
Louisiana Housing Finance Agency



ENERGY ASSISTANCE

Darlene Okammor
Program Manager

April 14, 2010

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M E M O R A N D U M

To: Commissioner Katie Anderson
Commissioner Mayson Foster
Commissioner Elsenia Young
Commissioner Susan Sonnier

From: Darleen Okammor, Program Manager
Energy Assistance Department

Date: April 1, 2010

Re: Energy Assistance Program Committee

There will be an Energy Assistance Program Committee meeting, Wednesday, April 14, 2010 at 9:30 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 Activity Summary
- Update on LACAP Audit
- LACAP Louisiana WAP Max Report/Proposed ARRA-WAP Action Plans
- Resolution approving the Louisiana 2010 WAP State Plan

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

April 7, 2010

ENERGY ASSISTANCE COMMITTEE MEETING

A regular meeting of the Energy Assistance Committee to be held on Wednesday, **April 14, 2010 at 9:30 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 March 17, 2010 Committee Meeting.
3. Energy Programs **Activity Summary**.
4. Update on **LACAP Audit**.
5. **LACAP Monthly Report** for Louisiana **WAP Max/Proposed ARRA-WAP** Action Plans.
6. Resolution approving the **Louisiana 2010 Weatherization Assistance Program State Plan** (attached as Exhibit A entitled “2010 Weatherization Assistance Program State Plan”); and providing for other matters in connection therewith.
7. Other Business.
8. Adjournment.

Milton J. Bailey, LHFA President

If you require special services or accommodations, please contact Barry E. Brooks (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, March 17, 2010
2415 Quail Drive
Committee Room 1
Baton Rouge, LA 70808
11:30 A.M.

Commissioners Present

Katie Anderson
Mayson H. Foster
Tyrone A. Wilson

Commissioners Absent

Susan Sonnier
Elsenia Young

Staff Present

Alesia Wilkins-Braxton
Keith Cunningham
James Droddy
Robyn Meschke
Loretta Wallace
Darleen Okammor
Bridget McGee
Carolyn McQuairter
Angela King

Others Present

See attached sign-in sheet

Commissioner Katie Anderson called the meeting to order at 11:32 a.m. The roll was called and the introduction of guests and staff followed. Commissioner Foster motioned to amend the agenda to approve the January 19, 2010 minutes, which were seconded by Commissioner Wilson.

Updates: Darleen Okammor, Energy Assistance Program Manager, gave a brief overview of the statistical report of the activity summary regarding the Low Income Home Energy Assistance Program (LIHEAP). As of February 28, 2010, the subgrantees have expended 72% of the initial \$12 million dollars, serving 23, 266 households, of that 5, 929 were new applicants.

On February 17, 2010 the agency released a second LIHEAP allocation for the \$31 million dollars as mentioned at the previous committee meeting. The subgrantees have begun expending funds.

On Capitol Hill, there is a letter circulating in the House requesting at least \$5.1 billion dollars for LIHEAP by the release of the 2011 fiscal year budget. This will represent a 25% increase over last year. The National Program Advocates are unwavering in fighting for more funding for the LIHEAP program. So, the agency will continue to respond to any requests for data and statistics.

Regarding the Weatherization Assistance Program, on March 5, 2010, a draft of the proposed 2010 WAP State Plan was circulated to the Department of Energy, the Policy Advisory Council (PAC) and the Energy Committee for review and comments, which are due today. Staff is scheduled to meet with the Policy Advisory Council on tomorrow at 10:00 a.m. to finalize the proposed plan. Afterwards, all comments will be incorporated in the proposed plan and forwarded to LHFA's public relations department for publication. The public hearing for comments is tentatively scheduled for April 6, 2010. This will allow LHFA to bring the plan before full board for approval in order to submit it to the Department of Energy at the April 14, 2010 board meeting. The plan is due May 1, 2010.

The Energy staff is also working on revising the monitoring instrument to include a component for the ARRA-WAP grant. We have a tentative date set for the week of March 29, 2010 to conduct a quarterly assessment visit of LACAP, which will include a small sampling of the subgrantees.

Ms. Okammor concluded the statistical report with a brief overview of the expenditure totals.

Jon Phelps, Energy Director, LACAP, gave a brief overview of their expectations of the agencies in regards to their performance as noted in the Monthly Report for Louisiana ARRA WAP Max. In addition, suggestions for those agencies that did not meet their expectations as stated by the guidelines of their contracts.

Mr. Keith Boeneke, Shaw Group, gave a brief summary of the production monitoring with respects to Davis Bacon reporting and with an overview of the tentative field monitoring schedule.

Commissioner Anderson opened the floor to entertain questions and or comments.

There being no other business to discuss, Commissioner Anderson adjourned the meeting at 12:05 p.m.



LOUISIANA HOUSING FINANCE AGENCY

ENERGY ASSISTANCE COMMITTEE BOC MEETING

WEDNESDAY, MARCH 17, 2010 @ 11:30AM

Guest Sign-In Sheet

GUEST NAME

FIRM

PLEASE, PLEASE PRINT

- | | | |
|----|-----------------|---------------------------|
| 1. | DOROTHY THOMAS | LA. FAMILY Recovery Corps |
| 2. | ART SCHULDT | CENTER POINT REC. HOUSING |
| 3. | B. Keith Bercha | SHAW |
| 4. | BRAYTON SWIFT | SHAW |
| 5. | Jon Phelps | LACAP |
| 6. | Robye Meschke | LHFA |
| 7. | Ishen Manning | LHFA |
| 8. | Joseph M. Hays | LHFA |

**EAC BOC MEETING
PLEASE PRINT CLEARLY**

GUEST NAME

FIRM

9.	<i>Patricia Baker</i>	<i>ALFA</i>
10.	<i>Carol McLeod</i>	<i>LARA</i>
11.	<i>Margie Hines</i>	<i>Lacay</i>
12.	<i>Tom E. Dwyer</i>	<i>LHFA</i>
13.		
14.		
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17.		
18.		
19.		
20.		
21.		



ENERGY PROGRAMS ACTIVITY SUMMARY

TO: Board Energy Assistance Program Committee
FROM: Darleen Okammor, Program Manager
DATE: April 14, 2010
RE: Low Income Home Energy Assistance Program (LIHEAP)
 Weatherization Assistance Program (WAP)

Low Income Home Energy Assistance Program (LIHEAP)

On April 5, 2010, LHFA received a DHHS Grant Award Notice for \$5,187,042. This grant award represents the third quarter funds for the FY 2010 LIHEAP block grant. The total amount awarded to-date is \$58,169,890.

Weatherization Assistance Program (WAP)

On March 18, 2010, the energy staff met with the Policy Advisory Council (PAC) to review and receive comments on the proposed 2010 WAP State Plan. The public hearing was held on April 6, 2010. All of the comments received have been considered and incorporated in the State Plan. Upon acceptance and approval from the full Board, the plan will be submitted to the U.S. Department of Energy (DOE) for approval. Submission of the plan is due by May 1, 2010.

The energy staff will conduct a quarterly assessment of LACAP on April 8-9, 2010, which include a sampling of the subgrantees during the week of April 12-16, 2010.

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

Program Budget and Statistical Report:

Low Income Home Energy Assistance Program

Grantor: Department of Health and Human Services (DHHS) \$51,945,162
 (DHHS) \$12,967,605 (DHHS)^{2nd} Allocation \$38,977,557

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)	\$14,658,476.99	34,222	12,929	14,873	6,372	397	7,780
Cooling (April - September)							
Year Round Crisis	\$2,066,030.93	7,499	1,147	2,706	2,126	110	3,124
Totals	\$16,724,507.92	41,721	14,076	17,579	8498	507	10,904
Percentage of Total	32%		33.7%	42.1%	20.4%	1.2%	26.1%

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	Number of New Clients	
DOE Production						
July 1 – March 31, 2010	\$2,133,451.71	354	211	150	50	165
Percentage of Total	59%		59.6%	42.4%	14.1%	46.6%

Energy Special Needs Program

Grantor: Department of Health and Human Services (DHHS) \$101,936

Type of Assistance (- June 30, 2010)	Total Expenditures	Number of Households Assisted	Households with at least one member who is:			Denied
			60 Years or Older	Disabled	Age 5 or Under	
DOE Production						
January 1 – March 31, 2010	\$21,185.85	28	12	18	12	4
Percentage of Total	21%		42.9%	64.3%	42.9%	14.3%

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
April, 2010

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 April 1, 2010.

