



# **Board of Directors**

*Agenda Item #8*

**Sustainable Housing Committee**

**Ellen M. Lee, Chairwoman**

**April 13, 2016**

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# *Louisiana Housing Corporation*

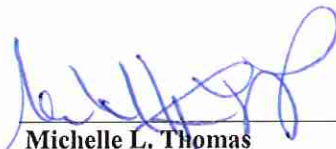
**April 12, 2016**

## **SUSTAINABLE HOUSING COMMITTEE MEETING**

### **FINAL AGENDA**

Notice is hereby given of a regular meeting of the Administrative Committee to be held on **Wednesday, April 13, 2016 @ 10:30 A.M.**, Louisiana Housing Corporation Building, Committee Room 2, located at 2415 Quail Drive, Baton Rouge, Louisiana, by order of the Chairman.

1. Call to Order and Roll Call.
2. Approval of the Minutes of the March 9, 2016 Committee Meeting.
3. Resolution recognizing and declaring the month of April 2016 as "Fair Housing Month"; and providing for other matters in connection therewith. Staff recommends approval.
- 4.
5. Resolution authorizing LHC to release a Request for Proposals ("RFP") for Consulting Services for Permanent Supportive Housing ("PSH"); and providing for other matters in connection therewith. Staff recommends approval.
6. Resolution approving and accepting the Louisiana Weatherization Assistance Program ("WAP") Year 2016 State Plan (labeled as "Exhibit A") and providing for other matters in connection therewith. Staff recommends approval.
7. Energy Programs Activity Report and Updates.
8. Sustainable Housing Department Update.
9. Louisiana Housing Authority Department Update.
10. HOME Dashboard Report
11. Disaster Recovery CDBG Closeout Status Report
12. Other Business.
13. Adjournment.

  
Michelle L. Thomas  
LHC Interim Executive Director

**If you require special services or accommodations, please contact Board Coordinator and Secretary Barry E. Brooks at (225) 763 8773, or via email [bbrooks@lhc.la.gov](mailto:bbrooks@lhc.la.gov).**

Pursuant to the provisions of LSA-R.S. 42:16, upon two-thirds vote of the members present, the Board of Directors of the LHC may choose to enter executive session, and by this notice, the Board reserves its right to go into executive session, as provided by law.

Louisiana Housing Corporation  
Sustainable Housing Committee Meeting Minutes  
2415 Quail Drive  
Committee Room 2  
Baton Rouge, LA 70808  
Wednesday, March 9, 2016  
11:00 a.m.

Committee Members Present

Chairwoman Ellen M. Lee  
Mr. Willie Spears  
Dr. Daryl Burkel

Board Members Present

Mr. Mayson H. Foster  
Mr. Michael Airhart

Board Members Absent

Mr. Guy T. Williams, Jr.  
Mr. Matthew Richie  
Treasurer John N. Kennedy

Staff Present

Michelle Thomas  
Nicole Sweazy  
Janel Young  
James Young  
Loretta Wallace  
Liza Bergeron  
Ray Rodriguez  
Brenda Evans  
Anita Tillman  
Jatis Harrington  
Keith Cunningham  
Jessica Guinn  
Christine Bratkowski  
Selena Sims  
Barbara Stoetzner  
Natasha Anderson  
LaTosha Overton  
Barry Brooks

Others Present

See Attached Sign-in Sheet

**Call to Order and Roll Call.** Chairwoman Ellen Lee called the meeting to order at 11:00am. The roll was called, and a quorum was established.

**Approval of Minutes from January 13, 2016.** Upon a motion made by Committee Chairwoman Ellen Lee and seconded by Mr. Willie Spears, the minutes of the January 13, 2016 meeting were approved without correction.

#### **Action Items.**

- ***Resolution providing for the establishment of a Tenant-Based Rental Assistance (“TBRA”) Program to be available to any current or future declared disaster areas and for a conditional allocation of funds to be administered through Parish Governments in said areas; and providing for other matters in connection therewith.***

Chairwoman Lee introduced the matter. Ms. Michelle Thomas, Interim Executive Director, provided a summary of the resolution focusing on short term rental assistance for future disasters that would be provided as a need-based subsidy. Additional discussion followed. Dr. Daryl Burkel moved to favorably recommend the resolution to the Full Board for approval, which was seconded by Mr. Michael Airhart. The motion passed unanimously.

- ***Resolution authorizing the LHC to enter into a contract with Apple Energy Group for training on the Weatherization Assistance Software, Version 8.9 National Energy Audit Tool (“NEAT”) and Manufactured Home Energy Audit Tool (“MHEA”) for the statewide Weatherization Assistance Program (“WAP”); and providing for other matters in connection therewith.***

Chairwoman Lee introduced the matter. Ms. Loretta Wallace, Program Administrator, provided a summary of the resolution, explaining that the cost of the training is dependent on the number of students participating in the course. The maximum cost would not exceed \$15,000.00. Such costs are covered by the Department of Energy so there would be no out of pocket cost to the Corporation. Additional discussion followed. Dr. Daryl Burkel moved to favorably recommend the resolution to the Full Board for approval, which was seconded by Mr. Michael Airhart. The motion passed unanimously.

#### **Reports and Updates.**

Chairwoman Lee referred committee members to the printed materials for the program reports, and asked that each program manager briefly provide any item of note in the remaining few minutes of the meeting.

**Energy Department Activity Reports and Updates:** Ms. Wallace indicated that she and her staff are working on the Department of Energy State Plan and would have materials ready for April board meeting.

**Sustainable Housing Department Update:** Mr. Ray Rodriguez, Housing Manager, reported that of the 36 programs administered by Sustainable Housing, 21 have reached the close-out or compliance/monitoring phase, and that funds for Hurricane Issac had been released to Plaquemines and St. John parishes.

**Louisiana Housing Authority (“LHA”) Department Update:** Ms. Nicole Sweazy, Executive Director of Louisiana Housing Authority (“LHA”) reported that HUD had announced the Continuum of Care renewal of Tier one, which renewed two LHA programs and that she was waiting for the announcement of Tier two awards.

**HOME Report:** Ms. Brenda Evans, Program Administrator, reported she and staff are planning awards for six (6) projects; three (3) in the MRB round at 4% for 4.5 million and three (3) in the CHDO round at 1.5 million.

**Adjournment.** There being no further business to discuss, Chairwoman Lee adjourned the meeting at 11:28 a.m.

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Committee Secretary



# LOUISIANA HOUSING CORPORATION

## LHC BOARD OF DIRECTORS SUSTAINABLE HOUSING COMMITTEE MEETING

Wednesday, March 9, 2016 @ 11:00A.M.

### Guest Sign-In Sheet

GUEST NAME	FIRM
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PLEASE, PLEASE PRINT

1. JATIS G. HARRINGTON LHC STAFF
2. Angela Fyssa-Lear Whitney Bank
3. Bandy Sader MRCDC
4. Charles Tate
5. Lindsey Lewis GNCHA

**SHCM**  
**PLEASE PRINT CLEARLY**

**GUEST NAME**

**FIRM**

6. Adam Jones

7. Praplast

8. Perry J. Franklin

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

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18. \_\_\_\_\_

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Franklin Assoc.

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## LOUISIANA HOUSING CORPORATION

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ :

### RESOLUTION

**A resolution recognizing and declaring the month of April, 2016 as “Fair Housing Month”; and providing for other matters in connection therewith.**

**WHEREAS**, April has been designated by the United States Department of Housing and Urban Development (“HUD”) as “Fair Housing Month”, and marks the 47<sup>th</sup> anniversary of the passage of the federal Fair Housing Act (Title VIII of the Civil Rights Act of 1968), as amended by the Fair Housing Amendments Act of 1988); and

**WHEREAS**, in 1991, the State of Louisiana enacted the Louisiana Equal Housing Opportunity Act (Louisiana Revised Statutes 51:2601, et seq.); and

**WHEREAS**, both the Fair Housing Act and the Louisiana Equal Housing Opportunity Act provide that no person shall be subjected to discrimination because of race, color, national origin, religion, sex, disability, or familial status in the rental, sale, financing or advertising of housing; and

**WHEREAS**, the denial of equal housing opportunity is one of the most serious challenges a community or a state can face, a challenge that must be met and surmounted so as not to erode the vital social structure that holds a community together and gives it shape and dimension; and

**WHEREAS**, the Board of Directors of the Louisiana Housing Corporation welcomes the opportunity to solidify and reaffirm its continuous commitment to affirmatively further fair housing for the citizens of the State of Louisiana without regard to race, color, national origin, religion, sex, disability.

**NOW THEREFORE BE IT RESOLVED** by the Board of Directors of the Louisiana Housing Corporation (the “Board”), acting as the governing authority of said Corporation, that in the pursuit of the goal and responsibility of affirmatively furthering fair housing opportunities for all citizens of the State of Louisiana, the Louisiana Housing Corporation does hereby join in the national celebration by proclaiming April 2016 as “Fair Housing Month”, and encourages all

agencies, institutions and individuals, public and private, in Louisiana to abide by the letter and the spirit of the Fair Housing law.

This resolution having been submitted to a vote, the vote thereon was as follows:

And the resolution was declared adopted on this, the 13<sup>th</sup> day of April 2016.

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Chairman

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Secretary

DRAFT

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation, do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution adopted by said Board of Directors on April 13, 2016, entitled: “A resolution recognizing and declaring the month of April, 2016 as “Fair Housing Month”; and providing for other matters in connection therewith.”

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Corporation on this, the 13<sup>th</sup> day of April, 2016.

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Secretary

## LOUISIANA HOUSING CORPORATION

The following motion was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ :

### RESOLUTION

**A resolution to approve and authorize staff of the Louisiana Housing Corporation (“LHC” or “Corporation”) to proceed with the issuance of a Request for Proposals for Permanent Supportive Housing (“PSH”) Consulting Services; and providing for other matters in connection therewith.**

**WHEREAS**, the Louisiana Housing Corporation (the “Corporation”) was created as a public body corporate and politic and an instrumentality of the State of Louisiana (the “State”) pursuant to Act 408 of the 2011 Louisiana Legislature, contained in Chapter 3-G of Title 40 of the Louisiana Revised Statutes of 1950, as amended and codified as Louisiana Revised Statute §40:600.86 through 600.11 (the “LHC Act”); and

**WHEREAS**, R.S. 40:600.91(27) directs that the Corporation shall have powers necessary to access any and all federal funding related to housing; and

**WHEREAS**, R.S. 40:600.91(29) directs that the Corporation shall have all the powers and duties of a housing authority created to the Louisiana Housing Authorities Law, R.S. 40:381 et seq., necessary to administer the Permanent Supportive Housing program; and

**WHEREAS**, the Permanent Supportive Housing (“PSH”) program is administered in part by the LHC through the Louisiana Housing Authority (“LHA”) and involves the use of multiple HUD funded programs to accomplish their missions and goals; and

**WHEREAS**, the PSH program continues to implement new funding sources and, as a result, it has been determined that there is a need for consulting services to ensure continued success and compliance with federal regulations.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Louisiana Housing Corporation (the “Board”), acting as the governing authority of said Corporation:

**SECTION 1.** The Corporation is hereby authorized to proceed with the issuance of -Request for Proposals for Permanent Support Housing Consulting Services.

