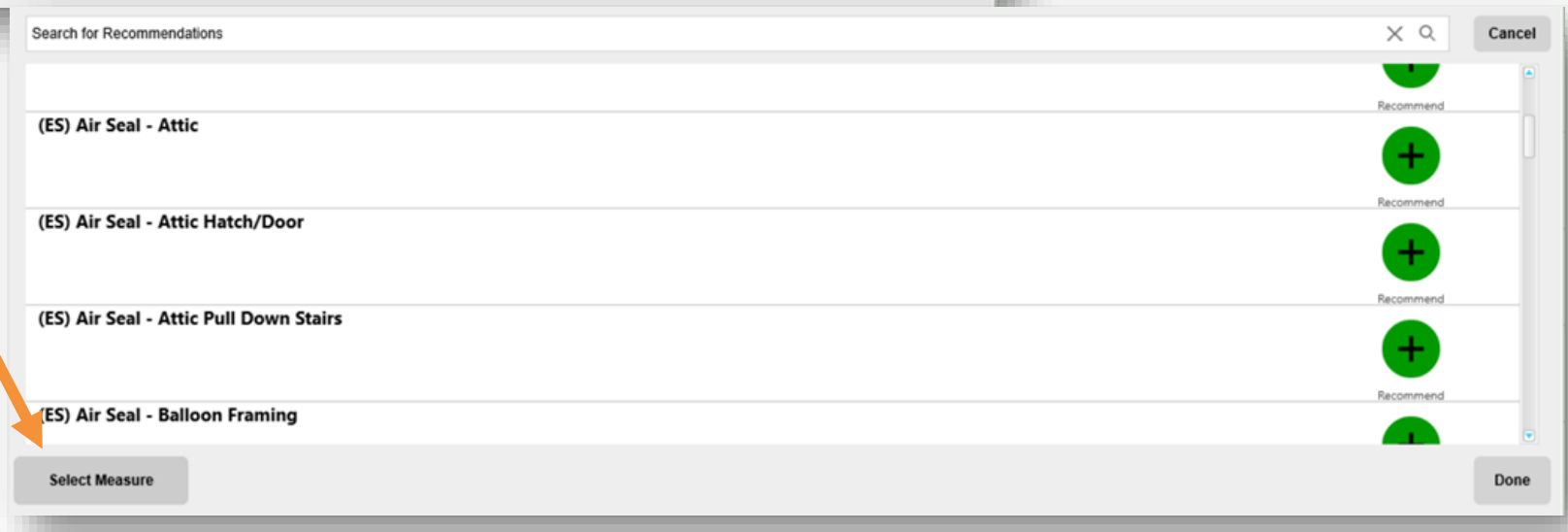
One of the best updates for MINT is the simplicity of the Air Infiltration Section. It breaks it down to the three most important pieces of information: Initial BD, Target BD, and Final BD.

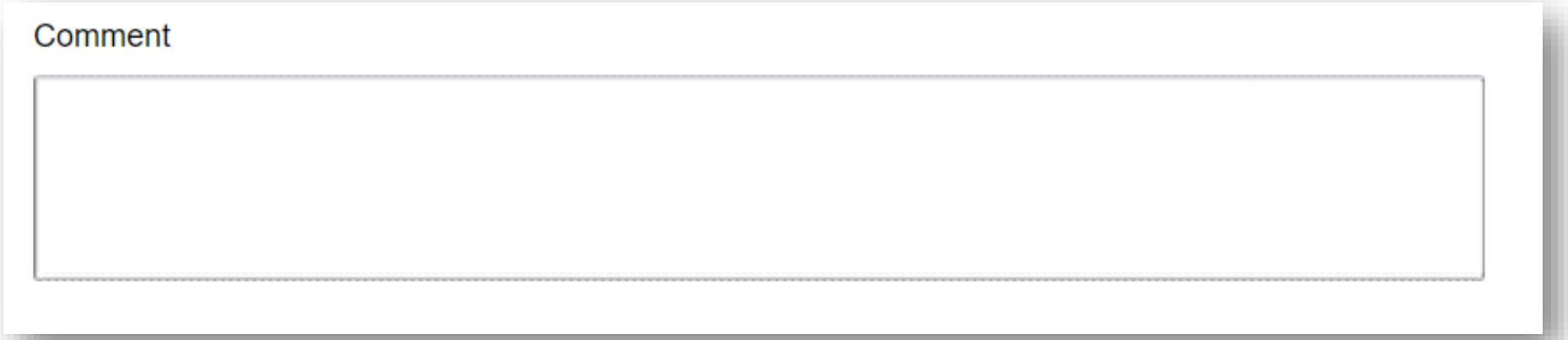



You will need to select the type of test you're inputting. In this case, we have chosen the Initial BD Test, therefore we chose "pre" as our Test Type. Be aware that you could create discrepancies by choosing a Test Type that does not match the Test Name, like if we had chosen "final" instead of "pre."

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



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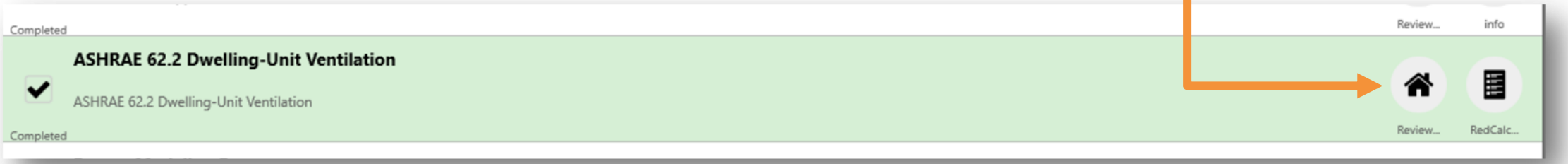
# ASHRAE Section

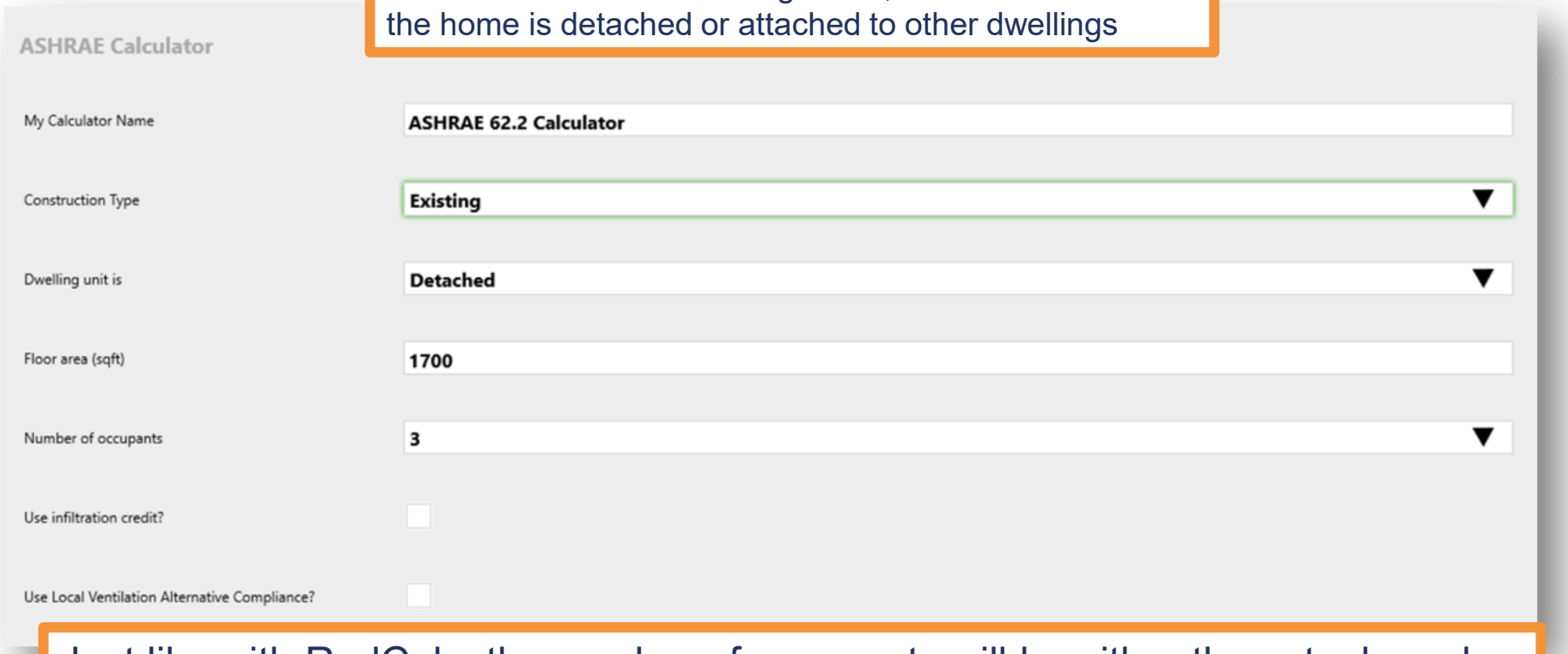
VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
*Partners for Better Communities*

Building Info
User Guide
Touch the back arrow to return to the Project screen. Again, it will save automatically

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

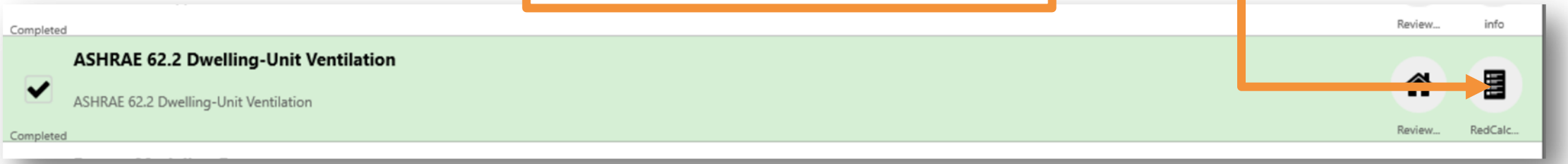


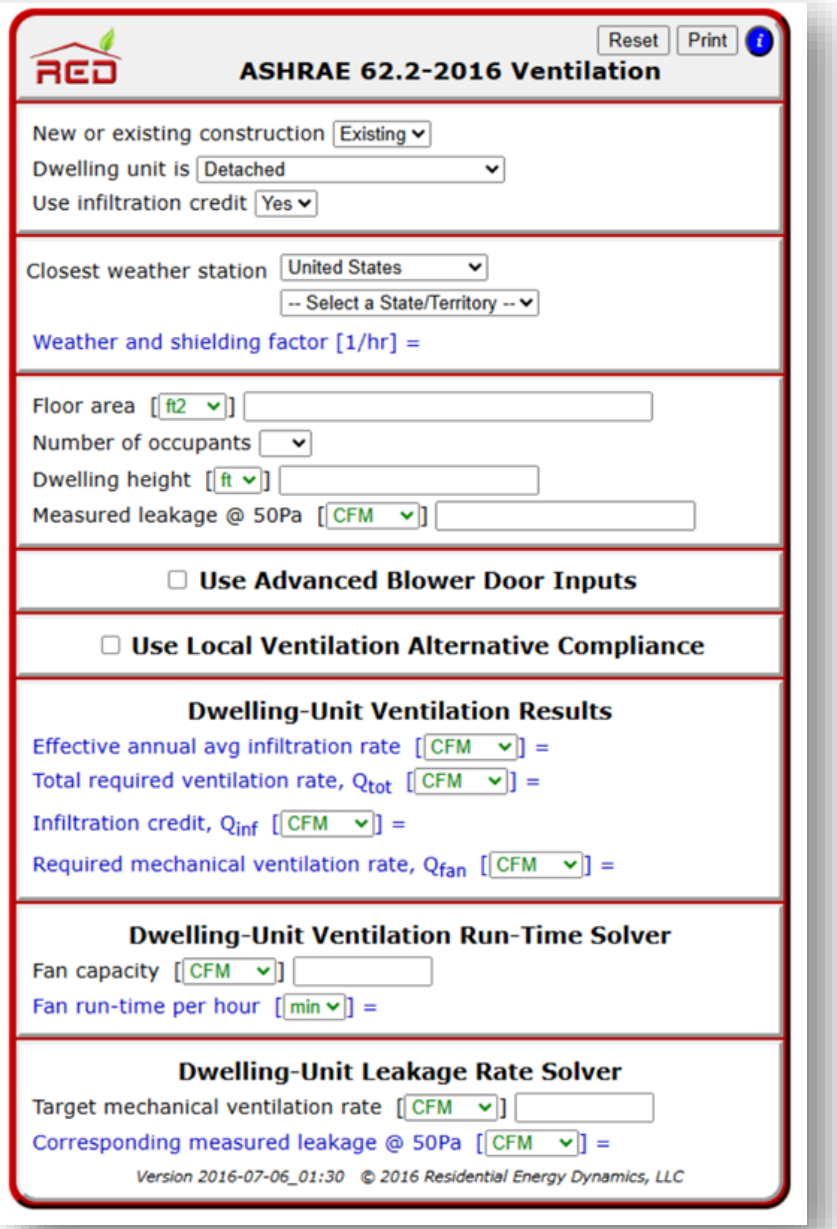
You will need to select your construction type, whether it's a new build or an existing home, as well as whether the home is detached or attached to other dwellings




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





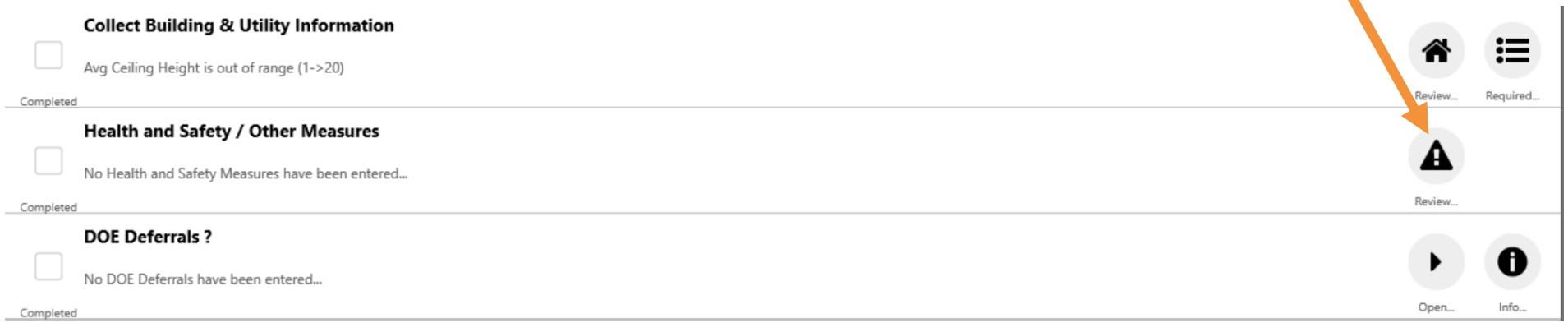

Here you can fill out the ASHRAE calculation form. You can also print it or save it as pdf for later use.

