

DOUGLAS A. DUCEY  
Governor



MICHAEL TRAILOR  
Director

STATE OF ARIZONA  
DEPARTMENT OF HOUSING  
1110 WEST WASHINGTON, SUITE 280  
PHOENIX, ARIZONA 85007

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FAX: 602-771-1002

June 13, 2016

Malissa Buzan, Housing Services Manager  
Gila County  
5515 S. Apache Ave., Suite 200  
Globe, Arizona 85501-4430

**Recipient: Gila County**  
**Weatherization Assistance Program**  
**REPLY DUE: July 15, 2016**

Dear Ms. Buzan:

Enclosed for your Chief Elected Official's signature are 2 copies of the new funding agreement for your FY 2016/2017 Weatherization Assistance Program funds. The effective date of the agreement will be the date it is signed by the State of Arizona Department of Housing ("ADOH"). The expiration date appears at the top of page one. Eligible expenditures incurred beginning July 1, 2016 will be covered by this Funding Agreement.

The following items are also enclosed:

1. Copy of the Job Cost Submittal Form required for each funding source on each request for payment.
2. Copy of the Calibration Tracking Form which must be completed and a copy returned to ADOH.
3. Copy of the Employee Certification Verification Form which must be completed and a copy returned to ADOH.
4. Copy of the Receipt of Field Guide which must be completed and a copy returned to ADOH. The Field Guide can be accessed at: <https://housing.az.gov/documents-links/handbooks>.

All of the forms listed above may be downloaded from the ADOH website in fillable format. The forms are located at: <https://housing.az.gov/documents-links/forms/weatherization>.

Please execute and return all of the originally signed copies of each Funding Agreement and the completed forms 2. Through 4. to ADOH by the date indicated. After the appropriate person at ADOH signs, a fully executed original hardcopy of the Funding Agreement will be forwarded to you and the Attachment D Request for Payment Form will be sent to you electronically.

If you have questions or concerns about this letter or the enclosures, please contact Trisha Ekenberg, CD&R Specialist at: [trisha.ekenberg@azhousing.gov](mailto:trisha.ekenberg@azhousing.gov) or (602) 771-1084.

Sincerely,

A handwritten signature in blue ink, appearing to read "Katherine E. Blodgett".

Katherine E. Blodgett  
Community Development and Revitalization Programs Administrator

Enclosures