
Louisiana Housing Finance Agency



ENERGY ASSISTANCE

Darlene Okammor
Program Manager

August 14, 2009

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M E M O R A N D U M

To: The Board of Commissioners

From: Darleen Okammor, Program Manager
Energy Assistance Department

Date: July 31, 2009

Re: Energy Assistance Program Committee

There will be an Energy Assistance Program Committee meeting, Wednesday, August 14, 2009 at 9:00 a.m. at Louisiana Housing Finance Agency, Committee Room 1, located at 2415 Quail Drive, Baton Rouge, LA.

The following topics will be discussed:

- Energy Programs Status Report
- Energy Programs Activity Summary
- Revised ARRA-WAP State Plan

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

July 31, 2009

ENERGY ASSISTANCE PROGRAM COMMITTEE

A regular meeting of the Energy Assistance Committee will be held on **Wednesday, August 14, 2009, at 9:00 AM**, Louisiana Housing Finance Agency, **Committee Room 1**, 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 July 8, 2009 Committee Meeting
3. Energy Programs Status Report
4. Energy Programs Activity Summary
5. Revised ARRA-WAP State Plan
5. Other Business
6. Adjournment

Milton J. Bailey, President

If you require special services or accommodations, please contact Barry E. Brooks at (225) 763-8773 or via email at: bbrooks@lhfa.state.la.us

Pursuant to the provisions of LSA-R.S. 42:6.1, upon two-thirds vote of the members present, the Board of Commissioners of the Louisiana Housing Finance Agency may choose to enter Executive Session, and by this notice, the Agency reserves its right to go into Executive Session as provided by law.

Louisiana Housing Finance Agency
Energy Assistance Department
Wednesday, July 8, 2009
2415 Quail Drive
Committee Room 1
Baton Rouge, LA 70808
9:00 A.M.

Commissioners Present

Katie Anderson
Mayson H. Foster
Michael Airhart

Commissioners Absent

Tyrone A. Wilson
Susan Sonnier

Staff Present

Terri Ricks
Costa Araujo
Carolyn McQuairter
Mari Bartholomew
Keith Cunningham
Alesia Wilkins-Braxton
Charlette Minor
Darleen Okammor
Angela M. King

Others Present

See attached sign-in sheet

Commissioner Katie Anderson called the meeting to order at 9:10 a.m. The roll was called and a quorum established. Introduction of guest and staff and followed. The minutes of the June 10, 2009 meeting were approved on a motion by Commissioner Foster, and seconded by Commissioner Airhart.

Updates: Darleen Okammor, Energy Assistance Program Manager reported on the LIHEAP and the Regular WAP Programs. The LIHEAP Grant award for the fiscal year 2009 was \$61,501,777. The Agency allocated statewide to the subgrantees \$45,657,071 that was 74% of the grant for administrative fees and utility assistance to eligible households. As of June 30, 2009, 78 % has been expended which has served over 81,067 households and reached 30,527 new applicants.

Regarding the LIHEAP Express funds 94% of the \$5 million received from DNR has been expended serving 10,567 households and reaching 5907 new applicants.

The 2010 State Plan is due September 1, 2009 there will be a public hearing held next month. The 2008 Regular WAP program year ended June 30, 2009. As of date, there are no complete statistics but as of June 30, 2009, 655 households have been weatherized we were scheduled to complete 1955.

The 2009 Regular WAP State Plan was submitted to the Department of Energy on April 30, 2009 and conditionally approved until we have a public hearing on the revisions. The proposed plan is revised to provide greater clarity relative to training and the policy advisory council; we will also correct a technicality by redoing the public hearing. There were no substantial changes and no actions were required by the board. The public hearing has been scheduled for July 13, 2009 at 10:30 here at LHFA.

Katie Anderson, Energy Committee, Chairman reported on the ARRA State Plan. The ARRA WAP Express Program is still working with the Department of Energy for approval of the plan. The staff has been in conversation with the Department of Energy and we have received a general letter of disapproval with specific sections that was said as not meeting the conditions of the State Plan requirements. We are reviewing those areas and awaiting additional letter from the Department of Energy with technical assistance that will pin-point some of the specifics. Once those changes have been made there will be another public hearing; in addition to, going before the Board of Commissioners.

Mayson Foster, Commissioner request to add that the State of Louisiana is not the only State in which the State Plan was declined. It is not a reflection of the agency but a normal process.

Charlette Minor, Program Administrator wanted to add that the public hearing process is twenty days.

Mayson Foster, Commissioner request the record to reflect that we no longer have a quorum.

Ben Nevers, State Senator District 12 requested to come before the board regarding the position of the agencies in the parishes in which he represent. He requested preference to those who have performed admirably thought out the years and to offer his support in engaging any of these departments.

Katie Anderson, Energy Committee, Chairman request the record to reflect that we have a quorum.

Commissioner Allison Jones requested the record to reflect that Susan Sonnier, Commissioner is present.

If there is no other business, the chairman entertains a motion to adjourn at 10:01 and was seconded by Tyrone Wilson.

STATE OF LOUISIANA

**2009 WEATHERIZATION ASSISTANCE PROGRAM
STATE PLAN**

**Funding Opportunity Announcement # DE-PS26-09NT01243
CFDA # 81-042**



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

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INTRODUCTION

The mission of the Louisiana Housing Finance Agency is to assure that every Louisiana resident is granted an opportunity to obtain safe, affordable, energy efficient housing. The agency offers a menu of federally funded programs designed to further the development of affordable single family and multi-family housing opportunities for Louisianans. These programs serve first-time homebuyers, renters, seniors, and other segment of the population with special needs who maybe unable to afford quality housing.

High energy costs could significantly influences the affordability of housing for everyone, often impacting the basic subsistence requirement of a household. The Louisiana Housing Finance Agency (LHFA) also administers the Weatherization Assistance Program in Louisiana.

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 is persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, and households with high-energy burden.

To achieve this objective, the Weatherization Assistance Program has received record funding for the 2009 program year.

On September 30, 2008, the Weatherization program was provided \$250 million in supplemental funding.

On February 17, 2009, the American Recovery and Reinvestment Act of 2009, Public Law 111-5, was enacted to preserve and create jobs and promote economic recovery. The Recovery Act appropriates \$5 billion in funding for the Department of Energy (DOE) to issue/award a separate formula-based grant to States under the Weatherization Assistance Program over a three year period. Under the American Recovery and Reinvestment Act of 2009, Louisiana is slated to receive an allocation of \$50,657,478.

On March 11, 2009, Congress passed the Appropriation Budget under a Continuing Resolution. The regular Weatherization program was funded at \$200 million.

At this level of funding, Louisiana is slated to receive a total of \$54.2 million for the 2009 program year. Of which, \$3.6 million is for the Regular 2009 Weatherization Assistance Program.

