



# **BOARD OF DIRECTORS**

*Agenda Item #9*

**Sustainable Housing Committee**  
**Ellen M. Lee, Chairwoman**

**August 14, 2013**

# Table of Contents

Agenda.....	3
Minutes.....	4
Resolution Approving and accepting the Louisiana Weatherization Assistance Program (WAP) Year 2013 State Plan.....	9
Resolution Approving and accepting the Louisiana 2014 Low Income Home Energy Assistance Program (LIHEAP) Grant Application .....	51
Entergy Programs Activity Report and Update .....	100
Sustainable Housing Department Update .....	101
Louisiana Housing Authority Update .....	107
HOME Dashboard Report .....	110



# Louisiana Housing Corporation

August 7, 2013

## SUSTAINABLE HOUSING COMMITTEE MEETING

### AGENDA

Notice is hereby given of a regular meeting of the Sustainable Housing Committee to be held on Wednesday, August 14, 2013 @ 10:00 A.M., Louisiana Housing Corporation Building, Committee Room 1, located at 2415 Quail Drive, Baton Rouge, Louisiana, by order of the Chairman.

1. Call to Order and Roll Call.
2. Approval of the **Minutes of the May 8, 2013 Committee Meeting.**
3. A resolution approving and accepting the **Louisiana Weatherization Assistance Program (WAP) Year 2013 State Plan** (labeled as "Exhibit A") and providing for other matters in connection therewith. Staff recommends approval.
4. A resolution approving and accepting the **Louisiana 2014 Low Income Home Energy Assistance Program (LIHEAP) Grant Application** (labeled as "Exhibit A") and providing for other matters in connection therewith. Staff recommends approval.
5. **Energy Programs Activity Report and Updates.**
6. **Sustainable Housing Department Update.**
7. **Louisiana Housing Authority Department Update.**
8. **HOME Report.**
9. Other Business.
10. Adjournment.

A handwritten signature in blue ink, appearing to read "F. Tombar, III".

Frederick Tombar, III  
LHC Executive Director

**If you require special services or accommodations, please contact Board Coordinator and Secretary Barry E. Brooks at (225) 763 8773, or via email [bbrooks@lhc.la.gov](mailto:bbrooks@lhc.la.gov).**

Pursuant to the provisions of LSA-R.S. 42:16, upon two-thirds vote of the members present, the Board of Directors of the Louisiana Housing Corporation may choose to enter executive session, and by this notice, the Board reserves its right to go into executive session, as provided by law.

**Louisiana Housing Corporation  
Sustainable Housing Committee Meeting Minutes**

**Wednesday, May 8, 2013  
2415 Quail Drive  
Committee Room 2  
Baton Rouge, LA 70808  
10:15 A. M.**

**Committee Members Present**

Ms. Ellen M. Lee  
Mr. Guy T. Williams, Jr.  
Mr. Malcolm Young

**Committee Member Absent**

Mr. Willie Spears

**Board Members Present**

Mr. Mayson H. Foster  
Mr. Matthew P. Ritchie

**Board Members Absent**

Mr. Michael L. Airhart  
Dr. Daryl Burckel  
Treasurer John N. Kennedy

**Staff Present**

See attached Sign-In sheet

**Others Present**

See attached Sign-In Sheet

**Call to order and Roll Call.** The meeting was called to order by Chairwoman Ellen M. Lee at 10:15 a.m. The roll was called; there was a quorum.

**Approval of Minutes from April 10, 2013.** On a motion by Committee Member Guy T. Williams, seconded by Board Member Matthew P. Ritchie, the March 13, 2013 minutes were approved without correction.

**Action Items:**

- *Resolution approving the adoption of the Louisiana Housing Corporation (Corporation) Community Housing Development Organization (CHDO) Operating Assistance Strategy and Report Card (Labeled as "Exhibit A") and to provide a maximum amount of five percent (5%) of the 2012 HOME Fund Allocation of approximately four hundred thousand dollars (\$400,000)*

*to approved CHDOs; and providing for other matters in connection therewith. Staff recommends approval.*

Ms. Brenda Evans, Program Administrator, provided background information on the matter. She explained that the purpose of the resolution is to will help the CHDOs who are eligible to be more self-sufficient. She noted that the funds would be 2011 funds, as the 2013 funds have not yet been received. For 2010-2011, 44 organizations applied and 16 organizations were granted operating assistance. For 2011-2012, 12 CHDOs were awarded operating assistance. Participating Jurisdictions (PJs) may use up to 5 percent of their annual HOME allocations for the payment of operating expenses for CHDOs. This is separate and apart from the minimum 15 percent CHDO set-aside and does not count against the PJ's 10 percent administrative funds. Ms. Evans stated that LHC would like to reward high performing CHDOs and encourage the growth of new CHDOs, and proposed that this will be accomplished by providing more operating assistance to higher performing CHDOs and to more established CHDOs. LHC is considering several factors to determine which CHDOs have performed better than others over the course of the year. Mr. Brad Sweazy, Chief Operations Officer, explained that the LHC has not done a lot of monitoring on the CHDOs. Board Member Foster asked whether the proposed policies had been presented to the public for feedback. , Ms. Evans responded that a conference call was conducted on April 12<sup>th</sup> with CHDOs and two (2) weeks following the conference call, all documents in draft form were released to CHDOs for comments; however, there was very little feedback. There were then discussions between members of the CHDO community, the Committee, Ms. Evans and Mr. Sweazy.

**A motion was made by Committee Member Williams, and was seconded by Board Member Mayson H. Foster, to recommend approval of the resolution to the Full Board. The motion passed unanimously.**

- *Resolution approving the adoption of the Louisiana Housing Corporation (“Corporation”) HOME Program Community Housing Development Organization (CHDO) Designation Application and Guide 2013-2014 (Labeled as “Exhibit A”); and providing for other matters in connection therewith. Staff recommends approval.*

Ms. Brenda Evans, Program Administrator, provided background information on the matter. Discussion followed concerning the application process for CHDOs and available funds.

**A motion was made by Committee Member Williams, and was seconded by Board Member Mayson H. Foster, to recommend approval of the resolution to the Full Board. The motion passed unanimously.**

- *Resolution authorizing the Louisiana Housing Corporation (“Corporation”) to select LA CAN, L.L.C. as the contractor for the administration of the LHC’s Energy Programs; and providing for other matters in connection therewith. Staff recommends approval.*

Ms. Loretta Wallace, Program Administrator, provided background information on the matter. She stated that after the approval of the March 13, 2013 resolution to release an RFP, the LHC received 4 applications. A team of 5 members was formed and the applications were scored, and then held interviews of the applicants.

**A motion was made by Board Member Foster, and was seconded by Board Member Matthew Ritchie. The motion passed unanimously.**

**Energy Department Activity Reports and Update.** Ms. Loretta Wallace provided a summary of all the 2013 LIHEAP Program, 2012 LIHEAP Program and the 2012 DOE WAP Program. She stated that an extension to September 30, 2013 has been given for the ARRA Program, and that the program is currently on track to expend the remaining balance of \$1,000,000. Ms. Wallace also stated that no information has been provided as to what funding will be given for future LIHEAP and WAP Programs and that the WAP State Plan will be forthcoming at the June meeting for approval.

**Sustainable Housing Department Update.** Ms. Janel Young, Program Administrator, provided updates on the following programs of the Sustainable Housing Department:

***Katrina/Rita Recovery.*** Updates were provided concerning Sustainable Housing Funding, Small Rental Property Programs, Neighborhood Stabilization Program (NSP3), Non-Profit Rebuilding Pilot Program (NRPP), and Plaquemines Parish Homeowners Rehabilitation Program. She reported that the Small Rental Property Program has reached a significant milestone of expending \$400 million dollars. 8,500 units have been created across the state and approximately 7,400 units of the 8,500 are affordable units. Ms. Young stated that staff continues to ramp down program. Currently out of the 8,500 units created, 180 units are vacant. She also reported that NSP3 has made progress, as all 19 closings have been completed. She reported that the program is about 50% complete with construction and has expended about \$940,000 to date. Concerning the NRPP, Ms. Young reported that 131 units have been completed, and approximately 23 units are considered under construction (10 pending closing documents). Presently, there are \$3.4 million dollars remaining that staff would like to expand to other programs.

***Gustav/Ike Recovery.*** Updates were provided concerning the Sustainable Housing Funding, State Affordable Rental, Parish Affordable Rental, and Parish Programs. A discussion of the department's successes and progression followed.

**Louisiana Housing Authority Department Update.** Ms. Nicole Sweazy, Program Administrator, provided program updates. Ms. Sweazy stated that staff is currently preparing for a HUD Audit, which is due at the end of September 2013. She also stated that she's still waiting for the Section 811 grant agreement from HUD, which is delaying the start of the program. She then provided the Committee with an overview of the process for HUD Administrative Fee Rate.

**HOME Report.** An update on the HOME Program was provided by Ms. Evans.

**Adjournment.** There being no further business to discuss, a motion to adjourn was made by Board Member Foster and was seconded by Board Member Ritchie. The meeting adjourned at 10:53 a.m.

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SH Committee Secretary



# LOUISIANA HOUSING CORPORATION

SUSTAINABLE HOUSING COMMITTEE  
MEETING

WEDNESDAY, May 8 2013 @ 10:15 A.M.

Guest Sign-In Sheet

GUEST NAME	FIRM
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PLEASE, PLEASE PRINT

- |                             |                     |
|-----------------------------|---------------------|
| 1. <u>Larry Hess</u>        | <u>our PLAN B</u>   |
| 2. <u>Randy Oliver</u>      | <u>Our Plan B</u>   |
| 3. <u>Carliss Kneseel</u>   | <u>Whitney Bank</u> |
| 4. <u>Angela Eysas Lear</u> | <u>Whitney Bank</u> |
| 5. <u>Chris Cornicus KB</u> | <u>CBFI</u>         |

**SHCM**  
**PLEASE PRINT CLEARLY**

**GUEST NAME**

**FIRM**

6.	Grady Christophe	Re-entry Solutions
7.	Carlene Joshua	Re-Entry Solutions
8.	Pat Haughey	CHA
9.	Irby Hornsby	EBR/Office of Social Services
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		

**LOUISIANA HOUSING CORPORATION**

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

**RESOLUTION**

**Approving and accepting the Louisiana Weatherization Assistance Program Year 2013 State Plan (attached as “Exhibit A”) and providing for other matters in connection therewith.**

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

**WHEREAS**, the Department of Energy Program Year 2013 Funding Opportunity Announcement DE-F0A-0000835 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 August 7, 2013.

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

**SECTION 1.** The Louisiana Weatherization Assistance Program Year 2013 State Plan (attached as “Exhibit A”) is hereby approved and accepted.

**SECTION 2.** Staff and counsel are authorized and directed to prepare such documents and agreements as may be necessary to implement the Louisiana WAP Program Year 2013 State Plan.

**SECTION 3.** Staff and counsel are hereby authorized, empowered, and directed the ability as may be necessary to create, change, amend, and revise any existing

documents and/or commitments as may be necessary to implement the Louisiana WAP Program Year 2013 State Plan, the terms of which are to be consistent with the provisions of this resolution.

**SECTION 4.** The Chairman, Vice Chairman, and/or Executive Director of the Corporation are hereby authorized, empowered, and directed to execute any forms and/or documents required to be executed in 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:  
And the resolution was declared adopted on this, the \_\_\_\_ day of August 2013.

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Chairman

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Secretary

**STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE**

I, the undersigned Secretary of the Board of Directors 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 Weatherization Assistance Program Year 2013 State 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 \_\_\_\_\_th day of \_\_\_\_\_ 2013.

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Secretary

(SEAL)

STATE OF LOUISIANA

# 2013 Weatherization Assistance Program

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Proposed State Plan

**Funding Opportunity Number: DE-FOA-0000835**

**CFDA #81.042**



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**Louisiana Housing Corporation  
2415 Quail Drive  
Baton Rouge, Louisiana 70808  
(225) 763-8700 • FAX (225) 763-8752  
[www.lhc.la.gov](http://www.lhc.la.gov)**

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# TABLE OF CONTENTS

## I. EXECUTIVE SUMMARY

## II. APPLICATION FOR FEDERAL ASSISTANCE - STANDARD FORM 424

## III. BUDGET

- III.1 SF 424A Budget
- III.2 Budget Justification

## IV. ANNUAL FILE

- IV.1 Subgrantees
- IV.2 Production Schedule
- IV.3 Energy Savings
- IV.4 DOE-Funded Leveraging Activities
- IV.5 Policy Advisory Council
- IV.6 Hearings and Transcripts
- IV.7 Miscellaneous
- IV.8 Subgrantee Information

## V. MASTER FILE

- V.1 Eligibility
  - V.1.1 Approach to Determining Client Eligibility
  - V.1.2 Approach to Determining Building Eligibility
  - V.1.3 Definition of Children
  - V.1.4 Approach with Tribal Organizations
- V.2 Selection of Areas to Be Served
- V.3 Priorities for Service Delivery
- V.4 Climatic Conditions
- V.5 Type of Weatherization Work to Be Done
  - V.5.1 Technical Guides and Materials
  - V.5.2 Energy Audit Procedures
  - V.5.3 Final Inspection
- V.6 Weatherization Analysis of Effectiveness
- V.7 Health & Safety
- V.8 Program Management
  - V.8.1 Overview and Organization
  - V.8.2 Administrative Expenditure Limits
  - V.8.3 Monitoring Activities
  - V.8.4 Training & Technical Assistance
- V.9 Energy Crisis & Disaster Plan

## Executive Summary

The State of Louisiana Weatherization Assistance Program Proposed State Plan for Program Year 2013 serves as Louisiana's application to the U.S. Department of Energy (USDOE) for Weatherization Assistance Program funding. Under this program, Louisiana expects to weatherize approximately 81 households across the State, based on the 2012 funding level.

The purpose of the Weatherization Assistance Program (WAP) is to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential expenditures, and improve their health and safety. The priority population for the Weatherization Assistance Program includes persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, and low-income households with high-energy burden.

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

The Louisiana Weatherization Assistance Program will be implemented through a partnership between Louisiana Housing Corporation and LA CAN, LLC. LA CAN will contract with local community action agencies and local governmental entities to deliver services to all sixty-four (64) parishes in Louisiana.

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		2. Type of Application: If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation Other (specify): <input type="checkbox"/> Revision	
3. Date Received 03/25/2013		4. Applicant Identifier:	
5a. Fed Entity Identifier:		5b. Federal Award Identifier: DE-EE0006157	
<b>State Use Only:</b>			
6. Date Received by State:		7. State Application Identifier:	
<b>8. APPLICANT INFORMATION:</b>			
a. Legal Name: LOUISIANA HOUSING CORPORATION			
b. Employer/Taxpayer Identification Number (EIN/TIN): 45-4619102		c. Organizational DUNS: 078424719	
<b>d. Address:</b>			
Street 1: 2415 QUAIL DRIVE Street 2: City: BATON ROUGE County: State: LA Province: Country: U.S.A. Zip / Postal Code: 708080110			
<b>e. Organizational Unit:</b>			
Department Name: Energy Assistance Department		Division Name:	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>			
Prefix: Ms First Name: Loretta Middle Name: Last Name: Wallace Suffix: Title: Program Administrator Organizational Affiliation: Louisiana Housing Corporation Telephone Number: 2257638700 Fax Number: 2257638753 Email: lwallace@lhc.la.gov			

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

A State Government

**10. Name of Federal Agency:**

U. S. Department of Energy

**11. Catalog of Federal Domestic Assistance Number:**

81.042

CFDA Title:

Weatherization Assistance for Low-Income Persons

**12. Funding Opportunity Number:**

DE-FOA-0000835

Title:

Weatherization Assistance for Low-Income Persons

**13. Competition Identification Number:**

Title:

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

64 Parishes in Louisiana

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

Weatherization Assistance Program

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**16. Congressional District Of:**

a. Applicant: Louisiana-Statewide

b. Program/Project: LA-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

**17. Proposed Project:**

a. Start Date: 07/01/2013

b. End Date: 06/30/2014

**18. Estimated Funding (\$):**

a. Federal	596,996.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	596,996.00

**19. Is Application subject to Review By State Under Executive Order 12372 Process?:**

- a. This application was made available to the State under the Executive Order 12372 Process for review on:
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

**20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)**

No

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

I AGREE

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

**Authorized Representative:**

Prefix: Mr First Name: Don

Middle Name: J.

Last Name: Hutchinson

Suffix:

Title: Interim Executive Director

Telephone Number: 2257638700

Fax Number: 2257688710

Email: dhutchinson@lhc.la.gov

Signature of Authorized Representative:

Date Signed:

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)  
Prescribed by OMB Circular A-102

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006157		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE LA 708080110		4. Program/Project Start Date 07/01/2013	5. Completion Date 06/30/2014

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 596,996.00		\$ 596,996.00
2. EXXON			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 596,996.00	\$ 0.00	\$ 596,996.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTRATION	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 3,662.44	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,662.44
b. Benefits	\$ 1,208.62	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,208.62
c. Travel	\$ 0.00	\$ 0.00	\$ 13,880.00	\$ 0.00	\$ 13,880.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 23,879.84	\$ 29,849.80	\$ 16,370.00	\$ 29,450.00	\$ 577,146.04
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 28,750.90	\$ 29,849.80	\$ 30,250.00	\$ 29,450.00	\$ 595,897.10
j. Indirect	\$ 1,098.90	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,098.90
k. Totals	\$ 29,849.80	\$ 29,849.80	\$ 30,250.00	\$ 29,450.00	\$ 596,996.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006157		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE LA 708080110		4. Program/Project Start Date 07/01/2013	5. Completion Date 06/30/2014

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 596,996.00	\$ 0.00	\$ 596,996.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1) PROGRAM OPERATION S	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,662.44	
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,208.62	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,880.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
f. Contract	\$ 404,612.72	\$ 42,983.68	\$ 18,000.00	\$ 12,000.00	\$ 577,146.04	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
i. Total Direct Charges	\$ 404,612.72	\$ 42,983.68	\$ 18,000.00	\$ 12,000.00	\$ 595,897.10	
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,098.90	
k. Totals	\$ 404,612.72	\$ 42,983.68	\$ 18,000.00	\$ 12,000.00	\$ 596,996.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: LOUISIANA HOUSING CORPORATION  
Award number: EE0006157

Budget period: 07/01/2013 - 06/30/2014

**1. PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

<u>Position</u>	<u>Description of Duties of Professionals</u>
Accounting Staff	Process payments, grants management and federal reporting.
Program Manager	Overall management of the statewide WAP, budgetary matters, policy making, and preparation of federal reports, grant application, and supervises staff. Also, serves as the liaison to federal oversight.
Compliance Specialist 3	(3) positions to assist in policy making, preparation of federal reports. Review and audit request for payment and tracking expenditures. Monitor and provide technical and training assistance to contractos and subgrantees.
Administrator	Management and oversight of an agency division. Principal assistant to the Agency's president.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Accounting Staff	\$67,704.00	0.9702 % FT	\$656.86
Program Manager	\$71,888.00	0.9702 % FT	\$697.46
Compliance Specialist 3	\$142,645.00	0.9702 % FT	\$1,383.94
Administrator	\$95,264.00	0.9702 % FT	\$924.25
		Direct Pay Total	\$3,662.51

**2. FRINGE BENEFITS**

a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

Fringe benefits consist of group life insurance, medical insurance, dental insurance, Medicare and retirement, approximately at a 33% rate of salary. Fringe rate breakdown: Retirement 20.56, Medical Insurance 9.49%, Life Insurance 1.5%, and Medicare 1.45%.

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Accounting Staff	\$656.86	33.0000 %	\$216.76
Program Manager	\$697.46	33.0000 %	\$230.16
Compliance Specialist 3	\$1,383.94	33.0000 %	\$456.70
Administrator	\$924.25	33.0000 %	\$305.00
	Fringe Benefits Total		\$1,208.62

**3. TRAVEL**

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
In-State Travel - Monitoring	12	\$415.00	\$4,980.00
DOE State Manager's Meeting in Denver, Colorado	4	\$2,225.00	\$8,900.00
		Travel Total	\$13,880.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Organization travel policies.

