



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Award Contract Grant

Requested Board Meeting Date: April 17, 2018

* = Mandatory, information must be provided

or Procurement Director Award

***Contractor/Vendor Name/Grantor (DBA):**

Arizona Department of Housing (ADOH)

***Project Title/Description:**

Funding Intergovernmental Agreement (IGA);
Weatherization Assistance Program (WAP) **Amendment 3**

***Purpose:**

Attachments; ADOH IGA 2 copies

The purpose of this amendment is to add funding passed-through the State of Arizona that leverages and supports the Pima County Home Repair & Weatherization Program administered by Community Development & Neighborhood Conservation Department. This amendment adds funding in the amount of \$15,000.00 from US Department of Energy. Amendment term with ADOH will remain fiscal (July through June) and will include US Department of Energy (DOE) funds totaling \$36,261.00.

***Procurement Method:**

This IGA is a non-Procurement contract and not subject to Procurement rules.

***Program Goals/Predicted Outcomes:**

Installation of energy efficient measures for homes of income eligible households including elderly; persons with disabilities; and, families with children in unincorporated Pima County, Marana, Oro Valley and Sahuarita.

***Public Benefit:**

Improved housing stock by providing eligible households with energy efficient home repair and weatherization services.

***Metrics Available to Measure Performance:**

Number of completed jobs and funds expended as required by funder.

***Retroactive:**

Yes, per this funding agreement amendment, ADOH and DOE will allow Pima County to be reimbursed for eligible activities to the start of the original IGA back to July 1, 2017. Staff received funding agreement from ADOH on April 3, 2018.

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

Expense Amount: \$* _____ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? Yes No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? Yes No

***Is the Contract to a vendor or subrecipient?**

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval

Vendor is using a Social Security Number? Yes No

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment / Revised Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Amendment No.: _____ AMS Version No.: _____

Effective Date: _____ New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ _____

Is there revenue included? Yes No If Yes \$ _____

***Funding Source(s) required:**

Funding from General Fund? Yes No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

Document Type: GTAM Department Code: CD Grant Number (i.e., 15-123): 18-038

Effective Date: 7/1/2017 Termination Date: 06/30/2018 Amendment Number: 3

Match Amount: \$ N/A Revenue Amount: \$ 36,261.00

***All Funding Source(s) required:** U.S. Department of Energy

***Match funding from General Fund?** Yes No If Yes \$ _____ % _____

***Match funding from other sources?** Yes No If Yes \$ _____ % _____

***Funding Source:** N/A

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** Funding is passed through the Arizona Department of Housing (ADOH)

Contact: Jesus Duran, Housing Rehabilitation Specialist Supervisor or Daniel Tylutki, Senior Program Manager

Department: Community Development & Neighborhood Conservation Telephone: 724-3777

Department Director Signature/Date: Margaret G. King 04/11/2018

Deputy County Administrator Signature/Date: Jaw 4/11/2018

County Administrator Signature/Date: C. Deuelbey 4/11/18
(Required for Board Agenda/Addendum Items)

Contract No.: 203-17
Termination Date: June 30, 2018
Amendment No.: 003

**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 Housing Fund Program or Community Development Block Grant Programs 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

Amendment 003 Increases DOE Program Operations budget by \$15,000 to \$36,261. Contract expiration remains the same. The additional DOE Program Operations budget will increase the unit scope of work for DOE by two (2) for a total of seven (7) DOE units.

The agreement incorporates the Recital paragraphs set forth above.

The Following Attachments are amended and attached hereto:

- A. Scope of Work**
- B. Amended Performance Report/Schedule of Completion**
- C. Budget**
- D. Request for Payment**

All portions of subject Agreement that are not herein specifically amended shall remain unchanged.

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

Manager's Approval: 

Contract No.: 203-17
Termination Date: June 30, 2018
Amendment No.: 003

THE ARIZONA,
DEPARTMENT OF HOUSING

PIMA COUNTY
RECIPIENT

BY: _____ BY: _____
Carol Ditmore
TITLE: Director TITLE: Chairman, Board of Supervisors
DATE: _____ DATE: _____

ATTEST: _____
Clerk, Board of Supervisors Date

REVIEWED BY: Margaret M. Kish 04/11/2018
Margaret Kish, CDNC Director Date

APPROVED AS TO FORM:

Karen S. Friar
Karen S. Friar, Deputy County Attorney

**ATTACHMENT A
SCOPE OF WORK
REVISION 2**

The Arizona Department of Housing Weatherization Assistance Program (ADOH WAP) award will be comprised of Department of Energy (DOE), and Low Income Home Energy Assistance Program (LIHEAP) funds. Funding 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.

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; and
 - b. LIHEAP funds: 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 five (5).
- C. DOE and LIHEAP 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 2017 (July 1, 2017 to June 30, 2018) is \$7,212; and
 - b. LIHEAP: Average per unit investment over Program Year 2017 (July 1, 2017 to June 30, 2018) is \$7,212.
- 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; and
 - b. LIHEAP: 17 completed units passing final inspection and ADOH WAP monitoring.