In accordance with the Recovery Act, the following amendments to the current Weatherization statute are now applicable for ALL funds appropriated and/or used for PY 2009:

- (a) **Income Level** – Section 412(7) of the Energy Conservation and Production Act (42 U.S.C. 6862(7)) is amended by striking “150 percent both places it appears and inserting “**200 percent.**”
- (b) **Assistance Level Per Dwelling Unit** – Section 415(c)(1) of the Energy Conservation and Production Act (42 U.S.C. 6865(c)(1)) is amended by striking “\$2,500” and inserting “**\$6,500.**”
- (c) **Effective Use of Funds** – In providing funds made available by this Act for the Weatherization Assistance Program, the Secretary may encourage States to give priority to using such funds for the most cost-effective efficiency activities, which may include insulation of attics, if, in the Secretary’s view, such use of funds would increase the effectiveness of the program.
- (d) **Training and Technical Assistance** – Section 416 of the Energy Conservation and Production Act (42 U.S.C. 6866) is amended by striking “10 percent” and inserting “**up to 20 percent.**”
- (e) **Assistance for Previously Weatherized Dwelling Units** – Section 415(c)(2) of the Energy Conservation and Production Act (42 U.S.C. 6865(c)(2)) is amended by striking “September 30, 1979” and inserting “**September 30, 1994.**”

With a significant increase in funding for the Weatherization Assistance Program, Louisiana, as well as the nation, is facing a remarkable opportunity to raise awareness that “Weatherization Works.” This message is economically important to conserve energy in our public and private lives.

The annual Weatherization Assistance Program will continue to be implemented through a partnership between Louisiana Housing Finance Agency and Louisiana Association of Community Action Partnerships (LACAP), which contracts with local community action agencies to deliver services to all sixty-four parishes in Louisiana.

Application for Federal Assistance SF-424 Version 02

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

* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>
--	---

5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>
---	--

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
--	--

8. APPLICANT INFORMATION:

*** a. Legal Name:**

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="72-0809967"/>	* c. Organizational DUNS: <input type="text" value="608539045"/>
---	--

d. Address:

* Street1:	<input type="text" value="2415 Quail Drive"/>
Street2:	<input type="text"/>
* City:	<input type="text" value="Baton Rouge"/>
County:	<input type="text" value="East Baton Rouge Parish"/>
* State:	<input type="text"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: United States"/>
* Zip / Postal Code:	<input type="text" value="70808"/>

e. Organizational Unit:

Department Name: <input type="text" value="Energy Assistance Department"/>	Division Name: <input type="text"/>
--	---

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

Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Darleen"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Okammor"/>	
Suffix: <input type="text"/>	

Title:

Organizational Affiliation:

* Telephone Number: <input type="text" value="225-763-8700 Ext. 205"/>	Fax Number: <input type="text" value="225-763-8752"/>
---	--

*** Email:**

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

National Energy Technology Laboratory

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance for Low Income Persons

* 12. Funding Opportunity Number:

DE-PS26-09NT01243

* Title:

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 for Low Income Persons

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="\$3,623,154"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="\$3,623,154"/>

*** 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: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* 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.

Applicant Name: Louisiana Housing Finance Agency

Award Number:

Amendment Number:

Budget Information - Non Construction Programs

OMB Approval No. 0348-0044

Section A - Budget Summary		Estimated Unobligated Funds		New or Revised Budget		Total (g)
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. DOE-WAP	81,042			\$3,623,154		\$3,623,154
2.						\$0
3.						\$0
4.						\$0
5. Totals			\$0	\$3,623,154	\$0	\$3,623,154
Section B - Budget Categories						
6. Object Class Categories		Grant Program, Function or Activity				Total (g)
		(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T&TA	(4) Subgrantee T&TA	
a. Personnel		\$28,529				\$28,529
b. Fringe Benefits		\$7,703				\$7,703
c. Travel				\$30,311		\$30,311
d. Equipment						\$0
e. Supplies						\$0
f. Contractual		\$144,926	\$362,315	\$580,108	\$49,920	\$1,137,269
g. Construction						\$0
h. Other						\$0
i. Total Direct Charges (sum of 6a-6h)		\$181,158	\$362,315	\$610,419	\$49,920	\$1,203,812
j. Indirect Charges						\$0
k. Totals (sum of 6i-6j)		\$181,158	\$362,315	\$610,419	\$49,920	\$1,203,812
7. Program Income						\$0

Applicant Name: Louisiana Housing Finance Agency

Award Number: _____

Amendment Number: _____

Budget Information - Non Construction Programs

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance (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			\$3,623,154		\$3,623,154
2.						\$0
3.						\$0
4.						\$0
5. Totals		\$0	\$0	\$3,623,154	\$0	\$3,623,154
Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (g)	
	(1) Program Operation	(2) Health & Safety	(3) Liability Insurance	(4) Leveraging		
a. Personnel					\$28,529	
b. Fringe Benefits					\$7,703	
c. Travel					\$30,311	
d. Equipment					\$0	
e. Supplies					\$0	
f. Contractual		\$2,244,647	\$108,695	\$52,000	\$3,542,611	
g. Construction					\$0	
h. Other					\$0	
i. Total Direct Charges (sum of 6a-6h)		\$2,244,647	\$108,695	\$52,000	\$3,609,154	
j. Indirect Charges					\$0	
k. Totals (sum of 6i-6j)		\$2,244,647	\$108,695	\$52,000	\$0	\$3,609,154
7. Program Income						
						\$0

Applicant Name: Louisiana Housing Finance Agency

Award Number: _____

Amendment Number: _____

Budget Information - Non Construction Programs

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance (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			\$3,623,154		\$3,623,154
2.						\$0
3.						\$0
4.						\$0
5. Totals			\$0	\$3,623,154		\$3,623,154
Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (g)	
	(1) Financial Audit	(2) Vehicles & Equipment	(3)	(4)		
a. Personnel					\$28,529	
b. Fringe Benefits					\$7,703	
c. Travel					\$30,311	
d. Equipment					\$0	
e. Supplies					\$0	
f. Contractual		\$14,000			\$3,556,611	
g. Construction					\$0	
h. Other					\$0	
i. Total Direct Charges (sum of 6a-6h)		\$14,000	\$0	\$0	\$3,623,154	
j. Indirect Charges					\$0	
k. Totals (sum of 6i-6j)		\$14,000	\$0	\$0	\$3,623,154	
7. Program Income						
						\$0

**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: 7/1/2009 To: 6/30/2010
Award/Proposal Number: _____ Amendment Number: _____

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.).

Position

Description of Duties

Program Manager

Overall management of the Statewide WAP, budgetary matters, policymaking, and preparation of federal reports, grant application, and supervises staff. Also, serves as the liaison to federal oversight.

Program Compliance Specialists

Assist in policy making, preparation of federal reports. Review and audit request for payments and tracking expenditures. Monitor and provide technical and training assistance to providers.

