



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: April 5, 2022

* = 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 Home Energy Assistance Program (LIHEAP) funding from pass-through entity Arizona Department of Housing Weatherization Assistance Program (ADOH WAP), will 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. This amendment is increasing the LIHEAP Average Cost per Unit (ACPU) from \$10,000 to \$20,000. The ACPU is the maximum amount of LIHEAP funding that can be used per unit for program activities.

Attachment: ADOH 217-21 Amendment No. 2

***Procurement Method:**

Not applicable to grant awards.

***Program Goals/Predicted Outcomes:**

The goal of this agreement is to provide financial assistance to low-income families in order to improve the health and safety of their home, as well as saving energy costs

***Public Benefit:**

Eligible program participants will be assisted with home energy-efficiency, and health & safety, installations or repairs that will lower utility costs and make their homes safe, decent, and affordable, which will improve the overall housing stock in Pima County.

***Metrics Available to Measure Performance:**

Monthly performance reports will be submitted to ADOH.

***Retroactive:**

N/A

GWT approved
3/23/22 PK

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

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

Amount This Amendment: \$ _____

***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): 22-060
 Commencement Date: 07/01/22 Termination Date: 06/30/2022 Amendment Number: 02
☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ _____

***All Funding Source(s) required:** Low Income Home Energy Assistance Program (LIHEAP) passed-through Arizona Department of Housing (ADOH) Weatherization Assistance Program.

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

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


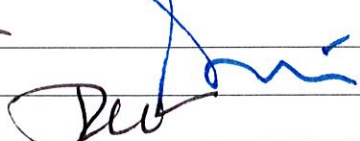
***Funding Source:** _____

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

Contact: Joel Gastelum

Department: CWD

Telephone: 724-6750

Department Director Signature:  Date: 3/15/22
 Deputy County Administrator Signature:  Date: 21 March 2022
 County Administrator Signature: _____ Date: 3/21/2022

Contract No.: 217-21
Termination Date: June 30, 2022
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, Community Development Block Grant Programs or Weatherization Assistance Program 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

Scope of Work has been changed to reflect an increase to the LIHEAP and LIHEAP ARP average per unit investment limits. The new limits are as follows:


- a. LIHEAP Wx: Average per unit investment over Program Year 2021 (July 1, 2021 to September 30, 2021) is \$10,000 and increases to \$20,000 (October 1, 2021 to June 30, 2022).
- b. LIHEAP Wx required completed units are revised to 17.
- c. LIHEAP ARP required completed units are revised to 27.

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 |

Any and all portions of subject Agreement that are not herein specifically amended shall remain unchanged.

Manager's Approval: 

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

**THE ARIZONA,
DEPARTMENT OF HOUSING**

**PIMA COUNTY
RECIPIENT**

BY: _____

Thomas M. Simplot

TITLE: Director

DATE: _____

BY: _____

Sharon Bronson


TITLE: Chair, Board of Supervisors

DATE: _____

ATTEST:


APPROVED AS TO CONTENT:

Clerk of the Board



Director, Community and Workforce Dev.

APPROVED AS TO FORM:



Deputy County Attorney

ATTACHMENT A
SCOPE OF WORK
2nd REVISION 2/2/2022

The Arizona Department of Housing Weatherization Assistance Program (ADOH WAP) award will be comprised of Department of Energy (DOE); Low Income Home Energy Assistance Program (LIHEAP) funds and LIHEAP American Rescue Plan funds (LIHEAP ARP). 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 limits 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; and
 - c. LIHEAP ARP funds: 200% of Federal Poverty Guidelines as published annually.
- B. The program will prioritize services to the following populations:
 - a. Elderly at or above the age of 60;
 - b. Handicapped; and
 - c. Families with children at or below the age of five (5).
- C. DOE WAP, LIHEAP and LIHEAP ARP 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 "Success with Weatherization" Field Guide; Standard Work Specifications; and WAP Memorandum 15-10 Quality Management Plan. Units that do not received DOE funding will not be required to pass a QCI Inspection.
- D. Maximum investment per unit is as follows:
 - a. DOE: Average per unit investment over Program Year 2021 (July 1, 2021 to June 30, 2022) is \$7,776; and
 - b. LIHEAP: Average per unit investment over Program Year 2021 (July 1, 2021 to June 30, 2022) is \$10,000; and increases to \$20,000 (October 1, 2021 to June 30, 2022)
 - c. LIHEAP ARP: Average per unit investment over Program Year 2021 (July 1, 2021 to June 30, 2022) is \$10,000 and increases to \$20,000 (October 1, 2021 to June 30, 2022)
- 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: 29 completed units passing Quality Control Inspection and ADOH WAP monitoring; and
 - b. LIHEAP: 17 completed units passing final inspection and ADOH WAP monitoring; and
 - c. LIHEAP ARP: 27 completed units passing final inspection and ADOH WAP monitoring



Arizona
Department
of Housing

WEATHERIZATION

REVISED 2/2/2022

ATTACHMENT B

ADOH PERFORMANCE REPORT/SCHEDULE OF COMPLETION										Page 1 of 1		
Recipient	Pima County	Contract No	217-21	Contract Period: from	7/1/2021 to 6/30/2022	Revision #	Oct	Jan	April	July		
Activity	Weatherization Assistance Program	Recipient Address	Comm. Dev. & Neigh. Cons.Dept - 2797 E. Ajo Way, 3rd Floor									
Contact Person	Jacqueline Andrade	Phone	520-724-7802	Email	jacqueline.andrade@pima.gov	City	Tucson	Zip Code	85713			
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 30th of August, October, December, February (last day of), April, June												
Contract Schedule		Contract Date		Complete Yes/No		Modification Date						
Contract Execution		7/1/2021										
Completion of 7 DOE, 10 LIHEAP ARP and 8 LIHEAP Units		9/30/2021										
Completion of 14 DOE, 9 LIHEAP ARP and 5 LIHEAP Units (all numbers cumulative)		12/30/2021										
Completion of 21 DOE, 18 LIHEAP ARP and 11 LIHEAP Units (all numbers cumulative)		3/31/2022										
Completion of 29 DOE, 27 LIHEAP ARP and 17 LIHEAP Units (all numbers cumulative)		6/30/2022										
Project Complete-Contract Close Out		7/31/2022										
LIHEAP adjusted due to the \$20k ACPU adjustment approved and retroactive from 10.1.2021												
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?		G. # of ARP units out to bid?										
B. # of DOE units complete but need QCI?		H. # of LIHEAP units 100% complete?										
C. # of DOE units under construction?		I. # LIHEAP units under construction?										
D. # of DOE units out to bid?		J. # of LIHEAP units out to bid?										
E. # of ARP units 100% complete?												
F. # of ARP units under construction?												
Recipient Authorized Signature		Date		Title								