STATE OF LOUISIANA

2016 WEATHERIZATION ASSISTANCE PROGRAM (WAP)

Proposed State Plan

Louisiana Housing Corporation
2415 Quail Drive
Baton Rouge, Louisiana 70808
(225) 763-8700 • FAX (225) 763-8752
www.lhc.la.gov

TABLE OF CONTENTS

I. EXECUTIVE SUMMARY

II. APPLICATION FOR FEDERAL ASSISTANCE - STANDARD FORM 424

III. BUDGET
- III.1 SF 424A Budget
- III.2 Budget Justification

IV. ANNUAL FILE
- IV.1 Subgrantees
- IV.2 Production Schedule
- IV.3 Energy Savings
- IV.4 DOE-Funded Leveraging Activities
- IV.5 Policy Advisory Council
- IV.6 Hearings and Transcripts
- IV.7 Miscellaneous
- IV.8 Subgrantee Information

V. MASTER FILE
- V.1 Eligibility
  - V.1.1 Approach to Determining Client Eligibility
  - V.1.2 Approach to Determining Building Eligibility
  - V.1.3 Definition of Children
  - V.1.4 Approach with Tribal Organizations
- V.2 Selection of Areas to Be Served
- V.3 Priorities for Service Delivery
- V.4 Climatic Conditions
- V.5 Type of Weatherization Work to Be Done
  - V.5.1 Technical Guides and Materials
  - V.5.2 Energy Audit Procedures
  - V.5.3 Final Inspection
- V.6 Weatherization Analysis of Effectiveness
- V.7 Health & Safety
- V.8 Program Management
  - V.8.1 Overview and Organization
  - V.8.2 Administrative Expenditure Limits
  - V.8.3 Monitoring Activities
  - V.8.4 Training & Technical Assistance
- V.9 Energy Crisis & Disaster Plan

Executive Summary

The State of Louisiana Weatherization Assistance Program Proposed State Plan for Program Year 2016 serves as Louisiana's application to the U.S. Department of Energy (USDOE) for Weatherization Assistance Program funding. Under this program, Louisiana is slated to receive an allocation of $1,345,356. Louisiana is expected to weatherize approximately 136 households across the State.

The purpose of the Weatherization Assistance Program (WAP) is to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential expenditures, and improve their health and safety. The priority population for the Weatherization Assistance Program includes persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, and low-income households with high-energy burdens.

The Louisiana Housing Corporation's (LHC) mission is to assure that every Louisiana resident is granted an opportunity to obtain safe, affordable, energy efficient housing. Considering that high energy costs could significantly influence the affordability of housing and often impact the basic subsistence requirement of a household, LHC is committed to helping decrease the energy burden for many low-income households.

The Louisiana Weatherization Assistance Program will be implemented through contract agreements with local community action agencies and local governmental entities to deliver services to all sixty-four (64) parishes in Louisiana.

OMB Number: 4040-004
Expiration Date: 08/31/2016

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

2. Type of Application:
- [ ] New
- [x] Continuation
- [ ] Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received
02/17/2016

4. Applicant Identifier:

5a. Fed Entity Identifier:

5b. Federal Award Identifier:
DE-EE0006157

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: LOUISIANA HOUSING CORPORATION

b. Employer/Taxpayer Identification Number (EIN/TIN):
45-4619102

c. Organizational DUNS:
078424719

d. Address:

Street 1: 2415 QUAIL DRIVE

Street 2:

City: BATON ROUGE

County: EAST BATON ROUGE Parish

State: LA

Province:

Country: U.S.A.

Zip / Postal Code: 708080110

e. Organizational Unit:

Department Name:
Energy Assistance Department

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms

First Name: Loretta

Middle Name:

Last Name: Wallace

Suffix:

Title: Program Administrator

Organizational Affiliation: Louisiana Housing Corporation

Telephone Number: 2257541483

Fax Number: 2257541469

Email: lwallace@lhc.la.gov

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002016

Title:

2016 Weatherization Assistance Funding Opportunity

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

64 Parishes in Louisiana

15. Descriptive Title of Applicant's Project:

Weatherization Assistance Program (WAP)

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16.Congressional District Of:

a. Applicant: Louisiana Congressional District 06

b. Program/Project: LA-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

17. Proposed Project:

a. Start Date: 07/01/2016

b. End Date: 06/30/2017

18. Estimated Funding ($):

a. Federal	1,345,356.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	1,345,356.00

19. Is Application subject to Review By State Under Executive Order 12372 Process?:

- [ ] a. This application was made available to the State under the Executive Order 12372 Process for review on:
- [ ] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- [x] c. Program is not covered by E.O. 12372

20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)**

- [x] I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Ms

First Name: Michelle

Middle Name: L.

Last Name: Thomas

Suffix:

Title: Interim Executive Director

Telephone Number: 2257638898

Fax Number:

Email: mthomas@lhc.la.gov

Signature of Authorized Representative: Signed Electronically

Date Signed:

OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0006157	2. Program/Project Title Weatherization Assistance Program	
3. Name and Address	LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE, LA 708080110	4. Program/Project Start Date 07/01/2016 5. Completion Date 06/30/2017

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	$ 446,369.00		$ 1,345,356.00		$ 1,791,725.00
2.						
3.						
4.						
5. TOTAL		$ 446,369.00	$ 0.00	$ 1,345,356.00	$ 0.00	$ 1,791,725.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	$ 46,798.00	$ 0.00	$ 0.00	$ 0.00	$ 46,798.00
b. Benefits	$ 20,469.00	$ 0.00	$ 0.00	$ 0.00	$ 20,469.00
c. Travel	$ 0.00	$ 0.00	$ 11,840.00	$ 0.00	$ 11,840.00
d. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
e. Supplies	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
f. Contract	$ 0.00	$ 75,836.00	$ 445,844.00	$ 87,714.00	$ 1,712,618.00
g. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
h. Other	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
i. Total Direct Charges	$ 67,267.00	$ 75,836.00	$ 457,684.00	$ 87,714.00	$ 1,791,725.00
j. Indirect	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
k. Totals	$ 67,267.00	$ 75,836.00	$ 457,684.00	$ 87,714.00	$ 1,791,725.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0006157	2. Program/Project Title Weatherization Assistance Program	
3. Name and Address	LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE, LA 708080110	4. Program/Project Start Date 07/01/2016 5. Completion Date 06/30/2017

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		$ 446,369.00	$ 0.00	$ 1,345,356.00	$ 0.00	$ 1,791,725.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS	
a. Personnel	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 46,798.00
b. Benefits	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 20,469.00
c. Travel	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 11,840.00
d. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
e. Supplies	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
f. Contract	$ 860,389.00	$ 104,835.00	$ 21,000.00	$ 17,000.00	$ 1,712,618.00
g. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
h. Other	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
i. Total Direct Charges	$ 860,389.00	$ 104,835.00	$ 21,000.00	$ 17,000.00	$ 1,791,725.00
j. Indirect	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
k. Totals	$ 860,389.00	$ 104,835.00	$ 21,000.00	$ 17,000.00	$ 1,791,725.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0006157	2. Program/Project Title Weatherization Assistance Program	
3. Name and Address	LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE, LA 708080110	4. Program/Project Start Date 07/01/2016 5. Completion Date 06/30/2017

