



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

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 10/19/2021

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

or Procurement Director Award ☐

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

State of 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) American Rescue Plan (ARP) funding from pass-through entity State of 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 adding an additional \$583,340.00 allocation of LIHEAP ARP funds from ADOH.

Indirect Costs: ADOH does not allow indirect costs.

Attachment: ADOH 217-21 Amendment No. 1

***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:**

The benefit of this program is qualifying low-income households will be assisted with home energy-efficiency, and health & safety, installations or repairs 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.

Full Approved 10/16/21 JGS

Contract / Award Information

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

Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): n/a

☐ 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 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 ☒ AmendmentDocument Type: GTAM Department Code: CR Grant Number (i.e., 15-123): ~~21-188~~ 22*030

Commencement Date: 07/01/21 Termination Date: 06/30/22 Amendment Number: 1

☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 583,340.00***All Funding Source(s) required:** Low Income Home Energy Assistance Program (LIHEAP) American Rescue Plan funds passed-through State of 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)?**

State of Arizona Department of Housing

Contact: Josue Licea, HR/WZ Program Manager

Department: Community & Workforce Development

Telephone: x4-6765

Department Director Signature/Date:  9.23.21Deputy County Administrator Signature/Date:  9/29/2021County Administrator Signature/Date:  9/29/2021
(Required for Board Agenda/Addendum Items)

Contract No.: 217-21
Termination Date: June 30, 2022
Amendment No.: 001

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

Award increase for LIHEAP ARP Act funding. Increase includes \$46,667 in Administrative Funds and \$536,673 in Project Funds for a total of \$583,340. Pima County will be required to serve fifty-four (54) units with LIHEAP ARP Act funds. LIHEAP ARP Act funding is to be expended prior to other LIHEAP funding. Contract expiration remains the same.

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 |

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

BY: _____
Sharon Bronson

TITLE: Chairman, Board of Supervisors

DATE: _____

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
REVISED 8/10/2021

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
 - c. LIHEAP ARP: Average per unit investment over Program Year 2021 (July 1, 2021 to June 30, 2022) is \$10,000.
- 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: 35 completed units passing final inspection and ADOH WAP monitoring; and
 - c. LIHEAP ARP: 54 completed units passing final inspection and ADOH WAP monitoring



Arizona
Department
of Housing

WEATHERIZATION

REVISED 8/10/2021

ATTACHMENT B

ADOH PERFORMANCE REPORT/SCHEDULE OF COMPLETION				Page 1 of 1
Recipient	Pima County		Date	
Contract No	217-21 Contract Period: from 7/1/2021 to 6/30/2022		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	Jacqueline Andrade		Zip Code	85713
Phone	520-724-7802	Email	jacqueline.andrade@pima.gov	Fax 520-243-7997
Program Specialist	Gloria Castro	Email	gloria.castro@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		7/1/2021		
Completion of 7 DOE; 10 LIHEAP ARP and 8 LIHEAP Units		9/30/2021		
Completion of 14 DOE, 25 LIHEAP ARP and 8 LIHEAP Units (all numbers cumulative)		12/30/2021		
Completion of 21 DOE, 45 LIHEAP ARP and 8 LIHEAP Units (all numbers cumulative)		3/31/2022		
Completion of 29 DOE, 54 LIHEAP ARP and 35 LIHEAP Units (all numbers cumulative)		6/30/2022		
Project Complete-Contract Close Out		7/31/2022		
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	



Arizona
Department
of Housing

WEATHERIZATION

REVISED 8/10/2021

Attachment C

Budget						
Recipient	Pima County				Date	
Contract No./File No.	217-21 Contract Period: from 7/1/2021 to 6/30/2022				Revision No.	
Activity	Weatherization Assistance Program					
Recipient Address	Comm. Dev. & Neigh. Cons.Dept - 2797 E. Ajo Way, 3rd Floor				City	Tucson
Contact Person	Jacqueline Andrade				Zip Code	85713
Phone	520-724-7802	Email	jacqueline.andrade@pima.gov		Fax	520-243-7997
Program Specialist	Gloria Castro	Email	gloria.castro@azhousing.gov		County	Pima
a	c	d	e	f	g	h
Budget Line Item or Activity No.	DOE FY2021	LIHEAP FY2021	LIHEAP ARP FY2021	Source Program Year	Source Program Year	GRAND TOTAL ALL SOURCES
Administration Costs	\$ 19,712.00					
Training & Technical Assistance	\$ 16,415.00					
Program Operations	\$ 215,353.00					
Health and Safety	\$ 11,289.00					
Financial Audit	\$ -					
Liability Insurance	\$ -					
LIHEAP Administration		\$ 11,646.00				
LIHEAP Training/TA		\$ 2,826.00				
LIHEAP Program Operations		\$ 265,122.00				
LIHEAP ARP Administration			\$ 46,667.00			
LIHEAP ARP Program Ops			\$ 536,673.00			
Total	\$262,769.00	\$279,594.00	\$583,340.00			\$1,125,703.00

REV. 5-2016



Arizona
Department
of Housing
REVISED 8/10/2021

WEATHERIZATION

Attachment D

ARIZONA DEPARTMENT OF HOUSING REQUEST FOR PAYMENT SUMMARY SHEET PAGE 1 OF 2								
Recipient	Pima County						Date	
Contract No	217-21 Contract Period: from 7/1/2021 to 6/30/2022						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	Jacqueline Andrade						ZIP	85713
Phone	520-724-7802		Email	jacqueline.andrade			Fax	520-243-7997
Program Specialist	Gloria Castro		Email	gloria.castro@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 FY2021	LIHEAP FY2021	LIHEAP ARP FY2021	Total Amount Req. to Date	Balance in Account	Amount of this Request	New Balance
1. DOE Administration		\$ 19,712.00				\$ 19,712.00		\$ 19,712.00
2. DOE Training & TA		\$ 16,415.00				\$ 16,415.00		\$ 16,415.00
3. DOE Program Ops		\$ 215,353.00				\$ 215,353.00		\$ 215,353.00
4. DOE Health & Safety		\$ 11,289.00				\$ 11,289.00		\$ 11,289.00
5. DOE Financial Audit		\$ -				\$ -		\$ -
6. DOE Liability Ins		\$ -				\$ -		\$ -
7. DOE Total Draw							\$ -	\$ 262,769.00
8. LIHEAP Admin.	N/A		\$ 11,646.00			\$ 11,646.00		\$ 11,646.00
9. LIHEAP Training/TA	N/A		\$ 2,826.00			\$ 2,826.00		\$ 2,826.00
10. LIHEAP Program Ops	N/A		\$ 265,122.00			\$ 265,122.00		\$ 265,122.00
11. LIHEAP Total Draw	N/A						\$ -	\$ 279,594.00
12. LIHEAP ARP Admin.	N/A			\$ 46,667.00		\$ 46,667.00		\$ 46,667.00
13. LIHEAP ARP Prg Ops	N/A			\$ 536,673.00		\$ 536,673.00		\$ 536,673.00
14. LIHEAP ARP Total	N/A						\$ -	\$ 583,340.00
Total		\$ 262,769.00	\$ 279,594.00	\$ 583,340.00	\$ -	\$ 1,125,703.00	\$ -	\$ 1,125,703.00
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 <input type="checkbox"/>		Not Current <input type="checkbox"/>		For ADOH Use Only		
ADOH Program Specialist Approval					Date			
						Date		