
Louisiana Housing Finance Agency



ENERGY ASSISTANCE

Darlene Okammor
Program Manager

December 9, 2009

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M E M O R A N D U M

To: The Board of Commissioners
Katie Anderson
Mayson Foster
Elsenia Young
Susan Sonnier

From: Darleen Okammor, Program Manager
Energy Assistance Department

Date: November 25, 2009

Re: Energy Assistance Program Committee

There will be an Energy Assistance Program Committee meeting, Wednesday, December 9, 2009 at 10:00 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
- LACAP Louisiana WAP Max Report

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

November 25, 2009

ENERGY ASSISTANCE PROGRAM COMMITTEE

Notice is hereby given of a regular meeting of the Energy Assistance Committee to be held on **Wednesday, December 9, 2009, at 10:00 AM**, Louisiana Housing Finance Agency, **Committee Room 1**, 2415 Quail Drive, Baton Rouge, LA by order of the Chairman.

AGENDA

1. Call to order, roll call and introduction of guests.
2. Approval of minutes from the October 14, 2009 Committee Meeting.
3. Energy Programs **Status Report**.
4. Energy Programs **Activity Summary**.
5. **LACAP** Monthly Report for Louisiana **WAP Max**.
5. Other Business.
6. Adjournment.

Milton J. Bailey, LHFA President

If you require special services or accommodations, please contact Barry E. Brooks at (225) 763-8773 or via email 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, November 10, 2009
2415 Quail Drive
Committee Room 1
Baton Rouge, LA 70808
10:00 A.M.

Commissioners Present

Katie Anderson
Mayson H. Foster
Elsenia Young

Commissioners Absent

Tyrone A. Wilson
Susan Sonnier

Staff Present

Darleen Okammor
Costa Araujo
Patricia Hampton
Keith Cunningham
Loretta Wallace
Carolyn McQuairter
Robyn Meschke
Bridget McGee
Angela M. King

Others Present

See attached sign-in sheet

Commissioner Katie Anderson called the meeting to order at 10:07 a.m. The roll was called and a quorum established. Introduction of guest and staff followed. The minutes of the November 10, 2009 meeting were approved on a motion by Commissioner Foster, and seconded by Commissioner Young.

For the Commissioners purposes and attending guests, Katie Anderson announced that Loretta Wallace will be the new Program Administrator for the Energy Assistance Department.

Updates: Darleen Okammor, Energy Assistance Program Manager, gave a brief update on the progress of the Low Income Home Energy Assistance (LIHEAP) and the Weatherization Assistance Program (WAP).

Ms. Okammor began the LIHEAP Program update by bringing everyone up to date regarding the most program changes. Ms. Okammor stated HHS Secretary Kathleen Sebelius released a portion of the 2010 grant under a continuing resolution in order to fund governmental operations until a final appropriation could be adopted. Through the continuing resolution, LIHEAP received \$2.6 billion dollars, which meant Louisiana would receive \$57 million. On October 26, 2009, LHFA received the award letter for \$12,967,605 of the \$57,196,338 total allotment, which was incorrect. Contact was made to HHS to dispute the amount. LIHEAP is expected to receive at least \$1 million dollars in additional funding.

Regarding the Weatherization Assistance Program, LACAP reported that under the 2009 Regular WAP, 152 of the 346 units (45%) have been completed. The HES software reflects 92 units completed. This is due to 30 days delay in reporting and those numbers will change once the data is entered.

In addition, LHFA submitted the first quarterly 1512 ARRA Report to FederalReporting.gov successfully. The agency is continuing to work with DOE, LRA, and LACAP to ensure compliance with the administrative and programmatic requirements of the grant.

Ms. Okammor concluded with a brief overview of the Energy Department draft of the LACAP Performance Evaluation, which she advised is being reviewed by management before release.

Jane Killen, Executive Director, LACAP advised that although LACAP has a CPA on contract, they will be adding a full-time CPA to payroll, as of December 1, 2009.

Commissioner Mayson Foster requested an update on the HES software and any major concerns.