**4. EQUIPMENT** - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year. Further definitions can be found in 10 CFR 600.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

<u>Equipment</u>	<u>Unit Cost</u>	<u>Number</u>	<u>Total Cost</u>	<u>Justification of Need</u>
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- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

**5. SUPPLIES** - Supplies are generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Further definitions can be found in 10 CFR 600.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
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- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

**6. CONTRACTS AND SUBGRANTS** - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e. weatherization subgrants, Annual File section II.3).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Subgrantees (12) Listed in Annual File, Section II.3	\$536,896.20	Includes Subgrantee Administration, Subgrantee T/TA, Program Operations, Health and Safety, Liability Insurance and Financial Audit.

contractor	\$40,249.84	Assist with the management and oversight of the day-to-day operations of WAP (Includes Grantee Administration and Grantee T/TA)
Contracts and Subgrants Total	\$577,146.04	

\*For example, Competitive, Historical, Quote, Catalog

**7. OTHER DIRECT COSTS** - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

General Description	Cost	Justification of Need
Staff training	\$0.00	certifications
	\$0.00	

b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

**8. INDIRECT COSTS**

a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

Indirect support is at approximately 30% of direct pay. The actual cost for the last two fiscal years results in approximately a 1 for 1 ratio of indirect cost to direct salaries and benefits. In that LHC's portion of the administrative revenue will not cover the entire 100%, we limited the indirect cost rate to 30%. The types of costs covered by the 30% indirect support include such things as payroll processing, accounts payable, budgeting, human resources, financial reporting, information technology, facility maintenance, utilities, administration, legal, auditing, etc.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: Rene Landry, CFO Phone Number: 2257638820

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
Indirect Support	\$3,663.00	30.0000 %	\$1,098.90
		Indirect Costs Total	\$1,098.90

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Allen Action Agency, Inc. (Oberlin)	\$5,600.48 1
Avoyelles Progress Action Committee, Inc. (Marksville)	\$25,795.17 3
Caddo Community Action Agency, Inc. (Shreveport)	\$47,758.45 5
DeSoto Parish Police Jury/OCS (Mansfield, LA 71052)	\$42,702.96 4
East Baton Rouge/ Office of Community Development (Baton Rouge)	\$44,091.87 5
Jefferson Parish/Office of Community Action Agency (Jefferson)	\$36,604.73 4
LaSalle Community Action Assn., Inc. (Harrisonburg)	\$47,286.85 5
Quad Area Community Action Agency, Inc. (Hammond)	\$103,708.21 12
St. Mary Community Action Agency (Franklin)	\$63,658.19 7
St. Tammany Parish Community Action Agency (Slidell)	\$20,214.99 2
Terrebonne Parish Consolidated Gov./DHHS (Houma)	\$13,593.26 1
Vernon Community Action Council (Leesville)	\$27,729.42 3
<b>Total:</b>	<b>\$478,744.58</b> <b>52</b>

**IV.2 WAP Production Schedule**

<b>Weatherization Plans</b>	<b>Units</b>
Total Units (excluding reweatherized)	52
Rewatherized Units	0

Note: Planned units by quarter or category are no longer required, no information required for persons.

<b>Average Unit Costs, Units subject to DOE Project Rules</b>		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	52
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	52
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$355,816.52
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	52
H	Average Program Operations Costs per Unit (F divided by G)	\$6,842.63

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,842.63

**IV.3 Energy Savings**

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

**Method used to calculate savings description:**

units x 30.5

**This year estimated energy savings (MBtus):**

**Prior year estimated energy savings (MBtus):**  **Actual:**

**IV.4 DOE-Funded Leveraging Activities**

LHC does not plan to use PY 2013 DOE funds to conduct leveraging activities.

**IV.5 Policy Advisory Council Members**

Check if an existing state council or commission serves in this category and add name below

AARP Louisiana /State Office	Type of organization: Other Contact Name: Nancy McPherson, State Director Phone: (225)376-1144 Email: <a href="mailto:npherson@aarp.org">npherson@aarp.org</a>
ATMOS Energy	Type of organization: Utility Contact Name: Karl Weber, Manager, Public Affairs Phone: 5048494335 Email: <a href="mailto:karl.Weber@atmosenergy.com">karl.Weber@atmosenergy.com</a>
Baton Rouge Children's Advocacy Center	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Phone: (225)343-1984 Email: <a href="mailto:sharon@batonrougecac.org">sharon@batonrougecac.org</a>
CLECO Power LLC	Type of organization: Utility Contact Name: Roxane D. Barnes, Director/Community Affairs Phone: 3184847610 Email: <a href="mailto:roxane.Barnes@cleco.com">roxane.Barnes@cleco.com</a>
EBR Parish Office of Social Services	Type of organization: Unit of Local Government Contact Name: Irby Hornsby, Executive Program Administrator Phone: (225)358-4561 Email: <a href="mailto:ihornsby@brgov.com">ihornsby@brgov.com</a>
Entergy New Orleans	Type of organization: Utility Contact Name: Morgan Stewart Phone: (504)846-6797 Email: <a href="mailto:mstewa3@entergy.com">mstewa3@entergy.com</a>
LA Home Builders Association	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Phillip Hoffman, State Representative Phone: (985)652-3108 Email: <a href="mailto:aaapdeb@yahoo.com">aaapdeb@yahoo.com</a>
LaSalle Community Action Association, Inc.	Type of organization: Local agency Contact Name: Phone: (318)757-9213 Email: <a href="mailto:doliver.lcca@gmail.com">doliver.lcca@gmail.com</a>
St. Mary Community Action Agency	Type of organization: Local agency Contact Name: Almetra J. Franklin, CEO Phone: (337)828-5703 Email: <a href="mailto:afrank6333@aol.com">afrank6333@aol.com</a>

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

**IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)**

Date Held	Newspapers that publicized the hearings and the dates the notice ran
08/07/2013	The notice ran in the Shreveport Times, The Advocate, Times-Picayune 7/27/2013 through 8/7/2013. The notice was also posted on LHC's website on 7/26/2013.

**IV.7 Miscellaneous**

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**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: LA Grant Number: EE0006157 Program Year: 2013

<p>Name: <b>Allen Action Agency, Inc.</b></p> <p>Address: 505 W. 7th Avenue P.O. Drawer 540 Oberlin, LA 70655</p> <p>Counties served: ALLEN Parish</p>	<p>Contact: Lyndon Livingston, Executive Director</p> <p>DUNS:</p> <p>Phone: (337) 639-4348</p> <p>Fax: (337) 639-4715</p> <p>Email: llivingston@allenactionagency.org</p> <p>Tentative allocation: \$ 5,860.98</p> <p>Planned units: 1</p> <p>Type of organization: Local agency</p> <p>Source of labor: Agency and Contractors</p>	<p>Congressional districts served: <u>CD</u> LA-04</p>
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<p>Name: <b>Avoyelles Progress Action Committee, Inc.</b></p> <p>Address: 641 Government Street P.O. Box 527 Marksville, LA 71351</p> <p>Counties served: POINTE COUPEE Parish AVOYELLES Parish EVANGELINE Parish ST. LANDRY Parish</p>	<p>Contact: Brenda Wilmer, Executive Director</p> <p>DUNS:</p> <p>Phone: (318) 253-6085</p> <p>Fax: (318) 253-9153</p> <p>Email: bwilmer@kriicket.net</p> <p>Tentative allocation: \$ 29,810.41</p> <p>Planned units: 4</p> <p>Type of organization: Local agency</p> <p>Source of labor: Agency and Contractors</p>	<p>Congressional districts served: <u>CD</u> LA-06 LA-05 LA-07 LA-01 LA-04</p>
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<p>Name: <b>Caddo Community Action Agency, Inc.</b></p> <p>Address: 4055 St. Vincent St. P.O. Box 3446 Shreveport, LA 71108</p> <p>Counties served: LINCOLN Parish RAPIDES Parish CADDO Parish</p>	<p>Contact: Laurance Guidry, Executive Director</p> <p>DUNS:</p> <p>Phone: (318) 861-4808</p> <p>Fax: (318) 861-4958</p> <p>Email: lguidry@shreve.net</p> <p>Tentative allocation: \$ 53,571.69</p> <p>Planned units: 8</p> <p>Type of organization: Local agency</p> <p>Source of labor: Agency and Contractors</p>	<p>Congressional districts served: <u>CD</u> LA-04 LA-05 LA-06 LA-05 LA-06 LA-04</p>
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<p>Name: <b>DeSoto Parish Police Jury/OCS</b></p> <p>Address: 404 Polk Street, Suite B P. O. Box 1410 Mansfield, LA 71052, LA 71052-000</p>	<p>Contact: Mary Mayfield</p> <p>DUNS: 010491728</p> <p>Phone: (318) 872-0880</p> <p>Fax: (318) 871-8616</p> <p>Email: mmayfield@desotoppj.com</p>	
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**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: LA Grant Number: EE0006157 Program Year: 2013

Counties served: NATCHITOCHEs Parish SABINE Parish UNION Parish DE SOTO Parish BOSSIER Parish WEBSTER Parish MOREHOUSE Parish CLAIBORNE Parish BIENVILLE Parish RED RIVER Parish	Tentative allocation: \$ 47,671.57 Planned units: 7 Type of organization: Unit of local government	Congressional districts served:	CD LA-05 LA-05 LA-04 LA-04
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Source of labor: Agency and Contractors

Name: <b>East Baton Rouge/ Office of Community Development</b>	Contact: Gwendolyn Hamilton, Asst. Chief DUNS: <del>07104830</del> fficer
Address: 222 St. Louis St. P. O. Box 1471 Baton Rouge, LA 70802	Phone: (225) 389-3039 Fax: (225) 358-3939 Email:

Counties served: EAST BATON ROUGE Pa	Tentative allocation: \$ 49,567.91 Planned units: 8 Type of organization: Unit of local government	Congressional districts served:	CD LA-06 LA-04 LA-06 LA-04
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Source of labor: Agency and Contractors

Name: <b>Jefferson Parish/Office of Community Action Agency</b>	Contact: Jedediah Jackson, Executive Director DUNS: 3607000426
Address: 1221 Elmwood Park Blvd. Suite 402 Jefferson, LA 70123-2337	Phone: (504) 736-6900 Fax: (504) 736-7093 Email: jbjackson@jeffparish.net

Counties served: JEFFERSON Parish	Tentative allocation: \$ 41,066.27 Planned units: 6 Type of organization: Unit of local government	Congressional districts served:	CD LA-01 LA-02 LA-03 LA-03 LA-02 LA-01
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Source of labor: Agency and Contractors

Name: <b>LaSalle Community Action Assn., Inc.</b>	Contact: Dorothy Oliver, Executive Director DUNS: 168574507
Address: 825 Hwy. 8 Sicily Island P. O. Box 730 Harrisonburg, LA 71340-0000	Phone: (318) 389-4810 Fax: (318) 389-4815 Email: doliver_lcaa@yahoo.com

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: LA Grant Number: EE0006157 Program Year: 2013

Counties served:	WINN Parish GRANT Parish WEST CARROLL Parish CALDWELL Parish EAST CARROLL Parish MADISON Parish CATAHOULA Parish OUACHITA Parish RICHLAND Parish JACKSON Parish TENSAS Parish FRANKLIN Parish CONCORDIA Parish LA SALLE Parish	Tentative allocation: \$ 52,876.57 Planned units: 8 Type of organization: Local agency	Congressional districts served:	<u>CD</u> LA-05 LA-06 LA-05 LA-06
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Source of labor: Agency and Contractors

Name:	<b>Quad Area Community Action Agency, Inc.</b>	Contact:	Wallace Sibley, Executive Director
		DUNS:	139242085
Address:	45300 N. Baptist Road Hammond, LA 70401-4907	Phone:	(225) 567-2350
		Fax:	(225) 567-2630
		Email:	quadarea@i-55.com

Counties served:	WASHINGTON Parish ST. JOHN THE BAPTIST F WEST FELICIANA Parish EAST FELICIANA Parish ORLEANS Parish ST. CHARLES Parish ASCENSION Parish ST. JAMES Parish TANGIPAHOA Parish LIVINGSTON Parish IBERVILLE Parish ASSUMPTION Parish WEST BATON ROUGE Pa ST. HELENA Parish	Tentative allocation: \$ 116,942.97 Planned units: 20 Type of organization: Local agency	Congressional districts served:	<u>CD</u> LA-03 LA-03 LA-01 LA-01 LA-06 LA-06
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Source of labor: Agency and Contractors

Name:	<b>St. Mary Community Action Agency</b>	Contact:	Almetra Franklin, CEO
		DUNS:	029172855
Address:	1407 Barrow Street P. O. Box 271 Franklin, LA 70538-3514	Phone:	(337) 828-5703
		Fax:	(337) 828-5754
		Email:	Afrank6333@aol.com

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: LA Grant Number: EE0006157 Program Year: 2013

Counties served:	ACADIA Parish ST. MARTIN Parish VERMILION Parish JEFFERSON DAVIS Parish LAFOURCHE Parish ST. MARY Parish IBERIA Parish LAFAYETTE Parish	Tentative allocation: \$ 71,466.20 Planned units: 11 Type of organization: Local agency	Congressional districts served:	<u>CD</u> LA-04 LA-03 LA-04 LA-07 LA-07 LA-03
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Source of labor: Agency and Contractors

Name:	<b>St. Tammany Parish Community Action Agency</b>	Contact:	John Tobin, Executive Director
		DUNS:	929281053
Address:	61134 Military Road Slidell, LA 70458-3402	Phone:	(985) 646-2171
		Fax:	(985) 643-5843
		Email:	jtobin@stpgov.org

Counties served:	ST. TAMMANY Parish ST. BERNARD Parish PLAQUEMINES Parish	Tentative allocation: \$ 22,296.12 Planned units: 3 Type of organization: Unit of local government	Congressional districts served:	<u>CD</u> LA-02 LA-01 LA-01 LA-02
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Source of labor: Agency and Contractors

Name:	<b>Terrebonne Parish Consolidated Gov./DHHS</b>	Contact:	Melanie Van Buren, Executive
		DUNS:	<del>045374833</del>
Address:	809 Barrow Street P. O. Box 6097 Houma, LA 70360-4722	Phone:	(985) 873-6817
		Fax:	(985) 873-6434
		Email:	mvanburen@tpcg.org

Counties served:	TERREBONNE Parish	Tentative allocation: \$ 14,936.77 Planned units: 2 Type of organization: Unit of local government	Congressional districts served:	<u>CD</u> LA-03 LA-03
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Source of labor: Agency and Contractors

Name:	<b>Vernon Community Action Council</b>	Contact:	Renee Brannon, Executive Director
		DUNS:	847112828
Address:	12286 Lake Charles Hwy. Leesville, LA 71496-0027	Phone:	(337) 404-7710
		Fax:	(337) 392-0384
		Email:	Verononca1@bellsouth.net

Counties served:	CAMERON Parish CALCASIEU Parish BEAUREGARD Parish VERNON Parish	Tentative allocation: \$ 30,828.75 Planned units: 3 Type of organization: Local agency	Congressional districts served:	<u>CD</u> LA-07 LA-07
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Source of labor: Agency and Contractors

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

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This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

**V.1 Eligibility**

**V.1.1 Approach to Determining Client Eligibility**

Provide a description of the definition of income used to determine eligibility

Low income will mean that income in relation to family size which: (1) is at or below 200 percent of the poverty levels determined in accordance with criteria established by the Director of Office of Management and Budget, or (2) is the basis on which cash assistance payments have been paid at any time during the preceding twelve months under Title IV and XVI of the Social Security Act of 1981, or (3) is the basis for eligibility for assistance under the Low Income Home Energy Assistance Program (LIHEAP), provided that such basis is at least 200 percent as established by Director of the Office of Management and Budget.

Describe what household Eligibility basis will be used in the Program

The low-income population of the State of Louisiana will be targeted for weatherization services. According to the 2010 census, the estimated number of eligible dwelling units in which the elderly reside is 557,605. The estimated number of eligible dwelling units in which a person with a disability(ies) reside is 997,342 (which equals to 22% of our current population of 4,533,372).

Priority is given to the following at-risk households; elderly, persons with disabilities, families with children, high residential energy users, and households with a high energy burden.

Describe the process for ensuring qualified aliens are eligible for weatherization benefits

Verification of alien status will be carried out in accordance with the rules issued by the U.S. Justice Department and guidance provided by Health and Human Services (HHS) under LIHEAP. Applicants are required to provide original Social Security Cards for all household members. Subgrantees will also use the website <http://www.ssnvalidation.com> to verify if a social security number is valid.

The State is considering registering for the SAVE (Systematic Alien Verification for Entitlements) online program to verify qualified alien status. The State office would complete the verification process and require the verification documentation be maintained in the subgrantee's client files.

**V.1.2 Approach to Determining Building Eligibility**

Procedures to determine that units weatherized have eligibility documentation

Policies and procedures have been developed and published by the State to ensure that no unit may be weatherized without an eligibility determination based on both the household income and the dwelling unit, and the dwelling has not been previously weatherized using WAP funds. Documentation is maintained in individual client files by subgrantees and the Hancock Energy Software (HES) system.

Describe Reweathering compliance

The American Recovery and Reinvestment Act (ARRA) extended assistance to previously weatherized dwelling units weatherized prior to September 30, 1994. Policies and procedures have been developed, published by the state and implemented by the subgrantees to ensure that no dwelling is re-weatherized, except as provided in 10 CFR Part 440.18.(d) 2 (iii). Documentation is maintained in individual client files by subgrantees and the Hancock Energy Software (HES) system.

Describe what structures are eligible for weatherization

Eligible housing types include owner and renter-occupied single family homes, owner and renter occupied manufactured (mobile) homes, and multi-family buildings.

Describe how Rental Units/Multifamily Buildings will be addressed

A rental dwelling unit, both single family and multi-unit building will be eligible for weatherization assistance if:

- Duplexes and four-unit buildings has at least 50% of the units occupied by low-income applicants.
- Other multi-unit buildings have at least 66% of the units occupied by low-income applicants.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

The Lessor authorizes and permits the Agency to undertake the Weatherization activities allowed by federal law and regulations, as determined necessary by a priority list of energy conservative measures established by the State.

In consideration of the above and the mutual promises and obligations herein provided, the parties hereto agree as follows:

Service to be provided:

Upon written request, the Agency agrees to furnish the Lessor with an itemization of the services and materials to be provided, which shall be attached to and become part of this Agreement.

Consideration for Services

From the date of execution of this Agreement, the Lessor further agrees not to raise the rental charge of the above unit(s) for one year from the date the Weatherization series are completed because of the increased value of any such dwelling unit(s) due to Weatherization assistance provided under this program. This does not preclude the increase of rent due to increased operating costs by the owner that can be documented. The Lessor further acknowledges that there are no current plans to sell or dispose of said rental unit(s) for a period of not less than one year from the date of this agreement.

Eviction

The Lessor agrees the Lessee of said weatherized dwelling unit shall not be evicted or involuntarily removed from the dwelling because of the Weatherization services provided under this agreement and because of the upgraded value of the property.

Penalty for Violation

If the Consideration of Services and Eviction sections of this agreement are violated, the Lessor will be billed for the cost of the Weatherization services on a prorated basis for each month the unit was inhabited by the tenant. The Lessor further agrees to pay the cost of such services, within thirty (30) days of the date of such billing.

Liability

The Agency shall not be held responsible or liable in any way for the failure to provide work, labor services or materials provided for by the terms of the Agreement due to federal, state or municipal action or regulation. Under this Agreement, the Lessor shall not be liable for injuries and damages occurring during the completion of the Weatherization activities, which do not arise as a result of the Lessor's actions, or activities on the premises.

Release of Information

The Lessee/Applicant (or a person in household) who is responsible for the payment of all costs associated with the utilities at the above address authorizes the utility vendor(s) to make the billing records available to the Agency or its designee, prior to and subsequent to the installation of weatherization measures, for the purpose of evaluating the effectiveness of the energy savings measures of the weatherization assistance services.

