WEATHERIZATION ASSISTANCE PROGRAM (WAP)

State of Louisiana
2021 Proposed State Plan

WAP-ALRD-2021 (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 2021 serves as Louisiana's application to the U.S. Department of Energy (USDOE) for Weatherization Assistance Program funding.

Weatherization Assistance Program Fiscal Year 2021 Allocation is $1,894,485.

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: 4040-004
Expiration Date: 10/31/2019

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

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

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

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received
12/04/2020

4. Applicant Identifier:

5a. Fed Entity Identifier:

5b. Federal Award Identifier:
DE-EE0007923

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: LOUISIANA HOUSING CORPORATION

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

c. Organizational DUNS:
078424719

d. Address:

Street 1: 2415 QUAIL DRIVE

Street 2:

City: BATON ROUGE

County: 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: 2257541452

Fax Number: 2257541469

Email: lhartley@lhc.la.gov

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002021

Title:

2021 Weatherization Assistance Program

13. Competition Identification Number:

Title:

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

64 Parishes in Louisiana

15. Descriptive Title of Applicant's Project:

Weatherization Assistance Program (WAP)

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16.Congressional District Of:

a. Applicant: Louisiana Congressional District 06

b. Program/Project: LA-Statewide

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

17. Proposed Project:

a. Start Date: 07/01/2021

b. End Date: 06/30/2022

18. Estimated Funding ($):

a. Federal	1,894,485.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	1,894,485.00

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.
- [x] 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**

- [x] 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: Edselle

Middle Name: Keith

Last Name: Cunningham

Suffix: Jr.

Title: Executive Director

Telephone Number: 2257638700

Fax Number:

Email: kcunningham@lhc.la.gov

Signature of Authorized Representative: Signed Electronically

Date Signed:

OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007923	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 07/01/2021 5. Completion Date 06/30/2022

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	$ 840,860.00		$ 1,894,485.00		$ 2,735,345.00
2.						
3.						
4.						
5. TOTAL		$ 840,860.00	$ 0.00	$ 1,894,485.00	$ 0.00	$ 2,735,345.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTRA	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	$ 89,072.00	$ 0.00	$ 77,094.00	$ 0.00	$ 166,166.00
b. Fringe Benefits	$ 39,019.00	$ 0.00	$ 33,721.00	$ 0.00	$ 72,740.00
c. Travel	$ 0.00	$ 0.00	$ 28,110.00	$ 0.00	$ 28,110.00
d. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
e. Supplies	$ 150.00	$ 0.00	$ 180.00	$ 0.00	$ 330.00
f. Contract	$ 0.00	$ 200,504.00	$ 37,139.00	$ 91,200.00	$ 2,467,416.00
g. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
h. Other Direct Costs	$ 428.00	$ 0.00	$ 155.00	$ 0.00	$ 583.00
i. Total Direct Charges	$ 128,669.00	$ 200,504.00	$ 176,399.00	$ 91,200.00	$ 2,735,345.00
j. Indirect Costs	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
k. Totals	$ 128,669.00	$ 200,504.00	$ 176,399.00	$ 91,200.00	$ 2,735,345.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007923	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 07/01/2021 5. Completion Date 06/30/2022

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		$ 840,860.00	$ 0.00	$ 1,894,485.00	$ 0.00	$ 2,735,345.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS	
a. Personnel	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 166,166.00
b. Fringe Benefits	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 72,740.00
c. Travel	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 28,110.00
d. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
e. Supplies	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 330.00
f. Contract	$ 1,810,385.00	$ 313,188.00	$ 9,000.00	$ 6,000.00	$ 2,467,416.00
g. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
h. Other Direct Costs	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 583.00
i. Total Direct Charges	$ 1,810,385.00	$ 313,188.00	$ 9,000.00	$ 6,000.00	$ 2,735,345.00
j. Indirect Costs	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
k. Totals	$ 1,810,385.00	$ 313,188.00	$ 9,000.00	$ 6,000.00	$ 2,735,345.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007923	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 07/01/2021 5. Completion Date 06/30/2022

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		$ 840,860.00	$ 0.00	$ 1,894,485.00	$ 0.00	$ 2,735,345.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) VEHICLES AND EQUIPMENT	(2)	(3)	(4)	
a. Personnel	$ 0.00				$ 166,166.00
b. Fringe Benefits	$ 0.00				$ 72,740.00
c. Travel	$ 0.00				$ 28,110.00
d. Equipment	$ 0.00				$ 0.00
e. Supplies	$ 0.00				$ 330.00
f. Contract	$ 0.00				$ 2,467,416.00
g. Construction	$ 0.00				$ 0.00
h. Other Direct Costs	$ 0.00				$ 583.00
i. Total Direct Charges	$ 0.00				$ 2,735,345.00
j. Indirect Costs	$ 0.00				$ 0.00
k. Totals	$ 0.00				$ 2,735,345.00
7. Program Income	$ 0.00				$ 0.00