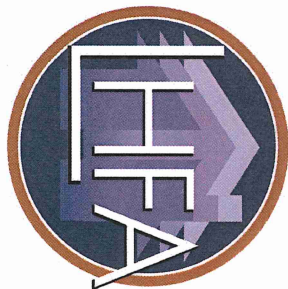
Jane Killen, Executive Director, LACAP reported that everything is working smoothly.

Charlette Minor, Program Administrator, advised the Commissioners that although she is no longer the Energy Program Administrator, she will still be in the background shadowing.

Jane Killen, Executive Director, LACAP gave a brief update on the Monthly Report for Louisiana WAP Max.

Katie Anderson, Energy Committee, Chairman opened the floor to entertain questions and or comments.

There being no other business to discuss, Commissioner Anderson entertained a motion to adjourn, which was seconded by Commissioner Foster at 10:43 a.m.



LOUISIANA HOUSING FINANCE AGENCY

ENERGY ASSISTANCE COMMITTEE BOC MEETING

TUESDAY, NOVEMBER 10, 2009 @ 10:00AM

Guest Sign-In Sheet

GUEST NAME

FIRM

PLEASE, PLEASE PRINT

1. Joseph M. Burg LHFA
2. John Kellai LACAP
3. M. Mansie Turner LACAP
4. Budd Baker LHFA
5. Robyn Weaver LHFA
6. Angela M. Quante LHFA
7. [Signature] LACAP
8. Robert [Signature] Resource Fed

ENERGY PROGRAMS STATUS REPORT

TO: Board of Commissioners

FROM: Darleen Okammor, Program Manager

DATE: November 25, 2009

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

LIHEAP

The first quarter allocation of the LIHEAP funds under the FY 2010 continuing resolution was \$12,967,605. Subsequently, due to a miscalculation in the award amount, DHHS also awarded Louisiana an additional \$1,037,409. The cumulative amount for the first quarter is \$14,005,014. There is still no word on when Congress will adopt the LIHEAP appropriation. LHFA has participated in a survey conducted by the National Energy Assistance Directors' Association. Household data is being collected and provided to Congress and the White House administration regarding the need for more program funding.

On November 19, 2009, LHFA allocated \$10,438,921 (approximately 80% of the award) to the statewide local community action agencies for administrative fees and utility assistance to eligible households.

WEATHERIZATION

LHFA received confirmation from Katherine Foote of the Department of Energy that she will conduct a monitoring visit of the Louisiana Weatherization Assistance Program, both the ARRA and the Regular FY 2009 grants, during the week of December 7th. The plan includes attending the LHFA Board meeting and Energy Committee meeting on Wednesday, December 9th. Ms. Foote agreed to send a tentative schedule and copy of the monitoring instrument, prior to the visit to allow the staff time to begin to answer the questions and compile related materials.

The Agency is continuing to work with DOE, LRA, and LACAP to ensure compliance with the administrative and programmatic requirements of the grant.

This concludes the energy programs status report.

Energy Programs Activity Summary Through 11/30/2009

Low Income Home Energy Assistance Program

Grantor: Department of Health and Human Services (DHHS) \$12,967,605

Type of Assistance (October 1, 2009-September 30, 2010)	Total Expenditures	Number of Households Assisted	Households with at least one member who is:			Denied	Number of New Clients
			60 Years or Older	Disabled	Age 5 or Under		
Heating (October – March)	No Data Currently Available						
Cooling (April - September)							
Year Round Crisis							
Totals	\$0.00	0	0	0	0	0	0
Percentage of Total	0%						

Weatherization Assistance Program

Grantor: Department of Energy (DOE) \$3,623,154 (346 Units)

Type of Assistance (July 2009 - June 30, 2010)	Total Expenditures	Units Weatherized	Households with at least one member who is:			Denied
			60 Years or Older	Disabled	Age 5 or Under	
DOE Production						
July 1 - June 30, 2010	\$1,301,057.71	92	49	38	26	16
Totals	\$1,301,057.71	270	167	124	37	83
Percentage of Total	36%		61.9%	45.9%	13.7%	30.7%

