



BOARD OF DIRECTORS

Agenda Item 11

Darleen Okammor, Manager
Loretta Wallace, Program Administrator

August 8, 2012

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LOUISIANA HOUSING CORPORATION

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

RESOLUTION

Approving and accepting the Louisiana Energy Program Action Plan (attached as “Exhibit A”) and providing for other matters in connection therewith.

WHEREAS, pursuant to the provisions of Chapter 3-G of Title 40 of the Louisiana Revised Statutes of 1950 (R.S. 40:600.86 through R.S. 40:600.11, inclusive), as amended, the Louisiana Housing Corporation (“LHC” or “Corporation”) is granted the power to effectuate the Department of Energy (“DOE”) Weatherization Assistance Program (“WAP”) for the State of Louisiana, and

WHEREAS, the Department of Energy 2012 Funding Opportunity Announcement DE-F0A-0000641 requires the LHC submit an annual State Plan for the implementation of the WAP program; and

WHEREAS, the State Plan has been presented for review and comment to the Policy Advisory Council; and

WHEREAS, the State Plan has been published for review and comment in a public hearing held April 30, 2012; and

WHEREAS, conditional approval was granted to the Corporation by DOE; and such approval was based on providing additional details of program operation.

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

SECTION 1. The Louisiana Energy Program Action Plan (attached as “Exhibit A”) is hereby approved and accepted.

SECTION 2. The Corporation’s staff and counsel are authorized and directed to prepare such documents and agreements as may be necessary to implement the Louisiana Energy Program Action Plan.

SECTION 3. The Corporation's staff and counsel are hereby authorized, empowered, and directed the ability as may be necessary to create, change, amend, and revise any existing documents and/or commitments as may be necessary to implement the Louisiana Energy Program Action Plan, the terms of which are to be consistent with the provisions of this resolution.

SECTION 4. The Chairman, Vice Chairman, President, and/or Secretary of the Corporation are hereby authorized, empowered, and directed to execute any forms and/or documents required to be executed on behalf of and in the name of the Louisiana Housing Corporation, 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 August 2012.

Chairman

Secretary

STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Commissioners of the Louisiana Housing Corporation, do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution entitled “Approving and accepting the Louisiana Energy Program Action Plan (attached as “Exhibit A”) and providing for other matters in connection therewith.”

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Corporation on this, the 8th day of August 2012.

Secretary



Louisiana Energy Programs Action Plan

Weatherization Assistance Program (WAP)
Low Income Home Energy Assistance Program (LIHEAP)

Presented to: LHC Management
Prepared by: Darleen Okammor, Program Manager
Date: July 26, 2012

Introduction

The purpose of this Action Plan is to provide an operational tool for the Louisiana Housing Corporation's (LHC) implementation of the general administration of the statewide Energy Assistance Programs.

As a result of the reorganization and the reduced program funding, LHC management has set out the framework to integrate the functions of the Energy Assistance Programs into the organization's strategic plan, policies, operational processes and programs, at all levels.

LHC will retain in-house the general administration, program management, and financial management of the Energy Assistance Programs.

Some of the benefits of retaining the administrative functions in-house include:

1. Essentially protect program resources and ensure the organization maintains control of the fiduciary responsibility and oversight of the federal energy grants.
2. The current staff has over 40 years of combined experience in the oversight and management of the energy programs. Maintaining stability in staffing will be critical to the success of the programs.
3. The service delivery network of providers is sufficient, organized and dedicated to providing quality services throughout the 64 parishes.
4. Availability to staff accountants, legal advisors, IT specialists, auditors, and other organizational resources will increase capacity and improve program operations and practices.

Proposed changes:

Weatherization Assistance Program (WAP) - For the first quarter of the program year, July 2012 through September 2012, the annual 2012 Weatherization Assistance Program will continue to be implemented through the partnership between LHC and the Louisiana Association of Community Action Partnerships (LACAP) to deliver services to all sixty-four (64) parishes. During this period, the LHC will share the day-to-day administrative and Training and Technical Assistance (T/TA) functions of the WAP grant.

Low Income Home Energy Assistance Program (LIHEAP) - At the end of the first year of the 2012 LIHEAP grant period, September 30, 2012, LHC will reconcile the grant and resume performing all of the administrative activities required under the LIHEAP grant award through September 30, 2013. For the upcoming Fiscal Year 2013 LIHEAP block grant period, October 1, 2012 through September 30, 2014, LHC will continue to administer the LIHEAP program in-house.

