



## BOARD OF SUPERVISORS AGENDA ITEM REPORT CONTRACTS / AWARDS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: 8/20/2018

\* = *Mandatory, information must be provided*

or Procurement Director Award

**\*Contractor/Vendor Name/Grantor (DBA):**  
Arizona Department of Environmental Quality (ADEQ)

**\*Project Title/Description:**  
Voluntary No-Drive Day/Clean Air Program

**\*Purpose:**

The Pima County Department of Environmental Quality's (PDEQ) Voluntary No-Drive Day Program (also known as the Clean Air Program) was established in 1989 and is mandated by the omnibus air quality legislation enacted in 1988 (A.R.S. 49-506) and Pima County Code 17.44.020.

The PDEQ Voluntary No-Drive Day Program is also a permanent and enforceable control measure approved into the most recent Carbon Monoxide Limited Maintenance Plan by the U.S. Environmental Protection Agency effective January 20, 2010 [74 FR 67819; 12/21/09]. The program is partially funded by a grant from the Arizona Department of Environmental Quality.

In the past, Pima County experienced violations of national air quality standards. To prevent further deterioration, several initiatives were developed to reduce air quality emissions in Pima County. The Voluntary No-Drive Day Program is one of those initiatives. Pima County is very close to violating the current EPA ozone standard and the Voluntary No-Drive Day provides important information about air pollution emissions from vehicles.

Amendment No. 1 modifies the funding amount from \$268,250 to \$199,928 and reduces the Scope of Work for FY2019, listed as Exhibit A. The modification in funding reflects a 25 percent reduction (\$68,322) in funding from ADEQ.

**\*Procurement Method:**

Not applicable

**\*Program Goals/Predicted Outcomes:**

The main goal of the Voluntary No-Drive Day Program is to reduce vehicle emissions that contribute to air pollution by increasing public awareness of air quality issues and encouraging drivers within Pima County to not drive their motor vehicles during certain prescribed days. PDEQ staff directly educates the public concerning the importance of minimizing driving time. In PDEQ's experience, fostering greater community understanding of why residents are being asked to limit driving yields more positive responses to no-drive day events. PDEQ approaches this need for public education about air quality and its relationship to the use of motor vehicles by using various outreach and education techniques.

**\*Public Benefit:**

The public benefit is to educate the community about air pollution, reducing driving and improve air quality.

**\*Metrics Available to Measure Performance:**

The performance of the program is measured in results from a telephone survey, on-line survey, attendance at air quality presentations and community-wide events and the number of educational materials that are distributed to the public.

**\*Retroactive:**

No

To: CoB - 8-3-18  
Ygs - 7  
(2)

### Contract / Award Information

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Effective 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 22-73.

### Amendment / Revised Award Information

Document Type: CTN Department Code: DE Contract Number (i.e., 15-123): 18\*170

Amendment No.: 1 AMS Version No.: 2

Effective Date: 8/20/2018 New Termination Date: 6/30/2021

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

Expense or  Revenue  Increase  Decrease Amount This Amendment: \$ (\$68,322.00)

Is there revenue included?  Yes  No If Yes \$ (\$68,322.00)

#### \*Funding Source(s) required: ADEQ

Funding from General Fund?  Yes  No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

### Grant/Amendment Information (for grants acceptance and awards)

Award  Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_

Match Amount: \$ \_\_\_\_\_  Revenue Amount: \$ \_\_\_\_\_

#### \*All Funding Source(s) required:

\*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: Beth Gorman, Sr. Program Manager

Department: PDEQ Telephone: 724-7446

Department Director Signature/Date: *Ms. K. Reb* 7.26.18

Deputy County Administrator Signature/Date: *C. B. Burchett* 7/31/18

County Administrator Signature/Date: *C. B. Burchett* 7/31/18  
(Required for Board Agenda/Addendum Items)



# INTERGOVERNMENTAL AGREEMENT AMENDMENT



AGREEMENT NO.:  
AMENDMENT NO.:  
CONTRACTOR:  
TITLE:

ADEQ18-198217  
1  
PIMA COUNTY DEQ  
PIMA COUNTY DEQ VOLUNTARY NO-DRIVE DAY/CLEAN AIR  
PROGRAM

ADEQ PROCUREMENT  
1110 W. Washington Street  
Phoenix, AZ 85007  
602-771-4256

## THE PURPOSE OF THIS AMENDMENT IS TO:

1. Amend the Amount of the Agreement funding to up to \$199,928.00 for FY2019.

2. Scope of Work.

Amended Scope of Work FY2019, Exhibit A, hereby replaces the Scope of Work FY2019 for this Agreement (5 pages) effective on the date of signature by the Director of the Air Quality Division, after signature by Pima County Department of Environmental Quality.