ARRA-Weatherization Assistance Program

Grantor: Department of Energy (DOE) \$50,657,478 (5136 Units)

Type of Assistance (July 2009 - June 30, 2010)	Total Expenditures	Units Weatherized	Households with at least one member who is:			Denied
			60 Years or Older	Disabled	Age 5 or Under	
April 1, 2009 - March 31, 2010	No Data Currently Available					
Totals	\$0.00	0	0	0	0	0
Percentage of Total	0%					

MONTHLY REPORT TO
LOUISIANA HOUSING FINANCE AGENCY (LHFA)
FROM
LOUISIANA ASSOCIATION OF COMMUNITY ACTION PARTNERSHIPS (LACAP)
IN ACCORDANCE WITH CONTRACT FOR PROFESSIONAL SERVICES
FOR THE ARRA WAP MAX
ADMINISTRATON REQUIREMENTS: EXPECTATION NUMBER 19
December 9, 2009

Expectation Number 19: In accordance with the provisions of the contract under Article 4, Statement of Work, Expectation Number 19 which states that "Contractor shall present an in-person monthly overview of the progress of the administration and production of the Louisiana WAP MAX Plan to the Energy Assistance Committee of the Board of Commissioners each month. We have submitted the written report to LHFA on November 20, 2009.

Monthly Desk Reviews

Expectation Number 5: Contractor shall conduct monthly desk reviews of the Subgrantees using information in the HES database and reports, as requested by Contractor, of Subgrantees. Protocol for monitoring must be agreed upon by LHFA and Contractor.

LACAP conducted a desk review for the month of October for all Subgrantees.

One Month Failure to Produce

Expectation Number 6: For the month of October, a number of agencies missed their production mark. We performed desk reviews with each agency that was out of compliance. Jon Phelps, LACAP Energy Director and Jane Killen, LACAP Executive Director talked to the Director and WAP Director of each agency to determine the cause of non compliance. In addition, a letter was emailed to each agency asking for the reason for non compliance and a corrective action plan (see attached). This information will become a permanent part of the Subgrantees monitoring until production reaches monthly expectations.

The reasons given for the one-month failure to produce were varied and included the following:

1. Agencies were delayed in beginning production due to procurement procedures. In some cases, boards of agencies had to approve RFPs so the process was slowed.
2. Some agencies had problems with the H.E.S. system. That was previously documented by Brooke Barnett of the LACAP staff.
3. A few agencies actually completed their units but did not put data into the H.E.S. system in a timely manner.

LACAP will continue to monitor Subgrantees that are in non compliance as well as those who met their production schedule for October 2009. We feel confident that all Subgrantees will meet their production expectation for November 2009.

Training Assessments

Expectation Number 12: Weatherization Training Needs Assessment Current LACAP Weatherization Training Courses

LACAP bases its training offerings on the needs of the local Subgrantees and agencies, and we are currently in the process of reaching out further to the agencies to more accurately understand and respond to their specific training requirements. Please see the attached “Agency Training Needs Assessment” to see an example of this initiative.

All of the agencies have completed the “Agency Training Needs Assessment” questionnaire. The results reveal that most agencies feel that Basic Weatherization, Insulation, and Blower Door Diagnostics training are the most necessary and beneficial. Requested trainings were Combustion Appliance Zone specific trainings, green job trainings, Lead safe training, and attic/wall insulation trainings. These assessments will be kept on file for further analysis.

At this time, the LACAP weatherization training program offers over 160 training hours and utilizes over 500 pages of custom-designed training curriculum to cover seven core modules. These modules vary from introductory courses to advanced weatherization training, and include a combination of classroom and hands-on training with a low student-to-trainer ratio.

In addition, each training module has a strong focus on client education. LACAP recognizes that lowering energy bills and improving client comfort and safety are accomplished through a partnership with the client. It is a combined effort that brings together professional weatherization services and a commitment from the client to make changes in their day-to-day behaviors. This commitment happens only through personal education and guidance from the agency around what can be done by the weatherization crew and what can be done by the client.