**SECTION 2.** The Corporation staff and legal counsel are authorized and directed to prepare the forms of such notices, documents, and/or agreements as may be necessary to effectuate the terms of this resolution. .

**SECTION 3.** The Chairman, Vice Chairman, Appointing Authority, and/or Secretary of the Corporation are hereby authorized, empowered, and directed to execute any forms and/or documents required to be executed on behalf of and in the name of the Corporation, the terms of which are to be consistent with the provisions of this resolution.

This motion having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

And the motion was declared adopted on this, the 13<sup>th</sup> day of April 13, 2016.

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Chairman

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Secretary

**STATE OF LOUISIANA**

**PARISH OF EAST BATON ROUGE**

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation (the "Corporation"), do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution adopted by said Board of Directors on April 13, 2016, entitled: "A resolution to approve and authorize staff of the Louisiana Housing Corporation ("LHC" or "Corporation") to proceed with the issuance of a Request for Proposals for Permanent Supportive Housing ("PSH") Consulting Services; and providing for other matters in connection therewith."

**IN FAITH WHEREOF**, witness my official signature and the impress of the official seal of the Corporation on this, the 13<sup>th</sup> day of April, 2016.

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Secretary

(SEAL)



# LOUISIANA

## Housing Corporation

### **REQUEST FOR PROPOSALS**

**For**

### **Permanent Supportive Housing (PSH) Consulting Services**

**DATE ISSUED: APRIL 18, 2016**

**DEADLINE TO SUBMIT RESPONSES: MAY 18, 2016**

2415 Quail Drive \* Baton Rouge, Louisiana 70808  
(225) 763-8700 \* (888) 454-2001 \* (225) 763-8710 (FAX)  
[www.lhc.la.gov](http://www.lhc.la.gov)

# I. General and Administrative Information

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## A. Background and Purpose

The Louisiana Housing Corporation (referred to as both “LHC” and the “Corporation”), seeks proposals from qualified Permanent Supportive Housing consultants to provide technical assistance and support the Louisiana Housing Authority (“LHA”) of the LHC in the continued implementation and sustainability of the Louisiana Permanent Supportive Housing Program (“PSH”).

The Contractor shall provide assistance to the LHA, which shall include technical assistance and direct support as needed to help ensure the success of the PSH initiative as described in the Louisiana Road Home Program approved by the United States Department of Housing and Urban Development (“HUD”). The assistance shall be provided to LHC with respect to the Balance of State (“BoS”) Continuum of Care (“CoC”), the Section 811 Project-Rental Assistance Demonstration (“811 PRA”) program and the project-based voucher (“PBV”) program. The Contractor may also be asked to provide assistance with any new programs that may be created to expand the PSH program.

## B. Definitions

1. **Contractor** – Any firm or individual who is awarded or has a contract with another firm, individual or governmental body.
2. **Corporation** – Louisiana Housing Corporation.
3. **Discussions** -- For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.
4. **Proposal** – A response to a Request for Proposals.
5. **Proposer** – A firm or individual who responds to a Request for Proposals.
6. **RFP** – Request for Proposals
7. **Shall, Must, Will** – Denotes mandatory language; a requirement that must be met without alteration.
8. **Should, Can, May** – Non-mandatory language denoting desirable, advisable or permissible action.
9. **State** – The State of Louisiana.

10. **Subcontractor** – A firm or individual entering into a contract with the Contractor.

### C. Important Dates and Deadlines

RFP published and posted to LHC website	April 18, 2016	
Deadline for submitting written inquiries	April 25, 2016	5:00 p.m.
Deadline for LHC to respond to written inquiries from Proposers	April 29, 2016	
Deadline for submitting proposals	May 18, 2016	2:00 p.m.
Formal announcement of selected Proposer(s)	May 25, 2016	
Contract Execution	TBD	

**NOTE:** The LHC reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the RFP.

## II. Proposal Information

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### A. Proposal Submission

Interested parties may obtain a copy of the RFP by submitting their name, title, firm name, address, telephone and fax numbers, and e-mail address to LHC using the contact information below, or by visiting LHC's website at [www.lhc.la.gov](http://www.lhc.la.gov):

Louisiana Housing Corporation  
ATTN: Nicole Sweazy, LHA  
Re: RFP for PSH Consulting Services  
2415 Quail Drive  
Baton Rouge, Louisiana 70808  
E-mail: [nsweazy@lhc.la.gov](mailto:nsweazy@lhc.la.gov)

Proposals shall be delivered in hard copy and in an electronic file. The hard copy shall be signed on the original, and **received** by the Louisiana Housing Corporation by or before 2:00 p.m. Central Time on **May 18, 2016**. The originals will be retained for incorporation by reference into any contract that may result from this RFP. Proposers should provide four (4) additional copies and one (1) redacted copy, if applicable (see *Section II(H) – Proprietary Information* for details).

The cost proposal shall be submitted separately in a sealed envelope and should include one (1) original, four (4) copies and one (1) redacted copy, if applicable (see *Section II(H) – Proprietary Information* for details). The electronic file shall be delivered in PDF format on a USB flash drive in the same packet with the hard copies.

Proposals may be mailed or delivered by hand or courier service to the following address:

Louisiana Housing Corporation  
2415 Quail Drive  
Baton Rouge, LA 70808  
Attn: Nicole Sweazy

**IMPORTANT:** Clearly mark the outside of the envelope, box, or package with the following information and format:

Proposer Name and Address: \_\_\_\_\_  
Primary Contact for Proposer: \_\_\_\_\_  
Proposal for: **PSH Consulting Services**

Responses may not be delivered via facsimile transmission or other telecommunication or electronic means. Proposers assume the risk of the delivery method chosen, including delivery via private courier or the United States mail. **Please be advised that proposals arriving after the 2:00 p.m. deadline, whether via personal delivery, U.S. mail, Federal Express, UPS, or other comparable method of delivery, will not be accepted for any reason.**

The Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to the address set forth above. LHC is not responsible for any delays caused by the Proposer's chosen means of proposal delivery. Additionally, the Proposer is solely responsible for the timely delivery of its proposal. **Failure to submit a proposal by the date and time set forth above shall result in rejection of the proposal.**

This RFP does not commit the Corporation to award any contract nor to pay any costs incurred in the preparation or delivery of responses. Furthermore, the Corporation reserves the right to accept or reject, in whole or in part, any and all responses submitted, and/or to cancel this RFP. The Corporation also reserves the right to ask for additional information from any Proposer and/or all Proposers as may be necessary or appropriate for purposes of clarification.

## **B. Authorization**

The proposal must be signed by a duly authorized representative, such as:

1. The current corporate officer, partnership member, or other individual specifically authorized to submit a proposal as reflected in the appropriate records of the proposer;
2. An individual authorized to bind the entity as reflected by a corporate resolution, certificate or affidavit; or
3. An individual identified in other documents conferring the appropriate authority in a form acceptable to the LHC.

Proposers must be registered entities and in good standing under the laws of the State of Louisiana and certified to conduct business in the State of Louisiana, pursuant to La. R.S. 12:301-302, by the Louisiana Secretary of State, prior to entering into a contract with LHC.

## **C. Contact Prohibitions (Blackout Period)**

It is the express policy of the Corporation that prospective Proposers to this RFP refrain from initiating any direct or indirect contact or communication with Corporation staff or members of the Corporation's Board of Directors with regard to the this RFP. The Blackout Period is a specified period of time during a competitive procurement process in which any Proposer, or its agent or representative, is prohibited from communicating with any LHC employee or services contractor of LHC involved in any step in the procurement process about the affected procurement. The Blackout Period applies not only to

Corporation employees, but also to the Board of Directors and any contractor of the Louisiana Housing Corporation. “Involvement” in the procurement process includes but may not be limited to program management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. This RFP identifies a designated RFP Coordinator. All communications to and from potential Proposers, and/or their representatives during the Blackout Period must be in accordance with this RFP’s defined method of communication with the designated contact person. The Blackout Period will begin upon posting of the RFP. The Blackout Period will end when the contract is awarded.

Any violation of this policy will be considered as a basis for disqualification from consideration and may result in liability to LHC in damages and/or subject to any other remedy allowed by law including rejection of proposal or cancellation/termination of contract. Further, failure to comply with these requirements may result in disqualification. The LHC will produce public records in accordance with LA R.S. Title 44.

Notwithstanding the foregoing, the Blackout Period shall not apply to:

1. Duly noticed site visits and/or conferences for proposers;
2. Oral presentations during the evaluation process;
3. Communications regarding a particular solicitation between any person and staff of the LHC, provided the communication is limited strictly to matters of procedure. Procedural matters include deadlines for decisions or submission of proposals and the proper means of communicating regarding the procurement, but shall not include any substantive matter related to the particular procurement or requirements of the RFP.

#### **D. Questions and Answers Regarding the RFP**

Proposers may submit written questions concerning the RFP via e-mail to **Nicole Sweazy**, at [nsweazy@lhc.la.gov](mailto:nsweazy@lhc.la.gov) by no later than 5:00 p.m. Central Time on April 25, 2016. All questions and answers shall be posted on LHC’s website at [www.lhc.la.gov](http://www.lhc.la.gov) by April 29, 2016.

Inquiries shall clearly reference the section of the RFP about which the Proposer is inquiring or seeking clarification.

The Corporation reserves the right to modify the RFP should a change be identified that is in the best interest of the Corporation. It is the sole responsibility of the Proposer to inquire into and clarify any portion of the RFP that is not understood.

#### **E. Costs Incurred in Preparation of Proposal**

All costs directly or indirectly related to preparation of a proposal in responding to this RFP, any oral presentations required to supplement and/or clarify a proposal, and any reasonable appearance which

may be required by the LHC in connection with this Proposal, shall be the sole responsibility of the Proposer, and shall not be reimbursed in any manner by the LHC.

## **F. Ownership of Offer**

All materials submitted in response to this request shall become the property of the LHC. Selection or rejection of a proposal does not affect this right. All proposals submitted will be retained by the LHC and shall not be returned to Proposers.

## **G. Offer Validity**

All proposals shall be considered valid for acceptance until such time as an award is made.

