



BOARD OF DIRECTORS

Agenda Item #9

Sustainable Housing Committee
Ellen M. Lee, Chairwoman

May 14, 2014

Table of Contents

Agenda	3
Minutes from November 2013 Committee Meeting	4
Sign in Sheet from November 2013 Committee Meeting.....	6
Resolution authorizing the LHC to implement the Homeowner Rehab Program; and providing for other matters in connection therewith.	
Staff recommends approval.	8
Resolution approving and accepting the Louisiana Weatherization Assistance Program ("WAP") Year 2014 State Plan' and providing for other matters in connection therewith. Staff recommends approval.	32
A resolution to approve and authorize the staff of the Louisiana Housing Corporation (LHC or Corporation) to proceed with the spending down of the Louisiana State Emergency Shelter Grant Sunset funds in the amount of \$388,914.23; and providing for other matters in connection therewith.	86
Chairwoman's Summary	89
Energy Programs Activity	
Sustainable Housing Department Update	
Louisiana Housing Authority Update	
HOME Funds Dashboard Report	
Detailed Program Updates	93
Sustainable Housing Department Monthly Report	
Sustainable Housing Department 4 th Quarter 2013 Report	
Louisiana Housing Authority Report	



Louisiana Housing Corporation

May 12, 2014

SUSTAINABLE HOUSING COMMITTEE MEETING

AGENDA

Notice is hereby given of a regular meeting of the Sustainable Housing Committee to be held on Wednesday, May 14, 2014 @ 11:45 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 April 9, 2014 Committee Meeting**.
3. Resolution authorizing the LHC to **Implement the Homeowner Rehab Program**; and providing for other matters in connection therewith. Staff Recommends approval.
4. Resolution approving and **accepting the Louisiana Weatherization Assistance Program ("WAP") Year 2014 State Plan**; and providing for other matters in connection therewith. Staff recommends approval.
5. Resolution approving and authorizing the staff of the Louisiana Housing Corporation to proceed with the **spending down of the Louisiana State Emergency Shelter Grant Sunset funds in the amount of \$388,914.23**; and providing for other matters in connection therewith. Staff recommends approval
6. **Energy Programs Activity Report and Updates.**
7. **Sustainable Housing Department Update.**
8. **Louisiana Housing Authority Department Update.**
9. **HOME Report.**
10. Other Business.
11. Adjournment.

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.

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
2415 Quail Drive
Committee Room 1
Baton Rouge, LA 70808
Wednesday, April 9, 2014
11:00 a.m.

Committee Members Present

Chairwoman Ellen M. Lee
Mr. Willie Spears
Mr. Guy T. Williams

Committee Members

Absent Mr. Malcolm Young

Board Members Present

Mr. Mayson H. Foster

Board Members Absent

Mr. Michael L. Airhart
Mr. Matthew P. Ritchie
Treasurer John N. Kennedy
Dr. Daryl Burckel
Mr. Larry Ferdinand

Staff Present

Frederick Tombar, III
Brad Sweazy
Mary Brooks
Carrie Barbin
Janel Young
Loretta Wallace
Brenda Evans
Ted Guillot
Liza Bergeron
Jessica Guinn

Others Present

See Attached Sign- in Sheet

Call to Order and Roll Call. Committee Chairwoman Ellen M. Lee called the meeting to order at 11:02 a.m. The roll was called, and a quorum was established.

Approval of Minutes from November 13, 2013. Upon a motion made by Chairwoman Lee and seconded by Committee Member Guy T. Williams, the minutes of the November 13, 2013 meeting were approved without correction.

Energy Department Activity Reports and Update. Ms. Loretta Wallace, Program Administrator, provided a summary of the 2014 and remaining 2013 LIHEAP, DOE WAP and ARRA Programs and the close out information for the 2012 WAP program. Mr. Fred Tombar, III, Executive Director, commended Ms. Wallace and her staff, as well as staff from the operations and accounting departments for bringing the Energy programs in-house. Additionally, he announced the re-location of the Energy staff to the newly acquired LHC Industriplex Building in early May 2014.

Sustainable Housing Department Update. Ms. Janel Young, Program Administrator, provided updates concerning Sustainable Housing Funding, Small Rental Property Programs, and Gustav/Ike Affordable housing Allocation and Homeowner Rehab Program. She highlighted that the Gustav/Ike Homeowner Rehab Program, which has a budget of \$22 million, has served 240 households to date.

Louisiana Housing Authority Department Update. Ms. Nicole Sweazy, Executive Director of Louisiana Housing Authority, provided updates concerning the Section 811 Grant Agreement, the convening of Section 811 Demo Grantees in Washington, D.C. on May 1st and 2nd and the related kick-off orientation that was held in Shreveport, Louisiana on April 7th and 8th.

HOME Report. Ms. Brenda Evans, Program Administrator, provided an update on the HOME Program, highlighting the \$2.2 million in HOME funds for 2012 that released last March a NOFA is to be committed by the end of the month as staff is in final stage of review of those applications, and Senior Staff will finalize their review by end of the week of those applications.

Adjournment. There being no further business to discuss, Chairman Lee adjourned the meeting at 11:23 a.m.

Committee Secretary



SUSTAINABLE HOUSING COMMITTEE MEETING

Wednesday, April 9, 2014 @ 11:00 A.M.

Guest Sign-In Sheet

GUEST NAME	FIRM
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PLEASE, PLEASE PRINT

1. Randy Oliver Our Plan B
2. Larry Hoss Our plan is
3. THOMAS OLIVER OUR PLAN B
4. W. Mev FRJ
5. Wendell Freden GPM

SHCM

PLEASE PRINT CLEARLY

GUEST NAME

FIRM

6. Charles Fike

CDT

7. Charlotte Bourgeois

LAAP

8. Kim Washington

Jericho Housing

9. Febraýlarnan-

Assist Agency

10. Mary Brooks

LHC

11. Carmie Barlow

CHC

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

[illegible]

LOUISIANA HOUSING CORPORATION

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

RESOLUTION

A resolution to authorize the implementation of the Homeowner Rehab Program; and providing for other matters in connection therewith.

WHEREAS, on October 14, 2009, the Louisiana Housing Corporation, formerly the Louisiana Housing Finance Agency, (the “LHFA or Agency”), approved a resolution authorizing the Corporation to administer twenty-four million dollars (\$24,000,000) in Disaster Community Development Block Grant (CDBG-DR”) funds for the Non-Profit Rebuilding Pilot Program (“NRPP”) on behalf of the State of Louisiana Office of Community Development Disaster Recovery Unit (“OCD-DRU”) for the rehabilitation and reconstruction of homes located in Orleans, Jefferson, St. Bernard, St. Tammany, Washington, Calcasieu, Cameron and Plaquemines parishes, damaged or destroyed as a result of Hurricanes Katrina and/or Rita; and

WHEREAS, the original Cooperative Endeavor Agreements (“CEAs”) between OCD-DRU and the LHC for the NRPP have been extended to June 30, 2015 to allow time to develop, implement, and expend the remaining balance of the CDBG-DR funds for the rehabilitation and reconstruction of homes in parishes affected by Hurricanes Katrina and Rita; and

WHEREAS, the Homeowner Rehab Program has been designed to provide funding to assist low-to-moderate income owner-occupant households that continue to have a gap in financial means due to resource limitations, living in homes that are in a substandard condition, and/or in violation of code requirements; and

WHEREAS, an amount not to exceed eleven million dollars (\$11,000,000) in Disaster Community Development Block Grant funds remain available to repair and rehabilitate owner-occupied homes for families and individuals impacted by hurricanes Katrina and Rita; and

WHEREAS, approximately one million dollars (\$1,000,000) in HOME funds will be available to repair and rehabilitate owner-occupied homes for families and individuals located in the Delta region of the State; and

WHEREAS, a draft of Program Guidelines concerning the operation of the Homeowner Rehab Program as well as a draft of a Notice of Funding Availability (“NOFA”) have been created and forwarded to OCD-DRU for review and approval prior to implementation of the Disaster Community Development Block Grant funds.

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

SECTION 1. The Corporation is hereby authorized to implement the Homeowner Rehab Program, subject to review and approval of the Program Guidelines and a Notice of Funding Availability (“NOFA”) by OCD-DRU.

SECTION 2. The Corporation’s staff and legal counsel are authorized and directed to prepare the forms of such notices, documents, and/or agreements as may be necessary to implement the Homeowner Rehab Program.

SECTION 3. The Chairman, Vice Chairman, Executive Director, and/or Secretary of the Corporation are hereby authorized, empowered, and directed to execute any forms and/or documents required to be executed on behalf of and in the name of the Corporation, the terms of which are to be consistent with the provisions of this resolution.

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

YEAS:

NAYS:

ABSENT:

ABSTAIN:

And the resolution was declared adopted on this, the 14th day of May 2014.

Chairman

Secretary

STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation (Board), do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution adopted by said Board on May 14, 2014 entitled: "A resolution to authorize the implementation of the Homeowner Rehab Program; and providing for other matters in connection therewith."

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Corporation on this, the 14th day of May, 2014.

Secretary

(SEAL)



**LOUISIANA HOUSING CORPORATION
Homeowner Rehabilitation Program (NRPP)**

NOTICE OF FUNDING AVAILABILITY (NOFA)

RELEASE DATE: MAY 16, 2014

DUE DATE: June 20, 2014

The Louisiana Housing Corporation (LHC or Corporation) hereby releases this Notice of Funding Availability (NOFA) for the preliminary commitment of approximately \$11,000,000 (Eleven Million Dollars) of Disaster Community Development Block Grant (CDBG-DR) funds to implement Phase 3 of the NRPP Program for homeowners impacted by Hurricanes Katrina and Rita.

This program will be a competitively-awarded grant program that would provide grants to nonprofits organizations, including units of local government that have a proven track record in assisting owner-occupant households that continue to have their financial need unmet due to limited resources, living in homes that are substandard due to conditions and/or code violations. This program is open to both participants and non-participants in the Road Home Program. Interested parties will submit applications to carry out all phases of owner-occupied housing rehabilitation, including applicant intake, case management and/or construction work necessary to receive an allocation of funds.

This NOFA will be posted to the LHC website no later than 3:30 P.M. C.S.T. on May 16, 2014.

LHC strongly encourages all potential Applicants/Subrecipients (hereafter referred to as "Applicant" or designee) to attend the NOFA Orientation Workshop, scheduled for May 29, 2014, at 10:00 am C.S.T., at the headquarters of the Louisiana Housing Corporation, 2415 Quail Drive, Baton Rouge, Louisiana 70808.

All applications shall be received no later than 3:30 C.S.T. on June 20, 2014. Successful applicants will be recommended to the Board of Directors on July 9, 2014.

HOMEOWNER REHABILITATION PROGRAM

GOALS AND OBJECTIVES

The Nonprofit Rebuilding Pilot Program-Phase 3 is to provide decent, safe and sanitary housing in Hurricanes Katrina and Rita impacted areas through the provision of minor repair and rehabilitation activities designed to mitigate damage that occurred as a result of these, as well as any future disasters causing residual impacts.

The ultimate goal of the program is to maximize the available resources to bring closure to residents who have been unable to fully recover from the impacts of recent disasters and rebuild the housing stock.

FUNDING

Approximately Eleven Million Dollars (\$11,000,000.00) in CDBG-DR funds are available for this initiative.

A maximum of \$100,000 may be allocated per home for rehabilitation and an additional \$50,000 may be allocated for elevation. Applicants must demonstrate leveraging of additional resources to produce significant community development and recovery.

TERMS OF ASSISTANCE

An entity receiving CDBG-DR under this Initiative will be expected to carry out all phases of planning and/or construction necessary to successfully implement and complete the program funded activity in each category. These requirements include ensuring compliance with federal overlay and administrative requirements. These responsibilities may include, but are not limited to:

- Implementing the project or program activity as proposed in the applications;
- Ensuring compliance with reporting requirements;
- Managing fund disbursement and accounting;
- Preparing work specifications;
- Conducting inspections;
- Affirmatively marketing;
- Program administration;
- Program documentation;
- Homeowner intake;
- Ensuring that all CDBG-DR requirements are met for the entire affordability period applicable to the project.

ELIGIBLE USES

CDBG-DR funds awarded under this NOFA will cover project delivery, project construction and materials costs and case management. No funds will be released to reimburse a project cost unless the electronic Requisition Form with back-up invoices, receipts and method of payment is submitted and approved. No funds will be disbursed until all grant agreements are signed and environmental conditions are satisfied.

INELIGIBLE USES

No funds shall be released for work on other buildings outside of the primary residence (detached buildings, i.e.-barns, carport, garage, shed or shop)

Additions to the existing structure;

Rehabilitation that affects the historical character or value of a structure as determined by the Local or State Historical Preservation Office;

Repair or replacement of non-essential equipment or components (hot tubs, swimming pools)

LEVERAGE CONSIDERATION

Applicants may maximize the use of funding by bringing other funding to the project(s), utilizing volunteer labor, and/or providing donated materials.

FINANCIAL SUSTAINABILITY

To be considered for an award, each entity must demonstrate financial stability of managing and funding multiple construction projects and disburse payroll for a minimum of 60 days during the reimbursement cycle.

Applicants unable or unwilling to provide the required information indicated below will not be funded under this NOFA.

PERFORMANCE BOND

If the rehabilitation work is performed by an “in-house” construction team of the applicant, the entity must be licensed, insured, and bonded and therefore must provide proof.

Outside construction crews will also be required to post a performance bond during the period of construction sufficient to cover the rehab work or provide proof of minimum net financial resources as indicated below.

MINIMUM NET FINANCIAL RESOURCES

In lieu of a performance bond, demonstration of minimum net financial resources is an option for a person or entity alone or in combination with other persons or entities having net assets equal to the applied for Homeowner Rehab Loan/Grant and who has unrestricted liquid assets at least equal to 10% of the applied for Homeowner Rehab Loan/Grant. Applicants must provide proof through submittal of certified audited financials.

