WEATHERIZATION ASSISTANCE PROGRAM (WAP)

State of Louisiana

2026 Proposed State Plan

WAP-ALRD-2025 (Administrative and Legal Requirements Document)

CFDA #81.042

Louisiana Housing Corporation

2415 Quail Drive • Baton Rouge, Louisiana 70808

(888) 454-2001 • FAX (225) 763-8710 • TTY/TDD (225) 763-8762

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EXECUTIVE SUMMARY

The State of Louisiana Weatherization Assistance Program Proposed State Plan for Program Year 2026 serves as Louisiana's application to the U.S. Department of Energy (USDOE) for Weatherization Assistance Program funding.

The Weatherization Assistance Program Fiscal Year 2026 Allocation is $2,767,269 with an additional $1,303,478 previously unobligated from Fiscal Year 2025.

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 burdens.

The Louisiana Housing Corporation's (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 impact 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.

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OMB Number: 4040-0004
Expiration Date: 03/31/2029

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received
07/09/2026

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:
DE-SE0001826

State Use Only:

6. Date Received by State: 07/09/2026

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: LOUISIANA HOUSING CORPORATION

b. Employer/Taxpayer Identification Number (EIN/TIN):
45-4619102

c. UEI:
G9MAZAU3T661

d. Address:

Street 1: 2415 QUAIL DRIVE

Street 2:

City: BATON ROUGE

County: EAST BATON ROUGE Parish

State: LA

Province:

Country: U.S.A.

Zip / Postal Code: 708080120

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: Mrs

First Name: Lauren

Middle Name: Hartley

Last Name: Holmes

Suffix:

Title: Program Administrator

Organizational Affiliation: Louisiana Housing Corporation

Telephone Number: 2257638698

Fax Number:

Email: lhartley@lhc.la.gov

OMB Number: 4040-0004
Expiration Date: 03/31/2029

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-0002026

Title:

2026 Weatherization Assistance Program (WAP) Funding

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)

OMB Number: 4040-0004
Expiration Date: 03/31/2029

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: 07/01/2026

b. End Date: 06/30/2027

18. Estimated Funding ($):

a. Federal	4,070,747.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	4,070,747.00

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

☐ 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**

☒ 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

Authorized Representative:

Prefix: Mr

First Name: Kevin

Middle Name: J.

Last Name: Delahoussaye

Suffix:

Title: LHC Executive Director

Telephone Number: 2257638700

Fax Number: 2257638710

Email: kdelahoussaye@lhc.la.gov

Signature of Authorized Representative: Signed Electronically

Date Signed:

OMB Number: 4040-0006
Expiration Date: 06/30/2028

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001826	2. Program/Project Title Weatherization Assistance Program	
3. Name and Address	LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE, LA 708080120	4. Program/Project Start Date 07/01/2026 5. Completion Date 06/30/2027

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	$ 1,303,478.00		$ 2,767,269.00		$ 4,070,747.00
2.						
3.						
4.						
5. TOTAL		$ 1,303,478.00	$ 0.00	$ 2,767,269.00	$ 0.00	$ 4,070,747.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTRATION	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	(5)
a. Personnel	$ 37,674.00	$ 0.00	$ 31,904.00	$ 0.00	$ 69,578.00
b. Fringe Benefits	$ 17,390.00	$ 0.00	$ 14,727.00	$ 0.00	$ 32,117.00
c. Travel	$ 0.00	$ 0.00	$ 11,014.00	$ 0.00	$ 11,014.00
d. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
e. Supplies	$ 477.00	$ 0.00	$ 400.00	$ 0.00	$ 877.00
f. Contract	$ 0.00	$ 358,915.00	$ 91,000.00	$ 103,170.00	$ 3,956,527.00
g. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
h. Other Direct Costs	$ 634.00	$ 0.00	$ 0.00	$ 0.00	$ 634.00
i. Total Direct Charges	$ 56,175.00	$ 358,915.00	$ 149,045.00	$ 103,170.00	$ 4,070,747.00
j. Indirect Costs	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
k. Totals	$ 56,175.00	$ 358,915.00	$ 149,045.00	$ 103,170.00	$ 4,070,747.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

OMB Number: 4040-0006
Expiration Date: 06/30/2028

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001826	2. Program/Project Title Weatherization Assistance Program	
3. Name and Address	LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE, LA 708080120	4. Program/Project Start Date 07/01/2026 5. Completion Date 06/30/2027

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		$ 1,303,478.00	$ 0.00	$ 2,767,269.00	$ 0.00	$ 4,070,747.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS	(5)
a. Personnel	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 69,578.00
b. Fringe Benefits	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 32,117.00
c. Travel	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 11,014.00
d. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
e. Supplies	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 877.00
f. Contract	$ 2,221,833.00	$ 433,247.00	$ 16,000.00	$ 6,000.00	$ 3,956,527.00
g. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
h. Other Direct Costs	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 634.00
i. Total Direct Charges	$ 2,221,833.00	$ 433,247.00	$ 16,000.00	$ 6,000.00	$ 4,070,747.00
j. Indirect Costs	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
k. Totals	$ 2,221,833.00	$ 433,247.00	$ 16,000.00	$ 6,000.00	$ 4,070,747.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

OMB Number: 4040-0006
Expiration Date: 06/30/2028

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001826	2. Program/Project Title Weatherization Assistance Program	
3. Name and Address LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE, LA 708080120	4. Program/Project Start Date	07/01/2026
	5. Completion Date	06/30/2027

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		$ 1,303,478.00	$ 0.00	$ 2,767,269.00	$ 0.00	$ 4,070,747.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total
	(1) VEHICLES AND EQUIPMENT	(2) WEATHERIZATION READINESS	(3) ENERGY AUDITS	(4) INTAKE/ELIGIBILITY	(5)
a. Personnel	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 69,578.00
b. Fringe Benefits	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 32,117.00
c. Travel	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 11,014.00
d. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
e. Supplies	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 877.00
f. Contract	$ 0.00	$ 340,462.00	$ 177,500.00	$ 90,000.00	$ 3,956,527.00
g. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
h. Other Direct Costs	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 634.00
i. Total Direct Charges	$ 0.00	$ 340,462.00	$ 177,500.00	$ 90,000.00	$ 4,070,747.00
j. Indirect Costs	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
k. Totals	$ 0.00	$ 340,462.00	$ 177,500.00	$ 90,000.00	$ 4,070,747.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

OMB Number: 4040-0006
Expiration Date: 06/30/2028

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001826	2. Program/Project Title Weatherization Assistance Program	
3. Name and Address	LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE, LA 708080120	4. Program/Project Start Date 07/01/2026 5. Completion Date 06/30/2027

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		$ 1,303,478.00	$ 0.00	$ 2,767,269.00	$ 0.00	$ 4,070,747.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total
	(1) FINAL INSPECTION	(2)	(3)	(4)	(5)
a. Personnel	$ 0.00				$ 69,578.00
b. Fringe Benefits	$ 0.00				$ 32,117.00
c. Travel	$ 0.00				$ 11,014.00
d. Equipment	$ 0.00				$ 0.00
e. Supplies	$ 0.00				$ 877.00
f. Contract	$ 118,400.00				$ 3,956,527.00
g. Construction	$ 0.00				$ 0.00
h. Other Direct Costs	$ 0.00				$ 634.00
i. Total Direct Charges	$ 118,400.00				$ 4,070,747.00
j. Indirect Costs	$ 0.00				$ 0.00
k. Totals	$ 118,400.00				$ 4,070,747.00
7. Program Income	$ 0.00				$ 0.00

BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: LOUISIANA HOUSING CORPORATION
Award number: SE0001826

Budget period: 07/01/2026 - 06/30/2027

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 (Varying Position Levels)	Process payments, grants management and federal reporting. (Other Funding Sources: IIJA, HUD, HHS, State)
Program Administrator	Management and oversight of a Corporation Programmatic Division. Responsible for policy, departmental budgets, program strategy/evaluation, Board liaison, etc. Serves currently as the federal liaison for programmatic functions. Oversees the operations of the Corporation's offsite location. 5% of the salary will be paid from WAP T&TA for sub-grantee training. (Other Funding Sources: IIJA, HUD, HHS)
Program/Fiscal Manager	Overall management of the statewide WAP, budgetary matters, policy making, Subgrantee monitoring, and preparation of federal reports, grant application, and supervises staff. 5% of salary will come from T/TA for sub-grantee training. (Other Funding Sources: IIJA, HHS)
Fiscal / Administrative Monitor	Assist in policy making and preparation of federal reports. Review audits, review requests for payment, and track expenditures. Monitor and provide technical and training assistance to contractors and sub-grantees. Conducts onsite monitoring and desk monitoring reviews. 35% of the Program Monitor's salary will be paid from WAP T&TA. (Other Funding Sources: IIJA, HHS)
Executive Staff (Varying Position Levels)	Management and oversight of all the Programmatic Divisions within the Corporation. Executive Director, Chief Administrative Officer, Chief Operating Officer, Chief Fiscal Officer, may include Public Affairs. (Other Funding Sources: HUD, HHS, State)
Legal Staff (Varying Position Levels)	Reviews WAP Subgrantee Contracts and Amendments. Consults on appeals and complaints from clients regarding WAP activities performed. Other legal issues as necessary. (Other Funding Sources: HUD, HHS, State)

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Accounting Staff (Varying Position Levels)	$95,000.00	2.5000 % FT	$2,375.00
Program Administrator	$117,998.00	15.0000 % FT	$17,699.70
Program/Fiscal Manager	$86,923.00	15.0000 % FT	$13,038.45
Fiscal / Administrative Monitor	$61,880.00	50.0000 % FT	$30,940.00
Executive Staff (Varying Position Levels)	$160,000.00	1.5000 % FT	$2,400.00
Legal Staff (Varying Position Levels)	$125,000.00	2.5000 % FT	$3,125.00
		Direct Pay Total	$69,578.15

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 (consisting of group life insurance, medical insurance, dental insurance, Medicare and retirement) are budgeted at a 46.16% rate of salary. Fringe rate breakdown: Retirement 31.71%, Medical, Dental, & Life Insurance 13%, and Medicare 1.45%.

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Accounting Staff (Varying Position Levels)	$2,375.00	46.1600 %	$1,096.30
Program Administrator	$17,699.70	46.1600 %	$8,170.18
Program/Fiscal Manager	$13,038.45	46.1600 %	$6,018.55
Fiscal / Administrative Monitor	$30,940.00	46.1600 %	$14,281.90
Executive Staff (Varying Position Levels)	$2,400.00	46.1600 %	$1,107.84
Legal Staff (Varying Position Levels)	$3,125.00	46.1600 %	$1,442.50
		Fringe Benefits Total	$32,117.27

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 for semi-annual programmatic monitoring (4 Subgrantees).	8	$611.00	$4,888.00
Out-of-State travel for 1 participant to attend two (2) conferences (including NASCSP and HPC) and training requirements for contractor oversight.	2	$3,063.00	$6,126.00
		Travel Total	$11,014.00

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

Organization travel policies and State Per Diems (GSA)
Out-of-State Travel - LHC (2 NASCSP, HPC, etc.)
TripsNights/DaysCostParticipantsTotals
Lodging23$2501$1,500
Meals24$921$736
Flight2$6001$1,200
Transportation2$1501$300
Registration2$1,1951$2,390
Mileage2$0.7010
$6,126
In-State Travel - LHC (Monitoring)
TripsNights/DaysCostParticipantsTotals
Lodging83$1131$2,712
Meals84$681$2,176
$4,888
2 Fiscal/Programmatic Visits per Subgrantee per year.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than $10,000 and a useful life expectancy of more than one year.

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

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 $10,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

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
Vehicle Maintenance for Monitoring Vehicles	$270.00	Detailing, Tire Rotation, Oil Changes, Gas
Monitoring Equipment	$130.00	Calibration/O2 Sensor Replacment for Bacharach Insight Plus Gas Analyzer for Grantee Monitoring.
Office Supplies	$477.00	Shredding Services, Toner, Paper, etc.
Materials and Supplies Total	$877.00	

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.

*Calibration/O2 Sensor Replacement for Bacharach Insight Plus Gas Analyzer for Grantee Monitoring (Estimated total $768)
*Vehicle Maintenance for Monitoring Vehicles (Detailing $50, Tire Rotation $30, Oil Changes $50, Gas)
*Office Supplies (Shredding service, copier toner, paper, pens, etc.)
All costs included in Supplies are properly segregated to ensure there are not duplicate charges. Costs are allocated (20% DOE, 65% BIL, and 15% DHHS). All costs proposed are only being used in support of the WAP program.

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 IV.1).

Name of Proposed Sub	Total Cost	Basis of Cost*
Subgrantees (4) Listed in Annual File, Section IV.1	$3,865,527.00	Includes Subgrantee Administration, Subgrantee T/TA, Program Operations, Health and Safety, Energy Audit (Pre-Inspection), Client Intake/Eligibility, Final QCI Inspection, Vehicles and Equipment, Liability Insurance and Financial Audit. This year includes $246,132 Weatherization Readiness Funds plus $94,330 WRF Carryover. In accordance with 2 CFR 200.425(a)(2), only those Subgrantees expending more than $1,000,000 in total Federal Funding annually will receive FINANCIAL AUDITS funding identified in the Grantee's SF-424a Budget.
Hancock Energy Software	$16,000.00	Weatherization Monitoring and Financial Tracking Software Annual Maintenance, Helpdesk Support fees, and Enhancements. Costs are shared with LIHEAP funding source (20% DOE, 65% BIL, 15% LIHEAP).
Technical Training (Vendors: LSU Ag, TBD)	$5,000.00	LHC plans to use Contract Training for LHC's internal staff training needs: WAWeb, Building Analyst, etc. These funds will cover LHC programmatic staff training and certifications.
Outsourced QCI Technical Monitoring	$70,000.00	LHC plans to outsource Technical Monitoring of Subgrantees this year. LHC is currently evaluating a per inspection cost and reviewing whether a Request for Proposals (RFP) will be issued or whether a bid process will be used for amounts under the State of Louisiana's procurement policies for RFP threshold. No Subgrantee relation will be allowed.
Contracts and Subgrants Total	$3,956,527.00	

*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.

General Description	Cost	Justification of Need
NASCSP Annual Dues	$634.00	Annual dues for Louisiana membership within the National Association for State Community Service Programs (NASCSP)
Other Direct Costs Total	$634.00	

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

Costs are based on 2026 expenses.

All costs included in Other Direct Costs are properly segregated to ensure there are not duplicate charges. Costs are allocated (20% DOE, 65% BIL, 15% DHHS). All costs proposed are only being used in support of the WAP program.

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: Craig Gannuch, CFO Phone Number: 2257638700

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
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: SE0001826, **State:** LA, **Program Year:** 2026

Recipient: LOUISIANA HOUSING CORPORATION

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
DeSoto Parish Police Jury/OCS (Mansfield)	$334,668.00 25
LaSalle Community Action Assn., Inc. (Harrisonburg)	$752,445.00 58
Quad Area Community Action Agency, Inc. (Hammond)	$1,722,228.00 133
St. Mary Community Action Agency (Franklin)	$1,056,186.00 80
Total:	**$3,865,527.00** **296**

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	296
Reweatherized Units	0

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	296
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	296
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	$2,221,833.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	296
H	Average Program Operations Costs per Unit (F divided by G)	$7,506.19
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	$0.00
J	Total Average Cost per Dwelling (H plus I)	$7,506.19

IV.3 Energy Savings

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

	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	296	29.3	8673
Prior Year Estimate	161	29.3	4717
Prior Year Actual	119	29.3	3487

Method used to calculate savings description:

IV.4 DOE-Funded Leveraging Activities

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001826, **State:** LA, **Program Year:** 2026
Recipient: LOUISIANA HOUSING CORPORATION

LHC will not budget PY2026 DOE funds to conduct leveraging activities.

