

STATE OF LOUISIANA

# 2018 WEATHERIZATION ASSISTANCE PROGRAM (WAP)

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FINAL State Plan

WAP-ALRD-2017 (Administrative and Legal Requirements Document)  
CFDA #81.042



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Louisiana Housing Corporation  
2415 Quail Drive  
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[www.lhc.la.gov](http://www.lhc.la.gov)

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## Executive Summary

The State of Louisiana Weatherization Assistance Program Proposed State Plan for Program Year 2018 serves as Louisiana's application to the U.S. Department of Energy (USDOE) for Weatherization Assistance Program funding.

Weatherization Assistance Program Fiscal Year 2018 Allocation is \$1,573,809.

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.

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

2. Type of Application:

- ☐ New  
☒ Continuation  
☐ Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

04/01/2018

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: 708080110

**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: 2257541441652

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-0002018

Title:

2018 Weatherization Assistance Program Funding

**13. Competition Identification Number:**

Title:

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

64 Parishes in Louisiana

**15. Descriptive Title of Applicant's Project:**

Weatherization Assistance Program (WAP)

**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: 07/01/2018

b. End Date: 06/30/2019

**18. Estimated Funding (\$):**

a. Federal	1,573,809.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	1,573,809.00

**19. Is Application subject to Review By State Under Executive Order 12372 Process?:**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372

**20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)**

No

**21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to**

☒ I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency

**Authorized Representative:**

Prefix: Mr First Name: 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: 07/23/2018

Authorized for Local Reproduction

**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 708080110	4. Program/Project Start Date 07/01/2018		
	5. Completion Date 06/30/2019		

**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	\$ 122,166.00		\$ 1,573,809.00		\$ 1,695,975.00
2.						
3.						
4.						
5. TOTAL		\$ 122,166.00	\$ 0.00	\$ 1,573,809.00	\$ 0.00	\$ 1,695,975.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTRATION	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 54,745.00	\$ 0.00	\$ 63,047.00	\$ 0.00	\$ 117,792.00
b. Fringe Benefits	\$ 23,945.00	\$ 0.00	\$ 27,577.00	\$ 0.00	\$ 51,522.00
c. Travel	\$ 0.00	\$ 0.00	\$ 26,346.00	\$ 0.00	\$ 26,346.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 250.00	\$ 0.00	\$ 250.00
f. Contract	\$ 0.00	\$ 78,690.00	\$ 55,626.00	\$ 43,808.00	\$ 1,499,850.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 215.00	\$ 0.00	\$ 215.00
i. Total Direct Charges	\$ 78,690.00	\$ 78,690.00	\$ 173,061.00	\$ 43,808.00	\$ 1,695,975.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 78,690.00	\$ 78,690.00	\$ 173,061.00	\$ 43,808.00	\$ 1,695,975.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**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 708080110	4. Program/Project Start Date 07/01/2018		
	5. Completion Date 06/30/2019		

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		\$ 122,166.00	\$ 0.00	\$ 1,573,809.00	\$ 0.00	\$ 1,695,975.00

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	\$ 117,792.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 51,522.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 26,346.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00
f. Contract	\$ 1,075,963.00	\$ 157,263.00	\$ 10,500.00	\$ 7,000.00	\$ 1,499,850.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 215.00
i. Total Direct Charges	\$ 1,075,963.00	\$ 157,263.00	\$ 10,500.00	\$ 7,000.00	\$ 1,695,975.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 1,075,963.00	\$ 157,263.00	\$ 10,500.00	\$ 7,000.00	\$ 1,695,975.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



**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 708080110		4. Program/Project Start Date 07/01/2018	5. Completion Date 06/30/2019

**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		\$ 122,166.00	\$ 0.00	\$ 1,573,809.00	\$ 0.00	\$ 1,695,975.00

**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				\$ 117,792.00
b. Fringe Benefits	\$ 0.00				\$ 51,522.00
c. Travel	\$ 0.00				\$ 26,346.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 250.00
f. Contract	\$ 71,000.00				\$ 1,499,850.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 215.00
i. Total Direct Charges	\$ 71,000.00				\$ 1,695,975.00
j. Indirect Costs	\$ 0.00				\$ 0.00
k. Totals	\$ 71,000.00				\$ 1,695,975.00
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: 07/01/2018 - 06/30/2019