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		$ 446,369.00	$ 0.00	$ 1,345,356.00	$ 0.00	$ 1,791,725.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) VEHICLES AND EQUIPMENT	(2)	(3)	(4)	
a. Personnel	$ 0.00				$ 46,798.00
b. Benefits	$ 0.00				$ 20,469.00
c. Travel	$ 0.00				$ 11,840.00
d. Equipment	$ 0.00				$ 0.00
e. Supplies	$ 0.00				$ 0.00
f. Contract	$ 100,000.00				$ 1,712,618.00
g. Construction	$ 0.00				$ 0.00
h. Other	$ 0.00				$ 0.00
i. Total Direct Charges	$ 100,000.00				$ 1,791,725.00
j. Indirect	$ 0.00				$ 0.00
k. Totals	$ 100,000.00				$ 1,791,725.00
7. Program Income	$ 0.00				$ 0.00

U.S. DEPARTMENT OF ENERGY

BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: LOUISIANA HOUSING CORPORATION
Award number: EE0006157

Budget period: 07/01/2016 - 06/30/2017

1. PERSONNEL - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

Position	Description of Duties of Professionals
(5) Compliance Specialist 3	Assist in policy making and preparation of federal reports. Review audits, request for payment and track expenditures. Monitor and provide technical and training assistance to contractors and subgrantees.
Accounting Staff (5)	Process payments, grants management and federal reporting.
Administrator	Management and oversight of a corporation division. Principal assistant to the corporation's Executive Director.
Program Manager	Overall management of the statewide WAP, budgetary matters, policy making, and preparation of federal reports, grant application, and supervises staff. Also, serves as the liaison to federal oversight.
Compliance Specialist 1 (Program Monitor)	Assist in policy making and preparation of federal reports. Review audits, request for payment and track expenditures. Monitor and provide technical assistance to contractors and subgrantees.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
(5) Compliance Specialist 3	$248,898.00	8.7928 % FT	$21,885.10
Accounting Staff (5)	$67,704.00	8.7928 % FT	$5,953.08
Administrator	$107,078.00	8.7928 % FT	$9,415.15
Program Manager	$73,549.00	8.7928 % FT	$6,467.02
Compliance Specialist 1 (Program Monitor)	$35,000.00	8.7928 % FT	$3,077.48
		Direct Pay Total	$46,797.83

2. FRINGE BENEFITS

a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

Fringe benefits consist of group life insurance, medical insurance, Medicare and retirement, approximately at a 43.74% rate of salary. Fringe rate breakdown: Retirement 31.30%, Medical Insurance 9.49%, Life Insurance 1.5%, and Medicare 1.45%.

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
(5) Compliance Specialist 3	$21,885.10	43.7400 %	$9,572.54
Accounting Staff (5)	$5,953.08	43.7400 %	$2,603.88
Administrator	$9,415.15	43.7400 %	$4,118.19
Program Manager	$6,467.02	43.7400 %	$2,828.67
Compliance Specialist 1 (Program Monitor)	$3,077.48	43.7400 %	$1,346.09

Fringe Benefits Total	$20,469.37

3. TRAVEL

a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
Out-of-State travel to attend two (2) conferences	2	$3,430.00	$6,860.00
In-State Travel - Monitoring	12	$415.00	$4,980.00
		Travel Total	$11,840.00

b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Organization travel policies.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than $5,000 and a useful life expectancy of more than one year. Further definitions can be found in 10 CFR 600.

a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

Equipment	Unit Cost	Number	Total Cost	Justification of Need

b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of $5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Further definitions can be found in 10 CFR 600.

a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

General Category	Cost	Justification of Need

b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section II.3).

Name of Proposed Sub	Total Cost	Basis of Cost*

Vehicle Purchase/Upgrade	$100,000.00	LHC will use equipment funds for three new vehicles for use by the WAP subgrantees. The vehicles will be used 100% for weatherization. The vehicles will be distributed based upon need and status/condition of vehicles currently in use. The subgrantees are currently using vehicles that were purchased with ARRA funds in 2009. During monitoring visits it has been noted that several subgrantee vehicles are showing significant signs of wear and high mileage.
Subgrantees (11) Listed in Annual File, Section II.3	$1,166,774.00	Includes Subgrantee Administration, Subgrantee T/TA, Program Operations, Health and Safety, Liability Insurance and Financial Audit.
IREC Training and Monitoring	$445,844.00	An IREC training program will provide Tier 1 training, and follow up training, to Louisiana weatherization subgrantees that are aligned with the NREL (JTA). The LHC will provide Tier 2 trainings in-house and during monitoring visits.
Contracts and Subgrants Total	$1,712,618.00	

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

General Description	Cost	Justification of Need

b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

8. INDIRECT COSTS

a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

LHC will not be requesting reimbursement for Indirect Costs from DOE.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: Rene Landry, CFO Phone Number: 2257638820

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
Indirect Support	$0.00	0.0000 %	$0.00
			$0.00

OMB Control No: 1910-5127
Expiration Date: 11/30/2016

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0006157, State: LA, Program Year: 2016)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Allen Action Agency, Inc. (Oberlin)	$10,369.00 1
Avoyelles Progress Action Committee, Inc. (Marksville)	$57,010.00 6
Caddo Community Action Agency, Inc. (Shreveport)	$106,827.00 12
DeSoto Parish Police Jury/OCS (Mansfield)	$96,197.00 12
Jefferson Parish/Office of Community Action Agency (Jefferson)	$174,060.00 21
LaSalle Community Action Assn., Inc. (Harrisonburg)	$107,594.00 10
Quad Area Community Action Agency, Inc. (Hammond)	$333,241.00 43
St. Mary Community Action Agency (Franklin)	$147,227.00 18
St. Tammany Parish Community Action Agency (Slidell)	$44,354.00 4
Terrebonne Parish Consolidated Gov./DHHS (Houma)	$28,497.00 3
Vernon Community Action Council (Leesville)	$61,398.00 6
Total:	**$1,166,774.00** **136**

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	136
Reweatherized Units	0

Note: Planned units by quarter or category are no longer required, no information required for persons.

Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment ($5,000 or more) Budget	$100,000.00
B	Total Units Weatherized	136
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	136
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	$735.29
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	$860,389.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	136
H	Average Program Operations Costs per Unit (F divided by G)	$6,326.39
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	$735.29
J	Total Average Cost per Dwelling (H plus I)	$7,061.68

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0006157, State: LA, Program Year: 2016)

IV.3 Energy Savings

Method used to calculate savings: ☑ WAP algorithm ☐ Other (describe below)

	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	136	29.3	3985
Prior Year Estimate	139	30.5	4240
Prior Year Actual	78	30.5	2379

Method used to calculate savings description:

units x 30.5

IV.4 DOE-Funded Leveraging Activities

LHC will not budget PY2016 DOE funds to conduct leveraging activities.

IV.5 Policy Advisory Council Members

☐ Check if an existing state council or commision serves in this category and add name below

AARP Louisiana /State Office	Type of organization: Other Contact Name: Ms. Emerald Dixon Phone: 9855704218 Email: emeralddixon@hotmail.com
Alliance for Affordable Energy	Type of organization: Non-profit (not a financial institution) Contact Name: Logan Atkinson Burke Phone: 5042089761 Email: logan@all4energy.org
ATMOS Energy	Type of organization: Utility Contact Name: Karl Weber, Manager, Public Affairs Phone: 5048494335 Email: karl.Weber@atmosenergy.com
CLECO Power LLC	Type of organization: Utility Contact Name: Roxane D. Barnes, Director/Community Affairs Phone: 3184847610 Email: roxane.Barnes@cleco.com
EBR Parish Office of Social Services	Type of organization: Unit of Local Government Contact Name: Irby Hornsby, Executive Program Administrator Phone: (225)358-4561 Email: ihornsby@brgov.com
Entergy New Orleans	Type of organization: Utility Contact Name: Demetric Mercadel Phone: 5049136451 Email: dmercad@entergy.com
LaSalle Community Action Association, Inc.	Type of organization: Local agency Contact Name: Dorothy Oliver, Executive Director Phone: 3183894810 Email: doliver.lcaa@gmail.com
St. Mary Community Action Agency	Type of organization: Local agency Contact Name: Almetra J. Franklin, CEO Phone: (337)828-5703 Email: afrank6333@aol.com

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
03/31/2015	The Notice ran in the Shreveport Times, The Advocate, and the Times-Picayune, March 21-30, 2015. The Notice was also posted on the LHC's

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0006157, State: LA, Program Year: 2016)

	website on 03/19/2015.

