
Louisiana Housing Finance Agency



ENERGY ASSISTANCE

Darlene Okammor
Program Manager

September 8, 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: August 26, 2010

Re: Energy Assistance Program Committee

There will be an Energy Assistance Program Committee meeting, Wednesday, September 8, 2010 at 9:00 a.m. at Louisiana Housing Finance Agency, Committee Room 1, located at 2415 Quail Drive, Baton Rouge, LA.

The following topics will be discussed:

- Energy Programs Activity Summary
- LACAP Louisiana WAP Max Report
- Resolution approving the Louisiana 2011 Low Income Home Energy Assistance Program State Plan

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

September 1, 2010

ENERGY ASSISTANCE COMMITTEE MEETING

A regular meeting of the Energy Assistance Committee will be held on Wednesday, **September 8, 2010 at 9:00 AM**, Louisiana Housing Finance Agency, **Committee Room 1**, 2415 Quail Drive, Baton Rouge, Louisiana, by order of the Chairman.

AGENDA

1. Call to order, roll call, and introduction of guests.
2. Approval of minutes from the August 11, 2010 Committee Meeting.
3. Energy Programs **Activity Summary**.
4. **LACAP** Monthly Report for Louisiana **WAP Max**.
5. Resolution approving the **Louisiana 2011 Low Income Home Energy Assistance Program State Plan** (labeled as Exhibit A entitled “2011 Low Income Home Energy Assistance Program State Plan”); and providing for other matters in connection therewith.
6. Other Business
7. 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 Committee Meeting
Wednesday, August 11, 2010
2415 Quail Drive
Committee Room 1
Baton Rouge, LA 70808

Commissioners Present

Katie Anderson
Mayson H. Foster
Elsenia Young

Commissioner Absent

Susan Sonnier

Staff Present

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

Others Present

See attached sign-in sheet

Commissioner Katie Anderson called the meeting to order at 9:06 a.m. The chair announced, due to lack of a quorum, approval of the July 14, 2010 minutes will be postponed.

Updates: Darleen Okammor, Energy Assistance Program Manager, updated the Committee on the progress of the Low Income Home Energy Assistance Program (LIHEAP) and the Weatherization Assistance Program (WAP).

Regarding the Low Income Home Energy Assistance Program (LIHEAP), the 2011 LIHEAP State Plan is due September 1, 2010. Since the Agency must hold a public hearing within the next two weeks and the next LHFA Board meeting is scheduled for September 8, 2010, the Agency will request approval from DHHS to submit the Plan by September 10th.

Also, under the LIHEAP Program, the Agency kicked off the Gulf Coast Energy Crisis Assistance Program. As of today, the Agency has not received any applications. There has been

an increase in applications for the Regular Energy Special Needs Program. A few agencies have reported that they are out of regular funds. Since some of those agencies are located in the Gulf Coast region, this could possibly account for the increase in the Regular Special Needs applications. Staff will contact those agencies to make sure they are considering applicants for the Gulf Coast Energy Crisis Assistance Program.

Ms. Okammor briefly discussed some of the program statistics regarding the LIHEAP Program. The agencies are continuing to provide services spending \$38,987,812.14 dollars of the \$51 million dollars and have reached 94,146 households. The total percentage of expenditures is at 67%, resulting in 57.5% of new households being assisted.

Under the Weatherization Assistance Program, she advised that the federal reports were filed timely. The Agency is currently working through some revisions. Also, the Agency is undergoing an annual audit and the Energy Programs were selected to be reviewed. Consequently, staff and LACAP have been working with the auditors to provide the available records and it should conclude by the end of the week.

The Department of Energy is conducting a national survey on the Weatherization Assistance Program. The Agency and the subgrantees have been asked to complete the survey, which has been done. Hopefully, we will know how the program is really benefiting families, once this survey is completed.

This concluded Ms. Okammor's report.

Commissioner Katie Anderson requested the record to reflect that Commissioner Young is present and a quorum can now be established. The roll was called and the introduction of guests and staff followed. The minutes of the July 14, 2010 were approved on a motion by Commissioner Foster, and seconded by Commissioner Young.

LACAP Monthly Report: Jon Phelps, Energy Director, briefly read through the monthly report for July 2010, which was included in the Committees' binders. He advised of those agencies that failed to produce at 90% of their expectations, as of June 2010. The two agencies, Lafourche and Terrebonne, did not meet the 90% production by the end of the ninth month. There was a letter of explanation submitted by Terrebonne, which expressed their reasons.

Jon Phelps, opened the floor to Lafourche Parish to express their comments and answer any questions brought forth by the Committee.

Thomas Turner, Community Services Director, came before the Committee and audience to alleviate any concerns and assure that a plan is in place to precede forward with their production expectations.

Priscilla Adams, Weatherization Coordinator, gave a brief overview of their most recent production, staffing issues and the overall restructuring of the agency.

John Schneider, Legal Counsel for LACAP, gave a brief update on the status of the issue with WAP invoices submitted by Lafourche. He advised that all funds have been halted until the accounting can be reconciled. Consequently, a meeting has been scheduled with Lafourche representatives to make sure all documentation has been submitted to establish the facts of the situation.

Also, Attorney Schneider gave a brief update on the outstanding findings cited in LACAP's annual audit.

Commissioner Anderson opened the floor to entertain questions and/or comments. There being no other business to discuss, Commissioner Anderson adjourned the meeting at 9:29 a.m.



LOUISIANA HOUSING FINANCE AGENCY

ENERGY ASSISTANCE COMMITTEE MEETING

WEDNESDAY, AUGUST 11, 2010 @ 9:00AM

Guest Sign-In Sheet

GUEST NAME

FIRM

PLEASE, PLEASE PRINT

- | | |
|----------------------|-------|
| 1. JAMES E. DRODDY | LHFA |
| 2. John Keller | LACAP |
| 3. CAROLYN McQUACKER | LHFA |
| 4. Robyn Maschke | LHFA |
| 5. Kiamani Brastey | LACAP |
| 6. Janya Rivers | LACAP |
| 7. B. Keith Boenche | Shaw |
| 8. Mi Sims | LACAP |

EACM
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GUEST NAME	FIRM
9. <u>Debra Kamm</u>	<u>LHFA</u>
10. <u>Jon Phelps</u>	<u>LACAP</u>
11. <u>Lauren Fitch</u>	<u>LACAD</u>
12. <u>Priscilla Adams</u>	<u>LPC</u>
13. <u>Captain Chassin</u>	<u>Laf. Parish Govt.</u>
14. <u>James Turner</u>	<u>WPA</u>
15. <u>Wesley Thomas</u>	<u>LFRC</u>
16. <u>John Schneider</u>	<u>Godfrey Schneider</u>
17. <u>Marjorie H. Hitchens</u>	<u>LACAP</u>
18. <u>Kuamoni Beasley</u>	<u>LACAP</u>
19. <u>Tanya Rivers</u>	<u>LACAP</u>
20. <u>Chip Boyles</u>	<u>East Baton Rouge Office of Community Development</u>
21. <u>Jon Phelps</u>	<u>LACAP</u>

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GUEST NAME

FIRM

22. *Angel M. Ming*

LAF-A

23. _____

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35. _____

Program Budget and Statistical Report:

Low Income Home Energy Assistance Program

Grantor: Department of Health and Human Services (DHHS)

(DHHS) \$12,967,605 (DHHS) 2nd Allocation \$38,977,557 (DHHS) 3rd Allocation \$14,016,502.30

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)	\$17,928,526.90	42,184	14,179	17,733	8,626	244	11,031
Cooling (April - September)	\$28,100,306.27	68,105	20,568	25,852	15,416	412	21,201
Year Round Crisis	\$45,980,938.99	110,275	34,739	43,565	24,024	661	33,777
Totals	\$45,980,938.99	110,275	34,739	43,565	24,024	661	33,777
Percentage of Total	79%		31.5%	39.5%	21.8%	0.6%	30.6%

Weatherization Assistance Program

Grantor: Department of Energy (DOE) \$3,520,867.00 (Units) 442

Type of Assistance (July 2010 - June 30, 2011)	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 – August 30, 2010	Current Statistical Information is Unavailable					
Totals						
Percentage of Total						

Energy Special Needs Program

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

Type of Assistance (January 1- 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 – August 30, 2010	\$55,363.74	74	23	39	36	14
Totals	\$55,363.74	74	23	39	36	14
Percentage of Total	54%		31.1%	52.7%	48.6%	18.9%

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
September, 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 August 26, 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 July, 2010, for all Subgrantees.

One Month Failure to Produce

Expectation Number 6: For the month of July, 2010, there was one agency that fell into this category, Total Community Action. A letter was sent to the agency by LACAP.

Two Month Failure to Produce

Expectation Number 7: For the month of July, 2010, one agency fell into this category, Lafourche. Face-to-face meeting was held and additional monitoring was performed.

Four Month Failure to Produce

Expectation Number 8: For the month of July, 2010, no agencies fell into the four month category.

See attached table for Subgrantee ARRA Production.

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...”

Basic Weatherization	7/6/10-7/8/10	24	16/16	Comprehensive introduction to the principles of energy and the whole-house approach, as well as their application to weatherization services in Louisiana.
	7/20/10-7/22/10	24	12/12	
Youth Build Basic	7/12/10	8	12/12	Introduction to the principles of energy and the whole-house approach, as well as their application to weatherization services in Louisiana.
	7/19/10	8	12/12	
	7/26/10	3	25/25	
	7/26/10	3	25/25	

	7/28/10	3	25/25	
CAZ	7/27/10-7/28/10	16	11/11	This course covers the testing and documentation of combustion appliance zone (CAZ) depressurization tests. Participants will receive an advanced understanding of air leakage and air pressure dynamics, combustion appliance zone (CAZ) depressurization tests, calculation minimum ventilation levels, and proper reporting requirements.”
HVAC	7/6/10-7/8/10	24	7/7	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.
Health & Safety	7/13/10-7/14/10	16	9/9	Covers health and safety concerns to the weatherization worker and to the home occupant in Louisiana, including how to address them in the field.

Electric Baseload	7/29/10	8	14/14	After taking this course, participants will have a thorough understanding of the fundamentals of electricity. They will study home electric baseloads as they relate to client energy usage and bills in Louisiana. Participants will specifically investigate the procedures for repairing, cleaning, and maintaining refrigerators and clothes dryers. They will also understand the range of lighting types and how they affect electric baseloads. Special attention will be paid to client education and safety.
Auditor/Assessor	7/1/10-7/2/10	8	11/11	This two day training will cover how to evaluate the energy performance, comfort, safety and structural integrity of the homes being audited for potential retrofit. This course will give participants the foundation and background information they need to better understand, evaluate and write a scope of work that is appropriate for a given home and the weatherization program in Louisiana.

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. Also see attached.