To meet local and state needs, LACAP is currently offering DOE lead-safe weatherization classes, and beginning in January LACAP will offer EPA Lead renovator training well in advance of the April 22, 2010 deadline.

Basic Weatherization Training Modules

Weatherization: The Big Picture (24 contact hours)

This course provides a comprehensive introduction to the principles of energy and the whole-house approach, as well as their application to weatherization services in Louisiana. It is designed to be an introductory course for those who are newer to the weatherization field and a refresher for seasoned workers. Topics covered include building sciences, structural design, diagnostics and energy auditing, air-sealing, insulation, HVAC, mobile homes, electric baseloads, health and safety, client education, and Louisiana priorities.

Health and Safety (24 contact hours)

This course covers the wide range of health and safety concerns to the weatherization worker and to the home occupant in Louisiana, including safe and appropriate remediation measures. Participants will learn about building material and biological hazards, fire and electrical hazards, air quality hazards, and occupant behavior and worker practice hazards typical to Louisiana homes. Special attention is paid to client education, the proper use of personal protective equipment, deferral procedures, OSHA standards, and EPA guidelines. The course also thoroughly covers the DOE required energy-related mold and moisture module and the DOE's lead-safe weatherization module.

Advanced Weatherization Training Modules

Insulation (24 contact hours)

After taking this course, participants will be able to make informed decisions around what types of insulation to install where in a home, based on air-leakage testing, visual inspection, priority lists, and cost. Participants will engage in a wide range of hands-on training situations to practice using the proper tools, materials, and methods to insulate sidewalls and attic spaces. These experiential training activities will cover a variety of real-world insulation challenges and obstacles that participants will face in the field in Louisiana homes, as well as field-work safety and client education.

Building Envelope (32 contact hours)

This course provides participants with a comprehensive understanding of the building sciences behind such concepts as the thermal envelope, the pressure envelope, air-leakage, and moisture and sun control. Participants will study the house as a system, and learn how to use a range of diagnostics tools and equipment to pinpoint and prioritize issues within the building envelope that can be addressed through weatherization measures. Participants will carry out diagnostics with a blower door, pressure pans, and infrared cameras. They will then learn hands-on insulating and air-sealing techniques to enhance the performance of the building envelope, lower energy bills, educate the client, and increase occupant comfort.

Heating Ventilation and Air Conditioning (HVAC) (24 contact hours)

In this course, participants will cover the wide range of appliances, diagnostic techniques, and weatherization measures involved in home heating, venting, and cooling. Participants will learn how to identify mechanical problems and safety issues, maintain and clean appliances, replace appliances when necessary, and improve efficiency. Participants will carry out hands-on practice on real appliances and systems, including furnaces, air conditioners, ovens and ranges, and water heaters. Special attention will be paid to client education, DOE WPNs, and Louisiana-specific HVAC considerations, such as unvented space heaters, cooling, and sun control.

Electric Baseloads (8 contact hours)

After taking this course, participants will have a thorough understanding of the fundamentals of electricity. Participants will study home electric baseloads as they relate to client energy usage and bills in Louisiana. Participants will specifically investigate the procedures for testing and replacing refrigerators and for repairing, cleaning, and venting clothes dryers. They will also understand the range of lighting types and how they affect electric baseloads. Special attention will be paid to client education and safety.

Mobile Homes (32 contact hours)

In this course, participants will learn hands-on how to assess the weatherization needs of typical mobile homes and address those needs using the right tools and measures, taking into consideration priorities and cost. Participants will practice carrying out diagnostics, repairing and insulating mobile home bellies, sealing ductwork, and insulating walls and attics of various construction types. They will test and service mobile home water heaters and HVAC systems, and install various sun control measures. Special attention will be paid to client education, safety, and use of the Louisiana Weatherization Procedures Field Guide.

LACAP Weatherization Training Center Participant Tracking and Evaluation

Assessment is a critical part of a successful training. If a trainer is not consistently stepping back to consider and assess whether all participants are gleaning the key concepts and skills, then it will be impossible to truly determine the results of a training course. The range of assessment methods described below work in conjunction to gauge the success of not only each participant, but also of the trainer and of the training program itself.

