



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

Award Contract Grant

Requested Board Meeting Date: June 19, 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 Vehicle Repair Program (VVRP) Intergovernmental Agreement (IGA)

***Purpose:**
The County has statutory authority to administer the VVRP directly. Since ADEQ is already implementing the vehicle emissions testing program, they are able to include the VVRP at no additional cost. ADEQ will provide reports to the County to verify the program is effective, properly implemented and audited. The Agreement is required in order for ADEQ to have the necessary authority to administer the VVRP.

The Program targets vehicles that fail the state emission test and are 12 years old or older than the current calendar year. The VVRP provides financial assistance from ADEQ of up to \$550 for emissions repairs needed to pass the emissions test. The vehicle's owner is responsible for a co-pay of \$150.00.

This amendment extends the current IGA for another year.

***Procurement Method:**
Procurement Exempt, IGA, D29.4

***Program Goals/Predicted Outcomes:**
The repairs to older vehicles will help them achieve compliance with the state's emission test reducing the amount of air pollution emitted into Pima County's air.

***Public Benefit:**
Reduced air pollution; and,
Provide financial assistance to those required to repair their vehicles to pass the emissions test.

***Metrics Available to Measure Performance:**
The number of vehicles being repaired; and,
The tons of air pollution emissions reduced through vehicle repairs.

***Retroactive:**
No

prv re Dept 06-01-18 PM0254

*To: COB. 6-4-18
pgs - 14*

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): 17*193
Amendment No.: 1 AMS Version No.: 2
Effective Date: 7/1/2018 New Termination Date: 6/30/2019
Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ No funding
Is there revenue included? Yes No If Yes \$ _____
***Funding Source(s) required:** ADEQ is administering the program with state funding. No revenue or expenses will be incurred by Pima County.
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:**

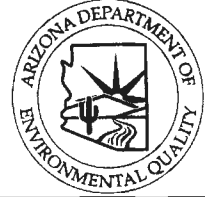
***Match funding from General Fund?** Yes No If Yes \$ _____ % _____
***Match funding from other sources?** Yes No If Yes \$ _____ % _____
***Funding Source:** _____

***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: Environmental Quality Telephone: 724-7446
Department Director Signature/Date: [Signature] 5-31-18
Deputy County Administrator Signature/Date: [Signature] 6/1/18
County Administrator Signature/Date: [Signature] 6/1/18
(Required for Board Agenda/Addendum Items)



INTERGOVERNMENTAL CONTRACT RENEWAL



CONTRACT NO:
RENEWAL NO:
TITLE:
COUNTY:

ADEQ18-190468 (CTN-DE-17-193)
1
Voluntary Vehicle Repair Program (VVRP)
PIMA

ADEQ PROCUREMENT
1110 W. Washington Street
Phoenix, AZ 85007
602-771-2300

- Contract is hereby extended to June 30, 2019.
- Document titled "Voluntary Vehicle Repair Program (VVRP) FY19 Work Plan, a total of 11 pages, marked as "Attachment I" is hereby incorporated into this agreement.
- All other terms and conditions remain unchanged.

IN WITNESS WHEREOF, the parties have executed this "Agreement" as of the date set forth above;

PIMA COUNTY, a political subdivision of the State of Arizona

By: _____
Chairman, Pima County Board of Supervisors

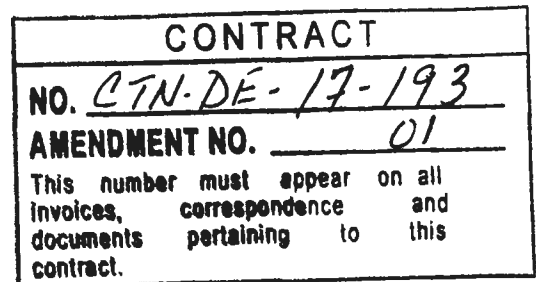
ATTEST:
By: _____
Clerk of the Pima County Board of Supervisors

STATE OF ARIZONA)
County of Pima) ss.

