
Louisiana Housing Finance Agency



Energy Assistance Department

Darleen Okammor
Program Manager

March 28, 2008

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M E M O R A N D U M

To: Commissioner Larry J. Broussard – Chairman
Commissioner Danette O’Neal
Commissioner Dr. Adell Brown Jr.
Commissioner Merriell F. Lawson

From: Darleen Okammor, Program Manager
Energy Assistance Department

Date: March 28, 2008

Re: Energy Assistance Program Committee

There will be a Energy Assistance Program Committee meeting, Wednesday, April 9, 2008 at 11:00 a.m., at Louisiana Housing Finance Agency, Committee Room 2, located at 2415 Quail Drive, Baton Rouge, LA.

The following topics will be discussed:

- Approval of minutes from the April 4, 2007 Committee Meeting
- Energy Program quarterly report
- Approval of draft for the 2008 Weatherization State Plan

If you have any questions or concerns, please contact us.

March 28, 2008

Energy Assistance Program Committee

Notice is hereby given of a regular meeting of the Energy Assistance Committee, to be held on Wednesday, April 9, 2008, at 11:00 AM, Louisiana Housing Finance Agency, Committee Room 2, 2415 Quail Drive, Baton Rouge LA, by order of the Chairman.

Preliminary Agenda

1. Call to order, roll call and introduction of guests
2. Approval of minutes from the April 4, 2007 Committee Meeting
3. Energy Program quarterly report
4. Approval of draft for the 2008 Weatherization State Plan
5. Other Business
6. Adjournment

Milton J. Bailey, President

If you require special services, please call Barry Brooks at (225) 763-8700 by Monday, April 7, 2008.

Louisiana Housing Finance Agency
Energy Assistance Program
Committee Meeting Minutes
Wednesday April 18, 2007
2415 Quail Drive
V. Jean Butler Boardroom
Baton Rouge, LA 70808

Commissioners Present

Larry J. Broussard-Chairman
Dr. Adell Brown, Jr.
Merriell Lawson

Commissioners Absent

Danette O'Neal
Greg Gachassin

Staff Present

Darleen Okammor
Keith Cunningham
Robin Meschke

Other Present

Gervis Lafleur
Jennifer Vidrine

The Chairman of the Energy Assistance Committee, Larry J. Broussard, called the meeting to order. The minutes from the May 9, 2006 Committee meeting was approved. Darleen Okammor, Energy Assistance Manager, explained the funding. Currently, the allocation for the 2006 DHHS/Low Income Home Energy Assistance Program is \$17,000,000, of which 97% has been expended. The DOE/Weatherization Assistance Program was funded at 1.5 million. The agency has also received a LIHEAP supplemental grant for \$14 million, of which we have expended 72%. Those funds will end September 30, 2007. The 2007 LIHEAP has been delayed and we are looking forward to that changing with the adoption of the Memorandum of Understanding (MOU). Keith Cunningham, Legal staff, explained the Draft of the Memorandum of Understanding between LHFA and Louisiana Association of Community Action Partnerships (LACAP). LHFA decided that it would be beneficial to utilize the Community Action Agencies directly, to administer the LIHEAP and WAP programs. At this point, approval is needed from the Committee to move the document to Full Board for adoption to transfer the administration of the energy programs to LACAP. The motion was moved by Madderra and seconded by Danette. There was no other business presented the Committee. The Chairman motioned to adjourn the meeting.

Energy Assistance Department

FY 2008
Quarterly

Energy Programs
Status Report



Louisiana Housing Finance Agency
Energy Assistance Department

ENERGY PROGRAMS STATUS REPORT

TO: Board of Commissioners
Energy Committee
Chairman: Commissioner Larry J. Broussard
Commissioner Adell Brown, Jr.
Commissioner Merriell Lawson
Commissioner Danette O'Neal

FROM: Darleen Okammor, Program Manager

DATE: March 28, 2008

RE: Low Income Home Energy Assistance Program (LIHEAP)
Weatherization Assistance Program (WAP)

On April 18, 2007, the Board adopted a Memorandum of Understanding between LHFA and Louisiana Community Action Partnerships (LACAP) to transfer the administration of the statewide Low-Income Energy Assistance Program (LIHEAP) and the Weatherization Assistance Program (WAP).

LHFA, Energy Assistance Department has continued to have transition meetings with LACAP on a regular basis to access on-going transition issues, concerns and needs.

Accomplishments:

- 1) On January 11, 2008, LHFA requested approval to change the WAP program year from April 1 through March 31 to **July 1 through June 30**. This action would allow the state additional time to prepare the WAP State Plan, bring the program in line with other grantees across the nation and be in the best interest of Louisiana citizens, who benefit from this program.

On February 11, 2008, LHFA received and accepted the amendment, which was approved by Department of Energy, to change the Weatherization Assistance Program Year to July 1 through June 30. *The 2008 WAP State Plan is due May 1, 2008.*

- 2) Completed the draft of the 2008 WAP State Plan. Public Hearing tentatively scheduled for April 18, 2008.

- 3) LHFA released to LACAP the Weatherization module to the web-based software, LIHEAP-WAP Online, developed by Hancock Energy Software (HES) to manage real-time program data for the Weatherization Assistance Program.
- 4) LACAP conducted one of two orientation meetings for the upcoming regional Weatherization trainings, "Louisiana Hot Climate, Whole House Weatherization." The trainers are Alex Moore, Engineer with D&R International, Ltd., Anthony Cox, Technical Coordinator of New River Center for Energy Research and Training (NRCERT) and John Langford, J&J Weatherization, Inc. from Virginia.

