



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 3, 2021  
**SUBJECT:** ADMINISTRATIVE COUNCIL MEETING

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Please see the details below for the Administrative Council meeting date, time, and location.

**Thursday, February 11, 2021 at 9:00 a.m.**  
**Zoom Call**

<https://us02web.zoom.us/j/88566540243?pwd=aWN5dUJoZVdDR3dvK1JCVIRNbk9XQT09>

Meeting ID: 885 6654 0243

Passcode: 05676

Phone-in Option, Dial: 1-346-248-7799, then enter Meeting ID

If you are unable to participate in the meeting, please forward the meeting information to someone on your team to represent your member entity and to ensure that we have a quorum at the meeting.

The Administrative Council Packet will be sent to members through e-mail (via a link to the packet posted on the SEAGO website) to save postage and copying costs. **We will not be mailing a hard copy of the packet unless you request one.**

If you have any questions, please call me at (520) 432-5301 Extension 202. You can also send an e-mail to [rheiss@seago.org](mailto:rheiss@seago.org).



# ADMINISTRATIVE COUNCIL AGENDA

9:00 A.M. THURSDAY, FEBRUARY 11, 2021  
ZOOM CALL  
(See cover letter for meeting information)

<b>I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS</b>	Chair Blaschke	
<b>II. MEMBER ENTITIES' DISCUSSION</b> (Common Critical Issues)	Chair Blaschke	
<b>III. CALL TO THE PUBLIC</b>	Chair Blaschke	
<b>IV. PUBLIC HEARING</b> – SEAGO'S application to the Arizona Department of Housing for CARES Act CDBG-CV 1 and 2 funding for Emergency Subsistence Payments	Keith Dennis	
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2. Discussion and possible action to recommend approval of Resolution No. 2021 - 01 authorizing SEAGO's application to ADOH for CARES Act CDBG-CV 1 and 2 funding for Emergency Subsistence Payments	Keith Dennis	6
3. Discussion and possible action to recommend approval to issue a Request for Proposals for Auditing Services	Randy Heiss	11
4. Discussion and possible action to recommend approval for the purchase of a modular office building and the expenses to relocate the structure and make associated improvements	Randy Heiss	20
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6. Discussion and possible action to recommend approval to purchase a vapor sorption analyzer for the READI Meals program development	Laura Villa	25

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**VI. INFORMATION ITEMS**

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G. Transportation Program Updates	Chris Vertrees	73

<b>VII. RTAC REPORT</b>	Kevin Adam	N/A
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<b>VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS</b>	Chair Blaschke	N/A
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<b>IX. FUTURE AGENDA ITEMS</b>	Chair Blaschke	N/A
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<b>X. ADJOURNMENT</b>	Chair Blaschke	N/A
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**DIRECTION MAY BE GIVEN TO SEAGO STAFF ON ANY ITEM ON THE AGENDA.**

Individuals with disabilities who require special accommodations or who have limited English proficiency and wish to have an interpreter may contact Heather Glenn at (520) 432-5301 extension 207 at least 72 hours before the meeting time to request such accommodations.

Individuals wishing to participate in the meeting telephonically may do so by contacting Heather Glenn at (520) 432-5301 extension 207. Contact must be made at least 48 hours before the meeting in order to obtain the call-in information. Please note that the option to participate telephonically may not be available unless requested as instructed above.

Si necesita acomodaciones especiales o un intérprete para esta conferencia, debe ponerse en contacto con Heather Glenn al número (520) 432-5301, extensión 207, por lo menos setenta y dos (72) horas antes de la conferencia.

**Draft MINUTES OF  
THE ADMINISTRATIVE COUNCIL MEETING  
9:00 A.M., THURSDAY, NOVEMBER 5, 2020  
ZOOM MEETING**

OFFICERS PRESENT: Blaschke, Caleb – City of Willcox (Chair)  
Vivian, Vicki – City of Benson (Vice-Chair)  
Cassella, John – City of Safford (Secretary)

MEMBERS PRESENT: Brown, Heath – Town of Thatcher  
Coxworth, Dan – Cochise County  
Harvey, Suzanne – Town of Huachuca City  
McLachlan, Matt – City of Sierra Vista  
Rapier, Derek – Greenlee County  
St. John, Jennifer – Santa Cruz County  
Welker, Dustin – Graham County

STAFF PRESENT: Curtiss, Dina – Accounting Manager  
Dennis, Keith – Community Development Program Manager  
Glenn, Heather – Administrative Assistant  
Heiss, Randy – Executive Director  
Porter, Maria – Economic Development Manager  
Vertrees, Chris – Transportation Program Administrator  
Villa, Laura – AAA Program Director

GUESTS: Adam, Kevin - RTAC

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ INTRODUCTIONS**

Chair Blaschke called the meeting to order at 9:12 a.m.