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
(1) Compliance Specialist 3	Assist in policy making and preparation of federal reports. Review audits, request for payment and track expenditures. Monitor and provide technical and training assistance to contractors and sub-grantees. 2% of the specialist salary will be paid from WAP T&TA for day-to-day invoice and sub-grantee training.
Accounting Staff (4)	Process payments, grants management and federal reporting.
Administrator	Management and oversight of a corporation division. Principal assistant to the corporation's Executive Director. 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. Also, serves as the liaison to federal oversight. 2% of salary will come from T/TA for sub-grantee training.
Administrative Assistant	Copies and submits monthly invoices and budget revisions for submission to Accounting, distributes and tracks WAP contracts, maintains WAP vehicle logs, and duties as assigned.
Program Supervisor	Reviews and approves monthly WAP invoices and budget revisions, monitors Sub-grantee budgets day-to-day activities, and supervises staff. 2% of the supervisor's salary will come from WAP T/TA for Sub-grantee training.
(1) Compliance Specialist 3	Assist in policy making and preparation of federal reports. Review audits, request for payment and track expenditures. Monitor and provide technical and training assistance to contractors and sub-grantees. Conducts annual onsite monitoring reviews. 50% of the Program Monitor's salary will be paid from WAP T&TA.

## Compliance Technical 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 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. This person is the BPI proctor and trainer for the LHC Weatherization Assistance Program. As the proctor and trainer this individual will assure continued training is provided to the subgrantees such as QCI, IREC, NEAT and MHEA and ASHREA 62.2 as deemed necessary. Conduct 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 Monitor's salary will be paid from WAP T&TA. Other sources, including LIHEAP, will fund the remaining salary.

## Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
(1) Compliance Specialist 3	\$68,016.00	14.9399 % FT	\$10,161.52
Accounting Staff (4)	\$40,000.00	12.9399 % FT	\$5,175.96
Administrator	\$90,000.00	14.9399 % FT	\$13,445.91
Program Manager	\$75,000.00	14.9399 % FT	\$11,204.92
Administrative Assistant	\$37,960.00	12.9399 % FT	\$4,911.99
Program Supervisor	\$67,000.00	14.9399 % FT	\$10,009.73
(1) Compliance Specialist 3	\$45,094.00	62.9399 % FT	\$28,382.12
Compliance Technical Monitor	\$69,000.00	50.0000 % FT	\$34,500.00
		Direct Pay Total	\$117,792.15

**2. FRINGE BENEFITS**

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

Fringe benefits 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
(1) Compliance Specialist 3	\$10,161.52	43.7400 %	\$4,444.65

Accounting Staff (4)	\$5,175.96	43.7400 %	\$2,263.96
Administrator	\$13,445.91	43.7400 %	\$5,881.24
Program Manager	\$11,204.92	43.7400 %	\$4,901.03
Administrative Assistant	\$4,911.99	43.7400 %	\$2,148.50
Program Supervisor	\$10,009.73	43.7400 %	\$4,378.26
(1) Compliance Specialist 3	\$28,382.12	43.7400 %	\$12,414.34
Compliance Technical Monitor	\$34,500.00	43.7400 %	\$15,090.30
Fringe Benefits Total			\$51,522.28

### 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 Monitoring for programmatic and technical field monitoring by two different individuals.	18	\$477.00	\$8,586.00
Out-of-State travel for 1-2 participants to attend three (3) conferences and training requirements for contractor certifications.	3	\$5,920.00	\$17,760.00
Travel Total			\$26,346.00

- 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

Lodging34\$250 2\$6,000.00

Meals35\$68 2\$2,040.00

Flight3\$500.00 2\$3,000.00

Subsistences3\$130.00 2\$780.00

Registration3\$990.00 2\$5,940.00

\$0.00 Per Trip

Total\$17,760.00 \$5,920.00

In-State Travel - LHC

VisitsNights/DaysCostParticipantsTotals

Lodging93\$91 2\$4,914.00

Meals94\$51 2\$3,672.00 Per Visit

Minimum 2 Trips per Agency (Fiscal & Technical)Total\$8,586.00 \$477.00

### 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
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- 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,

**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.

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
Unexpected Repairs/Supplies to Training Equipment	\$63.00	Unexpected Repairs/Supplies to Weatherization Training Equipment for Sub-grantee Training
Vehicle Maintenance for Monitoring Vehicles	\$87.00	Required State Inspections, Detailing, Tire Rotation, Oil Changes
Training Material Supplies	\$100.00	Hand-outs, Manuals, Flash-Drives, Binders for Sub-grantee Trainings
Materials and Supplies Total	\$250.00	

- 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)

All costs included in Supplies are properly segregated to ensure there are not duplicate charges.

