

OPUS Weatherization Job View Data Definitions

Job New

This section will allow you to fill in weatherization specific information. Following is the definition and requirements for each field.

APC: Choose appropriate APC (Agency, Program, County) from drop down list by County. Once the APC is chosen the bottom of the page will load.

Applicant: Choose the household member who applied for services from the drop down list. If vacant, there will be no drop down available. "No clients in Residence" will be displayed next to this option.

Job #: Insert your job identification number in this field.

REM MMBTU's saved: Insert the total calculated MMBTU (Million BTU) savings for the job. This field requires a number to be entered in the field. For pending jobs, enter "0" until savings are known. Do not include "deemed" DHP, HPWH or CHP savings or refrigerator savings that are not captured in REM/Design. Maximum entry in this field is 60 MMBTU. It is not necessary to add a note for savings in excess of 60 MMBTU's.

Intake Date: Enter the date that the client was income qualified.

Intake Worker: The intake workers initials from the client intake will auto fill in this window. This field is to identify the person filling out the job information. The field is editable and can be changed if necessary.

Audit Date: Enter the date of the audit.

Auditor: Choose the primary auditor who completed the audit.

Completion Date: Enter date of completion in this field. Date can either be entered directly or the calendar icon can be used to choose the date. For pending jobs, enter the approximate completion date.

Fuel Type: Choose the primary heating fuel type from the drop down list.

Job Status: Choose one of the following options

- **Completed:** Final inspection completed and all measures passed inspection. Jobs where an audit was completed and only Baseload measures were installed qualify as a

completion. Audit completed, Energy Education completed and energy saving kits handed out but not installed do **not** qualify as a completion.

- **Pending:** Job is in progress but not completed. Pending jobs only show in reports when a job cost is associated with job. Job costs may be added only if crews have started work, or contracts/ work orders with contractors have been signed. Input the projected completion date of the job.
- **Void:** Use this option to void jobs where work cannot proceed due to reasons other than covered under audit only and deferred. Void includes but is not limited to: Client moved, client deceased, client/landlord refuses work etc. Voided jobs will not show up in any reports.
- **Audit Only:** This option is to be used when there are no measures completed cost effective or otherwise. An installed Baseload item is considered a measure.
- **Deferred:** Use this option for jobs that are deferred due to structural, environmental or situational issues that must be resolved before work can proceed. Enter a note in comment field to indicate the reason for deferral. Unresolved deferred jobs should remain in deferred status.

Building Type: Choose the appropriate category for the job:

- **Mobile Owner** – mobile/manufactured home (the mobile is owned by the client, they do not have to own the space).
- **Mobile Renter** – mobile/manufactured home rented by the client.
- **Multi-Family** – any building with 5 or more units is considered multi-family in OPUS. You must include an entry for each unit in OPUS in order for the all units to be counted.
- **Duplex** – Two unit building. You must include two separate entries in OPUS.
- **Tri-plex** – three unit building. You must include three separate entries in OPUS.
- **Four-Plex** – four unit building. You must include four separate entries in OPUS.

- **Owner Single Family** – A site built conventional home, owned by the client.
- **Renter Single Family** – A site built conventional home, rented by the client.
- **Shelter** – For the purpose of determining how many dwelling units exist in a shelter, each 800 square feet of the shelter may count as a dwelling unit or each floor of the shelter may be counted as a dwelling unit. A separate entry must be input into OPUS for each dwelling unit.

Job Information

Year Built: Enter the year the structure was built.

Measures installed: The measures listed below only apply if OHCS grant funds were utilized to pay for the measure. Do not include measures completed utilizing BPA utility funds.

- **Refrigerator kWh Saved:** Enter the kWh saved under “Energy Savings “from the RefrigEcon calculator. Savings are added to the total energy savings in the background.
- **LED:** Enter the number of LED’s installed on the job.
- **Clothes Washer:** If clothes washer is installed, enter “1” in the field.
- **HPWH:** Heat pump water heater- If a HPWH is installed, enter “1” in the field.
- **HPWH Deemed MMBTU’s:** Check this box if the Heat pump water heater is not included in the REM/Design model and the energy savings are deemed. Deemed savings are added to the total energy saved in the background.
- **DHP:** Ductless heat pump- If a ductless heat pump is installed, enter “1” here.
- **DHP Deemed MMBTU’s:** Check this box if the DHP is not included in the REM/Design model and the energy savings are deemed. Deemed savings are added to the total energy saved in the background.
- **CHP:** Conventional heat pump- If CHP is installed, enter “1” here.

- **CHP Deemed MMBTU's:** Check this box if the CHP is not included in the REM/Design model and the energy savings are deemed. Deemed savings are added to the total energy saved in the background.

Type of Weatherization

Weatherized Only: Highlight this button if the job received major weatherization measures. This can include Baseload also.

Baseload Only: Highlight this button if no major weatherization was completed. Jobs that have only Baseload measures installed meet this criteria Baseload Includes water savers, (showerheads, aerators etc.) Refrigerators, Energy efficient lighting, washing machines, microwaves and Energy Education may be included in this category.

Re-Weatherized: Highlight this button only if the home has been previously weatherized by the low income WX program after 9/30/1994, and your program is performing additional weatherization. A comment is required if the re-weatherized box is checked. The comment must include date of previous weatherization and funding sources used.

High Energy Burden: Choose “yes” if 11.6% or more of household income is going towards energy and high energy burden was utilized as a priority.

High Energy Usage: Choose “yes” if energy usage is above average as a result of household composition or unusual needs for energy.

