

PROGRAM SCHEDULE
For the Administration of the
Weatherization Assistance Program (WAP)

St. Charles Community Action Agency

I. Background

This Program Schedule facilitates the expenditures of the Weatherization Assistance Program (WAP) funds as they have been made available under 10 CFR Part 440 and Public Law 105-78 through the Department of Health and Human Services. Funds must be expended and all services shall be performed in accordance with the requirements of the United States Department of Energy, Weatherization Assistance Program, 10 CFR Part 440 and 10 CFR Part 600, the United States Department of Health and Human Services, Low-Income Home Energy Assistance Program, Title XXVI of Public Law 97-35, as amended, the Weatherization Assistance State Plan in effect during the period of this agreement and with the policies and procedures of the Louisiana Housing Finance Agency.

II. Program Description

The objectives of WAP are to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential energy expenditures, and improve the health and safety, especially of low-income persons who are particularly vulnerable such as elderly, the handicapped, and children.

Through WAP, trained crews install weatherization measures on eligible dwellings. Typical measures may include installing insulation, sealing ducts, tuning and repairing heating and cooling systems, mitigating air infiltration, and reducing electric base load consumption. Weatherization crews also eliminate health and safety hazards that are necessary before, or arise because of, the installation of weatherization materials.

III. Statement of Work

As detailed in the WAP Program Guide Attachment "A" hereto and incorporated herein, the following services shall be provided under this Program of the Agreement: conducting outreach activities, intake of applications, determining household and unit eligibility, installing the most cost effective weatherization materials as determined by an energy audit, providing energy conservation education, and adhering to reporting requirements.

Program Administration Agreement
Exhibit 1 - Program Portfolio
Program Schedule for WAP
Program Year 2004-2005

Contractor shall install materials in compliance with manufacturer specifications and warranties. Contractor shall warrant all workmanship relative to this Program Schedule for a period of one year from the date of service. (The "date of service" shall be the date the work was completed.)

Contractor shall perform all work relative to this Program Schedule by March 31, 2005.

IV. Maximum Contract Amount

The total amount of fees Contractor shall earn for the administration of the Program is 9% of the amounts allocated for Program Operations and Incidental Repair. Accordingly, the total fees the Contractor may earn is \$4,898.

Contractor's allocation per parish for each operational cost category is as follows:

**Allocations & Production
by Parish**

Parish	Units	Admin Fee	Program Operations	Incidental Repair	Health & Safety	Liability Insurance	Financial Audit	T&TA	Total
St. Charles	14	\$4,898	\$37,408	\$18,200	\$4,956	\$4,000	\$783	\$3,137	\$73,382

V. Terms of Payment

Contractor must actually expend or obligate money before requesting reimbursement. Requests for reimbursement shall be submitted monthly and shall be received in the Louisiana Housing Finance Agency, Energy Assistance Department, on or before the 10th day of the month following the month the services are delivered and expenditures are incurred. Failure to fully complete LHFA/WAP Form #8, including statistical data, may result in the form being returned without payment. Payment will be made only upon approval of the LHFA Accounting Department.

Upon request by Contractor, LHFA agrees to issue advance payment, which represents up to twenty-five percent (25%) of the contract total. The advance is to be used by Contractor only for payment of eligible operating expenditures for WAP. Contractor must maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of the funds and their disbursement. LHFA will recoup the advance payment by deducting one-half the

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amount of the advance payment from reimbursements made during the final two months of the period covered by this Program Schedule.

In the event the Agency determines that a disallowed payment has been made to the Contractor, the Contractor shall reimburse the Agency in the amount of the disallowed payment, or the Agency shall have the right to offset and withhold said amounts from any amount due the Contractor under this Program Schedule for costs that have been deemed allowable.

VI. Performance Standards

Louisiana Housing Finance Agency (LHFA) has developed performance standards for contractors administering the Weatherization Assistance Program (WAP). Contractors are required to be in compliance with the standards by the end of the 2004 program year. LHFA's Energy Department staff is available to work with contractors throughout the program year to assist in meeting the standards. Contractors will be evaluated on compliance during annual monitoring visits by LHFA Program Officers and again at the completion of the program year and will receive a "score" that assesses compliance. The score may be used in conjunction with monitoring results to make future determinations regarding program awards.