2008 Short-Term Work Plan:

1. LHFA will continue to assist and participate in all statewide training hosted by LACAP, which will focus on a mobile home weatherization, Lead-Safe work practices, mold and moisture, and energy auditor certification.
2. Revisit the Memorandum of Understanding between LHFA and LACAP to redefine the roles and responsibilities.
3. Design a program evaluation to assess the energy programs performance, measure impacts on families and communities and document the programs successes.
4. Revised LHFA monitoring plan to clearly communicate the approach, guidelines, instruments and schedule visits.
5. LHFA will collaborate with LACAP to seek other energy related grants, partnerships and undertake leveraging activities to expand service delivery.
6. The Department of Health and Human Services/Office of Inspector General/ Office of Investigation is reviewing the 2005 Hurricane Katrina Crisis Relief Program administered by LHFA. The LHFA Legal Department and the Energy Assistance Department are working together to compile records and documents and respond to the OIG questions.

Energy Programs Activity Summary Through March 28, 2008

Low Income Home Energy Assistance Program

Grantor: Department of Health and Human Services (DHHS)

Type of Assistance (October 2007-March 2008)	Total Expenditures	Number of Households Assisted	Households with at least one member who is:			Denied
			60 Years or Older	Disabled	Age 5 or Under	
Heating Assistance	\$6,174,709.49	14,019	5498	5738	2644	215
Year Round Crisis	\$541,126.45	1996	311	644	598	7
Other Crisis:						
Energy Special Needs Program	\$108,111.75	113	16	47	47	0
DSS/OCS						
Totals	\$6,823,947.69	16,128	5825	6429	3289	222
Percentage of Total			36.1%	39.9%	20.4%	1.4%

Weatherization Assistance Program

Grantor: Department of Energy (DOE)

Type of Assistance (April 2007 - March 2008)	Total Expenditures	Units Weatherized	Households with at least one member who is:			Denied
			60 Years or Older	Disabled	Age 5 or Under	
DOE Production	\$247,767.06	24	12	10	4	0
LIHEAP Only Production	\$1,008,850.52	214	135	103	21	51
Totals	\$1,256,617.58	238	147	113	25	51
Percentage of Total			61.8%	47.5%	10.5%	21.4%

2007-2008 ENERGY FINANCIAL STATUS

DHHS - Low Income Home Energy Assistance Program

2007 Emergency Contingency Funds	\$5,354,571		
FY 2008 Block Grant Award	\$15,433,571		
2008 Emergency Contingency Funds	\$1,317,110		
TOTAL	\$22,105,252		
Adjustments:		<u>LHFA</u>	<u>LACAP</u>
LHFA Administration (1%)		207,882	
LACAP Administration (1.5%)			311,824
Department of Social Services/Office of Community Services Crisis Contract		100,000	
Weatherization (15%)			\$2,315,036
Client Education (5%)			771,679
Contracted to CAP Agencies			17,181,725
		\$307,882	\$20,580,263
Total Allocated	\$20,888,145		
Unallocated	\$1,217,107		

DHHS-Leveraging Grant

2007 Leveraging Incentive Award	\$124,777		
2nd 2007 Leveraging Incentive Award	\$36,835		
TOTAL	\$161,612		
		<u>LHFA</u>	
Energy Special Needs Program for Crisis Assistance		161,612	
Total Allocated		161,612	

DOE - Weatherization Assistance Program

2007 Grant Award	\$1,550,758		
2007 DHHS 15% + Admin	\$2,700,209		
TOTAL	\$4,250,967		
Adjustments:		<u>LHFA</u>	<u>LACAP</u>
DOE			
LHFA Administration (1%) + T/TA		24,732	
LACAP Administration (4%) + T/TA			155,085
Contracted to CAP Agencies			1,919,941
LIHEAP			
LHFA Administration		17,144	
LACAP Advancement			200,000
LACAP Administration			25,716
Contracted to CAP Agencies			1,800,209
		\$41,876	\$4,100,951
Total Allocated	\$4,142,827		
Unallocated	\$108,140		

SUMMARY

		<u>LHFA</u>	<u>LACAP</u>
FUNDING RECEIVED	\$26,517,831		
TOTAL AMOUNT ALLOCATED	\$25,192,584	\$511,370	\$24,681,214
AMOUNT UNALLOCATED	\$1,325,247		

**LOUISIANA
WEATHERIZATION ASSISTANCE PROGRAM
2008 STATE PLAN**

**PROGRAM YEAR
July 1, 2008 – June 30, 2009**

DRAFT



**LOUISIANA HOUSING FINANCE AGENCY
2415 QUAIL DRIVE
BATON ROUGE, LA 70808
(225) 763-8700 • FAX (225)763-8752
TTY/TDD (225) 763-8762
WWW.LHFA.STATE.LA.US**

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

U. S. Department of Energy (DOE)

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance for Low Income Persons

*** 12. Funding Opportunity Number:**

DE-FA26-008000008

*** Title:**

Program Year 2008 State Energy Program

13. Competition Identification Number:

Title:

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

64 Parishes of Louisiana

*** 15. Descriptive Title of Applicant's Project:**

Weatherization Assistance Program (WAP)

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant **District 6**

* b. Program/Project **All Districts**

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

17. Proposed Project:

* a. Start Date: **July 1, 2009**

* b. End Date: **June 30, 2009**

18. Estimated Funding (\$):

* a. Federal	\$1,723,424
* b. Applicant	
* c. State	
* d. Local	
* e. Other	\$932,340
* f. Program Income	
* g. TOTAL	\$2,655,764

* 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.)

