



## BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: August 5, 2025

\* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

State of Arizona Department of Housing

**\*Project Title/Description:**

US Department of Energy (DOE), Weatherization Assistance Program (WAP), Infrastructure Investment and Jobs Act (IIJA) formerly Bipartisan Infrastructure Law (BIL)

**\*Purpose:**

The Arizona Department of Housing Weatherization Assistance Program (ADOH WAP) award is comprised of Department of Energy (DOE) Weatherization Infrastructure Investment and Jobs Act (IIJA), formerly Bipartisan Infrastructure Law (BIL) funds. Funding allows Pima County (recipient) to provide installation or repair of energy efficiency measures to dwellings occupied by low-income households in Pima County, Arizona outside the city limits of the City of Tucson.

This amendment is increasing the amount of DOE WAP IIJA (formerly BIL) funding in the Pima County WAP budget from \$349,880.00 to \$1,416,994.00 and increasing the number of required unit completions from 31 to 124. Additionally, this amendment is extending the term of the agreement from June 30, 2027 to June 30, 2029.

Indirect Costs: ADOH does not allow indirect costs.

Attachment: ADOH 228-23, Amendment 2

**\*Procurement Method:**

The grant award amendment was reviewed by the Pima County Attorney's Office, but their signature is not required.

**\*Program Goals/Predicted Outcomes:**

Installation or repairs of energy efficiency measures to qualified low-income owner-occupied households in Pima County outside the City of Tucson.

**\*Public Benefit:**

Qualifying low-income households will be assisted with home energy efficiency and health and safety installations or repairs which will lower utility costs and make their homes safe, decent, and affordable, improving the overall housing stock in Pima County.

**\*Metrics Available to Measure Performance:**

Monthly performance reports are submitted to ADOH.

**\*Retroactive:**

No.

Call approves  
7/16/2025  
KRW

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

**Contract / Award Information**

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

If Yes, 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 22-10.

**Amendment / Revised Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_  
Commencement Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_  
Prior Contract No. (Synergen/CMS): \_\_\_\_\_  
☐ Expense ☐ 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: Grant Amendment Department Code: CWD Grant Number (i.e., 15-123): 69932  
Commencement Date: 07/01/2022 Termination Date: 06/30/2029 Amendment Number: 02  
☐ Match Amount: \$ \_\_\_\_\_ ☒ Revenue Amount: \$ 1,416,994.00

**\*All Funding Source(s) required:** United States Department of Energy via ADOH WAP IIJA (formerly BIL) (pass-through)

**\*Match funding from General Fund?** ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Match funding from other sources?** ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Funding Source:** \_\_\_\_\_

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

Contact: Joel Gastelum/Joel Viers

Department: CWD

Telephone: 724-6750/724-6767

Department Director Signature: [Signature]

Date: 6/30/20

Deputy County Administrator Signature: [Signature]

Date: 7/21/2025

County Administrator Signature: \_\_\_\_\_

Date: 7/21/2025

Contract No.: 228-23  
Termination Date: 6/30/2029  
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

*Pima County has been awarded additional funding from the DOE IIJA (formerly BIL) Tranche 2 in the amount of \$1,067,114.00 according to the revised Attachment C Budget included in this Amendment. Pima County will serve an additional 93 households according to the revised Attachment B Schedule of Completion. The contract expiration date is extended to June 30, 2029.*

The agreement incorporates the Recital paragraphs set forth above.

The Following Attachments are amended and attached hereto:

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

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

TITLE: Interim Director

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Rex Scott

TITLE: Chair, Board of Supervisors

DATE: \_\_\_\_\_

Manager's Approval: KB

ATTACHMENT A  
SCOPE OF WORK  
2<sup>nd</sup> REVISED 6/16/2025

The Arizona Department of Housing Weatherization Assistance Program (ADOH WAP) award will be comprised of Department of Energy (DOE) Weatherization Bipartisan Infrastructure Law 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 excluding the city limits of the City of Tucson.

**This contract award is contingent upon:**

- A. Assistance is reserved for the following incomes:
  - 1) DOE WAP BIL funds: 200% or below of Federal Poverty Guidelines as published annually or WPN 25-3 HUD means tested 80% or below of Area Median Income.
- 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) Recipient must ensure all items 1) through 7) are included in contracts with their contractors/vendors.
- D. Weatherization Readiness Funds WPN 23-4 (WRF) measures and administration expenditures are eligible to be used with WAP BIL and will be tracked separately from other DOE funding under Recipient's non WAP BIL funded DOE contract. WRF 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.
- E. Maximum investment per unit is as follows:
  - 1) DOE WAP BIL: ACPU investment over the life of the funding (July 1, 2022 to June 30, 2029) is \$8,252;
  - 2) DOE WRF: maximum per unit investment is a \$10,000 rolling average per residence.
- F. Satisfactory SHPO requirements if applicable must be completed prior to any construction activity or any expenditure of funds.

**Funding Agreement with  
State of Arizona, Department of Housing**

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- G. Recipient will be expected to fully expend awarded funds and complete the following number of WAP BIL units:
- 1) Thirty (30) for tranche 1; and
  - 2) Ninety-three (93) units for tranche 2.





