

BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Amendment Information

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Amendment No.: 2

AMS Version No.: 1

Effective Date: 7/1/2016

New Termination Date: 6/30/2017

☐ Expense ☒ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$38,249.00

Funding Source(s): Arizona Department of Housing / U.S. Dept of Energy

Cost to Pima County General Fund: N/A

Contact: Denise Sauer, Contract Specialist 4-2772 / Jesus Duran, Housing Rehab. Specialist 724-6787

Department: Community Development & Neighborhood Conservation Telephone: 724-6787

Department Director Signature/Date:

Margaret M. Kuhl 12/27/2016

Deputy County Administrator Signature/Date:

Dauer 12/27/2016

County Administrator Signature/Date:

(Required for Board Agenda/Addendum Items)

^{by}
Joel Burke 12-28-16

Contract No.: 207-16
Termination Date: June 30, 2017
Amendment No.: 2

AMENDMENT TO A
FUNDING AGREEMENT
Between
ARIZONA DEPARTMENT OF HOUSING
and
Pima County

This Agreement is made and entered into by and between the Arizona Department of Housing (ADOH), and Pima County (Recipient).

RECITALS

- 1) ADOH and Recipient have entered into a Contract, stipulating to an award through the State Weatherization Assistance Program by ADOH to Recipient for the purpose as outlined in the above referenced Funding Agreement; and
- 2) A revision to said Agreement is necessary; and
- 3) ADOH and Recipient agree that the revision is in the best interest of all parties, including beneficiary low-income households; ADOH and Recipient hereby agree to amend the subject agreement as follows:

AGREEMENT

The agreement incorporates the Recital paragraphs set forth above.

The Following Attachments are amended and attached hereto:

A Scope of Work

The Scope of Work has been amended at Section F.a. to increase the number of required DOE units from five (5) to seven (7) and at Section F.b. to increase the number of required LIHEAP units from thirteen (13) to sixteen (16).

B. Performance Report Schedule of Completion


The Performance Report-Schedule of Completion has been amended to include the additional DOE and LIHEAP completed units per the revised Scope of Work.

C Budget

The Budget has been amended to include an increase in the amount of DOE Program Operations from \$24,455 to \$32,392 (Section 19.c.); and Health and Safety from \$3,668 to \$5,069 (Section 20.c.) for a total DOE budget of \$47,545 (Section 29.c.). The Budget has also been amended to include an increase in the amount of LIHEAP Program Operations from \$79,394 to \$108,305 (Section 25.d.) for a total LIHEAP budget of \$114,391 (Section 29.d.)

D Request for Payment

The Request for Payment has been amended to include an increase in the amount of DOE Program Operations from \$24,455 to \$32,392 (Line 3.c.); and Health and \$3,668 to \$5,069 (Line 4.c.) for a total DOE budget of \$47,545 (Section 28.c.). The Budget has also been amended to include an increase in the amount of LIHEAP Program Operations from \$79,394 to \$108,305 (Line 9.d.) for a total LIHEAP budget of \$114,391 (Section 28.d.)

Manager's Approval: 

Any and all portions of subject Agreement that are not herein specifically amended shall remain unchanged.

In Witness Whereof, **ADOH** and **Recipient** have executed this Amendment that shall become effective when signed by ADOH.

PIMA COUNTY (RECIPIENT)

Chair, Board of Supervisors

Date: _____

ATTEST:

Clerk of the Board

Date: _____

**THE ARIZONA,
DEPARTMENT OF HOUSING**

BY:

Michael Trailor

TITLE:

Director

DATE:

APPROVED AS TO CONTENT:

Margaret M. Kish

Date: 12/26/2016

Margaret Kish, Director, Community Services and
Neighborhood Conservation

APPROVED AS TO FORM:

Karen S. Friar

Date: 12-16-16

Karen S. Friar, Deputy County Attorney

ATTACHMENT A
SCOPE OF WORK
REVISED 11-16-16

The Arizona Department of Housing Weatherization Assistance Program (ADOH WAP) award will be comprised of Department of Energy (DOE), Low Income Home Energy Assistance Program (LIHEAP) and Southwest Gas Utility (SWG) funds and will allow Pima County (**recipient**) to provide installation/repair of energy efficiency measures to dwellings occupied by low income households in Pima County Arizona outside of the City of Tucson and Tribal Reservation Land.

