

---

# Louisiana Housing Finance Agency



## ENERGY ASSISTANCE

Darlene Okammor  
Program Manager

November 10, 2009

## Table of Contents

Memo to Commissioners.....	3
Agenda.....	4
Minutes.....	5
Energy Programs Status Report .....	7
Energy Programs Activity Summary.....	8
LACAP Monthly Louisiana ARRA WAP Max Report .....	9

## 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:** October 29, 2009

**Re:** Energy Assistance Program Committee

---

There will be an Energy Assistance Program Committee meeting, Wednesday, November 10, 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 ARRA WAP Max Report

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

November 3, 2009

**ENERGY ASSISTANCE PROGRAM COMMITTEE**

Notice is hereby given of a regular meeting of the Energy Assistance Committee to be held on **Tuesday, November 10, 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](mailto: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, October 14, 2009  
2415 Quail Drive  
Committee Room 1  
Baton Rouge, LA 70808  
11:30 A.M.

**Commissioners Present**

Katie Anderson  
Mayson H. Foster  
Elsenia Young

**Commissioners Absent**

Susan Sonnier

**Staff Present**

Darleen Okammor  
Costa Araujo  
Patricia Hampton  
Keith Cunningham  
Carolyn McQuairter  
Charlette Minor  
Angela M. King

**Others Present**

See attached sign-in sheet

Commissioner Katie Anderson called the meeting to order at 11:38 a.m. The roll was called and a quorum established. Introduction of guest and staff followed. The minutes of the August 12, 2009 meeting were approved on a motion by Commissioner Foster, and seconded by Commissioner Young.

**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).

Regarding the LIHEAP Program, In Washington...the House voted on September 25, 2009 to approve a Continuing Resolution to fund LIHEAP to operate under the fiscal 2009 funding level until the appropriation bill is passed or the continuing resolution expires on October 31<sup>st</sup>. LHFA has submitted the 2010 LIHEAP State Plan, which will be implemented upon receipt of the award notice. The 2009 LIHEAP program ended on September 30, 2009.

With regards to the WAP, she advised that on September 22, 2009, the ARRA-WAP State Plan was approved by the Department of Energy (DOE) for the remainder of the \$50.6 million award. To kick-off the Louisiana WAP Max program, LACAP held a program orientation on September 21-23 for subgrantees. Contracts were mailed on September 30<sup>th</sup> and currently there is no production data available.

Also mentioned was the evaluation of energy programs administered by LACAP which has been deferred to continue reviewing additional financial information requested by LHFA's review team.

The Energy Program Webpage for the WAP Max has been updated.

She also brought to the audience attention that October is National Energy Awareness Month. Weatherization Day is October 30<sup>th</sup> and Weatherization talking points are included in the Commissioner's packets.

She concluded with a brief overview of Energy Programs Activity Summary.

Jane Killen, Executive Director, LACAP gave a brief update of the changes implemented after the monthly report was submitted.

Darleen Okammor, Energy Assistance Program Manager, revisited the LACAP report as well as requested additional information from LACAP for ARRA reporting purposes.

Jane Killen, Executive Director, LACAP suggested that LHFA and LACAP staff organize their schedules for a monthly meeting for discussion and updates.

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

There being no other business to discuss, Commissioner Foster entertains a motion to adjourn at 11:59.

## ENERGY PROGRAMS STATUS REPORT

**TO:** Board of Commissioners

**FROM:** Darleen Okammor, Program Manager

**DATE:** November 10, 2009

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

### LIHEAP

HHS Secretary Kathleen Sebelius on October 22 announced the release of more than \$2.6 billion to states to help low-income citizens with their heating bills during October, November and December of this year. These funds are being distributed according to the FY 2010 continuing resolution (CR) passed September 30 in order to fund government operations until final 2010 appropriations are adopted.

According to an announcement from the Division of Energy at HHS, the \$2.7 billion represents a portion of states' first quarter requests for the FY 2010 funds. On 10/26/2009, LHFA received the award letter for \$12,967,605 of the \$57,196,338 total allotment.

### WEATEHRIZATION

It has been reported under the 2009 Regular WAP that 152 of the 346 units (44%) have been completed. There are 2,393 eligible records (households) on the Waiting List in the Hancock Energy Software (HES).

LHFA submitted the First Quarter 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.

### OTHER

The energy department has completed the draft of the LACAP Performance Evaluation, which is being reviewed by management before release.

**Energy Programs Activity Summary**  
Through 10/31/2009

**Low Income Home Energy Assistance Program**

Grantor: Department of Health and Human Services (DHHS) \$45,657,071

Assistance (October 1, 2009-	Total Expenditures	Number of Households Assisted	Households with at least one member			Denied	Number of New Clients
			60 Years or Older	Disabled	Age 5 or Under		
Heating (October – March)	\$22,567,164.92	48,841	18,619	20,129	9,048	382	16,092
Cooling (April - September)	\$15,570,023.07	35,569	10457	13003	8343	359	13,670
Year Round Crisis	\$2,787,911.17	8,953	1,178	2,766	2,765	38	5,113
Energy Special Needs Program	\$349,348.89	446	61	197	216	63	N/A
DSS/OCS						0	
<b>Totals</b>	<b>\$41,274,448.05</b>	<b>93,809</b>	<b>30,315</b>	<b>36,095</b>	<b>20,372</b>	<b>842</b>	<b>34,875</b>
Percentage of Total	90%		32.3%	38.5%	21.7%	0.9%	37.2%

**Weatherization Assistance Program**

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

Assistance (July 2009 - June 30,	Total Expenditures	Units Weatherized	Households with at least one member			Denied
			60 Years or Older	Disabled	Age 5 or Under	
DOE Production						
July 1 - June 30, 2010	\$533,288.24	92	49	38	26	16
April 1, 2009 - March 31, 2010	No Data Currently Available					
<b>Totals</b>	<b>\$533,288.24</b>	<b>92</b>	<b>49</b>	<b>38</b>	<b>26</b>	<b>16</b>
Percentage of Total	15%		53.3%	41.3%	28.3%	17.4%

**ARRA-Weatherization Assistance Program**

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

Assistance (July 2009 - June 30,	Total Expenditures	Units Weatherized	Households with at least one member			Denied
			60 Years or Older	Disabled	Age 5 or Under	
April 1, 2009 - March 31, 2010	No Data Currently Available					
<b>Totals</b>	<b>\$0.00</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Percentage of Total	0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/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  
 ADMINISTRATION REQUIREMENTS: EXPECTATION NUMBER 19  
 November 10, 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 October 30, ten days prior to the November 10, 2009 LHFA Board Meeting.

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.

All agencies are in compliance as of this date. Agencies will report October 2009 production by November 7, 2009 and that information will be included in the December 2009 report to the Board of Commissioners of LHFA.

**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...”

<b>CLASS</b>	<b>DATE</b>	<b>TRAINEES</b>
BASIC WEATHERIZATION	9.29.09-10.01.09	21
AUDITOR/ASSESSOR	10.13.09-10.14.09	12
INSULATION	10.19.09-10.21.09	14
BASIC WEATHERIZATION	10.26.09-10.28.09	15
HEALTH AND SAFETY	10.27.09	10
HEALTH AND SAFETY	10.28.09	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.