Arizona
Department
of Housing

WEATHERIZATION

REVISION 2 ATTACHMENT B

ADOH PERFORMANCE REPORT/SCHEDULE OF COMPLETION				Page 1 of 1
Recipient	Pima County		Date	
Contract No	203-17 Contract Period: from 7/1/2017 to 6/30/2018		Revision #	
Activity	Weatherization Assistance Program		Oct Jan	April July
Recipient Address	Comm. Dev. & Neigh. Cons.Dept - 2797 E. Ajo Way, 3rd Floor		City	Tucson
Contact Person	Francie Rech		Zip Code	85713
Phone	520-724-7951	Email	Francie.rech@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 30th of August, October, December, February (last day of), April, June				
Contract Schedule		Contract Date	Complete Yes/No	Modification Date
Contract Execution		7/1/2017		
Completion of 1 DOE ; and 4 LIHEAP Units		9/30/2017		
Completion of 2 DOE; and 8 LIHEAP Units (all numbers cumulative)		12/30/2017		
Completion of 4 DOE; and 11 LIHEAP Units (all numbers cumulative)		3/31/2018		
Completion of 7 DOE; and 17 LIHEAP Units (all numbers cumulative)		6/30/2018		
Project Complete-Contract Close Out		7/31/2018		
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 units (DOE,LIHEAP) out to bid?		
C. # of DOE units under construction?				
D. # of LIHEAP units 100% complete?				
Recipient Authorized Signature		Date	Title	



Arizona
Department
of Housing

WEATHERIZATION

REVISION 2

Attachment C

Budget							
Recipient	Pima County				Date		
Contract No./File No.	203-17		Contract Period: from 7/1/2017 to 6/30/2018		Revision No.		
Activity	Weatherization Assistance Program						
Recipient Address	Comm. Dev. & Neigh. Cons.Dept - 2797 E. Ajo Way, 3rd Floor				City	Tucson	
Contact Person	Francie Rech				Zip Code	85713	
Phone	520-724-7774	Email	Francie.Rech@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 FY2017	LIHEAP FY2017	Source Program Year	Source Program Year	Source Program Year	GRAND TOTAL ALL SOURCES	
Administration Costs	\$ 3,310.00						
Training & Technical Assistance	\$ 7,219.00						
Program Operations	\$ 36,261.00						
Health and Safety	\$ 4,290.00						
Financial Audit	\$ -						
Liability Insurance	\$ -						
LIHEAP Administration		\$ 4,157.00					
LIHEAP Training/TA		\$ 1,337.00					
LIHEAP Program Operations		\$ 124,432.00					
Total	\$51,080.00	\$129,926.00	\$0.00			\$181,006.00	



Arizona
Department
of Housing

WEATHERIZATION

REVISION 2

Attachment D

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

Recipient	Pima County		Date	
Contract No	203-17	Contract Period: from 7/1/2017 to 6/30/2018		Pay Req. No/Mo
Activity	Weatherization Assistance Program			Direct Wire Dep
Recipient Address	Comm. Dev. & Neigh. Cons.Dept - 2797 E. Ajo Way, 3rd Floor			Yes No
Contact Person	Francie Rech			City
Phone	520-724-7951	Email	Francie.rech@pima.gov	ZIP
Program Specialist	Trisha Ekenberg	Email	trisha.ekenberg@azhousing.gov	Fax
				520-243-7997
			County	Pima

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

a	b	c	d	d	e	f	g	h
Budget Line Item or Activity No.	ASAP No.	DOE FY2017	LIHEAP FY2017	Source Program Year	Total Amount Req. to Date	Balance in Account	Amount of this Request	New Balance
1. DOE Administration		\$ 3,310.00			\$ 606.57	\$ 2,703.43		\$ 2,703.43
2. DOE Training & TA		\$ 7,219.00			\$ 7,219.00	\$ -		\$ -
3. DOE Program Ops		\$ 36,261.00			\$ 16,815.55	\$ 19,445.45		\$ 19,445.45
4. DOE Health & Safety		\$ 4,290.00			\$ 2,831.43	\$ 1,458.57		\$ 1,458.57
5. DOE Financial Audit		\$ -				\$ -		\$ -
6. DOE Liability Ins		\$ -				\$ -		\$ -
7. DOE Total Draw							0.00	
8. LIHEAP Admin.	N/A		\$ 4,157.00		\$ 365.22	\$ 3,791.78		\$ 3,791.78
9. LIHEAP Training/TA	N/A		\$ 1,337.00		\$ 512.36	\$ 824.64		\$ 824.64
10. LIHEAP Program Ops	N/A		\$ 124,432.00		\$ 70,219.61	\$ 54,212.39		\$ 54,212.39
11. LIHEAP Total Draw	N/A						0.00	
Total		\$ 51,080.00	\$ 129,926.00	\$ -	\$ 98,569.74	\$ 82,436.26	\$ -	\$ 82,436.26

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"/>	For ADOH Use Only
ADOH Program Specialist Approval	Date	ADOH Program Administrator Appr	