**II. MEMBER ENTITIES' DISCUSSION**

**John Cassella**, Safford – shared that they received a WIFA loan for the wastewater effluent line to the fairgrounds that will allow for re-use of about 50 million gallons a year and got a good interest rate; Council and staff are still looking at options regarding the City's APSPRS liability. **Dustin Welker**, Graham County – they received \$200,000 grant from State Forestry Service for the Gila River to create 7 fire breaks along the bridges, dams, farm crossings, 400-500 foot breaks on each side, as well as by 5 well clusters. It is a pioneer project for tamarisk removal. Election kept him busy with lots of calls about election security but he has full confidence in the election process. **Jennifer St. John**, Santa Cruz County – stated she agrees with the election comments made by Mr. Welker. **Caleb Blaschke**, Willcox – they recently put out a bid to upgrade the City's gas regulator station and he hopes it will be under \$250,000. He advised their utility rates increased to help offset the cost of upgrading infrastructure. They are starting a road improvement program. They were able to secure a loan locally for a \$1.5 million project; 1.4% interest rate over ten years; a Utah bank offered the loan at 1.48% interest. They are also talking with the local bank about potential loans for APSPRS liability and the gas regulator station. **Vicki Vivian**, Benson – they are looking at a bond issue for \$43.2 million new City Hall building plus \$300,000 for park improvements. **Dan Coxworth**, Cochise County – stated they are seeking brownfield properties to mitigate. They are assessing several properties now. They are also considering potential redevelopment sites, not just ground contamination sites, so if anyone

knows of any older properties that may contain asbestos or lead-based paint, etc., contact him. The County funded a Port of Entry and infrastructure study that should be complete by the end of the year. **Derek Rapier**, Greenlee County - advised they are counting the last of their ballots. **Randy Heiss** reminded members of a new partnership formed with AZ Town Hall. The topic this year is Creating Vibrant Communities and they will hold an online event November 20<sup>th</sup>. He advised that a meeting invitation was sent via email and he encouraged everyone to involve their elected officials.

### III. CALL TO THE PUBLIC

No one from the public was present.

### IV. ACTION ITEMS

1. Consent Agenda
  - a. Approval of the April 30, 2020 Minutes

Dustin Welker made a motion to approve the Consent Agenda.

**MOTION: Dustin Welker**  
**SECOND: Vicki Vivian**  
**ACTION: Unanimous**

2. Discussion and possible action to recommend approval of Resolution No. 2020-04 relating to the diversion of dedicated transportation revenues (HURF) to the State General Fund

Randy Heiss explained that the Resolution is updated from last year. The Public Safety fee sunsets July 1 and the legislature may be compelled to once again shift HURF funds to cover public safety costs. The resolution covers three points: 1) Limit diversions to 20 million per the statues; 2) Modernize transportation funding mechanisms; and 3) Index the gas tax to inflation so the tax keeps up with the increasing costs of design and construction.

Vicki Vivian made a motion to recommend approval of Resolution 2020-04 to the Executive Board.

**MOTION: Vicki Vivian**  
**SECOND: Dustin Welker**  
**ACTION: Unanimous**

3. Discussion and possible action to recommend approval of the Calendar Year 2021 SEAGO Policy Principles

Randy explained this is an update to SEAGO's 2020 Policy Principles. The Principles will be formatted into a 3-fold flyer that will be available once the Board approves it. Some of the changes include replacing the reauthorization of the Older Americans Act with support for additional COVID-19 issues so that people's services are not discontinued, increased advocacy for the Ombudsman program, and for technology to reduce social isolation. The Economic Development program added an item to support local efforts to create a diversified resilient economy through strategic planning initiatives, data analysis, program development and funding opportunities. Most are the same from last year.

Dustin Welker made a motion to recommend that the Executive Board approve the SEAGO Policy Principles for Calendar Year 2021 as presented by staff.

**MOTION:** Dustin Welker  
**SECOND:** Jennifer St. John  
**ACTION:** Unanimous

4. Discussion and possible action to recommend approval of an Intergovernmental Agreement with the City of Willcox

Chris Vertrees provided an overview of the IGA. In February, Willcox applied for 5311 Dial-A-Ride service for one year with the operational period beginning in 2021. SEAGO did the feasibility study, helped with the grant application and study, and has good internal knowledge of the project. SEAGO has the knowledge, relationship, and can save the City money to administer the project. Chair Blaschke thanked Chris and SEAGO for their help and advised that Willcox is really excited and they think it will be a big benefit to the city and surrounding areas. They are grateful for the partnership.

Derek Rapier made a motion to recommend approval of the Intergovernmental Agreement between SEAGO and City of Willcox to the Executive Board.

**MOTION:** Derek Rapier  
**SECOND:** Jennifer St. John  
**ACTION:** Unanimous

## V. INFORMATION ITEMS

- A. Future Meeting Dates

Randy advised the group that meetings will be held by Zoom until further notice. He reviewed the upcoming meeting dates.

- B. Strategic Plan Implementation Progress Report

Randy highlighted the status of each Tactic where progress was made. This iteration was approved and began at the beginning of the fiscal year. Updates with progress are highlighted in yellow text in his memo and he invited members to review the document and call him with any questions.