Yes 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: **Mr.** * First Name: **Milton**
Middle Name: **J.**
* Last Name: **Bailey**
Suffix:

* Title: **President**

* Telephone Number: **(225) 763-8700** Fax Number: **(225) 763-8710**

* Email: **mbailey@lhfa.state.la.us**

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission:		* 2. Type of Application:	* If Revision, select appropriate letter(s):
<input type="checkbox"/> Preapplication	<input type="checkbox"/> New		
<input checked="" type="checkbox"/> Application	<input checked="" type="checkbox"/> Continuation		* Other (Specify)
<input type="checkbox"/> Changed/Corrected Application	<input type="checkbox"/> Revision		

* 3. Date Received:	4. Applicant Identifier:

5a. Federal Entity Identifier:	* 5b. Federal Award Identifier:
R830003	

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: Louisiana Housing Finance Agency
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* b. Employer/Taxpayer Identification Number (EIN/TIN): 72-6000800	* c. Organizational DUNS: 965611718
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d. Address:

* Street1: 2415 Quail Drive
Street2:
* City: Baton Rouge
County: East Baton Rouge Parish
* State:
Province:
* Country: USA: United States
* Zip / Postal Code: 70808

e. Organizational Unit:

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

Prefix: Ms.	* First Name: Darleen
Middle Name:	
* Last Name: Okammor	
Suffix:	

Title: Program Manager

Organizational Affiliation:

* Telephone Number: 225-763-8700 Ext. 234	Fax Number: 225-52763-87
--	---------------------------------

* Email: dokammor@lhfa.state.la.us

Budget Information - Non Construction Programs

Section A - Budget Summary		Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)	
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)		
1. DOE-WAP	(a)	81.042			\$1,723,424		\$1,723,424	
2. 2005 Carryover					\$361,579		\$361,579	
3. 2006 Carryover					\$570,761		\$570,761	
4.							\$0	
5. Totals			\$0	\$0	\$2,655,764	\$0	\$2,655,764	
Section B - Budget Categories								
6. Object Class Categories	Grant Program, Function or Activity							Total (5)
	(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T&TA	(4) Subgrantee T&TA				
a. Personnel		\$20,912					\$20,912	
b. Fringe Benefits		\$5,646					\$5,646	
c. Travel				\$5,265			\$5,265	
d. Equipment							\$0	
e. Supplies							\$0	
f. Contractual		\$106,231	\$265,576	\$122,791	\$41,000		\$535,598	
g. Construction							\$0	
h. Other							\$0	
i. Total Direct Charges (sum of 6a-6h)			\$132,788	\$265,576	\$128,056	\$41,000	\$567,421	
j. Indirect Charges							\$0	
k. Totals (sum of 6i-6j)			\$132,788	\$265,576	\$128,056	\$41,000	\$567,421	
7. Program Income							\$0	

Applicant Name: Louisiana Housing Finance Agency

Award Number: R830003

Budget Information - Non Construction Programs

OMB Approval No. 0348-0044

Section A - Budget Summary		Estimated Unobligated Funds		New or Revised Budget		Total
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. DOE-WAP	81.042			\$1,723,424		\$1,723,424
2. 2005 Carryover				\$361,579		\$361,579
3. 2006 Carryover				\$570,761		\$570,761
4.						\$0
5. Totals		\$0	\$0	\$2,655,764	\$0	\$2,655,764
Section B - Budget Categories						
6. Object Class Categories		Grant Program, Function or Activity				Total (5)
		(1) Program Operation	(2) Health & Safety	(3) Liability Insurance	(4) Financial Audit	
a. Personnel						\$20,912
b. Fringe Benefits						\$5,646
c. Travel						\$5,265
d. Equipment						\$0
e. Supplies						\$0
f. Contractual		\$1,653,212	\$46,631	\$58,500	\$15,500	\$2,309,441
g. Construction						\$0
h. Other						\$0
i. Total Direct Charges (sum of 6a-6h)		\$1,653,212	\$46,631	\$58,500	\$15,500	\$2,341,264
j. Indirect Charges						\$0
k. Totals (sum of 6i-6j)		\$1,653,212	\$46,631	\$58,500	\$15,500	\$2,341,264
7. Program Income						\$0

Applicant Name: Louisiana Housing Finance Agency

Award Number: R830003

OMB Approval No. 0348-0044

Budget Information - Non Construction Programs

Section A - Budget Summary		Category of Federal Domestic Assistance Number (b)		Estimated Unobligated Funds		New or Revised Budget		Total (g)
Grant Program Function or Activity (a)	Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)			
1. DOE-WAP	81,042			\$1,723,424		\$1,723,424		
2. 2005 Carryover				\$361,579		\$361,579		
3. 2006 Carryover				\$570,761		\$570,761		
4.						\$0		
5. Totals				\$2,655,764		\$2,655,764		
Section B - Budget Categories								
6. Object Class Categories	Grant Program, Function or Activity				Total (5)			
	(1) Vehicles & Equipment	(2) Leveraging	(3)	(4)				
a. Personnel					\$20,912			
b. Fringe Benefits					\$5,646			
c. Travel					\$5,265			
d. Equipment		\$214,500			\$214,500			
e. Supplies					\$0			
f. Contractual					\$2,309,441			
g. Construction					\$0			
h. Other			\$100,000		\$100,000			
i. Total Direct Charges (sum of 6a-6h)		\$214,500	\$100,000	\$0	\$2,655,764			
j. Indirect Charges					\$0			
k. Totals (sum of 6i-6j)		\$214,500	\$100,000	\$0	\$2,655,764			
7. Program Income					\$0			

**U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET**

II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
Louisiana Association for Community Action Partnerships	Baton Rouge	\$ 329,021.56	
Subgrantees	Statewide	\$2,294,919.80	627
TOTALS		\$ 2,623,941.36	627