Direct Personnel Compensation:

<u>Title/Group</u>	<u>Time</u>	<u>X</u>	<u>Salary</u>	=	<u>(Total Compensation)</u>	<u>Rate Basis</u>
Okammor, Program Manager	13.36017%		\$71,888		\$9,604	Civil Service
Program Compliance Spec.3	13.36017%		\$56,888		\$7,600	Civil Service
Program Compliance Spec.3	13.36017%		\$49,504		\$6,614	Civil Service
Program Compliance Spec.2	13.36017%		\$35,256		<u>\$4,711</u>	Civil Service
TOTAL					\$28,529	

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 list of the current total yearly benefit accounts and costs that comprises total fringe benefits.
 - 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	\$9,604	27%	\$2,593
Compliance Spec. 3	\$7,600	27%	\$2,052
Compliance Spec. 3	\$6,614	27%	\$1,786
Compliance Spec. 2	\$4,711	27%	<u>\$1,272</u>
TOTAL			\$7,703

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>	<u>Total</u>
National WAP Conference, 7/20-23/2009	7	\$1,660	\$11,620
NASCSP Conference, 9/15-18/2009	6	\$1,815	\$10,890
NCAF Energy Leveraging Conf., 11/9-12/2009	2	\$2,862.50	\$5,725
In-State Travel – Monitoring	3	\$692	<u>\$2,076</u>
TOTAL			\$30,311

- 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>
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- 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.).

<u>General Category of Supplies</u>	<u>Cost</u>	<u>Basis of Cost</u>	<u>Justification of Need</u>
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- 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>Basis for Cost*</u>
Louisiana Association For Community Action Partnerships	\$725,034	Oversee day-to-day operations of WAP (Includes Grantee Administration and Grantee T/TA)
Twenty (20) Subgrantees (Listed in Annual File, Sec. II.3)	\$2,831,577	Includes Subgrantee Administration, Subgrantee T/TA, Program Operations, Health and Safety, Liability Insurance and Financial Audit.
Contracts and Subgrants Total	\$3,556,611	

- 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.
- Provide a sole source justification for any Participant not competitively selected with estimated project costs over \$100,000.
- 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>
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:

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WEATHERIZATION ANNUAL FILE WORKSHEET

Expiration Date: 6-30-08

Grant #: _ Amendment: _ State: LOUISIANA Program Year: 2009
 Budget Period: 7/12009 – 6/30/2010

II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
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Total Community Action, Inc.	New Orleans	308,429.84	38
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TOTALS		2,831,577.30	346

II.4 Production Schedule

Total Units (Excluding reweatherized)	346

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:	
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Persons with disabilities	
Native American	
Children	
High residential energy user	
Household with a high energy burden	
Other unit types:	

Reweatherized Units	0

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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	
B Units Weatherized	346
C Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B+C)	346
E Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F Total Funds for Program Operations**	\$2,244,647
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	346
H Average Program Operations Cost per Unit (F divided by G)	\$6,487
I Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	
J Total Average Cost per Dwelling (H plus I)	\$6,487

II.5 Energy Savings

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

Estimated energy savings (Mbtus): 10,553 (MBtu)

Estimated prior year savings: 59,567 Actual: 0

If variance is large, explain. The state program received \$5 millions dollars in PVE funds to weatherize an additional 1251 units for PY 2008.

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The Louisiana Weatherization Assistance Program subgrantees received all of the trainings detailed in last year's state plan for the 2008 Program Year. Significant progress has been made in the areas of equipment needs and hot climate issues. Lead Safe Weatherization training with emphasis on the new protocols for the EPA Lead Safe Renovator guidance was also performed by LACAP.

All subgrantees were given technical assistance before, during and after monitoring visits. With that said, much is left to do in the area of training. During meetings with the Dept. of Energy Ramp-Up Committee, the fact was discussed that there are only ten DOE approved training facilities nationally. LACAP has opened a building in the Industriplex section of Baton Rouge primarily for the purpose of becoming a Weatherization training facility. Work has begun to retrofit this building with all the necessary modules needed to be a fully functional and DOE approved training facility. There is adequate space behind the building for mobile home training as well.

An agreement with a management consultant company has been reached which details a proposal to support a comprehensive weatherization training center in Louisiana. This training center will assist in creating a capable workforce necessary to carry out the bold vision our current administration has for weatherization in the next three years and beyond. The new training center will include a wide range of training tools and modules as well as the most current and applicable core curricula.

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Technical Assistance and Training**I. Program Overview**

The Louisiana Association of Community Action Partnerships, Inc. (LACAP) proposes to deliver training services to weatherization agencies serving all 64 Louisiana parishes and to any other interested contractors. LACAP will provide comprehensive weatherization training including training for crews as well as for contractors. LACAP will also provide training for trainers in order to build the capacity needs across the state of Louisiana. This approach will make optimal use of existing resources in the state and will employ Louisiana residents. This will also increase the number of new jobs created and sustained as part of the American Reinvestment and Recovery Act.

The LACAP Weatherization Training Center is modeled after the best centers in the country and custom tailored to the needs of Louisiana weatherization agencies.

The LACAP Weatherization Training Center will use curricula and training materials designed specifically for the Louisiana Weatherization Program. The curricula and materials meet the specific and unique needs for weatherization training in Louisiana. The training center is a comprehensive initiative that will provide training needs and services for years to come in Louisiana.

LACAP is seeking the Training & Technical Assistance funding from LHFA to make the optimal use of the LACAP Weatherization Training Center for the continued benefit of the entire state of Louisiana. Funding will be used for trainers, staffing, technical services, additional equipment and other costs associated with delivering comprehensive weatherization training to all weatherization providers and to all parishes in Louisiana.

The LACAP weatherization training center immediately meets the objective of the U.S. Department of Energy Weatherization Assistance Program to develop a nationwide network of training centers, trainers and optimized training. LACAP is prepared to immediately deliver training services in accordance with state standards, DOE directives and to work closely with LHFA, DOE and private contractors to deliver a superior weatherization training component for the state of Louisiana.

LACAP will have the capacity to train over 1,000 new people each year with a full 120-hour training course and to train in relevant and needed components of weatherization. LACAP is prepared to train up to 100 people at a time, to offer classroom training, specialized field training and to provide training for administrative personnel.

LACAP will offer smaller units of training as needed since the full 120 hour training is not needed by all workers. The more sophisticated the needs of the trainee will determine the level of training hours needed. For example, an entry-level weatherization installer may only be required to receive 30 hours of training. Rental units or multi-family weatherization will be addressed as well. Training will be planned, coordinated, publicized in the local agencies and will be scheduled in a way that makes the trainings accessible for all agencies.

II. Experience and Capability**A. Organizational Capacity**

LACAP has the long-term commitment and capacity to fulfill the training needs in Louisiana. LACAP's direct connection to the local agencies, the capable staff and the long-term relationship with the U.S. Department of Energy enable LACAP to deliver a superior training program.

LACAP has provided weatherization specific trainings over the previous two program years that have significantly improved work quality and efficiency. Hot Climate trainings held in the fall of 2008 for the entire network of community action agencies and several contractors were performed by nationally recognized trainers, Anthony Cox, Alex Moore and John Langford.

Equipment needs were immediately recognized by LACAP. A strategic effort to provide agencies with new, standardized weatherization tools commenced in the spring of 2008. Weatherization specific equipment and

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supplies were also provided to the network. Trucks, vans, equipment trailers, tablet computers as well as other specialized tools of the trade were provided.

B. Facilities

LACAP has a 17,000 square foot training center located at 11637 Industriplex Boulevard, Baton Rouge, LA. The LACAP Weatherization Training Center will be fully operational by July 15, 2009. The LACAP Training Center will be the first new weatherization training center to open in the United States in 2009. LACAP, by the development of this training center, is positioned as the leader in the nation regarding weatherization training centers.

