



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: April 18, 2023

* = Mandatory, information must be provided

or Procurement Director Award:

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

Arizona Department of Housing (ADOH)

***Project Title/Description:**

Weatherization Assistance Program (WAP)

***Purpose:**

United States Department of Health & Human Services Low-Income Weatherization Assistance Program (LIHEAP), passed through Arizona Department of Housing (ADOH), to allow Pima County to provide installation/repair of energy efficiency measures to dwellings occupied by low-income households in Pima County outside of the city limits of the City of Tucson. ADOH is in the process of recapturing and reallocating DOE funding statewide. This amendment is decreasing the amount of DOE funding in the LIHEAP budget from \$61,404.00 to \$ 30,404.00 and decreasing the completed units from 4 to 1.

Attachment: ADOH 217-22 Amendment No. 3

***Procurement Method:**

Not applicable to grant awards.

***Program Goals/Predicted Outcomes:**

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

***Public Benefit:**

The benefit of the program is qualifying low-income households will be assisted with home energy-efficiency, and health & safety improvements. Installations or repairs will lower utility costs and make their homes safe, decent, and affordable, which will improve the overall housing stock in Pima County. This recapture of funding will not negatively impact the program.

***Metrics Available to Measure Performance:**

Monthly performance reports will be submitted to ADOH.

***Retroactive:**

No.

*Grant approved
3/31/23
(signature)*

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: GTAM Department Code: CR Grant Number (i.e., 15-123): 23-065
Commencement Date: 07/01/2022 Termination Date: 06/30/2023 Amendment Number: 03
Match Amount: \$ 0 Revenue Amount: \$ 30,404.00

*All Funding Source(s) required: United States Department of Health and Human Services via ADOH WAP (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)?

Contact: Joel Gastelum/Joel Viers

Department: CWD

Telephone: 724-6750/724-6767

Department Director Signature: [Signature] Date: 3.24.23

Deputy County Administrator Signature: [Signature] Date: 31 Mar 2023

County Administrator Signature: [Signature] Date: 3/31/2023

Contract No.: 217-22
Termination Date: June 30, 2023
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

DOE Award decreases by \$31,000 and completed unit requirement decreases to one (1). New award line item dollar amounts are noted on the Attach. C Budget and Attach. D Request for Payment forms.

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: _____

BY: _____

Joan Serviss

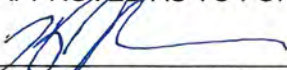
TITLE: Director

TITLE: Chair, Board of Supervisors

DATE: _____

DATE: _____

APPROVED AS TO FORM:



Kyle Johnson, Deputy County Attorney

Manager's Approval: 

ATTACHMENT A
SCOPE OF WORK
3rd REVISED 2/2/2023

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 22-5 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 that 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.

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

- F. Maximum investment per unit is as follows:
 - 1) DOE: ACPU investment over Program Year 2022 (July 1, 2022 to June 30, 2023) is \$8,009;
 - 2) DOE WRF: maximum per unit investment over Program Year 2022 (July 1, 2022 to June 30, 2023) is \$4,000; and
 - 3) LIHEAP: Average per unit investment over Program Year 2022 (July 1, 2022 to June 30, 2023) is \$20,000. (Unit production was calculated using FFY21 Average Expenditure for Network with a 5% increase or \$10,025)
- 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: one (1) completed units passing Quality Control Inspection and ADOH WAP monitoring; and
 - 2) LIHEAP: twenty-four (24) completed units passing final inspection and ADOH WAP monitoring.



ADOH PERFORMANCE REPORT/SCHEDULE OF COMPLETION Page 1 of 1

Recipient	Pima County		Date	
Contract No	217-22	Contract Period: from 7/1/2022 to 6/30/2023		Revision #
Activity	Weatherization Assistance Program		Oct	Jan
Recipient Address	Comm. Dev. & Neigh. Cons.Dept - 2797 E. Ajo Way, 3rd Floor		April	July
Contact Person	Arietha Reed		City	Tucson
Phone	520-724-7954	Email	Zip Code	85713
Program Specialist	Gloria Castro	Email	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	7/1/2022		
Completion of 0 DOE and 2 LIHEAP Units	9/30/2022		
Completion of 0 DOE and 12 LIHEAP Units (all numbers cumulative)	12/30/2022		
Completion of 0 DOE and 18 LIHEAP Units (all numbers cumulative)	3/31/2023		
Completion of 1 DOE and 24 LIHEAP Units (all numbers cumulative)	6/30/2023		
Project Complete-Contract Close Out	7/31/2023		