II.4 WAP Production Schedule

Total Units (excluding reweatherized)	627
Units by type (excluding reweatherized):	
Owner-occupied single-family site-built	
Single-family rental site-built	
Multi-family	
Owner-occupied mobile home	
Renter-occupied mobile home	
Shelter	
Units by occupancy:	
Elderly	
Persons with disabilities	
Native American	
Children	
High residential energy user	
Household with a high energy burden	
Other unit types:	
Rewatherized Units	0

Average Unit Costs, including Reweathering, subject to DOE Program Rules		
VEHICLES & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$214,500.00
B	Total Units Weatherized	627
C	Total Units Reweatherized	
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	627
E	Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	\$342
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$1,645,093.40
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	627
H	Average Program Operations Cost per Unit (F divided by G)	\$2624
I	Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	\$342
J	Total Average Cost per Dwelling (H plus I)	\$2,966

II.5 Energy Savings

Method used to calculate energy savings:

WAP algorithm Other (describe below)

Estimated energy savings: 21,315 (MBTU)

Estimated prior year savings: Actual: 0

If variance is large, explain:

a	DOE allocation	2,655,764
b	Adm.+ T /TA + Audit	582,920
c	Subtract a - b	2,072,844
d	Avg. cost per unit	2966
e	divide c by d	698.8684255
f	Multiply e by 30.5 (Mbtu)	21,315

II.6 Training, Technical Assistance, and Monitoring Activities

The major goal of the Louisiana Weatherization Assistance Program is to increase energy efficient housing, which will lessen the impact of high energy costs, reduce utility bills and provide comfort and safety to the families we serve.

During the 2008 Program Year, LACAP will continue to conduct the Hot Climate Whole House Weatherization initiative. The trainers are Bill Beachy, Director, Anthony Cox, Technical Coordinator of the New River Center for Energy Research and Training (NRCERT), John Langford, Contractor of J&J Weatherization, Inc. and Alex Moore of D&R International, Ltd.

To prepare subgrantees for the upcoming Regional Hot Climate Whole House Weatherization Trainings, LACAP held 2 orientation meetings that focused on the priority list, blower door testing, air leakage, insulation, baseloads measures, pressure diagnostics, combustion safety and HVAC measures. During the orientation, participants conducted a field assessment of a house to incorporate visual inspections and diagnostic testing.

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET (continued)

Grant: R830003

Amendment: M009

State: LA

Program year: 2008

Budget period: 07/01/2008 - 06/30/2009

The three (3) regional trainings scheduled are:

Region:	Host Location:	Date:
Southern	Hammond, LA	September 23-26, 2008
Central	Marksville, LA	October 14-17, 2008
Northern	Shreveport, LA	November 11-14, 2008

Hammond, Louisiana, which is in the southeast portion of Louisiana, across from Lake Pontchartrain from New Orleans, Louisiana. Homes in this geographic area are battling with extreme heat and moisture issues. This area was also adversely affected by Hurricane Katrina. Central Louisiana in Marksville is mostly rural and farm communities and in close proximity to Alexandria, Louisiana. The climate in this area is also very hot and humid, though not quite as severe as Southern Louisiana. The weather in Shreveport, Louisiana takes on more extremes temperature similar to Northern states. Homes in this area must withstand cold temperatures in the winter, but still face extreme heat in the summer months.

The training topics will include: 1) Client Education, 2) Duct Sealing 3) Attic Insulation techniques. 4) Sidewall Insulation techniques, 5) Combustible appliance techniques, 6) Carbon Monoxide testing, and more.

LACAP has planned additional training that will focus on mobile homes; tentative dates are March 9th-13th, 2009 and April 13th-17th, 2009. Also, a mandatory Mold and Moisture trainings will be conducted for agency and subgrantee Weatherization personnel. This training will be conducted by a Nationally-Certified trainer recommended and endorsed by the Department of Energy. Tentative date for this training will be December 4th, 2008.

The training plan will incorporate Lead-Safe Weatherization to meet DOE requirements that is tentatively scheduled for July 9th-11th, 2008. The trainers are Mike Vogel and/or Luke Elliott of the Montana State University Extension Service. The Montana State University Extension Service has produced a new Lead-Safe Weatherization training kit which would be used as our primary training tool, which includes a certification examination. After this hands-on training is performed, new staff and new contracted employees would be required to complete the Lead Safe Weatherization training tool and the certification examination. All tentative Lead-Safe trainings are subject to the revised Lead-Safe Rules being formulated by DOE.

Energy Auditor training will be initiated during this fiscal year and will incorporate a state-of-the-art on-line system developed by Saturn Resource Management, Inc. Agency personnel that perform home audits will be required to complete the on-line auditor training.

Client Education activities for the PY 2008 will be coordinated by Willie Johnson, LACAP's Assurance 16 Fund Manager. Through Mr. Johnson, all of the Weatherization subgrantees will participate in a state-wide energy saving contest with the focus on educating low-income families how to save energy. LACAP will hire a professional advertising agency to assist with the marketing and media aspect of this campaign. LACAP has initiated the placement of the necessary equipment in each agency in order to maintain certain uniformity. Client Education training is also included in LACAP's Annual Conference.

LACAP has also negotiated with Louisiana State University to hire an intern from the award-winning Manship School of Mass Communications for the Fall, Spring and Summer semesters. This intern will mentor with Laura Monchuk, National Media Relations Director for the National Community Action Foundation or NCAF. This intern will work with Ms. Monchuk to develop a consistent media relations campaign as well as providing Client Education through timely information.

**U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**

Grant: R830003

Amendment: M009

State: LA

Program year: 2008

Budget period: 07/01/2008 - 06/30/2009

Monitoring Activities

LACAP has contracted with Saturn Resource Management, Inc. to develop a new Weatherization Monitoring Tool. This product will simplify the monitoring process and allow for concurrent T&TA. The focus of the new monitoring instrument is to reduce the paperwork load and place more focus on energy saving techniques through the DOE-approved Priority Lists.