# Other Measures

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
*Partners for Better Communities*

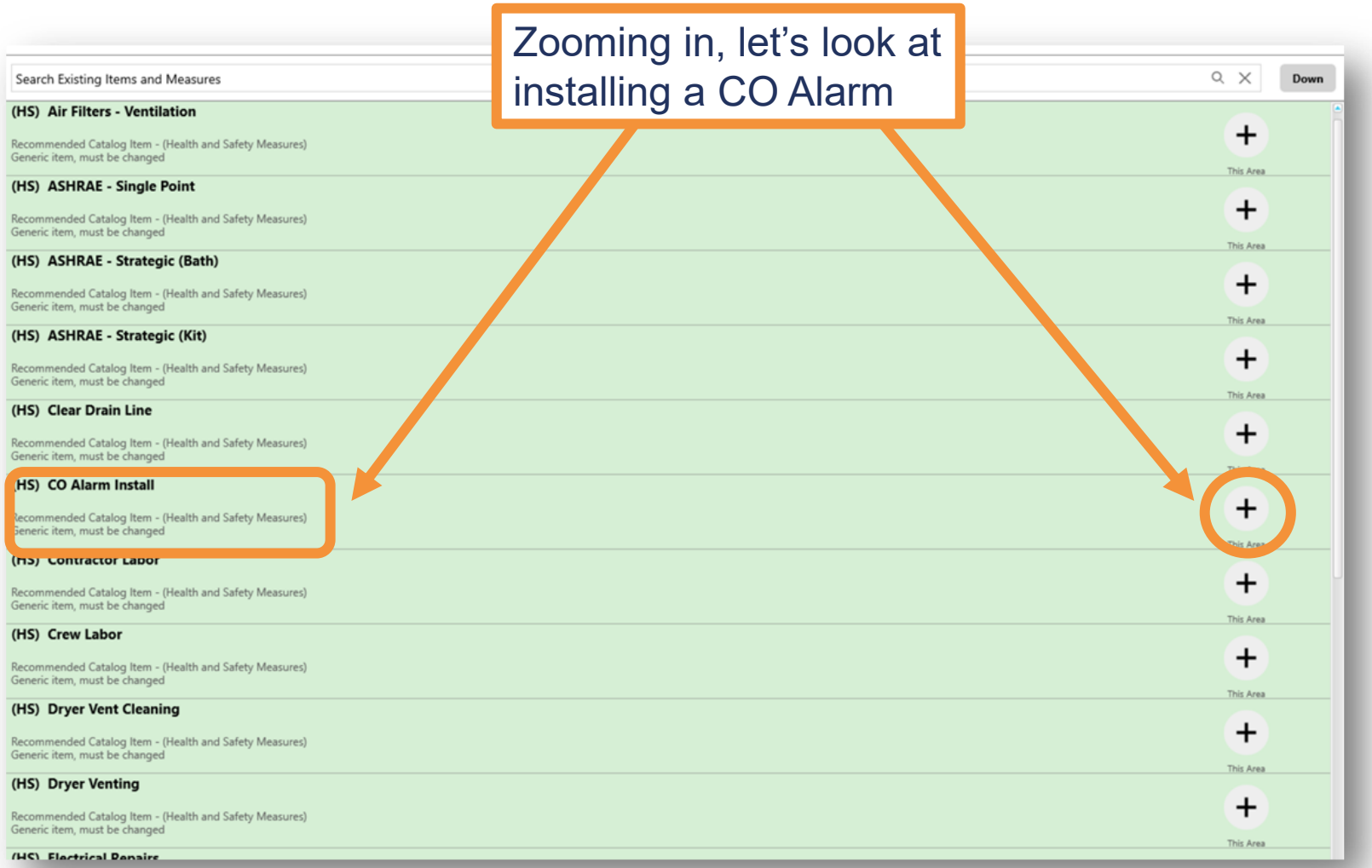
Touch the back arrow to return to the Project screen. Again, it will save automatically

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

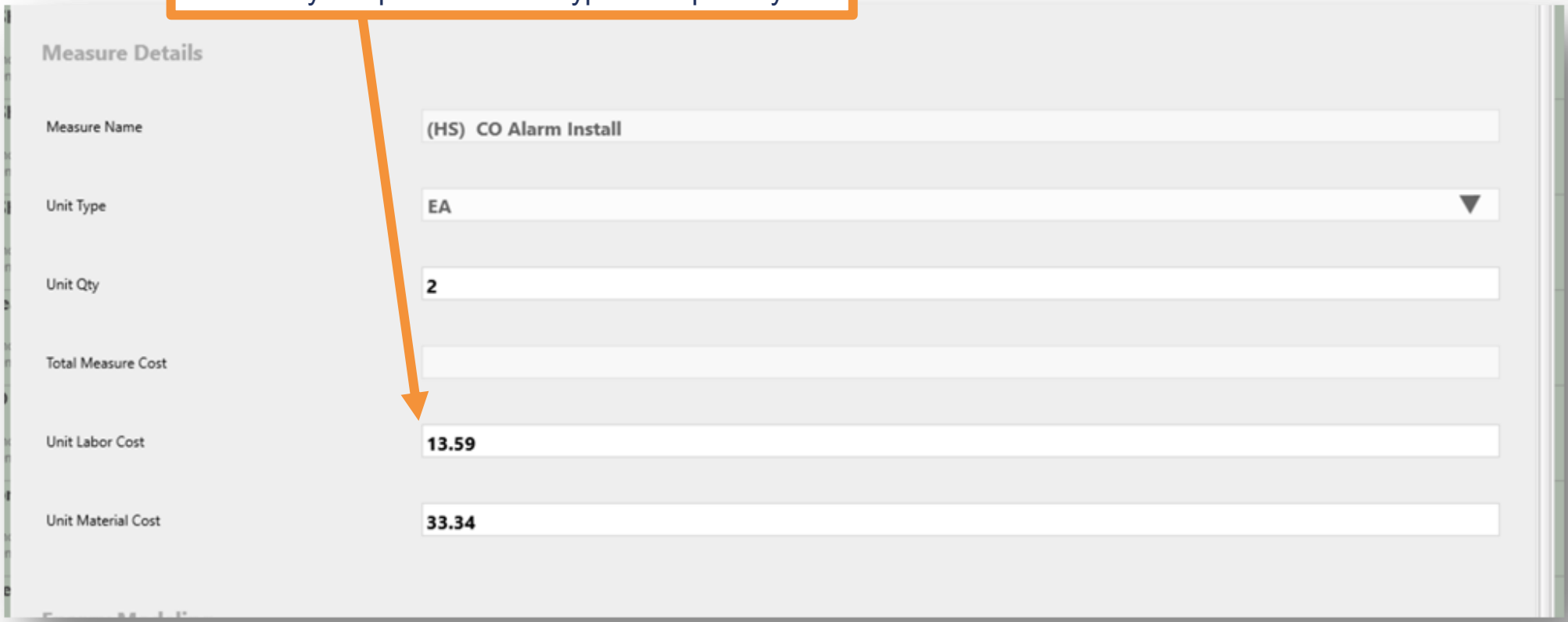


# Other Measures

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
Down
(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
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.



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# Entering Measures

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
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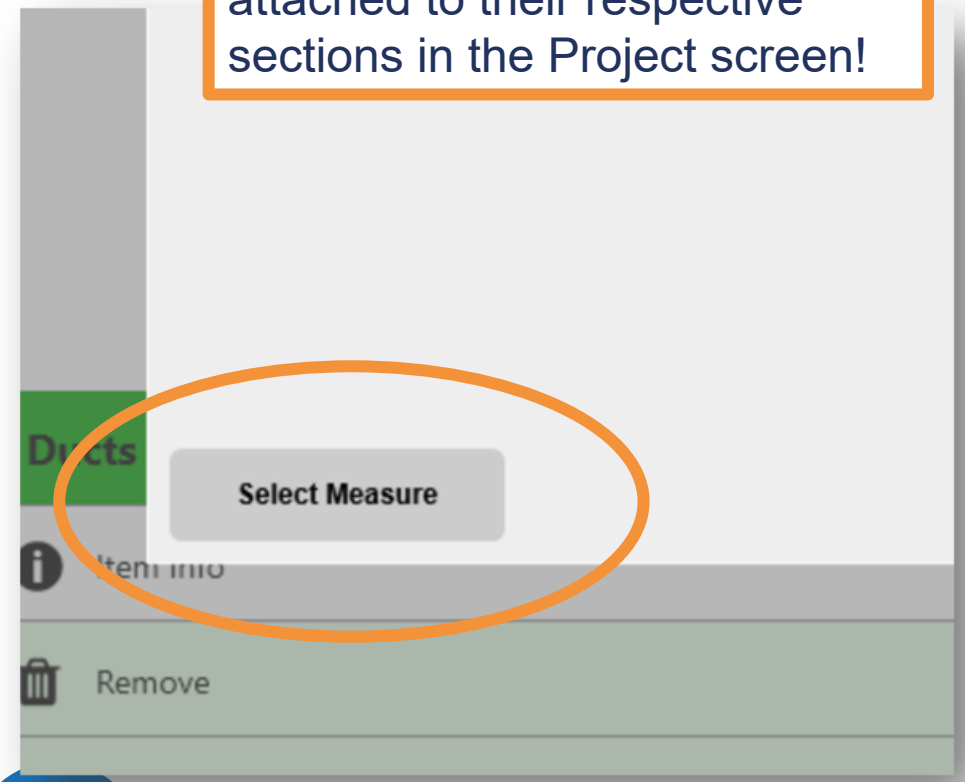
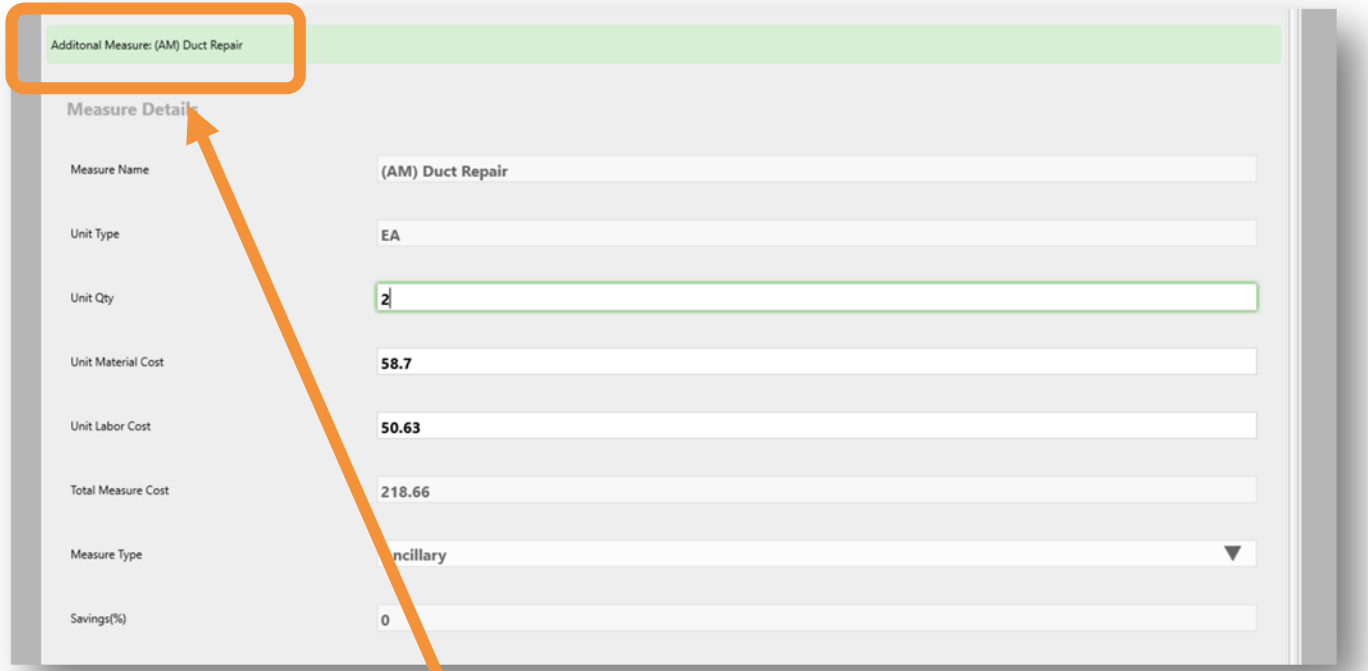
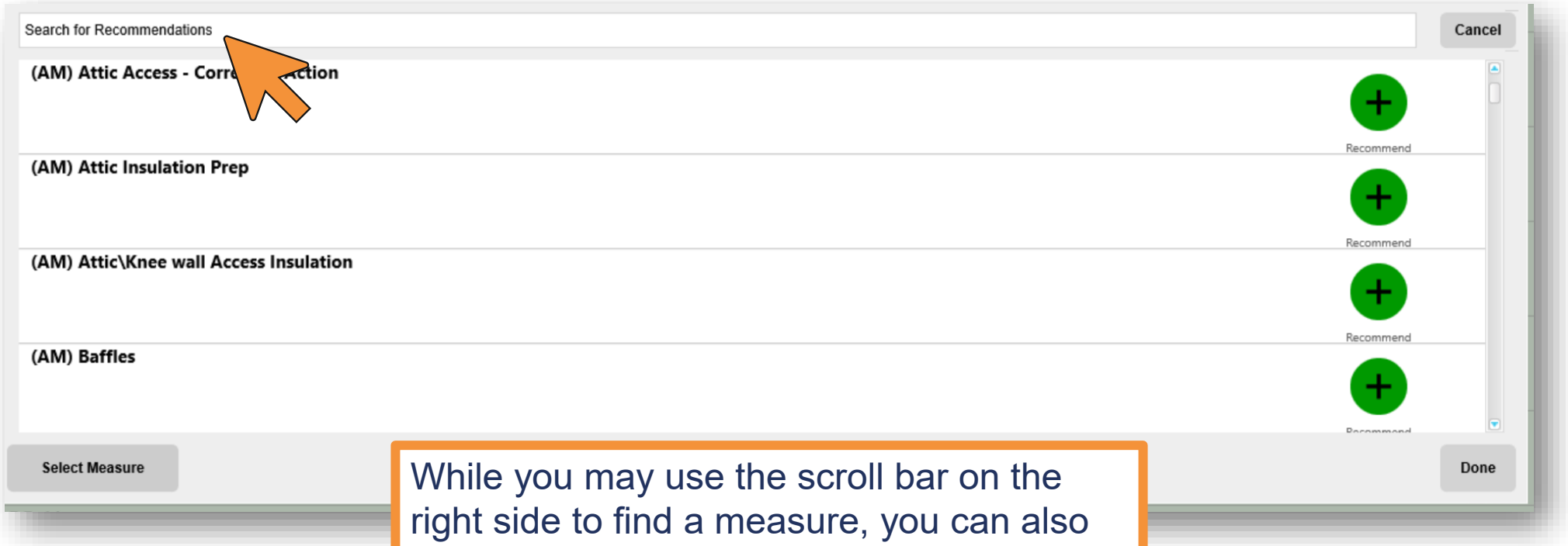
Remember: Measures are attached to their respective sections in the Project screen!

