

# COB - BOSAIR FORM

04/20/2026 10:43 AM (MST)

Submitted by Natalie.Shepp@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: 103903GT

Award Type: Grant

BOSAIR Activity: Board Meeting Request

Requested Board Meeting Date: 05/12/2026

Supplier / Customer / Grantor / Subrecipient: Arizona Department of Environmental Quality

Project Title / Description: Voluntary Lawn and Garden Equipment Emissions Reduction Program

Purpose: To reduce air pollution emissions from lawn and garden equipment

Procurement Method: Grant: Not applicable

Procurement Method Additional Info: N/A

Program Goals/Predicted Outcomes: The goal of the program is to replace approximately 200 pieces of gasoline powered lawn and garden equipment, which emit air pollution.

Public Benefit and Impact: 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.

Strategic Plan Pillar: • Sustainability & Conservation

Support of Prosperity Initiative: • C-S 2. Address Climate Resilience and Environmental Justice

Provide information that explains how this activity supports the selected Prosperity Initiatives: Reducing air pollution emissions also reduces climate pollution emissions, which helps us address climate change. Reducing emissions from lawn and garden equipment also reduces the exposure faced by the users of the equipment, which helps to address worker-related environmental justice issues.

**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 quarterly reports and 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

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

Record Number:

Euna Grant Record Number: 103903GT

**Type:** Award

**Department Code:** DE

**Euna Grant Record Number:** 103903GT

**Amendment Number:** N/A

**Commencement Date:** 07/01/2026

**Termination Date:** 06/30/2027

**Advantage Initial GTAW# (If Applicable):** N/A

Total Revenue Amount:

\$50,000.00

Total Match Amount

\$0.00

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

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

**Does PCAO need to review the grant award (or grant amendment)?**

NO

**Does PCAO need to sign the grant award (or grant amendment)?**

NO

**Match funding from General Fund?**

NO

**Match funding from other sources?**

NO


**Are Federal Funds Involved?**

NO

Department: Environmental Quality

Name: Natalie Shepp

Telephone: 5407246885

GMI Director:  for Ken Walker Date: 4/23/26

Department Director Signature: 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: 2026.04.21 07:49:43 -07'00' Date: \_\_\_\_\_

Deputy County Administrator Signature:  Date: 4/24/2024

County Administrator Signature: \_\_\_\_\_ Date: 4/24/2024

**AGREEMENT**

**NO. EV26-0149**

**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”].

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 “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, Attachment 1 - Voluntary Lawn & Garden Equipment Emissions Reduction Program “Cut Down Pollution” Work Plan FY 27 [hereinafter referred to as “Work Plan”], Attachment 2 - ADEQ Request for Reimbursement Form, and any modifications approved in accordance herewith.

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

- A. This Agreement shall be effective July 1, 2026 and shall terminate on June 30, 2027, 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. The notice shall specify the effective date of termination.
- D. This Agreement constitutes the entire Agreement between the parties and supersedes all other prior understandings, whether oral or written, including prior Agreement No. EV25-0055 upon this Agreement's effective date.

**III. DESCRIPTION OF SERVICES**

- A. ADEQ shall reimburse Pima County up to \$50,000 for services rendered pursuant to the Work Plan (Attachment 1).
- B. Pima County shall provide all services outlined in the attached Work Plan (Attachment 1).
- C. See Work Plan (Attachment 1).

**IV. MANNER OF FINANCING AND PAYMENT**

- A. ADEQ shall reimburse Pima County for services rendered pursuant to the Work Plan (Attachment 1), not to exceed \$50,000.
- B. Pima County shall submit quarterly invoices to ADEQ requesting reimbursement within sixty (60) days of the end of the quarter for the 1st, 2nd, and 3rd quarters, and within thirty (30) days of the end of the fourth quarter on June 30th. Each quarterly invoice requesting reimbursement shall be accompanied by a quarterly progress report. Such documentation shall provide assurance that the tasks and activities specified in the Work Plan (Attachment 1) for which reimbursement is requested were actually performed as planned, and expenditures for tasks and activities occurred during the period for which reimbursement is requested.
- C. Invoices shall be paid within thirty (30) days after receipt of an invoice and accompanying documentation that demonstrates the activity was completed.
- D. A final reimbursement request must be submitted to ADEQ as specified in paragraph XI(A) of this Agreement not later than thirty days (30) after the completion of the project.

**V. REPORTING REQUIREMENTS**

Pima County shall submit quarterly progress reports and an annual report as specified in the Work Plan (Attachment 1).