U.S. DEPARTMENT OF ENERGY

BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: LOUISIANA HOUSING CORPORATION
Award number: EE0007923

Budget period: 07/01/2021 - 06/30/2022

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 (4)	Process payments, grants management and federal reporting.
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. 2% of the salary will be paid from WAP T&TA for sub-grantee training.
Program Manager	Overall management of the statewide WAP, budgetary matters, policy making, and preparation of federal reports, grant application, and supervises staff. 2% of salary will come from T/TA for sub-grantee training.
Administrative Assistant	Handles potential client inquiries, distributes and tracks WAP contracts, maintains WAP vehicle logs, and duties as assigned.
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. 45% of the Program Monitor's salary will be paid from WAP T&TA.
Technical Coordinator / Monitor	As the technical/field monitor this individual possesses the following Six Building Performance Institute Certifications: Quality Control Inspector, Building Analyst, Envelope Professional, Healthy Home Evaluator, Infiltration Duct Leakage, and Energy Auditor. Other certifications held by this individual are: US EPA RRP Lead Safe Renovator; DOE Health and Safety Class certification and proctor; and OSHA 10. This individual is responsible for ensuring the policy development for the LHC Weatherization Assistance Program align with the Department of Energy (DOE) and the Building Performance Institute (BPI) on Weatherization field training and class curriculum. This person is a BPI proctor and occasional trainer for the LHC Weatherization Assistance Program. As the Technical Coordinator, this individual will assure continued coordination of LHC policies is provided to the subgrantees such as QCI, IREC, NEAT and MHEA and ASHRAE 62.2 as deemed necessary. Conducts on-site monitoring to ensure subgrantees files as well as the workmanship of the units are in compliance with DOE, and State regulations and guidelines pertaining to the WAP program. This includes verifying QCI inspections, quality of the Weatherization work and accessing the energy efficiency of the unit. 50% of the Technical Coordinator's salary will be paid from WAP T&TA. Other sources, including LIHEAP, will fund the remaining salary.
Chief Operating Officer	Management and oversight of all the Programmatic Divisions within the Corporation. Principal assistant to the corporation's Executive Director.

Training Coordinator	Responsible for RFP process and coordination of WAP Training. This position will be working towards Building Performance Institute Home Energy Professional Certifications and is responsible for ensuring the curriculum development for the LHC Weatherization Assistance Program align with the Department of Energy (DOE) and the Building Performance Institute (BPI) on Weatherization field training and class curriculum. As the Training Coordinator, this individual will assure continued coordination of LHC policies is provided to the subgrantees such as QCI, EA, NEAT/MHEA and ASHRAE 62.2 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. 25% of the Training Coordinator's salary will be paid from WAP T&TA and 15% from Admin. Other sources, including LIHEAP, will fund the remaining salary.
Technical Administrator	As the Technical/Field Administrator, this individual currently possesses certifications through the International Code Council including ICC Residential Building Inspector, ICC Residential Energy Inspector/Plans Examiner, and ICC Accessibility Inspector/Plans Examiner. They have passed the written test for BPI Energy Auditor and also hold an Intermediate Weatherization Fundamentals certification from an IREC accredited training program that aligns with the JTAs for Crew Leader, Energy Auditor, and Quality Control Inspector. This plan year this individual will be attending trainings to obtain the Home Energy Professional Certification including Quality Control Inspector, Crew Leader, and Retrofit Installer. This individual 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 as deemed necessary. Ensures the workmanship of the units are in compliance with DOE, and State regulations and guidelines pertaining to the WAP program. This includes verifying QCI inspections, quality of the Weatherization work and accessing the energy efficiency of the unit. 5% of the Technical Administrator's salary will be paid from WAP T&TA. Other Grantee program sources will fund the remaining salary.
Legal Staff	Reviews WAP Subgrantee Contracts and Amendments. Consults on appeals and complaints from clients regarding WAP activities performed. Other legal issues as necessary.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Accounting Staff (4)	$51,000.00	10.0168 % FT	$5,108.57
Program Administrator	$97,407.00	29.0088 % FT	$28,256.60
Program Manager	$73,757.00	27.0117 % FT	$19,923.02
Administrative Assistant	$39,895.00	4.7715 % FT	$1,903.59
Fiscal / Administrative Monitor	$48,776.00	70.0176 % FT	$34,151.78
Technical Coordinator / Monitor	$71,136.00	50.0121 % FT	$35,576.61
Chief Operating Officer	$149,344.00	5.0057 % FT	$7,475.71
Training Coordinator	$46,000.00	40.0186 % FT	$18,408.56

Technical Administrator	$93,080.00	13.0092 % FT	$12,108.96
Legal Staff	$92,685.00	3.5093 % FT	$3,252.59
		Direct Pay Total	$166,165.99

2. FRINGE BENEFITS

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

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

Fringe benefits consist of group life insurance, medical insurance, Medicare and retirement, approximately at a 43.74% rate of salary. Fringe rate breakdown: Retirement 31.30%, Medical Insurance 9.49%, Life Insurance 1.5%, and Medicare 1.45%.