The Lessee/applicant further grants permission for photographs and non-confidential information concerning the above unit to be used to document and/or publicize the weatherization Assistance Program.

This agreement becomes effective on the date when the weatherization assistance work has passed a satisfactory post inspection by the Agency's inspector, and is acceptable and signed by the Lessee/Applicant. It expires one year following the date of acceptance and approval of the work performed.

Subgrantees must submit multi-family projects to LHC for review and approval before work begins and costs are incurred. The State will review and submit the proposed project to the U.S. DOE Project Officer for final approval.

Describe the deferral Process

Certain housing problems may cause health and safety hazards and/or present a lack of cost effectiveness to implement weatherization measures. These problems may necessitate a deferral of weatherization services to a home. In these cases, the subgrantee must notify the applicant and assist with seeking alternative resources to correct the problems. The deferral policy is included in Section V.7 of this Application, under Health and Safety.

**V.1.3 Definition of Children**

Definition of children (below age): **18**

**V.1.4 Approach to Tribal Organizations**

Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

In accordance with 10 CFR §440.16(f), low-income members of an Indian tribe will receive benefits equivalent to the assistance provided to other low-income

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0006157, State: LA, Program Year: 2013)

persons within the state.

**V.2 Selection of Areas to Be Served**

All sixty-four (64) parishes in Louisiana are served by the 12 subgrantees. Subgrantees are responsible for the administration and implementation of the Weatherization Assistance Program, which serves eligible persons in their designated parishes. The funds are allocated to each subgrantee using a parish allocation formula.

**V.3 Priorities for Service Delivery**

The Louisiana Housing Corporation (LHC) will ensure that subgrantees give priority to weatherizing units occupied by the elderly, persons with disabilities, families with children, high residential energy users, and households with high-energy burden. The Applicant Priority Ranking system awards points to the targeted population based on income, length of time the application has been on file, and the total energy cost and burden ratio.

Subgrantees are made aware that service to board members, employees and relatives of employees may appear as a conflict of interest. Subgrantees should have written policies outlining how these applications are processed for weatherization services.

**V.4 Climatic Conditions**

Climatic conditions are largely consistent through the State. The average heating degree days have been supplied by the National Oceanic and Atmospheric Administration. The temperatures in the northern part of the State are slightly colder, but not significantly enough to warrant alteration of the allocations formula. Site-specific weather data is also used in the application of the NEAT audit, which was used to develop the priority list.

**V.5 Type of Weatherization Work to Be Done**

**V.5.1 Technical Guides and Materials**

The LaWAP Program Guide, revised May 1, 2011 includes; the Louisiana Weatherization Field Guide, Historic Preservation Programmatic Agreement, WAP Training Matrix for Residential Retrofit Worker Classifications, Thecal Monitoring Guide and other standard program documents. All work is being performed in accordance with the DOE-approved energy audit procedures and 10 CFR 440 Appendix A.

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

**Single-Family :** July 8, 2011

**Manufactured Housing :** February 2009

**Multi-Family :** LA WAP will ensure any proposed weatherization of multi-family unit will be approved by DOE before work commences.

Comments

See Section V.6 Weatherization Assessment of Effectiveness

**V.5.3 Final Inspection**

Subgrantees are required to perform a final quality control inspection on the weatherized home before reporting to the State as a completed home and requesting reimbursement. Work must meet or exceed standards established in the Louisiana Weatherization Field Guide. Documentation is maintained in the client files and data is entered in the Hancock Energy Software (HES). The subgrantee's records are reviewed, during the on-site monitoring visits, to ensure compliance with this requirement.

**V.6 Weatherization Analysis of Effectiveness**

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

On July 8, 2011, the Department of Energy (DOE) approved Louisiana’s audit procedures for single-family buildings. Based on the review of the material submitted, the approval is restricted, as follows:

- The approval covers the weatherization of single-family homes using a priority list and the use of NEAT-derived measures for unique situations.
- The approval of the energy audit procedures does not constitute approval of the use of materials not listed in 10 CFR 440 Appendix A, or not otherwise approved by the Department of Energy, for expenditure of Weatherization funds.
- The approval of the energy audit procedures does not constitute approval of a State’s Health and Safety Plan or the materials listed therein for purpose of allowing expenditures.

The approval expires on July 8, 2016.

The state will require pre- and post-weatherization inspections to include the use of a blower door, carbon monoxide tester, infrared cameras, kilowatt-hour meters, moisture meters and borescopes. Subgrantees are not allowed to report units as completed until a final inspection is performed and the work has been accepted and approved by an inspector. Subgrantees must assure that all weatherization materials have been installed in accordance with weatherization standards before submitting the dwelling unit as completed.

The work performed will be in accordance with the following guidelines:

*Priority List for Single-Family Homes* lists the weatherization measures that should be installed in Louisiana single-family homes as part of the DOE Weatherization Assistance Program. An analysis of typical low-income homes identified the weatherization measures that were cost effective to install based on Louisiana housing stock, energy costs, installation costs, and climate conditions.

The weatherization measures are listed in general order of their cost effectiveness; therefore, they should be installed, in order, as conditions dictate and funding allows. Site-specific audits should be completed for unusual single-family homes or when weatherization measures not listed appear suitable for a particular home, such as heating system or air conditioner replacements. Incidental repairs necessary for the effective performance or preservation of weatherization materials should be identified through site inspections and installed in adherence to State of Louisiana rules and guidance.

Ensuring the health and safety of clients, contractors, and local agency personnel is an important component of the Weatherization Assistance Program. Health and safety inspection and testing should be conducted before delivery of weatherization services and after completion of work to identify any health and safety measures that need to be performed in conjunction with the weatherization measures installed.

**Priority #1 – Air Sealing**

- Determine the Minimum Ventilation Rate (MVR) or Building Tightness Limit (BTL) of the home following State of Louisiana procedures. Never air-seal a house below this limit without providing mechanical ventilation to ensure adequate indoor air quality.
- Determine the target blower door reading (closure target) for the home based on the existing blower door reading of the house and the house volume, and following State of Louisiana procedures.
- Use the values provided in Table 1 to determine if the last increment of air sealing work performed on the home was cost effective. Alternatively, use the values in Table 1 to determine the maximum amount of funds that can be spent on air sealing the home to achieve the closure target.
- Air seal major attic, floor, and wall bypasses before insulating the attic (Priority #2) and/or the exterior walls (Priority #3). Seal plumbing, electrical, HVAC, and other penetrations and openings in the ceiling, flooring, and walls of the house. Use proper materials for sealing, especially for high-temperature surfaces.
- After insulating the attic and/or exterior walls, take another blower door reading to determine if the closure target has been reached. If not, use a blower door, digital manometer, and other diagnostic instruments and procedures to guide the remaining air sealing of the home.
- Check the MVR/BTL upon completion of the air sealing work. Add sufficient ventilation when the house is sealed too tightly.

<b>Space-Heating</b>	<b>North Region</b>	<b>South Region</b>
<b>Fuel/Equipment</b>		
Propane	\$90	\$65
Electric Resistance	\$55	\$40
Natural Gas	\$35	\$30
Heat Pump	\$35	\$30

**Priority #2 – Attic Insulation**

- Add attic insulation following the guidelines in Table 2.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0006157, State: LA, Program Year: 2013)

- Before insulating, check the electrical circuits in the attic. Enclose exposed wires and connections in junction boxes. If knob-and-tube wiring is present, build dams around the wiring to prevent insulating over the wiring or consider re-wiring the knob-and-tube wiring before insulating the attic.
- Check attic ventilation. There should be 1 square foot (ft<sup>2</sup>) of attic net free vent area for every 300 ft<sup>2</sup> of attic area. Half of the vent area should be located low and half should be located high to induce good ventilation.

**Table 2. Guidelines for Attic Insulation**

State Climate Region	Space-Heating Fuel/Equipment	Threshold R-Value	Final R-Value
North	Propane	R-30	R-49
	Electric Resistance	R-19	R-49
	Natural Gas	R-19	R-49
	Heat Pump	R-19	R-38
South	Propane	R-30	R-49
	Electric Resistance	R-19	R-49
	Natural Gas	R-19	R-38
	Heat Pump	R-19	R-38

1. The Final R-Value is the combined R-value of the existing insulation and any insulation added during weatherization (or less if the ceiling cannot support that much weight).

2. Insulate all un-insulated attics to the Final R-Value specified.

3. The Threshold R-Value is the level of insulation above which additional insulation is NOT cost effective (e.g., for a propane-heated home in the North climate region, additional attic insulation should NOT be installed if the existing insulation level is R-31 or greater, but the insulation level in the attic should be increased to R-49 if the existing insulation level is R-30 or less.

4. If at least half of the attic area is un-insulated, then the entire attic may be insulated to the Final R-Value specified.

5. If at least half of the attic area has less than the Threshold R-Value, then the entire attic may be insulated to the Final R-Value specified.

**Priority #3 – Exterior Wall Insulation**

- Drill test holes in the exterior walls to determine if the walls are currently insulated.
- If there is no existing insulation in the exterior walls, dense-pack the walls with insulation.
- If some of the exterior wall cavities have existing insulation and some do not, drill additional test holes to determine if exterior wall insulation is warranted. If at least half of the wall cavities have no existing insulation, then dense-pack all exterior walls with insulation.
- If all test holes indicate existing wall insulation, then skip the exterior wall insulation measure.

**Priority #4 – Seal and Insulate Ducts**

- Pressure-pan test all registers with a blower door running to determine the relative air leakage of the tested sites.
- Repair and seal all accessible ducts, connections, and boots with mastic and other appropriate materials, especially those associated with high pressure pan readings.
- Insulate all un-insulated ducts located outside the conditioned space with foil-faced duct insulation having an R-value of R-6 to R-11.
- Pressure-pan test all registers with a blower door running after the duct sealing work is completed to verify the effectiveness of the sealing work.

**Priority #5 – Setback Thermostat**

- Install a setback thermostat in homes with central heating and/or cooling systems that do not have a setback thermostat currently installed IF the client is agreeable and the client is educated on its proper use.
- Do NOT install a setback thermostat if the client expresses reluctance in using the device or has difficulty understanding the instructions.
- For heat pumps, be sure to use setback thermostats designed specifically for use with such systems.

**Priority #6 – Refrigerator**

- Replace the existing refrigerator with a new unit provided that the cost of the new unit is less than the maximum cost determined for the home from Table 3.

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

- The annual electricity consumption of the existing unit may be determined by metering or by looking up its rated value in a refrigerator database. See <http://www.waptac.org/Refrigerator-Guide/Energy-Use-Data.aspx> or <http://www.homeenergy.org/consumerinfo/refrigeration2/refmods.php>.
- The maximum cost includes the purchase cost of the new refrigerator, delivery and installation of the new unit, and removal and environmentally responsible de-manufacturing of the old, existing unit.

Annual Electricity Consumption of the Existing Refrigerator (kWh/year)	Annual Electricity Consumption of the New Refrigerator				
	300 kWh/year	400 kWh/year	500 kWh/year	600 kWh/year	700 kWh/year
900	\$700	\$560	\$460	\$350	\$230
1000	\$820	\$700	\$560	\$460	\$350
1100	\$860	\$820	\$700	\$560	\$460
1200	\$960	\$860	\$820	\$700	\$560
1300	\$1,090	\$960	\$860	\$820	\$700
1400	\$1,220	\$1,090	\$960	\$860	\$820
1500	\$1,350	\$1,220	\$1,090	\$960	\$860
1600	\$1,480	\$1,350	\$1,220	\$1,090	\$960
1700	\$1,610	\$1,480	\$1,350	\$1,220	\$1,090
1800	\$1,740	\$1,610	\$1,480	\$1,350	\$1,220

**Priority #7 – General Heat Waste and Baseloads**

The following low-cost weatherization measures should be installed where applicable:

- Give educational brochures to clients, and engage them in a discussion of steps they can take to reduce energy consumption. Stress the importance of occupant behavior in efficient use of hot water, laundry equipment, air conditioning, heating, and lighting.
- Compact fluorescent lamps (CFLs) that replace incandescent bulbs used more than one to two hours per day. The wattages of the replacement CFLs should be chosen to maintain or moderately improve existing lighting levels.
- Apply cool-roof (white) reflective coating to metal roofs if no insulation will be added. NEAT does not analyze white roof coating, so measure can only be analyzed for mobile homes. MHEA shows attic insulation to be more cost effective than white roof coating. MHEA shows white roof coating to be cost effective only if existing attic insulation is less than R-7 and additional insulation is not installed. It should only be applied with the approval of the LACAP's Energy Assistance office if the attic cannot be insulated. Reasons preventing the addition of attic insulation should be documented in the file and verified by on-going monitoring.
- Weatherstripping, caulking, glass patching, and insulation for plugging to address drafts and other comfort complaints that remain after blower door guided air sealing, is completed under Priority #1.
- Water heater tank wrap when there is no existing wrap on the water heater.
- Reduce water temperature to 125° F with customer's permission.
- Pipe insulation for the first three to six feet of water pipe connected to the water heater when the pipes are currently not insulated.
- Replace high-flow shower heads >3 gallons per minute with 1.5 - 2.5 gallons per minute low-flow showerheads and faucet aerators.
- Clean room air conditioners. Replace new air conditioner filters and educate client on installing.

Grantee will ensure all subgrantees' final inspections forms are executed and signed, all proper documentation is obtained and maintained in the clients' files.

**V.7 Health and Safety**

The health and safety of the weatherization staff, subcontractors, and clients are major concerns of state and local weatherization agencies. The work performed by local agencies involves interaction with all aspects of the operation of homes by installers, auditors and inspectors. Hence, it is of great importance the agency's staff maintain awareness of the potential hazards associated with the weatherization process. This plan is based on the health and safety requirements and recommendations for abating, mitigating, or avoiding health and safety hazards as addressed in the Louisiana Weatherization Field Guide. Subgrantees are trained and are required to comply with Occupational Safety and Health Administration (OSHA) regulations, and with ASHRAE 62.6 for home ventilation standards. Detailed specifications regarding the health and safety of workers in the construction industry can be found in Construction Industry OSHA Safety and Health Standards 29 CFR 1926/1910.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

**Crew and/or Contractor Health and Safety**

All subgrantees, contractors, and crew workers providing services using funding under the WAP are required to comply with the following requirement of the OSHA standard: compliance with the Hazard Communication Standard, Title 29, CFR 1910.12: Preparation and implementation of a hazardous communication program so that workers are informed about potential hazards.

- Identification of hazardous materials in the workplace.
- Provision of container labels and other forms of warning.
- Employee access and implementation of OSHA requirements and Material Safety Data Sheets (MSDS).
- Documented mandatory field in-progress unit inspection for assessing the utilization of good, safe work practices in according to all required EPA, OSHA, SHPO, etc.
- Requirement of all agencies to complete the OSHA 10 hour worker and 30 hour crew leader training hosted in a centralized location and provided by certified OSHA proctor.
- Provision of employee training regarding hazardous materials.
- Complete exchange of information between contractors and subcontractors regarding the use of hazardous materials.
- Use EPA Recommendations for spray polyurethane foam (SPF) fumes. (Available online at [www.epa.gov/dfe/pubs/projects/spf/spray\\_polyurethane\\_foam.html](http://www.epa.gov/dfe/pubs/projects/spf/spray_polyurethane_foam.html)) when working within the conditioned space or when SPF fumes become evident within the conditioned space. When working outside the building envelope, isolate the area where foam will be applied, take precautions so that fumes will not transfer to inside conditioned space and exhaust fumes outside the home.

Subgrantee's staff is encouraged to become familiar with the OSHA Construction Industry Standard, which is available through the U.S. Department of Labor. Weatherization services should be provided in a manner that minimizes risk to workers and clients. Subgrantees and their representatives are required to take all reasonable precautions against performing work on homes that will subject workers and clients to health and safety risks. Expenditures for training, materials, protective clothing, respirators, medical exams, proper tools and equipment, and other items or activities related to the health and safety of clients and workers, the Louisiana Weatherization Field Guide, and the Health and Safety plan, are allowable health and safety costs.

**Client Health and Safety**

Concerns to ensure health and safety should be identified and addressed, if possible, within the scope of the weatherization program. Subgrantees may have other resources or may network with other agencies to assist clients in reducing and eliminating conditions which are hazardous to their health and safety. The necessary repairs and actions to mitigate health and safety concerns are allowable, if the failure to act results in: 1) health or safety hazards because of the weatherization measures; 2) damage to weatherization measures; and 3) damage to the home because of the weatherization measures. If these conditions exist, weatherization work must not proceed until the problems are resolved. If the resolution is beyond the scope of the weatherization program or a disallowed expense under DOE rules, such as asbestos, lead-base paint, and radon abatement, the client/homeowner should be notified in writing and referred to alternative resources for mitigation, i.e. home rehabilitation programs, landlords, etc. Installation of smoke/CO detectors is allowed according to manufacture instruction where detectors are not present or are inoperable. Replacement of operable smoke/CO detectors is not an allowable cost. Providing fire extinguishers is allowed only when solid fuel is present. CO detectors will be installed on all homes with combustion appliances or attached garage. Window and door replacement, repair, or installation is not an allowable health and safety cost but may be allowed as an incidental repair or an efficiency measure if cost justified. The Weatherization Field Guide provides inspection requirements and guidelines to assess possible health and safety risk for both the client and the weatherization workers.

Louisiana's estimated statewide per unit average costs for Health and Safety budget has varied between 5% and 10%. The estimate is an average based on historical data regarding the housing stock of eligible Louisiana WAP clients, the preponderance of health and safety issues found in the typical housing stock, and the increasing DOE Health and Safety requirements.

**Potential Hazards Considerations:**

**A. Biologicals**

Remediation of conditions that may lead to or promote biological concerns and unsanitary conditions is allowed. Addressing bacteria and viruses is not an allowable cost. Deferral may be necessary in cases where a known agent is present in the home that may create a serious risk to occupants or weatherization workers.

**B. Moisture**

Health and Safety Concerns:

- Allergic reactions or respiratory infections as a result of exposure to biological contaminants that result from high relative humidity.
- Damage to building materials from biological action. Major drainage issues are beyond the scope of the Weatherization Assistance Program. Homes with conditions that may create a serious health concern that require more than incidental repair should be deferred.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

To Minimize Risk:

- Eliminate sources of excess moisture, avoid over-tightening of dwelling, and assure proper ventilation, especially in kitchen and bathroom areas.
- Assure clothes dryers are vented to the outside.
- Educate clients that gas ranges and/or ovens are not to be used for space heating.
- During every energy audit, comprehensive moisture inspection of the dwelling unit should be completed. This inspection will also include a brief interview with the occupant(s) regarding health & safety. A health and safety checklist must be completed and turned in with the energy audit forms to the inspectors' supervisor. This checklist must be included in the client file.
- Training will be provided on how to recognize moisture and ventilation problems. This training will also include how to identify ground water problems.
- Moisture problems, when evident, will determine the type and amount of weatherization work to be done.
- Controlling moisture at the source will be required when excessive amounts of indoor moisture are evident. This will usually take the form of exhaust fans. Caution will be used so that added ventilation devices will not adversely affect combustion appliances.
- Attic bypasses must be sealed in order to reduce migration of moisture into attic spaces where condensation problems can occur.
- During the initial inspection and throughout the weatherization process, locate mold, mildew, and any other biological organisms that may be hazardous to the workers or occupants.

**C. Mold**

The Weatherization Assistance Program is not a mold remediation program. The use of DOE funds for the removal of mold and other related biological substances is not an allowable weatherization expense. Limited water damage repairs that can be addressed by weatherization workers and correction of moisture- and mold-creating conditions are allowed when necessary, in order to weatherize the home and to ensure the long term stability and durability of the measures. Where severe mold and moisture issues cannot be addressed, deferral is required. In homes where multiple sources of funds are used, any mold insurance or mold abatement costs must be charged to another funding source, not to DOE funding. Weatherization procedures may need to be delayed until the existing mold problem can be referred to another agency for funding of remedial action. DOE funds may be used to correct energy-related conditions to allow for effective weatherization work and/or to assure the immediate or future health of workers and clients. Each client's home should be inspected for mold as part of the initial and routine audit procedure. Upon the discovery of a mold condition, client must be informed immediately. Within this notification, the client must be informed of the mold condition, the specific measure that will assist in alleviating the mold condition, and/or how not to promote new mold growth. This notification should be discussed with the client and a notification must be signed by the client. (Since most agencies have a disclaimer, modification to include a mold statement will suffice.) Additionally, client education practices should now include mold concerns.