- C. Quarterly Finance Report

Dina Curtiss provided an update on SEAGO finances and responded to questions.

- D. Community Development Program Update

Keith Dennis provided an update on Community Development Programs and responded to questions. Caleb expressed gratitude to Keith for bringing the Colonias and Vitalist funding opportunities into focus for the region.

E. SEAGO Economic Development District Report

Maria Porter provided an update on Economic Development activities and responded to questions.

F. AAA Program Updates

Laura Villa provided an update on AAA Programs and responded to questions.

G. Transportation Program Updates

Mr. Chris Vertrees provided an update on Transportation Programs and responded to questions.

**VI. RTAC REPORT**

Mr. Kevin Adam provided an update and responded to questions.

**VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

Randy mentioned that SEAGO received an unemployment claim for an employee who currently remains employed at SEAGO. He advised the employee was also contacted by other states where unemployment claims were submitted in that person's name. He recommended that everyone be aware that numerous fraudulent claims are being made during the pandemic.

**VIII. FUTURE AGENDA ITEMS**

Randy advised that the nominee brought forward to fill the Graham County private sector representative slot wasn't qualified under EDA requirements, so the search continues and he hopes to have a new nominee to bring forward. The CDBG Method of Distribution is up for renewal and is also expected to be on the agenda.

**IX. ADJOURNMENT**

Chair Blaschke adjourned the meeting at 11:00 a.m.



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR  
**DATE:** FEBRUARY 3, 2021  
**SUBJECT:** NOMINATION TO ACOA – CITY OF WILLCOX REPRESENTATIVE

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On January 21, 2020, the Advisory Council on Aging (ACOA) nominated and made its recommendation for the appointment of Ms. Jayne A. Hancox to represent the City of Willcox on the ACOA.

Ms. Hancox expressed an interest in serving on the SEAGO Area Agency on ACOA to represent the City of Willcox. Ms. Hancox is retired and is currently the secretary/treasurer at the Willcox Senior Center. Jayne is also her mother's caregiver and would like to gain more knowledge on AAA resources available in the region to enable her to disseminate in her community and act as an advocate for older adults. Ms. Hancox completed the Aging Mastery Program from the AAA and has since remained engaged for her community's benefit.

As a reminder, there are still two positions available on the ACOA: representing the City of Tombstone and Town of Patagonia. Any suggestions on individuals who would be willing to serve in these positions would be much appreciated.

I will attempt to answer any questions you may have at the meeting.

**Attachments:** None

**Action Requested:**  Information Only  Action Requested Below:

**A motion to recommend approval of Ms. Jayne A. Hancox's appointment to fill the vacant position representing the City of Willcox on the Advisory Council on Aging.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER  
**DATE:** FEBRUARY 3, 2021  
**SUBJECT:** RESOLUTION NO. 2021 – 01: CARES ACT CDBG CV-1 and 2

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## **CARES Act CDBG CV 1 and 2 Funds**

The Coronavirus Aid, Relief, and Economic Security Act went into effect on March 27, 2020. This was a \$2.2 trillion economic stimulus bill meant to mitigate the effects of the COVID-19 pandemic. The program included a \$5 billion addition to the nationwide Community Development Block Grant program.

The Arizona Department of Housing (ADOH) issued a Notice of Funding Availability (NOFA) on December 22, 2020 for CARES Act CDBG funds available in Arizona. There are two funding lines. One is a \$13,069,520 allocation “for the conversion, acquisition and/or rehabilitation of emergency shelter or transitional housing.”

The other CARES Act CDBG fund provides \$2,500,000 for “Emergency Subsistence Payment programs where payments are disbursed directly to providers on behalf of individuals or families for items such as food, clothing, housing (emergency rental or mortgage assistance) or utilities for up to six consecutive months.”

Both the Emergency Shelter and the Emergency Subsistence Payment funds are required to “prevent, prepare for or respond to COVID-19 and must not be a duplication of benefits of financial assistance from any other source.”

The NOFAs for these grants, as well as application forms and detailed instructions can be found in the Documents section of the ADOH Community Development and Revitalization site: <https://housing.az.gov/documents-links/forms/community-revitalization>.

Normally, CDBG applicants/recipients must be local units of government, with non-profits or other service providers being a sub-recipient. The CARES Act CDBG funds described here are unique in that non-profits can apply directly. As such, the SEAGO Community Development Department is bringing forward a proposal to the Administrative Council and Executive Board to request approval to apply for \$500,000 from the Emergency Subsistence Payment program funds.

Our preliminary budget for the allocation of these funds is as follows:

- \$150,000 for Rental Assistance
- \$150,000 for Mortgage Assistance
- \$100,000 for Utility Assistance
- \$30,000 for Food Assistance
- \$30,000 for Clothing Assistance, and
- \$40,000 for Administration
- \$500,000 Total

*These numbers are preliminary, and subject to change based on the needs in our region.*

### **Implementation, Qualification and Staffing**

Per ADOH, the program will provide for “payments made on behalf of individuals or families for items such as food, clothing, housing (emergency rental or mortgage assistance) or utilities for up to six consecutive months. Emergency payments must be made directly to the provider of such food, clothing, housing or utilities behalf of an eligible individual or family. Subsistence payments must be consecutive and cannot be broken into smaller periods with a lapse between the next payments.”