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Accounting Staff (4)	$5,108.57	43.8553 %	$2,240.38
Program Administrator	$28,256.60	43.7609 %	$12,365.34
Program Manager	$19,923.02	43.7696 %	$8,720.23
Administrative Assistant	$1,903.59	44.0498 %	$838.53
Fiscal / Administrative Monitor	$34,151.78	43.7573 %	$14,943.90
Technical Coordinator / Monitor	$35,576.61	43.7566 %	$15,567.11
Chief Operating Officer	$7,475.71	43.8190 %	$3,275.78
Training Coordinator	$18,408.56	43.7720 %	$8,057.79
Technical Administrator	$12,108.96	43.7887 %	$5,302.36
Legal Staff	$3,252.59	43.9213 %	$1,428.58
		Fringe Benefits Total	$72,740.00

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 bi-annual programmatic and technical field monitoring by two different individuals.	24	$500.00	$12,000.00
Out-of-State travel for 1-3 participants to attend two (2) conferences (including NASCSP and HPC) and training requirements for contractor certifications.	6	$2,685.00	$16,110.00
		Travel Total	$28,110.00

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
Out-of-State Travel - LHC
TripsNights/DaysCostParticipantsTotals
Lodging24$250 3$6,000.00
Meals25$713$2,130.00
Flight2$500.00 3$3,000.00
Subsistences2$130.00 3$ 780.00
Registration2$700.00 3$4,200.00
Per Person Per Trip
Total$16,110.00 $2,685.00
In-State Travel - LHC
VisitsNights/DaysCostParticipantsTotals
Lodging123$962$6,912.00
Meals124$53 2$5,088.00 Per Visit
Minimum 4 Trips per 6 Agencies (2 Fiscal & 2 Technical)Total$12,000.00 $500.00

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than $5,000 and a useful life expectancy of more than one year.

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 $5,000 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	$60.00	Required State Inspections, Detailing, Tire Rotation, Oil Changes
Office Supplies	$150.00	Shredding Services, Toner, Paper, etc.
Unexpected Repairs/Supplies to Training Equipment	$45.00	Unexpected Repairs/Supplies to Weatherization Training Equipment for Sub-grantee Training
Training Material Supplies	$75.00	Hand-outs, Manuals, Flash-Drives, Binders for Sub-grantee Trainings
Materials and Supplies Total	$330.00	

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.

Hand-outs, Manuals, Flash-Drives, Binders for Sub-grantee Trainings
Vehicle Maintenance for Monitoring Vehicles (Inspections $18, Detailing $50, Tire Rotation $30, Oil Changes $50, etc.)
Unexpected Repairs/Supplies to Weatherization Training Equipment for Sub-grantee Training (i.e. Batteries)
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 (18% DOE and 82% 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*
Hancock Energy Software	$9,000.00	Weatherization Monitoring and Financial Tracking Software Annual Maintenance and Helpdesk Support fees. Costs are shared with LIHEAP funding source (18% DOE / 82% LIHEAP).
Technical Training (Vendors: Everblue, Diversified Energy, LHC, TBD)	$28,139.00	The Louisiana Training Center has partnered with Everblue (via RFP) to partner with LHC to provide onsite training opportunies 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. Contract Training may also include Building Analyst and IDL from Diversified Energy. These funds will cover LHC staff training and Subgrantee budget shortfalls.
Subgrantees (6) Listed in Annual File, Section IV.1	$2,430,277.00	Includes Subgrantee Administration, Subgrantee T/TA, Program Operations, Health and Safety, Vehicles and Equipment, Liability Insurance and Financial Audit.
Contracts and Subgrants Total	$2,467,416.00	

*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
Annual BPI Training Center Renewal Fee	$90.00	Renewal is a requirement to continue to train QCI certified Subgrantees.
Annual BPI Proctor Renewal Fee	$65.00	Renewal is a requirement to continue to train QCI certified Subgrantees.
NASCSP Annual Dues	$428.00	Annual dues for Louisiana membership within the National Association for State Community Service Programs (NASCSP)
Other Direct Costs Total	$583.00	

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 2020 expenses.

