
Louisiana Housing Finance Agency



ENERGY ASSISTANCE

Darlene Okammor
Program Manager

May 12, 2010

Table of Contents

Memo to Commissioners.....	3
Agenda.....	4
Minutes.....	5
Energy Programs Activity Summary.....	15
LACAP Monthly Louisiana ARRA WAP Max Report	17
Proposed ARRA-WAP Max Action Plan.....	29
Resolution Approving and Accepting the Redistribution of ARRA-WAP Plan	33

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 30, 2010

Re: Energy Assistance Program Committee

There will be an Energy Assistance Program Committee meeting, Wednesday, May 12, 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
- LACAP Louisiana WAP Max Report
- The Resolution for the Proposed ARRA-WAP Action Plan regarding East Baton Rouge Parish/OSS

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

May 4, 2010

ENERGY ASSISTANCE COMMITTEE MEETING

A regular meeting of the Energy Assistance Committee to be held on Wednesday, **May 12, 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 April 14, 2010 Committee Meeting.
3. Energy Programs **Activity Summary**.
4. **LACAP** Monthly Report for Louisiana **WAP Max**.
5. Discussion of the Resolution for the Proposed **ARRA-WAP** Action Plan regarding **East Baton Rouge Parish/OSS**.
6. Update on **LACAP** Audit
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.

Housing Finance Agency
Energy Assistance Department
Wednesday, April 14, 2010
2415 Quail Drive
Committee Room 1
Baton Rouge, LA 70808
9:30 A.M.

Commissioners Present

Katie Anderson
Mayson H. Foster
Elsenia Young

Commissioners Absent

Susan Sonnier

Staff Present

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

Others Present

See attached sign-in sheet

Commissioner Katie Anderson called the meeting to order at 9:43 a.m. The roll was called and the introduction of guests and staff followed. The minutes of the April 14, 2010 meeting were approved on a motion by Commissioner Foster, and seconded by Commissioner Young.

Updates: Darleen Okammor, Energy Assistance Program Manager, reported to the committee that on April 5, 2010, LHFA received an additional grant award notice from DHHS in the amount of \$5,187,042, which represents the third quarter funding for the FY 2010 LIHEAP block grant. The total amount awarded to date is \$58,169,890.

Also as of March 31, 2010, the Agency has allocated \$51 million dollars and with those funds we have assisted in serving 41,721 households; of that 10,904 were new clients.

Under the LIHEAP Leveraging Incentive Program, the Agency is utilizing the resources to run the program to expand Energy Assistance to individuals and families in hardship, compounded by home energy crises.

She stated that the Energy Special Needs Program had \$101,000 available to provide a one-time benefit, not to exceed \$1,000 per household. Households are eligible after all the resources have been exhausted, and there is a remaining Energy balance of \$500. With those funds, we have the Energy Special Needs Program. Under the Weatherization program, while there is less than 3 months remaining in the regular program year, production has stalled a bit; some of the CAP still are showing substantial amount of program operation in HES. The Agency has encouraged LACAP to press on weatherizing more units to reduce the carryover amount for the next year. LACAP has indicated that they are calling agencies weekly to discuss plans to finish out their allocation. We reported as of March 31st 354 units weatherized, but as of this morning we are showing 365 units; so, they are beginning to spend those funds.

This concluded Ms. Okammor's report.

Update on LACAP Audit

Commissioner Anderson, briefly made mention of the previous discussions of the particular item in their many meetings. They were hoping to have some resolution at this meeting today from several months ago. However, in discussions with staff we are still looking closely at some of the information, still working with our LACAP partners, still reviewing a lot of data.

Ms. Wallace added, we would like to ask the Committee's permission to supply that information at the May meeting. We are still trying to finalize a few of items on the Audit and we should have that final report at the May Board meeting.

Commissioner Anderson stated she has been talking to staff on a regular basis about the audit and trying to keep Commissioners up to date on where it is and to ensure it is progressing properly. She stated we do expect to have a resolution for the Committee to review at the May meeting.

LACAP Monthly Report

Jon Phelps read through the monthly report from February 2010, which was in the Committee's binders. He briefly went over each Expectation. As of the end of February there was approximately 103% production; 566 completed state-wide out of 550.

Commissioner Anderson added one of the contract conditions that we have with our partners at LACAP is we identify specific expectations that they report back to the Energy Committee.

The Shaw Group

He gave a brief overview of: Field Monitoring, Davis Bacon; Home Agency Monitoring; 1st Quarter 2010, Fiscal Controls; 1st Quarter 2010 Desktop Event and ARRA Reporting.

As of March, cumulatively state-wide they are at 111% of production; 742 homes completed versus 703 contractors. Percentage went up 8%.

Addressing of the Action Plan

Commissioner Anderson stated our contract with our LACAP partners and their contract with their subcontractors identifies specific benchmarks in those contracts. Months are independently evaluated. There are projected monthly goals; and then there are certain standards and certain timeframes when a performance measure is applied to see if the contract is being followed. Their contract also specifies that if there is a lack of performance under 90% that there would be an action plan presented to the LHFA Committee for consideration. Our job as Commissioners, she stated, is to accept or not accept that plan. They identified 4 contractors, 4 different agencies that failed to meet that 90% criteria. There has been quite a bit of thought put into the Action Plan itself and how it works. It is a new thing; somewhat for the Agency and for LACAP. We feel very strongly about performance in particular measures. Part of the reason is that you have to meet certain criteria to get the rest of the ARRA funding. We were very strict in what we expected from our partners and their subcontractors. We have a plan that has been sent to the Full Board of Commissioners. It has been updated. The Energy Committee received a copy of the updated report and Action Plan. She added, we do have some new HES information; 3 of the lower performers that did not meet their contract obligations have not met those contract obligations. But we still have to address it in the Action Plan, because you have to look at each month independently at a point in time.

