



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: June 9, 2020

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Arizona Department of Environmental Quality

***Project Title/Description:**

Voluntary Lawn Equipment Emissions Reduction "Cut Down Pollution" Program

***Purpose:**

Pima County Department of Environmental Quality (PDEQ) is participating in the State of Arizona's lawn and garden equipment replacement program in accordance with A.R.S. 49-474.02. The program will provide vouchers towards the purchase of new electric or battery-powered lawn mower and/or garden devices when gasoline-powered equipment is relinquished.

***Procurement Method:**

not applicable

***Program Goals/Predicted Outcomes:**

The goal of the 2021 program is to replace approximately 540 pieces of gasoline lawn and garden equipment and reduce air pollution from this source in our community. The annual emission reduction based on this amount of equipment is 4.08 tons of carbon monoxide, 0.60 tons of Volatile Organic Compounds, 0.03 tons of Nitrogen Oxides and 0.02 tons of coarse Particulate Matter.

***Public Benefit:**

According to the U.S. Environmental Protection Agency, poor air quality has been linked to many health problems, especially for young children, the elderly, and individuals with existing respiratory and heart disease. This contract extends an existing program with continued opportunity for Pima County residents to voluntarily relinquish polluting lawn and garden devices for credit vouchers to be used towards zero-polluting equipment.

***Metrics Available to Measure Performance:**

The number of lawn and garden devices retired will be tracked by brand and year of manufacture. This and other data collected will be used to determine the amount of air pollution reduced. PDEQ will be responsible for preparing monthly and annual reports for Arizona Department of Environmental Quality to determine the cost effectiveness of the program in terms of dollars spent per ton of emissions reduced.

***Retroactive:**

G.M.I. Approved 4/4/20 JSS

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 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: GTAM Department Code: DE Grant Number (i.e., 15-123): 20*052
Commencement Date: 07/01/2020 Termination Date: 6/30/22 Amendment Number: 1
☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 132,200

***All Funding Source(s) required:** U.S. Environmental Protection Agency Performance Partnership Grant

***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)?**

passed through from Arizona Department of Environmental Quality

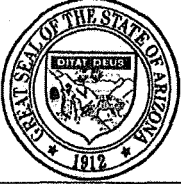

Contact: Beth Gorman, Senior Program Manager

Department: PDEQ Telephone: 724-7446

Department Director Signature/Date: Minda K. Niles / May 29, 2020

Deputy County Administrator Signature/Date: [Signature] June 1, 2020

County Administrator Signature/Date: [Signature] 6/1/20
(Required for Board Agenda/Addendum Items)

	Amendment to General Services Contract (GSC)	
CONTRACT NO.: AMENDMENT NO.: TITLE: COUNTY:	EV19-0009 I VOLUNTARY LAWN AND GARDEN EQUIPMENT EMISSIONS REDUCTION PROGRAM PIMA COUNTY	ADEQ PROCUREMENT 1110 W. Washington Street Phoenix, AZ 85007 602-771-2666

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

Pursuant to the **Agreement Terms**, Section Four (4), **Amendment**, the Agreement is hereby amended as follows:

1. Agreement Terms, Section Ten (10), **Agreement Term**, the Agreement is hereby extended to **June 30, 2022**.
2. Agreement Terms, Section One (1), **Recitals**, the following is hereby added to Section One (1):
"The County will execute the attached work plan in accordance with program requirements."
3. Agreement Terms, Section Five (5), **Amount of Agreement**, the following is hereby added to Section Five (5):
"ADEQ authorizes the use of remaining FY20 program funds and an additional \$132,200 for FY21. At the start of each fiscal year, ADEQ will amend Agreement to provide a new funding amount to support any new Work Plan. Any changes or modifications to any part of this Agreement shall be modified only by written Agreement Amendment. Agreement Amendment is required to authorize each fiscal year funding."
4. Scope of Work/Work Plan.
The Scope of Work for next fiscal year shall be submitted as "Voluntary Lawn Equipment Emissions Reduction "Cut Down Pollution" Program Pima County DEQ Work Plan FY20-21". The Program will adhere to original agreement terms and A.R.S §49-474.02 requirements.
5. The FY20-21 Scope of Work Section attached to this Amendment One (1) is hereby added to the Agreement.
6. The FY20-21 Budget Sheet attached to this Amendment One (1) is hereby added to the Agreement.
7. Agreement Terms, Section Twelve (12), **Notices, Correspondence, Reports**, is revised and replaced with the following:

"12.13 All correspondence relating to the execution of the Agreement, clarification of the Agreement, Agreement Amendments 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
susan.holt@azdeq.gov

For Pima County:

Ursula K. Nelson, Director
Pima County Dept. Environmental Quality
33 N. Stone Avenue, Suite 700
Tucson, AZ 85701-1429
(520) 724-7400
Ursula.Nelson@pima.gov

All other Terms and Conditions remain unchanged.

Continued on next page

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

PIMA COUNTY:

Ramón Valadez, Chairman
Pima County Board of Supervisors

Date

Attest by:

Julie Castañeda, Clerk of the Board
Pima County

Date

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY:

Daniel Czecholinski, AQD Director
Arizona Department of Environmental Quality


Date

Teena Ziegler, Chief Procurement Officer
Arizona Department of Environmental Quality

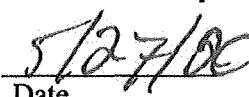
Date

Approved as to Form:

Undersigned counsel has reviewed the foregoing Agreement and determined it is in proper form and within the powers and authority granted under the laws of this state to the Board of Supervisors.



Lesley M. Lukach,
Deputy Pima County Attorney



Date

[], Attorney
[]

Date



33 N. Stone Avenue, Suite 700
Tucson, Arizona 85701-1429
www.pima.gov/deq

Ursula Kramer Nelson, P.E.
Director

(520) 724-7400
FAX (520) 838-7432

Voluntary Lawn Equipment Emissions Reduction “Cut Down Pollution” Program Pima County DEQ Work Plan FY20-21

Pima County Goals and Priorities

Pima County exceeded the EPA health standard for ground-level ozone in 2018 and has been close to the ozone standard for several years. In order to protect public health and remain in attainment for ozone, programs that reduce ground-level ozone are cost effective strategies. Lawn and garden equipment emissions account for a significant portion of controllable ozone precursors, including nitrogen oxides (NO_x) and volatile organic compounds (VOC).

PDEQ annual survey participants revealed that 14% of households in eastern Pima County use gasoline-powered lawn and garden equipment. PDEQ will attempt to target that specific audience through advertising and also work with school districts, municipalities, resorts and other frequent lawn equipment users to educate them about program availability.

Technological advances in operational efficiency of lawn mowers have been significant and battery operated equipment now has increased charge-holding capacity which makes them much more desirable for commercial and residential users.

The opportunity to replace older, higher polluting lawn mowers will improve Pima County’s air quality and environment.

PDEQ Staff Roles and Responsibilities

Pima County Department of Environmental Quality (PDEQ), in collaboration with Tucson Recycling & Waste Services (TRWS), will manage the program in accordance with A.R.S §49-474.02, including data and document collection, financial management, outreach and promotion to targeted entities and the community, collection and recycling of replaced equipment, and progress reporting.

The PDEQ Director will oversee the Department’s lawn equipment emission reduction program. The PDEQ Senior Program Manager will review and confirm allocation of expenses and ensure approved deliverables are met. The Community Education Manager will lead program promotion efforts, facilitate program partnerships and track applications, invoices, collection log forms and documentation to insure program is operating as required. All invoices will be reviewed and approved by PDEQ staff who will also work closely with Pima County’s Finance Department to assure invoices and program participant vouchers are tracked and processed correctly.