All costs included in Other Direct Costs are properly segregated to ensure there are not duplicate charges. Costs are allocated (18% DOE and 82% 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: Carlos Dickerson, CFO Phone Number: 2257638820

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
Indirect Support	$0.00	0.0000 %	$0.00
			$0.00

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WEATHERIZATION ANNUAL FILE WORKSHEET

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IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
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
Total:	**$2,430,277.00** **249**

IV.2 WAP Production Schedule

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

Weatherization Plans	Units
Total Units (excluding reweatherized)	249 249
Reweatherized Units	0 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	249
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	249
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	$1,810,385.00
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	249
H Average Program Operations Costs per Unit (F divided by G)	$7,270.62
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	$0.00
J Total Average Cost per Dwelling (H plus I)	$7,270.62

IV.3 Energy Savings

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

	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	249	29.3	7296
Prior Year Estimate	239	29.3	7003
Prior Year Actual	164	29.3	4805

Method used to calculate savings description:

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(Grant Number: EE0007923, State: LA, Program Year: 2021)

IV.4 DOE-Funded Leveraging Activities

LHC will not budget PY2021 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

AARP Louisiana /State Office	Type of organization: Other Contact Name: Ms. Emerald Dixon Phone: 9855704218 Email: emeralddixon@hotmail.com
Alliance for Affordable Energy	Type of organization: Non-profit (not a financial institution) Contact Name: Logan Atkinson Burke Phone: 5042089761 Email: logan@all4energy.org
ATMOS Energy	Type of organization: Utility Contact Name: Karl Weber, Manager, Public Affairs Phone: 5048494335 Email: karl.Weber@atmosenergy.com
Calcasieu Parish Police Jury	Type of organization: Unit of Local Government Contact Name: Juana Felton, Program Coordinator Phone: 33772140305015 Email: jfelton@cppj.net
CLECO Power LLC	Type of organization: Utility Contact Name: Vanda Willis, Credit/Collections Coordinator Phone: 3184847659 Email: vanda.willis@cleco.com
Entergy Services, LLC	Type of organization: Utility Contact Name: Liz Brister, Corporate Social Responsibility and Financial Phone: 6019692440 Email: ebriste@entergy.com
LaSalle Community Action Association, Inc.	Type of organization: Local agency Contact Name: Dorothy Oliver, Executive Director Phone: 3183894810 Email: doliver.lcaa@gmail.com
Louisiana Public Service Commission	Type of organization: Unit of State Government Contact Name: Donnie Marks, Utilities Administrator Phone: 2253421413 Email: donnie.marks@la.gov
St. Mary Community Action Agency	Type of organization: Local agency Contact Name: Almetra J. Franklin, CEO Phone: (337)828-5703 Email: afrank6333@aol.com

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

Date Held	Newspapers that publicized the hearings and the dates the notice ran
05/06/2021	The Public Hearing Notice and Proposed Plan were posted on LHC's Website, ListServe, Facebook, and Twitter on 4/26/2021.

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.
- 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.

- Contact information for the Recipient Business Officer:

  Lauren Holmes | *Housing Deputy Administrator*

  Louisiana Housing Corporation

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

  Desk: 225.754.1452 | Cell: 225.252.3848

  11637 Industriplex Blvd., Baton Rouge, LA 70809

  twitter: @lahousingcorp | facebook: LouisianaHousingCorp

- Contact information for the Recipient Principal Investigator:

  Mitchel Chauvin | *Housing Finance Manager*

  Louisiana Housing Corporation

  mchauvin@lhc.la.gov | www.lhc.la.gov

  Desk: 225.754.1485

  11637 Industriplex Blvd., Baton Rouge, LA 70809

  twitter: @lahousingcorp | facebook: LouisianaHousingCorp

- **2019 ACSI Action Plan:**

  The 2019 American Customer Satisfaction Index (ASCI) has been an extremely useful tool in determining Louisiana's approach to improving the Weatherization Program. The 2019 Louisiana Customer Satisfaction Index of 47 declined 9 points compared to the 2017 Louisiana Customer Satisfaction Index of 56. While Louisiana experienced a decline, the DOE WAP National Customer Satisfaction Index of 73 experienced an increase of 6 points from the 2017 Index of 67.

  The Louisiana scores for drivers of satisfaction ranged from 33 to 70 compared to the 2017 range from 29 to 65, with Development of the WAP Plan scoring the lowest and Distribution of Funds scoring the highest compared to 2017 with Partnerships scoring the lowest and Monitoring and Corrective Action scoring the highest. While four of the seven drivers showed signs of improvement compared to 2017, most scores remain relatively low.

- **Communication** was again the driver with the highest impact and carried the most influence on satisfaction. With a decrease of 2 points from 2017's 55 to 2019's 53, Louisiana Communication was low and recommended as a primary focus for improvement. Recommended focus was on improving "clarity of communications" (down 12 points), "sufficiency of communication about WAP policies-regulations (up 6 points), and "usefulness of feedback about Work Plans-Performance-Monitoring" (down 10 points). While "frequency of communication" increased 14 points, LHC continues to strive towards increasing the needs in this category.