The LACAP state-of-the-art training center will be specifically equipped to provide hands-on, field based trainings critical to the learning process. Within this experience-based training methodology, students will form an integrated understanding of the necessary weatherization skills through a simplified, direct approach that is the hallmark of the LACAP Training Center.

The LACAP Weatherization Training Center will feature the following hands-on learning labs:

The hands-on labs will facilitate knowledge based learning and training that reflects the needs of the field personnel.

- Mechanical system lab (HVAC) including gas appliances
- Electric lab with refrigerators, lighting and electric appliances
- Health and safety lab for carbon monoxide, lead and asbestos
- Wall insulation lab
- Attic insulation lab
- Pressure Diagnostics Lab

Components of the hands on learning labs:**Pressure Diagnostics Lab**

- Pressure diagnostics house
- Blower door
- Duct blaster
- Pressure gauges and software
- Framed door for blower door practice setup
- Mobile home duct sealing setup
- Pressure pans
- Tape, foam, mastic and associated tools and materials

Insulation Lab

- On-site attic mockup with venting, lights, knob and tube wiring
(Approximately 10ft by 10ft)
- IR and non-IR can lights
- On site wall mockup (approximately 10ft by 10ft) with siding and site view panel with port to remove insulation and see wall blow
- Infrared camera
- Insulation blowing machine
- R-sticks
- Drills and saws
- Plugs
- Blowing hoses and tubes
- Borescopes

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Combustion Appliances Lab

- Gas and electric water heaters
- Water heater insulation
- Standard forced air furnace
- Gas range
- 90+ forced air furnace
- Freestanding vented heater
- Un-vented heater
- 6 Monoxor III
- 2 Fyrite Pro Combustion analyzer
- 2 Gas leak detector
- Home carbon monoxide detector
- Gas meter for clocking meter
- Hand tools
- Printer and paper
- Furnace burners, switches and components
- Heat exchanger demonstration

Electric and Appliance Lab

- 1 old model refrigerator
- 1 new refrigerator
- 6 milliamp meters
- 4 Power cost monitors
- 6 Clamp on electric meters
- Window air conditioner mounted in free standing window unit
- Circuit classroom testers
- Compact fluorescent lighting
- Incandescent lighting
- Halogen lighting

DOE Health and Safety Lab

- Wall and ceiling setup with window and door
- Zip rods
- 2 and 6 mil plastic
- Lead check kits
- P-100 respirators
- Goggles
- Drill shroud samples and demonstration
- Lead samples
- Vermiculite samples
- Auditing moisture meters for mold
- Personal protective equipment
- Tack pads
- Zip doors purchased
- Zip door site built

Basic Weatherization Lab

- Fiberglass insulation loose fill
- Fiberglass batt insulation (two widths)
- Extruded polystyrene insulation
- Expanded polystyrene insulation

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- Cellulose insulation
- Spray foam insulation
- Wall section un-insulated
- Wall section insulated improperly
- Wall section insulated properly
- Comparison of cellulose and fiberglass demonstration

Computer Lab

The LACAP Weatherization Training Center will feature a 20-seat computer lab that will offer computer training for administrative and program staff in the weatherization program. This lab will also meet the national objective of providing multi-use facilities that can be used by other programs and agencies.

Delivery

LACAP will structure key elements of training through a combination classroom and hands-on format that presents material in an easy to understand way. LACAP has a contract in place to develop new curricula designed to facilitate fast, efficient and thorough mastery of job skills. Training curricula will account for the climate, the state standards, best practices and national standardization.

The use of custom curricula, the best training materials, a simplified approach and hands on learning labs will create the synergy needed to train weatherization workers, auditors, inspectors, contractors and administrative personnel in the best and most efficient way.

LACAP will offer seven core training units:

1. Basics of Weatherization
2. Health and Safety
3. Insulation
4. Pressure Diagnostics and Building Envelope
5. Electric Loads
6. Mobile Homes
7. Heating and Cooling Systems

LACAP will assure **certification** that is consistent with national and regional efforts at standardization.

The core curricula will comprise 120 hours of formal, rigorous training, based on the pedagogical concepts of Why, How and Hands-On Practice. The full course will provide the basic training needed to deliver the complete scope of weatherization services in Louisiana. Obviously, some contractors and even some field personnel will not be required to attend all of these sessions. However, the full training will be available for those who need this depth of training.

Train the Trainers

LACAP sees that it is imperative that a weatherization training program have a functional training facility, curricula that address the needs of those being trained and well planned, strategically scheduled trainings that correlate with local agency new hires. The LACAP training center will provide this. LACAP also sees that trainers must be quickly trained in order to build the capacity needed to meet the training needs of the state of Louisiana. LACAP has a program in place to provide training for trainers.

The LACAP Weatherization Training Center will meet the need for advanced trainings to challenge seasoned workers. Finally, critical to the success of the entire program is the trainers themselves. Trainers must be skilled in their field and have the ability to effectively convey knowledge to the students.

LACAP will fully meet the training needs of the weatherization program in Louisiana.

LACAP will design a comprehensive training plan and supporting materials based on the needs of Louisiana. A comprehensive training calendar will be published for each year and will be directly related to the needs of the local community action agencies.

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State: LOUISIANAProgram Year: 2009**Budget Period: 7/12009 – 6/30/2010****Train Statewide with Circuit Riders**

LACAP will establish two mobile training units that will be used to conduct field trainings. The use of a circuit rider approach is the best method to conduct local hands-on training. A circuit rider will travel to individual agencies to provide field based training and to assist with skills that need to be developed in order to effectively deliver the weatherization program. This will provide a systemized approach to provide individual and small group field training throughout the state. Weatherization circuit riders will be trained and equipped to provide the best service on a localized basis.

Retrain Building Contractors

LACAP will re-train qualified local building contractors and building trades people to be weatherization providers. By doing this, we will reduce unemployment while putting to work some of the most qualified local resources. It is a natural fit to retrain construction workers and trades people in weatherization in that they already have the necessary basic skills and valuable trade experience. LACAP is already working with building groups around the state and is creating interest and the opportunity for construction contractors to participate in the weatherization program. A fee schedule will be instituted for parties that are for-profit entities.

Project Organization and Staffing**Proposed Staffing**

LACAP will employ two full-time trainers and an administrative assistant for on-site training center trainings. In addition LACAP will employ two circuit rider trainers to travel around the state to conduct field trainings and to assist each agency with specific training needs.

In addition, LACAP will employ contract trainers for at least 15 training days each year. Contract trainers will provide specialized and advanced training that seasoned workers need and request. This advanced training is needed to build skills and to retain the best workers in the weatherization program.

1. Six new positions will be created through this training initiative. Five of these positions will be skilled weatherization workers that will be trained to be trainers or will already be qualified as trainers. One of these positions is an administrative position with skills in office, computer and office management areas.
2. Five the positions are full-time.
3. One of the positions is one half-time.
4. LACAP expects to use the equivalent of two full-time subcontractors to provide specialized training and technical skills necessary to the program delivery.

Project Coordination**Process**

LACAP has already started the process and hopes to have the weatherization training center fully operational by July 15, 2009. All basic training setups will be in place at that time and existing training can occur in the facility at that time.

