



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 02/18/2020, Addendum

** = Mandatory, information must be provided*

or Procurement Director Award ☐

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

Tucson Electric Power Company (TEP)

***Project Title/Description:**

TEP Low Income Weatherization Program Services

***Purpose:**

The purpose of this funding agreement amendment is to allow TEP to increase funding to Pima County by \$85,000 for the low income weatherization program. This amendment provides additional utility funding that directly leverages and supports Pima County Home Repair and Weatherization Program administered by the Community Development and Neighborhood Conservation Department.

***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 and Towns of Marana, Oro Valley and Sahuarita.

***Public Benefit:**

Improving health and safety as well as energy saving energy costs.

***Metrics Available to Measure Performance:**

13-Units to receive a maximum of \$6,000.00 towards energy efficient measures.

***Retroactive:**

Yes, to January 31, 2020. Finalizing documentation and reconfirming metrics delayed contract process. If not approved, services will not be provided in the target areas.

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 22-10.

Amendment / Revised Award Information

Document Type: _____ Department Code: CD _____ 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): 20*0025
Effective Date: 01/01/2020 _____ Termination Date: 12/31/2020 _____ Amendment Number: 04
☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 85,000

***All Funding Source(s) required:**

*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)?**

Funding is passed through the Arizona Department of Housing (ADOH)

Contact: Jesus Duran, Housing Rehab Supervisor 724-6787

Department: Community Development and Neighborhood Conservation Telephone: 724-2696

Department Director Signature/Date: *Donnell Ferguson*

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____

(Required for Board Agenda/Addendum Items)

GRANT APPLICATION APPROVAL REQUEST

Instructions: Fill out the top section of this form completely. Contact the program Grants Management & Innovation (GMI) Lead if you require assistance (724-2240). Email your completed request to: GMI@pima.gov. Your request will be forwarded to County Administration for review. Notification of approval requests should be submitted at least 15 business days prior to the application's submission deadline (AP 5-1 Procedure).

Requesting department or entity:	Community Development Neighborhood P ₁ Date: 1/9/20		
Contact information:	Name: Daniel Tylutki		Telephone: 724-6754
Funding opportunity title:	TEP WEATHERIZATION		
Link to opportunity:	https://www.tep.com/news/weatherization/		
Funding agency:	Tucson Electric Power Company (TEP)		
Amount to be requested:	\$ 85,000.00		
Due date and time:	Select One		
What are you going to spend the money on?	<p>Provide installation/repair of energy efficiency measures to dwellings occupied by low-income households who are TEP customers in Pima County Arizona outside of the Cities of Tucson and South Tucson. Benefit recipients must meet income poverty levels established by the federal Low Income Home Energy Assistance Program. Maximum investment per unit is \$6,000 toward energy efficient, including health and safety measures, and up to 10% for administration.</p> <p>This grant has been awarded for 2020 through the amendment. The 2020 allocation of \$85,000 constitutes the second of three annual extensions allowed by the original agreement.</p>		
What will be the benefit to Pima County?	Weatherization - improving health and safety as well as saving energy costs - for for low income families. Part of the \$6000 per customer may be used for Health and Safety measure costs for the participant's home - up to 25% of the maximum expenditure for improvements.		
Indirect costs - check one:	<input checked="checked" type="checkbox"/> I will be requesting indirect costs. Indirect-cost rate to be requested: 10 % <input type="checkbox"/> I have attached a request for waiver of indirect costs (GMI Intranet) <input type="checkbox"/> I need help understanding indirect costs		
By: <u>Daniel Tylutki</u>		Date: <u>1 - 10 - 2020</u>	
Department Director or Designee			

GRANT COST/BENEFIT ANALYSIS

To be completed by GMI staff

CFDA No. N/A

Competitive Criteria:

Not competitive.

Other Factors:

Administrative costs including indirect may not exceed 10%. PC must notify participants of their eligibility to participate in TEP's Lifetime Pricing Plan.

Number of Awards:

Total amount to be awarded:

Match Required: ☐ Yes ☒ No If required what is the amount/percent: _____

Terms Notes (e.g. unusual restrictions, reporting burdens, etc.):

For term January 1 to December 31, 2020. TEP funds must be used first for EE (Energy Efficiency) projects that benefit TEP. Recipients must be TEP customers. Requires adherence to the Arizona Weatherization Program (WAP) requirements. If the Health and Safety measure 25% portion is used, those funds must be accounted for separately. Total expenditures on Health and Safety may not exceed 25% in any one month's invoicing.

Will this project require additional office/project space?

☐ Yes ☒ No

Will this project require staff time that cannot be paid for by the grant?

☐ Yes ☒ No

Will your project require any equipment items over \$5,000 per item?

☐ Yes ☒ No

Does the proposal use a fixed price contract?