MANDATORY ACTIVITIES & THRESHOLD REQUIREMENTS

PROGRAM REQUIREMENTS

All applicants shall comply with the following:

1. Eligible households must be low-to-moderate income not to exceed 80% of the area median income for CDBG-DR funds;
2. Environmental clearance;
3. Lead & Asbestos testing and/or remediation;
4. Certification of clearance wood destroying insects;
5. Verification of non-duplication of benefits CDBG-DR funds

THRESHOLD REQUIREMENTS

All proposals must meet the following threshold criteria to be considered:

- Demonstrate conformance with LHC's values as contained in the Strategic Plan which can be found here:
http://www.lhc.la.gov/downloads/reports/LHCStrategicPlan_ADOPTED_091113.pdf
- Demonstrate how the project meets criteria for national objectives under 24 CFR §570.208 For additional information see: [Desk Guide - Meeting National Objectives](#) and [Community Development Laws and Regulations](#)
- Organization Capacity and Experience
- Previous experience administering CDBG-DR funds
- Financial Strength
- Homeowner selection policies & procedures
- Project budget and construction cost reasonableness

- Demonstrate leveraging of resources by bringing other funding to the project(s), utilizing volunteer labor, and/or providing discounted and/or donated materials.
- Affirmative Marketing Plan
- Construction timeline
- Must include a scope of rehabilitation that addresses physical deficiencies that is a material portion of the total development budget. The applicant must clearly demonstrate these repairs are needed to bring the home into a healthy, safe and attractive condition or are needed to address code deficiencies.

CHANGES TO PROJECT AFTER AWARD

Any changes to a project after the notice of award must be approved in advance by the Corporation in writing. Changes made without the prior written approval of the Corporation will result in the cancelation of the project and the recapture of all awarded funds.

DISBURSEMENT/ACTIVITY DEADLINES

Awards under this NOFA will impose deadlines for committing and expending funds based upon the activity proposed and other information provided in the application. Any funds not committed or expended within these timeframes will be recaptured by the Corporation.

All work shall be satisfactorily completed within a specified time period based on the bid amount and level of repair:

- Minor Rehabilitation (<\$15,000) — 90 Days
- Major Rehabilitation (>\$15,000, without elevation) — 120 Days
- Major Rehabilitation (>\$15,000, with elevation) — 240 Days
- Reconstruction/Replacement — 150 Days

If the contractor does not complete the work within the time frame specified in the work contract, it may result in liquidated damages being assessed at \$100 per day for each day that the work is not completed. It is the responsibility of the contractor, in the event of inclement weather or any other reason beyond the control of the contractor that causes a "no work" day, to contact the LHC staff on the day of the occurrence. Only "no work" days determined by LHC will be considered when determining assessment of penalties.

No funds will be advanced to reimburse a project cost unless the electronic Funds Requisition Form with back-up invoices, receipts and method of payment is submitted and approved. No funds will

be disbursed and no work can begin until all grant agreements are signed and environmental conditions are satisfied. American Institute of Architects (AIA) documents will only be accepted as support documentation if signed by the architect and/or construction manager and contractor in lieu of receipts.

COMPLETED PROJECTS

All construction work must be completed by April 15, 2015 in order to reconcile and close grant out before the June 15, 2015 deadline. Projects are considered complete only after 100% of contracted work is satisfactorily completed; inspected and final requisition has been submitted and approved by the LHC.

REGULATORY AUTHORITY & REQUIREMENTS

All applications under this NOFA are governed by the state and federal regulations. If the federal or state statutes or regulations governing the program or its funding are modified by Congress, the Department of Housing and Urban Development (HUD), the state legislature, or LHC, the changes may become effective immediately and apply to the activities funded under this NOFA.

All funds must be spent in accordance with the revised Nonprofit Rebuilding Pilot Program guidelines on eligible homeowner rehabilitation activities.

All dwelling units assisted under this NOFA shall comply with the applicable federal, state, local codes and ordinances, the rules and regulations for affordable housing set forth at 24 CFR 92.254, Subpart H--“Other Federal Requirements” (such as Affirmative Marketing, Lead-Based Paint Poisoning Prevention Act), and the rules and regulations set forth in 24 CFR Part 92 including Model Energy Code.

This NOFA does not include the text of all applicable regulations that may be important to particular projects. For proper completion of the application, LHC strongly encourages potential applicants to consult the federal CDBG regulations, and other federal cross-cutting regulations.

MINIMUM HOMEOWNER REHAB ASSISTANCE PER UNIT

The minimum eligible expenditures per home are \$5,000.

HOUSING CHOICE OPPORTUNITIES

Projects awarded CDBG-DR funds must comply with Title VI of the Civil Rights Acts of 1964, the Fair Housing Act, Section 504, Executive Order 11063 and HUD regulations issued pursuant thereto so as to promote greater choice of housing opportunities.

UNIFORM PHYSICAL PROPERTY CONDITIONS STANDARD

Housing that is rehabilitated with CDBG-DR funds must meet all applicable local codes, rehabilitation standards, ordinances and zoning ordinances at the time of project completion. If there are no such standards or code requirements, the housing must meet the Uniform Physical Property Condition Standard for the entire affordability period.

ACCESSIBILITY REQUIREMENTS

All funded projects must meet the accessibility requirements at 24 CFR Part 8, which implements Section 504 of Rehabilitation Act of 1973 (29 U.S.C. 794) and covers multifamily dwellings, as defined at 24 CFR 100.201, and must also meet the design and construction requirements at 24 CFR 100.205, which implement the Fair Housing Act (42 U.S.C. 3601-3619). These requirements must be met for the entire affordability period.

APPLICATION SUBMISSION

ORIENTATION WORKSHOP

LHC **strongly encourages** all potential Applicants to attend the NOFA Orientation Workshop, scheduled for **May 29, 2014, at 10:00 AM C.S.T.**, at the headquarters of the Louisiana Housing Corporation (2415 Quail Drive, Baton Rouge, Louisiana 70808). The workshop will cover the requirements of the Initiative, including how to submit separate applications and information necessary for successful application submission. The final version of the application will be posted to the LHC website immediately following the workshop.

APPLICATIONS

This NOFA does not commit the LHC to award any contract nor to pay any costs incurred in the preparation or delivery of applications. Furthermore, the LHC reserves the right to accept or reject, in whole or in part, any and all applications submitted, and/or to cancel this NOFA. The LHC also reserves the right to ask for additional information or conduct interviews from/with any applicant and/or all applicants as may be necessary or appropriate for purposes of clarification. LHC reserves the right, at its sole discretion, to suspend or amend the provisions of this NOFA. Any such revisions will be formalized by the issuance of an amendment to this NOFA.

INELIGIBLE APPLICATIONS

Applications will be deemed ineligible if any of the following conditions exist as of June 20, 2014:

1. Any person and or entity on the federal debarred list or an organization representing such person or entity is on the list.
2. Any person and or entity that received notice that they are currently out of compliance with LHC regarding annual audits or who are in arrears with other LHC financed projects.

ORDER OF SUBMISSION:

Submit 1 original and 3 copies of the application including all required attachments and documentation.

The application must be submitted in the following order:

1. Application Checklist
2. Cover Page
3. Complete hardcopy application with each section and attachment individually labeled and tabbed

DEADLINE TO SUBMIT

Applications must be received by the LHC, in their entirety, no later than **3:30 PM C.S.T. on June 20, 2014.**

WHERE TO SUBMIT

Each proposal and accompanying documentation shall be submitted in a sealed envelope. The outside of the envelope must be addressed as follows:

**Louisiana Housing Corporation
Homeowner Rehab Department
2415 Quail Drive
Baton Rouge, Louisiana 70808
Re: Homeowner Rehab NOFA**

Must include: Applicant/Company Name & Return Address

METHODS OF SUBMISSION

Applicants assume the risk of the delivery method chosen, including delivery via private courier or the U.S. mail. Be advised that applications arriving after the 3:30 PM C.S.T. application

deadline, whether via personal delivery, U.S. mail, Federal Express, UPS, or other comparable method of delivery, will not be accepted for any reason.

An electronic storage device (i.e. flash drive) containing the application and all attachments must accompany all applications, regardless of application delivery method and must be received prior to the application deadline.

IMPORTANT DATES AND DEADLINES

NOFA published and posted to LHC website	May 16, 2014	4:30 PM C.S.T.
NOFA Orientation Workshop	May 29, 2014	10:00 AM C.S.T.
Deadline to submit written inquiries to LHC	June 3, 2014	4:30 PM C.S.T.
Deadline for LHC to post FAQ in response to written inquiries	June 6, 2014	4:30 PM C.S.T.
Application Deadline	June 20, 2014	3:30 PM C.S.T.
Award of Applications	July 9, 2014	LHC Board of Directors Meeting
Written Agreement signed by Applicant and returned to LHC	TBD	TBD

NOTE: The LHC reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an amendment to the NOFA.

Written agreements, signed by the applicants, not received by the LHC within 10 business days of receipt will result in cancellation of the award.

QUESTIONS AND COMMUNICATION

The Corporation will only consider written inquiries from applicants regarding the NOFA. Inquiries should be submitted in writing to dfarve@lhc.la.gov and rpatterson@lhc.la.gov by **June 3, 2014 at 4:30 PM C.S.T.** and shall clearly reference the section of the NOFA for which the applicant is inquiring or seeking clarification. An official response to each inquiry, along with the actual inquiry, will be posted by **June 6, 2014 at 4:30 PM C.S.T.**, in the form of a Questions & Answers (Q&A) Addendum at <http://www.lhc.la.gov>.

It is the sole responsibility of the applicant to inquire into and clarify any item of this NOFA that is not understood. The Corporation also reserves the right to decline to respond to any inquiry that will cause an undue burden or expense for LHC.

It is the strict policy of the LHC that prospective respondents to this NOFA refrain from initiating any contact or communication, direct or indirect, with LHC staff or members of the Louisiana Housing Corporation's Board of Directors with regard to the competitive selection of applicants. Any violation of this policy will be considered a basis for disqualification from consideration.

The LHC will produce public records in accordance with LA R.S. Title 44.

DEFINITIONS

The following definitions apply for purposes of this NOFA:

- a. **Rehabilitation** — Repair or restoration of housing units in the disaster-impacted areas to applicable construction codes and standards.
- b. **Homeowner Assistance Activity** — The utilization of CDBG-DR funding to rehabilitate or reconstruct disaster -damaged homes in order for the applicant to remain in the original home at the original home site. The home to be assisted must have been owner-occupied at the time of the storm.
- c. **Low to Moderate Income (LMI) National Objective** — Activities which benefit households whose total annual gross income does not exceed 80% of Area Median Family Income (AMFI), adjusted for family size. Income eligibility will be determined and verified in accordance with 24 CFR Part 5 requirements using procedures as stated in the Technical Guide for Determining Income and Allowances, 3rd Edition (HUD-1780-CPD). The most current income limits, published annually by HUD, shall be used by the subrecipient to verify the income eligibility of each household applying for assistance at the time assistance is provided.
 - i. *Very low*: Household's annual income is up to 30% of the area median family income, as determined by HUD, adjusted for family size
 - ii. *Low*: Household's annual income is between 31% and 50% of the area median family income, as determined by HUD, adjusted for family size
 - iii. *Moderate*: Household's annual income is between 51% and 80% of the area median family income, as determined by HUD, adjusted for family size
- d. **Duplication of Benefits** — The Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act) prohibits any person, business concern, or other entity from receiving financial assistance from CDBG Disaster Recovery funding with respect to any part of a loss resulting from a major disaster as to which he has already received financial assistance under any other program or from insurance or any other source.
- e. **Individual Mitigation Measures (IMM)** — Activities designed to mitigate and/or reduce risk beyond the pre-disaster condition of a housing unit when the activities are above and beyond federal, state and local construction or code requirements. In accordance with HUD's guidance, repair and rehabilitation of housing units, and the payment of flood insurance are not IMM activities. Examples of IMM activities include elevation above the base flood elevation level, or the addition of storm shutters, disaster proof

windows, roof straps, etc. as long as those improvements are not required to comply with local code requirements and did not exist on the housing unit prior to the disaster damage.

- f. **Subrecipient** — Cities, Counties, Indian Tribes, local governmental agencies (including COGs), private non-profits (including faith-based organizations), or a for-profit entity authorized under 24 CFR 570.201(o). The definition of subrecipient does not include procured contractors providing supplies, equipment, construction, or services, and may be further restricted by Program Rules or other guidance including applications.
- g. **Household** – A household is defined as all persons occupying the same housing unit, regardless of their relationship to each other. The occupants could consist of a single family, two (2) or more families living together, or any other group of related or unrelated persons who share living arrangements. For housing activities, the test of meeting the low to moderate income objective is based on the LMI households.
- h. **Manufactured Housing Unit (MHU)** – A structure, transportable in one or more sections which, in the traveling mode is eight body-feet or more in width, or forty body-feet or more in length, or when erected on site, is at least 320 square feet, and which is built on a permanent chassis and is designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air-conditioning and electrical systems contained therein.
- i. **Modular Housing** – A home built in sections in a factory to meet state, local or regional building codes. Once assembled, the modular unit becomes permanently fixed to the site.

SCORING CRITERIA

POINT CATEGORIES

Applications will be reviewed and scored on a competitive basis relative to the evaluation criteria below:

Organizational Capacity and Experience	25 points total	The organization must have a level of related experience necessary to undertake the program as proposed. Preference will be given to organizations that have successfully operated an owner occupied housing rehab program. Current staff should also have adequate experience either with the organization or in a similar capacity with a comparable organization. Indicate how many units the applicant proposes to rehab in the nine months following funding from LHC. LHC will require that no applicant has more than 5 units under rehabilitation at the same time.
Financial Strength	20 points total	Points are awarded based on certified financial statements by an independent C.P.A. from the past 2 years, and the ability to manage and fund multiple construction projects and disburse payroll for a minimum of 60 days during the reimbursement cycle.
Homeowner Selection Policies and Procedures	15 points total	The Applicant must have established policies and procedures in place to identify and select eligible property owners. Included in this should be an affirmative marketing plan that outlines how hard to reach households will be notified of program availability and requirements
Project budget, construction cost reasonableness and construction schedule	20 points	Should include all costs associated with completing the number of units outlined in application. The budget should include all costs associated with construction and materials as well as project delivery to complete each unit. All costs must be necessary and reasonable. LHC will conduct a construction cost reasonableness analysis to determine if the proposed budget is within 20% variance . Applicant must provide a construction schedule of proposed units by June 20, 2014

Readiness to Proceed	5 points	Applicant has an existing waiting list of eligible homeowners and can reasonably expect to begin as soon as they receive a notice to proceed.
Meets State and National Objectives	10 points	Applicant demonstrates conformance with the LHC strategic plan and the national objectives under 24 CFR §570.208.
Scope of Rehabilitation	10 points	Applicant clearly demonstrates that repairs are needed to bring homes into a healthy, safe and attractive condition or are needed to address code deficiencies.
Leveraging – Percentage of Homeowner Rehab Program Funding Relative to Total Project Cost	10 points	Applicants that can leverage LHC funding with volunteer labor (skilled and unskilled), donated construction materials, cash contributions, other funding received or applied for and designated for use in owner occupied housing rehab , and in kind contributions. Sources of leverage may be from federal resources.