IV.7 Miscellaneous

Contact information for the Recipient Business Officer and Recipient Principal Investigator:

Loretta Wallace | *Program Administrator*
LOUISIANA HOUSING CORPORATION
lwallace@lhc.la.gov | www.lhc.la.gov
Desk: 225.754.1483 | Cell: 225.614.3131 | Fax: 225.754.1469
11637 Industriplex Blvd., Baton Rouge, LA 70809-5139
twitter: @lahousingcorp | facebook: LouisianaHousingCorp

Policy Advisory Council (PAC)

Organization Name	Group Representing
AARP Louisiana	Elderly/Handicapped
ATMOS Energy	Utility
Alliance for Affordable Energy	Low Income Families
CLECO Power, LLC	Utility
EBR Parish/Office of Social Services	Low Income Families
Entergy New Orleans	Utility
LaSalle Community Action Association	Low Income Families
St. Mary Community Action Agency	Low Income Families

DOE F 540.5
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127
Expiration Date: 11/30/2016

WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION

State: LA Grant Number: EE0006157 Program Year: 2016

Name: **Allen Action Agency, Inc.**

Contact: Lyndon Livingston, Executive Director
DUNS: 078425220

Address: 505 W. 7th Avenue
P.O. Drawer 540
Oberlin, LA 70655

Phone: (337) 639-4348
Fax: (337) 639-4715
Email: llivingston@allenactionagency.org

Counties served: ALLEN Parish

Tentative allocation: $ 10,369.00
Planned units: 1
Type of organization: Local agency
Source of labor: Agency and Contractors

Congressional districts served:

CD
LA-04

Name: **Avoyelles Progress Action Committee, Inc.**

Contact: Brenda Wilmer, Executive Director
DUNS: 947728010

Address: 641 Goverment Street
P.O. Box 527
Marksville, LA 71351-0000

Phone: (318) 253-6085
Fax: (318) 253-9153
Email: bwilmer@kricket.net

Counties served: EVANGELINE Parish
ST. LANDRY Parish
POINTE COUPEE Parish
AVOYELLES Parish

Tentative allocation: $ 57,010.00
Planned units: 6
Type of organization: Local agency
Source of labor: Agency and Contractors

Congressional districts served:

CD
LA-04
LA-05
LA-03
LA-06

Name: **Caddo Community Action Agency, Inc.**

Contact: Laurance Guidry, Executive Director
DUNS: 807188149

Address: 4055 St. Vincent St.
P.O. Box 3446
Shreveport, LA 71108

Phone: (318) 861-4808
Fax: (318) 861-4958
Email: lguidry@shreve.net

Counties served: RAPIDES Parish
LINCOLN Parish
CADDO Parish

Tentative allocation: $ 106,827.00
Planned units: 12
Type of organization: Local agency
Source of labor: Contractors

Congressional districts served:

CD
LA-05
LA-04

Name: **DeSoto Parish Police Jury/OCS**

Contact: Mary Mayfield
DUNS: 010491728

Address: 404 Polk Street, Suite B
P. O. Box 1410
Mansfield, LA 71052-000

Phone: (318) 872-0880
Fax: (318) 871-8616
Email: mmayfield@desotoppj.com

DOE F 540.5
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127
Expiration Date: 11/30/2016

WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION

State: LA Grant Number: EE0006157 Program Year: 2016

Counties served: DE SOTO Parish, UNION Parish, MOREHOUSE Parish, BOSSIER Parish, SABINE Parish, WEBSTER Parish, RED RIVER Parish, NATCHITOCHES Parish, CLAIBORNE Parish, BIENVILLE Parish

Tentative allocation: $ 96,197.00
Planned units: 12
Type of organization: Unit of local government
Source of labor: Contractors

Congressional districts served:

CD
LA-05
LA-04

Name: **Jefferson Parish/Office of Community Action Agency**

Contact: Jedediah Jackson, Executive Director
DUNS: 072630486

Address: 1221 Elmwood Park Blvd.
Suite 402
Jefferson, LA 70123-2337

Phone: (504) 736-6900
Fax: (504) 736-7093
Email: jbjackson@jeffparish.net

Counties served: JEFFERSON Parish

Tentative allocation: $ 174,060.00
Planned units: 21
Type of organization: Unit of local government
Source of labor: Contractors

Congressional districts served:

CD
LA-06
LA-02
LA-01

Name: **LaSalle Community Action Assn., Inc.**

Contact: Dorothy Oliver, Executive Director
DUNS: 168574507

Address: 825 Hwy. 8 Sicily Island
P.O. Box 730
Harrisonburg, LA 71368-0000

Phone: (318) 389-4810
Fax: (318) 389-4815
Email: doliver.lcaa@gmail.com

Counties served: WINN Parish, GRANT Parish, FRANKLIN Parish, CALDWELL Parish, MADISON Parish, TENSAS Parish, RICHLAND Parish, WEST CARROLL Parish, CONCORDIA Parish, EAST CARROLL Parish, LA SALLE Parish, CATAHOULA Parish, JACKSON Parish, OUACHITA Parish

Tentative allocation: $ 107,594.00
Planned units: 10
Type of organization: Local agency
Source of labor: Agency

Congressional districts served:

CD
LA-05

DOE F 540.5
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127
Expiration Date: 11/30/2016

WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION

State: LA Grant Number: EE0006157 Program Year: 2016

Name: **Quad Area Community Action Agency, Inc.**

Contact: Wallace Sibley, Executive Director
DUNS: 139242085

Address: 45300 N. Baptist Road
Hammond, LA 70401-4907

Phone: (225) 209-0780
Fax: (225) 567-2630
Email: quadweatherization@yahoo.com

Counties served:
LIVINGSTON Parish
IBERVILLE Parish
WEST BATON ROUGE Pa
ORLEANS Parish
ST. JOHN THE BAPTIST I
WEST FELICIANA Parish
ASSUMPTION Parish
EAST BATON ROUGE Pa
ST. JAMES Parish
ST. HELENA Parish
WASHINGTON Parish
TANGIPAHOA Parish
EAST FELICIANA Parish
ST. CHARLES Parish
ASCENSION Parish

Tentative allocation: $ 333,241.00
Planned units: 43
Type of organization: Local agency
Source of labor: Contractors

Congressional districts served:

CD
LA-02
LA-01
LA-05
LA-06

Name: **St. Mary Community Action Agency**

Contact: Almetra Franklin, CEO
DUNS: 029172855

Address: 1407 Barrow Street
P. O. Box 271
Franklin, LA 70538-3514

Phone: (337) 828-5703
Fax: (337) 828-5754
Email: Afrank6333@aol.com

Counties served:
VERMILION Parish
JEFFERSON DAVIS Parish
ST. MARTIN Parish
LAFOURCHE Parish
IBERIA Parish
LAFAYETTE Parish
ST. MARY Parish
ACADIA Parish

Tentative allocation: $ 147,227.00
Planned units: 18
Type of organization: Local agency
Source of labor: Contractors

Congressional districts served:

CD
LA-06
LA-03
LA-01

Name: **St. Tammany Parish Community Action Agency**

Contact: Vera Clay, Executive Director
DUNS: 929281053

Address: P. O. Box 1609
520 Old Spanish Trail Suite 3-C
Slidell, LA 70459-0000

Phone: (985) 898-3074
Fax: (985) 643-5843
Email: vclay@stpgov.org

Counties served:
ST. TAMMANY Parish
PLAQUEMINES Parish
ST. BERNARD Parish

Tentative allocation: $ 44,354.00
Planned units: 4
Type of organization: Unit of local government
Source of labor: Contractors

Congressional districts served:

CD
LA-01

DOE F 540.5
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127
Expiration Date: 11/30/2016

WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION

State: LA Grant Number: EE0006157 Program Year: 2016

Name: **Terrebonne Parish Consolidated Gov./DHHS**

Contact: Melanie Van Buren, Executive Director
DUNS: 045774333

Address: 809 Barrow Street
P. O. Box 6097
Houma, LA 70360-4722

Phone: (985) 873-6446
Fax: (985) 873-6434
Email: mvanburen@tpcg.org

Counties served: TERREBONNE Parish

Tentative allocation: $ 28,497.00
Planned units: 3
Type of organization: Unit of local government
Source of labor: Agency and Contractors

Congressional districts served:

CD
LA-01
LA-06

Name: **Vernon Community Action Council**

Contact: Renee Brannon, Executive Director
DUNS: 847112828

Address: 12286 Lake Charles Hwy.
Leesville, LA 71496-0027

Phone: (337) 404-7710
Fax: (337) 404-7706
Email: Verononcac1@bellsouth.net

Counties served: CAMERON Parish
CALCASIEU Parish
BEAUREGARD Parish
VERNON Parish

Tentative allocation: $ 61,398.00
Planned units: 6
Type of organization: Local agency
Source of labor: Agency and Contractors

Congressional districts served:

CD
LA-03
LA-04

U.S. Department of Energy

WEATHERIZATION ASSISTANCE PROGRAM (WAP)

STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0006157, State: LA, Program Year: 2016)

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

V.1 Eligiblility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

Low income will mean that income in relation to family size which: (1) is at or below 200 percent of the poverty levels, determined in accordance with criteria established by the Director of the Office of Management and Budget, or (2) is the basis on which cash assistance payments have been paid at any time during the preceding twelve months under Title IV and XVI of the Social Security Act of 1981, or (3) is the basis for eligibility for assistance under the Low Income Home Energy Assistance Program (LIHEAP), provided that such basis is at least 200 percent as established by Director of the Office of Management and Budget.

Describe what household Eligibility basis will be used in the Program

The low-income population of the State of Louisiana will be targeted for weatherization services. According to the 2010 census, the estimated number of eligible dwelling units in which the elderly reside is 557,605. The estimated number of eligible dwelling units in which a person with a disability(ies) reside is 997,342 (which equals to 22% of our current population of 4,533,372).

Priority is given to the following at-risk households:

- elderly,
- persons with disabilities,
- families with children,
- high residential energy users, and
- households with a high energy burden.

Describe the process for ensuring qualified aliens are eligible for weatherization benefits

Verification of alien status will be carried out in accordance with the rules issued by the U.S. Justice Department and guidance provided by Health and Human Services (HHS) under LIHEAP. Applicants are required to provide original Social Security Cards for all household members. Agencies that are designated as local government and do not subgrant eligibility determination to a qualified non-profit organization are not exempt from this requirement and must conduct "status verification" for program applicants.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Policies and procedures have been developed and published by the State to ensure assisted units are not weatherized without completion of an eligibility determination. This process is based on both the household income and the dwelling unit. Property owners must provide documentation to confirm ownership of the dwelling unit to be assisted (such as tax payment receipts, copies of deed, or certain other forms). Confirmation will also be obtained verifying that the dwelling has not been previously weatherized using WAP funds. Documentation is maintained in individual client files by subgrantees and the Hancock Energy Software (HES) system.

Describe Reweatherization compliance

The American Recovery and Reinvestment Act (ARRA) extended assistance to units weatherized on or before September 30, 1994. Policies and procedures have been developed, published by the state and implemented by the subgrantees to ensure that no dwelling is re-weatherized, except as provided in 10 CFR Part 440.18.(d) 2 (iii). Documentation is maintained in individual client files by subgrantees, the Hancock Energy Software (HES) system and in the Louisiana Weatherization Assistance Program (LaWAP) Guide.

Describe what structures are eligible for weatherization

Eligible housing types include owner and renter-occupied single family homes, owner and renter occupied manufactured (mobile) homes, and multi-family buildings.

Describe how Rental Units/Multifamily Buildings will be addressed

Rental dwelling units, both single family and multi-unit buildings will be eligible for weatherization assistance if:

- The subgrantee has obtained the written permission of the owner, or his agent
- Duplexes and four-unit buildings have at least 50% of the units occupied by low-income applicants
- Other multi-unit buidings have at least 66% of the units occupied by low-income applicants

The Lessor authorizes and permits the Agency to undertake the Weatherization activities allowed by federal law and regulations, as determined necessary by a priority list of energy conservation measures established by the State.

In consideration of the above, and the mutual promises and obligations herein provided, the parties hereto agree as follows:

Service to be provided:

Upon written request, the Agency agrees to furnish the Lessor with an itemization of the services and materials to be provided, which shall be attached to and become part of this Agreement.

Consideration for Services

From the date of execution of this Agreement, the Lessor further agrees not to raise the rental charge of the above unit(s) for one year from the date the Weatherization services are completed because of the increased value of any such dwelling unit(s) due to Weatherization assistance provided under this program. This does not preclude the increase of rent due to increased operating costs by the owner that can be documented. The Lessor further acknowledges that there are no current plans to sell or dispose of said rental unit(s) for a period of not less than one year from the date of this agreement.

Eviction

The Lessor agrees that the Lessee of said weatherized dwelling unit shall not be evicted or involuntarily removed from the dwelling because of the Weatherization services provided under this agreement and/or because of the upgraded value of the property.

Penalty for Violation

If the Consideration of Services and Eviction sections of this agreement are violated, the Lessor will be billed for the cost of the Weatherization services on a prorated basis for each month the unit was inhabited by the tenant. The Lessor further agrees to pay the cost of such services, within thirty (30) days of the date of such billing.

Liability

The Agency shall not be held responsible or liable in any way for the failure to provide work, labor services or materials provided for by the terms of the Agreement due to federal, state or municipal action or regulation. Under this Agreement, the Lessor shall not be liable for injuries and damages occurring during the completion of the Weatherization activities, which do not arise as a result of the Lessor's actions, or activities on the premises.

Release of Information

The Lessee/Applicant (or a person in the household) who is responsible for the payment of all costs associated with the utilities at the above address authorizes the utility vendor(s) to make the billing records available to the Agency or its designee, prior to and subsequent to the installation of weatherization measures, for the purpose of evaluating the effectiveness of the energy savings measures of the weatherization assistance services.

The Lessee/applicant further grants permission for photographs and non-confidential information concerning the above unit to be used to document and/or publicize the Weatherization Assistance Program.

This agreement becomes effective on the date that the weatherization assistance work has passed a satisfactory post inspection by the Agency's QCI inspector, and is acceptable and signed by the Lessee/Applicant. It expires one year following the date of acceptance and approval of the work performed.

Subgrantees must submit multi-family projects to LHC for review and approval before work begins and costs are incurred. The State will review and submit

the proposed project to the U.S. DOE Project Officer for final approval.

Describe the deferral Process

Certain housing problems may cause health and safety hazards and/or present a lack of cost effectivenesss to implement weatherization measures. These problems may necessitate a deferral of weatherization services to a home. In these cases, the subgrantee must notify the applicant and assist with seeking alternative resources to correct the problems. The deferral policy is inlcuded in Section V.7 of this Application, under Health and Safety.

