



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 6/4/2024

* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

Arizona Department of Environmental Quality

***Project Title/Description:**

Pima County Voluntary Lawn and Garden Equipment Emissions Reduction Program

***Purpose:**

The purpose of the contract is to administer and fund the Voluntary Lawn Equipment Emissions Reduction Program in Pima County, as required by Arizona Revised Statutes 49-474.02. The agreement extends Pima County's program for an additional year. The extension of the program, which will be administered by the Pima County Department of Environmental Quality (PDEQ), will be managed in accordance with the work plan outlined in the agreement, scope of work, and proposed program budget. The program will allow residents to exchange polluting lawn and garden equipment for vouchers for low or zero emissions equipment to improve air quality in the State.

***Procurement Method:**

The grant award was reviewed by PCAO, but their signature is not required.

***Program Goals/Predicted Outcomes:**

The goal of the program is to replace approximately 200 pieces of gasoline powered lawn and garden equipment, which emits air pollution. The estimated annual emission reduction is 42.63 tons of carbon monoxide (CO), 3.33 tons of volatile organic compounds (VOC), 0.25 tons of nitrogen oxides (NOx), and 0.15 tons of particulate matter (PM10).

***Public Benefit:**

According to the Environmental Protection Agency (EPA), poor air quality has been linked to many health problems, especially for the very young whose lungs are still developing and the elderly with lower immune systems. This funding provides an opportunity for Pima County residents to improve air quality which may reduce health costs for residents affected by poor air quality. Participating residents will be exchanging their gasoline-powered lawn and garden equipment for a credit voucher toward the purchase of zero emission equipment. These purchases will generate revenue for the companies in Pima County that sell the equipment and participate in the program.

***Metrics Available to Measure Performance:**

The number of lawn and garden devices retired will be counted by brand and year of manufacture. This will be used to determine the amount of air pollution reduced. PDEQ will be responsible for preparing an annual report for ADEQ to determine the cost effectiveness of the program in terms of dollars spent per ton of emissions reduced.

***Retroactive:**

No

6/11/24 approved
(MCC) 5/2/24

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: GTAW Department Code: DE Grant Number (i.e., 15-123): 24*145

Commencement Date: 07/01/2024 Termination Date: 06/30/2025 Amendment Number: _____

☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 50,000

***All Funding Source(s) required:** Arizona Department of Environmental Quality

***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)?**

Contact: Natalie Shepp, Environmental Quality Manager

Department: Environmental Quality

Judy Tovar

Digitally signed by Judy Tovar
DN: cn=Judy Tovar, o=Pima County,
ou=Environmental Quality,
email=judy.tovar@pima.gov, c=US
Date: 2024.04.26 12:42:49 -0700

Telephone: 520-724-6885

Department Director Signature: _____ Date: _____

Deputy County Administrator Signature: _____ Date: 6 June 2024

County Administrator Signature: _____ Date: 5/16/2024

AGREEMENT

NO. EV25-0066

between

PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY

and

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

WHEREAS, **THIS AGREEMENT** is between the **STATE OF ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY** [hereinafter referred to as the “Department” or “ADEQ”], authorized to contract pursuant to A.R.S. § 49-104(B), and **PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY** [hereinafter referred to as the “Pima County” or “the County”].

THEREFORE, ADEQ and PIMA COUNTY agree to the terms contained in this Agreement.

I. PURPOSE AND SCOPE OF AGREEMENT

The purpose of this Agreement to fund the Voluntary Lawn and Garden Emissions Reduction Program [hereinafter referred to as “the Program”], in Pima County, which Pima County is required to administer pursuant to A.R.S. § 49.474.02. ADEQ is authorized to fund the Program pursuant to A.R.S. § 49-551.

This written Agreement includes all terms in this document and any modifications approved in accordance herewith, including Attachment 1: Voluntary Lawn & Garden Equipment Emissions Reduction Program “Cut Down Pollution” Work Plan FY 24-25 [hereinafter “Work Plan”].

