AMENDMENT #1 TO AGREEMENT

NO. EV24-0044

between the

PINAL 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 $89,696.00 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

IN WITNESS WHEREOF, the parties hereto agree to execute this Agreement.

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

_____ _____

Name: Daniel Czecholinski Date
Title: Director, Air Quality Division
Arizona Department of Environmental Quality

PINAL COUNTY

_____

Name\Title: Mike Goodman, Chairman of the Pinal County Board of Supervisors

_____
Date

APPROVED AS TO FORM:

Kent Volkmer
Pinal County Attorney

By: _____
Deputy County Attorney

ADEQ
Arizona Department
of Environmental Quality

TRAVEL REDUCTION PROGRAM

Pinal County Air Quality

Scope of Work for Air Quality Grant

Funding

Fiscal Year 2024-2025

SEPTEMBER, 2024

BACKGROUND

The Pinal County Travel Reduction Program (TRP) was developed to reduce air pollution and traffic congestion. As part of State Implementation Plan (SIP) development, associated control measures to reduce emissions were implemented. The Arizona State Legislature passed legislation (A.R.S. 49-474.01) which required the Pinal County Board of Supervisors to make and enforce an ordinance consistent with the provisions of A.R.S. 49-588 to encourage the reduction of the commuter use of motor vehicles by employees of the county and employees whose place of employment is within Area A. Pinal County adopted the "Pinal County Area A Travel Reduction Ordinance" on December 13, 2000.

I. GOALS & OBJECTIVES

The Pinal County Travel Reduction ordinance is directed at major employers (50 or more employees and driving-aged students in Area A. However, any employer may opt to participate in the program. The goal of the program is to improve air quality through a reduction in traffic congestion by reducing the vehicle miles traveled and increasing the utilization of alternate modes of transportation (i.e. carpool, vanpool, telecommute, flex schedules, public transportation, etc.) within the work or school commute.

Two FY24-25 Annual performance goals

1. 5% annual reduction in vehicle miles traveled
2. 5% increase in employer/students surveys completed

II. TASKS & ACTIVITIES

The scope of work covers the period of July 1, 2024 through June 30, 2025. Tasks and activities may be amended as necessary.

TRP outreach may include formal and informal gatherings of people in which travel reduction is discussed and when possible, TRP promotional materials are handed out.

FY24-25 Monthly tasks and activities include

- Electronic TRP surveys information (MAG Database) to be provided to mandatory employers/schools.
- Electronic TRP surveys collected, reviewed, analyzed, summarized and results provided to mandatory employers/schools.
- Travel Reduction Program outreach including phone calls, virtual meetings and outreach materials including but not limited to flyers/posters/brochures.
- Mandatory TRP employer/schools site Audits/Re-audits.
- Coordination with Mandatory employers/schools for development of travel reduction plans
- If necessary, enforcement of mandated mandatory travel reduction program
- Addition of new mandatory TRP employers when discovered either through AZ MAG Arizona Employer Viewer map system, state and federal enrollment data, or fieldwork.
- Development of monthly invoice, reporting data and distribution to ADEQ

III. DELIVERABLES

The Pinal County Air Quality Control District (PCAQCD) will develop and submit the following reports to the ADEQ Project Director.

A. Invoices and Progress Reports:

Written annual summary report outlining the work/accomplishments of the funded positions; monthly invoices of expenditures along with the monthly metrics will be submitted.

Monthly metrics data provided to ADEQ will include the following:

1. Reduction in vehicle miles traveled
2. Percent of employer/students surveys completed
3. Percent of employer survey respondents who reported teleworking
4. Number of summary reports issued to employers

Other Arizona Department of Environmental Quality Annual Data Requirements are listed below.

1. Provide the Arizona Department of Environmental Quality (ADEQ) with a digital copy of Travel Reduction Program (TRP) employer survey data on an annual basis.

2. Provide annual reports of emissions, vehicle miles traveled (VMT), single occupancy vehicle (SOV) and alternative mode use (AMU) in an approved ADEQ format. The tables below are examples of the minimum requirements for displaying this data.

3. Provide the full range of data that has been provided to ADEQ in past TRP Annual Reports. At this time, emissions, VMT, SOV and AMU are the only sets of data with a required format.

	2020	**2021**	**2022**	**2023**	**2024**
CO					
VOC					
PM10					
NOx					
Total Pollution Saved					
Source: (Employer Survey, Agency Records, etc.)					

Table of Annual TRP Emission Reductions
(specify lbs. or tons)

Table of Annual TRP Participant VMT, SOV and AMU Rates

	2020	2021	2022	2023	2024
VMT					
SOV%					
Carpool %					
Bus %					
Bike %					
Walk %					
Telework %					
Other %					
Total AMU%					
Source: (Employer Survey, Agency Records, etc.)					

B. Grantee Expenditure/Request for Funds Report:

Grantee Expenditures Report shall be submitted by the 25th of the following month. All requests for reimbursement upon request shall be accompanied by reasonable documentation that provides proof 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.

IV. SCHEDULE FOR SUBMISSION OF DELIVERABLES

Deliverable	Date of Submittal
Monthly reports and billing invoices	By the 25th of the following month

V. BUDGET

Description of Work	FY23-24 TRP Grant Budget	FY24-25 TRP Grant Budget Proposal
Personnel (1 FTE – Travel Reduction Coordinator)	$67.465*	$63,743*
Personnel (3/20 FTE – Supervisor)	$19.489*	$19,459*
Reimbursable Expenses		
Vehicle Maintenance	$0	$1,400
Other operating supplies	$4.000	$3,094
Printing		
Supplies		$400
Postage		$100
Outreach	$1,500	$1,500
Computer Software		
Non-operating services		
Total Budget	$92,454	$89,696

* Fringe Benefits included in personnel costs