## **H. Proprietary Information**

Only information that is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the response and will be handled in accordance with the Louisiana Public Records Act, La. R.S. 44.1 *et seq.*, and applicable rules and regulations. Any response marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

Proposers must be prepared to defend the reasons the material should be held in confidence. If a competing Proposer or other party seeks review or copies of a Proposer's confidential data, the Corporation will notify the Proposer of the request. If the Proposer does not want the information disclosed, it must agree to indemnify and hold the Corporation harmless against all actions or court proceedings that may ensue (including attorney's fees) which seek to order the Corporation to disclose the information. If the Proposer refuses to indemnify and hold the Corporation harmless, the Corporation may disclose the information.

The Corporation reserves the right to make any response, including proprietary information contained therein, available to its personnel, the Office of the Governor or other State agencies or organizations, for the sole purpose of assisting the Corporation in its evaluation of the response. The Corporation shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of participation in these evaluations.

## **I. Code of Ethics**

Proposers are responsible for determining that there will be no conflict of interest or violation of the Louisiana Code of Governmental Ethics, R.S. 42:1101, *et seq.*, if their firm is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.

## **J. Changes, Addenda, Withdrawal**

The LHC shall reserve the right to change the schedule of important dates and deadlines or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda, if any, will be posted at

[www.lhc.la.gov](http://www.lhc.la.gov). It shall be the responsibility of the Proposer to check the website for addenda to the RFP.

If prior to the deadline for submitting proposal a Proposer needs to submit changes or addenda to its Proposal, such changes or addenda shall be submitted in writing to the Corporation, in a sealed envelope, clearly cross-referencing the relevant proposal section, and signed by an authorized representative of the Proposer. Changes and/or addenda to Proposals shall meet all requirements for Proposals.

### **K. Withdrawal of Proposal**

The Proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the Proposer must be submitted to the RFP Coordinator.

### **L. Cancellation of RFP or Rejection of Proposals**

Issuance of this RFP in no way constitutes a commitment by the LHC to award a contract. The LHC reserves the right to accept and/or reject any or all proposals, or to cancel this RFP if it is determined to be in the best interest of the LHC.

### **M. Waiver of Administrative Informalities**

The LHC reserves the right, at its sole discretion, to waive minor administrative informalities contained in any proposal.

### **N. Acceptance of Proposal Content**

The mandatory RFP requirements shall become a contractual obligation if a contract ensues. Failure of the successful Proposer to accept this obligation shall result in rejection of the proposal.

### **O. Evaluation and Selection**

The evaluation of proposals will be accomplished by an Evaluation Team, to be designated by the LHC, which will determine the proposal most advantageous to the LHC, taking into consideration price and other evaluation factors set forth in the RFP.

### **P. Written or Oral Presentations/Discussions**

Written and/or oral discussions may be conducted by the Corporation with Proposers submitting proposals determined to be reasonable choices for selection and contract award; however, the Corporation reserves the right to enter into a contract without further discussion of proposals submitted, based on initial offers. Any commitments or representations made during such discussions, if conducted, may be formally recorded in the final contract. Written and/or oral discussions/presentations for clarification may be conducted in order to enhance the Corporation's

understanding of any or all of the proposals submitted. A contract may, however, be awarded without such discussions.

## **Q. Contract Award and Execution**

The LHC shall reserve the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received.

The LHC shall reserve the right to contract for all or a partial list of services offered in the proposal.

The selected Proposer shall be expected to enter into a contract that contains substantially similar contract terms and provisions as set forth in Section VI. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate only on terms not mandated. Negotiations may begin with the announcement of the selected Proposer.

If the contract negotiation period exceeds thirty (30) business days, the Corporation may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

LHC reserves the right to defer the selection of any Proposer to a time of the Corporation's choosing.

## **R. Notice of Intent to Award**

The Evaluation Team will compile the scores and recommended an award. The Corporation will notify the successful Proposer and proceed to negotiate terms for the final contract. Unsuccessful Proposers will be notified in writing accordingly.

## **S. Certification of OMB A-133 Compliance**

Proposers must provide certification that they are not suspended or debarred from conducting business with government agencies. By signing and submitting any proposal for one hundred thousand dollars (\$100,000) or more, the Proposer certifies that the represented company, as well as any principals, are not suspended or debarred by the General Services Administration ("GSA") in accordance with the requirements in OMB Circular A-133.

## **T. Disqualification**

The LHC reserves the right to verify all information provided by a Proposer via direct contact with the Proposer's clients and prior project personnel and Proposers must agree to provide necessary authorizations for the LHC to verify any of the Proposer's previous work. As described elsewhere in this RFP, each Proposer will be required to submit a detailed resume for all key personnel. Misstatements of experience and scope of prior projects shall be grounds for disqualification of the Proposer from further consideration.

## **U. Errors and Omissions in Proposals**

The Corporation will not be liable for any errors in proposals. The Corporation reserves the right to make corrections or amendments due to errors identified in proposals by the Corporation or the proposer. The Corporation, at its option, has the right to request clarification or additional information from the Proposer.

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## III. Scope of Services

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### A. Introduction

The Corporation desires to engage a consultant to provide technical assistance and support to the Louisiana Housing Authority (“LHA”) of the LHC in the continued implementation and sustainability of the Louisiana Permanent Supportive Housing Program (“PSH”).

Louisiana’s Permanent Supportive Housing (PSH) Program, with over 3,000 units, is the nation’s first large scale cross-disability, integrated PSH initiative to include sustainable funding for both housing and supportive services. PSH is an evidence-based, cost effective approach that combines permanent affordable rental housing with voluntary, flexible and individualized services aimed at assisting the most vulnerable people with disabilities to live in the community. Integrated PSH approaches maximize community integration by providing a small set-aside of PSH units within affordable rental properties that primarily assist household without disabilities.

Louisiana’s PSH program was a critical part of the state’s *Road Home* hurricane recovery plan following hurricanes Katrina and Rita in 2005. The program has had national policy significance as a result of several unique features that set it apart from most communities’ PSH approaches which rely on a provider-by-provider strategy to develop and manage access to PSH units. Through state-level policy and partnerships that systematically offer access to a pipeline of integrated affordable housing units and local infrastructure for outreach and service coordination, Louisiana has created an innovative and replicable PSH approach that is sustainable with mainstream affordable housing and services funding.

### B. Tasks and Services

An ideal proposal will demonstrate that the Proposer has expertise in the provision of the tasks and services described below. The following list is illustrative, not exclusive, of the tasks expected to be performed by the Contractor:

1. ***Update and revise all program documents.*** Contractor shall revise all program documents to reflect the transition to CoC rental assistance from the Shelter+Care (“S+C”) program. Such documents include, but are not limited, to the CoC policies and procedures, monitoring plan, and program forms. Additionally, Contractor shall assist LHA in developing and coordinating workshop agendas and training materials on all PSH program updates. Contractor shall provide overall support to help encourage a smooth transition from the current S+C program to CoC rental assistance and expansion of the PSH program.
2. ***Assist in the coordination with the Department of Health and Hospitals (“DHH”) in order to ensure success of the PSH Program.*** Contractor shall work closely with LHA to ensure that DHH and the PSH service system is properly coordinated so that the work of the CoC Subsidy Administrators and the LHA PBV and 811 PRA teams can be accomplished in an efficient and cost-effective manner. Contractor shall support LHA in its efforts to expand the working relationship between those entities

and to further refine the PSH tenant referral system to ensure that the programs are able to meet their production goals as established in their LHA contracts and HUD agreements. Contractor shall provide technical assistance to LHA regarding the transition of PSH service delivery from the DHH Office of Behavioral Health Statewide Management Organization (Magellan) to the DHH PSH program office.

3. ***Provide on-going support to expand the PSH program statewide.*** The LHA is a grantee of the Section 811 Project Rental Assistance Demonstration (811) program from the U.S. Department of Housing and Urban Development. As part of the application, the LHA successfully leveraged 125 Housing Choice Vouchers from three local housing authorities. The Contractor shall work closely with LHA to implement all aspects of the 811 program including the development of monitoring policies and procedures to track the 811 and any other new programs. Contractor shall assist LHC in establishing a series of monitoring tools including the establishment of reporting standards and the establishment of regularly scheduled meetings and communication systems involving key PSH partners including the CoC rental assistance administrators and LHA PBV team, DHH, PSH service providers, and as needed property owners and property managers. Contractor will develop strategies to couple the use of 811 and the National Housing Trust Fund to maximize the impact to extremely low income individuals.
4. ***Respond to issues impacting the success of the PSH.*** Contractor shall assist LHA as needed in coordinating and responding to issues that arise during the administration of the PSH program. Contractor shall work closely with LHA staff to anticipate issues in advance of them affecting the overall administration of the PSH program and shall assist LHA in working closely with the all partners to resolve issues proactively that would affect the efficiency of the programs. Contractor shall be available for consultation throughout the timeline covered by the Scope of Services and shall draw from resources available to Contractor to assist LHA in developing appropriate responses in a timely fashion.

Note: The Contractor will be required to travel to Baton Rouge once a quarter to assist with monitoring of subsidiary administrators.

There is no guarantee of a minimum level of services which may be requested by the LHA under this Contract.

## **C. Determination of Responsibility**

Determination of the Proposer's responsibility will be made by LHC based on information submitted in the proposal and/or otherwise available to LHC. The Corporation must find that the selected Proposer:

1. Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
2. Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;

3. Is able to comply with the proposed or required time of delivery or performance schedule;
4. Has a satisfactory record of integrity, judgment, and performance; and,
5. Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their Proposals contain sufficient information for the Corporation to make its determination by presenting acceptable evidence of the above to perform the contracted services.

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## IV. Proposal Content

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Proposals should be prepared providing a straightforward and concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

Proposals should be submitted in letter-size (8½" by 11") format with a type font of Times New Roman or similar and a minimum font size of 12 points. Proposals should be bound and indexed according to the format and order of presentation described below.

### A. Cover Page

The following information should be included under the title "Request for Proposals for PSH Consulting Services":

1. Name of Proposer;
2. Proposer address;
3. Proposer telephone number;
4. Proposer federal tax identification number;
5. Name, title, address, telephone number, fax number and e-mail address of contact person authorized to contractually obligate the Proposer on behalf of the Proposer;
6. The cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer;
7. A brief statement of the Proposer's understanding of the scope of the work to be performed;
8. A statement attesting that all information provided to the LHC is true and accurate to the best of the firm's knowledge;
9. A confirmation that the Proposer has not had a record of substandard work within the last five years;
10. A confirmation that the Proposer has not engaged in any unethical practices within the last five years and is free of ethics conflicts regarding the services to be performed in the contract;
11. A confirmation that, if awarded the contract, the Proposer acknowledges its complete responsibility for the entire contract;
12. Any other information that the Proposer deems appropriate; and
13. The signature of an individual who is authorized to make proposals of this nature in the name of the Proposer submitting the proposal.