Clean-Up Criteria Based on Mold Area to be Cleaned:

- Level 1 - small isolated areas (10 sq. ft. or less)
- Level 2 - mid-sized areas (10-30 sq. ft.)
- Level 3 - large isolated areas (30-100 sq.ft.)
- Level 4 - extensive contamination (> 100 sq. ft.)
- Level 5 – remediation of HVAC systems

Beyond Level 1 is abatement and remediation, which we are not doing in typical weatherization situations.

Level 1 Cleanup Materials and PPE:

- Household non-ammonia detergent and brush (for cleaning)
- Biocide (kills mold)
- N-95 face mask
- Leak-proof eye protection
- hand & arm gloves

Level 1 Cleanup Procedure:

- Scrub the area with a brush and detergent solution
- Ventilate the work area
- Disinfect with a chlorine bleach solution
- Leave bleach solution on surface for 15 minutes, then rinse with water and dry quickly

Basic Four Steps for Responding to Mold Problems:

1. Respond quickly to stop moisture/mold damage and limit exposure to occupants
2. Identify:

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

- Cause of the moisture problem
- Extent and size of contamination
- Type of surface with mold
- Safety precautions for cleanup
- Implement cleanup (based on surface type):

3. Remove and properly dispose of damaged materials that cannot be effectively cleaned

- Clean and salvage materials that are not severely damaged.
- Repair and replace removed materials, incorporating the necessary changes to correct the underlying moisture problem

4. Dry out the area before closing up a wall or ceiling

#### **D. Plumbing**

##### Health and Safety Concerns:

Disease resulting from the exposure to raw sewage.

##### To Minimize Exposure:

- Treatment of energy-related conditions “refers to stabilizing an energy-related situation so effective weatherization can be done. In some energy-related situations, cleanup may also be necessary in order to effectively weatherize.”
- Workers shall take precautions to avoid direct contact with raw sewage or other unsanitary conditions. Clients shall be informed of existing conditions in writing and referred to available resources for assistance.
- Workers shall take precautions to avoid creating circumstances that will allow pipes to freeze.

##### Notification Requirement:

Local agencies must notify the client and landlord in writing when a mold condition is discovered. The notification must include what specifically was done to the home that is expected to alleviate the condition, and/or a disclaimer that the work performed should not promote new mold growth. This notification/disclaimer must be discussed with and signed by the client and/or landlord. Agency auditors are required to receive awareness training on the hazards of moisture and mold, as well as training on client/landlord notification procedures. Agency field crews are required to receive training on how to deal with the less extensive mold conditions they may encounter in certain homes. The Louisiana Association of Community Action Partnerships, Inc. will conduct all said training.

If an agency suspects that the heating/ventilation/air conditioning (HVAC) system may be contaminated with mold, the agency's staff shall not run the HVAC system as it could spread mold throughout the building. Agencies should distribute the following pamphlet to clients whose homes have moisture or mold problems: U.S. Environmental Protection Agency (EPA) Indoor Environments Division (IED), “A Brief Guide to Mold, Moisture, and Your Home.” [www.epa.gov/iaq/molds/moldguide.html](http://www.epa.gov/iaq/molds/moldguide.html)

#### **E. Combustion Appliances and Combustion Gases.**

Definition: Fuel burning appliance used for water heating, space heating, cooking, solid fuel heating and clothes drying.

##### Health and Safety Concerns:

- Combustion or smoldering of surrounding materials resulting from unsafe operation of the heating system.
- Combustion or smoldering of combustible materials located dangerously close to the combustion devise or hot flue.
- Release of unhealthy combustion products into home environment.
- Health hazards resulting from dysfunctional heating system (no heat).
- Gas leaks – risk of contamination of house air or explosion (especially propane).
- Fire resulting from inadequate heat dissipation due to insulation around heat-producing sources including flue vents.
- Scalding due to water temperature being set too high.
- Non-certified combustion appliances currently installed in mobile homes.

Total heating-degree days in Louisiana range from a high of 2,418 in the northwestern corner of the State to a low of 1,709 in southeastern Louisiana. The average for cooling-degree days is around 3,000 statewide. The cooling- and heating-degree days have been supplied by the Louisiana State University Center for Energy Studies. Site-specific NEAT energy audits will be completed for all single-family homes for heating system or air conditioner replacements. Red-tagged, inoperable, or nonexistent heating systems replacement, repair or replacement is allowed under Health and Safety where climate conditions warrant. Air conditioning system replacement, repair, or installation is allowed as a Health and Safety issue in the home of at-risk occupants (elderly, disabled or children); also where climate conditions warrant. Site-specific weather data is used in application of the NEAT audit. Hot water heaters will be replaced on a case-by case-basis for health and safety.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

To Minimize Risks:

- Provide proper clearances between combustible materials and wood/coal stoves, kerosene heaters, furnaces, boilers, water heaters and flues. If provision of proper clearance is beyond the scope of weatherization, precautions must be taken to avoid installation of measures that will aggravate the situation.
- Be certain that furnaces and water heaters have sufficient draft, no spillage of combustion products and less than 100 PPM CO in combustion products. Maintenance and repairs of secondary heating units is allowed.
- Be certain that furnace heater exchanger is not cracked or otherwise defective or hazardous.
- Provide proper ventilation for combustion when testing the system indicates there is a problem. Vent gas clothes dryers to the outside. For wood and coal burning stoves, provide a clean chimney. For kerosene and other unvented combustion appliances, provide client education regarding the need to provide proper ventilation when operating equipment.
- Verify proper clearances between heat production sources and combustible materials, including insulation.
- Provide repair of gas leaks. If major gas leaks are encountered, ventilate the area, advise clients to vacate the premises and immediately contact the local gas utility company. Call from a neighbor's telephone in order to eliminate the risk of an explosion
- Turn down the water heater temperature to 120 degrees Fahrenheit when possible.
- When an unvented space heater is present in the unit, no weatherization work will be allowed unless the weatherization crew or contractor is allowed to remove and dispose of it in accordance with DOE Program Notice 08-4. Combustion safety test results must be acted upon according to the Building Performance Institute, Inc. combustion safety test action levels.
- A combustion appliance safety check will be required on "all" furnaces, vented space heaters and water heaters. Safety checks on other combustion appliances such as gas stoves, ovens, dryers, etc., may also need to be completed.
- All exposed ductwork will be sealed with approved mastic. This includes ductwork in both heated and non-heated areas. This also includes both delivery and return systems. Forced air heating and cooling systems must be balanced to eliminate inefficiency, basement depressurization and moisture penetration through house pressurization.
- Mobile homes with standard noncertified atmospheric draft water heaters or furnaces in the living space shall not be weatherized until proper equipment is installed. The same applies with non-certified wood stoves. Mobile homes with standard non-certified atmospheric draft water heaters located in compartments accessed from the outside can be weatherized providing the following precautions are followed 1) the compartment is sealed from the rest of the mobile home, 2) the existing flue is properly installed, secured, and has sufficient height above the roofline, and, 3) adequate unrestricted combustion air vents into the compartment exist.

**F. Fire Hazards**

Health and Safety Concerns:

Combustion appliances and their associated venting systems can also present potential fire hazards.

To Minimize Risks:

The Louisiana Housing Finance Agency and LACAP health and safety procedures should identify inadequate clearances between combustion appliances (including venting systems) and combustible materials. Agencies must inspect combustion vents in order to identify potentially dangerous situations. Creosote build-up in chimneys and wood stove flues are issues that may be addressed with DOE funds. Agencies must contact the State's staff for prior approval when DOE monies will be used to remedy fire hazards. Agencies must provide written notification to clients and landlords when fire hazards prevent weatherization work from proceeding. Correction of fire hazards is allowed when necessary to safely perform weatherization.

**G. Existing Occupant Health Problems**

Health and Safety Concerns:

Agencies should be aware that some individuals' health problems could be exacerbated by weatherization activities. For example, some clients can be sensitive to dust generated from the installation of cellulose insulation. There is also some concern that the use of blower doors could aggravate certain health problems, although the limited research conducted on this topic has not validated these concerns. When a person's health may be at risk and/or the work activities could constitute a health or safety hazard, the occupant at risk will be required to take appropriate action based on severity of risk. Temporary relocation of at-risk occupants may be allowed on a case-by-case basis. Failure or the inability to take appropriate actions must result in deferral.

To Minimize Risks:

Grantees should establish procedures to identify pre-existing conditions (e.g., allergies) and address such problems when they are found. Those procedures should address the manner in which such problems will be identified, and the steps to be taken to ensure that weatherization work will not worsen these problems.

**H. Indoor Air Quality**

Health and Safety Concerns:

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

In addition to asbestos and combustion systems, there are a number of other sources of indoor air pollutants in homes that may present long-term health risks to clients. Precise knowledge is lacking regarding the interaction of weatherization of homes and indoor air quality.

To Minimize Risks:

ASHRAE 62.2 is required to be met to the fullest extent possible, when performing weatherization activity (must be implemented by January 1, 2012). Implementing ASHRAE 62.2 is not required where acceptable indoor air quality already exists as defined by ASHRAE 62.2. Existing fans and blower systems should be updated if not adequate.

Awareness of indoor air pollutants and attention on the part of weatherization personnel to the level of air-tightening measures performed on a home will aid in the improvement of the situation. Blower door testing provides important information about air leakage levels in homes and can aid in the prevention of over-tightening of homes. The following are potential sources of negative impact to air quality in a home:

- Mineral Fiber – fibrous glass insulation material. Known to be an irritant to lungs, eyes, and skin. Preliminary research indicates no long-term negative health effects resulting from exposure to high levels of mineral fiber, but further research is ongoing. Exposed mineral fiber shall not be left in occupied areas of the home. Workers are required to wear properly-rated respirators and protective clothing when working with or around mineral fiber products.
- Airborne Particulate Matter - known to cause lung cancer. Excessive air tightening can increase levels of carcinogenic by-products in homes. Homes with high levels of these products should not be over-tightened.

To Minimize Risks:

- A pre- and post-weatherization blower door test will be required on 100% of all dwelling units. Exceptions must be documented in the client's file. A sample blower door operation checklist can be found as part of the new Louisiana Weatherization Program Guidelines.
- The blower door test must identify the (CFM) to establish baseline tightness.
- The blower door will be used for leak detection in the building shell, duct delivery and return systems, and assisting with combustion appliance testing.

**I. Asbestos**

Description: A fibrous, non-combustible mineral.

Health and Safety Concerns:

Asbestos fibers are very small. When distributed and released into the air, the fibers can be inhaled. Exposure may result in lung cancer, asbestosis or mesothelioma. There is no safe exposure level when it comes to asbestos.

Sources in Homes:

Until its use was strictly limited in the 1970's, asbestos was used in a large number of building products.

The most common applications that could involve interaction with weatherization staff include furnace insulation, pipe insulation, duct insulation, siding shingles, furnace gaskets and ceiling texture materials. To a lesser degree, workers may encounter asbestos in plaster, joint compound, roof shingles, floor tiles and other building products.

To Minimize Exposure:

- Learn to recognize suspected asbestos-containing materials. (Training, videos, the E.P.A. "Purple Book"). When vermiculite is present, unless testing determines otherwise, take precautionary measures as if it contains asbestos, such as not using blower door tests and utilizing personal air monitoring while in attics. Where blower door tests are performed, it is a best practice to perform pressurization instead of depressurization. Removal is not allowed. Encapsulation of small asbestos on pipes, furnaces and other small covered surfaces is allowed by an AHERA asbestos control professional and should be conducted prior to blower door testing on case-by-case basis only.
- Avoid disturbance of friable asbestos containing materials (ACMs). Friable asbestos is "any material containing greater than one percent asbestos by weight or volume that hand pressure can crumble, pulverize, or reduce to powder when dry, or any asbestos-containing material that can reasonably be expected, as a result of the demolition or renovation to be undertaken, to become pulverized through breaking, chipping, crumbling, crushing or other means of rendering fibers available to the ambient air."
- If potential for limited exposure exists, wear appropriate respirators, protective clothing, etc. Wetting down suspected ACMs would reduce the levels of airborne fibers, although this will not completely eliminate the risk in all situations and may, under certain circumstances, relocate the asbestos fibers to another location where they could pose a risk.
- Provide written disclosure to clients regarding the existence of suspected ACMs and provide client education advising non-disturbance of such materials.
- All crews, inspectors, contractors and their supervisors, or anyone else who visits weatherization eligible homes, will be required to receive asbestos awareness and identification training.
- All OSHA regulations that deal with asbestos and weatherization are to be enforced and be made available to all workers.
- Protective gear such as Tyvek coveralls, head coverings, booties, etc., gloves, eye protection, respirators, and other safety equipment required by law must

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

be provided to all employees who will come in contact with asbestos or suspected asbestos products. Employees will be required to use the appropriate safety equipment as required under state policy. Each agency will be required to monitor their employees' adherence to state policy and local agency policies and standards. Agencies will be responsible for the compliance of their employees and contractors. Failure of an agency or individuals at the agency to follow policies on asbestos will result in disciplinary action. Continued violations will result in defunding of the weatherization program for that agency or subgrantee. Current weatherization contracts will be terminated and future contracts to provide weatherization services may not be issued.

- In order to achieve the required OSHA fit test of a respirator, it may be necessary for weatherization staff who are required to wear respirators, to be clean-shaven. A clean-shaven policy may include removal of most facial hair including beards, some mustaches, long sideburns, etc. It might be possible to waive the clean-shaven policy if the employee will use a full head-type respirator in the place of a full or half face-type.
- Contractors must follow the state and local policies and standards 100 percent. No exceptions will be made under any circumstances.
- Liability for asbestos cannot be waived.

This information is a general guide for weatherization personnel and does not provide detailed specifications for proper handling of ACMs. Training and supervision for personnel providing asbestos remediation services are beyond the scope of the WAP. Weatherization personnel or appointed representatives shall not remove or dispose of asbestos without proper training and without prior authorization from the Grantee.

**J. Radon.** Description: An odorless, colorless gas that occurs naturally in the earth's crust.

Health and Safety Concerns:

Long-term exposure to elevated levels may cause lung cancer.

Present research indicates that weatherization usually has little effect on radon levels.

To Minimize Exposure:

Where there is a previously identified radon problem, work that would exacerbate this problem should be limited. Radon abatement is not an allowable activity under the weatherization program. However, those costs associated with taking precautions in a dwelling known to have radon problems are allowable weatherization expenditures. These costs are allowable if an energy audit indicates that weatherization techniques would help in radon remediation. Major radon problems should be referred to the appropriate local environmental organization or agency for mitigation or abatement.

**K. Formaldehyde and Volatile Organic Compounds**

Description: Formaldehyde, a strong-smelling colorless gas, is a component of many building materials.

Health and Safety Concerns:

Health hazards include lung ailments, impaired brain and vision function, fatal in high concentrations.  
Extensive air leakage work is not recommended on homes with known significant level of formaldehyde.  
Formaldehyde vapors may be slowly released by some new carpets, wafer board, plywood, etc.

VOCs are also emitted by some household cleaning agents.

To Minimize Exposure:

Caution should be taken when selecting air tightness limits in dwellings with VOC problems. Removal is allowed and is required if they pose a risk to workers. If VOCs pose a risk to workers and removal cannot be performed, the unit must be deferred.

**L. Lead Paint**

Lead Safe Weatherization (LSW)

Special precautions must be taken when weatherization work may disturb painted surfaces in homes built before 1978. LHC will continue to work with DOE to assure that the Louisiana Weatherization Assistance Program (WAP) is in compliance with LSW and EPA requirements.

General Policy:

To assure compliance with the current DOE and EPA RRP regulations and guidance regarding the reduction and/or elimination of energy-related health and safety hazards encountered in delivering weatherization services, subgrantees and contractors are required to follow the following LSW practices:

- Subgrantees are required to strengthen their health and safety policy and procedures to address lead-based paint according to the DOE and EPA regulations. Subgrantees should follow the procedures and practices outlined by DOE and EPA's Renovation Repair and Painting (RRP) guidelines.
- All contractors and crew members will be responsible for complying with the EPA's Renovation Repair and Painting (RRP) regulations as enforced by LHC.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

- The LHC is requiring all subgrantees to employ and or contract only certified renovators to perform weatherization work beginning in 2010.

Subgrantee agencies are required to monitor crews and contractors a minimum of once a month and whenever in the area if possible. Documentation of the visits including pictures must be on file for monitors to review upon request. Deferral is required when the house would potentially create further health and safety hazards.

- When removing existing windows, doorframes, or in other situations where workers may come into contact with lead-based paint, respirators and drop cloths, proper personal hygiene and other precautions as required by law for the worker and the occupants of the dwelling unit must be implemented. Replacement, repair, or installation of windows and doors are not an allowable health and safety cost but may be allowed as an incidental repair or an efficiency measure if cost justified.
- LHC will require a review in-progress weatherization work to ensure all agencies and workers are in compliance. Subgrantee agencies and contractors found to be out of compliance may be subject to penalties and fines.
- Client and worker must be protected from air borne contamination.
- All workers must wear respirators when working in dusty environments.
- The client living space must be protected from dust generated or disturbed by weatherization work.
- The brochure "*The Lead-Safe Certified Guide to Renovate Right*" from EPA must be provided to all weatherization recipients. Subgrantee must obtain a signature confirmation of receipt of this brochure.

**Training:**

To assure that weatherization subgrantees, crews, and subcontractors are properly trained, the training center will provide the following training: LHC will provide two types of LSW training to meet the requirements of DOE and EPA. As part of the Health and Safety training, the DOE LSW training will be offered to subgrantees with a focus on work practices to reduce the generation and spread of lead dust. All field personnel are required to attend this training. Second, the training center will offer the EPA Renovator training. Effective April 22, 2010, each agency were required to have a certified renovator on staff. Because of the requirements and the nature of weatherization, each agency will be required to have a certified renovator on each crew. The training center will received the necessary accreditation and will have the certified trainers retained so agencies can meet this important requirement in a fast and effective fashion. All inspectors, subgrantees crew members and contractors must attend and successfully complete the approved, Lead Safe Work Practice Training course through training center. In addition, a Louisiana renovation contractor will be procured to provide EPA renovator training, and the training center will be capable of providing this training as well.

**Testing:**

LSW must be applied to all pre-1978 houses. No lead-based paint will be disturbed. LSW must be applied to all pre-1978 housing unless there is existing evidence that the home has been certified as being lead-free or below the lead threshold limit (e.g. paint containing lead below the regulated level, 1.0 mg/cm<sup>2</sup> or 0.5% by weight). One of the following methods must be used to determine the paint to be disturbed is not lead-based paint: 1) Written determination by certified lead inspector or risk assessor; OR, 2) proper use of EPA-recognized test kit provided to agencies (documenting manufacturer and model of test kit used, description and location of components tested, and test kit results). Beginning 2010, tests must be performed by a Certified Renovator, per EPA final rule.

LSW Cleanup, Verification, and Debris Disposal: A critical element of LSW is the continuous process of job-site cleanup. LSW cleanup involves these six required elements:

- Containment:

1. Effective cleaning begins with proper preparation and containment
2. Cleanup will be more efficient if proper containment of all dust and debris is confined to the work area.

- Cleanup Techniques:

1. Be careful not to spread dust and contaminate to other areas
2. Using LSW protocols and follow the cleanup sequence to ensure that contaminants are not carried to non-working areas.

- Clean All Surfaces:

1. Clean all surfaces including walls and windows, floors, door tops, window troughs and window sills.
2. Cleaning should proceed from high to low (i.e. top of wall to window to floor).
3. Cleaning also includes personal protective clothing, work tools, and equipment.