At this point Commissioner Mayson Foster interjected, if we have 3 of the 4 that have met the criteria and obviously their action plan is working. I think we understand and we recognize the fact that they had an action plan that's been put in place and is working. He stated he has some significant concern.

Commissioner Anderson addressed those in attendance with her concern that they not be overlooked being that they were invited to the meeting, and put forth the effort to be present.

Commissioner Anderson wanted everyone to understand that there will be another point of measurement and hopefully we won't have to see anyone back at that time.

Mr. Phelps gave a brief update of the recent improvement of the agencies in jeopardy. He felt that it was not necessary to go into detail about the Action Plan. He noted from the information they have, there is a little bit of a change on the St. John Action Plan. It shows that they were going to produce 8 units in March and it is actually 14. Commissioner Foster commended St. Tammany. Mr. Phelps then introduced Ms. Elois Joseph.

Ms. Joseph stated they did have a slow start because of their procurement policy. Their agencies have begun to meet monthly and she feels they are on the track. The representative from St. Tammany echoed Ms. Joseph's comments. The representative from Jefferson Parish also echoed the same comments, adding they follow the state bid laws. She said that slows them down in the beginning. They are confident they are on the road to making sure they will meet or surpass the goal every month.

Commissioner Anderson acknowledged there were procurement issues, and complimented staff: Ms. Wallace, Ms. Okammor and their team, and Keith Cunningham, our legal person, who works with our program and has met with each of the contractors personally as well as the LACAP staff to try to get things going.

East Baton Rouge Office of Community Development

Mr. Phelps stated as pointed out, production is still behind. There are a lot of things at play and a lot of the same issues that went on with the other governmental agencies as far as procurement. The plan seems to be developing a little slower, but he believes they have 3 contractors signed now and have finally gotten through the procurement process and the contractual process. He believes the contracts are sitting in the mayor's office. Their production percentage is very poor; it has not made 41%. He believes they are at a point where they can turn this around. His recommendation is to see if the plan would come to fruition; and at some point in May or June, if they have not made production they say they have, that considerable action be taken at that point. He said they have another agency that is doing quite well. They have a Plan B in place if needed. He does not recommend redistribution at this point.

The representative from East Baton Rouge added East Baton Rouge has done a good job with their regular program. They have produced all of the units they were under contract to produce, and they have expended all the funds in the program's operations category. There has been some improvement in the over-all picture as far as East Baton Rouge is concerned.

Commissioner Anderson responded that is a concern because they realize agencies are running a regular program and a special program as well. This is why they wanted to ensure that both programs get the attention that they needed. She also pointed out they received additional guidance from the Department of Energy within the last few days about an option that may be a good thing as well.

The representative from the Mayor's office stated that they are totally committed to this program. He feels they have come up with a very good plan. They have signed 4 contracts and another is coming forth. These are contracts that have been signed by the Mayor. They have had meetings with the contractors and are ready to give them their projects. They hope within the next couple of months to complete all of these before the prescribed period of time. They are committed to do everything they have to do to make this progress work.

Initially, they had a history of not meeting their projection of the programs. Now, they put a few strategies in place trying to get some weatherization units and some multifamily units which were quick. That strategy failed. They opened the bidding process to the public and received 11 bids to do the construction work, the 5 lowest bidders were accepted. Once they get up to their monthly deficits and pass that, they will far exceed what their 13-19 units a month will be. They now have acceptance from 2 different individuals for contractual services and they are putting that together to bring before the Mayor's office for approval. They have each contractor a goal of 10 per month and during May - June they should be caught up with their program. Once they have caught up they should exceed that month to month.

Commissioner Anderson stated one of our main concerns is, even if they have contractors on Board, if they will now have to be brought up to speed.

Commissioner Foster inquired about the contracts that have been signed by the Mayor. The reply was, four have been signed by the Mayor. He also inquired about training. Response: Two of the five have had several trainings at their facility. Commissioner Foster then stated that means 3 have completed training; therefore of the 2 we should have 20 units that are completed this month if they do 10 per month each, and the other one would be added next month. So we should see 20 units in April and 30 units in May. Correct? Response: We just had the meeting with the contractors yesterday morning. So we will be giving them work to begin this week; so they will have through the end of April.

Commissioner Foster then stated, we must have commitment from somebody. We have already passed the deadlines that have been established under the guidelines that we developed and we had some drop-dead dates. If we go strictly by the terms of the agreement that we had, we should not be having this meeting--it should have already been done. What I am saying is, now we are in the final stages and I think you understand that. He also inquired concerning the statement regarding difficulty getting inspectors. He also inquired if they considered going outside OCD employees to get inspectors. The response was yes. They have a bid out right now.

Commissioner Foster then stated the Committee and the Board are looking closely at the compliance. If we are not in compliance and if we don't have some units that are completed pretty quickly, we really have no choice but to take an action.

Commissioner Anderson stated the amount of allocation to this particular contract is one of our largest if not our largest. It becomes even more important because of the commitment of the allocation.