The full training curricula will be in place within six months and the training calendar will begin with the current fiscal and programmatic year. In the interim, trainings will continue with the use of existing training methodology, contract trainers and local resources. Circuit riders train the trainers and special contract trainings will all occur in 2009-2010. The computer lab will be operational in 2009.

The goal is to establish a leading weatherization training center that will meet the needs of the Louisiana weatherization program and those of the region and the nation. And, to do so quickly and effectively so weatherization workers can be trained and placed into positions within the program. LACAP is fully prepared with a plan, an established training center, the training curricula, the tools and the people to bring the best training to the weatherization program in the state of Louisiana.

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Budget for Training Center:

LACAP will use its entire \$578,000 +/- T&TA budget to fund the training center as well as the other components of training such as circuit riders and mobile trainings. This funding amount will allow LACAP to provide a scaled down amount of trainings.

Monitoring Activities

The new monitoring tool and forms should be implemented for use during the 2009 Program Year. The focus of the monitoring instrument is reduce the paperwork load and place more emphasis on energy saving techniques through the DOE approved Priority Lists.

All agencies will be monitored by LACAP at least annually in accordance with DOE regulations. As in the previous program year, Training & Technical Assistance visits will augment the monitoring effort and assist in identifying areas of concern and areas of weatherization that need added emphasis in training.

Tentative Monitoring Visits:

Agency Name	Tentative Date
1. Allen Action Agency	December, 2009
2. Avoyelles Progress Action Committee, Inc.	October, 2009
3. Caddo Community Action Agency	September, 2009
4. DeSoto Parish Police Jury – OCS	September, 2009
5. East Baton Rouge Parish – OCD	February, 2010
6. Jefferson CAP	April, 2010
7. Lafourche Parish Council – OCA	May, 2010
8. LaSalle Community Action Association, Inc.	October, 2009
9. QUAD Area Community Action Agency, Inc.	January, 2010
10. St. John Parish - DHR	March 2010
11. St. Landry Parish Dept. of Human Resources	January, 2010
12. SMILE Community Action Agency	May, 2010
13. St. Mary Community Action Agency	April, 2010
14. St. Tammany Parish Community Action Agency	November, 2009
15. Terrebonne Parish Consolidated Government	February, 2010
16. Total Community Action, Inc.	April, 2010
17. Vernon Community Action Council	March, 2010

II.7 DOE-Funded Leveraging Activities

Louisiana Housing Finance Agency does not plan to use DOE funds to conduct leveraging activities.

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The LACAP Weatherization Training Center is modeled after the best centers in the country and custom tailored to the needs of Louisiana weatherization agencies.

The LACAP Weatherization Training Center will use curricula and training materials designed specifically for the Louisiana Weatherization Program. The curricula and materials meet the specific and unique needs for weatherization training in Louisiana. The training center is a comprehensive initiative that will provide training needs and services for years to come in Louisiana.

LACAP is seeking the Training & Technical Assistance funding from LHFA to make the optimal use of the LACAP Weatherization Training Center for the continued benefit of the entire state of Louisiana. Funding will be used for trainers, staffing, technical services, additional equipment and other costs associated with delivering comprehensive weatherization training to all weatherization providers and to all parishes in Louisiana.

The LACAP weatherization training center immediately meets the objective of the U.S. Department of Energy Weatherization Assistance Program to develop a nationwide network of training centers, trainers and optimized training. LACAP is prepared to immediately deliver training services in accordance with state standards, DOE directives and to work closely with LHFA, DOE and private contractors to deliver a superior weatherization training component for the state of Louisiana.

LACAP will have the capacity to train over 1,000 new people each year with a full 120-hour training course and to train in relevant and needed components of weatherization. LACAP is prepared to train up to 100 people at a time, to offer classroom training, specialized field training and to provide training for administrative personnel.

LACAP will offer smaller units of training as needed since the full 120 hour training is not needed by all workers. The more sophisticated the needs of the trainee will determine the level of training hours needed. For example, an entry-level weatherization installer may only be required to receive 30 hours of training. Rental units or multi-family weatherization will be addressed as well. Training will be planned, coordinated, publicized in the local agencies and will be scheduled in a way that makes the trainings accessible for all agencies.

II. Experience and Capability**A. Organizational Capacity**

LACAP has the long-term commitment and capacity to fulfill the training needs in Louisiana. LACAP's direct connection to the local agencies, the capable staff and the long-term relationship with the U.S. Department of Energy enable LACAP to deliver a superior training program.

LACAP has provided weatherization specific trainings over the previous two program years that have significantly improved work quality and efficiency. Hot Climate trainings held in the fall of 2008 for the entire network of community action agencies and several contractors were performed by nationally recognized trainers, Anthony Cox, Alex Moore and John Langford.

Equipment needs were immediately recognized by LACAP. A strategic effort to provide agencies with new, standardized weatherization tools commenced in the spring of 2008. Weatherization specific equipment and

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supplies were also provided to the network. Trucks, vans, equipment trailers, tablet computers as well as other specialized tools of the trade were provided.

B. Facilities

LACAP has a 17,000 square foot training center located at 11637 Industriplex Boulevard, Baton Rouge, LA. The LACAP Weatherization Training Center will be fully operational by July 15, 2009. The LACAP Training Center will be the first new weatherization training center to open in the United States in 2009. LACAP, by the development of this training center, is positioned as the leader in the nation regarding weatherization training centers.

The LACAP state-of-the-art training center will be specifically equipped to provide hands-on, field based trainings critical to the learning process. Within this experience-based training methodology, students will form an integrated understanding of the necessary weatherization skills through a simplified, direct approach that is the hallmark of the LACAP Training Center.

The LACAP Weatherization Training Center will feature the following hands-on learning labs:

The hands-on labs will facilitate knowledge based learning and training that reflects the needs of the field personnel.

- Mechanical system lab (HVAC) including gas appliances
- Electric lab with refrigerators, lighting and electric appliances
- Health and safety lab for carbon monoxide, lead and asbestos
- Wall insulation lab
- Attic insulation lab
- Pressure Diagnostics Lab

Components of the hands on learning labs:**Pressure Diagnostics Lab**

- Pressure diagnostics house
- Blower door
- Duct blaster
- Pressure gauges and software
- Framed door for blower door practice setup
- Mobile home duct sealing setup
- Pressure pans
- Tape, foam, mastic and associated tools and materials

Insulation Lab

- On-site attic mockup with venting, lights, knob and tube wiring (Approximately 10ft by 10ft)
- IR and non-IR can lights
- On site wall mockup (approximately 10ft by 10ft) with siding and site view panel with port to remove insulation and see wall blow
- Infrared camera
- Insulation blowing machine
- R-sticks
- Drills and saws
- Plugs
- Blowing hoses and tubes
- Borescopes

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Combustion Appliances Lab

- Gas and electric water heaters
- Water heater insulation
- Standard forced air furnace
- Gas range
- 90+ forced air furnace
- Freestanding vented heater
- Un-vented heater
- 6 Monoxor III
- 2 Fyrite Pro Combustion analyzer
- 2 Gas leak detector
- Home carbon monoxide detector
- Gas meter for clocking meter
- Hand tools
- Printer and paper
- Furnace burners, switches and components
- Heat exchanger demonstration