All twenty subgrantee agencies will be monitored at least annually in accordance with DOE regulations. During the previous program year, LACAP used a modified version of the monitoring instrument that LHFA used previously. In PY2008, LACAP will begin using the new monitoring instrument and guide developed by Saturn Resource Management, Inc. Vincent Stassi is LACAP's primary monitor. Jon Phelps will assist on some of the monitoring visits and LACAP has plans to augment the staff with an assistant during this program year. The assistant will assist in monitoring, trainings, budget and production tracking, and computer-related development.

Tentative Monitoring Visits:

Agency Name	Tentative Monitoring Date
1. Allen Action Agency	January 12-13, 2009
2. Assumption Parish Police Jury - OCS	February 26-27, 2009
3. Avoyelles Progress Action Committee, Inc.	November 19-21, 2008
4. Caddo Community Action Agency	October 1-3, 2008
5. DeSoto Parish Police Jury - OCS	October 27-29, 2008
6. East Baton Rouge Parish – OCD	January 21-23, 2009
7. Jefferson CAP	April 6-8, 2009
8. Lafourche Parish Council – OCA	May 6-8, 2009
9. LaSalle Community action Association, Inc.	March 16-18, 2009
10. QUAD Area Community Action Agency, Inc.	February 18-20, 2009
11. St. Charles Parish Dept. of Community Services	April 15-16, 2009
12. St. James Parish Dept. of Human Resources	February 24-25, 2009
13. St. John Parish DHHR	December 8-9, 2008
14. St. Landry Parish Community Action Agency	January 28-30, 2009
15. SMILE Community Action Agency	May 20-22, 2009
16. St. Mary Community Action Agency	May 13-15, 2009
17. St. Tammany Parish Community Action Agency	December 3-5, 2008
18. Terrebonne Parish Consolidated Government	March 9-11, 2009
19. Total Community Action Agency, Inc.	April 28-30, 2009
20. Vernon Community Action Council	March 30-April 1, 2009

Training and Technical Assistance visits will take place throughout the 2008 Program Year. LACAP will take a teaching approach during each visit. The goal is to visit each agency at least three times during the year.

II.7 DOE-Funded Leveraging Activities

Federal regulations allow weatherization funds to be used for leveraging activities. Approximately 5.8% or \$100,000 of the 2008 program allocation will be budgeted to conduct leveraging activities.

The Louisiana Association of Community Action (LACAP) will research consultants with expertise to provide professional services to develop partnership agreements, which will target utility companies and other entities to generate non-federal resources for the program. The leveraging partnerships will include material donations from local/national hardware and lumber stores.

The non-federal resources will be used to supplement the program by expanding energy efficiency services or increase the number of dwelling unit completed for weatherization eligible clients.

II.8 Policy Advisory Council Members (names, groups, agencies):

LACAP has formed an Energy Committee. The following persons make up that Committee; (1) Dorothy Oliver, Committee Chairperson, (2) Brenda Wilmer/Pat Bush, (3) Rita Register, (4) Jean Reynolds, (5) Irby Hornsby. Jon Phelps will be a non-voting member. The Energy Committee's first task will be to form the Policy Advisory Committee (PAC). The PAC will be required to include at least one member representing the following groups: (a) Utility Providers; (b) Elderly, such as Council on Aging or AARP; (c) Disabled Community; (d) Children's Advocate and (e) Housing/Construction Expert.

II. 9 State Plan Hearing (send notes, minutes, or transcript to DOE office)

Newspapers that publicized the hearings and the dates that the notice ran:

Hearing Date
4/18/2008

The Advocate, Baton Rouge
The Shreveport Times, Shreveport
The Courier, Houma
The Advertiser, Lafayette
The Times Picayune, New Orleans
The News Star, Monroe
The Town Talk, Alexandria
Lake Charles American Press, Lake Charles

II.10 Adjustments to On-File Information

The U.S. Department of Energy, Energy Efficiency and Renewable Energy and the Project Management Center released information regarding a procedural change to carry over funds from one year to the next within the 5 year project period. The State Energy Program and Weatherization Assistance Program grants that are scheduled to expire in FY 2008 will be extended for a 6th budget period. Therefore, all prior years funds must now be included in the 2008 State Plan.

The total DOE funding for PY 2008 includes a new allocation of \$1,723,424. The carryover amounts for the following years are: PY 2005 is \$361,579.19 and PY 2006 is \$568,651.87. The carryover amount for PY 2007 will be estimated and included in the 2008 plan prior to submission to ensure all funds are expended by June 30, 2009.

The new adjusted Average Cost Per Dwelling Unit is \$2,966, as determined by DOE in the Weatherization Program Notice 08-01.

II.11 Miscellaneous

LHFA released to LACAP, the modified version of the Weatherization module to the web-based software, LIHEAP-WAP Online developed by Hancock Energy Software (HES) to manage real-time program data for the Weatherization Assistance Program. LACAP is required to implement the software for the PY 2008.

Disaster Relief Plan

The purpose of the LACAP Disaster Relief Plan is to provide emergency services to low-income individuals and families affected by a disaster as determined by a Presidential or Gubernatorial Order declaring either a Federal or State Emergency. Disasters usually tack on three phases: (1) the Crisis itself, (2) the Clean-up, and (3) the Rebuild of the Area. Traditional weatherization work would normally be suspended during the crisis and the initial clean-up period until community services such as water, electricity, and other infrastructure can be repaired and returned to a functional state. This plan would be in effect (for the affected area) for a minimum of six months and could be extended depending upon the anticipated recovery period.

