



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



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

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



**VIRGINIA DEPARTMENT OF HOUSING
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Click on Application to look at all existing clients or to input new clients

HANCOCK SOFTWARE

APPLICATION

SCavendish MINT Support Sign Out

Admin

Application

Allocation

Container

Project

Report

Invoice

Configuration

Measure

History

Contractor Management

Smart Report

Smart Report Configuration

Export Data

Vendor

Project Approval

Weatherization

More ☐ Process All 15 Records

+ Create Project

All

Filters

Clear Search

Save Profile

+ New Application

	Client Number	Client Status	First Name	Last Name	Total Monthly Income	Applied Date	Certified	Certifier	Street Address	Apt/unit #	Service City	Service ZIP	Phone	Alterna Phone
<input type="checkbox"/>	162474701	Job Created	Jason	TEST		9/24/2025	9/24/2025				RICHMOND	24073		
<input type="checkbox"/>	1446344653	Job Created	Scott	TestMH		9/23/2025	9/23/2025				MIDLOTHIAN	90210		
<input type="checkbox"/>	1761006511	Job Created	Scott	Test		9/23/2025	9/23/2025				RICHMOND	24073		
<input type="checkbox"/>	264908612	Application received	test	test		9/23/2025						22222		
<input type="checkbox"/>	56977733	Job Created	Matt	Test		3/13/2024				#3R	Abingdon	01234		
<input type="checkbox"/>	1661960358	Application received	Demo	Testing		8/25/2025						22980		
<input type="checkbox"/>	186289428	Application received	David	Test		7/9/2024					Ashburn	20147		
<input type="checkbox"/>	626599895	Job Created	D3	YTest		5/20/2024	5/20/2024				VIRGINIA BEACH	23462		
<input type="checkbox"/>	1995143143	Job Created	D2	YTest		5/20/2024	5/20/2024				WOODBRIDGE	22193		
<input type="checkbox"/>	1840733626	Job Created	D1	yTest		5/20/2024	5/20/2024				NEWPORT NEWS	23607		
<input type="checkbox"/>	1627661239	Application received	Solution	Engineering Test		5/13/2024	5/13/2024							
<input type="checkbox"/>	1026650269	Job Created	First	Test			3/19/2024	Adam Kirk (akirk)		1	Abingdon	22980		
<input type="checkbox"/>	1575608377	Application received	David	Test 2		3/25/2024						22222		
<input type="checkbox"/>	1673063261	Job Created	Stephanie	Test		3/22/2024	3/22/2024				FALLS CHURCH	22040		
<input type="checkbox"/>	952423265	Job Created	Stephanie	TestApp		3/22/2024	3/22/2024							

10 20 50 100

Page 1 of 1 (15 items) 1

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Client Information

HANCOCK SOFTWARE

APPLICATION

Admin

Application

Allocation

Container

Project

Report

Invoice

Configuration

Measure

History

Contractor Management

Smart Report

Smart Report Configuration

Export Data

Vendor

Project Approval

Weatherization

More

Process All 15 Records

+ Create Project

All

Filters

Clear Search

Save Profile

New Application

<input type="checkbox"/>	Client Number	Client Status	First Name	Last Name	Total Monthly Income	Applied Date	Certified	Certifier	Street Address	Apt\unit #	Service City	Service ZIP	Phone	Alterna Phone
<input type="checkbox"/>	162474701	Job Created	Jason	TEST		9/24/2025	9/24/2025				RICHMOND	24073		
<input type="checkbox"/>	1446344653	Job Created	Scott	TestMH		9/23/2025	9/23/2025				MIDLOTHIAN	90210		
<input type="checkbox"/>	1761006511	Job Created	Scott	Test		9/23/2025	9/23/2025				RICHMOND	24073		
<input type="checkbox"/>	264908612	Application received	test	test		9/23/2025						22222		
<input type="checkbox"/>	56977733	Job Created	Matt	Test		3/13/2024				#3R	Abingdon	01234		
<input type="checkbox"/>	1661960358	Application received	Demo	Testing		8/25/2025						22980		
<input type="checkbox"/>	186289428	Application received	David	Test		7/9/2024						20147		
<input type="checkbox"/>	626599895	Job Created	D3	YTest		5/20/2024	5/20/2024				Ashburn	20147		
<input type="checkbox"/>	1995143143	Job Created	D2	YTest		5/20/2024	5/20/2024				VIRGINIA BEACH	23462		
<input type="checkbox"/>	1840733626	Job Created	D1	yTest		5/20/2024	5/20/2024				WOODBIDGE	22193		
<input type="checkbox"/>	1627661239	Application received	Solution	Engineering Test		5/13/2024	5/13/2024				NEWPORT NEWS	23607		
<input type="checkbox"/>	1026650269	Job Created	First	Test			3/19/2024	Adam Kirk (akirk)		1	Abingdon	22980		
<input type="checkbox"/>	1575608377	Application received	David	Test 2		3/25/2024						22222		
<input type="checkbox"/>	1673063261	Job Created	Stephanie	Test		3/22/2024	3/22/2024				FALLS CHURCH	22040		
<input type="checkbox"/>	952423265	Job Created	Stephanie	TestApp		3/22/2024	3/22/2024							

10

20

50

100

Page 1 of 1 (15 items)

256.11 (Jul 11, 07:12)

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

Records

+ Create Project

All

Filt

Status	First Name	Last Name	Total Monthly	Applied Date	Certified	Certifier	Street Address
ated	Jason						1234 Industrial
ated	Scott						550 Shadybrook Ln
ated	Scott						550 Industrial Drive
tion received	test						test
ated	Frankie						ckery) 180 Reading Rd
ated	Deborah						ckery) 22792 US Highway 23 North
ated	Angel						6419 Omo Rd
ated	Garrett						123 Fake St TreeLand
ated	Dustin						1234 fake st LCD sound
ated	Matt						21 W Main St
ated	Amanda						ulware) 88 Carnation Street
ated	Closing						OPS) 12
ated	Evan						22
ated	Louise						ckery) 17
ated	DHCD						OPS) 124 DHCD Lane
ated	DHCD	SB		9/4/2025	9/4/2025	Intake Tester (IntakeOPS)	123 DHCD Lane
ated	Greg	Hammond		8/17/2025	8/27/2025	Amanda Smith (ADockery)	8631 Nickelsville Hwy

Finding Client

First Name

Last Name

Duplicate Type

Address

Street Name

Zip

Search

Create New

Close

Fill out the form and click Search

OR click Create New if adding a new client

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.

