

**AMENDMENT #5  
for  
WEATHERIZATION LOW-INCOME ASSISTANCE AGREEMENT  
#LW-ESA-12-2182-02**

**BETWEEN**

**THE STATE OF ARIZONA  
GOVERNOR'S OFFICE OF ENERGY POLICY  
and  
GILA COUNTY**

WHEREAS, this contract was awarded under the authority of the Governor's Office of Energy Policy (OEP) and the OEP functions have been transferred to the Arizona Department of Administration – Office of Grants and Federal Resources (GFR). As a result, the contracts administered by OEP are transferred to GFR.

WHEREAS, A.R.S. § 41-703(7) authorizes the Director of the Arizona Department of Administration (ADOA) to execute and administer contracts.

NOW THEREFORE, pursuant to **Section XXV, AMENDMENT OR MODIFICATION**, all references in the Agreement to OEP are amended to refer to GFR, and the following sections of the above referenced Weatherization Low-Income Assistance Agreement are hereby amended as follows:

**Section II, TERM OF CONTRACT**

This amendment provides a new contract award amount for a period of twelve months. The contract renewal period shall be effective July 1, 2015 through June 30, 2016.

**Section IV, CONTRACT BUDGET**

Pursuant to Terms and Conditions, "Contract Budget," of the above referenced contract, the GFR hereby exercises its option to amend this contract to provide up to \$89,826 as a reimbursement ceiling for FY16, inclusive of administrative and program funds.

**Section V, SCOPE OF WORK**

**C. METHOD OF PAYMENT**

**5. Reimbursement**

c. Funding shall not be paid for any household that is not 100 percent complete and all work orders are closed out and the job has been submitted to GFR.

**D. REPORTS**

**5. Report Submittal Requirements**

d. The following forms and all other forms developed by GFR must be submitted as required.

1. Field Waiver
2. Client File Checklist
3. Calibration Verification Form
4. Client Evaluation Forms
5. Employee Certification Form
6. Field Guide Verification of Receipt
7. Health and Safety Waiver

- 8. Job Cost Submittal Form
- 9. T&TA Waiver
- 10. QCI Form

e. Training Funds

Expenses charged to the Training line item budget requires a Training form, which is provided by GFR, to be completed and filed with the Financial Report Form in order for reimbursement to be paid. Weatherization training, Program sessions, or workshops that will exceed \$500 or more in cost must have prior written approval from GFR. Any training Program sessions or workshops not sponsored by the GFR or DOE and charged to Weatherization must have prior written approval from GFR.

**E. SUBMITTAL ADDRESS**

All Payment Request Forms and Report Forms must be directed to:

**Arizona Department of Administration, Office of Grants and Federal Resources  
100 N. 15<sup>th</sup> Avenue, Suite 202  
Phoenix, Arizona 85007**

**Section XIV, CLIENT FILE REQUIREMENTS**

**D. Rental Properties**

All single family and multifamily rental properties must be weatherized under the terms of this AGREEMENT. **Prior written approval is required by GFR for all rental properties of five (5) or more units.** Written permission to perform itemized services must be obtained from the owner of the rental unit or the owner's authorized agent. Said written permission is to be retained along with such other agreements between the Contractor and the rental owner/agent, as part of the job record and client job file.

**Section XLIX, NOTICES**

All notices, demands, and communications provided for herein or made hereunder shall be delivered, or sent by certified mail, return receipt requested, addressed in each case as follows, until some other address shall have been designated in a written notice to the other party hereto given in like manner:

**If to CONTRACTOR:**

Gila County  
Office of Community Services  
5515 South Apache Avenue, Suite 200  
Globe, AZ 85501

Contractual/Financial Contact

Malissa Buzan  
Director of Community Services  
PHONE 928-402-8693  
FAX 928-425-9468  
EMAIL [mbuzan@co.gila.az.us](mailto:mbuzan@co.gila.az.us)

Program/Technical Contact

Malissa Buzan  
Director of Community Services  
PHONE 928-402-8693  
FAX 928-425-9468  
EMAIL [mbuzan@co.gila.az.us](mailto:mbuzan@co.gila.az.us)

**If to GFR:**

ADOA – Office of Grants and Federal Resources  
100 N. 15<sup>th</sup> Avenue, Suite 202  
Phoenix, AZ 85007

Contractual/Financial Contact

Evelyn Billings  
Grants Administrator  
PHONE 602-771-1141  
EMAIL [evelyn.billings@azdoa.gov](mailto:evelyn.billings@azdoa.gov)

Program/Technical Contact

GFR Assigned Auditor