IV.5 Policy Advisory Council Members

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

Association for Community Action (ACAP) of Louisiana	Type of organization: Non-profit (not a financial institution) Contact Name: Hilda L. Wiltz, Association Manager Phone: 3372245741 Email: Hwiltz326@gmail.com
ATMOS Energy	Type of organization: Utility Contact Name: Diana Marin, Manager of Customer Advocacy Phone: 0000000000 Email: Diana.Marin@atmosenergy.com
Entergy	Type of organization: Utility Contact Name: Sandra Miller, Vice President, Consumer Advocacy & Programs Phone: 5045764721 Email: smille3@entergy.com
Housing Louisiana	Type of organization: Non-profit (not a financial institution) Contact Name: Jennifer Baker, Director of Alliance Development Phone: 2252540946946 Email: jbaker@housinglouisiana.org
LaSalle Community Action Association, Inc.	Type of organization: Non-profit (not a financial institution) Contact Name: Dorothy Oliver, Executive Director Phone: 3183894810 Email: doliver.lcaa@gmail.com
Louisiana Workforce Commission	Type of organization: Unit of State Government Contact Name: Rhea Woods, Workforce Development Administrator Phone: 2253427686 Email: rwoods@lwc.la.gov
St. Mary Community Action Agency, Inc.	Type of organization: Non-profit (not a financial institution) Contact Name: Jeffery Beverly, Chief Executive Officer Phone: 3378285703 Email: jeffgbeverly@stmarycaa.org
St. Tammany Parish Government	Type of organization: Unit of Local Government Contact Name: Diane Morris, EO Officer DHHS/CAA Phone: 9858933923 Email: dmorris@stpgov.org

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
11/20/2026	The Public Hearing Notice and Proposed Plan were posted on LHC's Website and ListServe on 11/9/2026.

IV.7 Miscellaneous

- LHC reserves the right to redistribute funds within the grant period to actively manage the grant and move funds as necessary to fully expend the monies during the budget period and within DOE guidelines and DOE consultation.
- Contact information for the Recipient Business Officer:

  Lauren Holmes | *Housing Deputy Administrator*

  Louisiana Housing Corporation

  lhartley@lhc.la.gov | www.lhc.la.gov

  Desk: 225.358.5371

  2415 Quail Drive, Baton Rouge, LA 70808

U.S. Department of Energy

Weatherization Assistance Program (WAP)

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant Number: SE0001826, **State:** LA, **Program Year:** 2026

Recipient: LOUISIANA HOUSING CORPORATION

- Contact information for the Recipient Principal Investigator:

Seuana Randall | *Housing Finance Manager*

Louisiana Housing Corporation

srandall@lhc.la.gov | www.lhc.la.gov

Desk: 225.358.5404

2415 Quail Drive, Baton Rouge, LA 70808

Policy Advisory Council (PAC)

Organization Name	Group Representing
LaSalle Community Action Association	Low Income Families
ATMOS Energy	Utility (gas)
Housing Louisiana	Low Income Families, Elderly, Disabled, or Children
Entergy	Utility (electric)
St. Mary Community Action Agency	Low Income Families
TBD	Utility (propane)
Association of Community Action Partnerships (ACAP) Louisiana	Low Income Families
TBD	Low Income Families
Louisiana Workforce Commission	State Regulatory
St. Tammany Parish Government DHHS	Low Income Families

U.S. Department of Energy

WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: LA Grant Number: SE0001826 Program Year: 2026

Name: **DeSoto Parish Police Jury/OCS**

Address: 101 Franklin Street
Mansfield, LA 71052-2046

Contact: Gladys Walters, Executive Director
UEI: ED75JYNWCKA6
DUNS: 010491728
Phone: (318) 872-0880
Fax: (318) 871-8616
Email: gwalters@desotoppj.com

Counties served:
RED RIVER Parish
MOREHOUSE Parish
NATCHITOCHES Parish
WEBSTER Parish
SABINE Parish
CLAIBORNE Parish
BIENVILLE Parish
DE SOTO Parish
BOSSIER Parish
UNION Parish

Tentative allocation: $ 334,668.00
Planned units: 25
Type of organization: Unit of local government

Congressional districts served:

CD
LA-04
LA-05

Source of labor: Agency and Contractors

Name: **LaSalle Community Action Assn., Inc.**

Address: 202 Sicily Street
P.O. Drawer 730
Harrisonburg, LA 71340-0000

Contact: Dorothy Oliver, Executive Director
UEI: PCUBA154WQ16
DUNS: 168574507
Phone: (318) 389-4810
Fax: (318) 389-4815
Email: doliver@lasallelcaa.org

Counties served:
WEST CARROLL Parish
RICHLAND Parish
RAPIDES Parish
LA SALLE Parish
CADDO Parish
CATAHOULA Parish
EAST CARROLL Parish
OUACHITA Parish
JACKSON Parish
LINCOLN Parish
MADISON Parish
CALDWELL Parish
WINN Parish
TENSAS Parish
CONCORDIA Parish
GRANT Parish
FRANKLIN Parish

Tentative allocation: $ 752,445.00
Planned units: 58
Type of organization: Local agency

Congressional districts served:

CD
LA-05
LA-04

Source of labor: Agency and Contractors

U.S. Department of Energy

WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: LA Grant Number: SE0001826 Program Year: 2026

Name: **Quad Area Community Action Agency, Inc.**

Contact: Wallace Sibley, Executive Director
UEI: K3VJM9DX9LL8
DUNS: 139242085

Address: 45300 N. Baptist Road
Hammond, LA 70401-4907

Phone: (225) 209-0780
Fax: (225) 567-2630
Email: quadarea@i-55.com

Counties served:
ST. BERNARD Parish
ASSUMPTION Parish
ASCENSION Parish
TANGIPAHOA Parish
WEST BATON ROUGE Pa
ORLEANS Parish
ST. TAMMANY Parish
IBERVILLE Parish
WASHINGTON Parish
ST. JAMES Parish
LIVINGSTON Parish
ST. JOHN THE BAPTIST F
PLAQUEMINES Parish
ST. CHARLES Parish
ST. HELENA Parish
EAST FELICIANA Parish
JEFFERSON Parish
EAST BATON ROUGE Par
WEST FELICIANA Parish

Tentative allocation: $ 1,722,228.00
Planned units: 133
Type of organization: Local agency

Congressional districts served:

CD
LA-02
LA-01
LA-05
LA-06

Source of labor: Agency and Contractors

Name: **St. Mary Community Action Agency**

Contact: Jeffery Beverly, CEO
UEI: H7WVV7F48WN2
DUNS: 029172855

Address: 1407 Barrow Street
P. O. Box 271
Franklin, LA 70538-3514

Phone: (337) 828-5703
Fax: (337) 828-5754
Email: jeffgbeverly@stmarycaa.org

OMB Control No: 1910-5127
Expiration Date: 04/30/2027

U.S. Department of Energy

WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION

State: LA Grant Number: SE0001826 Program Year: 2026

Counties served:	CAMERON Parish ST. MARTIN Parish POINTE COUPEE Parish ST. MARY Parish CALCASIEU Parish VERNON Parish ST. LANDRY Parish EVANGELINE Parish ALLEN Parish AVOYELLES Parish LAFOURCHE Parish IBERIA Parish BEAUREGARD Parish JEFFERSON DAVIS Parish ACADIA Parish LAFAYETTE Parish VERMILION Parish TERREBONNE Parish	Tentative allocation: Planned units: Type of organization:	$ 1,056,186.00 80 Local agency	Congressional districts served:	CD LA-06 LA-05 LA-04 LA-03 LA-01
		Source of labor:	Agency and Contractors		

OMB Control No: 1910-5127
Expiration Date: 02/28/2025

U.S. Department of Energy

Weatherization Assistance Program (WAP)

STATE PLAN / MASTER FILE WORKSHEET

Grant Number: SE0001826, **State:** LA, **Program Year:** 2026

Recipient: LOUISIANA HOUSING CORPORATION

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 as per 10 CFR 440.22(a) means 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 the 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. Louisiana will use income at or below 200% of the federal poverty level to determine eligibility for both DOE and LIHEAP weatherized homes.

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 2020 census, the estimated number of eligible dwelling units in which the elderly reside is 717,294 (15.4%). The estimated number of eligible dwelling units in which a person under age 65 with a disability(ies) reside is 521,668 (11.2%). This equals 26.6% of our 2020 population of 4,657,757.

Waiting List Priority is given to the following at-risk households:

- elderly,
- persons with disabilities,
- households with children,
- high residential energy users, and
- households with a high energy burden.

Application eligibility expires 12 months from certification date if work on dwelling unit (energy audit) has not been initiated. Subgrantees are required to re-verify eligibility and income at expiration in order to maintain a current certification date.

Categorical income eligibility is used for applicants that have met the income requirements of the U.S. Department of Health & Human Services' (HHS) Low Income Home Energy Assistance Program (LIHEAP) or the U.S. Department of Housing and Urban Development's (HUD) means-tested programs through mechanisms including, but not limited to, applicant documentation, interagency list of recipients, shared system databases, etc. This method of verification must be included in the client file. Examples of HUD means-tested programs with income qualifications at or below 80% of Area Median Income include, but are not limited to:

- Community Development Block Grants (CDBG),
- HOME Investment Partnerships Program (HOME),
- Lead Hazard Control & Healthy Homes Program (OLHCHH),
- Section 8, etc.

For HUD assisted multifamily properties, Subgrantees will determine eligibility as follows:

- Housing owned and operated by PHAs: Subgrantees shall consider all such buildings managed by the PHAs referenced on www.hud.gov to be 100 percent income eligible.
- Privately owned multifamily buildings receiving project-based assistance: Subgrantees will refer to the DOE/HUD provided list to determine the percentage of the units in each building that are income eligible.
- Privately-owned multifamily buildings that house residents receiving tenant-based assistance: Subgrantees will determine the percentage of income eligible residences by either contacting the building owner/manager to obtain such Section 8 Housing Choice Voucher records (from HUD's Tenant Based Rental Assistance Program [TBRA]) or by individually verifying which residents hold such vouchers.

Categorical income eligibility is also used for applicants that have met the income requirements of the U.S. Department of Agriculture (USDA) means-tested programs through mechanisms including, but not limited to, applicant documentation, interagency list of recipients, shared system databases, etc. This method of verification must be included in the client file. Examples of USDA means-tested programs with income qualifications at or below 80% of Area Median Income include, but are not limited to:

- Section 521 Rental Assistance
- Section 502 Direct Home Purchase Program
- Section 533 Housing Preservation Grant Program

- Section 504 Home Repair Program

For USDA assisted multifamily properties, Subgrantees will determine eligibility as follows:

- Not less than 66 percent (50 percent for duplexes and four-unit buildings, and certain eligible types of large multi-family buildings) of the dwelling units in the building:
  - Are eligible dwelling units, or
  - Will become eligible dwelling units within 180 days under a Federal, State, or local government program for rehabilitating the building or making similar improvements to the building.

Categorical income eligibility will not apply to LIHTC properties or for properties with USDA guaranteed loans. Standard procedures for verifying individual resident incomes for USDA guaranteed loans and LIHTC properties will be followed.

Link to Louisiana Wx Field Guides is located in section V.5.1

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. Agencies that are designated as local government and do not subgrant eligibility determination to a qualified non-profit organization are not exempt from this requirement and must conduct "status verification" for program applicants.

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 assisted units are not weatherized without completion of an eligibility determination. This process is based on both the household income and the dwelling unit. Property owners must provide documentation to confirm ownership of the dwelling unit to be assisted (such as tax payment receipts, copies of deed, or certain other forms). Confirmation will also be obtained verifying that the dwelling has not received any weatherization financial assistance within the previous 15 years using WAP funds or any other Federal programs (i.e. LIHEAP, HUD, USDA, etc. "weatherization" activities). Documentation is maintained in individual client files by subgrantees and the Hancock Energy Software (HES) system.

Describe Reweatherization compliance

Section 1011(h) of the Energy Act of 2020, amended 42 U.S. Code § 6865(c)(2) and created a "rolling" option for reweatherization. Policies and procedures have been developed, published by the state, and implemented by the subgrantees to ensure that no dwelling is re-weatherized if any federally-funded weatherization has been performed in the last 15 years since the dwelling unit's prior weatherization date (complete or partial). This applies to federally funded weatherization only (i.e. DOE, LIHEAP, HUD, USDA, etc). It does not apply to any non-federal weatherization assistance (i.e. private funds, utility companies, city or parish funds, etc.). Dwelling units that have received federally funded weatherization within the previous 15 years are still eligible for other assistance (i.e bill payment) and services (client education to assist with energy management and evaluation of the effectiveness of installed weatherization materials).

In the event of a declared Federal or State disaster, weatherization crews may return to a unit reported as a completion that has been damaged by fire, flood or act of God to be re-weatherized, without regard to date of weatherization. Before proceeding, local authorities must have deemed the dwelling unit(s) salvageable, as well as habitable, and Subgrantees must confirm that the damage to the materials was not covered by insurance or other form of compensation.

The Louisiana Weatherization Application asks whether a home has received weatherization services in the past, when the services were received, and who performed the past services (WAP Subgrantee, LHC, HUD, USDA, city or parish government, utility company, private funds, or other). Subgrantees use the application to investigate instances of previous weatherization further which may include a pre-inspection to observe past measures. Documentation of previously weatherized units, using DOE and LIHEAP funds, is maintained in the client files and in the Hancock Energy Software (HES) system. Applicants, who have received any federally funded weatherization (partial or complete) within the previous 15 years, will be denied and ineligible until such time has passed.

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.

Louisiana follows the restrictions for the listed allowable activities and historic preservation in the Louisiana National Environmental Policy Act (NEPA) determination.

Describe how Rental Units/Multifamily Buildings will be addressed

Rental dwelling units, both single family and multi-unit buildings will be eligible for weatherization assistance if:

- The subgrantee has obtained the written permission of the owner, or his agent
- Duplexes and four-unit buildings have 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
- For a reasonable period of time after completion, the household will not be subjected to rent increases (unless those increases are demonstratively related to other matters other than the weatherization work performed).

The Lessor authorizes and permits the Agency to undertake the Weatherization activities allowed by federal law and regulations, as determined necessary by a NEAT/MHEA energy audit established by DOE and the State.

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

Service to be provided:

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

Consideration for Services

From the date of execution of this Agreement, the Lessor further agrees not to raise the rental charge of the above unit(s) for one year from the date the Weatherization services 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 that 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/or 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 the 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 that the weatherization assistance work has passed a satisfactory post inspection by the Agency's QCI 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. Documentation of this referral and assistance must be contained in the customer file.

After referral and customer assistance, weatherization work may be denied or deferred to a future time when these major problems are corrected. Weatherization must not proceed without the mitigation of problems that might damage either LaWAP weatherization measures or harm the health and safety of the customer and/or workers.

When a Subgrantee decides to defer weatherization assistance, it is the obligation of the Subgrantee to provide the Louisiana Weatherization Deferral Notice and Louisiana WAP Hazard Identification Notification (if applicable) to the owner or authorized agent in a timely manner. A copy of the notice must be included in the client file for review during routine monitoring visits. The written notice must include the following items:

- Client's name and address
- Dates of audit/assessment and when the client was informed
- Clear description of the problems/concerns (photos are strongly encouraged)
- Any corrective action required prior to the resumption of weatherization work with a related time frame to correct the situation.
- Documentation of client education performed
- The responsibility of all parties involved

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 LHC for written approval and reviewed on an annual basis.

