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ATTENTION OF:  
All Louisiana Low Income Home Energy  
Assistance Program (LIHEAP) Providers

**Memorandum: LA LIHEAP 01**

**ISSUED: January 10, 2019**

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**SUBJECT: Allowable Use of Training Funds for 2019 ACAP Winter Training Conference**

The Louisiana Housing Corporation's (LHC) Low Income Home Energy Assistance Program (LIHEAP) strongly encourages Subgrantees of LIHEAP to participate in training opportunities that will assist in better serving the needs of the citizens of Louisiana.

Although LHC will not be providing direct LIHEAP training, LHC finds client benefit in the following training event as some of the courses relate to providing LIHEAP services to clients:

**2019 ACAP Winter Training Conference  
January 29 – 31, 2019  
Marksville, LA**

**Subgrantee LIHEAP personnel may charge a maximum of 8% of the registration, travel, and accommodation costs associated with attendance to the LIHEAP funding sources.**

The allowable costs may be charged to remaining FY2018 LIHEAP Administrative funds or FY2019 LIHEAP Administrative Funds or Program Support Funds (in accordance with Notice LHP-2018-01). Please note that attendees are not required to charge to LIHEAP for allowable indirect training events. It is incumbent upon each Subgrantee to determine whether another funding source is applicable.

For further information regarding this training event, please visit the website <http://acap-la.org/>.

If you have any questions regarding the information in this Memorandum, please contact the LHC Energy Assistance Department.