II. TERM OF AGREEMENT, MODIFICATION, TERMINATION, AND INTEGRATION

- A. This Agreement shall be effective July 1, 2024 and shall terminate on June 30, 2025 contingent upon funding.
- B. The Agreement may be modified or renegotiated for additional periods upon mutual written agreement by ADEQ and PIMA COUNTY, by formal contract amendment executed with the same formalities as this Agreement.
- C. Either party may terminate this Agreement at any earlier time by providing written notice to the other party at least thirty (30) days prior to the termination date.
- D. This Agreement constitutes the entire Agreement between the parties and supersedes all other prior understandings, whether oral or written, including prior Agreement No. EV23-0001 upon this Agreement's effective date.

III. DESCRIPTION OF SERVICES

A. ADEQ shall:

1. reimburse the Pima County Department of Environmental Quality (County) up to a maximum of \$50,000 to execute Attachment 1 Work Plan and incorporated by reference as though set forth verbatim herein.

B. See Attachment 1: Work Plan.

IV. MANNER OF FINANCING AND PAYMENT

- A. The County will send quarterly invoices to ADEQ requesting reimbursement within sixty (60) days of the end of the quarter, and invoices shall be paid by ADEQ within thirty (30) days after receipt of invoice.

- B. All quarterly invoices requesting reimbursement shall be accompanied by quarterly program progress reports submitted by the County, and shall provide assurance that the tasks and activities specified in Attachment 1: Work Plan for which reimbursement is requested were actually performed as planned, and expenditures for tasks and activities occurred during period for which reimbursement is requested.

V. REPORTING REQUIREMENTS

- A. Pima County shall submit the following quarterly reports to ADEQ within sixty (60) days of the end of the quarter: 1) certified expense report, 2) invoice requesting reimbursement and 3) program progress report. Elements of certified expense report should be aligned with spending categories on invoice for reimbursement and program outcomes specified in program progress report, to the extent that expenses track with program outcomes.

- B. Pima County shall follow any additional Reporting Requirements outlined in Attachment 1: Work Plan.

VI. APPLICABLE LAW

- A. This Contract shall be governed by and construed in accordance with Arizona Revised Statutes Title 49 and other laws and regulations of the State of Arizona as applicable, including the Arizona Procurement Code at A.R.S. § 41-2501 *et. seq.* and administrative rules and regulations A.A.C. R2-7-101 *et. seq.*

- B. In the event of any judicial proceeding related to this Agreement or any unauthorized Subcontract the parties agree that venue shall be proper in Maricopa County, Arizona. *See* A.R.S. §§ 12-123 and 12-401(17).

- C. The parties to this Contract agree to resolve all disputes arising out of or relating to this contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes (Title 41).

VII. SUBAWARDS

a. Pima County shall request and receive approval from ADEQ prior to issuing subawards funded through this Agreement. The following definitions are applicable to this paragraph:

- b. "Subaward" means any payment to a subrecipient to carry out part of this Agreement.
- c. "Subrecipient" means a non-Federal entity that receives a subaward to carry out a part of this Agreement.
- d. "Non-Federal Entity" means a state, local government, Tribal Nation or Community, institution of higher education (IHE), or nonprofit organization that carries out a part of this Agreement.

VIII. NON-AVAILABILITY OF FUNDS

In accordance with A.R.S. § 35-154, every payment obligation of ADEQ under the Agreement is conditioned upon the availability of funds appropriated or allocated for payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by ADEQ at the end of the period for which funds are available. No liability shall accrue to ADEQ in the event this provision is exercised, and ADEQ shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

IX. AUDIT

In accordance with A.R.S. § 35-214, Pima County shall retain and shall contractually require each contractor and subcontractor to retain all data, books and other records ("records") relating to this Agreement for a period of five years after completion of the Agreement. Upon request, Pima County shall produce the original of any or all such records.

X. CONFLICT OF INTEREST

In accordance with A.R.S. § 38-511, ADEQ may within three years after execution cancel the Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of ADEQ, at any time while the Agreement is in effect, becomes an employee or agent or any other party to the Agreement in any capacity or a consultant to any other party of the Agreement with respect to the matter of the Agreement.

XI. NONDISCRIMINATION

All Parties shall comply with all existing federal, state, and local laws, rules, policies, or executive orders, including the Americans with Disabilities Act and State of Arizona Executive Order 2023-1, to prohibit discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing the contract or subcontract.

