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# Louisiana Housing Finance Agency



## ENERGY ASSISTANCE

Darlene Okammor  
Program Manager

August 28, 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:** September 9, 2009

**Re:** Energy Assistance Program Committee

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There will be an Energy Assistance Program Committee meeting, Wednesday, September 9, 2009 at 9:30 a.m. at Louisiana Housing Finance Agency, Committee Room 2, located at 2415 Quail Drive, Baton Rouge, LA.

The following topics will be discussed:

- Energy Programs Status Report
- Energy Programs Activity Summary
- Resolution for the approval of the 2010 LIHEAP State Plan
- Resolution for the approval of the 2009 ARRA-WAP State Plan

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

September 9, 2009

**ENERGY ASSISTANCE PROGRAM COMMITTEE**

A regular meeting of the Energy Assistance Committee will be held on **Wednesday, September 9, 2009, at 9:30 AM**, Louisiana Housing Finance Agency, **Committee Room #2**, 2415 Quail Drive, Baton Rouge LA, by order of the Chairman.

**Preliminary Agenda**

1. Call to order, roll call and introduction of guests
2. Approval of minutes from the August 12, 2009 Committee Meeting
3. Energy Programs Status Report
4. Energy Programs Activity Summary
5. A Resolution approving the Louisiana 2010 Low Income Home Energy Assistance Program (LIHEAP) State Plan (attached as “Exhibit A” entitled “Low Income Home Energy Assistance Program (LIHEAP) Abbreviated Model Plan Fiscal Year 2010”), and providing for other matters in connection therewith.
6. A Resolution approving the Louisiana Weatherization Assistance Program of the American Recovery and Reinvestment Act of 2009 (attached as “Exhibit A”, entitled “Louisiana WAP ARRA 2009 State Plan”) and providing for other matters in connection therewith.
7. Other Business
8. Adjournment

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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](mailto:bbrooks@lhfa.state.la.us)**

Louisiana Housing Finance Agency  
Energy Assistance Department  
Wednesday, August 12, 2009  
2415 Quail Drive  
Committee Room 1  
Baton Rouge, LA 70808  
8:30 A.M.

**Commissioners Present**

Katie Anderson  
Mayson H. Foster  
Elsenia Young

**Commissioners Absent**

Tyrone A. Wilson  
Susan Sonnier

**Staff Present**

Patricia Hampton  
Keith Cunningham  
Charlette Minor  
Carolyn McQuairter  
Darleen Okammor  
Terri Ricks  
Alesia Wilkins-Braxton  
Demetria Farve  
Costa Araujo  
Milton Bailey  
Angela M. King

**Others Present**

See attached sign-in sheet

Commissioner Katie Anderson called the meeting to order at 8:19 a.m. The roll was called and a quorum established. Introduction of guest and staff followed. The minutes of the July 8, 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, it was stated that the current production of the program has been steady and most of the providers have expended all their funds or should be out of funds shortly. The agency has released the remaining 4 million dollars of the 2009 grant and those funds will be available to the public next week.

Also, Congress has approved an appropriation to fund the 2010 LIHEAP Program year at the same level as last year, which is \$5 billion and Louisiana is slated to receive \$61 million.

Additionally, she also advised that this year, the Agency will submit an Abbreviated Plan with a few changes compared to last year. The Annual Public Hearing is tentatively scheduled for Wednesday, August 26, 2009, to receive comments on the 2010 LIHEAP State Plan. The application is due on September 1, 2009.

With Regards to the WAP she advised that on July 14, 2009, the Agency held a second Public Hearing on the 2009 State Weatherization Application for federal funds which has now been approved by the Department of Energy. The allocation for Louisiana is \$3.6 million.

The staff is currently working on setting up the budget the Energy Software and those funds will be available to the subgrantees by the end of the week. Also, the 2008 program year ended June 30, 2009 and the Agency has until September 30, 2009 to submit a final production report to the Department of Energy.

Mayson Foster, Commissioner, requested to bring a question to the committee regarding the formula for the LIHEAP 2010 distribution of funds. He also requested from staff a schedule of distribution of funds by parishes. In addition, suggested that staff post the allocations.

