



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

Award Contract Grant

Requested Board Meeting Date: 6/19/2018

* = Mandatory, information must be provided

or Procurement Director Award

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

***Project Title/Description:**
Voluntary 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].

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. 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.

***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 quality

Since the largest single source of air pollution in Pima County is motor vehicle use, the program will educate individuals about actions they can take to reduce air pollution in an effort to keep us in attainment of the EPA air quality standards and avoid negative effects on public health, tourism and economic development that non-attainment could bring.

***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 5.24.18
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Contract / Award Information

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

Effective Date: 07/01/2018 Termination Date: 06/30/2019 Prior Contract Number (Synergen/CMS): _____

Expense Amount: \$* _____ Revenue Amount: \$ \$268,250.00

*Funding Source(s) required: ADEQ

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

Contract is fully or partially funded with Federal Funds? Yes No

*Is the Contract to a vendor or subrecipient? Not applicable

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: _____ Department Code: _____ Contract Number (i.e.,15-123): _____

Amendment No.: _____ AMS Version No.: _____

Effective Date: _____ New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

Expense or 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: _____ 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, Program Manager, Senior

Department: PDEQ Telephone: 724-7446

Department Director Signature/Date: R Gudi

Deputy County Administrator Signature/Date: [Signature] 5/18/18

County Administrator Signature/Date: [Signature] 3/18/18

(Required for Board Agenda/Addendum Items)



ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

Contract No.: ADEQ18-19821
Effective Date: Upon ADEQ Director's Signature
Termination Date: June 30, 2019

Agreement Title: General Services Contract Pima County DEQ Voluntary No-Drive Day/Clean Air Program

COUNTY

PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY
33 N. STONE AVENUE, SUITE 700
TUCSON, AZ 85701

Name: Beth Gorman
Title: Senior Program Manager
Phone: 520-724-7446
Email: Beth.Gorman@deq.pima.gov

CONTRACT ADMINISTRATOR

Arizona Department of Environmental Quality
Contracts and Procurement Section
1110 West Washington Street
Phoenix, AZ 85007-2935
Chief Procurement Officer: Teena Ziegler
Procurement Officer: Susan Holt
Phone/Email: 602-771-4256 holt.susan@azdeq.gov

THIS AGREEMENT, is between the STATE OF ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY [hereinafter referred to as the "Department" or "ADEQ"], established and authorized to contract pursuant to Arizona Revised Statutes (A.R.S.) § 49-104, and PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY [hereinafter referred to as the "Grantee" or "the County"] A.R.S., § Title 11, Chapter 2, Article 4.

The purpose of this Agreement is to provide funding for the Pima County Voluntary No-Drive Day/Clean Air Program required by A.R.S. §§ 49-506.

Pima County will administer the program, in accordance with the attached Workplan.

This Agreement, including Agreement Terms, Workplan, Attachments, and written Amendments executed in accordance herewith, shall constitute the entire Agreement between the Parties and supersede all other understandings, oral or written.

This Agreement contains the following documents:

- 1. Agreement Terms
2. Workplan

Contract No: CTN-DE-18-170 Amendment No:
This number must appear on all correspondence and documents pertaining to this contract

IN WITNESS WHEREOF, the parties hereto agree to carry out the terms of this Agreement.

Approved by Pima County Board of Supervisors:

[Signature lines for Pima County Board of Supervisors]

PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

[Signature: Ursula K. Nelson]

URSULA K. NELSON, P.E.
Printed Name

DIRECTOR, PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY
Title

5.17.18
Date

[Signature: Timothy Franquist]

TIMOTHY FRANQUIST
Printed Name

DIRECTOR, AIR QUALITY DIVISION
Title

The above referenced Contract is hereby executed this Day of, 2018.