ATTACHMENT A
STATEMENT OF ASSURANCES

This Applicant/GRANTEE/Sub-recipient hereby assures and certifies that:

1. It possesses legal authority to apply for a Community Development Block Grant ("CDBG") Funds and to execute the proposed CDBG program.
2. Its governing body has duly adopted, or passed as an official act, a resolution, motion, or similar action authorizing the filing of the CDBG application and directing and authorizing the person identified as the official representative of the Applicant/GRANTEE/Sub-recipient to act in connection with the application, sign all understandings and assurances contained therein, and to provide such additional information as may be required.
3. It has facilitated citizen participation by providing adequate notices containing the information specified in the program instructions and by providing citizens an opportunity to review and submit comments on the proposed application.
4. Its chief executive officer, or other officer or representative of Applicant/GRANTEE/Sub-recipient approved by the State:
 - a. Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 (42 U.S.C.A. §4331, et seq.) insofar as the provisions of such Act apply to the proposed CDBG;
 - b. Is authorized and consents, on behalf of the Applicant/GRANTEE/Sub-recipient and himself, to submit to the jurisdiction of the federal courts for the purpose of enforcement of Applicant/GRANTEE/Sub-recipient's responsibilities and his or her responsibilities as an official.
5. It will develop the CDBG program and use CDBG funds so as to give maximum feasible priority to activities that will benefit low and moderate income families, aid in the prevention or elimination of slums or blight, or meet other community development needs having a particular urgency.
6. It will comply with the following applicable federal grant management regulations, policies, guidelines, and/or requirements as they relate to the application, acceptance, and use of federal funds: OMB Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments) as amended and made part of State regulations; A-102 (Grants and Cooperative Agreements with State and Local Governments), as amended and made part of State regulations; OMB Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations), revised; OMB Circular A-21 (Cost Principles for Educational Institutions); A122 (Cost Principles for Non-Profit Organizations); 24 CFR Part 85

(Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments) and 24 CFR Part 84 (Uniform Administrative Requirements For Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations).

7. It will administer and enforce the labor standards requirements set forth in 24 CFR §570.603 and any other regulations issued to implement such requirements.
8. It will comply with the provisions of Executive Order 11988, as amended by Executive Order 12148, relating to evaluation of flood hazards, and Executive Order 12088, as amended by Executive Order 12580, relating to the prevention, control and abatement of water pollution.
9. It will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided to Applicant/GRANTEE/Sub-recipient to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A-117.1-R 1971 and any other accessibility requirements, as required by Title III of the Americans with Disabilities Act of 1990 (42 U.S.C.A. § 12101 et seq.). The Applicant/GRANTEE/Sub-recipient will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
10. It will comply with:
 - a. Title VI of the Civil Rights Acts of 1964, 42 U.S.C. §2000d et seq., as amended, and the regulations issued pursuant thereto (24 CFR Part 1), which provide that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant/GRANTEE/Subrecipient receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Applicant/GRANTEE/Subrecipient, this assurance shall obligate the Applicant/GRANTEE/Subrecipient, or in the case of any transfer of such property, any transferee, for the period during which the property or structure is used for another purpose involving the provision of similar services or benefits.
 - b. Section 104 (b) (2) of Title VIII of the Civil Rights Act of 1968 (**42 U.S.C.A. §3601, et seq.**), as amended, which requires administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing. Title VIII further prohibits discrimination against any person in the sale or rental of housing, or the provision of brokerage services, including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, national origin, handicap or familial status.

- c. Section 109 of Title I of the Housing and Community Development Act of 1974 (42 U.S.C. §5309), and the regulations issued pursuant thereto (24 CFR Part §570.602), which provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds provided under that Part. Section 109 further prohibits discrimination to an otherwise qualified individual with a handicap, as provided under Section 504 of the Rehabilitation Act of 1973, as amended, and prohibits discrimination based on age as provided under the Age Discrimination Act of 1975. The policies and procedures necessary to ensure enforcement of section 109 are codified in 24 CFR part 6.
 - d. Executive Order 11063, as amended by Executive Order 12259, and the regulations issued pursuant thereto, which pertains to equal opportunity in housing and non-discrimination in the sale or rental of housing built with federal assistance.
 - e. Executive Order 11246, as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto, which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts. Further, contractors and subcontractors on federal and federally assisted construction contracts shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training and apprenticeship.
 - f. Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual shall, solely, by reason of his or her handicap be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance.
- 11. It will comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. §1701u, Section 3) (24 CFR Part 135), as amended, requiring that to the greatest extent feasible, opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to eligible Section 3 business concerns.
 - 12. It will minimize displacement of persons as a result of activities assisted with CDBG funds. In addition, it will:
 - a. Comply with Title II (Uniform Relocation Assistance) and Sections 301-304 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C.

Chapter 61), and HUD implementing instructions at 24 CFR Part 42 and 24 CFR §570.606; and

- b. Inform affected persons of their rights and of the acquisition policies and procedures set forth in the regulations at 24 CFR Part 42; and
 - c. Provide relocation payments and offer relocation assistance as described in Section 205 of the Uniform Relocation Assistance Act to all persons displaced as a result of acquisition of real property for an activity assisted under the CDBG program. Such payments and assistance shall be provided in a fair, consistent and equitable manner that ensures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex or source of income; and
 - d. Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of choices available to such persons will not vary on account of their race, color, religion, national origin, sex, or source of income; and
 - e. Assure that if displacement is precipitated by CDBG funded activities that require the acquisition (either in whole or in part) of real property, all appropriate benefits required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601 et seq., Pub. L. 91-646) and amendments thereto shall be provided to the displaced person(s). Persons displaced by rehabilitation of "Non-Uniform Act" acquisition financed (in whole or in part) with CDBG funds shall be provided relocation assistance in accordance with one of the following: (1) the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as required under 24 CFR Section 570.606 (a) and HUD implementing regulations at 24 CFR Part 42; (2) the requirements in 24 CFR Section 570.606 (b) governing the Residential Anti-displacement and Relocation Assistance Plan under Section 104 (d) of the Housing and Community Development Act of 1974; (3) the relocation requirements of Section 104 (k) of the Act; (4) the relocation requirements of 24 CFR Section 570.606 (d) governing optional relocation assistance under Section 105 (a) (11) of the Act; and (5) the provisions of 24 CFR Part 511.10 (h) (2) (iii) rental Rehabilitation Program.
13. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties, in accordance with CDBG regulations.
14. It will comply with the provisions of the Hatch Act that limit the political activity of employees and the HUD regulations governing political activity at 24 CFR §570.207.

15. It will give the State and HUD, and any of their representatives or agents, access to and the right to examine all records, books, papers, or documents related to the grant.
16. It will ensure that the facilities under Applicant/Grantee/Sub-recipient's ownership, lease or supervision utilized in the accomplishment of the CDBG program are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify HUD of the receipt of any communication from the EPA Office of Federal Activities indicating that a facility to be used in the CDBG program is being considered for listing by the EPA as a violating facility.
17. With regard to environmental impact, it will comply with the National Environmental Policy Act of 1969 (42 U.S.C. §4321-4347), and Section 104(f) of the Housing and Community Development Act of 1974 (42 U.S.C. §5304(d)).
18. It will comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470 et seq.), as amended, Executive Order 11593, and the Preservation of Archaeological and Historical Data Act of 1966 (16 U.S.C. §469a-1 et. seq.), as amended, by:
 - a. Consulting with the State Historic Preservation Office to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800) by the proposed activity; and
 - b. Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
19. It will comply with the provisions in 24 CFR §570.200(c) regarding special assessments to recover capital costs.
20. It will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent Civil Rights demonstrations and will enforce applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction.
21. It certifies that no federally appropriated funds will be used for any lobbying purposes regardless of the level of government.
 22. It will abide by and enforce the conflict of interest requirement set forth in 24 CFR §570.611, 24 CFR §85.36 and 24 CFR §84.42.
23. It will comply with HUD rules prohibiting the use of CDBG funds for inherently religious activities, as set forth in 24 CFR §570.200(j).
24. Activities involving new building construction, alterations, or rehabilitation will comply with the Louisiana State Building Code.

25. In relation to labor standards, it will comply with:
- a. Section 110 of the Housing and Community Development Act of 1974, as amended and as set forth in 24 CFR §570.603.
 - b. Davis-Bacon Act, as amended (40 U.S.C. §3141 et seq.).
 - c. Contract Work Hours and Safety Standards Act (40 U.S.C. §327 et seq.).
 - d. Federal Fair Labor Standards Act (29 U.S.C. §201 et seq.)
26. It will comply with the flood insurance purchase requirement of Section 102(a) of the Flood Disaster Protection Act of 1973, 42 U.S.C. §4001 et seq., which requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of HUD as an area having special flood hazards. The phrase “federal financial assistance” includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal funding.
27. It will comply with Sections 1012 and 1013 of Title X of the Housing and Community Development Act of 1992 (Public Law 102–550, as amended). The regulation appears within Title 24 of the Code of Federal Regulations as part 35 (codified in 24 CFR 35). The purpose of this regulation is to protect young children from lead-based paint hazards in housing that is financially assisted by the Federal government or sold by the government. This regulation applies only to structures built prior to 1978.
28. It will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. §6901, et seq.).
29. It will comply with the Clean Air Act (42 U.S.C. §7401, et seq.), which prohibits engaging in, supporting in any way, or providing financial assistance for, licensing or permitting, or approving any activity which does not conform to the State implementation plan for national primary and secondary ambient air quality standards.
30. In relation to water quality, it will comply with:
- a. The Safe Drinking Water Act of 1974 (42 U.S.C. §§ 201, 300(f) et seq. and U.S.C. §349), as amended, particularly Section 1424(e) (42 U.S.C. §§ 300h-303(e)), which is intended to protect underground sources of water. No commitment for federal financial assistance can be entered into for any project which the U.S. Environmental Protection Agency determines may contaminate an aquifer which is the sole or principal draining water source for an area; and

b. The Federal Water Pollution Control Act of 1972, as amended, including the Clear Water Act of 1977, Public Law 92-212 (33 U.S.C. §1251, et seq.) which provides for the restoration and maintenance of the chemical, physical and biological integrity of the nation's water.

31. It will comply with HUD Environmental Standards (24 CFR, Part 51 and 44 F.R. 40860-40866).

32. With regard to wildlife, it will comply with:

A. The Endangered Species Act of 1973, as amended (16 U.S.C. §1531 et seq.). Federally authorized and funded projects must not jeopardize the continued existence of endangered and threatened species or result in the destruction of or modification of habitat of such species which is determined by the U.S. Department of the Interior, after consultation with the state, to be critical; and

B. The Fish and Wildlife Coordination Act of 1958, as amended, (16 U.S.C. §661 et seq.) which requires that wildlife conservation receives equal consideration and is coordinated with other features of water resource development programs.

Signing these assurances means that Applicant/Grantee/Sub recipient agrees to implement its program in accordance with these provisions. Failure to comply can result in serious audit and/or monitoring findings that require repayment of funds to the State or expending Applicant/Grantee/Sub recipient funds to correct deficiencies.

Name of Organization

Name of Duly Authorized Representative

LOUISIANA HOUSING CORPORATION

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

RESOLUTION

Approving and accepting the Louisiana Weatherization Assistance Program Year 2014 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 2014 Funding Opportunity Announcement entitled “WAP-ALRD-2014 (Administrative and Legal Requirements Document) CFDA #81.042 requires the LHC submit an annual State Plan for the implementation of the WAP program; and

WHEREAS, the State Plan will be presented for review and comment to the Policy Advisory Council; and

WHEREAS, the State Plan will be published for review and comment in a public hearing, to be held on May 21, 2014.

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 2014 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 2014 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 2014 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 May 2014.

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 Weatherization Assistance Program Year 2014 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 _____ 2014.

Secretary

(SEAL)

STATE OF LOUISIANA

2014 WEATHERIZATION ASSISTANCE PROGRAM (WAP)

Proposed State Plan

WAP-ALRD-2014 (Administrative and Legal Requirements Document

CFDA #81.042



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

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 2014 serves as Louisiana's application to the U.S. Department of Energy (USDOE) for Weatherization Assistance Program funding. Under this program, Louisiana slated to receive an allocation of \$1,333,091. Louisiana is expected to weatherize approximately 121 households across the State.

