



## **BOARD OF SUPERVISORS AGENDA ITEM REPORT** **CONTRACTS / AWARDS / GRANTS**

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 2/19/19

**\* = Mandatory, information must be provided**

or Procurement Director Award ☐

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

Arizona Department of Housing (ADOH)

**\*Project Title/Description:**

Funding Agreement for Weatherization Assistance Program (WAP)

**\*Purpose:**

This amendment adds \$16,363.00 in US Health and Human Services, Low Income Home Energy Assistance Program (LIHEAP) federal funding passed-through the State of Arizona Department of Housing that leverages and supports the Pima County Home Repair & Weatherization Program administered by Community Development & Neighborhood Conservation Department. This amendment effectively increases the ADOH funding agreement to \$183,758.00.

Attachments; ADOH IGA 2 copies.

**\*Procurement Method:**

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

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

Weatherization assessments and installation of energy efficient upgrades in homes of income eligible households including, but not limited to families with children, elderly, and persons with disabilities in unincorporated Pima County and Towns of Marana, Oro Valley and Sahuarita.

**\*Public Benefit:**

Improved housing stock by providing eligible households with energy efficient home repair and weatherization services. ADOH WAP funding fully leverages and supports other grant awards administered by the Pima County Home Repair & Weatherization Program.

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

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

**\*Retroactive:**

Yes. Arizona Department of Housing is providing additional funding for this agreement to be utilized during the original effective contract term July 1, 2018 to June 30, 2019.

**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:**

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 22-73.

**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): 19\*031  
Effective Date: July 1, 2018 Termination Date: June 30, 2019 Amendment Number: 2  
☐ Match Amount: \$ \_\_\_\_\_ ☒ Revenue Amount: \$ \$183,758.00

**\*All Funding Source(s) required:** Arizona Department of Housing, Weatherization Assistance Program, LIHEAP funds.

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

Department: CDNC Telephone: 520.724.6787

Department Director Signature/Date: Daniel Tylutki for Margaret M. Kist 1/30/19

Deputy County Administrator Signature/Date: Janet 1/30/19

County Administrator Signature/Date: Carl D. Tylutki 1/31/19  
(Required for Board Agenda/Addendum Items)

Contract No.: 225-18  
Termination Date: June 30, 2019  
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 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

*Increases SFY19-FFY18 LIHEAP award by \$1,328 in Administrative Funds and 15,035 in Project Funds for a total increase of \$16,363. Contract total LIHEAP award is now \$137,918. Contract expiration remains the same. Pima County will provide LIHEAP weatherization assistance to an additional two (2) households making the total contract LIHEAP required beneficiaries eighteen (18).*

The agreement incorporates the Recital paragraphs set forth above.

The Following Attachments are amended and attached hereto:

- |    |  |
|----|--|
| A  | <b>Scope of Work</b>                                     |
| B  | <b>Amended Performance Report/Schedule of Completion</b> |
| C. | <b>Budget</b>  |
| D. | <b>Request for Payment</b>                               |

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: \_\_\_\_\_  
          Carol L. Ditmore  
TITLE: Director  
DATE: \_\_\_\_\_

REQUIRED PIMA COUNTY SIGNATURES  
ON NEXT PAGE

Manager's Approval: \_\_\_\_\_

**PIMA COUNTY GOVERNMENT**

\_\_\_\_\_  
Chairman, Board of Supervisors      Date

ATTEST:

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

APPROVED AS TO CONTENT:

Margaret M. Kue 01/29/2019  
Director, Community Development &  
Neighborhood Conservation

APPROVED AS TO FORM:

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

ATTACHMENT A  
SCOPE OF WORK  
REVISED 1/7/19

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, LIHEAP and SWG 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. Units that do not receive 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 2018 (July 1, 2018 to June 30, 2019) is \$7,262; and
  - b. LIHEAP: Average per unit investment over Program Year 2018 (July 1, 2018 to June 30, 2019) is \$10,000.00. and
- 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; and
  - b. LIHEAP: 18 completed units passing final inspection and ADOH WAP monitoring.