Project Detail

Application - Jason TEST - Job Created

Client Name: Jason TEST [09/24/2025] X

Application Info Application Qualification History

Cancel Save Verify Address Save Settings Unit Info

Contact

First Name *	Middle Name	Last Name *	Email
Jason		TEST	
Street Address *	Apt/unit #	Service City *	Service ZIP *
1234 Industrial		RICHMOND	24073
County *	Service State *	Phone *	Alternate Phone
NEWPORT NEWS CI	VA	(540) 555-7777	
Service Address Status	Mailing Address Status	Landlord Address Status	
Unverified	Unverified		
<input checked="" type="checkbox"/> Mailing Same As Service Address	Apt/unit #	Mailing City *	Mailing State *
		RICHMOND	VA
Mailing Street Address *			
1234 Industrial			
Mailing ZIP *			
24073			
Landlord Name	Landlord Phone	Landlord Email	



Client Information

ES:
Note(s)

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Landlord City

Landlord State

Landlord ZIP

Application

Family

Income

Energy Consumption

Demographics

Documents

Comments

Change History

Total:

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

Application - Jason TEST - Job Created

Jason TEST [09/24/2025] ✕

Application Info Application Qualification History

Client Information

Denied Date

Requested Allocations

Allocation	Wap Rank
DOE 23 (2022)	12

Messages

Allocation Name	Messages	Date/Time

Change More

Qualify

After completing the application info, click the Application Qualification tab

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

Application - Jason TEST - Job Created

Jason TEST [09/24/2025] ✕

Application Info Application Qualification History

Change More

Qualify

Client Allocations

☐ Denied Denied Reason Denied Date

Select...

Requested Allocations

Allocation	Wap Rank
<input type="checkbox"/> > 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

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

The screenshot shows the Hancock Software 'APPLICATION' screen. On the left is a sidebar with navigation options: Admin, Application, Allocation, Container, Project, Report, Invoice, History, Contractor Management, Smart Report, Smart Report Configuration, Export Data, Vendor, and Project Approval. The main area displays a table of client information under the 'Weatherization' tab. The table has columns for Client Number, Client Status, First Name, Last Name, Total Monthly Income, Applied Date, Certified, Certifier, Street Address, Apt/unit #, Service City, Service ZIP, Phone, Alternate Phone, and Middle. A row is highlighted with a blue checkmark in the first column. Above the table is a '+ Create Project' button. A confirmation dialog box titled 'Information' is open, showing a green checkmark and the message 'Project(s) have been created', with an 'OK' button. The bottom of the screen shows a status bar with the text '256.11 (Jul 11, 07:12)' and 'Page 1 of 1 (1 items)'.

Client Number	Client Status	First Name	Last Name	Total Monthly Income	Applied Date	Certified	Certifier	Street Address	Apt/unit #	Service City	Service ZIP	Phone	Alternate Phone	Middle
7967616	Eligible	User	Guide		9/24/2025	9/24/2025		5656 jkkkjgf		Abingdon	24555	(999) 555-9999		

Next, click on the Project tab

Then double-click the project you just created

The screenshot shows the Hancock Software interface. The left sidebar has a 'Project' tab highlighted. The main area displays a table with the following data:

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		

At the bottom of the table, there is a pagination bar showing 'Page 1 of 1 (1 items)' and a green circle with the number '1'.



Audit Information



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Log in to the
Hancock MINT
app on your
tablet





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)

Delete

Directions

View Project

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)

Delete

Directions

View Project

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)

Delete

Directions

View Project

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)

Delete

Directions

View Project

Account

Last Sync
9/25/2025
10:09:24 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** All Files

Project Overview:
Site Assessment
IN PROGRESS

User Guide
5656 jkkkjgf
Abingdon, 24555
Project: 0000000103

To Do List

- Confirm Client Information**
☒ Client Information is completed...
Completed Review...
- Collect Building & Utility Information**
☐ Missing Building Information please review...
Completed Review... Required...
- Health and Safety / Other Measures**
☐ No Health and Safety Measures have been entered...
Completed Review...
- DOE Deferrals ?**
☐ No DOE Deferrals have been entered...
▶ i

Mark Project as Done

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

Saved Notes...

Save Last Note

New Note

Customer Information

Customer	User Guide
First Name	User
Last Name	Guide
Customer Email	Enter text
Customer Phone	(999) 555-9999
Home Phone	Enter text





Client Info
User Guide

Notes

Saved Notes...

Save Last Note

New Note

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

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

The screenshot shows a web form titled "Client info" with a subtitle "User Guide". At the top left is a back arrow icon. Below the title is a "Notes" section with a text area and three buttons: "Saved Notes...", "Save Last Note", and "New Note". The form contains several fields: "Coaching Date" (text input), "Deferred?" (checkbox, checked), "Job Number" (text input), "Job Status" (dropdown menu showing "Deferred"), "Job Type" (dropdown menu showing "Deferral"), and "Needs Approval?" (checkbox, unchecked). An orange oval highlights the "Job Status" and "Job Type" dropdowns.





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

The screenshot shows a mobile application interface for 'Client info User Guide'. At the top is a green header with a back arrow and the title. Below the header is a 'Notes' section, which is circled in orange. To the right of the 'Notes' section are three buttons: 'Saved Notes...', 'Save Last Note', and 'New Note'. The 'New Note' button is also circled in orange, with an arrow pointing from it to the 'Notes' section. Below the 'Notes' section are several form fields: 'Coaching Date' with a text input labeled 'Enter text'; 'Deferred?' with a checked checkbox; 'Job Number' with a text input labeled 'Enter text'; 'Job Status' with a dropdown menu showing 'Deferred'; 'Job Type' with a dropdown menu showing 'Deferral' (highlighted with a green border); and 'Needs Approval?' with an unchecked checkbox.





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

Client info
User Guide

Notes

Saved Notes...

Save Last Note

New Note

Customer Information

Customer

User Guide

First Name

User

Last Name

Guide

Customer Email

Enter text

Customer Phone

(999) 555-9999





Client info
User Guide

Notes

Customer Information

Customer

First Name

Last Name

Customer Email

Customer Phone

Guide

Enter text

(999) 555-8888

Saved Notes... Save Last Note New Note

Processing...
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...