Submitted By: Jon Phelps, Energy Director, LACAP

**ARRA WAP Production Summary Report
As of July 2010**

Agency		Allen Action Agency			APAC, Inc.			EBR/OCD			Caddo CAA			DeSoto Parish Police Jury		
Year	Month	Contracted	Completed	% Complete	Contracted	Completed	% Complete	Contracted	Completed	% Complete	Contracted	Completed	% Complete	Contracted	Completed	% Complete
2010	July	2	3	150%	4	4	100%	13	13	100%	15	15	100%	11	11	100%
Inception to Date Totals		18	30	167%	35	55	157%	106	105	99%	128	128	100%	98	98	100%
Program Totals		39	30	77%	135	55	41%	422	105	25%	494	128	26%	386	98	25%

Agency		JeffCAP			Lafourche Parish Council			LaSalle CAA, Inc.			Quad Area CAA, Inc.			SMILE CAA		
Year	Month	Contracted	Completed	% Complete	Contracted	Completed	% Complete	Contracted	Completed	% Complete	Contracted	Completed	% Complete	Contracted	Completed	% Complete
2010	July	15	15	100%	3	0	0%	12	13	108%	14	16	114%	13	15	115%
Inception to Date Totals		123	125	102%	27	19	70%	105	107	102%	121	132	109%	114	134	118%
Program Totals		503	125	25%	108	19	18%	414	107	26%	462	132	29%	447	134	30%

Agency		St. John the Baptist DHHS			St. Landry Parish CAA			St. Mary CAA			St. Tammany CAA			Terrebonne Parish DHHS		
Year	Month	Contracted	Completed	% Complete	Contracted	Completed	% Complete	Contracted	Completed	% Complete	Contracted	Completed	% Complete	Contracted	Completed	% Complete
2010	July	5	7	140%	4	4	100%	4	5	125%	9	9	100%	4	4	100%
Inception to Date Totals		42	54	129%	35	43	123%	35	51	146%	77	77	100%	35	29	83%
Program Totals		163	54	33%	121	43	36%	147	51	35%	301	77	26%	128	29	23%

Agency		Total CAA, Inc.			Vernon CAC		
Year	Month	Contracted	Completed	% Complete	Contracted	Completed	% Complete
2010	July	16	0	0%	9	9	100%
Inception to Date Totals		136	148	109%	80	81	101%
Program Totals		549	148	27%	317	81	26%

Statewide		
Contracted	Completed	% Complete
153	143	93%
1,315	1,416	108%
5,136	1,416	28%

LACAP ARRA Master Inventory List 7/31/10

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	
	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	
	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	
	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	
	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	
	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	
	Hitzchi 18V Cordless Drill Flashlight	300255	ARRA	Allen	\$159.00	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	
	Hitachi Lithium Ion 18 V	DS18DSAL	ARRA	Allen	\$ 149.00	4/26/10	100%	Main	WAP	New	IN USE	
	HEPA VAC	12WJS12343870	ARRA	Allen	\$514.59	5/20/10	100%	Main	WAP	New	IN USE	
	LADDER ALUMINUM EXTENDED	1226349	ARRA	ALLEN	\$ 159.00	6/7/10	100%	TRAILER	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	IN USE	
	DEWALT	964455	ARRA	APAC	\$299.00	02/08/10	100%	APAC	WAP	New	IN USE	
	8' ladder	98510	ARRA	APAC	\$140.00	6/2/10	100%	APAC	WAP	NEW	IN USE	
Assumption PPI												
Avoyelles												
	BACHARACH MONOXOR III	QN1118	ARRA/CONSERVATION ST	APAC	\$720.00	1/28/10	100%	APAC	WAP	NEW	IN USE	
Caddo CAA												
	FORD TRUCK	1FTNF2AY2AEA68535	ROUNDTREE	CCA	23,600	12/29/2009	100%	CADDO	WAP	NEW	IN USE	
	CARGO FAN	1FTNE2ELOADA18854	ROUNDTREE	CCA	18,759	12/29/2009	100%	CADDO	WAP	NEW	In Use	
	BLOWER DOOR	21624-228077700	ARRA	CCA	2,595.00	1/27/2010	100%	CADDO	WAP	NEW	In Use	
	BLOWER DOOR	21625-228057700	ARRA	CCA	2,595.00	1/27/2010	100%	CADDO	WAP	NEW	In Use	
	BLOWER DOOR	21626-228067700	ARRA	CCA	2,595.00	1/27/2010	100%	CADDO	WAP	NEW	In Use	
	8 X 18 TRAILER		J& R PRODUCTS	CCA	7,695.00	1/27/2010	100%	CADDO	WAP	NEW	In Use	
	INFRARED CAMERA	399010736	ARRA	CCA	5,900.00	1/27/2010	100%	CADDO	WAP	NEW	In Use	
	INSULATING MACHINE	436	ARRA	CCA	7,995.00	1/27/2010	100%	CADDO	WAP	NEW	In Use	
	1,500 WATT GENERATOR		ARRA	CCA	2,595.00	1/27/2010	100%	CADDO	WAP	NEW	In Use	
	HOSE REEL		ARRA	CCA	510	1/27/2010	100%	CADDO	WAP	NEW	In Use	
	WATTS UP PRO (4)		ARRA	CCA	123.04 EACH	1/26/2010	100%	CADDO	WAP	NEW	In Use	
	Toshiba laptop	29342908Q	ARRA	CCA	898	2/26/2010	100%	CADDO	WAP	NEW	In Use	
	Toshiba laptop	Z9372526Q	ARRA	CCA	898	2/26/2010	100%	CADDO	WAP	NEW	In Use	
	Toshiba laptop		ARRA	CCA	898	2/26/2010	100%	CADDO	WAP	NEW	In Use	
	CO ANALYZERW/ PRINTER	C094155	ARRA	CCA	720	4/6/2010	100%	CADDO	WAP	NEW	In Use	
	CO ANALYZERW/ PRINTER	C094159	ARRA	CCA	720	4/6/2010	100%	CADDO	WAP	NEW	In Use	
	CO ANALYZERW/ PRINTER	C094150	ARRA	EA-17	CCA	720	4/6/2010	100%	CADDO	WAP	NEW	In Use
	CO ANALYZERW/ PRINTER	C094144	ARRA	CCA	720	4/6/2010	100%	CADDO	WAP	NEW	In Use	

LACAP ARRA Master Inventory List 7/31/10

Agency	Description	Serial #	Source	Title	Cost	Acquisition Date	% of Federal Participation	Location	Use	Condition	Ultimate Disposition
	(4) SMALL PRESSURE PANS		ARRA	CCAA	280	4/6/2010	100%	CADD0	WAP	NEW	In Use
	(4) LARGE PRESSURE PANS		ARRA	CCAA	360	4/6/2010	100%	CADD0	WAP	NEW	In Use
DeSoto PPJ											
	Minneapolis Blower Door	21287	ARRA	DPPJ	2595	Dec-09	100%	DOCS	WAP	New	In Use
	Minneapolis Blower Door	21288	ARRA	DPPJ	2595	Dec-09	100%	DOCS	WAP	New	In Use
	Minneapolis Blower Door	21289	ARRA	DPPJ	2595	Dec-09	100%	DOCS	WAP	New	In Use
	F150 Ford Truck	1FTMF1CWXA19134	ARRA	DPPJ	15435.8	Dec-09	100%	DOCS	WAP	New	In Use
	F150 Ford Truck	1FTMF1CWGAKA98415	ARRA	DPPJ	15752	Dec-09	100%	DOCS	WAP	New	In Use
	F250 Ford Truck	1FTSW20529EA99242	ARRA	DPPJ	21269	Dec-09	100%	DOCS	WAP	New	In Use
	Skill saw w/station		ARRA	DPPJ	114	Jan-10	100%	DOCS	WAP	New	In Use
	Dewault circular saw		ARRA	DPPJ	199	1-Jan	100%	DOCS	WAP	New	In Use
	XRP reciprocating saw kit		ARRA	DPPJ	199	Jan-10	100%	DOCS	WAP	New	In Use
	8' ladder		ARRA	DPPJ	108	Jan-10	100%	DOCS	WAP	New	In Use
	Dewault miter saw		ARRA	DPPJ	219	Jan-10	100%	DOCS	WAP	New	In Use
	Dewault trimboss 2 tool combo		ARRA	DPPJ	269	Jan-10	100%	DOCS	WAP	New	In Use
	gel kneepads		ARRA	DPPJ	119.92	Jan-10	100%	DOCS	WAP	New	In Use
	18 guage cordless nailer		ARRA	DPPJ	279	1-Jan	100%	DOCS	WAP	New	In Use
	Dewalt 18V Nicard drill		ARRA	DPPJ	129	1-Jan	100%	DOCS	WAP	New	In Use
	Dewalt 4 Tool Xrp Combo kit		ARRA	DPPJ	499	Jan-10	100%	DOCS	WAP	New	In Use
	Jawhorse Work Table		ARRA	DPPJ	179	Jan-10	100%	DOCS	WAP	New	In Use
	16 Gallon quiet stainless shop vac		ARRA	DPPJ	169	Jan-10	100%	DOCS	WAP	New	In Use
	Dewalt Drill		ARRA	DPPJ	129	Jan-10	100%	DOCS	WAP	New	In Use
	Krendl 2300 insulation machine		ARRA	DPPJ	7995	Jan-10	100%	DOCS	WAP	New	In Use
	GN-150 15,000 watt generator		ARRA	DPPJ	2595	Jan-10	100%	DOCS	WAP	New	In Use
	WR-100 Krnedl wireless remote 120v		ARRA	DPPJ	695	Jan-10	100%	DOCS	WAP	New	In Use
	CAM-B50 Flir color infrared camera		ARRA	DPPJ	5895	Jan-10	100%	DOCS	WAP	New	In Use
	Tr-818 8'x 18' trailer		ARRA	DPPJ	7695	Jan-10	100%	DOCS	WAP	New	In Use
	14.4 Drill		ARRA	DPPJ	199	Jan-10	100%	DOCS	WAP	New	In Use
	14.4 Drill		ARRA	DPPJ	199	Jan-10	100%	DOCS	WAP	New	In Use
	Conservation Strat.		ARRA	DPPJ	285	Dec-09	100%	DOCS	WAP	New	In Use
	Large hose reel		ARRA	DPPJ	560	Feb-10	100%	DOCS	WAP	New	In Use
	Weatherguard #205-3		ARRA	DPPJ	295	Mar-10	100%	DOCS	WAP	New	In Use
	Electric Jacks		ARRA	DPPJ	462.5	Mar-10	100%	DOCS	WAP	New	In Use
	Dee Zee Step Boards		ARRA	DPPJ	115	Mar-10	100%	DOCS	WAP	New	In Use
	Dee Zee Brackets		ARRA	DPPJ	295	Mar-10	100%	DOCS	WAP	New	In Use
	Camera Scene Catcher Handle		ARRA	DPPJ	1485	Mar-10	100%	DOCS	WAP	New	In Use
	Camera Case for Infrared Camera		ARRA	DPPJ	295	Mar-10	100%	DOCS	WAP	New	In Use
	JD 3300 PSI GX Pressure Washer		ARRA	DPPJ	692	Mar-10	100%	DOCS	WAP	New	In Use
	4 YR EPP OPE		ARRA	DPPJ	139.97	Mar-10	100%	DOCS	WAP	New	In Use
	Dewalt Nicard Lith Radio		ARRA	DPPJ	169	Mar-10	100%	DOCS	WAP	New	In Use
	Skill 18v LIION Combo kit		ARRA	DPPJ	183.2	Mar-10	100%	DOCS	WAP	New	In Use
	8' FG STEP 300 # TYPE		ARRA	DPPJ	126	Mar-10	100%	DOCS	WAP	New	In Use
	Roofing Nailer Dew		ARRA	DPPJ	249	Mar-10	100%	DOCS	WAP	New	In Use
	Pressure Washer		ARRA	DPPJ	389.99	Mar-10	100%	DOCS	WAP	New	In Use
	Gas Backpack Blower		ARRA	DPPJ	199.99	Mar-10	100%	DOCS	WAP	New	In Use
	Dewalt 18v 1/2 gallon w/d vac		ARRA	DPPJ	139	Mar-10	100%	DOCS	WAP	New	In Use
	Champion 3000W port generator		ARRA	DPPJ	329	Mar-10	100%	DOCS	WAP	New	In Use