XII. NOTICES

A. Invoices and Payments:

Pima County shall address all invoices relative to this Agreement to ADEQ to:

Accounts Payable Manager
Arizona Department of Environmental Quality
1110 West Washington Street
Phoenix, AZ 85007
Email: accountspayable@azdeq.gov

ADEQ shall address all payments relative to this Agreement to:

Natalie Shepp, Environmental Quality Manager
Pima Department of Environmental Quality
33 N. Stone Avenue, Suite 700
Tucson, AZ 85704
Email: natalie.shepp@pima.gov

B. Other Notices:

Pima County shall address all other notices relative to this Agreement to ADEQ to:

Denise Kronsteiner, Project Manager
Arizona Department of Environmental Quality
1110 West Washington Street
Phoenix, AZ 85007
Email: kronsteiner.denise@azdeq.gov

ADEQ shall address all other notices relative to this Agreement to:

Natalie Shepp, Environmental Quality Manager
Pima Department of Environmental Quality
33 N. Stone Avenue, Suite 700
Tucson, AZ 85701
Email: Natalie.shepp@pima.gov

XIII. INDEMNIFICATION

Each party (as "Indemnitor") agrees to defend, indemnify, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the

Indemnitor, its officers, officials, agents, employees, or volunteers. The State of Arizona, (State Agency) is self-insured per A.R.S. § 41-621.

In addition, should Pima County utilize a contractor(s) and subcontractor(s) the indemnification clause between Pima County and its contractor(s) and subcontractor(s) shall include the following:

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless Pima County and the State of Arizona, and any jurisdiction or agency issuing any permits for any work arising out of this Agreement, and its departments, agencies, boards, commissions, universities, , officers, officials, agents, and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the contractor or any of the directors, officers, agents, or employees or subcontractors of such contractor. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by such contractor from and against any and all claims. It is agreed that such contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Additionally, on all applicable insurance policies, contractor and its subcontractors shall name the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as an additional insured and also include a waiver of subrogation in favor of the State.

XIV. SEVERABILITY

In the event that any provision of this Agreement is determined to be void or unenforceable, such determination shall not affect the remainder of this Agreement, which shall continue to be in full force and effect.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

SIGNATURE LINE ON NEXT PAGE

IN WITNESS WHEREOF, the parties hereto agree to execute this Agreement.

ARIZONA DEPARTMENT OF
ENVIRONMENTAL QUALITY

PIMA COUNTY

Daniel Czecholinski Date:
Director, Air Quality Division
Arizona Dept. of Environmental Quality

Chair Date:
Board of Supervisors

Approved as to form:

Scott DiBiase

Digitally signed by Scott DiBiase
DN: cn=Scott DiBiase, o=Pima County,
ou=Environmental Quality,
email=scott.dibiase@pima.gov, c=US
Date: 2024.04.25 14:54:56 -0700

Scott DiBiase, Director
Pima County Department of Environmental
Quality

ATTEST:

Clerk of the Board

Pima County Department of Environmental Quality (PDEQ)
Voluntary Lawn & Garden Equipment Emissions Reduction Program
“Cut Down Pollution” Work Plan FY24-25

Pima County Goals and Priorities

Pima County exceeded the EPA health standard for ground-level ozone in 2018 and has been close to the ozone standard for several years. Lawn and garden equipment emissions account for a significant portion of controllable ozone precursors, including nitrogen oxides (NO_x) and volatile organic compounds (VOC). Operating programs that reduce ground-level ozone and its precursors are cost effective strategies that protect public health and help the region stay in attainment.

The PDEQ 2023 annual survey revealed that 10 percent of households in eastern Pima County use gasoline-powered lawn mowers. PDEQ will continue promoting the program through advertising and will target school districts, municipalities, resorts and/or other frequent lawn equipment users to educate them about program availability.

Technological advances in operational efficiency of lawn mowers have been significant and battery-operated equipment now has increased charge-holding capacity which makes them more desirable for commercial and residential users.

The opportunity to replace older, higher polluting lawn mowers will improve Pima County’s air quality and environment.

PDEQ Staff Roles and Responsibilities

PDEQ, in collaboration with Waste Management, Pima County Fleet Services, the City of Tucson Los Reales Sustainability Campus, and Home Depot, will manage the program in accordance with A.R.S §49-474.02, including data and document collection, financial management, outreach and promotion to targeted entities and the community, collection and recycling of replaced equipment, and progress reporting.