Milton Bailey, LHFA President, followed up on the point of Commissioner Foster, and also brought forth an additional comment of whether there is a component within the plan that after the allocation has occurred, as well as, given a period of time for utilization of funds to occur, if you are not utilizing all the funds based on allocation would those said fund be eligible through some mechanism, then be reallocated to a different location with a higher incident of use.

Jane Killen, LACAP noted that benchmarks with timelines were placed in the contracts that had to be met by the agencies.

Mayson Foster, Commissioner requested staff review the funding allocations with regard to the averaged population.

Katie Anderson, Energy Committee Chairman, gave an updated on the ARRA State Plan. The ARRA State Plan is still being reviewed with the Department of Energy for approval. In addition, staff has been in conversation with the Department of Energy with specific sections that did not meeting the conditions of the State Plan requirements. Once those changes have been made, there would be another public hearing; in addition to, going before the Board of Commissioners.

Charlette Minor, Program Administrator gave a brief update of deadlines required regarding the ARRA State Plan. She stated a draft is schedule to be forwarded to the Department of Energy (DOE) on August 13, 2009 with a review period of three days and the final plan will be submitted to the Department of Energy (DOE) on August 19, 2009.

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

Brace Godfrey, LACAP Counsel opened the discussion where this thing is going to go regarding the affects of Davis-Bacon and the co-mingling of funds.

If there is no other business, the Commissioner Foster entertains a motion to adjourn at 9:11.



LOUISIANA HOUSING FINANCE AGENCY

ENERGY ASSISTANCE BOC COMMITTEE MEETING

WEDNESDAY, AUGUST 12, 2009 @ 8:30AM

Guest Sign-In Sheet

**GUEST NAME**

**FIRM**

PLEASE, PLEASE PRINT.

1. Jane Killen LACAP
2. Carolyn McQuarrie LHFA
3. Charles Tate COI
4. M. Tate Lacap
5. Rene Long LHFA
6. Demetria Farve LHFA
7. Angela M. Mey LHFA
8. [Signature] J. Manycap

ENERGY ASSISTANCE COMMITTEE MEETING  
PLEASE PRINT CLEARLY

GUEST NAME

FIRM

9. Debra Asorhan

ASSIST

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

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LOUISIANA HOUSING FINANCE AGENCY

ENERGY ASSISTANCE BOC COMMITTEE MEETING

WEDNESDAY, AUGUST 12, 2009 @ 8:30AM

Guest Sign-In Sheet

**GUEST NAME**

**FIRM**

PLEASE, PLEASE PRINT.

- |                             |                        |
|-----------------------------|------------------------|
| 1. <u>Katie Anderson</u>    | <u>Commissioner</u>    |
| 2. <u>Marysue Foster</u>    | <u>Commissioner</u>    |
| 3. <u>Angela M. King</u>    | <u>LHFA Staff</u>      |
| 4. <u>CAROLYN McQUARTER</u> | <u>LHFA</u>            |
| 5. <u>Bruce Godfrey</u>     | <u>LACAP - COUNSEL</u> |
| 6. <u>Jane Killen</u>       | <u>LACAP</u>           |
| 7. <u>Charles Tate</u>      | <u>CDI</u>             |
| 8. <u>Margie Hines</u>      | <u>Lacap</u>           |

ENERGY ASSISTANCE COMMITTEE MEETING  
PLEASE PRINT CLEARLY

GUEST NAME

FIRM

- | GUEST NAME                 | FIRM                                 |
|----------------------------|--------------------------------------|
| 9. <u>Albert E. Young</u>  | <u>Commissioner</u>                  |
| 10. <u>Rene Ledy</u>       | <u>Staff</u>                         |
| 11. <u>E.K. CUNNINGHAM</u> | <u>STAFF</u>                         |
| 12. <u>S. COSTA ARAUJO</u> | <u>LHFA</u>                          |
| 13. <u>Demetria Fauce</u>  | <u>LHFA</u>                          |
| 14. <u>Alisa Dunklin</u>   | <u>Assumption Parish Police Jury</u> |
| 15. _____                  | _____                                |
| 16. _____                  | _____                                |
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| 19. _____                  | _____                                |
| 20. _____                  | _____                                |
| 21. _____                  | _____                                |

## ENERGY PROGRAMS STATUS REPORT

**TO:** Board of Commissioners

**FROM:** Darleen Okammor, Program Manager

**DATE:** September 9, 2009

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

### LIHEAP

On August 21, 2009, the agency released a second LIHEAP Allocation for \$7.2 million to the LIHEAP providers, who had either expended all of their funds or would be out of funds soon.