LACAP ARRA Master Inventory List 7/31/10

Agency	Description	Serial #	Source	Title	Cost	Acquisition Date	% of Federal Participation	Location	Use	Condition	Ultimate Disposition
	18 Gauge cordless Brand nailer		ARRA	DPPJ	279	Mar-10	100%	DOCS	WAP	New	In Use
	Bosch 12v multi-x oscillating kit		ARRA	DPPJ	179	Mar-10	100%	DOCS	WAP	New	In Use
	Bosch 12v multi-x oscillating kit		ARRA	DPPJ	179	Mar-10	100%	DOCS	WAP	New	In Use
	Impulse Fram Nailer		ARRA	DPPJ	379	Mar-10	100%	DOCS	WAP	New	In Use
	Ladder 28' Alum Ext.		ARRA	DPPJ	169	Mar-10	100%	DOCS	WAP	New	In Use
	ANGLED NAIL GUN		ARRA	DPPJ	359.00	May-10	100%	DOCS	WAP	NEW	IN USE
	GRACO PAIN SPRAYER		ARRA	DPPJ	799	Jun-10	100%	DOCS	WAP	NEW	IN USE
	PASLODE CORDLESS NAILER		ARRA	DPPJ	359	Jun-10	100%	DOCS	WAP	NEW	IN USE
	GAS BACKPACK BLOWER		ARRA	DPPJ	199.00	Jun-10	100%	DOCS	WAP	NEW	In Use
EBR Econ Dev											
	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
	2-BLOWER DOOR & PRESSURE PANS	23813 & 23814	ARRA		2625.00 EA	Jun-10	100%	OCD	WAP	NEW	In Use
	2-ALUM FRAME 7 SOFT CS	23815 & 14667	ARRA		390.00 EA	Jun-10	100%	OCD	WAP	NEW	In Use
	2-BLOWER DOOR PANEL	23815 & 14667	ARRA		130 EA	Jun-10	100%	OCD	WAP	NEW	In Use
	2-BLOWER DOOR COVER	23813 & 23814	ARRA		115 EA	Jun-10	100%	OCD	WAP	NEW	In Use
Jefferson CAP											
	Enclosed Trailer	4D6EB1823AC023826	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
	FORD F350		ARRA	JeffCap	\$22,500.00	3/31/10	100%	JeffCap	WAP	New	IN USE
	DELL COMPUTER		ARRA	JeffCap	\$1,236.00	6/30/2010	100%	JEFFCAP	WAP	NEW	In Use
Lafourche Parish											
	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
	BOSCH LITHEON 2- TOOL	176037	ARRA	LAFOURCHE	\$249.00	6/23/10	100%	LAFOURCHE	WAP	NEW	IN USE
	DW 18V COMPACT 4 TOOL-COM	79897	ARRA	LAFOURCHE	\$299.00	6/23/10	100%	LAFOURCHE	WAP	NEW	IN USE
	12A KEYLESS RECIP. SAW KIT	56684	ARRA	LAFOURCHE	\$129.00	6/23/10	100%	LAFOURCHE	WAP	NEW	In Use
	VEHICLE NAVIGATION SYSTEM	NUV1265WT	ARRA	LAFOURCHE	359.36	7/1/10	100%	LAFOURCHE	WAP	NEW	In Use
	2 POWER SHOT CAMERA	A480 POWER SHOT	ARRA	LAFOURCHE	459.98	7/1/10	100%	LAFOURCHE	WAP	NEW	In Use
	CIRCULAR SAW	SHD77M-22	ARRA	LAFOURCHE	189.00	7/19/10	100%	LAFOURCHE	WAP	NEW	In Use
	4- SCAFFOLD FRAME	BIL-JAX KT6004-02552	ARRA	LAFOURCHE	613.20	7/19/10	100%	LAFOURCHE	WAP	NEW	In Use
	SCAFFOLD PLANK 84 IN	BIL-JAX 0054-216	ARRA	LAFOURCHE	207.38	7/19/10	100%	LAFOURCHE	WAP	NEW	In Use
	DEWALT SET	9617162001007-49	ARRA	LAFOURCHE	299.00	7/19/10	100%	LAFOURCHE	WAP	NEW	In Use
	CHOP SAW	968045200948-49	ARRA	LAFOURCHE	299.00	7/19/10	100%	LAFOURCHE	WAP	NEW	In Use
	2-ROTO ZIP	989005638/989001998	ARRA	LAFOURCHE	450.00	7/19/10	100%	LAFOURCHE	WAP	NEW	In Use
	CIRCULAR SAW	003390664	ARRA	LAFOURCHE	189.00	7/19/10	100%	LAFOURCHE	WAP	NEW	In Use
LaSalle CAA											
	Dewalt Jig Saw	SN# 023855Y	ARRA	LaSalle	126.95	4/29/2010	100%	Concordia	WAP	NEW	In Use
	3-Pc Senco Tool Kit	SN# 09AD3408	ARRA	LaSalle	269	4/29/2010	100%	Concordia	WAP	NEW	In Use
	7" 1 /4 Skill Saw	SN# 0199208	ARRA	LaSalle	176.8	4/29/2010	100%	Concordia	WAP	NEW	In Use
	Makita Rec Saw	SN# 0057977Y	ARRA	LaSalle	184.69	4/29/2010	100%	Concordia	WAP	NEW	In Use
	18 Volt Lithium Drill	SN# 082521	ARRA	EA 10 LaSalle	256	4/29/2010	100%	Concordia	WAP	NEW	In Use
	Senco 901 Framing Gun	SN#09A80188	ARRA	LaSalle	349	4/29/2010	100%	Concordia	WAP	NEW	In Use
	Dewalt Jig Saw	SN# 501420091749	ARRA	LaSalle	126.87	4/29/2010	100%	Concordia	WAP	NEW	In Use

LACAP ARRA Master Inventory List 7/31/10

Agency	Description	Serial #	Source	Title	Cost	Acquisition Date	% of Federal Participation	Location	Use	Condition	Ultimate Disposition
	Senco Air Compressor	SN# R6130153	ARRA	LaSalle	219	4/29/2010	100%	Concordia	WAP	NEW	In Use
	7- 1/4 CIRC SAW	SN# 001792	ARRA	LaSalle	169	5/10/2010	100%	Concordia	WAP	NEW	In Use
	12" DEWALT MITER SAW		ARRA	LaSalle	449	5/10/2010	100%	Concordia	WAP	NEW	In Use
	12" DEWALT MITER SAW		ARRA	LaSalle	449	5/10/2010	100%	Concordia	WAP	NEW	In Use
	20GA STAND UP COMPRESSOR		ARRA	LaSalle			100%	Concordia	WAP	NEW	In Use
	2- MPLSBD (M3/ALS40-96/DG7)	BD3ALS7	ARRA	LaSalle	2625.00 EA	6/30/2010	100%	Concordia	WAP	NEW	In Use
	2- PADDED CORDURA BD FAN CASE	BDCASFOAM	ARRA	LaSalle	285.00 EA		100%	Concordia	WAP	NEW	In Use
	VULCA 2HP COMPRESSOR	880408	ARRA	LaSalle	250	6/11/2010	100%	Concordia	WAP	NEW	In Use
	2- WATT UP PRO		ARRA			6/30/2010	100%	Concordia	WAP	NEW	In Use
	2-NIKON COOLPIX L22	30047153/30047265	ARRA	LASALLE	129.00 EA	6/30/2010	100%	Concordia	WAP	NEW	In Use
	2- NUVI 1300	1NV914118/1NV776546	ARRA	LaSalle	149.00 EA	6/30/2010	100%	Concordia	WAP	NEW	In Use
	COMBUSTION ANALYZER	QT-1075	ARRA	LaSalle	1329.05	6/30/2010	100%	Concordia	WAP	NEW	In Use
Quad Area CAA											
	3-Heat Finder Ircscenecather	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	IUK500H2991067923	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
	4- XL STEEL CABINET (TOOL CABINET)		ARRA	Quad Area	\$348.00 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
	4- STEEL WALL TOOL BOX		ARRA	Quad Area	\$128.00 ea	3/5/10	100%	Quad Area	WAP	NEW	IN USE
	4 - 1/2 inch Corded drills (dewalt)	768408, 768409, 768426, 772566	ARRA	Quad Area	\$113.54 ea	4/1/10	100%	Quad Area	WAP	NEW	IN USE
	4 - 18 volt dewalt screw guns (cordless)	602084, 602327, 602650, 602397	ARRA	Quad Area	185.37 ea	4/1/10	100%	Quad Area	WAP	NEW	IN USE
	4- extech bore scoops	2009102001039, 2009102100900, 2009102100900	ARRA	Quad Area	279.00 ea	4/1/10	100%	Quad Area	WAP	NEW	IN USE
	3- HEPA BACK PACK VACS		ARRA	Quad Area	499.00 EA	6/10/10	100%	Quad Area	WAP	NEW	IN USE
	3- HEPA VACS		ARRA	Quad Area	480.00 EA	6/10/10	100%	Quad Area	WAP	NEW	IN USE
	4-16' EXT. LADDERS (FIBERGLASS)		ARRA	Quad Area	\$159.95	6/10/10	100%	Quad Area	WAP	NEW	IN USE
St. Charles Parish											
	Canon 12NP DigitAL Camera		ARRA	ST. CHARLES	\$179.80	4/21/10	100%	ST. CHARLES	WAP	NEW	IN USE
	HAMMER DRILL		ARRA	ST. CHARLES	\$269.00	6/24/10	100%	ST. CHARLES	WAP	NEW	IN USE
St. James Parish											
St. John Parish											
	24' LADDER		ARRA	ST.JOHN	\$256.00	3/6/10	100%	ST.JOHN	WAP	NEW	IN USE
	Ridgid 5PC Lithium ION Combo Kit		ARRA	ST.JOHN	\$499.00	4/21/10	100%	ST.JOHN	WAP	NEW	IN USE
	DRILL		ARRA	ST.JOHN	\$299.00	3/6/10	100%	ST.JOHN	WAP	NEW	IN USE
	7 1/4 WORM DRIVE		ARRA	ST. JOHN	\$169.00	3/6/10	100%	ST.JOHN	WAP	NEW	IN USE