The PDEQ Director will oversee the Department’s lawn equipment emission reduction program. The PDEQ Environmental Planning Manager will review and confirm allocation of expenses and ensure approved deliverables are met. The Environmental Education Program Manager and Community Engagement Coordinator will lead program promotion efforts, facilitate program partnerships, and track applications, invoices, collection log forms and documentation to ensure program is operating as required. All invoices will be reviewed and approved by PDEQ staff who will also work closely with Pima County’s Finance Department to ensure invoices and program participant vouchers are tracked and processed correctly.

Anticipated Program Activity Timeline:

FY24-25 Pima County Lawn & Garden Equipment Emission Reduction Program		
Major Activities	Start	End
Conduct general program activities: Review and approve or deny applications as appropriate, review and approve verified drop-off form for voucher approval, track and review redeemed vouchers and invoices for reporting and reconciliation of invoice statements. Respond to inquiries and assist individuals with application and voucher process as needed.	07/01/2024	06/30/2025
Ongoing public outreach and community awareness campaign: Promote and inform residents, commercial entities, municipalities concerning the “Cut Down Pollution” program via social media, media releases, direct mail/email and advertising.	07/01/2024	06/30/2025
Collect and approve qualifying equipment: Monitor collection site activity, check in with staff and answer questions or address problems that may arise, retrain staff when necessary. Work with Home Depot staff regarding questions or problems with purchase transactions using vouchers. Monitor account activity online, reconcile invoices and approve for processing as appropriate.	07/01/2024	06/30/2025
Prepare and submit synopsis of program activities and invoice on a quarterly basis including: 1. Total number of applications received. 2. Breakdown of total number of pieces of equipment relinquished for: a. residential lawn mowers b. commercial lawn mowers c. lawn and garden devices	07/01/2024	06/30/2025

Prepare annual report on program including: <ol style="list-style-type: none"> 1. The number of residential and commercial lawn mowers and other lawn and garden devices retired by brand and year of manufacture. 2. The cost-effectiveness of the program in terms of dollars spent per ton of emissions reductions. 3. Any recommendations for improving the effectiveness of the program. 4. The administrative costs of the program. 5. Total number of applications received by fiscal year. 6. Breakdown of the total number of pieces of equipment relinquished by fiscal year for: <ol style="list-style-type: none"> a. residential lawn mowers. b. commercial lawn mowers. c. lawn and garden devices 7. Total tons of each pollutant reduced per year for volatile organic compounds, carbon monoxide, particulate matter and oxides of nitrogen by fiscal year. 8. Excel Spreadsheet with the following breakdown for equipment relinquished: <ol style="list-style-type: none"> d. Device type (e.g. lawnmower, trimmer, chainsaw) e. Year of Manufacture f. Annual Usage 9. Emission Factors 	07/01/2024	06/30/2025
---	------------	------------

FY 24-25 Deliverables & Air Quality Benefits

The Pima County “Cut Down Pollution” Lawn and Garden Equipment Emissions Reduction Program will promote ownership of cleaner operating equipment and the retirement of older, highly polluting lawn equipment by commercial and residential users.

Anticipated Outputs and Outcomes		
Activities	Outputs	Outcomes
Replace 200 pieces of gasoline lawn and garden equipment	200 pieces of electric (or reduced emission generating) landscaping equipment in operation.	Annual emission reduction (tons): CO = 42.63 VOC = 3.33 NO _x = 0.25 PM ₁₀ = 0.15 [Based on emission factors provided by ADEQ and estimated hours of usage]

		6. Breakdown of the total number of pieces of equipment relinquished by fiscal year for: <ol style="list-style-type: none"> residential lawn mowers; commercial lawn mowers; <u>lawn and garden devices</u> 7. Total tons of each pollutant reduced for the fiscal year for volatile organic compounds, carbon monoxide, particulate matter and oxides of nitrogen 8. Excel Spreadsheet with the following breakdown for equipment relinquished: <ol style="list-style-type: none"> Device type (e.g. lawnmower, trimmer, chainsaw) Year of Manufacture Annual Usage 9. Emission Factors
--	--	---

Estimated Program Budget and Detailed Tasks

PDEQ will implement the Cut Down Pollution Lawn and Garden Equipment Emissions Reduction Program with funding from Arizona Department of Environmental Quality. PDEQ and community partners will promote the program through as many ways as possible including targeted mailings, phone calls, distribution of promotional card at outreach events, social media, web sites, and paid advertising. Program administration and allowable vouchers amounts provided to the participant will follow the statutory requirements.