Electric and Appliance Lab

- 1 old model refrigerator
- 1 new refrigerator
- 6 milliamp meters
- 4 Power cost monitors
- 6 Clamp on electric meters
- Window air conditioner mounted in free standing window unit
- Circuit classroom testers
- Compact fluorescent lighting
- Incandescent lighting
- Halogen lighting

DOE Health and Safety Lab

- Wall and ceiling setup with window and door
- Zip rods
- 2 and 6 mil plastic
- Lead check kits
- P-100 respirators
- Goggles
- Drill shroud samples and demonstration
- Lead samples
- Vermiculite samples
- Auditing moisture meters for mold
- Personal protective equipment
- Tack pads
- Zip doors purchased
- Zip door site built

Basic Weatherization Lab

- Fiberglass insulation loose fill
- Fiberglass batt insulation (two widths)
- Extruded polystyrene insulation
- Expanded polystyrene insulation

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- Cellulose insulation
- Spray foam insulation
- Wall section un-insulated
- Wall section insulated improperly
- Wall section insulated properly
- Comparison of cellulose and fiberglass demonstration

Computer Lab

The LACAP Weatherization Training Center will feature a 20-seat computer lab that will offer computer training for administrative and program staff in the weatherization program. This lab will also meet the national objective of providing multi-use facilities that can be used by other programs and agencies.

Delivery

LACAP will structure key elements of training through a combination classroom and hands-on format that presents material in an easy to understand way. LACAP has a contract in place to develop new curricula designed to facilitate fast, efficient and thorough mastery of job skills. Training curricula will account for the climate, the state standards, best practices and national standardization.

The use of custom curricula, the best training materials, a simplified approach and hands on learning labs will create the synergy needed to train weatherization workers, auditors, inspectors, contractors and administrative personnel in the best and most efficient way.

LACAP will offer seven core training units:

1. Basics of Weatherization
2. Health and Safety
3. Insulation
4. Pressure Diagnostics and Building Envelope
5. Electric Loads
6. Mobile Homes
7. Heating and Cooling Systems

LACAP will assure **certification** that is consistent with national and regional efforts at standardization.

The core curricula will comprise 120 hours of formal, rigorous training, based on the pedagogical concepts of Why, How and Hands-On Practice. The full course will provide the basic training needed to deliver the complete scope of weatherization services in Louisiana. Obviously, some contractors and even some field personnel will not be required to attend all of these sessions. However, the full training will be available for those who need this depth of training.

Train the Trainers

LACAP sees that it is imperative that a weatherization training program have a functional training facility, curricula that address the needs of those being trained and well planned, strategically scheduled trainings that correlate with local agency new hires. The LACAP training center will provide this. LACAP also sees that trainers must be quickly trained in order to build the capacity needed to meet the training needs of the state of Louisiana. LACAP has a program in place to provide training for trainers.

The LACAP Weatherization Training Center will meet the need for advanced trainings to challenge seasoned workers. Finally, critical to the success of the entire program is the trainers themselves. Trainers must be skilled in their field and have the ability to effectively convey knowledge to the students.

LACAP will fully meet the training needs of the weatherization program in Louisiana.

LACAP will design a comprehensive training plan and supporting materials based on the needs of Louisiana. A comprehensive training calendar will be published for each year and will be directly related to the needs of the local community action agencies.

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Train Statewide with Circuit Riders

LACAP will establish two mobile training units that will be used to conduct field trainings. The use of a circuit rider approach is the best method to conduct local hands-on training. A circuit rider will travel to individual agencies to provide field based training and to assist with skills that need to be developed in order to effectively deliver the weatherization program. This will provide a systemized approach to provide individual and small group field training throughout the state. Weatherization circuit riders will be trained and equipped to provide the best service on a localized basis.

Retrain Building Contractors

LACAP will re-train qualified local building contractors and building trades people to be weatherization providers. By doing this, we will reduce unemployment while putting to work some of the most qualified local resources. It is a natural fit to retrain construction workers and trades people in weatherization in that they already have the necessary basic skills and valuable trade experience. LACAP is already working with building groups around the state and is creating interest and the opportunity for construction contractors to participate in the weatherization program. A fee schedule will be instituted for parties that are for-profit entities.

Project Organization and Staffing**Proposed Staffing**

LACAP will employ two full-time trainers and an administrative assistant for on-site training center trainings. In addition LACAP will employ two circuit rider trainers to travel around the state to conduct field trainings and to assist each agency with specific training needs.

In addition, LACAP will employ contract trainers for at least 15 training days each year. Contract trainers will provide specialized and advanced training that seasoned workers need and request. This advanced training is needed to build skills and to retain the best workers in the weatherization program.

1. Six new positions will be created through this training initiative. Five of these positions will be skilled weatherization workers that will be trained to be trainers or will already be qualified as trainers. One of these positions is an administrative position with skills in office, computer and office management areas.
2. Five the positions are full-time.
3. One of the positions is one half-time.
4. LACAP expects to use the equivalent of two full-time subcontractors to provide specialized training and technical skills necessary to the program delivery.

Project Coordination**Process**

LACAP has already started the process and hopes to have the weatherization training center fully operational by July 15, 2009. All basic training setups will be in place at that time and existing training can occur in the facility at that time.

The full training curricula will be in place within six months and the training calendar will begin with the current fiscal and programmatic year. In the interim, trainings will continue with the use of existing training methodology, contract trainers and local resources. Circuit riders train the trainers and special contract trainings will all occur in 2009-2010. The computer lab will be operational in 2009.

The goal is to establish a leading weatherization training center that will meet the needs of the Louisiana weatherization program and those of the region and the nation. And, to do so quickly and effectively so weatherization workers can be trained and placed into positions within the program. LACAP is fully prepared with a plan, an established training center, the training curricula, the tools and the people to bring the best training to the weatherization program in the state of Louisiana.

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Budget for Training Center:

LACAP will use its entire \$578,000 +/- T&TA budget to fund the training center as well as the other components of training such as circuit riders and mobile trainings. This funding amount will allow LACAP to provide a scaled down amount of trainings.

Monitoring Activities

The new monitoring tool and forms should be implemented for use during the 2009 Program Year. The focus of the monitoring instrument is reduce the paperwork load and place more emphasis on energy saving techniques through the DOE approved Priority Lists.

All agencies will be monitored by LACAP at least annually in accordance with DOE regulations. As in the previous program year, Training & Technical Assistance visits will augment the monitoring effort and assist in identifying areas of concern and areas of weatherization that need added emphasis in training.

Tentative Monitoring Visits:

Agency Name	Tentative Date
1. Allen Action Agency	December, 2009
2. Avoyelles Progress Action Committee, Inc.	October, 2009
3. Caddo Community Action Agency	September, 2009
4. DeSoto Parish Police Jury – OCS	September, 2009
5. East Baton Rouge Parish – OCD	February, 2010
6. Jefferson CAP	April, 2010
7. Lafourche Parish Council – OCA	May, 2010
8. LaSalle Community Action Association, Inc.	October, 2009
9. QUAD Area Community Action Agency, Inc.	January, 2010
10. St. John Parish - DHR	March 2010
11. St. Landry Parish Dept. of Human Resources	January, 2010
12. SMILE Community Action Agency	May, 2010
13. St. Mary Community Action Agency	April, 2010
14. St. Tammany Parish Community Action Agency	November, 2009
15. Terrebonne Parish Consolidated Government	February, 2010
16. Total Community Action, Inc.	April, 2010
17. Vernon Community Action Council	March, 2010

II.7 DOE-Funded Leveraging Activities

Louisiana Housing Finance Agency does not plan to use DOE funds to conduct leveraging activities.