LACAP ARRA Master Inventory List 7/31/10

Agency	Description	Serial #	Source	Title	Cost	Acquisition Date	% of Federal Participation	Location	Use	Condition	Ultimate Disposition
	RIDGID 18V LITHIUM COMPACT DRILL		ARRA	ST. JOHN	\$179.00	5/13/10	100%	ST.JOHN	WAP	NEW	IN USE
	4- WATTS UP PORTABLE PLUG IN POWER METER		ARRA	ST. JOHN	\$469.50	5/1/10	100%	ST.JOHN	WAP	NEW	IN USE
	3 NAILER COMPRESSOR COMBO SET		ARRA	ST. JOHN	\$299.00	6/1/10	100%	ST.JOHN	WAP	NEW	IN USE
St. Landry Parish											
	MINNEAPOLIS BLOWER DOOR W/ DG700CTL	5KCP39PG5727	ARRA	ST. LANDRY	\$2,595	1/25/10	100%	ST.LANDRY	WAP	NEW	IN USE
	MINNEAPOLIS BLOWER DOOR W/ DG700CTL	5KCP39PG5727	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	19-7067QN1205	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	IN USE
	PRESSURE PAN 12'X14"X4'	21984	ARRA	ST. LANDRY	\$140	1/25	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
	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
	TYPE II LADDER		ARRA	ST.LANDRY	\$140	4/6/10	100%	ST. LANDRY	WAP	NEW	IN USE
	FRAMING NAILER		ARRA	ST.LANDRY	\$269	4/6/10	100%	ST. LANDRY	WAP	NEW	IN USE
SMILE Agency											
	PAVILLION DV7 NOTEBOOK	301	ARRA	SMILE	\$917.99	11/20/09	100%	SMILE	WAP	NEW	IN USE
	BLOWER DOOR IV	BD3ALSD7#/302	ARRA	SMILE	\$2,680.81	12/08/09	100%	SMILE	WAP	NEW	IN USE
	DELL COMPUTER	FSD012604682/303	ARRA	SMILE	\$937.44	2/1/10	100%	SMILE	WAP	NEW	IN USE
	DELL COMPUTER	FSD012700676/304	ARRA	SMILE	\$937.44	2/1/10	100%	SMILE	WAP	NEW	IN USE
	BLOWER DOOR V	22452/305	ARRA	SMILE	\$2,680.81	3/12/10	100%	SMILE	WAP	NEW	IN USE
	BLOWER DOOR COVER	306	ARRA	SMILE	\$285.00	5/16/10	100%	SMILE	WAP	NEW	IN USE
	INFRARED THERMOMETER	77352/307	ARRA	SMILE	\$129.95	5/16/10	100%	SMILE	WAP	NEW	IN USE
	INFRARED CAMERA	399012470/308	ARRA	SMILE	\$4,995.00	5/16/10	100%	SMILE	WAP	NEW	IN USE
	INFRARED CAMERA	399012090/309	ARRA	SMILE	\$4,995.00	5/16/10	100%	SMILE	WAP	NEW	IN USE
	CIRCUIT ANALYZER	843452/310	ARRA	SMILE	\$299.95	5/16/10	100%	SMILE	WAP	NEW	IN USE
	CIRCUIT ANALYZER	843447/311	ARRA	SMILE	\$299.95	5/16/10	100%	SMILE	WAP	NEW	IN USE
	BACHARACH MONOXOR III	QR1199/314	ARRA	SMILE	\$720.00	5/16/10	100%	SMILE	WAP	NEW	IN USE
	BACHARACH MONOXOR III	QR1057/315	ARRA	SMILE	\$720.00	5/16/10	100%	SMILE	WAP	NEW	IN USE
	BACHARACH LEAKATOR	QQ00383/316	ARRA	SMILE	\$179.00	5/16/10	100%	SMILE	WAP	NEW	IN USE
	BACHARACH LEAKATOR	QQ00383/317	ARRA	SMILE	\$179.00	5/16/10	100%	SMILE	WAP	NEW	IN USE
	BACHARACH LEAKATOR	QQ00383/318	ARRA	SMILE	\$179.00	5/16/10	100%	SMILE	WAP	NEW	IN USE
	BORESCOPE WIRELESS INSPECTION CAMERA	2009102000539/319	ARRA	SMILE	\$299.00	5/16/10	100%	SMILE	WAP	NEW	IN USE
	BORESCOPE WIRELESS INSPECTION CAMERA	2009102000539/320	ARRA	SMILE	\$299.00	5/16/10	100%	SMILE	WAP	NEW	IN USE
	BACHARACH MONOXER III	QR1072/313	ARRA	SMILE	\$720.00	5/16/10	100%	SMILE	WAP	NEW	IN USE
	INFRARED THERMOMETER	77352/ 321	ARRA	SMILE	\$129.95	5/16/10	100%	SMILE	WAP	NEW	IN USE
	INFRARED THERMOMETER	/322	ARRA	SMILE	\$129.95	5/16/10	100%	SMILE	WAP	NEW	IN USE
	BLOWER DOOR COVER	/323	ARRA	SMILE	\$285.00	5/16/10	100%	SMILE	WAP	NEW	IN USE
St. Mary											

LOUISIANA HOUSING FINANCE AGENCY

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

RESOLUTION

Approving and accepting the Louisiana 2011 Low Income Home Energy Assistance Program (LIHEAP) State Plan (attached as “Exhibit A” entitled “Low Income Home Energy Assistance Program (LIHEAP) Abbreviated Model Plan Fiscal Year 2011”), and providing for other matters in connection therewith.

WHEREAS, according to Public Law 97-35, as Amended, Fiscal Year 2011, awarding \$58,169,890 to the State of Louisiana, Louisiana Housing Finance Agency to provide assistance to qualified low income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy, taking into account the family size.

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

SECTION 1. The Louisiana 2011 Low Income Home Energy Assistance Program (LIHEAP) State Plan (attached as “Exhibit A”, entitled “Low Income Home Energy Assistance Program (LIHEAP) Abbreviated Model Plan Fiscal Year 2011”), is hereby approved and accepted.

SECTION 2. The Agency’s staff and counsel are authorized and directed to prepare such documents and agreements as may be necessary to implement the “Low Income Home Energy Assistance Program (LIHEAP) Abbreviated Model Plan Fiscal Year 2011”.

SECTION 3. The Agency is hereby authorized, empowered, and directed the ability as may be necessary to create, change, amend, and revise any existing documents and/or commitments as may be necessary to implement the Louisiana Housing Finance Agency’s “Low Income Home Energy Assistance Program (LIHEAP) Abbreviated Model Plan Fiscal Year 2011”, the terms of which are to be consistent with the provisions of this resolution.

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

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

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 8th day of September, 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 September 8th, 2010 entitled: “Approving and accepting the Louisiana 2011 Low Income Home Energy Assistance Program (LIHEAP) State Plan (attached as “Exhibit A” entitled “Low Income Home Energy Assistance Program (LIHEAP) Abbreviated Model Plan Fiscal Year 2011”), 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 8th day of September, 2010.

Secretary

STATE OF LOUISIANA

LOW INCOME HOME
ENERGY ASSISTANCE
PROGRAM (LIHEAP)

Detailed Model State Plan

Fiscal Year 2011

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

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

DETAILED MODEL PLAN

PUBLIC LAW 97-35, AS AMENDED

FISCAL YEAR (FY) 2011

GRANTEE Louisiana Housing Finance Agency

EIN: 72-0809967

ADDRESS 2415 Quail Drive

Baton Rouge, Louisiana 70808

NAME OF LIHEAP COORDINATOR Darleen Okammor

EMAIL: dokammor@lhfa.state.la.us

TELEPHONE: 225-763-8700 FAX: 225-763-8752

PLEASE CHECK ONE: TRIBE _____ STATE x INSULAR AREA _____

**Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Washington, DC 20447**

**August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Approval No. 0970-0075
Expiration Date: 09/30/2011**

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Use of this model plan is optional. However, the information requested is required in order to receive a Low Income Home Energy Assistance Program (LIHEAP) grant in years in which the grantee is not permitted to file an abbreviated plan. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Assurances

The LHFA agrees to:
(Grantee Name)

(1) Use the funds available under this title to--

(A) Conduct outreach activities and provide assistance to low income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy, consistent with paragraph (5);

(B) Intervene in energy crisis situations;

(C) Provide low-cost residential weatherization and other cost-effective energy-related home repair; and

(D) Plan, develop, and administer the State's program under this title including leveraging programs,

and the State agrees not to use such funds for any purposes other than those specified in this title;

(2) make payments under this title only with respect to--

(A) Households in which one or more individuals are receiving--

(i) Assistance under the State program funded under part A of title IV of the Social Security Act;

(ii) Supplemental security income payments under title XVI of the Social Security Act;

(iii) Food stamps under the Food Stamp Act of 1977; or

(iv) Payments under section 415, 521, 541, or 542 of title 38, United States Code, or under section 306 of the Veterans' and Survivors' Pension Improvement Act of 1978; or

(B) Households with incomes which do not exceed the greater of—

(i) an amount equal to 150 percent of the poverty level for such State; or

(ii) an amount equal to 60 percent of the State median income;

except that a State may not exclude a household from eligibility in a fiscal year solely on the basis of household income if such income is less than 110 percent of the poverty level for such State, but the State may give priority to those households with the highest home energy costs or needs in relation to household income.

(3) conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title, and any similar energy-related assistance available under subtitle B of title VI (relating to community services block grant program) or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(4) coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income energy-related programs under subtitle B of title VI (relating to community services block grant program), under the supplemental security income program, under part A of title IV of the Social Security Act, under title XX of the Social Security Act, under the low-income weatherization assistance program under title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(5) provide, in a timely manner, that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in clauses 2(A) and 2(B) of this subsection;

(6) to the extent it is necessary to designate local administrative agencies in order to carry out the purposes of this title, to give special consideration, in the designation of such agencies, to any local public or private nonprofit agency which was receiving Federal funds under any low-income energy assistance program or weatherization program under the Economic Opportunity Act of 1964 or any other provision of law on the day before the date of the enactment of this Act, except that—

(A) the State shall, before giving such special consideration, determine that the agency involved meets program and fiscal requirements established by the State; and

(B) if there is no such agency because of any change in the assistance furnished to programs for economically disadvantaged persons, then the State shall give special consideration in the designation of local administrative agencies to any successor agency which is operated in substantially the same manner as the predecessor agency which did receive funds for the fiscal year preceding the fiscal year for which the determination is made;

(7) if the State chooses to pay home energy suppliers directly, establish procedures to --

(A) notify each participating household of the amount of assistance paid on its behalf;

(B) assure that the home energy supplier will charge the eligible household, in the normal billing process, the difference between the actual cost of the home energy and the amount of the payment made by the State under this title;

(C) assure that the home energy supplier will provide assurances that any agreement entered into with a home energy supplier under this paragraph will contain provisions to assure that no household receiving assistance under this title will be treated adversely

because of such assistance under applicable provisions of State law or public regulatory requirements; and

(D) ensure that the provision of vendor payments remains at the option of the State in consultation with local grantees and may be contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households, including providing for agreements between suppliers and individuals eligible for benefits under this Act that seek to reduce home energy costs, minimize the risks of home energy crisis, and encourage regular payments by individuals receiving financial assistance for home energy costs;

(8) provide assurances that,

(A) the State will not exclude households described in clause (2)(B) of this subsection from receiving home energy assistance benefits under clause (2), and

(B) the State will treat owners and renters equitably under the program assisted under this title;

(9) provide that--

(A) the State may use for planning and administering the use of funds under this title an amount not to exceed 10 percent of the funds payable to such State under this title for a fiscal year; and

(B) the State will pay from non-Federal sources the remaining costs of planning and administering the program assisted under this title and will not use Federal funds for such remaining cost (except for the costs of the activities described in paragraph (16));

(10) provide that such fiscal control and fund accounting procedures will be established as may be necessary to assure the proper disbursement of and accounting for Federal funds paid to the State under this title, including procedures for monitoring the assistance provided under this title, and provide that the State will comply with the provisions of chapter 75 of title 31, United States Code (commonly known as the "Single Audit Act");

(11) permit and cooperate with Federal investigations undertaken in accordance with section 2608;

(12) provide for timely and meaningful public participation in the development of the plan described in subsection (c);

(13) provide an opportunity for a fair administrative hearing to individuals whose claims for assistance under the plan described in subsection (c) are denied or are not acted upon with reasonable promptness; and

(14) cooperate with the Secretary with respect to data collecting and reporting under section 2610.