☒ Yes ☐ No

Is this project subject to Human Subjects compliance?

☐ Yes ☒ No

Does this project involve subrecipients?

☐ Yes ☒ No

Is there a Statutory Funding Preference from the funding agency?

☐ Yes ☒ No

Allowable Indirect Rate: 10% Admin If Indirect is not allowed, attach documentation.

List any other proposal or funder specific requirements:

Indirect cost recovery is "admin" costs in the TEP grant. It can be used to pay for direct and indirect admin costs.

- private grant, not federal, so we have very little indirect cost recovery traction on this grant - (RL)

GMI notes & recommendations:

Recommend approval. LAK

By:

GMI Director

Date:

1/17/2020

County Administrator Approval Request

Approved: ☒ Not Approved: ☐ Subject to Further Review: ☐ Yes ☐ No

If your project is subject to further review, please contact your GMI Lead to discuss necessary revisions prior to resubmission of the Grant Approval Application Request.

By:

County Administrator or Designee

Date:

1/22/2020



AMENDMENT NO. 4

Agreement for Low Income Weatherization Program Services Between Pima County through its Community Development and Neighborhood Conservation Department and Tucson Electric Power Company

Amendment Number 4 to the Low Income Weatherization Program Services Agreement (the “**Amendment**”) is made as of January 1, 2020 (the “**Effective Date**”) under this Agreement effective by and between Tucson Electric Power Company, (“**TEP**”) and Pima County through its Community Development and Neighborhood Conservation Department, (“**County**”). For the purposes of this Amendment, TEP and County are sometimes referred to individually as “**Party**” and collectively as “**Parties.**” Capitalized terms shall have the meaning ascribed to them in the Agreement unless otherwise defined herein.

RECITALS

TEP and County entered into an Agreement for Low Income Weatherization Program Services effective as of February 1, 2018 and have continued to comply with the terms of the agreement for the period January 1, 2019 through December 31, 2019.

The Parties desire to extend and modify the Agreement as set forth in this Amendment.

AGREEMENT

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. Section 1.4.6. is deleted in its entirety and replaced with the following:
“County may establish an additional administration fee, but this fee cannot exceed 10% of the annual budget. TEP will not be responsible for any weatherization or health and safety costs for any residence in excess of allocations approved in this Agreement.”
2. Section 1.5.1 is deleted in its entirety and replaced with the following:
“TEP will reimburse County up to 25% of the overall annual budget for Health and Safety measures completed under the Program.”
3. Section 1.5.3. is deleted in its entirety and replaced with the following:
“The allowable annual 25% funding for Health and Safety will be based on the overall budget.”
4. Section 5.1. is deleted in its entirety and replaced with the following:
“For budget year 2020, TEP will reimburse County up to **\$85,000** for weatherization services provided under this Agreement. County may use this allocation for all jobs completed between January 1, 2020 and December 31 of 2020.”
5. Pursuant to Section 6.1 the Parties exercise the second (2nd) of three (3) available extensions. This Agreement will terminate on December 31, 2020.

6. Section 2.2.1.3: Exhibit A – 2019 Accrual and Invoicing Reporting Schedule is replaced with the following Exhibit A – 2020 Accrual and Invoicing Reporting Schedule:

Exhibit A 2020 Accrual and Invoicing Reporting Schedule

MONTH	ACCURAL DUE DATE	BILLING DUE DATE
January 2020	1/24/2020	2/20/2020
February 2020	2/21/2020	3/20/2020
March 2020	3/24/2020	4/20/2020
April 2020	4/24/2020	5/20/2020
May 2020	5/22/2020	6/19/2020
June 2020	6/23/2020	7/20/2020
July 2020	7/24/2020	8/20/2020
August 2020	8/25/2020	9/18/2020
September 2020	9/24/2020	10/20/2020
October 2020	10/23/2020	11/20/2020
November 2020	11/24/2020	12/18/2020
December 2020	12/21/2020	1/20/2021

If for any reason, this Amendment is suspended or terminated, the obligations of the Parties shall be suspended or terminated as of the date of such suspension or termination. The Agreement is not amended or modified in any manner whatsoever except as expressly and specifically provided herein. All rights, duties and obligations of TEP and County set forth in the Agreement shall remain in full force and effect unless amended or modified herein.

IN WITNESS WHEREOF, the authorized representatives of both Parties have executed this Amendment No. 4, effective as of the date first above written:

PIMA COUNTY:

TUCSON ELECTRIC POWER COMPANY:

Chairman, Board of Supervisors Date

Brenda Stopani, Supervisor Date
Procurement & Contract Services

ATTEST:

Clerk Board of Supervisors Date

APPROVED AS TO CONTENT:

Daniel Tynan 1-14-2020
Interim Director, Community Date
Development & Neighborhood Conservation

APPROVED AS TO FORM:

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