## B. Contents of Proposal

Interested Proposers are required to submit proposals that contain the following information. Proposers should letter and number responses exactly as the contents presented below:

1. Abstract. Provide a profile of the firm and describe why it is pursuing the work.
2. Qualifications and Experience.
  - a. **Place of Incorporation or Formation and Years of Experience**

The Proposer must provide the firm's date and state of incorporation or formation, years in business, and years of firm's experience (not the individual employees' or managers' experience) as a PSH consultant.
  - b. **Qualifications and References**

The Proposer must describe the firm's qualifications and experiences that demonstrate its capability to serve as the PSH consultant. Provide a list of five (5) references, identifying a lead contact with a telephone number, who may be contacted regarding the firm's abilities, integrity, and professional reputation in acting as a consultant to a major state agency. Governmental contracts from 2013 through present, as well as any other information that would demonstrate the firm's understanding and experience in consulting on the subject of Permanent Supportive Housing, should be identified.
  - c. **Organization of Firm/Department and Professional Staff**

The Proposer must provide a description of how the firm is organized. Detailed information must be provided about the experience and qualifications of the staff who will be assigned to act for the firm in providing services to the LHC as well as the functions to be performed by each. Full résumés of each person, including names, positions, education, and public finance experience should be included. The Proposer must provide detailed information on the firm's staffing and other elements of its capacity relevant to performing the services described herein. Identify and describe fully all family or business relationships any employee or manager of the firm may have or has had with employees or elected officials of the State or local governmental entities in Louisiana.
  - d. **Credit Information and Financial Statements**

The Proposer must provide a current Dun & Bradstreet report or other national business credit bureau report; a current banking reference with a money center bank and/or a bank located in Louisiana, two trade credit references, and audited financial statements for the current and the two previous years. If such information is not available, provide an explanation.

3. Work Management Plan. This section must summarize the firm's plan and approach to providing the services, including a statement of how the work would be organized, managed, and implemented, and a timetable, if appropriate.

It is important for continuity of staffing to be maintained throughout the entire contract and for the development of confidence and close personal working relationships between the LHC Board of Directors, LHC staff, and the firm's employees and managers. The Proposer must indicate how the quality and availability of personnel assigned to this work would be maintained over the term of the contract. Since immediate availability of the assigned personnel is of extreme importance, describe how such availability can be achieved.

4. Conflicts of Interest. Disclose any potential conflicts of interest with representing the Corporation in this matter, including any potential conflicts of interest of employees assigned to this project and potential conflicts with any of the Corporation's board members. The Corporation reserves the unqualified right to disqualify an entity or cancel any contract for any potential conflict of interest issues raised initially and/or during the life of any contract awarded.
5. Criminal Proceedings/Investigations. Detail any criminal investigation, indictment, prosecution or other proceeding that has ever been brought against your organization (provide attachment if necessary), any civil litigation pending or concluded within the last three (3) years against your organization that would impair your ability to provide the requested services (provide attachments if necessary), and/or any oversight entity's investigation involving the firm or any professionals in the firm who may be involved in providing the services.

## C. Contents of Cost Proposal

The cost proposal must provide the basic fee structure and indicate the hourly rates of the various staff members for each of the services described in Section III. The cost proposal should state assumptions on which the firm's fee would be predicated and any factors that would change the actual fee. The proposer should state what it considers to be the most appropriate method for determining a reasonable fee for this representation, and state the rationale for this determination.

## V. Evaluation

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### A. Evaluation of Proposals

The LHC's objective in soliciting proposals is to enable it to select a Permanent Supportive Housing Consultant that will provide high quality and cost effective services to the citizens of the State of Louisiana. The LHC will consider proposals that, in its sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the State of Louisiana in the manner described in this RFP.

All proposals will be reviewed to determine if they have met the requirements of this RFP. Those that meet the requirements will be deemed "responsive", and will be evaluated by the Evaluation Team. Those responses that do not meet the requirements of the RFP will be deemed "non-responsive" and will be rejected.

The Corporation reserves the right to consider a proposal as "non-responsive" if the proposal does not meet mandatory requirements. The Corporation also reserves the right to negotiate with Proposers to this RFP, if necessary, to refine or expand the statement of work, fee arrangements, or any other aspect of the services to be provided.

### B. Evaluation Criteria

Proposals that meet the mandatory requirements and are deemed "responsive" as set forth in paragraph A, above, will be evaluated based on information provided in the proposal. The LHC may invite one or more proposers to make presentations. The Evaluation Team will review all proposals and make a determination based on the following factors:

1. An overview of your firm's experience in providing PSH consulting services;
2. Your qualifications, including specific experience with Housing Finance Agencies, financial institutions, (such as investment banks, ratings agencies, government sponsored enterprises, mortgage bankers and real estate developers) governmental agencies and not-for-profit entities;
3. Biographical sketches of the principal(s) and staff who would be assigned to this activity;
4. The proposed fee schedule, payment provisions requested and estimated expenses;
5. A list of client references;
6. Proof of liability insurance and amount;
7. A statement attesting that all information provided in your proposal to the LHC is true and accurate to the best of your knowledge; and
8. Any guarantees offered by your firm.

The LHC will negotiate a fee schedule with the chosen contractor(s) based upon both the prices submitted in response to the RFP and the Corporation's own cost analysis.

Proposers are encouraged to identify and clearly label in their proposal how each qualification is being fully addressed. Evaluation of responses to this RFP will be based only on the information provided in the proposal, and if applicable, interviews and reference responses. LHC serves the right to request additional information or documentation from the firm regarding its proposal, personnel, financial viability, or other items in order to complete the selection process. If a Proposer chooses to provide additional materials in their proposal beyond those requested, those materials should be identified as such and included in a separate section of the proposal.

The following Evaluation Criteria with a point system of relative importance with a total of **one hundred twenty (120)** points will be utilized to evaluate the qualifications of each proposer.

EVALUATION CRITERIA	MAXIMUM SCORE
<u>Qualifications and Staffing</u> The Evaluation Team will consider qualifications and experience level of the firm, as well as its individual staff members, in performing the above described work. This will be based upon the information contained in the proposal and upon information obtained from references for comparable past work of assigned personnel.	50
<u>Work Management Plan</u> The Evaluation Team will consider whether the work management plan demonstrates a thorough understanding of the LHC's present mission and accurately reflects a clear methodology to achieve the desired results.	50
<u>Cost Proposal</u> The Evaluation Team will consider the Cost Proposal and the rationale provided by the proposer for determining a reasonable fee. The Cost Proposal must clearly demonstrate the fee inclusive of all ancillary costs.	20
<b>TOTAL SCORE</b>	<b>120</b>

## C. Oral Presentations

If the Evaluation Team extends invitations for oral presentations, the Proposers selected for final evaluation will be expected to accept the invitation and make oral presentation to the Evaluation Team at the Corporation. Proposers may be asked to provide clarification on corporate background and experience; proposed staff's experience; research and technical support capabilities and staffing; pending investigations and lawsuits; financial position and activities; views on market trends; etc. Proposers are reminded that any oral commitments or representations made during these

presentations that extend beyond the written representations in the proposal document may be formally recorded in the contract.

## **D. Final Scoring**

If oral presentations are conducted, those presentations will be graded by the Evaluation Team separate from the previously submitted written proposals on the basis of information obtained from the Proposers' oral presentations and references with a maximum point value of 20 points being awarded. The final score will be the sum of the score received from both the written submission packet and the oral presentation, if any.

## **E. Final Selection**

Upon approval by the Board of Directors, a formal announcement of the selected firm will be made, and all proposers will be notified. Contract negotiations are expected to begin by the date listed in Section I (C). The successful firm will be expected to sign the contract, which will contain similar terms and requirements as those set forth in Section VI, below. Firms should thoroughly review Section VI prior to submission of proposal response.

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## VI. Contract Requirements

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### A. Contract Award, Negotiations and Execution

A contract will be awarded to the Proposer whose proposal accumulates the highest score. The formal announcement of the selected proposer will occur on or about the date indicated in Section I(C), *Important Dates and Deadlines*. The Corporation reserves the right to request additional information and/or to negotiate certain clarifications with the prospective vendor selected through this RFP. The Corporation also reserves the right to contract for all or a partial list of services offered in the response as well as to negotiate fees and terms of the contract.

The successful Proposer will be expected to enter into a contract with the LHC, which will contain substantially similar terms and requirements as those set forth in this Section. The RFP and proposal of the selected firm will become part of any contract initiated by the LHC.

If the contract negotiation period exceeds thirty (30) business days or if the selected Proposer fails to sign the final contract within five (5) business days of delivery, the LHC may elect to cancel the award and award the contract to the next highest ranked proposer.

If, for any reason, the Proposer most responsive to the Corporation's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected, and the Corporation may negotiate with the next most responsive Proposer. Negotiation may include revision of non-mandatory terms, conditions, and requirements

### B. Term of Contract

The initial term of the contract shall be for a period of time not to exceed one (1) year from the effective date of the contract, and may be renewed at the discretion of the Corporation and concurrence of the contractor for a maximum of two one-year terms. All responses should reflect services in anticipation of a one year contract term.

### C. Insurance Requirements

During the term of the contract, the Contractor shall at its own cost and expense, procure and maintain the types of insurance listed below, as may be determined to be applicable to the work to be performed under the contract. The Proposer's inability or unwillingness to meet these requirements as a condition of the award, may, at the sole discretion of the Corporation, be rejected.

1. *Commercial General Liability:* Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.
2. *Automobile Liability:* Automobile Liability insurance shall have a minimum combined single limit per accident of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.
3. *Workers Compensation and Employers Liability:* Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.
4. *Professional Liability (Errors and Omissions) Insurance:* Professional Liability (Errors & Omissions) insurance, which covers the professional errors, acts, or omissions of the Contractor, shall have a minimum limit of \$1,000,000 per claim. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under the contract. It shall provide coverage for the duration of the contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of at least 24 months, with full reinstatement of limits, from the expiration date of the policy, if policy is not renewed.

#### **Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and accepted by the Corporation. The Contractor shall be responsible for all deductibles and self-insured retentions.

#### **Other Insurance Provisions**

The policies are to contain, or be endorsed to contain, the following provisions:

1. Commercial General Liability and Automobile Liability Coverages
  - a. The Corporation, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Forms CG 20 10 (for ongoing work) and CG 20 37 (for completed work) (current forms approved for use in Louisiana), or

equivalents, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Corporation.

- b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers for any and all losses that occur under the contract. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.

## 2. Workers Compensation and Employers Liability Coverage

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Corporation, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Corporation.