If the applicant is denied WAP services, the Subgrantee should collaborate with LHC to obtain statewide and local repair funds, if available. Funding possibilities may include the following federal, state, and local funding sources:

- HUD Emergency Repair Funds
- HUD Healthy Homes Initiative Funds
- USDA Rural Development Funds
- State, city, and parish funds
- Church, charity, and foundation funds
- HOME Rehab funds

If an eligible customer moves during the course of the LaWAP weatherization work, the Subgrantee should complete the repair and/or conservation work in progress and any other measures necessary to secure the well-being of future occupants, the structure, and the installed conservation materials. However, additional conservation or repair work should not be started.

Any and all applicants who are denied weatherization assistance will be given an opportunity to have a fair administrative review and/or hearing regarding the denial of services pertaining to the above stated deferral guidance. Any appeals may be directed to LHC.

Deferrals are tracked via the Hancock Energy Software. Subgrantees will be required to track all deferrals using the DOE Deferrals Classification Guide and Tracker Template. Subgrantees will be required to submit the document on a monthly basis with their reimbursement invoice to LHC.

The following sections provide specific examples of scenarios where weatherization services may be denied/deferred:

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 and safety.

Conditions which may constitute undue threats or concerns to staff or client health and safety may include but are not limited to the following items:

- Structurally unsound dwellings that are condemned for human habitation.
- Evidence of substantial, persistent infestation of rodents, insects, and other vermin which cannot be reasonably removed or poses health and safety concerns for workers.
- Electrical or plumbing hazards that cannot be resolved prior to or as a part of the authorized weatherization work.
- The presence of sewage in any part of the dwelling unit.
- Evidence of environmental hazards such as serious moisture problems, carbon monoxide, gas leaks, friable asbestos, lead, or other hazardous materials, which cannot be resolved prior to the weatherization work. If visible mold growth is greater than 10 sq. ft., deferral is required.
- 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 Subgrantee or technician) and cannot be resolved through the normal efforts of the weatherization.
- When an unvented space heater is present in the unit and is used as the primary heat source, no weatherization work will be allowed unless the weatherization crew or subcontractor 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 unvented heater will be removed and disposed prior to the installation of the new system. The owner cannot retain ownership of the heater.
- Refusal of implementation of ASHRAE 62.2 2016.
- When the extent and condition of lead-based paint in the house would potentially create further health and safety hazards or if the Subgrantee is not prepared to work with lead-based paint at the time by having proper training or liability insurance.

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.
- 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 agent (landlord/property manager) demands weatherization materials and measures that are not deemed cost effective and/or are not allowable measures through the LaWAP.
- 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 (greater than $500).

Louisiana Weatherization Readiness Funding Plan

Louisiana will distribute funds using factors based on 2020 Census data for number of individuals living in poverty. Funds are distributed based on parish data and then assigned to the Subgrantees who administer WAP funds. The deferrals will be reviewed and prioritized based on the Louisiana software's WAP ranking to determine whether WRF may be utilize to complete weatherization work and result in a completed unit. Funds will be reviewed for utilization with all energy audits in the order of highest LA WAP ranking while continuing to review deferrals from prior years.

Use of Weatherization Readiness Funds must result in a completed unit. Louisiana is implementing a WRF Average Cost Per Unit (WRF ACPU) of **$15,000** for current funding. These funds will be utilized with WAP regular grant funds and may be used with the Infrastructure Investment and Jobs Act (IIJA) grant funds. If the repairs needed to ensure a completed Weatherization unit would result in the State or Subgrantee not meeting the current WRF ACPU, then the unit must continue to be deferred until additional WRF funds or other resources become available. Louisiana expects to expend all funds within the current program year; however, should any funds remain, funds will be carried over to the next program year for remaining expenditure.

Louisiana is utilizing the DOE Deferrals Classification Guide Tracker Template along with measures developed specifically for WRF in the LA Hancock Energy Software. LHC monitors all Subgrantees and tracks all WRF funds using a separate budget category in the Hancock Energy Software WAP program. LHC's Construction department will monitor WRF related repairs in conjunction with LHC's Energy Auditor/QCI monitors.

LA WRF funds may be utilized for the following repairs:

- Roof repair/replacement needed

  o Mold/moisture
  o Sewage
  o Pest infestation
  o Prohibits effective weatherization
  o Structurally unsound

o Other (please specify) – Must be submitted to LHC for prior approval

- Wall repair needed e.g. interior or exterior

  o Mold/moisture
  o Sewage
  o Pest infestation
  o Prohibits effective weatherization (e.g., walls cannot support insulation without repair)
  o Structurally unsound
  o Other (please specify) – Must be submitted to LHC for prior approval
- Ceiling Repair needed

  o Mold/moisture
  o Sewage
  o Pest infestation
  o Prohibits effective weatherization
  o Structurally unsound
  o Other (please specify) – Must be submitted to LHC for prior approval
- Floor repair needed

  o Mold/moisture
  o Sewage
  o Pest infestation
  o Prohibits effective weatherization
  o Structurally unsound
  o Other (please specify) – Must be submitted to LHC for prior approval
- Foundation or subspace repair needed

  o Mold/moisture
  o Sewage
  o Pest infestation
  o Prohibits effective weatherization
  o Structurally unsound
  o Other (please specify) – Must be submitted to LHC for prior approval
- Exterior drainage repairs needed e.g. landscaping or gutters

  o Mold/moisture
  o Sewage
  o Other (please specify) – Must be submitted to LHC for prior approval
- Plumbing repair needed

  o Mold/moisture
  o Sewage
  o Pest infestation
  o Other (please specify) – Must be submitted to LHC for prior approval
- Electrical repair needed

  o Prohibits effective weatherization (e.g., cannot insulate walls due to knob & tube wiring)
  o Safety hazard
  o Other (please specify) – Must be submitted to LHC for prior approval
- Cleanup or remediation required beyond scope of WAP

  o Mold/moisture
  o Sewage
  o Suspected Asbestos Containing Materials (indicate attic, walls, etc.)

- o Lead paint
- o Pest infestation
- o Clutter restricting access to necessary areas
- o Other (please specify) – Must be submitted to LHC for prior approval

- Other – Must be submitted to LHC for prior approval

Repairs must be completed by a licensed contractor unless the Subgrantee can show applicable licenses carried by Subgrantee personnel. Due to the limitation of funds, funds will not be utilized for complete replacement of items without LHC review and approval.

The following deferral reasons cannot be resolved with additional funding and should continue to be deferred by LA Subgrantees:

- Building for sale or foreclosure
- Remodeling work in process that prohibits weatherization
- Health may be negatively affected by installation
- Refused installation of weatherization measure
- Illegal activity concerns
- Threatening or uncooperative behavior
- Refusal of ASHRAE 62.2 2016 required ventilation
- Refusal to remove unsafe combustion appliances

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.

V.2 Selection of Areas to Be Served

All sixty-four (64) parishes in Louisiana are served by 4 subgrantees of the LaWAP program. 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 based upon census data and the number of parishes served.

V.3 Priorities

The Louisiana Housing Corporation (LHC) will ensure subgrantees give priority for weatherization assistance to units occupied by the elderly, persons with disabilities, families with children, high residential energy users, and households with high-energy burden.

High Energy Use and High Energy Burden are defined as follows:

Fuel Type	High Use	Unit	High Burden
Wood	5	Cord	0.00134
Propane	1,093	Gal	0.10776
Oil	780	Gal. #2 oil	0.07331
Natural Gas	1,065	CCF	0.16633
Kerosene	746	Gal	0.05721
Electric	20,997	Kwh	2.5641
Coal	5	Ton Bituminous	0.00116

Applications are drawn from the waiting list based on priority ranking points first and then followed by the order of the oldest application certification date. Application eligibility expires 12 months from certification date if work on dwelling unit (energy audit) has not been initiated. Subgrantees are required to re-verify eligibility and income at expiration in order to maintain a current certification date.

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

V.4 Climatic Conditions

Climatic conditions are largely consistent through the State. Climate severity is measured in degree days, which are an indicator of how much fuel will be necessary on any given day to maintain comfort conditions in a home. The temperatures in the northern part of the State are slightly colder: however, the difference is not significant enough to warrant alteration of the allocation formula. Site-specific weather data is also used in the application of the NEAT/MHEA audit.

Average heating-degree days in Louisiana were 1293. Average cooling-degree days in Louisiana were 3311. The cooling and heating-degree days have been supplied by Energy Star Portfolio Manager. https://www.eia.gov/energyexplained/units-and-calculators/degree-days.php

State	LA	LA	LA	LA
Location	Baton Rouge	Lake Charles	New Orleans	Shreveport
Annual HDD	1221 F	1232 F	1045 F	1677 F
Annual CDD	3375 F	3207 F	3355 F	3310 F

Site-specific NEAT/MHEA 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 or repair 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) and where climate conditions warrant. Site-specific weather data is used in the application of the NEAT/MHEA 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 State is committed to providing quality services and ensuring that work performed on each client's home meets the eligibility requirements of the weatherization program. The Louisiana Weatherization Field Guide was created and has been in use by the WAP providers in the field. This tool is aligned with DOE's Standard Work Specifications (SWS) and is being effectively used as the Louisiana Field Guide and Field Standards for both site built and manufactured housing types. The guides provide a tangible reference, demonstrating specific measures along with an illustration on installation and desired measure outcomes.

An electronic copy of the Louisiana Weatherization Field Guide can be found at:

https://www.lhc.la.gov/hubfs/WEATHERIZATION/_2026%20LA%20Field%20Guide%20(7_13_2026).pdf

The guides are available on the State's website or by request from LHC Weatherization staff.

All work will be performed in accordance to the DOE–approved NEAT/MHEA energy audit procedures and 10 CFR 440, Appendix A. LHC has received DOE approval to include materials outside of the approved 10 CFR 440, Appendix A, to include Energy Star certified refrigerators, Energy Star certified LED light bulbs, showerheads with a flow rate of 2.5 gallons per minute (gpm) or less, and faucet aerators with a flow rate of 1.0 gpm or less. LHC has also received DOE approval to use updated maximum life expectancies for certain Weatherization Measures within NEAT and MHEA per Attachment 9 of WPN 19-4.

Signed documentation will be obtained and maintained on file from all Weatherization Subgrantees, vendors, and direct hire contractors acknowledging expectations for SWS compliance and work quality. All subgrantee agreements and vendor contracts will contain language that clearly documents the SWS specifications for work quality, as outlined in Weatherization Program Notice 22-4 dated December 13, 2021., Section 1. The contracts will state:

Section 2.3.D

> **Standard Work Specifications.** The Department of Energy has instituted a Quality Work Plan (QWP) to establish benchmarks for energy efficiency retrofits in the Weatherization Assistance Program. The QWP defines specifications for work quality, workforce training and the qualifications required for individuals performing inspections of WAP work. All tasks performed on weatherized homes must meet the specifications, objectives and desired outcomes outlined in the approved Louisiana Weatherization Field Guides, Standard Work Specifications for Home Energy Upgrades (SWS) for Single Family, Multifamily and/or Manufactured Homes, as prescribed in the Weatherization Program Notice 22-4, dated December 13, 2021, and the Louisiana Weatherization Health and Safety Plan, as prescribed in the Weatherization Program Notice 22-7, dated December 15, 2021.
>
> Every DOE/WAP unit reported as a “completed unit” must receive a final Quality Control Inspection ensuring all work meets the minimum specifications outlined in the SWS, approved Louisiana Weatherization Field Guides, and all components of the Louisiana State Plan. All sub-contractors’ agreements must include the same technical requirements and the work performed must be consistent with procedures established in LHC’s standards and approved Louisiana Weatherization Field Guides.
>
> All quality control inspections must be conducted by an independent Building Performance Institute (BPI) Certified Quality Control Inspector, as prescribed in the Weatherization Program Notice 22-4 and Louisiana State Plan.

LHC will accept the signature on all contracts/agreements as the mechanism used to confirm the subgrantees understand and agree to the expectations of the DOE standard work specifications requirements.

LHC will ensure that all Weatherization activities not included in the list of Categorical Exclusion activities in the PY2025 NEAP determination will have an Environmental Questionnaire (EQ)-1 prepared and submitted to DOE for review.

LHC will ensure that all Weatherization activities adhere to the restrictions of the Louisiana DOE executed Historic Preservation Programmatic Agreement (PA).

Every DOE/WAP unit reported as a “completed unit” must receive a final inspection ensuring all work meets the minimum specifications outlined in the SWS and all components of the Louisiana State Plan. All sub-contractors’ agreements must include the same technical requirements and the work performed must be consistent with procedures established in LHC’s standards and and DOE approved field guides.

All quality control inspections must be conducted by an independent BPI Certified Quality Control Inspector as prescribed in the Weatherization Program Notice 22-4 and the Louisiana State Plan.

Field guide types approval dates

Single-Family:	
Manufactured Housing:	
Multi-Family:	

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure:	Single-Family
Audit Name:	NEAT
Approval Date:	

Audit Procedure:	Manufactured Housing
Audit Name:	MHEA
Approval Date:	

Audit Procedure: Multi-Family
Audit Name:
Approval Date:

Comments

LHC is submitting for re-approval of Louisiana's energy audit procedures using the Oak Ridge National Laboratory's Weatherization Assistant software (WAweb) for manufactured housing units, using Manufactured Home Energy Audit Version (MHEA), and site-built, single family homes, using the National Energy Audit Tool Version (NEAT).

Subgrantees have been and continued to be trained on the new version of the audit tool. LHC plans to resubmit the energy audit processes to DOE for approval no later than July 31, 2025 according to WPN 23-6 dated March 3, 2023.

For Multifamily, LaWAP will ensure that all staff will have the required Multifamily training and any proposed weatherization of multi-family units will be approved by DOE before work commences.

V.5.3 Final Inspection

Subgrantees are required to perform an independent quality control inspection (QCI) at the conclusion of each Weatherization project. This inspection must include an evaluation of the use of the Energy Audit Tool as well as all mechanical work performed on completed dwelling units. This must occur, and be documented, before reporting the project to the State as a "completed unit". This process is to ensure that all work performed meets or exceeds the minimum specifications outlined in the SWS and LA Field Guide in accordance with 10 CFR 440.21. All supporting documentation including inspection and monitoring certifications will be maintained in the client's file and all necessary data will be entered in the Hancock Energy Software (HES) system.

LHC's QCI certified inspector will monitor at least 5% of the completed units and accompanying client files for each subgrantee if the unit's final inspection was performed by an individual that had no involvement in the work performed on the unit. However, if it is determined that the subgrantee under review did not use an independent QCI inspector, LHC will increase the percentage from at least 5% to 10% of all completed units.