Beginning October 1, 2012, LHC will contract directly with the subgrantees for the remainder of the 2012 WAP program year and the FY 2012 LIHEAP Grant Award. Agencies will report and submit invoices directly to LHC.

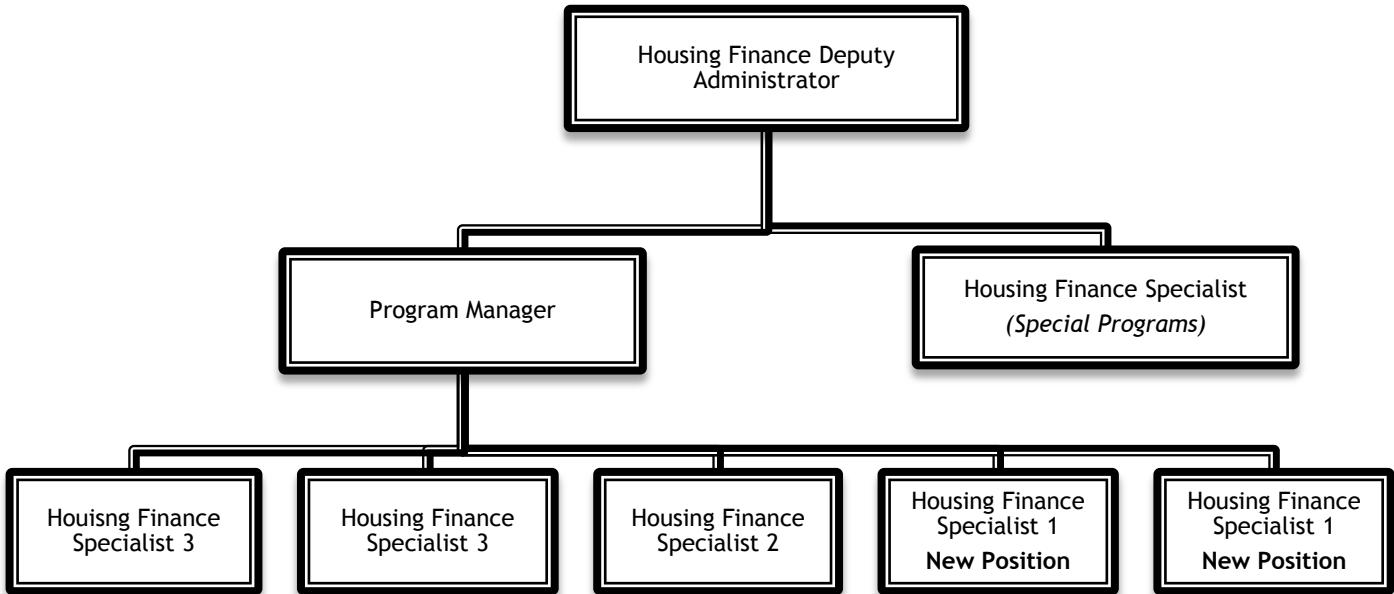
Short-Term Actions

Priority tasks to be completed in the next 6-months

Action Steps	Responsible Person(s)	Priority H M L	Target Date	Completed
Send notice letter to LACAP regarding the continuation of the annual Weatherization grant	L. Wallace	H	6/22/2012	6/22/2012
Send notice letter to CAPs regarding the continuation of the annual Weatherization grant	L. Wallace	H	6/22/2012	6/22/2012
Extend Contracts for 90 days to September 30, 2012		H	6/22/2012	7/1/2012
Instruct LACAP to extend the local agencies' WAP contract to September 30, 2012		H	6/22/2012	7/1/2012
Schedule weekly management working group (WG) meetings			7/2/2012	
Examine current personnel support practices and identify staffing changes and training needs			7/ 2/2012	7/2/2012
Prepare 2013 LIHEAP State Plan			8/3/2012	
Conduct a training needs assessment for subgrantees			8/10/2012	
Redefine LACAP's role and responsibilities			8/10/2012	
Provide the 2012 WAP State Plan to the WG			8/13//2012	
Submit 2012 WAP State Plan edits to DOE Project Officer for review			8/14/2012	
Schedule meeting with Policy Advisory Council (PAC)			8/15/2012	
Reallocate 2011 LHEAP Carryover funds			8/24/2012	
Hold Public Hearing for revised 2012 WAP State Plan			8/30/2012	
Hold Public Hearing for 2013 LIHEAP State Plan			8/31/2012	
Submit State Plans to the Board (Prepare resolutions)			9/12/2012	
Submit Final Revised State Plan to DOE			9/14/2012	
Conduct a comprehensive pre-funding assessment of each subgrantee			9/28/2012	
Execute CAP's contract with LHC (include direct deposit sign-up form for each agency)			10/1/2012	
Revise user Role Rights for Hancock Energy Software (HES)			10/1/2012	
Revise WAP Operating Procedures for reporting and drawdown of funds			10/31/2012	
Conduct WAP Program closeouts Annual 2011 WAP (Extended to 9/30/2012) ARRA WAP (Ends 9/30/2012)			12/31/2012	