FY 24-25		
Proposed Budget for Lawn and Garden Equipment Emission Reduction Program		
Item	Description	Budget
Vouchers	Commercial lawn mower replacement: 36 @ \$200 = \$7,200 Residential lawn mower replacement: 82 @ \$150 = \$12,300 Residential and commercial devices: 86 @ \$50 = \$4,300	\$23,800
Staff time	Environmental Education Program Manager + benefits Community Engagement Coordinator + benefits	\$20,000

Administrative Overhead*	Administrative costs for implementing the program	\$1,450
Equipment Collection & Recycling	Lawn mower collection, processing and disposal	\$1,200
Advertising/Printing/Supplies/Program Promotion	Work with local advertising venues, landscape associations, and social media to inform the community about this program	\$3,550
TOTAL		\$50,000

*Administrative Overhead: Pima County does not have a negotiated indirect cost rate agreement and has elected to charge a de minimis rate of 10% of Modified Total Direct Costs including salaries, minus fringe benefits.

Should public interest in the program exceed the Vouchers budget line item, PDEQ shall temporarily cease promoting the program and will not continue to approve applications from the public to turn in gas-powered lawn and garden equipment, unless additional funds are transferred from other line-item categories or otherwise committed. Administrative tasks will continue to be provided.

Quarterly Invoice Schedule

The County will send quarterly invoices to ADEQ requesting reimbursement within sixty (60) days of the end of the quarter, and invoices shall be paid by ADEQ within thirty (30) days after receipt of invoice. All quarterly invoices requesting reimbursement and program progress reports submitted by the County shall provide reasonable assurance that the tasks and activities specified in the Scope of Work/Work Plan for which reimbursement is requested were performed as planned, and expenditures for tasks and activities occurred during period for which reimbursement is requested.

FY 24-25 Detailed Tasks	Staff Time
Program Maintenance	Hours
▪ Draft and process ADEQ contract & Work Plan.	3
▪ Facilitate approval from Pima County Clerk of the Board and Board of Supervisors.	3
▪ Continue to enhance list of potential stakeholders to receive program services. Meet, call, mail and/or email representatives such as those from neighborhood associations, school districts, and landscapers for various locations such as resorts.	6
▪ Maintain necessary agreements and/or contracts with collaborative partners for the retirement and recycling of lawn equipment and the purchase of zero-emission equipment.	3
Community Awareness Campaign	Hours
▪ Identify, contact and provide information to assist with program promotion, that may include School Districts, City of Tucson, Oro Valley, Marana, South Tucson, Pima County, Natural Resources Parks & Recreation, University of Arizona, Pima Community College, landscape industry professional societies, and small landscaping companies.	2
▪ Plan communications with media partners, social media, program status updates via the website, and media releases.	2
▪ Implement outreach for on-going promotion and advertising campaign with brand messaging, to inform residents, commercial entities, school districts about the program.	10
▪ Distribute program information via mailings, list-serves, targeted phone calls, social media, websites, and paid advertising.	10
Program Operation and Maintenance	Hours
▪ Approve and track qualifying applications; review, approve and issue vouchers.	150
▪ Work with City of Tucson, Pima County Fleet Services and Waste Management transfer stations to address problems associated with the collection of qualifying equipment; document collections (for retirement and recycling of replaced equipment); and process City of Tucson invoices for collection services.	5
▪ Review and approve invoice and cross-check reports from Home Depot.	20
▪ Execute financial oversight and coordinate with Finance Department.	15
▪ Coordinate PDEQ staff training.	3

▪ Address on-going community questions and trouble-shoot issues.	10
▪ Provide status updates, modifying documents as needed.	5
Program Documentation & Administration	Hours
▪ Track and document program outcomes. Prepare ongoing reporting and annual report on program including:	16