On this ____ day of _____, 2018, before me personally appeared _____, the Chairman of Pima County Board of Supervisors, for and on behalf of **PIMA COUNTY**, a political subdivision of the State of Arizona, whose identity was proven to me on the basis of satisfactory evidence to be the person who he or she claims to be, and acknowledged that he or she signed the above/attached document.

By: _____
Notary Public

Stamp:



ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY	
Signature of Authorized Individual	Date
Typed or Printed Name and Title	



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

Handwritten signature 6-1-18

PDEQ *g a u k n* Date

Approved As to Form:

Handwritten signature

Deputy County Attorney

5/31/18

Date

**VOLUNTARY VEHICLE REPAIR PROGRAM (VVRP)
FY19 WORK PLAN
ATTACHMENT 1 TO CONTRACT AMENDMENT**

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BACKGROUND

Historical Overview

The Voluntary Vehicle Repair and Retrofit Program (VVERRP) was enacted (Laws 1998, Chapter 217, § 19) to provide assistance to the owners of vehicles that were 12 years old or older to help them comply with the requirement to successfully repair vehicles that had failed emissions inspections. Arizona law (A.R.S. §49-474.03) requires Maricopa County and Pima Counties to operate and administer a VVERRP in Area A and Area B (A.R.S. §49-541) and to coordinate the program with the Arizona Department of Environmental Quality (ADEQ) and the Arizona Department of Transportation (ADOT). The program is required to provide for quantifiable emission reductions based on actual emissions testing performed on the vehicle before and after repair.

The VVRP (including the 18 month pilot) which began in January 1999, repaired or retrofitted nearly 13,000 vehicles that failed emissions tests. Virtually all were light-duty gasoline vehicles. While diesels are eligible for the program, only three diesel-powered vehicles were repaired during the decade in which the program operated.

For the first nine years of the program, 850 to over 1,100 vehicles were repaired or retrofitted each year. (The retrofit portion is no longer part of the program since retrofit kits are no longer manufactured). The program has been renamed as the Voluntary Vehicle Repair Program (VVRP). In the final two years, with much reduced funding, a total of 1,221 vehicles were involved in the program. An important distinction within the program is the type of emissions test conducted (which is based primarily on the model year for each vehicle).

Vehicles Eligible for VVRP

1. Gasoline Vehicles

- The vehicle owner is willing to participate in the program.
- The vehicle must be at 12 years older than the current calendar year.
- The vehicle being repaired is functionally operational.
- The vehicle being repaired is titled in Arizona and has taken the emission inspection test.
- The vehicle has been registered during the immediately preceding twelve months and has not been unregistered for more than 60 days after failing the test.
- The emissions control system has been tamper free.
- The emissions control system has not been removed or disabled, in whole or in part.
- The vehicle is taken to a participating VVRP Repair Facility. Any repairs that are not completed by a participating VVRP Repair Facility are not eligible for payment.
- Participation in the program is limited to one vehicle per owner.
- Motor Homes, motorcycles, salvage vehicles and fleet vehicles are not eligible to participate in the program.

2. Diesel Vehicles

- Qualifying light duty diesel vehicles with a Gross Vehicle Weight Rating (GVWR) of 8,500lbs or less must meet the same requirements as gasoline vehicles.
- Qualifying heavy duty diesel vehicles with a GVWR of 8,501lbs and greater that fail an emissions test can get up to \$1,000.00 for repairs. A.R.S. §49-474.03 (C)
- A fleet owner cannot receive more than a total of \$10,000.00.
- No more than 25% of the program funds in a year can be used for heavy duty diesel repairs.

3. Catalytic Converters

- ADEQ shall operate and administer a program to replace catalytic converters on motor vehicles that fail to meet emissions standards due to failure of the catalytic converter system if that failure is not the result of tampering in a county with a population of more than one million two hundred thousand persons (currently this only applies to Maricopa County only).