Costs are allocated (25% DOE and 75% 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

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Subgrantees (7) Listed in Annual File, Section IV.1	\$1,444,224.00	Includes Subgrantee Administration, Subgrantee T/TA, Program Operations, Health and Safety, Vehicles and Equipment, Liability Insurance and Financial Audit.
Technical Training	\$55,626.00	QCI, Energy Auditor, RRP Lead Safe, NEAT/MHEA
Contracts and Subgrants Total	\$1,499,850.00	

\*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.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
Annual BPI Training Center Renewal Fee	\$125.00	Renewal is a requirement to continue to train QCI certified Subgrantees.
Annual BPI Proctor Renewal Fee	\$90.00	Renewal is a requirement to continue to train QCI certified Subgrantees.
Other Direct Costs Total	\$215.00	

- 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 2017 expenses.

All costs included in Other Direct Costs are properly segregated to ensure there are not duplicate charges. Costs are allocated (25% DOE and 75% 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:

<b>Indirect Cost Account</b>	<b>Direct Total</b>	<b>Indirect Rate</b>	<b>Total Indirect</b>
Indirect Support	\$0.00	0.0000 %	\$0.00
			\$0.00

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0007923, State: LA, Program Year: 2018)**

**IV.1 Subgrantees**

Subgrantee (City)	Planned Funds/Units
Caddo Community Action Agency, Inc. (Shreveport)	\$142,279.88 15
DeSoto Parish Police Jury/OCS (Mansfield)	\$159,014.78 14
LaSalle Community Action Assn., Inc. (Sicily Island)	\$138,316.97 17
Quad Area Community Action Agency, Inc. (Hammond)	\$592,292.68 69
St. Mary Community Action Agency (Franklin)	\$290,729.42 30
Terrebonne Parish Consolidated Gov./DHHS (Houma)	\$35,804.59 4
Vernon Community Action Council (Leesville)	\$85,785.68 9
<b>Total:</b>	<b>\$1,444,224.00</b> <b>158</b>

**IV.2 WAP Production Schedule**

Weatherization Plans	Units
Total Units (excluding reweatherized)	158
Rewatherized Units	0
Note: Planned units by quarter or category are no longer required, no information required for persons.	

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	\$71,000.00
B	Total Units Weatherized	158
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	158
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$449.37
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$1,075,963.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	158
H	Average Program Operations Costs per Unit (F divided by G)	\$6,809.89
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$449.37
J	Total Average Cost per Dwelling (H plus I)	\$7,259.26

**IV.3 Energy Savings**

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	158	29.3	4629
Prior Year Estimate	127	29.3	3721

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0007923, State: LA, Program Year: 2018)

Prior Year Actual	141	29.3	4131
Method used to calculate savings description:			

**IV.4 DOE-Funded Leveraging Activities**

LHC will not budget PY2018 DOE funds to conduct leveraging activities.
--

**IV.5 Policy Advisory Council Members**

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

AARP Louisiana /State Office	Type of organization: Other Contact Name: Ms. Emerald Dixon Phone: 9855704218 Email: <a href="mailto:emeralddixon@hotmail.com">emeralddixon@hotmail.com</a>
Alliance for Affordable Energy	Type of organization: Non-profit (not a financial institution) Contact Name: Logan Atkinson Burke Phone: 5042089761 Email: <a href="mailto:logan@all4energy.org">logan@all4energy.org</a>
ATMOS Energy	Type of organization: Utility Contact Name: Karl Weber, Manager, Public Affairs Phone: 5048494335 Email: <a href="mailto:karl.Weber@atmosenergy.com">karl.Weber@atmosenergy.com</a>
CLECO Power LLC	Type of organization: Utility Contact Name: Roxane D. Barnes, Director/Community Affairs Phone: 3184847610 Email: <a href="mailto:roxane.Barnes@cleco.com">roxane.Barnes@cleco.com</a>
EBR Parish Office of Social Services	Type of organization: Unit of Local Government Contact Name: Irby Hornsby, Executive Program Administrator Phone: (225)358-4561 Email: <a href="mailto:ihornsby@brgov.com">ihornsby@brgov.com</a>
Entergy New Orleans	Type of organization: Utility Contact Name: Demetric Mercadel Phone: 5049136451 Email: <a href="mailto:dmercadel@entergy.com">dmercadel@entergy.com</a>
LaSalle Community Action Association, Inc.	Type of organization: Local agency Contact Name: Dorothy Oliver, Executive Director Phone: 3183894810 Email: <a href="mailto:doliver.lcaa@gmail.com">doliver.lcaa@gmail.com</a>
St. Mary Community Action Agency	Type of organization: Local agency Contact Name: Almetra J. Franklin, CEO Phone: (337)828-5703 Email: <a href="mailto:afrank6333@aol.com">afrank6333@aol.com</a>