SEAGO will utilize existing staff to administer the program over a two year period or until all funds are expended. The Community Development Program Manager will be responsible for ensuring the program is staffed for the duration. Implementation will include staffing and marketing the program; qualifying and serving persons and households; ensuring that the funds are fully expended on behalf of the program beneficiaries; and financial management of the grant and fulfilling reporting requirements.

To determine eligibility for this program, SEAGO staff will: ensure potential applicants meet low-to-moderate income limits or other National Objective as mandated by the CDBG program; document that potential applicants need assistance in one or more of the areas funded by the program (late notices for rent, utilities, etc.); and that the need is related to economic impact from the Coronavirus pandemic as required by ADOH.

Food or clothing vouchers will most likely take place through a debit card provider; purchases made with these cards would be limited to food or clothing items similar to EBT cards. A procurement process would be required to secure a provider for these cards.

### **Service Area**

The service area for our proposal includes three of the four Counties in the SEAGO region: Cochise, Graham and Greenlee. Santa Cruz County is submitting its own application. The funds would be available to any qualifying household or person within these Counties.

## Program Duration

This program is intended to be implemented as soon as possible and for the funds in the grant to be expended on qualifying activities in an expedited manner. ADOH requires that “funds will be expended within 24 months, with not less than 80% of funds expended by September 30, 2022, and the remaining 20% of funds expended by September 30, 2023.”

## Public Participation and Public Hearings

As with any CDBG application, the CARES ACT CDBG CV 1 and 2 applications require a public participation component. There are some significant differences however: the two required public hearings can be advertised in one combined notice, advertisements can be online only, and the notice and comment periods are shorter. SEAGO will advertise(d) two public hearings, to occur during the regular Administrative Council and Executive Board meetings. As such, today’s agenda includes a public hearing in which members of the public from the service area have been invited to participate and give input on community needs and the structure of the preliminary project budget. After today’s hearing there will be a five-day comment period as required by ADOH’s Public Participation Plan, amended last fall in anticipation of the NOFA for these funds.

After holding a second public hearing at the February 26, 2021 Executive Board meeting, staff intends to bring the attached Resolution No. 2021 – 01, authorizing SEAGO to apply to ADOH for the activities described above, to the Board for their consideration. An additional five day comment period will follow this second hearing. SEAGO will, meanwhile, build the application and have it ready to submit to ADOH during the first week of March. If awarded, SEAGO will be required to begin implementation within 30 days of award, to expedite getting these funds to families in need of COVID related relief.

Attachments: Resolution No. 2021 – 01; [P-2 Hearing Notice](#).

Action Requested:  Information Only  Action Requested Below

**A motion to recommend that the Executive Board approve Resolution No. 2021 – 01 authorizing SEAGO to submit an application to the Arizona Department of Housing for CARES Act CDBG-CV 1 and 2 funding for Emergency Subsistence Payments as described above.**



# SouthEastern Arizona Governments Organization

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## RESOLUTION NO. 2021 - 01

**A RESOLUTION OF THE EXECUTIVE BOARD OF SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION (SEAGO) AUTHORIZING THE SUBMISSION OF AN APPLICATION(S) FOR CARES ACT COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CARES ACT CDBG CV-1 AND CV-2) FOR EMERGENCY SUBSISTENCE PAYMENTS, CERTIFYING THAT SAID APPLICATION(S) MEETS THE REGION'S PREVIOUSLY IDENTIFIED HOUSING AND COMMUNITY DEVELOPMENT NEEDS AND THE REQUIREMENTS OF THE STATE CDBG PROGRAM, AND AUTHORIZING ALL ACTIONS NECESSARY TO IMPLEMENT AND COMPLETE THE ACTIVITIES OUTLINED IN SAID APPLICATION.**

**WHEREAS**, SEAGO is desirous of undertaking COVID pandemic disaster relief activities; and

**WHEREAS**, the State of Arizona Department of Housing is administering the CARES Act Community Development Block Grant funds; and

**WHEREAS**, the State CDBG Program requires that CDBG funds requested address one of the three Congressional mandated National Objectives; and

**WHEREAS**, the activities within this application will prevent, prepare for or respond to the COVID-19 pandemic; and

**WHEREAS**, as an applicant for State CDBG funds, SEAGO acknowledges that it is required to comply with the program guidelines and Federal Statutes and regulations, including the requirement that these CDBG funds will not be a duplication of benefits of financial assistance from any other source.