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 February, 2010, for all Subgrantees.

One Month Failure to Produce

Expectation Number 6: For the month of February, 2010, there were four agencies in this category: EBR, St. John Parish, St. Landry, and St. Tammany Parish. These agencies were counseled and have been monitored. This is St. Landry’s first month to fall short of production goals and it was by 2 units. The other three agencies have action plans attached.

Two Month Failure to Produce

Expectation Number 7: For the month of February, 2010, there were no agencies that fell into this category.

Four Month Failure to Produce or Failure to Meet 90% by Month 5

Expectation Number 8: For the month of February, 2010, there were four agencies that fell into the failure to produce 90% of production goals: EBR, Jeff CAP, St. John Parish, and St. Tammany Parish. Action Plans are attached.

AGENCY	OCTOBER PROJECTIONS	UNITS COMPLETED	NOVEMBER PROJECTIONS	UNITS COMPLETED	DECEMBER PROJECTIONS	UNITS COMPLETED	JANUARY PROJECTIONS	JANUARY COMPLETED	FEBRUARY PROJECTIONS	FEBRUARY COMPLETED
Allen Action Agency	1	1	1	2	2	2	2	2	2	2
Avoyelles CAA	2	0	2	4	3	8	4	6	4	4
East Baton Rouge	2	0	6	8	7	6	13	0	13	7
Caddo CAA	5	0	7	0	11	23	15	15	15	15
DeSoto, OCS	6	0	7	1	8	6	11	25	11	11
Jefferson Parish CAP	2	2	7	9	9	4	15	4	15	15
Lafourche	0	0	3	2	3	3	3	4	3	3
LaSalle CAA	6	5	6	9	9	8	12	12	12	12
Quad Area CAA	7	3	7	13	9	11	14	14	14	14
SMILE CAA	7	0	7	11	9	19	13	23	13	17
St. John Parish DHHS	2	0	2	0	3	0	5	11	5	3
St. Landry Parish	2	3	2	7	3	5	4	4	4	2
St. Mary CAA	2	0	2	4	3	4	4	6	4	6
St. Tammany Parish	4	0	4	0	6	14	9	11	9	0
Terrebonne Parish	2	2	2	2	3	3	4	0	4	6
Total CAA	6	0	8	15	10	20	16	18	16	19
Vernon CAC	5	11	5	0	7	4	9	9	9	12
TOTAL	61	27	78	87	105	140	153	164	153	148
PERFORMANCE		44.27%		111.54%		133.33%		107.19%		96.73%

As of February, 2010 – 102.9% (566 completed out of 550 projected) statewide.

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/ CERTIFICATIONS	TRAINING HOURS
H.E.S. New Hires	2.24.10	3/3	8
Basic Weatherization	2.17.10 – 2.19.10	12/12	24
Health & Safety	2.11.10 – 2.12.10	10/10	16
HVAC	2.23.10 – 2.25.10	4/4	16
Mobile Homes	2.22.10 – 2.24.10	9/9	24

EPA Lead Renovator	2.2.10	12/12	8
	2.3.10	12/12	8
	2.9.10	9/9	8
	2.10.10	12/12	8
Infrared Camera	2.2.10-2.3.10	12/12	16

COURSE DESCRIPTIONS:

NEW HIRE: New hires are given a basic understanding of the HES WAP system with Q & A sessions with LACAP staff, practical hands on activities and detailed demonstrations of modules.

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.

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.

HVAC: This course covers the wide range of appliances, diagnostic techniques, and weatherization measures involved in home heating, venting and cooling. Special attention will be paid to DOE WPNs and Louisiana specific HVAC considerations, such as cooling and sun control.

MOBILE HOMES: Teaches hands-on how to assess weatherization needs of typical mobile homes and address those needs using the right tools and measures, taking into consideration priorities and cost.

EPA LEAD RENOVATOR: Upon completion of this course, participants will be able to perform weatherization in a manner that minimizes creation and dispersal of lead contaminated dust and protects residents, especially children, from possible lead exposure.

INFRARED CAMERA: Participants engage in understanding infrared theory with practical hands-on activities to understand the use of any infrared camera for home/building energy inspections.

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: Jon Phelps, on behalf of Jane Killen, Executive Director, LACAP

LACAP ARRA Master Inventory List 2/28/10

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
	12" Miter Saw	122210	ARRA	tools	\$299	11/30/2009	100%	main	WAP	New	In Use
	6 Gal Air Compressor w/gun	299318	ARRA	tools	\$189	11/30/2009	100%	main	WAP	New	In Use
	Circular Saw 7 1/4"	173026	ARRA	tools	\$129	11/30/2009	100%	main	WAP	New	In Use
	Krendal Insulation Machine Kit	40-0011	ARRA	Equipment	\$15,035.76	12/1/2009	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											
	DEWALT SPADE HANDLE DRILL	847058	ARRA	APAC	\$169.00	11/19/09	100%	APAC	WAP	NEW	IN USE
	Minneapolis Blower Door DG700	5KCP39PG5727	ARRA	APAC	\$2,640.00	12/15/09	100%	APAC	WAP	New	
	DEWALT	964455	ARRA	APAC	\$299.00	02/08/10	100%	APAC	WAP	New	IN USE
Assumption PPJ											IN USE
Avoyelles											IN USE
	BACHARACH MONOXOR III	QN1118	ARRA/CONSERVATION S	APAC	\$720.00	1/28/10	100%	APAC	WAP	NEW	IN USE
Caddo CAA											IN USE
	FORD TRUCK	1FTNF2AY2AEA68535	ROUNDTREE	CCAA	23,600	12/29/2009		CADDO	WAP	NEW	IN USE
	CARGO FAN	1FTNE2ELOADA18854	ROUNDTREE	CCAA	18,759	12/29/2009		CADDO	WAP	NEW	IN USE
	BLOWER DOOR	21624-228077700	ARRA	CCAA	2,595.00	1/27/2010		CADDO	WAP	NEW	
	BLOWER DOOR	21625-228057700	ARRA	CCAA	2,595.00	1/27/2010		CADDO	WAP	NEW	IN USE
	BLOWER DOOR	21626-228067700	ARRA	CCAA	2,595.00	1/27/2010		CADDO	WAP	NEW	
	8 X 18 TRAILER		J& R PRODUCTS	CCAA	7,695.00	1/27/2010		CADDO	WAP	NEW	IN USE
	INFRARED	399010736	ARRA	CCAA	5,900.00	1/27/2010		CADDO	WAP	NEW	
	CAMERA										IN USE
	INSULATING	436	ARRA	CCAA	7,995.00	1/27/2010		CADDO	WAP	NEW	IN USE
	MACHINE										
	1,500 WATT		ARRA	CCAA	2,595.00	1/27/2010		CADDO	WAP	NEW	
	GENERATOR										In Use
	HOSE REEL		ARRA	CCAA	510	1/27/2010		CADDO	WAP	NEW	In Use
	WATTS UP PRO (4)		ARRA	CCAA	123.04	1/26/2010		CADDO	WAP	NEW	In Use
					EACH						In Use
	Toshiba laptop	29342908Q	ARRA	CCAA	898	2/26/2010		CADDO	WAP	NEW	In Use
	Toshiba laptop	Z9372526Q	ARRA	CCAA	898	2/26/2010		CADDO	WAP	NEW	In Use
	Toshiba laptop		ARRA	CCAA	898	2/26/2010		CADDO	WAP	NEW	In Use
				EA-14							
DeSoto PPJ											In Use