**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
05/07/2018	The Public Hearing Notice was posted on LHC's Website, ListServe, Facebook, Twitter, and Instagram on 4/27/18.

**IV.7 Miscellaneous**

Contact information for the Recipient Business Officer and Recipient Principal Investigator:  <b>Lauren Holmes</b>   <i>Housing Deputy Administrator</i>  Louisiana Housing Corporation  <a href="mailto:lhartley@lhc.la.gov">lhartley@lhc.la.gov</a>   <a href="http://www.lhc.la.gov">www.lhc.la.gov</a>
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**WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0007923, State: LA, Program Year: 2018)**

Desk: 225.754-1452 | Cell: 225.252-3848

11637 Industriplex Blvd., Baton Rouge, LA 70809

twitter: [@lahousingcorp](#) | facebook: [LouisianaHousingCorp](#)

LHC is currently evaluating the possibility of issuing a competitive process for the LA WAP statewide to be effective with PY2019. The reduction of Sub-grantees over the past several years and the impacts of natural disasters warrants an evaluation to ensure program dollars and services are being maximized. We are reviewing a potential Request for Proposals (RFP) process sometime in December 2018 in preparation for the July 1, 2019 start date.

Vernon Community Action Agency is currently showing a delinquent Federal debt in SAM.gov. A contract will not be awarded to this subgrantee without prior DOE review and approval. In the event that approval cannot be received, LHC will look for a new sub-grantee to complete the program year.

Policy Advisory Council (PAC)

Organization Name	Group Representing
AARP Louisiana	Elderly/Handicapped
ATMOS Energy	Utility
Alliance for Affordable Energy	Low Income Families
CLECO Power, LLC	Utility
EBR Parish/Office of Social Services	Low Income Families
Entergy New Orleans	Utility
LaSalle Community Action Association	Low Income Families
St. Mary Community Action Agency	Low Income Families

DOE F 540.5

U.S. Department of Energy

OMB Control No: 1910-5127

(08/05)

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: LA Grant Number: EE0007923 Program Year: 2018

Name:	<b>Caddo Community Action Agency, Inc.</b>	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:	RAPIDES Parish LINCOLN Parish CADDO Parish	Tentative allocation:	\$ 142,279.88	Congressional districts served: <u>CD</u>
		Planned units:	15	LA-04
		Type of organization:	Local agency	LA-05
		Source of labor:	Agency and Contractors	
Name:	<b>DeSoto Parish Police Jury/OCS</b>	Contact:	Lynda Spivey, Interim 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:	NATCHITOCHES Parish BIENVILLE Parish BOSSIER Parish MOREHOUSE Parish RED RIVER Parish UNION Parish SABINE Parish WEBSTER Parish DE SOTO Parish CLAIBORNE Parish	Tentative allocation:	\$ 159,014.78	Congressional districts served: <u>CD</u>
		Planned units:	14	LA-05
		Type of organization:	Unit of local government	LA-04
		Source of labor:	Agency and Contractors	
Name:	<b>LaSalle Community Action Assn., Inc.</b>	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:	RICHLAND Parish GRANT Parish MADISON Parish LA SALLE Parish TENSAS Parish EAST CARROLL Parish CALDWELL Parish CATAHOULA Parish FRANKLIN Parish OUACHITA Parish JACKSON Parish WINN Parish CONCORDIA Parish WEST CARROLL Parish	Tentative allocation:	\$ 138,316.97	Congressional districts served: <u>CD</u>
		Planned units:	17	LA-05
		Type of organization:	Local agency	
		Source of labor:	Agency	

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OMB Control No: 1910-5127

(08/05)

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: LA Grant Number: EE0007923 Program Year: 2018