  In Program Year 2018, LHC increased the frequency of the Policy Advisory Council (PAC) Meetings from annually to quarterly. The previous goals of the PAC were to review the state plans for any policy changes. The meetings have now evolved into ongoing programmatic and policy reviews. These meetings have also included a dial-in number to increase participation with our partners. Beginning with Program Year 2021, new PAC Members will be nominated and rotated every 2 years. Changes to the PAC were originally planned for 2020 but delayed due to COVID-19.

  In Program Year 2018, LHC introduced the Subgrantee Quarterly Management Committee Call. This call includes an agenda developed by LHC with input from our Subgrantees to discuss potential policy changes, issues that have arisen in the field, new WPNs, funding, etc. These calls have been used to provide production updates on both the LHC and Subgrantee sides, to provide clarification where needed, suggestions for the State Plan, and for Subgrantees to discuss items that will benefit the entire network.

  Louisiana has also continued distributing ongoing guidance to our Subgrantees and the public including Memorandums and Notices that are distributed via email and posted to the LHC Weatherization website. Notices and Guides that are specific to Louisiana are now issued in draft format for comments prior to final release. In Program Year 2019, Louisiana implemented a weekly Subgrantee Work Group to assist with updating the

Louisiana Weatherization Programmatic Guide to be issued for the start of Program Year 2021.

LHC also continues to utilize the Hancock Energy Software (HES) which contains a bulletin available to all users. LHC continues to use the bulletin on a regular basis to update Subgrantees of upcoming dates, new guidance, and draft guidance that was sent out via email

- **Technical Assistance** was again a high-impact area with a considerable amount of influence on overall satisfaction, experiencing a 9-point decrease in 2019. Recommended focus was on "clarity and consistency of assistance provided". LHC agreeds that technical assistance is one of the most needed areas of improvement within Louisiana.

  During Program Year 2019, internal organizational changes occurred within LHC which shifted the Technical Assistance aspect of the Louisiana WAP under the Compliance and Construction Division of LHC. Members of the LHC Construction team are currently working towards earning their BPI Quality Control Inspector certifications and have accompanied the primary LHC Weatherization Technical Monitor on Subgrantee monitoring visits. Program Year 2019 and 2020 also brought an unusual amount of turnover within the Subgrantee network at a WAP level. LHC continues to work on providing a more stable training schedule for these new WAP employees, which was underway when the COVID-19 pandemic occurred. LHC is currently partnered with Everblue (via an RFP) to provide revenue-sharing BPI training from the Louisiana Weatherization Training Center. Due to COVID-19, these trainings were delayed until Program Year 2021. LHC has also hired a new Training Coordinator, who will facilitate all scheduling and is earning BPI proctoring credentials. LHC is also developing training curriculum and working towards IREC accredication.

  With the decrease in the number of Subgrantees, LHC increased the number of fiscal/programmatic and technical monitorings from once a year to twice a year. This allows for the Subgrantees to receive more dedicated one-on-one time with the LHC WAP teams and less time away from the field/program to complete an LHC review all at once. LHC has also focused on NEAT/MHEA Energy Audit training over the course of Program Year 2019 and 2020, as this was an area that Louisiana as a whole needed more training on. Louisiana has developed an Energy Audit Procedures Manual which will provide an additional reference statewide. As a result of COVID-19, LHC has also implemented more virtual training opportunites for our Subgrantess, which includes personal Zoom meetings to review NEAT/MHEA generated reports.

  In Program Year 2019, Louisiana's technical monitoring reports began including direct references to the Louisiana Standard Work Specification pages and other guidance materials, along with more descriptive instructions on what occurred and why it was incorrect for field staff review.

- **Partnerships**, a moderately impactful driver, showed an increase of 10 points; however, the improved score still offers room for improvement. While only 2 of the 4 Subgrantees who responded to the survey chose to respond to this category, Louisiana still recognizes the opportunity for improvement.

  Louisiana has started looking for other funding opportunities which could be utilized in addition to the WAP program on a home. Louisiana has acquired a grant through the U.S. Department of Housing and Urban Development (HUD) for lead hazards removal. This is a three year grant that Louisiana hopes to use collected weatherization data and our WAP network to assist with targeting homes that may have lead hazards. In 2020, Louisiana acquired a U.S. Department of Agriculture grant for home rehabilitation in rural areas. LHC plans to utilize this grant to correct issues in homes that may have been deferred due to repairs beyond the scope of weatherization.

  Beginning with Program Year 2020, Louisiana is issuing LIHEAP Client Education funds to WAP Subgrantees to increase and expand energy efficiency education throughout the State. Louisiana is also expanding its outreach efforts, website, and community involvement. Louisiana is hoping to increase the awareness of Weatherization through events, such as Weatherization Day in October 2021, and will begin discussions with Subgrantees to start planning for Weatherization Day 2021 and their involvement.

- While **Development of the WAP Plan** is not a high or moderately impactful driver, Louisiana is still working to improve this score more incrementally than the 3 positive points that occurred between 2017 and 2019.