Per the LA Weatherization Programmatic Guide, *"All weatherization completions must undergo a BPI QCI final inspection, which is documented in the unit file and is subject to the following requirements:*

- *The Subgrantee must use trained and certified BPI QCI auditors to perform final inspections. The final inspector must ensure that all measures required by the energy audit (NEAT/MHEA)* ***Recommended Measures Report*** *and* ***Work Order*** *have been installed and that the work quality meets expectations set in DOE's SWS and Louisiana's Weatherization Field Guides. LHC, as part of their regular monitoring procedure, will review final QCI inspection forms, energy audit data collections and review checklists, Subgrantee inspection processes, and completed homes to ensure the inspections are being performed correctly and in a manner that is consistent with DOE expectations as outlined in Quality Work Plan Requirements WPN 22-4. Failure by the Subgrantee to utilize the QCI process correctly may result in all associated costs being disallowed and returned to LHC.*
- *No dwelling unit may be reported as a completed unit until all weatherization materials have been installed, and the Subgrantee has a final inspection performed by a certified QCI inspector. This final inspection includes work performed by Subcontractors. The inspector must verify that the work has been completed in a workmanlike manner and in accordance with the DOE's SWS and Louisiana Weatherization Field Guides.*

Consistent or repeated violations of LaWAP standards may require LHC to impose disciplinary action upon an agency. The disciplinary action will vary and depend on the severity of the deficiency or deficiencies identified. Immediate termination is possible depending on the finding. The typical disciplinary process in order of least to most severe includes:

- *Placement on a Watch List*
- *Probationary Status (may include suspension of program)*
- *Termination of Weatherization Contract*

If LHC determines that a QCI inspector is not performing to the BPI Standards or has committed fraud, LHC will report the inspector to the Building Performance Institute for possible certification revocation and disallow the individual from continued participation in the LaWAP for a time to be determined based on the severity of action.

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 and annual training assessments.

Evaluations will be based on financial and programmatic reports submitted by the subgrantee. Monitoring site visits will include, but are not limited to, assessment of program files and reports, work quality, production and expenditure reports, and hands-on training conducted by the Program Specialists.

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" and given an opportunity to improve its performance. Any agency given this designation will necessitate the need for increased monitoring. A work plan with relative timelines will be developed in an effort to improve documented performance weaknesses of subgrantees placed on the watch list. When a subgrantee's performance fails to improve in a reasonable time period, it elevates to probationary status level for no more than one program year. At this point, LHC may implement procedures 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. LHC will continue to look at upgrades and improvements needed with the weatherization component of the HES software.

V.7 Health and Safety

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 Louisiana Weatherization Program is to enable low-income individuals and families, particularly the elderly, persons with disabilities, and households with children the opportunity to participate in an energy conservation program. This will positively impact the program's participants by lessening the impact of the high cost of energy on their household budgets, improving household health and safety, and reducing 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, which include both WAP and LIHEAP. The Program Administrator shall fully utilize all assigned energy staffing to ensure the most efficient and effective program administration. Current personnel will continue to administer and monitor the program, as outlined in the approved plans. All new hires will be interviewed to assess experience and will be fully trained to ensure program continuity.

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. LHC Energy personnel, along with the Corporation's IT team, will ensure the system's integrity and functionality.

The Energy Assistance Manager is responsible for ensuring compliance with federal program requirements, development of policy initiatives and general program administration. The manager reports directly to the Program Administrator.

Ongoing program monitoring of local subgrantees, invoice review, tracking of funding allocations, and investigation of client complaints is conducted by the Fiscal/Administrative Monitor. The Fiscal/Administrative Monitor will visit with subgrantees at least semi-annually to monitor fiscal compliance and provide technical assistance in the areas of accounting, auditing, weatherization processes and related program activities.

Technical Monitoring will be outsourced to visit with subgrantees and inspect work performed semi-annually and to monitor technical compliance with DOE and LAWAP SWS and provide technical assistance in the areas of the Energy Audit Tool, DOE and Louisiana SWS, Health and Safety, ASHRAE 62.2-2016, Louisiana policy and procedures, and related program activities. This includes verifying QCI inspections, quality of the Weatherization work and accessing the energy efficiency of the completed units. The review will assess training needs pertaining to subgrantee personnel and their subcontractors.

Fiscal monitoring, payment processing, and budget tracking are conducted by the LHC Accounting team.

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). This guidance provides direction for recipients of grants if the state has determined that such recipients require additional administrative funds to effectively implement the program measures. However, no additional Subgrantee Administration funds have been included in the Budget beyond the minimum required 7.5% of the total award.

V.8.3 Monitoring Activities

The LHC utilizes a systems approach to monitoring local subgrantees for compliance with applicable regulations and achievement of performance goals for the weatherization program. The framework for the systems approach is a regulation based assessment that is criterion-referenced. The assessment includes: general organization, desk reviews, onsite visits to evaluate the subgrantees' general administration and program management systems, needs assessment, service delivery, financial management, and technical and field applications according to the DOE Standard Work Specifications, program procurement and property control system. LHC adheres to WPN 24-4 and ensures that grant funds are expended in accordance with applicable law, including regulations contained in 10 CFR 440, Federal Financial Assistance Rule 2 CFR 200, Weatherization Program Notices, and other guidance that DOE may issue.

LHC internal positions related to monitoring activities are as follows:

- The Fiscal/Administrative Monitor positions oversees the subgrantees' program operation, processes all requests for payment, monitors performance, provides technical assistance to the subgrantees, contractors and vendors, and conducts the administrative/fiscal on-site monitoring. This person is knowledgeable with program regulations, guidance, financial management and administrative operations.
- The Program Administrator/Program Manager is responsible for performing quality control of programmatic/fiscal monitoring and reviewing monitoring reports performed by the Grantee and ensures continued coordination of Louisiana's policies with Subgrantees and Contractors.

LHC external activities related to monitoring are as follows:

- Outsourced person/company is responsible for performing the technical monitoring regarding program regulations and best practices of the WAP program. This person/company is a certified BPI Home Energy Professional (HEP) Quality Control Inspector (QCI) with previous experience in weatherization. This person/company may also provide Training and Technical Assistance as needed.

Part of the salaries under the WAP program will be charged to the Grantee Administration budget and WAP T/TA categories. Grantee personnel/contractor and travel expenses to conduct monitoring activities will be charged to the Grantee T/TA budget category at an estimated 50% of the total LA T/TA budget.

Type of Monitoring Reviews:

Administrative/Fiscal Monitoring

LHC staff will conduct an on-site Subgrantee program compliance monitoring review semi-annually between January-March of the program year and following closure of the program year between July-August. One of these reviews may be conducted remotely depending on production. Scheduling of the visits will depend upon the subgrantee's contractual production schedule and any previous or existing risk issues.

The review will involve using a comprehensive monitoring instrument to ensure that uniform monitoring procedures are applied to each subgrantee. This procedure provides for an analysis of the subgrantees' performance and implementation of the WAP under the program agreement.

The areas covered in the monitoring instrument include:

- Reporting and record keeping
- Policy and procedures
- Service delivery
- Eligibility determination
- Accounting and financial management policies and procedures, including internal control systems.
- Audits
- Invoicing
- Monitoring of contractors
- Personnel policies and procedures
- Property records and office inventory
- Procurement process
- Other program-related compliance area that are material to the Agreement.

Technical/Field Monitoring

LHC will inspect at least 5% of the completed units weatherized by each subgrantee, as well as, review corresponding client files semi-annually between January-March of the program year and following closure of the program year between July-August. LHC will also inspect additional “in progress” homes at each subgrantee, as needed. During the monitoring visits, LHC will provide technical assistance; however, additional on-site technical assistance will be provided based on need. Should LHC determine that a subgrantee under review did not use an independent QCI inspector or if other significant issues are identified, LHC will increase the monitoring percentage from at least 5% to at least 10% of all completed units.

The areas covered in the monitoring instrument include:

- General operational policy
- Employee and subcontractor policy
- Facilities, vehicles, tools and equipment
- Energy audits
- Field Work and Quality Control
- Health and Safety for client and workers
- Personnel qualifications and training
- Client education
- Final inspections
- Denial of services

Monitoring Procedures:

Each subgrantee will be notified in advance of their scheduled monitoring visit. During the visit, LHC will use a comprehensive monitoring tool that will ensure a thorough review of each subgrantee. At the end of the visit, the Subgrantee will be briefed on any observations, findings and/ or general comments. If Health and Safety issues are discovered which present imminent danger to people in the household, the LHC will require the Subgrantee to immediately resolve the issues and provide supporting evidence of resolution.

Within 30 days after each fiscal/technical visit, LHC will provide a written report to the Subgrantee describing the current monitoring assessment, which will identify any findings, concerns, recommendations, commendations, best practices and any corrective actions, if applicable. When extensive corrective actions are required, LHC will be allowed a total of 45 days following the monitoring visit to provide the written report to the Subgrantee. The Subgrantee will be required to respond within 30 days of the date of the monitoring report regarding any corrective action it has or will be undertaking. LHC will track all correspondence, including financial reviews until final resolution. If necessary, staff will conduct a follow-up monitoring visit to ensure that the corrective action has been initiated or completed. Once LHC and the Subgrantee have mutually agreed on the outcome, LHC will send a closure letter to the Subgrantee and place a copy in the monitoring file. Should both parties not reach a mutual agreement, then LHC will make assessments that may include termination of the contract.

Sensitive or significant noncompliance findings, such as waste, fraud, or abuse will be reported to DOE immediately.

Repeated unresolved findings, based on a minimum of two (2) monitoring visits at a Subgrantee, will be reported immediately to the DOE Project Officer.

The Louisiana Weatherization Field Guides, DOE Standard Work Specifications and NEAT & MHEA will be used to evaluate the effectiveness, safety, workmanship, overall appearance, and compliance with the LaWAP Standards of individual weatherization jobs.

The LHC will:

* Recommend reworks, re-inspections, and T&TA visits in response to major findings and will 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 noncompliance with LaWAP policy.

Goals:

* Provide comprehensive verification that Subgrantees are delivering high quality Weatherization services.

* Verify compliance with applicable policies and regulations.

* Promote efficiency and effectiveness in Weatherization delivery.

* Identify areas where there are deficiencies and training and technical assistance is warranted.

* Perform technical monitoring annually as required and depending on concerns/issues found during monitoring, additional on-site visits may be conducted.

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 Subgrantees' annual financial audit reports are received, tracked and logged, and are continuously monitored for findings impacting weatherization. Monitoring reviews performed onsite at the subgrantees' 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 will be investigated by LHC. LHC will document all actions taken until the issue is resolved. Significant findings identified in subgrantee 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 instrument, according to the following scale:

- *Good Standing:* Subgrantees will receive a rating of Good Standing when a monitoring event does NOT identify deficiencies in compliance with evaluation standards specific to a given LaWAP policy, or, when minor deficiencies are identified that are easily corrected during the monitoring event.
- *Watch List:* Subgrantees will receive a rating of Watch List 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.
- *Probation:* Subgrantees will receive a rating of Probation 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 noncompliance with a "zero tolerance" issue is identified. Zero tolerance for the following areas of noncompliance includes, but is not limited to the following Health & Safety Issues:
    - CAZ (performance & documentation)
    - CO (performance & documentation)
    - Unvented Space Heaters
    - Incomplete NEAT & MHEA Audit
    - 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/Reworks

**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 section 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. Findings will be documented during each regularly scheduled monitoring visit. The findings will be revisited and reexamined during the subsequent regularly scheduled monitoring visit to ensure corrective action has been taken.

Findings

Any noncompliance with a LaWAP policy or procedure constitutes a finding. Examples of findings may include, but are not 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
- Measures not installed according to DOE Standard Work Specification and LA Field Guide
- Major expenditure of funds on measures/materials that are not included on the appropriate energy audit or are not required in the LaWAP Field Guide

- 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/Rework Report

Failure to respond within 30 days from date of monitoring report will be documented and may become a finding on future monitoring reports. Once LHC receives the 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 and corrective actions have been properly implemented and/or executed.

Agency Discipline

Consistent or repeated violations of LaWAP standards may require LHC to impose disciplinary action upon an agency. The disciplinary action imposed will vary depending on the deficiency or deficiencies identified. Therefore, an agency may bypass the Watch List and move immediately to Probation or Termination. The disciplinary actions in order of least to most severe include:

- Placement on a “Watch List”
- Probationary Status
- Termination of Weatherization Contract

**Each agency may reserve its right to appeal any disciplinary action taken.*

Appeals Of Findings

Appeals should be submitted in writing within thirty (30) calendar days of receipt of a notification. Agencies may appeal findings by the following sequential steps:

1. The agency may appeal finding(s) to LHC’s Program Administrator.
2. Agencies that do not agree with the decision of LHC Program Administrator may submit an appeal to the LHC Executive Director.

After following the sequential steps listed above, the appeals process has been exhausted.

Watch List:

As part of the monitoring process, an agency may be placed on a “Watch List”. The purpose of the Watch List is to provide the agency with an opportunity to improve on its performance weaknesses. Placement on the watch list is typically associated with relatively minor deficiencies that warrant additional attention in order to prevent more serious issues from developing. The agency will receive written notice that it is being placed on the Watch List and will be given a reasonable time period to correct the issues. The length of time provided to correct the issues may vary depending upon the corrective action to be taken. Agencies placed on the watch list may also be monitored on a more frequent basis than the regularly scheduled monitoring visits. The reasons for placing an agency on a watch list may include, but are not limited to the following:

- When an agency fails to submit responses to findings and corrective actions/reworks in a timely manner as specified in LHC’s monitoring reports
- When an agency has recurring findings and/or corrective actions/reworks
- When LHC determines that there are administrative issues within the agency that affect its performance of LaWAP
- When LHC finds that staff and/or contractors need additional training to improve the quality of work and/or training of new staff
- When LHC determines that the average cost per unit is excessively high or low based on the State’s overall average for the program year

** If the agency has corrected the issues cited in the Watch List notification within the time period given, the agency may be removed from the Watch List and will proceed with regularly scheduled monitoring events. However, if the agency does not comply within the time period provided, the agency may be placed on probation.*

Probation:

Depending on the severity of observations, corrective actions/reworks, and findings noted during monitoring visits, LHC may exercise its option to place the agency on probation. Additionally, if the agency fails to correct its findings and corrective actions/reworks cited in the “Watch List” notification, the agency may be placed on probation. The agency will receive written notice from the 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 in achieving compliance. The agency will also receive additional monitoring visits and/or onsite training from LHC, if deemed necessary. The reasons for placing an agency on probation may include, but are not limited to, the following:

- When an agency has recurring findings that are not resolved within the time period provided
- When standards rated as noncompliant are recurring
- 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
- When an agency consistently exhibits a low expenditure rate

** The agency will remain on probation until the LHC has determined that the agency is back in compliance with the policies and procedures of LaWAP. If the agency does not improve within the reasonable time period given, it may be subject to termination of the contract.*

Termination:

§13.4 Procedures for Termination

§13.4.1 Notice for Termination for Cause. The Corporation shall notify the Contractor in writing of a default of the Agreement under Section 13.1. The Corporation shall provide the Contractor with ten (10) days to cure the default. If, at the end of the cure period, the Corporation determines that the violation has not been cured, the Termination of the Agreement shall be effective immediately, without further notice.

Refer to Weatherization Assistance Program (WAP) Agreement between Louisiana Housing Corporation and Subgrantee, Article 13 - Termination of Agreement; Procedures Upon Termination or Expiration of Agreement in its entirety as the governing document.

V.8.4 Training and Technical Assistance Approach and Activities

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. T/TA will be administered to ensure quality work, maximize energy savings, minimize production costs and improve program management. This component of the program is designed to make certain that installed field measures meet the LaWAP Standards for work outlined in accordance to the Standard Work Specifications (SWS) for Home Energy Upgrades and the Louisiana Wx Field Guides.

LHC and Subgrantees maintain sufficient T/TA funds to obtain Contract Training for QCI, Energy Auditor, Crew Leader, Retrofit Installer Technician, OSHA, RRP Lead Safe, Building Analyst - Technician and Professional. LHC's goal is to continue to increase the number of BPI-certified Quality Control Inspectors working in the LA WAP and to maintain the existing knowledge, skills and abilities in the current qualified pool. This program ensures all inspectors possess the knowledge, skills and abilities outlined in the National Renewable Energy Laboratory (NREL) Job Task Analysis (JTA).