According to the House Appropriations Committee, the LIHEAP program was approved for \$5.1 Billion for Fiscal Year 2010. Louisiana is slated to receive \$61 million. A public hearing was held on August 31, 2009 to receive public comments on the 2010 LIHEAP State Plan. The public notice was publicized in state newspapers and posted to the Agency's website, prior to the hearing. The Plan has been finalized and will be submitted to U.S. Department of Health and Human Services, upon approval of the Board.

### 2009 WAP

On July 1, 2009, the 2009 Regular WAP State Plan was approved by the Department of Energy (DOE) for \$3.6 million to weatherize 346 units. Currently, there is no production data available.

On August 25-26, 2009, a LHFA team conducted an on-site monitoring visit of the 2008 WAP program administered by LACAP. A report will be prepared in thirty (30) days.

### ARRA-WAP

A public hearing was held on September 3, 2009 to receive public comments on the 2009 American Recovery and Reinvestment Act (ARRA), Weatherization Assistance Program. The public notice was publicized in state newspapers and posted to the Agency's website, prior to the hearing. The Plan has been finalized and will be submitted to the U.S. Department of Energy, upon approval of the Board.

The Agency is continuing to work with DOE, LRA, and LACAP to ensure approval of the plan to begin providing weatherization services by mid-September.

## Energy Programs Activity Summary Through 8/31/2009

### LIHEAP Express

Grantor: Department of Natural Resources (DNR) \$5,000,000

Type of Assistance (Sept. 29, 2008 - Sept. 30, 2009)	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		
Non-Crisis Assistance	\$4,064,621.07	8,796	2,326	3,196	2,204	833	4,798
Crisis Assistance	\$666,888.13	1,815	213	469	588	54	1,137
<b>Totals</b>	<b>\$4,731,509.20</b>	<b>10,611</b>	<b>2,539</b>	<b>3,665</b>	<b>2,792</b>	<b>887</b>	<b>5,935</b>
Percentage of Total	95%		23.9%	34.5%	26.3%	8.4%	55.9%

### Low Income Home Energy Assistance Program

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

Type of Assistance (October 2008- September 2009)	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)	\$22,567,164.92	48,841	18,619	20,129	9,048	442	16,096
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	5,114
Energy Special Needs Program	\$344,383.97	440	61	193	213	60	N/A
<b>Totals</b>	<b>\$41,269,483.13</b>	<b>93,803</b>	<b>30,315</b>	<b>36,091</b>	<b>20,369</b>	<b>899</b>	<b>34,880</b>
Percentage of Total	90%		32.3%	38.5%	21.7%	1.0%	37.2%

### 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	
Production						
July 1 – July 31, 2009	<b>No Data Currently Available</b>					

**LOUISIANA HOUSING FINANCE AGENCY**

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

**RESOLUTION**

Approving the Louisiana 2010 Low Income Home Energy Assistance Program (LIHEAP) State Plan (attached as “Exhibit A” entitled “Low Income Home Energy Assistance Program (LIHEAP) Abbreviated Model Plan Fiscal Year 2010”), and providing for other matters in connection therewith.

**WHEREAS**, according to Public Law 97-35, as Amended, Fiscal Year 2010, awarding \$61,501,777 million dollars to the State of Louisiana, Louisiana Housing Finance Agency to provide assistance to qualified low income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy, taking into account the family size.

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

SECTION 1. The Louisiana 2010 Low Income Home Energy Assistance Program (LIHEAP) State Plan (attached as “Exhibit A”, entitled “Low Income Home Energy Assistance Program (LIHEAP) Abbreviated Model Plan Fiscal Year 2010”), is hereby approved and accepted.

SECTION 2. The Agency staff and counsel are authorized and directed to prepare such documents and agreements as may be necessary to implement the “Low Income Home Energy Assistance Program (LIHEAP) Abbreviated Model Plan Fiscal Year 2010”.

SECTION 3. The Agency is hereby authorized, empowered, and directed the ability as may be necessary to create, change, amend, and revise any existing documents and/or commitments as may be necessary to implement the Louisiana Housing Finance Agency’s “Low Income Home Energy Assistance Program (LIHEAP) Abbreviated Model Plan Fiscal Year 2010”, the terms of which are to be consistent with the provisions of this resolution.

