



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: 07/07/15

or Procurement Director Award ☐

Contractor/Vendor Name: State of Arizona, Governor's Office of Energy Policy
(DBA):

Project Title/Description:
Weatherization LIHEAP (Low Income Energy Assistance Program)

Purpose:
Installation of energy efficient services. Amendment 5 increases the funding by \$87,482 for FY16.

Procurement Method:
N/A

Program Goals/Predicted Outcomes:
Installation of energy efficient services for homes of income eligible persons especially; the elderly, persons with disabilities; and children.

Public Benefit:
Provide eligible persons with more energy efficient home repair and weatherization services.

Metrics Available to Measure Performance:
Number of completed jobs and funds expended.

Retroactive:
Yes, amendment was not received from the State of Arizona until 6/16/15

Original Information

Document Type: Department Code: Contract Number (i.e., 15-123):
Effective Date: Termination Date: Prior Contract Number (Synergen/CMS):

☐ Expense Amount: ☐ Revenue Amount: \$

Funding Source(s):

Cost to Pima County General Fund:

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards
Were insurance or indemnity clauses modified? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards
Vendor is using a Social Security Number? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment Information

Document Type: GTAM Department Code: CD Contract Number (i.e., 15-123): 15*0059
Amendment No.: 5 AMS Version No.: 1
Effective Date: 7/1/2015 New Termination Date: 6/30/2016
☐ Expense ☒ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$87,482
Funding Source(s): Federal

Cost to Pima County General Fund: 0

Contact: Jesus Duran, Housing Rehab Specialist

Department: Community Development & Neighborhood Conservation Telephone: 724-6787

Department Director Signature/Date:

James H. Smith for MARGARET M. KISH

Deputy County Administrator Signature/Date:

B. H. Smith 6-19-15

County Administrator Signature/Date:
(Required for Board Agenda/Addendum Items)

C. Duckert 6/19/15

**AMENDMENT #5
for
WEATHERIZATION LOW-INCOME ASSISTANCE AGREEMENT
#LW-ESA-12-2182-07**

BETWEEN

**THE STATE OF ARIZONA
GOVERNOR'S OFFICE OF ENERGY POLICY
and
PIMA COUNTY GOVERNMENT**

WHEREAS, this contract was awarded under the authority of the Governor's Office of Energy Policy (OEP) and the OEP functions have been transferred to the Arizona Department of Administration – Office of Grants and Federal Resources (GFR). As a result, the contracts administered by OEP are transferred to GFR.

WHEREAS, A.R.S. § 41-703(7) authorizes the Director of the Arizona Department of Administration (ADOA) to execute and administer contracts.

NOW THEREFORE, pursuant to **Section XXV, AMENDMENT OR MODIFICATION**, all references in the Agreement to OEP are amended to refer to GFR, and the following sections of the above referenced Weatherization Low-Income Assistance Agreement are hereby amended as follows:

Section II, TERM OF CONTRACT

This amendment provides a new contract award amount for a period of twelve months. The contract renewal period shall be effective July 1, 2015 through June 30, 2016.

Section IV, CONTRACT BUDGET

Pursuant to Terms and Conditions, "Contract Budget," of the above referenced contract, the GFR hereby exercises its option to amend this contract to provide up to \$87,482 as a reimbursement ceiling for FY16, inclusive of administrative and program funds.

Section V, SCOPE OF WORK

C. METHOD OF PAYMENT

5. Reimbursement

- c. Funding shall not be paid for any household that is not 100 percent complete and all work orders are closed out and the job has been submitted to GFR.

D. REPORTS

5. Report Submittal Requirements

- d. The following forms and all other forms developed by GFR must be submitted as required.
 - 1. Field Waiver
 - 2. Client File Checklist
 - 3. Calibration Verification Form
 - 4. Client Evaluation Forms
 - 5. Employee Certification Form
 - 6. Field Guide Verification of Receipt
 - 7. Health and Safety Waiver

8. Job Cost Submittal Form
9. T&TA Waiver
10. QCI Form

e. Training Funds

Expenses charged to the Training line item budget requires a Training form, which is provided by GFR, to be completed and filed with the Financial Report Form in order for reimbursement to be paid. Weatherization training, Program sessions, or workshops that will exceed \$500 or more in cost must have prior written approval from GFR. Any training Program sessions or workshops not sponsored by the GFR or DOE and charged to Weatherization must have prior written approval from GFR.

E. SUBMITTAL ADDRESS

All Payment Request Forms and Report Forms must be directed to:

**Arizona Department of Administration, Office of Grants and Federal Resources
100 N. 15th Avenue, Suite 202
Phoenix, Arizona 85007**

Section XIV, CLIENT FILE REQUIREMENTS

D. Rental Properties

All single family and multifamily rental properties must be weatherized under the terms of this AGREEMENT. **Prior written approval is required by GFR for all rental properties of five (5) or more units.** Written permission to perform itemized services must be obtained from the owner of the rental unit or the owner's authorized agent. Said written permission is to be retained along with such other agreements between the Contractor and the rental owner/agent, as part of the job record and client job file.

Section XLIX, NOTICES

All notices, demands, and communications provided for herein or made hereunder shall be delivered, or sent by certified mail, return receipt requested, addressed in each case as follows, until some other address shall have been designated in a written notice to the other party hereto given in like manner:

If to CONTRACTOR:

Pima County
Community Development and Neighborhood
Conservation Department
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85713

If to GFR:

ADOA – Office of Grants and Federal
Resources
100 N. 15th Avenue, Suite 202
Phoenix, AZ 85007

Contractual Contact

Daniel Tylutki
Program Manager
PHONE 520-724-6754
EMAIL daniel.tylutki@pima.gov

Financial Contact

Therese Rubink
Principal Finance Accountant
PHONE 520-724-7707
FAX 520-770-2154
EMAIL Therese.Rubink@pima.gov

Contractual/Financial Contact

Evelyn Billings
Grants Administrator
PHONE 602-771-1141
EMAIL evelyn.billings@azdoa.gov

Program/Technical Contact
Jesus Duran
Program Coordinator
PHONE 520-724-6787
EMAIL Jesus.Duran@pima.gov

Program/Technical Contact
GFR Assigned Auditor

Each notice shall be deemed to have been given or made when so delivered or mailed. Notification of change shall be delivered to the GFR and Contractor within ten (10) days of any change affecting this provision.

Except as specifically stated herein, all other terms and conditions of this Weatherization Low-Income Assistance Agreement remain unchanged.


In Witness Whereof, the parties hereto agree to execute this Amendment.

PIMA COUNTY GOVERNMENT

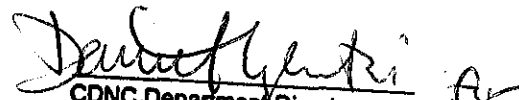
**OFFICE OF GRANTS AND
FEDERAL RESOURCES**

Board of Supervisors Date
Chairman

Matthew Hanson Date
Statewide Grants Administrator



Karen S. Friar
Deputy County Attorney



CDNC Department Director
Approve as to Content