- Visual Inspection Verification

1. Check the quality of worksite cleanliness.
2. Worker visual inspection during the work. Look for any visible paint chips, dust, or debris and cleanup during work progress.
3. Supervisor visual inspection after cleanup. There should be no evidence of settled dust following a cleanup effort. Repeat the cleaning process. Any outside

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

work should also be examined to make certain all waste and debris have been removed from the job site. Document the visual inspection.

- Post-Weatherization Dust-Wipe Sampling Verification for Doors and Windows:
  1. After a thorough visual inspection of doors and windows, a dust wiping sampling is required if:
    2. Paint was disturbed
    3. Dust wipe sampling must be performed by trained individuals
    4. Samples must be taken at least one hour following LSW cleanup.
    5. Document the dust wipe sampling.
  
- Safe and Secure Disposal:
  1. Bag and gooseneck-seal all waste in 6-mil plastic bags.
  2. Safely dispose of all waste in accordance with federal, state, and local regulations.

The Rule does not pre-empt more protective requirements and grantees should keep abreast of any other rules and regulations governing an agency's activities such as those by HUD, states or communities.

**M. Building Structure**

Weatherization agencies shall not install measures that will damage the structural integrity of a home. Similarly, all homes must be inspected for pre-existing conditions that may threaten the safety of workers and clients during or after weatherization. Deteriorating foundations, unsound roof, ceiling, or wall structures, and any other potentially hazardous situation must be recognized and a course of action identified prior to any work done on the unit. Solutions to structural problems are sometimes complicated and expensive. In general, minor structural type repairs are allowed under the agency's repair budget (not health and safety), but these types of repairs will often require outside sources of funding or cost participation. Depending upon the extent of repairs needed and the overall energy savings potential for the unit after weatherization, the repairs may be beyond the scope of weatherization. Incidental repairs necessary for the effective performance or preservation of weatherization materials are allowed. Examples of these limited repairs include sealing minor roof leaks to preserve new attic insulation and repairing water-damaged flooring as part of replacing a water heater. These types of repairs should be charged either to the repair waiver amount, or should be included in the cost of the associated energy measure when determining cost-effectiveness.

**N. Electrical Issues**

Common problems with electrical wiring that may be encountered by weatherization agencies are usually related to one of the following: 1) electric shock while crew personnel are working around wiring in all areas of the homes; 2) fire resulting from arcing between loose wiring connections; and 3) fire resulting from lack of dissipation of heat due to insulation around heat producing sources. Minor upgraded and repairs necessary.

Requirements:

Inspections by trained agency personnel or licensed electricians are required prior to the installation of insulation that will cover electrical lines. A voltage drop measurement is required of any electrical circuit in an enclosed cavity or knob-and-tube wiring that will be covered with insulation. Protection of electrical splices that will be covered with insulation by enclosing in an electrical junction box or by isolating the splice so that it is not covered with insulation is required. Electrical work not associated with energy conservation measures is generally considered to be beyond the scope of weatherization. Serious electrical hazards exist when gross overloads are present. Should auditors and crews find such existing problems, they should notify the owner and follow the guidelines for health and safety deferral.

These issues are related to health and safety. The costs for the inspections may be charged to the health and safety budget category. Electrical repair costs must be associated with an energy saving measure, and the costs (labor and materials) must be included with the measure when determining cost effectiveness. Weatherization measures that involve the installation of new equipment such as air conditioners, heat pumps, or electrical water heaters can, exacerbate previously marginal overload problems to hazardous levels. The problems should be noted in the client file. To the extent that these problems prevent adequate weatherization, the agency should consider repairing them on a case-by-case basis.

**O. Refrigerant Issues**

The replacement of air conditioners, approved since 1990, and the recently approved refrigerator replacements (Weatherization Program Notice 11-6) requires agencies to reclaim refrigerant per Clean Air Act 1190, section 608, as amended by 40 CFR 82, 5/14/93. The appliance vendor, de-manufacturing center or other entity recovering the refrigerant must possess EPA-approved section 608 type I or universal certification. Agencies should ensure they have appropriate protocols in place that comply with all standards relating to the disposal of the existing appliances.

**P. Other Code Compliance Issues**

It is the local agency's responsibility to ensure weatherization-related work conforms with applicable codes in jurisdictions where the work is being performed. Correction of preexisting code compliance issues is not an allowable cost other than where weatherization measures are being conducted.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

**Q. Deferral Standards**

Weatherization Deferral Guidance:

The State of Louisiana has the responsibility of ensuring that qualified individuals located throughout the state are able to receive energy assistance via the Weatherization Assistance Program. The weatherization services outlined in the current Louisiana State Plan for the Weatherization Assistance Program shall be delivered effectively and safely, without undue hazards to the local agency staff or clients. Deferral of weatherization services to a home may be caused by health and safety hazards and/or lack of cost effectiveness to implement weatherization measures. Deferral may be necessary if health and safety issues cannot be adequately addressed through this guidance. The decision to defer work in a dwelling is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problems can be resolved and/or alternative sources of help are found. In the judgment of the auditor, any conditions that exist, which may endanger the health and/or safety of the workers or occupants, should be deferred until the conditions are corrected. Deferral may also be necessary where occupants are uncooperative, abusive, or threatening. Guidelines for determining and documenting if the potential health and safety issue should be remedied, referred to other agencies, result in partial weatherization, or lead to deferral. Agencies are expected to pursue reasonable options on behalf of the client, including referrals, and to use good judgment in dealing with difficult situations. Deferral documentation includes the client's name and address, dates of the audit/assessment and when the client was informed, a clear description of the problem, conditions under which weatherization could continue, the responsibility of all parties involved, and the client(s) signature(s) indicating that they understand and have been informed of their rights and options.

The following guidance has been developed for use by local agencies in the State of Louisiana:

*Deferral Based on Health & Safety Standards. All weatherization technicians must be able to perform all authorized weatherization activities and measures without undue threats or concerns regarding their health & safety. Conditions which may constitute undue threats or concerns to staff or client health & safety may include but are not limited to the following items:*

- Structurally unsound dwellings that are condemned for human habitation.
- Evidence of substantial, persistent infestation of rodents, insects, and other vermin which cannot be reasonably removed or poses health and safety concerns for workers.
- Electrical or plumbing hazards that cannot be resolved prior to or as a part of the authorized weatherization work.
- The presence of sewage in any part of the dwelling unit.
- Evidence of environmental hazards such as serious moisture problems, carbon monoxide, gas leaks, friable asbestos, or other hazardous materials, which cannot be resolved prior to the weatherization work.
- The presence of animal or human feces in any area of the dwelling unit where field staff must perform various weatherization measures.
- Excessive garbage and clutter build-up in and around the dwelling unit where field staff must perform weatherization measures.
- Maintenance and housekeeping practices that are negligent to the point of limiting access of field staff to the dwelling or creating an unhealthy working environment.
- Any overt threat of violence, verbal abuse, physical abuse, or profanity towards any weatherization staff member or any household member during the weatherization process.
- Evidence of the presence and/or use of any illegal/controlled substance in the dwelling unit.
- Evidence of drug cultivation, distribution and/or manufacturing on the premises.
- The lack of the presence of a home resident who is at least 18 years old when any weatherization staff is performing the weatherization process.
- The dwelling is a mobile home that has serious structural problems which would make the completion of weatherization measures impossible or impractical for the weatherization field staff.
- A heating system in use has been determined to be unsafe or nonfunctional (through the determination of a qualified agency or technician) and cannot be resolved through the normal efforts of the weatherization agency prior to the commencement of weatherization work or during the normal weatherization process.
- When an unvented space heater is present in the unit, no weatherization work will be allowed unless the weatherization crew or contractor is allowed to remove and dispose of the unit. If an unvented space heater is replaced with a vented heating system during the weatherization process, the local agency will remove and dispose of the unvented heater at the time the system is installed. The owner cannot retain ownership of the heater.

*Deferral Based on Lack of Cost-Effectiveness: Weatherization work should be performed in a cost-effective manner whenever possible. Situations or conditions which may limit the cost effectiveness of any weatherization work may include, but are not limited to the following:*

- Structurally unsound dwelling unit where the costs associated with the repairs substantially exceeds the cost of the weatherization measures.
- Major remodeling is currently in progress (and is not coordinated with a housing rehabilitation program), which would severely limit the proper completion of weatherization measures on the dwelling unit.
- Evidence of standing water in the basement or crawl space area. A client or owner/authorized agent (landlord/property manager) refuses to allow a cost effective measure to be performed on the dwelling unit, or to make necessary modifications to the dwelling unit to permit weatherization measures to be completed.
- A client or owner/authorized agency (landlord/property manger) demands weatherization materials and measures that are not deemed to be cost effective and/or are not allowable measures through the Weatherization Assistance Program.
- Dwelling unit needs no major weatherization measures and the cost of installing other weatherization measures exceeds the approved cost effectiveness projections and standards of the state or the local agency.
- The dwelling unit is vacant or is uninhabitable (as described in the federal guidelines for weatherization).

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

- Obvious discrepancies have been found between the information supplied by the client on the WAP application and observed conditions at the time the weatherization field work commences.
- Presence of lead-based paint which would cause the project to not be cost effective.

Any and all applicants who are denied weatherization assistance will be given an opportunity to have a fair administrative hearing regarding the denial of services pertaining to the above stated deferral guidance. Any appeals may be directed to the Louisiana Housing Finance Agency. When a subgrantee decides to deny weatherization assistance, it is the obligation of the agency to provide a detailed written notification to the owner or authorized agent in a timely manner. A copy of the notice must be included in the client's file for review during routine monitoring visits if desired. The written notice must include the following items: 1) name and extent of the problem/concern related to the weatherization of the dwelling unit, 2) any corrective action required prior to the resumption of weatherization work with a related time frame to correct the situation and 3) the right to appeal and the appeals process. If a subgrantee as part of their Standard Operating Procedures develops a more inclusive and detailed local policy related to the above stated deferral guidance, then that policy must be submitted to the Louisiana Housing Finance Agency for written approval and review on an annual basis.

## **V.8 Program Management**

### **V.8.1 Overview and Organization**

#### State Administration

The Louisiana Housing Corporation (LHC) administers the Weatherization Assistance Program in Louisiana through partnership with LA CAN, LLC to oversee the day-to-day operations of the annual WAP Program .

The major goal of the program is to enable low-income individuals and families, particularly the elderly, persons with disabilities, and households with children, to participate in energy conservation programs, thus lessening the impact of the high cost of energy on their household budgets, improve household health and safety, and reduce their dependence on the Low-Income Home Energy Assistance Program (LIHEAP). The program also helps to reduce energy consumption as part of a national goal of energy independence by increasing the thermal efficiency of homes, reducing the greenhouse gas CO<sup>2</sup> and providing employment opportunities in both the public and private sectors.

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

Although LA CAN, LLC and subgrantees will have direct access to the Hancock Energy Software (HES) team at the HES headquarters through the Helpdesk module, ownership of the HES system resides at LHC. The proper personnel will ensure the proper support for the system.

A separate Contract for Professional Services for the Weatherization Assistance Programs will be executed between LHC and LA CAN, LLC for the annual WAP. As the Contractor, LA CAN, LLC shall provide management and oversight to the entire system of service delivery on behalf of the LHC, ensuring proper management of the WAP programs and success of statewide production performance agree with the approved State plans. The contract, Article 4, "Statement of Work" highlights the performance expectations that the LHC will use to determine if the Contractor is in compliance.

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

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

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

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

### **V.8.2 Administrative Expenditure Limits**

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

If a subgrantee receives less than \$350,000 of DOE funds for the Weatherization Assistance Programs, the subgrantee may receive an additional five percent for administrative funds as set forth in Sec. 440.18(d) which provides for recipients of grants administration if the state has determined that such recipient requires additional amount to implement effectively the administrative requirements. The LHC will use this provision in the PY2013 due to the diminishing amount of federal appropriated funds.

**V.8.3 Monitoring Activities**

The LHC through the partnership agreement with LA CAN, LLC has adopted a systems approach to monitoring local subgrantees for compliance with applicable regulations and achievement of performance goals for the weatherization programs. All weatherization programs will continue to be monitored at least annually.

Within 30 days after each visit, the Grantee must prepare a written report for the Subgrantee that describes the current monitoring assessment (identify any findings, concerns, recommendations, commendations, and best practices) and any corrective actions, if applicable. All the results of Grantees monitoring of Subgrantees, including, financial reviews, must be tracked by the Grantee to final resolution.

Subgrantee noncompliance or repeated unresolved findings (based on a minimum of 2 monitoring visits at a Subgrantee) must be reported immediately to the DOE Project Officer. After the monitoring review is completed, the Grantee must brief the Subgrantee on the observations and findings generated by the monitoring visit, usually through an exit briefing. If Health and Safety issues that present imminent danger to people in the house are found during a visit, the Grantee must require the Subgrantee to immediately resolve the issues. Sensitive or significant noncompliance findings, such as waste, fraud, or abuse must be reported to DOE immediately.

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

Approximately 10% of the total T&TA funds will be used for monitoring purposes. No other funding sources will be used for this purpose.

At least 5% of the completed units weatherized by each subgrantee under this grant annual will be inspected by LA CAN, LLC within the Program Year. LA CAN, LLC will also inspect "in-progress" homes at each subgrantee. LA CAN, LLC utilizes opportunities during monitoring visits to provide technical assistance as well

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**AGENCY VISITATION POLICY**

LA CAN, LLC staff visits the weatherization agencies for monitoring purposes and for T&TA. LA CAN, LLC is responsible for making routine and effective visits and documenting the results of those visits.

LA CAN, LLC must:

Perform desk audits on all completed weatherization jobs by reviewing the weatherization reports of each agency.

Visit weatherization agencies at least once a year for monitoring, according to a written monitoring plan and monitoring schedule.

Perform monitoring audits on a minimum of seven (7%) percent of weatherization completions. LA CAN, LLC will inspect in-progress units as needed.

Select the weatherization completions to be inspected by reviewing submitted HEAC and Completion Reports or by random selection.

Provide a monitoring report to agencies within thirty (30) days following the monitoring visit.

Use the evaluation standards provided in this document to evaluate weatherization agencies

Use the Louisiana Weatherization Field Guide to evaluate the effectiveness, safety, workmanship, overall appearance, and compliance with the LaWAP Standards of individual weatherization jobs.

Recommend re-works, re-inspections, and T&TA visits in response to major findings.

Investigate legitimate customer complaints, which may result in the agency being required to return to correct errors or omissions.

Note concerns about agency operations on the inspection report.

Disallow costs and/or designate the agency as high-risk and place the agency on a Watch List in response to recurring major findings or persistent non-compliance with LaWAP policy.

**T&TA Visits**

T&TA visits are not official monitoring visits and do not result in the reporting of findings. LA CAN, LLC should visit agencies for T&TA as often as necessary. LA CAN, LLC must provide guidance, training, and technical assistance to agencies in response to findings.

**Financial Audit Review:**

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

The sub-grantees' annual financial audit reports are received, tracked and logged by LA CAN, LLC and are continuously monitored for findings impacting weatherization. Monitoring reviews performed onsite at the sub-grantees facility ensures that annual financial audits are performed in accordance with federal regulations. LA CAN, LLC investigates all findings or issues detailed in the audit report that relate to the weatherization program. If significant issues are found they are investigated by LA CAN, LLC until the issue is resolved. Significant findings identified in sub-grantee financial audit reports related to weatherization program will be reported to the DOE.

**Rating of Agencies**

LA CAN, LLC must rate weatherization agencies compliance with LaWAP policies cited on the monitoring form according to the following scale:

Good Compliance (GC): Subgrantees will receive a rating of GC when a monitoring event does NOT identify deficiencies in compliance with evaluation standards specific to a given LaWAP policy, or, when minor deficiencies are identified that are easily corrected during the monitoring event.

Minimal Compliance (MC): Subgrantees will receive a rating of MC when a monitoring event identifies deficiencies in compliance with evaluation standards specific to a given LaWAP policy for the minority (less than half) of the sample items (homes, files, etc.) reviewed.

Non-compliance (NC): Subgrantees will receive a rating of NC when a monitoring event identifies deficiencies in compliance with evaluation standards specific to a given LaWAP policy for the majority of the sample items (homes, files, etc.) reviewed, or when non-compliance with a "zero tolerance" issue is identified.

Zero tolerance for the following areas of non-compliance includes, but is not limited to the following:

Health & Safety Issues

CAZ (performance & documentation)

CO (performance & documentation)

Un-vented Space Heaters

Incomplete HEACs

Gas leak(s) detected

Insulation blown over knob and tube wiring

Items invoiced for weatherization purposes that have NOT been installed on the home i.e. insulation, Rinnai heaters, refrigerators, range vents, etc.

Weatherization conducted without use of blower door

Recurring Findings/Re-works

The ratings are established at the conclusion of a monitoring event upon completion of the Louisiana Standards Field Monitoring Form. The ratings are recorded and reported to the agency on the LA CAN, LLC field monitoring Sheet in the final written field monitoring report.

**FINDINGS AND AGENCY DISCIPLINE**

The discovery of a violation of a policy or procedure is called a Finding. All findings will be documented during the current regularly scheduled monitoring visit. The findings will be revisited and re-examined during the next scheduled monitoring visit to ensure corrective action has been taken.

**Findings**

Any non-compliance with a LaWAP policy or procedure constitutes a Finding.

Examples of Findings may include, but not be limited to the following:

The health and safety of customers, subgrantee staff, or subcontractors, or the integrity of the building structure is threatened by work completed with LaWAP funds

A weatherization-related health or safety problem is created by, exacerbated by, or not corrected by the delivery of LaWAP services

The omission, without appropriate authorization, of a required cost-effective measure, a necessary repair, or a required health and safety repair

Poor-quality work that degrades the performance of weatherization measures or repairs

Major expenditure of funds on measures that are not included on the appropriate priority list, or are not required in the LaWAP Field Standards

Expenditure for materials not listed in Appendix A of 10CFR440

Costs charged to a unit with no documentation or receipts to validate

Any action or lack of action that may result in a liability that threatens LaWAP

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

Work site cleanup that does not meet the satisfaction of the client or the LA CAN, LLC monitor

Required energy conservation measures that are not installed

Required health and safety measures that are not addressed

Employees are not given adequate time to attend training

Office or warehouse contains fire or safety hazards

Agency files are disorganized and difficult to monitor

Corrective Action/Re-Work Report

Upon receiving LA CAN, LLC's monitoring report, all Findings must be addressed and all reworks must be completed, with a written report submitted to LA CAN, LLC within thirty (30) days.

Failure to respond in a timely manner may result in a Finding during future monitoring events. Once LA CAN, LLC receives corrective action/rework report including all support documentation (photos, written responses, receipts, client acknowledgement forms, etc.), LA CAN, LLC will issue a closure letter if the report is deemed appropriate.

**Agency Discipline**

Consistent or repeated violations of LaWAP standards may require LA CAN, LLC and LHC to impose disciplinary action upon an agency. The disciplinary action will vary and will depend on the severity of the deficiency or deficiencies identified. The disciplinary actions in order of least to most severe include:

Placement on a "Watch List"

Probationary Status (may include suspension of program)

Termination of Weatherization Contract

Each agency reserves the right to appeal any disciplinary action taken.

**Watch List**

As part of the monitoring process, an agency may be placed on a "Watch List" to improve on its performance weaknesses. Placement on the watch list is typically associated with relatively minor deficiencies that warrant additional attention to prevent more serious issues from developing. The agency will receive written notice that it is being placed on a watch list and will be given a reasonable time period to correct the issues. Agencies placed on the watch list may experience an increase in the number of monitoring events performed by LA CAN, LLC. The reasons for placing an agency on a watch list include, but are not limited to the following:

When an agency fails to submit responses to findings and re-works in a timely manner as specified in LA CAN, LLC's monitoring reports

When an agency has recurring findings and/or re-works

When LA CAN, LLC determines that there are administrative issues within the agency

When LA CAN, LLC finds that staff and/or contractors need additional training

When LA CAN, LLC determines that the average cost per unit is excessively high or low

Any other reason that LA CAN, LLC deems necessary

If the agency has corrected the issues cited in the Watch List notification within the timeframe given, the agency may be removed on the watch list and will proceed with regular scheduled monitoring events. However, if the agency does not comply within a reasonable time, the agency may be placed on probation which may or may not include suspension of the Program.