SECTION 4. The Chairman, Vice Chairman, President, Vice President, and/or Secretary of the Agency are hereby authorized, empowered, and directed to execute any forms and/or documents required to be executed on behalf of and in the name of the Agency the terms of which are to be consistent with the provisions of this resolution.

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

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 9<sup>th</sup> day of September, 2009.

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Chairman

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Secretary

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Commissioners of the Louisiana Housing Finance Agency, do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution adopted by said Board of Commissioners on September 9<sup>th</sup>, 2009 accepting the Louisiana Housing Finance Agency's "Low Income Home Energy Assistance Program (LIHEAP) Abbreviated Model Plan Fiscal Year 2010" American (attached Exhibit A) to be used in the implementation of the Louisiana Housing Finance Agency's Low Income Home Energy Assistance Program and providing for other matters in connection therewith.

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Agency on this, the 9th day of September, 2009.

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Secretary

## LOUISIANA HOUSING FINANCE AGENCY

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

\_\_\_\_\_ :

### RESOLUTION

Approving the Louisiana Weatherization Assistance Program of the American Recovery and Reinvestment Act of 2009 (attached as “Exhibit A”, entitled “Louisiana WAP ARRA 2009 State Plan”) and providing for other matters in connection therewith.

**WHEREAS**, on February 17, 2009 The President signed into law bill H.R. 1 (commonly referred as the American Recovery and Reinvestment Act of 2009) awarding an additional \$50,657,478.00 million dollars to the State of Louisiana in addition to the Louisiana Housing Finance Agency’s current Weatherization Assistance Program for training, technical assistance and for the weatherizing of qualified homes.

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

SECTION 1. The Louisiana Weatherization Assistance Program of the American Recovery and Reinvestment Act of 2009 State Plan (attached as “Exhibit A”, entitled “Louisiana WAP ARRA 2009 State Plan”) is hereby approved and accepted.

SECTION 2. The Agency staff and counsel are authorized and directed to prepare such documents and agreements as may be necessary to implement the Louisiana WAP ARRA 2009 State Plan, including:

- a. Contract with the Louisiana Association of Community Action Partnerships, Inc., (“LACAP”) for a not to exceed amount not exceed Seven Million Nine Hundred Thirty-Six Thousand Six Hundred Thirty-Five dollars (**\$7,936,635**) for administration, monitoring, training and technical assistance through the end of the Weatherization Assistance Program of the American Recovery and Reinvestment Act of 2009.
- b. Contract with Hancock Energy Software (“HES”) for an amount not to exceed \$\_\_\_\_ through June 30, 2012 for training, maintenance, work order modules, ARRA reporting modules and inventory modules that will enhance the current system and enable its efficient use through the end of the Weatherization Assistance Program of the American Recovery and Reinvestment Act of 2009.

SECTION 3. The Agency staff and counsel are hereby authorized, empowered, and directed the ability as may be necessary to create, change, amend, and revise any existing documents and/or commitments as may be necessary to implement the Louisiana

WAP ARRA 2009 State Plan, the terms of which are to be consistent with the provisions of this resolution.

SECTION 4. The Chairman, Vice Chairman, President, Vice President, and/or Secretary of the Agency are hereby authorized, empowered, and directed to execute any forms and/or documents required to be executed on behalf of and in the name of the Louisiana Housing Finance Agency, the terms of which are to be consistent with the provisions of this resolution.

SECTION 5. This resolution shall supersede any previous resolution considered by the Board regarding the Louisiana Weatherization Assistance Program of the American Recovery and Reinvestment Act of 2009 State Plan or a State Plan regarding the "Louisiana WAP Max" Program.

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

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 9th day of September, 2009.

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Chairman

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Secretary

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Commissioners of the Louisiana Housing Finance Agency, do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution adopted by said Board of Commissioners on May 13, 2009 accepting the Louisiana Housing Finance Agency's American Reinvestment Act Weatherization Assistance State Plan (attached Exhibit A) to be used in the implementation of the Louisiana Housing Finance Agency Weatherization Assistance Program and providing for other matters in connection therewith.

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Agency on this, the 9th day of September, 2009.

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Secretary