Disaster Relief Services are only available to qualified low-income households directly affected by the declared disaster. Local agencies may re-prioritize application requests from these households so that timely weatherization or reweatherization services can be provided. Dwellings may only be provided repairs or weatherization services that are not paid for by insurance. The burden of proof for coverage is placed on the policyholder.

For qualified households, the unit allowance will be increased to the maximum reimbursement allowed for emergencies as permitted in the DOE WAP contract. The maximum is calculated at approximately 15% higher than the most recent Average per Unit as established by DOE. The maximum limit for minor envelope repairs will be equivalent to the maximum reimbursement per unit dwelling.

U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET (continued)

Grant: R830003

Amendment: M009

State: LA

Program year: 2008

Budget period: 07/01/2008 - 06/30/2009

Relief Services shall include but are not limited to the following activities in order of Priority:

1. All Health & Safety measures, ex. temporary heating/cooling sources, emergency clean-up ineligible homes or public facilities that benefit low-income clients, debris removal from low-income housing areas (health & safety related), filling sandbags to protect housing in a low-income area.
2. Weatherization measures that will be established as the most beneficial for the type of disaster. LACAP will communicate with DOE regarding the priority of these measures and the abandonment of the standard Priority List.
3. Any home damaged by disaster such as flooding, can be reweatherized without regard to date of initial weatherization, if the damage to materials is NOT covered by insurance.
4. All remaining measures will revert back to the standard Priority List.
5. Local agencies may provide T&TA to residents, builders, contractors, and others who are involved in the recovery efforts to assist in achieving Energy-Related goals of the program.
6. LACAP may take funds out of its allocations to provide leveraging opportunities at the state & local levels with regard to disaster relief funding that are not normally available.

Prior to initiating Disaster Relief Services, local agencies will be required to submit a written plan to LACAP outlining the services to be provided under these guidelines. They must report in writing; activities to be undertaken, expenditures, and demographics as required by the Weatherization Program.

Contract Language for Reallocation of Funds

LACAP may review each Subgrantee's weatherization completions and expenditures for which funding is provided to the Subgrantee under the contractual agreement. If Subgrantee's expenditures for production and/or unit production levels fall substantially below the anticipated production or the schedule of production contained in the Subgrantee contract or proposal, and if Subgrantee has not addressed the shortfalls with LACAP and developed a plan to bring its performance up to standard, LACAP may decrease Subgrantee's funds and reallocate its funding.

If, after a review of Subgrantee's performance, LACAP finds that a particular Subgrantee has exceeded its performance estimates, and if LACAP has sufficient funding available to reimburse for additional work, LACAP may offer reallocated funding or performance-related units to Subgrantee.

All reallocations must be accomplished in accordance with the modification provisions and using the approved Budget Revision form.

**U.S. DEPARTMENT OF ENERGY
PROJECT MANAGEMENT CENTER**



**BUDGET EXPLANATION AND OTHER REQUIREMENTS FOR
FINANCIAL ASSISTANCE AWARDS TO
STATE AND LOCAL GOVERNMENTS**

Applicant: Louisiana Housing Finance Agency Budget Period – From: 7/1/2008 To: 6/30/2009
Award/Proposal Number: R830003 Amendment Number: M009

INFORMATION REQUESTED ON THIS FORM MAY BE PROVIDED IN THE
RECIPIENT’S FORMAT OR INCLUDED ON THIS FORM.

THE BUDGET MUST INCLUDE TOTAL PROJECT COSTS [DOE REQUESTED FUNDS PLUS APPLICANT AND THIRD PARTY PARTICIPANT (TEAM MEMBER(S)) COST SHARE AMOUNT]. The purpose of this form is to explain and justify all project costs identified on the SF 424A, including Federal (DOE), Non-Federal (State/Applicant), and all cost share amounts, such as third party cost share and third party in-kind match. Applicants should fill out one PMC 140.2 form and include details on all SF424A budget items that would be expended and recorded through their budget office or be directly attributed to their organization through in-kind services. In addition, each sub-participant should fill out one PMC 140.2 or PMC 123.1, as appropriate, that includes details on all SF424A budget items that would be expended and recorded through their budget offices or be directly attributed to their organization through in-kind services.

1. BUDGET INFORMATION

LIST ONLY THE APPLICANT’S PORTION OF COSTS IN ALL SECTIONS EXCEPT FOR SECTION 1.f, WHICH SHOULD INCLUDE ALL COSTS FROM OTHER (NON-APPLICANT RECIPIENT) PERSONNEL

a. **PERSONNEL** - List costs solely for employees of the Applicant. All other Participant (third party) personnel costs must be included under the Contractual (Item 1.f. below and on form SF424A, Section B, line 6.f. Contractual)

Identify positions to be supported under the proposed award. Key personnel should be identified by title. All other personnel should be identified either by title or a group category. State the amounts of time (i.e., hours) to be expended, the composite base pay rate, total direct personnel compensation and identify the rate basis (e.g., labor distribution report, technical estimate, state civil service rates, etc.).

<u>Title/Group</u>	<u>Time</u>	X	<u>Salary</u>	=	<u>(Total Compensation)</u>	<u>Rate Basis</u>
Program Manager	13%		\$66,345		\$8,481.88	Civil Service
Program Compliance Spec.3	13%		\$47,590		\$6,084.20	Civil Service
Program Compliance Spec.2	13%		\$49,504		\$6,328.84	Civil Service
TOTAL					\$20,894.92	

Note: The Difference in Salaries and Direct Pay is paid with other sources.

b. **FRINGE BENEFITS** - A Federal Fringe Benefit Rate Agreement or proposal is required. A Sample Rate Proposal is available on <https://www.eere-pmc.energy.gov/forms.asp>. Please check one of the boxes below.

An approved Federal fringe benefit rate agreement has been previously submitted to DOE.