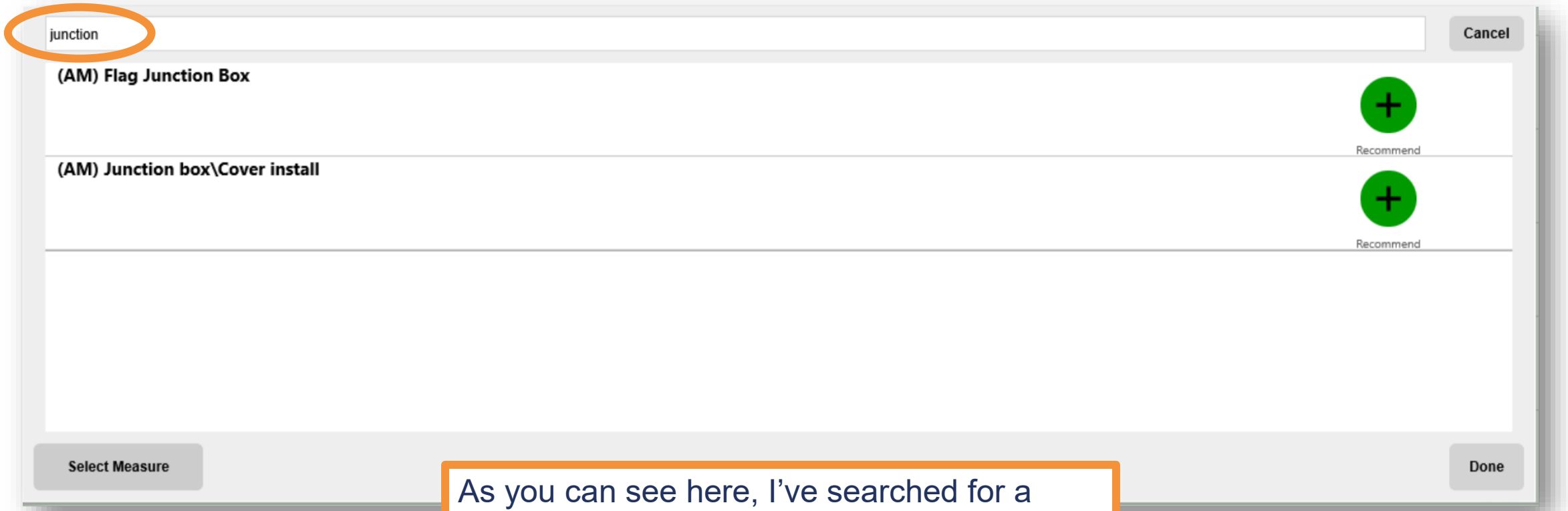



This example of Duct Repair is under the Distribution Ducts section and is attached directly to the data we inputted on Existing Duct details.




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.

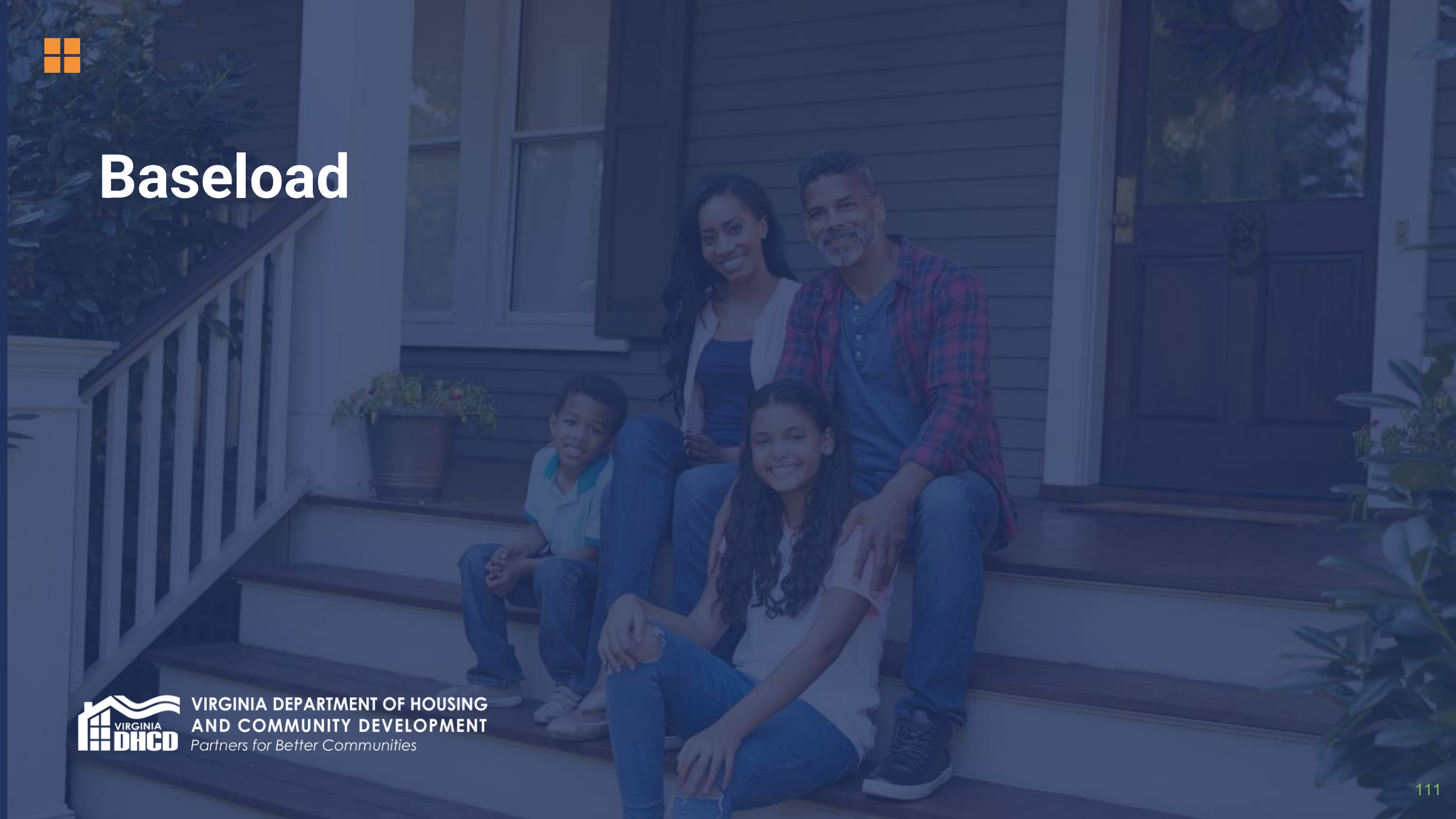



As you can see here, I've searched for a junction box cover. I typed "junction" into the search bar, and it pulled up two options, one of which is the measure I was looking for.

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

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



VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
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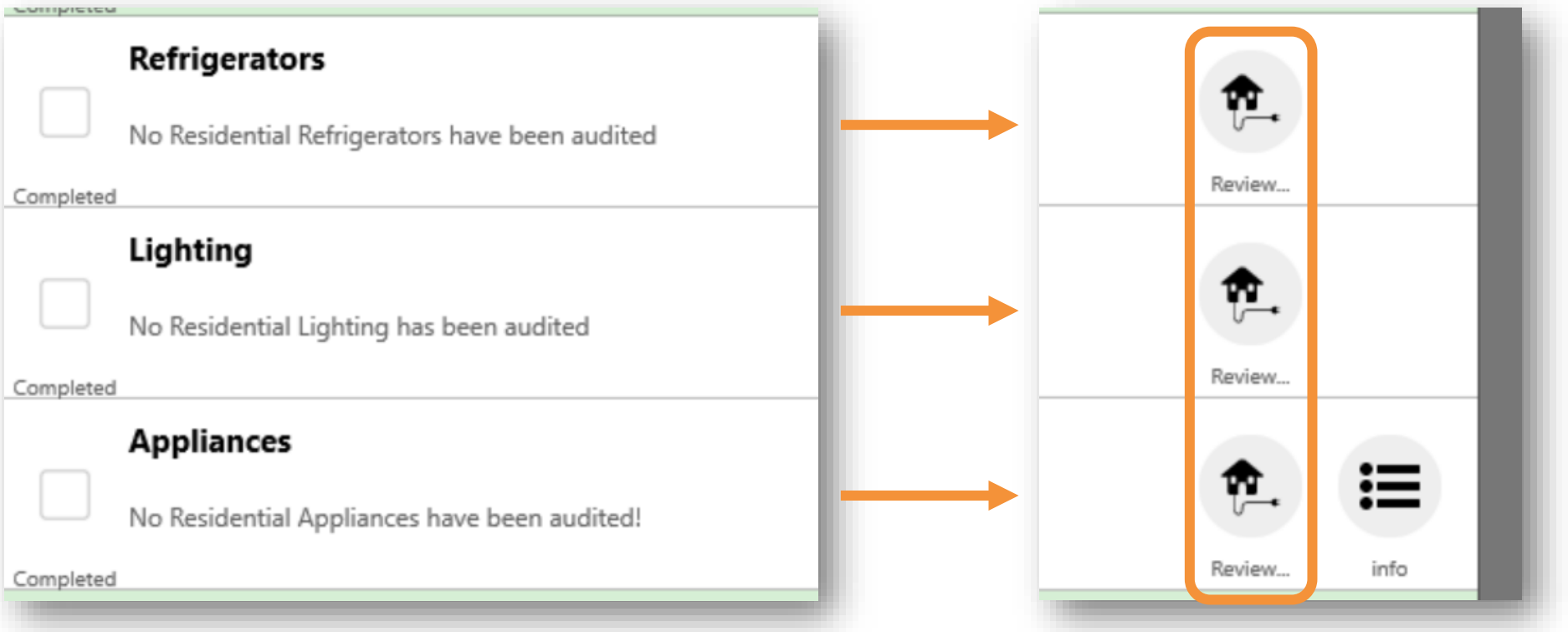
Building Info
User Guide
Touch the back arrow to return to the Project screen. Again, it will save automatically




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 |
| Annual kWh | 1576 |
| 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 | 1997 |
| Model No | Enter text |
| Size (Cu.Ft.) | |
| Serial# | Enter text |
| Color | Enter text |
| Type | |
| Ambient T | |
| Is Annual Usage | ☐ |
| Is Metered | ✓ |

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.

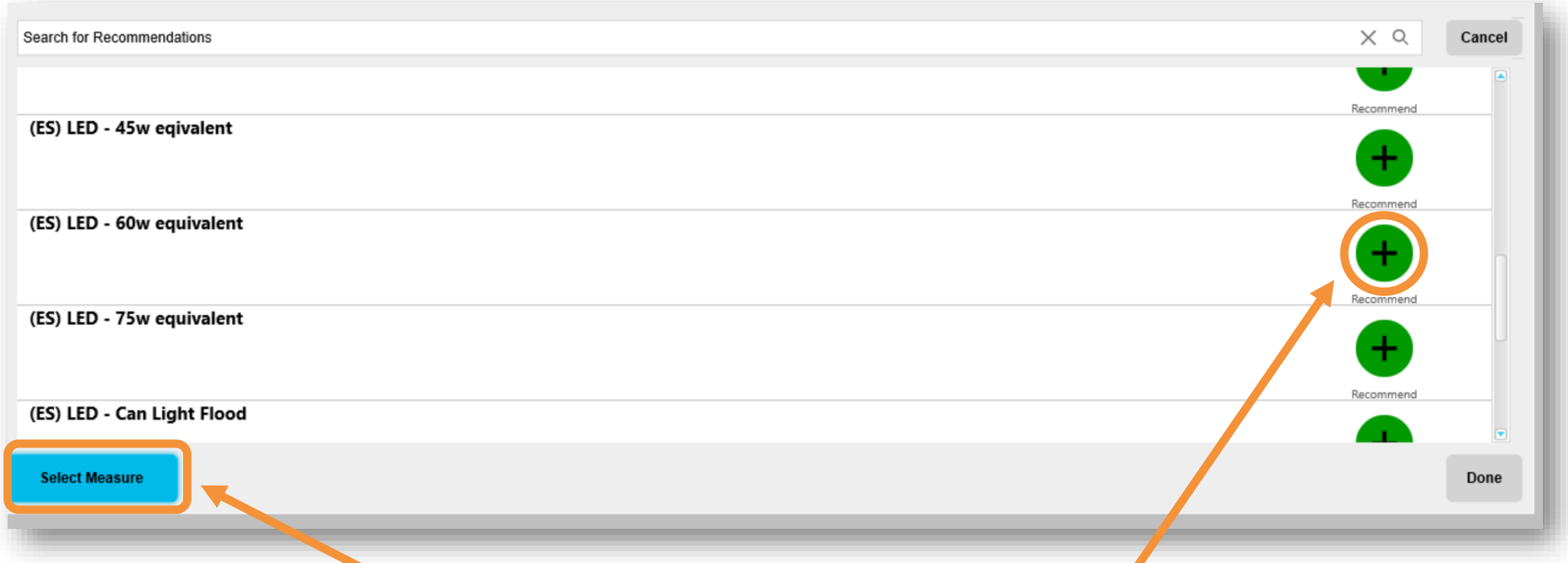
# Annual kWh Usage = 2-hour usage x 0.5 x 24 x 365

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.