LHC will track all required workforce credentials for individuals within the Grantee and Subgrantee LAWAP network. Required federal workforce credentials include EPA RRP, OSHA, and QCI. LHC will contact and ensure Subgrantees' and LHC certifications are renewed prior to expiration. LHC will track non-required certifications earned by Grantee and Subgrantee members to ensure optimal knowledge, skills, and abilities within the network exist and offer training opportunities in alignment. LHC will review local and industry requirements (i.e. Contractor licenses, Equipment Calibration Certifications, Vendor Certifications, etc.) at each Subgrantee monitoring to ensure credentials are in compliance with associated standards.

LHC will review the production and energy savings of each Subgrantee, in addition to onsite monitoring, to determine where energy saving opportunities are being missed and whether Specific Training is needed to ensure results.

T/TA funds will be used to train subgrantees and contractors participating in the WAP program. Per DOE guidelines, LHC will ensure that the use of T&TA funds to reimburse contractors is limited to T&TA that supports the four Home Energy Professionals occupations (Retrofit Installer Technician, Crew Leader, Energy Auditor, Quality Control Inspector). In making the determination to pay for contractors' training, LHC will ensure the Subgrantee secures a retention agreement in exchange for the training that meets DOE requirements. The retention agreement will require that contractors maintain consistent employment in the WAP program for a specific amount of time, ensuring the funds expended for training are maximized. LHC developed a timeline for regular accredited training using DOE curricula designed for both new and experienced WAP workers. The T/TA plan addresses two distinct categories, Comprehensive Training and Specific Training.

Comprehensive Training:

Comprehensive Training will be available to technical field staff as-needed based upon existing credentials and as determined by LHC. It will be administered by, or in cooperation with, a training program accredited by a DOE-approved accreditation organization for the specific JTA being taught. All new employees must attend and complete training of the JTA for the position in which the worker is employed within one year of hire. Neither Grantee nor Subgrantee staff may function unsupervised until training and certification requirements are met. The Weatherization Assistance Program Standardized Curricula will be used for the following:

JTA	Frequency
Crew Leader	Every 3 years or as determined by LHC on a case-by-case basis.
Retrofit Installer/Technician	Every 3 years or as determined by LHC on a case-by-case basis.
Energy Auditor	Every 3 years or as determined by LHC on a case-by-case basis.
Quality Control Inspector	Every 3 years or as determined by LHC on a case-by-case basis.

Specific Training:

Specific Training will be provided on an as-needed basis, as determined by monitoring reports, self-surveys, or other methods. It will be provided by accredited or non-accredited LHC personnel and/or third party training vendors. Specific Training will be conducted to address short-term, single issue training including but not limited to:

Training Provided	Frequency
BPI Building Analyst (BA)	As Needed
BPI Infiltration & Duct Leakage (IDL)	As Needed
On-the-job dense-pack insulation training	As Needed
Acute deficiencies in the field	As Needed
State or agency training on new SWS field guides and program guidance	Annually
Software training for administrative personnel	As Needed
Management or leadership training seminar	As Available
Weatherization conference sessions (NASCSP / HPC)	Annually
Combustion Testing	As Needed
ASHRAE 62.2 2016	As Needed
Online Weatherization Assistant NEAT MHEA	As Needed
Lead Safe Weatherization (LSW)	As Needed
EPA's Lead Safety for Renovation, Repair, and Painting (RRP)	As Needed
Occupational Safety and Health Administration (OSHA) Standards	As Needed
Louisiana Health and Safety Plan (WPN 22-7)	Annually

LHC will track all Grantee and Subgrantee workforce credentials via a tracking form including all Louisiana Weatherization technical personnel and the recertification requirements of those credentials. Comprehensive training will be available as needed to avoid any potential lapses in recertification and will be monitored by LHC.

T/TA activities will be aligned with DOE curricula. Field T/TA and hands-on facilitation will meet specific training needs of local agencies, crews and contractors statewide. LHC will track accredited mandatory IREC trainings. Mandatory attendance will be required with penalties assessed for failure to comply.

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 on Health and Safety in accordance to WPN 22-7. LHC will provide funds for WAP staff to become Building Performance Institute (BPI) Home Energy Professional (HEP) certified annually.

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 Specialist 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. The assessment of Grantee effectiveness in administrating and implementing the grant will be closely aligned 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 with the SWS and the LA Wx Field Guides.
- Do no harm to occupants, workers and home weatherized

The following ongoing activities support productive training and technical assistance:

- The Monitors and Trainers remain knowledgeable of developments in the field of energy conservation and work to incorporate valuable practices and techniques into existing operations
- Training participants are solicited to provide direct feedback to LHC management through the use of evaluation forms

Pre and Post-client education on energy conservation will be documented in client files including health and safety education corresponding to relevant issues that are identified at the home. Client Education will consist of, but is 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
- Radon-related information
- Manuals for Installed Mechanicals

LHC will continue to evaluate the effectiveness of the State T&TA activities and needs throughout the plan year and make adjustments where necessary to ensure effective Subgrantee and Grantee implementation of the WAP grant.

Percent of overall trainings

Comprehensive Trainings:	25.0
Specific Trainings:	75.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	15.0
Percent of budget allocated to Crew/Installer trainings:	10.0
Percent of budget allocated to Management/Financial trainings:	75.0

V.9 Energy Crisis and Disaster Plan

Not applicable

Louisiana Housing Corporation

Weatherization Grantee Health and Safety (H&S) Plan- *Optional Template*

Louisiana

1.0 – General Information

Additional information that does not fit neatly in one of the other sections of this document.

DOE and LIHEAP WAP funded Health and Safety Measures outlined in this Guidance must be completed consistent with the requirements of the DOE/NREL Standard Work Specifications (SWS) https://sws.nrel.gov/ and this H&S Plan.

2.0 – Budgeting

Grantees are encouraged to budget H&S costs as a separate category and, thereby, exclude such costs from the Average Cost Per Unit (ACPU) cost limitation. This separate category also allows these costs to be isolated from energy efficiency costs in program evaluations. H&S costs that are budgeted and reported under the Program Operations category rather than the H&S category, the related H&S costs must be included in the calculation of the ACPU and cost-justified through the Grantee's Department of Energy (DOE)-approved energy audit tool.

Select which option used below.

Separate H&S Budget ☑	Contained in Program Operations ☐

3.0 – H&S Expenditure Limits

Pursuant to 10 CFR 440.16(h), Grantees must establish H&S expenditure limits for their Program and provide justification for those limits by explaining the basis and related historical H&S expenditures. DOE acknowledges that it may be necessary for Grantees to deviate from historical expenditures when certain circumstances arise (e.g., funding source changes).

10 CFR 440.16(h)(2) dictates that these limits must be expressed as a percentage of the ACPU. To calculate this percentage, use the following formula:

$$Total\ Average\ H\&S\ Cost\ per\ Unit = \frac{H\&S\ budget\ amount}{Program\ Operations\ budget\ amount}$$

For example, if the ACPU is $5,000 and a Grantee's Program expends an average of $750 per dwelling on energy-related H&S measures, the Total Average H&S Cost per Unit would equal 15 percent. DOE acknowledges that this percentage may vary significantly between Grantees due to different geographical areas and depending upon the availability of other funding sources, resource availability, etc. Low percentages should include a statement of what other funding supports H&S costs, while larger percentages will require greater justification and relevant historical support.

15 percent is not a maximum limit on H&S expenditures. DOE will conduct a secondary level of review on H&S Plans with a Grantee request of more than 15 percent of Program Operations used for H&S purposes. ***DOE strongly encourages using the table below in developing justification for the requested H&S budget amount.*** *In accordance with 10 CFR 440.18(d)(15), these funds are to be expended by the Program in direct weatherization activities, "of which is necessary before, or because of, installation of*

weatherization materials." This same section of the regulation excludes the H&S costs from the ACPU limitation if H&S costs are budgeted separately.

DOE recommends reviewing recent budget requests and compare those to actual H&S expenditures to see if previous budget estimates have been accurate. The resulting Total Average H&S Cost per Unit multiplied by the Grantee's production estimate in the Annual File should correlate to the H&S budget amount listed in the Grantee's annual plan.

H&S expenditure limits and justification explaining the basis for setting the limits.

The elimination of health and safety hazards is essential before installing weatherization materials on an approved property. This task is accounted for in a separate budget category of the Louisiana Grant Application.

Subgrantees may use funds to abate energy-related Health and Safety hazards only if elimination of such hazards are necessary before or as a result of installation of weatherization materials.

For example, the measure "Repair Leak/Adding a Gas Line" listed in the H&S Measure Matrix is allowable as a Health and Safety cost ONLY if it is done in conjunction with replacement of a heating system as a Health and Safety cost; or if it is to repair an existing gas line as a Health and Safety cost. It is not allowable as a Health and Safety cost to add gas lines for new systems installed as Energy Conservation Measures (ECMs).

LHC will review and track Subgrantee Health and Safety expenditures throughout the grant period. If it appears that a Subgrantee will have unexpended Health and Safety funds, the funds will be reprogrammed to the Program Operations line budget line and additional WAP units will be completed.

LHC's Software of Record (Hancock) contains a Job Funding Limit feature for each Funding Source and Budget Type. LHC uses this feature to define a Funding Limit for overall Health and Safety expenditures on a job. The limit is changed annually, and the Total Average H&S Cost Per Unit as defined by the Health and Safety Plan – H&S Measure Matrix (below) is used as the limit. Any time Health and Safety expenditures on a unit exceed this limit, LHC review and approval will be triggered within the software. LHC must give approval within Hancock before the expenses can be added to the invoice.

Utilizing the spreadsheet embedded below, provide a full list of H&S measures using historical data from your program, including average cost, and frequency rate. If installing more than a single instance of one measure in a unit (e.g. multiple CO alarms), Grantees may aggregate costs so that frequency does not exceed 100%, or enter a justification into the measure column, which explains why that measure has a frequency rate of over 100%. The spreadsheet will auto calculate your expected Total Average H&S Cost per Unit.

Instructions: Double-click icon directly below to open, view and edit Measure Matrix Spreadsheet. Complete the spreadsheet by entering the required information. To save, close the spreadsheet and it will save to this document.



Measure Matrix Final.xlsx

H&S Measure Matrix			
Double Click To Open For Editing			
Cells This Shade Auto-Calculate			
Measure	Average Cost	Frequency Installed/Completed	Auto-Calculated Average Cost
Bathroom Exhaust Fan	$242.67	27.7%	$67.22
Existing Bathroom Exhaust Fan Electrical	$189.57	12.6%	$23.89
Existing Bathroom Exhaust Fan Venting	$211.06	11.8%	$24.91
Blocking Heat Producing Devices	$0.00	0.0%	$0.00
Combustion Problems in CAZ	$0.00	0.0%	$0.00
Dryer Venting	$124.05	84.0%	$104.20
Install C/O Alarm	$138.12	94.1%	$129.97
Install Smoke Alarm	$180.64	93.3%	$168.54
Install Window Heat or A/C Unit	$1,197.83	2.5%	$29.95
Kitchen Exhaust Fan	$439.59	41.2%	$181.11
Existing Kitchen Exhaust Fan Electrical	$235.67	9.2%	$21.68
Existing Kitchen Exhaust Fan Venting	$206.39	19.3%	$39.83
Remove Unvented Space Heater	$199.47	14.3%	$28.52
Repair Central Heating (Elderly)	$1,576.74	3.4%	$53.61
Repair Leak/Adding a Gas Line	$0.00	0.0%	$0.00
Replace Mercury Thermostat	$85.00	2.5%	$2.13
Replace Unvented Space Heater	$3,272.86	0.8%	$26.18
Water Heater Pressure Relief Valve	$68.07	28.6%	$19.47
Water Heater Replacement	$1,400.60	2.5%	$35.02
Water Heater Venting	$211.92	31.1%	$65.91
Whole House Ventilation	$517.91	63.0%	$326.28
Existing Whole House Fan Electrical	$282.88	25.2%	$71.29
Existing Whole House Fan Venting	$162.05	21.0%	$34.03
Zonal Pressure Combustion Make Up Air	$292.58	3.4%	$9.95
Worker/Occupant Injury Prevent	$0.00	0.0%	$0.00
Limited Removal of Pollutants	$0.00	0.0%	$0.00
Roofing Repair/Bio Prevention	$0.00	0.0%	$0.00
Total Average H&S Cost Per Unit			$1,463.67
Enter Estimated Production (Annual File: IV.2 WAP Production Schedule)			296
Enter Estimated Program Operations Budget (Annual File - Budget)			$2,221,833.00
H&S Budget (Total Average H&S Cost Per Units * Estimated Production)			$433,246.60
Suggested H&S Budget Request			19.500%

4.0 – Incidental Repair Measures

Any measures that could potentially be identified as H&S, but the Grantee chooses to instead identify and treat those measures as incidental repair measures (IRMs), must be implemented consistently throughout the Grantee's weatherization program. The measure must fit the regulatory definition of an IRM and be cost justified along with the associated energy conservation measure and/or package of measures. 10 CFR 440.3 defines Incidental Repairs as, "those repairs necessary for the effective performance or preservation of weatherization materials."

H&S measures identified and treated as IRMs within your Program.

No Health and Safety measures will be identified as incidental repair measures (IRMs) this year.

5.0 – Occupant Pre-Existing or Potential Health Conditions and Hazard Identification and Notification Form(s)

Grantees must develop a written policy that includes, at a minimum, the following documentation relating to H&S Plan implementation and maintain signed copies in each client file. Each notification must include the occupant(s) (and landlord if applicable) name and address, be signed and dated by the occupant (and landlord if applicable) indicating that they understand and have been informed of their rights and options and signed by the Subgrantee personnel collecting the information.
Required topics are:

- ***Occupant Pre-existing or Potential Health Condition Screening***
  - *Provides documentation that allows occupant(s) to self-report known or suspected health concerns as part of initial application for weatherization, during the energy audit, or other part of the weatherization process as specified. Must minimally contain the following:*
    - *Any known risks associated with the measures and materials being installed*
    - *Subgrantee point of contact information for occupant(s)*
    - *Date of screening*
- ***Hazard Identification Notification***
  - *Provides documentation that the occupant and landlord (if applicable), have been informed of any potential hazards identified during the energy audit or intake process. Must minimally contain the following:*
    - *Date(s) of the energy audit/assessment and when the occupant(s) (and landlord, if applicable) was informed of a potential H&S issue*
    - *A clear description of the problem, including any testing results*
    - *A statement indicating if, or when weatherization could continue*

Radon Informed Consent Form

- *Provides documentation that the occupant(s) (and landlord if applicable) have been informed of any potential hazards associated with radon in weatherized dwellings. The form must minimally contain the following:*
  - *An explanation on the potential small risk of increasing radon levels when building tightness is improved. This is based on the results of the Buildings Assessment of Radon Reduction Interventions with Energy retrofits Expansion Study (The BEX Study)*

- *A list of precautionary measures WAP will install based on EPA Healthy Indoor Environment Protocols.*
- *Some of the benefits of Weatherization including energy savings, energy cost savings, improved home comfort, and increased safety.*

Procedure for soliciting occupants' health and safety concerns related to components of their homes

Subgrantees are required to gather occupant health information as part of the initial client application process. This takes place before any work is performed on the home by the agency auditor or subcontractor.