Down

TEST OTHER MEASURE EXISTING	
Existing Catalog Item - (Other Measures) Generic item, must be changed	
(DEF) Heating System Unit (Replace) Prop. D Req	<div><div>+</div><div>This Area</div></div>
Recommended Catalog Item - (Other Measures) Generic item, must be changed	<div><div>+</div><div>This Area</div></div>
(DEF) Lead Based Paint Abatement	<div><div>+</div><div>This Area</div></div>
Recommended Catalog Item - (Other Measures) Generic item, must be changed	<div><div>+</div><div>This Area</div></div>
(DEF) Replace Unvented Space Heater	<div><div>+</div><div>This Area</div></div>
Recommended Catalog Item - (Other Measures) Generic item, must be changed	<div><div>+</div><div>This Area</div></div>

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** All Files

Project Overview:
Site Assessment
IN PROGRESS

User Guide
5656 jkdkjgf
Abingdon, 24555
Project: 0000000103

To Do List

Confirm Client Information
☒ Client Information is completed...
Completed Review...

Collect Building & Utility Information
☐ Missing Building Information please review...
Completed Review... Required...

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

DOE Deferrals ?
☐ No DOE Deferrals have been entered... ▶ i

Mark Project as Done

Photo Notes

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

Saved Notes... Save Last Note New Note

Building Type **Owner-Occupied Single Family Site Built**

Dwelling Height

of Occupants **1**

of Stories

Average Ceiling Height(ft)

Conditioned Floor Area(sqft)

First Floor (sf)

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.

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** ▼





Health and Safety

Knob and Tube?

☐

Vermiculite?

☐

Lead Paint?

☐

Moisture Problems?

☐

VOC?

☐

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.

Air Leakage

Air Leakage Type

Normal



Air Leakage Location

Uniform



Air Leakage Shielding

Normal





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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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

<input type="checkbox"/>	Air Infiltration (Blower Door Testing)	
No Blower Door Tests have been entered...		Review...
Completed		
<input type="checkbox"/>	Heating and Cooling	
No HVAC System (Heating, Cooling or Heat Pump) has been entered...		Review...
Completed		
<input type="checkbox"/>	Domestic Hot Water	
No Hot Water Heaters have been audited		Review...
Completed		





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)
--------------	---------------------------------



Q X Down

Add existing space conditioning	
Existing Catalog Item - (HVAC Systems) Generic item, must be changed	This Area
Existing Cooling System - Central Air	
Existing Catalog Item - (HVAC Systems) Generic item, must be changed	This Area
Existing Heating System - Forced Hot Air	
Existing Catalog Item - (HVAC Systems) Generic item, must be changed	This Area
Existing Heating System - Forced Hot Water	
Existing Catalog Item - (HVAC Systems) Generic item, must be changed	This Area

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





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%.





$$1 \text{ kWh} = 3412.142 \text{ BTU/hr.}$$

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

$$12 \text{ kWh} \times 3412.142 = \text{BTU/hr.}$$

$$40,945.704 \text{ Btu/hr.}$$

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>



The screenshot shows a mobile application interface for 'Existing Cooling Units'. It has a light gray background with a white form area. The form is divided into two sections: 'Existing Cooling Units' and 'System Information'. In the 'Existing Cooling Units' section, there is a label 'Existing Cooling Unit #1' followed by a text input field containing 'Existing Cooling System - Central Air'. Below this is a label 'Replace Cooling Unit #1?' followed by an unchecked checkbox. The 'System Information' section has a label 'MINT Message' followed by a text input field containing 'Enter new Heat Pump Heating Usage(%) (1-100)'. At the bottom of the form, there are two buttons: 'Select Measure' on the left and 'Done' on the right. The bottom of the screen shows a dark gray navigation bar with a green tab labeled 'Existing' and a blue tab labeled 'Item info'.

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

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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.

Section	Status	Description	Action Buttons
Heating and Cooling	Completed	Existing Cooling System - Central Air, Central Air AC(Electricity)	Review... Info
Distribution Ducts	Completed	No Ducts have been audited.	Review...
Distribution Tests	Completed	Distribution Tests	Review...
Thermostat Settings	Completed		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

+

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

Pressure Pan Testing

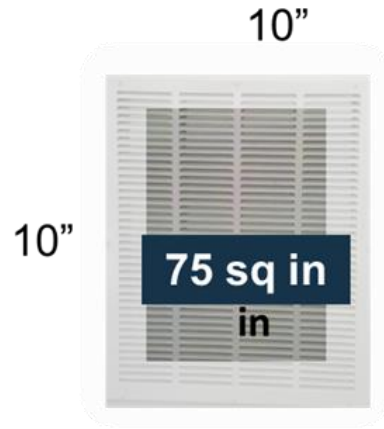
# of Tests?	01 ▼
(pp1) Test Name	Pressure Pan Testing for Ducts
(pp1) Associated Duct Section	▼
(pp1) Pre Test Pascal	
(pp1) Post Test Pascal	
(pp1) Free Area (sq in)	

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.

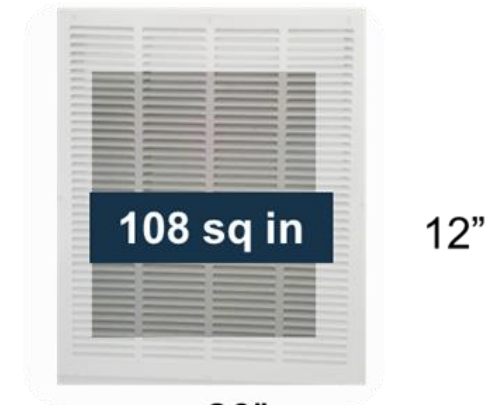




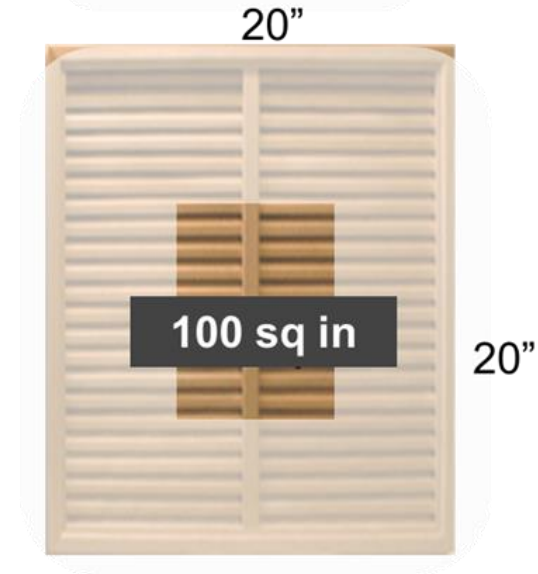
Zonal Distribution Systems



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



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





Comment

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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