**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. 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.

**VIII. 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.

**IX. 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.

**X. 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.

**XI. NOTICES**

A. Invoices and Payments:

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

Accounts Payable Manager  
Arizona Department of Environmental Quality  
1110 West Washington Street  
Phoenix, AZ 85007  
Email: [accountspayable@azdeq.gov](mailto: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 85701  
Email: natalie.shepp@pima.gov

B. Other Notices:

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

Elizabeth Sterner, Project Manager  
Arizona Department of Environmental Quality  
1110 West Washington Street  
Phoenix, AZ 85007  
Email: sterner.elizabeth@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

**XII. 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 "Indemnitee") 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.

**XIII. 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 DEPARTMENT OF ENVIRONMENTAL QUALITY

\_\_\_\_\_  
Daniel Czecholinski                      Date:  
Director, Air Quality Division  
Arizona Department of Environmental Quality

**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: 2026.04.21 07:50:08 -07'00'

\_\_\_\_\_  
Scott DiBiase                                      Date:  
Director  
Pima County Department of Environmental  
Quality

PIMA COUNTY

\_\_\_\_\_  
Chair    Date:  
Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board

**Pima County Department of Environmental Quality (PDEQ)  
Voluntary Lawn & Garden Equipment Emissions Reduction Program  
“Cut Down Pollution” Work Plan FY27**

**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 (NOx) 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 Evaluation of the 2024-2025 Pima County Clean Air Program Campaign Survey revealed that 9% of households in Pima County use gasoline-powered lawn mowers, and 12% use gasoline-powered handheld lawn and garden equipment such as leaf blowers, chainsaws, etc. PDEQ will continue promoting the program through advertising and will target the general public, landscapers, municipalities 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 and garden equipment 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 Quality 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 promotion efforts, facilitate program partnerships, write reports, 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.

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Attachment 1

Anticipated Program Activity Timeline:

FY27 Pima County Lawn & Garden Equipment Emission Reduction Program		
Major Activities	Start	End
<p><b>Conduct general program activities:</b> 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.</p>	07/01/2026	06/30/2027
<p><b>Ongoing public outreach and community awareness campaign:</b> Promote and inform residents, commercial entities, municipalities concerning the "Cut Down Pollution" program via social media, media releases, direct mail/email, community events, and/or advertising.</p>	07/01/2026	06/30/2027
<p><b>Collect and approve qualifying equipment and process vouchers:</b> 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.</p>	07/01/2026	06/30/2027
<p><b>Prepare and submit quarterly Progress Reports and invoices to ADEQ per the schedule indicated in the Deliverables section below, to include:</b></p> <ol style="list-style-type: none"> <li>1. A synopsis of program activities for the past quarter</li> <li>2. Total number of applications received per month.</li> <li>3. Breakdown of total number of pieces of equipment relinquished per month for:               <ol style="list-style-type: none"> <li>a. residential lawn mowers</li> <li>b. commercial lawn mowers</li> <li>c. lawn and garden devices</li> </ol> </li> </ol>	07/01/2026	06/30/2027

**AGREEMENT NO. EV26-0149**

**Attachment 1**

<p><b>Prepare annual report and submit to ADEQ by December 1, 2027 to include:</b></p> <ol style="list-style-type: none"> <li>1. Total number of applications received during the fiscal year.</li> <li>2. The number of residential and commercial lawn mowers and other lawn and garden devices retired by brand and year of manufacture.</li> <li>3. Total tons of each pollutant reduced per year for volatile organic compounds, carbon monoxide, particulate matter and oxides of nitrogen.</li> <li>4. Emission Factors.</li> <li>5. The administrative costs of the program.</li> <li>6. The cost-effectiveness of the program in terms of dollars spent per ton of emissions reductions.</li> <li>7. Any recommendations for improving the effectiveness of the program.</li> <li>8. Excel Spreadsheet with the following breakdown for equipment relinquished:             <ol style="list-style-type: none"> <li>a. Device type (e.g. lawnmower, trimmer, chainsaw)</li> <li>b. Year of Manufacture</li> <li>c. Annual Usage</li> </ol> </li> <li>9. Overall program two-year comparison of outcomes.</li> </ol>	<p align="center">07/01/2026</p>	<p align="center">06/30/2027</p>
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**FY 27 Deliverables & Air Quality Benefits**

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

<b>Anticipated Outputs and Outcomes</b>		
<b>Activities</b>	<b>Outputs</b>	<b>Outcomes</b>
<p><b>Replace 198 pieces of gasoline lawn and garden equipment</b></p>	<p>198 pieces of electric (or reduced emission generating) landscaping equipment in operation.</p>	<p>Annual emission reduction (tons):            CO = 126.32            VOC = 8.92            NO<sub>x</sub> = 0.84            PM<sub>10</sub> = 0.54</p> <p>[Based on emission factors provided by ADEQ and estimated quantities, manufacture date, and hours of usage interpolated from past report.]</p>



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**Attachment 1**

		particulate matter and oxides of nitrogen 5. Emission Factors 6. The administrative costs of the program 7. The cost-effectiveness of the program in terms of dollars spent per ton of emissions reductions. 8. Recommendations for improving the effectiveness of the program. 9. Excel Spreadsheet with the following breakdown of equipment relinquished: a. Device type (e.g. lawnmower, trimmer, chainsaw) b. Year of Manufacture c. Annual Usage
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**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 multiple avenues including targeted mailings, phone calls, distribution of promotional materials at outreach events, social media, web sites, newsletters, and paid advertising. Program administration and allowable vouchers amounts provided to the participants will follow the statutory requirements.

