

SINGLE FAMILY BUILDING WEATHERIZATION REPORT (BWR-S) INSTRUCTIONS

General Directions

1. Aligning Entries

Agency and Job# must be left aligned.

All other fields must be right aligned; Dollar value fields must be decimal aligned.

2. HWAP code sheets

HWAP code sheets will be updated by the OEE as needed. The code sheets will be dated.

3. Only submit one copy of each Building Weatherization Report.

4. Building Weatherization Reports must be arranged numerically by job number when submitted.

5. Punctuation [(') (,) (.) (-)] is not used when reporting any field for the BWRs or MPR.

6. Each BWR must contain entries in the SSN field. OEE's reporting database will not allow entry of a job without a nine-character Social Security Number. Therefore, no job will be counted as complete without a number in this field. If a client refuses to disclose a SSN the provider must fill in the field with a number beginning with the provider grant number followed by zeros and an identifier number. For example, during month 4 provider 101 has two jobs where the client would not provide a SSN. The provider would complete the SSN field for the first job with the entry 10100001. For the second job the provider would enter 10100002. During month seven, the provider has another job with no SSN. The field would be completed by entering 10100003. **It is the responsibility of the provider to keep track of the next number to increment because duplicate SSN entries will not be accepted by the system.**

Instructions by Item

Agency	Provider's HWAP grant number. Use the HWAP Agency Code Sheet. Left align grant number, no leading or trailing zeros.
Job #	Agency assigned.
Mo	Month for which unit is being reported.
Year	Year for which unit is being reported.
Program Code	Services performed on the structure by conservation programs other than HWAP. Use the HWAP Program Code sheet. Left align entries. More than one program code can be listed.

Client Section

Last Name	Last name of client. Enter "VACANT" if the unit is vacant. If vacant, complete client information must be submitted within 180 days.
Address	Enter the number and street address.
City	Enter the city name.
Phone	Enter the 10-digit phone number including area code. If none, enter 0000000000.
Client Code	Enter services receive by the client, not the structure, from conservation programs other than HWAP. Use HWAP Client Code Sheet. Left align entries. More than one client code can be listed.

Exhibit 2

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Heating Utility Co.	Enter the information for the primary heating fuel supplier. Use the HWAP Fuel Code sheet.
Electric Utility Co.	Enter the information for non-heating electricity supplier. Use the HWAP Fuel Code sheet.
Billed to Name	Enter the last name of the person billed for the primary heating fuel.
Lot #	Enter Lot number for mobile home only.
Zip	Enter the five-digit zip code.
County Code	Enter the two-digit code for the county in which the unit is located. Use the HWAP County Code sheet.
SSN	Enter the nine-digit Social Security Number for the client.
Annual Income	Enter the total annual income for the household, rounded to the nearest dollar.
Heating Acct. No.	Enter the primary heating account number as a continuous string of numbers and/or letters with no spaces or punctuation.
Electric Acct. No.	Enter the non-heating electricity account number as a continuous string of numbers and/or letters with no spaces or punctuation.
No. of People	Enter the total number of people living in the unit.
No. of elderly	Enter the total number of age 60 years or older living in the unit at the time of the application.
No. of Handicap	Enter the total number of people with a handicap living in the unit.
No. of American Indians	Enter the total number of American Indians living in the unit.
No. of Migrant Workers	Enter the total number of Migrant Workers living in the unit.
No. of Children 2 yrs. or Under	Enter the total number of children living in the unit who are less than 3 years old at the time of application.
No. of Children 3-5 yrs.	Enter the total number of children living in the unit who are at least 3, but less than 6 years old at the time of application.

Housing Section

Occupancy Type	Enter a "1" if owner occupied, "2" if renter occupied.
Age of Home Years	Enter the age of the unit in years.
Housing Type	Enter the appropriate standard house type (A-I, or R-S)
Hot Water Tank Fuel	Enter the appropriate number for the type of fuel.
Primary Fuel Type	Enter the appropriate number for the type of fuel.
Secondary Fuel Type	Enter the appropriate number for the type of fuel.
Primary Heat Type	Enter the appropriate number for the type of heating system.
Secondary Heat Type	Enter the appropriate number for the type of heating system.
Heating Unit SSE Initial	Enter the Initial Steady State Efficiency for the primary heating unit.
Heating Unit SSE Final	Enter the Final Steady State Efficiency for the primary heating unit.
Heating Unit SSE Design	Enter the Design Steady State Efficiency for the primary heating unit.
Previously Weatherized before 9/93	If weatherized prior to September 1993, enter 1, else enter 0.
Computer Energy Audit	If a computer energy audit (for example, NEAT) was used to determine measures, enter 1, else enter 0.
Tune Up	If a Heating Unit tune up was done, enter 1, else enter 0.
Blower Door Readings Pre	Enter the cubic feet per minute at 50 Pascals (CFM@50) for each pre-retrofit and post retrofit blower door test performed.

Blower Door Readings Post	Enter the cubic feet per minute at 50 Pascals (CFM@50) for each pre-retrofit and post retrofit blower door test performed.
Percent Reduction	Enter the value obtained by subtracting the post reading from the pre-reading and dividing the result by the pre-reading (Pre-Post) Pre=Value.
Volume of Building	Enter the total heated volume of the area used in the blower door test, rounded to the nearest cubic foot.
Average Wall Height	Enter the wall height or a simple average of wall heights, if varying sizes rounded to the nearest foot.
Total Floor Area	Enter the total area, in square feet of conditioned space, rounded to the nearest foot.

Cost Section

Crew Hours	Enter the total crew hours in tenths, i.e., 6.1 hours, for all HWAP-funded field crew hours worked on the unit.
Cost of Crew	Enter the total cost of the field crew hours paid with HWAP funds (excluding travel time).
Contractor Costs Material	Enter the contractor costs (other than Heating Unit Material and Labor and Health and Safety Materials and Labor costs) paid for with HWAP funds.
Contractor Costs Labor	Enter the contractor costs (other than Heating Unit Material and Labor and Health and Safety Materials and Labor costs) paid for with HWAP funds.
Contractor Costs Heating Unit Material	Enter the Heating Unit Contractor Costs paid for with HWAP funds. The amount in this field must be included in the amount for the Tune-Up and/or Repairs field. Do not include Health and Safety costs.
Contractor Costs Heating Unit Labor	Enter the Heating Unit Contractor Costs paid for with HWAP funds. Do not include Health and Safety costs.
Amount (by Category)	Enter the appropriate materials costs of HWAP purchased materials only, for each Category. Do not include materials paid for or donated by other sources.

Health and Safety Section

Amount (by Category)	Enter the appropriate costs of Health and Safety activities only.
Total Materials ONLY Cost	Enter the sum of the Health and Safety materials costs listed above. Sum only the lines with bold labels.
Mo	Enter the month of submission of Health and Safety retrofit for this unit.
Year	Enter the year of submission of Health and Safety retrofit for this unit.
Types of Miscellaneous Work	Enter the appropriate code(s) for Miscellaneous work completed. Use the Miscellaneous Type of Work Code Sheet.

Certification Section

CERTIFICATION	Client and Final Inspector signatures must be included.
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