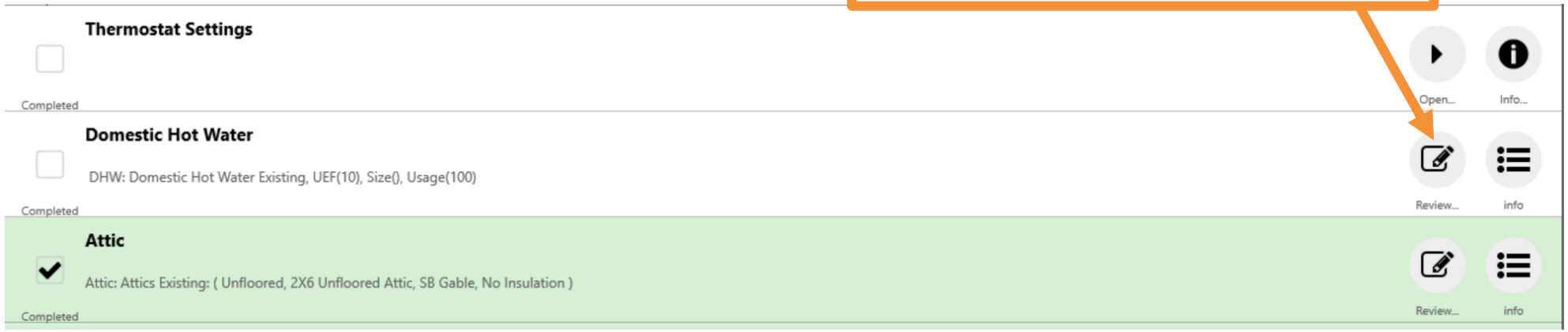
This is a very important box throughout the modeling. This is where you put all the details of what you are calling for. This is detail for the contractor, crew, and the state monitor. It should also be used to explain why you are calling for a certain measure.

# Domestic Hot Water

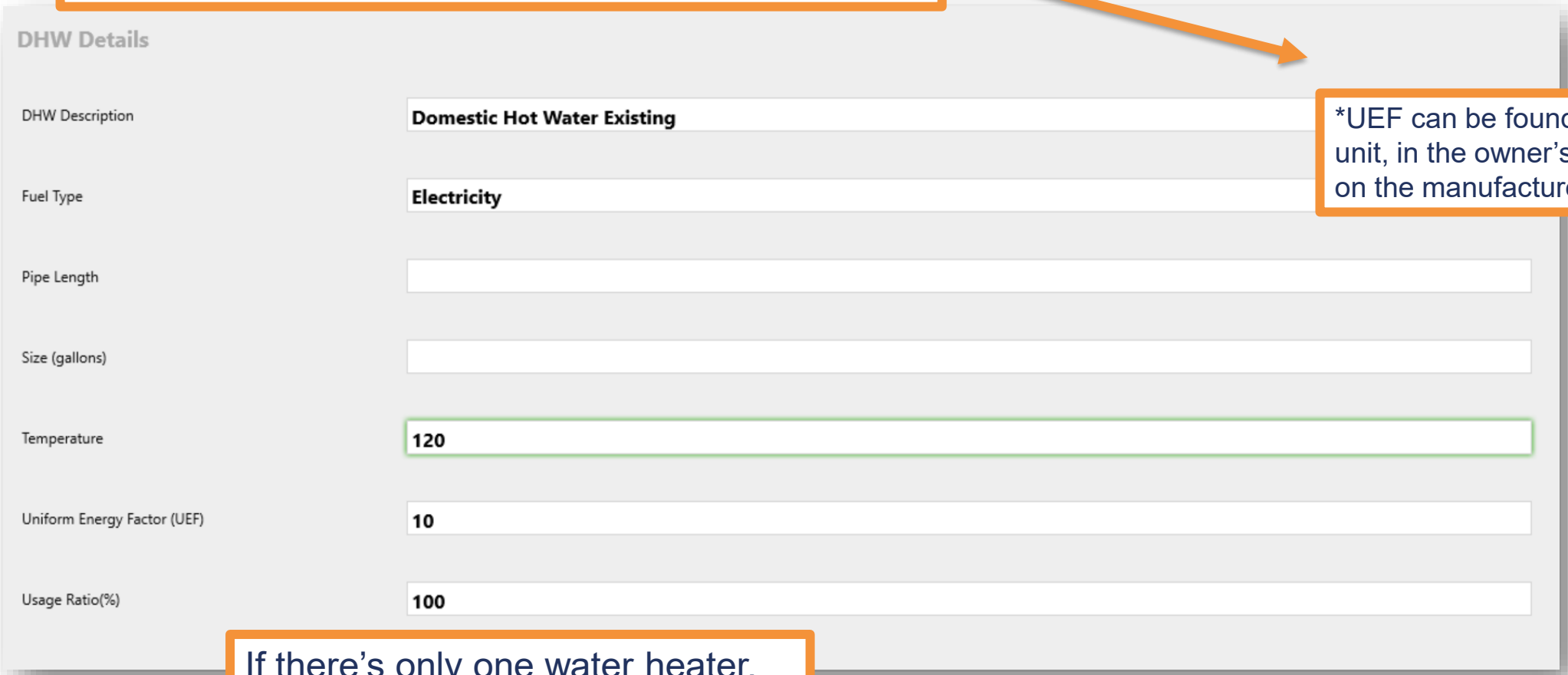
VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
*Partners for Better Communities*

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

Touch the Review icon to begin inputting the Domestic Hot Water information



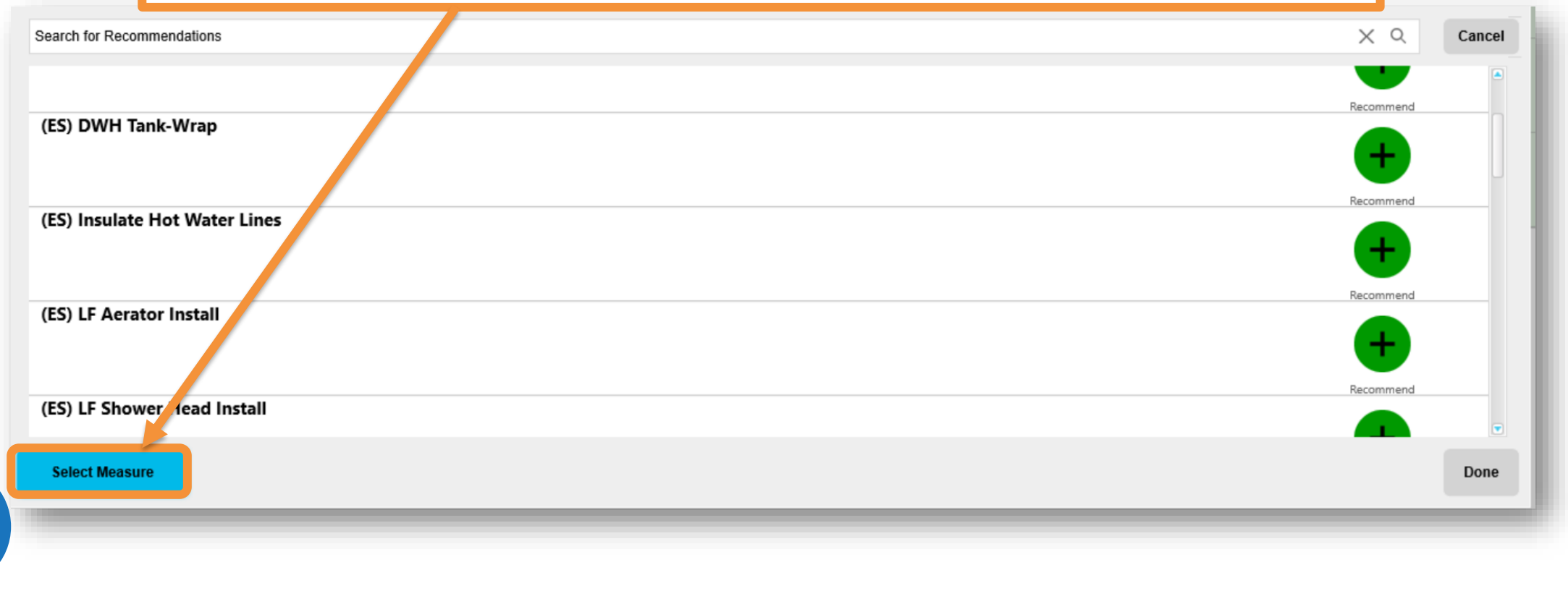
To model your water heater, you'll need to select the appropriately fuel type from the drop-down. You will also need to know the *UEF. Pipe length, size, and temperature are optional.

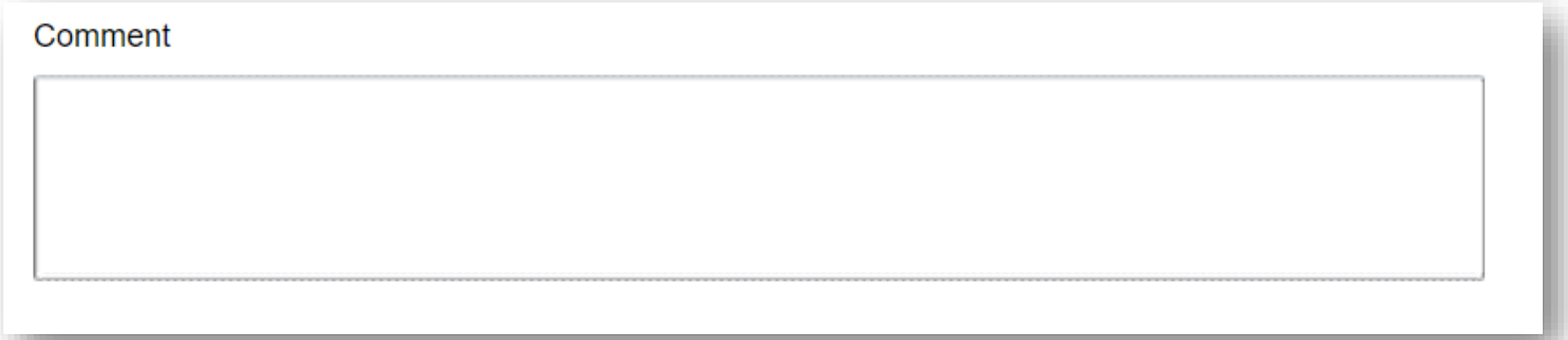



*UEF can be found on the unit, in the owner's manual, or on the manufacturer's website

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!






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

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
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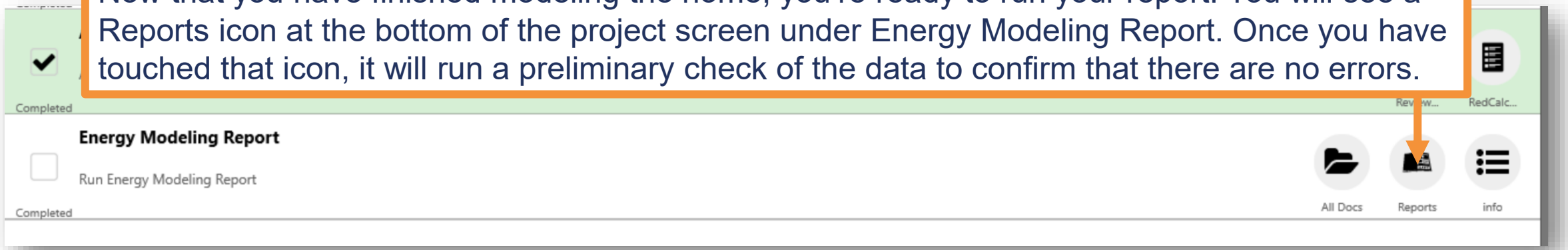
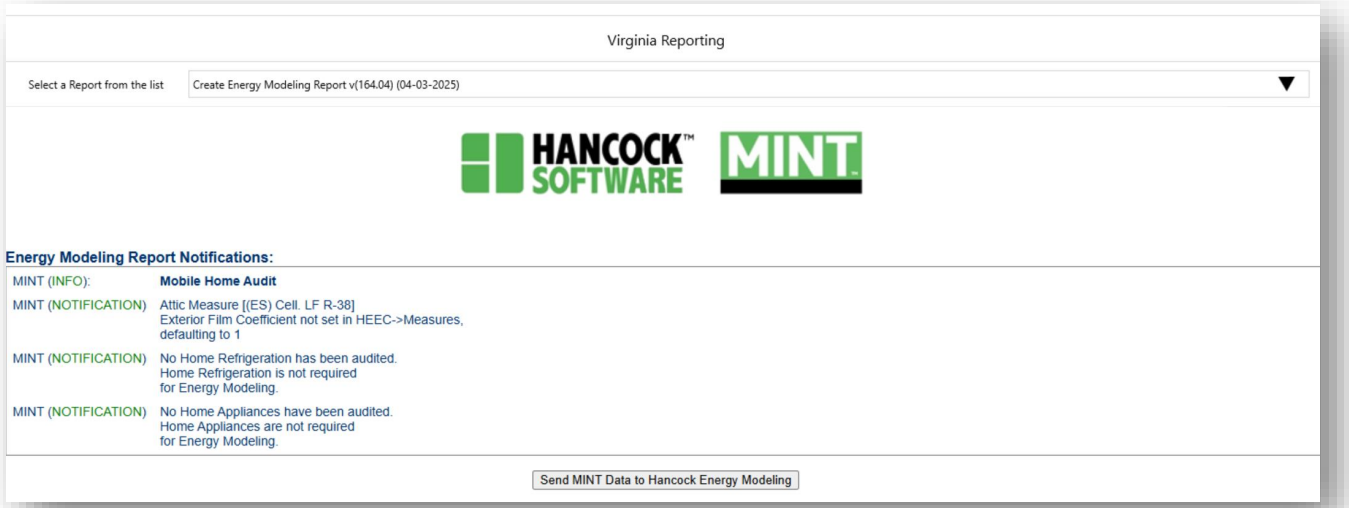
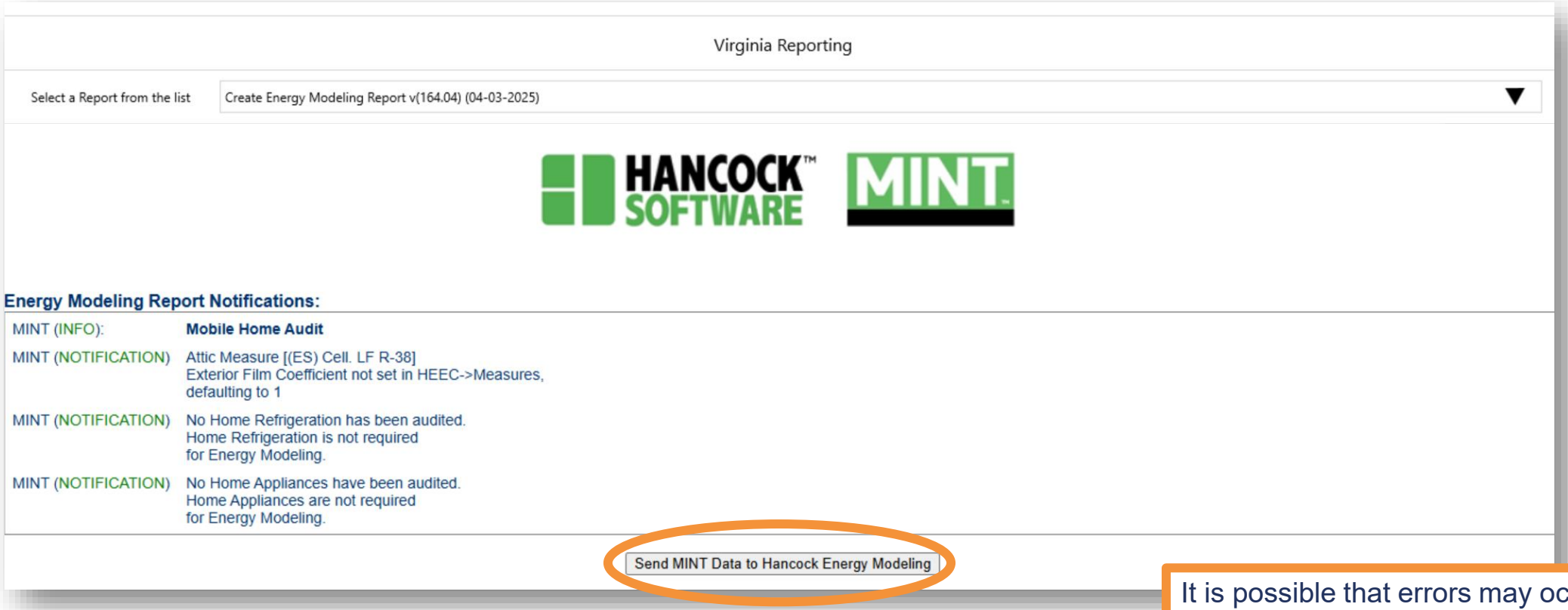
Building Info
User Guide
Touch the back arrow to return to the Project screen. Again, it will save automatically