**FY27 Proposed Budget for PDEQ Cut Down Pollution Program**

Item	Description	Budget
Vouchers	Commercial lawn mower replacement: 46 x \$200 = \$9,200 Residential lawn mower replacement: 70 x \$150 = \$10,500 Residential and commercial devices: 82 x \$50 = \$4,100	\$23,800.00
Personnel	Direct salaries, wages, fringe benefits of Environmental Education Program Manager and Community Engagement Coordinator	\$19,982.61
Equipment collection services	Processing and recycling/disposal of gas-powered lawn and garden equipment	\$800.00
Materials, supplies, advertising, promotions	Printing of promotional materials, paid advertising, office supplies, etc.	\$2,000.00

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**Attachment 1**

Administration	Pima County does not have a negotiated indirect cost rate agreement and has elected to charge a de minimis rate of 15% of modified total direct costs (MDTC). MDTC includes all direct salaries, wages, fringe benefits, materials, supplies, and services. MTDC excludes equipment.	\$3,417.39
<b>TOTAL</b>		<b>\$50,000.00</b>

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**

PDEQ will send quarterly invoices to ADEQ requesting reimbursement within sixty (60) days of the end of the quarter for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters, and within thirty (30) days of the end of the quarter for the 4<sup>th</sup> quarter. Invoices shall be paid by ADEQ within thirty (30) days after receipt of invoice and accompanying documentation that demonstrates the activity was completed. All quarterly invoices requesting reimbursement and program progress reports submitted by the PDEQ 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 the period for which reimbursement is requested.

<b>FY27 Detailed Tasks</b>	<b>Estimated Staff Time</b>
<b>Program Maintenance</b>	<b>Hours</b>
<ul style="list-style-type: none"> <li>■ Draft and process ADEQ contract &amp; Work Plan.</li> </ul>	5
<ul style="list-style-type: none"> <li>■ Facilitate approval from Pima County Clerk of the Board and Board of Supervisors.</li> </ul>	3
<ul style="list-style-type: none"> <li>■ 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 who service various locations such as resorts.</li> </ul>	6
<ul style="list-style-type: none"> <li>■ Maintain necessary agreements and/or contracts with collaborative partners for the retirement and recycling of lawn equipment and the purchase of zero-emission equipment.</li> </ul>	3
<b>Community Awareness Campaign</b>	<b>Hours</b>

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**Attachment 1**

<ul style="list-style-type: none"> <li>■ 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, University of Arizona, Pima Community College, landscape industry professional societies, and small landscaping companies.</li> </ul>	3
<ul style="list-style-type: none"> <li>■ Plan communications with media partners, social media, program status updates via the website, and media releases.</li> </ul>	3
<ul style="list-style-type: none"> <li>■ Implement outreach for on-going promotion and advertising campaign with brand messaging, to inform residents, commercial entities, school districts about the program.</li> </ul>	10
<ul style="list-style-type: none"> <li>■ Distribute program information via mailings, list-serves, targeted phone calls, social media, websites, tabling events, and paid advertising.</li> </ul>	10
<b>Program Operation and Maintenance</b>	<b>Hours</b>
<ul style="list-style-type: none"> <li>■ Approve and track qualifying applications; review, approve and issue vouchers</li> </ul>	120
<ul style="list-style-type: none"> <li>■ 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.</li> </ul>	5
<ul style="list-style-type: none"> <li>■ Review, troubleshoot, and approve monthly invoice statements and cross-check reports from Home Depot.</li> </ul>	50
<ul style="list-style-type: none"> <li>■ Execute financial oversight and coordinate with Finance Department.</li> </ul>	15
<ul style="list-style-type: none"> <li>■ Coordinate PDEQ staff training.</li> </ul>	3
<ul style="list-style-type: none"> <li>■ Address on-going community questions and trouble-shoot issues.</li> </ul>	50
<ul style="list-style-type: none"> <li>■ Provide status updates, modifying documents as needed.</li> </ul>	5
<b>Program Documentation &amp; Administration</b>	<b>Hours</b>
<ul style="list-style-type: none"> <li>■ Track and document program outcomes. Prepare ongoing reporting and annual report on program including: quarterly progress reports, quarterly invoices, and an annual report.</li> </ul>	25