  For Program Year 2021, Louisiana aimed to improve this timeframe by requesting feedback on the State Plan during the February 2021 Subgrantee Quarterly Management Call. Louisiana also has a new policy of submitting vehicle and equipment needs by February 15 of each year for review with the State Plan.

  Louisiana's initial timeline was on track for completing the Program Year 2021 draft State Plan in mid-March 2021; however, delays related to the COVID-19 pandemic occurred which again caused a timing issue with issuing the draft plan to the Subgrantees prior to the public hearing notice.

  Louisiana continues to strive to offer opportunities and feedback for Subgrantees on the State Plans.

-

Policy Advisory Council (PAC)

U.S. Department of Energy

WEATHERIZATION ASSISTANCE PROGRAM (WAP)

WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0007923, State: LA, Program Year: 2021)

Organization Name	Group Representing
AARP Louisiana	Elderly/Handicapped
ATMOS Energy	Utility
Alliance for Affordable Energy	Low Income Families
CLECO Power, LLC	Utility
Calcasieu Parish Police Jury/Human Services	Low Income Families
Entergy Services, LLC	Utility
LaSalle Community Action Association	Low Income Families
Louisiana Public Service Commission	State Regulatory
St. Mary Community Action Agency	Low Income Families

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WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: LA Grant Number: EE0007923 Program Year: 2021

Name: **Caddo Community Action Agency, Inc.**

Contact: Laurance Guidry, Executive Director
DUNS: 807188149

Address: 4055 St. Vincent St.
P.O. Box 3446
Shreveport, LA 71108

Phone: (318) 861-4808
Fax: (318) 861-4958
Email: lguidry@shreve.net

Counties served:
LINCOLN Parish
RAPIDES Parish
CADDO Parish

Tentative allocation: $ 251,033.00
Planned units: 25
Type of organization: Local agency
Source of labor: Contractors

Congressional districts served:

CD
LA-05
LA-04

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

Contact: Lynda Spivey, Director
DUNS: 010491728

Address: 101 Franklin Street
Mansfield, LA 71052-2046

Phone: (318) 872-0880
Fax: (318) 871-8616
Email: Lspivey@desotoppj.com

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

Tentative allocation: $ 221,142.00
Planned units: 21
Type of organization: Unit of local government
Source of labor: Agency

Congressional districts served:

CD
LA-04
LA-05

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

Contact: Dorothy Oliver, Executive Director
DUNS: 168574507

Address: 825 Hwy. 8
Sicily Island, LA 71368-0000

Phone: (318) 389-4810
Fax: (318) 389-4815
Email: doliver.lcaa@gmail.com

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

Tentative allocation: $ 246,481.00
Planned units: 25
Type of organization: Local agency

Congressional districts served:

CD
LA-05

OMB Control No: 1910-5127
Expiration Date: 05/31/2023

U.S. Department of Energy

WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION

State: LA Grant Number: EE0007923 Program Year: 2021

Source of labor: Agency

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

Contact: Wallace Sibley, Executive Director
DUNS: 139242085

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

Phone: (225) 209-0780
Fax: (225) 567-2630
Email: quadweatherization@yahoo.com

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

Tentative allocation: $ 1,053,162.00
Planned units: 112
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: Almetra Franklin, CEO
DUNS: 029172855

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

Phone: (337) 828-5703
Fax: (337) 828-5754
Email: Afrank6333@aol.com

OMB Control No: 1910-5127
Expiration Date: 05/31/2023

U.S. Department of Energy

WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION

State: LA Grant Number: EE0007923 Program Year: 2021

Counties served:
CALCASIEU Parish
JEFFERSON DAVIS Parish
VERMILION Parish
CAMERON Parish
LAFOURCHE Parish
ST. MARTIN Parish
ST. LANDRY Parish
IBERIA Parish
POINTE COUPEE Parish
AVOYELLES Parish
LAFAYETTE Parish
VERNON Parish
ACADIA Parish
EVANGELINE Parish
ST. MARY Parish
ALLEN Parish
BEAUREGARD Parish

Tentative allocation: $ 594,315.00
Planned units: 60
Type of organization: Local agency
Source of labor: Contractors

Congressional districts served:

CD
LA-05
LA-04
LA-03
LA-01
LA-06

Name: **Terrebonne Parish Consolidated Gov./DHHS**

Contact: Melanie Van Buren, Executive Director
DUNS: 045774333

Address: 809 Barrow Street
P. O. Box 6097
Houma, LA 70360-4722

Phone: (985) 873-6446
Fax: (985) 873-6434
Email: mvanburen@tpcg.org

Counties served: TERREBONNE Parish

Tentative allocation: $ 64,144.00
Planned units: 6
Type of organization: Unit of local government
Source of labor: Agency

Congressional districts served:

CD
LA-01
LA-06

OMB Control No: 1910-5127
Expiration Date: 05/31/2023

U.S. Department of Energy

WEATHERIZATION ASSISTANCE PROGRAM (WAP)

STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007923, State: LA, Program Year: 2021)

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.