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 contract agreements 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: ☐ Preapplication ☒ Application ☐ Changed/Corrected Application		2. Type of Application: ☐ New ☒ Continuation ☐ Revision		If Revision, select appropriate letter(s) Other (specify):	
3. Date Received 03/27/2014			4. Applicant Identifier:		
5a. Fed Entity Identifier:			5b. Federal Award Identifier: DE-EE0006157		
State Use Only:					
6. Date Received by State:			7. State Application Identifier:		
8. APPLICANT INFORMATION:					
a. Legal Name: LOUISIANA HOUSING CORPORATION					
b. Employer/Taxpayer Identification Number (EIN/TIN): 45-4619102			c. Organizational DUNS: 078424719		
d. Address:					
Street 1: 2415 QUAIL DRIVE					
Street 2:					
City: BATON ROUGE					
County:					
State: LA					
Province:					
Country: U.S.A.					
Zip / Postal Code: 708080110					
e. Organizational Unit:					
Department Name: Energy Assistance Department			Division Name:		
f. Name and contact information of person to be contacted on matters involving this application:					
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 Program

12. Funding Opportunity Number:

DE-WAP-0002014

Title:

2014 Weatherization Assistance Funding Opportunity

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 (WAP)

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: Louisiana Congressional District 06

b. Program/Project: LA-Statewide

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

17. Proposed Project:

a. Start Date: 07/01/2014

b. End Date: 06/30/2015

18. Estimated Funding (\$):

a. Federal	1,332,091.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	1,332,091.00

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: Frederick

Middle Name:

Last Name: Tombar III

Suffix:

Title: Executive Director

Telephone Number: 2257638700

Fax Number: 2257638710

Email: ftombar@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 Weatherization Assistance Program	
3. Name and Address LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE, LA 708080110	4. Program/Project Start Date 07/01/2014		
	5. Completion Date 06/30/2015		

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		\$ 1,332,091.00		\$ 1,332,091.00
2. EXXON			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 1,332,091.00	\$ 0.00	\$ 1,332,091.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 50,079.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50,079.00
b. Benefits	\$ 16,525.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,525.00
c. Travel	\$ 0.00	\$ 0.00	\$ 204,436.00	\$ 0.00	\$ 204,436.00
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	\$ 0.00	\$ 66,604.00	\$ 0.00	\$ 35,340.00	\$ 1,061,051.00
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	\$ 66,604.00	\$ 66,604.00	\$ 204,436.00	\$ 35,340.00	\$ 1,332,091.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 66,604.00	\$ 66,604.00	\$ 204,436.00	\$ 35,340.00	\$ 1,332,091.00
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 Weatherization Assistance Program	
3. Name and Address LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE, LA 708080110	4. Program/Project Start Date 07/01/2014		
	5. Completion Date 06/30/2015		

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	\$ 1,332,091.00	\$ 0.00	\$ 1,332,091.00

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	\$ 50,079.00	
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,525.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 204,436.00	
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	\$ 841,722.00	\$ 87,385.00	\$ 18,000.00	\$ 12,000.00	\$ 1,061,051.00	
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	\$ 841,722.00	\$ 87,385.00	\$ 18,000.00	\$ 12,000.00	\$ 1,332,091.00	
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
k. Totals	\$ 841,722.00	\$ 87,385.00	\$ 18,000.00	\$ 12,000.00	\$ 1,332,091.00	
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: 07/01/2014 - 06/30/2015

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:

Position	Description of Duties of Professionals
Accounting Staff	Process payments, grants management and federal reporting.
(3) Compliance Specialist 3	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 contractors and subgrantees.
Administrator	Management and oversight of an agency division. Principal assistant to the corporation's Executive Director.
Compliance Specialist 1 (2 vacant positions)	Assist in policy making, preparation of federal reports. Review and audit request for payment and tracking expenditures. Monitor and provide technical assistance to contractors and subgrantees. One position will also serve as a trainer.
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.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Accounting Staff	\$67,704.00	10.2708 % FT	\$6,953.74
(3) Compliance Specialist 3	\$159,162.00	10.2708 % FT	\$16,347.21
Administrator	\$103,044.00	10.2708 % FT	\$10,583.44
Compliance Specialist 1 (2 vacant positions)	\$80,000.00	10.2708 % FT	\$8,216.64
Program Manager	\$77,668.00	10.2708 % FT	\$7,977.12
		Direct Pay Total	\$50,078.15

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 43.74% rate of salary. Fringe rate breakdown: Retirement 31.30%, Medical Insurance 9.49%, Life Insurance 1.5%, and Medicare 1.45%.

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Accounting Staff	\$6,953.74	33.0000 %	\$2,294.73
(3) Compliance Specialist 3	\$16,347.21	33.0000 %	\$5,394.58
Administrator	\$10,583.44	33.0000 %	\$3,492.54

Compliance Specialist 1 (2 vacant positions)	\$8,216.64	33.0000 %	\$2,711.49
Program Manager	\$7,977.12	33.0000 %	\$2,632.45
		Fringe Benefits Total	\$16,525.79

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.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
In-State Travel - Monitoring	12	\$634.16	\$7,609.92
T/TA funds will be used to administere Tier 1 Training for all workers that are aligned with Job Task Analysis (JTA).	12	\$16,402.16	\$196,825.92
		Travel Total	\$204,435.84

- 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.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
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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.

General Category	Cost	Justification of Need
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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	\$1,061,051.00	Includes Subgrantee Administration, Subgrantee T/TA, Program Operations, Health and Safety, Liability Insurance and Financial Audit.
Contracts and Subgrants Total	\$1,061,051.00	

*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.

<u>General Description</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. 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.

LHC will not be requesting reimbursement for Indirect Costs from DOE.

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:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Indirect Support	\$0.00	0.0000 %	\$0.00
			\$0.00

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

(Grant Number: EE0006157, State: LA, Program Year: 2014)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Allen Action Agency, Inc. (Oberlin)	\$8,524.58 1
Avoyelles Progress Action Committee, Inc. (Marksville)	\$55,030.54 5
Caddo Community Action Agency, Inc. (Shreveport)	\$107,041.26 12
DeSoto Parish Police Jury/OCS (Mansfield)	\$93,752.89 11
East Baton Rouge/ Office of Community Development (Baton Rouge)	\$99,675.11 12
Jefferson Parish/Office of Community Action Agency (Jefferson)	\$81,944.99 9
LaSalle Community Action Assn., Inc. (Harrisonburg)	\$104,607.88 11
Quad Area Community Action Agency, Inc. (Hammond)	\$238,217.96 29
St. Mary Community Action Agency (Franklin)	\$143,376.44 17
St. Tammany Parish Community Action Agency (Covington)	\$41,816.26 4
Terrebonne Parish Consolidated Gov./DHHS (Houma)	\$27,452.09 3
Vernon Community Action Council (Leesville)	\$59,611.00 7
Total:	\$1,061,051.00 121

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	121
Rewatherized Units	0
Note: Planned units by quarter or category are no longer required, no information required for persons.	

Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	121
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	121
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$841,722.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	121
H	Average Program Operations Costs per Unit (F divided by G)	\$6,956.38

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

(Grant Number: EE0006157, State: LA, Program Year: 2014)

I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,956.38

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 2014 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: npherson@aarp.org
ATMOS Energy	Type of organization: Utility Contact Name: Karl Weber, Manager, Public Affairs Phone: 5048494335 Email: karl.Weber@atmosenergy.com
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: sharon@batonrougecac.org
CLECO Power LLC	Type of organization: Utility Contact Name: Roxane D. Barnes, Director/Community Affairs Phone: 3184847610 Email: roxane.Barnes@cleco.com
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: ihornsby@brgov.com
Entergy New Orleans	Type of organization: Utility Contact Name: Morgan Stewart Phone: (504)846-6797 Email: mstewa3@entergy.com
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: aaapdeb@yahoo.com
LaSalle Community Action Association, Inc.	Type of organization: Local agency Contact Name: Phone: (318)757-9213 Email: doliver.lcca@gmail.com
St. Mary Community Action Agency	Type of organization: Local agency Contact Name: Almetra J. Franklin, CEO Phone: (337)828-5703 Email: afrank6333@aol.com

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

(Grant Number: EE0006157, State: LA, Program Year: 2014)

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
05/21/2014	The Notice ran in the

IV.7 Miscellaneous

DOE F 540.5

U.S. Department of Energy

OMB Control No: 1910-5127

(08/05)

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

Expiration Date: 11/30/2016

State: LA Grant Number: EE0006157 Program Year: 2014

Name:	Allen Action Agency, Inc.	Contact:	Lyndon Livingston, Executive Director
		DUNS:	078425220
Address:	505 W. 7th Avenue P.O. Drawer 540 Oberlin, LA 70655	Phone:	(337) 639-4348
		Fax:	(337) 639-4715
		Email:	llivingston@allenactionagency.org
Counties served:	ALLEN Parish	Tentative allocation:	\$ 8,524.58
		Planned units:	1
		Type of organization:	Local agency
		Source of labor:	Agency and Contractors
		Congressional districts served:	CD LA-04
Name:	Avoyelles Progress Action Committee, Inc.	Contact:	Brenda Wilmer, Executive Director
		DUNS:	947728010
Address:	641 Government Street P.O. Box 527 Marksville, LA 71351	Phone:	(318) 253-6085
		Fax:	(318) 253-9153
		Email:	bwilmer@kcricket.net
Counties served:	EVANGELINE Parish ST. LANDRY Parish POINTE COUPEE Parish AVOYELLES Parish	Tentative allocation:	\$ 55,030.54
		Planned units:	5
		Type of organization:	Local agency
		Source of labor:	Agency and Contractors
		Congressional districts served:	CD LA-05 LA-04 LA-01 LA-06 LA-07
Name:	Caddo Community Action Agency, Inc.	Contact:	Laurance Guidry, Executive Director
		DUNS:	807188149
Address:	4055 St. Vincent St. P.O. Box 3446 Shreveport, LA 71108	Phone:	(318) 861-4808
		Fax:	(318) 861-4958
		Email:	lguidry@shreve.net
Counties served:	LINCOLN Parish RAPIDES Parish CADDO Parish	Tentative allocation:	\$ 107,041.26
		Planned units:	12
		Type of organization:	Local agency
		Source of labor:	Agency and Contractors
		Congressional districts served:	CD LA-04 LA-05 LA-05 LA-06 LA-06 LA-04
Name:	DeSoto Parish Police Jury/OCS	Contact:	Mary Mayfield
		DUNS:	010491728
Address:	404 Polk Street, Suite B P. O. Box 1410 Mansfield, LA 71052-000	Phone:	(318) 872-0880
		Fax:	(318) 871-8616
		Email:	mmayfield@desotoppj.com

DOE F 540.5

U.S. Department of Energy

OMB Control No: 1910-5127

(08/05)

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

Expiration Date: 11/30/2016

State: LA Grant Number: EE0006157 Program Year: 2014

Counties served:	NATCHITOCHE Parish CLAIBORNE Parish UNION Parish BOSSIER Parish RED RIVER Parish MOREHOUSE Parish DE SOTO Parish SABINE Parish WEBSTER Parish BIENVILLE Parish	Tentative allocation: \$ 93,752.89 Planned units: 11 Type of organization: Unit of local government	Congressional districts served:	CD LA-05 LA-04 LA-05 LA-04
Source of labor: Agency and Contractors				
Name:	East Baton Rouge/ Office of Community Development		Contact:	Gail Grover, Asst. Chief Admin. Officer
			DUNS:	071948301
Address:	222 St. Louis St. P. O. Box 1471 Baton Rouge, LA 70802-0000		Phone:	(225) 389-5350
			Fax:	(225) 358-3939
			Email:	ggover@brgov.com
Counties served:	EAST BATON ROUGE Parish	Tentative allocation: \$ 99,675.11 Planned units: 12 Type of organization: Unit of local government	Congressional districts served:	CD LA-04 LA-06 LA-06 LA-04
Source of labor: Agency and Contractors				
Name:	Jefferson Parish/Office of Community Action Agency		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: \$ 81,944.99 Planned units: 9 Type of organization: Unit of local government	Congressional districts served:	CD LA-01 LA-02 LA-02 LA-03 LA-01 LA-03
Source of labor: Agency and Contractors				
Name:	LaSalle Community Action Assn., Inc.		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

DOE F 540.5

(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

Expiration Date: 11/30/2016

State: LA Grant Number: EE0006157 Program Year: 2014

Counties served:	CATAHOULA Parish	Tentative allocation: \$ 104,607.88	Congressional districts served:	CD
	RICHLAND Parish	Planned units: 11		LA-05
	WINN Parish	Type of organization: Local agency		LA-06
	FRANKLIN Parish			LA-06
	OUACHITA Parish			LA-05
	TENSAS Parish			
	CONCORDIA Parish			
	GRANT Parish			
	WEST CARROLL Parish			
	LA SALLE Parish			
	MADISON Parish			
	CALDWELL Parish			
	JACKSON Parish			
	EAST CARROLL Parish			
Source of labor: Agency and Contractors				

Name:	Quad Area Community Action Agency, Inc.		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:	ST. CHARLES Parish	Tentative allocation:	\$ 238,217.96	Congressional districts served:	CD
	ST. JAMES Parish	Planned units:	29		LA-06
	WEST FELICIANA Parish	Type of organization:	Local agency		LA-03
	ST. HELENA Parish				LA-06
	WASHINGTON Parish				LA-03
	ST. JOHN THE BAPTIST I				LA-01
	LIVINGSTON Parish				LA-01
	EAST FELICIANA Parish				
	WEST BATON ROUGE Pa				
	ORLEANS Parish				
	IBERVILLE Parish				
	TANGIPAHOA Parish				
	ASSUMPTION Parish				
	ASCENSION Parish				
Source of labor: Agency and Contractors					

Name:	St. Mary Community Action Agency		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	
Counties served:	IBERIA Parish	Tentative allocation:	\$ 143,376.44	Congressional districts served:	CD
	LAFOURCHE Parish	Planned units:	17		LA-03
	JEFFERSON DAVIS Parish	Type of organization:	Local agency		LA-04
	ST. MARTIN Parish				LA-07
	VERMILION Parish				
	ST. MARY Parish				
	LAFAYETTE Parish				

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: LA Grant Number: EE0006157 Program Year: 2014

Source of labor: Agency and Contractors

Name:	St. Tammany Parish Community Action Agency	Contact:	Vera Clay, Executive Director
		DUNS:	929281053
Address:	P. O. Box 628 Covington, LA 70431-0000	Phone:	(985) 646-2171
		Fax:	(985) 643-5843
		Email:	vclay@stpgov.org
Counties served:	ST. BERNARD Parish PLAQUEMINES Parish ST. TAMMANY Parish	Tentative allocation:	\$ 41,816.26
		Planned units:	4
		Type of organization:	Unit of local government
		Congressional districts served:	CD LA-01 LA-02 LA-02 LA-01

Source of labor: Agency and Contractors

Name:	Terrebonne Parish Consolidated Gov./DHHS	Contact:	Melanie Van Buren, Executive Director
		DUNS:	045774333
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:	\$ 27,452.09
		Planned units:	3
		Type of organization:	Unit of local government
		Congressional districts served:	CD LA-03 LA-03

Source of labor: Agency and Contractors

Name:	Vernon Community Action Council	Contact:	Renee Brannon, Executive Director
		DUNS:	847112828
Address:	12286 Lake Charles Hwy. Leesville, LA 71496-0027	Phone:	(337) 404-7710
		Fax:	(337) 404-7706
		Email:	Verononcac1@bellsouth.net
Counties served:	BEAUREGARD Parish CAMERON Parish VERNON Parish CALCASIEU Parish	Tentative allocation:	\$ 59,611.00
		Planned units:	7
		Type of organization:	Local agency
		Congressional districts served:	CD LA-07 LA-07

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: 2014)

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.

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.

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:

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

(Grant Number: EE0006157, State: LA, Program Year: 2014)

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 persons within the state.

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

(Grant Number: EE0006157, State: LA, Program Year: 2014)

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.

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. Domestic water heaters will be replaced on a case-by case-basis for health and safety.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

The primary goal of the Louisiana Housing Corporation's Weatherization Assistance Program is the conservation of energy through the analysis of typical, low-income frame, masonry, modular and/or manufactured homes and the subsequent cost-effective installation of typical weatherization measures based on the DOE-approved Priority List and DOE-approved energy audit software, NEAT, while ensuring the health and safety of clients, contractors and local agency personnel. Focus is on air-sealing, insulation and base load for energy conservation measures.

