

COB - BOSAIR FORM

08/11/2025 1:48 PM (MST)

Submitted by: Ana Basurto (Ana.Basurto@pima.gov)



Welcome to the [Board of Supervisors Agenda Item Report \(BOSAIR\)](#) Form.

This form is used to submit agenda items for Board of Supervisors consideration, including contracts, awards, grants, amendments, and other official actions.

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number:

Amplifund Grant Record Number: 81168

Award Type: Grant

Requested Board Meeting Date: 09/02/2025

Signature Only:

NO

Procurement Director Award / Delegated Award: • N/A

Supplier / Customer / Grantor / Subrecipient: State of Arizona Department of Housing (ADOH)

Project Title / Description: Department of Health and Human Services, Low-Income Weatherization Assistance Program (LIHEAP)

Purpose: The Low-Income Home Energy Assistance Program (LIHEAP WAP) award will be comprised of Department of Health & Human Services funding. Funds will allow Pima County to provide installation/repair and energy efficiency measures to dwellings occupied by low-income households in Pima County, Arizona excluding the city limits of the City of Tucson. ADOH sets initial allocations annually and then periodically reallocates funding to better align with local-area capacity. This item is to extend the termination date to September 30, 2025 and decrease funding from \$566,252.00 to \$76,349.00.
Attachment: ADOH 229-24, Amendment 2

Procurement Method: Grant: Not applicable

Procurement Method Additional Info: N/A

Program Goals/Predicted Outcomes: Installation or repairs of energy-efficient measures to qualified low-income, owner-occupied households in Pima County outside of the City of Tucson city limits.

Public Benefit and Impact: The benefit of the program is for eligible low-income households to receive assistance with home energy-efficiency, and health and safety installations or repairs to lower utility costs and make their homes safe, decent, and affordable, which will improve the overall housing stock in Pima County.

Budget Pillar • Improve the quality of life

Support of Prosperity Initiative: 3. Improve Housing Stability

Provide information that explains how this activity supports the selected Prosperity Initiative

In support of the Pima County Property Initiative Pillar 2: Improve Quality of Life for Pima County Residents, Goal 2.2/Strategy 2.2.2/Tactic 2.2.2.3: Continue to support housing stability among low-income renters through the Emergency Eviction Legal Services (EELS) program, and other housing stabilization efforts. The federal funding will provide supplementary funding to the Department of Community & Workforce Development (CWD) Home Repair & Weatherization program and will assist in making home repairs that otherwise are not affordable for low-income households in rural and unincorporated areas of Pima County.

Metrics Available to Measure Performance:

Monthly performance reports will be submitted to ADOH.

Retroactive:

NO

Retroactive Description:

n/a

Grant / Amendment Information (for grants acceptance and awards)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number:

Amplifund Grant Record Number: 81168

Type: Amendment

Department Code: CWD

AmpliFund Grant Record Number: 81168

Amendment Number: 2

Commencement Date: 07/01/2025

Termination Date: 09/30/2025

Advantage Initial GTAW# (If Applicable): n/a

Total Revenue Amount:

\$76,349.00

Total Match Amount

\$0.00

Advantage Grant ID # (If Applicable): N/A

All Funding Source(s) required: United States Department of Health and Human Services via ADOH WAP (pass-through)

Does PCAO need to review the grant award (or grant amendment)?

YES

Does PCAO need to sign the grant award (or grant amendment)?

NO

Match funding from General Fund?

NO

Match funding from other sources?

NO

Are Federal Funds Involved?

YES

If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)? Pass-through

CFDA# 93.568

FAIN# n/a

Department: Community and Workforce Development (CWD)

Name:
Joel Gastelum and Joel Viers

Telephone: 520-724-6750 / 520-724-6767

GMI: K6AD 8/13/2025

Department Director Signature: DPL Date: 8-12-25

Deputy County Administrator Signature: [Signature] Date: 8/13/2025

County Administrator Signature: [Signature] Date: 8/13/2025

Contract No.: 229-24
Termination Date: 9/30/2025
Amendment No.: 002

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

Contract awarded funds for DOE and LIHEAP have been extended to September 30, 2025. Final reporting and expenditures must be submitted to ADOH no later than November 15, 2025. Adjustments to the Scope of Work and Budget per the Attachments dated 8/1/2025.

The agreement incorporates the Recital paragraphs set forth above.

The Following Attachments are amended and attached hereto:

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

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.

