



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: September 3, 2024

* = 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), Low-Income Home Energy Assistance Program (LIHEAP)

***Purpose:**

The Arizona Department of Housing Weatherization Assistance Program (ADOH WAP) award is comprised of US Department of Health and Human Services (LIHEAP) funding. 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. ADOH sets initial allocations annually and then periodically reallocates funding to better align with local-area capacity. The term of the grant expired however, grant funds are reimbursable up to 06/30/2024. This amendment is increasing the amount of LIHEAP funding in the Pima County budget from \$108,857.00 to \$447,065.91.

Indirect Costs: ADOH does not allow indirect costs.

Attachment: ADOH 206-24, Amendment 1

***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. Agreement is fully executed when signed by ADOH.

LOWE appn's
RCC 8/16/24

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): Amplifund # 65912

Commencement Date: 07/01/2023 Termination Date: 06/30/2024 Amendment Number: 01

Match Amount: \$ _____ Revenue Amount: \$ 447,065.91

*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)?
Pass Through

Contact: Joel Gastelum/Joel Viers

Department: CWD

Telephone: 724-6750/724-6767

Department Director Signature: _____ Date: 8/7/24

Deputy County Administrator Signature: _____ Date: 8/19/2024

County Administrator Signature: _____ Date: 8/19/2024

Contract No.: 206-24
Termination Date: 6/30/2024

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

LIHEAP Budget has been increased for SFY23 Carryover in the amount of \$338,208.91. Total LIHEAP award is now \$447,065.91. Increase is outlined in the Attachment C. Budget. The number of LIHEAP units to be served has increased to twenty-three (23) units.

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: _____
Joan Serviss


BY: _____
Adelita S. Grijalva

TITLE: CEO-Executive Deputy Director

TITLE: Chair, Board of Supervisors

DATE: _____

DATE: _____

Manager's Approval: 

ATTACHMENT A
SCOPE OF WORK
REVISED 2/12/2024

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.

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

- F. Maximum investment per unit is as follows:
 - 1) DOE: ACPU investment over Program Year 2023 (July 1, 2023 to June 30, 2024) is \$8,250;
 - 2) DOE WRF: maximum per unit investment over Program Year 2023 (July 1, 2023 to June 30, 2024) is \$10,000; and
 - 3) LIHEAP: Average per unit investment over Program Year 2023 (July 1, 2023 to June 30, 2024) is \$20,000. (Unit production was calculated using FFY22 average expenditure for WAP Network with a 5% increase or \$13,611)
- 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: twenty-three (23) 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.



ADOH PERFORMANCE REPORT/SCHEDULE OF COMPLETION Page 1 of 1

Recipient	Pima County	Date	
Contract No	206-24 Contract Period: from 7/1/2023 to 6/30/2024	Revision #	
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	Phyllis.Ravago@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	7/1/2023		
Completion of 1 DOE and 2 LIHEAP Units (all numbers cumulative)	12/30/2023		
Completion of 2 DOE and 13 LIHEAP Units (all numbers cumulative)	3/31/2024		
Completion of 3 DOE and 23 LIHEAP Units (all numbers cumulative)	6/30/2024		
Project Complete-Contract Close Out	7/31/2024		

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

2nd REVISED 2/12/2024

Attachment C

Budget						
Recipient	Pima County				Date	
Contract No./File No.	206-24		Contract Period: from 7/1/2023 to 6/30/2024		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	Phyllis.Ravago@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 FFY2023	DOE WRF FFY2023	LIHEAP FFY2023	Source Program Year	Source Program Year	GRAND TOTAL ALL SOURCES
Administration Costs	\$ 4,412.94					
Training & Technical Assistance	\$ 4,517.25					
Program Operations	\$ 21,066.97					
Health and Safety	\$ 3,147.84					
Financial Audit	\$ -					
Liability Insurance	\$ -					
DOE WRF Administration		\$1,770.00				
DOE WRF Program Operations		\$8,230.00				
LIHEAP Administration			\$ 30,611.59			
LIHEAP Training/TA			\$ 4,763.01			
LIHEAP Program Operations			\$ 411,691.31			
Total	\$33,145.00	\$10,000.00	\$447,065.91			\$490,210.91

REV. 5-2016



Arizona
Department
of Housing

2nd REVISED 3/27/2024

Attachment D

WEATHERIZATION

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

Recipient	Pima County		Date	
Contract No	206-24 Contract Period: from 7/1/2023 to 6/30/2024		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	Phyllis.Ravago@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 FFY2023	DOE WRF FY2023	LIHEAP FFY2023	Total Amount Req. to Date	Balance in Account	Amount of this Request	New Balance
1. DOE Administration		\$ 4,412.94			\$ 439.57	\$ 3,973.37		\$ 3,973.37
2. DOE Training & TA		\$ 4,517.25			\$ 1,236.52	\$ 3,280.73		\$ 3,280.73
3. DOE Program Ops		\$ 21,066.97			\$ 10,856.64	\$ 10,210.33		\$ 10,210.33
4. DOE Health & Safety		\$ 3,147.84			\$ 750.00	\$ 2,397.84		\$ 2,397.84
5. DOE Financial Audit		\$ -				\$ -		\$ -
6. DOE Liability Ins		\$ -				\$ -		\$ -
7. DOE Total Draw					\$ 13,282.73	\$ 19,862.27	\$ -	\$ 19,862.27
8. DOE WRF Admin.			\$1,770.00			\$ 1,770.00		\$ 1,770.00
9. DOE WRF Prg. Ops.			\$8,230.00			\$ 8,230.00		\$ 8,230.00
10. DOE WRF Total Draw					\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
11. LIHEAP Admin.				\$ 30,611.59	\$ 3,103.14	\$ 27,508.45		\$ 27,508.45
12. LIHEAP Training/TA				\$ 4,763.01		\$ 4,763.01		\$ 4,763.01
13. LIHEAP Program Ops				\$ 411,691.31	\$ 54,340.69	\$ 357,350.62		\$ 357,350.62
14. LIHEAP Total Draw					\$ 57,443.83	\$ 389,622.08	\$ -	\$ 389,622.08
Total		\$ 33,145.00	\$ 10,000.00	\$ 447,065.91	\$ 70,726.56	\$ 419,484.35	\$ -	\$ 419,484.35

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	