**Probation**

Depending on the severity of observations, re-works, and findings noted during monitoring visits, LA CAN, LLC and LHC may exercise its option to place the agency on Probation. If the agency fails to correct its findings and reworks cited in the "Watch List" notification, the agency may be placed on Probation. Probation may or may not include suspension of the Program. The agency will receive written notice from LA CAN, LLC executive management that it is being placed on probation and will be given a reasonable time period to correct the issues. The notice will include the cause for probation and additional instruction to assist the agency with achieving compliance. The agency will also receive additional monitoring events and/or onsite training from LA CAN, LLC, if deemed necessary.

The reasons for placing an agency on probation include but are not limited to the following:

When an agency has recurring findings that are not solved timely

When standards rated as non-compliant are recurring

When there is turnover of key staff members

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

When the agency fails to comply with the corrective action that was submitted while the agency was on the watch list

When the agency consistently fails to reach unit production goals established by its contract

Any other reason that LA CAN, LLC deems necessary

The agency will remain on probation until the agency is back in compliance. If the agency does not improve within the reasonable time period given, it may be subject to suspension or termination of the contract.

Termination of the Program: Please see the subgrantee Weatherization contract for guidance on when the agency can be terminated and defunded from the Program.

**APPEALS OF FINDINGS AND DISCIPLINE**

Agencies may appeal findings and discipline by the following sequential steps, which must be taken in the following order.

- a. The agency first appeals the finding or discipline to LA CAN, LLC's Energy Director.
- b. Agencies that do not agree with the decision of LA CAN, LLC's Energy Director may submit an appeal to the LA CAN, LLC Energy Committee.
- c. Agencies that don't agree with the decision of LA CAN, LLC Energy Committee may submit an appeal to the LHC Program Administrator.
- d. Agencies that do not agree with the decision of LHC Program Administrator may submit an appeal to the Louisiana Housing Corporation (LHC) Board of Directors.
- e. Agencies that don't agree with the decision of LHC Board of Directors may submit an appeal to the DOE's regional weatherization coordinator.
- f. Appeals should be submitted in writing within thirty (30) working days.

**V.8.4 Training and Technical Assistance Approach and Activities**

The major objective of the Training and Technical Assistance is to provide subgrantees with the information and training required to administer and operate in compliance with DOE and State rules and regulations.

The training center provides classroom, hands-on and field trainings to meet specific training needs of local agencies, as identified by the LA CAN, LLC staff and trainings suggested by new national standards. LA CAN, LLC organizes statewide training, especially core and advanced courses required for a skilled workforce.

Providers offering weatherization are contractually obligated to attend certain training courses based upon their worker's job classification. Each year, these workers must take continuing education (CEU) training courses to maintain their good standing. LA CAN, LLC and its weatherization funding sources require all direct hire and contractor weatherization coordinators, crewmembers, workers, and supervisors attend Lead Safe Weatherization training (Health & Safety). Training is required within ninety days from the date of hire. Staff and contractors who have already taken lead safe work practices or comparable trainings authorized by U.S. Department of Housing and Urban Development Office of Lead Hazard Control, and those with U.S. Environmental Protection Agency certification for Risk Assessor, Inspector, Lead Abatement Worker, and Lead Supervisor may need to take this course as a part of the CEU requirements.

LHC consider lead safe weatherization techniques to be unique that it warrants requiring training focused on lead-based paint protocol specific to weatherization. Health and Safety trainings will continue to include new DOE health and safety requirements which were comprehensively described in WPN 11-6.

There is a new focus on OSHA training and the LA CAN, LLC will have one person certified as an OSHA trainer. This training is mandatory for all agencies in our network, so that local agencies' staff have their required 10-hour cards. Crew Leaders are required to receive 30 hours of OSHA training. The following LA CAN, LLC updated courses to meet IREC Standards:

Weatherization Health and Safety

Mobile Home Weatherization Fundamentals

Site Built Home Weatherization Fundamentals

HVAC/CAZ

Weatherization Energy Auditing Fundamentals

The following are new courses introduced to meet IREC standards:

Intermediate Weatherization

Weatherization Crew Lead

Weatherization Quality Control Inspector

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2013)**

OSHA 20

New advanced trainings offered beginning in PY2012:

ASHRAE 62.2 and Air Sealing

Other Courses still offered in PY2012:

EPA RRP Lead Renovator

OSHA 10

Building Performance Institute Building Analyst

Building Performance Institute Building Envelope

Mobile Training Rig Field Training (monitoring-based topics or specialized)

Infrared Camera Training

LA CAN, LLC will provide opportunities for weatherization program staff to become BPI certified. The guiding principles of the Building Performance Institute are closely aligned with those of our low-income weatherization network, as follows:

Do no harm to occupants, workers, and houses

Identify and resolve potential health and safety issues

Recommend cost-effective home improvements

Install measures effectively and safely

Test in and test out

Consider the worst-case scenario

Apply "house as a system" principles to home improvement specifications

Document your work

The Weatherization Specifications and the Field Training curriculums is align with the national DOE worker specifications. Nationally recognized certifications for auditors and inspectors in the Weatherization Assistance Program will help set professional standards and strengthen our valuable work force.

Technical assistance is also delivered to local agencies by the assigned monitor as part of the monitoring protocols.

For 2013, LHC and LA CAN, LLC will continue to pilot test using iPad technology and other new processes for delivering training. Implementing the new ASHRAE 62.2 standard will necessitate updating the Air Sealing section of the Priority Lists for both Site-Built Homes and Mobile Homes.

**B. Training and Technical Assistance Development**

The following ongoing activities support productive training and technical assistance: LHC and LA CAN, LLC subscribe to the leading weatherization periodicals, including Home Energy and Energy and the State and Local Energy Report. The Monitors and Trainers keep informed of developments in the field of energy conservation and work to incorporate beneficial practices and techniques into programs. Training participants provide direct feedback to LA CAN, LLC management through evaluation forms.

**V.9 Energy Crisis and Disaster Plan**

**LOUISIANA HOUSING CORPORATION**

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

**RESOLUTION**

**Approving and accepting the Louisiana 2014 Low Income Home Energy Assistance Program (LIHEAP) Grant Application (attached as “Exhibit A”) and providing for other matters in connection therewith.**

**WHEREAS**, the U.S. Department of Health and Human Services, Low Income Home Energy Assistance Information Transmittal No. LIHEAP-IM-2013-01, requires the Louisiana Housing Corporation (the “LHC”) to submit an annual state Plan for the implementation of the Low Income Home Energy Assistance Program (LIHEAP) program; and by the delegation of authority letter signed by Bobby Jindal, Governor of Louisiana; 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 August 7, 2013.

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

**SECTION 1.** The Louisiana 2014 Low Income Home Energy Assistance Program (LIHEAP) Grant Application (attached as “Exhibit A”) is hereby approved and accepted.

**SECTION 2.** Staff and counsel are authorized and directed to prepare such documents and agreements as may be necessary to implement Louisiana 2014 Low Income Home Energy Assistance Program State Plan.

**SECTION 3.** 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 2014 Low Income Home Energy Assistance Program (LIHEAP) State Plan, the terms of which are to be consistent with the provisions of this resolution.

**SECTION 4.** The Chairman, Vice Chairman, and/or Executive Director of the Corporation are hereby authorized, empowered, and directed to execute any forms and/or documents required to be executed in 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:

And the resolution was declared adopted on this, the \_\_\_\_ day of August 2013.

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Chairman

---

Secretary

**STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE**

I, the undersigned Secretary of the Board of Directors 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 2014 Low Income Home Energy Assistance Program (LIHEAP) Grant Application (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 Agency on this, the 14th day of August 2013.

---

Secretary

(SEAL)

STATE OF LOUISIANA

# LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

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Detailed Model State Plan

**Fiscal Year 2014**



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*Louisiana Housing Corporation  
2415 Quail Drive  
Baton Rouge, Louisiana  
(225) 763-8700 FAX (225) 763-8752  
[www.lhc.la.gov](http://www.lhc.la.gov)*

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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)**

**DETAILED MODEL PLAN**

**PUBLIC LAW 97-35, AS AMENDED**

**FISCAL YEAR (FY) 2014**

**GRANTEE Louisiana Housing Corporation**

**EIN: 45-4619102**

**ADDRESS 2415 Quail Drive**

**Baton Rouge, Louisiana 70808**

**NAME OF LIHEAP COORDINATOR Darleen Okammor**

**EMAIL: [dokammor@lhc.la.gov](mailto:dokammor@lhc.la.gov)**

**TELEPHONE: 225-763-8700 Ext. 236 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.

GRANTEE Louisiana Housing Corporation (LHC)

FFY 2014

Assurances

The Louisiana Housing Corporation 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: \_\_\_\_\_  
Frederick Tombar, III

Title: \_\_\_\_\_  
Executive Director

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.

GRANTEE Louisiana Housing Corporation FFY 2014     

statutory  
references

2605(a)

2605(b)(1) → Please check which components you will operate under the LIHEAP program.  
(Note: You must provide information for each component designated here as requested elsewhere in this plan.)

		<u>Dates of Operation</u>
(use of funds)	<u>  x  </u> heating assistance	October 1 to March 31
	<u>  x  </u> cooling assistance	April 1 to September 30
	<u>  x  </u> crisis assistance	Oct. 1 to September 30
	<u>  x  </u> weatherization assistance	July 1 to June 30

2605(c)(1)(C) → Please estimate what amount of available LIHEAP funds will be used for each component that you will operate: **The total of all percentages must add up to 100%.**

(use of funds)

	<u>  32.2  </u> % heating assistance
	<u>   32   </u> % cooling assistance
	<u>   10   </u> % crisis assistance
2605(k)(1)	<u>   15   </u> % weatherization assistance
	<u>          </u> % carryover to the following fiscal year
2605(b)(9)	<u>   10   </u> % administrative and planning costs
2605(b)(16)	<u>   .8   </u> % services to reduce home energy needs including needs assessment (assurance 16)
	<u>          </u> % used to develop and implement leveraging activities (limited to the greater of 0.08% or \$35,000 for States, the greater of 2% or \$100 for territories, tribes and tribal organizations).
	<u>  100  </u> % <b>TOTAL</b>

statutory  
references

2605(c)(1)(C)

➔The funds reserved for winter crisis assistance that have not been expended by March 15 will be reprogrammed to:

(alternate use  
of crisis assistance  
funds)

- heating assistance
- cooling assistance
- weatherization assistance
- Other(specify):

➔Do you accept applications for energy crisis assistance at sites that are geographically accessible to all households in the area to be served? (This is required by the statute.)

Yes  No

2605(b)(2)

2605(c)(1)(A)

➔What are your maximum eligibility limits?  
(Please check the components to which they apply.)  
**Current year guidelines must be used.**

(eligibility)

- 150% of the poverty guidelines:  
heating  cooling  crisis  wx
- 125% of the poverty guidelines:  
heating  cooling  crisis  wx
- 110% of the poverty guidelines:  
heating  cooling  crisis  wx
- 60% of the State's median income:  
heating  cooling  crisis  wx
- Other (specify for each component)

200% of Poverty if weatherization assistance \_\_\_\_\_

Households automatically eligible if one person is receiving  
 TANF,  SSI,  Food Stamps,  Certain means-tested  
veterans programs (heating  cooling  crisis  wx

GRANTEE Louisiana Housing Corporation FFY 2014     

statutory  
references

2605(c)(1)(A)  
2605(b)(2)  
(eligibility)

→Do you have additional eligibility requirements for:  
HEATING ASSISTANCE      Yes   x   No)

→Do you use: Yes No  
  
Assets test?        x  

→Do you give priority in eligibility to:  
  
Elderly?   x         
  
Disabled?   x         
  
Young children?   x         
  
Other:        x    
(If Yes, please describe)

statutory  
references

2605(c)(1)(A)  
2605(b)(2)

→Do you have additional eligibility requirements for:  
**COOLING ASSISTANCE** (      Yes   x   No)

(eligibility)

→Do you use: Yes No

Assets test?              x  

→Do you give priority in eligibility to:

Elderly?   x             

Disabled?   x             

Young children?   x             

Other:              x    
(If Yes, please describe)

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 the household members.**

statutory  
references

2605(c)(1)(A)

→Do you have additional eligibility requirements for:  
**WEATHERIZATION** (\_\_\_ Yes x No)

(eligibility)

→Do you use: Yes No

Assets test? \_\_\_\_\_ x

Priority groups? (Please list) x \_\_\_\_\_

- Elderly (60 and older)**
- Disabled**
- Households with children ages 5 and younger**
- High energy burden**
- High energy use**

→Are you using Department of Energy (DOE) Low  
Income Weatherization Assistance Program (LIWAP)  
rules to establish eligibility or to establish priority  
eligibility for households with certain characteristics?

→If Yes, are there exceptions? \_\_\_\_\_ x  
Please list below.

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:

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

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

publish articles in local newspapers or broadcast media announcements.

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.

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 Corporation (LHC) through a partnership agreement with LA CAN, LLL 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) → 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.**

statutory  
references

**HEATING COMPONENT**

2605(b)(5) → Please check the variables you use to determine your benefit levels (check all that apply):

(determination  
of benefits)

- income
- family (household) size
- home energy cost or need
  - fuel type
  - climate/region
  - individual bill
  - dwelling type
  - energy burden  
(% of income spent on home energy)
  - energy need
  - other (describe)

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

(benefit  
levels)

→ Describe how you will assure that the highest benefits go to households with the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size.

Please describe benefit levels or attach a copy of your payment matrix.

**Heating assistance benefits will be paid based upon the LIHEAP Benefit Matrix below. The highest amount of assistance will be provided to those households with the highest home heating costs and the lowest incomes.**

**The following process has been automated using the Hancock Energy Software:**

**The applicant’s energy burden is calculated by dividing the highest total energy cost (TEC) by the total household monthly gross income to determine the energy burden, which is the percentage of household income used for energy costs.**

**Using the benefit matrix below, the energy burden along with household size is used to determine the applicant’s benefit amount.**

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

<b>LIHEAP BENEFIT MATRIX</b>		
<b>Energy Burden</b>	<b>Number of People in Household</b>	
	<b>1 to 3</b>	<b>4 or more</b>
<b>25% and Above</b>	<b>\$450</b>	<b>\$500</b>
<b>18% to 24.9%</b>	<b>\$350</b>	<b>\$400</b>
<b>10% to 17.9%</b>	<b>\$250</b>	<b>\$300</b>
<b>9.9% and Less</b>	<b>\$150</b>	<b>\$200</b>
<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.

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

**COOLING COMPONENT**

➔Please check the variables you use to determine your benefit levels (check all that apply):

(determination  
of benefits)

- income
- family (household) size
- home energy cost or need
  - fuel type
  - climate/region
  - individual bill
  - dwelling type
- energy burden  
(% of income spent on home energy)
- energy need
- other (describe)

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

➔Describe how you will assure that the highest benefits will go to households with the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size. Please describe levels)

(benefit

**Cooling assistance benefits will be paid based upon the LIHEAP Benefit Matrix below. The highest amount of assistance will be provided to those households with the highest home heating costs and the lowest incomes.**

**The following process has been automated using the Hancock Energy Software:**

**The applicant's energy burden is calculated by dividing the highest total energy cost (TEC) by the total household monthly gross income to determine the energy burden, which is the percentage of household income used for energy costs.**

**Using the benefit matrix below, the energy burden along with household size is used to determine the applicant's benefit amount.**

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

<b>LIHEAP BENEFIT MATRIX</b>		
<b>Energy Burden</b>	<b>Number of People in Household</b>	
	<b>1 to 3</b>	<b>4 or more</b>
<b>25% and Above</b>	<b>\$450</b>	<b>\$500</b>
<b>18% to 24.9%</b>	<b>\$350</b>	<b>\$400</b>
<b>10% to 17.9%</b>	<b>\$250</b>	<b>\$300</b>
<b>9.9% and Less</b>	<b>\$150</b>	<b>\$200</b>
<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)

(determination  
of benefits)

**CRISIS COMPONENT**

➔How do you handle crisis situations?

separate component  other (please explain)

➔If you have a separate component, how do you determine crisis assistance benefits?

amount to resolve crisis, up to maximum benefit

other (please describe)

(benefit  
levels)

➔Please indicate the maximum benefit for each type of crisis assistance offered.

heating \$ 475 maximum benefit

cooling \$ 475 maximum benefit

year-round \$ 475 maximum benefit

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

Yes  No If Yes, please describe.

**In-kind benefits, needed to resolve the crisis situation, will be processed at the contractor level. The contractor or subgrantee agency will expend or obligate the funds necessary to resolve the crisis situation.**

**Reimbursement shall not exceed the maximum benefit amount of \$475 per household in a twelve month period.**

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 models/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:

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

➔ Have you changed local administering agencies from last year?

Yes  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)

statutory  
references

2605(b)(7)  
(energy  
suppliers)

➔Do you make payments directly to home energy suppliers?

Heating  Yes  No

Cooling  Yes  No

Crisis  Yes  No

If Yes, are there exceptions?  Yes  No

If Yes, please describe.

2605(b)(7)(A)

➔If you make payments directly to home energy suppliers, how do you notify the client of the amount of assistance paid? (Please describe)

**The HES software generates a Client Qualification Notification letter, which is provided to the client at the end of the application process.**

2605(b)(7)  
(B) & (C)

➔How do you make sure the home energy supplier performs what is required in this assurance? If vendor agreements are used, they may be attached. Indicate each component for which this description applies.

**CAP agencies are required to enter into an agreement with any energy vendors in their service area who have customers applying for energy assistance.**

**In consideration of and for the purpose of receiving LIHEAP benefit payments on behalf of eligible customers, the vendor are required to agree to the following:**

- 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.**

statutory  
references

2605(b)(8)(B)

➔Is there any difference in the way owners and renters are treated? If Yes, please describe.

(owners  
and  
renters)

**HEATING ASSISTANCE**

\_\_\_\_\_ Yes  No

**COOLING ASSISTANCE**

\_\_\_\_\_ Yes  No

**CRISIS ASSISTANCE**

\_\_\_\_\_ Yes  No

**WEATHERIZATION**

Yes \_\_\_\_\_ No

**Property owners must agree to not increase rent costs for at least 12 months. Owners are encouraged to contribute financially to overall weatherization.**

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 LHC 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.**

**Subrecipients submit weekly electronic copies of the Request for Payment to LA CAN for review and approval. LA CAN submit to LHC 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 LA CAN and LHC 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 Corporation (LHC) through a partnership agreement with LA CAN, LLC 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 Corporation,**
- (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 LHC. 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)

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

**The following newspapers publicized the hearing notice; The Advocate, Times Picayune, Shreveport Times and Town Talk. The public notice and the proposed plan were also posted on LHC's website on July 26, 2013.**

2605(a)(2)

(public  
hearings)

➔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 on August 7, 2013 in Baton Rouge, Louisiana, at the Louisiana Housing Corporation facility, located at 2415 Quail Drive, Baton Rouge, LA.**

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, LA CAN will contact LHC 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

2605(b)(15)

**For States and Puerto Rico only** (not applicable to Tribes and tribal organizations, or to territories whose annual regular LIHEAP allotments are \$200,000 or less):

➔ Does the State agency that administers the following LIHEAP component also administer the State's welfare program?

**No.**

(alternate  
outreach  
and intake)

**HEATING ASSISTANCE**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, describe alternate process for outreach and intake:

**COOLING ASSISTANCE**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, describe alternate process for outreach and intake:

**CRISIS ASSISTANCE**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, describe alternate process for outreach and intake:

statutory  
references

2605(b)(16)

→ Do you use LIHEAP funds to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance? (This assurance refers to activities such as needs assessments, counseling, and assistance with energy vendors.)

  x   Yes           No

If yes, please describe these activities.