Component	Status	Review...	Info
Domestic Hot Water	<input type="checkbox"/> DHW: Domestic Hot Water Existing, UEF(10), Size(), Usage(100)	<input type="checkbox"/>	<input type="checkbox"/>
Attic	<input checked="" type="checkbox"/> Attic: Attics Existing: (Unfloored, 2X6 Unfloored Attic, SB Gable, No Insulation)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Windows & Doors	<input checked="" type="checkbox"/> Windows & Doors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>





Attic Section

Attic Section Details

Existing Item: Attics Existing

Attic Section Details

Section Name: **Attics Existing**

Section Type: **Unfloored**

Roof Type:

Roof Material:

Ventilated Ceiling? ☐

Buffered By:

Framing Type:

Framing(%) **0**

Insulation Type:

Insulation Depth (in.):

Length (ft):

Width (ft):

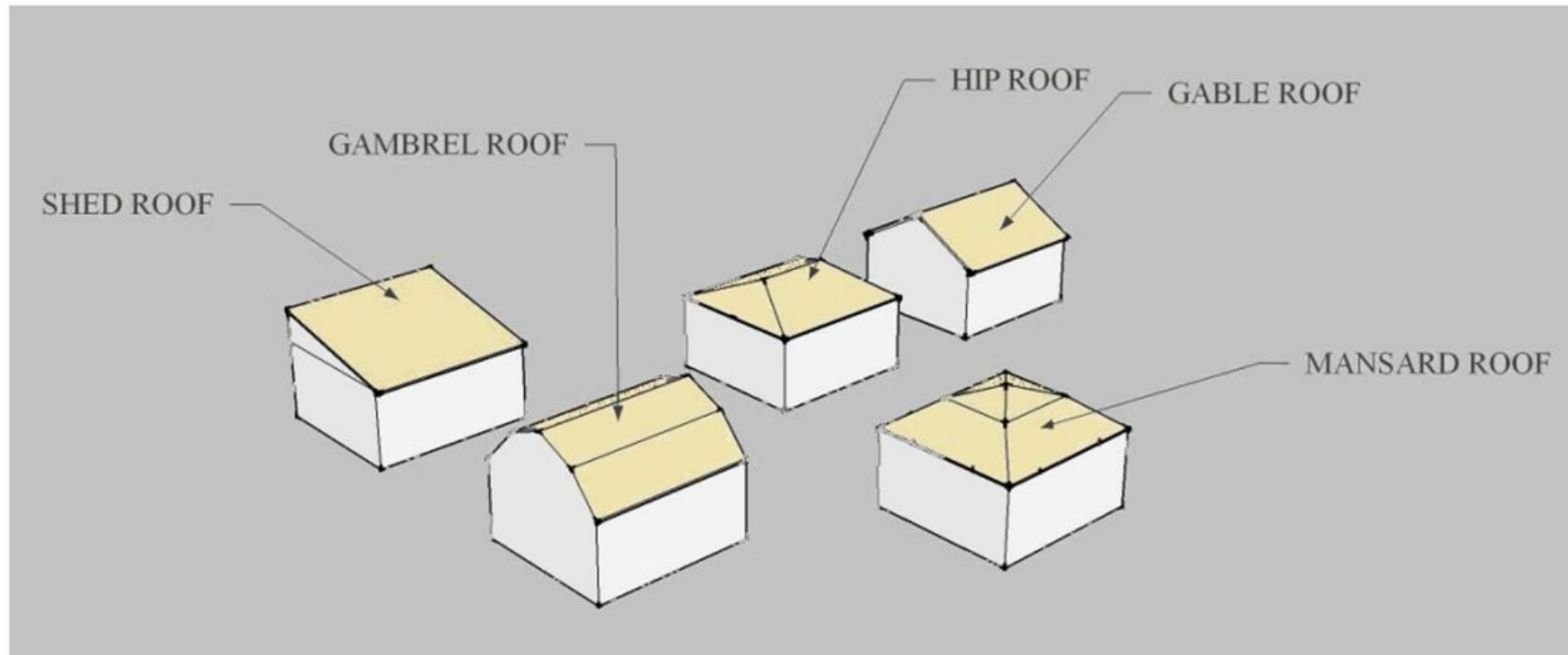
Begin inputting the data relating to each individual attic section.

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





 **Parallel-Path Equivalent R-Value** Reset Print i

Number of areas

Area [<input type="text" value="ft2"/>	R-value [<input type="text" value="°F*ft2*h/Btu"/>
<input type="text" value="750"/>	<input type="text" value="49"/>
<input type="text" value="100"/>	<input type="text" value="10"/>
<input type="text" value="50"/>	<input type="text" value="2.8"/>

Total area [] = 900

Equivalent total R-value [] = 20.85

Equivalent total U-factor [] = 0.048

Equivalent total UA [] = 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

Existing Item: Attics Existing

Search for Recommendations

(AM) Attic Insulation Prep

(AM) Attic\Knee wall Access Insulation

(AM) Baffles

(AM) Flag Junction Box

Select Measure

Recommend

Recommend

Recommend

Recommend

Done

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





Comment

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Windows & Doors









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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 Windows & Doors information

<input type="checkbox"/>	Domestic Hot Water		
	DHW: Domestic Hot Water Existing, UEF(10), Size(), Usage(100)	Review...	info
Completed			
<input checked="" type="checkbox"/>	Attic		
	Attic: Attics Existing: (Unfloored, 2X6 Unfloored Attic, SB Gable, No Insulation)	Review...	info
Completed			
<input checked="" type="checkbox"/>	Windows & Doors		
	Windows & Doors	Review...	info
Completed			