THE STATE OF ARIZONA,
DEPARTMENT OF HOUSING

PIMA COUNTY
RECIPIENT

BY: _____
Ruby Dhillon-Williams

BY: _____
Rex Scott

TITLE: Director

TITLE: Chair, Board of Supervisors

DATE: _____

DATE: _____

Manager's Approval: KB

ATTACHMENT A
SCOPE OF WORK
2nd REVISED 8/1/2025

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, Workforce and Community Development Department (**recipient**) to provide installation/repair of energy efficiency measures to dwellings occupied by low-income households in Pima County, Arizona EXCLUDING units located within the city limits of the City of Tucson.

This contract award is contingent upon:

- A. Assistance is reserved for the following incomes:
 - 1) DOE funds: 200% or below of Federal Poverty Guidelines as published annually or WPN 23-3 HUD means tested 80% or below of Area Median Income; and
 - 2) LIHEAP funds: 200% or below of Federal Poverty Guidelines as published annually.
- B. The program will prioritize services to the following populations:
 - 1) Elderly, at or above the age of sixty (60) years;
 - 2) Persons with Disabilities; and
 - 3) Families with children at or below the age of five (5) years.
- C. DOE WAP funds require adherence to the following provisions as revised:
 - 1) 10 CFR Part 440 as revised;
 - 2) The Arizona Weatherization Assistance Program State Plan (State Plan);
 - 3) Health and Safety Plan (HSD Plan);
 - 4) The Arizona Weatherization Policies and Procedures Handbook;
 - 5) Arizona Weatherization Assistance Program Field Guide;
 - 6) Standard Work Specifications; and
 - 7) DOE WPN 22-4 Quality Work Plan.”
 - a. All energy audits performed will meet or exceed the requirements set forth in WPN 19-4;
 - b. The ADOH Receipt of Field Guide Verification form must be completed and signed by all appropriate representatives on an annual basis.
 - 8) Pima County must ensure all items 1) through 7) are included in contracts with their contractors/vendors.
- D. 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 22-4 Quality Work Plan. Units that do not receive DOE funds will not be required to pass a QCI inspection.
- E. Weatherization Readiness Funds WPN 22-6 (WRF) measures and administration expenditures will be tracked separately from other DOE funding and will not be subject to the DOE Average Cost Per Unit (ACPU) or Health and Safety caps. A waiver must be submitted to ADOH and approved prior to project commencement. Allowable measures include but are not limited to the following:
 - 1) Roof repair;
 - 2) Wall repair (interior or exterior);
 - 3) Ceiling repair;
 - 4) Floor repair;
 - 5) Foundation or subspace repair;
 - 6) Exterior drainage repairs (e.g. landscaping or gutters);
 - 7) Plumbing repairs;
 - 8) Electrical repair; and
 - 9) Clean-up or remediation beyond typical scope of WAP preventing WAP work.
- F. Maximum investment per unit is as follows:

Funding Agreement with
State of Arizona, Department of Housing

- 1) DOE: ACPU investment over Program Year 2024 (July 1, 2024 to September 30, 2025) is \$8,497;
 - 2) DOE WRF: maximum per unit investment over Program Year 2024 (July 1, 2024 to September 30, 2025) is \$10,000; and
 - 3) LIHEAP: Average per unit investment over Program Year 2024 (July 1, 2024 to September 30, 2025) is \$20,000.
- G. Satisfactory SHPO requirements if applicable must be completed prior to any construction activity or any expenditure of funds.
- H. Pima County will be expected to fully expend awarded funds and complete the following number of units for each funding source:
- 1) DOE: three (3) completed units passing Quality Control Inspection and ADOH WAP monitoring; and
 - 2) LIHEAP: four (4) completed units passing final inspection and ADOH WAP monitoring.
- I. Pima County must submit the LIHEAP Data Collection Report on the form provided by AzDES by the 15th of each month for the previous month's activity.
- J. Pima County must submit copies of all completed Sub-grantee Oversight of Contractors Forms quarterly per ADOH WAP Technical Bulletin 21.3.
- K. Pima County shall make timely payments to vendors per the AZ WAP Policies and Procedures Handbook Section 3.5 Vendor Payments.