**NOW, THEREFORE, BE IT RESOLVED** by the Executive Board of the Southeastern Arizona Governments Organization as follows:

1. **THAT** it hereby authorizes an application to be made to the State of Arizona, Department of Housing for CARES Act CDBG CV-1 and CV-2 funds; and
2. **THAT** the SEAGO Executive Director is hereby authorized to sign said application and all contract or grant documents for receipt and use of these funds for the purpose of providing emergency subsistence payments to mitigate the economic impacts of the COVID-19 pandemic, and to take all actions necessary to implement and complete the activities submitted in said application(s); and
3. **THAT** SEAGO's application for State CDBG funds meets the requirements of low and moderate-income benefit for activities justified as benefiting low and moderate-income persons, aids in the prevention or elimination of slum and blight or addresses an urgent need which poses a threat to health; and

### SEAGO Member Entities

*Cochise County*  
Benson  
Bisbee  
Douglas  
Huachuca City  
Sierra Vista  
Tombstone  
Willcox  
*Graham County*  
Pima  
Safford  
San Carlos  
Apache Tribe  
Thatcher  
*Greenlee County*  
Clifton  
Duncan  
*Santa Cruz County*  
Nogales  
Patagonia  
San Carlos Apache  
Tribe

### SEAGO Main Office

1403 W. Hwy 92  
Bisbee, AZ 85603  
520-432-5301  
520-432-5858 Fax

### Area Agency on Aging Office

300 Collins Road  
Bisbee, AZ 85603  
520-432-2528  
520-432-9168 Fax

[www.seago.org](http://www.seago.org)

4. **THAT** SEAGO will comply with all State CDBG Program guidelines including those applicable to the CARES Act CDBG CV 1 and CV 2 funds, Federal Statutes, and regulations applicable to the State CDBG Program and the certifications contained in this application.

Passed and adopted by the Executive Board of the SouthEastern Arizona Governments Organization this 26<sup>th</sup> day of February 2021.

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Richard Ortega, Chair  
SEAGO Executive Board

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Randy Heiss,  
SEAGO Executive Director



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 3, 2021  
**SUBJECT:** REQUEST FOR PROPOSALS FOR AUDIT SERVICES

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The Fiscal Year 2020 audit marks the final year of an optional five-year contract with SEAGO's independent auditing firm. As a result, it is once again time to request proposals for the next five years of auditing services so we can have an audit firm under contract in time for our Fiscal Year 2021 audit. I have updated the Request for Proposals which was last used in 2015 to reflect the current auditing standards and the implementation of 2 CFR Part 200.

Since the independent auditing firm technically provides auditing services to the Executive Board, I believe it's appropriate to include at least one member of the Executive Board on the proposal evaluation team. I suggest this person be the Executive Board Chair or another Board member of his/her choice.

At this time, we are seeking approval to publish a Request for Proposals for Audit Services. I will be happy to answer any questions about this request at the meeting.

**Attachments:** Request for Proposals for Auditing Services

**Action Requested:**  Information Only  Action Requested Below

**A motion to recommend approval to the Executive Board for staff to issue a Request for Proposals for Audit Services.**



## SouthEastern Arizona Governments Organization

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### LEGAL NOTICE

**PUBLISH:** Sierra Vista Herald/Bisbee Review - March 3, 2021 and March 10, 2021  
Eastern Arizona Courier/Copper Era - March 3, 2021 and March 10, 2021  
Nogales International - March 4, 2021 and March 11, 2021

For more information call Heather Glenn at (520) 432-5301 Ext 207.

#### Request for Proposals

The SouthEastern Arizona Governments Organization, hereby requests proposals from qualified Certified Public Accountant firms to conduct a single audit of the agency in accordance with OMB 2 CFR Part 200 Subpart F. This audit shall be for the period July 1, 2020 through June 30, 2021 (renewal through 2025). To request a copy of the official RFP contact Heather Glenn at (520) 432-5301 Extension 207 or [hglenn@seago.org](mailto:hglenn@seago.org).



# SouthEastern Arizona Governments Organization

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## REQUEST FOR PROPOSALS

### AUDIT SERVICES

SouthEastern Arizona Governments Organization, Inc. (SEAGO), a regional Council of Governments (COG), requests proposals from qualified Certified Public Accounting firms to conduct single audits of SEAGO in accordance with OMB 2 CFR Part 200 Subpart F. The initial audit engagement shall be for the period **July 1, 2020** through **June 30, 2021**, with engagement renewals possible for four subsequent years (AKA, the “engagement period”).

#### Background of SEAGO

SEAGO is an Arizona nonprofit quasi-governmental corporation recognized by the Internal Revenue Service as a tax-exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code. SEAGO was founded in 1972 and incorporated as a nonprofit in 1976. Its 19 members include the four counties of Cochise, Graham, Greenlee, Santa Cruz, and the 14 incorporated cities, towns, and tribal government within those counties. The agency’s work primarily focuses on planning functions.

Our annual operating budget is approximately \$2.1 million per year, and we employ 16 people in Bisbee, Arizona. Our main sources of revenue are from Federal grants. SEAGO’s programs include a local Area Agency on Aging (AAA) which is a pass-through entity for approximately \$3 million per year for services to the elderly and disabled.

