

## PY 2021 Louisiana Weatherization Assistance Program (WAP) State Plan

The mission of the Louisiana Housing Corporation is to ensure that every Louisiana resident is granted an opportunity to obtain safe, affordable, energy efficient housing.

The goal of the Louisiana Housing Corporation Weatherization Assistance Program is to reduce the national and state consumption of fossil fuels and imported oil and assist eligible low income families reduce their residential heating and cooling energy costs.

### Components of the PY 2021 LA WAP Program

- U.S. Department of Energy (DOE) Grant EE0007923
  - The grant was extended for an additional year and runs July 1, 2017 – June 30, 2022
  - Fifth Period Application: July 1, 2021 – June 30, 2022 (final year)
- Low Income Home Energy Assistance Program (LIHEAP) Weatherization funding
  - 15% of FFY2021 Allocation awarded

### Allocation of PY 2021 Funding

- U.S. Department of Energy (DOE):

Budget Category	PY2021	PY2020	Change
Grantee Administration	\$128,669	\$104,141	+23.6%
Grantee T&TA	\$176,399	\$178,255	-1.0%
Subgrantee Administration	\$200,504	\$104,141	+92.5%
Subgrantee T&TA	\$91,200	\$91,800	-0.06%
Program Operations	\$1,810,385	\$1,313,002	+37.9%
Health & Safety	\$313,188	\$196,486	+59.4%
Vehicles & Equipment	\$0	\$80,000	N/A
Liability Insurance	\$9,000	\$9,000	0%
Financial Audits	\$6,000	\$6,000	0%
<b>Total</b>	<b>\$2,735,345</b>	<b>\$2,082,825</b>	<b>+31.3%</b>
<b>Total Budgeted Units</b>	<b>249</b>	<b>182</b>	



<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>	
Caddo Community Action Agency, Inc. (Shreveport)	\$251,033.00	25
DeSoto Parish Police Jury/OCS (Mansfield)	\$221,142.00	21
LaSalle Community Action Assn., Inc. (Sicily Island)	\$246,481.00	25
Quad Area Community Action Agency, Inc. (Hammond)	\$1,053,162.00	112
St. Mary Community Action Agency (Franklin)	\$594,315.00	60
Terrebonne Parish Consolidated Gov./DHHS (Houma)	\$64,144.00	6
<b>Total:</b>	<b>\$2,430,277.00</b>	<b>249</b>

- Low Income Home Energy Assistance Program (LIHEAP):

<b>Budget Category</b>	<b>PY2021</b>	<b>PY2020</b>	<b>Change</b>
Subgrantee Administration	\$499,475	\$510,676	-2.2%
Client Education	\$205,354	\$209,267	-1.9%
Program Operations	\$6,558,298	\$6,688,095	-1.9%
Health & Safety	\$1,164,800	\$1,095,600	+6.3%
Incidental Repairs	\$358,400	\$456,500	-21.5%
Liability Insurance	\$33,100	\$39,500	-16.2%
*Incidental Repairs (DOE units)	\$99,600	\$91,000	+9.4%
<b>Total</b>	<b>\$8,919,027</b>	<b>\$9,090,638</b>	<b>-1.9%</b>
<b>Total Budgeted Units</b>	<b>896</b>	<b>913</b>	

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>	
Caddo Community Action Agency, Inc. (Shreveport)	\$900,733.00	92
DeSoto Parish Police Jury/OCS (Mansfield)	\$770,092.00	79
LaSalle Community Action Assn., Inc. (Sicily Island)	\$872,572.00	88
Quad Area Community Action Agency, Inc. (Hammond)	\$3,900,164.00	396
St. Mary Community Action Agency (Franklin)	\$2,166,226.00	220
Terrebonne Parish Consolidated Gov./DHHS (Houma)	\$209,640.00	21
<b>Total:</b>	<b>\$8,819,427.00</b>	<b>896</b>

	<u>PY2021</u>	<u>PY2020</u>
❖ Total Program Funding	\$11,654,372	\$11,173,463
❖ Total Budgeted Units	1145	1095

- Budget Points of Interest
  - PY2020 Total Completed Units: 605 as of 3/31/21.
  - DOE budget includes **\$840,860 estimated carryover from PY 2020** (as a result of COVID-19 impacts):
    - ❖ \$15,000 Grantee Administration
    - ❖ \$30,000 Subgrantee Administration
    - ❖ \$692,060 Program Operations
    - ❖ \$103,800 Health & Safety
  - Per WAP Memorandum 075, allowable DOE administrative funds, out of funds from the new grant period, were increased from 10% to 15%. For PY2021, Louisiana has budgeted 6% for Grantee Administration and 9% for Subgrantee Administration of DOE funds.
  - Health & Safety is budgeted at \$1258 per unit for DOE funding and \$1300 per unit for LIHEAP funding.
  - Liability Insurance (DOE) is budgeted at \$1500 per Subgrantee. Liability Insurance (LIHEAP) is budgeted based on allocated actuals of existing Subgrantees.
  - Financial Audits (DOE) is budgeted at \$1000 per Subgrantee.
  - Incidental Repairs is budgeted at \$400 per unit. LIHEAP funding supplements any Incidental Repairs on DOE funded units. The per unit amount was reduced by \$100 for PY2021. Average expenditures for PY2020 are less than \$300 per unit.
  - LHC did not receive any Vehicle & Equipment requests to include in the DOE State Plan. Subgrantees may still submit requests to move funds to this line item throughout PY2021 based on their Average Cost Per Unit (ACPU) and LHC approval.