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.

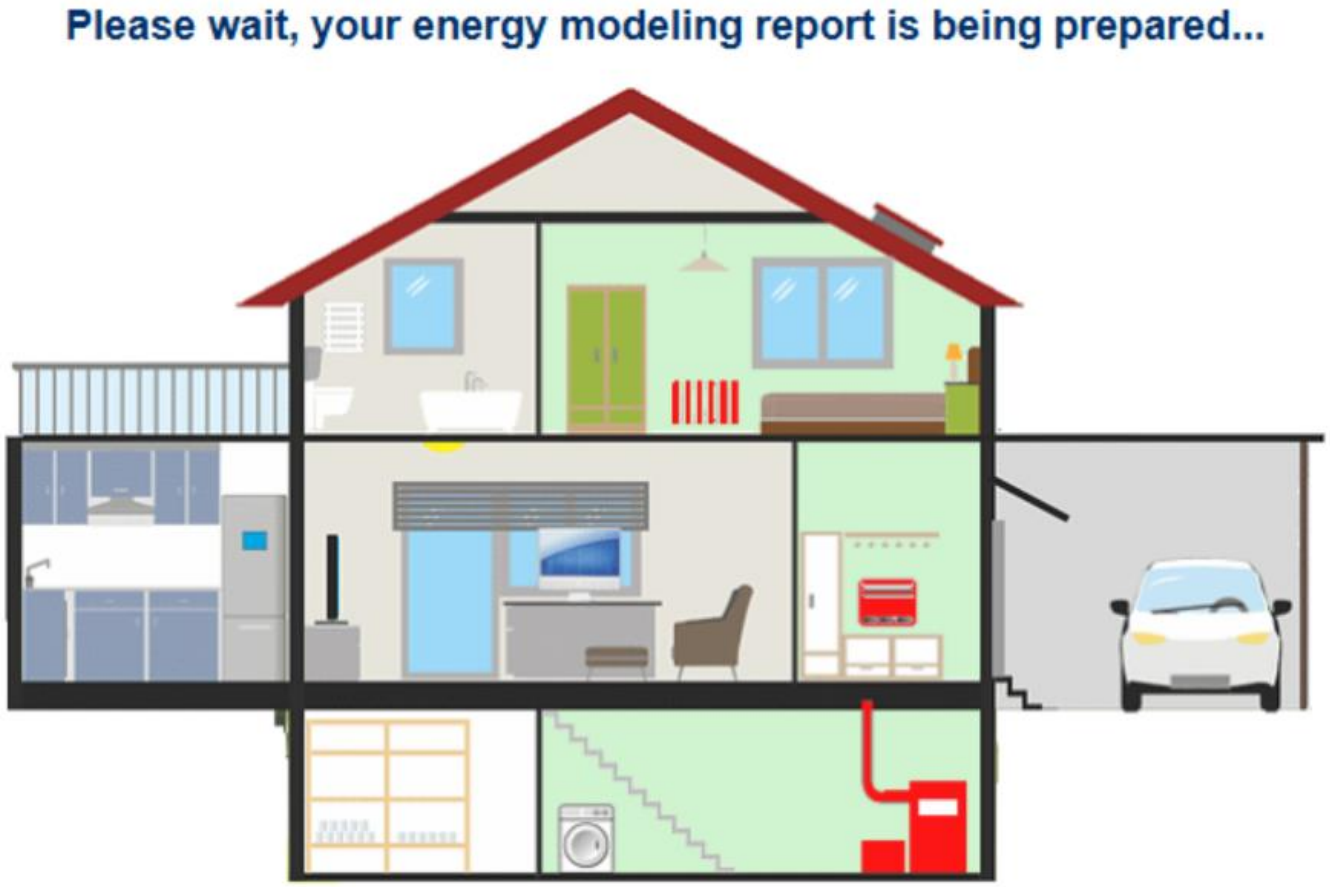


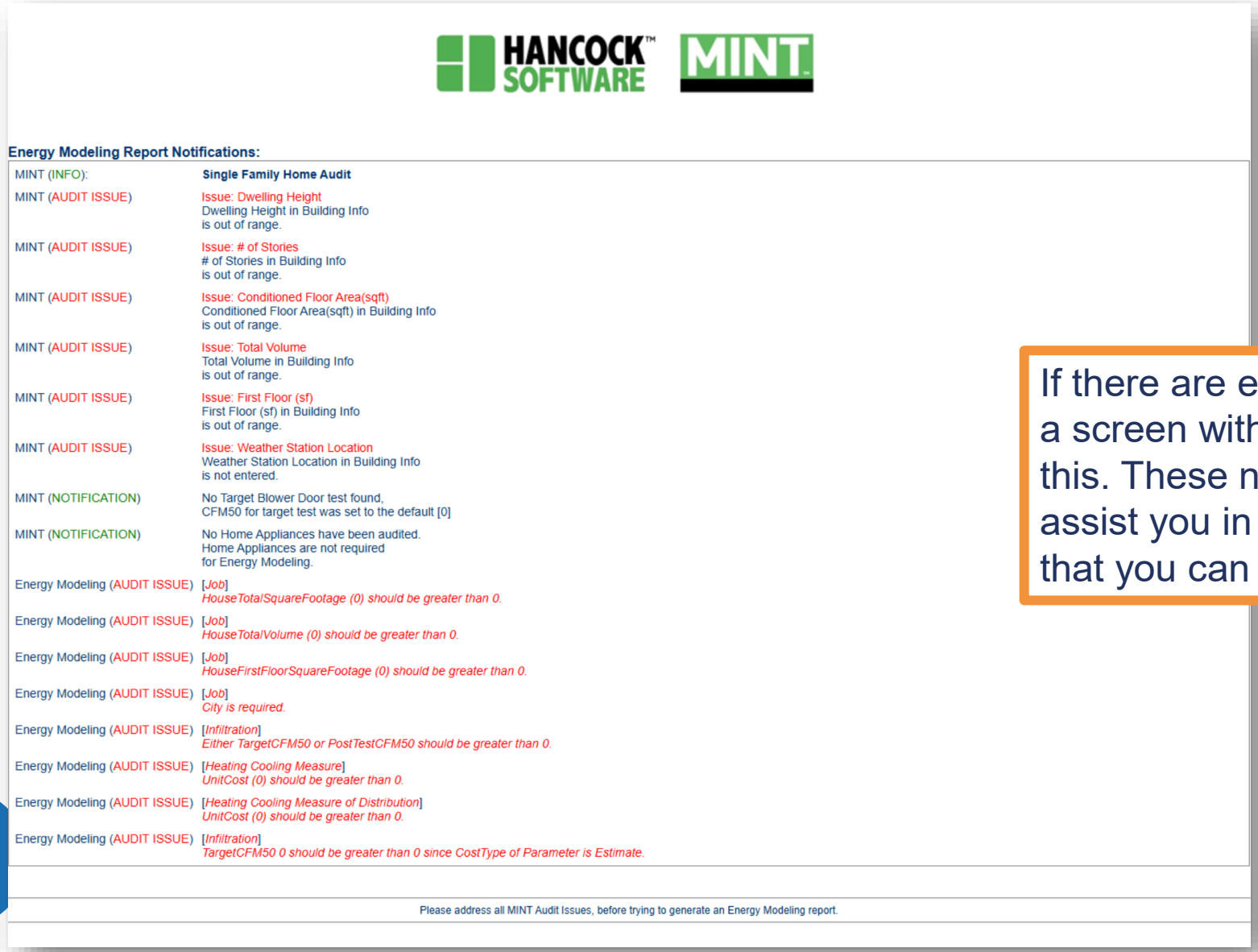



If no errors are found, you are ready to send your MINT Data to Hancock Energy Modeling!

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.




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



HANCOCK SOFTWARE MINT

**Energy Modeling Report Notifications:**

| | |
|---|---|
| MINT (INFO): | **Single Family Home Audit** |
| MINT (AUDIT ISSUE) | Issue: Dwelling Height<br>Dwelling Height in Building Info<br>is out of range. |
| MINT (AUDIT ISSUE) | Issue: # of Stories<br># of Stories in Building Info<br>is out of range. |
| MINT (AUDIT ISSUE) | Issue: Conditioned Floor Area(sqft)<br>Conditioned Floor Area(sqft) in Building Info<br>is out of range. |
| MINT (AUDIT ISSUE) | Issue: Total Volume<br>Total Volume in Building Info<br>is out of range. |
| MINT (AUDIT ISSUE) | Issue: First Floor (sf)<br>First Floor (sf) in Building Info<br>is out of range. |
| MINT (AUDIT ISSUE) | Issue: Weather Station Location<br>Weather Station Location in Building Info<br>is not entered. |
| MINT (NOTIFICATION) | No Target Blower Door test found,<br>CFM50 for target test was set to the default [0] |
| MINT (NOTIFICATION) | No Home Appliances have been audited.<br>Home Appliances are not required<br>for Energy Modeling. |
| Energy Modeling (AUDIT ISSUE) | [*Job*]<br>*HouseTotalSquareFootage (0) should be greater than 0.* |
| Energy Modeling (AUDIT ISSUE) | [*Job*]<br>*HouseTotalVolume (0) should be greater than 0.* |
| Energy Modeling (AUDIT ISSUE) | [*Job*]<br>*HouseFirstFloorSquareFootage (0) should be greater than 0.* |
| Energy Modeling (AUDIT ISSUE) | [*Job*]<br>*City is required.* |
| Energy Modeling (AUDIT ISSUE) | [*Infiltration*]<br>*Either TargetCFM50 or PostTestCFM50 should be greater than 0.* |
| Energy Modeling (AUDIT ISSUE) | [*Heating Cooling Measure*]<br>*UnitCost (0) should be greater than 0.* |
| Energy Modeling (AUDIT ISSUE) | [*Heating Cooling Measure of Distribution*]<br>*UnitCost (0) should be greater than 0.* |
| Energy Modeling (AUDIT ISSUE) | [*Infiltration*]<br>*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
**Client Name:** Scott TestMH
**Location:** RICHMOND INTERNATIONAL AP, Virginia
**Address:** 550 Shadybrook Ln MIDLOTHIAN VA, 90210
**Job SIR:** 7.157
**Job Cost:** $1,270.07
**Total Fuel Cost:** $2,700.00
**Job Lifetime:** 25.97 Years
**Annual Savings** of 13.48 mmbtu
**Lifetime Savings** of 350.17 mmbtu
**CFM50 Reduction:** 1,100.00
**CFM:** 37.93%
**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 | ⊗ | ⊗ |
| Cooling | ⊗ | ⊗ |
| Peak Heating Load (BTU/HR) | 54,149.55 | 43,306.6 |
| Peak Cooling Load (BTU/HR) | 46,668.56 | 33,298.43 |
| Heating Output (BTU/HR) | 30,000 | 30,000 |
| Cooling Output (BTU/HR) | 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) | --- | --- | (ES) LED - 60w equivalent | 2.57 | | 66.81 | $57.96 | | 37.13 | 37 |
| Attics Existing | 4.17 | 40.23 | (ES) Cell. LF R-38 | 8.47 | | 254.08 | $927.00 | $927.00 | 6.59 | 30 |
| Domestic Hot Water | --- | --- | (ES) DWH Insulate H/C 6' | 0.34 | | 4.44 | $20.71 | | 6.03 | 13 |
| Duct Distribution #1 | --- | --- | (ES) Duct Sealing | 1.33 | | 13.31 | $114.40 | | 3.37 | 10 |
| Domestic Hot Water | --- | --- | (ES) 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 | (ES) Cell. LF R-38 | 8.47 | | 254.08 | $927.00 | $927.00 | 6.59 | 30 |
| Duct Distribution #1 | --- | --- | (ES) 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

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
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# Fuel Cost Data

