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|  | <b>Amendment to Agreement</b>  |  |
| AGREEMENT NO.:<br>AMENDMENT NO.:<br>TITLE:<br>COUNTY:                             | ADEQ18-198221<br>5<br>Travel Reduction Program (TRP)<br>Pinal County | ADEQ PROCUREMENT<br>1110 W. Washington Street<br>Phoenix, AZ 85007<br>602-771-2666  |

**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 Ten (10), **Agreement Term**, the agreement is hereby extended to June 30, 2023; and
  - 1.2. The Scope of Work Section is hereby revised and replaced with the Scope of Work attached to this Amendment Five (5); and
  - 1.3. Section Five (5), Amount of Agreement, the following language is hereby added to Agreement:  
"ADEQ will provide County with up to \$95,414.00 for Fiscal Year 2023 to execute Fiscal Year 2023 Work Plan.  
Any changes or modification to any part of this Agreement shall be modified only by written Contract Amendment."; and
  - 1.4. Federal Immigration and Nationality Act requirement is incorporated into Agreement Terms:

**"28. 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."

|   |  |
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| <b>PINAL COUNTY</b>   | <b>ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY</b>   |
| <b>The Contractor hereby acknowledges receipt and understanding of the above Amendment.</b> | <b>The above referenced contract Amendment is hereby executed this day at Phoenix Arizona.</b> |
| Signature of Authorized Individual _____ Date _____   | _____ Day of _____ 2022  |
| Typed or Printed Name and Title   | Daniel Czecholinski<br>Director, Air Quality Division  |



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# **TRAVEL REDUCTION PROGRAM**

**Pinal County Air Quality**

**Scope of Work for Air Quality Grant  
Funding**

**Fiscal Year 2023**

**APRIL 15, 2022**

## 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) 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 commute.

Two FY22-23 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, 2022 through June 30, 2023. 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.

#### FY22-23 Monthly tasks and activities include

- Paper TRP surveys to be delivered (mailed or hand delivered to mandatory employers), electronic TRP surveys information (i.e. web links) to be provided to mandatory employers/schools.
- Paper/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 building permits 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 semi-annual and annual summary reports outlining the work/accomplishments of the funded positions; monthly invoices of expenditures, and monthly metrics updated on the Google Shared Drive spreadsheet.

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. Please continue to 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.

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

|   | 2016 | 2017 | 2018 | 2019 | 2020 |
|---|------|------|------|------|------|
| <b>CO</b>                                       |      |      |      |      |      |
| <b>VOC</b>                                      |      |      |      |      |      |
| <b>PM10</b>                                     |      |      |      |      |      |
| <b>NOx</b>                                      |      |      |      |      |      |
| <b>Total Pollution Saved</b>                    |      |      |      |      |      |
| Source: (Employer Survey, Agency Records, etc.) |      |      |      |      |      |

**Table of Annual TRP Participant  
VMT, SOV and AMU Rates**

|   | 2016 | 2017 | 2018 | 2019 | 2020 |
|---|------|------|------|------|------|
| <b>VMT</b>                                      |      |      |      |      |      |
| <b>SOV%</b>                                     |      |      |      |      |      |
| <b>Carpool %</b>                                |      |      |      |      |      |
| <b>Bus %</b>                                    |      |      |      |      |      |
| <b>Bike %</b>                                   |      |      |      |      |      |
| <b>Walk %</b>                                   |      |      |      |      |      |
| <b>Telework %</b>                               |      |      |      |      |      |
| <b>Other %</b>                                  |      |      |      |      |      |
| <b>Total AMU%</b>                               |      |      |      |      |      |
| Source: (Employer Survey, Agency Records, etc.) |      |      |      |      |      |

**B. Grantee Expenditure/Request for Funds Report:**

Grantee Expenditures Report shall be submitted by the 25<sup>th</sup> of the following month. All requests for reimbursement 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.

**C. Other deliverables**

PCAQCD will provide ADEQ a digital copy of FY22-23 TRP survey data collected from mandatory employers in Pinal County.

**IV. SCHEDULE FOR SUBMISSION OF DELIVERABLES**

| <b>Deliverable</b>                   | <b>Date of Submittal</b>                       |
|--------------------------------------|--|
| Monthly reports and billing invoices | By the 25 <sup>th</sup> of the following month |

V. BUDGET

| Description of Work                              | FY21-22<br>TRP Grant Budget | FY22-23<br>TRP Grant Budget<br>Proposal |
|--|-----------------------------|---|
| Personnel (1 FTE – Travel Reduction Coordinator) | \$58,570                    | \$75,129*                               |
| Personnel (1/8 FTE – Supervisor)                 | \$31,150                    | \$18,464*                               |
|  |                             |   |
| <b>Reimbursable Expenses</b>                     |                             |   |
| Other operating supplies                         | \$1,544                     | \$1,821                                 |
| Printing   | \$1,500                     |   |
| Supplies   | \$1,700                     |   |
| Postage  | \$200                       |   |
| Outreach   | \$550                       |   |
| Computer Software                                | \$200                       |   |
| <b>Non-operating services</b>                    |                             |   |
|  |                             |   |
|  |                             |   |
| <b>Total Budget</b>                              | \$95,414                    | \$95,414                                |

\* FY22-23 Fringe Benefits included in personnel costs

The table above includes a side by side comparison of the current FY21-22 TRP budget (\$95,414) and proposed FY22-23 budget (\$95,414). The differences between FY21-22 and FY22-23 are changes in the personnel line items due to a reduction in the supervisor from 1/4 to 1/8 FTE due to streamlining. Additionally, the 1 FTE personnel line item has been increased due to salary and fringe benefit increases. The overall budget has remained the same between fiscal years (\$95,414) through reductions (-\$5,694) in the other reimbursable expenses.