V.1.3 Definition of Children

Definition of children (below age): **18**

V.1.4 Approach to Tribal Organizations

☐ Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

In accordance with 10 CFR §440.16(f), low-income members of an Indian tribe will receive benefits equivalent to the assistance provided to other low-income persons within the state.

V.2 Selection of Areas to Be Served

All sixty-four (64) parishes in Louisiana are served by the 11 subgrantees of the LaWAP program. Subgrantees are responsible for the administration and implementation of the Weatherization Assistance Program, which serves eligible persons in their designated parishes. The funds are allocated to each subgrantee using a parish allocation formula.

V.3 Priorities for Service Delivery

The Louisiana Housing Corporation (LHC) will ensure subgrantees give priority for weatherization assistance to units occupied by the elderly, persons with disabilities, families with children, high residential energy users, and households with high-energy burden. The Applicant Priority Ranking system awards points to the targeted population based on income, length of time the application has been on file, and the total energy cost and burden ratio.

Subgrantees are made aware that service to board members, employees and relatives of employees may appear as a conflict of interest. Subgrantees are required to have written policies outlining how these applications are processed for weatherization services.

V.4 Climatic Conditions

Climatic conditions are largely consistent through the State. The average heating degree days have been supplied by the National Oceanic and Atmospheric Administration. Climate severity is measured in degree days, which are an indicator of how much fuel will be necessary on any given day to maintain comfort conditions in a home. The temperatures in the northern part of the State are slightly colder, however, the difference is not significant enough to warrant alteration of the allocation formula. Site-specific weather data is also used in the application of the NEAT audit, which was used to develop the priority list.

Total heating-degree days in Louisiana range from a high of 2,418 in the northwestern corner of the State to a low of 1,709 in southeastern Louisiana. The average for cooling-degree days is around 3,000 statewide. The cooling and heating-degree days have been supplied by the Louisiana State University Center for Energy Studies. Site-specific NEAT energy audits will be completed for all single-family homes for heating system or air conditioner replacements. Red-tagged, inoperable, or nonexistent heating systems replacement or repair is allowed under Health and Safety where climate conditions warrant. Air conditioning system replacement, repair, or installation is allowed as a Health and Safety issue in the home of at-risk occupants (elderly, disabled or children); also where climate conditions warrant. Site-specific weather data is used in the application of the NEAT audit. Domestic water heaters will be replaced on a case-by case-basis for health and safety.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

The State is committed to providing quality services and ensuring that work performed on each client's home meets the eligibility requirements of the weatherization program. The "Louisiana Wx Field Guide" (Deck of Cards) was created and has been in use by the WAP providers in the field. The Field Guide was submitted to DOE for review and approval during the WAP 2015 Program Year. This tool is aligned with DOE's Standard Work Specifications (SWS) and is being effectively used as the Louisiana Field Guide and Field Standards. The guide provides a tangible reference, demonstrating specific measures along, with an illustration on installation and desired measure outcomes.

An electronic copy of the Louisiana Wx Field Guide can be found at:
http://www.lhfa.state.la.us/assets/Programs/Weatherization_Assistance/WXFieldGuide.pdf

In September 2015, during a training of WAP field personnel and program directors, a hard copy of the field guide was distributed. WAP agencies have also been notified that the guide is available online, or by request from LHC weatherization staff.

All work will be performed in accordance to the DOE–approved energy audit procedure and 10 CFR 440, Appendix A. Signed documentation will be obtained and maintained on file from all Weatherization Subgranttees, vendors, and direct hire contractors acknowledging expectations for SWS compliance and work quality.

All subgrantee agreements will contain language that clearly documents the SWS specifications for work quality, as outlined in WPN 15-4, Section 2. The contract states:

Section 2.3

Standard Work Specifications. In accordance with 10 CFR 440 Apendix A, LHC has instituted a Quality Work Plan (QWP) to establish benchmarks for energy efficiency retrofits in the Weatherization Assistance Program. The QWP defines specifications for work quality, workforce training and the qualifications required for individuals performing inspections of WAP work. For Program Year 2016, all tasks performed on weatherized homes must meet the specifications, objectives and desired outcomes outlined in the Standard Work Specifications for Home Energy Upgrades (SWS) for Single Family, Multifamily and/or Manufactured Homes, as prescribed in the Weatherization Program Notice 15-4.

Every DOE/WAP unit reported as a "completed unit" must receive a final inspection ensuring all work meets the miminum specifications outlined in the SWS and all components of the Louisiana State Plan. All sub-contractors' agreements must include the same technical requirements and the work performed must be consistent with procedures established in LHC's standards and field guide.

All quality control inspections must be conducted by an independent HES Certified Quality Control Inspector or an independent Energy Auditor/OCI, as prescribed in the Weatherization Program Notice 15-4 and the Lousiana State Plan.

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Single-Family :	July 8, 2011 Approval was for the priority list based on NEAT audits for certain standard single-family housing types, and full site-specific NEAT audits on all other single-family units.
Manufactured Housing :	April 30, 2014 Approval was for full site-specific MHEA audits on all manufactured housing units (mobile homes).
Multi-Family :	LaWAP will ensure that all staff will have the required MF training and any proposed weatherization of multi-family unit will be approved by DOE before work commences.

Comments

Prior to Program Year 2016, LHC will apply for re-approval of Louisiana's energy audit procedure for single family units using the Weatherization Assistance (NEAT) energy audit. The current procedure was last approved on July 8, 2011 and expires on July 8, 2016.

LHC will prepare a comprehensive submission for DOE review and approval before the start of the 2016 grant year. As a part of the energy audit approval submission, LHC will provide all input data, assumptions, and recommended measures for dwelling units. The submission will demonstrate the measure cost, first-year savings, and SIR for each measure, as well as total job cost and overall SIR.

V.5.3 Final Inspection

Subgrantees are required to perform an independent quality control inspection (QCI) at the conclusion of each Weatherization project. This inspection must include all mechanical work performed on completed dwelling units. This must occur, and be documented, before reporting the project to the State as a "completed unit". This process is to ensure that all work performed meets or exceeds the minimum specifications outlined in the SWS in accordance with 10 CFR 440. All supporting documentation including inspection and monitoring certifications will be maintained in the client's file and all necessary data will be entered in the Hancock Energy Software (HES) system.

Louisiana Housing Corporation (LHC) is currently conducting QCI INTERSTATE RENEWABLE ENERGY COUNCIL (IREC) accredited training. This training is aligned with DOE's established Job Task Analysis (JTA). LHC has contracted with Southface Energy Institute on this initiative in an effort to meet the minimum expectation of having 8 to 10 QCI inspectors in the field at the start of Program Year 2015. LHC will continue to offer testing within LHC's Technical and Training Assistance contract and provide inspectors with an ongoing opportunity for QCI certifications throughout the program year.

LHC's QCI certified inspector will monitor (at least) 5% of the completed units and accompanying client files for each subgrantee if the unit's final inspection was performed by an individual that had no involvement in the work performed on the unit. However, if it is determined that the subgrantee under review did not use an independent QCI inspector, LHC will increase the percentage from (at least) 5% to 10% of all completed units.