Commissioner Foster then stated, he would assume that Jon and LACAP have taken that into consideration in their Plan B.

Commissioner Anderson also mentioned that they have a plan; a contractor that they have already spoken with who is capable and interested. But at the same time because of the DOE

input we have to ensure that would be acceptable to them and that they would not expect us to RFP that process or expect LACAP to RFP it or to let it be available.

Mr. Cunningham then stated, to the extent that QUAD has been suggested as a potential agency that could assist East Baton Rouge, he feels that because of the late nature that it was brought to Mr. Phelps, he would like for it to be fully vetted throughout the CAP system, and throughout the subgrantee system to make sure we are selecting the appropriate vender for those services. Also, as we have heard what East Baton Rouge Parish has said, and as Commissioners have an opportunity to digest it and vet with where we think the program needs to go as far as distributing the unit if it is necessary, this additional guidance from DOE gives us a little different take on what we were originally going to do, or what originally could have been done. He feels it gives us a better option. He then stated they discussed the possibility of making this action a permanent.

Commissioner Anderson suggested that they consider deferring any action on this particular item until the May Board meeting.

Commissioner Foster then asked Mr. Cunningham if they should accept the action plan of the other 3, or if it was just a given. Mr. Cunningham responded to Commissioner Foster by suggesting that any action be deferred until the May meeting.

Commissioner Foster introduced the motioned to defer any action until the May meeting on the City of East Baton Rouge ARRA Program, which was seconded by Commissioner Young.

Discussion for clarity followed, concerning the City of East Baton Rouge failure to comply with the required production during the required period.

Commissioner Anderson introduced a motion to adopt a resolution that approves the 2010 Weatherization Assistance Program State Plan, which was seconded by Commissioner Young.

Commissioner Anderson opened the floor to entertain questions and/or comments. There being no other business to discuss, Commissioner Anderson adjourned the meeting at 10:44 a.m.



LOUISIANA HOUSING FINANCE AGENCY

ENERGY ASSISTANCE COMMITTEE BOC MEETING

WEDNESDAY, APRIL 14, 2010 @ 9:30AM

Guest Sign-In Sheet

GUEST NAME

FIRM

PLEASE, PLEASE PRINT

1.	Jane Killen	LACAP
2.	Kent Goewele	Shaw
3.	Tom Phelps	LACAP
4.	Braxton Swift	Shaw
5.	Elois Joseph	St John AHS
6.	Joe Green	RSCM
7.	Sherri Jackson	RSCM
8.	Bruce A. Dejan	Assumption Parish

**EAC BOC MEETING
PLEASE PRINT CLEARLY**

GUEST NAME

FIRM

- | | | |
|-----|-------------------|--|
| 9. | Angela A. Cuckert | St. John DHHS |
| 10. | Fay Washington | SF James DHR |
| 11. | Jacy Robinson | HLN Energy Services |
| 12. | My Myr | LEADER CONSTRUCTION |
| 13. | CAROLYN McQUARTER | L HFA |
| 14. | Bridgette | CHKA |
| 15. | Chip Boyler | EAST BOSTON Range Parish - Office Community Dev. |
| 16. | Rebyn Mascher | LHFA |
| 17. | Margie Hines | LACAP |
| 18. | Lewis La Fleur | LACAP |
| 19. | Jow Phelps | LACAP |
| 20. | Ellen Jusuph | St. John HHS |
| 21. | Angela A. Cuckert | St. John CAC |

EAC BOC MEETING
PLEASE PRINT CLEARLY

GUEST NAME	FIRM
22. <i>Pedro Paula Nabe</i>	<i>LHFA</i>
23. <i>Saye Washington</i>	<i>St James Parish DHR</i>
24. <i>Bruce A Ryan</i>	<i>Assumption Parish Police Jury</i>
25. <i>Laurie Entekin</i>	<i>St. Tammany Parish CAA</i>
26. <i>Tanya Hill</i>	<i>St. Tammany Parish CAA</i>
27. <i>Eileen Young</i>	<i>LHFA Commissioner</i>
28. <i>Loretta Wallace</i>	<i>LHFA Staff</i>
29. <i>Nancy Mays</i>	<i>LEADER Construction, Inc.</i>
30. <i>Dwight Smith</i>	<i>St. Tammany Parish CAA</i>
31. <i>John Tobin</i>	<i>St Tammy Parish DHHS</i>
32. <i>Debra Kanter</i>	<i>LHFA</i>
33. <i>BR. GARDNER</i>	<i>LHFA</i>
34. <i>Jim Lyons</i>	<i>EBR - MAYOR'S OFFICE</i>
35. <i>Kimberly</i>	<i>Jefferson Parish</i>

**EAC BOC MEETING
PLEASE PRINT CLEARLY**

GUEST NAME

FIRM

36. _____

37. Chip Boyles

EAST BAYOU RING PARISH O.C.D.

38. CAROLYN McQUINN

LHFA

39. Robyn Meschke

LHFA

40. Mary Brooks Garriet

Mary Brooks Garriet

41. Angela M. King

LHFA

42. Alisa Dunklin

Assumption Parish Police Jury

43. _____

44. _____

45. _____

46. _____

47. _____

48. _____

49. _____



ENERGY PROGRAMS ACTIVITY SUMMARY

TO: Board Energy Assistance Program Committee
FROM: Darleen Okammor, Program Manager
DATE: May 12, 2010
RE: Low Income Home Energy Assistance Program (LIHEAP)
Weatherization Assistance Program (WAP)

Weatherization Assistance Program (WAP)

On the Recovery website, it is reported that the Weatherization Assistance Program is ranked 9th out of approximately 200 federal programs in the number of direct jobs created or retained for the quarter ending March 31, 2010.