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II.8 Policy Advisory Council Members and Energy Committee (names, groups, agencies)

		Represents:
Energy Committee	Dorothy Oliver, Chairperson, LaSalle Comm. Action Assn.	
	Rita Register, Exec. Dir. DeSoto Office of Comm. Services	
	Brenda Wilmer, Exec. Dir. Avoyelles Progress Action Comm.	
	Irby Hornsby, Prog. Adm., B.R. Office of Social Services	
	Jean Reynolds, Exec. Dir. Claiborne Parish Policy Jury/OCS	
Advisor	Jon Phelps, Energy Director, LACAP	
Council Members	Daryl Blacher, AARP Louisiana State Office	Elderly
	Beverly Trahan, Entergy Louisiana	Utility
	Karl Weber, ATMOS Energy	Utility
	Roxane Barnes, CLECO Power LLC	Utility
	Karen Marchand, Children Advocacy Center of Baton Rouge	Children
	Phil Hoffman, La. Home Builders Association	Contractors/Labor
	Rehabilitation Services - VACANT	Disabled

II.9 State Plan Hearings (send notes, minutes, or transcript to the Regional Office)

Hearing Date:	Newspapers that publicized the hearings and the dates that the notice ran.
4/20/2009	The Advocate – 4/17/2009 Posted on LHFA website 4/17/2009
7/14/2009	The Advocate – 7/2/2009 The Times Picayune – 7/2/2009 Posted on LHFA website 7/1/2009

II.10 Adjustments to On-File Information

Updated On-File Information for PY 2009 attached.

II.11 Miscellaneous

Funding: The carryover amount for the PY 2008 will be determined after the current year end date.

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OMB Control No. 1910-5127
Expires 6/30/09

Grant #: _____ Amendment: _____ State: Louisiana Program Year: 2009

Name: Allen Action Agency, Inc. Phone: 337-639-4348
Address 1: 505 W. 7th Avenue *Contact: _____
Address 2: P. O. Drawer 540 *Fax: 337-639-4715
City: Oberlin, LA 70655 State: LA Zip Code: 70655
*Email: llivingston@allenactionagency.org

Tentative allocation:	<u>20,394.79</u>
Planned units:	<u>2</u>
Type of organization:	<u>Local Agency</u>
Sources of Labor:	<u>contractor</u>

Counties served:	<u>Allen</u>

Congressional Districts:	
	<u>7</u>

* These fields are optional.

Name: Avoyelles Progress Action Committee, Inc. Phone: 318-253-6085
Address 1: 641 Government Street *Contact: Brenda Wilmer, Executive Director
Address 2: P. O. Box 527 *Fax: 318-253-9153
City: Marksville State: LA Zip Code: 71351
*Email: APAC@KRICKET.NET

Tentative allocation:	<u>73,804.19</u>
Planned units:	<u>9</u>
Type of organization:	<u>Local Agency</u>
Sources of Labor:	<u>Crew</u>

Counties served:	<u>Avoyelles</u>
	<u>Evangeline, Pointe Coupee</u>

Congressional Districts:	
	<u>6</u>

* These fields are optional.

Name: Caddo Community Action Agency, Inc. Phone: 318-861-4808
Address 1: 4055 St. Vincent St. Avenue *Contact: Laurance Guidry, Executive Director
Address 2: P. O. Box 3446 *Fax: 318-861-4958
City: Shreveport State: LA Zip Code: 71108
*Email: lguidry@shreve.net

Tentative allocation:	<u>276,987.84</u>
Planned units:	<u>34</u>
Type of organization:	<u>Local Agency</u>
Sources of Labor:	<u>contractor</u>

Counties served:	<u>Caddo, Lincoln,</u>
	<u>Rapides</u>

Congressional Districts:	
	<u>4, 5, 6</u>

* These fields are optional.

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OMB Control No. _____
Expires _____

Grant #: _____ Amendment: _____ State: Louisiana Program Year: 2009

Name: City of Baton Rouge, Parish of EBR Phone: 225-389-3039
Address 1: 300 Louisiana Ave. *Contact: Mukadas Alli-Balogun, Acting Director
Address 2: P. O. Box 1471 *Fax: 225-389-3939
City: Baton Rouge State: LA Zip Code: 70821
*Email: MALLI-BALOGUN@brgov.com

Tentative allocation:	<u>236,213.68</u>
Planned units:	<u>30</u>
Type of organization:	<u>Local Gov.</u>
Sources of Labor:	<u>contractor</u>

Counties served:	<u>East Baton Rouge</u>

Congressional Districts:	<u>4, 6</u>

* These fields are optional.

Name: DeSoto Parish Police Jury OCS Phone: 318-872-0880
Address 1: 113 Franklin Street *Contact: Rita Register
Address 2: P. O. Box 1410 *Fax: 318-872-8616
City: Mansfield State: LA Zip Code: 71052
*Email: rregister143@bellsouth.com

Tentative allocation:	<u>219,640.90</u>
Planned units:	<u>26</u>
Type of organization:	<u>Local Gov't</u>
Sources of Labor:	<u>Contractor, Crew</u>

Counties served:	<u>DeSoto, Red River</u>
	<u>Sabine, Bossier, Bienville, Union</u>
	<u>Natchitoches, webster, Claiborne</u>
	<u>Morehouse</u>

Congressional Districts:	<u>4, 5</u>

* These fields are optional.

Name: Jefferson Parish Department of CAP Phone: 504-227-1221
Address 1: 1221 Elmwood Park Blvd. Suite 402 *Contact: Nicole Ferrier, Executive Director
Address 2: _____ *Fax: 504-227-1229
City: Harahan State: LA Zip Code: 70123
*Email: mallen@jeffparish.net

Tentative allocation:	<u>278,412.57</u>
Planned units:	<u>35</u>
Type of organization:	<u>Local Agency</u>
Sources of Labor:	<u>crew</u>

Counties served:	<u>Jefferson</u>

Congressional Districts:	<u>1, 2, 3</u>

* These fields are optional.

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OMB Control No. _____
Expires _____

Grant #: _____ Amendment: _____ State: Louisiana Program Year: 2009

Name: Lafourche Parish Council CAA Phone: 985-537-7603
Address 1: 1612 Hwy 182, suite 100 *Contact: Denise Hughes, Executive Director
Address 2: P. O. Box 320 *Fax: 985-537-7707
City: Raceland State: LA Zip Code: 70394-0320
*Email: commactdir@lafourchegov.org

Tentative allocation:	<u>58,715.81</u>
Planned units:	<u>7</u>
Type of organization:	<u>Local Agency</u>
Sources of Labor:	<u>contractor</u>

Counties served:	<u>Lafourche</u>

Congressional Districts:	<u>3</u>

* These fields are optional.