The LaWAP Program Guide, revised May 1, 2011, includes the Louisiana Field Guide (to be replaced by the Standard Work Specification FY 2015), Historic Preservation Programmatic Agreement, the Training Matrix for Residential Retrofit Worker Classification, Technical Monitoring Guide and other standard program documents. The Louisiana Weatherization Wx Standards (April 2012) will be updated to reflect current DOE guidelines and changes from the pending approval of MHEA on manufactures homes. All work will be performed in accordance to the DOE-approved energy audit procedures and 10 CFR 440, Appendix A.

Beginning with Program Year 2015, the Louisiana Field Guide will be replaced with the Standard Work Specification "Deck of Cards" (SWSDC), which is considered the Gold Standard by DOE for compliance with the Standard Work Specification (SWS). Comprised of a set of documents ("cards") that incorporate the National Standard Work Specifications (SWS), the SWSDC defines performance requirements for particular tasks, and creates a Weatherization field guide to be used as a tool for training, implementation and inspection reading weatherization. The "card" addresses the elements of individual SWS with written instructions as well as photographic illustrations of the measure to be addressed.

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Single-Family : July 8, 2011

(Approval was for the priority list based on NEAT audits).

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

(Grant Number: EE0006157, State: LA, Program Year: 2014)

Manufactured Housing :	February 2009 (The re-approval request was submitted to DOE for review and approval on 1/28/2014.) The request is for a full MHEA audit on every unit.
Multi-Family :	LA WAP will ensure any proposed weatherization of multi-family unit will be approved by DOE before work commences.

Comments

Priority List for Site-Built Single-Family Homes: Approved July 8, 2011, based on NEAT energy audits statewide. The approval covers the weatherization of single-family homes using a priority list and NEAT-derived measures for unique situations. The approval of energy audit procedures does not constitute the use of materials not listed in 10 CFR 440 Appendix A, or not otherwise approved by DOE for expenditure of Weatherization funds. Nor does the approval of energy audit procedures constitute approval of a State Health and Safety Plan nor the materials listed therein for purposes of allowing weatherization expenditures.

Manufactured Housing: Louisiana is currently awaiting DOE review and approval of the 1/28/2014 submitted MHEA energy audit tool for use on Manufactured homes. Site specific audits must be run on all manufactured homes weatherized state wide. Except for the cost of materials needed to eliminate health and safety hazards existing before or because of the installation of weatherization materials and general air sealing, including duct sealing, all WAP measures will be cost effective as defined by DOE with a savings-to-investment ratio (SIR) which meets or exceeds 1.0. On going state monitoring will ensure that the MHEA energy audit tool provides cost effective weatherization measures.

Multi-Family: LA WAP will submit to the DOE Project Officer the necessary material to approve the multi-family project prior to commencing weatherizing the building

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 had been accepted and approved by a qualified inspector. Subgrantees must assure that all weatherization materials have been installed in accordance with weatherization standards before submitting the dwelling unit as completed.

Only weatherization materials that meet or exceed the standards listed in Federal Regulations 10 CFR Appendix A to Part 440 will be installed in eligible dwelling units. Ancillary materials, incidental repair materials and health and safety materials are not required to be listed in Appendix A.

Louisiana weatherization agencies must install weatherization measures according to the weatherization priority lists. The goal of the priority lists is to require the installation of the most cost-effective energy conservation measures.

1. Priority list measures are listed in order of priority. Measures first in the lists must be performed prior to or instead of items lower on the list.
2. The agency must install measures based on the priority lists or must justify why a measure was not installed with a waiver or other approved documentation.
3. Failure to follow the priority lists will constitute misappropriation of weatherization funds and may result in disallowed costs.

Priority List for Site-Built Single-Family Homes: Lists the weatherization measures that should be installed in Louisiana singlefamily homes as part of the DOE Weatherization Assistance Program. An analysis of typical lowincome 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 sequential order, conditions dictate and funding allows. Sitespecific 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. Examples of unusual singlefamily homes are multi-story homes, concrete block construction, and houses with additions or other significant remodeling, unusual shapes, construction techniques or materials.

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.

DOE will not permit any DOE-funded weatherization work where the completed dwelling unit is heated with an unvented gas- and/or liquid-fueled space heater as the primary heat source. However, DOE will allow unvented gas-or liquid-fueled space heaters to remain as secondary heat sources in single-family houses provided they comply with the IRC, IFGC and Weatherization Program Notice (WPN) 08-04. This policy applies to unvented natural-gas-fired space heaters, unvented propane-fired space heaters, and unvented kerosene-fired space heaters. This policy is consistent with the IRC and the IFGC.

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

(Grant Number: EE0006157, State: LA, Program Year: 2014)

Priority 1 – Air Sealing

1. Determine the Air Sealing Limit CFM₅₀ value (ASL₅₀) of the dwelling following State of Louisiana procedures.

a. For homes with no open-combustion appliances

[1], the ASL₅₀ will be:

i. Air Sealing Target CFM₅₀ value (AST₅₀) as determined by dividing the above-grade volume (ft³) within the thermal/pressure envelope by 10. For example, if the volume of the above-grade thermal/pressure envelope is 12,000 ft³, the AST₅₀ is 1200 CFM₅₀. The lowest AST₅₀ value used shall be 1000.

b. For homes with open-combustion appliances, the ASL₅₀ will be the higher of the two values defined in i and ii, just below:

i. Air Sealing Target CFM₅₀ value (AST₅₀) as determined by dividing the above-grade volume (ft³) within the thermal/pressure envelope by 10. For example, if the volume of the above-grade thermal/pressure envelope is 12,000 ft³, the AST₅₀ is 1200 CFM₅₀. The lowest AST₅₀ value used shall be 1000. -- OR --

ii. Depressurization Tightness Limit CFM₅₀ value (DTL). The DTL shall be based on the post-weatherization condition of the dwelling. Refer to the "DTL CFM₅₀ Worksheet" below for the determination of this value.

[1] "Open-combustion appliances" are vented combustion appliances with a vent system constructed in such a manner that the inside of the vent system is directly connected to some degree to the ambient air in the combustion appliance zone (CAZ). Examples of open-combustion appliances include gas-fired, Category I, natural draft water heaters; gas-fired, Category I, fan-assisted furnaces; Category III, forced draft water heaters; and low-static pressure oil-fired furnaces and boilers. Examples of combustion appliances that do NOT qualify as open-combustion appliances include unvented appliances, such as gas kitchen ranges; and direct-vent appliances, such as gas-fired, Category IV, forced draft, gas furnaces.

DTL CFM₅₀ Worksheet

1. Total CFM exhaust rate: _____

Include CFM rate of all exhaust fans and appliances.

Measure flow rate, if possible.

See Table 12-1 for estimated rates.

2. Combustion Appliance Depressurization Limit: _____

If more than one combustion appliance in CAZ, use appliance

most vulnerable to spillage and backdrafting.

Refer to Table 12-2 for appliance depressurization limits.

3. Find DTL CFM50 from Chart 12-3: _____

Enter Chart with "Total CFM exhaust rate" and "Combustion

Appliance Depressurization Limit" to find DTL CFM₅₀.

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

(Grant Number: EE0006157, State: LA, Program Year: 2014)

iii. If the dwelling ends up tighter than the Air Sealing Limit (ASL₅₀), ensure that all combustion appliances are drafting properly and not spilling.

2. Air seal major attic, floor, and wall bypasses before insulating the attic and/or the exterior walls. 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.

3. After insulating the attic and/or exterior walls, take another blower door reading to determine if the Air Sealing Limit (ASL₅₀) 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.

4. Provide mechanical ventilation according to ASHRAE 62.2-2010 to ensure acceptable indoor air quality. All agencies must install ventilation in qualifying homes according to this standard as of July 2012.

Priority 2 – Seal and Insulate Ducts

1. Test all registers and grilles with a pressure pan. For any reading of 2 Pascals or greater while a blower door is creating 50 Pascals of pressure difference, reduce the duct leakage rate to less than 2 Pascals by using appropriate techniques and duct sealing materials.

2. Insulate all un-insulated ducts located outside the thermal/pressure envelope with foil-faced duct insulation with an R-8.

Priority 3 – Attic Insulation

1. Add attic insulation following the guidelines in Table 2-1.

2. Before insulating, check the electrical circuits in the attic. Enclose exposed wires and connections in junction boxes. If knob-and-tube wiring is present and active, build dams around the wiring to prevent insulating over the wiring or consider re-wiring the active knob-and-tube wiring before insulating the attic.

3. Check attic ventilation. There should be 1 square foot (ft²) of attic net free-vent area for every 300 ft² of attic area. Half of the vent area should be located low and half should be located high to induce good ventilation.

Table 2-1 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 uninsulated 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 (for example, 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 uninsulated, then the entire attic may be insulated to the Final R-Value specified.

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

(Grant Number: EE0006157, State: LA, Program Year: 2014)

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 4 – Exterior Wall Insulation

1. Drill test holes in the exterior walls to determine if the walls are currently insulated.
2. If there is no existing insulation in the exterior walls, dense-pack the walls with insulation.
3. 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.
4. If all test holes indicate existing wall insulation, then skip the exterior wall insulation measure.

Priority 5 – Setback Thermostat

1. 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.
2. Do **not** install a setback thermostat if the client expresses reluctance in using the device or has difficulty understanding the instructions.
3. For heat pumps, be sure to use setback thermostats designed specifically for use with such systems.

Priority 6 - Refrigerator

1. 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 2-2.
2. 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>.
3. 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.

Table 2-2 Maximum Replacement Refrigerator Cost

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 addressed/installed where applicable:

1. Give educational brochures to clients, and engage them in a discussion of steps they can take to reduce energy consumption. Stress the importance of their behavior in efficient use of hot water, laundry equipment, air conditioning, heating, and lighting.
2. Install 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.
3. Install weatherstripping, caulking, glass patching, and plugging materials to address drafts and other comfort complaints that remain after blower door-guided air sealing is completed under Priority 1.
4. Wrap the water heater tank when there is no existing wrap on the water heater and where wrapping the tank will not void the warranty.
5. Reduce water temperature to 125° F with customer's permission.

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

(Grant Number: EE0006157, State: LA, Program Year: 2014)

6. Install pipe insulation on the first three to six feet of water pipe connected to the water heater when the pipes are currently not insulated.
7. Replace high-flow shower heads with a flow greater than 3 gallons per minute with 1.5 - 2.5 gallons per minute low-flow showerheads and faucet aerators.
8. Clean room air conditioners. Replace and educate client on installing new air conditioner filters.

V.5.3 Final Inspection

Subgrantees are required to perform an independent final quality control inspection, including any mechanical work on all completed units weatherized before reporting to the State as a completed unit. Work must be done in a workmanlike manner and meet or exceed standards established in the Louisiana Field Guide, audit procedures in 10 CFR 440 and SWS standards to be implemented in Program Year FY 2014. Documentation is maintained in the clients file and data entered in the Hancock Energy Software (HES). The sub grantee's records are reviewed during the on-site monitoring visits to ensure compliance with this requirement. State or a DOE-approved QCI representative will perform quality assurance reviews on at least 5 percent of all completed units.

Grantee will ensure that all subgrantees' agreements and vendor contracts contain language which clearly documents the specifications for work to be completed, following the current state standards, while implementing work quality standards that align with the SWS. This will ensure that subgrantee staff, contractors, and anyone doing the actual work is aware of the current state standards and implementing SWS standards. Written communication of the standards will be required by the state from all sub grantees, contractors and vendors.

During the Program Year FY 2014, Louisiana will work with local agencies and state monitoring staff in assessing the skills, knowledge and ability of individuals who perform inspections and evaluations and sign off on work performed on homes. DOE requires that Quality Control Inspectors (QCI) working for WAP possess the knowledge, skills and abilities in the National Renewable Energy Laboratory (NREL) Job Task Analysis for Quality Control Inspectors. For the Program Year FY 2015 the state will ensure that QCI competency is demonstrated by mandating certification as a Home Energy Professional (HEP) Quality Control Inspector (OCI). State program monitors/inspectors and subgrantee auditors/inspectors will become certified as a HEP QCI and/or the state or sub grantee will hire a third-party contractor with HEP QCI credentials. Sub grantees must include in their application package the credentials of all staff employed as a QCI and of any third party engaged to conduct QCI inspections.

Policy and procedures will be implemented Program Year FY 2015 to address situations when the QCI is not inspecting units consistent with the SWS's and state standards. This policy will include but not be limited to additional monitoring to ensure that protocols are consistently followed. If state protocols are not consistently followed, additional disciplinary actions resulting in disallowances of reimbursement funds, reducing their funding to hire a third party QCI or having funds reallocated to another subgrantee could result.

Beginning in Program Year 2015 all reported DOE WAP completed units will receive a final inspection by a certified QCI ensuring that all work meets the minimum specifications and criteria outlined in the SWS in accordance with 10 CFR 440. Every completed unit QCI inspection will be individually documented in the client's files with certified QCI's signature.

V.6 Weatherization Analysis of Effectiveness

In accordance with 10CFR 440.14(c)(6)(i), LHC has established policies of evaluating subgrantees' performance during field monitoring, desktop monitoring, peer-to-peer training, Hancock Energy Software (HES) data monitoring, annual training assessments and independent ITBS agency analysis.

Evaluations will be based on financial and programmatic reports submitted by the subgrantee. The monitoring site visit include, but are not limited to, assessment of program files and reports, work quality, production and expenditures, and hands-on training conducted by the Program Specialist.

As a part of the monitoring process, LHC will institute a "risk analysis." As a result of the risk analysis, an agency may be placed on a "Watch List," which involves a more detailed monitoring process. A work plan with timelines will be developed to improve performance weaknesses of the subgrantee placed on the watch list. When a subgrantee performance fails to improve and/or remain on the watch list for two consecutive years, the LHC may implement procedure to impose sanctions such as; reduce funding or terminate the contract.

The HES system will continue to be utilized to capture program data to formulate analysis for monthly management reviews and board meetings. By PY 2014, the HES system will be modified to align with the national Standard Work Specifications (SWS). LHC plans to fully implement the Quality Control Inspector (QCI) requirements by PY 2015.

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

(Grant Number: EE0006157, State: LA, Program Year: 2014)

V.7 Health and Safety

The final rule, published March 3, 1993, revised the purpose and scope of the Weatherization Assistance Program to improve the health and safety of low-income persons served by the Program, especially those that are particularly vulnerable such as the elderly, person with disabilities, and children, according to the regulations 10 CFR 440.16, 440.18 and 440.21.

The Health and Safety Plan is a separate attachment to the Grant Application.

V.8 Program Management

V.8.1 Overview and Organization

State Administration

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

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 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.