During the week of April 26, Katherine Foote of DOE conducted a monitoring review. On Monday, April 26, a conference call was held with Bob Adams and the DOE Headquarters personnel. DOE management is planning to conduct a series of preparedness visits, calls and letters that has been labeled as “Operation Green Light.” This particular call was intended to give states and their sub-grantees an opportunity to talk to DOE Headquarters about any current questions or issues that may need assistance from DOE. It was mentioned that Louisiana has completed 17% (871) of the 5136 units projected for ARRA. This production level is ranked average compared to the rest of the nation. Mr. Adams also talked about the monthly “fair share” target of the 30,000 units established by DOE for the nation. It was determined that Louisiana would complete 260 units each month. Although, this is an important goal to the Administration, it is realized that Louisiana is meeting the targets approved by DOE. DOE personnel offered encouragement to increase production during the peak period. DOE also mentioned to watch out a Home Star “Rebate Program,” funded by DOE.

On April 29, 2010, LHFA staff also participating in a conference call with DOE contracting office. The WAP program will also undergo a financial evaluation conducted by the National Energy Technology Laboratory (NETL) contracting office.

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)	\$21,391,442.30	48,903	18,150	20,838	9,293	574	11,740
Cooling (April - September)							
Year Round Crisis	\$3,278,585.44	10,263	1,526	3,575	2,992	138	4,324
Totals	\$ 24,670,027.74	59,166	19,676	24,413	12,285	712	16,064
Percentage of Total	47%		33.3%	41.3%	20.8%	1.2%	27.2%

Weatherization Assistance Program

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

Type of Assistance (July 2009 - June 30, 2010)	Total Expenditures	Units Weatherized	Households with at least one member who is:			Denied
			60 Years or Older	Disabled	Number of New Clients	
DOE Production						
July 1 – March 31, 2010	\$2,414,148.08	371	219	160	50	194
Percentage of Total	67%		59.0%	43.1%	14.0%	52.3%

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	\$27,686.20	36	14	23	15	4
Percentage of Total	27%		38.9%	63.9%	41.7%	11.1%

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
May, 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 May 3, 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 March 2010, for all Subgrantees.

One Month Failure to Produce

Expectation Number 6: For the month of March, 2010, there was one agency that fell into this category: Lafourche Parish. A letter was sent to the agency and a response was received by LACAP from Lafourche Parish. This is Lafourche parish's first month to fall short of production goals and it was by 2 units.

Two Month Failure to Produce

Expectation Number 7: For the month of March, 2010, one agency fell into this category: St. Landry Parish. They were short by 2 units. The agency was counseled and has been monitored.

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

Expectation Number 8: For the month of March, 2010, there was one agency that fell into the failure to produce 90% of production goals: East Baton Rouge Parish. After a conversation with East Baton Rouge Parish, they are confident they will meet their goal.

AGENCY	OCT. PROJ.	UNITS COMPLETED	NOV PROJ.	UNITS COMPLETED	DEC. PROJ.	UNITS COMPLETED	JAN. PROJ.	UNITS COMPLETED	FEB. PROJ.	UNITS COMPLETED	MARCH PROJ.	UNITS COMPLETED
Allen Action Agency	1	1	1	2	2	2	2	2	2	2	2	4
Avoyelles CAA	2	0	2	4	3	8	4	6	4	4	4	7
East Baton Rouge	2	0	6	8	7	6	13	0	13	7	13	1
Caddo CAA	5	0	7	0	11	23	15	15	15	15	15	15
DeSoto, OCS	6	0	7	1	8	6	11	25	11	11	11	11
Jefferson Parish CAP	2	2	7	9	9	4	15	4	15	15	15	25
Lafourche	0	0	3	2	3	3	3	4	3	3	3	1
LaSalle CAA	6	5	6	9	9	8	12	12	12	12	12	12
Quad Area CAA	7	3	7	13	9	11	14	14	14	14	14	14
SMILE CAA	7	0	7	11	9	19	13	23	13	17	13	13
St. John Parish DHHS	2	0	2	0	3	0	5	11	5	3	5	14
St. Landry Parish	2	3	2	7	3	5	4	4	4	2	4	2
St. Mary CAA	2	0	2	4	3	4	4	6	4	6	4	8
St. Tammany Parish	4	0	4	0	6	14	9	11	9	0	9	16
Terrebonne Parish	2	2	2	2	3	3	4	0	4	6	4	6
Total CAA	6	0	8	15	10	20	16	18	16	19	16	18
Vernon CAC	5	11	5	0	7	4	9	9	9	12	9	9
TOTAL	61	27	78	87	105	140	153	164	153	148	153	176
PERFORMANCE		44.27%		111.54%		133.33%		107.19%		96.73%		115.03%

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
Basic Weatherization	March 2-4	8/8	24
HES	March 17 March 23	3/3 6/6	8
Health & Safety	March 8,9	11/11	16
HVAC	March 10-12 March 30-31	10/10 8/8	24 24
Electric Base loads	March 18	12/12	8
EPA Lead Renovator	March 2	13/13	8

March 3	6/6	8
March 10	13/13	8
March 12	12/12	8

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: Jane Killen, Executive Director, LACAP



St. Landry Parish Community Action Agency
POST OFFICE DRAWER 1510 • OPELOUSAS, LOUISIANA 70571-1510
PHONE (337) 946-3651 / FAX (337) 948-4153
(1-800-846-5277-TTY) (1-800-947-5277) VOICE
DONALD ROBINSON, SR. - EXECUTIVE DIRECTOR

April 14, 2010

Mr. Jon Phelps, Energy Director
LACAP, Inc.
11637 Industriplex Boulevard
Baton Rouge, LA 70509

Re: ARRA 2009-2010 WAP Contract Compliance

Dear Mr. Phelps:

St. Landry Parish Community Action Agency acknowledges receipt of a memorandum dated April 13, 2010, from your office, regarding the ARRA WAP Contract compliance issue cited therein.