Search Existing Items and Measures Q X Down

Double Pane Low-E Windows	+
Existing Catalog Item - (Windows) Generic item, must be changed	THIS AREA
Double Pane Metal Frame Windows	+
Existing Catalog Item - (Windows) Generic item, must be changed	THIS AREA
Double Pane Windows	+
Existing Catalog Item - (Windows) Generic item, must be changed	THIS AREA
Glass Sliding Door	+
Existing Catalog Item - (Doors) Generic item, must be changed	THIS AREA
Hollow Core Door	+
Existing Catalog Item - (Doors) Generic item, must be changed	THIS AREA
Jalousie Windows	+
Existing Catalog Item - (Windows) Generic item, must be changed	THIS AREA
Single Pane Windows	+
Existing Catalog Item - (Windows) Generic item, must be changed	THIS AREA
Single Pane with Storm Windows	+
Existing Catalog Item - (Windows) Generic item, must be changed	THIS AREA
Solid Core Door	+
Existing Catalog Item - (Doors) Generic item, must be changed	THIS AREA
Thermal Insulated Door	+
Existing Catalog Item - (Doors) Generic item, must be changed	THIS AREA
Triple Pane Low-E Windows	+
Existing Catalog Item - (Windows) Generic item, must be changed	THIS AREA
User Defined Door	+
Existing Catalog Item - (Doors) Generic item, must be changed	THIS AREA
User Defined Windows	+
Existing Catalog Item - (Windows) Generic item, must be changed	THIS AREA

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





From BPI Building Analyst Standards
For Estimation Purposes Only

Default Window Values

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

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

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Wall 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 Wall information

<input checked="" type="checkbox"/>	Windows & Doors		
Completed		Review...	info
<input checked="" type="checkbox"/>	Walls		
Completed	Door: Walls Existing	Review...	info
<input checked="" type="checkbox"/>	Basement		
Completed	Unvented Crawlspace: Closed Crawlspace Completed...	Review...	info





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



Wall Section

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

Wall Section	Walls Existing
Quantity	<input type="text" value="1"/>
Width (ft)	<input type="text" value="30"/>
Height (ft)	<input type="text" value="100"/>
Framing Type	2x4 Wall Finished w Siding ▼
Framing(%)	<input type="text" value="15"/>
Buffered By	n/a ▼
Orientation	North ▼
Shading(%)	<input type="text" value="0"/>

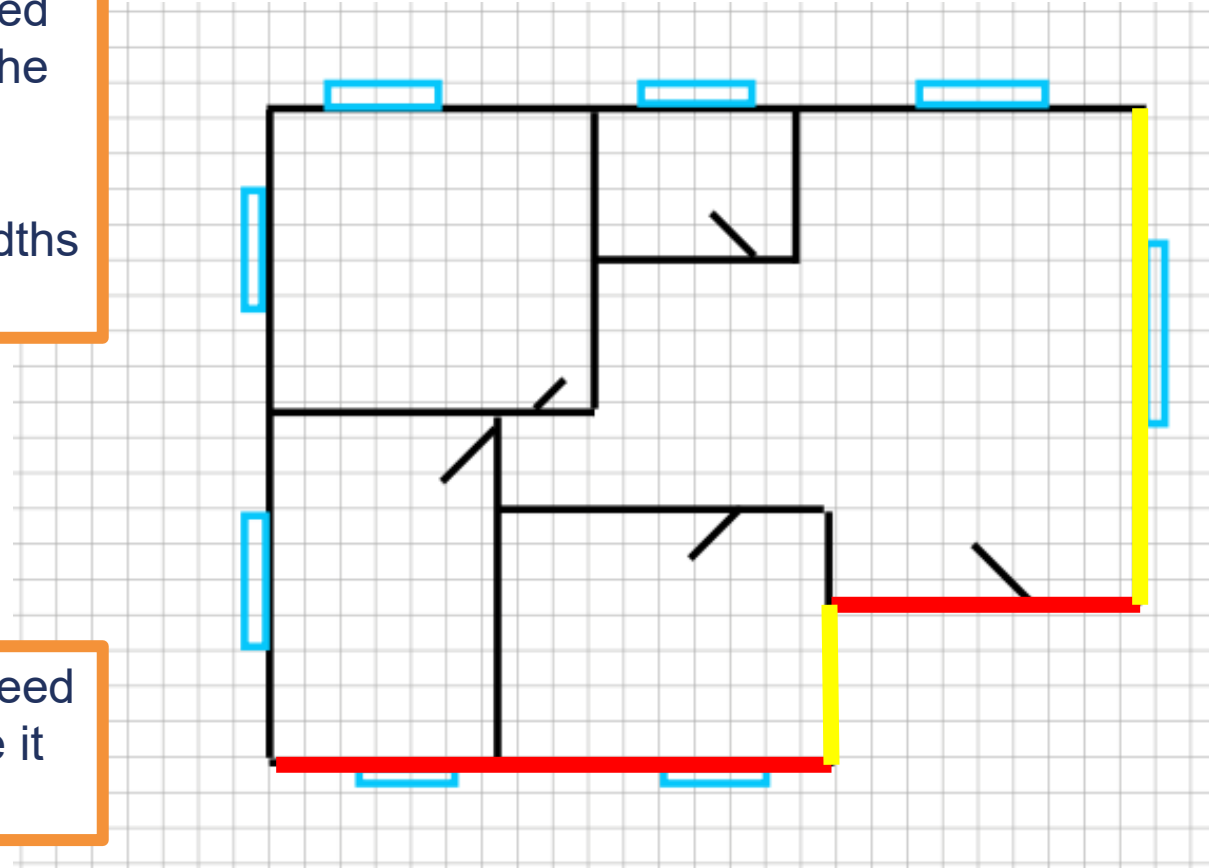
If the wall is not buffered, choose “n/a.” If you choose “Unfinished space” it presumes that it’s buffered to another (unfinished) interior space.



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 ✕ 🔍 Cancel

(ECM) Insulation - Install R-19 (Wall)	Recommend
(ES) Cellulose DP R-13	+ Recommend
(ES) Cellulose DP R-19	+ Recommend
(ES) FG Batt R-15	+ Recommend

Select Measure Done

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





Comment

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Basement/Crawl Section



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Building Info
User Guide

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

Windows & Doors
✓ Windows & Doors
Completed

Walls
✓ Door: Walls Existing
Completed

Basement
✓ Unvented Crawlspace: Closed Crawlspace Completed...
Completed

Touch the Review icon to begin inputting the Basement information





Search Existing Items and Measures		🔍 ✕	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.





Basement/Crawl Section

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

Recommend

Recommend

Recommend

Recommend

Done

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





Comment

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Air Infiltration 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 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)

Completed

Heating and Cooling

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

Completed

Review... info

Review... info





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	<input type="text" value="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."



Air Infiltration Section

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

Select Measure

Done



Comment

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ASHRAE Section



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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

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

Completed

☒


ASHRAE 62.2 Dwelling-Unit Ventilation


ASHRAE 62.2 Dwelling-Unit Ventilation

Completed

Review...

info






Review...

RedCalc...







