



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: May 21, 2024

or Procurement Director Award:

* = Mandatory, information must be provided

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

State of Arizona Department of Housing

***Project Title/Description:**

US Department of Energy (DOE), Weatherization Assistance Program (WAP), Bipartisan Infrastructure Law (BIL)

***Purpose:**

The Arizona Department of Housing Weatherization Assistance Program (ADOH WAP) award is comprised of Department of Energy (DOE) Weatherization Bipartisan Infrastructure Law funds. Funding allows Pima County (recipient) to provide installation or repair of energy efficiency measures to dwellings occupied by low-income households in Pima County, Arizona outside the city limits of the City of Tucson. ADOH sets initial allocations annually and then periodically reallocates funding to better align with local-area capacity. This amendment is decreasing the amount of DOE WAP BIL funding in the Pima County WAP budget from \$749,880.00 to \$349,880.00 and decreasing the number of required unit completions from 67 to 31.

Indirect Costs: ADOH does not allow indirect costs.

Attachment: ADOH 228-23, Amendment 1

***Procurement Method:**

The grant award amendment was reviewed by the Pima County Attorney's Office, but their signature is not required.

***Program Goals/Predicted Outcomes:**

Installation or repairs of energy efficiency measures to qualified low-income owner-occupied households in Pima County outside the City of Tucson.

***Public Benefit:**

Qualifying low-income households will be assisted with home energy efficiency and health and safety installations or repairs which will lower utility costs and make their homes safe, decent, and affordable, improving the overall housing stock in Pima County.

***Metrics Available to Measure Performance:**

Monthly performance reports are submitted to ADOH.

***Retroactive:**

No.

LEMI approved
5/2/2024

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement 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: _____ Contract Number (i.e., 15-123): _____
Amendment No.: _____ AMS Version No.: _____
Commencement Date: _____ New Termination Date: _____
Prior Contract No. (Synergen/CMS): _____

Expense 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: CR Grant Number (i.e., 15-123): 24*070
Commencement Date: 07/01/2022 Termination Date: 06/30/2027 Amendment Number: 1
Match Amount: \$ _____ Revenue Amount: \$ 349,880.00

*All Funding Source(s) required: United States Department of Energy via ADOH WAP BIL (pass-through)

*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)?
Pass Through

Contact: Joel Gastelum/Joel Viers Department: CWD Telephone: 724-6750/724-6767

Department Director Signature: [Signature] Date: 8/23/27
Deputy County Administrator Signature: [Signature] Date: 6/11/2024
County Administrator Signature: [Signature] Date: 5/16/2024

Contract No.: 228-23
Termination Date: 6/30/2027
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 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

DOE WAP BIL Funding Award has been reduced by \$400,000.00. Awarded funds are now \$349,880.00. Required job completions has been reduced to thirty-one (31) completions by 6/30/2027. All other terms and conditions remain the same.

The agreement incorporates the Recital paragraphs set forth above.

The Following Attachments are amended and attached hereto:

- A. Scope of Work**
- B. 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.

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: _____
Joan Serviss


BY: _____
Adelita Grijalva

TITLE: Executive Deputy Director

TITLE: Chair, Board of Supervisors

DATE: _____

DATE: _____

Manager's Approval: 

**ATTACHMENT A
SCOPE OF WORK
REVISED 10.25.23**

The Arizona Department of Housing Weatherization Assistance Program (ADOH WAP) award will be comprised of Department of Energy (DOE) Weatherization Bipartisan Infrastructure Law 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 excluding the city limits of the City of Tucson.

This contract award is contingent upon:

- A. Assistance is reserved for the following incomes:
 - 1) DOE WAP BIL funds: 200% or below of Federal Poverty Guidelines as published annually or WPN 22 -5 HUD means tested 80% or below of Area Median Income.
- B. The program will prioritize services to the following populations:
 - 1) Elderly, at or above the age of sixty (60) years;
 - 2) Persons with Disabilities; and
 - 3) Families with children at or below the age of five (5) years.
- C. DOE WAP funds require adherence to the following provisions as revised:
 - 1) 10 CFR Part 440 as revised;
 - 2) The Arizona Weatherization Assistance Program State Plan (State Plan);
 - 3) Health and Safety Plan (HSD Plan);
 - 4) The Arizona Weatherization Policies and Procedures Handbook;
 - 5) Arizona Weatherization Assistance Program Field Guide;
 - 6) Standard Work Specifications; and
 - 7) DOE WPN 22-4 Quality Work Plan.”
 - a. All energy audits performed will meet or exceed the requirements set forth in WPN 19-4;
 - b. The ADOH Receipt of Field Guide Verification form must be completed and signed by all appropriate representatives on an annual basis.
 - 8) Recipient must ensure all items 1) through 7) are included in contracts with their contractors/vendors.
- D. Weatherization Readiness Funds WPN 23-4 (WRF) measures and administration expenditures are eligible to be used with WAP BIL and will be tracked separately from other DOE funding under Recipient’s non WAP BIL funded DOE contract. WRF will not be subject to the DOE Average Cost Per Unit (ACPU) or Health and Safety caps. A waiver must be submitted to ADOH and approved prior to project commencement. Allowable measures include but are not limited to the following:
 - 1) Roof repair;
 - 2) Wall repair (interior or exterior);
 - 3) Ceiling repair;
 - 4) Floor repair;
 - 5) Foundation or subspace repair;
 - 6) Exterior drainage repairs (e.g. landscaping or gutters);
 - 7) Plumbing repairs;
 - 8) Electrical repair; and
 - 9) Clean-up or remediation beyond typical scope of WAP preventing WAP work.
- E. Maximum investment per unit is as follows:
 - 1) DOE WAP BIL: ACPU investment over the life of the funding (July 1, 2022 to June 30, 2027) is \$8,009;
 - 2) DOE WRF: maximum per unit investment is a \$10,000 rolling average per residence.
- F. Satisfactory SHPO requirements if applicable must be completed prior to any construction activity or any expenditure of funds.
- G. Recipient will be expected to fully expend awarded funds and complete the following number of WAP BIL units:

**Funding Agreement with
State of Arizona, Department of Housing**

- 1) Thirty-one (31) for tranche 1 (A minimum of 18 units must be completed by 6/30/2027 for Recipient to receive their second tranche of funding; and
- 2) Thirty-one (31) units for tranche 2.



ADOH PERFORMANCE REPORT/SCHEDULE OF COMPLETION				Page 1 of 1
Recipient	Pima County		Date	
Contract No	228-23 Contract Period: from 7/1/2022 to 6/30/2027		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	Phyllis Ravago		Zip Code	85713
Phone	520-724-7705	Email	phyllis.ravago@pima.gov	
Program Specialist	Gloria Castro	Email	gloria.castro@azhousing.gov	
			Fax	520-243-7997
			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 Retroactive begin date		1/1/2023		
Completion of 7 DOE WAP BIL units (all numbers cumulative)		6/30/2024		
Completion of 15 DOE WAP BIL units (all numbers cumulative)		6/30/2025		
Completion of 22 DOE WAP BIL units (all numbers cumulative)		6/30/2026		
Completion of 31 DOE WAP BIL units (all numbers cumulative) (**18)		6/30/2027		
Project Complete-Contract Close Out		7/31/2027		
** Number of unit completions Pima County must accomplish by 6/30/2027 to be eligible to receive their second tranche of WAP BIL Funding.				
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 BIL units 100% complete & QCI Passed?				
B. # of BIL units complete but need QCI?				
C. # of BIL units under construction?				
D. # of BIL units out to bid?				
Recipient Authorized Signature		Date	Title	



Arizona
Department
of Housing

WEATHERIZATION

REVISED 10.25.23

Attachment C

Budget							
Recipient	Pima County					Date	
Contract No./File No.	228-23		Contract Period: from 7/1/2022 to 6/30/2027			Revision No.	
Activity	Weatherization Assistance Program						
Recipient Address	Comm. Dev. & Neigh. Cons.Dept - 2797 E. Ajo Way, 3rd Floor					City	Tucson
Contact Person	Phyllis Ravago					Zip Code	85713
Phone	520-724-7705	Email	Phyllis.Ravago@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 WAP BIL 2022-2027	Source Program Year	Source Program Year	Source Program Year	Source Program Year	GRAND TOTAL ALL SOURCES	
Administration Costs	\$ 34,552.00						
Training & Technical Assistance	\$ 28,930.00						
Program Operations	\$ 249,042.00						
Health and Safety	\$ 37,356.00						
Financial Audit	\$ -						
Liability Insurance	\$ -						
DOE WRF Administration							
DOE WRF Program Operations							
LIHEAP Administration							
LIHEAP Training/TA							
LIHEAP Program Operations							
Total	\$349,880.00	\$0.00	\$0.00			\$349,880.00	



Arizona
Department
of Housing
REVISED 10.25.23

WEATHERIZATION

Attachment D

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

Recipient	Pima County		Date	
Contract No	228-23	Contract Period: from 7/1/2022 to 6/30/2027	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	Phyllis Ravago		ZIP	85713
Phone	520-724-7705	Email	Phyllis.Ravago@pima.gov	
Program Specialist	Gloria Castro	Email	gloria.castro@azhousing.gov	
			Fax	520-243-7997
			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 WAP BIL 2022-2027	Source Program Year	Source Program Year	Total Amount Req. to Date	Balance in Account	Amount of this Request	New Balance
1. DOE Administration		\$ 34,552.00				\$ 34,552.00		\$ 34,552.00
2. DOE Training & TA		\$ 28,930.00				\$ 28,930.00		\$ 28,930.00
3. DOE Program Ops		\$ 249,042.00				\$ 249,042.00		\$ 249,042.00
4. DOE Health & Safety		\$ 37,356.00				\$ 37,356.00		\$ 37,356.00
5. DOE Financial Audit		\$ -				\$ -		\$ -
6. DOE Liability Ins		\$ -				\$ -		\$ -
7. DOE Total Draw					\$ -	\$ 349,880.00	\$ -	\$ 349,880.00
8. DOE WRF Admin.						\$ -		\$ -
9. DOE WRF Prg. Ops.						\$ -		\$ -
10. DOE WRF Total Draw					\$ -	\$ -	\$ -	\$ -
8. LIHEAP Admin.						\$ -		\$ -
9. LIHEAP Training/TA						\$ -		\$ -
10. LIHEAP Program Ops						\$ -		\$ -
11. LIHEAP Total Draw					\$ -	\$ -	\$ -	\$ -
Total		\$ 349,880.00	\$ -	\$ -	\$ -	\$ 349,880.00	\$ -	\$ 349,880.00

Recipient Authorized Signature	Date	Title
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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	ADOH Program Administrator Appr	