- A. Minimum Computer Requirements. The following table lists the minimum requirements that contractors shall have in order to successfully submit payment requests electronically to LHFA. LHFA is currently developing a system whereby contractors can submit requests for payment electronically. In addition to expediting the payment process, electronic processing will reduce the occurrence of errors and will allow for easy tracking of payments.

Computer Operating System	Windows 2000 OR Windows XP
Computer Resources	
Processor Speed	800 (MHZ)
Memory Speed	128 RAMS
Hard Drive	20 GB
Internet Connection Method	DSL OR Cable Modem OR Dial-up Modem
Internet Browser Version	Internet Explorer 6
Software	Word 2000; Excel 2000; Outlook 2000
Staff	One year experience or training in using computer to create documents and spreadsheets

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B. Electronic Storage of Applicant Data. Contractors shall store applicant data electronically. At a minimum, stored applicant data shall provide for a means of ensuring that a dwelling unit is not weatherized more than once unless eligible for re-weatherization. The database shall allow for tracking by dwelling address, applicant name, and social security number.

C. Favorable customer satisfaction survey results. Contractors shall strive to offer courteous, convenient, and prompt service to all WAP. On a quarterly basis, LHFA will send customer satisfaction inquiry cards to a random sample of customers from each contractor. The inquiry cards will help assess the quality of customer service being offered by the contractor and will help identify areas where improvements can be made.

VII. PERFORMANCE MEASURES

To receive the 5% performance administration fee for the subsequent program year, contractor shall do the following:

- Maintain an average cost per dwelling unit for the Program Operations cost category at \$2672* relative to this Program Schedule.
- Maintain an average cost per dwelling unit for the Incidental Repair cost category at \$1300* relative to this Program Schedule.
- Meet or exceed 90% of production specified in this Program Schedule by March 31, 2005.

*Contractors exceeding the average cost per unit by less than \$500 may seek an exception to policy from LHFA to avoid loss of the performance administrative fee.

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Acceptance:

By signing below, Contractor accepts the 2004-2005 WAP as part of the Program Portfolio of its Program Administration Agreement with Louisiana Housing Finance Agency, and agrees to administer the 2004-2005 WAP as per the Agreement, this Program Schedule, the WAP Policy Manual and other policies and procedures of the Louisiana Housing Finance Agency, as amended from time to time.

CONTRACTOR:

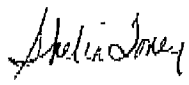

St. Charles Parish
Department of Community Services

Name of Person Signing Albert D. Legere
Title of Person Signing Parish President

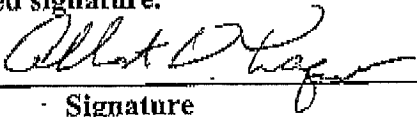
SIGNED AT Hahnville, LOUISIANA
THIS 22nd DAY OF April, 2004

(The Program Schedule must be signed and dated by the duly authorized signatory of Contractor. Please attach evidence of the authorization of the signatory hereto and return the original of this document to LHFA/Energy Assistance Department.)

Signature Authority:

The following person(s) are authorized to sign documents as indicated:			
NAME	POSITION	SIGNATURE	<input checked="" type="checkbox"/> Budget Revisions <input checked="" type="checkbox"/> Cost Reports <input type="checkbox"/> Other: Specify:
Robel Howard	Director		
NAME Shelia Toney	WAP Counselor		<input checked="" type="checkbox"/> Budget Revisions <input checked="" type="checkbox"/> Cost Reports <input type="checkbox"/> Other: Specify:
NAME Ellen Cancienne	Accountant II		<input type="checkbox"/> Budget Revisions <input checked="" type="checkbox"/> Cost Reports <input type="checkbox"/> Other: Specify:
NAME Lorrie Toups	Director Finance Department		<input type="checkbox"/> Budget Revisions <input checked="" type="checkbox"/> Cost Reports <input type="checkbox"/> Other: Specify:
NAME			<input type="checkbox"/> Budget Revisions <input type="checkbox"/> Cost Reports <input type="checkbox"/> Other: Specify:

☒ My signature is the only authorized signature.


 Signature

4/22/04
 Date

Albert Laque
 Authorized Agency Representative's Name

St. Charles Parish Department of Community Services
 Agency Name

THIS AUTHORIZATION IS FOR THE CONTRACT PERIOD 01/01/2004 THRU 08/31/2004