**Louisiana will provide resources, services, and expertise to provider agencies to enable them to provide energy conservation education and information to the LIHEAP/WAP clients that will assist those clients in reducing their energy burden and ultimately becoming financially self sufficient in order to eliminate their dependence on energy assistance programs.**

If yes, how do you ensure that you don't use more than 5% (statutory ceiling) of your LIHEAP funds for these activities?

**The .8% of LIHEAP funds set-aside for Assurance 16 activities will be tracked as a separate budget line item.**

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.

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 Corporation**  
**PROGRAM INTEGRITY ASSESSMENT**  
**Low Income Home Energy Assistance Program (LIHEAP)**  
**Fiscal Year 2014**

**ABSTRACT:**

The U.S. Department of Health and Human Services (DHHS) has adopted an ongoing requirement that all grantees supplement their Plan each year with a “LIHEAP Program Integrity Assessment” in order to receive funding. The Assessment is part of an effort by DHHS to ensure that effective preventive controls, fraud detection, monitoring and prosecution system exist at all levels of the program’s administration to prevent improper payments, fraud, waste and abuse. The Program Integrity Assessment has been included in the Plan for the purpose of receiving public comments at a public hearing.

The following information is provided based on the framework and checklist developed by DHHS:

**I. Recent Audit Findings**

Describe any audit findings of material weaknesses and reportable conditions, questioned costs and other findings cited in FY2014 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 FY2014. 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 Louisiana Housing Corporation’s (LHC’s) annual audit reports for the fiscal year ended June 30, 2012, were published on September 4, 2012. The most recent Financial Report for LHC, in which the LIHEAP program was selected for review as a major program, was completed by the firm contracted by the Office of the Legislative Auditor on August 30, 2011. LHC 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 ended June 30, 2011, conducted by Duplantier, Hrapmann, Hogan and Maher, L.L.P., CPAs, did not disclose any findings of material weaknesses, reportable conditions, or questioned costs for the Low Income Home Energy Assistance Program (LIHEAP) – CFDA Number 93.568.

**POLICY:**

The following is required in accordance with LHC’s 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 the LA CAN immediately upon approval by the Office of the Legislative Auditor.
4. Local agencies are required to submit an audit report to LA CAN no later than six months following the close of the contractor's fiscal year.
5. LA CAN will track the audit process to assure timely compliance with policy requirements. A copy of the LA CAN's audit and its' subgrantees' annual audit according to Circular A-133 is forwarded to LHC 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 LIHEAP/WAP shall be reviewed by LA CAN and communicated to the agencies within 30 days of receipt of the audit. LA CAN will coordinate with the agencies to implement corrective actions to resolve the audit findings. LA CAN will keep LHC informed on the status of any agency that has received reportable findings regarding LIHEAP or WAP expenditures or accounting.

For FY 2014, Louisiana will continue the current policy.

## II. Compliance Monitoring

Describe the State's FY2014 strategies that will continue in FY2014 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 FY2014. If you do not have a firm compliance monitoring system in place for FY14, describe how the State is verifying that LIHEAP's 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:

LA CAN is required to conduct on-site compliance monitoring visits to ensure that provider agencies are 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 employee.
5. Written policies that prohibit discrimination in both service delivery and agency staffing.
6. Compliance with the regulations of the Americans with Disabilities Act (ADA) 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. LA CAN shall continue to conduct on-going desk monitoring of agency reports, including requests for payments, budget tracking and production.
13. LA CAN 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 2014, LHC and LA CAN will continue to operate through a team approach to develop best practices and strategies for program evaluation and management.

LA CAN will maintain a monitoring tracking system. LHC will monitor LA CAN and observe the monitoring and oversight process for the local agencies annually.

LA CAN will utilize the available reporting system of the Hancock Energy Software (HES) to monitor timely agency production and service delivery to ensure all agencies are maintaining service dollar delivery in accordance with their contractual obligations.

### **III. Fraud Reporting Mechanisms**

For FY2014 activities continuing in FY2014, 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 FY2014, 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:

LA CAN will continue to 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-provider 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 of the applicant.

### **General Public:**

1. LA CAN will encourage the use of the “Report Fraud” link to the LA CAN and LHC websites.
2. Information will be provided to applicants regarding fraud reporting during the time of application.
3. LA CAN will continue to include fraud reporting contact information as part of advertising campaigns.
4. LA CAN will provide agencies with posters defining LIHEAP 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 2014, a “Report Fraud” link will be added to the LA CAN website and will also be included in the advertising campaigns.

## **IV. Verifying Applicant Identities**

Describe all FY2014 State policies continuing in FY2014 for how identities of applicants and household members are verified. Highlight any policy or strategy from your plan which will be newly implemented in FY2014. If you don't have a system in place for verifying applicants' 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 name, 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 card, 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 history by date of application, agency, and funding allocation on a state-wide basis.
4. Any household member who 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 who may have changed physical addresses.
6. Household members who 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, ten (10) years ago to manage program data and will continue to use HES for FY 2014.

**V. Social Security Number Requests**

Describe the State's FY2014 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 FY2014, 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 Social Security card for any newborn to be counted. Applicants who do not have an authentic social security card can secure a duplicate from any Social Security 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.

Community Action Agencies 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 2014, Louisiana will continue to use the current policy. This policy has allowed Louisiana to verify Social Security numbers and accurately input the data into the database so that the system could detect duplication. The system will also detect if an applicant lists a household member who 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 FY2014 and continuing in FY2014. (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 FY2014. If the State will not 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 does not plan to cross-check Social Security numbers 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 2014, agencies will continue to accept government-produced documents in the possession of the applicant who 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 FY2013 and continuing in FY2014. Highlight any policies or strategies for using new hire directories which will be newly implemented in FY2014. If the State will not be using new hire directories to verify applicant and household member/s' incomes how will the State be verifying the 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)** 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.
8. **Unemployment.** Notice from the Department of Labor, Unemployment Compensation Benefit (UCB) regarding weekly benefit amount, or notice applied for UCB.

**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 check 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' incomes 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), Temporary Assistance for Needy Families (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 LHC.

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

For FY 2014, Louisiana will continue the current policy.

#### VIII. Privacy-Protection and Confidentiality

Describe the financial and operating controls in place in FY2013 that will continue in FY2014 to protect client information against improper use or disclosure. Highlight any controls or strategies from your plan which will be newly implemented as of FY2014. 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:

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 2014, 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 FY2013 State policies continuing in FY2014 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 FY2014. If the State does not have a 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 child 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 2014, Louisiana will continue the policy.

## **X. Procedures for Unregulated Energy Vendors**

Describe the State's FY2013 procedures continuing in FY2014 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 FY2014. If you do not 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 FY2013 policies continuing in FY2014 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 FY2014. If you do not 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 gives 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 signature(s) appear(s) 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 FY2013 plan continuing in FY2014 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 FY2014. If you do not 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:**

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

### **TRAINING:**

1. Training for new employees will be conducted by LA CAN upon request of subgrantee. All training will be documented.

2. General training for all input employees. Training will be conducted at both the LA CAN office and on-site at the agency during on-site monitoring visits, if necessary.

3. Executive Training for LIHEAP Administrators and Executive Directors is conducted during quarterly meetings and/or during an annual statewide training 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. LA CAN will continue its efforts to expand program participation for previously underserved eligible participants through various multimedia advertising campaigns; including print media with flyers and brochures, newspapers, billboards, and radio and television commercials that include program eligibility.

2. LA CAN 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. LA CAN will continue to provide agencies with equipment upgrades, i.e. computers, printers, document scanners, and software licenses, i.e., Adobe, Laser Fiche, 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 2014.

### **XIII. Audits of Local Administering Agencies**

Describe the annual audit requirements in place for local administering agencies in FY2013 that will continue into FY 2014. Describe new policies or strategies to be implemented in FY2014. If you do not 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 LHC 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 LA CAN 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 awarded under contract. The required audit reports must be submitted to LA CAN within 30 days of the completion of the audit but not later than 6 months following the end of the audit period.

LHC, LA CAN, and the providers will systematically work together to resolve any findings contained in the audit report, including, as necessary, the recovery of disallowed costs and/or questioned costs that cannot be justified. Sanctions may include suspending payments, up to terminating the contract or agreement.

LHC's responsibility to ensure effective implementation of the policy includes:

1. Forwarding a copy of the audit reports to LHC Internal Audit Department for review and assistance in identifying the necessary actions to clear audit findings.
2. Maintaining a listing of all audit reports and the due dates to generate a status report to Department administrators on a monthly basis.
3. LHC's Internal Audit Department may consult with the independent auditor concerning circumstances that warrant further clarification and review.

4. The Energy Department will notify LA CAN by email, if further actions are necessary to clear any audit findings, to communicate with the provider. LHC 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.

## Energy Programs Activity Summary

As of June 30, 2013 According to HES Budget Tracking

### 2013 DHHS/LIHEAP

Grantor: U.S. Department of Health & Human Services (\$40,890,723)

Programs	Grant Period	Grant Award	Expended	Balance	Households Served	New Clients
LIHEAP	10/1/2012-9/30/2014	\$34,450,434.00	\$24,445,749.50	\$10,004,684.63	66,295	11,178
DHHS/WAP*	7/1/2013-6/30/2014	\$6,440,289.00				
Total:		<b>\$40,890,723.00</b>	<b>\$24,445,749.50</b>	<b>\$10,004,684.63</b>	<b>66,295</b>	<b>11,178</b>
Percentage:			59.78%	24.47%		

\*NOTE: LIHEAP Funds budgeted (15%) to supplement the 2013 DOE/WAP Program.

### 2012 DHHS/LIHEAP

Grantor: U.S. Department of Health & Human Services (\$43,421,892)

Programs	Grant Period	Grant Award	Expended	Balance	Households Served	New Clients
LIHEAP	10/1/2011-9/30/2013	\$36,537,944.02	\$36,370,367.92	\$167,576.10	87,771	16,553
DHHS/WAP*	7/1/2012-6/30/2013	\$6,883,947.98	\$4,997,172.73	\$1,886,775.25	623	
Total:		<b>\$43,421,892.00</b>	<b>\$41,367,540.65</b>	<b>\$2,054,351.35</b>	<b>88,394</b>	<b>16,553</b>
Percentage:			95.27%	4.73%		

\*NOTE: LIHEAP Funds budgeted (8%) to supplement the 2012-2013 DOE/WAP Program.

### 2012 DOE/WAP

U.S. Department of Energy (\$2,362,503) Units projected: DOE 237 + (810 LIHEAP Only) = 1047 units

Programs	Program Year	Grant Award	Expended	Balance	Units Completed
DOE/WAP*	7/1/2012-6/30/2013	\$2,362,503.00	\$1,760,186.60	\$602,316.40	141
Total:		<b>\$2,362,503.00</b>	<b>\$1,760,186.60</b>	<b>\$602,316.40</b>	
Percentage:			74.51%	25.49%	

### 2012 ARRA/WAP

U.S. Department of Energy (\$1,142,916) Units projected - 104

Programs	Program Year	Grant Award	Expended	Balance	Units Completed
ARRA/WAP	10/1/2012-9/30/2013	\$1,142,916.00	\$249,839.74	\$893,076.26	36
Total:		<b>\$1,142,916.00</b>	<b>\$249,839.74</b>	<b>\$893,076.26</b>	
Percentage:			21.86%	78.14%	

# KATRINA/RITA RECOVERY

## SCOPE

The state has received \$13.4 billion in Disaster CDBG funds from the U.S. Department of Housing and Urban Development for recovery from hurricanes Katrina and Rita. This report provides quarterly financial and progress updates on the programs administered within the Sustainable Housing Department. It is intended to provide high-level progress updates by program area to the Louisiana Housing Corporation Board of Directors.

## SUSTAINABLE HOUSING FUNDING

Program	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp
Small Rental	\$662,857,250	\$658,231,849	\$4,625,401	99.30%	\$577,458,454	87.12%
NSP3	\$5,000,000	\$5,000,000	\$0	100.00%	\$1,665,615	33.31%
NRPP	\$26,000,000	\$25,935,501	\$64,499	99.75%	\$15,923,822	61.25%
Plaq. Parish Rehab.	\$4,000,000	\$4,000,000	\$0	100.00%	\$3,064,637	76.62%
<b>TOTAL</b>	<b>\$697,857,250</b>	<b>\$693,167,350</b>	<b>\$4,689,900</b>	<b>99.33%</b>	<b>\$598,112,528</b>	<b>85.71%</b>

## HOUSING RECOVERY PROGRAMS

### SMALL RENTAL PROPERTY PROGRAM:

The Small Rental Property program (SRPP) will help restore neighborhoods by bringing back property that was damaged or destroyed. The program aims to provide affordable and workforce housing units to people as a place they can call home. At the same time, the program is bringing back neighborhoods as a place the community can be proud to call home. The goal is to help the housing market and provide neighborhoods with new or renovated, best-practice, mixed-income units.

Budget:	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
	\$662,857,250	\$658,231,849	\$4,625,401	99.30%	\$577,458,454	87.12%	<b>\$85,398,796</b>	1/15/15

### Key Indicators (cumulative):

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Number of closings completed	4911	4367	4660	95%
Number of rental units created	9594	8379	8426	88%
Number of affordable units created	8386	7483	7519	90%
Percent of units that are affordable	87%	89%	89%	103%

### NEIGHBORHOOD STABILIZATION PROGRAM (3):

The NSP3 program will work in partnership with the Small Rental Property Program to address the housing needs of low to moderate income people in the most heavily damaged areas. The program seeks to rebuild one to four units' rental property structures. NSP3 will provide gap financing in the form of forgivable loans to property owners to help restore their damaged units and offer them at affordable rents to income eligible tenants (50% AMI but not < than 80% AMI).

<b>Budget:</b>	<b>Allocated</b>	<b>Obligated</b>	<b>Unobligated</b>	<b>% Obl</b>	<b>Expended</b>	<b>% Exp</b>	<b>Balance</b>	<b>Contract Expiration</b>
	\$5,000,000	\$5,000,000	\$0	100.00%	\$1,665,615	33.31%	<b>\$3,334,385</b>	1/15/15

### NONPROFIT REBUILDING PILOT PROGRAM:

The \$20 million program is administered by the LHC and is a competitively awarded grant program that provides grants to rebuilding organizations that have a proven track record in assisting homeowners to meet the gap in rebuilding their storm- or flood-damaged homes. Funds will be used to purchase the materials used in rebuilding the applicant's home, pay labor costs, etc. Both Road Home and non-Road Home participants are eligible. Eligible homeowners will be limited to Louisiana residents impacted by hurricanes Katrina and Rita.

<b>Budget:</b>	<b>Allocated</b>	<b>Obligated</b>	<b>Unobligated</b>	<b>% Obl</b>	<b>Expended</b>	<b>% Exp</b>	<b>Balance</b>	<b>Contract Expiration</b>
	\$26,000,000	\$25,935,501	\$64,499	99.75%	\$15,923,822	61.25%	<b>\$10,076,178</b>	6/30/15

#### Key Indicators (cumulative):

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Number of closings completed	160	156	156	98%
Number of properties completed construction	160	133	142	89%

### PLAQUEMINES PARISH HOMEOWNER REHABILITATION PROGRAM:

In order to balance the lack of affordable rental housing demand in Plaquemines Parish with urgent need for current homeowners, this program allows the conversion of a portion of the parish's Small Rental allocation to be used as a Homeowner Rehabilitation Program. This homeowner program is governed by the CDBG rehab program guidelines. These funds will be used to assist eligible homeowners to complete their repairs or rebuild in Plaquemines Parish only. Some funds may be used to purchase the materials used in rebuilding the homeowner's home. Both Road Home and non-Road Home participants are eligible for this program. Eligible homeowners would be limited to Louisiana residents impacted by hurricanes Katrina and Rita.

<b>Budget:</b>	<b>Allocated</b>	<b>Obligated</b>	<b>Unobligated</b>	<b>% Obl</b>	<b>Expended</b>	<b>% Exp</b>	<b>Balance</b>	<b>Contract Expiration</b>
	\$4,000,000	\$4,000,000	\$0	100.00%	\$3,064,637	76.62%	<b>\$935,363</b>	6/30/15

#### Key Indicators (cumulative):

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Number of loans closed	16	14	14	88%
Number of properties started construction	16	14	14	88%
Number of properties completed construction	16	13	13	81%

# GUSTAV/IKE RECOVERY

## SCOPE

The state has received \$1.09 billion in Disaster CDBG funds from the U.S. Department of Housing and Urban Development for recovery from hurricanes Gustav and Ike. This report provides financial and progress updates on the programs administered within the Sustainable Housing Department. It is intended to provide high-level progress updates by program area to the Louisiana Housing Corporation Board of Directors.

## SUSTAINABLE HOUSING FUNDING

Program	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp
State ARP	\$50,602,543	\$47,334,780	\$3,267,763	93.50%	\$32,261,959	63.76%
Parish ARP	\$24,000,000	\$24,000,000	\$0	100.00%	\$2,401,350	10.01%
Parish Housing	\$57,212,511	\$57,212,511	\$0	100.00%	\$21,679,933	37.89%
<b>TOTAL</b>	<b>\$131,815,054</b>	<b>\$128,547,291</b>	<b>\$3,267,763</b>	<b>97.52%</b>	<b>\$56,343,242</b>	<b>42.74%</b>

## HOUSING RECOVERY PROGRAMS

### STATE - AFFORDABLE RENTAL

The **Affordable Rental Competitive Program (ARP)** will restore and create affordable rental housing for individuals with low and moderate incomes through the new construction of rental housing or the acquisition/rehabilitation of existing facilities. Municipalities, parishes, nonprofit organizations and developers in the 53 parishes affected by the storms were eligible to compete in the program.

Budget:	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
	\$50,602,543*	\$47,334,780**	\$3,267,763	93.50%	\$32,261,959	63.76%	<b>\$18,340,584</b>	Varies***

\*\$49,602,543 + \$1,000,000 to Iberville Parish, total of 17 projects = Allocated \$50,602,543

\*\*\$50,602,543 (allocated) - \$3.2M (Burnette) - \$67,763 (Bywater) = Obligated \$47,334,780

\*\*\*Each developer agrees to a 5 year affordability period beginning on the date of the initial occupancy of a low-moderate income unit.

### Key Indicators (cumulative):

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Loans Closed	17	15	16	94%
Projects With Drawdowns	17	13	15	88%
Affordable Units Created	461	194	262	57%
Total Units Created	664	278	347	52%
Percent Affordable Units	69%	70%	76%	109%

### PARISH – AFFORDABLE RENTAL

The five most impacted parishes, as assessed by HUD housing damage estimates, were allocated a share of \$24 million to invest in affordable housing. The initial allocations were as follows:

- Terrebonne: \$10,000,000

- Cameron: \$4,000,000
- Iberville \$4,000,000
- East Baton Rouge \$3,000,000
- Lafourche \$3,000,000

Terrebonne parish subsequently opted to have its share run through the State’s Gustav-Ike Piggyback program reducing the total allocation to \$14,000,000, but those dollars were later returned back to this program. Cameron, East Baton Rouge, and Iberville parishes have additionally decided to use part of their regular parish program allocations to supplement their affordable rental programs.

**Budget:**

Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
\$24,000,000	\$24,000,000	\$0	100.00%	\$2,401,350	10.01%	<b>\$21,598,650</b>	Varies*

\*The CEAs in place between the State and each Parish are effective from the date of execution through the time when the Parish has completed all requirements associated with administering the funds.

**Key Indicators (cumulative):**

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Applications Approved	5	5	5	100%
Projects with drawdowns	13	5	5	38%
Number of housing units created	586	202	202	34%

**PARISH PROGRAMS**

In order to address the housing recovery needs resulting from Hurricanes Gustav and Ike, the State provided Disaster CDBG funds from HUD directly to the impacted Parishes. Choosing from a variety of programs (e.g. Homeowner Rehab., First Time Homebuyer, and Neighborhood Redevelopment), Parishes have used these funds to assist homeowners throughout the State.

**Budget:**

Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
\$57,212,511	\$57,212,511	\$0	100.00%	\$21,679,933	37.89%	<b>\$35,532,578</b>	Varies*

\*The CEAs in place between the State and each Parish are effective from the date of execution through the time when the Parish has completed all requirements associated with administering the funds.

