



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: 05/17/2022

\* = Mandatory, information must be provided

or Procurement Director Award:

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

Arizona Department of Environmental Quality (ADEQ)

**\*Project Title/Description:**

Pima County Dept. of Environmental Quality (PDEQ) Voluntary No Drive Day/Clean Air Program

**\*Purpose:**

The purpose of the contract is to administer and fund the PDEQ Voluntary No Drive Day/Clean Air Program (VND/CAP), as required by Arizona Revised Statute 49-506 and Pima County Code 17.44.020. ADEQ is providing funding for the program for the 22-23 fiscal year and it will be administered by PDEQ in accordance with the Scope of Work outlined in the new contract.

**\*Procurement Method:**

N/A

**\*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:**

Pima County has recently 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 VND/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 nonattainment 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 VND/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 VND/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

GME approved  
Rec 5/2/22

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: GTAW Department Code: DE Grant Number (i.e., 15-123): 22\*113
Commencement Date: 7/1/2022 Termination Date: 6/30/2023 Amendment Number:
Match Amount: \$ Revenue Amount: \$ 268,250

\*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: Barbara A. Escobar Date:
Deputy County Administrator Signature: Date: 5/2/2022
County Administrator Signature: Date: 5/3/2022



ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY AND PIMA COUNTY

Page 1 of 11
Agreement No.: EV22-0027
Effective Date: Upon date of the last party's signature
Termination Date: June 30, 2023

AGREEMENT

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, and PIMA COUNTY [hereinafter referred to as the "Grantee" or "the County"].

The purpose of this Agreement is to provide funding for the Pima County Voluntary No-Drive Day/Clean Air Program as required by A.R.S. §§ 49-506. This written Agreement, including Agreement Terms, Scope Of Work, Attachments, Amendments, and any modifications approved 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. Scope of Work and Budget

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

PIMA COUNTY

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

Signature

Printed Name

Title

Date

Signature

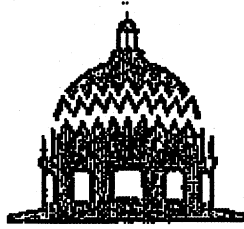
Daniel Czecholinski

Printed Name

Director, Air Quality Division

Title

The above referenced Agreement is hereby executed on \_\_\_\_\_ Date



# PIMA COUNTY

## ENVIRONMENTAL QUALITY

### PIMA COUNTY SIGNATURE PAGE

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

PIMA COUNTY

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Barbara A.  
Escobar

Digitally signed by Barbara A. Escobar  
DN: cn=Barbara A. Escobar, o=Pima  
County, ou=Environmental Quality,  
email=barbara.escobar@pima.gov, c=US  
Date: 2022.05.02 10:43:02 -0700

\_\_\_\_\_  
PDEQ Director

\_\_\_\_\_  
Date

Approved as to form:

\_\_\_\_\_  
Deputy County Attorney

April 15, 2022  
\_\_\_\_\_  
Date

**AGREEMENT # EV22-0027**  
**AGREEMENT TERMS**

1. **Recitals:** The purpose of this Agreement is to fund and administer Pima County Voluntary No-Drive Day as required by A.R.S. §§ 49-506.
2. **Terms:**
  - 2.1. ADEQ will provide funding to the program.
  - 2.2. The County will execute the attached Scope of Work.
  - 2.3. The County agrees to expeditiously initiate and complete the attached Scope of Work under this Agreement. The Parties warrant, represent and agree that their employees and representatives will comply with all applicable provisions provided herein.
3. **Definitions:** The following definitions shall apply to the terms used in this Agreement, except where the context necessarily requires otherwise.
  - 3.1. "A.A.C." means Arizona Administrative Code.
  - 3.2. "A.R.S." means Arizona Revised Statutes.
  - 3.3. "Agreement" means this written document between ADEQ and Pima County.
  - 3.4. "County" means Pima County.
  - 3.5. "Department" or "ADEQ" means the Arizona Department of Environmental Quality.
  - 3.6. "Parties" means ADEQ and the County.
  - 3.7. "State" means the State of Arizona.
4. **Amendment:** This Agreement may be modified only by written Amendment signed and dated by the Director or designee of ADEQ and the person duly authorized to act on behalf of the County. Amendments to this Agreement shall be executed with the same formalities as this Agreement and become effective upon dated signature of the last party. Executed copies of any Amendment shall be provided to both parties.
5. **Budget:** ADEQ will pay \$268,250 up to a **maximum of \$268,250.00** to execute State Fiscal Year (SFY) 2023 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.
6. **Non-Availability of Funds:** Pursuant to A.R.S. §35-154(A), every payment obligation of ADEQ under this Agreement 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.
7. **Payment Mechanism:** Invoices shall be paid within thirty days after receipt of an invoice and accompanying documentation that meets the Completeness Criteria in the Scope of Work for the Scope of Work activity type completed and invoiced.

8. **Conflict Resolution Procedures:**

- 8.1. This Contract shall be governed by and construed in accordance with the laws of the State of Arizona and the Arizona Procurement Code.
- 8.2. 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).
- 8.3. 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)

9. **Assignment:** Neither Party may assign any rights hereunder without the express, written, prior consent of the other Party.

10. **Conflict of Interest:** Either party may cancel this Agreement for conflict of interest in accordance with the termination terms of this Agreement, without penalty or further obligation, pursuant to A.R.S. § 38-511.

11. **Agreement Term:** The initial term of this Agreement shall be from the date of the last party's signature through June 30, 2023. The Agreement may be renegotiated for additional periods, by formal Contract Amendment, subject to the requirements and/or limitations by Federal or State regulations.

12. **Effective Date:** This Agreement shall become effective upon execution the date of the last party's signature.

13. **Notices, Correspondence, Reports and Invoices:**

13.1. All notices, correspondence, and reports from Pima County shall be sent to:

Arizona Department of Environmental Quality  
Air Quality Division  
Amanda Luecker, Associate Transportation Planner  
1110 W Washington Street  
Phoenix, AZ 85007-2935  
(602) 771-4887  
[Luecker.Amanda@azdeq.gov](mailto:Luecker.Amanda@azdeq.gov)

13.2. All correspondence relating to the execution of the Agreement, clarification of this Agreement, and Amendments to this Agreement shall be sent to:

**For ADEQ:**  
Susan Holt, Sr. Procurement Specialist  
Arizona Department of Environmental Quality  
1110 W Washington Street  
Phoenix, AZ 85007  
(602) 771-2666  
[Holt.Susan@azdeq.gov](mailto:Holt.Susan@azdeq.gov)

**Other Party:**  
Natalie Shepp, Program Manager Senior  
Pima Department of Environmental Quality  
33 N. Stone Avenue, Suite 700  
Tucson, AZ 85701  
(520) 724-7400  
[Natalie.Shepp@pima.gov](mailto:Natalie.Shepp@pima.gov)

13.3. All invoices shall be sent to [accountspayable@azdeq.gov](mailto: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.

14. **Ownership of Information:** Both parties retain title to all documents, reports, data, and other materials prepared as a part of the Program. ADEQ and Pima County shall have full and complete rights to reproduce, duplicate, disclose, perform and otherwise use all information prepared under this Agreement.

15. **Printing Credit:** Promotional materials, such as brochures, advertisements, videos, maps, technical reports, etc. developed for the Program, shall show credit to the producing party. 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.

16. **Program Review:** It is the responsibility of the Pima County to coordinate with ADEQ regarding the progress of the Program at least quarterly. ADEQ may request, at its discretion, progress updates.

17. **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.

18. **Termination:**

18.1. ADEQ or Pima County may terminate this Agreement at any time, with or without cause, after giving 30 days written notice of termination to the Pima County or ADEQ, as appropriate. The notice shall specify the effective date of termination.