## ATTACHMENT B

## Page 1 of 1

[illegible]



# Arizona Department of Housing

WEATHERIZATION

REVISED 1/7/19

Attachment C

Budget						
Recipient	Pima County				Date	
Contract No./File No.	225-18 Contract Period: from 7/1/2018 to 6/30/2019				Revision No.	
Activity	Weatherization Assistance Program					
Recipient Address	Comm. Dev. & Neigh. Cons.Dept - 2797 E. Ajo Way, 3rd Floor				City	Tucson
Contact Person	Lisa Slehta				Zip Code	85713
Phone	520-724-7802	Email	lisa.slehta@pima.gov		Fax	520-243-7997
Program Specialist	Kathy Blodgett	Email	kathy.blodgett@azhousing.gov		County	Pima
a	c	d	e	f	g	h
Budget Line Item or Activity No.	DOE FY2018	LIHEAP FY2018	Source Program Year	Source Program Year	Source Program Year	GRAND TOTAL ALL SOURCES
Administration Costs	\$ 4,124.00					
Training & Technical Assistance	\$ 9,317.00					
Program Operations	\$ 28,557.00					
Health and Safety	\$ 3,842.00					
Financial Audit	\$ -					
Liability Insurance	\$ -					
LIHEAP Administration		\$ 7,952.00				
LIHEAP Training/TA		\$ 970.00				
LIHEAP Program Operations		\$ 128,996.00				
Total	\$45,840.00	\$137,918.00	\$0.00			\$183,758.00

REV. 5-2016



Arizona  
Department  
of Housing

WEATHERIZATION

REVISED 1/7/19

Attachment D

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

Recipient	Pima County	Date	
Contract No	225-18 Contract Period: from 7/1/2018 to 6/30/2019	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	Lisa Slechta	ZIP	85713
Phone	520-724-7802	Email	<a href="mailto:lisa.slechta@pima.gov">lisa.slechta@pima.gov</a>
		Fax	520-243-7997
Program Specialist	Kathy Blodgett	Email	<a href="mailto:kathy.blodgett@azhousing.gov">kathy.blodgett@azhousing.gov</a>
		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 FY2018	LIHEAP FY2018	Source Program Year	Total Amount Req. to Date	Balance in Account	Amount of this Request	New Balance
1. DOE Administration		\$ 4,124.00			\$ -	\$ 4,124.00		\$ 4,124.00
2. DOE Training & TA		\$ 9,317.00			\$ 2,797.40	\$ 6,519.60		\$ 6,519.60
3. DOE Program Ops		\$ 28,557.00			\$ 6,791.98	\$ 21,765.02		\$ 21,765.02
4. DOE Health & Safety		\$ 3,842.00			\$ 480.00	\$ 3,362.00		\$ 3,362.00
5. DOE Financial Audit		\$ -				\$ -		\$ -
6. DOE Liability Ins		\$ -				\$ -		\$ -
7. DOE Total Draw							0.00	
8. LIHEAP Admin.	N/A		\$ 7,952.00		\$ 3,851.46	\$ 4,100.54		\$ 4,100.54
9. LIHEAP Training/TA	N/A		\$ 970.00		\$ -	\$ 970.00		\$ 970.00
10. LIHEAP Program Ops	N/A		\$ 128,996.00		\$ 71,991.14	\$ 57,004.86		\$ 57,004.86
11. LIHEAP Total Draw	N/A						0.00	
Total		\$ 45,840.00	\$ 137,918.00	\$ -	\$ 85,911.98	\$ 97,846.02	\$ -	\$ 97,846.02

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 <input type="checkbox"/>	Not Current <input type="checkbox"/>			
ADOH Program Specialist Approval			Date	For ADOH Use Only	ADOH Program Administrator Appr
					Date