**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 |

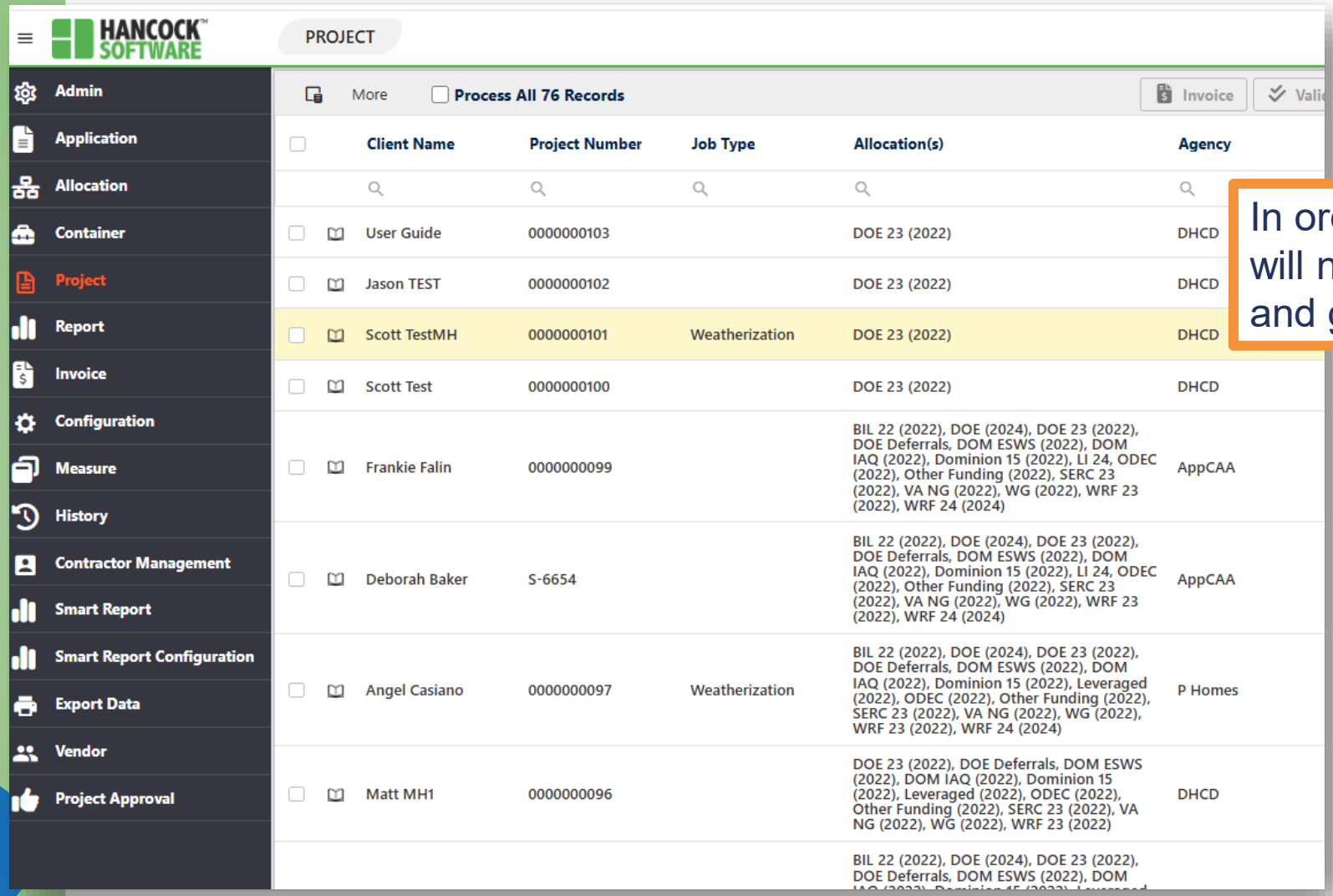
Among the important data that is found on your Energy Saving Report is your system fuel costs. Here you will see your client's pre- and post- usages as well as how much the client will be saving.

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

# Work Order

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
*Partners for Better Communities*

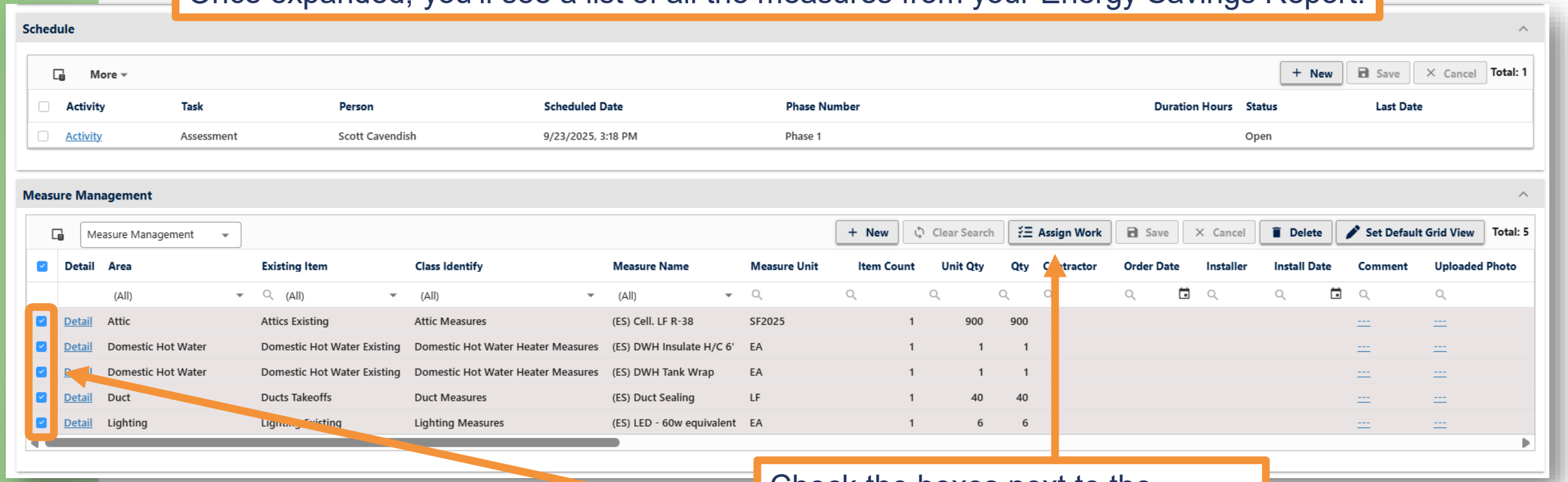
# Work Order



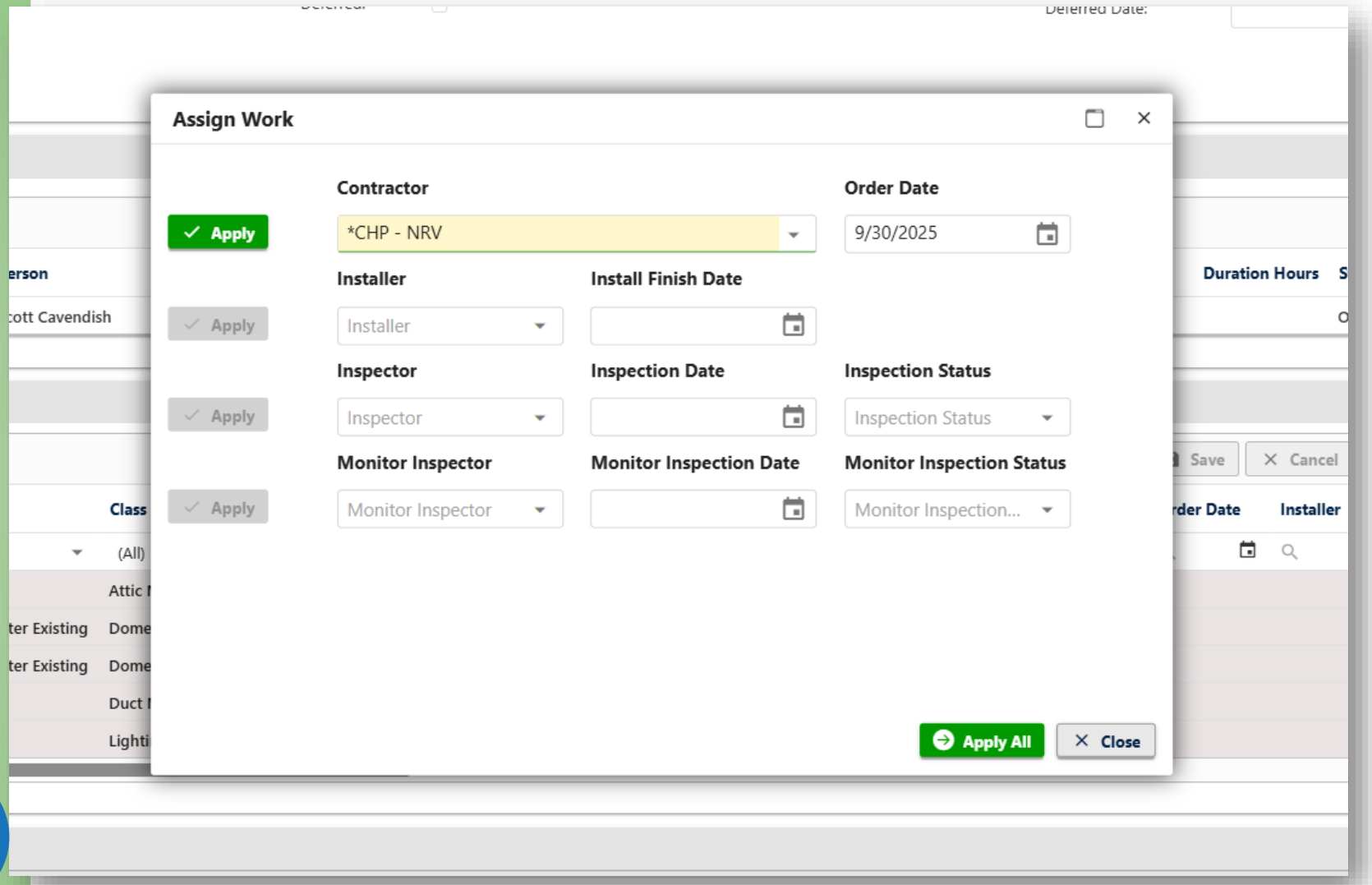

In order to create a work order, you will need to return to Hancock Cloud and go to the project screen.

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.

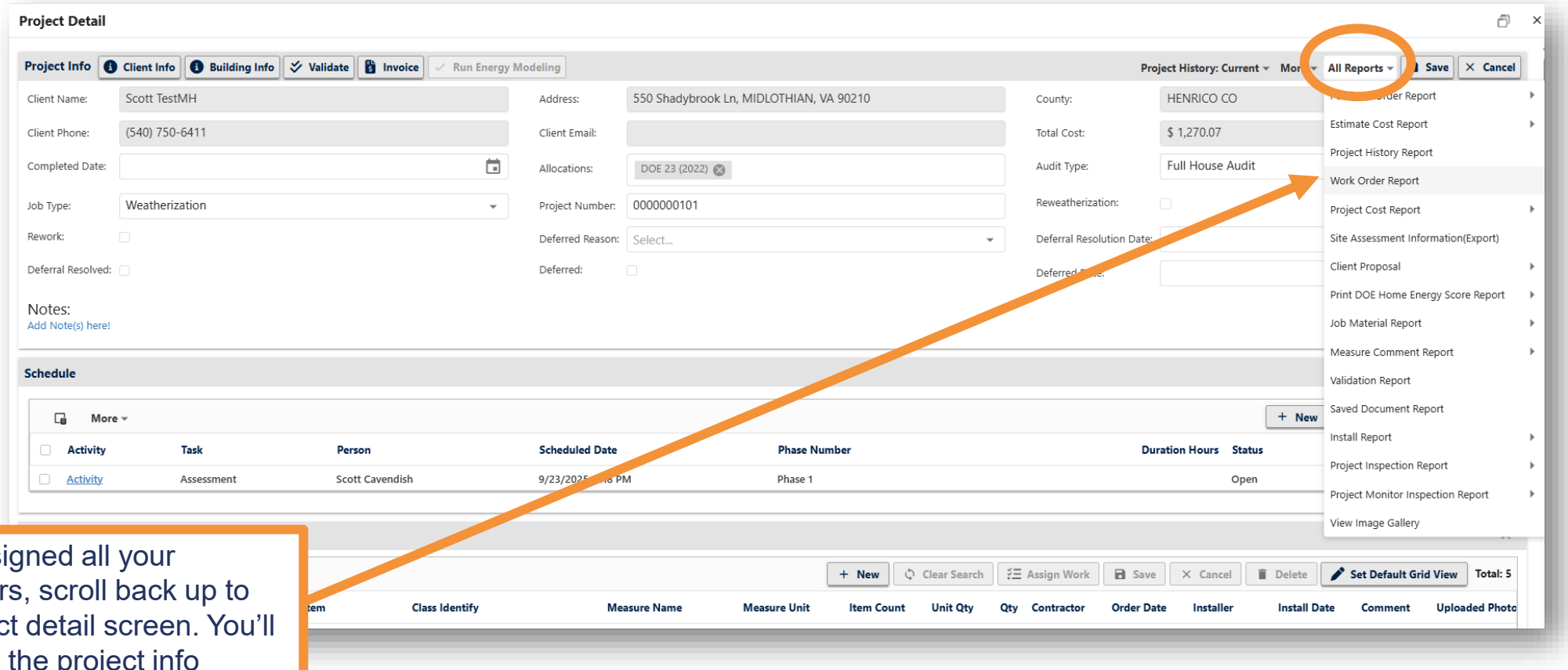



Check the boxes next to the measures you wish to assign and then select “Assign Work”