Anticipated Program Activity Timeline:

Pima County Lawn Equipment Emission Reduction Program		
Major Activities	Start	End
Conduct general program activities Review applications for appropriateness, approve or deny drop-off forms, review and approve stamped drop-off form for voucher approval, track and review redeemed vouchers and invoices for accuracy. Respond to inquiries and assist individuals with application and voucher process as needed.	07/01/2020	06/30/2021
Ongoing public outreach and community awareness campaign Promote and inform residents, commercial entities, municipalities and school districts concerning the "Cut Down Pollution" Program via social media, media releases, direct mail/email and advertising.	07/01/2020	06/30/2021
Collect and approve qualifying equipment. Monitor collection site activity and check in with staff and answer questions or address any problems that may arise, retrain staff when necessary. Work with Home Depot staff regarding questions or problems with purchase transactions using vouchers. Monitor account activity online, review invoices and approve for processing as appropriate.	07/01/2020	06/30/2021
Prepare and submit synopsis of program activities for the past month including: <ol style="list-style-type: none"> 1. Total number of voucher applications received per month 2. Breakdown of total number of vouchers issued per month for: <ol style="list-style-type: none"> a. residential lawn mowers; b. commercial lawn mowers; c. lawn and garden devices 	07/01/2020	06/30/2021

<p>Prepare annual report on program including:</p> <ol style="list-style-type: none"> 1. The number of residential and commercial lawn mowers and other lawn and garden devices retired by brand and year of manufacture. 2. The cost-effectiveness of the program in terms of dollars spent per ton of emissions reductions. 3. Any recommendations for improving the effectiveness of the program. 4. The administrative costs of the program. 5. Total number of applications received by calendar year and fiscal year 6. Breakdown of the total number of vouchers issued by calendar year and by fiscal year for: <ol style="list-style-type: none"> a. residential lawn mowers; b. commercial lawn mowers; c. lawn and garden devices 7. Total tons of each pollutant reduced per year for volatile organic compounds, carbon monoxide, particulate matter and oxides of nitrogen by calendar year and by fiscal year 8. Excel Spreadsheet with the following breakdown for each voucher issued: <ol style="list-style-type: none"> d. Device type (e.g. lawnmower, trimmer, chainsaw) e. Year of Manufacture f. Annual Usage 9. Emission Factors 	07/01/2020	12/01/2020 12/01/2021
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Deliverables & Air Quality Benefits

The Pima County "Cut Down Pollution" Lawn Equipment Emissions Reduction Program will promote ownership of cleaner operating equipment and the retirement of older, highly polluting lawn equipment by commercial and residential users.

Anticipated Outputs and Outcomes		
Activities	Outputs	Outcomes
Replace 540 pieces of gasoline lawn equipment	540 pieces of electric (or reduced emission generating) lawn equipment in operation.	Annual emission reduction (tons): CO = 4.08 VOC = 0.60 NO _x = 0.03 PM ₁₀ = 0.02 [Estimating 58% mowers, 42% hand held devices and using ADEQ Residential Emissions Factors calculation spreadsheet.]
Program Maintenance	Cut Down Pollution Program	Provide opportunity for Pima County businesses and residents to improve air quality by procuring and utilizing reduced emission equipment.
Outreach	Dissemination of project information via pertinent associations, mailings, phone calls, social media, events, websites, and paid advertising.	Include promotion of the Pima County Lawn Equipment Reduced Emissions Program at outreach events; increase public awareness of the health impacts of ground-level ozone.

Project Administration	Progress Reports- monthly	<p>Monthly:</p> <ol style="list-style-type: none"> 1. Synopsis of program activities for the past month 2. Total number of voucher applications received per month 3. Breakdown of total number of vouchers issued per month for: <ol style="list-style-type: none"> a. residential lawn mowers; b. commercial lawn mowers; c. lawn and garden devices.
	<p>Annual Report Due December 1</p>	<p>Monthly reports shall be sent to Arizona Department of Environmental Quality by the 15th day of the month following program operation.</p> <p>Annual:</p> <ol style="list-style-type: none"> 1. The number of residential and commercial lawn mowers and other lawn and garden devices retired by brand and year of manufacture. 2. The cost-effectiveness of the program in terms of dollars spent per ton of emissions reductions. 3. Any recommendations for improving the effectiveness of the program. 4. The administrative costs of the program. 5. Total number of applications received by calendar year and fiscal year 6. Breakdown of the total number of vouchers issued by calendar year and by fiscal year for: <ol style="list-style-type: none"> a. residential lawn mowers; b. commercial lawn mowers; c. lawn and garden devices; 7. Total tons of each pollutant reduced per year for volatile organic compounds, carbon monoxide, particulate matter and oxides of nitrogen by calendar year and by fiscal year 8. Excel Spreadsheet with the following breakdown for each voucher issued: <ol style="list-style-type: none"> a. Device type (e.g. lawnmower, trimmer, chainsaw) b. Year of Manufacture c. Annual Usage 9. Emission Factors