(15) * beginning in fiscal year 1992, provide, in addition to such services as may be offered by State Departments of Public Welfare at the local level, outreach and intake functions for crisis

situations and heating and cooling assistance that is administered by additional State and local governmental entities or community-based organizations (such as community action agencies, area agencies on aging and not-for-profit neighborhood-based organizations), and in States where such organizations do not administer functions as of September 30, 1991, preference in awarding grants or contracts for intake services shall be provided to those agencies that administer the low-income weatherization or energy crisis intervention programs.

*** This assurance is applicable only to States, and to territories whose annual regular LIHEAP allotments exceed \$200,000. Neither territories with annual allotments of \$200,000 or less nor Indian tribes/tribal organizations are subject to Assurance 15.**

(16) use up to 5 percent of such funds, at its option, to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance, including needs assessments, counseling, and assistance with energy vendors, and report to the Secretary concerning the impact of such activities on the number of households served, the level of direct benefits provided to those households, and the number of households that remain unserved.

Certification to the Assurances: As Chief Executive Officer, I agree to comply with the sixteen assurances contained in Title XXVI of the Omnibus Budget Reconciliation Act of 1981, as amended.* By signing these assurances, I also agree to abide by the standard assurances on lobbying, debarment and suspension, and a drug-free workplace.

Signature of the Tribal or Board Chairperson or Chief Executive Officer of the State or Territory.**

Signature: _____

Title: _____

Date: _____

*** Indian tribes/tribal organizations, and territories with annual regular LIHEAP allotments of \$200,000 or less, are not subject to assurance 15, and thus must only certify to 15 assurances.**

**** If a person other than the Chief Executive Officer of the State or territory, or Tribal Chairperson or Board Chairperson of a tribal organization, is signing the certification to the assurances, a letter must be submitted delegating such authority. (PLEASE ATTACH DELEGATION of AUTHORITY.) The delegation must include authority to sign the assurances, not just to administer the program.**

***** HHS needs the EIN (Entity Identification Number) of the State, territory or Tribal agency that is to receive the grant funds before it can issue the grant.**

In the above assurances which are quoted from the law, "State" means the 50 States, the District of Columbia, an Indian Tribe or Tribal Organization, or a Territory; "title" of the Act refers to Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA), as amended, the "Low Income Home Energy Assistance Act"; "section" means Section 2605 of OBRA; and, "subsection" refers to Section 2605(b) of OBRA.

statutory
references

2604(c)
2605(c)(1)(A)

→ Do you have additional eligibility requirements for:
CRISIS ASSISTANCE (___ Yes ___ x No)

(eligibility)

	<u>Yes</u>	<u>No</u>
→ Do you use:		
Assets test?	_____	___ <u>x</u> ___
Must the household have received a shut-off notice or have an empty tank?	___ <u>x</u> ___	_____
Must the household have exhausted regular benefit?	_____	___ <u>x</u> ___
Must the household have received a rent eviction notice?	_____	___ <u>x</u> ___
Must heating/cooling be medically necessary?	_____	___ <u>x</u> ___
Other (Please explain):	___ <u>x</u> ___	_____

To be eligible for crisis assistance, the household must (1) be faced with threatened or actual interruption of service or lack a heating/cooling source, and (2) be faced with a health and/or safety hazard due to the crisis situation.

→ What constitutes a crisis? (Please describe)

Crisis is defined as an adverse situation that jeopardizes the health and/or safety of a member of the targeted priority population.

statutory
references

2605(b)(3)
2605(c)(3)(A)

(outreach)

➔ Please check the outreach activities that you conduct that are designed to assure that eligible households are made aware of all LIHEAP assistance available:

 x provide intake service through home visits or by telephone for the physically infirm (i.e. elderly or disabled).

 x place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, etc.

 x publish articles in local newspapers or broadcast media announcements.

 x include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance.

 make mass mailing to past recipients of LIHEAP.

 x inform low income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.

 execute interagency agreements with other low-income program offices to perform outreach to target groups.

 other (Please specify):

statutory
references

2605(b)(4)

➔ Please describe how you will assure that LIHEAP is coordinated with similar and related programs. The description provided applies to all components unless specifically noted.

(coordination)

The Louisiana Housing Finance Agency (LHFA) through a partnership agreement with Louisiana Association for Community Action Partnerships (LACAP) will disseminate LIHEAP program information to other state Community Block Grant programs, Social Security offices and Elderly Affairs offices, which targets low-income families, to encourage referrals.

2605(b)(5)

2605(b)(2)

2605(b)(8A)

➔ The statute requires that there be no difference in the treatment of households eligible because of their income and those eligible because they receive benefits under TANF, Food Stamps, SSI, or certain means-tested veterans programs ("categorically eligible"). How do you ensure there is no difference when determining eligibility and benefit amounts? This applies to all components unless specifically noted below.

(benefit
levels)

Local agencies are required to use the Hancock Energy Software (HES), a web-based software system, to manage the LIHEAP program financial and statistical data. The system electronically processes applications, determine income eligibility and calculate the benefit amounts using pre-determined parameters and formulas.

Households with zero income shall receive the maximum benefit payment allowed for their family size.

LIHEAP BENEFIT MATRIX		
Energy Burden	Number of People in Household	
	1 to 3	4 or more
25% and Above	\$450	\$500
18% to 24.9%	\$350	\$400
10% to 17.9%	\$250	\$300
9.9% and Less	\$150	\$200
<i>No payment shall be greater than \$600</i>		

Households that contain any one or more members of the targeted priority groups shall receive an additional payment of \$100. Targeted priority groups are:

- Persons sixty years old or older
- Persons who are disabled
- Persons 5 years of age and younger

Regardless of the number of priority members in one household, the household is eligible for ONLY one additional \$100 payment.

Applicants will be eligible to receive a non-crisis LIHEAP benefit payment every six months.

➔ Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits?

Yes No If Yes, please describe.

Households with zero income shall receive the maximum benefit payment allowed for their family size.

LIHEAP BENEFIT MATRIX		
Energy Burden	Number of People in Household	
	1 to 3	4 or more
25% and Above	\$450	\$500
18% to 24.9%	\$350	\$400
10% to 17.9%	\$250	\$300
9.9% and Less	\$150	\$200
<i>No payment shall be greater than \$600</i>		

Households that contain any one or more members of the targeted priority groups shall receive an additional payment of \$100. Targeted priority groups are:

- Persons sixty years old or older
- Persons who are disabled
- Persons 5 years of age and younger

Regardless of the number of priority members in one household, the household is eligible for ONLY one additional \$100 payment.

Applicants will be eligible to receive a non-crisis LIHEAP benefit payment every six months.

→ Do you provide in-kind (e.g. fans) and/or other forms of benefits?

Yes No If Yes, please describe.

statutory
references

2605(b)(5)
2605(c)(1)
(B) & (D)

**WEATHERIZATION & OTHER ENERGY RELATED
HOME REPAIR AND IMPROVEMENTS**

➔What LIHEAP weatherization services/materials do you provide? (Check all categories that apply.)

(types of
assistance)

- Weatherization needs assessments/audits.
- Caulking, insulation, storm windows, etc.
- Furnace/heating system modifications/repairs
- Furnace replacement
- Cooling efficiency mods/repairs/replacement
- Other (Please describe)

(benefit
levels)

➔Do you have a maximum LIHEAP weatherization benefit/expenditure per household? Yes No

If Yes, what is the maximum amount? **\$1,500**_____

➔Under what rules do you administer LIHEAP weatherization? (Check only one.)

(types of
rules)

- Entirely under LIHEAP (not DOE) rules
- Entirely under DOE LIWAP rules
- Mostly under LIHEAP rules with the following DOE LIWAP rule(s) where LIHEAP and LIWAP rules differ (Check all that apply):
 - Weatherize buildings if at least 66% of units (50% in 2- & 4-unit buildings) are eligible units or will become eligible within 180 days
 - Weatherize shelters temporarily housing primarily low income persons (excluding nursing homes, prisons, and similar institutional care facilities).
 - Other (Please describe)
- Mostly under DOE LIWAP rules, with the following LIHEAP rule(s) where LIHEAP and LIWAP rules differ (Check all that apply.)
- Weatherization not subject to DOE LIWAP maximum statewide average cost per dwelling unit.
- Other (Please describe.)

Some homes are weatherized using a combination of both funding sources to maximize the effectiveness of weatherization.

2605(b)(6) The state or tribe administers LIHEAP through the following local agencies:

- _____ county welfare offices
- _____ community action agencies (weatherization component only)
- x community action agencies (heating, cooling or crisis
- (agency designation) _____ charitable organizations
- _____ not applicable (i.e. state energy office)
- _____ tribal office
- _____ other, describe:

➔ Have you changed local administering agencies from last year?
_____ Yes x No

If Yes, please describe how you selected them.

➔ What components are affected by the change?

2605(c)(1)(E) ➔ Please describe any additional steps (other than those described elsewhere in this plan) that will be taken to target assistance to households with high home energy burdens. **(This applies to all components. If all steps to target households with high home energy burdens are described elsewhere in the plan, no further information is required here.)**

(targeting of assistance)

energy and the amount of the home energy assistance payment made by the contractor.

- 3. Vendor gives assurance that no household receiving home energy assistance shall be treated any differently because of such assistance under applicable provision of State Law or public regulatory requirements;**
- 4. Vendor give assurance not to discriminate, either in the cost of the goods supplied or the services provided, against the eligible household on whose behalf payment is made.**

This assurance is binding on the vendor, its successors, transferees, and assignees and the person or persons whose signatures appear as the duly authorized signatory of the vendor.

statutory
references

2605(b)(10)

➔How do you ensure good fiscal accounting and tracking of LIHEAP funds? (Please describe. Include a description of how you monitor fiscal activities.)

The LHFA financial operations manual establishes the framework and procedures for budgeting, reporting, internal controls, cost allocation, and accountability as described in the costs principle applicable to the grant.

LACAP submits weekly electronic copies of the Request for Payment to LHFA for review and approval. LACAP also submit to LHFA a monthly Request for Payment for their administrative fees and conduct a monthly reconciliation of funds and expenditures with sub-recipients.

All LIHEAP expenditures are tracked and monitored using the web-based software, Hancock Energy Software (HES) and MS Excel spreadsheets.