VVRP Process

The following is the VVRP process for gasoline and diesel cars and trucks failing the initial emission test (for more detailed information, refer to the VVRP Process Flow Diagram):

- The customer arrives at a State Station for an emissions test.
- Gordon Darby Arizona Testing Inc. (GDAT) performs the applicable test on the vehicle and the vehicle fails.
- GDAT informs the customer that the vehicle failed the emissions inspection and describes the VVRP to the customer.
- GDAT Technical Advisor (TA) will go over the program qualification checklist with the customer in order to verify that the vehicle meets the requirements to be accepted in the VVRP.
 - If the customer elects to participate in program, they have 60 days to fulfill the VVRP requirements.
 - If the customer fails to initiate participation within 60 days, the vehicle must fulfill the required emissions inspection for registration.
 - GDAT will review the checklist. If the vehicle does not meet the VVRP requirements, then the vehicle is not eligible for program and must fulfill the required emissions inspection for registration.
- On OBD vehicles, GDAT waiver lane inspectors will perform a loaded/idle test since the regular test lanes are unable because of software restrictions. During the first six months GDAT will development and implement new VVRP software so that this can be completed in the emissions test lanes.
- The customer takes the vehicle to a participating VVRP Repair Facility for diagnosis and repair.

- The participating VVRP Repair Facility will explain the program to the customer. The customer will sign an agreement with the participating VVRP Repair Facility to have the vehicle diagnosed and repaired.
- The participating VVRP Repair Facility will review the test results from the initial test failure and diagnose the vehicle's emissions failure. The participating VVRP Repair Facility will inform the customer of needed repairs and the associated cost.
- If the customer agrees to proceed with the vehicle repairs then,
 - The customer agrees to pay a \$150.00 co-payment to the VVRP Repair Facility.
- If the customer does not agree to proceed with the vehicle repairs then,
 - The customer agrees to pay the \$75.00 diagnostic fee.
- The vehicle is repaired as per the participating VVRP Repair Facility/customers agreement.
- The vehicle is returned to the waiver lane within two (2) days of the repair by the customer for a retest.
 - The customer has the option to pay the participating VVRP Repair Facility a \$25.00 non-refundable fee to return the vehicle to the waiver lane facility for the retest.
- GDAT waiver lane facility performs a retest of vehicles participating in the VVRP to determine if the vehicle passes (for both OBD and non-OBD vehicles).
- If Vehicle passes emission test:
 - It will be given (if OBD) a tailpipe test to quantify emissions. GDAT will then transmit test results to participating VVRP Repair Facilities.
- If the Vehicle Fails the emissions test:
 - As part the VVRP requirements, the vehicle must pass the emissions test. If vehicle fails, the participating VVRP Repair Facility will perform additional repairs at no additional charge to the VVRP or vehicle owner.
- GDAT will compensate participating VVRP Repair Facilities for repairs within five (5) business days of receipt of invoice.
- On a monthly basis, GDAT will submit repair invoices to ADEQ for reimbursement
- ADEQ will remit payment to GDAT.

VVRP Fee Structure

Pursuant to A.R.S. §49-474.03 (D), a total of \$550.00 will be made available to the customer for repair of emissions related failures and the customer is responsible for \$150.00 co-payment and any costs greater than \$700.00. Also the customer can choose to not participate in the program. The following table shows a breakdown and responsibilities of the overall VVRP costs.

VVRP Fee Structure Regarding the Customer ¹	
Reimbursable Gasoline Vehicle Repair Costs (VVRP)	\$550.00
Co-payment (vehicle owner)	\$150.00 ²
Total Program and Minimum Vehicle Owner Costs	\$700.00

LEGEND:

1. \$25.00 non-refundable fee – Customer is required to return to the emission testing station within two (2) days of the repair for post repair emission testing. Also the customer has the

- option to pay the participating VVRP Repair Facility this non-refundable fee.
- 2. \$75.00 non-refundable fee – If after diagnosis is complete and the customer chooses not to participate in the program the fee will be charged.

Diesel powered vehicles with gross vehicle rating of more than 8,500 pounds that are registered in Area A or B and fail any random roadside test conducted by the state or that fail the emissions test conducted pursuant to A.R.S. §49-542 are eligible for up one thousand dollars in repair costs from the program. Qualified vehicle owners pursuant to this subsection shall be responsible for one-half of the costs of the qualified repairs and the other half of the costs shall be funded from the program up to one thousand dollars. An owner of vehicles that are registered as a fleet shall not receive more than ten thousand dollars in total monies. No more than twenty-five per cent of the program funds in any year may be used for diesel repairs.

