



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: 11/12/24

* = Mandatory, information must be provided

or Procurement Director Award:

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

Arizona Department of Environmental Quality (ADEQ)

***Project Title/Description:**

Amendment #1 to Agreement No. EV24-0042 between the Pima County and the Arizona Department of Environmental Quality.

***Purpose:**

ADEQ awards grant funding to Pima County to operate its Voluntary No Drive Day/Clean Air Program, as required by Arizona Revised Statute 40-506 and Pima County Code 17.44.020. This award was presented to the Pima County Board of Supervisors at its May 21, 2024 meeting and it was accepted by a vote of 5-0 (Agenda item #60).

Subsequently, ADEQ learned that it was not receiving all of the funding it expected for this program and it advised Pima County that it would need to amend the award to reduce the program budget and scope of work by \$7,910, to \$257,272. This amendment reduces the Clean Air Program budget by reducing the number of tabling events, presentations, creation of informational literature and information distribution opportunities commensurate with the budget adjustment.

***Procurement Method:**

The grant amendment did not require Pima County Attorney review or signature.

***Program Goals/Predicted Outcomes:**

The principle goal is to reduce vehicle emissions that contribute to air pollution by encouraging drivers within Pima County to drive less and not drive on certain days, and by increasing public awareness of air quality issues and the connection between driving and air quality.

***Public Benefit:**

In the past, Pima County has experienced violations of the EPA National Ambient Air Quality Standards (NAAQS). To help prevent further deterioration, several initiatives were developed to reduce air pollution within Pima County, including the VNDD/CAP. There have been no violations of the EPA air quality standard for carbon monoxide since the program was initiated. However, in 2018, air quality in eastern Pima County violated the more protective EPA ozone standard for the first time. Since motor vehicles contribute to ozone precursors and many community members have respiratory ailments or heart disease (which puts them at risk when air quality is unhealthy), it is important to continue to educate residents about air quality issues and encourage community actions to reduce driving and reduce the public's exposure. The Rillito area has also violated the PM10 air quality standard and has been designated as a non-attainment area so efforts are also made to educate the public about reducing dust emissions.

***Metrics Available to Measure Performance:**

Quarterly reports sent to ADEQ track the progress of the VNDD/CAP tasks and activity metrics. Invoices and requests for reimbursements will also be sent each quarter within 60 days after the end of the quarter. An annual telephone and internet survey performed by an outside consultant evaluates aspects of the VNDD/CAP, such as community-wide alternate mode use and awareness of program activities. PDEQ also submits an annual report to ADEQ that includes 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 next year. PDEQ also provides estimates of total emission reductions for CO, VOCs, PM10, PM2.5, and NOx, as well as total emissions saved for the program year.

***Retroactive:**

No.

6/11/24
BWI approved
10/25/24

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
Expense Amount \$ _____ * Revenue Amount: \$ _____

*Funding Source(s) required: _____

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

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

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Amendment No.: _____ AMS Version No.: _____
Commencement Date: _____ New Termination Date: _____
Prior Contract No. (Synergen/CMS): _____
Expense Revenue Increase Decrease Amount This Amendment: \$ _____

Is there revenue included? Yes No If Yes \$ _____

*Funding Source(s) required: _____

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

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

Document Type: Grant Amendment Department Code: DE Grant Number (i.e., 15-123): 70922
Commencement Date: 7/1/24 Termination Date: 6/30/25 Amendment Number: 1
Match Amount: \$ _____ Revenue Amount: \$ 257,272.00

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

*Match funding from General Fund? Yes No If Yes \$ _____ % _____

*Match funding from other sources? Yes No If Yes \$ _____ % _____

*Funding Source: _____

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

N/A

Contact: Natalie Shepp

Department: Pima County Department of Environmental Quality

Telephone: 520-724-6885

Department Director Signature: Scott DiBiase Date: 10/9/24
Deputy County Administrator Signature: _____ Date: 28 Oct 2024
County Administrator Signature: _____ Date: 10-28-24

Digitally signed by Scott DiBiase
DN: cn=Scott DiBiase, o=Pima County, ou=Environmental Quality, email=scott.dibiase@pima.gov, c=US
Date: 2024.10.09 15:00:21 -0700

AMENDMENT #1 TO AGREEMENT

NO. EV24-0042

between the

PIMA COUNTY

and the

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

Effective upon signature, the Agreement referenced above is hereby amended as follows:

1. Section IV, **Manner of Financing and Payment**, is revised and replaced with the following:

“A. ADEQ shall reimburse \$257,272.00 to execute State Fiscal Year (SFY) 2025 Scope of Work attached to this agreement and incorporated by reference as though set forth verbatim herein. During the term of this Agreement, any changes or modification to any part of this Agreement shall be modified only by written Agreement Amendment signed by the appropriate representatives of the Parties.

B. This Agreement is funded with State funds and no Federal funds will be utilized.

C. Invoices shall be paid within thirty days after receipt of an invoice and accompanying documentation that demonstrates the activity was completed.

D. Reimbursement requests must include detailed support documentation so as to determine that expenses are reasonable, allowable, and allocable to the activities described in the Scope of Work.”

2. The Scope of Work Section is hereby revised and replaced with the Scope of Work attached to this Amendment #1.

Continued on next page



Voluntary No-Drive Days Program



SCOPE OF WORK

For Air Quality Grant Funding
Fiscal Year 2025

Revised September 4, 2024

This page is intentionally left blank.