LACAP ARRA Master Inventory List 2/28/10

Agency	Description	Serial #	Source	Title	Cost	Acquisition Date	% of Federal Participation	Location	Use	Condition	Ultimate Disposition
	Minneapolis Blower Door	21287	ARRA	DPPJ	\$2,595.00	Dec-09	100%	DOCS	WAP	New	In Use
		21288	ARRA	DPPJ	\$2,595.00	Dec-09	100%	DOCS	WAP	New	
		21289	ARRA	DPPJ	\$2,595.00	Dec-09	100%	DOCS	WAP	New	
		1FTMF1CWXA19134	ARRA	DPPJ	\$15,435.80	Dec-09	100%	DOCS	WAP	New	
	F150 Ford Truck	1FTMF1CW6AKA98415	ARRA	DPPJ	\$15,752.00	Dec-09	100%	DOCS	WAP	New	
	F250 Ford Truck	1FTSW20529EA99242	ARRA	DPPJ	\$21,269.00	Dec-09	100%	DOCS	WAP	New	
EBR Econ Dev											In Use
Jefferson CAP											In Use
Lafourche Parish											In Use
	DEWALT DRILL/18V	21000097	ARRA	LACAP	\$159.99	3/1/10	100%	LAFOURCHE	WAP	NEW	IN USE
	COATED BLUE COVERALLS		ARRA	LACAP	\$397.50	3/1/10	100%	LAFOURCHE	WAP	NEW	IN USE
	INSPECTOR KIT		ARRA	LACAP	\$175.00	3/1/10	100%	LAFOURCHE	WAP	NEW	IN USE
	GFCI TRIPLE TAP 12/3		ARRA	LACAP	\$119.00	3/4/10	100%	LAFOURCHE	WAP	NEW	IN USE
LaSalle CAA											In Use
Quad Area CAA											IN USE
	3-Heat Finder Irscecather	4226, 4225, 4227	ARRA	Quad Area	1,395.00 ea	11/25/09	N/A	Quad Area	WAP	New	IN USE
	1- 1500 watt generator	5695125	ARRA	Quad Area	\$2,299.00	11/25/09	N/A	Quad Area	WAP	New	IN USE
	17,500 watt generator	5706790	ARRA	Quad Area	2,599.00	11/25/09	N/A	Quad Area	WAP	New	IN USE
	17,500 watt generator	5706789	ARRA	Quad Area	2,599.00	11/25/09	N/A	Quad Area	WAP	New	IN USE
	INFRARED HEAT CAMERA	48280	ARRA	Quad Area	6720	11/25/09	100%	Quad Area	WAP	NEW	IN USE
	INFRARED HEAT CAMERA	48285	ARRA	Quad Area	6720	11/25/09	100%	Quad Area	WAP	NEW	IN USE
	CARGO TRAILER	1VK500H29910679232	ARRA	Quad Area	6056	2/2/10	100%	Quad Area	WAP	NEW	IN USE
	CARGO TRAILER	46VF101781117312	ARRA	Quad Area	6056	2/2/10	100%	Quad Area	WAP	NEW	IN USE
	CARGO TRAILER	1UK500H2991067923	ARRA	Quad Area	6056	2/2/10	100%	Quad Area	WAP	NEW	IN USE
	4X4 DODGE TRUCK	3OUT2CL2AG146266	ARRA	Quad Area	37023.35	2/2/10	100%	Quad Area	WAP	NEW	IN USE
	2X4 TRUCK	3D7TP2CLAG146058	ARRA	Quad Area	29749.45	2/2/10	100%	Quad Area	WAP	NEW	
	2X4 TRUCK	1FTSW20Y89EA75604	ARRA	Quad Area	29749.45	2/2/10	100%	Quad Area	WAP	NEW	
	KREDL INSULATION MACHINE	447	ARRA	Quad Area	7689.59	1/20/10	100%	Quad Area	WAP	NEW	
	COOL INSULATION	323	ARRA	Quad Area	7212.8	1/20/10	100%	Quad Area	WAP	NEW	
	MAKITA ROTARY CONCRETE		ARRA	Quad Area	349.99	2/26/10	100%	Quad Area	WAP	NEW	IN USE
St. Charles Parish											IN USE
St. James Parish											IN USE
St. John Parish											IN USE
St. Landry Parish											IN USE
	MINNEAPOLIS BLOWER DOOR W/ DG	5KCP39PG5727	ARRA	ST. LANDRY	\$2,595	1/25/10	100%	ST.LANDRY	WAP	NEW	IN USE
	MINNEAPOLIS BLOWER DOOR W/ DG	5KCP39PG5727	ARRA	ST. LANDRY	\$2,595	1/25/10	100%	ST.LANDRY	WAP	NEW	IN USE
	DIAGNOSTIC BACHARACH INFORMAN	19-7147QN1026	ARRA	ST. LANDRY	\$515	1/25/10	100%	ST.LANDRY	WAP	NEW	IN USE
	DIAGNOSTIC BACHARACH INFORMAN	19-7067QN1205	ARRA	ST. LANDRY	\$515	1/25/10	100%	ST.LANDRY	WAP	NEW	
	PRESSSURE PAN 12'X14"X4'	21983	ARRA	ST. LANDRY	\$140	1/25	100%	ST.LANDRY	WAP	NEW	
	PRESSSURE PAN 12'X14"X4'	21984	ARRA	ST. LANDRY	\$140	1/25	100%	ST.LANDRY	WAP	NEW	
	16 PACK LEAD DETECTORS		ARRA	ST. LANDRY	\$69	1/25/10	100%	ST.LANDRY	WAP	NEW	
	16 PACK LEAD DETECTORS		ARRA	ST. LANDRY	\$69	1/25/10	100%	ST.LANDRY	WAP	NEW	in use
	BOSCH 6 GALLON AIR COMPRESSOR	8213350BWA033	ARRA	ST. LANDRY	\$299	2/17/10	100%	ST.LANDRY	WAP	NEW	in use
SMILE Agency				EA 15							in use
St. Mary											IN USE

Action Plan ARRA Weatherization

East Baton Rouge Parish/Office of Community Development (EBR)

Issues:

Procurement problems at Parish level: The process of procuring contractors has taken until March, 2010 to materialize. Three contractors, according to information disclosed during a meeting on March 23, 2010, three contractors are under contract and two additional contractors are close to signing contracts. LACAP does not know the details for the delays only that these issues seem to be more common with Parish government entities.

Contract execution at Parish level: As stated above, contractors were not under contract until March, 2010. LACAP does not know the details for the delays only that contractual delays are more common in Parish governments that are involved in weatherization. LACAP's experience with EBR and a number of other Parish governments has been that it could take several months to receive signed contracts. Apparently, there are multiple levels of review, no matter how large or small.

Organizational structure: EBR seems to have enough personnel to complete the many tasks involved in weatherization. However, the organizational structure is convoluted with many employees being used in many different programs that are provided out of the Office of Community Development.

Not in compliance with scheduled production after five months; period ending February 28, 2010: EBR had 21 completed units or 51.2% out of a scheduled 41 units.

Corrective Action:

Procurement problems at Parish level: These issues are imbedded in governmental structure. LACAP can recommend that the Parish government streamline their processes and eliminate unnecessary levels of approval. However, the procurement policy at EBR is in place for all procurement for a Parish that is the largest in population in Louisiana. Parish legal counsel may be able review their policy and find ways to speed up the process.

Contract execution at Parish level: Only in March of 2010 were contracts with the three contractors executed. Again, LACAP can recommend that this process be reviewed in an attempt to streamline. The hopeful news about this is that EBR had the foresight to obtain multiple contractors and once they are up and running production should increase dramatically.

Organizational structure: It is apparent to LACAP that the EBR weatherization does not have anyone whose sole job is to make sure that weatherization tasks are completed. EBR stated in the management meeting on March 23rd that they are seeking to hire two additional full-time contractual weatherization employees, a weatherization manger and a case worker.

Not in compliance with scheduled production after five months; period ending February 28, 2010: EBR now has in place 3 contractors to maintain compliance with the production schedule. Contracts were recently signed and executed with three high capacity contractors. Two additional weatherization contractors were selected through procurement and will be signing contracts soon. Two inspection contractors will be hired to ensure inspected homes stay ahead of production.

Below is EBR’s Weatherization Plan going forward from March, 2010. Enough homes are in various stages of audit, weatherization and inspection to meet these numbers. EBR has stated that they will hire additional contractors to help reach their goals. They state they will also reorganize their staff to better perform quality control on weatherized homes. At least two additional employees, a WAP manager and a case manager are being solicited.

EBR Parish ARRA Weatherization Summary
For the Period October 1, 2009 to June 30, 2010

	Goal	Actual	
October	2	0	
November	6	8	
December	7	6	
January	13	0	
February	13	7	
March	13	1	
April	13	28	<i>Projected</i>
May	13	30	<i>Projected</i>
June	13	40	<i>Projected</i>
Total	93	120	<i>Projected</i>

The following information was offered by EBR officials at the meeting held on 3-23-10 attended by officials from EBR, LHFA and LACAP:

**WEATHERIZATION ASSISTANCE PROGRAM
EAST BATON ROUGE PARISH
STATUS – MARCH 23, 2010**

Goal through March, 2010 -	54 units
Completed Units – March, 2010 -	22 units
Goal through April, 2010 -	67 units
Completed Units <u>Goal</u> – April, 2010-	50 units (3 contractors on contract April 5, 2010) (1-2 Inspections firms on contract May 1, 2010)
Goal through May, 2010-	80 units
Completed Units <u>Goal</u> – May, 2010	80 units (5 contractors on contract May 1, 2010)
Goal through June, 2010 -	93 units
Completed Unit Goal – June, 2010	120 units (full staffing of 5 construction firms and 2 inspection firms)

Referrals – 457
HES Applicants – 376
Requested Inspections – 163

Program Changes – Hire Contractual WAP Manager ASAP – Hire Contractual WAP Case Manager ASAP.
(Can hire through Consulting Services Contract for April 15, 2010- December 30, 2010 < \$50,000)

Recommendation:

LACAP does not recommend a redistribution of units at this time. Although it seems that EBR has had adequate time to ramp up and achieve its production goals, their weatherization staff has been hampered by the Parish processes that are extremely slow in developing.