3. Section 5 Amount of Agreement is replaced with the following language:

“5. **Amount of Agreement:** At the start of each fiscal year, ADEQ will amend contract to provide a new Workplan and a new funding Amount. Any changes or modifications to any part of this Agreement shall be modified only by written Contract Amendment.

4. Section 10 Agreement Term is replaced with the following language:

“10. **Agreement Term:** The initial term of this Agreement shall be from the commencement of signatures by both parties through June 30, 2021. The Agreement may be renegotiated for additional periods, by formal Contract Amendment in accordance with paragraph 4, subject to the requirements and/or limitations by Federal or State regulations.

5. All other Terms and Conditions remain unchanged.

Only after the budget is loaded for the fund account for this Agreement, will Contractor receive a release purchase order from ADEQ issued in ProcureAZ, which is the sole mechanism to authorize any Funding and Scope of Work for the new FY for this Agreement. The authorization of funding and Scope of Work shall be fully executed only upon the approval electronically in ProcureAZ by an authorized representative of the Contractor and applied to the Agreement in ProcureAZ by the Procurement Officer or delegate.

PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY	ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY
The Contractor hereby acknowledges receipt and understanding of the above Amendment.	The above referenced contract Amendment is hereby executed this day at Phoenix Arizona.
<u>Ursula K. Nelson</u> Signature of Authorized Individual	<u>7.17.18</u> Day of _____ 2019 
Typed or Printed Name and Title	Timothy Franquist Director, Air Quality Division



## PIMA COUNTY SIGNATURE PAGE

This document constitutes the entire agreement between the parties pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein. This Contract may be modified, amended, altered or extended only by a written amendment signed by the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

PIMA COUNTY

Chairman, Board of Supervisors

Date

Clerk of the Board

Date

CONTRACTOR

*McNelc* 7.17.18

PDEQ

Date

Approved As to Form:

*Lesley Lukach*  
Lesley Lukach  
Deputy County Attorney

*7/18/18*  
Date



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# **VOLUNTARY NO-DRIVE DAYS PROGRAM**

**Pima County Department of  
Environmental Quality**

**Scope of Work  
for Air Quality Grant Funding  
Fiscal Year 2019**

**JULY 10, 2018**

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**Pima County Department of Environmental Quality**  
**Voluntary No-Drive Days Program**

**I. BACKGROUND**

The Pima County Department of Environmental Quality's (PDEQ) Voluntary No-Drive Days (VND) Program (also known as the Clean Air Program) was established in 1989 and is mandated by the omnibus air quality legislation enacted in 1988 (A.R.S. § 49-506) and Pima County Code 17.44.020. The PDEQ VND Program is also a permanent and enforceable control measure approved into the most recent Carbon Monoxide Limited Maintenance Plan by the U.S. Environmental Protection Agency effective January 20, 2010 [74 FR 67819; 12/21/09].

In the past, Pima County experienced violations of national air quality standards. To prevent further deterioration, several initiatives were developed to reduce air quality emissions in Pima County. The VND Program is one of those initiatives. There have been no violations of the EPA NAAQS for carbon monoxide or ground-level ozone since the program was initiated. However, Pima County is very close to violating the current more protective EPA ozone standard.

**II. GOALS & OBJECTIVES**

The principle goal of the program is to reduce vehicle emissions that contribute to air pollution by encouraging drivers within Pima County not to drive on certain days and by increasing public awareness of air quality issues and the connection between driving and air quality. PDEQ staff directly provides information to the public concerning the importance of minimizing driving time and engine idling time. In PDEQ's experience, fostering greater community understanding of why residents are being asked to limit driving yields more positive responses to no-drive day events. The reduction in ADEQ funding this year will result in a reduction of staff hours spent implementing the Voluntary No-Drive Day goals during FY1819. It is hoped that full funding will be reinstated for the program in FY1920, to enhance community education and outreach opportunities to help keep Pima County in attainment status.

PDEQ approaches this need to reduce driving by using numerous techniques that provide public information about air quality and its relationship to the use of motor vehicles. Agency objectives include conducting a multi-tiered program to share information with residents about air quality including: the sponsorship of various no-drive day focused events and programs throughout the year to encourage carpooling, riding transit, walking, and biking instead of driving single occupant vehicles; and the provision of air quality awareness information programs for youth before driving habits are ingrained. PDEQ also understands that children can have a great influence over the adults in their household, so the information-sharing program also branches out to families and friends; and the provision of speakers' bureau, tabling at community events, purchasing advertising, expanding our reach through positive media relations, the use of social media, and more.

Over the years, PDEQ has expanded the objectives of the VND Program to include encouraging additional actions that reduce vehicle emissions such as combining errands into one trip, reducing engine idling, maintaining vehicles, and properly inflating tires. During FY1819, PDEQ will strive to decrease vehicle miles traveled in Pima County by 1.75 percent.