## 3. All Coverages

- a. All policies must be endorsed to require 30 days written notice of cancellation to the Corporation. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy. In addition, Contractor is required to notify the Corporation of policy cancellations or reductions in limits.
- b. The acceptance of the completed work, payment, failure of the Corporation to require proof of compliance, or Corporation's acceptance of a non-compliant certificate of insurance shall not release the Contractor from the obligations of the insurance requirements or indemnification agreement.
- c. The insurance companies issuing the policies shall have no recourse against the Corporation for payment of premiums or for assessments under any form of the policies.
- d. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Corporation, its officers, agents, employees and volunteers.

### **Acceptability of Insurers**

1. All required insurance shall be provided by a company or companies lawfully authorized to do business in Louisiana. Insurance shall be placed with insurers with an A.M. Best's rating of A-:VI or higher. This rating requirement may be waived for workers compensation coverage only.
2. If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days.

### **Verification of Coverage**

1. Contractor shall furnish the Corporation with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Corporation before work commences and upon any contract renewal or insurance policy renewal thereafter.
2. The Certificate Holder shall be listed as follows:  
  
State of Louisiana  
Louisiana Housing Corporation, Its Officers, Agents, Employees and Volunteers  
2415 Quail Drive, Baton Rouge, LA 70808
3. In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision for each insurance policy. The Corporation reserves the right to request complete certified copies of all required insurance policies at any time.
4. Upon failure of the Contractor to furnish, deliver and maintain required insurance, this contract, at the election of the Corporation, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

### **Workers Compensation Indemnity**

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against the Louisiana Housing Corporation or its agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the Louisiana Housing Corporation and its agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor's owners or agents, or the employer of its employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the Louisiana Housing Corporation and its agents and employees harmless from any such assertion or claim that may arise from the performance of this Contract.

## **D. Billing and Payment**

The Contractor will submit monthly itemized hourly billing statements. Such itemized statements must contain, at a minimum, the following information: (a) number of hours and portions of hours worked (figured to the nearest tenth of an hour); (b) identification of the individual(s) providing the service; (c)

brief description of the service provided and the date on which it was done; (d) billing rate of the individual providing the service; and (e) charge for the service.

No work will be paid for unless it is approved in advance in accordance with the procedure outlined in the contract. Further, specific types of fees and expenses will not be considered as billable services in the contract. Billing review criteria will be established to ensure no payment is made for such fees and expenses. **Examples of fees and expenses that will be considered as non-billable in the contract are:**

- More than 10 hours per day or 65 hours per week of work by any one person;
- "Interoffice conferences", "review of file", or research on subjects on which a PSH consultant may be expected to possess innate expertise;
- Duplication of effort or "double-staffing" of a project;
- Time spent on correspondence or on preparation of any written report or document, a copy of which is not provided to the Corporation at the time such document is generated or written;
- Secretarial overtime, photocopying, and postage;
- Meals in the city in which the firm's offices are located; and
- Time spent on billing preparation and generation.

**Note:** The above list is not intended to be comprehensive but rather to be representative of the types of fees and expenses that will not be allowed.

Under normal circumstances, the LHC should remit payment to the contractor within 30 days of approval of invoices. The LHC makes every effort to pay all valid or undisputed invoices in a timely manner. There may be times when invoices are disputed or clarification of charges is needed before payment can be made.

## **E. Non-Negotiable Contract Terms**

Non-negotiable contract terms shall include, but not be limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds.

## F. Use of Subcontractors

The selected Proposer shall serve as the single prime contractor for all deliverables and work performed pursuant to the terms of the entire contract. **No proposals involving subcontractors, joint proposals, or joint ventures will be accepted.**

## G. Prohibited Activity

Contractors are prohibited from using funds provided herein or personnel employed in the administration of this program for political activities, inherently religious activities, lobbying, political patronage, and/or nepotism. The Contractor will comply with the prohibitions from using funds provided herein or personnel employed in the administration of the program for political activities, inherently religious activities, lobbying, political patronage, and/or nepotism.

## H. Warranties and Representations

The Contractor warrants and represents that the following are true and shall remain true throughout the term of the Contract:

1. All information contained in its response to the RFP remains current and correct, including all information regarding its credit standing, financial status, resources, insurance, and personnel;
2. It is in good standing as a corporation in the state of its incorporation, and it is qualified to do business in Louisiana, and will take all such action that may be necessary from time to time to remain in good standing and so qualified;
3. It is not in arrears with respect to the payment of any monies due and owing the Corporation or any department of the State or unit thereof, or any local governmental entity within the State, including but not limited to the payment of taxes and employee benefits, and that it shall take such action as from time to time may be necessary to ensure the continuous and current status of all monetary obligations it may owe the State or any local governmental entity within the State;
4. It is in compliance with all federal, state, and local laws applicable to its activities generally, and, in particular, to its obligations under this Contract; and
5. It now possesses, or shall immediately obtain and maintain, all licenses, permits, insurance, and governmental approvals, if any, that are necessary to the performance of its obligations under this Contract, or which are required by the Corporation from time to time.

## **I. Assignment**

The Contractor shall not assign any interest in this Contract and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the Corporation, provided however, that claims for money due or to become due to the Contractor from the Corporation may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Corporation.

## **J. Indemnification**

The Contractor agrees to save and hold harmless, protect, defend, and indemnify the State of Louisiana, all State Departments, Agencies, Boards and Commissions, the Louisiana Housing Corporation, its officers, agents, employees and volunteers, from and against any and all claims, demands, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the Contractor, its agents, servants and employees, or any and all costs, expenses and/or attorney fees incurred by the Contractor as a result of any claim, demands, and/or causes of action, except those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards and Commissions, the Louisiana Housing Corporation, its collective officers, agents, employees, prior Sub-Program contractors and volunteers (the "Qualified Claims"). The Contractor agrees to investigate, handle, respond to, provide defense for and defend any Qualified Claims at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claim, demand or suit is groundless, false or fraudulent. The Louisiana Housing Corporation may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

## **K. Payment of Taxes**

The Contractor understands and agrees that it is responsible for paying any taxes (including Louisiana or federal income or payroll taxes), or license fees or official fees that may be due as a result of either its receipt of fees or other payments hereunder or its performance in accordance with the terms hereof under its own Federal Tax Identification Number.

## **L. Audit**

The Contractor grants to the Office of the Legislative Auditor, Inspector General's Office, the Federal Government, and any other duly authorized agent of the State, where appropriate, the right to inspect and review all books and records pertaining to services rendered under this Contract for a period of five (5) years from the date of the last payment made under this Contract. The Contractor shall comply with

federal and/or state laws authorizing an audit of the Contractor's operation as a whole, or of specific program activities. Records shall be made available during normal working hours for this purpose.

## **M. Non-Discrimination in Employment**

The Contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor further agrees not to discriminate in its employment practices, and shall render services under this Contract without regard to race, color, religion, sex, sexual orientation, national origin, political affiliation or disabilities. Any act of discrimination committed by the Contractor, or failure to comply with these statutory obligations when applicable, shall be grounds for contract termination.

## **N. Contingent Fee Prohibitions**

The Contractor warrants that it has not employed or retained any person, partnership, corporation or other entity, other than a bona fide employee or agent working for it directly, to solicit or secure this Contract, and that it has not paid or agreed to pay any person, partnership, corporation or other entity, other than a bona fide employee or agent, any fee or other consideration contingent on the making of this Contract. For breach or violation of this warranty, the Corporation shall have the right to annul this Contract without liability for any work performed hereunder and with the right to recover any fees or expenses paid hereunder, or, in its discretion, to deduct from the consideration otherwise payable to the Contractor the full amount of such fee or other consideration paid for such solicitation or lobbying effort.

## **O. Governing Law**

The laws of the State of Louisiana shall govern the terms of the contract and disputes arising therefore shall be resolved in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

## **P. Termination for Cause**

LHC may, after giving reasonable written notice specifying the effective date, terminate this Agreement in whole or in part for cause, which shall include but not be limited to:

1. Failure, for any reason, of Contractor to fulfill in a timely and proper manner the obligations

under this Agreement, and such statutes, Executive Orders, and federal directives as may become generally applicable at any time;

2. Submission by Contractor of reports to the Corporation, the State of Louisiana or HUD or either of their auditors, that are incorrect or incomplete in any material respect, provided Contractor is given notice of said failure and fails to correct the same within a reasonable amount of time; or
3. Ineffective or improper use of funds as provided for under this Agreement.

If, through any cause, Contractor shall otherwise fail to fulfill in a timely and proper manner, its obligations under this Agreement, or if Contractor shall violate any of the covenants, agreements, or stipulations of this Agreement, Corporation shall thereupon have the right to terminate this Agreement by giving written notice to Contractor of such termination and specifying the effective date thereof, at least thirty (30) days prior to the effective date of said termination.

## **Q. Termination for Convenience**

LHC may terminate the Agreement at any time by giving at least thirty (30) days prior written notice to Contractor. Contractor shall be entitled to payment on requests submitted up to the date of termination contained within the notice, to the extent that requests represent eligible activities satisfactorily completed and otherwise reimbursable under the terms of this Agreement.

## **R. Termination Due to Unavailable Funding**

The continuation of this Agreement is contingent upon the appropriation and release of funds by the Corporation to fulfill the requirements of this Agreement. Failure of the appropriate authorities to approve and provide an adequate budget to the LHC for fulfillment of the Agreement terms shall constitute reason for termination of the Agreement by either Party. Contractor shall be paid for all authorized Services properly performed prior to termination.

## **S. Confidentiality**

All financial, statistical, personal, technical and other data and information relating to the State's operation and made available to the Contractor in order to carry out this Contract, or which become available to the Contractor in carrying out this Contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the Corporation's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the Corporation in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by the Corporation to be adequate for the protection of the Corporation's confidential information, such methods and procedures may be used, with the written consent of the Corporation, to carry out the intent of this paragraph.

The Contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of the Contract, or is rightfully obtained from third parties.

All of the reports, information, data, et cetera, prepared or assembled by Contractor under this Contract are confidential and Contractor agrees that they shall not be made available to any individual or organization without the prior written approval of the Corporation. This does not extend to information that was obtained from the public domain such as public agencies or sources of information available to the general public. Under no circumstance shall the Contractor discuss and/or release information concerning any project and/or program without prior express written approval of Corporation.

## **T. Third Party Requests for Release of Information**

Should third parties request the Contractor to submit Confidential Information to them pursuant to a public records request, subpoena, summons, search warrant or governmental order, the Contractor will notify the Corporation immediately upon receipt of such request. Notice shall be forwarded via e-mail and via facsimile to the representative designated in writing by the Corporation as the Corporation contact for requests for release of information. Protocols for the handling of such requests are subject to the Corporation public records request policy. The Contractor shall cooperate with the Corporation with respect to defending against any such requested release of information or obtaining any necessary judicial protection against such release if, in the opinion of Corporation, the information contains Confidential Information which should be protected against such disclosure. The legal fees and related expenses incurred by the Contractor in resisting the release of information under this provision shall constitute reimbursable expenses under this Contract.