Describe what household eligibility basis will be used in the Program

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

As of the submission of the 2021 State Plan, the 2020 census data has not been released.

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.

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

U.S. Department of Energy

WEATHERIZATION ASSISTANCE PROGRAM (WAP)

STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007923, State: LA, Program Year: 2021)

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.

Describe what structures are eligible for weatherization

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

Describe how Rental Units/Multifamily Buildings will be addressed

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.

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WEATHERIZATION ASSISTANCE PROGRAM (WAP)

STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007923, State: LA, Program Year: 2021)

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 effectivenesss 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 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.

The Louisiana WAP Programmatic Guide provides specific examples of scenarios where weatherization services may be denied/deferred for health & safety standards or lack of cost effectiveness. Deferrals are tracked via the Hancock Energy Software.

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

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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 6 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.

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. The average heating degree days have been supplied by the National Oceanic and Atmospheric Administration. 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.

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. The cooling and heating-degree days have been supplied by the Louisiana State University Center for Energy Studies.

Baton Rouge - South				Shreveport - Northwest				
Month	**HHD**	**CDD**	**Avg Monthly Temp.**	**Month**	**HHD**	**CDD**	**Avg Monthly Temp.**	
Jan-20	292	30	56.37	Jan-20	416	9	51.69	
Feb-20	255	32	57.05	Feb-20				Not available
Mar-20	35	210	70.29	Mar-20	88	97	64.97	
Apr-20	26	150	68.88	Apr-20	62	85	65.5	
May-20	2	311	74.66	May-20	3	284	73.82	

Jun-20	0	480	80.73	Jun-20	0	505	82.24
Jul-20	0	561	83.43	Jul-20	0	606	85
Aug-20	0	566	83.67	Aug-20	0	581	84.07
Sep-20	0	418	79.16	Sep-20	0	382	77.93
Oct-20	23	217	71.2	Oct-20	35	125	68.07
Nov-20	81	68	64.34	Nov-20	111	32	61.73
Dec-20	378	1	52.13	Dec-20	444	0	49.93
	1092	**3044**	**70.16**		**1159**	**2706**	**69.54**

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 Guides can be found at:

https://cdn2.hubspot.net/hubfs/4280063/WEATHERIZATION/RetrofittingLouisiana2018SingleFamilyApproved81418.pdf

https://cdn2.hubspot.net/hubfs/4280063/WEATHERIZATION/RetrofittingLouisiana2018ManufacturedHousingApproved81418.pdf

Subgrantees have been provided a bound hardcopy of the Field Guides for individual reproduction and the documents are available on the State's website or by request from LHC Weatherization staff.

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.

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 15-4 dated October 21, 2014., Section 2. 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. For Program Year 2021, 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 15-4, dated October 21, 2014, and the Louisiana Weatherization Health and Safety Plan, as prescribed in the Weatherization Program Notice 17-7, dated August 9, 2017.
>
> 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 15-4 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 specitfications requirements.

LHC will ensure that all Weatherization activities not included in the list of Categorical Exclusion activities in the PY2021 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 miminum 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 15-4 and the Lousiana State Plan.

Field guide types approval dates

Single-Family:	8/14/2018
Manufactured Housing:	8/14/2018
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:	8/12/2019

Audit Procedure:	Manufactured Housing
Audit Name:	MHEA
Approval Date:	8/12/2019

Audit Procedure:	Multi-Family
Audit Name:	No Audit/Priority List for this building type
Approval Date:	

Comments

LHC received conditional DOE approval of Louisiana’s energy audit procedures using the Oak Ridge National Laboratory's Weatherization Assistant software for manufactured housing units, using Manufactured Home Energy Audit Version 8.9.0.5 (MHEA), and site-built, single family homes, using the National Energy Audit Tool Version 8.9.0.5 (NEAT). The first condition was the implementation of a standardized Energy Audit Checklist to verify initial field audit data collection and audit software data entry for every WAP job. This was implemented effective January 1, 2020. 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.

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.

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.

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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 will continue to offer testing within LHC's Technical and Training Assistance contract and provide inspectors with an ongoing opportunity for QCI certifications throughout the program year.

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 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"*

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 subgrantees at least bi-annually to monitor fiscal compliance and provide technical assistance in the areas of accounting, auditing, weatherization processes and related program activities.

The Technical Coordinator/Monitor will visit subgrantees at least bi-annually to monitor techincal 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.

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.

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.

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.

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, 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.