### III. TASKS & ACTIVITIES

<b>Tasks</b>	<b>Activities</b>
1. Develop a public outreach campaign to increase awareness of health impacts of ozone and particulate matter, including actions to protect those at risk and reduce air pollution levels.	Expand relationships with schools and small businesses to increase program reach throughout the community; determine optimal ways to engage target audiences.
2. Assist with planning, organizing, sponsoring and/or staffing community-wide No-Drive Days events.	3 No-Drive Days Focused Community-Wide Events.
3. Create and provide presentations and in-depth media interviews to encourage No-Drive Days and actions to reduce emissions. Target new audiences and expand current audiences.	70 presentations at schools, businesses, community groups and media to encourage No-Drive Days and ozone emission reductions.
4. Develop informational materials to encourage No-Drive days and vehicle emission reductions. Focus new materials on ozone awareness and actions to prevent it.	27 fact sheets, articles, or brochures to encourage no-drive days and emission reductions.
5. Use ADEQ 5-Day Air Quality Forecasts to encourage No-Drive Days and other pollution prevention actions when ozone is forecasted to be high.	Develop social media messaging and news releases to send out in advance when ozone is forecasted to be in the unhealthy range.
6. Distribute informational materials to the public via website posting, social media, emailing to list serve, outreaches, etc.	150 public information distribution opportunities.
7. Continue promoting and managing the "Healthy Air Is In Our Hands" Drive-Less Pledge initiative to encourage No-Drive Days and a reduction in vehicle use. Provide incentives for prize drawings to encourage participation.	Promote the Drive-Less Pledge throughout the community, enter and analyze data provided on entry forms to track pledged miles not driven and emission reductions.
8. Develop engaging activities and displays and participate in community event outreaches to encourage No-Drive Days. Focus on ozone awareness and actions to prevent it.	23 community outreach booths at schools, businesses, and other locations.
9. Write news releases to promote No-Drive Days activities, inform public regarding air quality status, encourage actions to reduce emissions. Focus on ozone awareness and actions to reduce, include particulate matter information when appropriate.	25 news releases distributed to media and community list serve. Work with the media to enhance coverage. Track media's use of news releases.
10. Produce content (videos, photos, text messages) for use on social media.	215 postings of air quality-related content on social media.
11. Contract with research professionals to evaluate program through a random survey; and develop survey instruments for various audiences.	Submit results of evaluation by research consultant and results of additional surveys and provide calculations of emission reductions associated with VND program using this data.
12. Continue to research potential methodologies to calculate emission reductions and benefits from VND Days activities.	Participate with calls and/or meetings with ADEQ and TRP agencies as scheduled and activities as assigned.
13. Decrease by 1.75 percent the number of Vehicle Miles Traveled in Pima County.	Gather data from surveys, contests and data bases administered and/or promoted by VND program to estimate the reduction in VMT associated with the program.

#### IV. DELIVERABLES

Quarterly reports will be sent to ADEQ tracking the progress of VND Program tasks and activities within 45 days after the end of the quarter. Invoice reports will also be sent each quarter within 45 days after the end of the quarter.

An annual report will be sent to ADEQ within 60 days of the end of the fiscal year. The annual report will include a narrative summary of the activities and tasks for the fiscal year that were successful and a discussion of how the program will be improved during the coming year. Estimated emissions reductions will be included in the reports.

#### V. SCHEDULE FOR SUBMISSION OF DELIVERABLES

Deliverable	Date of Submittal
Quarterly Invoices	45 days after the end of the quarter
Quarterly Reports	45 days after the end of the quarter
Annual Report	60 days after the end of the fiscal year

#### I. BUDGET

Description of Work	Budget
<b>Personnel</b> Staff time to develop, plan, implement ozone and other air pollution prevention programs; make programmatic modifications.	\$109,451.00
<b>Supplies</b> Office and outreach supplies to engage newly targeted audiences at events and presentations.	\$990.00
<b>Contractual</b>	\$6,500.00
<b>Other*</b> Printing, advertising, promotional incentives, telephone	\$10,677.00
<b>Administration**</b>	\$72,310.00
	<b>Total Budget</b>
	\$199,928.00

\*Category "Other" includes VND Program operating supplies, software, travel, training, printing, advertising, interdepartmental charges, vehicle maintenance/parking, incentives/tools for program participation, promotional items, telephone, etc.

\*\*Category "Administration" is the Administration/Overhead budget category which includes a portion of electricity use, paper, copy machine costs, computers, software, Information Technology support, Accounting support, as well as a portion of the salaries of personnel in the PDEQ Director's Office who provide assistance and guidance towards achieving the VND Program goals and make programmatic recommendations. These include the PDEQ Director; Deputy Director, a secretary who helps track expenditures, invoice payments, contract submittals to County Attorney and the Board of Supervisors; and the front officer staff who direct calls, assist with purchasing, deliveries, sorting mail, etc.