Please be advised that in this preliminary response preceeding the formal letter of notification from LACAP, Inc. St. Landry Parish Community Action Agency fully intends to meet, and exceed all ARRA WAP contract compliance mandates.

Further, this Agency appreciates LACAP, Inc.'s clarification of the "Agency Monthly Production Goals," where each month stands alone, rather than to calculate the overall cumulative contract totals.

Finally, St. Landry Parish Community Action Agency informs LACAP, Inc. that it will implement at a minimum, the following monthly production goals schedule:

<u>Month</u>	<u>No. of Units</u>
April 2010	4
May 2010	4
June 2010	4
July 2010	4
August 2010	4
September 2010	<u>4</u>
Cumulative Contract Total	43

"AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM"
"AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES"

"COMMUNITY ACTION - DETERMINING OUR DESTINY FOR THE FUTURE"
EA-20

Mr. Jon Phelps, Energy Director
April 14, 2010
Page 2

St. Landry Parish Community Action Agency is appreciative that LACAP, Inc. mentioned that its cumulative ARRA WAP production total is above 100%. A formal response to a Letter of Notification will follow:

Louisiana was not cited in the national news service articles as a state with low, or zero (0) ARRA WAP production. Thanks for professional courtesies extended.

Sincerely,

A handwritten signature in cursive script that reads "Donald Robinson Sr." with a period at the end.

Donald Robinson, Sr., B.A., J.D.
Executive Director

DR:mj

cc: Hon. Gervis Lafleur, President
Hon. Jane Killen, Executive Director

Jane Killen

From: Jon Phelps [jphelps@lacapmail.org]
Sent: Tuesday, April 13, 2010 5:56 PM
To: Denise Hughes
Cc: 'Kimberly Speyrer'; 'Jane Killen'
Subject: One Month Failure to Produce

Importance: High

Denise,

In accordance with our contract, we need to discuss your plan of action to bring Lafourche WAP back into compliance. You were scheduled to weatherize 3 units in March and only completed 1. Your overall percentage is at 86% or 13 out a possible 15. It is tough to catch up based on our experience in other areas of the state. I will be sending you a letter soon and you will have 10 days to respond. Thanks.

Jon Phelps
Energy Director
LACAP
225-298-3323



City of Baton Rouge-Parish of East Baton Rouge
Office of the Mayor-President
Office of Community Development

March 8, 2010

Jane S. Killen
Executive Director
Louisiana Association of Community Action Partnerships
11637 Industriplex Boulevard
Baton Rouge, LA 70809

Re: Corrective Action Plan for Weatherization ARRA Contract City of Baton Rouge
Two Month Failure to Produce – December 2009-Januray 2010

Dear Ms. Killen:

I am writing to address the City of Baton Rouge's **Two Month Failure To Produce** for the months of December and January. The City of Baton Rouge's Office of Community Development was delayed in meeting its December and January commitment for several reasons that included:

1. The initial weatherization improvements were scheduled to be completed by OCD in-house construction crews until we have external contractors and inspectors contracted to perform weatherization improvements. We have been delayed from the original plan to have contractors on board in January and February of 2010. Bidding delays and contractor concerns pushed our bidding process into February, 2010. Bidding contractors had a number of questions and concerns on the awarding process of the bids. The OCD staff and City-Parish Purchasing Department held contractor meetings to explain the award and construction assignment process. We have now completed our bidding process and have eleven contractors that have submitted bids. We are preparing contracts for award to three to five of these construction bidders. These contracts, due to City-Parish Ordinance, must be presented to the Metro-Council for approval and is scheduled for approval on April 28, 2010 with a May 1, 2010 start day for construction of weatherization units.

We intend to award contracts to three to five construction firms based upon low bids. We have prepared a system where as WAP units are inspected and a scope of work prepared, we will place each firm's line items costs into the formula, selecting the overall lowest cost for the designated WAP items for that home. We will follow this format until a firm may reach its maximum allotment for open projects at a given time. Once a company reaches its maximum, we will issue the remaining work to the next lowest available contractor. We will allow each contractor to start with ten (10) units per month and will modify based upon their previous month's production.

2. The biggest delay that we experienced was with the decline by the apartment owner partnering with OCD for WAP improvements to continue WAP improvements for his apartments. OCD staff had been completing improvements on eligible units until the apartment owner requested a



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Email: ocd@ci.baton-rouge.la.us Internet: <http://www.ci.baton-rouge.la.us/dept/ocd>
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(Title VIII of the Civil Rights Act of 1968)

commitment of work not allowed by the LACAP standards and which OCD found to be outside of the intent of the WAP program. OCD had agreed, with LACAP's approval, to replace hvac units that were found to be operating at less than 50% efficiency after servicing. The property owner stopped all work until we could commit to a number of replacement units. He requested OCD to perform the hvac servicing work prior to any other work so that an exact number of hvac units for replacement would be determined. At this point we stopped discussions with the property owner and relayed that was not a permissible program procedure and that under these requests, OCD could not provide WAP services to his properties. These units were OCD's main supply to have work completed with in-house staff until May 1st when outside contractors will begin work. Prior to the stop-work by the owner, OCD staff was meeting its objectives in completing the apartment units.