**Key Indicators (cumulative):**

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Applications Received	33	32	32	97%
Applications Approved	33	32	32	97%
Projects With Drawdowns	32	29	29	92%
Projects With 90% Expended	32	3	4	13%

**SHP PROGRAMS SUMMARY**  
Updated 7/1/13

	Parish	Total Allocation	Total Disbursements				Total Remaining
			Disbursed Award	% of Total Allocation	Total Properties	Total Affordable Units	
Small Rental \$662,857,250	Acadia Parish	\$691,674	\$398,408	58%	7	11	\$293,266
	Calcasieu Parish	\$8,253,721	\$7,704,684	93%	146	213	\$549,036
	Cameron Parish	\$3,593,614	\$1,016,115	28%	3	11	\$2,577,499
	Iberia Parish	\$977,618	\$246,000	25%	6	7	\$731,618
	Jefferson Parish	\$61,473,991	\$27,091,383	44%	306	564	\$34,382,608
	Orleans Parish	\$334,055,441	\$320,647,692	96%	3,563	6328	\$13,407,749
	Plaquemines Parish	\$9,830,274	\$528,000	5%	10	18	\$9,302,274
	St. Bernard Parish	\$38,173,459	\$40,175,592	105%	465	786	(\$2,002,133)
	St. Tammany Parish	\$16,971,134	\$7,133,836	42%	116	149	\$9,837,298
	Tangipahoa Parish	\$734,179	\$431,075	59%	7	9	\$303,104
	Terrebonne Parish	\$1,325,387	\$530,531	40%	4	9	\$794,856
	Vermilion Parish	\$1,912,730	\$124,000	6%	4	7	\$1,788,730
	Washington Parish	\$1,364,028	\$1,077,628	79%	23	30	\$286,400
	<b>Grand Total</b>	<b>\$479,357,250</b>	<b>\$407,104,944</b>	<b>85%</b>	<b>\$4,660</b>	<b>8,142</b>	<b>\$72,252,306</b>

NSP 3 \$5,000,000*	Parish	Total Allocation	Total Disbursements				Total Remaining
			Disbursed Award	% of Total Allocation	Total Properties	Total Affordable Units	
	Orleans Parish	\$ 4,500,000	\$ 2,338,553	52%	21	34	\$ 2,161,447

\*\$500,000 allocated to Program Delivery

NRPP \$30,052,606	Nonprofit	Total Grant Allocation	Total OCD Payments	Total LHC Only Payments	Total Payments	Construction Complete	Under Construction	Construction Not Started	Total Projects	Ineligible/Withdrawn
Catholic Charities	\$1,080,000	\$535,240	\$544,700	\$1,079,940	8	0	0	8	0	
Episcopal Community Services	\$980,287	\$700,471	\$235,490	\$935,961	8	0	0	8	1	
NENA	\$2,614,318	\$689,404	\$625,105	\$1,314,509	9	1	2	12	0	
Peoples- Plaquemines	\$2,481,273	\$1,246,430	\$-	\$1,246,430	5	1	0	6	3	
Rapides Southeast	\$1,884,282	\$1,247,996	\$-	\$1,247,996	12	0	0	12	0	
Rapides Southwest	\$2,691,604	\$1,880,798	\$18,535	\$1,899,333	12	0	0	12	5	
Rebuilding Together New Orleans	\$4,601,676	\$2,832,785	\$950,405	\$3,783,190	27	2	0	29	4	
St. Bernard Project	\$4,566,438	\$1,284,243	\$697,562	\$1,981,805	24	7	0	31	5	
United Way- Multi Parish	\$3,913,794	\$1,588,679	\$560,185	\$2,148,864	21	3	0	24	4	
UWGNO-Plaquemines	\$1,852,197	\$1,495,515	\$-	\$1,495,515	8	0	0	8	0	
Louisiana Family Recovery Corp- No longer in program	\$18,334	\$18,334	\$-	\$18,334						
LHFA Administrative Cost	\$2,400,000	\$2,400,000	\$-	\$2,400,000						
Funds Remaining (includes a misc. \$7274.67 under review)	\$71,774	\$-	\$-	\$-						
<b>Total:</b>	<b>\$30,052,606</b>	<b>\$16,384,043</b>	<b>\$3,829,861</b>	<b>\$20,213,904</b>	<b>131</b>	<b>23</b>	<b>0</b>	<b>157</b>	<b>26</b>	

  

Parish	Total OCD Project Cost Payments	Total Project Cost LHC Only Payments	Total Payments	Construction Complete	Under Construction	Construction Not Started	Total Projects	Ineligible/Withdrawn
Calcasieu	\$ 403,343	\$ 18,535	\$ 421,878	8	0	0	8	2
Orleans	\$ 3,873,664	\$ 3,715,129	\$ 7,588,793	98	13	0	111	16
Plaquemines	\$ 2,663,794	\$-	\$ 2,663,794	13	1	0	14	3
Saint Bernard	\$ 189,671	\$ 96,197	\$ 285,869	6	0	0	6	0
Saint Tammany	\$ 735,100	\$-	\$ 735,100	8	0	0	8	0
Washington	\$ 1,051,469	\$-	\$ 1,051,469	8	0	0	8	3
Jefferson	\$ 76,721	\$-	\$ 76,721	0	0	0	0	1
<b>Total:</b>	<b>\$ 8,993,762</b>	<b>\$ 3,829,861</b>	<b>\$ 12,823,624</b>	<b>131</b>	<b>23</b>	<b>0</b>	<b>155</b>	<b>26</b>

\*Population declined due to homeowner withdraw or ineligibility

**SHP PROGRAMS SUMMARY**  
Updated 7/1/13

	Grantee	Parish	Total Allocation	Total Disbursements					Total Funds Remaining
				Disbursed Awards	% of Total Disbursements	Total Completed Units	Completed Affordable Units	% Construction Complete	
Affordable Rental (Competitive) \$53,700,000	Calcasieu Aff Homes	Calcasieu	\$ 2,725,000	\$ 1,675,003	61.47%	8	8	70.00%	\$ 1,049,997
	438 Main Street Apts	East Baton Rouge	\$ 3,500,000	\$ 3,291,290	94.04%	22	22	100.00%	\$ 208,710
	The Elysian Apartments	East Baton Rouge	\$ 4,000,000	\$ 3,323,954	83.10%			80.00%	\$ 676,046
	The Gardens Phase I	East Baton Rouge	\$ 4,000,000		0.00%				\$ 4,000,000
	The Gardens Senior	East Baton Rouge	\$ 4,000,000	\$ 3,343,146	83.58%			80.00%	\$ 656,854
	GCHP Mid City	East Baton Rouge	\$ 1,400,000	\$ 387,136	27.65%			80.00%	\$ 1,012,864
	Evangeline Estates	Evangeline	\$ 3,330,000	\$ 2,637,127	79.19%			80.00%	\$ 692,873
	Cane Pointe 2	Iberia	\$ 500,000	\$ 475,000	95.00%	17	17	100.00%	\$ 25,000
	Daigle House	Lafayette	\$ 2,816,000	\$ 2,675,200	95.00%	32	32	100.00%	\$ 140,800
	Bywater Art Lofts II	Orleans	\$ 4,000,000	\$ 3,932,247	98.31%	30	30	100.00%	\$ 67,753
	Hibernia Apartments	Orleans	\$ 4,000,000	\$ 4,000,000	100.00%	175	91	100.00%	\$ -
	Quachita Square	Quachita	\$ 2,368,000	\$ 1,692,996	71.49%	20	19	100.00%	\$ 675,004
	Cantebury House II	St. Tammany	\$ 4,000,000	\$ 1,753,920	43.85%			50.00%	\$ 2,246,080
	Barataria Station Apt 2	Terrebonne	\$ 3,999,420	\$ 3,799,449	95.00%	43	43	100.00%	\$ 199,971
	James Herod 2 Apts	Vermillion	\$ 1,764,123	\$ 383,425	21.73%			20.00%	\$ 1,380,698
	<b>Total:</b>		<b>\$ 46,402,543</b>	<b>\$ 33,369,893</b>	<b>71.91%</b>	<b>347</b>	<b>262</b>		<b>\$ 13,032,650</b>

	Grantee	Direct Parish Allocation	Additional Supplemental Allocation	Total Budget	Total Disbursements					Total Funds Remaining
					Expenditures	% of Total Disbursements	Total Projected Units	Total Units Completed	Total # of Affordable Units	
Affordable Rental \$24,000,000	Cameron	\$ 4,000,000	\$ -	\$ 4,000,000	\$126,644	3.17%	70	0	0	\$4,000,000.00
	Iberville	\$ 4,000,000	\$ 1,500,000	\$ 5,500,000	\$189,037	3.44%	82	0	0	\$5,310,963.00
	Lafourche	\$ 3,000,000	\$ -	\$ 3,000,000	\$303,343	10.11%	10	0	0	\$2,696,657.00
	East Baton Rouge	\$ 3,000,000	\$ 450,000	\$ 3,450,000	\$2,908,971	84.32%	362	202	202	\$1,541,029.34
	Terrebonne	\$ 10,000,000	\$ -	\$ 10,000,000	\$0	0.00%	77	0	0	\$10,000,000.00
	<b>Total:</b>		<b>\$ 24,000,000</b>	<b>\$ 1,950,000</b>	<b>\$ 25,950,000</b>	<b>\$3,527,995.00</b>	<b>14%</b>	<b>601</b>	<b>202</b>	<b>202</b>

	Grantee	Total Allocation	Total Disbursements			Funds Remaining
			Expenditures	% of Funds Disbursed	Total # of Households Served	
G/I Incentive \$21,532,843	Cameron	\$13,277,000.00	\$9,754,355.67	73.47%	199	\$3,522,644.33
	Iberia	\$1,163,220.00	\$1,162,918.34	99.97%	30	\$301.66
	City of Lake Charles	\$969,746.15	\$716,096.80	73.84%	96	\$253,649.35
	Vermillion	\$4,185,081.00	\$1,932,020.88	46.16%	79	\$2,253,060.12
	<b>Total:</b>	<b>\$19,595,047.15</b>	<b>\$13,565,391.69</b>	<b>69.23%</b>	<b>404</b>	<b>\$6,029,655.46</b>

	Grantee	Total Allocation	Total Disbursements			Funds Remaining
			Expenditures	% of Funds Disbursed	Total # of Households Served	
G/I Homeowner Rehab \$22,181,666	Ascension	\$270,000.00	\$0.00	0.00%	0	\$270,000.00
	East Baton Rouge	\$1,444,574.00	\$535,722.86	37.09%	13	\$908,851.14
	Iberville	\$6,729,540.00	\$389,465.63	5.79%	0	\$6,340,074.37
	Jefferson Davis	\$19,800.38	\$0.00	0.00%	0	\$19,800.38
	Pointe Coupee	\$2,000,000.00	\$597,751.53	29.89%	72	\$1,402,248.47
	St. James	\$300,000.00	\$72,009.29	24.00%	0	\$227,990.71
	St. John the Baptist	\$2,024,240.00	\$352,665.41	17.42%	65	\$1,671,574.59
	St. Landry	\$1,500,000.00	\$347,254.56	23.15%	19	\$1,152,745.44
	St. Helena	\$800,000.00	\$519,052.22	64.88%	46	\$280,947.78
	Tangipahoa	\$800,000.00	\$108,465.08	13.56%	17	\$691,534.92
	St. Mary	\$2,731,250.00	\$60,500.00	2.22%	0	\$2,670,750.00
	City of Baker	\$103,012.00	\$57,212.00	55.54%	7	\$45,800.00
	Cameron	\$723,000.00	\$318,150.70	44.00%	1	\$404,849.30
	Terrebonne	\$2,736,250.00	\$596,507.54	21.80%	13	\$2,139,742.46
	<b>Total:</b>	<b>\$22,181,666.38</b>	<b>\$3,954,756.82</b>	<b>17.83%</b>	<b>253</b>	<b>\$18,226,909.56</b>

# August 14, 2013 Louisiana Housing Authority Report

## Updates

- The higher administrative fee rate for CY2013 was approved by HUD on 7/31/2013. The new rate is \$76.56.

## 1. Homelessness Supports and Housing – Katrina/Rita

<i>Budget</i>	<i>Funds Expended through 6/30/2013</i>	<i>Percentage Expended through 6/30/2013</i>	<i># of PSH units developed (total = 98)</i>
<b>\$25.9M</b>	<b>\$23,765,737</b>	<b>92%</b>	<b>51</b>

- Balance of funds to be used as follows:
  - \$1.5M – Canal St. rehab project (27 Permanent Supportive Housing (PSH) units)—CEA expires 3/31/2018
  - \$1,573,508.64 – Esplanade rehab project (Piggyback project – 20 PSH units)—To date, no contract has been executed.

## 2. Supportive Housing Services – Katrina/Rita

<i>Budget</i>	<i>Funds Expended through 6/30/2013</i>	<i>Percentage Expended through 4/31/2013</i>	<i># of Persons Assisted with New Access to a Service as of 6/30/2013 (cumulative)</i>	<i>Program End Date</i>
<b>\$72.73M</b>	<b>\$43,753,087</b>	<b>60%</b>	<b>5,607</b>	<b>12/31/2018</b>

- The program provides supportive services to the severely disabled living in PSH units

## 3. Louisiana Services Network Data Consortium – Katrina Rita

<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>	<i>Program End Date</i>
<b>\$400,000</b>	<b>\$297,052</b>	<b>74%</b>	<b>12/31/2013</b>

- The contract is funding the integration of 9 separate Homeless Management Information Systems into one statewide integrated system

## 4. Calcasieu Parish Homeless Prevention – Gustav/Ike

<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>
<b>\$600,000</b>	<b>\$383,474</b>	<b>64%</b>

- The Parish is providing homeless prevention funds and Continuum of Care capacity building

## 5. Louisiana Housing Council – Gustav/Ike

<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>	<i>Program End Date</i>
\$2.5M	\$1,598,798	64%	5/31/2013

- Program pays insurance deductibles for housing authorities that incurred damage from hurricanes Gustav/Ike

## 6. Emergency Solution Grant

<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>	<i>Contract End Date</i>
FY11 award = \$1,587,045	\$1,204,024	76%	6/30/2013
Second FY11 award = \$892,713	\$0	0%	TBD
FY12 award = \$2,847,783	\$244,943	9%	6/30/2014
FY13 award = \$1,969,448	N/A	N/A	6/30/2015

- Provides funding to local communities to support homeless shelters by providing shelter housing, and/or rental assistance to homeless individuals and families who are either homeless or at risk of homelessness

## 7. HOME Tenant Based Rental Assistance (TBRA)

<b>Hurricane Isaac HOME TBRA</b>				
<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>	<i>Program End Date</i>	<i>Households Served</i>
\$1M	\$500,174	50%	Individually based (contracts are for 12 months of assistance)	65
<b>Isaac Youth Aging Out of Foster Care HOME TBRA</b>				
<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>	<i>Program End Date</i>	<i>Households Served</i>
\$500K	\$2,401	Less than 1%	Individually based (contracts are for 24 months of assistance)	2

## 8. Permanent Supportive Housing

<b>Hawkins Contract - \$222,187</b>			
<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>	<i>Contract End Date</i>
\$222,187	\$18,261	8%	8/31/2015

- Contract provides legal services for the Louisiana Housing Authority

<b>TAC contract - \$243,588</b>			
<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>	<i>Contract End Date</i>
\$243,588	\$30,509	13%	6/30/2016

- Contract provides technical assistance for administering the PSH program

<b>Casterline contract - \$19,500</b>			
<i>Budget</i>	<i>Funds Expended</i>	<i>Percentage Expended</i>	<i>Contract End Date</i>
\$19,500	\$2,429	12%	10/29/2013

- Contract provides fee accountant services for the Louisiana Housing Authority

<b>Project-Based Vouchers and Shelter Plus Care</b>					
<i>Program</i>	<i>Budget</i>	<i>Funds Expended</i>	<i>% Expended</i>	<i>Leased Vouchers as of 6/2013</i>	<i>Contract End Date</i>
S+C	\$50M	\$26M	52%	935	4/30/2014 Eligible for one five-year extension, then renewed annually
PBV	\$51.78M	\$42M	93%	1,493	Renewed annually

- Total allocation of vouchers is 3,027
- Vouchers are for the severely disabled

**DASHBOARD DETAILS**

Grant Year	2008	2009	2010	2011	2012	TOTAL
<b>Total Award Amount</b>	\$14,617,370.00	\$16,231,176.00	\$16,203,982.00	\$14,225,651.00	\$8,240,993.00	\$ 69,519,172.00
<b>Committed Funds</b>	\$14,617,370.00	\$16,231,176.00	\$16,203,982.00	\$8,945,182.26	\$824,099.30	\$56,821,809.56
<b>Unexpended Committed Funds</b>	\$ -	\$181,757.67	\$11,256,801.17	\$5,836,831.29	\$504,722.83	\$17,780,112.96
<b>Deadline to Expend Before Recapture</b>	30-Apr-13	31-Oct-14	30-Apr-15	30-Sep-16	30-Apr-17	
<b>Uncommitted Funds</b>	\$0	\$0	\$0	\$5,280,468.74	\$7,416,893.70	\$12,697,362.44
<b>Deadline to Commit Before Recapture</b>				September 30, 2013	April 30, 2014	
<b>Subgrant</b>				EN	Admin Expenses (AD), CR, and EN	

**LHC Admin Funds**

**Red Text - Funds subject to recapture within the next 18 months**

**Total Award Amount** = Committed Funds + Uncommitted Funds  
**Committed Funds** - a grant agreement is in place and funds have been committed and are being expended.  
**Uncommitted Funds** - no grant agreement is in place and the funds are available for use in accordance with the subgrant. This is an accurate reflection of data that is in IDIS which is what HUD sees.



# HOME FUNDS DASHBOARD REPORT

CURRENT AS OF IDIS-PR27 8/05/13 AT 11:10 AM

<b>Funds Allocated/Set-Aside</b>  <ul style="list-style-type: none"> <li>Funds that LHC has allocated to projects but have not yet been Committed in IDIS</li> <li>Tax Credit Projects must go to closing to show as 'Committed'</li> <li>Disaster TBRA funds show as 'Committed' after applicants complete the eligibility process</li> </ul>	<b>Tax Credit Projects – Allocated by LHC but not Committed in IDIS</b>		\$ 2,218,645.00
	South Point	\$ 350,000.00	
	The Renaissance at Allendale	\$ 618,645.00	
	Arcadia Village Subdivision	\$ 750,000.00	
	Elm Street Village	\$ 500,000.00	
	<b>HOME NOFA Projects – Allocated by LHC but not Committed in IDIS</b>		\$ 2,500,000.00
	Tangi Village	\$ 1,500,000.00	
	Elm Street	\$ 1,000,000.00	
	<b>Agency Programs – Allocated by LHC but not Committed in IDIS</b>		\$ 513,337.21
	HOME Disaster TBRA - \$1M Budget	0	
	Disaster TBRA Balance	\$ 290,798.00	
	Single Family 2012A - \$3M Budget		
	Single Family Balance	\$ 222,539.21	
	<b>Grand Total Allocated but not Committed</b>		<b>\$ 5,231,982.21</b>

## DASHBOARD SUMMARY

		Total
<b>Awarded Funds 2008-2012</b>		\$ 69,519,172.00
<b>Committed Funds (as shown in IDIS)</b>		\$ 56,821,809.56
<i>Committed Funds Subject to Recapture by HUD Unless Expended by Deadlines above</i>	\$ 17,780,112.96	
<b>Total Uncommitted (as shown in IDIS) Subject to Recapture by HUD Unless Committed by Deadlines above</b>		\$ 12,697,362.44
<b>Allocated (not Committed in IDIS but Allocated to projects by LHC)</b>		\$ 5,231,982.21
<b>Uncommitted CHDO Reserve Funds</b>		\$ 1,236,148.95
<b>Actual Funds Available to Commit to New Projects</b>		\$ 6,229,231.28