Legal service fees of law firms associated with this Section may not be "marked up" by the Contractor as it is against the law for a non-law firm to share in legal fees.

No copies or reproductions shall be made of any Confidential Information except to effectuate the purposes of this Contract or upon the prior approval of the Corporation. The Contractor shall not make use of any Confidential Information for their own benefit or for the benefit of any third party, except as directed by the Corporation in writing.

In accordance with the Contract, as between the Contractor and the Corporation, all Confidential Information is deemed to be the property of the Corporation.

Upon termination or expiration of the Contract, all databases and other storage media containing Confidential Applicant Data shall be delivered to the Corporation, who shall retain such information for the periods of time then required in accordance with any applicable State and federal statutes and regulations controlling such record retention. The Contractor shall not keep any copies of the Confidential Applicant Data in any medium format; upon delivery of the Confidential Applicant Data to the Corporation under this provision, the Contractor shall certify under penalty of perjury that no copies

of the Confidential Applicant Data have been retained. Any exceptions to this provision must be approved in writing by SPD, and shall set forth the scope of the data required to be retained, the reasons justifying such retention, and the terms and conditions of such retention.

## **Y. Compliance With Civil Rights Laws**

The Contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Title VIII of the Civil Rights Act of 1970, Title VIII of the Civil Rights Act of 1968, relating to nondiscrimination in the sale, rental or financing of housing, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, the Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act of 1970 (P.L. 91-616), relating to the nondiscrimination on the basis of alcohol abuse or alcoholism, and any other nondiscrimination provisions under which application for Federal assistance is made.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

## **Z. Ownership of Documents**

All records, reports, documents, or other material or data, including electronic data, related to this Contract and/or obtained or prepared by Contractor, and all repositories and databases compiled or used, regardless of the source of information included therein, in connection with performance of the Services Contracted for herein shall become the property of the Corporation, and shall, upon request, be returned by Contractor to the Corporation at termination or expiration of this Contract. Cost incurred by Contractor to compile and transfer information for return to the Corporation shall be billed on a time and materials basis, is subject to the maximum amount of this Contract. Software and other materials owned by Contractor prior to the date of this Contract and not related to this Contract shall be and remain the property of Contractor. The Corporation will provide specific project information to Contractor necessary to complete Services described herein.

All records, reports, documents and other material delivered or transmitted to Contractor by the Corporation shall remain the property of the Corporation and shall be returned by Contractor to the Corporation, upon request, at termination, expiration or suspension of this Contract.

Contractor has the duty to fully cooperate with the Corporation and provide any and all requested information, documentation, etc. to the Corporation when requested. This applies even if an eventual contract is terminated and/or a lawsuit is filed. Specifically, the Contractor does not have the right to limit or impede the Corporation's right to audit or to withhold Corporation owned documents.

## LOUISIANA HOUSING CORPORATION

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ :

### RESOLUTION

**Approving and accepting the Louisiana Weatherization Assistance Program Year 2016 State Plan (attached as “Exhibit A”) and providing for other matters in connection therewith.**

**WHEREAS**, pursuant to the provisions of Chapter 3-G of Title 40 of the Louisiana Revised Statutes of 1950 (R.S. 40:600.86 through R.S. 40:600.111, inclusive), as amended, the Louisiana Housing Corporation (“LHC” or “Corporation”) is granted the power to effectuate the Department of Energy Weatherization Assistance Program (“WAP”) for the State of Louisiana; and

**WHEREAS**, the Department of Energy Program Year 2016 Funding Opportunity Announcement, entitled “WAP-ALRD-2016” (Administrative and Legal Requirements Document) CFDA #81.042, requires the LHC submit an annual State Plan for the implementation of the WAP; and

**WHEREAS**, the State Plan was presented for review and comment to the Policy Advisory Council; and

**WHEREAS**, the State Plan was published for review and comment in a public hearing to be held on April 25, 2016.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Louisiana Housing Corporation (the “Board”), acting as the governing authority of said Corporation, that:

**SECTION 1.** The Louisiana Weatherization Assistance Program Year 2016 State Plan (attached as “Exhibit A”) is hereby approved and accepted.

**SECTION 2.** Staff and counsel are authorized and directed to prepare such documents and agreements as may be necessary to implement the Louisiana WAP Program Year 2016 State Plan.

**SECTION 3.** Staff and counsel are hereby authorized, empowered, and directed the ability as may be necessary to create, change, amend, and revise any existing

documents and/or commitments as may be necessary to implement the Louisiana WAP Program Year 2016 State Plan, the terms of which are to be consistent with the provisions of this resolution.

**SECTION 4.** The Chairman, Vice Chairman, and/or Interim Executive Director of the Corporation are hereby authorized, empowered, and directed to execute any forms and/or documents required to be executed in the terms of which are to be consistent with the provisions of this resolution.

This resolution having been submitted to a vote, the vote thereon was as follows:  
And the resolution was declared adopted on this, the 13th day of April 2016.

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Chairman

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Secretary

**STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE**

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation, do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution entitled, “Approving and accepting the Louisiana Weatherization Assistance Program Year 2016 State Plan (attached as ‘Exhibit A’) and providing for other matters in connection therewith.”

**IN FAITH WHEREOF**, witness my official signature and the impress of the official seal of the Corporation on this, the \_\_\_\_th day of \_\_\_\_\_ 2016.

---

Secretary

(SEAL)

STATE OF LOUISIANA

# 2016 WEATHERIZATION ASSISTANCE PROGRAM (WAP)

---

Proposed State Plan



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

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## 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 130 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.

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

2. Type of Application:

- ☐ New  
☒ 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.
- ☒ 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)**

☒ 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:

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)  
Prescribed by OMB Circular A-102

**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 ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE 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

**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 OPERATION S	(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

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

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

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

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
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 19
LaSalle Community Action Assn., Inc. (Harrisonburg)	\$107,594.00 10
Quad Area Community Action Agency, Inc. (Hammond)	\$333,241.00 40
St. Mary Community Action Agency (Franklin)	\$147,227.00 17
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
<b>Total:</b>	<b>\$1,166,774.00 130</b>

**IV.2 WAP Production Schedule**

<b>Weatherization Plans</b>	<b>Units</b>
Total Units (excluding reweatherized)	130
Rewatherized Units	0
Note: Planned units by quarter or category are no longer required, no information required for persons.	

<b>Average Unit Costs, Units subject to DOE Project Rules</b>		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$100,000.00
B	Total Units Weatherized	130
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	130
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$769.23
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$860,389.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	130
H	Average Program Operations Costs per Unit (F divided by G)	\$6,618.38
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$769.23
J	Total Average Cost per Dwelling (H plus I)	\$7,387.61

**U.S. Department of Energy**  
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(Grant Number: EE0006157, State: LA, Program Year: 2016)

**IV.3 Energy Savings**

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	130	29.3	3809
Prior Year Estimate	139	30.5	4240
Prior Year Actual	47	30.5	1434
<b>Method used to calculate savings description:</b>			
units x 30.5			

**IV.4 DOE-Funded Leveraging Activities**

LHC will not budget PY2016 DOE funds to conduct leveraging activities.
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**IV.5 Policy Advisory Council Members**

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

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

**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

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**(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**  
[lw Wallace@lhc.la.gov](mailto:lw Wallace@lhc.la.gov) | [www.lhc.la.gov](http://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](https://twitter.com/lahousingcorp) | facebook: [LouisianaHousingCorp](https://www.facebook.com/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

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: LA Grant Number: EE0006157 Program Year: 2016

Name:	<b>Allen Action Agency, Inc.</b>	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:	<b>Avoyelles Progress Action Committee, Inc.</b>	Contact:	Brenda Wilmer, Executive Director
		DUNS:	947728010
Address:	641 Government Street P.O. Box 527 Marksville, LA 71351-0000	Phone:	(318) 253-9590
		Fax:	(318) 253-9153
		Email:	bwilmer@krocket.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-01 LA-07 LA-05 LA-06 LA-04
Name:	<b>Caddo Community Action Agency, Inc.</b>	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:	Agency and Contractors
		Congressional districts served:	CD LA-05 LA-05 LA-06 LA-04 LA-04 LA-06
Name:	<b>DeSoto Parish Police Jury/OCS</b>	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

**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	Congressional districts served:	CD LA-04 LA-04 LA-05 LA-05
Source of labor: Agency and Contractors				
Name:	<b>Jefferson Parish/Office of Community Action Agency</b>	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: 19 Type of organization: Unit of local government	Congressional districts served:	CD LA-02 LA-01 LA-03 LA-02 LA-01 LA-03
Source of labor: Agency and Contractors				
Name:	<b>LaSalle Community Action Assn., Inc.</b>	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	Congressional districts served:	CD LA-06 LA-06 LA-05 LA-05
Source of labor: Agency and Contractors				

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: LA Grant Number: EE0006157 Program Year: 2016

Name:	<b>Quad Area Community Action Agency, Inc.</b>		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:	quadarea@i-55.com	
Counties served:	LIVINGSTON Parish	Tentative allocation:	\$ 333,241.00	Congressional districts served:	CD
	IBERVILLE Parish	Planned units:	40		LA-03
	WEST BATON ROUGE Pa	Type of organization:	Local agency		LA-03
	ORLEANS Parish				LA-06
	ST. JOHN THE BAPTIST I				LA-06
	WEST FELICIANA Parish				LA-01
	ASSUMPTION Parish				LA-01
	EAST BATON ROUGE Pa				
	ST. JAMES Parish				
	ST. HELENA Parish				
	WASHINGTON Parish				
	TANGIPAHOA Parish				
	EAST FELICIANA Parish				
	ST. CHARLES Parish				
	ASCENSION Parish				
Source of labor: Agency and Contractors					

Name:	<b>St. Mary Community Action Agency</b>		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	Tentative allocation:	\$ 147,227.00	Congressional districts served:	CD
	JEFFERSON DAVIS Parish	Planned units:	17		LA-03
	ST. MARTIN Parish	Type of organization:	Local agency		LA-04
	LAFOURCHE Parish				LA-07
	IBERIA Parish				
	LAFAYETTE Parish				
	ST. MARY Parish				
	ACADIA Parish				
Source of labor: Agency and Contractors					

Name:	<b>St. Tammany Parish Community Action Agency</b>		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	Tentative allocation:	\$ 44,354.00	Congressional districts served:	CD
	PLAQUEMINES Parish	Planned units:	4		LA-01
	ST. BERNARD Parish	Type of organization:	Unit of local government		LA-01
					LA-02
					LA-02
Source of labor: Agency and Contractors					

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: LA Grant Number: EE0006157 Program Year: 2016

Name:	<b>Terrebonne Parish Consolidated Gov./DHHS</b>	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-03
Name:	<b>Vernon Community Action Council</b>	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-07 LA-07

**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 Eligibility**

**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 Reweathering 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

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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 buildings 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

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**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

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 effectiveness 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 included 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**

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**STATE PLAN/MASTER FILE WORKSHEET**

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#### V.5.1 Technical Guides and Materials

The primary goal of the Louisiana Housing Corporation's Weatherization Assistance Program (LaWAP) is to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, and children by improving the energy efficiency of their homes while ensuring their health and safety. This will be accomplished through an analysis of efficiency and effectiveness of the weatherization projects being carried out by the program's Subgrantees. The LaWAP program will provide cost-effective installation of typical weatherization measures on typical frame, masonry, modular and/or manufactured homes based on the DOE-approved Priority List audits as well as changes from the use of Priority List audits of manufactured homes to site-specific Manufactured Home Energy Audits (MHEA).