Name:	<b>Quad Area Community Action Agency, Inc.</b>		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:	WASHINGTON Parish	Tentative allocation:	\$ 592,292.68	Congressional districts served:	CD
	WEST FELICIANA Parish	Planned units:	69		LA-01
	IBERVILLE Parish	Type of organization:	Local agency		LA-05
	ST. CHARLES Parish				LA-06
	ST. JOHN THE BAPTIST P				LA-02
	WEST BATON ROUGE Pa				
	PLAQUEMINES Parish				
	ASCENSION Parish				
	EAST FELICIANA Parish				
	LIVINGSTON Parish				
	ASSUMPTION Parish				
	JEFFERSON Parish				
	ST. BERNARD Parish				
	ST. HELENA Parish				
	EAST BATON ROUGE Par				
	ST. JAMES Parish				
	ORLEANS Parish				
	TANGIPAHOA Parish				
	ST. TAMMANY Parish				
Source of labor: Agency and Contractors					

Name:	<b>St. Mary Community Action Agency</b>		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	
Counties served:	IBERIA Parish	Tentative allocation:	\$ 290,729.42	Congressional districts served:	CD
	LAFAYETTE Parish	Planned units:	30		LA-03
	VERMILION Parish	Type of organization:	Local agency		LA-05
	AVOYELLES Parish				LA-01
	POINTE COUPEE Parish				LA-04
	JEFFERSON DAVIS Parish				LA-06
	ACADIA Parish				
	ST. MARTIN Parish				
	LAFOURCHE Parish				
	ST. MARY Parish				
	EVANGELINE Parish				
	ST. LANDRY Parish				
Source of labor: Contractors					

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OMB Control No: 1910-5127

(08/05)

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: LA Grant Number: EE0007923 Program Year: 2018

Name:	<b>Terrebonne Parish Consolidated Gov./DHHS</b>	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:	\$ 35,804.59
		Planned units:	4
		Type of organization:	Unit of local government
		Source of labor:	Agency
		Congressional districts served:	CD LA-06 LA-01
Name:	<b>Vernon Community Action Council</b>	Contact:	Renee Brannon, Executive Director
		DUNS:	847112828
Address:	12286 Lake Charles Hwy. Leesville, LA 71496-0027	Phone:	(337) 404-7710
		Fax:	(337) 404-7706
		Email:	vernoncac1@bellsouth.net
Counties served:	ALLEN Parish CAMERON Parish CALCASIEU Parish VERNON Parish BEAUREGARD Parish	Tentative allocation:	\$ 85,785.68
		Planned units:	9
		Type of organization:	Local agency
		Source of labor:	Agency and Contractors
		Congressional districts served:	CD LA-04 LA-03

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**(Grant Number: EE0007923, State: LA, Program Year: 2018)**

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).

Priority is given to the following at-risk households:

- elderly,
- persons with disabilities,
- households with children under the age of 6,
- 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.

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 been previously weatherized using WAP funds, or the dwelling was weatherized prior to September 30, 1994. Documentation is maintained in individual client files by subgrantees and the Hancock Energy Software (HES) system.

Describe Reweatherization compliance

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The American Recovery and Reinvestment Act (ARRA) extended assistance to units weatherized on or before September 30, 1994. Policies and procedures have been developed, published by the state and implemented by the subgrantees to ensure that no dwelling is re-weatherized, except as provided in 10 CFR Part 440.18(e) 2 (iii). Documentation of previously weatherized units is maintained in the client files and in the Hancock Energy Software (HES) system.

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.

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

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the utility vendor(s) to make the billing records available to the Agency or its designee, prior to and subsequent to the installation of weatherization measures, for the purpose of evaluating the effectiveness of the energy savings measures of the weatherization assistance services.

The Lessee/applicant further grants permission for photographs and non-confidential information concerning the above unit to be used to document and/or publicize the Weatherization Assistance Program.

This agreement becomes effective on the date that the weatherization assistance work has passed a satisfactory post inspection by the Agency's QCI inspector, and is acceptable and signed by the Lessee/Applicant. It expires one year following the date of acceptance and approval of the work performed.

Subgrantees must submit multi-family projects to LHC for review and approval before work begins and costs are incurred. The State will review and submit the proposed project to the U.S. DOE Project Officer for final approval.

**Describe the deferral Process**

Certain housing problems may cause health and safety hazards and/or present a lack of cost effectiveness to implement weatherization measures. These problems may necessitate a deferral of weatherization services to a home. In these cases, the subgrantee must notify the applicant and assist with seeking alternative resources to correct the problems. The deferral policy is included in Section V.7 of this Application, under Health and Safety.