Procedure for determining whether occupants suffer from health conditions which may be negatively impacted by the act of weatherizing their dwelling

This occupant health information is then discussed with the client during the interview process. Weatherization Subgrantees and their representatives, including subcontractors, are trained to notify the clients of any health and safety conditions that may be acerbated through receiving WAP services. All reasonable precautions will be taken against performing work on homes that will subject the workers, occupants or themselves to health and/or safety risks.

Procedure for addressing potential health concerns including pre-existing health conditions when they are identified

In cases where an occupant's health is fragile, or an occupant has been identified to have pre-existing health condition, including allergies, and/or the crew work activities would themselves constitute a health and/or safety hazard, the occupant(s) at risk may be required to leave during the performance of the work activities. In cases where an occupant is identified as having an allergy to a specific weatherization material, that material will not be installed. If comparable alternative materials are available and the occupant has no known allergic to the alternative materials and they meet DOE regulations, crews may substitute the alternative material(s). If no safe alternative material, meeting DOE standards, is available, LHC must provide written approval before proceeding. This must be well documented in the client file. Louisiana uses a **Hazard Identification Notification** which includes the client's name and address, dates of the audit/assessment, when the client was informed of a potential health and safety issue, a clear description of the problem, a statement indicating if, or when, weatherization could continue, and the client(s) signature(s) indicating that they understand and have been informed of their rights and options.

Location where forms have been uploaded/submitted	
Separate attachment to SF424 ☐	Separate attachment to H&S Plan ☑

6.0 – HEALTH AND SAFETY CATEGORIES

For each of the following H&S categories identified by DOE in the following tables, follow the directions below.

- Any section that is "Required" below must be explicitly detailed in the H&S Plan regardless of funding source used. If the Grantee checks the box for "Concurrence with DOE Guidance" the contents of the box may be left as it exists or reference the section/location within Grantee Policy and Procedure manual that contains language or insert Grantee specific language. If the "Alternative Guidance" box is checked, the Grantee must provide that alternative guidance in the box.
    - If a Grantee is proposing an alternative action/allowability for a "Required" item, the alternative requires comprehensive explanation of how it meets the intent of the DOE program notice.
    - If a "Required" item/category will not be addressed with any funding source and will always result in deferral, the H&S Plan must state that.
- Any section that is "Allowable" below must be detailed only if DOE WAP funds are used to implement the measures. If the Grantee uses DOE funds for any "Allowable" activities from the Table of Issues then they must be described here in detail, including defining "minor", "major", "limited", "case-by-case", and "at-risk" if the term is applied. If you only check the box "Allowed with Alternative Funds" then no additional information is required.
- Any section that is "Prohibited" below may not be addressed with DOE WAP H&S funds and does not need to be specifically addressed in the H&S Plan. The Grantee simply needs to check the "Concur with DOE guidance" box and indicate if the condition will result in deferral/referral.
- The Grantee H&S Plan may address additional H&S hazards specific to their program that are not included in the Table of Issues. If a Grantee chooses to include additional measures as DOE WAP funded H&S costs, the H&S Plan must include details pertaining to the measures allowed, testing required, and client education for these specific hazards.
- All required "Testing/Inspection" related items must be documented in the client file to verify completion and results.

6.1 – Air-Conditioning, Heating Systems, and Combustion Appliances

Required Actions		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Replace, repair, or install primary heating systems when existing primary heating systems are unsafe, inoperable, or nonexistent. No home may be left without a safe primary heating system after weatherization where climate conditions require heating (i.e., all climate zones except zone 1 as defined by ASHRAE). If unable to meet this requirement, deferral is required.
- No DOE-funded weatherization work is permitted if the completed dwelling unit will be heated with an unvented combustion space heater as the primary heat source. The primary heat source must be replaced with a vented unit prior to or by weatherization. The replacement unit must be sized to heat the entire dwelling unit.
- Unsafe secondary units, including space heaters, must be repaired, or removed and disposed of, or deferral is required. Secondary unvented space heaters are considered unsafe if they:
    - are not listed and labeled as meeting ANSI Z21.11.2;
    - have an input rating of more than 40,000 BTU/hour;
    - are in a bedroom and have an input rating of more than 10,000 BTU/hour;
    - are in a bathroom and have an input rating of more than 6,000 BTU/hour;
    - are operating in an unsafe manner (e.g., high carbon monoxide (CO) readings, too close to combustible materials, lack sufficient combustion air volume);
    - or are not permitted by the Authority Having Jurisdiction (AHJ).
- DOE WAP Grantees must comply with the Manufactured Home Construction and Safety Standards which mandates that:
    - All fuel-burning appliances in manufactured homes except: ranges, ovens, illuminating appliances, clothes dryers, solid fuel-burning fireplaces and solid fuel-burning stoves, must be installed to provide for the complete separation of the combustion system from the interior atmosphere of the manufactured home (i.e., to draw their combustion air from outside), and be vented to outside the dwelling.
    - All appliances installed by or left in place after weatherization in manufactured homes must meet these standards, including secondary heating sources. If an occupant will not allow the removal of an unsafe combustion appliance from the home, deferral is required.
    - Repair or replace combustion gas venting to ensure proper combustion gas venting to outside the dwelling for all combustion appliances, including but not limited to gas dryers and refrigerators, furnaces, vented space heaters, and water heaters.
- If weatherization installs an appliance that is vented into a masonry chimney, the chimney must be lined in compliance with the International Fuel Gas Code (IFGC) or local AHJ if more stringent.
- Install adequate combustion air for all combustion appliances left after weatherization.
- If permits are required for heating/cooling system work, they must be secured and are a program operation cost if the installation is an ECM or may be included in the H&S cost if installed as a H&S measure.
- If unsafe conditions relating to existing combustion appliances require remediation to safely perform weatherization and cannot be remedied by repair or tuning, replacement is an allowable H&S measure unless prevented by other guidance herein.
- Documentation justifying the replacement with a cost comparison between replacement and repair must be maintained in the client file.

Allowable Actions	
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

Primary air conditioning system replacement, repair, or installation is allowed only in homes where current occupants meet Louisiana's WAP definition of "at-risk" AND climate conditions warrant.

At-risk occupants are defined as under 5 years of age, elderly, or documented medical condition in Louisiana. Medical eligibility for an air conditioner is required for anyone under the age of 60. You must have written documentation from a third-party medical professional.

"System" can mean a central unit or multiple existing individually operating units; however, when a central unit is in place, it shall be considered the primary unit, and all other units are to be considered secondary. Use proper sizing protocols (Manual J, State Approved sizing protocols, NEAT/MHEA outputs, etc.) based on post-weatherization housing characteristics, and assess the mechanical ventilation when installing or replacing a heating or cooling appliance.

Prohibited Actions
Concur with DOE Guidance ☑

Using DOE WAP H&S funds for replacement or installation of secondary heat sources if prohibited.

Required Testing/Inspection	
Concur with DOE Guidance ☑	Alternative Guidance ☐

- Verify that primary heating systems are present, operable, and performing correctly.
- Conduct combustion appliance testing and visual inspection of all combustion appliances and their related venting.
- Depressurization and spillage testing is required for all Category 1 appliances (natural-draft appliances such as natural-draft furnace, boiler, or water heater) pre- and post-weatherization and before leaving the home on any day when work has been done that could affect draft (e.g., air or duct sealing, adding exhaust ventilation).
- CO testing is required for all combustion appliances, regardless of venting type.
- Verify proper clearances for all combustion venting types.
- Visually inspect the entirety of solid fuel-fired appliance installations (e.g., wood stoves, coal stoves, pellet stoves, fireplaces) including the venting system to ensure it adheres to the applicable code or local authority having jurisdiction. Appliances must be inspected pre- and post-weatherization. Look for visual evidence of soot on the walls, mantel, or ceiling or creosote staining near the flue pipe.
- Conduct/simulate pre- and post- weatherization worst case CAZ depressurization testing at negative 5 Pascal in spaces having a fireplace or woodstove.
- Treat vented gas- and liquid-fueled space heaters the same as furnaces in terms of combustion safety testing, repair and replacement.
- Safety inspections related to space heaters, fireplaces, and woodstoves must include, but not be limited to, verification of adequate floor protection, and code-compliant clearances to walls and other combustible materials.

Grantee Combustion Testing Action Levels
CO will be tested for in undiluted flue gases of combustion appliances under worse case CAZ (largest negative pressure). Furnace CO should not exceed 400 ppm air free measurements or service will be provided (unless CO measurements are within manufactured specifications). If CO exceeds 200 ppm air-free measurement in water heaters and room heaters, service will be provided to reduce CO to below these levels (unless CO measurements are within manufactured specifications). A clean and tune will be conducted if measured CO in the undiluted flue gases of the oven vent at steady state exceeds 225 ppm as measured (unless CO measurements are within manufactured specifications). Combustion spillage will be tested for in undiluted flue gases of combustion appliances under worse case CAZ (largest negative pressure). If spillage in a combustion appliance with a warm vent (i.e. water heater) exceeds two minutes during pressure testing, identify measures to mitigate spillage. If spillage in a combustion appliance with a cold vent (i.e. unused heating system) exceeds five minutes during spillage testing, identify measures to mitigate. Test naturally drafting appliances for spillage and CO during CAZ depressurization testing pre- and post-weatherization and before leaving the home on any day when work has been done that could affect draft (i.e., tightening the home, adding exhaust). Inspect and test for gas or oil leakage at connections of natural gas, propane piping, or oil systems. If leaks are found, immediate action will be taken to notify occupant to help ensure leaks are repaired. Emergency problems (e.g., ambient gas levels greater than 10% Lower Explosion Limit (LEL) and/or ambient CO levels that exceed 70 ppm) will be communicated clearly and immediately to the customer, the home shall be evacuated, and appropriate personnel (i.e. HVAC technician, utility, emergency services) shall be contacted.

Grantee Woodstove & Fireplace inspection/testing policy including actions/limits	
Concur with DOE Guidance ☑	Alternative Guidance ☐
Conduct pre- and post- weatherization worst case CAZ depressurization testing at negative 5 Pascal in spaces having a fireplace or woodstove. Fireplace or woodstove venting that is left operational after weatherization must meet current local or national standards or the home must be deferred.	

Required Occupant Education	
Concur with DOE Guidance ☑	Alternative Guidance ☐

- Appropriate use and maintenance of units.
- Provide all paperwork and manuals for any equipment installed by weatherization.
- Discuss and provide information on proper disposal of bulk fuel tanks when not removed as part of the weatherization work.
- Where combustion equipment is present, provide combustion safety and hazards information including how to recognize depressurization, dangers of CO poisoning, and fire risks associated with combustion appliance use.

6.2 – Asbestos (Confirmed and/or Presumed Asbestos Containing Material)

Required Actions

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

When suspected friable Asbestos Containing Materials (ACM) are present, including vermiculite, assume they contain asbestos and take precautionary measures to prevent disturbing it during the audit and work unless testing determines otherwise.

Grantee ACM policy

- When suspected friable Asbestos Containing Materials (ACM) are present, including vermiculite, take precautionary measures as if it is asbestos unless testing determines otherwise.
- Inspect heating, ventilation and HVAC system piping and other small surface coverings for asbestos.
- Assume asbestos is present in suspect covering materials.
- Keep activities to a minimum in areas having damaged material that may contain asbestos. Do not further disturb the material.
- Do not dust, sweep, or vacuum debris that may contain asbestos. Never saw, sand, scrape, heat, burn or drill holes in asbestos materials.
- Do not track material that could contain asbestos through the unit.
- Follow EPA, DEQ, and OSHA regulations regarding the safe handling of asbestos to insure worker and client safety.
- If the unit contains suspected ACMs in siding, walls, foundation or ceiling, assume that this material is contaminated with asbestos and do not disturb it.
- Do not open any walls to check for vermiculite.
- The existence of asbestos siding that is in good condition does not prevent installing dense-pack insulation from the exterior. Siding in good condition may be removed and reinstalled in order to perform the ECM, and the associated costs may be charged as part of the ECM. Charge only those costs directly associated with the testing and encapsulation to the H&S budget category.
- When deferral is necessary due to asbestos, occupant must provide documentation that a certified professional performed the remediation before work continues. Document with signatures and inform the client regarding the damaged material and suspected asbestos.

Grantee Blower Door Testing Policy When Suspected ACM Exists

A pressurized blower door test will be conducted where suspected friable ACM is present (as defined by EPA), including vermiculite. Do not perform a blower door test if it will disturb the vermiculite.

Allowable Actions

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

- Encapsulation by an appropriately trained asbestos control professional. This should be conducted prior to blower door testing if the materials are friable.
- Temporary removal and reinstallation of ACM siding to perform an ECM (e.g., wall insulation).
- Limited encapsulation or removal of suspected ACM on small surfaces (pipes, ductwork, furnaces, other small, covered surfaces, etc.) by an appropriately trained asbestos control professional.

Prohibited Actions
Concur with DOE Guidance ☑
Using DOE WAP H&S funds for general abatement/removal/or replacement of asbestos siding, thermal system insulation (TSI) or Transite, or vermiculite is prohibited.

Required Testing/Inspection		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Visually inspect all surfaces (i.e., walls, floors, ceilings, roofs) for suspected ACM prior to drilling or cutting
- Assume asbestos is present in suspect materials unless testing reveals otherwise.

Allowable Testing/Inspection	
Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐
N/A	

Required Occupant Education	
Concur with DOE Guidance ☑	Alternative Guidance ☐

- Formally notify the occupant, and landlord if applicable, in writing:
  - of suspected ACMs are present and what precautions will be taken to ensure the occupants' and workers' safety during weatherization;
  - of results if testing was performed;
  - not to disturb suspected ACM;
  - Client education from the EPA web site on vermiculite insulation. https://www.epa.gov/asbestos/protect-your-family-exposures-asbestos;
  - When deferral is necessary due to asbestos, occupant and/or landlord if applicable, must provide documentation that a certified professional performed the remediation before work continues.
- Clients must sign the **Acknowledgement of Pre-Weatherization Client Education** form and document in the client file.

Louisiana Housing Corporation

6.3 – Biologicals and Unsanitary Conditions

Required Actions

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

Deferral where conditions (odor, bacteria, raw sewage, rotting wood, etc.) in the home pose a health risk to occupants and/or weatherization workers or may be worsened by weatherization activities (e.g., air sealing) and will not be resolved by weatherization.

Allowed Actions

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

Limited remediation of conditions that may lead to or promote biological concerns and unsanitary conditions (e.g., repairing leaking sewage pipe). Addressing bacteria and viruses is not an allowable cost.

Required Testing/Inspection

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Sensory inspection of interior, exterior, attics, and subspaces of dwelling.
- Use of personal protective equipment shall be strictly enforced. Respirators, protective eyewear, and protective clothing will be worn when there is suspicion or knowledge that biological agents may be present in order to eliminate or minimize crew exposure.
- The inspection will be conducted by the agency representative provided that they are not exposed to hazardous biological contaminants.
- Subgrantee Weatherization coordinators, assessors and final inspectors are trained with curriculum that includes how to recognize Biological and Unsanitary Conditions and when to defer.

Prohibited Testing/Inspection

Concur with DOE Guidance ☑

- DOE WAP H&S funds may not be used for testing of materials for biological contaminants.
- Cleanup of contaminants due to the occupant's neglect are not eligible.
- Hazardous conditions must be corrected by a certified professional and signed clearance notification must be provided to the agency prior to weatherization continuing. Non-hazardous conditions can be corrected by the client.

Required Occupant Education

Concur with DOE Guidance ☑	Alternative Guidance ☐

- Inform occupant in writing:
  - of observed biological and unsanitary conditions.
  - of any testing results or disposal documentation from hazards
- Clients must sign the **Acknowledgement of Pre-Weatherization Client Education** form and document in the client file.