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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 20-4 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 positions related to monitoring activities are as follows:

- The Fiscal/Administrative Monitor position 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.
- The Technical Coordinator/Monitor is responsible for performing the technical monitoring regarding program regulations and best practices of the WAP program. This person is a certified BPI Home Energy Professional (HEP) Quality Control Inspector (QCI) with previous experience in the Weatherization Program. This position may also provide Training and Technical Assistance as needed.
- The Training Coordinator is responsible for coordinating and/or providing the training activities required by LHC.
- The Technical/Field Administrator is responsible for performing quality control inspections of the technical monitoring performed by the Grantee and ensures continued coordination of Louisiana's policies.

Part of the salaries under the WAP program will be charged to the Grantee Administration budget and WAP T/TA categories. Travel expenses to conduct monitoring activities will be charged to the Grantee T/TA budget category.

Type of Monitoring Reviews:

Administrative/Fiscal Monitoring

LHC staff will conduct an on-site Subgrantee program compliance monitoring review bi-annually in the first half and second half of the program year. 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.

Fiscal Monitoring Schedule:

Agency Name	Tentative 1st Monitoring Dates	Tentative 2nd Monitoring Dates
Quad	11/17/21 - 11/19/21	04/26/22 - 04/28/22
St. Mary	09/27/21 -09/29/21	03/22/22 -03/24/22
Caddo	02/15/22 - 02/17/22	06/14/22 - 06/16/22
LaSalle	01/18/22 - 01/20/22	05/24/22 - 05/26/22
DeSoto	10/20/21 - 10/22/21	04/12/22 - 04/14/22
Terrebonne	12/14/21 - 12/16/21	05/17/22 - 05/19/22

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**Subject to change based on changes in production goals.*

Technical/Field Monitoring

LHC staff will inspect at least 5% of the completed units weatherized by each subgrantee, as well as, review corresponding client files under this grant bi-annually in the first half and second half of the program year. LHC staff will also inspect additional "in progress" homes at each subgrantee, as needed. During the monitoring visits, LHC staff 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

Technical/Field Monitoring Schedule:

Agency Name	Tentative 1st Monitoring Dates	Tentative 2nd Monitoring Dates
Quad	September 2021	June 2022
St. Mary	October 2021	May 2022
Caddo	August 2021	February 2022
LaSalle	October 2021	March 2022
DeSoto	November 2021	April 2022
Terrebonne	December 2021	April 2022

**Subject to change based on changes in production goals.*

Monitoring Procedures:

Each subgrantee will be notified in advance of their scheduled monitoring visit. During the visit, staff 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 staff will require the Subgrantee to immediately resolve the issues and provide supporting evidence of resolution.

Within 30 days after each fiscal or 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 staff 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 Compliance (GC):* Subgrantees will receive a rating of GC when a monitoring event does NOT identify deficiencies in compliance with evaluation standards specific to a given LaWAP policy, or, when minor deficiencies are identified that are easily corrected during the monitoring event.

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

- *Noncompliance (NC):* Subgrantees will receive a rating of NC when a monitoring event identifies deficiencies in compliance with evaluation standards specific to a given LaWAP policy for the majority of the sample items (homes, files, etc.) reviewed, or when 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.*

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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.
3. Agencies that do not agree with the decision of the LHC Executive Director may submit an appeal to the DOE’s Project Officer.

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.

Both DOE and LHC saw a need for increased technical training at the Grantee and Subgrantee levels since the last LHC and DOE monitorings, specifically in regards to the Louisiana Energy Audit tools NEAT and MHEA and the SWS.

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. 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 Manufacture Certifications, Vendor Certifications, etc.) at each Subgrantee monitoring to ensure credentials are in compliance with associated standards.

T/TA funds will be used to train subgrantees and contractors participating in the WAP program. In making the determination to pay for contractors' training, LHC will secure a retention agreement in exchange for the training. 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 availabe to technical field staff on an annual to bi-annual schedule based upon available funds, 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 2020 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	Annually
Online Weatherization Assistant NEAT MHEA	Throughout PY2021
Lead Safe Weatherization (LSW)	As Needed
Occupational Safety and Health Administration (OSHA) Standards	As Needed
Louisiana Health and Safety Plan (WPN 17-7)	Annually

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

The LHC training center will be utilized for mandatory T/TA activities that are aligned with DOE curricula. Classroom, 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 17-7. LHC will provide opportunities 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

LHC's training and BPI accredited testing center has and will continue to establish partnerships with IREC-accredited DOE WAP training centers. LHC staff will ensure the training center remains current and up-to-date on curriculum ensuring efficiency and innovation in administering the WAP grant. The following ongoing activities support productive training and technical assistance:

- LHC subscribes to the leading weatherization periodicals, including Home Energy and the State and Local Energy Report
- 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:	65.0
Specific Trainings:	35.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	32.5
Percent of budget allocated to Crew/Installer trainings:	32.5
Percent of budget allocated to Management/Financial trainings:	10.0

V.9 Energy Crisis and Disaster Plan