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

Chair, Board of Supervisors

Date


Clerk of the Board

Date

CONTRACTOR

R G dj 5.17.18
PDEQ Date

Approved As to Form:


Lesley Lukach
Deputy County Attorney

5/17/2018
Date

**ADEQ18-198217
AGREEMENT TERMS**

1. **Recitals:** The purpose of this Agreement is to provide funding for Pima County Voluntary No-Drive Day/Clean Air Program required by A.R.S. §§ 49-506.
 - 1.1 ADEQ will provide funding to the Program.
 - 1.2 The County will execute the attached Workplan.
 - 1.3 The County agrees to expeditiously initiate and complete the Workplan under this Agreement. The Parties warrant, represent and agree that their employees and representatives will comply with all applicable provisions provided herein.
2. **Definitions:** The following definitions shall apply to the terms used in this Agreement, except where the context necessarily requires otherwise.
 - 2.1 “§” means Section.
 - 2.2 “A.A.C.” means Arizona Administrative Code.
 - 2.3 “A.R.S.” means Arizona Revised Statutes.
 - 2.4 “Agreement” means this written document between ADEQ and PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY.
 - 2.5 “County” means PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY.
 - 2.6 “Department” or “ADEQ” means the Arizona Department of Environmental Quality.
 - 2.7 “Parties” means ADEQ and PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY.
 - 2.8 “State” means the State of Arizona.
 - 2.9 “Program” means Pima County Voluntary No-Drive Day/Clean Air Program.
3. **Access to Information:** Subject to statutory confidentiality requirements of the County and ADEQ, both Parties to this Agreement shall have full, complete and equal access to data and information prepared under this Agreement on a no-charge basis.
4. **Amendment:** This Agreement may be modified only by written Contract Amendment signed by the Director or designee, of ADEQ and the person duly authorized to act on behalf of the County. Contract Amendments shall be executed with the same formalities as this Agreement and become effective upon the date of signature by the Director of ADEQ, or designee, after execution of the agreement by the person duly authorized to sign it on behalf of the County. Executed copies of any Amendment shall be provided to both parties.
5. **Amount of Agreement:** ADEQ will provide County with up to \$268,250 to execute the Workplan. Any changes or modifications to any part of this Agreement shall be modified only by written Contract Amendment.
6. **Governing Law:**
 - 6.1 This Contract shall be governed by and construed in accordance with the laws of the State of Arizona and the Arizona Procurement Code.

- 6.2 **Implied Consent Terms:** Each provision of law and any terms required by law to be in this Agreement are a part of this Agreement as if fully stated in it.
7. **Assignment:** Neither Party may assign any rights hereunder without the express, written, prior consent of the other Party.
8. **Audit of Records:** Pursuant to A.R.S. §§ 35-214 and 35-215, the County shall retain all data, books and other records (“records”) relating to this Agreement for a period of five years after completion of the Agreement, any litigation, claim, negotiation, audit, cost recovery, or action involving the records has been completed. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the County shall produce the original of any or all such records.
9. **Cancellation of State Contracts for Conflict of Interest:** Both Parties may cancel this Agreement, without penalty of further obligation, pursuant to A.R.S. § 38-511.
10. **Agreement Term:** The initial term of this Agreement shall be from the date of signature by the Director of ADEQ, or designee, after execution of the agreement by the person duly authorized to sign it on behalf of the County through June 30, 2019. The Agreement may be renegotiated for additional periods, by formal Contract Amendment, subject to the requirements and/or limitations by Federal or State statutes and regulations.
11. **Effective Date:** This Agreement shall become effective upon the execution of the agreement date of signature by the Director of ADEQ, or designee, after execution of the agreement by the person duly authorized to sign it on behalf of the County.
12. **Non-Availability of Funds:** Every payment obligation of ADEQ under this Contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by either party at the end of the period for which funds are available. No liability shall accrue to either party in the event this provision is exercised, and the Parties shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.
13. **Notices, Correspondence, Reports and Invoices:**
- 13.1 All notices and correspondence from the County except those described in 13.2 below shall be sent to:
- Arizona Department of Environmental Quality
Air Quality Division
Lisa Tomczak, Project Manager
1110 West Washington Street
Phoenix, AZ 85007-2935
tomczak.lisa@azdeq.gov
- 13.2 All correspondence relating to the execution of the Contract, clarification of this Contract, and Contract Amendments shall be sent to:
- | | |
|---|---|
| <p>For ADEQ:
Arizona Department of Environmental Quality
Contracts and Procurement Section
Susan Holt, Sr. Procurement Specialist
1110 West Washington Street
Phoenix, AZ 85007-2935
holt.susan@azdeq.gov
602-771-4256</p> | <p>Other Party:
Pima County Department of Environmental Quality
Beth Gorman, Senior Program Manager
33 N. Stone Avenue, Suite 700
Tucson, AZ 85701
beth.gorman@pima.gov
520-724-7446</p> |
|---|---|
- 13.3 All invoices and reports relating to the Contract shall be sent to:

AccountsPayable@azdeq.gov

- 13.4 Either party to this Agreement may designate a new contact by filing a notice with the other party in accordance with these notice requirements.
- 13.5 Reports and invoices shall be reported on a quarterly basis and submitted within 45 calendar days after the end of the quarter:
September 30 – 1st quarter
December 31 – 2nd quarter
March 31 – 3rd quarter
June 30 – 4th quarter

Required content of Reports is described in the Workplan.

14. **Reporting:** Reporting shall be in accordance with the Workplan attached to this Agreement.
15. **Ownership of Information:** Both Parties retain title to all documents, reports, data, and other materials prepared as a part of the Workplan. ADEQ and County shall have full and complete rights to reproduce, duplicate, disclose, perform and otherwise use all information prepared under this Agreement.
16. **Payment:**
- 16.1 All requests for reimbursement shall be accompanied by reasonable assurance that the goods and services for which reimbursement is requested were actually received and performed, and payments were made during the period for which reimbursement is requested.
- 16.2 The County shall submit a quarterly invoice of charges as identified in Section 13.3 of this agreement. Each payment for the contract will be made Net 30 Days after approval of the Project Manager. Payments to the County shall be made in accordance with the requirements of the Workplan attached to this Agreement.
- 16.3 The Contractor shall submit an invoice of expenditures which shall include the following:
Title of Project
County Name
Contract Number
Time Period covered
Whether an interim or final report
Total expense to date
Total reimbursement due
Summary of work conducted
Itemized expenses
The final report shall state any unexpected funds
17. **Printing Credit:** Promotional materials, such as brochures, advertisements, videos, maps, technical reports, and other printed materials, developed by Contractor, which are funded with ADEQ monies, shall show credit to ADEQ. All promotional materials shall be printed to the extent possible on recycled paper with the statement "Printed on Recycled Paper" printed on the cover sheet.
18. **Program Review:**
- 18.1 It is the responsibility of the County to coordinate with ADEQ regarding the progress of the Workplan. ADEQ may request, at its discretion, progress updates.
- 18.2 It is the responsibility of ADEQ to review and confirm the progress of this Workplan. Therefore, ADEQ reserves the right to meet with the County or its subcontractors at reasonable intervals for purposes of review of the work and the progress of the Workplan.

- 18.3 ADEQ reserves the right to review and approve any and all forms, questionnaires, brochures, and other special purpose documents developed by the County or its subcontractors for use in the Program.
19. **Severability:** The provisions of this Agreement are severable to the extent that any provision or application to be invalid shall not affect any other provision or application of the Agreement, which shall remain in effect without the invalid provision or application.
20. **Termination:**
- 20.1 ADEQ or the County may terminate this Agreement at any time, with or without cause, after giving 30 days written notice of termination to the other Party, as appropriate. The notice shall specify the effective date of termination.
- 20.2 In the event the Agreement is terminated, with or without cause, the County shall deliver to ADEQ all finished or unfinished documents, data, and reports prepared as a result of this Agreement.
21. **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, (ADEQ) is self-insured per A.R.S. §41-621.

In addition, should the County utilize a contractor(s) and subcontractor(s), the indemnification clause between the 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 the 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 Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, 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.

22. **E-Verify:** To comply with A.R.S. § 41-4401(A), each Party hereby warrants its compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). If either Party uses any subcontractors in performance of this Agreement, subcontractors shall warrant their compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). A breach of this warranty shall be deemed a material breach of the Agreement subject to penalties up to and including termination of this Agreement. Each Party retains the legal right to inspect the papers of any contractor or subcontractor employee who works on the Agreement to ensure that the contractor or subcontractor is complying with this warranty.