The Energy Program Manager is 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 subgrantees annually 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

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

Currently, there are three (3) compliance specialists and two vacant positions for a total of five (5) specialists. Three (3) specialists will be dedicated to conducting administrative and fiscal monitoring. The two vacant positions will conduct the technical monitoring and provide essential training activities.

The credentials required for the technical monitors will include BPI certification, previous experience with monitoring for DOE, and current knowledge of the weatherization best practices. The administrative and fiscal monitoring will be required to be knowledgeable of program regulations and guidance and general administrative activities.

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

(Grant Number: EE0006157, State: LA, Program Year: 2014)

Staff salaries will be charged to the Grantee administration budget category. Travel expenses to conduct monitoring activities will be charged to the Grantee T/TA budget category.

All weatherization subgrantee agencies will be monitored at least annually. Within 30 days after each visit, the Grantee will send 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, will be tracked by the Grantee to final resolution.

The LHC utilizes a systems approach to monitoring local subgrantees for compliance with applicable regulations and achievement of performance goals for the weatherization programs. The framework for the systems approach is a regulation-based assessment that is criterion-referenced. The assessment includes; general oversight, desk reviews, and on-site visits to evaluate the subgrantees' general administration and program management systems, needs assessment, service delivery system, financial management system, technical and field applications, program procurement and property control system.

Subgrantee noncompliance or repeated unresolved findings, based on a minimum of two (2) monitoring visits at a Subgrantee, will 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 will 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.

At least 5% of the completed units weatherized by each subgrantee under this grant annually will be inspected by LHC within the Program Year. LHC will also inspect additional "in-progress" homes at each subgrantee. During the monitoring visits, LHC will utilize this opportunity to provide technical assistance, as well.

AGENCY VISITATION POLICY

LHC staff will visit the weatherization agencies for monitoring purposes and for T&TA. LHC staff is responsible for making routine and effective visits and documenting the results of those visits.

LHC staff shall:

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 five(5%) percent of weatherization completions. LHC will inspect additional 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. LHC will visit agencies for T&TA purposes, as often as necessary. LHC will provide guidance, training, and technical assistance to agencies in response to findings.

Financial Audit Review:

The sub-grantees' annual financial audit reports are received, tracked and logged 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. LHC will investigate all findings or issues detailed in the audit report that relate to the weatherization program. If significant issues are found they are investigated by LHC. LHC will document all actions taken 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

LHC will 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

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

(Grant Number: EE0006157, State: LA, Program Year: 2014)

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 LHC 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

Work site cleanup that does not meet the satisfaction of the client

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

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

(Grant Number: EE0006157, State: LA, Program Year: 2014)

Upon receiving the monitoring report, all findings must be addressed and all reworks must be completed, with a written response submitted to LHC within thirty (30) days.

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

Agency Discipline

Consistent or repeated violations of LaWAP standards may require 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 LHC. 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 LHC's monitoring reports

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

When LHC determines that there are administrative issues within the agency

When LHC finds that staff and/or contractors need additional training

When LHC determines that the average cost per unit is excessively high or low

Any other reason that LHC 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, 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 LHC administrator 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 LHC, 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

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 LHC 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.

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 LHC's Program Administrator.

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

(Grant Number: EE0006157, State: LA, Program Year: 2014)

- b. 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

Beginning in Program Year 2014, Louisiana Housing Corporation (LHC) will adopt comprehensive DOE approved curriculum training aligned with National Renewable Energy Laboratories (NREL) Job Task Analysis (JTA) for all WAP workers for the position in which the worker is employed.

Training and Technical Assistance (T&TA) activities are intended to maintain or increase the efficiency, quality and effectiveness of the WAP program at all levels. The Training and Technical Assistance (T&TA) to be employed are to ensure quality work, maximize energy savings, minimize production cost and improve program management, while designed to achieve field measures installed that will meet the State Standards and minimum outcome and specifications for work outlined in accordance to the SWS guidelines.

T&TA funds are used to train sub grantees and contractors at the sub grantee level participating in the WAP program. In making the determination to pay for contractors' training, Grantees and sub grantees must secure a retention agreement in exchange for the training. The retention agreement will require that contractors will work in the WAP program for a specific amount of time and must align with the cost of the T&TA provided.

Louisiana Housing Corporation (LHC) will develop a time line for accredited training using DOE curricula designed to be comprehensive tools useful for both new and experienced WAP workers. The T&TA plan will address two distinct categories, Tier 1 and Tier 2 Training and Technical Assistance (T&TA).

Tier 1 T&TA:

The Weatherization Assistance Program Standardized Curricula updated to align with the JTAs for the following worker classifications will be used:

- Installer/Technician Fundamentals 2.0
- Energy Auditor-Single Family 2.0
- Quality Control Inspector 2.0
- Crew Leader 2.0 along
- DOE approved Health and Safety (WPN 11-06)
- Lead Safe Weatherization (LSW)
- ASHRAE 62.2 2013

Tier 2 T&TA:

Single issues, short-term, training to address acute deficiencies in the field including dense packing, ASHRAE, combustion testing, etc. Conference T&TA are included in this category.

LHC training center will be utilized for mandatory T&TA activities that are aligned with DOE curricula. Classroom, field T&TA, and hands-on will meet specific training needs of local agencies, crew and contractors statewide. LHC will develop a time line for accredited mandatory trainings with SWS and JTA which catalogue the knowledge, skills and ability that practitioners need to perform a given job effectively and safely. Mandatory attendance will be required with non-compliance penalties assessed on sub grantees.

Contractors offering Weatherization will be obligated to attend certain training courses based upon their worker classification. LHC will require all direct hires and contractors, weatherization coordinators, crew members, workers, and supervisors to attend LHC training in Health and Safety in accordance to WPN 11-06. LHC will provide opportunities for WAP staff to become Building Performance Institute (BPI) Home Energy Professional (HEP) certifications. This includes the HEP Quality Control Inspector (QCI) which will be a mandatory industry-wide initiative for all completed DOE units starting FY 2015.

Field monitoring will provide an opportunity for on-site training and technical assistance and the identification of areas where more extensive training is needed. LHC will combine comprehensive analysis and assessment of monitoring, Compliance Specialists reports, field inspections and DOE Project Officer evaluation to compare the effectiveness and the energy savings achieved to use in development of T&TA activities and priorities. This assessment of Grantee effectiveness in administering and implementing the grant will closely align with the following:

- Compliance with DOE WAP federal program requirements
- General administration and program management systems
- Identify cost-effective improvements
- Install measures effectively and safely in accordance to the SWS

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

(Grant Number: EE0006157, State: LA, Program Year: 2014)

- Do no harm to occupants, workers and homes Weatherized

LHC will work to reestablish the Louisiana WAP Training center towards BPI accreditation. Along with partnerships established with regional Interstate Renewable Energy Council (IREC) certified DOE WAP training centers to provide T&TA curriculum and teaching to ensure Grantee effectiveness in administrating and implementing the WAP grant.

The following ongoing activities support productive training and technical assistance: LHC 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 LHC management through evaluation forms.

Pre- and post-client education on energy conservation will be documented in clients file including health and safety education corresponding to relevant health and safety issues that are identified at the home. Client Education will consist of but not limited to:

- EPA Renovate Right for important Lead Hazard Information for Families
- EPA Mold, Moisture, and Your Home
- What You Should Know About Space Heaters
- Manuals for installed mechanicals

V.9 Energy Crisis and Disaster Plan

Louisiana Housing Corporation
Weatherization Assistance Program
Effective 7/1/2014

Master File Section V.7 - Health and Safety Plan

The health and safety of weatherization staff, contractors, subcontractors and workers, as well as clients, are priorities of the highest level for The Louisiana Housing Corporation, and health and safety issues become more important as knowledge about hazards within dwellings increases. Therefore, since weatherization work can involve all aspects of housing, it is imperative that awareness regarding potential hazards and risks be maintained on the part of all concerned. Training will be provided, and compliance is required, regarding all Occupational Safety and Health Administration (OSHA) regulations, as well as any other required regulations. 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).

Although WAP funds are to be primarily used for increased energy conservation and efficiency, a safe and healthy home and work environment constitutes an important component of the Weatherization Assistance Program. Accordingly, the health and safety of any structures, the occupants thereof, weatherization staff, crews and/or contractors must not be compromised by any retrofit material, technique, method or practice. In addition, minor repairs, related to the health and safety of the occupants of a unit to be weatherized, which are incidental to and required for prescribed weatherization procedures may be performed in conjunction with those weatherization procedures, provided they do not increase the costs of weatherization beyond what is allowed.

If health and safety issues identified in an individual dwelling unit cannot be addressed within allowable WAP limits, then the unit would exceed the scope of this program and must be deferred.

This Health & Safety Plan shall apply to the Weatherization Assistance Program throughout the State of Louisiana but is not intended to override federal, state or local health and safety regulations, codes or ordinances. Such requirements must be followed if they are more stringent than the requirements of this plan, otherwise the requirements of this plan will apply.

From time to time, this plan may be amended and/or revised to reflect changes in state or federal regulations, advances in technology, and/or innovative approaches to weatherization. LHC encourages recommendations and suggestions regarding practices that will result in the delivery of services in a more cost-effective manner while also maintaining high quality work. Suggested changes must be accompanied by supporting documentation and rationale.

Any amendments to this plan will become effective the following program year, unless a Program Notice directing otherwise is received from Department of Energy (DOE).

Amendments or revisions will become effective immediately only under the following conditions:

- Changes in State or Federal laws or regulations mandate immediate implementation; or
- LHC determines that an emergency situation exists, such as a potential threat to life, limb or personal property, and the proposed amendment and/or revision is necessary for the protection of the health and welfare of clients, workers and/or staff.

The following sections provide guidance and describe procedures that include a method for determining when WAP funds will be used to address specific health and safety issues and how to treat problems that cannot be addressed with WAP funds, as well as required training for field workers to identify and test for the presence of health and safety hazards.

It is the policy of the Louisiana Housing Corporation to inform clients regarding any and all hazard issues and to address those issues according to the protocols described herein.

A. ASBESTOS

Health and Safety Concerns:

Asbestos is a fibrous, non-combustible mineral, the fibers of which are very small and can, therefore, be inhaled when disturbed and released into the air. Exposure may result in lung cancer, asbestosis or mesothelioma. There is no safe exposure level.

The most common applications in dwellings include furnace insulation, pipe insulation, duct insulation, siding shingles, furnace gaskets and ceiling texture materials. To a lesser degree, asbestos may be encountered in plaster, joint compound, roof shingles, floor tiles, and other building products.

To Minimize exposure:

- Learn to recognize asbestos-containing materials (training, videos, the EPA “Purple Book”)
- All OSHA regulations that deal with asbestos and weatherization are to be made available to all workers and strictly enforced.
- 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 the potential for limited exposure exists, appropriate respirators, protective clothing, etc., should be worn. Wetting suspected ACMs will reduce the level 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.

- Protective gear such as Tyvek coveralls, head coverings, booties, etc., gloves, eye protection, respirators, and other safety equipment required by law must be provided to all employees who will come in contact with asbestos or suspected asbestos products. Employees will be required to use appropriate safety equipment as required under state policy. Each agency will be required to monitor 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 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 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.

1. In siding, walls and ceilings

Action/Allowability: Removal of siding is allowed in order to perform energy conservation measures. All precautions must be taken to avoid damaging the siding. Asbestos siding should never be cut or drilled. If possible, insulation through the home interior is recommended.

Testing: Inspect exterior wall surface and subsurface to determine the presence of asbestos siding prior to drilling or cutting.

Client Education/Occupant Health Concerns: Provide written disclosure to clients regarding the existence of suspected ACMs (siding), and provide client education advising non-disturbance of such materials. Inform the client regarding precautions to be taken by weatherization workers.

Training: All crews, inspectors, contractors, supervisors, or anyone else who visits weatherization eligible homes, will be required to receive asbestos awareness and

identification training. Training is also required regarding safe practices for siding removal and replacement.

2. In vermiculite

Action/Allowability: When vermiculite is present, unless testing determines otherwise, take precautionary measures as though it contains asbestos, such as not using blower door tests and utilizing personal air monitoring while in attics. When 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.

Testing: Assess whether vermiculite is present. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) allows certified prescriptive testing by a certified tester.

Client Education/Occupant Health Concerns: Provide written disclosure to clients regarding the existence of suspected ACMs. Also provide client with asbestos safety information and advise non-disturbance of such materials. If test results are positive for asbestos, formally notify the client in writing and obtain signature verification of notification.

Training: Audit training on how to recognize vermiculite. AHERA course for testing. AHERA or other appropriate certified professional asbestos control training for encapsulation. OSHA regulations dealing with asbestos.

3. On pipes, furnaces and other small covered surfaces

Action/Allowability: Assume that asbestos is present in covering materials. Encapsulation is allowed by an AHERA asbestos control professional and should be conducted prior to blower door testing. Removal may be allowed by an AHERA asbestos control professional on case-by-case basis.

Testing: AHERA testing is allowed by a certified tester.

Client Education/Occupant Health Concerns: Provide client with asbestos safety information and advise non-disturbance of suspected asbestos containing materials.

Training: How to identify asbestos-containing materials. AHERA course for testing. Asbestos control professional training for abatement.

B. BIOLOGICAL CONTAMINANTS AND UNSANITARY CONDITIONS

Action/Allowability: 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. (See also Mold and Moisture Guidance.)

Testing: Sensory inspection

Client Education/Occupant Health Concerns: Inform client of observed conditions. Provide information on how to maintain a sanitary home and steps required to correct deferral conditions.

Training: How to recognize conditions and when to defer. Safety when in contact with unsanitary conditions.

Deferral: 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.

C. CODE COMPLIANCE

Action/Allowability: It is the local agency's responsibility to ensure that weatherization-related work conforms to 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.

Testing: Visual inspection and local code enforcement inspections.

Client Education/Occupant Health Concerns: Inform client of observed code compliance issues.

Training: How to determine what code compliance might be required.

Deferral: Correction of pre-existing code compliance issues is not an allowable cost other than where weatherization measures are being conducted. Condemned properties and properties where “red tagged” health and safety conditions exist that cannot be corrected under this guidance should be deferred.

D. COMBUSTION GASES AND APPLIANCES

Used for cooking, space heating, water heating and/or 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 device or hot flue
- Release of unhealthy combustion products into the 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.

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.
- Ensure 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.
- Ensure that furnace heat exchanger is not cracked or otherwise defective or hazardous.
- Provide proper ventilation for combustion when testing 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 for proper ventilation when operating equipment.
- Verify proper clearances between heat production sources and combustible materials, including insulation.
- Repair 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 explosion.
- Set 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 conducted.
- 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 non-certified atmospheric draft water heaters or furnaces in the living space shall not be weatherized until proper equipment is installed. The same applies to 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 taken:
 - 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.