3. OCD management staff has continued to struggle in managing the WAP program on a day-to-day basis. We have found that this requires a full time commitment of a WAP program manager. We have begun the necessary approvals required to hire a contractual full time WAP manager.
4. OCD has also had difficulty in hiring in-house plumbers and electricians to supplement construction staff. Low pay and increased outside demand make hiring for these positions difficult.

OCD proposes to correct this **Failure To Produce** by:

1. Award a construction contract to three to five contractors for WAP construction resulting in 30 to 50 home completions per month beginning in May. (Attachment of bids)
2. Award an Inspections Consulting Contract to supplement city staff to increase the number of work write-ups and WAP audits. An award is expected in May for a June 1st start-up. OCD hopes to have a minimum of 50 approved write-ups completed per month with this joint process.
3. OCD work crews are prioritizing WAP projects over all other projects until external general contractors are in place to expedite the construction completions.
4. OCD is attempting to hire in-house electricians and plumbers to assist their work crews.
5. OCD will be hiring a full time contract worker to serve as WAP Program Manager.
6. OCD is becoming more efficient in applications, inspections and construction now that several houses have undergone work under the new ARRA guidelines.

Finally, OCD will make the shortfall of units from November through March by:

1. OCD has over 300 names on our applicant list for eligibility.
2. OCD has 24 completed work write-ups waiting start of construction.
3. OCD has 21 units under construction or completed and will have 5 more underway this month. These five units will be completed by April 1st.
4. OCD is currently bidding out work for 15 homes to initiate work on April 1st.
5. OCD intends to continue its pilot program with a new multi-family apartment complex in April that will provide an additional twenty-four (24) units to be completed expeditiously in April.
6. May will begin to allow OCD staff and contractual contractors to work together getting on schedule with the minimum of 13 monthly units, goal of 30 units, required to meet our future obligations.

<u>Month</u>	<u>Goal</u>	<u>Completed</u>	<u>Plan</u>
	Cumulative	Cumulative	per Month
Oct			
Nov			
Dec			
Jan			
Feb	41	21	
March	54	26	5
Apr	67	40	24
May	80	70	30
June	93	100	30
July	106	130	30
Aug	119	160	30

I hope that this information has been of help. The City of Baton Rouge remains committed to a very successful weatherization assistance program and are working hard to not just provide a minimum results program but one that exceeds projections and one that partners to bring additional opportunities to this program. Please let me know if I may provide any additional information.

Sincerely,



Charles P. Boyles, II
Urban Development Director

Cc: Dr. James Llorens

LACAP ARRA Master Inventory List 4/30/10

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
	Hitachi 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	\$ 299.00	11/30/2009	100%	main	WAP	New	In Use
	6 Gal Air Compressor w/gun	299318	ARRA	tools	\$ 189.00	11/30/2009	100%	main	WAP	New	In Use
	Circular Saw 7 1/4"	173026	ARRA	tools	\$ 129.00	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
	Hitachi 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
EA-26	Minneapolis Blower Door DG700	5KCP39PGS727	ARRA	APAC	\$2,640.00	12/15/09	100%	APAC	WAP	New	IN USE
	DEWALT	964455	ARRA	APAC	\$299.00	02/08/10	100%	APAC	WAP	New	IN USE
Assumption PPJ Avoyelles	BACHARACH MONDOR III	QN1118	ARRA/CONSERVATION ST	APAC	\$720.00	1/28/10	100%	APAC	WAP	NEW	IN USE
	FORD TRUCK	1FTNF2AY2AE68535	ROUNDTREE	CCAA	23,600	12/29/2009			WAP	NEW	IN USE
	CARGO FAN	1FTNEZEL0ADA18854	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	IN USE
	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	IN USE
	8 X 18 TRAILER		J& R PRODUCTS	CCAA	7,695.00	1/27/2010		CADDO	WAP	NEW	IN USE
	INFRARED CAMERA	399010736	ARRA	CCAA	5,900.00	1/27/2010		CADDO	WAP	NEW	IN USE
	INSULATING MACHINE	436	ARRA	CCAA	7,995.00	1/27/2010		CADDO	WAP	NEW	IN USE
	1,500 WATT GENERATOR		ARRA	CCAA	2,595.00	1/27/2010		CADDO	WAP	NEW	IN USE
	HOSE REEL		ARRA	CCAA	510	1/27/2010		CADDO	WAP	NEW	IN USE
	WATTS UP PRO (4)		ARRA	CCAA	123.04 EACH	1/26/2010		CADDO	WAP	NEW	IN USE
	Toshiba laptop	293429080	ARRA	CCAA	898	2/26/2010		CADDO	WAP	NEW	IN USE
	Toshiba laptop	29372526Q	ARRA	CCAA	898	2/26/2010		CADDO	WAP	NEW	IN USE
	Toshiba laptop		ARRA	CCAA	898	2/26/2010		CADDO	WAP	NEW	IN USE
Minneapolis Blower Door		ARRA	DPPJ	\$2,595.00	Dec-09	100%	DOCS	WAP	New	IN USE	

