



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

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: August 6, 2019

** = 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 DEQ Voluntary No-Drive Day/Clean Air Program

***Purpose:**

The purpose of the contract is to administer and fund the Pima County DEQ Voluntary No-Drive Day/Clean Air Program, as required by Arizona Revised Statutes 49-506 and Pima County Code 17.44.020. ADEQ will provide the funding for the program and it will be administered by the Pima County Department of Environmental Quality in accordance with the work plan outlined in the contract. This is the annual amendment providing funding for FY2020.

***Procurement Method:**

Not Applicable

***Program Goals/Predicted Outcomes:**

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.

***Public Benefit:**

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 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 vehicle use contributes to ozone precursors, it is important to continue educating residents about air quality issues and encouraging community actions to reduce driving.

***Metrics Available to Measure Performance:**

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.

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.

***Retroactive:**

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: _____ 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: GTAW Department Code: DE Grant Number (i.e., 15-123): 20*06
Effective Date: 7/1/2019 Termination Date: 6/30/2020 Amendment Number: ADEQ18-198217 2
☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ \$268,250.00

***All Funding Source(s) required:** ADEQ

*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)?** _____

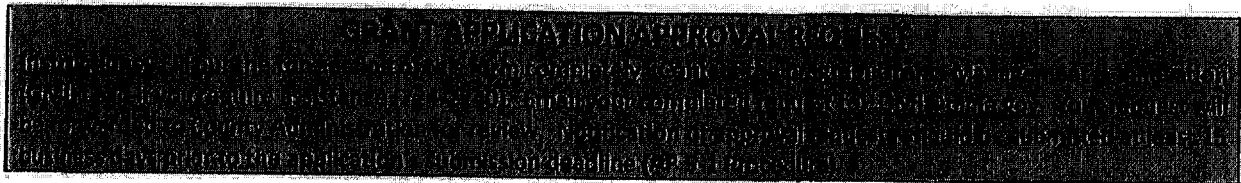
Contact: Ursula Nelson, Director

Department: Environmental Quality Telephone: 724-7454

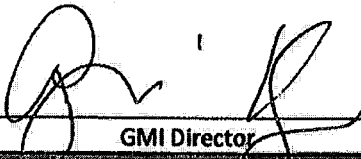

Department Director Signature/Date: Minda K. Nelson 7/11/19

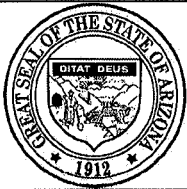
Deputy County Administrator Signature/Date: [Signature] 7/15/19

County Administrator Signature/Date: [Signature] 7/15/19
(Required for Board Agenda/Addendum Items)

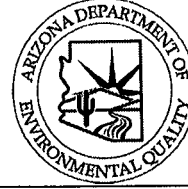


Requesting department or entity:	Department of Environmental Quality	Date: 6/24/19
Contact information:	Name: Richard Grimaldi	Telephone: (520) 724-7363
Funding opportunity title:	VOLUNTARY NO DRIVE DAY/CLEAN AIR PROGRAM PIMA COUNTY	
Link to opportunity:	https://www.azleg.gov/ars/49/00506.htm	
Funding agency:	Arizona Department of Environmental Quality	
Amount to be requested:	\$ 268,250.00	
Due date and time:	Select One	
What are you going to spend the money on?	<p>The FY2020 Pima County Department of Environmental Quality's (PDEQ) Voluntary No-Drive Days (VND) Program (also known as the Clean Air Program). 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].</p> <p>This amendment extends program funding to FY2019/2020.</p>	
What will be the benefit to Pima County?	<p>In the past, Pima County experienced violations of national air quality standards. In 2018, air quality in eastern Pima County violated the more protective EPA ozone standard for the first time. Motor vehicle use contributes to ozone precursors. This program works to reduce vehicle emissions by encouraging Pima County drivers not to drive on certain days and by increasing public awareness of air quality issues and the connection between driving and air quality.</p>	
Indirect costs – check one:	<input checked="" type="checkbox"/> I will be requesting indirect costs. Indirect-cost rate to be requested: 86.43 % <input type="checkbox"/> I have attached a request for waiver of indirect costs (GMI Intranet) <input type="checkbox"/> I need help understanding indirect costs	
By: <u>Richard Grimaldi</u>		Date: <u>7.2.19</u>
Department Director or Designee		