In PY2015 LHC updated its Weatherization Program Guide. As part of this update, LHC added tlanguage to supplement the QCI process: *"Subgrantees are required to ensure that each Weatherization completion receives an appropriate and properly executed final inspection. This inspection must be performed by a DOE/BPI certified Quality Control Inspector (QCI). LHC, as part of their regular monitoring procedure will review final inspection forms, subgrantee inspection processes and completed homes to ensure the inspections are being performed correctly and in a manner that is consistent with DOE expectations as outlined in WPN-15-4. Failure by the subgrantee to utilize the QCI process correctly may result in all associated costs being disallowed and returned to LHC. Should multiple instances of poorly performed inspections be found, LHC will, at the very minimum, place the subgrantee on a Watch List or Probation. Should the Watch List or Probation fail to correct the issue, LHC will seek stiffer actions as allowed in the Weatherization Program Manual and the subgrantee grant agreement (contract)."*

V.6 Weatherization Analysis of Effectiveness

In accordance with 10CFR 440.14(c)(6)(i), LHC has established policies of evaluating subgrantees' performance during field monitoring, desktop monitoring, peer-to peer training, Hancock Energy Software (HES) data monitoring, annual training assessments and independent ITBS agency analysis.

Evaluations will be based on financial and programmatic reports submitted by the subgrantee. Monitoring site visits will include, but are not limited to, assessment of program files and reports, work quality, production and expenditure reports, and hands-on training conducted by the Program Specialists.

As a part of the monitoring process, LHC will institute a "risk analysis."' As a result of the risk analysis, an agency may be placed on a "Watch List" and given an opportunity to improve its performance. Any agency given this designation will necessitate the need for increased monitoring. A work plan with relative timelines will be developed in an effort to improve documented performance weaknesses of subgrantees placed on the watch list. When a subgrantee's performance fails to improve in a reasonable time period, it elevates to probationary status level for no more than one program year. At this point, LHC may implement procedures to impose sanctions such as; reduce funding or terminate the contract.

The HES system will continue to be utilized to capture program data to formulate analysis for monthly management reviews and board meetings. In PY 2016, LHC will budget for upgrades and improvements needed with the weatherization component of the HES software.

V.7 Health and Safety

The final rule, published March 3, 1993, revised the purpose and scope of the Weatherization Assistance Program to improve the health and safety of low-income persons served by the Program, especially those that are particularly vulnerable such as the elderly, person with disabilities, and children, according the regulations 10 CFR 440.16, 440.18 and 440.21.

The Health and Safety Plan is a separate attachment to the Grant Application.

V.8 Program Management

V.8.1 Overview and Organization

State Administration

The major goal of the Louisiana Weatherization Program is to enable low-income individuals and families, particularly the elderly, persons with disabilities, and households with children the opportunity to participate in an energy conservation program. This will positively impact the program's participants by lessening the impact of the high cost of energy on their household budgets, improving household health and safety, and reducing their dependence on the Low-Income Home Energy Assistance Program (LIHEAP). The program also helps to reduce energy consumption, as part of a national goal of energy independence, by increasing the thermal efficiency of homes, reducing the greenhouse gas CO2 and providing employment opportunities in both the public and private sectors.

The executive director of the LHC has empowered the Program Administrator to be primarily responsible for all energy programs. The Program Administrator shall fully utilize all assigned energy staffing to ensure the most efficient and effective program administration. Current personnel will continue to administer and monitor the program, as outlined in the approved plans; all new hires will be interviewed to assess experience and will be fully trained to ensure program continuity.

Although subgrantees will have direct access to the Hancock Energy Software (HES) team at the HES headquarters through the Helpdesk module, ownership of the HES system resides at LHC. LHC energy personnel, along with the Corporation's IT team, will ensure that the system's integrity and functionality.

The Energy Program Manager is responsible for ensuring compliance with federal program requirements, development of policy initiatives and general program administration. The manager reports directly to the Program Administrator.

Ongoing program monitoring of local subgrantees is conducted by the Housing Compliance Specialist. The Compliance Specialist is also responsible for contract administration, reporting, and tracking of funding allocations.

Fiscal monitoring, payment processing and assistance with contract processing are conducted by the LHC Accounting team. The LHC Compliance Specialist will visit subgrantees annually to monitor fiscal compliance and provide technical assistance in the areas of accounting, auditing, weatherization processes and related program activities.

Program decisions and administration guidelines will adhere to all federal and state regulations related to the use of current funding for the provision of weatherization services in Louisiana.

V.8.2 Administrative Expenditure Limits

If a subgrantee receives less than $350,000 of DOE funds for the Weatherization Assistance Programs, the subgrantee may receive an additional five percent for administrative funds as set forth in Sec. 440.18(d). This guidance provides direction for recipients of grants if the state has determined that such recipients require additional administrative funds to effectively implement the program measures.

V.8.3 Monitoring Activities

The LHC utilizes a systems approach to monitoring local subgrantees for compliance with applicable regulations and achievement of performance goals for the weatherization program. The framework for the systems approach is a regulation based assessment that is criterion-referenced. The assessment includes: general organization, desk reviews, onsite visits to evaluate the subgrantees' general administration and program management systems, needs assessment, service delivery, financial management, and technical and field applications according to the DOE Standard Work Specifications, program procurement and property control system.

Currently, there are a total of five (5) positions assigned to the WAP. Three (3) are assigned caseloads to oversee the subgrantees' program operation, process all requests for payment, monitor performance and provide technical assistance to the subgrantees, contractors and vendors.

In PY2015, LHC employed two individuals, one as a contract employee with previous experience in the Weatherization Program. This position requires credentials for performing the technical monitoring and knowledge regarding program regulations and best practices of the WAP Program. The technical monitor has acquired a BPI Home Energy Professional (HEP) Quality Control Inspector (QCI) certification. The person in this position is QCI certified and will also be responsible for coordinating and/or providing the training activities required by DOE.

The second position is responsible for conducting the administrative/fiscal on-site monitoring. The experience required to perform this task includes knowledge of program regulations, guidance, financial management and administrative operations.

Staff salaries under the WAP program will be charged to the Grantee administration budget category. Travel expenses to conduct monitoring activities will be charged to the Grantee T/TA budget category.

Type of Monitoring Reviews:

Administrative/Fiscal Monitoring

LHC staff will conduct an annual on-site program compliance monitoring review, during the second and third quarters of the program year. Scheduling of the visits will depend upon the subgrantee's contractual production schedule.

The review will involve using a comprehensive monitoring instrument to ensure that uniform monitoring procedures are applied to each subgrantee. This procedure provides for an analysis of the subgrantees' performance and implementation of the WAP under the program agreement.

The areas covered in the monitoring instrument, include:

Reporting and record keeping

Policy and procedures

Service delivery

Eligibility determination

Accounting and financial management policies and procedures, including internal control systems.

Monitoring of contractors

Personnel policies and procedures

Property records and office inventory

Procurement process

Other program-related compliance area that are material to the Agreement.

Fiscal Monitoring Schedule:

Agency Name	Tentative Monitoring Dates
Quad	11/14/16 - 11/17/16
LaSalle	12/19/16 - 12/20/16
APAC	12/21/16 - 12/22/16
Vernon	1/23/17 - 1/24/17
Allen	1/25/17 - 1/27/17
St. Tammany	2/8/17 - 2/9/17
Jefferson	2/22/17 - 2/23/17
St. Mary	3/13/17 - 3/14/17
Terrebonne	3/15/17 - 3/16/17

Caddo 4/10/17 - 4/12/17

Desoto 4/12/17 - 4/14/2017

Technical/Field Monitoring

LHC staff will inspect at least 5% of the completed units weatherized by each subgrantee, as well as, review corresponding client files under this grant annually during the Program Year. LHC staff will also inspect additional "in progress" homes at each subgrantee, as needed. During the monitoring visits, LHC staff will provide technical assistance; however, additional on-site technical assistance will be provided based on need. .Should LHC determine that a subgrantee under review did not use an independent QCI inspector, LHC will increase the monitoring percentage from at least 5% to 10% of all completed units.