A quarterly reconciliation of cost reports and disbursement of funds between LACAP and LHFA is routinely performed to ensure accuracy and reliability of data reporting.

(program,
fiscal
monitoring,
and audit)

➔How do you monitor program activities? (Please be sure to include a description of how you monitor eligibility and benefit determination.)

Louisiana Housing Finance Agency (LHFA) through a partnership agreement with the Louisiana Association for Community Action Partnerships (LACAP) has adopted a systems approach to monitoring local agencies for compliance with applicable regulations and achievement of performance goals.

Program activities are monitored both electronically and by conducting on-site visits. The State mandated software is used to record application input and monitor local agencies' production, i.e., how many applications are taken in a given time frame? How many of those applications were Non-Crisis applications and how many were Crisis

Applications? How many households were served and how many priority members were included in those households. We are also able to monitor the rate of benefit delivery for their service area. This information is utilized to not only to monitor the rate of service delivery but also the areas being served. Those areas can be identified within a service provider's geographical service area, needing extra attention and outreach.

During the on-site monitoring visits the physical files are reviewed for documentation of various program mandated activities, such as:

- (A) Written policies and procedures that prohibits discrimination in both service delivery and employment,**
- (B) Compliance with Minimum Wage laws,**
- (C) Written policies regarding grievance procedures for both applicants and employees,**
- (D) Written policies regarding providing services to eligible applicants on a first come, first served basis,**
- (E) Written policies that document adherence to written Program Guidelines approved by Louisiana Housing and Finance Agency,**
- (F) Documentation of employee training on program guidelines**
- (G) A review of various documents that demonstrate program outreach activities including newspaper ads, radio and/or television advertising, copies of any printed material distributed in the community to applicants and potential applicants**
- (H) A review of Client Education material distributed to applicants regarding energy conservation activities**
- (I) A review of a random sample of applicant files to verify the collection of required support documentation from eligible applicants, including income, vulnerability of the client for the cost of the energy bill, confirmation of residence at the service address indicated on the bill, copies of Social Security Cards or other government documents that contain social security numbers for each member of the household being served.**

Eligibility and benefit determination is handled through the web-based computerized application system adopted by the LHFA. The program is designed to calculate benefits based on parameters that are entered at the state level and that are unalterable at the service provider level. Benefit calculations are based on income levels for each household, the number of eligible household members, and the identification of priority members of the household, i.e., persons over 60 years of age, persons disabled, or persons five years old or less. The benefit calculation is totally automated requiring only data input from the agency provider. Eligibility is also determined by the same system utilizing social security numbers of applicants and flagging those applicants or household members that may have received a benefit within the prohibited time

frame. Applicants may current apply for non-crisis benefits twice per year with each application being a minimum of six months apart, and if necessary, applicants may also apply for a crisis benefit once in a twelve month period.

➔How is your LIHEAP program audited?

Under the Single Audit Act? Yes No

If not, please describe:

For States and Territories:

➔Is there an annual audit of local administering agencies? Yes No

If not, please explain.

statutory
references

2605(b)(12)

(timely and
meaningful

public
partici-
pation)

2605(a)(2)

(public
hearings)

➔How did you get timely and meaningful public participation in the development of the plan? (Please describe.)

A public hearing was held to obtain public comments. The following newspapers publicized the hearing notice: The Advocate, the Times Picayune and the Shreveport Times.

The notice was also posted on LHFA's website.

➔Did you conduct public hearings on the proposed use and distribution of your LIHEAP funds? When and where?

Yes No

(Not required for Tribes and tribal organizations)

The public hearing was held August, 31, 2010, in Baton Rouge, Louisiana, at the Housing Finance Agency facility, located at 2415 Quail Drive.

The public notice and the proposed plan were posted on LHFA's website on August 20, 2010.

GRANTEE
statutory
references

LHFA

FFY 2011

2605(b)(13)

(fair
hearings)

→ Describe your fair hearing procedures for households whose applications are denied or not acted on in a timely manner. When are applicants informed of these rights?

All LIHEAP applicants are advised of their appeal rights at the time of application.

Components of the appeals process will include, but not be limited to,

- (1) Notification of Right to Appeal**
- (2) How to Appeal/Request a Fair Hearing**

Local agencies are required to establish internal grievance procedures. Through these procedures, client dissatisfaction issues, not related to eligibility decision, will be resolved.

For fair hearings, LACAP will contact LHFA to secure the services of an Administrative Law Judge.

→ Denials

Ineligible applicants must be informed in writing at the time of application or within 15 days of the date of application. The applicant is required to read the appeals process information prior to signing their application.

Denial information shall include, but not be limited to,

- (1) a statement that the applicant is not eligible for LIHEAP services and state the reason.**
- (2) if the denial is based on excessive income, applicant may reapply when the household income changes or state the date when the applicant will be eligible to apply again.**
- (3) Right to appeal information**

Contractors must maintain all case record material on service denials.

→ Applications Not Acted On In a Timely Manner

Applications are considered incomplete when the applicant fails to follow through in providing necessary information and/or documentation.

Contractors are required to inform applicants about necessary documentation, prior to determining that an application is incomplete. The contractor shall set a standard time limit of 30 days for an applicant to submit necessary documents, and shall advise the applicant that the application will not be considered if verification materials are not received by the deadline. A confirmation letter shall be sent to the client, which includes a right to appeal statement and either a copy of the appeal procedure or a contact name and number to further information.

A copy of the letter shall be retained with the incomplete application.

statutory
references

2607A
(leveraging)

→ Please describe leveraging activities planned for the fiscal year. (**This entry is optional.***) Complete this entry if you plan to apply for LIHEAP leveraging incentive funds and to include in your leveraging report resources/benefits provided to low income households this fiscal year under criterion (iii) in 45 CFR 96.87(d)(2). Provide the following information for each:

- (1) Identify and described each resource/benefit;
- (2) Identify the source(s) of each resource; and
- (3) Describe the integration/coordination of each resource/benefit with the LIHEAP program, consistent with 1 or more of conditions A-H in 45 CFR 96.87(d)(2)(iii).

* Leveraged resources/benefits that are counted under criterion (iii) in 45 CFR 96.87(d)(2) must be identified and described in the grantee's LIHEAP plan and distributed as indicated in the plan. In addition, leveraging resources/benefits that are counted under criterion (ii) must be carried out under one or more components of the grantee's regular LIHEAP program.

The leveraging incentive awards will be utilized to continue the initiative entitled, “Energy Special Needs Program” (ESNP). The program provides expanded home energy assistance to individuals and families whose social and economic hardships are compounded by a home heating or cooling energy crisis under the LIHEAP.

To participate in the program, the applicant must meet LIHEAP eligibility guidelines in accordance with established policy for LIHEAP crisis assistance. Participation in the regular LIHEAP and Crisis Assistance does not preclude an applicant’s certification in the ESNP.

After all other resources have been exhausted; eligible households with a remaining balance of at least \$500 can receive a one-time benefit payment, not to exceed \$1000 to (1) continue home heating/cooling services (payment of disconnect notice), (2) connect or reconnect home heating/cooling services (security deposit included), (3) satisfy heating and/or cooling arrears.

Other Resources and Benefits include:

Resource/Benefit #1: Senior Discount Program

Description: Waiver of \$6.00 monthly customer charge, value \$72.00 annually per customer

Source: Entergy Gulf States, Inc. (EGSI)

Integration/Coordination of resource with LIHEAP Program:

All leveraging resources are made available to clients during application intake.

Resource/Benefit #2: Late Fee Waiver

Description: Waiver of late fee up to three a year requested on behalf of customer by agency

Source: Entergy LA and Entergy New Orleans

Integration/Coordination of resource with LIHEAP Program:

All leveraging resources are made available to clients during application intake.

Resource/Benefit #3: Weatherization Energy Efficiency

Description: Distribution of energy and water conservation kits, fans and other materials and supplies

Source: Utilities and other non-profits

Integration/Coordination of resource with LIHEAP Program:

All leveraging resources are made available to clients during application intake.

Resource/Benefit #4: Weatherization

Description: Caulking, hot water jackets, door strips, outlet plugs, solar screens, refrigerators replacement and general repairs

Source: Entergy LA and Entergy New Orleans

Integration/Coordination of resource with LIHEAP Program:

All leveraging resources are made available to clients during application intake.

Resource/Benefit #5: Fuel Fund Assistance

Description: Funds to assist individuals with bill payment assistance for all fuel sources

Source: Utilities, churches, United Way and other Non-profits

Integration/Coordination of resource with LIHEAP Program:

All leveraging resources are made available to clients during application intake.

GRANTEE _____ LHFA _____

FFY 2011

statutory
references

2605(b)
(performance)
goals and
measures)

➔ Please describe performance goals and measures planned for the fiscal year. **(This entry is optional.)**

ADDITIONAL CERTIFICATIONS AND REQUIREMENTS

Attached are additional certifications required as follows:

- * **Lobbying certification**, which must be filed by all States and territories. If applicable, Form LLL, which discloses lobbying payments, must be submitted. **(Tribes and tribal organizations are EXEMPT.)**
- * **Debarment and suspension certification**, which must be filed by all grantees.
- * **Drug-free workplace requirement certification**, which must be filed by all grantees, unless the grantee has filed a statewide certification with the Department of Health and Human Services. **STATES ONLY:** If you have filed a statewide certification for the drug-free workplace requirement, please check here: _____
- * One of the requirements included in the 1994 reauthorization of the statute is that state grantees must include in their annual application for funds a report on the number and income levels of households applying for and receiving LIHEAP assistance, and on the number of recipient households that have members who are elderly, disabled, or young children.

All Tribes and those territories with allotments of less than \$200,000 need only submit data on the number of households served by each component (heating, cooling, weatherization and crisis). The approval for the collection of information contained in the **LIHEAP Household Report** is covered by OMB approval number 0970-0060.
- * Though not a part of this application, the report on funds to be carried over or available for reallocation as required by section 2607(a) for the preceding year must be submitted by August 1 of each year. A grant award for the current fiscal year may not be made until the carryover/reallocation report is received. The approval for the collection of information contained in the **LIHEAP Carryover and Reallocation Report** is covered by OMB approval number 0970-0106.

ATTACHMENT 1
Louisiana Housing Finance Agency
PROGRAM INTEGRITY ASSESSMENT
Low Income Home Energy Assistance Program (LIHEAP)

ABSTRACT:

HHS is requiring further detail from States on their FY 2011 plans for preventing and detecting fraud, abuse, and improper payments. HHS is also requiring that States highlight and describe all elements of this FY 2011 plan, which represent improvements or changes to the State's FY2010 plan for preventing and detecting fraud, abuse and improper payment prevention.

I. Recent Audit Findings

Describe any audit findings of material weaknesses and reportable conditions, questioned costs and other findings cited in FY2010 or the prior three years, in annual audits, State monitoring assessments, Inspector General Reviews, or other Government Agency reviews of LIHEAP agency finances. Describe whether the cited audit findings or relevant operations have been resolved or corrected. If not, please describe the plan and timeline for doing so in FY2011. If there is no plan in place, please explain why not. *Provide full descriptions of the State's plans and strategy in this area, and attach/reference excerpts from relevant policy documents.*

The LHFA is currently undergoing an audit. The most recent Financial Report for the Louisiana Housing Finance Agency (LHFA), in which the LIHEAP program was selected for review, was released by the Office of the Legislative Auditor on October 29, 2008. LHFA was audited for compliance requirements applicable to each major program and internal control over compliance in accordance with OMB Circular A-133. The Independent Auditor's Report for the year ending June 30, 2008 and 2007, conducted by Duplantier, Hrapmann, Hogan and Maher, L.L.P., CPA, did not disclose any findings of material weaknesses, reportable conditions, or questions costs for the Low Income Home Energy Assistance Program (LIHEAP) – CFDA Number 93.568.