An approved Federal Fringe Benefit rate agreement is in effect or pending and has not previously been submitted to DOE. A copy is attached which identifies the Federal agency point of contact.

A current Federal fringe rate agreement is not in effect or pending. Attached is a rate proposal which includes the following:

- a. A list of the current total yearly benefit accounts and costs that comprises total fringe benefits.
- b. An explanation of the base used and the amount applied to develop the fringe rate.

Fringe benefits consist of group life insurance, medical insurance, dental insurance, Medicare and retirement, approximately at a 27% rate of salary.

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Program Manager	\$8,481.88	27%	\$2,291.93
Compliance Spec. 3	\$6,084.20	27%	\$1,644.04
Compliance Spec. 2	\$6,328.84	27%	\$1,710.15
TOTAL			\$5,646.11

c. **TRAVEL** - Identify total Foreign and Domestic Travel as separate items.

1. Are travel costs governed by organizational travel policies? Yes No
If no, provide basis for estimating costs.

2. For all travel provide information below. (Example: conferences, DOE sponsored meetings, project mgmt, etc.)

<u>Purpose of Travel</u>	<u>Estimated No. of Trips</u>	<u>Estimated Cost Per Trip</u>
NASCSP Annual Conference, 9/9-12/2008	1	\$3,630.00
In-State Program Monitoring/T/TA (LHFA)	2	\$1,635.00
TOTAL		\$5,265.00

d. **EQUIPMENT** - Generally defined as an item with an acquisition cost excess of \$5,000 and a useful life expectancy of more than one year. Further definitions can be found at http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html. List the proposed equipment below and briefly justify its need as it applies to the Statement of Objectives.

<u>Equipment Item</u>	<u>Est. Unit Cost</u>	<u>Number of Units</u>	<u>Basis of Cost</u>	<u>Justification of Need</u>
Insulation Blowing Mach	\$9000	13	cost analysis	Equip agencies' crews
Infrared cameras	\$7500	13	cost analysis	Equip agencies' crews

Total Cost: \$214,500

e. **SUPPLIES** - Generally defined is an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Further definitions can be found at http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html. Provide the information below for supplies that total \$25,000 or are greater than 20% of total costs for the project, whichever is less. (Basis of cost -- vendor quotes, prior purchases of similar or like items, published price list, etc.).

General Category of Supplies Cost Basis of Cost Justification of Need

f. **CONTRACTUAL** - Section 600.236 sets forth standards for use by recipients in establishing procedures for the procurement of supplies and other expendable property, equipment, real property and other services with Federal funds.

List all Participant [subcontract(s), sub-grant(s), and consultant(s)] costs including their cost share. Do not list vendors that provide goods and services. Go to the following website for further information:
http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html

<u>Participant Name</u>	<u>Total Cost</u>	<u>Cost Share</u>	<u>Short Work Description</u>
Louisiana Assn. For Community Action Partnerships	\$329,021.56		Oversee day-to-day operations of WAP
Twenty (20) Subgrantees	<u>\$2,294,919.80</u>		Service Delivery
TOTAL	\$2,623,941.30		

- a. For each Participant with a total estimated cost (including cost share) of \$100,000 or more, or 50% of total costs (whichever is less), provide (i) a Statement of Work, (ii) a SF424A Federal Assistance Budget Information, and (iii) either a completed PMC 140.2, PMC 123.1, or a cost proposal that includes the same information.
- b. Provide a sole source justification for any Participant not competitively selected with estimated project costs over \$100,000.
- c. For support for which a Participant has not been identified, provide a scope of work and basis of cost estimate.

g. **CONSTRUCTION** - Construction, for the purpose of budgeting, means all types of work done on a particular building; including erecting, altering, or remodeling.

1. Identify the proposed construction costs, identifying the Participant to perform the construction.

<u>Participant Name</u>	<u>Total Cost</u>	<u>Cost Share</u>	<u>Short Work Description</u>
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2. For each selected participant, provide (i) a Statement of Objectives, (ii) either a cost proposal or a completed PMC 140.2 or PMC 123.1 and (iii) a SF424A Federal Assistance Budget Information.
3. Provide a sole source justification for any Participant not competitively selected with estimated project costs over \$100,000.

4. For support for which a Participant has not been selected, provide a scope of work and basis of cost estimate.

h. OTHER DIRECT COSTS - Other direct costs are items that cannot be properly included in the above categories.

Provide the information below for other direct costs that total \$25,000 or are greater than 20% of total costs for the project, whichever is less. (Basis of cost -- vendor quotes, prior purchases of similar or like items, published price list, etc.).

<u>General Description</u>	<u>Cost</u>	<u>Basis of Cost</u>	<u>Justification of Need</u>
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i. INDIRECT COSTS - A Federal Indirect Rate Agreement or proposal is required. A Sample Rate Proposal, is available on <https://www.eere-pmc.energy.gov/forms.asp>. Please check one of the boxes below.

- An approved Federal approved indirect cost rate agreement has been submitted to the awarding office.
- An approved Federal indirect cost rate agreement is in effect or pending and has not previously been submitted to DOE. A copy is attached which identifies the Federal agency point of contact.
- A current Federal approved indirect cost rate agreement is not in effect or pending. An indirect cost rate proposal is attached which includes the following:

List the accounts and amounts that comprise the total direct and indirect costs.

- a. Explain each base used and amount applied to develop each indirect rate per pool.
- b. Calculate the Indirect Rate(s) and enter the total amount in Section B, line 6.j. Indirect Charges on Form SF424A.

2. ADDITIONAL INFORMATION

a. COST SHARE

1. Identify the amount of cost sharing proposed by the Applicant and each Participant and the total amount as a percent of the total cost of the project. Cost sharing from other Federal sources cannot be counted as non-Federal Recipient contributions, unless specifically allowed in the solicitation. Formula grant funding may not be used to satisfy cost share requirements. Non-Federal sources include private, state or local Government, or any sources that were not originally derived from Federal funds.