GORDON DARBY ARIZONA TESTING (GDAT) RESPONSIBILITIES

Implementation Timeline

- GDAT will implement Phase II of VVRP within the next 6 months (12-14-18).
 - GDAT will use paper forms in this interim period prior to Phase II software automation completion.
 - Phase II will be implemented within 6 months (12-14-18) giving GDAT Operations time to evaluate current procedures. Phase II will deliver more software automation to the program.

Phase I

The following addendum to the GDAT emission testing contract will include the following services that will be provided to assist with the VVRP.

The program will begin within 45 days of notification to proceed with the VVRP, and GDAT will develop the following items:

1. GDAT will complete printing of the VVRP tasks to include:
 - Pre-qualification checklists
 - Applications

Printing Cost	
Pre-Qualification Checklist- 3000	\$1,500.00
VVRP Application- 3000	\$1,500.00
Total:	\$3,000.00

2. GDAT will implement testing on Pre and Post 1995 vehicles per the following agreed upon items:

Pre On-Board Diagnostic (OBD) 1995 Model Vehicle and Older Requirements:

1. The Technical Advisor (TA) will go over the Pre-qualification Checklist with the customer.
2. If qualified, the customer will be directed to a participating VVRP Repair Facility of their choosing.
3. The TA will make a copy of the Pre-Qualification checklist after completion and give the original to the customer.
4. The customer will have 60 days to decide on whether they want to participate in the program.
5. The TA will enter the vehicles information on the Pre-OBD spread sheet.
6. The customer takes the vehicle to get repaired by a participating VVRP Repair Facility.
7. Pursuant to A.R.S. § 49-474.03(D)(2) if the repair exceeds the limit of \$700.00 (which includes the diagnosis and repair costs), the customer has the option to pay the difference or not participate in the program.
8. The participating VVRP Repair Facility will explain the program to the customer. The customer will sign an agreement with the participating VVRP Repair Facility to have the vehicle diagnosed and repaired and the customer will be informed that the vehicle must be returned to the waiver lane facility for a retest within two (2) working days. If the customer cannot meet the two (2) working day requirement, the customer has the option of having the participating VVRP Repair Facility take the vehicle to the waiver lane facility for the retest for a fee of \$25.00.
9. After the repairs have been made by a participating VVRP Repair Facility, the vehicle will be returned to the waiver lane facility for a retest within two (2) working days. The customer or participating VVRP Repair Facility will be instructed to bring all repair receipts with them to the waiver lane facility for re-testing.
10. The waiver lane facility will verify the repairs performed along with receipts on every vehicle participating in the VVRP. Waiver lane personnel will make copies of receipts and validate that the receipts match the actual repairs made.
11. The vehicle will be moved to a regular testing lane and a tailpipe test will be performed.
12. If the vehicle passes, GDAT will transmit the Vehicle Inspection Report (VIR) containing the test results to the participating VVRP Repair Facility via e-mail and GDAT will be billed by the participating VVRP Repair Facility. GDAT will compensate the participating VVRP Repair Facilities and turn invoices into the ADEQ monthly for reimbursement.
13. GDAT will reimburse the participating VVRP Repair Facilities within five (5) business days.
14. Based on the requirements of the program, the vehicle will be required to pass. If the vehicle fails, the vehicle will be returned to the participating VVRP Repair Facility for re-diagnosis and/or repairs at no additional charge to the customer.

On-Board Diagnostic (OBD) 1996 Model Vehicle and Newer Requirements:

1. The TA will go over the Pre-qualification Checklist with the customer.
2. If qualified, the customer will be directed to a participating VVRP Repair Facility of their choosing.
3. The customer will have 60 days to decide on whether they will participate in the program.
4. The customer takes the vehicle to get repaired by a participating VVRP Repair Facility.
5. Pursuant to A.R.S. §49-474.03(D)(2) if the repair exceeds the limit of \$700.00 (which includes the diagnosis and repair costs), the customer has the option to pay the difference or not participate in the program.