6.4 – Building Structure and Roofing (e.g., roofing, wall, foundation)

Allowable Actions

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

Minor roofing repairs are allowable to prevent biological growth or moisture development from occurring.

Prohibited Actions

Concur with DOE Guidance ☑

- Using DOE WAP H&S funds for ***major*** repairs as defined by this plan is prohibited.
- Using DOE WAP H&S funds for building rehabilitation is also prohibited.

Define "major" repairs

Only the structural integrity shall be replaced or repaired. Major repairs are defined as roofing repairs exceeding $400.

Required Testing/Inspection

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

Visual inspection of the building structure and roofing for damages that compromise building durability and to verify that portions of the home where weatherization will occur are safe for entry and performance of assessments, work, and inspections.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐

N/A

Prohibited Testing/Inspection

Concur with DOE Guidance ☑

Using DOE WAP H&S funds for any testing/evaluation of structural materials by a third-party is prohibited.

Required Occupant Education

Concur with DOE Guidance ☑	Alternative Guidance ☐

Notify occupant in writing of structurally compromised areas observed. The client file must be documented with a **Hazard Identification Notification form**.

6.5 – Code Compliance

Allowable Actions	
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

- Correction of preexisting code compliance issues triggered by weatherization measures being installed in a specific room or area of the home is allowable.
- The specific code requirements with reference to the weatherization measure(s) that triggered the code compliance issue must be documented in the occupant file.
- Follow State, Federal and local or AHJ codes while installing weatherization measures, including H&S measures.
- The cost of complying with code requirements tied to installation of a specific measure will be charged as part of the measure, such as securing a permit to install a furnace. When work is not a direct component of the measure, but still necessary to perform weatherization work, the costs must be charged to the H&S budget category.

Prohibited Actions
Concur with DOE Guidance ☑

- Using DOE WAP H&S funds for correction of preexisting code compliance issues not directly related to the installation of specific weatherization measures in the home is prohibited.
- Using DOE WAP funds for work on condemned properties and properties where H&S conditions exist that cannot be corrected under this guidance is prohibited.

Required Testing/Inspection		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

Visual Inspection

Allowable Testing/Inspection	
Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐

N/A

Required Occupant Education	
Concur with DOE Guidance ☑	Alternative Guidance ☐

Inform occupant in writing of the observed code compliance issues when it results in a deferral. The client file must be documented with a **Hazard Identification Notification form**.

6.6 – Electrical

Required Actions

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

Provide sufficient over-current protection and damming prior to insulating building components containing knob and tube wiring, as required by the AHJ.

Allowable Actions

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

- Minor electrical repairs (e.g., junction box covers, improper splices) are allowed to protect the occupant or workers from electrical hazards within the living area or in the immediate area where weatherization activities will occur.
- When minor electrical repairs, within the scope of weatherization, are required (moisture venting, GFCI receptacles, heating system, etc.), the typical standard of remedy shall be to sub-contract the repair work to a licensed electrician.
- All appropriate procurement and local permit procedures shall be followed when sub-contracting.

Prohibited Actions

Concur with DOE Guidance ☑

Using DOE WAP H&S funds for ***major*** electrical repairs as defined by this plan is prohibited.

Define "major" repairs

Replacement of ***major*** electrical systems (i.e. main electrical panel, rewiring non code compliant attics, or electrical issues in units having multiple additions) is prohibited. Major repairs are defined as electrical repairs exceeding $400.

Required Testing/Inspection

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Visual inspection for presence and condition of knob-and-tube wiring.
- Evaluate knob-and-tube wiring for safety prior to work.
- Check for alterations that may create an electrical hazard.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

- To determine if wiring is live, use non-contact testing methods.
- Proper clearance will be maintained around live knob and tube as required by the National Electrical Code (NEC) or local authority having jurisdiction.
- When required, a non-conductive dam that does not cover the top will be created to separate insulation from the wire path on knob and tube wiring with a minimum clearance of three inches (3") to combustibles.
- Old wiring will be rendered inoperable and removed by a licensed electrician in accordance with the NEC National Electrical Code and local codes.
- Voltage drop and voltage detection testing is allowable, as necessary.

Required Occupant Education	
Concur with DOE Guidance ☑	Alternative Guidance ☑

- Provide occupant with written documentation, using the **Hazard Identification Notification form**, of any electrical hazards identified that will not be addressed by weatherization.
- Provide information to occupant on over-current protection, overloading circuits, and basic electrical safety/risks if conditions warrant.
- Provide occupants with all installed mechanical manufacture manuals and warranty documents.
- Clients must sign the **Acknowledgement of Pre-Weatherization Client Education** form and document in the client file.

6.7 – Fuel Leaks

Required Actions		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- When a gas leak is found on the utility side of service, the utility service must be contacted, work must be temporarily halted, and the leak must be repaired before work may proceed.
- Fuel leaks that are the responsibility of the occupant (vs. the utility) must be repaired before installing weatherization measures in the home.

Allowable Actions	
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

- Replacement or repair of leaking bulk fuel tanks and/or lines if connected systems will remain after weatherization.
- Replacement of flexible appliance gas connectors that are not compliant with current fuel gas codes.
- Identify for repair or replacement any kinked, corroded or visibly worn flexible gas lines and any flexible connectors manufactured prior to 1974. Visible minor gas leaks in fitting and connectors can be repaired.

Prohibited Actions
Concur with DOE Guidance ☑

- Using DOE WAP H&S funds to repair leaks that are the responsibility of the utility to correct is prohibited.
- Using DOE WAP H&S funds for environmental cleanup resulting from bulk fuel leaks is prohibited.
- Major gas leaks underground, in walls, and in confined spaces are considered beyond the scope of weatherization.

Required Testing/Inspection		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Test all exposed gas lines, fittings, valves, and connections for fuel leaks from utility connection to the appliance throughout the home.
- Test all gas appliances for fuel leaks at all connections, valves, fittings, and burners.
- Conduct sensory inspection of all bulk fuels lines and storage tanks to determine if leaks exist.

Allowable Testing/Inspection	
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

- Gas leaks will be detected through use of properly calibrated combustion gas detector, utility service information, sensory recognition or bubble test of piping system.
- For all natural gas, butane, and propane gas leak repairs, Subgrantees are required to use licensed, professional plumbing services that operate by city and parish local codes, permits and AHJ (authority having justification).

Prohibited Testing/Inspection
Concur with DOE Guidance ☑

Using DOE WAP H&S funds for environmental testing of soil or water is prohibited.

Required Occupant Education	
Concur with DOE Guidance ☑	Alternative Guidance ☐

Inform occupants in writing with a Hazard Identification Form of fuel leak testing results, including specific location if fuel leaks are detected.

6.8 – Gas Ovens/Stovetops/Ranges

Allowable Actions

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

Limited cleaning or repair of ovens/ranges/stovetops is allowable. Repair work may include cleaning, repairs under $100, and venting.

Prohibited Actions

Concur with DOE Guidance ☑

Using DOE WAP H&S funds for replacement of gas ovens/ranges/stovetops is prohibited.

Required Testing/Inspection

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑		Alternative Funds ☑

- Test gas ovens for CO.
- Ovens and other combustion appliances will be assessed for CO levels, venting, cleaning and proper operation.
- Use ASHRAE 62.2 2016 standards for installed kitchen ventilation requirements.

Define action levels for oven CO testing and resulting actions

- A clean and tune will be conducted if measured CO in the undiluted flue gases of the oven vent at steady state exceeds 225 ppm as measured (unless CO measurements are within manufactured specifications).
- Visually inspect cooking burners and ovens for operability and flame quality.
- Specify a clean and tune if the flame has any discoloration, flame impingement, an irregular pattern, or if burners are visibly dirty, corroded, or bent on gas range burners.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐

N/A

Required Occupant Education

Concur with DOE Guidance ☑	Alternative Guidance ☐

Inform occupants of the importance of using exhaust ventilation when cooking and the importance of keeping burners and broilers clean to limit the production of CO.

6.9 – Hazardous Materials

Required Actions

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Hazardous Waste Materials generated by weatherization work (e.g., refrigerant, asbestos, lead, mercury, CFL lighting bulb/ballasts, etc.) must be disposed of according to all local and federal laws, regulations, and guidelines, as applicable. Costs specifically related to disposal may be charged as an H&S expense.
- Subgrantees must document disposal requirements in contract language with the responsible party.
- ***Limited*** removal of pollutants that pose a risk to workers is required (e.g., flammable liquids, hazardous chemicals, and other air pollutants) as defined by this plan.
- If removal cannot be performed or is not allowed by the occupant, the unit must be deferred.

Define "limited" removal of pollutants

Limited removal is defined as costs not to exceed $250.

Allowable Actions

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

Limited removal of pollutants that pose a risk to occupants (e.g., flammable liquids, hazardous chemicals, and other air pollutants) as defined by this plan.

Prohibited Actions

Concur with DOE Guidance ☑

Using DOE WAP H&S funds for Lead, Asbestos, and Radon **abatement** is prohibited.

Required Testing/Inspection

Concur with DOE Guidance ☑	Alternative Guidance ☑	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Sensory inspection
- Follow OSHA Safety Data Sheet (SDS) guidelines for material disposal location requirements, environmental risks, appropriate Personal Protective Equipment (PPE) for working with hazardous waste materials and all state and local codes.
- Subgrantees must adhering to manufacture's SDS/MSDS sheets for disposed of hazardous materials according to all local laws, regulations and/or Federal guidelines, as applicable.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐

N/A

Prohibited Testing/Inspection
Concur with DOE Guidance ☑
Using DOE WAP H&S funds for any testing for hazardous materials other than that specifically permitted in the asbestos, lead, and radon sections of this document is prohibited.

Required Occupant Education	
Concur with DOE Guidance ☑	Alternative Guidance ☑

- Inform occupant in writing of hazards associated with hazardous waste materials being generated/handled in the home.
- Inform occupant in writing of observed hazardous condition and associated risks.
- Provide occupant written materials on safety issues and proper disposal of household pollutants.
- Clients must sign the **Acknowledgement of Pre-Weatherization Client Education** form and document in the client file.

6.10 - Injury Prevention of Occupants

Allowable Actions

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

Minor repairs and installations to prevent occupant injury (e.g., repairing stairs, replacing handrails, etc.) are allowable but must be necessary to effectively weatherize the home.

Prohibited Actions

Concur with DOE Guidance ☑

Using DOE WAP H&S funds for ***major*** repairs as defined by this plan.

Define "major" repairs

Major repairs are defined as costs exceeding $300.

Required Testing/Inspection

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

Visually inspect for dangers that would prevent weatherization.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐

N/A

Required Occupant Education

Concur with DOE Guidance ☑	Alternative Guidance ☐

If identified hazardous conditions will not be corrected during weatherization, inform occupant in writing of observed hazards and associated risks utilizing the **Hazard Identification Notification** form.

6.11 – Lead-Based Surface Coverings (Paint, Varnishes, Roofing, etc.)

Required Actions

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Subgrantees must comply with EPA's Lead: Renovation, Repair and Painting Program (RRP) rules when working in pre-1978 housing unless testing confirms the work area to be lead free. This includes, but is not limited to:
  - Client file documentation must including the Certified Renovator's certification; any training provided on-site; description of specific actions taken; lead testing and assessment documentation; and photos of site and containment set up. Include the location of photos referenced if not in file.
  - Certification and training requirements of the RRP rule.
  - Job site set up and cleaning verification by a Certified Renovator.
- Only those costs directly associated with lead safe work practices for surfaces directly disturbed during weatherization activities are allowable WAP H&S expenses.

Allowable Actions

Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐

N/A

Prohibited Actions

Concur with DOE Guidance ☑

- Using DOE WAP H&S funds for lead abatement is prohibited.
- Using DOE WAP H&S funds for purchase, resourcing, or maintenance of X-ray Fluorescence (XRF) devices is prohibited.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

- Testing to determine the presence of lead on surfaces that will be disturbed by WAP measure installation is allowed with EPA approved testing methods.
- Testing methods must be economically feasible and justified. Testing shall only be performed by a certified Lead Paint Inspector or Risk Assessor who is trained in sampling techniques. Before incurring a testing expense consider the following:
  - Dwelling exact age is unknown - assume the presence of lead-based paint.
  - Dwelling built from 1978 on - may be assumed to be free of lead-based paint.
  - Dwelling built prior to 1978 - assume the presence of lead-based paint.
- Routine testing, before and after weatherization work, of dwelling for lead-based paint is <u>not</u> an allowable expenditure.

Required Occupant Education

Concur with DOE Guidance ☑	Alternative Guidance ☑

- Follow pre-renovation education requirements per EPA RRP rules.
- Clients must sign the **Acknowledgement of Pre-Weatherization Client Education** form and the **EPA's Lead Hazard Information Pamphlet Pre-Renovation Form** and document in the client file.

6.12 – Mold and Moisture

Allowable Actions

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

- ***Limited*** water damage repairs that can be addressed by weatherization workers are allowed when necessary to weatherize the home and to ensure the long term stability and durability of the WAP measures installed not to exceed $400.
- Source control (i.e., correction of moisture and mold creating conditions) when necessary, to weatherize the home and to ensure the long-term stability and durability of the measures. Source control is independent of latent damage and related repairs. Source control includes, but is not limited to site drainage, gutters, down spouts, extensions, flashing, sump pumps, dehumidifiers, landscape, leaking roofs, vapor retarders, moisture barriers, etc.
- Window and door repairs are allowed with H&S funds to resolve a bulk water intrusion issue that is the cause of visible biological growth and in compliance with the most current program notice.

Prohibited Actions

Concur with DOE Guidance ☑

- Using DOE WAP H&S funds for mold cleanup is prohibited.
- Using DOE WAP H&S funds for window and door replacements is prohibited.

Required Testing/Inspection

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑		Alternative Funds ☑

Visual assessment for moisture or mold damage including exterior drainage.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

Diagnostics such as material moisture content, or relative humidity measurements at the audit and/or final inspection.

Prohibited Testing/Inspection

Concur with DOE Guidance ☑

Using DOE WAP H&S funds for mold testing of any type is prohibited.

Required Occupant Education

Concur with DOE Guidance ☑	Alternative Guidance ☑

- Provide occupant written notification of identified mold/moisture hazards and information regarding the associated hazard.
- Clients must sign the **Acknowledgement of Pre-Weatherization Client Education** form and document in the client file.

6.13 - Occupant Pre-existing or Potential Health Conditions

Required Actions

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☑
DOE WAP H&S Funds ☐	Alternative Funds ☐	

- When a person's health may be at risk and/or WAP work activities could constitute an H&S hazard, the occupant is required to take appropriate action based on severity of risk.
- Deferral, if occupant risk cannot be mitigated.

Allowable Actions

Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐

N/A

Required Testing/Inspection

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Screen occupants for known or suspected health concerns either as part of initial application for weatherization, during the audit, or both.
- Utilize the **Occupant Pre-existing or Potential Health Condition Screening Form**.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐

N/A

Required Occupant Education

Concur with DOE Guidance ☑	Alternative Guidance ☐

- Inform occupant in writing of any known risks and provide **Pre-Weatherization Screening form**.
- Provide occupant with Subgrantee point of contact information in writing.

6.14 – Pests		
Required Actions		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☑
DOE WAP H&S Funds ☐	Alternative Funds ☐	
Deferral of homes were infestation of pests cannot be reasonably removed or poses H&S concern for workers.		
Allowable Actions		
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑	
Screening of windows and points of access and incorporating pest exclusion into air sealing practices to prevent intrusion.		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑	
Visual assessment of the presence and degree of infestation and risk to worker.		
Required Occupant Education		
Concur with DOE Guidance ☑	Alternative Guidance ☑	
Inform occupant in writing of observed conditions and associated risks.		

