



## **BOARD OF SUPERVISORS AGENDA ITEM REPORT**

### **CONTRACTS / AWARDS / GRANTS**

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: Nov. 21, 2017

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Arizona Department of Housing (ADOH)

**\*Project Title/Description:**

Funding Intergovernmental Agreement (IGA);

Weatherization Assistance Program (WAP)

**\*Purpose:**

Attachments; ADOH IGA 2 copies

The purpose of this amendment is to add and remove funding passed-through the State of Arizona that leverages and supports the Pima County Home Repair & Weatherization Program administered by Community Development & Neighborhood Conservation Department. This amendment adds funding in the amount of \$41,153.00 from US Health and Human Services, Low income Home Energy Assistance Program (LIHEAP). This amendment also removes funding provided by Southwest Gas which will be its own stand alone contract passed-through ADOH to Pima County to accommodate an annual term (January to December) as recently approved by the Arizona Cooperation Commission. Finally, this amendment term with ADOH will remain fiscal (July through June) and will continue to include both LIHEAP and US Department of Energy (DOE) funds totaling \$166,006.00 as follows:

\$36,080.00; DOE

\$129,926; LIHEAP

**\*Procurement Method:**

This IGA is a non-Procurement contract and not subject to Procurement rules.

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

Installation of energy efficient measures for homes of income eligible households including elderly; persons with disabilities; and, families with children in unincorporated Pima County, Marana, Oro Valley and Sahuarita.

**\*Public Benefit:**

Improved housing stock by providing eligible households with energy efficient home repair and weatherization services.

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

Number of completed jobs and funds expended as required by funder.

**\*Retroactive:**

No

**Contract / Award 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) required:** US Health and Human Services, Low Income Home Home Energy Assistant Program (LIHEAP)Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No**\*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 22-73.***Amendment / Revised Award Information**

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

Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_

Effective Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☐ Expense or ☐ 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: CD Grant Number (i.e., 15-123): 18-020

Effective Date: 11/21/2017 Termination Date: 06/30/2018 Amendment Number: 1 and 2 combined

☐ Match Amount: \$ N/A ☒ Revenue Amount: \$ 41,153**\*All Funding Source(s) required:** U.S. Health and Human Services, Low Income Home Energy Assistance Program (LIHEAP)**\*Match funding from General Fund?** ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**\*Match funding from other sources?** ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**\*Funding Source:** N/A**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** Funding is passed through the Arizona Department of Housing (ADOH)

Contact: Jesus Duran, Housing Rehabilitation Specialist Supervisor or Daniel Tylutki, Senior Program Manager

Department: Community Development &amp; Neighborhood Conservation Telephone: 724-3777

Department Director Signature/Date: *Margaret M. Kay* 10/31/2017Deputy County Administrator Signature/Date: *[Signature]* 11/2/2017County Administrator Signature/Date: *[Signature]* 11/2/17

(Required for Board Agenda/Addendum Items)

Contract No.: 203-17  
Termination Date: June 30, 2018  
Amendment No.: 001/002 combined

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

*Amendment 001 removes Southwest Gas funding, which now has its own contract #201-18.  
Amendment 002 Increases LIHEAP award by \$41,153 for a total LIHEAP award of \$129,926. Contract expiration remains the same. The additional LIHEAP funding will increase the unit scope of work for LIHEAP by one (1) unit for seventeen (17) total LIHEAP units.*

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
C.	Budget
D.	Request for Payment

All portions of subject Agreement that are not herein specifically amended shall remain unchanged.

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

THE ARIZONA,  
DEPARTMENT OF HOUSING

BY: \_\_\_\_\_  
Carol Ditmore  
TITLE: Director  
DATE: \_\_\_\_\_

PIMA COUNTY SIGNATURES  
RECIPIENT ON FOLLOWING PAGE

BY: \_\_\_\_\_  
TITLE: Chairman Board of Supervisors  
DATE: \_\_\_\_\_

Manager's Approval: KB

Funding Agreement

Contract No.: 203-17

Amendment No.: 001/002 combined

**PIMA COUNTY (RECIPIENT) SIGNATURES**

BY: \_\_\_\_\_

TITLE: Chair, Board of Supervisors

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

ATTEST:

\_\_\_\_\_  
Clerk of the Board Date

REVIEWED BY:

 11/01/2017  
\_\_\_\_\_  
Margaret Kish, CDNC Director Date

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Karen S. Friar, Deputy County Attorney

ATTACHMENT A  
SCOPE OF WORK  
REVISED

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 (**recipient**) to provide installation/repair of energy efficiency measures to dwellings occupied by low-income households in Pima County Arizona outside 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.
- B. The program will prioritize services to the following populations:
  - a. Elderly;
  - b. Handicapped; and
  - c. Families with children under the age of five (5).
- C. DOE and 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 15-10 Quality Management Plan.
- D. Maximum investment per unit is as follows:
  - a. DOE: Average per unit investment over Program Year 2017 (July 1, 2017 to June 30, 2018) is \$7,212; and
  - b. LIHEAP: Average per unit investment over Program Year 2017 (July 1, 2017 to June 30, 2018) is \$7,212.
- 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: 5 completed units passing Quality Control Inspection and ADOH WAP monitoring;
  - b. LIHEAP: 17 completed units passing final inspection and ADOH WAP monitoring; and