This contract award is contingent upon:

- A. Assistance is reserved for the following incomes:
 - a. DOE funds: 200% of Federal Poverty Guidelines as published annually;
 - b. LIHEAP funds: 200% of Federal Poverty Guidelines as published annually; and
 - c. SWG funds (restricted to SWG Customers only): 200% of Federal Poverty Guidelines as published annually.
- B. The program will prioritize services to the following populations:
 - a. Elderly;
 - b. Handicapped; and
 - c. Families with children under the age of 5.
- C. DOE, LIHEAP and SWG WAP funding requires adherence to the Arizona Weatherization Assistance Program State Plan (State Plan), Health and Safety Plan (HSD Plan); Arizona Weatherization Policies and Procedures Handbook, Arizona Weatherization Assistance Program Field Guide; Standard Work Specifications; and WAP Memorandum 15-10 Quality Management Plan.
- D. Maximum investment per unit is as follows:
 - a. DOE: Average per unit investment over Program Year 2016 (July 1, 2016 to June 30, 2017) is \$7,105;
 - b. LIHEAP: Average per unit investment over Program Year 2016 (July 1, 2016 to June 30, 2017) is \$7,105; and
 - c. SWG (funds restricted to SWG Customers only): \$3,300 maximum investment per unit which consists of \$3,000 toward energy efficient (including health and safety) measures and up to \$300 for administration. Administrative costs must not exceed 10% of cost for measures. Health and Safety must not exceed 25% of Program Operations costs.
- E. Satisfactory SHPO requirements if applicable must be completed prior to any construction activity or any expenditure of funds.
- F. Pima County will be expected to fully expend awarded funds and complete the following number of units for each funding source:
 - a. DOE: 7 completed units passing Quality Control Inspection and ADOH WAP monitoring;
 - b. LIHEAP: 16 completed units passing final inspection and ADOH WAP monitoring; and
 - c. SWG: 10 completed units passing final inspection and ADOH WAP monitoring.



Arizona Department of Housing

WEATHERIZATION

REVISED

ATTACHMENT B

ADOH PERFORMANCE REPORT/SCHEDULE OF COMPLETION

Page 1 of 1

Recipient	Pima County	Date	
Contract No	207-16 Contract Period: from 7/1/2016 to 6/30/2017	Revision #	
Activity	Weatherization Assistance Program	Jan April July October	
Recipient Address	Comm. Dev. & Neigh. Cons.Dept - 2797 E. Ajo Way, 3rd Floor	City	Tucson
Contact Person	Sandy Russell	Zip Code	85713
Phone	520-724-7774	Email	Sandy.Russell@pima.gov
Program Specialist	Trisha Ekenberg	Email	trisha.ekenberg@azhousing.gov
		Fax	520-243-7997
		County	Pima

Indicate adherence to contract or schedule changes. Due by the 15th of January, April, July, October

Contract Schedule	Contract Date	Complete Yes/No	Modification Date
Contract Execution	8/1/2016		
Completion of 1 DOE ; 4 LIHEAP; and 2 SWG Units	9/30/2016		
Completion of 2 DOE; 8 LIHEAP; and 4 SWG Units (all numbers cumulative)	12/30/2016		
Completion of 4 DOE; 11 LIHEAP; and 7 SWG Units (all numbers cumulative)	3/31/2017		
Completion of 7 DOE; 16 LIHEAP; and 10 SWG Units (all numbers cumulative)	6/30/2017		
Project Complete-Contract Close Out	7/31/2017		

Please provide a brief description of activities performed this three month period. Include occurrences that caused variation from schedule changes to plans, unforeseen circumstances, etc. Please be specific. Finally, answer questions at narrative section A. through H.

A. # of DOE units 100% complete & QCI Passed?		E. # of LIHEAP units under construction?	
B. # of DOE units complete but need QCI?		F. # of SWG units 100% complete?	
C. # of DOE units under construction?		G. # of SWG units under construction?	
D. # of LIHEAP units 100% complete?		H. # of units (DOE,LIHEAP,SWG) out to bid?	
Recipient Authorized Signature		Date	
		Title	