### Eligibility and Monitoring

- Program will use 200% of the Federal Poverty Level
- Additional waiting list points are given to the following groups:
  - Elderly (60 years of age and older),
  - Persons with disabilities
  - Households with children 17 years of age and under
  - High residential energy users
  - Households with a high energy burden.
- 6 Sub-grantees serving 64 parishes for weatherization assistance
- 2021 Average Cost Per Unit (ACPU): **\$7,776** (PY 2020 \$7,669)

**PY2021 Annual File Changes from PY2020**

- **Section IV.4** Updated Program Year from 2020 to 2021.
- **Section IV.6** Updated with information related to the PY 2021 State Plan Hearing
- **Section IV.7** Added “LHC is considering redefining 2 Subgrantee geographical territories in the northern and western part of the State beginning in PY2022 with the start of a new grant. With the withdrawal of previous Subgrantees and past procurements, two of the Subgrantees are traveling through each other's territory to complete production. Redefining these 2 geographical territories would allow for decreases in travel costs associated with production and increased outreach opportunities due to locality. LHC plans to evaluate any population changes resulting from the 2020 Census prior to determining whether to proceed to ensure minimal changes to current contracted Subgrantee funding levels.”
- **Section IV.7** Updated information related to the 2019 American Customer Satisfaction Index (ACSI) Survey response plan with 2020 additions.

**PY2021 Master File Changes from PY2020**

- **Section V.1.1, Section 2** Added language “As of the submission of the 2021 State Plan, the 2020 census data has not been released.”
- **Section V.1.2, Section 1** Changed language from “Confirmation will also be obtained verifying that the dwelling has not been previously weatherized using WAP funds, or the dwelling was weatherized prior to September 30, 1994.” to “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).”
- **Section V.1.2, Section 2** Changed language from:  
  
“The American Recovery and Reinvestment Act (ARRA) extended assistance to units weatherized on or before September 30, 1994. Policies and procedures have been developed, published by the state and implemented by the subgrantees to ensure that no dwelling is re-weatherized, except as provided in 10 CFR Part 440.18.(e) 2 (iii). Documentation of previously weatherized units is maintained in the client files and in the Hancock Energy Software (HES) system. The state is currently working on a means of electronically documenting clients served prior to implementation of the Hancock Energy Software (HES) system.”

To



“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).

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.”

- **Section V.1.2, Section 5** Added additional language from the Louisiana WAP Programmatic Guide on the deferral process beginning with the sentence, “Documentation of this referral and assistance must be contained in the customer file.....”
- **Section V.4** Updated data from “Total heating-degree days in Louisiana range from a high of 2,418 in the northwestern corner of the State to a low of 1,709 in southeastern Louisiana. The average for cooling-degree days is around 3,000 statewide.” to “Total heating-degree days in Louisiana range from a high of 1,159 in northwestern Louisiana to a low of 1,092 in southern Louisiana. Total cooling-degree days in Louisiana range from a low of 2,706 in northwestern Louisiana to a high of 3,044 in southern Louisiana.”
- **Section V.4** Added a table showing Louisiana 2020 heating-degree days, cooling-degree days, and average monthly temperature.
- **Section V.5.1** Added “The current Louisiana Weatherization Field Guides are scheduled to expire 8/14/2021. Louisiana will submit the updated Field Guide to align with the 2020 version of the SWS no later than 5/14/2021 for DOE review.”
- **Section V.5.1** Changed “For Program Year 2020” to “Program Year 2021”

- **Section V.5.1** Changed reference for “the list of Categorical Exclusion activities in Section 2.8 of WPN 20-1” to “the PY2021 NEPA determination”.
- **Section V.5.1** Added “LHC will ensure that all Weatherization activities adhere to the restrictions of the Louisiana DOE executed Historic Preservation Programmatic Agreement (PA).”
- **Section V.5.2, Comments** Changed language from:

“LHC is in the process of completing the second condition which is the development of an Audit and Inspection Process Manual. LHC's anticipated date for submission to DOE is May 31, 2020 for implementation with PY2020.” to

“LHC is in the process of completing the second condition which is the development of an Audit and Inspection Process Manual. LHC is currently awaiting DOE's second review of the NEAT manual with MHEA to follow for implementation with PY2021.”

