

COB - BOSAIR FORM

08/06/2026 1:56 PM (MST)

Submitted by Ana.Basurto@pima.gov



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number:

Amplifund Grant Record Number: 107359GT

Award Type: Grant

BOSAIR Activity: Board Meeting Request

Requested Board Meeting Date: 08/25/2026

Supplier / Customer / Grantor / Subrecipient: Arizona Department of Housing (ADOH)

Project Title / Description: Arizona Department of Housing Weatherization Assistance Program (ADOH WAP), State Housing Trust Funds (SHTF)

Purpose: The Arizona Department of Housing ARPA, State Local Fiscal Recovery Funds (SLFRF) award was comprised of Department of Treasury, ARPA funding and has now been transferred to the Arizona Department of Housing Weatherization Assistance Program (ADOH WAP), State Housing Trust Funds (SHTF). Funds will allow Pima County to provide installation/repair and energy efficiency measures to dwellings occupied by low- income households in Pima County, Arizona excluding the city limits of the City of Tucson.

This amendment is transferring the funding to the State Housing Trust Fund; changing the scope of work to assist persons from 200% Area Median Income to persons at or below 80% of Area Median Income and extending the term to June 15, 2027.

Procurement Method: Grant: Not applicable

Procurement Method Additional Info: N/A

Program Goals/Predicted Outcomes: Installation or repairs of energy-efficiency measures to qualified low-income, owner-occupied households in Pima County outside of the City of Tucson city limits.

Public Benefit and Impact: The benefit of the 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.

Strategic Plan Pillar	Quality of Life
Support of Prosperity Initiative:	2. Improve Quality of Life and Opportunity in High Poverty Areas 3. Improve Housing Stability
Provide information that explains how this activity supports the selected Prosperity Initiatives	In support of the Pima County Property Initiative Pillar 2: Improve Quality of Life for Pima County Residents, Goal 2.2/Strategy 2.2.2/Tactic 2.2.2.3: Continue to support housing stability among low-income renters through the Emergency Eviction Legal Services (EELS) program, and other housing stabilization efforts. The funding will provide supplementary funding to the Department of Community & Workforce Development (CWD) Home Repair & Weatherization program and will assist in making home repairs that otherwise are not affordable for low-income households in rural and unincorporated areas of Pima County.
Metrics Available to Measure Performance:	Monthly performance reports will be submitted to ADOH.
Retroactive:	NO

Grant / Amendment Information (for grants acceptance and awards)

Record Number:

Euna Grant Record Number: 107359GT

Type:	Amendment
Department Code:	CWD
Euna Grant Record Number:	107359GT
Amendment Number:	1
Commencement Date:	01/01/2026
Termination Date:	06/15/2027
Advantage Initial GTAW# (If Applicable):	N/A

Total Revenue Amount:

\$0.00

Total Match Amount

\$0.00

Advantage Grant ID # (If Applicable): N/A

All Funding Source(s) required: Arizona Department of Housing Weatherization Assistance Program (ADOH WAP), State Housing Trust Funds (SHTF)

Does PCAO need to review the grant award (or grant amendment)?	YES
Does PCAO need to sign the grant award (or grant amendment)?	YES
Match funding from General Fund?	NO
Match funding from other sources?	NO
Are Federal Funds Involved?	NO

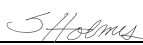
Department: CWD

Name: Joel Viers/ Joel Gastelum

Telephone: 520-724-6750/520-724-6767

GMI Director:  Date: 8/6/2026 | 3:05 PM MST

Department Director Signature: Terry Galligan Delegated Signer Date: 8/6/2026 | 2:54 PM MST

Deputy County Administrator Signature:  Date: 8/6/2026 | 5:31 PM MST

County Administrator Signature:  Date: 8/7/2026 | 8:51 AM MST

Contract No.: 915-26

Termination Date: June 15, 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

Pima County's awarded funds are changing from \$250,436.00 in federal ARPA funds to \$250,436.00 in State Housing Trust Funds (SHTF). The Scope of work is changed to assist persons at or below 80% of Area Median Income. The contract termination date is extended to June 15, 2027. Attachment E Special Conditions is nullified and deleted.

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.

Manager's Approval: 

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: _____

Ruby Dhillon-Williams

TITLE: Director

BY: _____

Jennifer Allen

TITLE: Chair, Board of Supervisors

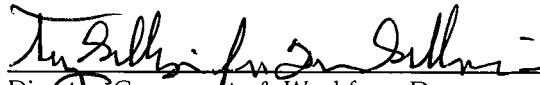
DATE: _____

DATE: _____

ATTEST:

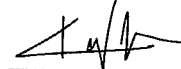
APPROVED AS TO CONTENT:

Clerk of the Board



Director, Community & Workforce Dev.

APPROVED AS TO FORM:



Deputy County Attorney

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

**ATTACHMENT A
SCOPE OF WORK
REVISED 6/29/2026**

The Arizona Department of Housing Weatherization Assistance Program (ADOH WAP) award will be comprised of State Housing Trust Fund (SHTF) funds. Funding will allow Pima County (**recipient**) to provide necessary pre-weatherization repairs not allowed under the DOE Weatherization Readiness Funds (WRF) and installation/repair of energy efficiency measures to dwellings occupied by low- and moderate-income households at or below 80% of Area Median Income in Pima County Arizona outside the incorporated city limits of the City of Tucson, Arizona.