**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 the 7 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.

**V.3 Priorities for Service Delivery**

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 under the age of 6, high residential energy users, and households with high-energy burden.

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

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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 2,418 in the northwestern corner of the State to a low of 1,709 in southeastern Louisiana. The average for cooling-degree days is around 3,000 statewide. The cooling and heating-degree days have been supplied by the Louisiana State University Center for Energy Studies. 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); also 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 Wx Field Guide" (Deck of Cards) 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 Wx Field Guides can be found at:

[http://www.lhc.la.gov/assets/Programs/Weatherization\\_Assistance/WXFieldGuide.pdf](http://www.lhc.la.gov/assets/Programs/Weatherization_Assistance/WXFieldGuide.pdf)

[http://www.lhc.la.gov/assets/Programs/Weatherization\\_Assistance/LA-Wx-Manufactured-Housing-Field-Guide-September2016-Optimized-Reduced.pdf](http://www.lhc.la.gov/assets/Programs/Weatherization_Assistance/LA-Wx-Manufactured-Housing-Field-Guide-September2016-Optimized-Reduced.pdf)

During training of WAP field personnel and program directors, hard copies of the field guides were distributed. WAP agencies are aware that these guides are available online, or by request from LHC weatherization staff.

All work will be performed in accordance to the DOE-approved NEAT/MHEA energy audit procedures and 10 CFR 440, Appendix A. 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 vendors contracts will contain language that clearly documents the SWS specifications for work quality, as outlined in Weatherization Program Notice 14-4 dated December 16, 2013 and Weatherization Program Notice 15-4 dated October 21, 2014., Section 2. The contracts will state:

#### **Section 2.3**

**Standard Work Specifications.** In accordance with 10 CFR 440 Appendix A, LHC 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 2018, all tasks performed on weatherized homes must meet the specifications, objectives and desired outcomes outlined in the Standard Work Specifications for Home Energy Upgrades (SWS) for Single Family, Multifamily and/or Manufactured Homes, as prescribed in the Weatherization Program Notice 14-4 dated December 16, 2013 and Weatherization Program Notice 15-4 dated October 21, 2014.

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

LHC will ensure that all Weatherization activities not included in the list of Categorical Exclusion activities in Section 2.6 of WPN 17-1 will have an Environmental Questionnaire (EQ)-1 prepared and submitted to DOE for review.

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

## **V.5.2 Energy Audit Procedures**



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**Audit Procedures and Dates Most Recently Approved by DOE**

<b>Single-Family :</b>	September 8, 2016 Approval was for full site-specific NEAT audits on all single-family housing units.
<b>Manufactured Housing :</b>	April 30, 2014 Approval was for full site-specific MHEA audits on all manufactured housing units (mobile homes).
<b>Multi-Family :</b>	LaWAP will ensure that all staff will have the required MF training and any proposed weatherization of multi-family unit will be approved by DOE before work commences.

**Comments**

During Program Year 2018, LHC will apply for re-approval of Louisiana's energy audit procedures for manufactured housing units using the Weatherization Assistance (MHEA) energy audit tool. The current procedures were last approved by DOE on April 30, 2014 and will expire on April 30, 2019. LHC will begin the process of preparing a comprehensive submission in accordance with WPN 16-8 for DOE's review and approval by no later than September 2018. As a part of the energy audit approval submission, LHC will provide all input data, assumptions, and recommended measures for dwelling units. The submission will demonstrate the measure cost, first-year savings, and SIR for each measure, as well as total job cost and overall SIR.

**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 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. 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.

In PY2015 LHC updated its Weatherization Program Guide. As part of this update, LHC added language to supplement the QCI process: *"Subgrantees are required to ensure that each Weatherization completion receives an appropriate and properly executed final inspection. This inspection must be performed by a DOE/BPI certified Quality Control Inspector (QCI). LHC, as part of their regular monitoring procedure will review final inspection forms, subgrantee inspection processes and completed homes to ensure the inspections are being performed correctly and in a manner that is consistent with DOE expectations as outlined in WPN-15-4. Failure by the subgrantee to utilize the QCI process correctly may result in all associated costs being disallowed and returned to LHC. Should multiple instances of poorly performed inspections be found, LHC will, at the very minimum, place the subgrantee on a Watch List or Probation. Should the Watch List or Probation fail to correct the issue, LHC will seek stiffer actions as allowed in the Weatherization Program Manual and the subgrantee grant agreement (contract)."*

**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.

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The HES system will continue to be utilized to capture program data to formulate analysis for monthly management reviews and board meetings. LHC will 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 CO<sub>2</sub> 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. 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 that the system's integrity and functionality.