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 "Louisiana Wx Field Guide" provides a tangible reference, demonstrating specific measures along with an illustration on installation and desired measure outcome.

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 Subgrantees, vendors, and direct hire contractors acknowledging expectations for SWS compliance and work quality.

#### 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.

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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 language 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 to 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 CO<sub>2</sub> 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.

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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. The LHC may utilize this provision in PY2016 due to the diminishing amount of federal appropriated funds.

#### **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

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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.

LHC will monitor for 2014-15 program year along with the 2015-16 program year schedule.

Fiscal Monitoring Schedule:

<b><u>Agency Name</u></b>	<b><u>Tentative Monitoring Dates</u></b>
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Quad	11/14/16 - 11/17/16
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LaSalle	12/19/16 - 12/20/16
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APAC	12/21/16 - 12/22/16
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Vernon	1/23/17 - 1/24/17
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Allen	1/25/17 - 1/27/17
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St. Tammany	2/8/17 - 2/9/17
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Jefferson	2/22/17 - 2/23/17
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St. Mary	3/13/17 - 3/14/17
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Terrebonne	3/15/17 - 3/16/17
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Caddo	4/10/17 - 4/12/17
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Desoto	4/12/17 - 4/14/2017
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*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.

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- 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

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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 A-133 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.*

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**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*

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*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).

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**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

## Energy Programs Activity Summary

As of February 29, 2016 According to HES Budget Tracking

### 2015 DHHS/LIHEAP

Grantor: U.S. Department of Health & Human Services (\$38,389,693)

Programs	Grant Period	Grant Award	Expended	Balance	Households Served	New Clients	Units Completed
LIHEAP	10/1/2014-9/30/2016	\$29,144,570.12	\$28,486,722.70	\$657,847.42	68,864	10,492	
LIHEAP	10/1/2014-9/30/2016	\$3,796,731.00	\$3,571,151.40	\$225,579.60	8,886	1,902	
DHHS/WAP*	7/1/2015-6/30/2016	\$5,448,391.53	\$2,022,981.67	\$3,425,409.86			295
<b>Total:</b>		<b>\$38,389,692.65</b>	<b>\$34,080,855.77</b>	<b>\$4,308,836.88</b>	<b>77,750</b>	<b>12,394</b>	<b>295</b>
Percentage:			88.78%	11.22%			

**\*NOTE:** LIHEAP funds set aside to supplement the 2015 DOE/WAP were released in contracts on 7/22/2015.

### 2015 DOE/WAP

U.S. Department of Energy (\$1,706,830) Units projected: DOE 131 + (572 LIHEAP Only) = 703 units

Programs	Program Year	Grant Award	Expended	Balance	Units Completed
DOE/WAP*	7/1/2015-6/30/2016	\$1,706,830.00	\$619,895.15	\$1,086,934.85	73
<b>Total:</b>		<b>\$1,706,830.00</b>	<b>\$619,895.15</b>	<b>\$1,086,934.85</b>	<b>73</b>
Percentage:			36.32%	63.68%	

### 2016 DHHS/LIHEAP

Grantor: U.S. Department of Health & Human Services (\$37,895,325)

Programs	Grant Period	Grant Award	Expended	Balance	Households Served	New Clients	Units Completed
LIHEAP	10/1/2015-9/30/2017	\$33,063,670.75	\$7,025,198.38	\$26,038,472.37	26,448	3,443	
DHHS/WAP*	7/1/2016-6/30/2017	\$4,831,653.94					
<b>Total:</b>		<b>\$37,895,324.69</b>	<b>\$7,025,198.38</b>	<b>\$26,038,472.37</b>	<b>26,448</b>	<b>3,443</b>	
Percentage:			18.54%	68.71%			

**\*NOTE:** LIHEAP funds set aside to supplement the 2016 DOE/WAP.

## SUSTAINABLE HOUSING PROGRAM ACTIVITY

### Katrina/Rita Recovery

Program	Affordable Units Created/Properties Completed Construction	% of Goal	Funds Disbursed/Total Payments	% of Total Applicant Allocation	Balance of All Available Funds
Small Rental Property Program	7,590	91%	\$435,505,116	99%	\$4,690,600
<b>TO-DATE TOTAL =</b>	<b>7,590</b>		<b>\$435,505,116</b>		<b>\$4,690,600</b>

### Gustav/Ike Recovery

Program	Affordable Units Created/Properties Completed Construction	% of Goal	Funds Disbursed/Total Payments	% of Total Applicant Allocation	Balance of All Available Funds
State Affordable Rental Program (ARP)	574	82%	\$49,468,079	98%	\$1,134,464
Parish Affordable Rental Program	593	94%	\$23,925,446	89%	\$3,024,554
Parish Housing Programs	1024	72%	\$34,230,955	79%	\$9,353,214
<b>TO-DATE TOTAL =</b>	<b>2,191</b>		<b>\$107,624,480</b>		<b>\$13,512,232</b>

### Isaac

Program	Affordable Units Created/Properties Completed Construction	% of Goal	Funds Disbursed/Total Payments	% of Total Applicant Allocation	Balance of All Available Funds
Parish Housing	0		\$1,885,322	73%	\$699,703
State Housing (HMA Cost Share)	0		\$195,912	18%	\$894,088
<b>TO-DATE TOTAL =</b>	<b>0</b>		<b>\$2,081,234</b>		<b>\$1,593,791</b>

**LOUISIANA HOUSING AUTHORITY ACTIVITY**

Program	Households Served	Funds Disbursed/Total Payments	Balance of Funds	Program End Date
Homeless Supports and Housing – Katrina/Rita	78	\$24,648,144	\$1,065,778	3/31/18
Supportive Housing Services – Katrina/Rita	5921	\$59,601,589	\$13,306,593	12/31/18
Contaminated Drywall/STARS- CDBG Katrina/Rita	135	\$1,390,995	\$786,722	6/30/17
Emergency Solutions Grant	201	\$2,241,433	\$4,360,339	Renewed Annually
Calcasieu Parish Homeless Prevention – Gustav/Ike	N/A	\$638,721	\$30,327	Varies
Section 811 PRA Demo	5	\$151,847	\$8,338,081	9/30/2025
Shelter Plus Care (S+C)	930	\$49.9M	\$.1M	Program extended thru April 30, 2016
Project-Based Vouchers (PBV)	1473	\$3.1M	\$9.6M	Renewed annually
<b>As of the March 1, 2016, reporting period:</b>	<b>Over 8743 Households Served</b>	<b>\$141,672,729 Disbursed**</b>	<b>\$37,987,840 Remaining</b>	<b>N/A</b>

\*\*The funds associated with these programs directly impact households, but do not represent the total amount of LHA funding or disbursements.

## LOUISIANA HOUSING AUTHORITY UPDATES

### 1. Homelessness Supports and Housing – Katrina/Rita

<i>Budget</i>	<i>Funds Expended Through 3/1/16</i>	<i>Percentage Expended Through 3/1/16</i>	<i># of PSH units developed (total = 78)</i>	<i># of Shelter Beds Repaired (Total=200)</i>
\$26,009,205	\$24,648,144	95%	McCaleb – 21 Tulane – 30 Canal - 27	0

- Balance of funds to be used as follows:
  - \$1.5M – Canal St. rehab project (27 Permanent Supportive Housing (PSH) units)—final draw request pending, units are complete - CEA expires 3/31/2018
  - \$1,738,599.21 – Rehab of the New Orleans Mission –200 bed emergency shelter for people experiencing homelessness- CEA expires 2/28/2017

### 2. Supportive Housing Services – CDBG Katrina/Rita

<i>Budget</i>	<i>Funds Expended Through 3/1/16</i>	<i>Percentage Expended Through 3/1/16</i>	<i># of Persons Assisted with New Access to a Service as of 3/1/16 (cumulative)</i>	<i>Program End Date</i>
\$72.73M	\$59,601,589	82%	5,921	12/31/2018

- The program provides supportive services to the severely disabled living in PSH units

### 3. Louisiana Services Network Data Consortium – CDBG Katrina/Rita

<i>Budget</i>	<i>Funds Expended Through 3/1/16</i>	<i>Percentage Expended Through 3/1/16</i>	<i>Program End Date</i>
\$400,000	\$297,052	74%	6/30/2016

- The contract is funding the integration of 9 separate Homeless Management Information Systems into one statewide integrated system

#### 4. Contaminated Drywall/STARS-CDBG Katrina/Rita

<i>Budget</i>	<i>Funds Expended Through 3/1/16</i>	<i>Percentage Expended Through 3/1/16</i>	<i>Assisted Households</i>	<i>CEA End Date</i>
\$2,177,717	\$1,390,995	64%	135	6/30/2017

#### 5. Calcasieu Parish Homeless Prevention – Gustav/Ike/CoC Capacity Building Project

<i>Budget</i>	<i>Funds Expended Through 3/1/16</i>	<i>Percentage Expended Through 3/1/16</i>	<i>Assisted Households</i>
\$669,048.00	\$638,721.00	95%	N/A

- The Parish is providing homeless prevention funds and Continuum of Care capacity building
- This grant was amended in April 2015. The budget was increased by \$62,448

#### 6. Emergency Solutions Grant

<i>Budget</i>	<i>Funds Expended Through 3/1/16</i>	<i>Percentage Expended Through 3/1/16</i>	<i>Number of Contracts</i>	<i>Contract End Date</i>	<i>Units of Service for Shelters</i>	<i>Units of Financial Assistance</i>
FY13 award = \$1,969,448	\$1,717,505	88%	26	6/30/2015	441	201
FY14 award= \$2,253,006	\$565,824	25%	28	6/30/2016	0	0
FY15 award=\$2,379,318	\$28,128	.02%	22	6/30/2017	0	0