ENERGY ASSISTANCE DEPARTMENT

Proposed Organizational Chart



BUDGET INFORMATION

Direct Personnel:

Under this action plan, the Energy Assistance Department (EAD) is proposing to augment the current available staff to include one (1) Housing Finance Specialist position from the Special Programs Department, as well as hire two (2) Housing Finance Specialists to comply with the additional duties and responsibilities for the statewide oversight and implementation of the WAP and LIHEAP programs. The new hires will be selected through the Louisiana Civil Service Process, which consideration will be given to LHC staff.

Positions:

Brief description of duties and responsibilities:

Program Manager:

Overall oversight and management of the statewide Energy Programs, budgetary matters, development of operating procedures, policy planning, preparation of federal reports, grant applications and supervision of staff. Also serves as the liaison for federal oversight.

Housing Finance Specialists:

Three (3) Housing Finance Specialists will oversee Energy Assistance Programs operation in an assigned caseload. Review all requests for expenditures of program funds. Monitor the performance/compliance of

energy providers and prepare written reports. Provide training workshops and technical assistance to subgrantees.

One (1) Housing Finance Specialist position will serve as a primary assistant to the program manager to assist with the overall programmatic and financial management of the Energy Programs' budgetary matters, development of operating procedures, policy planning, preparation of federal reports, grant applications, special projects and quality assurance. Also, coordinate and hold quarterly management meetings with executive directors and conduct regional training seminars.

One (1) Housing Finance Specialist position will serve as a desk analyst and backup to field staff. This position will require a technical background in building science and structure to quickly understand state-of-the-art weatherization applications in order to provide program support for the weatherization assistance programs and the web-based Hancock Energy software, track monitoring reports and financial audits to perform risk analysis.

BUDGET INFORMATION:

PY 2012 DOE Award:*	\$2,362,503
PY 2012 LIHEAP Award:**	\$43,421,892
Total Allocation:	\$45,784,395

Budget Category		DOE	LIHEAP	TOTAL
Administration		323,044	4,342,189	4,665,233
	LACAP	109,287	651,328	760,615
	LHC	49,575	434,219	483,794
	Subgrantees	164,182	3,256,642	3,420,824
T/TA		345,130		345,130
	LACAP	264,759		264,759
	LHC	15,435		15,435
	Subgrantees	64,936		64,936
Client Education	LACAP		868,438	868,438
WAP Services	Subgrantees	1,694,329		1,694,329
LIHEAP/WAP Services	Subgrantees		6,513,284	6,513,284
LIHEAP Services	Subgrantees		31,697,981	31,697,981
Total		2,362,503	43,421,892	45,784,395

NOTE: *PY 2012 DOE/WAP grant is an estimate, which includes carryover funds. The WAP State Plan application has been conditionally approved by DOE to expend only the carryover funds.

**PY 2012 DHHS/LIHEAP funds have been obligated and will expire 9/30/2013.

THE AMOUNTS ABOVE WERE THE PROPOSED BREAKOUT OF THE FUNDS AS SUBMITTED IN THE STATE PLAN WITH LACAP ADMINISTERING THE ENTIRE PROGRAM. HOWEVER, THESE FEES WILL HAVE TO BE RE-NEGOTIATED.

Direct Personnel Compensation

Position	Salary	Time	Direct Pay
Administrator	\$95,264	35%	\$33,342
Program Manager	\$71,888	100%	\$71,888
(2) Housing Finance Specialist 3	\$99,673	100%	\$99,673
(1) Housing Finance Specialist 2	\$42,972	100%	\$42,972
(5) Accounting Staff	\$67,704	100%	\$67,704
(2) New Housing Finance Specialist	\$51,708	100%	\$51,708
DIRECT PAY TOTAL:			\$367,287

Fringe Compensation plus Indirect Costs (*Fringe benefits consist of group medical and life insurances, dental insurance, Medicare and retirement, approximately at a 33% rate of salary and indirect support is at approximately 30% of direct pay*).