- The areas covered in the monitoring instrument, include:
- General operational policy
- Employee and subcontractor policy
- Facilities, vehicles, tools and equipment
- Energy audits
- Health and Safety for client and workers
- Personnel training
- Client education
- Final inspections
- Denial of services

Monitoring Procedures:

Each subgrantee will be notified in advance of their scheduled monitoring visit. During the visit, staff will use a comprehensive monitoring tool that will ensure a thorough review of each subgrantee. At the end of the visit, the Subgrantee will be briefed on any observations, findings and/ or general comments. If Health and Safety issues are discovered which present imminent danger to people in the household, the LHC staff will require the Subgrantee to immediately resolve the issues and provide supporting evidence of resolution.

Within 30 days after each fiscal or technical visit, LHC will provide a written report to the Subgrantee describing the current monitoring assessment, which will identify any findings, concerns, recommendations, commendations, best practices and any corrective actions, if applicable. When extensive corrective actions are required, LHC will be allowed a total of 45 days following the monitoring visit to provide the written report to the Subgrantee. The Subgrantee will be required to respond within 30 days of the date of the monitoring report regarding any corrective action it has or will be undertaking. LHC will track all correspondence, including financial reviews until final resolution. If necessary, staff will conduct a follow-up monitoring visit to ensure that the corrective action has been initiated or completed. Once LHC and the Subgrantee have mutually agreed on the outcome, LHC will send a closure letter to the Subgrantee and place a copy in the monitoring file. Should both parties not reach a mutual agreement, then LHC will make assessments that may include termination of the contract.

Sensitive or significant noncompliance findings, such as waste, fraud, or abuse will be reported to DOE immediately.

Repeated unresolved findings, based on a minimum of two (2) monitoring visits at a Subgrantee, will be reported immediately to the DOE Project Officer.

The Louisiana Weatherization Field Guide and DOE Standard Work Specifications will be used to evaluate the effectiveness, safety, workmanship, overall appearance, and compliance with the LaWAP Standards of individual weatherization jobs.

The LHC staff will:

Recommend reworks, re-inspections, and T&TA visits in response to major findings and will investigate legitimate customer complaints, which may result in the agency being required to return to correct errors or omissions.

Note concerns about agency operations on the inspection report.

Disallow costs and/or designate the agency as high-risk and place the agency on a Watch List in response to recurring major findings or persistent noncompliance with LaWAP policy.

Goals:

Provide comprehensive verification that Local Agencies are delivering high quality Weatherization services.

Verify compliance with applicable policies and regulations.

Promote efficiency and effectiveness in Weatherization delivery.

Identify areas where there are deficiencies and training and technical assistance is warranted.

Perform Technical Monitoring annually as required and depending on concerns/issues found during monitoring, additional on-site visits may be conducted.

Agency Name	Tentative Field Monitoring Date
Allen Action Agency	May 2017
Avoyelles Progress Action Agency	December 2016
Caddo Community Action Agency	January 2017
DeSoto Parish Police Jury-OCS	April 2017
East Baton Rouge Parish OCD	February 2017
Jefferson CAP	March 2017
QUAD Area Community Action Agency, Inc.	June 2017
St. Mary Community Action Agency	May 2017
St. Tammany Parish Community Action Agency	March 2017
Terrebonne Parish Consolidated Government	April 2017
Vernon CAC	February 2017

T&TA Visits:

T&TA visits are not official monitoring visits and do not result in the reporting of findings. LHC will visit agencies for T&TA purposes, as often as necessary. LHC will provide guidance, training, and technical assistance to agencies in response to findings.

Financial Audit Review:

The subgrantees' annual financial audit reports are received, tracked and logged, and are continuously monitored for findings impacting weatherization. Monitoring reviews performed onsite at the subgrantees' facility ensures that annual financial audits are performed in accordance with federal regulations. LHC will investigate all findings or issues detailed in the audit report that relate to the weatherization program. If significant issues are found they will be investigated by LHC. LHC will document all actions taken until the issue is resolved. Significant findings identified in subgrantee financial audit reports related to weatherization program will be reported to the DOE.

Rating of Agencies:

LHC will rate weatherization agencies' compliance with LaWAP policies, cited on the monitoring instrument, according to the following scale:

Good Compliance (GC): Subgrantees will receive a rating of GC when a monitoring event does NOT identify deficiencies in compliance with evaluation standards specific to a given LaWAP policy, or, when minor deficiencies are identified that are easily corrected during the monitoring event.

- Minimal Compliance (MC): Subgrantees will receive a rating of MC when a monitoring event identifies deficiencies in compliance with evaluation standards specific to a given LaWAP policy for the minority (less than half) of the sample items (homes, files, etc.) reviewed.
- Noncompliance (NC): Subgrantees will receive a rating of NC when a monitoring event identifies deficiencies in compliance with evaluation standards specific to a given LaWAP policy for the majority of the sample items (homes, files, etc.) reviewed, or when noncompliance with a "zero tolerance" issue is identified. Zero tolerance for the following areas of noncompliance includes, but is not limited to the following Health & Safety Issues:

- CAZ (performance & documentation)
- CO (performance & documentation)
- Unvented Space Heaters
- Incomplete HEACs
- Gas leak(s) detected
- Insulation blown over knob and tube wiring
- Items invoiced for weatherization purposes that have NOT been installed on the home i.e. insulation, Rinnai heaters, refrigerators, range vents, etc.
- Weatherization conducted without use of blower door
- Recurring Findings/Reworks

**The ratings are established at the conclusion of a monitoring event upon completion of the Louisiana Standards Field Monitoring Form. The ratings are recorded and reported to the agency on the LHC field monitoring section in the final written field monitoring report.*

Findings And Agency Discipline:

The discovery of a violation of a policy or procedure is called a Finding. Findings will be documented during the each regularly scheduled monitoring visit. The findings will be revisited and reexamined during the subsequent regularly scheduled monitoring visit to ensure corrective action has been taken.

Findings - Any noncompliance with a LaWAP policy or procedure constitutes a Finding. Examples of Findings may include, but are not limited to the following:

- The health and safety of customers, subgrantee staff, or subcontractors, or the integrity of the building structure is threatened by work completed with LaWAP funds
- A weatherization related health or safety problem is created by, exacerbated by, or not corrected by the delivery of LaWAP services
- The omission, without appropriate authorization, of a required cost effective measure, a necessary repair, or a required health and safety repair
- Poor quality work that degrades the performance of weatherization measures or repairs
- Measures not installed according to DOE Standard Work Specification
- Major expenditure of funds on measures that are not included on the appropriate priority list, or are not required in the LaWAP Field Standards Expenditure for materials not listed in Appendix A of 10 CFR 440
- Costs charged to a unit with no documentation or receipts to validate
- Any action or lack of action that may result in a liability that threatens LaWAP
- Work site cleanup that does not meet the satisfaction of the client
- Required energy conservation measures that are not installed
- Required health and safety measures that are not addressed
- Employees are not given adequate time to attend training
- Office or warehouse contains fire or safety hazards
- Agency files are disorganized and difficult to monitor

Corrective Action/ReWork Report

Failure to respond within 30 days from date of monitoring report will be documented and may become a finding on future monitoring reports. Once LHC receives the corrective action/rework report, including all support documentation (photos, written responses, receipts, client acknowledgement forms, etc.), LHC will issue a closure letter if the report is deemed appropriate and corrective actions have been properly implemented and/or executed.

