
ATTENTION OF:
All Louisiana Weatherization Assistance
Program (WAP) Providers

Memorandum: LA WAP 03

ISSUED: April 5, 2020

SUBJECT: Louisiana Stay at Home Order in Response to COVID-19 - Weatherization Assistance Program (WAP) Suspension Extension

On April 2, 2020, Governor John Bel Edwards issued Proclamation Number 41 JBE 2020, State of Emergency for COVID-19 Extension of Emergency Provisions. This order combines and elaborates on previously issued related proclamations, continues the restrictions on businesses, and extends the Stay at Home order previously issued in Proclamation Number 33 JBE 2020.

This order hereby requires all individuals within the State of Louisiana to be under a general stay-at-home order and are directed to stay home unless performing an essential activity as defined by the order.

In response to this order, the Louisiana Housing Corporation (LHC) is hereby extending the suspension of all Weatherization Assistance Program (WAP) non-administrative and non-training related activities which began previously in Memorandum LA WAP 02. This suspension is hereby extended through Thursday, April 30, 2020, unless terminated by the Governor of Louisiana sooner.

Subgrantees may continue to perform and be reimbursed for administrative and training functions related to the Weatherization Assistance Program assuming those activities can be performed from home or within the constraints of the Stay at Home order. Subgrantees may also be reimbursed for allocable leave taken by WAP employees within established written leave policies. WAP employee leave is normally a function of the Program Operations B and Administration cost categories.

The LHC will continue to perform administrative functions for the WAP during this time, including desk monitoring and remote Training and Technical Assistance where available.

LHC will reimburse Subgrantees, with the March 2020 invoice, for work completed by a non-affiliated Subgrantee contractor on an in-progress unit which occurred prior to the suspension. It will be the Subgrantee's responsibility to ensure the work was performed satisfactorily following the lift of the

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suspension and adjusting payment, if necessary. The partial payment will be deducted from a future invoice once the unit is submitted as complete with a final Quality Control Inspector (QCI) inspection. For further information on how to request payment for this type of work, please refer to **Exhibit A** of LA WAP 03.

For further information regarding COVID-19, please visit the Louisiana Department of Health's website at www.ldh.la.gov.

If you have any questions regarding the information in this Memorandum, please contact Lauren Holmes, Program Administrator at lhartley@lhc.la.gov.

Exhibit A

Instructions for submitting a partial payment request for contractor work performed on an In-Progress Unit.

While Unit is In-Progress:

- 1) Submit one invoice per funding source for all completed units with a final inspection, administration, training and technical assistance, liability insurance, and financial audit expenses as usual.
- 2) Once the normal invoice has been submitted, enter the in-progress unit into the Louisiana WAP Hancock Software as usual, including only the Subgrantee Contactor invoices received for work completed prior to the WAP suspension that went into effect on March 23, 2020.
- 3) Create a second invoice for the associated funding type, adding the in-progress units only.
- 4) **DO NOT SUBMIT** the invoice in the Hancock Software.
- 5) Print the “unsubmitted” invoice and sign as usual.
- 6) Print the Statistical Report (Units Completed will be zero).

Once Unit is Complete:

- 1) When the suspension is lifted and the units have received a final inspection, then the remaining labor, contractor work, final inspection costs, etc. may be added to the next invoice.
- 2) Remove the jobs from the “unsubmitted” invoice to allow adding and editing of additional expenses tied to the unit.
- 3) Add the completed jobs, once edited, back to the same invoice number.
- 4) Submit the invoice in the Hancock Software
- 5) Print the “submitted” invoice and sign as usual.
- 6) Print the Statistical Report (Units Completed will now show the completed units).
- 7) LHC will deduct the amount previously paid on the unit when in-progress from the completed unit requested amount.