Arizona Department of Housing

WEATHERIZATION

REVISED

Attachment C

Budget						
Recipient	Pima County				Date	
Contract No./File No.	207-16 Contract Period: from 7/1/2016 to 6/30/2017				Revision No.	
Activity	Weatherization Assistance Program					
Recipient Address	Comm. Dev. & Neigh. Cons.Dept - 2797 E. Ajo Way, 3rd Floor				City	Tucson
Contact Person	Sandy Russell				Zip Code	85713
Phone	520-724-7774	Email	Sandy.Russell@pima.gov		Fax	520-243-7997
Program Specialist	Trisha Ekenberg	Email	trisha.ekenberg@azhousing.gov		County	Pima
a	c	d	e	f	g	h
Budget Line Item or Activity No.	DOE FY2016	LIHEAP FY2016	SWG FY2017	Source Program Year	Source Program Year	GRAND TOTAL ALL SOURCES
Administration Costs	\$ 3,392.00					
Training & Technical Assistance	\$ 6,692.00					
Program Operations	\$ 32,392.00					
Health and Safety	\$ 5,069.00					
Financial Audit	\$ -					
Liability Insurance	\$ -					
LIHEAP Administration		\$ 5,170.00				
LIHEAP Training/TA		\$ 916.00				
LIHEAP Program Operations		\$ 108,305.00				
SWG Administration			\$ 3,081.00			
SWG Program Operations			\$ 23,110.00			
SWG Health and Safety			\$ 7,704.00			
Total	\$47,545.00	\$114,391.00	\$33,895.00			\$195,831.00

REV. 5-2016



Arizona Department of Housing

WEATHERIZATION

REVISED

Attachment D

ARIZONA DEPARTMENT OF HOUSING REQUEST FOR PAYMENT SUMMARY SHEET PAGE 1 OF 2

Recipient	Pima County	Date	
Contract No	207-16	Contract Period: from 7/1/2016 to 6/30/2017	Pay Req. No/Mo
Activity	Weatherization Assistance Program	Direct Wire Dep	Yes No
Recipient Address	Comm. Dev. & Neigh. Cons.Dept - 2797 E. Ajo Way, 3rd Floor	City	Tucson
Contact Person	Sandy Russell	ZIP	85713
Phone	520-724-7774	Email	Sandy.Russell@pima.gov
Program Specialist	Trisha Ekenberg	Email	trisha.ekenberg@azhousing.gov
		Fax	520-243-7997
		County	Maricopa

Itemized Payment Statement (Sheet 2 of 2) must accompany this form. Include copies of invoices, cashed checks, and other backup documentation. ORIGINAL SIGNATURES are required for processing.

a	b	c	d	d	e	f	g	h
Budget Line Item or Activity No.	ASAP No.	DOE FY2016	LIHEAP FY2016	SWG FY2017	Total Amount Req. to Date	Balance in Account	Amount of this Request	New Balance
1. DOE Administration		\$ 3,392.00				\$ 3,392.00		\$ 3,392.00
2. DOE Training & TA		\$ 6,692.00				\$ 6,692.00		\$ 6,692.00
3. DOE Program Ops		\$ 32,392.00				\$ 32,392.00		\$ 32,392.00
4. DOE Health & Safety		\$ 5,069.00				\$ 5,069.00		\$ 5,069.00
5. DOE Financial Audit		\$ -				\$ -		\$ -
6. DOE Liability Ins		\$ -				\$ -		\$ -
7. LIHEAP Admin.	N/A		\$ 5,170.00			\$ 5,170.00		\$ 5,170.00
8. LIHEAP Training/TA	N/A		\$ 916.00			\$ 916.00		\$ 916.00
9. LIHEAP Program Ops	N/A		\$ 108,305.00			\$ 108,305.00		\$ 108,305.00
10. SWG Admin.	N/A			\$ 3,081.00		\$ 3,081.00		\$ 3,081.00
11. SWG Program Ops.	N/A			\$ 23,110.00		\$ 23,110.00		\$ 23,110.00
12. SWG Health/Safety	N/A			\$ 7,704.00		\$ 7,704.00		\$ 7,704.00
Total		\$ 47,545.00	\$ 114,391.00	\$ 33,895.00	\$ -	\$ 195,831.00	\$ -	\$ 195,831.00

Recipient Authorized Signature		Date	Title
Recipient Authorized Signatory certifies that all activities undertaken by the contractor with funds provided under this contract have been carried out in accordance with the contract. Attach wiring information if not previously submitted. Attach alternate mailing address if necessary.			
Performance Reports	Current <input type="checkbox"/>	Not Current <input type="checkbox"/>	
ADOH Program Specialist Approval			Date
For ADOH Use Only			ADOH Program Administrator Appr
			Date