Position	Direct Pay	Rate	Benefits/Indirect Costs
Administrator	\$33,342	63%	\$21,006
Program Manager	\$71,888	63%	\$45,289
(2) Housing Finance Specialist 3	\$99,673	63%	\$62,794
(1) Housing Finance Specialist 2	\$42,972	63%	\$27,072
(5) Accounting Staff	\$67,704	63%	\$42,654
(2) New Housing Finance Specialist	\$51,708	63%	\$32,576
FRINGE BENEFITS/INDIRECT COSTS TOTAL:			\$231,391

TOTAL PERSONNEL COMPENSATION AND INDIRECT COSTS: \$598,678

Contractual Under the proposed 2012 WAP State Plan, it is estimated that 237 homes will be weatherized. On average professional services for an experienced Energy Auditor to conduct *an audit can range between \$200-\$250.00 per unit. The DOE regulations require at least 5% of the total units be inspected. However, staff recommends at least 25% be inspected to ensure acceptable quality workmanship is performed in accordance with the program guidelines.*

CONTRACTOR (TBD):

Monitoring	\$15,000
Training	\$ATBD

Oversight and Monitoring

The programmatic functions require oversight and monitoring of the accomplishments, adherence to State Plans, milestones, and production against the mission of the program.

The caseload management framework is designed to reflect diversity in shared responsibilities, which can improve work effectiveness and make a real difference in the specialist's ability to spend adequate time with subgrantees throughout the 64 parishes. This structure should ultimately have a positive impact on outcomes for quality service delivery and built partnerships.

Three (3) Housing Finance Specialists will be assigned a caseload consisting of both WAP subgrantees and LIHEAP subgrantees, as listed in the charts below.

The Housing Finance Specialists will be required to conduct routine travel to monitor and evaluate subgrantee's performance and provide training and technical assistance to ascertain the establishment of the criteria in accordance with federal rules and regulations. At least 5% of the completed units weatherized by each subgrantee under the annual WAP grant will be inspected by a selected skilled and experienced contractor, under the observation of an LHC Specialist.

CASELOAD #1		
Subgrantees	WAP	LIHEAP
Caddo Community Action Agency	1	1
Cenla Community Action Committee, Inc.		1
Clifton-Choctaw Reservation, Inc.		1
Humanitarian Enterprise of Lincoln Parish		1
DeSoto Parish Police Jury/OCS	1	1
Bossier Office of Community Services		1
Claiborne Parish Police Jury/OCS		1
Natchitoches Parish Police Jury/OCS		1
Union Community Action Association		1
Webster Parish Police Jury/OCS		1
East Baton Rouge Parish, Office of Social Services		1
East Baton Rouge Office of Community Development	1	1
LaSalle Community Action Association, Inc.	1	1
Delta Community Action Association		1
East Carroll Community Action Agency		1
Macon Economic Opportunity, Inc.		1
	4	16
TOTAL		20

CASELOAD #2		
Subgrantees	WAP	LIHEAP
Allen Action Agency	1	1
Avoyelles Progress Action Committee, Inc.	1	1
Evangeline Community Action Agency		1
Quad Area Community Action Agency, Inc.	1	1
Iberville Parish Council/OCS		1
St. Charles Parish Dept. of Community Services		1
St. James Parish Dept. of Human Resources		1
St. John the Baptist, DHHS		1
Total Community Action Agency, Inc.		1
West Baton Rouge Parish Council/OCA		1
Assumption Parish Police Jury/OCS		1
St. Mary Community Action Agency	1	1
SMILE (St. Martin, Iberia, Lafayette) CAA		1
Lafourche Parish Council/OCA		1
Ouachita Multi-Purpose Community Action		1
	4	15
TOTAL		19

CASELOAD #3		
Subgrantees	WAP	LIHEAP
Jefferson Parish Community Action Agency	1	1
St. Landry Parish Community Action Agency	1	1
St. Tammany Parish Community Action Agency	1	1
Plaquemines Parish Community Action Agency		1
St. Bernard Parish Government		1
Vernon Community Action Council	1	1
Beauregard Community Action Association, Inc.		1
Calcasieu Parish Police Jury/OCS		1
Cameron Community Action Agency, Inc.		1
Terrebonne Parish Consolidated Govt., DHHS	1	1
	5	10
TOTAL		15

PRIMARY REQUIREMENTS OF THE ENERGY GRANTS:

- The administrative functions require maintaining records for compliance against the state's policies and procedures and the federal rules and regulations.
- The programmatic functions require oversight and monitoring of the accomplishments, adherence to State Plans, milestones, and production against the mission of the program.
- Training and Technical Assistance requires developing a plan to provide training activities, which includes program management, procurement, subcontracting, inventory control, health and safety, and technical skills that are field related.