LACAP will continue to monitor the situation closely. We are monitoring the ARRA program quarterly and perform desk monitoring monthly.

If conditions deteriorate and do not progress, LACAP will recommend a different course of action which may include a reduction in funding and an additional provider.

**OUTLINE FOR AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
WEATHERIZATION FUNDING FOR**

THE CITY OF BATON ROUGE/EAST BATON ROUGE PARISH

The Office of Community Development (OCD) has been charged with implementing a plan of action to perform the project administration and construction implementation to weatherize 422 residential units within our jurisdictional boundaries according to the United States Department of Energy guidelines and regulations. The time period to complete this project is September 2009 through March 2012. The average price to complete a residential unit weatherization improvement is \$6500 each.

OCD has not been successful in meeting goals in previous year Weatherization Assistance Programs (WAP) and has fallen behind for the current 2009-2010 year and therefore the Office of the Mayor-President has requested a proposed Plan of Action to address how OCD could meet the demand for additional WAP units funded through ARRA.

OCD completed prior year WAP units through mostly in-house resources. OCD staff advertised, assessed and maintained a list of eligible applicants. Staff inspected the homes, prepared a scope of work for necessary improvements and provided cost estimates for the required work. Initially OCD work crews performed the weatherization improvements, contracting out only individual work items that OCD staff was not able to perform. More recently, OCD bid and contracted out small groups (3 to 15) of residential units for contractors to complete all work. OCD staff performed inspection services for all initial, in-progress and final work. These methods, while improved, have resulted in slow and inefficient progress toward meeting WAP goals.

To improve this system, OCD proposes to begin a program of contracting out inspection and construction services for the ARRA WAP program. OCD has reviewed programs in Maryland and Michigan and received copies of bid specifications whereby contracts may be awarded for annual inspection and construction services with the ability to renew annually until March, 2012. OCD completed the bid process in March, 2010 and now has three executed General Construction agreements with the three low bidders, House Smart, LLC; Dr A/C and Home Maintenance; and Wilserv Corporation. Two additional low bidders; Turnkey Residential and New Heights Developers will have executed contracts by May 1st.

Construction contracts have unit prices for work to be performed. Each unit will obtain a scope of work and will be priced by each of the five construction contracts and awarded to the lowest cost contractor, if available capacity to perform is determined. If the lowest cost contractor does not have the capacity to immediately start on the unit, the next lowest contractor will be issued the Notice To Proceed.

Until such time as the notice to proceed is issued for construction services, OCD staff will continue inspection and construction services. At such time inspection and construction services may begin by the awarded bidders, OCD construction staff will transition away from the ARRA weatherization program. Contractual contractors may be utilized to assist the OCD staff with these 30 units as permitted. OCD inspection services will continue to perform oversight inspections of work performed by contractual inspectors and construction crews and inspect for final approvals. OCD inspectors will assist OCD Programs Management in coordination and scheduling of which units will be scheduled for each awarded

contractor. The goal of OCD is to have two firms contracted for inspection services and five general contractors for construction services. Construction contractors must be fully certified, licensed and insured and be able to provide all sub-contracting duties required to fulfill a weatherization project and have resources to provide additional rehabilitation services as requested.

It is estimated that OCD will need 1500 potential units to meet the 422 completed units for the program. OCD will utilize its existing list of 457 potential units to begin certifying homes for the ARRA WAP and the annual WAP programs. OCD will also create a marketing campaign to advertise for new applicants. The marketing campaign will include governmental cable-tv advertising, newspaper, area non-profit assistance, church assistance and on-line applications on the city web site. Staff intends to utilize recommended marketing strategies as provided by the Weatherization Assistance Program Technical Assistance Center (WAPTAC).

To provide day to day oversight and management of the weatherization program at OCD, management has interviewed consultants to perform Weatherization Management Services for the EBR program. The consultant will be a contractual independent contractor tasked to work forty hours per week managing the weatherization program to include reporting, monitoring, Davis-Bacon labor monitoring, contractor management and applicant approval. The selected contractor is expected to begin work on April 26, 2010.

Proposed timeline: Cumulative Unit Totals

Contractual Goal through March, 2010 -	54 units
Completed Units – March, 2010 -	22 units
In-Progress Units – April, 2010 -	29 units
Contractual Goal through April, 2010 -	67 units
OCD Completed Units <u>Goal</u> – April, 2010-	51 units (3 contractors on contract April 14, 2010) (1-2 Inspections firms on contract May 1, 2010)
Deficit Units-	16 units
Contractual Goal through May, 2010-	80 units
OCD Completed Units <u>Goal</u> – May, 2010	80 units (5 contractors on contract May 1, 2010)
Deficit Units -	0 units
Contractual Goal through June, 2010 -	93 units
OCD Completed Unit Goal – June, 2010	100 units (full staffing of 5 construction firms and 2 inspection firms)

Referrals – 457 HES Applicants – 376 Requested Inspections – 163

Action Plan ARRA Weatherization

St. Tammany Parish Government

Issues: Procurement problems at Parish level, Contract execution at Parish level

Not in compliance with scheduled production after five months; period ending February 28, 2010. St. Tammany had 25 completed units or 78.1% out of a scheduled 32 units.

Corrective Action:

St. Tammany now has in place the contractors to maintain compliance with the production schedule. Contracts were signed and executed with two high capacity contractors.

Below is St. Tammany's Weatherization Plan going forward from March, 2010. Enough homes are in various stages of audit, weatherization and inspection to meet these numbers. St. Tammany has stated that they will hire an additional contractors to help reach their goals. They state they will also reorganize their staff to better perform quality control on weatherized homes.

St. Tammany ARRA Weatherization Summary
For the Period October 1, 2009 to June 30, 2010

	Goal	Actual
October	4	0
November	4	0
December	6	14
January	9	11
February	9	0
March	9	16
April	9	9 <i>Projected</i>
May	9	9 <i>Projected</i>
June	9	9 <i>Projected</i>
Total	68	68 <i>Projected</i>

Below are excerpts from emails from St. Tammany officials:

“We will have 16 complete houses for ARRA by 3/31.
We have 9 to complete for April.
All our ARRA contracts have been signed and we have already begun working.”

- Tanja Hill, Program Manager

Tanja,
Please forward to Jon.

“We have all contracts in place and feel confident we will be on schedule by April 31st.”

Thanks

John Tobin, CRC
Director
Dept of Health and Human Services
St. Tammany Parish Government

4-7-10

“ARRA

As of today we will have 16 ARRA houses reported for March. This brings us up to date.

We have received all contracts for ARRA and are moving forward with our WAP workers and contractors.”

Recommendation: LACAP does not recommend a redistribution of units at this time.

Action Plan ARRA Weatherization

Jefferson Parish Community Action Program (Jeff CAP)

Issues:

Procurement problems at Parish level: The process of procuring a contractor, although initiated prior to ARRA contracts being signed between LACAP and Jeff CAP, took until early December to finalize. LACAP does not know the details for the delays only that these issues seem to be more common with Parish government entities.

Contract execution at Parish level: The contract with Leader Construction was not finalized until December 4, 2009. LACAP does not know the details for the delays only that contractual delays are more common in Parish governments that are involved in weatherization.

Organizational structure: It appears that Jeff CAP needs additional office staff to assist Mr. Bewley organize files, input information into the HES system, and complete administrative duties in the office.

Too few contractors: Leader Construction is Jeff CAP's only contractor with a contractual arrangement. If a dispute were to arise, production would cease until another is procured and based upon experience that would take too long to attain compliance with production.

Not in compliance with scheduled production after five months; period ending February 28, 2010. Jeff CAP had 32 completed units or 66.7% out of a scheduled 48 units.