The Energy Program 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 is conducted by the Housing Compliance Specialist. Compliance Specialists are also responsible for contract administration, reporting, and tracking of funding allocations.

Fiscal monitoring, payment processing and assistance with contract processing are conducted by the LHC Accounting team. The LHC Compliance Monitor will visit subgrantees at least annually to monitor fiscal compliance and provide technical assistance in the areas of accounting, auditing, weatherization processes and related program activities.

Program decisions and administration guidelines will adhere to all federal and state regulations related to the use of current funding for the provision of weatherization services in Louisiana.

**V.8.2 Administrative Expenditure Limits**

If a subgrantee receives less than \$350,000 of DOE funds for the Weatherization Assistance Programs, the subgrantee may receive an additional five percent for administrative funds as set forth in Sec. 440.18(d). This guidance provides direction for recipients of grants if the state has determined that such recipients require additional administrative funds to effectively implement the program measures. However, in PY 2018, no additional Subgrantee Administration funds have been included in the Budget beyond the minimum required 5% of the total PY 2018 award.

**V.8.3 Monitoring Activities**

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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.

Currently, there are a total of five (5) positions assigned to the WAP. Three (3) are assigned caseloads to oversee the subgrantees' program operation, process all requests for payment, monitor performance and provide technical assistance to the subgrantees, contractors and vendors. One of the positions is responsible for conducting the administrative/fiscal on-site monitoring. This person is extremely knowledgeable with program regulations, guidance, financial management and administrative operations. One of the positions 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. He is also responsible for coordinating and/or providing the training activities required by DOE.

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 annual on-site program compliance monitoring review, starting in the second and third quarters of the program year. Scheduling of the visits will depend upon the subgrantee's contractual production schedule.

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.
- 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:**

<u>Agency Name</u>	<u>Tentative Monitoring Dates</u>
Quad	02/20/19 - 02/21/19
Desoto	03/06/19 - 03/07/19
St. Mary	03/21/19 - 03/22/19
LaSalle	04/04/19 - 04/05/19

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Caddo	04/18/19 - 04/19/19
Vernon	05/02/19 - 05/03/19
Terrebonne	05/16/19 - 05/17/19

**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 annually during 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, LHC will increase the monitoring percentage from at least 5% to 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
- Health and Safety for client and workers
- Personnel training
- Client education
- Final inspections
- Denial of services

**Technical/Field Monitoring Schedule:**

<b><u>Agency Name</u></b>	<b><u>Tentative Monitoring Dates</u></b>
Caddo	December 2018
LaSalle	January 2019
Desoto	February 2019
Vernon	March 2019
Terrebonne	April 2019
Quad	May 2019
St. Mary	June 2019

**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

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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.

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- *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.*

**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

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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.*

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**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 "Agency\_CAPS" 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.

In PY2018, LHC will facilitate another IREC accredited QCI training program to acquire additional BPI QCI inspectors 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). 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:**

The Weatherization Assistance Program Standardized Curricula will be used for the following:

- Weatherization Assistant NEAT and MHEA
- Installer/Technician Fundamentals
- Energy Auditor-Single Family
- Quality Control Inspector
- DOE approved Health and Safety (WPN 17-7)
- Lead Safe Weatherization (LSW)
- ASHRAE 62.2 2016

Comprehensive Training will be provided to technical field staff on a regular schedule based upon existing credentials and as determined by LHC. It will be administered by, or in cooperation with, a training program accredited by a DOE-approved accreditation organization for the specific JTA being taught.

**Specific Training:**

Specific Training will be conducted to address short-term, single issue training including but not limited to:

- On-the-job dense-pack insulation training
- Acute deficiencies in the field
- State or agency training on new field guides or program guidance
- Software training for administrative personnel
- Management or leadership training seminar
- Weatherization conference sessions
- Combustion Testing

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.



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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 has and will provide opportunities for WAP staff to become Building Performance Institute (BPI) Home Energy Professional (HEP) certified.

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 administering 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 other IREC certified 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's 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
- Manuals for Installed Mechanicals

**V.9 Energy Crisis and Disaster Plan**