This contract award is contingent upon:

- A. The program will prioritize services to the following populations in the order of highest priority shown below:
 - 1) Income eligible households whose residence has been inspected for weatherization but deferred due to the need for repairs not covered by DOE WRF and DOE H&S or LIHEAP H&S; If Subgrantee has no priority 1 households they may proceed to priority 2.
 - 2) Income eligible households with emergency heating or cooling needs
 - Heat source inoperable with internal temperatures below 55 degrees
 - Cooling source inoperable with internal temperatures above 85 degrees;
- B. Assistance is reserved for the households up to 80% of the Area Median Income adjusted for household size as determined annually by the U.S. Department of Housing and Urban Development.
- C. Energy Efficiency measures 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 23-6;
 - b. The ADOH Receipt of Field Guide Verification form must be completed and signed by all appropriate representatives on an annual basis.
 - 8) Pima County must ensure all items 1) through 7) are included in contracts with their contractors/vendors.
- D. Maximum SHTF investment per unit is \$20,000 average cost per unit and includes pre-weatherization or Health and Safety repairs as well as energy efficiency installation. SHTF funds can be leveraged with other weatherization resources including DOE; LIHEAP; APS (APS customers only); SRP (SRP Customers only); and SWG (SWG customers only).
- E. Pima County will be expected to fully expend awarded funds no later than June 15, 2027 and complete a minimum of 10 units passing final inspection and ADOH WAP Monitoring.
- F. Pima County shall make timely payments to vendors per the AZ WAP Policies and Procedures Handbook Section 3.5 Vendor Payments.
- G. Pima County shall submit timely reimbursement requests no later than the 25th of each month for the previous month's completed jobs.



SHTF WEATHERIZATION

REVISED 6/29/2026

ATTACHMENT B

ADOH PERFORMANCE REPORT/SCHEDULE OF COMPLETION				Page 1 of 1
Recipient	Pima County		Date	
Contract No	915-26	Contract Period: from 1/1/2026 to 6/15/2027	Revision #	
Activity	SFY26-27 SHTF Weatherization			
Recipient Address	Comm. & Workforce Dev. Dept - 2797 E. Ajo Way, 3rd Floor		City	Tucson
Contact Person	Maria Rojas		Zip Code	85713
Phone	520-724-7705	Email	maria.rojas@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 each month.				
Contract Schedule	Contract Date	Complete Yes/No	Modification Date	
Contract Execution (retroactive to 1/1/2026)	2/23/2026			
Completion of 1 SHTF Unit	4/30/2026			
Completion of 2 SHTF Units (all numbers cumulative)	6/30/2026			
Completion of 4 SHTF Units (all numbers cumulative)	9/30/2026			
Completion of 6 SHTF Units (all numbers cumulative)	12/31/2026			
Completion of 8 SHTF Units (all numbers cumulative)	3/31/2027			
Completion of 10 SHTF Units (all numbers cumulative)	6/15/2027			
Project Complete-Contract Close Out	6/15/2027			
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 SHTF units 100% complete?				
B. # of SHTF units under construction?				
C. # of SHTF units out to bid?				
D. # of SHTF units on wait list or in call queue				
Recipient Authorized Signature		Date	Title	



SHTF WEATHERIZATION

REVISED 6/29/2026

Attachment C

Budget						
Recipient	Pima County				Date	
Contract No./File No.	915-26 Contract Period: from 1/1/2026 to 6/15/2027				Revision No.	
Activity	SFY26-27 SHTF Weatherization					
Recipient Address	Comm. & Workforce Dev. Dept - 2797 E. Ajo Way, 3rd Floor				City	Tucson
Contact Person	Maria Rojas				Zip Code	85713
Phone	520-724-7705	Email	maria.rojas@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.	SHTF 2023	Source Program Year	Source Program Year	Source Program Year	Source Program Year	GRAND TOTAL ALL SOURCES
SHTF Administration	\$ 50,087.00					
SHTF Program Ops	\$ 200,349.00					
Total	\$ 250,436.00	\$0.00	\$ -			\$250,436.00

REV. 5-2016



SHTF WEATHERIZATION

REVISED 6/29/2026

Attachment D

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

Recipient	Pima County	Date	
Contract No	915-26	Contract Period: from 1/1/2026 to 6/15/2027	Pay Req. No/Mo
Activity	SFY26-27 SHTF Weatherization	Direct Wire Dep	Yes No
Recipient Address	Comm. & Workforce Dev. Dept - 2797 E. Ajo Way, 3rd Floor	City	Tucson
Contact Person	Maria Rojas	ZIP	85713
Phone	520-724-7705	Email	maria.rojas@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 backup documentation. SIGNATURES are required for processing.

a	b	c	d	d	e	f	g	h
Budget Line Item or Activity No.		SHTF 2023	Source Program Year	Source Program Year	Total Amount Req. to Date	Balance in Account	Amount of this Request	New Balance
1. SHTF Administration	N/A	\$ 50,087.00				\$ 50,087.00		\$ 50,087.00
2. SHTF Program Ops	N/A	\$ 200,349.00				\$ 200,349.00		\$ 200,349.00
	N/A					\$ -		\$ -
	N/A					\$ -		\$ -
3. SHTF Total Draw					\$ -	\$ 250,436.00	\$ -	\$ 250,436.00
	N/A							
	N/A							
	N/A							
	N/A							
	N/A							
	N/A							
Total		\$ 250,436.00	\$ -	\$ -	\$ -	\$ 250,436.00	\$ -	\$ 250,436.00

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 Prg Administrator Approval Date

REV. 1-2014