Corrective Action:

Procurement problems at Parish level: These issues are imbedded in governmental structure. LACAP can recommend that the Parish government streamline their processes and eliminate unnecessary levels of approval. However, the procurement policy at Jefferson Parish is in place for all procurement for a Parish that is the largest in population in Louisiana. Parish legal counsel may be able review their policy and find ways to speed up the process.

Contract execution at Parish level: Since December of 2009 the contract with the contractor has been executed. Again, LACAP can recommend that this process be reviewed in an attempt to streamline.

Organizational structure: Additional office help has been put in place for Mr. Bewley.

Too few contractors: This was a comment written by Jeff CAP weatherization staff: “Jeff CAP will add a second vendor to weatherize DOE homes and as needed ARRA homes.” As stated above in the issues section, LACAP recommends that additional contractors are procured in the quickest possible fashion. This would assist in production as well as diversify risk. It was recommended by LACAP that more than one more contractor be added to the program.

Not in compliance with scheduled production after five months; period ending February 28, 2010. Jeff CAP will complete 25 homes in March to reach the 90% compliance mark. They will weatherize an additional 6 homes over its usual goal in order to reach 100% compliance by the end of April, 2010. Below is JeffCap’s Weatherization Plan going forward from March 2010. There are now enough homes in various stages of audit, weatherization and inspection to meet these numbers. As per discussion on 3-30-10, Jeff CAP will explore the hiring of an additional contractor to help us reach its goals. Jeff CAP will also reorganize their staff to better perform quality control on weatherized homes.

JeffCap ARRA Weatherization Summary
For the Period October 1, 2009 to June 30, 2010

	Goal	Actual	
October	2	0	
November	7	9	
December	9	4	
January	15	4	
February	15	15	
March	15	25	
April	15	21	<i>Projected</i>
May	15	17	<i>Projected</i>
June	15	17	<i>Projected</i>
Total	108	112	<i>Projected</i>

The following comments were submitted by Jeff CAP in the meeting on 3-30-10:

“Our initial delays were due to not having an outside contractor start until December 4, 2009. We also had procurement issues regarding Jefferson Parish having to close out the end of the year finances and reconcile invoices.”

“Jeff CAP and its contractor are continuing to audit a surplus of homes each month so that we can keep up production”

“Jeff CAP will add a second vendor to weatherize DOE homes and as needed ARRA homes.”

“Jeff CAP will shift staff to focus on auditing and inspecting while the contractors perform weatherization work.”

From: LBewley
Sent: Wednesday, April 07, 2010 1:01 PM
To: NFerrier
Cc: CMGibson
Subject: jon's response

Procurement:

In the past, the Parish would shut down for 5 days all purchasing. This year however due to personnel changes, new procedures were put in place.

Due to these changes purchasing was shut down for 3 weeks for the 1st time. Once it was reopened we were allowed to catch up and move forward.

Now that we are using an outside contractor, that contractor purchases all materials he needs for the job thus expediting the process.

We also now have multi vendor contracts with plumbers; electricians etc. and those vendors in turn also purchase their own materials.

Contracts

Jefferson Parish follows state bid laws in choosing a contractor and vendors. The Parish Council has the final say in who is chosen.

Leader Construction was chosen to provide weatherization services. It took us time to ramp up but we feel that Leader and its staff are doing exceptional work and producing homes consistently and appropriately.

We are now in the process of choosing a second contractor to assist in weatherization. Again we must follow Parish guidelines but we hope to have a contractor in place soon.

Office personal:

In addition to the weatherization coordinator, JeffCap employs two clerks who assist in procurement and administrative needs. One is a new hire who is learning the procedures and has been a quick study. JeffCap also has one auditor on staff and is in the process of hiring another individual to supervise the contractors. Additionally the supervisor we have on staff currently is training to be an auditor and will add that to his duties.

Recommendation:

LACAP does not recommend a redistribution of units at this time. Although it seems that Jeff CAP has had adequate time to ramp up and achieve its production goals, their weatherization staff has been hampered by the Parish processes that are slow in developing. Now that the contractor is in place Jeff CAP's production was on pace in February and exceeded its goal in March.

LACAP will continue to monitor the situation closely. We are monitoring the ARRA program quarterly and perform desk monitoring monthly.

If conditions deteriorate and do not progress, LACAP will recommend a different course of action which may include a reduction in funding and an additional provider.

**Action Plan
ARRA Weatherization**

St. John the Baptist, Department of Health & Human Services

Issues: Procurement problems at Parish level, IT reporting problems with HES

Not in compliance with scheduled production after five months; period ending February 28, 2010. St. John had 14 completed units or 82.4% out of a scheduled 17 units.

Corrective Action: St. John now has in place the contractors to maintain compliance with the production schedule. HES has been working to resolve the reporting problems. HES has LACAP's approval to move forward with the corrective measures. Art Wilcox is waiting for LHFA's approval per his last correspondence.

Below is St. John's Weatherization Plan going forward from March 2010. We now have enough homes in various stages of audit, weatherization and inspection to meet these numbers. St. John has stated that they will hire an additional electrical & plumbing contractor to help reach their goals.

St. John ARRA Weatherization Summary
For the Period October 1, 2009 to June 30, 2010

	Goal	Actual
October	2	0
November	2	0
December	3	0
January	5	11
February	5	3
March	5	8
April	5	5 <i>Projected</i>
May	5	5 <i>Projected</i>
June	5	5 <i>Projected</i>
Total	37	37 <i>Projected</i>

Recommendation: LACAP does not recommend a redistribution of units at this time.

LOUISIANA HOUSING FINANCE AGENCY

The following resolution was offered by _____ and seconded by _____ :

RESOLUTION

Approving and accepting the Louisiana Weatherization Assistance Program 2010 State Plan (attached as “Exhibit A”) and providing for other matters in connection therewith.

WHEREAS, pursuant to the provisions of Chapter 3-A of Title 40 of the Louisiana Revised Statutes of 1950 (R.S. 40:600.1 through R.S. 40:600.24, inclusive), as amended, the Louisiana Housing Finance Agency (“LHFA”) is granted the power to effectuate the Department of Energy Weatherization Assistance Program (“WAP”) for the state of Louisiana; and

WHEREAS, the Department of Energy 2010 Funding Opportunity Announcement DE-F0A-0000216 requires the LHFA submit an annual state plan for the implementation of the WAP program; and

WHEREAS, the state plan has been presented for review and comment to the Policy Advisory Council; and

WHEREAS, the state plan has been published for review and comment in a public hearing, held April 6, 2010.

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 2010 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 2010 State Plan.

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 2010 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.

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 14th day of April, 2010.

Chairman

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 April 14, 2010 accepting the Louisiana Housing Finance Agency's 2010 Weatherization Assistance Program 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 _____th day of _____, 2010.

Secretary

STATE OF LOUISIANA

2010 Weatherization Assistance Program

State Plan

Funding Opportunity Number: DE-FOA-000216

CFDA #81.042



Louisiana Housing Finance Agency
2415 Quail Drive
Baton Rouge, Louisiana 70808
(225) 763-8700 • FAX (225) 763-8752
www.lhfa.state.la.us

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PROGRAM BACKGROUND

Title IV, Energy Conservation and Production Act, as amended, authorizes the Department of Energy to administer the Low-Income Weatherization Assistance Program. Grant awards under this program shall comply with applicable law including regulations contained in 10 CFR 440 (issued February 1, 2002), and other procedures applicable to this regulation as DOE may periodically prescribe for administration of financial assistance.

On October 28, 2009, the President signed into law the Energy and Water Development and Related Agencies Appropriations Act, 2010, Public Law 111-85, which provides funding to the Weatherization Assistance Program for Fiscal year 2010 in the amount of \$210 million. **Louisiana is slated to receive an allocation of \$1,320,663.**

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 includes persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, and low-income households with high-energy burden. **The new adjusted average expenditure limit for PY 2010 under 10 CFR 444.18(a) is \$6500. The income eligibility level is 200 percent of the Poverty Income Guidelines.**

The Louisiana Housing Finance Agency's (LHFA) mission is to assure that every Louisiana resident is granted an opportunity to obtain safe, affordable, energy efficient housing. Considering that high energy costs could significantly influence the affordability of housing and often impacts the basic subsistence requirement of a household, LHFA is committed to helping decrease the energy burden for many low-income households.

The Louisiana annual 2010 Weatherization Assistance Program will continue to be implemented through a partnership between Louisiana Housing Finance Agency and the Louisiana Association of Community Action Partnerships (LACAP). LACAP will contract with local community action agencies and local governmental entities to deliver services to all sixty-four (64) parishes in Louisiana.