Arizona  
Department  
of Housing

WEATHERIZATION

REVISED

ATTACHMENT B

**ADOH PERFORMANCE REPORT/SCHEDULE OF COMPLETION**

Page 1 of 1

Recipient	Pima County	Date	
Contract No	203-17 Contract Period: from 7/1/2017 to 6/30/2018	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	Francie Rech	Zip Code	85713
Phone	520-724-7951	Email	Francie.rech@pima.gov
Program Specialist	Trisha Ekenberg	Fax	520-243-7997
		Email	trisha.ekenberg@azhousing.gov
		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	7/1/2017		
Completion of 1 DOE ; and 4 LIHEAP Units	9/30/2017		
Completion of 2 DOE; and 8 LIHEAP Units (all numbers cumulative)	12/30/2017		
Completion of 4 DOE; and 11 LIHEAP Units (all numbers cumulative)	3/31/2018		
Completion of 5 DOE; and 17 LIHEAP Units (all numbers cumulative)	6/30/2018		
Project Complete-Contract Close Out	7/31/2018		

**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 under construction?	
B. # of DOE units complete but need QCI?		F. # of units (DOE,LIHEAP) out to bid?	
C. # of DOE units under construction?			
D. # of LIHEAP units 100% complete?			

Recipient Authorized Signature	Date	Title
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# Arizona Department of Housing

WEATHERIZATION

REVISED

Attachment C

## Budget

Recipient	Pima County	Date	
Contract No./File No.	203-17	Contract Period: from 7/1/2017 to 6/30/2018	Revision No.
Activity	Weatherization Assistance Program		
Recipient Address	Comm. Dev. & Neigh. Cons.Dept - 2797 E. Ajo Way, 3rd Floor	City	Tucson
Contact Person	Francie Rech	Zip Code	85713
Phone	520-724-7774	Email	Francie.Rech@pima.gov
Program Specialist	Trisha Ekenberg	Email	trisha.ekenberg@azhousing.gov
		Fax	520-243-7997
		County	Pima

a	c	d	e	f	g	h
Budget Line Item or Activity No.	DOE FY2017	LIHEAP FY2017	Source Program Year	Source Program Year	Source Program Year	GRAND TOTAL ALL SOURCES
Administration Costs	\$ 3,310.00					
Training & Technical Assistance	\$ 7,219.00					
Program Operations	\$ 21,261.00					
Health and Safety	\$ 4,290.00					
Financial Audit	\$ -					
Liability Insurance	\$ -					
LIHEAP Administration		\$ 4,157.00				
LIHEAP Training/TA		\$ 1,337.00				
LIHEAP Program Operations		\$ 124,432.00				
Total	\$36,080.00	\$129,926.00	\$0.00			\$166,006.00

REV. 5-2016



# Arizona Department of Housing

WEATHERIZATION

REVISED

Attachment D

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

Recipient	Pima County	Date	
Contract No	203-17	Contract Period: from 7/1/2017 to 6/30/2018	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	Francie Rech		ZIP 85713
Phone	520-724-7951	Email Francie.rech@pima.gov	Fax 520-243-7997
Program Specialist	Trisha Ekenberg	Email trisha.ekenberg@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 FY2017	LIHEAP FY2017	Source Program Year	Total Amount Req. to Date	Balance in Account	Amount of this Request	New Balance
1. DOE Administration		\$ 3,310.00				\$ 3,310.00		\$ 3,310.00
2. DOE Training & TA		\$ 7,219.00				\$ 7,219.00		\$ 7,219.00
3. DOE Program Ops		\$ 21,261.00				\$ 21,261.00		\$ 21,261.00
4. DOE Health & Safety		\$ 4,290.00				\$ 4,290.00		\$ 4,290.00
5. DOE Financial Audit		\$ -				\$ -		\$ -
6. DOE Liability Ins		\$ -				\$ -		\$ -
7. DOE Total Draw							0.00	
8. LIHEAP Admin.	N/A		\$ 4,157.00			\$ 4,157.00		\$ 4,157.00
9. LIHEAP Training/TA	N/A		\$ 1,337.00			\$ 1,337.00		\$ 1,337.00
10. LIHEAP Program Ops	N/A		\$ 124,432.00			\$ 124,432.00		\$ 124,432.00
11. LIHEAP Total Draw	N/A						0.00	
Total		\$ 36,080.00	\$ 129,926.00	\$ -	\$ -	\$ 166,006.00	\$ -	\$ 166,006.00

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

☐

Not Current

☐

For ADOH Use  
Only

ADOH Program Specialist Approval

Date

ADOH Program Administrator Appr

Date