ResetPrint

ASHRAE 62.2-2016 Ventilation

New or existing construction Existing

Dwelling unit is Detached

Use infiltration credit Yes

Closest weather station United States

-- Select a State/Territory --

Weather and shielding factor [1/hr] =

Floor area [ft²]

Number of occupants

Dwelling height [ft]

Measured leakage @ 50Pa [CFM]

☐ Use Advanced Blower Door Inputs

☐ Use Local Ventilation Alternative Compliance

Dwelling-Unit Ventilation Results

Effective annual avg infiltration rate [CFM] =

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

Infiltration credit, Q_{inf} [CFM] =

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

Dwelling-Unit Ventilation Run-Time Solver

Fan capacity [CFM]

Fan run-time per hour [min] =

Dwelling-Unit Leakage Rate Solver

Target mechanical ventilation rate [CFM]

Corresponding measured leakage @ 50Pa [CFM] =

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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

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

<input type="checkbox"/>	Collect Building & Utility Information		
Completed	Avg Ceiling Height is out of range (1->20)	Review...	Required...
<input type="checkbox"/>	Health and Safety / Other Measures		
Completed	No Health and Safety Measures have been entered...	Review...	
<input type="checkbox"/>	DOE Deferrals ?		
Completed	No DOE Deferrals have been entered...	Open...	Info...





Other Measures

Search Existing Items and Measures		Q X	Down
(HS) Flashing Repair	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Guttering	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Heating System Removal	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Kitchen Exhaust Fan Install	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Kitchen Exhaust Fan Venting	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Knob Tube	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Lead - Exterior LSW	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Lead - Interior LSW	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Lead Safe Work Practices	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Make up Air - Ventilation	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Pest Control	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Pressure Balancing - Room	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Range Clean Tune	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Roof Coat	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Roof Jack Install	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Smart Switch Install	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Smoke Alarm Install	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Standalone Dehumidifier	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Sump Pump	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Vapor Barrier	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Ventilation - Repair	Recommended Catalog Item - (Health and Safety Measures) Generic Item, must be changed	+	This Area
(HS) Fire Extinguisher	Recommended Catalog Item - (Health and Safety Measures) 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		🔍	✕	Down
(HS) Air Filters - Ventilation	Recommended Catalog Item - (Health and Safety Measures) Generic item, must be changed	+	This Area	
(HS) ASHRAE - Single Point	Recommended Catalog Item - (Health and Safety Measures) Generic item, must be changed	+	This Area	
(HS) ASHRAE - Strategic (Bath)	Recommended Catalog Item - (Health and Safety Measures) Generic item, must be changed	+	This Area	
(HS) ASHRAE - Strategic (Kit)	Recommended Catalog Item - (Health and Safety Measures) Generic item, must be changed	+	This Area	
(HS) Clear Drain Line	Recommended Catalog Item - (Health and Safety Measures) Generic item, must be changed	+	This Area	
(HS) CO Alarm Install	Recommended Catalog Item - (Health and Safety Measures) Generic item, must be changed	+	This Area	
(HS) Contractor Labor	Recommended Catalog Item - (Health and Safety Measures) Generic item, must be changed	+	This Area	
(HS) Crew Labor	Recommended Catalog Item - (Health and Safety Measures) Generic item, must be changed	+	This Area	
(HS) Dryer Vent Cleaning	Recommended Catalog Item - (Health and Safety Measures) Generic item, must be changed	+	This Area	
(HS) Dryer Venting	Recommended Catalog Item - (Health and Safety Measures) Generic item, must be changed	+	This Area	
(HS) Electrical Repairs				





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!

Ducts

Select Measure

Item Info

Remove



Additional Measure: (AM) Duct Repair

Measure Details

Measure Name	(AM) Duct Repair
Unit Type	EA
Unit Qty	2
Unit Material Cost	58.7
Unit Labor Cost	50.63
Total Measure Cost	218.66
Measure Type	Incillary
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

Cancel

(AM) Attic Access - Corridor Access

(AM) Attic Insulation Prep

(AM) Attic\Knee wall Access Insulation

(AM) Baffles

Select Measure

Done

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.





junction

(AM) Flag Junction Box

(AM) Junction box\Cover install

Recommend

Recommend

Select Measure

Cancel

Done

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





Completed

Refrigerators

☐ No Residential Refrigerators have been audited

Completed

Lighting

☐ No Residential Lighting has been audited


Completed


Appliances


☐ No Residential Appliances have been audited!


Completed




Review...


Review...


Review...


info

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	<input type="checkbox"/>
Is Metered	<input checked="" type="checkbox"/>

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





Search for Recommendations

(ES) LED - 45w equivalent

Recommend

(ES) LED - 60w equivalent

Recommend

(ES) LED - 75w equivalent

Recommend

(ES) LED - Can Light Flood

Recommend

Select Measure

Done

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

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

Thermostat Settings			
<input type="checkbox"/>		Open...	Info...
Completed			
Domestic Hot Water			
<input type="checkbox"/>	DHW: Domestic Hot Water Existing, UEF(10), Size(), Usage(100)	Review...	Info
Completed			
Attic			
<input checked="" type="checkbox"/>	Attic: Attics Existing: (Unfloored, 2X6 Unfloored Attic, SB Gable, No Insulation)	Review...	Info
Completed			





Domestic Hot Water

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.

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

(ES) DWH Tank-Wrap

(ES) Insulate Hot Water Lines

(ES) LF Aerator Install

(ES) LF Shower Head Install

Select Measure

Done





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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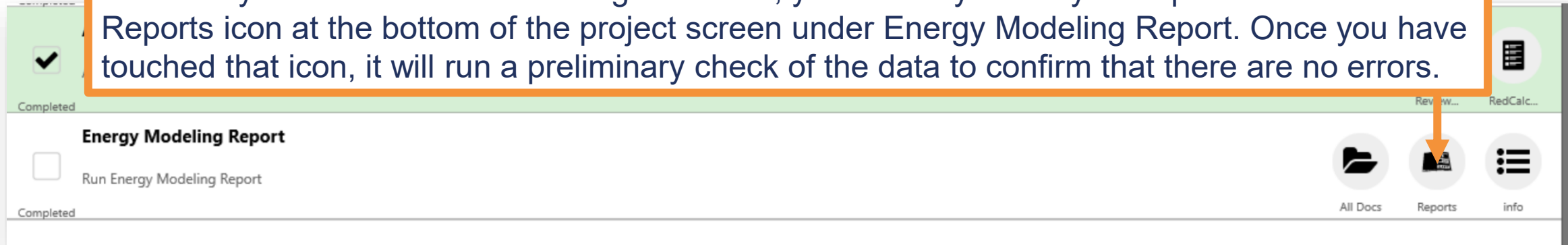


Touch the back arrow to return to the Project screen. Again, it will save automatically







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.