The organization has a June 30 fiscal year-end, with the requirement for a single audit and data submission to Federal Audit Clearinghouse (FAC) per 2 CFR 200. SEAGO maintains all accounting records in-house and uses Abila MIP for the accounting system. The Accounting Department consists of 1.5 staff - an Accounting Manager and an Office Assistant.

For more information about our organization please visit our website at [www.seago.org](http://www.seago.org).

#### Services to Be Performed

The proposal is expected to cover the following services:

1. Annual single audit in accordance with 2 CFR 200 for the fiscal year ended June 30, 2021 (and subsequent fiscal years during the engagement period) and presentation of the audit report to the SEAGO Executive Board.
2. Preparation of required basic financial statements using SEAGO financial information.
3. Submission of Data Collection Form to FAC.

4. Availability throughout the year to provide advice and guidance on financial accounting and reporting issues.

**Assistance from the SEAGO Staff**

SEAGO staff shall assist the firm by providing the following:

- a. Fiscal year-end schedules of outstanding receivables and outstanding payables.
- b. Asset list and schedule of fiscal year acquisitions and disposals.
- c. Fiscal year schedule of depreciation.
- d. Fiscal year-end schedule of employee annual leave balances.
- e. Fiscal year-end trial balance by fund.
- f. Computer-generated reports of general ledger transactions.
- g. Arizona Department of Economic Security Department of Adult Aging Services fiscal year close-out report.
- h. Fiscal year SEFA information.
- i. Retrieval of accounting records for audit testing.
- j. Overview of SEAGO’s operations, computerized accounting software, accounting system and chart of accounts.
- k. SEAGO’s Accounting Procedures Manual.
- l. Other assistance as needed by mutual agreement.

**Timeframe**

The following is the anticipated timeframe for the services to be provided:

Provide list of client documents required for testing	Two weeks prior to field work
Begin field work	October
Provide financial statement draft for management review	December
Provide draft audit report and comments for management review	December
Issue final audit report (one electronic and up to five bound copies)	January
Submit Data Collection Form to FAC	February
Present audit report to Executive Board	February

## **Other Information**

The firm will be required to retain reports and work papers for a minimum of five years from the date of the audit report. Audit work papers shall be made available, or copies provided, to SEAGO staff as necessary to maintaining its accounting system, and to appropriate federal and state agencies upon request.

## **Proposal Content**

In order to simplify the evaluation process and obtain maximum comparability, SEAGO requires all responses to the RFP be organized in the manner and format described below:

- A. *Executive Summary*  
Describe your understanding of the work to be performed and your firm's ability to perform the work within the time frame provided.
- B. *Professional Experience*  
Describe how and why your firm is different from other firms being considered. This should include an explanation of the firm's philosophy, size, structure, and qualifications with serving government organizations with a similar size and operations. Describe your firm's resources devoted to government organizations and provide copies of newsletters or other resource materials addressing issues relevant to government organizations. Discuss the firm's independence with respect to SEAGO.
- C. *Team Qualifications*  
Identify the specific partners, managers, and in-charge staff who will be assigned to this engagement if you are successful in your bid. Provide their bios/resumes specifying relevant experience to the type of services requested. Also discuss commitments you make to staff continuity, including your staff turnover experience in the last three years.
- D. *Audit Approach*  
Describe how your firm will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis, and the type of assistance that will be required from SEAGO's staff. Also discuss the firm's use of technology. Finally, discuss the communication process used by the firm to discuss issues with management and the Executive Board.
- E. *Fees*  
Provide a firm estimate of fees for the services to be provided during the engagement period. (The firm selected should be prepared to provide ongoing consultation during the year on an as needed basis without additional cost to SEAGO.)
- F. *Client References*

Include a list of relevant clients the firm has served within the past three years and furnish the names and telephone numbers of any references whom we may contact.

- G. *Additional Information*  
Provide a copy of your most recent peer review report. Provide any additional information, not specifically requested, which you believe would be useful in evaluating your proposal.
- H. *Questionnaire*  
Complete attached questionnaire.

### Proposal Timetable

RFP distributed	Beginning March 3, 2021
Two copies of written proposals due to SEAGO	No later than April 7, 2021
CPA firm selected and notified	Approximately April 30, 2021
Award of contract	May 21, 2021

### Instructions to Applicants, Deadline for Submission

- A. One (1) original bound copy of the complete proposal, and one (1) unbound copy of the proposal must be received by **4:00 p.m., on Wednesday, April 7, 2021** to be considered responsive. Proposals submitted via facsimile or email are not acceptable.
- B. The Proposal, whether in an envelope or other wrapping shall have "SEAGO Independent Auditing Services" marked clearly on its cover and shall be addressed to **Dina Curtiss, Accounting Manager, SEAGO, 1403 West Highway 92, Bisbee, AZ 85603**. Failure of the Applicant to provide all of the required information may result in the rejection of the Proposal. Proposals received after the specified time of closing will be returned unopened.
- C. A not-to-exceed cost for each fiscal year audit during the engagement period (FY 2021 – FY 2025) will be submitted with the proposal. The proposed cost shall include all necessary costs including, but not limited to; travel expenses, labor, materials, taxes, profit, insurance, and other overhead expenses. The proposed cost will be firm, and is based upon availability of budgeted funds from year to year. Percentage or cost plus proposals will not be accepted.
- D. The SEAGO Executive Director or designee, along with an evaluation committee will be responsible for evaluating the proposals and recommending the highest ranked consultant for contract award.
- E. No interpretations of the meaning of any part of the Request for Proposals will be made to any Applicant orally. Any request for additional interpretation shall be in writing and