Action/Allowability: Proper venting to the outside for combustion appliances is required. Correction of venting is allowed when testing indicates a problem.

Testing: Combustion safety testing is required when combustion appliances are present. Inspect venting of combustion appliances and confirm adequate clearances. Naturally drafting appliances should be tested for draft and spillage under worst case conditions before and after air tightening. Inspect cooking burners for operability and flame quality.

Client Education/Occupant Health Concerns: Provide client with combustion safety and hazards information, including the importance of using exhaust ventilation when cooking and the importance of keeping burners clean to limit the production of carbon monoxide.

Training: How to test appropriately, determine when a building is excessively depressurized and distinguish the difference between “air-free” and “as-measured.”

E. ELECTRICAL ISSUES

Health and Safety Concerns:

Common problems with electrical wiring that may be encountered by weatherization crews are usually related to one of the following:

- 1) electric shock while crew personnel are working around wiring in any and all areas of the homes;
- 2) fire resulting from arcing between loose wiring connections; and
- 3) fire resulting from lack of heat dissipation due to insulation around heat producing sources. Minor upgrades and repairs are 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, and 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.

F. FIRE HAZARDS

Health and Safety Concerns:

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

Actions/Allowability: 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 LHC WAP staff for prior approval when DOE monies will be used to remedy fire hazards. Correction of fire hazards is allowed when necessary to safely perform weatherization.

Testing: The Louisiana Housing Corporation and LA CAN health and safety procedures should identify inadequate clearances between combustion appliances (including venting systems) and combustible materials. Check for fire hazards during the audit and while performing weatherization tasks.

Client Education: Agencies must provide written notification to clients and landlords when fire hazards prevent weatherization work from proceeding.

Training: How to identify fire hazards

G. FORMALDEHYDE AND OTHER VOLATILE ORGANIC COMPOUNDS

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, and fatality in high concentrations. Formaldehyde vapors may be slowly released by some new carpets, wafer board, plywood, etc. VOCs are also emitted by some household cleaning agents

Actions/Allowability: Removal of pollutants is allowed and is required if they pose a risk to workers.

Testing: Sensory inspection

Client Education: Inform clients of observed conditions and associated risks. Provide clients with written materials regarding safety and the proper disposal of household pollutants.

Training: How to recognize potential hazards and when removal is necessary.

Deferral: Extensive air leakage work is not recommended on homes with known significant level of formaldehyde. If pollutants pose a risk to workers, and removal cannot be performed or is not allowed by the client, the unit must be deferred.

H. INDOOR AIR QUALITY

Safety Concerns:

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 2013 standards must be met when performing weatherization activity. 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 is 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 files. 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. 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.
- 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.

Actions/Allowability: 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/cm² or 0.5% by weight).

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. EPA Renovator training will also be provided. Each subgrantee is required to have a certified renovator on staff. Also, 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 receive the necessary accreditation and will have certified trainers retained so that agencies can meet this important requirement quickly and effectively. All inspectors, subgrantee 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:

One of the following methods must be used to determine that any paint to be disturbed is not lead-based paint: 1) Written determination by certified lead inspector or risk assessor OR 2) proper use of an 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). 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 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. Use 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, and window sills.
2. Cleaning should proceed from high to low (i.e. top of wall to window to floor).
3. Cleaning also includes the use of personal protective clothing, work tools, and equipment.

Visual Inspection/Verification

1. Check the quality of worksite cleanliness.
2. Worker inspection: Look for any visible paint chips, dust, or debris, and clean 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 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-wipe sampling is required if any paint was disturbed
2. Dust-wipe sampling must be performed by trained individuals
3. Samples must be taken at least one hour following LSW cleanup.
4. 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.

J. MOISTURE

Health and Safety Concerns:

- Allergic reactions or respiratory infections due to exposure to biological contaminants resulting from high relative humidity.
- Damage to building materials as a result of biological action.

To Minimize Risks:

- 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.

Deferral: 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.

K. 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 is not done in typical weatherization situations.

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:
 - Cause of the moisture problem
 - Extent and size of contamination
 - Type of surface with mold
 - Safety precautions for cleanup
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 the area before closing up a wall or ceiling.

L. OCCUPANT HEALTH ISSUES (PRE-EXISTING)

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.

M. 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 (1ED), "A Brief Guide to Mold, Moisture, and Your Home." www.epa.gov/iaq/molds/moldguide.html

N. RADON

An odorless, colorless gas occurring naturally in the earth's crust.

Health and Safety Concerns:

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

Actions/Allowability: Where there is a previously identified radon problem, work that would exacerbate this problem should be limited. Costs associated with taking precautions in a dwelling known to have radon problems are allowable weatherization expenditures if an energy audit indicates that weatherization techniques would help in radon remediation.

Testing:

Client Education:

Training:

Deferral: Radon abatement is not an allowable activity under the weatherization program. Major radon problems should be referred to the appropriate local environmental organization or agency for mitigation or abatement.

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 that they have appropriate protocols in place to comply with all standards relating to the disposal of the existing appliances.

Testing: EPA testing protocol

Client Education: Clients should be instructed to not disturb refrigerant.

Training: EPA-approved Section 608, Type I or universal certification

P. STRUCTURAL ISSUES

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 on the unit. Solutions to structural problems are sometimes complicated and expensive.

Actions/Allowability: Weatherization agencies shall not install measures that will damage the structural integrity of a home. 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. 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

Testing: All units must be inspected for pre-existing conditions that might threaten the safety of workers and/or clients during or after weatherization.

Deferral: 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.

WAP DEFERRAL STANDARDS:

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 local agency staff, clients, contractors or workers. 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 also be necessary if health and safety issues cannot be adequately addressed through the guidance provided by this Plan. 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 might endanger the health and/or safety of the workers or occupants should be deferred until the conditions are corrected. Deferral may also be necessary when occupants are uncooperative, abusive, or threatening. Guidelines are provided herein for determining and documenting whether 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 clients, including referrals, and to use good judgment in dealing with difficult situations. Deferral documentation must include 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/or 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 manager) 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).
- 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 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 Corporation. When a subgrantee denies 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. The written notice must include the following items:

- 1) description and extent of the problem/concern related to the weatherization of the dwelling unit,
- 2) 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 a description of 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 Corporation for written approval and review on an annual basis.

LOUISIANA HOUSING CORPORATION

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

RESOLUTION

A resolution to approve and authorize the staff of the Louisiana Housing Corporation (LHC or Corporation) to proceed with the spending down of the Louisiana State Emergency Shelter Grant Sunset funds in the amount of \$388,914.23; and providing for other matters in connection therewith.

WHEREAS, the State of Louisiana has a balance of \$388,914.23 in Emergency Shelter Grant Sunset funds. This funding balance exists because the Emergency Shelter Grant Program operates on a “First-In-First-Out” accounting principle. As a result draw downs do not always correlate with source year funding and undrawn funds that were allocated in past years have accumulated over time and must now be expended by August 31, 2014; and

WHEREAS, the U.S. Department of Housing and Urban Development is directing the Corporation to use the funds for eligible activities; and

WHEAREAS, the Corporation has existing Emergency Shelter Grant contracts that fund shelter operations these contracts will be amended to accommodate the expenditure deadline; and

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

SECTION 1. The Corporation is hereby authorized to proceed with the spending down of the Emergency Shelter Grant Sunset funds in order to meet the August 31, 2014 deadline.

SECTION 2. The Corporation staff and legal counsel are authorized and directed to prepare the forms of such notices, documents, and/or agreements as may be necessary to implement the strategies described in this resolution and guidance received by the U.S. Department of Housing and Urban Development.

SECTION 3. The Chairman, Vice Chairman, Executive Director, and/or Secretary of the Corporation are hereby authorized, empowered, and directed to execute any forms and/or

documents required to be executed on behalf of and in the name of the Corporation, the terms of which are to be consistent with the provisions of this resolution.

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

YEAS:

NAYS:

ABSENT:

ABSTAIN:

And the resolution was declared adopted on this, the 14th day of May, 2014.

Chairman

Secretary

STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation (Board), do hereby certify that the foregoing 2 pages constitute a true and correct copy of a resolution adopted by said Board on May 14, 2014 entitled: "A resolution to approve and authorize the staff of the Louisiana Housing Corporation (LHC or Corporation) to proceed with the spending down of the Louisiana State Emergency Shelter Grant Sunset funds in the amount of \$388,914.23; 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 14th day of May, 2014.

Secretary

(SEAL)

Chairwoman's Summary: **Sustainable Housing Committee**



- *Energy Programs*
- *Sustainable Housing Department*
- *Louisiana Housing Authority*
- *HOME Funds Dashboard Report*

Energy Programs Activity Summary

2014 DHHS/LIHEAP

Grantor: U.S. Department of Health & Human Services (\$37,053,007)

Programs	Grant Period	Grant Award	Expended	Balance	Households Served	New Clients
LIHEAP	10/1/2013-9/30/2015	\$31,217,158.40	\$18,307,830.01	\$12,909,328.39	45,586	6,279
DHHS/WAP*	7/1/2014-6/30/2015	\$5,835,848.60				
Total:		\$37,053,007.00	\$18,307,830.01	\$12,909,328.39	45,586	6,279
Percentage:			49.414%	57.81%		

***NOTE:** According to HES Budget Tracking. Current data unavailable. The LIHEAP funds were released in contracts on 12/4/2013. The DHHS/WAP will be released with the 2014 DOE Allocation.

2013 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	10/1/2012-9/30/2014	\$34,450,434.00	\$33,547,352.04	\$903,081.96	82,622	14,986
DHHS/WAP*	7/1/2013-6/30/2014	\$6,362,288.00	\$3,774,041.70	\$2,588,246.30	541	
Total:		\$40,812,722.00	\$37,321,393.74	\$3,491,328.26	83,163	14,986
Percentage:			91.45%	8.55%		

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

***NOTE:** The 2013 DHHS/WAP for \$6,440,288 was released in contracts on August 28, 2013.

2012 DOE/WAP

U.S. Department of Energy (\$2,363,189) Units projected: DOE 237 + (810 LIHEAP Only) = 1047 units

Programs	Program Year	Grant Award	Expended	Balance	Units Completed
DOE/WAP*	7/1/2012-6/30/2014	\$2,363,189.00	\$1,952,016.83	\$411,172.17	155
Total:		\$2,363,189.00	\$1,952,016.83	\$411,172.17	155
Percentage:			82.60%	17.40%	

SUSTAINABLE HOUSING PROGRAM ACTIVITY

Katrina/Rita Recovery

Program	Affordable Units Created/Properties Completed Construction	Funds Disbursed/Total Payments	Balance of Funds	Contract Expiration
Small Rental Property Program	7,579 units (90% of goal)	\$425,144,008 (94%)	\$43,642,570	1/15/15
Neighborhood Stabilization Program 3 (NSP3)	35 units	\$4,215,811 (84%)	\$961,015	1/15/15
Nonprofit Rebuilding Pilot Program (NRPP)	152 properties (95% of goal)	\$21,750,993 (72%)	\$8,271,911	6/30/15
Plaquemines Parish Homeowner Rehab Program	13 properties (81% of goal)	\$2,672,828 (67%)	\$1,327,172	6/30/15
Housing Development Loan Fund/Land Assembly Operations	16 loans closed (40% of goal)	\$4,105,424 (60%)	\$9,328,539	12/31/14*
TO-DATE	Over 7,700 Households Impacted	\$457,889,064 Disbursed	\$63,531,207 Remaining	

Gustav/Ike Recovery

Program	Affordable Units Created/Properties Completed Construction	Funds Disbursed	Balance of Funds	Contract Expiration
State – Affordable Rental Competitive Program (ARP)	489 units (87% of goal)	\$39,942,672 (81%)	\$9,659,871	varies
Parish ARP (5 Parishes)	208 units (34% of goal)	\$6,105,575 (24%)	\$20,574,285	varies
Parish Programs	29 projects with drawdowns (91% of goal)	\$26,220,199 (47%)	\$28,919,277	varies
	4 projects with 90% expended (13% of goal)			
TO-DATE	Over 650 Households Impacted	\$72,268,446 Disbursed	\$59,153,433 Remaining	

LOUISIANA HOUSING AUTHORITY ACTIVITY

Program	Households Served	Funds Disbursed/Total Payments	Balance of Funds	Program End Date
Homeless Supports and Housing – Katrina/Rita	51	\$23,425,884	\$2,583,321	3/31/18*
Supportive Housing Services – Katrina/Rita	5,826	\$48,248,969	\$24,481,031	12/31/18
Calcasieu Parish Homeless Prevention – Gustav/Ike	289	\$461,000	\$145,500	
Emergency Solutions Grant	5,597	\$1,588,238	\$4,121,706	6/30/14**
Isaac HOME Tenant Based Rental Assistance (TBRA)	83	\$893,007	\$106,993	varies
Youth Aging Out of Foster Care – HOME TBRA	22	\$122,878	\$377,122	varies
Shelter Plus Care (S+C)	1,017	\$33,000,000	\$17,000,000	4/30/14****
Project-Based Vouchers (PBV)	1,453	\$53,000,000	\$3,000,000	Renewed annually
TO-DATE	Over 14,300 Households Served	\$160,739,976 Disbursed***	\$51,815,673 Remaining***	

*for Canal St. Rehab Project only (\$1.5M).

**FY12 award only.

***The funds associated with these programs directly impact households, but do not represent the total amount of LHA funding or disbursements.