Virginia Reporting

Select a Report from the list



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.

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



Energy Saving Report

Reporting UTC Date Time: 09/29/2025 15:49

Project Number: 000000101		Location: RICHMOND INTERNATIONAL AP, Virginia	
Client Name: Scott TestMH		Address: 500 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)	54,143.55	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



Energy Saving Report

Reporting UTC Date Time: 09/29/2025 15:49

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 L.F. R-38	8.47		254.08	\$927.00	\$927.00	6.59	30
Domestic Hot Water	—	—	(ES) DWH Insulate H.C. P.	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



Energy Saving Report

Reporting UTC Date Time: 09/29/2025 15:49

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 L.F. 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



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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				

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.

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

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



Work Order



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Admin

Application

Allocation

Container

Project

Report

Invoice

Configuration

Measure

History

Contractor Management

Smart Report

Smart Report Configuration

Export Data

Vendor

Project Approval

PROJECT

More

Process All 76 Records

Invoice

Valid

<input type="checkbox"/>	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 ESWS (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 ESWS (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 ESWS (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 ESWS (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 ESWS (2022), DOM	

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

More

+ New

Save

Cancel

Total: 1

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

Measure Management

Measure Management

+ New

Clear Search

Assign Work

Save

Cancel

Delete

Set Default Grid View

Total: 5

Detail	Area	Existing Item	Class Identify	Measure Name	Measure Unit	Item Count	Unit Qty	Qty	Contractor	Order Date	Installer	Install Date	Comment	Uploaded Photo
<input checked="" type="checkbox"/>	(All)	(All)	(All)	(All)										
<input checked="" type="checkbox"/>	Detail	Attic	Attics Existing	Attic Measures	(ES) Cell. LF R-38	SF2025	1	900	900					
<input checked="" type="checkbox"/>	Detail	Domestic Hot Water	Domestic Hot Water Existing	Domestic Hot Water Heater Measures	(ES) DWH Insulate H/C 6'	EA	1	1	1					
<input checked="" type="checkbox"/>	Detail	Domestic Hot Water	Domestic Hot Water Existing	Domestic Hot Water Heater Measures	(ES) DWH Tank Wrap	EA	1	1	1					
<input checked="" type="checkbox"/>	Detail	Duct	Ducts Takeoffs	Duct Measures	(ES) Duct Sealing	LF	1	40	40					
<input checked="" type="checkbox"/>	Detail	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

<input checked="" type="checkbox"/> Apply	Contractor *CHP - NRV	Order Date 9/30/2025
<input checked="" type="checkbox"/> Apply	Installer Installer	Install Finish Date
<input checked="" type="checkbox"/> Apply	Inspector Inspector	Inspection Date
<input checked="" type="checkbox"/> Apply	Monitor Inspector Monitor Inspector	Monitor Inspection Date
		Inspection Status Inspection Status
		Monitor Inspection Status Monitor Inspection...

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

Project History: Current

More

All Reports

Save

Cancel

Client Name:

Scott TestMH

Address:

550 Shadybrook Ln, MIDLOTHIAN, VA 90210

County:

HENRICO CO

Client Phone:

(540) 750-6411

Client Email:

Total Cost:

\$ 1,270.07

Completed Date:

Allocations:

DOE 23 (2022)

Audit Type:

Full House Audit

Job Type:

Weatherization

Project Number:

000000101

Rewweatherization:

Rework:

Deferred Reason:

Select...

Deferral Resolution Date:

Deferral Resolved:

Deferred:

Deferred Date:

Notes:

Add Note(s) here!

Schedule

More

+ New

Activity	Task	Person	Scheduled Date	Phase Number	Duration Hours	Status
Activity	Assessment	Scott Cavendish	9/23/2025 10:00 PM	Phase 1		Open