Participant Tracking

LACAP will maintain records of all those who attend courses at the LACAP training center and courses statewide. These records will be used to support the tracking of attendees and training hours. Since DOE is quickly moving to a certification requirement, LACAP is ahead of the process by requiring training and by maintaining training records. In the future, it will be simple to access any person's records to determine their accumulated training hours, the courses they have attended and passed, and the skill sets in which they have demonstrated proficiency.

Participant Knowledge and Competency Evaluation

Participant knowledge and competencies will be evaluated during a training through four primary methods.

1. Checkout Quizzes

All LACAP training courses begin with a set of classroom lessons that are designed to help the participants build a foundational understanding of key concepts (i.e., defining the thermal and pressure envelopes, the whole-house approach, climate, building sciences, etc.) before applying those concepts to practical training situations. At the conclusion of these introductory classroom lessons, the trainer will administer a written Checkout Quiz. This quiz is comprised of 20 multiple

choice, fill in the blank, true/false, and short essay questions that cover the most important concepts from the preliminary lessons. The trainer will score these quizzes before the beginning of the second day of training in order to identify gaps in knowledge that must be filled.

2. Trainer Observations

A trainer's most common form of assessment is his or her own observations of the participants' understanding and engagement. A trainer must always be asking him or herself, "Are the participants involved? Are they asking pertinent questions? Are some participants sitting back, perhaps because they don't understand? How can I pull each participant in, encourage involvement, and clarify understanding?" Though trainer observation is a less tangible form of assessment than a quiz or checklist, it is a critical component of training that helps the participants successfully accumulate knowledge and skills throughout the training process.

3. Competencies Checklists

Within each course, participants will be learning and practicing a wide range of hands-on skills. Trainers will be provided with a checklist of the competencies with which participants must be familiar and fluent by the end of the training. Throughout the hands-on portions of the course, trainers will use this checklist to record each participant's successful demonstration of each competency. Though the use of this checklist requires great diligence on the part of the trainers, the checklist will ultimately provide the trainers with a clear picture of participant achievement.

4. Final Test-out Exams

Toward the conclusion of the training, participants will take a written Final Test-out Exam that will again assess their knowledge of critical concepts covered in the preceding lessons. This test is structured similarly to the Checkout Quiz, with 20 questions in various forms. Trainers will administer this test early enough on the final day of training to score the tests and notify the participants of their performance before they leave the training center. These tests will work in tandem with the Competencies Checklist to verify that a participant has acquired the necessary knowledge and skills to pass the course and perform in the field.

Delivery of the Assessments

The Checkout Quiz and the Final Test-out Exam will be administered in the classroom. Given the training audience, it is possible that some participants may have difficulties with reading, writing, and taking of written tests. These skill deficiencies will not hinder a participant from taking or passing a LACAP weatherization training course. Participants will be discretely invited to let a trainer know if they have these types of difficulties, and accommodations will be made so that they can take their tests in a comfortable setting. One option is for a trainer to read the test to the participant, with the participant responding and the trainer accurately and objectively marking the participant's answers.

Passing a Course

Participants will need to score at least 70% correct on the Checkout Quiz and on the Final Test-out Exam

in order to pass the course. If a participant does not score at least 70% correct on both assessments, then he or she will have the opportunity to return to the training center within the next week to do a brief review with a trainer and then retake the test. If the participant is not able to pass the test the second time, he or she will need to retake the course in order to receive credit.

The LACAP staff will continually evaluate the quizzes and tests to ensure that they effectively measure what the participants have to know and be able to do.

LACAP Weatherization Training Protocols

In its efforts to provide the highest quality weatherization training possible, LACAP has developed and committed to the following participant and trainer protocols and guidelines.

The Participant Training Protocols will be sent to all participants before attending a training, and they will be reviewed in the classroom at the beginning of the training as part of the course introduction. The LACAP training center administration will review the Trainer Protocols with all trainers before they teach a class for the first time.