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
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Arizona
Department
of Housing

WEATHERIZATION

3rd REVISED 2/2/2023

Attachment C

Budget						
Recipient	Pima County				Date	
Contract No./File No.	217-22		Contract Period: from 7/1/2022 to 6/30/2023		Revision No.	
Activity	Weatherization Assistance Program					
Recipient Address	Comm. Dev. & Neigh. Cons.Dept - 2797 E. Ajo Way, 3rd Floor				City	Tucson
Contact Person	Arietha Reed				Zip Code	85713
Phone	520-724-7954	Email	arietha.reed@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 FFY2022	DOE WRF FFY2022	LIHEAP FFY2022	Source Program Year	Source Program Year	GRAND TOTAL ALL SOURCES
Administration Costs	\$ 4,561.00					
Training & Technical Assistance	\$ 14,764.00					
Program Operations	\$ 9,635.00					
Health and Safety	\$ 1,444.00					
Financial Audit	\$ -					
Liability Insurance	\$ -					
DOE WRF Administration		\$1,569.00				
DOE WRF Program Operations		\$8,892.00				
LIHEAP Administration			\$10,782.00			
LIHEAP Training/TA			\$ 1,348.00			
LIHEAP Program Operations			\$ 245,469.00			
Total	\$30,404.00	\$10,461.00	\$257,599.00			\$298,464.00



**Arizona
Department
of Housing
3rd REVISED 12/2/2023**

WEATHERIZATION

Attachment D

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

Recipient	Pima County			Date	
Contract No	217-22	Contract Period: from 7/1/2022 to 6/30/2023		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	Arietha Reed			ZIP	85713
Phone	520-724-7954	Email	arietha.reed@pima.gov	Fax	520-243-7997
Program Specialist	Gloria Castro	Email	gloria.castro@azhousing.gov	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 FFY2022	DOE WRF FY2022	LIHEAP FFY2022	Total Amount Req. to Date	Balance in Account	Amount of this Request	New Balance
1. DOE Administration		\$ 4,561.00			\$ -	\$ 4,561.00		\$ 4,561.00
2. DOE Training & TA		\$ 14,764.00			\$ 6,152.41	\$ 8,611.59		\$ 8,611.59
3. DOE Program Ops		\$ 9,635.00			\$ 2,277.15	\$ 7,357.85		\$ 7,357.85
4. DOE Health & Safety		\$ 1,444.00			\$ -	\$ 1,444.00		\$ 1,444.00
5. DOE Financial Audit		\$ -				\$ -		\$ -
6. DOE Liability Ins		\$ -				\$ -		\$ -
7. DOE Total Draw					\$ 8,429.56	\$ 21,974.44	\$ -	\$ 21,974.44
8. DOE WRF Admin.			\$ 1,569.00			\$ 1,569.00		\$ 1,569.00
9. DOE WRF Prg. Ops.			\$ 8,892.00			\$ 8,892.00		\$ 8,892.00
10. DOE WRF Total Draw					\$ -	\$ 10,461.00	\$ -	\$ 10,461.00
8. LIHEAP Admin.				\$ 10,782.00	\$ 3,654.56	\$ 7,127.44		\$ 7,127.44
9. LIHEAP Training/TA				\$ 1,348.00	\$ 34.70	\$ 1,313.30		\$ 1,313.30
10. LIHEAP Program Ops				\$ 245,469.00	\$ 54,419.87	\$ 191,049.13		\$ 191,049.13
11. LIHEAP Total Draw					\$ 58,109.13	\$ 199,489.87	\$ -	\$ 199,489.87
Total		\$ 30,404.00	\$ 10,461.00	\$ 257,599.00	\$ 66,538.69	\$ 231,925.31	\$ -	\$ 231,925.31

Recipient Authorized Signature	Date	Title
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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	