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:**

U.S. Department of Energy / 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-FOA-0000216 _____

*Title:

Program Year 2010 Weatherization Formula Grants _____

13. Competition Identification Number:

Title:

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

64 Parishes of Louisiana

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

Weatherization Assistance Program

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

*a. Applicant: District 6 *b. Program/Project: All
 Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: 07/01/2010 *b. End Date: 06/30/2011

18. Estimated Funding (\$):

*a. Federal	\$1,340,633
*b. Applicant	_____
*c. State	_____
*d. Local	_____
*e. Other (Exxon)	\$2,180,234
*f. Program Income	_____
*g. TOTAL	\$3,520,867

***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 Explanation:

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

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

*Title: President

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

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

*Signature of Authorized Representative: _____ *Date Signed: _____

Application for Federal Assistance SF-424

Version

02

Applicant Federal Debt Delinquency Explanation

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

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



**BUDGET EXPLANATION AND OTHER REQUIREMENTS FOR
FINANCIAL ASSISTANCE AWARDS TO**

(a) STATE AND LOCAL GOVERNMENTS

Applicant: Louisiana Housing Finance Agency Budget Period – 7/1/2010 To: 6/30/2011
From: _____
Award/Proposal Number: #EE0000201 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

Program Manager
and
oversight.

Description of Duties

Overall management of the Statewide WAP, budgetary matters,
supervises staff. Also, serves as the liaison to federal

Program Compliance Specialists
audit
and provide

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

Direct Personnel Compensation:

<u>Title/Group</u>	<u>Time</u>	X	<u>Salary</u>	=	<u>(Total Compensation)</u>	<u>Rate Basis</u>
Program Manager	6.18778%		\$74,772		\$4,627	Civil Service
Compliance Spec.3	6.18778%		\$59,155		\$3,660	Civil Service
Compliance Spec.2	6.18778%		\$36,670		<u>\$2,269</u>	Civil Service
TOTAL					\$10,556	

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	\$4,627	27%	\$1,249
Compliance Spec. 3	\$3,660	27%	\$988
Compliance Spec. 2	\$2,269	27%	<u>\$613</u>
TOTAL			\$2,850

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>
Annual NASCSP Conference	3	\$1,765	\$5,295
National Energy & Utility Affordability Conf.	3	\$2,075	\$6,225
In-State Travel – Monitoring	6	\$1,410	<u>\$8,460</u>
TOTAL			\$19,980

- 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	\$255,634	Oversee day-to-day operations of WAP (Includes Grantee Administration and Grantee T/TA)
Seventeen (17) Subgrantees (Listed in Annual File, Sec. II.3)	\$3,231,847	Includes Subgrantee Administration, Subgrantee T/TA, Program Operations, Health and Safety, Liability Insurance and Financial Audit.
Contracts and Subgrants Total	\$3,487,481	

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

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

<u>Participant Name</u>	<u>Total Cost</u>	<u>Cost Share</u>	<u>Short Work Description</u>
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2. For each selected participant, provide (i) a Statement of Objectives, (ii) either a cost proposal or a completed PMC 140.2 or PMC 123.1 and (iii) a SF424A Federal Assistance Budget Information.

3. Provide a sole source justification for any Participant not competitively selected with estimated project costs over \$100,000.
4. For support for which a Participant has not been selected, provide a scope of work and basis of cost estimate.

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

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

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

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

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

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

2. ADDITIONAL INFORMATION

a. COST SHARE

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

<u>Organization</u>	<u>Item</u>	<u>Amount</u>	<u>Type (cash, in-kind, etc.)</u>
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

Grant #: EE0000201 Amendment: State: LOUISIANA Program Year: 2010Budget Period: 7/1/2010 – 6/30/2011

II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
Allen Action Agency, Inc.	Oberlin	22,655.03	3
Avoyelles Progress Action Committee, Inc.	Marksville	83,706.67	10
Caddo Community Action Agency, Inc.	Shreveport	316,543.40	44
City of Baton Rouge, Parish of East Baton Rouge	Baton Rouge	270,422.68	38
DeSoto Parish Police Jury Office of Community Services	Mansfield	250,210.35	35
Jefferson Parish Dept. of Community Action Programs	Harahan	318,997.63	45
Lafourche Parish Council Community Action Agency	Raceland	66,771.70	9
LaSalle Community Action Association, Inc.	Harrisonburg	257,020.15	34
Quad Area Community Action Agency, Inc.	Hammond	285,732.21	39
St. John Parish Department of Human Resources	Reserve	92,078.41	12
St. Landry Parish Community Action Agency	Opelousas	75,193.68	10
St. Martin, Iberia, Lafayette Community Action Agency	Lafayette	282,222.26	38
St. Mary Community Action Committee Association	Franklin	87,786.24	12
St. Tammany Parish Community Action Agency	Slidell	192,000.33	26
Terrebonne Parish Consolidated Government	Houma	78,578.57	11
Total Community Action, Inc.	New Orleans	352,619.73	49
Vernon Community Action	Leesville	199,307.31	27
TOTALS		\$3,231,846.35	442

II.4 Production Schedule

Total Units (Excluding reweatherized)	442

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

Reweatherized Units	0

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VEHICLES & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A Total Vehicles & Equipment (\$5,000 or more) Budget	
B Units Weatherized	442
C Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B+C)	442
E Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	0
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F Total Funds for Program Operations**	\$2,872,851
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	442
H Average Program Operations Cost per Unit (F divided by G)	\$6,500
I Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	0
J Total Average Cost per Dwelling (H plus I)	\$6,500

II.5 Energy Savings

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

Estimated energy savings (Mbtus): 13,481 (MBtu)

Estimated prior year savings: 10,553 Actual:

If variance is large, explain.

LHFA plans to expand the method to calculate energy savings by capturing consumption before and after weatherization services. The process will also include monitoring and analyzing customers' trends using data provided by utility companies.

II.6 Training, Technical Assistance and Monitoring Activities

The Louisiana Weatherization Assistance Program subgrantees received all of the trainings detailed in last year's state plan for the 2009 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.

LACAP is operating a training center in the Industriplex section of Baton Rouge as a comprehensive weatherization training facility. This building is outfitted with all the necessary modules needed to be a fully functional and DOE approved training facility. There is adequate space for hands-on training and the facility has two mobile homes for training as well. 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 years to come. The new training center has a wide range of training tools and modules as well as the most current and applicable core curricula. The basic training center set-up includes custom diagnostic cabins for air leakage, attic prep trainers, insulation house, side wall insulation, pressure lab, mechanical systems & combustion safety, electrical loads and appliances, health & safety, lead-safe weatherization, mobile home and basic weatherization. Customized weatherization curricula that are Louisiana specific and linked to

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state standards will be developed. These curricula will cover seven separate units of study and will be connected to the effort nationally to create standardized core competencies.

Technical Assistance and Training*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 for the training needs and services for years to come in Louisiana. LACAP will utilize the Training & Technical Assistance funding 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 has the capacity to train hundreds of new people each year with a full 144-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 144 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. 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.

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 three program years that have significantly improved work quality and efficiency. Hot Climate trainings held in the fall of 2008 for the entire network of

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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 supplies were also provided to the network. Trucks, vans, equipment trailers, tablet computers as well as other specialized tools of the trade were provided. By June of 2010 the fully operational LACAP training center will have trained over 500 students with over 5,600 hours of Weatherization training. The classes included , basic weatherization, health & safety, insulation, building envelope, HVAC, electric base-load, mobile home, auditor / assessor, infrared camera and EPA lead renovator classes.

Facilities:

LACAP has a 17,000 square foot training center located at 11637 Industriplex Boulevard, Baton Rouge, LA. The LACAP Training Center was the only 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 is 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
- Two Mobile Homes

*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 12ft by 12ft)

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- IR and non-IR can lights
- On site wall mockup 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

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
- 6 Fyrite Pro Combustion analyzer
- 6 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

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- 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

Cellulose insulation

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

Pressure Lab

- pressure diagnostic
- positive and negative draft
- up flow furnace
- vented space heater
- bath exhaust fan
- combustion zone
- fireplace
- dryer
- theatrical smoke machine
- water heater

Computer Lab:

The LACAP Weatherization Training Center features 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. The U.S. Department of Energy has contracted Simonson Management Services to assist in developing a new training tool utilizing the LACAP training facility and its computer lab. LACAP has made its facility available for assistance in testing this new software under development.