6. If the customer is qualified and agrees to participate, they will be directed to a waiver lane facility to receive their first tailpipe test before going to a participating VVRP Repair Facility. Waiver lane personnel will perform a loaded test on the vehicle and access HC, CO & CO2 readings, and readings will be entered onto the OBD tracking sheet.
7. The customer after receiving a tailpipe test will be directed to visit one of the participating VVRP Repair Facilities of their choosing.
8. The customer then takes the vehicle to a participating VVRP Repair Facility for repair.
9. The participating VVRP Repair Facility will explain the program to the customer. The customer will sign an agreement with the participating VVRP Repair Facility to have the vehicle diagnosed and repaired and the customer will be informed that the vehicle must be returned to the waiver lane facility for a retest within two (2) working days. If the customer cannot meet the two (2) working day requirement, the customer has the option of having the participating VVRP Repair Facility take the vehicle to the waiver lane facility for the retest for a fee of \$25.00.
10. After the repair has been made by a participating VVRP Repair Facility, the vehicle will be returned to the waiver lane facility for a retest within two (2) working days. The customer or participating VVRP Repair Facility will be instructed to bring all repair receipts with them to the waiver lane facility for re-testing.
11. The waiver lane facility will verify the repairs performed along with receipts on every vehicle participating in the VVRP. Waiver lane personnel will make copies of receipts and validate that the receipts match the actual repairs made. The waiver lane facility will tailpipe test the vehicle again for emission readings which will be entered onto the OBD tracking sheet.
12. The vehicle will be moved to a testing lane and OBD tested. If the vehicle passes, GDAT will transmit the VIR containing test results to the participating VVRP Repair Facility via e-mail and GDAT will be billed by the repair shop. GDAT will compensate the participating VVRP Repair Facilities and turn invoices into ADEQ monthly for reimbursement.
13. GDAT will reimburse the participating VVRP Repair Facilities within five (5) business days.
14. Based on the requirements of the program, the vehicle will be required to pass. If the vehicle fails, the vehicle will be returned to the participating VVRP Repair Facility for re-diagnosis and/or repairs at no additional charge to the customer.

Phase II

Please be advised Phase II will be implemented by December 14, 2018. At this time no monies have been spent for Phase II. During the first twelve months of operation, GDAT will develop and implement VVRP software to automate emission test data collection in the emission test lanes. This will be a one-time start-up cost. Any changes to currently identified automation would be reviewed with ADEQ prior to development of the finalized software.

GDAT will develop a system to track invoices and vehicle year/make/model and collate emission reduction data for reporting purposes.

Software Development Tasks

250 hours at \$125.00 per hour for:

Waiver lane VVRP Software modifications

130 hours

Lane Software modifications	40 hours
Portal reporting	40 hours
System Development testing	32 hours
Software development	8 hours
Total:	\$31,250.00

ADEQ VVRP RESPONSIBILITIES

ADEQ Administrative Responsibilities

- ADEQ will provide participating VVRP Repair Facilities with all necessary paperwork including: Customer agreements, surveys, postage paid envelopes, etc.
- ADEQ will train staff who answer a dedicated phone line and GDAT staff regarding the VVRP.
- ADEQ will provide the participating VVRP Repair Facilities through ADEQ's Recognized Repair Facilities (RRF) Program.
- ADEQ will perform inspections of the participating VVRP Repair Facilities and GDAT technicians performing repair verifications.
- ADEQ will audit a minimum 25% of the participating VVRP Repair Facilities invoices quarterly.
- In addition, ADEQ will audit a minimum 25% of GDAT invoices quarterly.
- ADEQ will provide staff support to the counties advisory committees.

VVRP Branding Responsibilities

Maricopa and/or Pima Counties branding will not be included in any of the marketing, materials or program-related documents produced by ADEQ or GDAT used for the VVRP.