The following is an outline of the EAD operating procedures, which establishes comprehensive, consistent programmatic guidelines for the administration of the Weatherization Assistance Program (WAP) and the Low Income Home Energy Assistance Program (LIHEAP): (***ALL ARRA RELATED FUNCTIONS WILL END IN DECEMBER 2012***)

- I. **ADMINISTRATIVE:** Activities/duties associated with the administration of resources (DOE, HHS, et al) to provide energy assistance and energy conservations measures.
 1. State Plans
 - a. LIHEAP and WAP
 - b. Public Hearings
 - c. State Plan Amendments
 - d. Policy and Advisory Council (PAC)
 - e. Administrative Hearings (Division of Administrative Law (DAL))
 2. Contracts
 - a. Budget Allocation
 - b. WAP Advances
 - c. Budget Revisions
 - d. Program Closeout
 - e. Risk Analysis
 3. Program Guides
 4. Reporting Requirements
 - a. LIHEAP Reports:
 - i. LIHEAP Grantee Survey
 - ii. LIHEAP Household Report
 - iii. Carryover and Re-allotment Report
 - iv. Quarterly Obligation Estimates (ACF-535)
 - b. WAP Reports:
 - i. Federal Financial Report (Form 425)
 - ii. Quarterly Program Report
 - iii. Annual Training and Technical Assistance Report
 - iv. Annual Historic Preservation Report
 - v. Davis Bacon Report (to December 2012)
 - vi. ARRA-WAP Monthly Report (to December 2012)
 - vii. Success Story Report
 - viii. ARRA-WAP Performance Progress Report –Section 1512
 - ix. Other Reports: Program Activity Report, LHC Annual Report, Departmental Budget Proposal, HUD Consolidated Annual Performance Evaluation Report (CAPER)
 5. Tracking
 - a. Budget and Expenditures
 - b. Monitoring Activities

- c. Subgrantee Single Audits and Resolutions
- d. Program Deliverables
- e. Legislative Updates
- 6. Personnel
 - a. Staff Meetings
 - b. Professional Development Training
 - c. Employee Performance Evaluation System (PES)
- 7. Special Projects
 - a. Board Material
 - b. Management Briefs
 - c. In-house Reports
 - i. Utilization Review Report
 - ii. LHC Annual Report
 - d. Public Presentations
 - e. Respond to public, media, federal and state official inquiries
 - f. Surveys and Questionnaires
 - g. Other matters as assigned

II. MONITORING: All monitoring activities/duties required to ensure subgrantees comply with federal, state, and local rules and regulations.

- a. Request for Payments (Drawdown Procedures)
 - i. WAP
 - ii. LIHEAP
- b. On-going desk monitoring reviews
 - i. ARRA tracking and Davis-Bacon surveys (to December 2012)
 - ii. Production and activities (planned units vs. actual completion)
 - iii. Achievement of milestones (performance appraisal)
 - iv. Adherence to national average cost per unit
 - v. Ratio of expenditures categories to each other (Administration, Program Operations, Health and Safety)
 - vi. Status of financial audit
- c. On-site monitoring visits
 - i. Quarterly monitoring on-site visits to selected subgrantees
 - 1. Evaluate general administration, program management systems, financial management system, technical and field application, procurement, property control system, training and technical assistance, and monitoring of subgrantees
 - 2. Inspect 5% of homes weatherized
 - 3. Prepare written report

III. SUPPORT: Any activities/duties which facilitate the operations of the EAD

- a. Telephone Coverage
 - i. Incoming calls
 - ii. Voicemail messages
- b. Email management
- c. Mail Distribution
- d. File Retention and Maintenance
- e. General clerical duties (typing, meeting scheduling, calendar updates)
- f. Supplies and Materials
- g. Equipment
- h. EAD Safety representative
- i. Employee Committee representative

III. TECHNICAL: Activities/duties provided to enhance program operations to staff and/or contractors

- a. Software Technical Assistance/Hancock Energy Software (HES)
- b. Training (in-house, on-site, and planned)
- c. Webpage Maintenance and Updates