Delivery:

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LACAP has 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 update 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 offer extra specialized training on:

1. Auditor / Assessor
2. Infrared Camera
3. EPA Lead Renovator

LACAP will offer certifications that are consistent with national and regional efforts at standardization. The core curricula will comprise 144 hours of annual, 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 has designed a comprehensive training plan and supporting materials based on the needs of Louisiana. A comprehensive training calendar will be published and will be directly related to the needs of the local community action agencies. Every twelve months or so a detailed evaluation will be performed by the LACAP staff with help from its contractor to ensure the curriculum continues to meet the needs of the state.

Train Statewide with Circuit Riders

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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 Coordination Process

The LACAP Weatherization Training center is currently fully operational. The training curricula will be constantly evaluated and updated as necessary to complete the objectives of weatherization. Circuit riders, “Train the Trainers” courses and special contract trainings have already begun in 2010. 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.

Monitoring Activities

The new monitoring tool and guide were implemented for use during the 2009 Program Year. The focus of the monitoring instrument is to 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.

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Agency Name	Tentative Date
1. Allen Action Agency	December, 2010
2. Avoyelles Progress Action Committee, Inc.	October, 2010
3. Caddo Community Action Agency	September, 2010
4. DeSoto Parish Police Jury – OCS	September, 2010
5. East Baton Rouge Parish – OCD	February, 2011
6. Jefferson CAP	April, 2011
7. Lafourche Parish Council – OCA	May, 2011
8. LaSalle Community Action Association, Inc.	October, 2010
9. QUAD Area Community Action Agency, Inc.	January, 2011
10. St. John Parish - DHR	March 2011
11. St. Landry Parish Dept. of Human Resources	January, 2011
12. SMILE Community Action Agency	May, 2011
13. St. Mary Community Action Agency	April, 2011
14. St. Tammany Parish Community Action Agency	November, 2010
15. Terrebonne Parish Consolidated Government	February, 2011
16. Total Community Action, Inc.	April, 2011
17. Vernon Community Action Council	March, 2011

LHFA Monitoring Activities

LHFA will conduct comprehensive quarterly on-site monitoring reviews of LACAP to determine their effectiveness and management of Louisiana Annual WAP, as well as, the ARRA-WAP. The monitoring assessment framework will include; general administration, program management systems, financial management systems, service delivery systems, technical and field applications, procurement, and property control systems. The reviews will also include a sampling of the subgrantees.

II.7 DOE-Funded Leveraging Activities

Louisiana Housing Finance Agency intends to explore the possibility of conducting leveraging activities within the program year. However, LHFA does not plan to use DOE funds to undertake leveraging activities.

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LACAP ENERGY COMMITTEE		Positions:
Dorothy Oliver	Executive Director, LaSalle Community Action Assn.	Chairperson
Jean Reynolds	Executive Director, Claiborne Parish Policy Jury/OCS	Secretary
Rita Register	Executive Director, DeSoto Office of Community Services	Member
Brenda Wilmer	Executive Director, Avoyelles Progress Action Committee	Member
Irby Hornsby	Program Administrator, B.R. Office of Social Services	Member
Jon Phelps	Energy Director, LACAP	Advisor
POLICY ADVISORY COUNCIL		Represents:
Kerry Everett	AARP Louisiana State Office	Elderly
Cathy Herren	Entergy Louisiana	Utility
Karl Weber	ATMOS Energy	Utility
Roxane Barnes	CLECO Power LLC	Utility
Vacant	Children Advocacy Center of Baton Rouge	Children
Phil Hoffman	La. Home Builders Association	Contractors/Labor
Deonne Bailey	Resources for Independent Living	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 the notice ran.
April 6, 2010	Posted on LHFA website 3/23/2010
	The Advocate 3/25/2010

II.10 Adjustments to On-File Information**Adjustments to the On-File information for PY 2010, includes the following:****III. 4. Rental Procedures**

LHFA will ensure the rights of renters are protected according to 10 CFR Part 440.22(b-f).

On January 25, 2010, the Department of Energy (DOE) published a final rule in the Federal Register, amending 10 CFR Part 220.22 Eligible dwelling units (75-CFR-3847) for the Weatherization Assistance program (WAP). Under the new rule, if a public housing, assisted multi-family or low Income Housing Tax Credit (LIHTC) building is identified by the U.S. Department of Housing and Urban Development (HUD) and included on a list published by Doe, that building meets certain income eligibility and may meet other WAP requirements without the need for further evaluation or verification.

The final rule does not result in (1) automatic eligibility for the identified buildings or, (2) establishes a priority for the weatherization of the identified buildings. The rule does

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reduce the procedural obstacles to determining the eligibility of certain multi-family buildings.

Based upon funding availability and the priorities established, LHFA retains the authority and discretion to weatherize multi-family properties on a case-by-case basis. The Subgrantees should contact LACAP for guidance and approval.

III. 5. Program Management

III. 5. 1. Overview

The Louisiana Housing Finance Agency (LHFA) administers the Weatherization Assistance Program in Louisiana through a partnership with the Louisiana Association for Community Action Partnerships (LACAP) to oversee the day-to-day operations of the regular WAP Program and the Louisiana WAP Max program funded by the American Recovery and Reinvestment Act (ARRA).

The major goal of the program is to enable low-income individuals and families, particularly the elderly, persons with disabilities, and households with children, to participate in energy conservation programs, thus lessening the impact of the high cost of energy on their household budgets, improve household health and safety, and reduce their dependence on the Low-Income Home Energy Assistance Program (LIHEAP). The program also helps to reduce energy consumption as part of a national goal of energy independence by increasing the thermal efficiency of homes, reducing the greenhouse gas CO² and providing employment opportunities in both the public and private sectors.

LHFA president has empowered the Program Administrator to be primarily responsible for all energy programs. The Program Administrator shall fully utilize all FTEs within the energy programs to ensure the most efficient and effective energy programs for the state. All current personnel will be used fully, as outlined in the approved plans; all new hires will be experienced and will be fully trained to augment the strength of the energy staff.

Although LACAP and subgrantees will have direct access to the HES team at the HES headquarters through the Helpdesk module, ownership of the HES system resides at LHFA. The proper personnel will ensure the proper support for the system.

A separate Contract for Professional Services for the Weatherization Assistance Programs is executed between LHFA and LACAP for the ARRA-WAP and the regular annual WAP. As the Contractor, LACAP shall provide management and oversight to the entire system of service delivery on behalf of the LHFA, ensuring

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the proper management of the WAP programs and success of statewide production performance agree with the approved state plans. The contract, Article 4, "Statement of Work" highlights the performance expectations that the LHFA will use to determine if the Contractor is in compliance.

The Energy Program Managers are responsible for compliance with federal program requirements, development of policy initiatives and general program administration. The managers report to the Program Administrator.

Ongoing program monitoring of local subgrantees is conducted by Housing Compliance Specialists. The Compliance Specialists are also responsible for contract administration and reporting, tracking allocations and reporting to DOE and other agencies.

Fiscal monitoring, payment processing and assistance with contract processing are conducted by the Accounting Manager. The Compliance Specialists visit LACAP and subgrantees quarterly to monitor fiscal compliance and provide technical assistance in the areas of accounting, audits and weatherization processes and related activities.

Program decisions and administration guidelines will adhere to all federal and state regulations related to the use of current funding for the provision of weatherization services in Louisiana.

III. 5. 2. Administrative Expenditure Limits

If a subgrantee receives less than \$350,000 of DOE funds for the Weatherization Assistance Programs, the subgrantee may request an additional five percent for administrative funds as set forth in Sec. 440.18(d) which provides for recipients of grants for administration if the state has determined that such recipient requires additional amount to implement effectively the administrative requirements.

An exception to exceed the ten percent total administrative requirement shall apply to subgrantees funded at less than \$350,000 of DOE funds. Subgrantee agencies are required to submit justification for administrative funds in excess of five percent of the total grant, with state approval based on the individual subgrantee needs.

For the Louisiana ARRA-WAP, the grantee/contractor and the subgrantees will split the ten percent funding allowance for administration. The grantee/contractor will not receive **more** than five percent of the administrative funds and the subgrantees will not receive **less** than five percent of the administrative funds.

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III. 5. 3. Monitoring Approach

The LHFA through the partnership agreement with the LACAP has adopted a systems approach to monitoring local subgrantees for compliance with applicable regulations and achievement of performance goals for the weatherization programs. All weatherization programs will continue to be monitored annually. However, due to additional ARRA and DOE requirements, the Louisiana WAP will undergo quarterly monitoring monthly desk reviews.