+ New

Clear Search

Assign Work

Save

Cancel

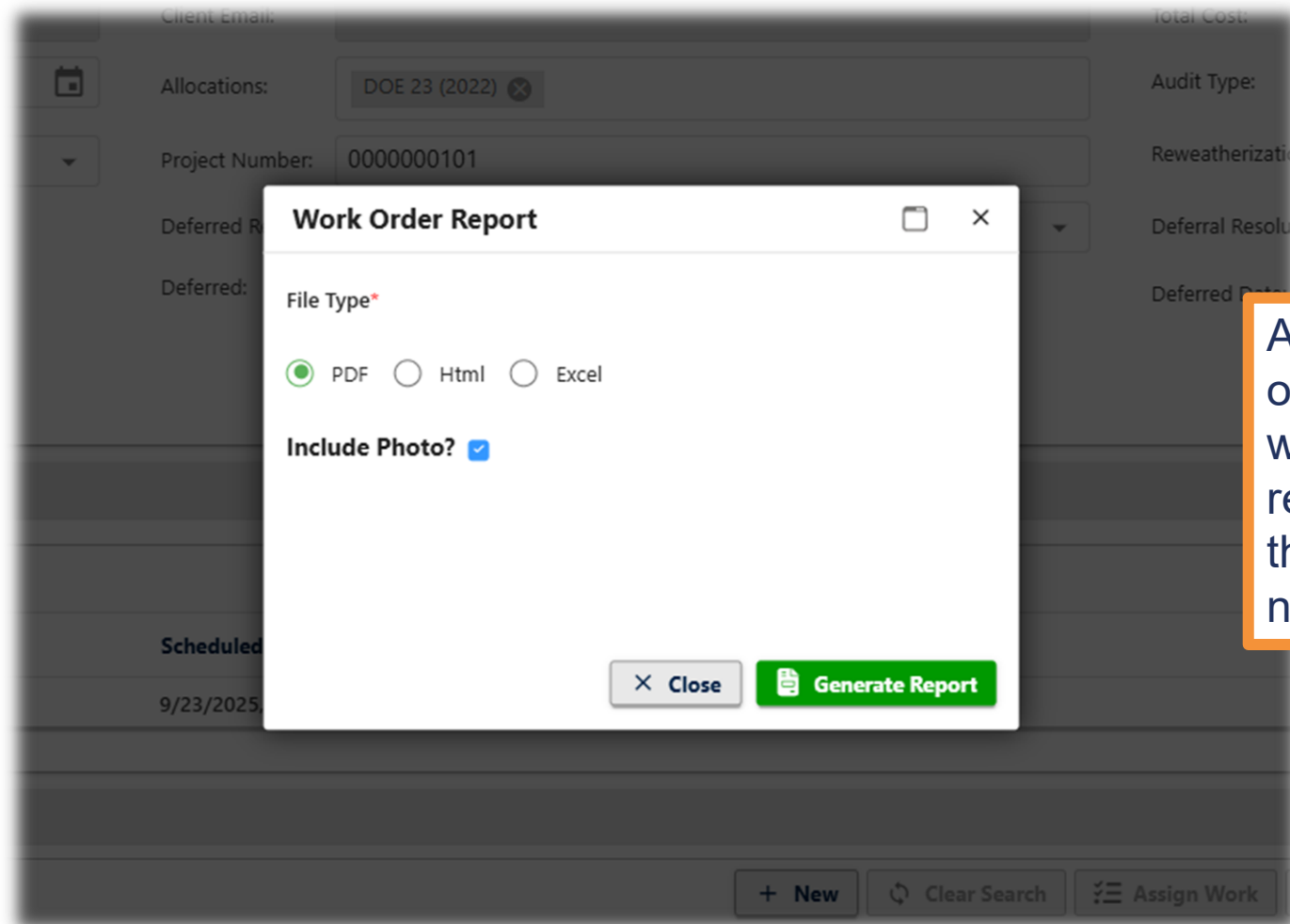
Delete

Set Default Grid View

Total: 5

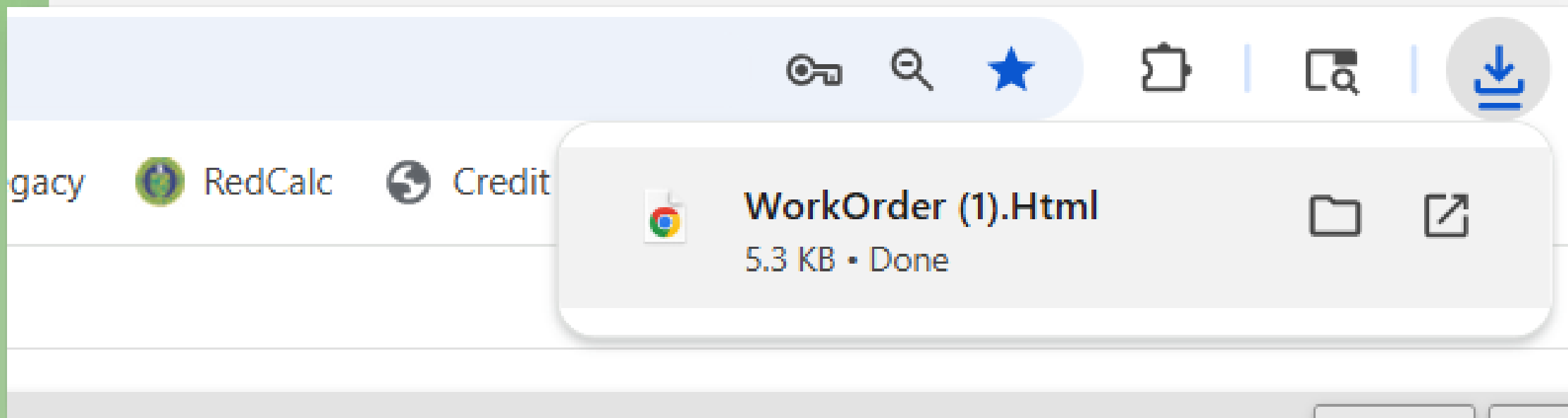
Item	Class Identify	Measure Name	Measure Unit	Item Count	Unit Qty	Qty	Contractor	Order Date	Installer	Install Date	Comment	Uploaded Photo
------	----------------	--------------	--------------	------------	----------	-----	------------	------------	-----------	--------------	---------	----------------

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"



The screenshot shows a web application interface for generating a Work Order Report. A modal dialog box titled "Work Order Report" is centered on the screen. The dialog has a title bar with a close button. Inside, there is a "File Type*" section with three radio buttons: "PDF" (selected), "Html", and "Excel". Below this is an "Include Photo?" checkbox, which is checked. At the bottom of the dialog are two buttons: "Close" and "Generate Report". The background is a blurred view of a work order form with fields for Client Email, Allocations (DOE 23 (2022)), Project Number (0000000101), and various status fields like Deferred, Scheduled, and Total Cost.

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.



HANCOCK SOFTWARE

PROJECT

More

☐ Process All 76 Records

Invoice

Validate

Delete

Save Profile

All

Filters

Clear

<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.




Measure Management

Project Invoice List


Existing Conditions

Project Document List



<input type="checkbox"/> Document Type	Document Status	Received Date	Comment	Attached File
<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.





Document [X]

Document: Document Status *:

Comment:

Received Date:

Attached Files ↓

There are no records available.

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.





Document [X]

Document: Q.) Site photos (PDF) Document Status: Select... [v]

Comment: [Text Area]

Received Date: [Text Field]

Attached Files ↓

[Remove Attachment] [Attach Document] [Save] [Close]

Upload File [X]

Select A File or Drop a file here

(25 MB Maximum)

[Cancel] [Upload]

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





Invoicing



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

Project Detail

Project Info

i Client Info

i Building Info

✓ Validate

\$ Invoice

Run Energy Modeling

Client Name:

User Guide

Client Phone:

(999) 555-9999

Completed Date:

Job Type:

Select...

Rework:

☐

Deferral Resolved:

☐

Notes:

Add Note(s) here!

Address:

Client Email:

Allocations:

Project Number:

0000

Deferred Reason:

Select...

Deferred:

☐

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.”

Address: 5656 jkkkjgf, Abingdon, VA 24555 County:

Client Email:

Allocation

Project N

Deferred

Deferred:

Scheduled Date

9/25/2025, 8:53

Total Cos

Audit Typ

Reweathe

Create Invoice

Allocation

Select...

New Invoice

☒

Reporting Month

2025-08

Invoice Number

Select Invoice

External Invoice Number

Save

Cancel

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

Clear Search

Measure Name	Cost	Remaining	Invoice Number	Invoice Amount	Invoice Month
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.

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- 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
- Community Housing Partners (CHP)
- David Caldwell
- Jose Grivet
- Scott Cavendish