The LACAP weatherization courses are designed to be rigorous, intensive training periods in which knowledge and competencies are built one on top of the other. Full participation is an essential key to ensuring the highest quality of training, for the benefit of the participant as well as the client in the field who will receive services from that participant. These protocols are intended to set clear expectations for all parties involved in trainings, support a training program that emphasizes professionalism and excellence, and assure that federal and agency funding is used responsibly and optimally. Exceptions of health and emergencies will of course be made on a case-by-case basis.

Participant Training Protocols

- **Be on time and stay for the whole training.** Registration is at 8:00 a.m. on the first day of training. Be on time. Trainings typically run from 8:30 to 5:00 each day. Be there and ready for class when it starts each day; late attendees may not complete the course. If you miss more than one combined hour of a full training, you will not be given credit for the course
- **One participant per enrollment.** Agencies may not send one participant for part of the training and then another participant for a different part of the training, enrolled as one participant. Each participant must attend the entire training in order to receive credit
- **Turn them off.** Using cell phones and texting are not permitted during the training, even to check messages. Cell phones may be used during designated breaks only
- **Be involved.** As a training participant, you will get out of your training exactly what you put into it. Be fully in the training, ask questions, get your hands dirty, and learn all that you can
- **Be open.** Even if you come to the training with extensive field experience, you will undoubtedly be exposed to new ideas, materials, techniques, and best practices. Be open to them, be flexible, and be willing to listen and learn as well as share your own professional experiences
- **Safety first.** As you participate in the training, always keep foremost in your mind your own safety and the safety of your classmates. Use common sense and work smart
- **Quizzes and tests.** Throughout the course of your training, you will be given at least one check-in quiz and a final test. These tests are made up of multiple choice, matching, true/false, and

short answer essay. If you have extreme difficulty with written tests, the trainers will gladly work with you to administer your tests in a way that works for you. Just let your trainer know in advance

- **Passing the course.** You will need to score at least 70% correct on the quiz and the final test in order to pass the course. If you do not score at least 70% correct, then you will be able to return to the training center within the next week to do a brief review with a trainer and then retake the test. If you are not able to pass the test the second time, you will need to retake the course in order to receive credit.

Trainer Protocols

- **Be on time.** Be at the training center early enough each day to have the training areas ready to go. Be ready to welcome the participants as they come in
- **Be prepared.** Own your responsibility as the trainer. Have your materials and approach ready for each section of the training. Your sense of preparedness will strongly affect the quality and success of the training
- **Follow the training model of “Tell them about it, show them how to do it, have them do it.”** Always explain to the participants what they are doing and help them understand why. Always demonstrate to them how to do it first. Always have them do it themselves, watch them do it, and re-teach where necessary
- **Cater to everyone’s learning styles.** Understand that different people learn in different ways. Try out different ways of engaging and guiding your participants, pay attention to how they respond as individuals and as a group, and use what you learn to inform your teaching approach
- **Review the quiz and test before teaching.** Each training course comes with at least one check-in quiz and final written test for the participants. It is critical that you review these assessments before you teach so that you are sure to cover all quiz and test items in your training. It would be unfair to participants and bad for the reputation and integrity of the training program for participants to be tested on items that they have not been taught
- **Assess their understanding and performance.** Use the quizzes, test, competency checklists, and your own observations to ensure that *all* participants have the required understanding and practical experience to graduate from the course and perform in the field. Leave no gaps in knowledge or competencies

Expectation Number 14: In accordance with the provisions of the contract under Article 4, Statement of Work, Expectation Number 3 which states that “Contractor shall fully execute the training and technical assistance activities included in the state plan.... Contractor shall document all training by subgrantee, by individual trained, by training course and by certificate/ diploma. Contractor shall seek to maintain 60% attendance rates for the classes submitted in the submitted training schedule...”