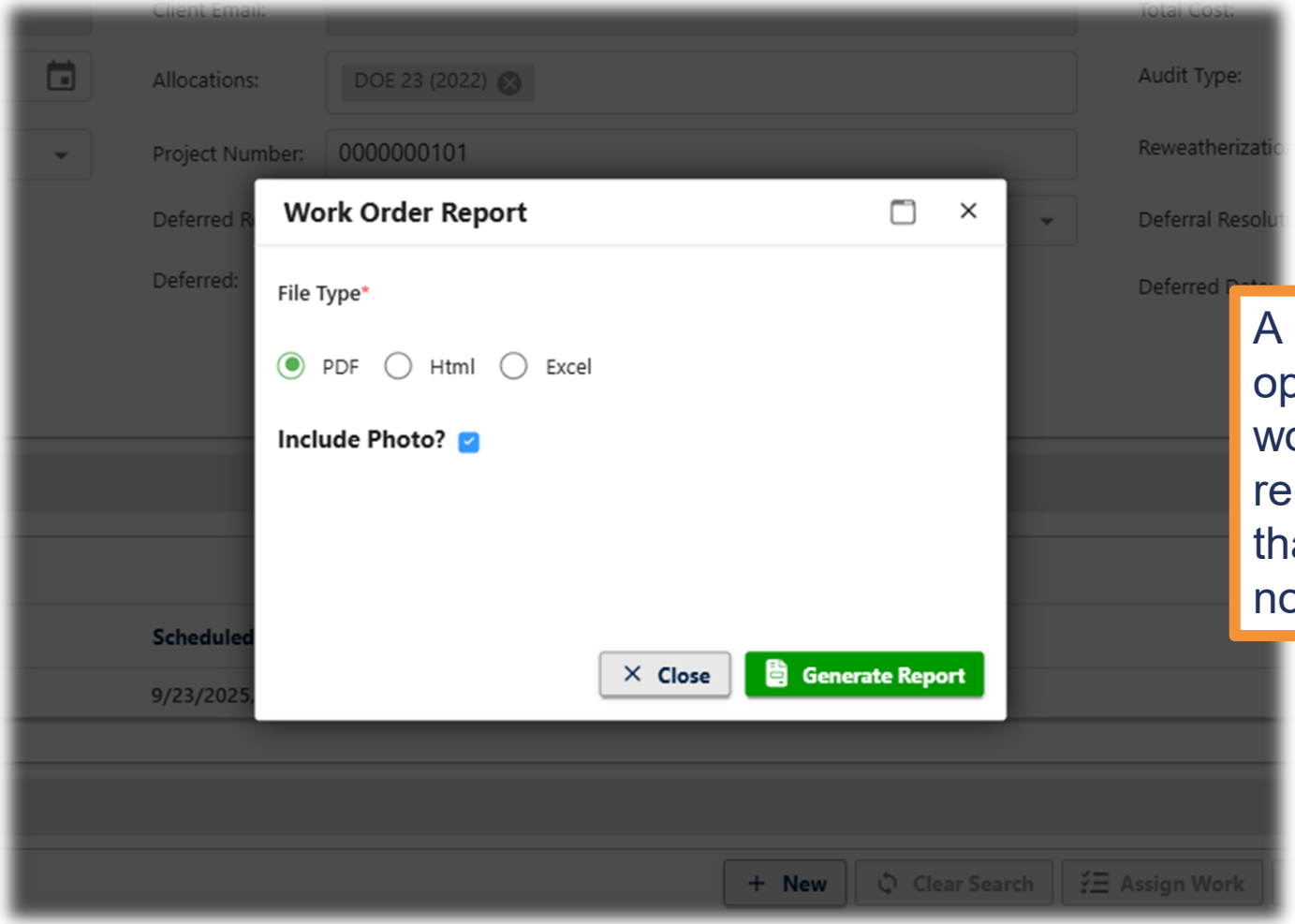



Now you can select a contractor or installer of your choice as well as the date. Click “Apply All” at the bottom of the pop-up or click “Apply” on the left and the work is now assigned.

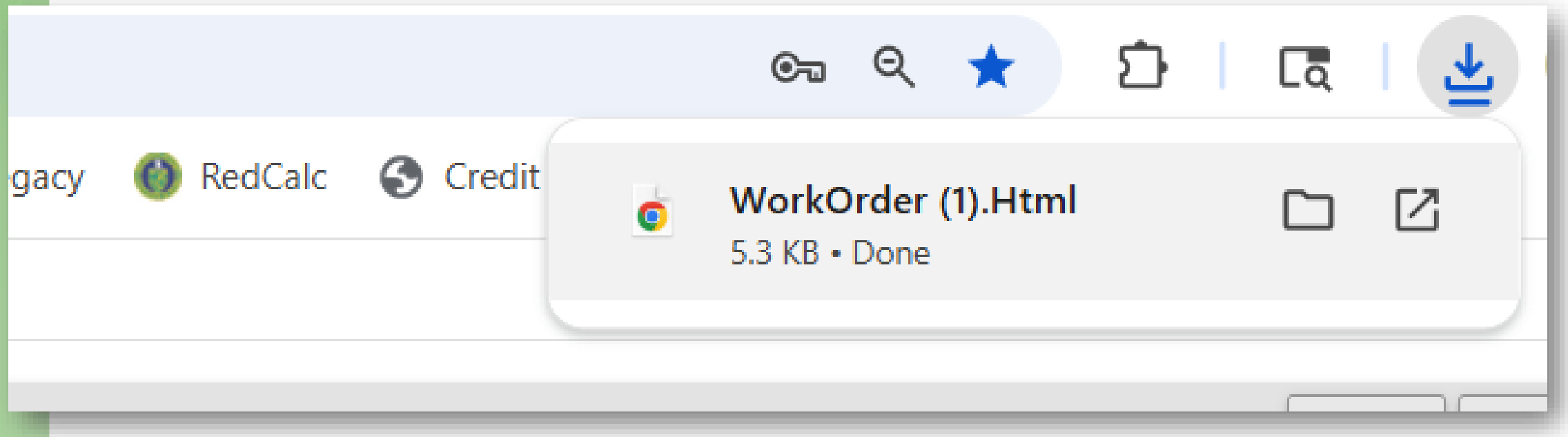
# Work Order




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"




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.




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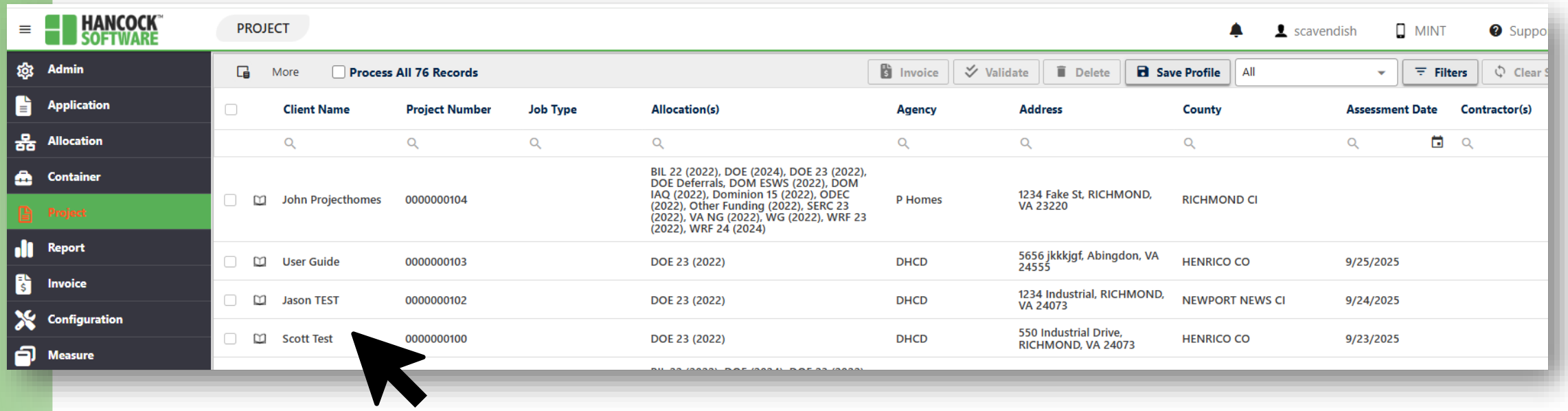
While you are still working in Hancock Cloud, you will want to upload photos from your audit. To begin, return to the Project screen and find the project you're working in.

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.

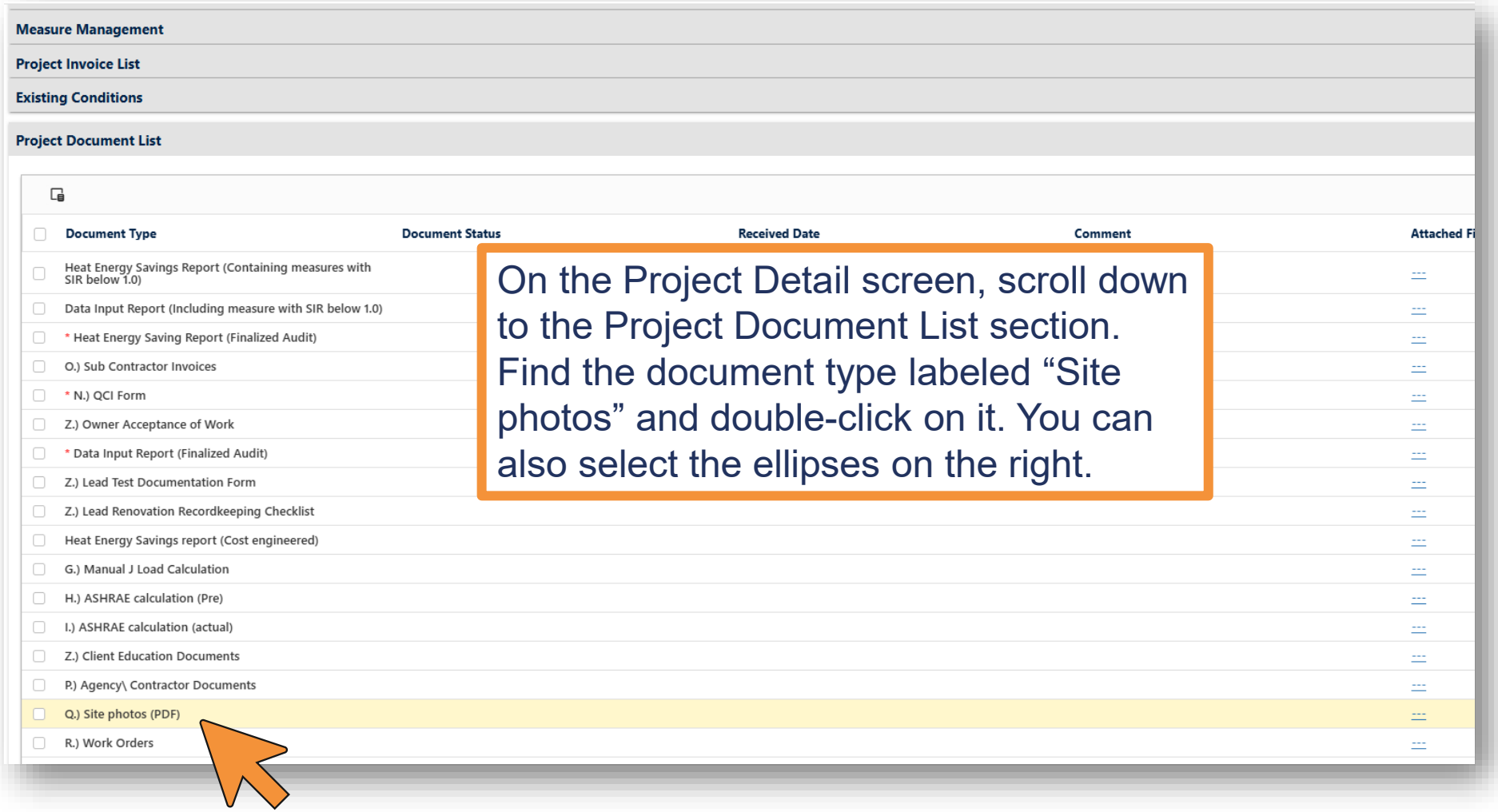
You can find more information about photo requirements in "Chapter 6: Record Keeping" of the Virginia WAP Operations Manual.

# Uploading Photos

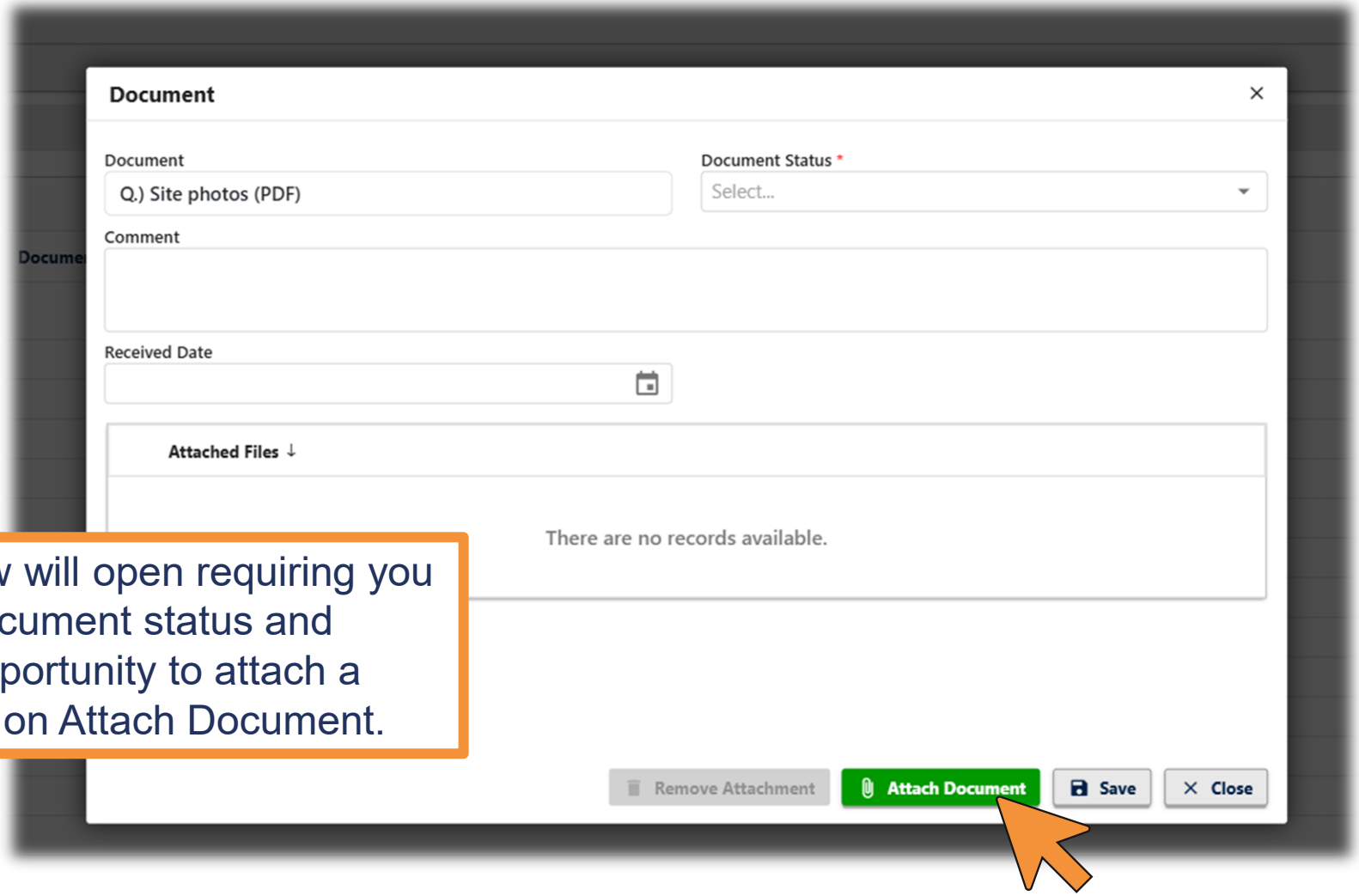



Once you have found your project, double click on it to open the project back up.