6.15 – Radon

Required Actions

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Cover exposed dirt floors within the pressure/thermal boundary with a sealed soil gas retarder.
- Cover sump well/pits with airtight covers.
- Implement ventilation as required by ASHRAE 62.2-2016.

Allowable Actions

Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐

N/A

Prohibited Actions

Concur with DOE Guidance ☑

Using DOE WAP H&S funds for radon mitigation.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

Limited short term radon testing is allowable with low-cost "do it yourself" radon test kits available at home improvement stores from $10 to $50. Short-term tests take 48-120 hours to complete.

Louisiana does not have any high radon potential areas. See map of Radon Zones for Louisiana: https://www.epa.gov/sites/production/files/2014-08/documents/louisiana.pdf .

Required Occupant Education

Concur with DOE Guidance ☑	Alternative Guidance ☐

- Provide all occupants EPA's A Citizen's Guide to Radon and inform them of radon related risks.
- Occupants must sign an **Informed Radon Consent Form** prior to receiving weatherization services.
- Clients must sign the **Acknowledgement of Pre-Weatherization Client Education** form and document in the client file.

6.16 – Safety Devices: Smoke and Carbon Monoxide Alarms, Fire Extinguishers

Required Actions

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

Install CO alarms in every home where alarms are not present or are inoperable in compliance with ASHRAE 62.2-2016 which references NFPA 720 (note: NFPA 720 has been incorporated into NFPA 72).

Allowable Actions

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

- Install smoke alarms where the AHJ requires them if alarms are not present or are inoperable on each level.
- Replace functional smoke alarms and carbon monoxide alarms if they are beyond the manufacturer's stated lifetime (usually 10 years).
- Replace functional smoke or CO alarms batteries, if designated to be replaceable.
- A fire extinguisher may be provided in units whose primary heat source is solid fuel (wood, coal, wood pellets, grains, etc.).
- The fire extinguisher must be installed according to manufacturer's standards and local code in vicinity of the primary heating source.
- Properly disposal of detectors following local code and state compliance.

Prohibited Actions

Concur with DOE Guidance ☑

Using DOE WAP H&S funds for replacement of functional smoke or CO alarms that are not beyond the manufacturer's stated lifetime.

Required Testing/Inspection

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Verify the presence, operation, and age of installed detectors.
- Follow manufacturer guides for installation and testing. Do not leave detectors with client.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐

N/A

Required Occupant Education

Concur with DOE Guidance ☑	Alternative Guidance ☐

Provide occupant with verbal and written information on use of newly installed devices and the potential risks of not properly maintaining these devices.

6.17 – Ventilation and Indoor Air Quality

Required Actions

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☑
DOE WAP H&S Funds ☑	Alternative Funds ☑	

Install ventilation as required by ASHRAE 62.2 - 2016. If occupant refuses ventilation as required by ASHRAE 62.2, the home must be deferred.

Allowable Actions

Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐

N/A

Required Testing/Inspection

Concur with DOE Guidance ☑	Alternative Guidance ☑	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- ASHRAE 62.2 evaluation to determine required post-weatherization ventilation.
- Measure fan flow of existing fans and of installed equipment to verify performance.
- Conduct ASHRAE calculations with the CFM of vented to daylight exhaust only fans.
- Make CFM adjustments as needed to meet the ASHRAE standard.
- Post weatherization blower door numbers can be assumed to calculate required CFM, but ventilation must be adjusted and documented in the unit file once final blower door numbers are performed.
- Use whatever is greater for ASHRAE calculations: the bedrooms plus one or number of occupants.
- Take action to prevent zonal pressure differences greater than 3 Pascal across the closed interior door (if one exists), when replacing existing or upgrading whole house ventilation fans.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐

N/A

Required Occupant Education

Concur with DOE Guidance ☑	Alternative Guidance ☐

- Provide occupant with manufactures manuals and warranties on function, use, and maintenance (including location of service switch and cleaning instructions) of ventilation system and components.
- Provide occupant with equipment manuals for installed equipment.
- Include disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality.

6.18 – Water Heaters

(see Combustion Appliances for combustion related requirements)

Allowable Actions

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

- ***Limited case-by-case*** replacement of water heaters if the water heater poses a life-safety risk to occupants. ***Limited*** is defined as leaking primary tank, high CO measurements, and obvious burnt flame roll out.
- ***Minor*** safety repairs of water heaters (e.g.,T&P valve piping, backflow prevention devices, expansion tanks) are allowed. ***Minor*** is defined as costs not exceeding $250.
- Replace and install primary water heater when existing primary water heater is nonexistent.

Required Testing/Inspection

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Visual inspection of all water heaters and related piping for safety and leaks
- See *Combustion Appliances* section for related combustion safety testing requirements.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐

N/A

Required Occupant Education

Concur with DOE Guidance ☑	Alternative Guidance ☐

- Appropriate use and maintenance of units.
- Provide all paperwork and manuals for any installed equipment.
- Where combustion equipment is present, provide combustion safety and hazards information including how to recognize depressurization, dangers of CO poisoning, and fire risks associated with combustion appliance use.

6.19 – Worker Safety

Required Actions

Concur with DOE Guidance ☑	Alternative Guidance ☑	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Adherence to all federal, state, and local worker safety regulations (e.g., OSHA, EPA).
- All Subgrantees and contractors must maintain compliance with the current OSHA Hazard Communication Standard https://www.osha.gov/Publications/OSHA3514.html, including on-site organized Safety Data Sheets (SDS).

Allowable Actions

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

Minor repairs and installations to prevent injury (e.g., repairing stairs, replacing handrails, etc.) are allowable to permit installers access to the areas needed to safely complete authorized weatherization measures.

Prohibited Actions

Concur with DOE Guidance ☑

Using DOE WAP H&S funds for ***major*** repairs as defined by this plan.

Define "major" repairs

Major repairs are defined as costs exceeding $300.

Allowable Testing

Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐

N/A

6.X – (Insert Additional H&S Items for Use of DOE WAP H&S funds)		
Required Actions		
Concur with DOE Guidance ☐	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☐	Alternative Funds ☐	
Insert required item text		
Allowable Actions		
Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐	
If DOE WAP H&S Funds are used for any "allowable" actions, detail them here.		
Prohibited Actions		
Concur with DOE Guidance ☐		
What is prohibited		
Required Testing/Inspection		
Concur with DOE Guidance ☐	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☐	Alternative Funds ☐	
Insert required item text		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐	
If DOE WAP H&S Funds are used for any "allowable" testing, detail them here.		
Prohibited Testing/Inspection		
Concur with DOE Guidance ☐		
What is prohibited		
Required Occupant Education		
Concur with DOE Guidance ☐	Alternative Guidance ☐	
Insert required item text		

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Occupant Pre-existing or Potential Health Condition Screening

Certain aspects of weatherizing a home may affect individuals that have certain medical conditions. Prior to weatherization beginning, each home receives an energy audit to determine the measures needed to effectively weatherize and make each home more energy efficient. If a certain medical condition may be affected by a weatherization measure, it is the responsibility of the client to notify the Subgrantee prior to work beginning. Deferral of services is required if:

- No cost-effective option for the material can be identified
- The measure is defined as a **"major measure"**, and
- The client does not accept the risks.

"Major measure" is defined as follows: *A high priority measure, which if skipped, would result in "partial" weatherization of a unit. Major measures are as follows: air sealing, duct sealing of ducts outside the thermal boundary, attic insulation, wall insulation and floor or belly insulation.*

Possible Risks

- **Indoor pollutant exposures may be increased due to air-tightening activities.**

  Tightening a building is essential for energy efficiency but may also have the unintended consequence of allowing contaminants that would otherwise be diluted in leaky homes to build up to unhealthy levels, including:

  - Combustion gases, including deadly carbon monoxide
  - Secondhand smoke in homes of smokers, or in attached multi-family dwellings adjacent to smokers
  - Hundreds of chemicals — volatile organic compounds, or VOCs — used in many building materials and consumer products.

- **Indoor pollutant exposures caused by retrofit activities.**
  - Retrofits may disturb dangerous materials such as lead in paint and asbestos in flooring and insulation products.

- **Mold and moisture problems caused or exacerbated by retrofit activities.**
  - If a retrofit does not properly address mold and moisture control, such as water vapor transport and condensation, significant moisture problems can occur in a retrofitted home. In addition, moisture-laden building materials can trap additional moisture in a retrofitted building.

Do any household members have pre-existing or potential health conditions to take into consideration for weatherization of the residence? Circle: Yes or No

Louisiana Housing Corporation

Measures/Materials to be Installed	Known Risks

I am aware that weatherization may result in negative impacts on occupant health, and that mechanical ventilation (indoor air quality) may decrease those affects.

I have received information on the measures to be installed and health-related risks were discussed.

I have chosen to go forward with weatherization and accept all risks of injury or damages on behalf of my household. I have carefully read this informed consent form and have signed it of my own free will.

Site Address:_____

Client Printed Name:_____

Client Signature:_____ Date:_____

Landlord Printed Name (if applicable):_____

Landlord Signature:_____ Date:_____

Subgrantee Representative Printed Name:_____

Subgrantee Representative Signature:_____

Subgrantee Contact Information:_____

Louisiana Housing Corporation

Weatherization Assistance Program (WAP)
Hazard Identification Notification

Inspection Date: _____ **Inspector:** _____

Building ID: _____ **Subgrantee:** _____

Applicant Name: _____ **Notification Date:** _____

Address: _____

Lessor/Owner Name & Address (if applicable): _____

_____

Recently your home was inspected for weatherization services. It is the policy of this Subgrantee to provide weatherization services when those services may be delivered effectively and safely, without undue hazards to our staff or our clients. Health and Safety problems and or conditions were noted on_____(date). Those conditions are checked below:

_____ Standing water, mold, friable asbestos, deteriorated lead-based paint surfaces or other hazardous materials, this cannot be addressed by the weatherization work.

_____ Evidence of infestations of rodents, insects, and/or other vermin.

_____ Un-vented space heater(s) that may have a harmful effect on the air quality of the home.

_____ Unsecured pets that may prevent workers from safely completing their work.

_____ The presence of sewage or animal feces in the home.

_____ Improperly stored chemicals, combustible materials, or other fire hazards that present a danger to the occupants or the workers.

_____ Maintenance or housekeeping practices that limit the access of workers to the dwelling or create an unhealthy work environment.

_____ Major remodeling is in progress, which limits the proper completion of major weatherization measures.

_____ Preexisting code compliance issues, combustion safety, mold, moisture.

_____ Electrical or plumbing hazards or structural failures that cannot be addressed as a part of weatherization services.

_____ Threat(s) of violence or abusive behavior to worker(s) or household member(s) during the weatherization process.

_____ The illegal presence or use of any controlled substance in the home during the weatherization process.

_____ Occupant has known health conditions that prohibit the installation of insulation or other weatherization materials.

_____ Other: _____

Weatherization may be reconsidered, if you are able to meet the conditions listed below by: _____ (date).

(List specific steps which must be taken below)

1.

2.

3.

4.

5.

6.

When you have met the conditions listed above, or if you believe a mistake has been made in this determination, or would like to appeal the decision, please contact the party listed below, and we will re-inspect your home within ____ working days of hearing from you.

Subgrantee Contact: _____

Contact Title: _____

Phone: _____

Email: _____

To assure that you have received this notice it has been sent to you by certified mail or hand delivered to you for signature. The signature on the receipt verifies your receipt of this notice.

_____	_____	_____
Applicant Signed Name	Applicant Printed Name	Date Signed
_____	_____	_____
Lessor/Owner Signed Name	Lessor/Owner Printed Name	Date Signed

Please note your eligibility for weatherization services lapses on _____ (date).

If you have not re-contacted us by _____ (date), your application will be denied.

Instructions for completing the form:

Regardless of whether weatherization services are performed or not, auditors will provide the client with a written list of found health and safety concerns, with a copy inserted into the client file, using the form **Hazard Identification Notification** resources for specific safety issue corrections whenever possible. Potential referral resources include but may not be limited to:

- Childhood Lead Poisoning Prevention Program
- Lead Hazard Control
- Maternal and Child Health home visiting programs
- Housing and Urban Development
- City or Town welfare
- Rural Economic Development
- Landlords/homeowners
- Any other such sources known by Community Action Programs to be available

The evaluation is in no way intended to be a code compliance inspection and should not be construed as such. The form will also indicate repairs the client/owner is responsible for correcting prior to weatherization, if applicable. The client will also be informed that corrective action of all items is recommended and that it is the client's responsibility to do so.

Health and safety problems found during the health and safety assessment will result in a Subgrantee taking one of four actions:

1. If the problem(s) will not prevent the dwelling from being weatherized and installing the weatherization measures will not exacerbate the problem, the Subgrantee can proceed with weatherization.

2. If the problem(s) must be remedied before or during weatherization, the corrective action is allowable under this guidance, and the cost is reasonable as defined earlier in this document, weatherization can proceed; the health and safety issues must be corrected prior to job completion.

3. If the problem(s) must be remedied before weatherization measures can be installed, and the corrective action is not allowable under this guidance or the cost is not reasonable, then correction of the health and safety issue becomes the client/owner's responsibility. The Subgrantee must defer weatherization, until the issue can be corrected.

   When deferral is necessary due to H&S problems, occupant may be required to provide documentation that a certified professional performed the remediation before work continues. The Subgrantee must also refer the client/owner to any known resource(s) that may be able to help correct the problem.

Regardless of which option is chosen, the Subgrantee must notify the client of all found Health and Safety issues on the Hazard Identification Notification form. It is very important for the Subgrantee to document any found health and safety problems and/or any problems or conditions that could potentially result in health and safety problems. Documentation must include photos. Careful and complete documentation can protect the Subgrantee from future client claims regarding the results of weatherization.

Louisiana Housing Corporation

Radon Informed Consent Language

Weatherization achieves energy and cost savings and improved comfort, health, and safety of homes through a variety of home retrofit measures, including some which improve the airtightness of the building. According to the Department of Energy (DOE) sponsored study, Building Assessment of Radon Reduction Interventions with Energy Retrofits Expansion (BEX) Final Report (ORNL/TM- 2020/1769): "There is a small risk of increased radon levels in homes when the building air tightness levels are improved. The study results show that current practices have produced substantial benefit compared to previous practices, and that there are no statistically significant changes in indoor radon levels on the lowest living levels with these practices". These increases are smaller in manufactured housing everywhere, and all homes in low-radon potential counties, and higher in site-built homes in high-radon-potential counties. There is some evidence that the installation of continuous mechanical ventilation reduces radon levels in homes, and counteracts any radon increases that are due to improved building air tightness levels.

Precautionary Measures: Precautionary measures indicated below will be installed as part of weatherization:

- ☐ Cover exposed dirt floors within the pressure/thermal boundary with a sealed soil gas retarder
- ☐ Cover sump well/pits with airtight covers
- ☐ Implement ventilation as required by ASHRAE 62.2-2016
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

I am aware that weatherization may result in increased levels of radon, and that mechanical ventilation may counteract those increases.

I have received the Environmental Protection Agency's (EPA's) "A Citizen's Guide to Radon," and radon-related risks were discussed.

I have chosen to go forward with weatherization and accept all risks of injury or damages. I have carefully read this informed consent form and have signed it of my own free will.

Site Address: _____

Client Printed Name: _____

Client Signature: _____ Date: _____

Subgrantee Representative Printed Name: _____

Subgrantee Representative Signature: _____

REV. 05/22