CLASS	DATE	TRAINEES	TRAINING HOURS
BASIC WEATHERIZATION	9.29.09-10.01.09	21	24
AUDITOR/ASSESSOR	10.13.09-10.14.09	12	16
INSULATION	10.19.09-10.21.09	14	24
BASIC WEATHERIZATION	10.26.09-10.28.09	15	24

HEALTH AND SAFETY	10.27.09	10	8
HEALTH AND SAFETY	10.28.09	8	8

COURSE DESCRIPTIONS:

BASIC WEATHERIZATION: This course is an introduction to weatherization for those who are new to the field and as a refresher for seasoned workers. We have had two classes and have trained 36 students.

AUDITOR/ASSESSOR: This training covers how to evaluate the energy performance, comfort, safety and structural integrity of the homes being audited for potential retrofit. We have had one class and have trained 12 students.

INSULATION: This course covers the wide range of insulation forms, applications, and considerations in weatherization work in Louisiana. We have had one class and have trained 14 students.

HEALTH AND SAFETY: This course covers the wide range of health and safety concerns to the weatherization worker and to the home occupant in Louisiana, including how to address them in the field. We have had two classes and have trained 18 students.

Expectation Number 18: Contractor shall provide a monthly inventory list of all vehicles, tools and equipment purchased with ARRA funds (10 CFR 440.18, WPN 09-1B) Contractor shall obtain all prior approvals as necessary for Equipment purchases in compliance with DOE and State rules and regulations. See attached.

Submitted By: Jane Killen, Executive Director, LACAP

LACAP ARRA Master Inventory List 10/31/09

Agency	Description	Serial #	Source	Title	Cost	Acquisition Date	% of Federal Participation	Location	Use	Condition	Ultimate Disposition
Allen Action											
	1/2 Rev Spande Handle Drill	77028	ARRA	Allen	\$169.00	10/9/09	100%	Main	WAP	New	In Use
	Hitzchi 18V Cordless Drill Flashlight	300255	ARRA	Allen	\$159.00	10/9/09	100%	Main	WAP	New	In Use
	Fuji Digital Camera	7410148221	ARRA	Allen	\$169.00	10/12/09	100%	Main	WAP	New	In Use
	37" Tool Box	76174832752	ARRA	Allen	\$119.00	10/12/09	100%	Main	WAP	New	In Use
	Minneapolis Blower Door DG700	6600	ARRA	Allen	\$2,595.00	10/02/09	100%	Main	WAP	New	In Use
	HP Laptop	DV4-1444dx	ARRA	Allen	\$649.99	10/02/09	100%	Main	WAP	New	In Use
APAC											
Assumption PPJ											
Caddo CAA											
DeSoto PPJ											
EBR Econ Dev											
Jefferson CAP											
Lafourche Parish											
LaSalle CAA											
Quad Area CAA											
St. Charles Parish											
St. James Parish											
St. John Parish											
St. Landry Parish											
SMILE Agency											
St. Mary											
St. Tammany											
Terrebonne											
TOTAL CAA											

November 17, 2009

Re. ARRA-WAP Production for October 2009

Dear Weatherization Director:

This memo serves to notify you that we have received your agency monthly production report for October 2009 which shows your agency WAP production did not meet the production goal for that month. Therefore, we are placing your agency in a “watch list.”

Please address our questions and concerns listed below and provide us with a corrective action plan. That is needed to help us to ensure the monthly production of weatherization units under the WAP Max program. Your immediate attention to that matter is greatly appreciated.

1 – One-Month Failure to Produce. Please refer to your contract with the LACAP, specifically pages 30 to 32, and the Production goals attached to your contract for details and provide us with a **corrective action plan by the end of business, Tuesday, 11/24/09**, and as follows:

- 1.1 – Statement on reason (s) for the failure to meet your production goal for last September.
- 1.2 –The corrective action plan needed to ensure our success for the following month(s).
- 1.3 – Provide a brief explanation on how your agency will make up the difference within two month’s time.

Please note that failure to comply with the production schedule might result in your allocation to be reduced and awarded to another agency who is keeping up with its monthly production goals.

If you have any questions, please feel free to contact me or Jane Killen at the LACAP office at (225) 298-3323 or at jkillen@lacapmail.org or jphelphs@lacapmail.org .

Sincerely,

Jon Phelps

Energy Director

LACAP