The framework for monitoring is a regulation-based assessment that includes the following: general oversight, desk reviews, and on-site visits to evaluate local subgrantees' general administration and program management systems; needs assessments, service delivery systems, financial management systems, technical and field applications, and procurement and property control systems.

A comprehensive assessment of LACAP and the subgrantees will be conducted once per year to include a review of the most recent financial audit. The grantee will monitor the contractor and observe their monitoring and oversight for local service providers quarterly.

The grantee will devise best strategies for program development and evaluation, conflict resolution, and providing information on new developments in the energy conservation field.

II.11 Miscellaneous

FUNDING: After the closeout process for PY 2009 is completed, the 2010 State Plan will be amended to include the actual amount of carryover funds.

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Grant #: _____ **Amendment:** _____ **State:** Louisiana **Program Year:** 2010

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>22,655.03</u>
Planned units:	<u>3</u>
Type of organization:	<u>Non-Prof</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>83,706.67</u>
Planned units:	<u>10</u>
Type of organization:	<u>Non-Prof</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>316,543.40</u>
Planned units:	<u>44</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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Grant #: _____ **Amendment:** _____ **State:** Louisiana **Program Year:** 2010

Name: City of Baton Rouge, Parish of EBR Phone: 225-389-3039
Address 1: 300 Louisiana Ave. *Contact: Jim Lloren, Asst. Chief of Admin.
Address 2: P. O. Box 1471 *Fax: 225-389-3939
City: Baton Rouge State: LA Zip Code: 70821
*Email: MALLI-BALOUGUN@brgov.com

Tentative allocation:	<u>270,422.68</u>	Counties served:	<u>East Baton Rouge</u>	Congressional Districts:	<u>4,6</u>
Planned units:	<u>38</u>				
Type of organization:	<u>Local Gov.</u>				
Sources of Labor:	<u>contractor</u>				

* These fields are optional.

Name: DeSoto Parish Police Jury OCS Phone: 318-872-0880
Address 1: 404 Polk Street, Suite B *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>250,210.35</u>	Counties served:	<u>DeSoto, Red River</u>	Congressional Districts:	<u>4,5</u>
Planned units:	<u>35</u>		<u>Sabine, Bossier, Bienville, Union</u>		
Type of organization:	<u>Non-Prof</u>		<u>Natchitoches, Webster, Claiborne</u>		
Sources of Labor:	<u>Contractor, Crew</u>		<u>Morehouse</u>		

* These fields are optional.

Name: Jefferson Parish Department of CAP Phone: 504-736-6900
Address 1: 1221 Elmwood Park Blvd. Suite 402 *Contact: Nicole Ferrier, Executive Director
Address 2: _____ *Fax: 504-736-2136
City: Harahan State: LA Zip Code: 70123
*Email: nferrier@jeffparish.net

Tentative allocation:	<u>318,997.63</u>	Counties served:	<u>Jefferson</u>	Congressional Districts:	<u>1,2,3</u>
Planned units:	<u>45</u>				
Type of organization:	<u>Local agency</u>				
Sources of Labor:	<u>crew</u>				

* These fields are optional.

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Grant #: _____ **Amendment:** _____ **State:** Louisiana **Program Year:** 2010

Name: Lafourche Parish Council CAA Phone: 985-537-7603
Address 1: 48876 Highway 1 *Contact: Denise Hughes, Executive Director
Address 2: P. O. Box 425 *Fax: 985-493-6601
City: Mathews State: LA Zip Code: 70375
*Email: commactdir@lafourchegov.org

Tentative allocation:	66,771.70
Planned units:	9
Type of organization:	Non-Profit
Sources of Labor:	contractor

Counties served:	Lafourche

Congressional Districts:	3

* 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: 204 Sicily Street *Fax: 318-744-5920
City: Harrisonburg State: LA Zip Code: 71340
*Email: doliver_lcaa@bellsouth.net

Tentative allocation:	257,020.15
Planned units:	34
Type of organization:	Non-Prof
Sources of Labor:	crew

Counties served:	Caldwell, E. Carroll Catahoula, Concordia, Franklin, Grant, LaSalle, Madison, Ouachita, Richland, Tensas, Winn, Jackson, W. Carroll
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Congressional Districts:	5, 6

* 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:	285,732.21
Planned units:	39
Type of organization:	Local agency
Sources of Labor:	contractor, crew

Counties served:	Ascension, East Feliciana, Livingston, St. Helena, Tangipahoa, Iberville Washington, West Feliciana, West Baton Rouge
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Congressional Districts:	1, 3, 4, 6

* These fields are optional.

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Grant #: _____ **Amendment:** _____ **State:** Louisiana **Program Year:** 2010

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:	<u>92,078.41</u>
Planned units:	<u>12</u>
Type of organization:	<u>Local Gov.</u>
Sources of Labor:	<u>contractor</u>

Counties served:	<u>St. John the Baptist</u>
	<u>Assumption, St. Charles,</u>
	<u>St. James</u>

Congressional Districts:	<u>3</u>

* 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:	<u>75,193.68</u>
Planned units:	<u>10</u>
Type of organization:	<u>Non-Prof</u>
Sources of Labor:	<u>crew</u>

Counties served:	<u>Saint Landry</u>

Congressional Districts:	<u>4, 7</u>

* 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:	<u>282,222.26</u>
Planned units:	<u>38</u>
Type of organization:	<u>Non-profit</u>
Sources of Labor:	<u>contractor</u>

Counties served:	<u>Acadia, Iberia,</u>
	<u>Jefferson Davis, Lafayette,</u>
	<u>St. Martin</u>

Congressional Districts:	<u>3, 4, 7</u>

* These fields are optional.

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Grant #: _____ **Amendment:** _____ **State:** Louisiana **Program Year:** 2010

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: 337-828-5754
 City: Franklin State: LA Zip Code: 70528
 *Email: afrank6333@aol.com

Tentative allocation:	<u>87,786.24</u>
Planned units:	<u>12</u>
Type of organization:	<u>Non-profit</u>
Sources of Labor:	<u>crew</u>

Counties served:	<u>Saint Mary, Vermillion</u>

Congressional Districts:	<u>3</u>

* These fields are optional.

Name: St. Tammany Parish CAA Inc. Phone: 985-646-2171
 Address 1: 2004 First Street *Contact: John Tobin, Director of Social Serv.
 Address 2: P. O. Box 1609 *Fax: 985-643-5843
 City: Slidell State: LA Zip Code: 70459
 *Email: jtobin@stpgov.org

Tentative allocation:	<u>192,000.33</u>
Planned units:	<u>26</u>
Type of organization:	<u>Non-Prof</u>
Sources of Labor:	<u>crew</u>

Counties served:	<u>Saint Tammany Plaquemines, St. Bernard</u>

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

* These fields are optional.

Name: Terrebonne Parish Consolidated Gov. Phone: 985-873-6817
 Address 1: 809 Barrow Street *Contact: Melaine Van Buren, Exec. Director
 Address 2: P. O. Box 6097 *Fax: 985-874-6434
 City: Houma State: LA Zip Code: 70360
 *Email: mvanburen@tpcg.org

Tentative allocation:	<u>78,578.57</u>
Planned units:	<u>11</u>
Type of organization:	<u>Local Gov.</u>
Sources of Labor:	<u>contractor</u>

Counties served:	<u>Terrebonne</u>

Congressional Districts:	<u>3</u>

* These fields are optional.

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Grant #: _____ **Amendment:** _____ **State:** Louisiana **Program Year:** 2010

Name: Total Community Action, Inc. Phone: 504-218-5282
 Address 1: 1420 S. Jefferson Davis Parkway *Contact: Thelma French, Executive Director
 Address 2: P.O. Box 13848 *Fax: 504-304-0031
 City: New Orleans State: LA Zip Code: 70185
 *Email: Thelma.french@tca-nola.org

Tentative allocation:	352,619.73
Planned units:	49
Sources of Labor:	Non-profit
	Contractor

Counties served:	Orleans
Type of organization:	

Congressional Districts:	1

* 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: LA Zip Code: 71446-0277
 *Email: vernoncacl@bellsouth.net

Tentative allocation:	
Planned units:	199,307.31
Type of organization:	27
Sources of Labor:	Non-Prof
	Crew

Counties served:	Beauregard, Vernon, Calcasieu, Cameron

Congressional Districts:	7

* 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.