POLICY:

The following is required in accordance with LHFA contractual provisions:

1. Any local agency who expends \$500,000 or more in federal funds annually is required to obtain a single audit conducted by an independent certified accountant or auditor.
2. Any local agency who expends less than \$500,000 in federal funds annually is required to follow the compliance/attestation guidance offered in the Louisiana Governmental Audit Guide.
3. Local agencies are required to submit an Audit Engagement Letter to LACAP, the Louisiana Association of Community Action Partnerships, Inc., immediately upon approval by the Office of the Legislative Auditor.

4. Local agencies are required to submit an audit report to LACAP no later than six months following the close of the contractor's fiscal year.
5. LACAP will track the audit process to assure timely compliance with policy requirements. A copy of the LACAP's audit and its subgrantees' annual audit according to Circular A-133 is forwarded to LHFA for review.

The Date/Fiscal Year for the necessary outcomes from these systems and strategies - *The timely and thorough resolution of weaknesses or reportable conditions as revealed by the audit.*

Any noted deficiencies/findings regarding LIHEAP and/or WAP shall be reviewed by LACAP and communicated to the agencies within 30 days receipt of the audit. LACAP will coordinate with the agencies to implement corrective actions to resolve the audit findings. LACAP will keep LHFA informed on the status of any agency that has received reportable findings regarding LIHEAP or WAP expenditures or accounting.

For FY 2011, Louisiana will continue the current policy.

II. Compliance Monitoring

Describe the State's FY2010 strategies that will continue in FY2011 for monitoring compliance with State and Federal LIHEAP policies and procedures by the State and local administering agencies. Highlight any strategies for compliance monitoring from your plan which will be newly implemented as of FY2011. If you don't have a firm compliance monitoring system in place for FY11, describe how the State is verifying that LIHEAP policy and procedures are being followed. *Provide full descriptions of the State's plans and strategy in this area, and attach/reference excerpts from relevant policy documents*

POLICY:

LACAP is required to conduct on-site compliance monitoring visits to ensure that provider agencies in compliance with published program guidelines. At the time of the on-site visit, monitors review agency policies regarding their adherence to federally mandated policies relative to the administration of the benefit process, which includes, but is not limited to,

1. Outreach to priority populations,
2. The written guidelines regarding how the agency handles applicants from first inquiry to the completion of the application process,
3. A review of client education material that is made available and distributed to applicants,
4. The documentation of training on the LIHEAP application process for employees,
5. Written policies that prohibits discrimination in both service delivery and agency staffing,
6. Compliance with Americans with Disability Act (ADA) regulations for both applicants and staff,
7. Prohibition of indoor smoking,
8. Compliance with Federal Minimum Wage laws,

9. Confidentiality Policy regarding client information,
10. Record Retention Policy,
11. Agency policy for resolving internal grievances and appeals by both applicants and staff.
12. LACAP shall continue to conduct on-going desktop monitoring of agency reports, including requests for payments, budget tracking and production.
13. LACAP shall monitor the rate of funding expenditures by provider agencies to insure that funds are delivered as benefits to eligible applicants in a timely and efficient manner.

The Date/Fiscal Year for the necessary outcomes from these systems and strategies - *A sound methodology, with a schedule for regular monitoring and a more effective monitoring tool to gather information.*

For FY 2011, LHFA and LACAP will continue to operate through a team approach to develop best practices and strategies for program evaluation and management.

LACAP will maintain a monitoring tracking system. LHFA will monitor LACAP and observe the monitoring and oversight process for local agencies annually.

III. Fraud Reporting Mechanisms

For FY2010 activities continuing in FY2011, describe all (a) mechanisms available to the public for reporting cases of suspected LIHEAP fraud, waste or abuse? [These may include telephone hotlines, websites, email addresses, etc.] (b) Strategies for advertising these resources. Highlight any tools or mechanisms from your plan which will be newly implemented in FY2011, and the timeline for that implementation. If you don't have any tools or mechanisms available to the public to prevent fraud or improper payments, describe your plan for involving all citizens and stakeholders involved with your program in detecting fraud. *Provide full descriptions of the State's plans and strategy in this area, and attach/reference excerpts from relevant policy documents*

STRATEGY:

LACAP will provide the following mechanisms to service provider agencies and the general public for reporting cases of suspected LIHEAP fraud, waste, or abuse:

Agency:

1. Standardized uniform “suspected fraud” protocols to be followed by all service providing agencies when and if they suspect application fraud. This would include fraud prevention training and forms for the collection of documents provided by an applicant suspected of fraud, including but not limited to,
 - A. Signed statements or documents that may be inaccurate, altered, and that are intended to mislead or misrepresent an accurate state of the applicant’s financial condition.

- B. Documents or statements relative to their actual vulnerability for payment of the account.
- C. Statements of agency personnel that interacted with the applicant suspected of fraud. The statement will detail the date, time, and specific actions, activity or documents that led to the suspicion the applicant

General Public:

- 2. LACAP will add a “Report Fraud” link to the LACAP web site.
- 3. Information regarding fraud reporting will be provided to clients at the time of application
- 4. LACAP will include fraud reporting contact information as part of advertising campaigns.
- 5. LACAP will provide agencies with posters defining program fraud that includes a toll free number to report suspected fraud.

The Date/Fiscal Year for the necessary outcomes from these systems and strategies- *Clear lines of communication for citizens, grantees, clients, and employees to use in pointing out potential cases of fraud or improper payments to State administrators.*

For FY 2011, a “Report Fraud” link will be added to the LACAP website and include in the advertising campaign.

IV. Verifying Applicant Identities

Describe all FY2010 State policies continuing in FY2011 for how identities of applicants and household members are verified. Highlight any policy or strategy from your plan which will be newly implemented in FY2011. If you don't have a system in place for verifying applicant's identities, explain why and how the State is ensuring that only authentic and eligible applicants are receiving benefits. *Provide full descriptions of the State's plans and strategy in this area, and attach/reference excerpts from relevant policy documents*

POLICY:

All LIHEAP applications must include:

- 1. Identities of all household members including, date of birth, gender, and social security number.
- 2. The head of household must provide a valid photo ID (State Driver’s license, DMV issued ID Cards, or any other valid picture ID) and at least one other document addressed to the applicant at the service address as indicated on the energy bill.
- 3. The computerized application system tracks applicant histories, by date of application, agency, and funding allocation on a state-wide basis.
- 4. Any household member that appears on an application in less than the allowable time period is automatically locked by the computerized system.

5. The file must be approved by an administrator subsequent to a review. This prevents duplication of benefits for any household members that may have changed physical addresses.

6. Household members that previously received benefits in another home are removed from the application. If the applicant has previously received benefits and is not eligible for additional benefits the application is denied.

The Date/Fiscal Year for the necessary outcomes from these systems and strategies - *Income and energy supplier data that allow program benefits to be provided to eligible individuals*

Louisiana began using HES, web-based software, eight years ago to manage program data and will continue to use HES for FY 2011.

V. Social Security Number Requests

Describe the State's FY2011 policy in regards to requiring Social Security Numbers from applicants and/or household members applying for LIHEAP benefits. Describe whether the State's policy for requiring or not requiring Social Security numbers is new as of FY2011, or remaining the same. If the State is not requiring Social Security Numbers of LIHEAP applicants and/or household members, explain what supplementary measures are being employed to prevent fraud. *Provide full descriptions of the State's plans and strategy in this area, and attach/reference excerpts from relevant policy documents*

POLICY:

During intake, the applicant must provide Social Security cards for all household members. Applicants are also required to provide a SS card for any newborn to be counted. Applicants that do not have an authentic SS card can secure a duplicate from any SS office. Household members without social security cards or without documentation of cards or numbers cannot be included on the application.

Agencies are required to include in the applicant's file, a copy of each household member's social security card.

CAPs are also required to include this information in their outreach materials.

The Date/Fiscal Year for the necessary outcomes from these systems and strategies. *All valid household members are reported for correct benefit determination.*

For FY 2011, Louisiana will continue to use the current policy. This policy has allowed Louisiana to verify SS numbers and accurately input the data into the database so that the system could detect duplication. The system will also detect if an applicant list a household member that has already been counted in another household.

VI. Cross-Checking Social Security Numbers against Government Systems/Database

Describe if and how the State used existing government systems and databases to verify applicant or household member identities in FY2010 and continuing in FY2011. (Social Security Administration Enumeration Verification System, prisoner databases, Government death records, etc.) Highlight which, if any, policies or strategies for using existing government databases will be newly implemented in FY2011. If the State won't be cross checking Social Security Numbers

and ID information with existing government databases, describe how the State will supplement this fraud prevention strategy. *Provide full descriptions of the State's plans and strategy in this area, and attach/reference excerpts from relevant policy documents*

STRATEGY:

The State will not cross check Social Security number and identification information using government databases.

The Date/Fiscal Year for the necessary outcomes from these systems and strategies - *Use of all available database systems to make sound eligibility determination.*

For FY 2011, agencies will continue to accept government produced documents in the possession of the applicant that provides proof of identification and verifies the social security number of the applicant and other household members.

VII. Verifying Applicant Income

Describe how the State or designee used State Directories of new hires or similar systems to confirm income eligibility in FY2010 and continuing in FY2011. Highlight any policies or strategies for using new hire directories which will be newly implemented in FY2011. If the State won't be using new hire directories to verify applicant and household member incomes how will the State be verifying the that information? *Provide full descriptions of the State's plans and strategy in this area, and attach/reference excerpts from relevant policy documents*

POLICY:

Sub-recipients shall adhere to the following guidelines in determining a household's income. The information collected by the sub-recipient shall be entered into the HES computer database and the HES system will determine the monthly income.

A. Verifying Income

Income must be verified by any **one** of the following:

1. Last **four consecutive** check stubs
2. Last **two, consecutive** check stubs if the applicant's income is stable
3. Last **two consecutive** check stubs if the applicant recently began work and does not have four check stubs
4. Food Stamp certification letter or printout dated within 30 days of application date (must have a certification date on the letter)
5. A completed **Verification of Employment (VOE)** (LIHEAP Form #10) from the applicant's employer
6. **Self-Employment.** Self-employed applicants must provide the most recent federal income tax return with all accompanying schedules. If self-employment recently began and no federal return has been filed, the applicant must provide a written statement attesting to monthly earnings and losses.
7. **Termination.** If an applicant is recently terminated, do not consider his or her last check stubs in determining income. The applicant is considered to have zero income. Verification of termination is **required** and must be included in the file.