faxed or e-mailed to Dina Curtiss, (520) 432-5858 or [dcurtiss@seago.org](mailto:dcurtiss@seago.org) , not later than five (5) days prior to the proposal opening (exclusive of weekends and holidays). Any and all additional information, interpretations, or supplemental instructions will be in written form as an addenda to the RFP which, if issued, will be faxed or e-mailed to all prospective Applicants (at the appropriate fax number or e-mail address furnished by each prospective Applicant for this purpose), not later than two (2) days prior to the scheduled proposal opening (exclusive of weekends and holidays). Failure of any Applicant to receive any such addendum shall not relieve such Applicant from any obligation under the proposal as submitted. All addenda so issued shall become part of the contract documents.

### **Appeals Procedure**

If an Applicant wishes to appeal the decision to reject its proposal, the Applicant must write to the SEAGO Executive Director at least seven (7) calendar days prior to the next scheduled SEAGO Executive Board meeting, requesting to be placed on the agenda. The Applicant will then have an opportunity to present its case to the SEAGO Executive Board. Appeals shall be submitted in writing to: Randy Heiss, Executive Director, SEAGO, 1403 West Highway 92, Bisbee, AZ, 85603, Fax (520) 432-5858 or emailed to [rheiss@seago.org](mailto:rheiss@seago.org) .

Appeals must contain, at a minimum, the name, address and telephone number of the appellant, the signature of the appellant or its representative with authority to sign; a detailed statement of the legal and factual grounds of the appeal including copies of relevant data; and the form of relief requested. The SEAGO Executive Director will review the appeal statement and the rationale used in the evaluation of the proposals and will decide whether the proposal should be reconsidered for award. The SEAGO Executive Board's decision shall be final.

### **Evaluation of Proposals**

While cost is an important factor, SEAGO will also evaluate proposals on the following criteria:

- Auditor-in-charge is a CPA in good standing. Firm meets standards for independence with respect to SEAGO, complies with requirements for peer review and staff continuing education.
- Prior experience auditing similar organizations.
- Qualifications of staff to be assigned to the engagement.
- CPA firm's understanding of work to be performed.
- References.
- Completeness and timeliness of the proposal.

SEAGO reserves the right to waive irregularities, refuse all offers for good cause and to award in the best interest of SEAGO.

## **Key Contacts**

Following is the key contact for information you may seek in preparing your proposal:

Dina Curtiss, Accounting Manager  
(520) 432-5301 Extension 204  
[dcurtiss@seago.org](mailto:dcurtiss@seago.org)

Requests for additional information, questions, and arranging visits to our offices should be coordinated through our Accounting Manager. You may reach her at the number listed above.

**SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION**

**REQUEST FOR PROPOSAL FOR AUDIT SERVICES  
QUESTIONNAIRE**

1. Has the audit staff proposed for the SEAGO audit received continuing professional education in governmental accounting and auditing during the last two years?

YES \_\_\_ NO \_\_\_

2. Has your CPA firm received a negative peer review within the last three years?

YES \_\_\_ NO \_\_\_

3. Has your CPA firm been the object of any disciplinary action during the past three years?

YES \_\_\_ NO \_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CPA Firm Name



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 3, 2021  
**SUBJECT:** AAA OFFICE OPTIONS AND RECOMMENDATIONS

---

The lease agreement between the City of Bisbee and the SEAGO Area Agency on Aging will expire June 5, 2022. This will mark the end of an arrangement that has benefitted the AAA for the past 13 ½ years – a rent-free office location. With the impending expiration of the lease, the AAA must begin to seek a ‘permanent’ location for their operations. With this in mind, securing adequate, affordable, long-term facilities for the Area Agency on Aging was identified as an objective for Central Administration in [SEAGO’s Five-Year Strategic Plan FY 2021 – FY 2025](#) :

***Objective C: Secure Adequate, Affordable, Long-Term Facilities for the Area Agency on Aging***

***Tactics:***

1. Conduct market research for commercial office space in Bisbee area
2. Investigate costs to purchase, install, and retrofit a modular building for the AAA offices at the Main Office location
3. Negotiate affordable lease extension at existing AAA offices; or purchase, install and retrofit modular office building at Main Office location

The current lease arrangement involves approximately 1,000 square feet of office space adjacent to the Bisbee Senior Center. The facility has served the agency well in the past, but due to expanding programs to better serve its clients over the past few years, the AAA has since outgrown the facility. Conditions bordering unsafe now exist as a result of employees sharing offices designed for one person (pandemic concerns). In addition, available storage space for supplies, records and other program materials is inadequate at the current site, resulting in the storage of such items in offices and facility corridors (potential code violations). With this in mind, it’s important that any future office considerations include facilities large enough to accommodate current and future program operational needs.