****Grant agreement with HUD is being extended 14 months to allow for utilization of remaining funds



Sustainable Housing Committee:

Detailed Program Updates



- *Sustainable Housing Department*
- *Louisiana Housing Authority*

Affordable Rental (Competitive) \$50,602,543	Grantee	Parish	Total Allocation	Total Disbursements					Total Funds Remaining
				Disbursed Awards	% of Total Disbursements	Total Completed Units	Completed Affordable Units	% Construction Complete	
	Calcasieu Affordable Homes	Calcasieu	\$ 2,725,000	\$ 1,896,271	70%	8	8	80%	\$ 828,729
	438 Main Street Apts	East Baton Rouge	\$ 3,500,000	\$ 3,500,000	100%	22	22	100%	\$ 0
	The Elysian Apartments	East Baton Rouge	\$ 4,000,000	\$ 3,800,084	95%	100	75	100%	\$ 199,916
	The Gardens Phase I	East Baton Rouge	\$ 4,000,000	\$ 2,567,175	64%			45%	\$ 1,432,825
	The Gardens Senior	East Baton Rouge	\$ 4,000,000	\$ 3,533,225	88%	55	55	100%	\$ 466,775
	GCHP Mid City	East Baton Rouge	\$ 1,400,000	\$ 1,217,585	87%	32	32	100%	\$ 182,415
	Evangeline Estates	Evangeline	\$ 3,330,000	\$ 2,959,592	89%	30	28	100%	\$ 370,408
	Cane Pointe 2	Iberia	\$ 500,000	\$ 475,000	95%	17	17	100%	\$ 25,000
	Cyrus Homes	Jefferson Davis	\$ 3,200,000	\$ -	0%				\$ 3,200,000
	Daigle House	Lafayette	\$ 2,816,000	\$ 2,675,200	95%	32	32	100%	\$ 140,800
	Bywater Art Lofts II	Orleans	\$ 4,000,000	\$ 3,932,247	98%	30	30	100%	\$ 67,753
	Hibernia Apartments	Orleans	\$ 4,000,000	\$ 4,000,000	100%	175	91	100%	\$ -
	Ouachita Square	Ouachita	\$ 2,368,000	\$ 2,246,599	95%	20	19	100%	\$ 121,401
	Canterbury House II	St. Tammany	\$ 4,000,000	\$ 3,350,583	84%	48	37	100%	\$ 649,417
	Barataria Station Apt 2	Terrebonne	\$ 3,999,420	\$ 3,799,449	95%	43	43	100%	\$ 199,971
	James Herod 2 Apts	Vermillion	\$ 1,764,123	\$ 1,021,225	58%			60%	\$ 742,898
Total:		\$ 49,602,543	\$ 40,974,234	83%	612	489	92%	\$ 8,628,309	
Affordable Rental \$24,000,000	Grantee	Direct Parish Allocation	Additional Supp. Allocation	Total Budget	Total Disbursements				Total Funds Remaining
					Expenditures	% of Total	Total Projected	Total Units	Total # of
	Cameron	\$ 4,000,000	\$ -	\$ 4,000,000	\$ 2,164,073	54%	32	0	0
	Iberville	\$ 4,000,000	\$ 1,500,000	\$ 5,500,000	\$ 803,184	15%	120	0	0
	Lafourche	\$ 3,000,000	\$ -	\$ 3,000,000	\$ 973,302	32%	10	0	0
	East Baton Rouge	\$ 3,000,000	\$ 450,000	\$ 3,450,000	\$ 2,914,260	84%	362	202	202
	Terrebonne	\$ 10,000,000	\$ -	\$ 10,000,000	\$ 1,198,832	12%	109	6	6
Total:	\$ 24,000,000	\$ 1,950,000	\$ 25,950,000	\$ 8,053,650	31%	633	208	208	
G/I Incentive \$21,532,843	Grantee	Total Allocation	Total Disbursements			Funds Remaining			
			Expenditures	% of Funds Disbursed	Total # of Households Served				
	Cameron	\$ 13,924,486	\$ 10,093,885	72%	200	\$ 3,830,601			
	Iberia	\$ 1,163,220	\$ 1,162,918	100%	30	\$ 302			
	City of Lake Charles	\$ 975,120	\$ 946,068	97%	96	\$ 29,052			
	Vermillion	\$ 4,185,081	\$ 1,932,021	46%	79	\$ 2,253,060			
	Total:	\$ 19,595,047	\$ 13,590,548	69%	405	\$ 6,113,015			
G/I Homeowner Rehab \$22,181,666	Grantee	Total Allocation	Total Disbursements			Funds Remaining			
			Expenditures	% of Funds Disbursed	Total # of Households Served				
	Ascension	\$ 270,000	\$ -	0%	0	\$ 270,000			
	East Baton Rouge	\$ 325,824	\$ 325,820	100%	19	\$ 4			
	Iberville	\$ 6,729,540	\$ 974,879	17%	52	\$ 5,754,661			
	Jefferson Davis	\$ 19,800	\$ -	0%	0	\$ 19,800			
	Pointe Coupee	\$ 2,000,000	\$ 857,946	43%	88	\$ 1,142,054			
	St. James	\$ 300,000	\$ 230,328	77%	17	\$ 69,672			
	St. John the Baptist	\$ 2,024,240	\$ 630,918	31%	0	\$ 1,393,322			
	St. Landry	\$ 1,500,000	\$ 787,831	53%	63	\$ 712,169			
	St. Helena	\$ 800,000	\$ 715,595	89%	53	\$ 84,405			
	Tangipahoa	\$ 800,000	\$ 261,794	33%	17	\$ 538,206			
	St. Mary	\$ 2,731,250	\$ 60,500	2%	0	\$ 2,670,750			
	City of Baker	\$ 103,012	\$ 57,212	56%	7	\$ 45,800			
	Cameron	\$ 723,000	\$ 318,151	44%	1	\$ 404,849			
	Terrebonne	\$ 1,990,000	\$ 730,223	37%	14	\$ 1,259,777			
Total:	\$ 20,316,666	\$ 5,951,196	29%	331	\$ 14,365,470				

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.

SUSTAINABLE HOUSING FUNDING

Program	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp
Small Rental	\$660,506,503	\$643,053,646	\$17,452,857	97%	\$603,580,611	91%
NSP3	\$5,000,000	\$5,000,000	\$0	100%	\$3,467,947	69%
NRPP	\$26,000,000	\$25,935,501	\$64,499	99%	\$17,605,008	68%
Pla. Parish Rehab.	\$4,000,000	\$4,000,000	\$0	100%	\$2,672,828	67%
TOTAL	\$684,180,569	\$684,116,070	\$64,499	100%	\$640,602,508	94%

HOUSING RECOVERY PROGRAMS

SMALL RENTAL PROPERTY PROGRAM:

The Small Rental Property Program (SRPP) aims to restore and rebuild the stock of one to four unit rental properties in order to address the housing needs of low to moderate income people in the most heavily damaged areas. The program provides affordable rents for working families by encouraging redevelopment in impacted communities. 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
	\$660,506,503	\$643,053,646	\$17,452,857	97%	\$603,580,611	91%	\$56,925,892	1/15/15

Key Indicators (cumulative):

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Number of closings completed	4911	4377	4388	89%
Number of rental units created	9594	8552	8863	92%
Number of affordable units created	8386	7535	7588	90%
Percent of units that are affordable	87%	88%	86%	98%

NEIGHBORHOOD STABILIZATION PROGRAM (3):

Working in partnership with the Small Rental Property Program, NSP3 addresses the housing needs of low to moderate income people in a specific target area of the Lower Ninth Ward of New Orleans. 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.

Budget:	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
	\$5,000,000	\$5,000,000	\$0	100%	\$4,186,314	84%	\$813,686	1/15/15

NONPROFIT REBUILDING PILOT PROGRAM:

The \$20 million program is administered by the LHC and is a competitively awarded 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.

Budget:	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
	\$26,000,000	\$25,935,501	\$64,499	100%	\$17,605,008	68%	\$8,394,992	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	142	152	95%

PLAQUEMINES PARISH HOMEOWNER REHABILITATION PROGRAM:

This program allows the conversion of a portion of the parish's Small Rental allocation to be used as a Homeowner Rehabilitation Program. 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. Both Road Home and non-Road Home participants are eligible for this program.

Budget:	Allocated	Obligated	Unobligated	% Obl	Expended	% Exp	Balance	Contract Expiration
	\$4,000,000	\$4,000,000	\$0	100%	\$2,672,828	67%	\$1,327,172	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%

HOUSING DEVELOPMENT LOAN FUND/LAND ASSEMBLY OPERATIONS

The Housing Development Loan Fund/Land Assembly Operations provides seed funding for a contractor or state agency to establish one or more loan funds that offer flexible-term acquisition and predevelopment financing to developers of the most critically needed housing. The program is combined with the Housing Land Assembly Operations program, and they are known collectively as the Louisiana Loan Fund.

Budget:	Allocated	Obligated	% Obl	Expended in Q3	Total Expended	% Exp	Balance
HDEV	\$11,363,963	\$4,789,355	42%	\$598,390	\$2,036,793	43%	\$9,327,170
HLAS	\$2,070,000	\$2,070,000	100%	\$0	\$2,068,631	99%	\$1,369
TOTAL	\$13,433,963	\$6,859,355	51%	\$598,390	\$4,105,424	60%	\$9,328,539

- Action Plan amendment required to move the final \$1,369 to begin HLAS closeout process.
- A contract amendment is currently under review with OCD-DRU's Legal Department to extend the program to December 31, 2014 and reduce the contract to \$6,000,000
- 2 construction take out loans closed this quarter
- 11 homes are currently under construction
- 22 properties are 100% complete as a result of the construction take out
- \$2,216,955.32 in CDBG funds are currently committed as leveraged for 9 projects in Orleans Parish.

Key Indicators (cumulative):

Indicator	Target	Prior Qtr	Current Qtr	% of Goal
Number of Loans Closed	40	14	16	40%

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	\$49,602,543	\$49,602,543	\$0	100%	\$39,942,672	81%
Parish ARP	\$25,950,000	\$25,950,000	\$0	100%	\$7,325,715	28%
Parish Housing	\$55,265,119	\$55,265,119	\$0	100%	\$24,184,805	44%
TOTAL	\$130,817,662	\$130,817,662	\$0	100%	\$71,453,192	55%

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
	\$49,602,543	\$49,602,543	\$0	100%	\$39,942,672	79%	\$9,659,871	Varies***

***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	16	16	94%
Projects With Drawdowns	17	16	16	94%
Affordable Units Created	559	365	489	87%
Total Units Created	682	477	612	90%
Percent Affordable Units	82%	74%	71%	87%

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
\$25,950,000*	\$25,950,000	\$0	100.0	\$7,325,715	28.23%	\$18,624,285	Varies**

*Includes original \$24,000,000 allocation, additional \$1,500,000 allocated to Iberville Parish, and additional \$450,000 allocated to East Baton Rouge Parish.

**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	7	12	92%
Number of housing units created	586	202	208	35%

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
\$55,265,119	\$55,265,119	\$0	100%	\$24,184,805	44%	\$31,080,314	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	33	100%
Applications Approved	33	32	32	97%
Projects With Drawdowns	32	27	27	84%
Projects With 90% Expended	32	4	4	13%

LOUISIANA HOUSING AUTHORITY UPDATES

1. Homelessness Supports and Housing – Katrina/Rita

<i>Budget</i>	<i>Funds Expended Through 4/30/2014</i>	<i>Percentage Expended Through 4/30/2014</i>	<i># of PSH units developed (total = 98)</i>
\$26,009,205	\$23,425,884	90%	51

- 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
 - \$1,738,599.21 –Rehab of the New Orleans Mission —200 bed emergency shelter for people experiencing homelessness. The contract is currently at the Office of Contractual Review.

2. Supportive Housing Services – Katrina/Rita

<i>Budget</i>	<i>Funds Expended Through 4/30/2014</i>	<i>Percentage Expended Through 4/30/2014</i>	<i># of Persons Assisted with New Access to a Service as of 4/30/2014 (cumulative)</i>	<i>Program End Date</i>
\$72.73M	\$48,248,969	66%	5,826	12/31/2018

- 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 Through 4/30/2014</i>	<i>Percentage Expended Through 4/30/2014</i>	<i>Program End Date</i>
\$400,000	\$297,052	74%	6/30/2014

- 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 Through 4/30/2014</i>	<i>Percentage Expended Through 4/30/2014</i>	<i>Assisted Households</i>
\$606,600	\$461,100	76%	289

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

5. Emergency Solutions Grant

<i>Budget</i>	<i>Funds Expended Through 5/6/2014</i>	<i>Percentage Expended Through 5/6/2014</i>	<i>Number of Contracts</i>	<i>Contract End Date</i>	<i>Units of Service for Shelters</i>	<i>Units of Financial Assistance</i>
Second FY11 award = \$892,713	\$10,731	1.3%	6	10/31/2014	N/A	4
FY12 award = \$2,847,783	\$1,512,693	54%	29	6/30/2014	5,903	516
FY13 award = \$1,969,448	\$64,814	4%	26	6/30/2015	64	9

- 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
- The “Units of Service Delivery for Shelters” reflects the number of persons provided housing at homeless shelters
- The “Units of Financial Assistance” reflects the number of financial assistance payments made on behalf of a client (rent, deposit, utilities)

6. HOME Tenant Based Rental Assistance (TBRA)

Hurricane Isaac HOME TBRA				
<i>Budget</i>	<i>Funds Expended Through 5/6/2014</i>	<i>Percentage Expended Through 5/6/2014</i>	<i>Program End Date</i>	<i>Households Served</i>
\$1M	\$893,007	89%	Individually based (contracts are for 12 months of assistance)	83

Youth Aging Out of Foster Care HOME TBRA				
<i>Budget</i>	<i>Funds Expended Through 5/6/2014</i>	<i>Percentage Expended Through 5/6/2014</i>	<i>Program End Date</i>	<i>Households Served</i>
\$500K	\$122,878	25%	Individually based (contracts are for 24 months of assistance)	22

7. Permanent Supportive Housing – Support Contracts

Hawkins Contract - \$222,187			
<i>Budget</i>	<i>Funds Expended Through 5/6/2014</i>	<i>Percentage Expended Through 5/6/2014</i>	<i>Contract End Date</i>
\$222,187	\$32,749	15%	8/31/2015

- Contract provides legal services for the Louisiana Housing Authority

TAC contract - \$243,588			
<i>Budget</i>	<i>Funds Expended Through 5/6/2014</i>	<i>Percentage Expended Through 5/6/2014</i>	<i>Contract End Date</i>
\$243,588	\$89,985	37%	6/30/2016

- Contract provides technical assistance for administering the PSH program

Casterline contract - \$19,500			
<i>Budget</i>	<i>Funds Expended Through 5/6/2014</i>	<i>Percentage Expended Through 5/6/2014</i>	<i>Contract End Date</i>
\$19,500	\$6,380	33%	10/29/2014

- Contract provides fee accountant services for the Louisiana Housing Authority

8. Permanent Supportive Housing - Administration and Services

Project-Based Vouchers and Shelter Plus Care					
<i>Program</i>	<i>Budget</i>	<i>Funds Expended Through 5/6/2014</i>	<i>Percentage Expended Through 5/6/2014</i>	<i>Leased Vouchers through 5/6/2014</i>	<i>Contract End Date</i>
S+C	\$50M	\$33M	66%	1,016	Contract is being extended for an additional 14 months to utilize existing funding before 5 year renewal.
PBV	\$56M	\$53M	95%	1,423	Renewed annually

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