B. Calculating Average Income

- The applicant's average income is calculated using the gross amount from each pay period.
- If earnings fluctuate greatly, determine if the fluctuation is due to an unusual circumstance (e.g., death, substituting for a co-worker, Christmas bonus). If so, exclude the pay stub when calculating the average. Decisions to exclude pay stubs must be **clearly documented** in the applicant's file.
- If the fluctuation occurs regularly (e.g., overtime, shift work), include it when calculating the average. A fluctuation can be considered regularly occurring if it appears on at least two of four consecutive check stubs.
- It may be necessary to contact the applicant's employer to determine if the fluctuation is unusual or regularly occurring.

C. Conversion Methodologies

Based on how frequently the applicant is paid, average income must be converted to monthly income using the appropriate conversion factor. The conversion factors are listed below:

Frequency of Pay	Conversion Factor
Weekly	Multiply by 4.333
Biweekly (every other week)	Multiply by 2.167
Twice a month	Multiply by 2
Annually	Divide annual income by 12

D. Verifying Unearned Income

- Each applicant must be questioned regarding **unearned income**. Unearned income includes, but is not limited to, alimony, retirement benefits, worker's compensation, supplemental security income (SSI), and interest payments.
- Documentation of unearned income includes, but is not limited to, award letters, annuity letters, court judgments, current bank statements, and copies of recent checks.

E. General Information

- **Fraud Prevention.** Intake workers are required to recite the following statement to all applicants **prior** to the start of the application process. "You will be subject to criminal prosecution under Title 18 of the U.S. Code if you knowingly give false, incorrect, or incomplete information during this application process in order to obtain assistance."
- **Zero Income.** If an applicant reports zero income, determine how household expenses are paid and document the file with an affidavit.
- **Household Income.** All household members' income should be verified and documented.
- If an applicant is deemed eligible for LIHEAP, he or she is income eligible for WAP and vice versa. This applies only to 'income eligibility' as other eligibility requirements exist for WAP.
- An applicant's eligibility for food stamps, supplemental security income (SSI), TANF cash assistance, or Veteran's benefits **must not** be considered in determining eligibility for LIHEAP or WAP.
- Any deviations from these guidelines must be approved in writing by the program, director of LHFA.

The Date/Fiscal Year for the necessary outcomes from these systems and strategies - *Effective income determination achieved through coordination across program lines.*

For FY 2011, Louisiana will continue the current policy.

VIII. Privacy-Protection and Confidentiality

Describe the financial and operating controls in place in FY2010 that will continue in FY2011 to protect client information against improper use or disclosure. Highlight any controls or strategies from your plan which will be newly implemented as of FY2011. If you don't have relevant physical or operational controls in place to ensure the security and confidentiality of private information disclosed by applicants, explain why. *Provide full descriptions of the State's plans and strategy in this area, and attach/reference excerpts from relevant policy documents*

POLICY:

A Louisiana's confidentiality law, R.S. 46:56, applies to all case records kept by state agencies and private and public service contractors.

In order to release client information, sub-recipients must have prior written consent. Page Two of the HES application contains the authorization to release client information. This form must be signed by the client and maintained in the client's case record. This information should be completed and signed at the time of the request to assure clients are aware of the information being sent.

The Date/Fiscal Year for the necessary outcomes from these systems and strategies - *Clear and secure methods that maintain confidentiality and safeguard the private information of applicants.*

For FY 2011, Louisiana will continue the current policy. All agency employees are trained and instructed on confidentiality requirements regarding applicants. All agencies are required to adopt and utilize confidentiality rules in their personnel policy and procedure manuals to safeguard all program records.

IX. LIHEAP Benefits Policy

Describe FY2010 State policies continuing in FY2011 for protecting against fraud when making payments, or providing benefits to energy vendors on behalf of clients. Highlight any fraud prevention efforts relating to making payments or providing benefits which will be newly implemented in FY2011. If the State doesn't have policy in place to protect against improper payments when making payments or providing benefits on behalf of clients, what supplementary steps is the State taking to ensure program integrity. *Provide full descriptions of the State's plans and strategy in this area, and attach/reference excerpts from relevant policy documents*

POLICY:

Subgrantees will issue payments to energy vendors on behalf of eligible households.

1. Income qualified applicants are encouraged to apply for services on a first come first served basis every six months. The computerized application system tracks client history

by household and by social security numbers to prevent duplicate or improper benefit payments.

2. An eligible household can receive only one crisis assistance benefit during a 12-month period.
3. All benefits are electronically calculated by the computerized application system using pre-determined parameters and a formula.
4. Households with one or more members of the targeted priority group will receive one additional payment of \$100. The targeted priority groups are: persons 60 years or older, disabled, or five years old or younger.

The Date/Fiscal Year for the necessary outcomes from these systems and strategies - *Authorized energy vendors are receiving payments on behalf of LIHEAP eligible clients.*

For FY 2011, Louisiana will continue the policy.

X. Procedures for Unregulated Energy Vendors

Describe the State's FY2010 procedures continuing in FY2011 for averting fraud and improper payments when dealing with bulk fuel dealers of heating oil, propane, wood and other unregulated energy utilities. Highlight any strategies policy in this area which will be newly implemented in FY2011. If you don't have a firm plan for averting fraud when dealing with unregulated energy vendors, describe how the State is ensuring program integrity. *Provide full descriptions of the State's plans and strategy in this area, and attach/reference excerpts from relevant policy documents*

Unregulated Energy Vendors are not included as LIHEAP energy providers.

The Date/Fiscal Year for the necessary outcomes from these systems and strategies - *Participating vendors are thoroughly researched and inspected before benefits are issued.*

XI. Verifying the Authenticity of Energy Vendors

Describe State FY2010 policies continuing in FY2011 for verifying the authenticity of energy vendors being paid under LIHEAP, as part of the State's procedure for averting fraud. Highlight any policies for verifying vendor authenticity which will be newly implemented in FY2011. If you don't have a system in place for verifying vendor authenticity, describe how the State can ensure that funds are being distributed through valid intermediaries? *Provide full descriptions of the State's plans and strategy in this area, and attach/reference excerpts from relevant policy documents*

POLICY:

All vendors are required to sign an Assurance of Vendor Compliance agreement to receive LIHEAP benefit payments from the contractor on behalf of eligible participant households.

The vendor agrees to the following assurances:

1. To credit a valid account on behalf of the LIHEAP applicant, and return to the contractor energy assistance benefits, which are not creditable to a valid account on behalf of the LIHEAP applicant.
2. Vendor shall charge each eligible participant household, in the normal billing process, the difference between the actual cost of the home energy and the amount of the home energy assistance payment made by the contractor.
3. Vendor gives assurance that no household receiving home energy assistance shall be treated any differently because of such assistance under applicable provision of State Law or public regulatory requirements;
4. Vendor give assurance not to discriminate, either in the cost of the goods supplied or the services provided, against the eligible household on whose behalf payment is made.

This assurance is binding on the vendor, its successors, transferees, and assignees and the person or persons whose signatures appear as the duly authorized signatory of the vendor.

The vendor data is entered into the computerized application system at the state level.

The Date/Fiscal Year for the necessary outcomes from these systems and strategies - *An effective process that effectively confirms the existence of entities receiving federal funds.*

Louisiana will continue the current policy.

XII. Training and Technical Assistance

In regards to fraud prevention, please describe elements of your FY2010 plan continuing in FY2011 for training and providing technical assistance to (a) employees, (b) non-governmental staff involved in the eligibility process, (c) clients, and (d) energy vendors. Highlight specific elements of your training regiment and technical assistance resources from your plan which will represent newly implemented in FY2011. If you don't have a system in place for anti-fraud training or technical assistance for employees, clients or energy vendors, describe your strategy for ensuring all employees understand what is expected of them and what tactics they are permitted to employ. *Provide full descriptions of the State's plans and strategy in this area, and attach/reference excerpts from relevant policy documents*

STRATEGY:

LACAP, as program administrator, shall provide mandatory compliance training for all subgrantee agencies. Training will be divided into three categories:

TRAINING:

1. Training for new hire employees (12 times annually) conducted at the LACAP Training Center
2. General training for all input employees. Training will be conducted at both the LACAP Training Center and on-site at the agency during on-site monitor visits if necessary.
3. Executive Training for LIHEAP Administrators and Executive Directors are conducted quarterly during Association meetings and/or during the Annual Association Conference. Executive Training will cover significant program related information, for example, upcoming

funding increases or decreases and other LIHEAP/WAP information pertinent to program administration.

TECHNICAL ASSISTANCE:

1. LACAP will continue its efforts to expand program participation for previously un-served eligible participants through various multi media advertising campaigns including print media with flyers and brochures, newspapers, bill boards, radio and television commercials that include program eligibility

2. LACAP will continue to provide technical assistance and program support to agencies as necessary to facilitate efficient and effective use of the computerized application processing system.

3. LACAP will continue to provide agencies with equipment upgrades, i.e. computers, printers, document scanners, and software licenses, i.e., Adobe, Laserfiche, or other productivity tools, to enable them to work efficiently in the delivery of services.

The Date/Fiscal Year for the necessary outcomes from these systems and strategies - *The timely and thorough resolution of weaknesses or reportable conditions as revealed by the audit.*

Implementation of the strategy began in FY 2010 and will continue for FY 2011.

XIII. Audits of Local Administering Agencies

Describe the annual audit requirements in place for local administering agencies in FY2010 that will continue into FY 2011. Describe new policies or strategies to be implemented in FY2011. If you don't have specific audit requirements for local administering agencies, explain how the Grantee will ensure that LIHEAP funds are properly audited under the Single Audit Act requirements. *Provide full descriptions of the State's plans and strategy in this area, and attach/reference excerpts from relevant policy documents*

POLICY:

It is the policy of the Agency (LHFA) that providers of services under contract or provider agreement comply with federal and state laws and regulations requiring an audit of the provider's operations as a whole or of specific program activities. The required audit must be conducted by an independent Certified Public Accountant or the Legislative Auditor of the State of Louisiana. The audit engagement letter approved by the Legislative Auditor's office must be submitted to LACAP no later than 60 days prior to the end of the audit period or the provider's fiscal year. The audits are required to cover all funds and fun. The required audit reports must be submitted to LACAP within 30 days of the completion of the audit but not later than 6 months following the end of the audit period.

LHFA, LACAP and the provider will systematically work together to resolve any findings contained in the audit report, including, as necessary, the recovery of disallowed costs and/or questioned cost that cannot be justified.

Sanctions may include suspending payments, up to terminating the contract or agreement.

LHFA responsibility to ensure effective implementation of the policy includes:

1. Forwarding a copy of the audit reports to LHFA Internal Audit Department for review and assistance in identifying the necessary actions to clear audit findings.
2. Maintain a listing of all audit reports and the due dates to generate a status report to Department administrators on a monthly basis.
3. LHFA Internal Audit Department may consult with the independent auditor concerning circumstances that warrant further clarification and review.
4. The Energy Department will notify LACAP by email, if further actions are necessary to clear any audit findings, to communicate with the provider. LHFA will follow-up and track until a resolution is achieved.

The Date/Fiscal Year for the necessary outcomes from these systems and strategies - *Reduce improper payments; maintain local agency integrity, and benefits awarded to eligible households.*

Louisiana will continue the current policy.

Additional Information

Please attach further information that describes the Grantee's Program Integrity Policies, including supporting documentation from program manuals, including pages/sections from established LIHEAP policies and procedures.