- Provides funding to local communities to support homeless shelters by providing shelter housing, and/or rental assistance to homeless individuals and families who are either homeless or at risk of homelessness
- The “Units of Service Delivery for Shelters” reflects the number of persons provided housing at homeless shelters
- The “Units of Financial Assistance” reflects the number of financial assistance payments made on behalf of a client (rent, deposit, utilities)

## 7. HOME Tenant Based Rental Assistance (TBRA)

<i>Budget</i>	<i>Funds Expended Through 3/1/16</i>	<i>Percentage Expended Through 3/1/16</i>	<i>Program End Date</i>	<i>Households Served</i>
Youth Aging Out of Foster Care HOME TBRA \$500K	\$310,678	62%	Individually based (contracts are for 24 months of assistance)	26
Section 811 PRA Demo Security Deposits \$10,000	\$1,270	13%	Individually Based	5

## 8. Permanent Supportive Housing – Support Contracts

Hawkins Contract - \$222,187			
<i>Budget</i>	<i>Funds Expended Through 3/1/16</i>	<i>Percentage Expended Through 3/1/16</i>	<i>Contract End Date</i>
\$222,187	\$63,611	29%	8/31/2016

- Contract provides legal services for the Louisiana Housing Authority

TAC contract - \$243,588			
<i>Budget</i>	<i>Funds Expended Through 3/1/16</i>	<i>Percentage Expended Through 3/1/16</i>	<i>Contract End Date</i>
\$243,588	\$184,803	76%	6/30/2016

- Contract provides technical assistance for administering the PSH program

Linda Jarrell contract - \$42,500			
<i>Budget</i>	<i>Funds Expended Through 3/1/16</i>	<i>Percentage Expended Through 3/1/16</i>	<i>Contract End Date</i>
\$42,500	\$27,559	65%	12/31/2017

- Contract provides assistance with recruiting owners and completing contracts for the PRA Section 811 Program

## 9. Permanent Supportive Housing - Administration and Services

Shelter Plus Care					
<i>Program</i>	<i>Budget</i>	<i>Funds Expended Through 3/1/16</i>	<i>Percentage Expended Through 3/1/16</i>	<i>Leased Vouchers through 3/1/16</i>	<i>Contract End Date</i>
S+C	\$50M	\$49.9M	99%	930	Contract has been extended until April 30, 2016 and will be renewed annually, thereafter.

Project Based Voucher					
<i>Program</i>	<i>2016 Renewal Funding</i>	<i>2016 Expenses</i>	<i>Percentage Expended Through 3/1/16</i>	<i>Leased Vouchers through 3/1/16</i>	<i>Contract End Date</i>
PBV	\$12.7M	\$3.1M	24%	1473	Funding Renewed Annually

- Total allocation of vouchers is 3,027
- Vouchers are for the severely disabled

Section 811 PRA Demo					
<i>Program</i>	<i>2016 Renewal Funding</i>	<i>Funds Expended through 3/1/16</i>	<i>Percentage Expended Through 3/1/16</i>	<i>Households Served</i>	<i>Contract End Date</i>
811	\$8,489,928	\$151,847	.02%	5	9/30/2025



# HOME FUNDS DASHBOARD REPORT

CURRENT AS OF IDIS-PR27 3/28/16 AT 8:56 AM

	DASHBOARD DETAILS						
Grant Year	2010	2011	2012	2013	2014	2015	TOTAL
Total Award Amount	\$16,203,982.00	\$14,225,651.00	\$8,240,993.00	\$7,073,089.00	\$7,456,547.00	\$6,515,936.00	\$59,716,198.00
Committed Funds	\$16,189,816.17	\$14,062,574.25	\$8,231,307.41	\$4,702,321.37	\$1,864,136.75	\$651,593.60	\$45,701,749.55
Cumulative Unexpended Committed Funds as of 3/28/2016*	\$0	\$3,783,376.98	\$8,231,307.41	\$4,702,321.37	\$1,864,136.75	\$651,593.60	\$19,232,736.11
Cumulative Unexpended Authorized Funds as of 3/28/2016	\$0	\$3,960,619.56	\$8,240,993.00	\$7,073,089.00	\$7,456,547.00	\$6,515,936.00	\$33,247,184.56
Cumulative Unexpended Required CHDO Portion as of 3/28/2016*	\$0	\$0	\$0	\$0	\$0	\$0	
Deadline to Expend Before Recapture		September 30, 2016	April 30, 2017	August 31, 2018	July 31, 2019	July 31, 2020	
Cumulative Uncommitted Funds as of 3/28/2016	\$0	\$0	\$0	\$41,965.45	\$7,456,547.00	\$6,515,936.00	\$14,014,448.45
Cumulative Uncommitted CHDO Portion as of 3/28/2016**	\$0	\$0	\$0	\$0	\$0	\$977,390.40	
Deadline to Commit Before Recapture				July 31, 2016	July 31, 2016	July 31, 2017	

\*Included in total Cumulative Unexpended Authorized Funds

\*\* Included in total Cumulative Uncommitted Funds

Red Text - Funds subject to recapture within the next 18 months

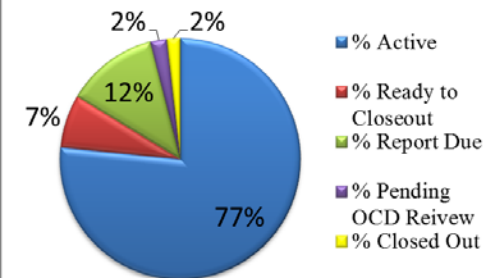
**Total Award Amount** = Committed Funds + Uncommitted Funds  
**Committed Funds** - a grant agreement is in place and funds have been committed and are being expended.  
**Uncommitted Funds** - no grant agreement is in place and the funds are available for use in accordance with the subgrant. This is an accurate reflection of data that is in IDIS which is what HUD sees.

<b>Funds Allocated/Set-Aside</b> <ul style="list-style-type: none"> <li>Funds that LHC has allocated to projects but have not yet been Committed in IDIS</li> <li>Tax Credit Projects must go to closing to show as 'Committed'</li> <li>TBRA funds show as 'Committed' after applicants complete the eligibility process</li> </ul>	<b>Agency Programs – Allocated by LHC but not Committed in IDIS</b>		<b>\$ 403,634.50</b>
	HOME-Youth Aging Out of Foster Care TBRA - \$500,000		
	YAOFC Balance	\$154,904.00	
	Section 811 - HOME TBRA - Security Deposit Program - \$250,000		
	Section 811 Balance	\$248,730.50	
	Single Family 2012A - \$3M Budget		
	Single Family Balance	\$0	
	<b>HOME NOFA Projects – Allocated by LHC but not Committed in IDIS</b>		<b>\$ 0.00</b>
	<b>Grand Total Allocated but not Committed</b>		<b>\$ 403,634.50</b>

DASHBOARD SUMMARY		
		<b>Total</b>
<b>Awarded Funds 2010-2015</b>		<b>\$ 59,716,198.00</b>
<b>Committed Funds (as shown in IDIS)</b>		<b>\$ 45,701,749.55</b>
<i>Committed Funds Subject to Recapture by HUD Unless Expended by Deadlines indicated</i>	<b>\$ 19,232,736.11</b>	
<b>Total Uncommitted (as shown in IDIS) Subject to Recapture by HUD Unless Committed by Deadlines indicated</b>		<b>\$ 14,014,448.45</b>
<b>Allocated (not Committed in IDIS but Allocated to projects by LHC)</b>		<b>\$ 403,634.50</b>
<b>Cumulative Uncommitted CHDO Reserve Funds</b>		<b>\$ 977,390.40</b>
<b>Actual Funds Available to Commit to New Projects</b>		<b>\$ 12,633,423.55</b>

### DISASTER RECOVERY CDBG CLOSEOUT STATUS REPORT

Louisiana Housing Corporation	Total Projects	Total Active Projects	Projects ready to Closeout	Closeout Project Reports Due	Pending OCD Review	Final Closeout Granted
Katrina/Rita	114	104	0	5	2	3
Gustav/Ike	95	52	16	23	3	1
Isaac	17	17	0	0	0	0
<b>TO-DATE TOTAL =</b>	<b>226</b>	<b>173</b>	<b>16</b>	<b>28</b>	<b>5</b>	<b>4</b>



Single Family	Total Projects	Total Active Projects	% Active	Projects ready to Closeout	% Ready to Closeout	Closeout Project Reports Due	% Report Due	Pending OCD Review	% Pending OCD Review	Final Closeout Granted	% of Projects Closed Out
Katrina/Rita	37	32	86%	0	0%	5	14%	0	0%	0	0%
Gustav/Ike	2	2	100%	0	0%	0	0%	0	0%	0	0%
Isaac	2	2	100%	0	0%	0	0%	0	0%	0	0%
<b>TO-DATE TOTAL =</b>	<b>41</b>	<b>36</b>	<b>88%</b>	<b>0</b>	<b>0%</b>	<b>5</b>	<b>12%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>

Sustainable Housing	Total Projects	Total Active Projects	% Active	Projects ready to Closeout	% Ready to Closeout	Closeout Project Reports Due	% Report Due	Pending OCD Review	% Pending OCD Review	Final Closeout Granted	% of Projects Closed Out
Katrina/Rita	69	67	97%	0	0%	0	0%	2	3%	0	0%
Gustav/Ike	88	50	57%	15	17%	21	24%	2	2%	0	0%
Isaac	15	15	100%	0	0%	0	0%	0	0%	0	0%
<b>TO-DATE TOTAL =</b>	<b>172</b>	<b>132</b>	<b>77%</b>	<b>15</b>	<b>9%</b>	<b>21</b>	<b>12%</b>	<b>4</b>	<b>2%</b>	<b>0</b>	<b>0%</b>

Lousiana Housing Authority	Total Projects	Total Active Projects	% Active	Projects ready to Closeout	% Ready to Closeout	Closeout Project Reports Due	% Report Due	Pending OCD Review	% Pending OCD Review	Final Closeout Granted	% of Projects Closed Out
Katrina/Rita	8	5	63%	0	0%	0	0%	0	0%	3	38%
Gustav/Ike	5	0	0%	1	20%	2	40%	1	20%	1	20%
<b>TO-DATE TOTAL =</b>	<b>13</b>	<b>5</b>	<b>38%</b>	<b>1</b>	<b>8%</b>	<b>2</b>	<b>15%</b>	<b>1</b>	<b>8%</b>	<b>4</b>	<b>31%</b>

\*Data compiled using DRU's Weekly Activity Closeout Snapshot dated 02/24/16