18.2. In the event the Agreement is terminated, with or without cause, Pima County shall deliver all finished or unfinished documents, data, and reports prepared as a result of this Agreement to ADEQ. Repayment to ADEQ of a pro-rated portion of payment received by Pima County may be required for work that was not finished during the invoiced period.

19. **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 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.

20. **Federal Immigration and Nationality Act:** The contractor shall comply with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the contract. Further, the contractor shall flow down this requirement to all subcontractors utilized during the term of

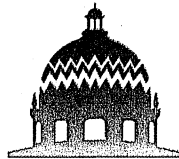
the contract. The State shall retain the right to perform random audits of contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the contractor and/or any subcontractors be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to; suspension of work, termination of the contract for default and suspension and/or debarment of the contractor.

21. **E-Verify Requirements:** In accordance with A.R.S. § 41-4401, Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A.
22. **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.
23. **Non-Discrimination:** Pursuant to Title 41, Chapter 9, Article 4 of the Arizona Revised Statutes and Executive Order 2009-09, the Contractor 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.
24. **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.
25. **Entire Agreement:** This Agreement contains the entire agreement of the parties with respect to the subject matters hereof, and it may be amended, modified, or waived only by an instrument in writing signed and dated by both parties.
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.
28. **Antitrust Recovery:** The County assigns to ADEQ any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to the County toward fulfillment of this Agreement.





# Voluntary No-Drive Days Program



**PIMA COUNTY**

ENVIRONMENTAL QUALITY

Pima County Department of  
Environmental Quality

## SCOPE OF WORK

For Air Quality Grant Funding  
Fiscal Year 2023

March 4, 2022

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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 ambient air quality standards (NAAQS). 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 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 principle 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, issuing Air Quality Advisories and Health Watches, and posting messages.

Over the years, PDEQ has also 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 FY22-23, PDEQ will 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 and Fresh Start programs.</p> <p>Staff at least 20 booths at schools, businesses, and community events.</p>
2. Create and provide presentations and in-depth interviews.	<p>Minimum of 25 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 27 flyers, brochures, articles, news releases, promotional materials, etc.</p> <p>Minimum of 350 public information distribution opportunities.</p> <p>Attain at least 140,000 impressions.</p>
4. Contract with research professionals to evaluate program through a random survey and utilize additional survey instruments for various audiences.	<p>Submit surveys as appropriate after presentations or events. Approve questions for contracted annual survey. Receive, analyze and submit results.</p>
5. 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>Work with contractor to ensure that 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>

6. Research potential methodologies to calculate emission reductions and benefits from VND activities.	Participate with calls and/or meetings with ADEQ, Pima County DOT, and TRP agencies as scheduled.
7. Decrease by 1.75 percent the number of Pima County vehicle miles traveled.	Gather data from surveys, contests, administered and/or promoted by VND program. Estimate VMT and emissions reductions.

#### 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 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
Quarterly invoices	60 days after the end of the quarter
Quarterly reports	60 days after the end of the quarter
Annual report	60 days after fiscal year end

#### VI. BUDGET

Description of Work	Budget
<b>Personnel</b> Staff time to develop, plan and implement air pollution prevention programs.	\$110,000.00
<b>Supplies and Other*</b> Supplies to engage targeted audiences at multiple events and through presentations. Printing, advertising, promotional incentives, software, interdepartmental charges, vehicle maintenance, telephone, etc.	\$30,100.00
<b>Contractual</b> Consultant for annual evaluation survey, non-profit contractor services for Youth for Blue Skies program.	\$59,000.00
<b>Administration**</b>	\$69,150.00
<b>Total Budget</b>	<b>\$268,250.00</b>

\***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.

\*\***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; an executive administrative assistant who helps track expenditures, invoice payments, contract submittals to County Attorney and the Board of Supervisors; and front office staff who direct calls, assist with purchasing, deliveries, sorting mail, etc.