LACAP ARRA Master Inventory List 4/30/10

5/3/2010 11:06 AM

Agency	Description	Serial #	Source	Title	Cost	Acquisition Date	% of Federal Participation	Location	Use	Condition	Ultimate Disposition
EBR Econ Dev		21288	ARRA	DPPJ	\$2,595.00	Dec-09	100%	DOCS	WAP	New	In Use
		21289	ARRA	DPPJ	\$2,595.00	Dec-09	100%	DOCS	WAP	New	In Use
		1FTMF1CWAKA19134	ARRA	DPPJ	\$15,435.80	Dec-09	100%	DOCS	WAP	New	In Use
		1FTMF1CW6AKA98415	ARRA	DPPJ	\$15,752.00	Dec-09	100%	DOCS	WAP	New	In Use
		1FTSW20529EA99242	ARRA	DPPJ	\$21,269.00	Dec-09	100%	DOCS	WAP	New	In Use
Jefferson CAP	WATTS UP PRO METER MONITOR	3110B	ARRA		\$182.59	Mar-10	100%	OCD	WAP	NEW	In Use
	WATTS UP PRO METER MONITOR	3110A	ARRA		\$182.59	Mar-10	100%	OCD	WAP	NEW	In Use
Lafourche Parish	Enclosed Trailer	4D6E81823AC023826	ARRA	JeffCap	\$6,700	12/1/2009	100%	JeffCap	WAP	New	In Use
	Portable Generator	5443-1	ARRA	JeffCap	\$2,228.79	2/28/2009	100%	JeffCap	WAP	New	In Use
	Ext Cab Pickup		ARRA	JeffCap	\$20,292.00	on order	100%	JeffCap	WAP	New	on order
	DEWALT DRILL/18V	21000097	ARRA	LACAP	\$159.99	3/1/10	100%	LAFOURCHE	WAP	NEW	In Use
LaSalle CAA	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
	GFCl TRIPLE TAP 12/3		ARRA	LACAP	\$119.00	3/4/10	100%	LAFOURCHE	WAP	NEW	In Use
	Dewalt Jig Saw	SNH 023855Y	ARRA	LaSalle	126.95	4/29/2010	100%	Concordia	WAP	NEW	In Use
Quad Area CAA	3-Pc Senco Tool Kit	SNH 09AD3408	ARRA	LaSalle	269	4/29/2010	100%	Concordia	WAP	NEW	In Use
	7" 1 / 4 Skill Saw	SNH 0199208	ARRA	LaSalle	176.8	4/29/2010	100%	Concordia	WAP	NEW	In Use
	Makita Rec Saw	SNH 0057977Y	ARRA	LaSalle	184.69	4/29/2010	100%	Concordia	WAP	NEW	In Use
	18 Volt Lithium Drill	SNH 082521	ARRA	LaSalle	256	4/29/2010	100%	Concordia	WAP	NEW	In Use
	Senco 901 Framing Gun	SNH09A80188	ARRA	LaSalle	349	4/29/2010	100%	Concordia	WAP	NEW	In Use
	Dewalt Jig Saw	SNH 501420091749	ARRA	LaSalle	126.87	4/29/2010	100%	Concordia	WAP	NEW	In Use
	Senco Air Compressor	SNH R6130153	ARRA	LaSalle	219	4/29/2010	100%	Concordia	WAP	NEW	In Use
	3-Heat Finder Irseneacether	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
St. Charles Parish	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	30UT2CL2AG146266	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	In Use
	2X4 TRUCK	1FTSW20Y89EA75604	ARRA	Quad Area	29749.45	2/2/10	100%	Quad Area	WAP	NEW	In Use
	KRED INSULATION MACHINE	447	ARRA	Quad Area	7689.59	1/20/10	100%	Quad Area	WAP	NEW	In Use
St. James Parish	COOL INSULATION	323	ARRA	Quad Area	7212.8	1/20/10	100%	Quad Area	WAP	NEW	In Use
	MAKITA ROTARY CONCRETE		ARRA	Quad Area	349.99	2/26/10	100%	Quad Area	WAP	NEW	In Use
	4- XL STEEL CABINET (TOOL CABINET)		ARRA	Quad Area	\$948.00 ea	3/5/10	100%	Quad Area	WAP	NEW	In Use
	4- TALL STEEL - TOOL CABINET		ARRA	Quad Area	\$288.00 ea	3/5/10	100%	Quad Area	WAP	NEW	In Use
St. John Parish	4- STEEL WALL TOOL BOX		ARRA	Quad Area	\$128.00 ea	3/5/10	100%	Quad Area	WAP	NEW	In Use
											In Use

LACAP ARRA Master Inventory List 4/30/10

Agency	Description	Serial #	Source	Title	Cost	Acquisition Date	% of Federal Participation	Location	Use	Condition	Ultimate Disposition
St. Landry Parish	MINNEAPOLIS BLOWER DOOR W/ DG700CT1	SKCP39PG5727	ARRA	ST. LANDRY	\$2,595	1/25/10	100%	ST. LANDRY	WAP	NEW	IN USE
	MINNEAPOLIS BLOWER DOOR W/ DG700CT1	SKCP39PG5727	ARRA	ST. LANDRY	\$2,595	1/25/10	100%	ST. LANDRY	WAP	NEW	IN USE
	DIAGNOSTIC BACHARACH INFORMANT GAS	19-7147QN1026	ARRA	ST. LANDRY	\$515	1/25/10	100%	ST. LANDRY	WAP	NEW	IN USE
	DIAGNOSTIC BACHARACH INFORMANT GAS	19-7057QN1205	ARRA	ST. LANDRY	\$515	1/25/10	100%	ST. LANDRY	WAP	NEW	IN USE
	PRESSURE PAN 12"X14"X4"	21983	ARRA	ST. LANDRY	\$140	1/25	100%	ST. LANDRY	WAP	NEW	
	PRESSURE 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	in use
	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											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. All contractors are hired and are moving forward weatherizing approved units.