Name: LaSalle Community Action Association, Inc Phone: 318-744-5445
Address 1: P. O. Drawer 730 *Contact: Dorothy Oliver, Executive Director
Address 2: _____ *Fax: 318-744-5920
City: Harrisonburg State: LA Zip Code: 71340
*Email: doliver@cricket.net

Tentative allocation:	<u>225,319</u>
Planned units:	<u>28</u>
Type of organization:	<u>Local Agency</u>
Sources of Labor:	<u>crew</u>

Counties served:	<u>Caldwell, E. Carroll</u>
	<u>Catahoula, Concordia, Franklin,</u>
	<u>Grant, LaSalle, Madison, Ouachita,</u>
	<u>Richland, Tensas, Winn, Jackson,</u>
	<u>W. Carroll</u>

Congressional Districts:	<u>5, 6</u>

* These fields are optional.

Name: Quad Area Community Action Agency, Inc. Phone: 225-567-2350
Address 1: 45300 N. Baptist Road *Contact: Wallace Sibley, Executive Director
Address 2: _____ *Fax: 225-567-2630
City: Hammond State: LA Zip Code: 70401
*Email: quadarea@i55.com

Tentative allocation:	<u>249,941.94</u>
Planned units:	<u>31</u>
Type of organization:	<u>Local Agency</u>
Sources of Labor:	<u>contractor,</u>

Counties served:	<u>Ascension,</u>
	<u>East Feliciana, Livingston,</u>
	<u>St. Helena, Tangipahoa, Iberville</u>
	<u>Washington, West Feliciana,</u>
	<u>West Baton Rouge</u>

Congressional Districts:	<u>1, 3, 4, 6</u>

* These fields are optional. crew

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Expires _____

Grant #: _____ **Amendment:** _____ **State:** Louisiana **Program Year:** 2009

Name: St. John Parish DHR Phone: 985-536-4955
Address 1: 128 Central Ave. *Contact: Eloise Joseph, Executive Director
Address 2: P. O. Box 2108 *Fax: 985-536-7074
City: Reserve State: LA Zip Code: 70084
*Email: Stjohncaa@veriomail.com

Tentative allocation:	81,228.9
Planned units:	9
Type of organization:	Local Gov.
Sources of Labor:	contractor

Counties served:	St. John the Baptist Assumption, St. Charles, St. James

Congressional Districts:	3

* These fields are optional.

Name: St, Landry Parish CAA Phone: 337-948-3651
Address 1: 1065 Hwy 749, Suite E *Contact: Donald Robinson, Sr. Executive Director
Address 2: P. O. Box 1510 *Fax: 337-948-4153
City: Opelousas State: LA Zip Code: 70502-3343
*Email: stlancaa@bellsouth.net

Tentative allocation:	66,248.60
Planned units:	8
Type of organization:	Local Agency
Sources of Labor:	crew

Counties served:	Saint Landry

Congressional Districts:	4, 7

* These fields are optional.

Name: St. Martin, Iberia, Lafayette CAA. Inc. Phone: 337-234-3272
Address 1: 501 St. John Street *Contact: Alvin Wiltz, Executive Director
Address 2: P. O. Box 3343 *Fax: 337-234-3274
City: Lafayette State: LA Zip Code: 70502-3343
*Email: awiltz@smilecaa.org

Tentative allocation:	246,947.10
Planned units:	30
Type of organization:	Local Agency
Sources of Labor:	contractor

Counties served:	Acadia, Iberia, Jefferson Davis, Lafayette, St. Martin

Congressional Districts:	3, 4, 7

* These fields are optional.

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OMB Control No. _____
Expires _____

Grant #: _____ **Amendment:** _____ **State:** Louisiana **Program Year:** 2009

Name: St. Mary Community Action Association, Inc. **Phone:** 337-828-5703
Address 1: 1407 Barrow Street ***Contact:** Almetra Franklin, Executive Director
Address 2: P.O. Box 271 ***Fax:** 985-536-70747943
City: Franklin **State:** LA **Zip Code:** 70528
***Email:** afrank6333@aol.com

Tentative allocation:	77,416.22
Planned units:	9
Type of organization:	Local Agency
Sources of Labor:	crew

Counties served:	Saint Mary, Vermillion

Congressional Districts:	3

* These fields are optional.

Name: St. Tammany Parish CAA Inc. **Phone:** 985-646-2090
Address 1: 2004 First Street ***Contact:** John Tobin, Interim Executive Director
Address 2: P. O. Box 1609 ***Fax:** 337-948-4153
City: Slidell **State:** LA **Zip Code:** 70459
***Email:** dsmith@stpgov.org

Tentative allocation:	167,993.85
Planned units:	21
Type of organization:	Local Agency
Sources of Labor:	crew

Counties served:	St. Tammany Plaquemines, St. Bernard

Congressional Districts:	1, 2

* These fields are optional.

Name: Terrebonne Parish Consolidated Gov. **Phone:** 985-873-6817
Address 1: 809 Barrow Street ***Contact:** Don Schwab, Parish President
Address 2: P. O. Box 6097 ***Fax:** 337-234-3274
City: Houma **State:** LA **Zip Code:** 70360
***Email:** ppatorno@tpcg.org

Tentative allocation:	69,005.98
Planned units:	8
Type of organization:	Local Gov t
Sources of Labor:	contractor

Counties served:	Terrebonne

Congressional Districts:	3

* These fields are optional.

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Grant #: _____ Amendment: _____ State: Louisiana Program Year: 2009

Name: Total Community Action, Inc. Phone: 504-304-8663
Address 1: 1420 S. jefferson Davis parkway *Contact: Pearlie Elloie, Executive Director
Address 2: P.O. Box 13848 *Fax: 504-304-0031
City: New Orleans State: LA Zip Code: 70185
*Email: jwallace@tca-nola.org

Tentative allocation:	<u>308,729.84</u>
Planned units:	<u>38</u>
Sources of Labor:	<u>Local Agency</u>
	<u>Contractor</u>

Counties served:	<u>Orleans</u>
Type of organization:	

Congressional Districts:	
	<u>1</u>

* These fields are optional.

Name: Vernon Community Action Council, Inc. Phone: 337-239-4457
Address 1: 1307 south Fifth Street *Contact: Renee Brannon, Executive Director
Address 2: P. O. Box 277 *Fax: 337-392-0384
City: Leeville State: _____ Zip Code: 71446-027
*Email: vcac@bellsouth.net

Tentative allocation:	
Planned units:	<u>174,876.02</u>
Type of organization:	<u>21</u>
Sources of Labor:	<u>Local Agency</u>
	<u>Crew</u>

Counties served:	<u>Beauregard, Vernon,</u>
	<u>Calcasieu, Cameron</u>

Congressional Districts:	
	<u>7</u>

* These fields are optional.

Name: _____ Phone: _____
Address 1: _____ *Contact: _____
Address 2: _____ *Fax: _____
City: _____ State: _____ Zip Code: _____
*Email: _____

Tentative allocation:	
Planned units:	
Type of organization:	
Sources of Labor:	

Counties served:	

Congressional Districts:	

* These fields are optional.