<u>Organization</u>	<u>Item</u>	<u>Amount</u>	<u>Type (cash, in-kind, etc.)</u>
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Total Project Cost:	\$	Cost Share	\$	Cost Share Percent:	%
		Amount:			

2. For each cost share contribution identified as an in-kind contribution, please describe how the value of the in-kind contribution was derived.

b. RIGHTS IN APPLICATION DATA

It is DOE policy for a grant award based on a proposal that, in consideration of the award, the Government shall obtain unlimited rights in the technical data contained in the proposal unless the Applicant marks those portions of the technical information which he asserts as "proprietary data" or specifies those portions of such technical data which are not directly related to or will not be utilized in the work to be funded under the award. Accordingly, please indicate:

- No restrictions on Government rights in the proposal technical data; or
- The following identified technical data is proprietary or is not directly related to or will not be utilized in the work to be funded under the award:

c. IDENTIFICATION OF TECHNICAL DATA WHICH IS PROPRIETARY

The Rights in Technical Data clause proposed to be used for this award may not permit the utilization of proprietary data in the performance of this award or, if the use of proprietary data is permitted, may not be adequate to meet programmatic requirements. Use of data which is proprietary may prevent you from meeting the data requirements of the award (including delivery of data). Your attention is particularly drawn to the use of Applicant's PROPRIETARY LICENSED COMPUTER SOFTWARE.

Please indicate that you have reviewed the requirements in the technical scope of work and to the best of your knowledge:

- No proprietary data will be utilized in the performance of this award.
- Proprietary data as follows will be utilized in the performance of this award:
- Applicant PROPRIETARY LICENSED COMPUTER SOFTWARE will NOT be utilized in the performance of this award.
- Applicant PROPRIETARY LICENSED COMPUTER SOFTWARE as follows will be utilized in the performance of this award:

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION

Grant: R830003 Amendment: M009 State: Louisiana Program Year: 2008

Name:	Allen Action Agency, Inc.	Contact:	Lyndon Livingston, Executive Director
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	Tentative allocation:	\$ 15,589.18
		Planned units:	3
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> 07

Name:	Assumption Parish Police Jury	Contact:	Vacant Executive Director
Address:	4807 Hwy I P. O. Box 320 Napoleonville, LA 70390	Phone:	(985) 369-2026
		Fax:	(985) 369-3028
		Email:	bedarw@assumptionla.com
Counties served:	Assumption	Tentative allocation:	\$ 13,678.40
		Planned units:	3
		Type of organization:	Unit of local government
		Congressional districts served:	<u>CD</u> 03

Name:	Avoyelles Progress Action Committee, Inc.	Contact:	Brenda Wilmer, Executive Director
Address:	641 Government Street P.O. Box 527 Marksville, LA 71351	Phone:	(318) 253-6085
		Fax:	(318) 253-9153
		Email:	APAC@KRICKET.NET
Counties served:	Avoyelles Evangeline Pointe Coupee	Tentative allocation:	\$ 73,619.15
		Planned units:	19
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> 06

Name:	Caddo Community Action Agency, Inc.	Contact:	Laurance Guidry, Executive Director
Address:	4055 St. Vincent St. Avenue P.O. Box 3446 Shreveport, LA 71108	Phone:	(318) 861-4808
		Fax:	(318) 861-4958
		Email:	guidroy@iamerica.net
Counties served:	Caddo Lincoln Rapides	Tentative allocation:	\$ 221,217.02
		Planned units:	60
		Type of organization:	Local agency
		Congressional districts served:	<u>CD</u> 04 05 06

Name:	City of Baton Rouge, Parish of East Baton Rouge	Contact:	Robert McNeese, Urban Development Director
Address:	300 Louisiana Ave. P.O. Box 1471 Baton Rouge, LA 70821	Phone:	(225) 389-3039
		Fax:	(225) 389-3939
		Email:	MALLI-BALOGUN@brgov.com
Counties served:	East Baton Rouge	Tentative allocation:	\$ 186,445.42
		Planned units:	63
		Type of organization:	Unit of local government
		Congressional districts served:	<u>CD</u> 04 06

(08/05)

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

Expiration Date: 6-30-09

Grant: R830003**Amendment: M009****State: Louisiana****Program Year: 2008****Name: St. Charles Parish Department****Contact: Robel Howard, Executive Director****Address: P.O. Box 169
New Sarpy, LA 70078****Phone: (985) 764-7944****Fax: (985) 764-7943****Email: stoney@stcharlesgov.net****Counties served: St. Charles****Tentative allocation: \$ 22,529.49****Congressional districts
served:**CD**Planned units: 6**

03

Type of organization: Non-profit organization**Name: St. James Parish Department of Human****Contact: Diane T. Brathwaite, Executive Director****Address: 5153 Canatella Street
P.O. Box 87
Convent, LA 70723****Phone: (225) 562-2304****Fax: (225) 562-2425****Email: Srobin.Raphael@stjamesla.com****Counties served: Saint James****Tentative allocation: \$ 14,409.56****Congressional districts
served:**CD**Planned units: 2**

03

Type of organization: Unit of local government**Name: St. John Parish Department of Human Resources****Contact: Eloise Joseph, Executive Director****Address: 128 Central Ave.
P.O. Box 2108
Reserve, LA 70084****Phone: (985) 536-4955****Fax: (985) 536-7074****Email: stjohncnaa@veriomail.com****Counties served: St John the Baptist****Tentative allocation: \$ 19,172.01****Congressional districts
served:**CD**Planned units: 6**

03

Type of organization: Unit of local government