GRANT APPLICATION ANALYSIS	
CFDA No.	
Competitive Criteria:	This program is mandated by ARS 49-506 and the funding for each year is the state allotment slated for Pima County.
Other Factors:	Quarterly and annual reporting is required.
Number of Awards:	1 for FY2019/2020 Total amount to be awarded: \$ 268,250.00
Match Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If required what is the amount/percent: _____
Terms Notes (e.g. unusual restrictions, reporting burdens, etc.):	Quarterly and annual reporting is required, tracking progress of VND Program tasks and activities. Invoice reports will also be sent each quarter. An annual report to include a narrative summary of 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 to provide estimates of total emission reductions for current FY and the past four years for the following pollutants: CO, VOC, PM10, PM2.5, NOx, total emissions saved in pounds or tons. PDEQ to determine VMT, SOV and AMU rates from community survey.
Will this project require additional office/project space?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will this project require staff time that cannot be paid for by the grant?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will your project require any equipment items over \$5,000 per item?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the proposal use a fixed price contract?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is this project subject to Human Subjects compliance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does this project involve subrecipients?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there a Statutory Funding Preference from the funding agency?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Allowable Indirect Rate:	86.43 If Indirect is not allowed, attach documentation.
List any other proposal or funder specific requirements:	
GMI notes & recommendations: Recommend approval.	
By: 	Date: 7/2/19
GMI Director	
County Administrator Approval Request	
Approved: <input checked="" type="checkbox"/>	Not Approved: <input type="checkbox"/> Subject to Further Review: <input type="checkbox"/> Yes <input type="checkbox"/> No
If your project is subject to further review, please contact your GMI Lead to discuss necessary revisions prior to resubmission of the Grant Approval Application Request.	
By: 	Date: 7/2/2019
County Administrator or Designee	



GENERAL SERVICE CONTRACT (GSC)



CONTRACT NO.:
AMENDMENT NO.:
TITLE:
COUNTY:

ADEQ18-198217
2
VOLUNTARY NO DRIVE DAY/CLEAN AIR PROGRAM
PIMA COUNTY

ADEQ PROCUREMENT
1110 W. Washington Street
Phoenix, AZ 85007
602-771-4779

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

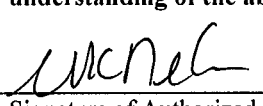
1. Pursuant to the **Agreement Terms**, Section Four (4), **Amendment**, the Agreement is hereby amended as follows:
 - 1.1. Section Five (5), **Amount of Agreement** is revised and replaced with the following:
 "ADEQ will provide County with up to **\$268,250.00** to execute the Work plan. Any changes or modification to any part of this Agreement shall be modified only by written Contract Amendment"
 - 1.2. The Scope of Work Section is hereby revised and replaced with the FY20 Scope of Work attached to this Amendment Two (2);
 - 1.3. The Budget Sheet is hereby revised and replaced with the FY20 Budget Sheet attached to this Amendment Two (2); and



Continued on next page

Approved as to Form:


Deputy County Attorney

Date: 6/28/2019

PIMA COUNTY	ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY
The Contractor hereby acknowledges receipt and understanding of the above Amendment.	The above referenced contract Amendment is hereby executed this day at Phoenix Arizona.
 Signature of Authorized Individual Ursula Nelson Director	Day of _____ 2019
7.16.19 Date	Daniel Czecholinski Acting Director, Air Quality Division

	GENERAL SERVICE CONTRACT (GSC)	
CONTRACT NO.: AMENDMENT NO.: TITLE: COUNTY:	ADEQ18-198217 2 VOLUNTARY NO DRIVE DAY/CLEAN AIR PROGRAM PIMA COUNTY	ADEQ PROCUREMENT 1110 W. Washington Street Phoenix, AZ 85007 602-771-4779

Section Thirteen (13), **Notices, Correspondence, Reports and Invoices** is hereby revised and replaced with the following:

“13.1 All notices and correspondence from the County, except correspondence described in 13.2 below shall be sent to:

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

“13.2 All correspondence relating to the execution of the Agreement, clarification of the Agreement, Agreement amendments shall be sent to:

For ADEQ:
Merrilyn Forbin, Sr. Procurement Specialist
Arizona Department of Environmental Quality
1110 W. Washington Street
AZ 85007, Phoenix
(602) 771-4779
Forbin.Merrilyn@azdeq.gov

For Pima County:
Beth Gorman, Senior Program Manager
Pima County Department of Environmental Quality
33 N. Stone Avenue, Suite 700
Tucson, Arizona 85701
(520) 724-7446 (o)- (502) 603-0358 (c)
Beth.Gorman@pima.gov

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED



VOLUNTARY NO-DRIVE DAYS PROGRAM



**Pima County Department of Environmental
Quality**

Scope of Work

for

Air Quality Grant Funding

Fiscal Year 2020

JUNE 20, 2019

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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 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 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 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 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:

- Support of multiple no-drive day events and programs throughout the year to encourage carpooling, riding transit, walking, and biking instead of driving single occupant vehicles;
- Provision of air quality awareness and alternative mode 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
- Provision of community education programs including speakers' bureau, tabling at business/employer outreaches and community events, purchasing advertising, writing news releases and expanding our reach through positive media relations, issuing air quality advisories with messages to drive less, the use of social media, and more.

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 FY1920, PDEQ will strive to decrease vehicle miles traveled in Pima County by 1.75 percent.

III. TASKS & ACTIVITIES

Tasks	Activities
1. Develop a public outreach campaign to increase awareness of health impacts of ozone and particulate matter, including actions to protect those at risk and reduce air pollution levels.	Develop 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.	A minimum of 4 No-Drive Days Focused Events.
3. Create and provide presentations and in-depth media interviews to encourage No-Drive Days and actions to reduce emissions. Target new audiences and expand current audiences.	A minimum of 65 presentations at schools, businesses, community groups and media 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.	A minimum of 27 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.	A minimum of 150 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 vehicle 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.	A minimum of 23 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 and encourage actions to reduce emissions.	A minimum of 25 news releases distributed to media and community list serve. Track media's use of news releases.
10. Produce content (videos, photos, text messages) for use on social media.	A minimum of 215 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 1.75 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.

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.

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	45 days after the end of the quarter
Quarterly Reports	45 days after the end of the quarter
Annual Report	60 days after fiscal year end

VI. BUDGET

Voluntary No-Drive Day

June 20, 2019

TASK 1: COUNTY PROGRAM			FTE Hours	
Time Period: July 1, 2019 – June 30, 2020			Program	Total
PERSONNEL		Hourly Rate	Operations	Cost
Beth	Gorman	34.19	925	\$ 31,625.75
Karen	Wilhelmsen	28.24	925	\$ 26,122.00
Skye	Siegel	24.02	925	\$ 22,218.50
Total Hourly Cost				\$ 79,966.25
Total Hours			2775	
Fringe Benefit				\$ 26,388.86
Total Labor with Fringe				\$ 106,355.11
REIMBURSABLE EXPENSES				
Marketing/Advertising				\$ 62,450.89
Supplies				\$ 5,300.00
Incentives/Promotional Items				\$ 4,500.00
Contractual				\$ 17,500.00
Printing				\$ 2,000.00
Postage				\$ 100.00
Other Misc. Charges				\$ 900.00
Total Other Operating Expenses				\$ 92,750.89
Total Program Operations				\$ 199,106.00
GRAND TOTAL COSTS BY TASK			TASK 1	
Time Period:			County/VNDD	
Total Labor with Fringe				\$ 106,355.11
Reimbursable Expenses				\$ 92,750.89
Overhead				\$ 69,144.00
TOTALS				\$ 268,250.00



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

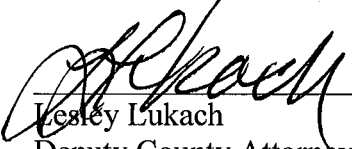
Clerk of the Board

Date

CONTRACTOR

R. G. I. di 6.28.19
PDEQ Date

Approved As to Form:


Lesley Lukach
Deputy County Attorney

6/28/2019
Date