Participating VVRP Repair Facilities

Pursuant in part in the Arizona Revised Statutes A.R.S. § 49-474.03(B)(8), vehicles participating in the VVRP must be taken to a participating VVRP Repair Facility. Any repairs not performed at a participating VVRP Repair Facility are not eligible for payment. ADEQ will solicit and inspect participating VVRP Repair Facilities. Participating VVRP Repair Facilities will be reviewed annually by ADEQ and if their performance is satisfactory they will be renewed. ADEQ will also add/replace participating VVRP Repair Facilities as needed based on their performance. GDAT will contract with participating VVRP Repair Facilities.

ADEQ will be using the RRF Program as a minimum requirement for participating VVRP Repair Facilities to qualify to be part of the program. ADEQ has identified and categorized three different levels to the RRF's as follows:

- 75% to 79% passing emissions repair effectiveness, Bronze;
- 80% to 89% passing emissions repair effectiveness, Silver;
- 90% to 100% passing emissions repair effectiveness, Gold.

For purposes of participating in the VVRP the Department has determined that RRF's with a 90% and higher emissions repairs success may apply to become a participating VVRP Repair Facility and eligible for payment.

Participating VVRP Repair Facilities Compliance and Audit Plan

The purpose of the audit is to ensure that all RRF's participating in the VVRP perform all aspects of the emissions repairs within the guidelines of the VVRP.

Pursuant in part in the Arizona Revised Statutes A.R.S. § 49-474.03(B)(8), the vehicle is taken to a participating VVRP Repair Facility. Any repairs not performed at a participating VVRP Repair Facility are not eligible for payment. The Department has determined that RRF's with a 90% and higher emissions repair success may become a participating VVRP Repair Facility and eligible for payment.

To ensure the integrity of the program, all participating VVRP Repair Facilities shall be audited quarterly as follows:

1. Upon arriving at the facility, the state inspector shall show identification and advise the owner or on site representative the purpose of the visit.
2. The state inspector shall verify that the facility employs a certified technician, and that the technician's certifications are current. If the facility does not meet the requirement, the state inspector shall discontinue the audit and inform the owner that their facility does not meet the participating VVRP Repair Facility requirements and is not authorized to be in the program. Record comments on the checklist.
3. The state inspector shall review documents of vehicles that have been repaired or are in the process of being repaired. The state inspector shall ensure the participating VVRP Repair Facility has all the necessary equipment to conduct the emissions diagnosis and repairs, i.e. gas analyzer, scan tool and record comments on the checklist.
4. The state inspector shall observe any current vehicles being repaired for emissions and record comments on the checklist.
5. If there are any concerns or the participating VVRP Repair Facility does not meet the requirement of being in the program, explain the requirements to the participating VVRP Repair Facility and that they will be removed from the program if they do not meet the requirements within a three month time frame which includes maintaining an average of 90% emissions repair success rate.
6. ADEQ inspectors will assist customers with complaints received from either GDAT or participating VVRP Repair Facilities.

At the conclusion of the audit the state inspector will provide a copy of the checklist to the owner or the on-site representative.

VVRP Verification Technician and State Inspector Qualifications

GDAT waiver lane technicians will be inspecting and verifying repairs that have been performed by the participating VVRP Repair Facilities. Below is the certification criteria for the waiver lane technicians.

GDAT Waiver Lane Technician Certification Requirements:

- GDAT IM-147 certification (Area A).
- Attend an ADEQ waiver lane certification training class.
- Show proficiency on how to identify valid repair receipts, estimates and completed repairs on all makes and models of vehicles that have failed the Arizona State emissions test.
- Pass an ADEQ waiver lane certification test with a score of 80% or better.

ADEQ State Station/Fleet inspectors will audit GDAT and the participating VVRP Repair Facilities equipment and technicians on a regularly scheduled basis. Below is the certification criteria for ADEQ State Station/Fleet inspectors.