Agency Discipline:

Consistent or repeated violations of LaWAP standards may require LHC to impose disciplinary action upon an agency. The disciplinary action imposed will vary depending on the deficiency or deficiencies identified. The disciplinary actions in order of least to most severe include:

- Placement on a “Watch List”
- Probationary Status
- Termination of Weatherization Contract

**Each agency may reserve its right to appeal any disciplinary action taken.*

Watch List:

As part of the monitoring process, an agency may be placed on a “Watch List”. The purpose of the Watch List is to provide the agency with an opportunity to improve on its performance weaknesses. Placement on the watch list is typically associated with relatively minor deficiencies that warrant additional attention in order to prevent more serious issues from developing. The agency will receive written notice that it is being placed on the Watch List and will be given a

reasonable time period to correct the issues. The length of time provided to correct the issues may vary depending upon the corrective action to be taken. Agencies placed on the watch list may also be monitored on a more frequent basis than the regularly scheduled monitoring visits. The reasons for placing an agency on a watch list may include, but are not limited to the following:

- When an agency fails to submit responses to findings and corrective actions/reworks in a timely manner as specified in LHC's monitoring reports
- When an agency has recurring findings and/or corrective actions/reworks
- When LHC determines that there are administrative issues within the agency that affect its performance of LaWAP
- When LHC finds that staff and/or contractors need additional training to improve the quality of work and/or training of new staff
- When LHC determines that the average cost per unit is excessively high or low based on the State's overall average for the program year

** If the agency has corrected the issues cited in the Watch List notification within the time period given, the agency may be removed from the Watch List and will proceed with regularly scheduled monitoring events. However, if the agency does not comply within the time period provided, the agency may be placed on probation.*

Probation:

Depending on the severity of observations, corrective actions/reworks, and findings noted during monitoring visits, LHC may exercise its option to place the agency on probation. Additionally, if the agency fails to correct its findings and corrective actions/reworks cited in the "Watch List" notification, the agency may be placed on probation. The agency will receive written notice from the LHC administrator that it is being placed on probation and will be given a reasonable time period to correct the issues. The notice will include the cause for probation and additional instruction to assist the agency in achieving compliance. The agency will also receive additional monitoring visits and/or onsite training from LHC, if deemed necessary. The reasons for placing an agency on probation may include, but are not limited to, the following:

- When an agency has recurring findings that are not resolved within the time period provided
- When standards rated as noncompliant are recurring
- When the agency fails to comply with the corrective action that was submitted while the agency was on the watch list
- When the agency consistently fails to reach unit production goals established by its contract
- When an agency consistently exhibit a low expenditure rate

** The agency will remain on probation until the LHC has determined that the agency is back in compliance with the policies and procedures of LaWAP. If the agency does not improve within the reasonable time period given, it may be subject to termination of the contract.*

Termination:

The Corporation shall notify the Agency in writing of a default of the Agreement under Section 13.1. The Corporation shall provide the Agency with ten (10) days to cure the default. If at the end of the cure period the Corporation determines that the violation has not been cured, the Termination of the Agreement shall be effective immediately, without further notice.

Appeals Of Findings And Discipline

Appeals should be submitted in writing within thirty (30) business days of receipt of a certified notification of termination letter. Agencies may appeal findings and discipline by the following sequential steps:

The agency may appeal the finding or disciplinary action to LHC's Program Administrator.

1. Agencies that do not agree with the decision of LHC Program Administrator may submit an appeal to the LHC Board of Directors.
2. Agencies that do not agree with the decision of LHC Board of Directors may submit an appeal to the DOE's regional weatherization coordinator.

V.8.4 Training and Technical Assistance Approach and Activities

Training and Technical Assistance (T&TA) activities are intended to maintain or increase the efficiency, quality and effectiveness of the WAP program at all levels. T&TA will be administered to ensure quality work, maximize energy savings, minimize production costs and improve program management. This component of the program is designed to make certain that installed field measures meet the LaWAP Standards for work outlined in accordance to the SWS

guidelines.

In PY2015 LHC facilitated an IREC accredited QCI training program with Southface Energy Institute. This program ensured that all inspectors possess the knowledge, skills and abilities outlined in the National Renewable Energy Laboratory (NREL) Job Task Analysis (JTA). Participants who received a passing score were certified as a BPI Home Energy Professional (HEP) Quality Control Inspector (QCI).

T&TA funds will be used to train subgrantees and contractors participating in the WAP program. In making the determination to pay for contractors' training, LHC will secure a retention agreement in exchange for the training. The retention agreement will require that contractors maintain consistent employment in the WAP program for a specific amount of time, ensuring the funds expended for training are maximized.

LHC will develop a timeline for accredited training using DOE curricula designed for both new and experienced WAP workers. The T&TA plan will address two distinct categories, Tier 1 and Tier 2 Training and Technical Assistance (T&TA).

Tier 1 T&TA:

The weatherization Assistance Program Standardized Curricula updated to align with the JTAs for the following worker classifications will be used:

- Installer/Technician Fundamentals 2.0
- Energy Auditor-Single Family 2.0
- Quality Control Inspector 2.0
- Crew Leader 2.0 along
- DOE approved Health and Safety (WPN 11-06)
- Lead Safe Weatherization (LSW)
- ASHRAE 62.2 2013

Tier 2 T&TA:

Single issues, short-term, Tier 1 training to address acute deficiencies in the field including but not limited to dense packing, ASHRAE, combustion testing, etc will be documented and provided. Subgrantee conference T&TA are included in this category. The LHC training center will be utilized for mandatory T&TA activities that are aligned with DOE curricula. Classroom, field T&TA, and hands-on facilitation will meet specific training needs of local agencies, crews and contractors statewide. LHC will track accredited mandatory IREC trainings of SWS and JTA which catalogue the knowledge, skills and ability that practitioner's need to perform a given job effectively and safely. Mandatory attendance will be required with penalties assessed for failure to comply.

Contractors offering Weatherization will be obligated to attend certain training courses based upon their worker classification. LHC will require all direct hires and contractors, weatherization coordinators, crew members, workers, and supervisors to attend LHC training on Health and Safety in accordance to WPN 11-06. LHC has and will provide opportunities for WAP staff to become Building Performance Institute (BPI) Home Energy Professional (HEP) certifications.

Field monitoring will provide an opportunity for on-site training and technical assistance and the identification of areas where more extensive training is needed. LHC will combine comprehensive analysis and assessment of monitoring, Compliance Specialist reports, field inspections and DOE Project Officer Evaluation to compare the effectiveness and the energy savings achieved to use in development of T&TA activities and priorities. This assessment of Grantee effectiveness in administrating and implementing the grant will be closely aligned with the following:

- Compliance with DOE WAP federal program requirements
- General administration and program management systems
- Identify cost-effective improvements
- Install measures effectively and safely in accordance with the SWS
- Do no harm to occupants, workers and home weatherized

LHC's training and BPI accredited testing center has and will continue to establish partnerships with other IREC certified DOE WAP training centers. LHC staff will ensure the training center remains current and up-to-date on curriculum ensuring efficiency and innovation in administering the WAP grant.

The following ongoing activities support productive training and technical assistance:

- LHC subscribes to the leading weatherization periodicals, including Home Energy and the State and Local Energy Report
- The Monitors and Trainers remain knowledgeable of developments in the field of energy conservation and work to incorporate valuable practices and techniques into existing operations
- Training participants are solicited to provide direct feedback to LHC management through the use of evaluation forms

Pre and Post-client education on energy conservation will be documented in client's files including health and safety education corresponding to relevant issues

that are identified at the home. Client Education will consist of, but is not limited to:

- EPA Renovate Right for important Lead Hazard Information for Families
- EPA Mold, Moisture, and Your Home
- What You Should Know About Space Heaters
- Manuals for Installed Mechanicals

V.9 Energy Crisis and Disaster Plan