23. **Conflict Resolution Procedures:**
- 23.1 This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona and the Arizona Procurement Code.
- 23.2 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).
- 23.3 If a dispute that arises out of this Agreement is based upon an Administrative Order issued by the Director of ADEQ under A.R.S. § 49-321 *et seq.*, any and all appeals from such an Order are subject to hearing at the Arizona Office of Administrative Hearing, and any and all such appeals shall be determined pursuant to hearing as prescribed by A.R.S. § 41-1092 *et seq.*
- 23.4 This Agreement is subject to mandatory arbitration pursuant to A.R.S. § 12-1518, A.R.S. § 12-133, and rules adopted pursuant to those statutes. If a dispute arises out of this Agreement or any subcontract thereto, and the amount in controversy does not exceed the statutory amount as set forth by statute, the matter shall be, upon filing the matter with Maricopa County Superior Court, submitted to and decided by an arbitrator or arbitrators in accordance with the provisions of Az.R.Civ.Pro.72-76.1. Each party shall bear its own arbitration fees, attorney fees and costs. If a dispute arises out of this delegation agreement or any subcontract thereto, and the amount in controversy exceeds the statutory amount, the matter shall be filed in Maricopa County Superior Court and litigated pursuant to the appropriate litigation statutes.
24. **Waiver:** The waiver or failure to enforce any provision of this Agreement will not operate as a waiver of any future breach of any such provision or any other provision hereof.
25. **Non-Discrimination:** Pursuant to Title 41, Chapter 9, Article 4 of the Arizona Revised Statutes and Executive Order 2009-09, the Parties shall provide access to equal employment opportunities for all persons, regardless of race, color, religion, sex, age, national origin, or political affiliation, and to all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act. Both Parties shall take affirmative action to ensure that applicants for employment and employees are treated without regard to race, age, color, religion, sex, or national origin and in compliance with the Americans with Disabilities Act.
26. **Record Keeping Requirements:** Pursuant to A.R.S. §§ 35-214 and 35-215, both Parties shall retain all data, books, accounts, reports, files and other records (“records”) relating to this Contract for a period of five years after completion of the Contract, any litigation, claim, negotiation, audit, cost recovery, or action involving the records has been completed or from the date of complete resolution of any dispute and any applicable appeals, unless a longer period is required by statute or rule.. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, either Party shall produce the original of any or all such records.
27. **Lobbying:** The County shall not engage in lobbying activities, as defined in 40 CFR part 34 and ARS §41-1231 *et seq.*, using monies paid under this Agreement. Upon signature of this Agreement, the County shall disclose all lobbying activities to ADEQ to the extent they are an actual or potential conflict of interest or where such activities would create an appearance of impropriety. The County shall implement and maintain adequate controls to ensure that monies paid this Agreement shall not be used for lobbying.



VOLUNTARY NO-DRIVE DAYS PROGRAM

**Pima County Department of
Environmental Quality**

Scope of Work

for Air Quality Grant Funding

Fiscal Year 2019

MAY 14, 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.

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 two percent.

III. TASKS & ACTIVITIES

Tasks	Activities
1. Develop a public outreach campaign to increase awareness of health impacts of ozone and actions to protect those at risk and reduce ozone 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.	4 No-Drive Days Focused Community-Wide Events.
3. Create and provide presentations to encourage No-Drive Days and actions to reduce emissions. Target new audiences and expand current audiences.	75 presentations at schools, businesses and community groups 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.	32 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.	200 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.	25 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.	23 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.	210 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 two 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
Personnel Staff time to develop, plan, implement ozone and other air pollution prevention programs; make programmatic modifications.	\$148,559
Supplies Office and outreach supplies to engage newly targeted audiences at events and presentations.	\$800.00
Contractual	\$7,500.00
Other* Printing, advertising, promotional incentives, telephone	\$13,364.00
Administration**	\$98,027.00
Total Budget	\$268,250.00

*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.