ADEQ State Station/Fleet Inspector Certification Requirements:

- Pass Equipment Repair Technician certification test with a score of 80% or better.
- Be cross trained and show proficiency in both State Station and Fleet equipment and personnel auditing.
- Pass an ADEQ Diesel and Non-Diesel Vehicle Emissions Inspector Certification with a score of 80% or better.
- Attend an ADEQ waiver lane certification training class.
- Pass an ADEQ waiver lane certification test with a score of 80% or better.

VVRP Survey Review

ADEQ will review customer surveys, track results, which will be included in the ADEQ Annual Report.

ADEQ Outreach to Participating VVRP Repair Facilities

In order to find participating VVRP Repair Facilities, ADEQ will invite current Recognized Repair Facilities to attend one of two open house discussions about the program. The invitations will be sent to those Recognized Repair Facilities that meet the criteria for 90% passing emission repair effectiveness. Meetings will be held in both Maricopa and Pima Counties. ADEQ will explain the Statutes Governing the VVRP and additional requirements for equipment and personnel training during the open house discussions.

VVRP Reporting

ADEQ will quantify emissions reductions from the VVRP. ADEQ will be responsible for providing a quarterly report to the County no later than 45 days after the close of each quarter containing the information below. By December 1 of each calendar year, ADEQ shall also prepare and submit an annual progress report to the County, the Department of Transportation, the Speaker of the House of Representatives, the President of the Senate, the Governor, the Secretary of State and the Director of the Arizona State Library Archives and Public Records on the VVRP that contains at least the following information:

1. The number of vehicles repaired by model year and associated repair costs.
2. The cost-effectiveness of the program in terms of dollars spent per ton of vehicle emission reductions.
3. Any recommendations for improving the effectiveness of the program.
4. The administrative costs of the program.

Metrics and data to be reported in quarterly and annual progress reports:

1. Graph the success rate of vehicles passing emissions on the second attempt with the goal of a 95% pass rate.
2. Track and verify that ADEQ can repair an equal or greater number of vehicles than when the Counties operated the program.
3. Track the Audit compliance and ensure that a 90% compliance rate is achieved by the VVRP shops.
 - a. Bi-monthly tracking for the first six months or until a 90% compliance rate is achieved.
 - b. Quarterly tracking for the next six months or until a 90% compliance rate is achieved.
 - c. Annual tracking as long as there is a 90% compliance rate.
4. Percentage increase in the number of vehicles repaired compared to previous year.
5. Percentage increase in the tons of vehicle emissions reduced.
6. Documentation of all outreach activities and steps taken to effectively promote the VVRP to the community and significantly increase the number of customers participating in the program (include copies of advertisements, press releases, flyers, and any other associated outreach materials).
7. All administrative costs of the program, regardless of funding source, including but not limited to personnel, overhead, supplies, subcontractor, advertising, printing, etc.).

PARTICIPATING VVRP REPAIR FACILITIES RESPONSIBILITY

The participating VVRP Repair Facilities will be responsible for the following:

- Obtain a signed customer agreement form and take copayment.
- Complete the vehicle diagnostic and provide a written estimate to the customer for approval to continue in the program.
- Complete the emission related repairs.
- Finalize additional payment from customers for repairs, if repairs go beyond the combined \$700.00 amount (see VVRP Fee Structure Regarding the Customer table on page 3).

- Customer can opt to have the participating VVRP Repair Facility take the vehicle to the emissions station for post-repair testing for a fee of \$25.00.
- Distribute a customer satisfaction survey and return envelope to be mailed back in. ADEQ will provide copies of the survey and postage-paid return envelopes.
- Submit invoices to GDAT for reimbursement.

STATE STATUTE (Voluntary vehicle repair and retrofit program; criteria; fund; report)

This agreement and work plan shall be subject to 49-474.03, including Section F, the VVRP fund, which states:

The voluntary vehicle repair and retrofit program fund is established. The director shall administer the fund. Not more than five per cent of the monies in the fund may be used for the purpose of educating the general public about the program and eligibility for the program. The fund consists of monies from the following sources:

1. Monies appropriated by the legislature.
2. Monies appropriated by political subdivisions.
3. Monies deposited pursuant to section 49 551, subsection B.
4. Gifts, grants and donations.