Arizona  
Department  
of Housing

WEATHERIZATION

2nd REVISED 6/16/2025

ATTACHMENT B

ADOH PERFORMANCE REPORT/SCHEDULE OF COMPLETION				Page 1 of 1	
Recipient	Pima County		Date		
Contract No	228-23	Contract Period: from 7/1/2022 to 6/30/2029	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	Phyllis Ravago		Zip Code	85713	
Phone	520-724-7705	Email	<a href="mailto:phyllis.ravago@pima.gov">phyllis.ravago@pima.gov</a>	Fax	520-243-7997
Program Specialist	Gloria Castro	Email	<a href="mailto:gloria.castro@azhousing.gov">gloria.castro@azhousing.gov</a>	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 Retroactive begin date		1/1/2023	YES		
Completion of 2 DOE WAP BIL units (all numbers cumulative)		6/30/2024	YES		
Completion of 15 DOE WAP BIL units (all numbers cumulative)		6/30/2025	NO		
Completion of 46 DOE WAP BIL units (all numbers cumulative)		6/30/2026			
Completion of 77 DOE WAP BIL units (all numbers cumulative)		6/30/2027			
Completion of 108 DOE WAP BIL units (all numbers cumulative)		6/30/2028			
Completion of 124 DOE WAP BIL units (all numbers cumulative)		6/30/2029			
Project Complete-Contract Close Out		7/31/2029			
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 BIL units 100% complete & QCI Passed?					
B. # of BIL units complete but need QCI?					
C. # of BIL units under construction?					
D. # of BIL units out to bid?					
Recipient Authorized Signature		Date	Title		



Arizona  
Department  
of Housing

WEATHERIZATION

2nd REVISED 6/16/2025

Attachment C

Budget						
Recipient	Pima County				Date	
Contract No./File No.	228-23 Contract Period: from 7/1/2022 to 6/30/2029				Revision No.	
Activity	Weatherization Assistance Program					
Recipient Address	Comm. Dev. & Neigh. Cons.Dept - 2797 E. Ajo Way, 3rd Floor				City	Tucson
Contact Person	Phyllis Ravago				Zip Code	85713
Phone	520-724-7705	Email	<a href="mailto:Phyllis.Ravago@pima.gov">Phyllis.Ravago@pima.gov</a>		Fax	520-243-7997
Program Specialist	Gloria Castro	Email	<a href="mailto:gloria.castro@azhousing.gov">gloria.castro@azhousing.gov</a>		County	Pima
a	c	d	e	f	g	h
Budget Line Item or Activity No.	DOE WAP BIL 2022-2029	Source Program Year	Source Program Year	Source Program Year	Source Program Year	GRAND TOTAL ALL SOURCES
Administration Costs	\$ 167,636.00					
Training & Technical Assistance	\$ 76,030.00					
Program Operations	\$ 1,020,292.00					
Health and Safety	\$ 153,036.00					
Financial Audit	\$ -					
Liability Insurance	\$ -					
DOE WRF Administration						
DOE WRF Program Operations						
LIHEAP Administration						
LIHEAP Training/TA						
LIHEAP Program Operations						
Total	\$1,416,994.00	\$0.00	\$0.00			\$1,416,994.00

REV. 5-2016





Arizona  
Department  
of Housing

2nd REVISED 6/16/2025

WEATHERIZATION

Attachment D

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

Recipient	Pima County	Date	
Contract No	228-23 Contract Period: from 7/1/2022 to 6/30/2029	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	Phyllis Ravago	ZIP	85713
Phone	520-724-7705	Email	<a href="mailto:Phyllis.Ravago@pima.gov">Phyllis.Ravago@pima.gov</a>
Program Specialist	Gloria Castro	Email	<a href="mailto:gloria.castro@azhousing.gov">gloria.castro@azhousing.gov</a>
		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 WAP BIL 2022-2029	Source Program Year	Source Program Year	Total Amount Req. to Date	Balance in Account	Amount of this Request	New Balance
1. DOE Administration		\$ 167,636.00			\$ 3,000.61	\$ 164,635.39		\$ 164,635.39
2. DOE Training & TA		\$ 76,030.00			\$ -	\$ 76,030.00		\$ 76,030.00
3. DOE Program Ops		\$ 1,020,292.00			\$ 12,427.53	\$ 1,007,864.47		\$ 1,007,864.47
4. DOE Health & Safety		\$ 153,036.00			\$ 2,500.00	\$ 150,536.00		\$ 150,536.00
5. DOE Financial Audit		\$ -				\$ -		\$ -
6. DOE Liability Ins		\$ -				\$ -		\$ -
7. DOE Total Draw					\$ 17,928.14	\$ 1,399,065.86	\$ -	\$ 1,399,065.86
8. DOE WRF Admin.						\$ -		\$ -
9. DOE WRF Prg. Ops.						\$ -		\$ -
10. DOE WRF Total Draw					\$ -	\$ -	\$ -	\$ -
8. LIHEAP Admin.						\$ -		\$ -
9. LIHEAP Training/TA						\$ -		\$ -
10. LIHEAP Program Ops						\$ -		\$ -
11. LIHEAP Total Draw					\$ -	\$ -	\$ -	\$ -
Total		\$ 1,416,994.00	\$ -	\$ -	\$ 17,928.14	\$ 1,399,065.86	\$ -	\$ 1,399,065.86

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

REV. 1-2014