**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 (VNDD) 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 VNDD 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 ambient air quality standards (NAAQS). To prevent further deterioration, several initiatives were developed to reduce air quality emissions in Pima County. The VNDD Program is one of those initiatives. There have been no violations of the EPA NAAQS for carbon monoxide since the program was initiated. However, in 2018, air quality in eastern Pima County violated the more protective 2015 EPA ozone standard for the first time. Since motor vehicle use contributes to ozone precursors, it is important to continue educating residents about air quality issues and encouraging community actions to reduce driving.

II. GOALS & OBJECTIVES

The principal goal of the program is to reduce vehicle emissions that contribute to air pollution by encouraging drivers not to drive on certain days and by increasing public awareness of air quality issues and the connection between driving, air quality and health. 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 objectives include a multi-tiered approach and utilize numerous techniques that provide public information and community education about air quality and its relationship to the use of motor vehicles, as well as incentives to choose alternate modes.

1. Support multiple no-drive day events and programs that encourage carpooling, transit use, telecommuting, walking, and biking as alternatives to driving alone.
2. Provide air quality and travel reduction awareness programs and reach a wide range of audiences including youth and adult groups. Air education in youth may instill an understanding and appreciation of air and reaches individuals before driving habits are ingrained. Children may also have persuasive impact on the adults in their household to drive less. It is important to reach adults directly, as they are the

audience who decides which modes of travel to use, and they need reminders to keep air quality in the scope of consideration during daily activities.

3. Provide adaptive community education programs including speakers' bureau, tabling at business/employer outreaches and community events. Maintain positive media relations and utilize the media and social media by purchasing advertisements, distributing news releases, and issuing Ozone, Dust, and Smoke Action Day alerts.

Over the years, PDEQ has also expanded the objectives of the VNDD 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 FY24-25, PDEQ will continue to strive to decrease vehicle miles traveled in Pima County by 1.75 percent.

III. TASKS & ACTIVITIES THAT PROMOTE AIR AWARENESS AND EMISSIONS REDUCTIONS

To enhance awareness of ground-level ozone and particulate matter, encourage no-drive days and vehicle emissions reductions, and protect public health, PDEQ staff will engage in several tasks and activities described in the chart below.

Tasks	Activities
1. Host and assist with planning, organizing, sponsoring and/or staffing community-wide events and programs.	<p>Collaborate with other agencies, schools, businesses, and groups to advance No-Drive Days goals.</p> <p>Minimum of 4 No-Drive Days focused events, in addition to PDEQ's Drive-Less Pledge.</p> <p>Staff at least 18 booths at schools, businesses, and community events.</p>
2. Create and provide presentations and in-depth interviews.	<p>Minimum of 47 presentations at schools, community groups, businesses, and the media.</p>
3. Develop promotional, informational, and/or educational materials, news releases, engaging displays and/or activities; distribute to the public via website, emails, outreaches, the media, social media, etc.	<p>Minimum of 25 flyers, brochures, articles, news releases, promotional materials, etc.</p> <p>Minimum of 331 public information distribution opportunities.</p> <p>Attain at least 132,370 social media impressions.</p>

<p>4. Contract with local environmental non-profit organization to implement Youth for Blue Skies program to encourage young people to design and deliver air quality action plans within their own communities.</p>	<p>Work with contractor to ensure that up to 15 youth are recruited and trained to participate in the program.</p> <p>Work with contractor to ensure that youth develop and implement environmental action plans.</p> <p>Work with contractor to host symposium with stakeholders.</p>
<p>5. Contract with research professionals to evaluate program through a random survey and utilize additional survey instruments for various audiences.</p>	<p>Submit surveys as appropriate after presentations or events. Approve questions for contracted annual survey. Receive, analyze, and submit results.</p>
<p>6. Decrease by 1.75 percent the number of Pima County vehicle miles traveled.</p>	<p>Gather data from surveys, pledges, events, and challenges administered and/or promoted by VNDD program. Estimate VMT and emissions reductions.</p>

IV. DELIVERABLES

Quarterly reports will be sent to ADEQ tracking the progress of VND Program tasks and activities within 60 days after the end of the quarter. Invoice reports will also be sent each quarter within 60 days after the end of each 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.

PDEQ will provide estimates of total emission reductions for the current fiscal year and the past four years for the following pollutants: CO, VOC, PM10, PM2.5, NOx, total emissions saved in pounds or tons.

In addition, PDEQ will use the annual community-wide survey to determine VMT, SOV, and AMU rates in the required format.

V. SCHEDULE FOR SUBMISSION OF DELIVERABLES

Deliverable	Date of Submittal
1 st , 2 nd , 3 rd & 4 th Quarter invoices	60 days after the end of the quarter
1 st , 2 nd , 3 rd & 4 th Quarter reports	60 days after the end of the quarter
Annual report	60 days after fiscal year end

VI. BUDGET

Description of Work	Original	Amended
<i>Personnel</i> Staff time to develop, plan and implement air pollution prevention programs.	\$136,000.00	\$130,709.96
<i>Supplies and Other</i> Supplies to engage targeted audiences at multiple community events and presentations. Printing, advertising, incentives/tools for program participation, promotional items, event sponsorship, operating supplies, travel, vehicle maintenance/parking, etc.	\$35,000.00	\$33,099.59
<i>Contractual</i> Consultant for annual program evaluation survey. Non-profit contractor services for Youth for Blue Skies program.	\$7,250.00 \$70,500.00	\$7,250.00 \$70,500.00
Administration*	\$16,432.00	\$15,712.45
Total Budget	\$265,182.00	\$257,272.00

***Administration:** Pima County does not have a negotiated indirect cost rate agreement and has elected to charge a de minimis rate of 10% of modified total direct costs (MDTC). MDTC means all direct salaries and wages, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award.) MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.