SHPO Category

No SHPO: Highlight this button if the job does not require or qualify for SHPO reporting.

PA Exempted: Highlight this button if the job was exempt under the SHPO/OHCS programmatic agreement and did not require the submission the 106 form.

Section 106 Completed: Highlight this button if the job required a section 106 form to be completed and submitted to SHPO for approval.

Job comments: Insert general job comments or re-weatherization comments in this field. If the Re-weatherized button is highlighted, a comment is mandatory. CARES Act funding utilized on the project requires a comment detailing how the use met the requirement to prevent, prepare for or respond to COVID.

Primary Contractor: Enter the primary weatherization contractor in this box.

Agency Inspector: This field requires an entry. Initially, the “none” option can be chosen. Once the job is completed, choose the name of the QCI inspector who inspected the job. If your agency has a non-certified inspector on staff and they complete the inspection, choose the “non-QCI” option.

Primary Utility/Primary Other: Enter the jobs primary heating fuel. Choose the appropriate local utility from the drop down list. If not a metered utility (Oil, propane, wood etc.) choose “other” and identify the fuel and provider if known in the “Primary Other” text box to the right of the drop down list. This would be the only entry for an electrically heated home with no other heat sources. If client is a tribal member and BPA tribal funds are utilized, choose “tribal BPA “ instead of the BPA utility.

Secondary Utility/Secondary Other: Enter the jobs secondary utility provider from the drop down. On a job that the primary heat source is other than electric, the secondary utility will always be the electric utility. Choose “none” if the home is electrically heated with no other heat source. If the job is electrically heated and has an additional heat source that is not a metered utility, choose “other” and identify the fuel provider if known in the “secondary other” text box to the right of the drop down list.

Tertiary Utility/Tertiary Other: If the job has an additional heat source beyond the primary heat source, choose “other” and identify the fuel type and provider if known in the “Primary Other” text box to the right of the drop down list. Choose “none” if not applicable.

Update this job with Household’s current members and their income: Check this box only when the household composition was entered inaccurately or income was inaccurate at intake. Checking this box and saving will update to the most current HH composition and income entered into OPUS.

OPUS Weatherization Job Costs Data Definitions

Funding sources: Input funding amounts utilized for each measure in the appropriate box. If there is any measure buy-down, a comment must be made in the comment section of the measure indicating the cost effective portion of the measure, funding used for the buy-down and the amount of the buy-down.

Roof Cap: Include all costs, including insulation, associated with a mobile home membrane roof cap (EPDM, PVC, etc.) installation.

Ceiling Insulation: Include all costs associated with conventional ceiling insulation.

Floor insulation: Include all costs associated with installation of floor insulation either in site built or mobile homes.

Wall Insulation: Include all costs of wall insulation of all types. (Blown in, batt, knee walls etc.) Do not include LSW costs- they must be reported as H&S other.

Duct Insulation: Include costs associated with duct insulation in all areas.

Duct Sealing: Include all duct sealing costs.

Air Infiltration: Include all costs identified in the REM/Design as air infiltration.

Window Replacement: Include all costs associated with the installation of replacement windows. Do not include LSW costs – they must be reported as H&S other.

Door Replacement: Include all costs associated with door replacement. Do not include LSW costs – they must be reported as H&S other.

Health & Safety Other: Include all costs that meet the USDOE definition of a valid H&S expense. Any H&S expenditures must be detailed in the comments as to the type of H&S expense and the costs associated with them. See Appendix D of the USDOE State Plan for specifics on allowable H&S costs.

Health & Safety ASHRAE: Include all costs associated with compliance with ASHRAE 62.2. This can include, but not necessarily limited to, fan installation, venting of new and existing fans, wiring of fans.

Health & Safety Asbestos: Include all cost related to asbestos compliance. See Appendix D of the USDOE State Plan for specifics on allowable asbestos H&S costs.

Health & Safety COVID: Include all costs related to COVID -19 compliance.

Health & Safety Air Conditioning: Include all costs associated with adding permanently installed AC to the home.

Health & Safety Electrical: Include electrical repair costs. Electrical costs that are ancillary to a furnace install or an ASHRAE fan, should be included with the measure.

Health & Safety Plumbing Repair: Include all plumbing repair costs.

Incidental Repair: If a repair meets the criteria of an repair incidental to a measure, (See Appendix D, section VIII-1 of the USDOE state plan) the cost of the incidental repair must be included under this category **and** a clear description of what the incidental repair included as well as the measure it is connected with must be noted under the comment field. Also note that if an incidental repair is claimed, the incidental repair protocol must be followed and the cost of the repair must be cost justified in the overall SIR of the project.

Client Ed: Include all costs associated with delivery of client education services.

Baseload: Include all costs associated with installed Baseload conservation measures. This can include water savers, (showerheads, flow restrictors, etc.) Refrigerators, Energy Efficient lighting.

Baseload HPWH: Include all costs associated with the installation of a heat pump water heater.

Furnace Repl Cost eff: Include all costs associated with heating system replacement that are proven *cost effective* using the computerized audit tool.

Furnace Repl H&S: Include all costs associated with heating system replacement that are proven *not cost effective* using the computerized audit tool.

Furnace Repair: Include only cost effective furnace repairs that have been proven cost effective using the computerized audit tool. All non-cost effective furnace repairs must be reported in the health & safety other category.

Other: Include any other measures or activities that do not fall under the other categories. Provide a detailed explanation of entries in this category.

Repair: Include any repair costs that are not cost justified under the Incidental repair protocol. If the repair costs are not included in REM/Design following the incidental repair protocol, enter the costs under this category.