Arizona
Department
of Housing

WEATHERIZATION

2nd REVISED 8/1/2025

ATTACHMENT B

ADOH PERFORMANCE REPORT/SCHEDULE OF COMPLETION				Page 1 of 1
Recipient	Pima County		Date	
Contract No	229-24 Contract Period: from 7/1/2024 to 9/30/2025		Revision #	
Activity	Weatherization Assistance Program			
Recipient Address	Comm. Dev. & Neigh. Cons.Dept - 2797 E. Ajo Way, 3rd Floor		City	Tucson
Contact Person	Maria Rojas		Zip Code	85713
Phone	520-724-7705	Email	maria.rojas@pima.gov	
Program Specialist	Gloria Castro	Email	gloria.castro@azhousing.gov	
		Fax	520-243-7997	
		County	Pima	
Indicate adherence to contract or schedule changes. Due by the 15th of each month for the previous month's activities.				
Contract Schedule		Contract Date	Complete Yes/No	Modification Date
Contract Execution		7/1/2024		
Completion of 0 DOE and 1 LIHEAP Units		9/30/2024		
Completion of 1 DOE and 2 LIHEAP Units (all numbers cumulative)		12/30/2024		
Completion of 2 DOE and 3 LIHEAP Units (all numbers cumulative)		3/31/2025		
Completion of 3 DOE and 4 LIHEAP Units (all numbers cumulative)		9/30/2025		
Project Complete-Contract Close Out		11/15/2025		
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 100% complete?		
B. # of DOE units complete but need QCI?		F. # of LIHEAP units under construction?		
C. # of DOE units under construction?		G. # of LIHEAP Units out to bid?		
D. # of DOE units out to bid?		H.		
Recipient Authorized Signature		Date	Title	



Arizona Department of Housing

WEATHERIZATION

2nd REVISED 8/1/2025

Attachment C

Budget						
Recipient	Pima County				Date	
Contract No./File No.	229-24 Contract Period: from 7/1/2024 to 9/30/2025				Revision No.	
Activity	Weatherization Assistance Program					
Recipient Address	Comm. Dev. & Neigh. Cons.Dept - 2797 E. Ajo Way, 3rd Floor				City	Tucson
Contact Person	Maria Rojas				Zip Code	85713
Phone	520-724-7705	Email	maria.rojas@pima.gov		Fax	520-243-7997
Program Specialist	Gloria Castro	Email	gloria.castro@azhousing.gov		County	Pima
a	c	d	e	f	g	h
Budget Line Item or Activity No.	DOE FFY2024	DOE WRF FFY2024	LIHEAP FFY2024	Source Program Year	Source Program Year	GRAND TOTAL ALL SOURCES
Administration Costs	\$ 3,902.00					
Training & Technical Assistance	\$ -					
Program Operations	\$ 21,050.00					
Health and Safety	\$ 1,052.00					
Financial Audit	\$ -					
Liability Insurance	\$ -					
DOE WRF Program Operations		\$24,276.00				
LIHEAP Administration			\$ 4,349.00			
LIHEAP Training/TA			\$ -			
LIHEAP Program Operations			\$ 72,000.00			
Total	\$26,004.00	\$24,276.00	\$76,349.00			\$126,629.00

REV. 5-2016



Arizona
Department
of Housing
2nd REVISED 8/1/2025

WEATHERIZATION

Attachment D

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

Recipient	Pima County	Date	
Contract No	229-24 Contract Period: from 7/1/2024 to 69/30/2025	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	Maria Rojas	ZIP	85713
Phone	520-724-7705	Email	maria.rojas@pima.gov
Program Specialist	Gloria Castro	Email	gloria.castro@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 FFY2024	DOE WRF FY2024	LIHEAP FFY2024	Total Amount Req. to Date	Balance in Account	Amount of this Request	New Balance
1. DOE Administration		\$ 3,902.00			\$ -	\$ 3,902.00		\$ 3,902.00
2. DOE Training & TA		\$ -			\$ -	\$ -		\$ -
3. DOE Program Ops		\$ 21,050.00			\$ -	\$ 21,050.00		\$ 21,050.00
4. DOE Health & Safety		\$ 1,052.00			\$ -	\$ 1,052.00		\$ 1,052.00
5. DOE Financial Audit		\$ -			\$ -	\$ -		\$ -
6. DOE Liability Ins		\$ -			\$ -	\$ -		\$ -
7. DOE Total Draw					\$ -	\$ 26,004.00	\$ -	\$ 26,004.00
8. DOE WRF Prg. Ops.			\$24,276.00		\$ -	\$ 24,276.00		\$ 24,276.00
9. DOE WRF Total Draw					\$ -	\$ 24,276.00	\$ -	\$ 24,276.00
10. LIHEAP Admin.				\$ 4,349.00	\$ -	\$ 4,349.00		\$ 4,349.00
11. LIHEAP Training/TA				\$ -	\$ -	\$ -		\$ -
12. LIHEAP Program Ops				\$ 72,000.00	\$ -	\$ 72,000.00		\$ 72,000.00
13. LIHEAP Total Draw					\$ -	\$ 76,349.00	\$ -	\$ 76,349.00
Total		\$ 26,004.00	\$ 24,276.00	\$ 76,349.00	\$ -	\$ 126,629.00	\$ -	\$ 126,629.00

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

REV. 1-2014