# Uploading Photos

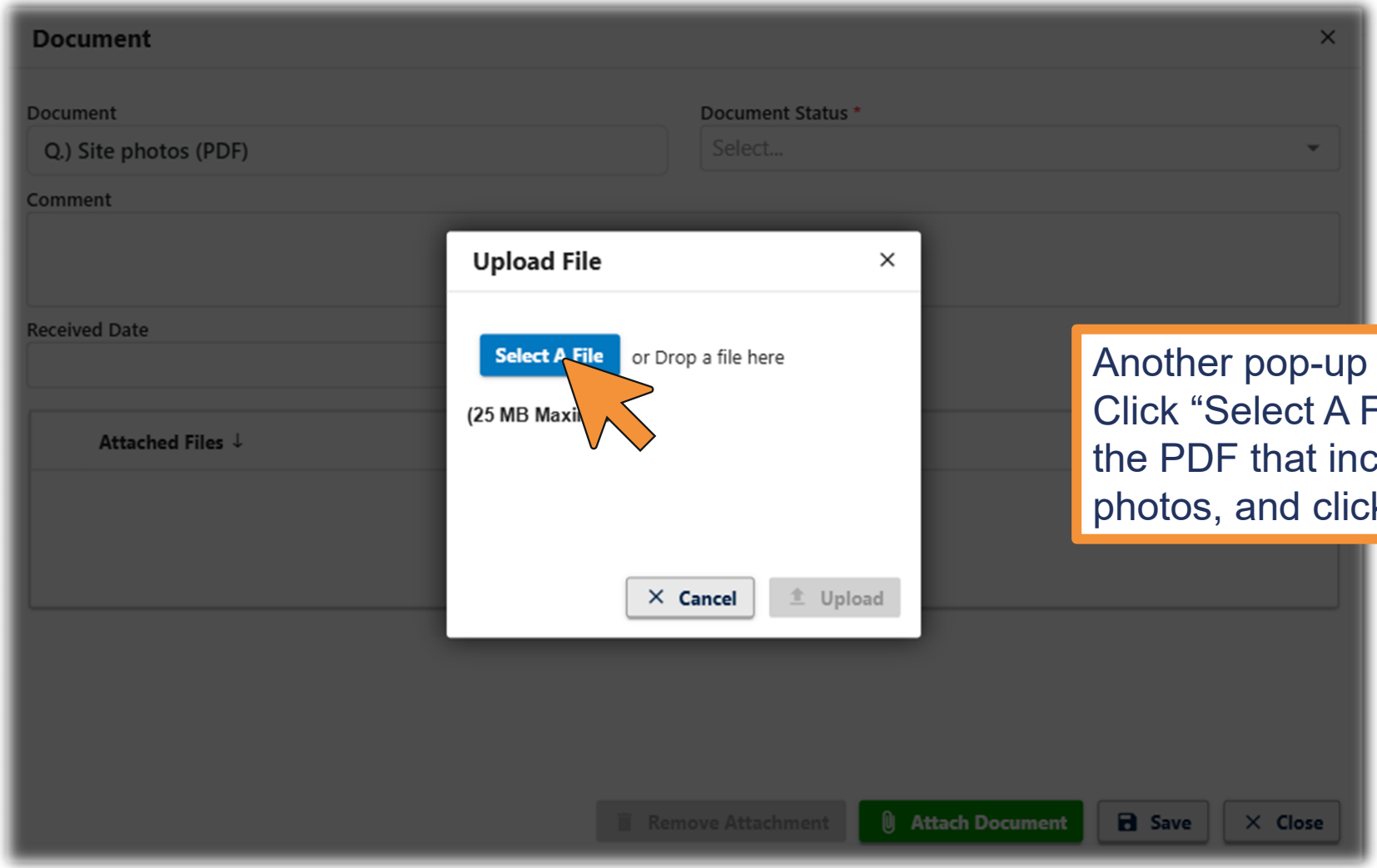


# Uploading Photos




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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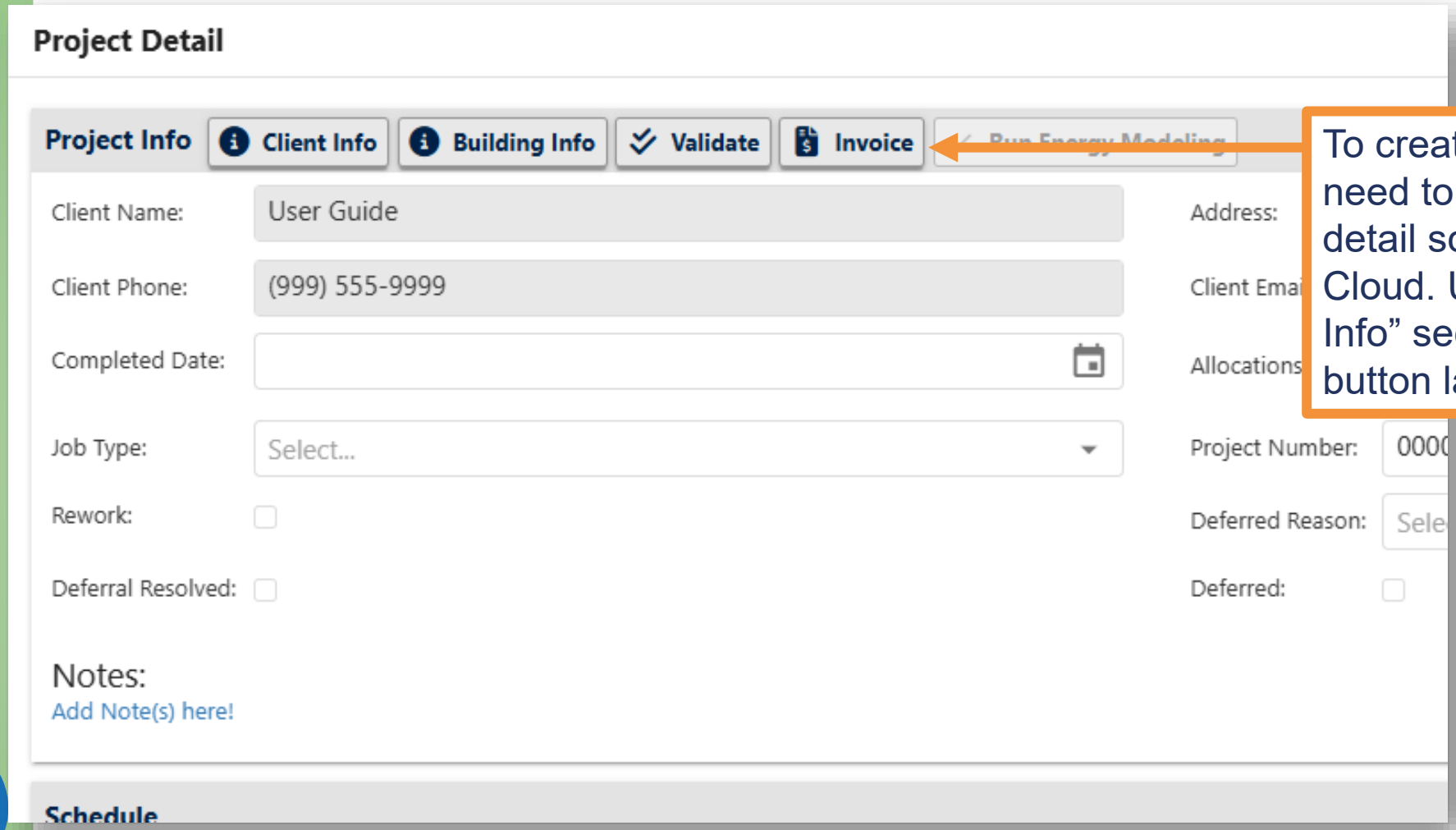
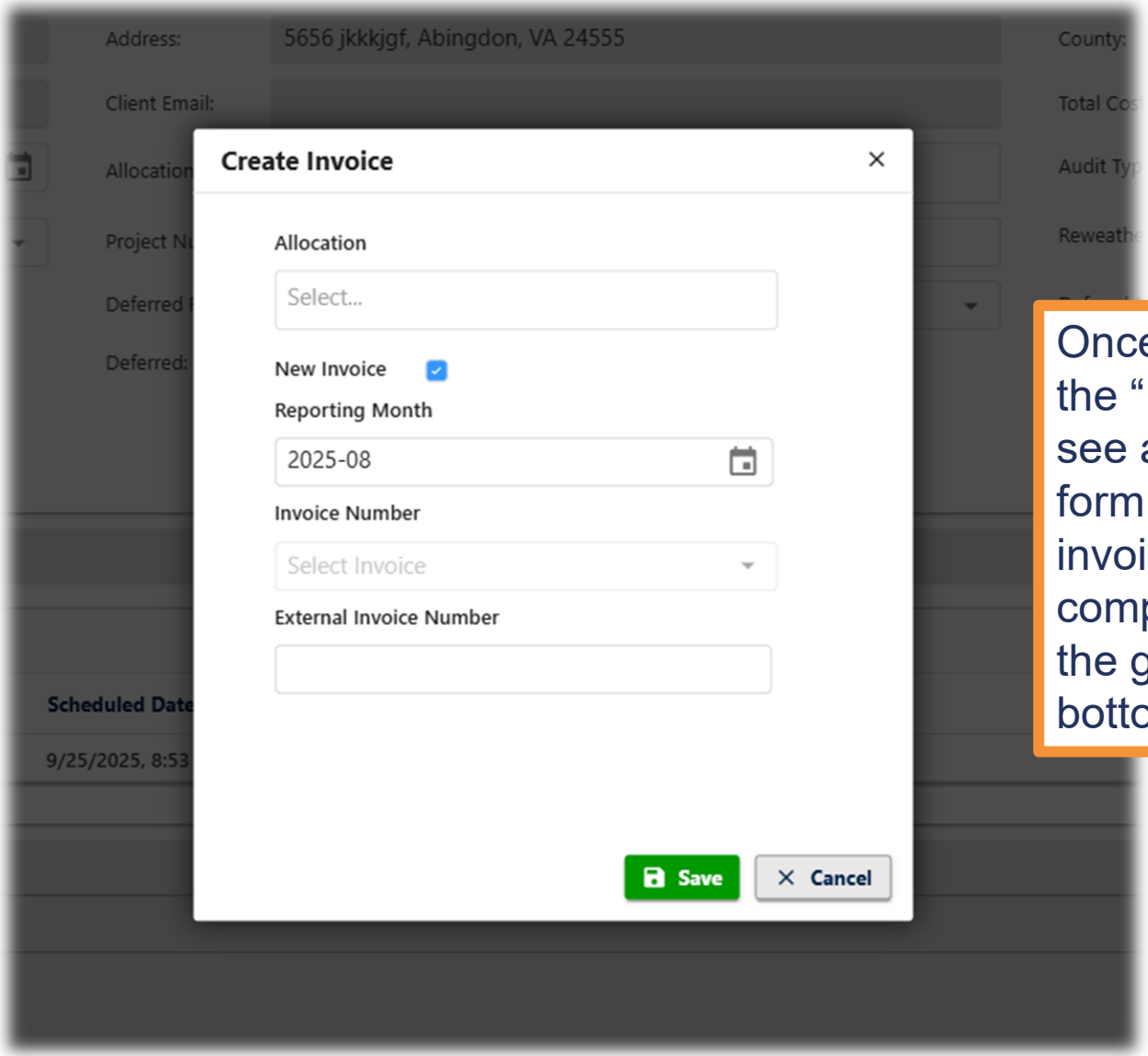
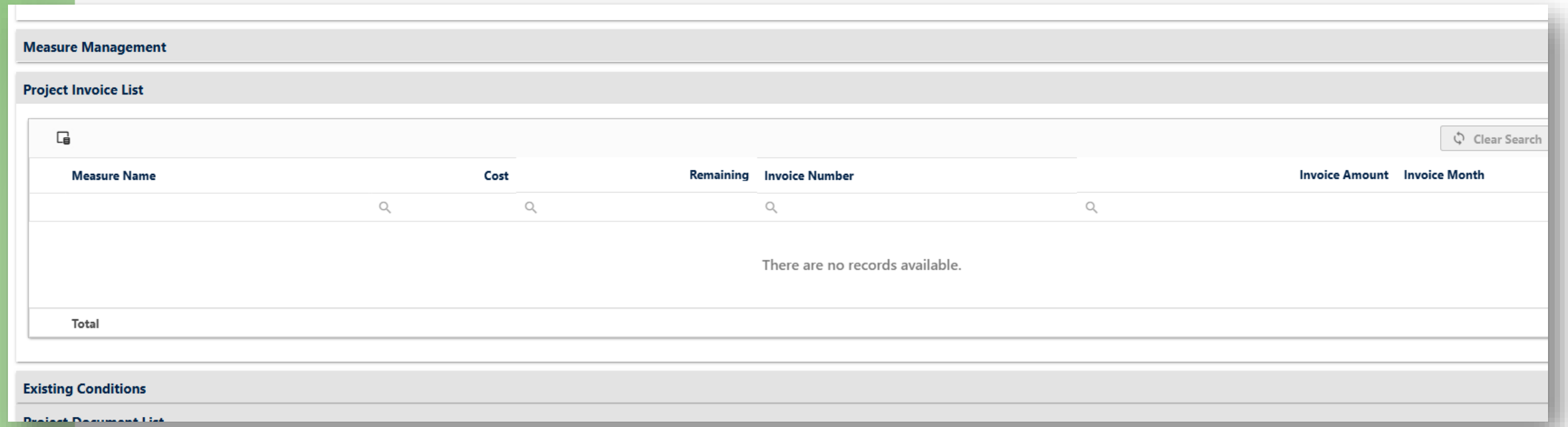



To create an invoice, you will need to return to the project detail screen in Hancock Cloud. Under the “Project Info” section you’ll see a button labeled “Invoice.”




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

# Invoicing




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.

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# Closing: Acknowledgements


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