Estimated Program Budget and Detailed Tasks

PDEQ will implement the Lawn Equipment Emissions Reduction Program with funding from Arizona Department of Environmental Quality. PDEQ and community partners will promote the program through as many ways as possible including targeted mailings and phone calls, social media, web sites, and paid advertising. Program administration and allowable vouchers amounts provided to the participant will follow the statutory requirements.

Proposed Budget for Lawn Equipment Emission Reduction Program		
Item	Description	Budget
Vouchers	540 @ \$150 or \$200 or \$50 voucher (mix of residential and some commercial equipment)	\$58,500
Staff time	Program Manager + benefits Senior Program Manager + benefits Staff assistant + benefits	\$45,000
*County Overhead (10%)	County overhead costs	\$10,700
Equipment Collection & Recycling	Lawn mower collection, drainage, engine disabling, dumpster bins, transport	\$5,000
Advertising/Printing/Supplies/Program Promotion	Work with local advertising venues, landscape associations, and social media to inform the community about this program	\$13,000
TOTAL		\$132,200

*Pima County policy is that 10% gets applied to all federally funded grants, including pass through to the state.

Detailed Tasks	Staff Time
Program Maintenance	Hours
▪ Draft and process ADEQ contract & Work Plan.	3
▪ Facilitate approval from Pima County Attorney's Office, Clerk of the Board and Board of Supervisors.	3
▪ Continue to enhance list of potential stakeholders to receive program services. Meet, call, mail and/or email representatives from neighborhood associations, school districts, and landscapers for various locations such as resorts.	10
▪ Maintain necessary agreements and/or contracts with collaborative partners for the retirement and recycling of lawn equipment and the purchase of zero-emission equipment.	4
Community Awareness Campaign	Hours
▪ Identify, contact and provide updated info to assist with program promotion, including School Districts, City of Tucson, Oro Valley, Marana, South Tucson, Pima County, Natural Resources Parks & Recreation, University of Arizona, Pima Community College, landscape industry professional societies, and small landscaping companies.	3
▪ Plan communications with media partners, social media, program status updates via the website, and media releases.	4
▪ Implement outreach for on-going promotion and advertising campaign with brand messaging, to inform residents, commercial entities, school districts about the program.	20
▪ Distribute program information via mailings, list-serves, targeted phone calls, social media, websites, and paid advertising.	20
Program Operation and Maintenance	Hours
▪ Approve and track qualifying applications; review, approve and issue vouchers.	390
▪ Work with City of Tucson, Pima County Fleet Services and TRWS transfer stations to address problems associated with the collection of qualifying equipment; document collections (for retirement and recycling of replaced equipment); and process City of Tucson invoices for collection services.	10
▪ Review and approve invoice and cross-check reports from Home Depot.	25
▪ Execute financial oversight and coordinate with Finance Department.	30
▪ Coordinate PDEQ staff training.	5
▪ Address on-going community questions and trouble-shoot issues.	60
▪ Provide status updates, modifying documents as needed.	10

Program Documentation & Administration	Hours
<ul style="list-style-type: none"> ▪ Track and document program outcomes. Prepare ongoing reporting and annual report on program including: <ul style="list-style-type: none"> • Total # of vouchers issued annually. • Total tons of each pollutant reduced per year for volatile organic compounds, carbon monoxide, particulate matter, and oxides of nitrogen annually. • Prospective 6 year emission reductions in tons for each of volatile organic compounds, carbon monoxide, particulate matter, and oxides of nitrogen. • Dollars spent in table format that follows the work plan proposed budget breakdown. • The number of lawn mowers and other lawn and garden devices retired by brand and year of manufacture. • The cost-effectiveness of the program in terms of dollars spent per ton of emissions reductions. • Any recommendations for improving the effectiveness of the program • The administrative costs of the program. • Other metrics as requested by ADEQ 	20