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. However, contractors are in place and working on approved units.

Organizational structure: EBR seems to have enough personnel to complete the many tasks involved in weatherization. A WAP Director was hired a few weeks ago and has made a huge improvement in the organizational structure in the Office of Community Development. The WAP Director is a seasoned weatherization professional with many years in the same position at another community action agency. He has been trained in all aspects of weatherization and LACAP feels confident that his expertise will help East Baton Rouge Parish turn the corner and bring their production current. EBR has also hired an additional support staff member to assist the WAP Director.

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. After speaking with Mr. Chip Boyles, Program Director, he has assured LACAP that East Baton Rouge Parish will complete 31 units by May 11, 2010. We feel confident that they will meet this projection due to the new hires as stated above.

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: In March of 2010 contracts with five contractors were 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 they are up and running and production is increasing.

Organizational structure: It was apparent to LACAP that the EBR weatherization did not have anyone whose sole job is to make sure that weatherization tasks are completed. EBR has now hired a seasoned weatherization professional with many years in the same position at another community action agency. He has been trained in all aspects of weatherization and LACAP feels confident that his expertise will help East Baton Rouge Parish turn the corner and bring their production current. EBR has also hired an additional support staff member to assist the WAP Director.

Not in compliance with scheduled production after five months; period ending February 28, 2010: EBR now has in place 5 contractors to maintain compliance with the production schedule. Contracts were recently signed and executed with five high capacity contractors. 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 have been hired.

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 a meeting held on 3-23-10:

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 Goal – 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 Goal – 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 – Have hired Contractual WAP Manager and a case manager.

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. They have now hired a seasoned weatherization professional with many years in the same position at another community action agency. He has been trained in all aspects of weatherization and LACAP feels confident that his expertise will help East Baton Rouge Parish turn the corner and bring their production current. EBR has also hired an additional support staff member to assist the WAP Director.

LACAP will continue to monitor the situation closely. We are monitoring the ARRA program quarterly and perform desk monitoring monthly. LACAP did not receive any information that would indicate otherwise. During a conversation on May 3 2010 with Mr. Chip Boyles, he assured LACAP that EBR will meet their production schedule for April 2010

If conditions deteriorate and do not progress, LACAP will move forward with our recommendation to allow Quad Area Community Action Agency (Quad Area CAA) to assist East Baton Rouge Parish to come into compliance with their ARRA units. Quad Area CAA is a well trained agency with ample staff and contractors to take on additional responsibility for ARRA units; and, they have maintained their production level. LACAP has discussed this possibility with Quad Area CAA and EBR and all parties are in agreement if this becomes necessary.

LOUISIANA HOUSING FINANCE AGENCY

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

RESOLUTION

Approving and accepting the Redistribution of Weatherization Assistance Programs (WAP) Units plan authored by the Louisiana Association of Community Action Partners (LACAP) and providing for other matters in connection therewith.

WHEREAS, the Louisiana Housing Finance Agency (the "Agency"), pursuant to Chapter 3-A of Title 40 of the Louisiana Revised Statutes of 1950, as amended (R.S.40:600.1 through R.S.40:600.24) ("Act") is authorized and directed to operate and administer the Department of Energy funded Weatherization Assistance Program (WAP), and all other matters necessary or convenient to accomplish the objectives of this Act; and

WHEREAS, on February 17, 2009 The President signed into law the American Recovery and Reinvestment Act of 2009, awarding an additional fifty million, six hundred fifty-seven thousand, four hundred seventy-eight dollars (\$50,657,478.00) to the State of Louisiana in addition to the Louisiana Housing Finance Agency's current Weatherization Assistance Program ("WAP") for training, technical assistance and for the weatherizing of qualified units; and

WHEREAS, the Agency has entered into an agreement with Louisiana Association of Community Action Partners ("LACAP") for the administration, monitoring, training and technical assistance of subgrantees in the Weatherization Assistance Program ("WAP"); and

WHEREAS, the contract with LACAP required them to author a redistribution plan (Exhibit A) for units assigned to subgrantees that failed to complete ninety percent (90%) of the units assigned within the first five (5) months of the program; and

WHEREAS, East Baton Rouge Parish has been identified as one such underperforming subgrantee.

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 Redistribution Plan submitted by LACAP is hereby accepted and approved.

SECTION 2. The Agency's 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 LACAP Redistribution Plan, the terms of which are to be consistent with the provisions of this resolution.

SECTION 3. 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:

ABSTAIN:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 12th day of May, 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 three (3) pages constitute a true and correct copy of a resolution adopted by said Board of Commissioners on May 12, 2010 accepting the Redistribution of WAP Units plan authored by the Louisiana Association of Community Action Partners (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 12th day of May, 2010.

Secretary

(SEAL)