- **Section V.5.2, Comments** Added “LHC is currently awaiting for the updated version of the NEAT and MHEA audit tool (version 10) to be migrated to the web and approved for use by DOE. Louisiana WAP will transition to the new version within 60 days of DOE approval of the updated version. Full transition will occur no later than June 30th, 2022. DOE will be provided read-only administrative access to the energy audit tool for the duration of the grant.”
- **Section V.5.3** Changed language from:

*“Per the LA Weatherization Programmatic Guide, “Subgrantees are required to ensure that each Weatherization completion receives an appropriate and properly executed final inspection. This inspection must be performed by a DOE/BPI certified Quality Control Inspector (QCI). LHC, as part of their regular monitoring procedure will review final inspection forms, 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 WPN-15-4. Failure by the subgrantee to utilize the QCI process correctly may result in all associated costs being disallowed and returned to LHC. Should multiple instances of poorly performed inspections be found, LHC will, at the very minimum, place the subgrantee on a Watch List or Probation. Should the Watch List or Probation fail to correct the issue, LHC will seek stiffer actions as allowed in the Weatherization Program Manual and the subgrantee grant agreement (contract).”*

to

*“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 15-4. 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”*
- **Section V.8.1** Added “The Technical/Field Administrator is responsible for performing quality control inspections of the technical monitoring performed by the Grantee and will assure continued coordination of LHC policies is provided to the subgrantees such as QCI, EA, NEAT/MHEA and ASHRAE 62.2-2016 as deemed necessary.

The Training Coordinator assures continued coordination of LHC policies is provided to the subgrantees such as QCI, EA, NEAT/MHEA and ASHRAE 62.2-2016 as deemed necessary. Conducts occasional on-site monitoring to ensure subgrantee implementation of training and to assess training needs pertaining to the WAP program. This includes verifying QCI inspections, quality of the Weatherization work and accessing the energy efficiency of the unit.”

- **Section V.8.1** Added “LHC is considering redefining 2 Subgrantee geographical territories in the northern and western part of the State beginning in PY2022 with the start of a new grant. With the withdrawal of previous Subgrantees and past procurements, two of the Subgrantees are





traveling through each other's territory to complete production. Redefining these 2 geographical territories would allow for decreases in travel costs associated with production and increased outreach opportunities due to locality. LHC plans to evaluate any population changes resulting from the 2020 Census prior to determining whether to proceed to ensure minimal changes to current contracted Subgrantee funding levels.”

- **Section V.8.2** Changed “However, in PY 2020, no additional Subgrantee Administration funds have been included in the Budget beyond the minimum required 5% of the total PY2020 award.” to “However, in PY 2021, no additional Subgrantee Administration funds have been included in the Budget beyond the minimum required 7.5% of the total PY 2021 award.
- **Section V.8.3** Changed the reference for WPN 16-4 to WPN 20-4.
- **Section V.8.3** Added “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.”
- **Section V.8.3** Changed “Technical Quality Control Monitor” to “Technical/Field Administrator”
- **Section V.8.3** Updated both the Fiscal Monitoring Schedule and Technical/Field Monitoring Schedule from Tentative PY 2020 dates to Tentative PY 2021 dates.
- **Section V.8.4** Changed language from “Both DOE and LHC saw a need for increased technical training at the Grantee and Subgrantee levels in PY2018 and PY2019...” to “Both DOE and LHC saw a need for increased technical training at the Grantee and Subgrantee levels since the last LHC and DOE monitorings...”
- **Section V.8.4** Changed language from “In PY2020, LHC will again procure an IREC accredited QCI training program by RFP to provide training 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.” to “For PY2021, the Louisiana Training Center and LHC have partnered with Everblue (via RFP) to provide onsite training opportunities while LHC builds internal curriculum and gains IREC accreditation: QCI, Energy Auditor, Crew Leader, and Retrofit Installer Technician. Outside trainers may be brought in via RFP for additional NEAT/MHEA and OSHA and possible RRP Lead Safe trainings. Contract Training may also include Building Analyst and IDL from Diversified Energy. 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.
- **Section V.8.4** Added “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 Manufacture Certifications, Vendor Certifications, etc.) at each Subgrantee monitoring to ensure credentials are in compliance with associated standards.”

- **Section V.8.4, Specific Training** Added or Modified the following trainings:

Training Provided	Frequency
BPI Building Analyst (BA)	As Needed
BPI Infiltration & Duct Leakage (IDL)	As Needed
State or agency training on new 2020 SWS field guides and program guidance	Annually
Weatherization conference sessions (NASCS / HPC)	Annually
ASHRAE 62.2 2016	Annually
Online Weatherization Assistant NEAT MHEA	Throughout PY2021

- **Section V.8.4** Added “Client Education will consist of, but is not limited to: ..... Radon-related information....”

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