Below are three possible options to secure a long-term location for the SEAGO AAA:

**Option 1:** Renew existing office lease – SEAGO could pursue a renewal of the lease with the City of Bisbee for current office location, but would need to secure additional office (and storage) space to accommodate current and future program needs. There is a dearth of commercial office space available in Bisbee so it may not be possible to find adequate facilities within the immediate area. Instead of housing all AAA programs under one roof, this would fragment AAA operations between two separate office locations, and quite possibly, two separate communities. In addition, each office space considered would need to be thoroughly researched to determine if it is suitable in terms of cost, ADA accessibility, available parking, office layout, IT and telecommunications networking infrastructure, term of the lease, available storage for program materials and records, and a host of other variables. Management views this as the least desirable option.

**Option 2:** Secure leased office space in another community – As stated above, there is a dearth of commercial office space available in Bisbee, but a variety of options are available in Sierra Vista, approximately 28 miles distant. Commercial office space in Sierra Vista ranges from \$9.25 to \$17.75 per square feet per year. It's estimated that approximately 1,500 square feet of office space will be required to accommodate AAA program needs for the next 10 – 15 years. This translates to between \$13,875 and \$26,625 per year (or \$1,156 and \$2,219 per month). There would be additional considerations with this Option, such as the cost of any leasehold improvements to make the space operational and the costs of moving the AAA's office equipment to the new location and into the new offices.

As with Option 1, each office space considered would require detailed research to determine if it is suitable in terms of cost, ADA accessibility, available parking, office layout, IT and telecommunications networking infrastructure, term of the lease, available storage for program materials and records, and a host of other variables. And similar to Option 1, the costs of leasing adequate facilities would reduce the amount of money available for program administration and providing direct services to clients. Management does not view this as an ideal option.

**Option 3:** Provide commercial office space at Main Office location – SEAGO owns approximately 2 acres of land at 1403 Highway 92 in Bisbee – the location of its Main Office. Providing offices for AAA operations could be accomplished by constructing a new, site-built facility on this property, but it would be difficult to do so at a reasonable cost. In Arizona, commercial building costs can easily range from \$150 - \$250 per square foot. To meet the AAA's office needs, a capital investment of at least \$225,000 and as much as \$375,000 may be required.

In researching AAA's options, we were fortunate to find a 1,456 square foot modular office building for sale in Sierra Vista that was manufactured in 2006 to meet commercial building code requirements. The building includes a reception area, five large offices, ADA accessible corridors and restroom, and a kitchenette. The cost to purchase the building is \$40,000. As can be expected, there will be additional costs associated with getting the modular office set up on the SEAGO property, such as transporting the building to the site, set up, permit and inspection costs, utility connection costs, possible enhancements to the existing septic system, IT infrastructure, ADA parking and access ramp, minor improvements to the building, and additional paving to meet the City's parking requirements. We estimate that total costs will be approximately \$100,000:

AAA MODULAR OFFICE – PROJECT BUDGET	
1. Purchase modular office building	\$40,000
2. Breakdown, relocate, and set up building on Highway 92 property	\$8,600
3. Wastewater treatment – additional capacity**	\$10,000
4. Electric utility connection (service pole, line and connection by APS)	\$2,200
5. Purchase and install metal roofing*	\$7,300
6. Stucco exterior of building*	\$3,200
7. ADA parking, access ramp, and railing	\$2,500
8. Miscellaneous minor repairs and improvements	\$5,000
9. Additional paving (to meet parking requirements)	\$20,000
10. IT/ telecommunications connection to Main Office	\$1,200
<b>TOTAL ESTIMATED COSTS</b>	<b>\$100,000.00</b>
*Optional items	
**May not be required – a new septic system with additional capacity was installed on site in 2011 and may be able to connect to existing system without adding capacity.	

We estimate that this capital investment will be recovered in savings over the cost of renting a similar amount of commercial office space inside of a period of 4.25 years (at the high end) and 8 years (at the low end). In addition, the investment may be depreciated over the useful life of the assets. Depreciation expenses are eligible for reimbursement under 2 CFR Part §200.436. Each AAA program housed within the new office will bear a portion of the depreciation costs. This will result in the full cost of the capital investment being returned to the fund balance over time. Management views this as the most affordable, viable long-term option to meet the AAA's current and future program needs.

In order to bring this project to completion within the anticipated budget, it will be necessary for SEAGO to act as an owner-builder and engage sub-contractors to complete various stages of the project over the next year.

I will look forward to answering any questions at the meeting.

**Attachments:** None.

**Action Requested:**                     Information Only                     Action Requested Below:

**A motion to recommend that the Executive Board authorize the purchase of the modular office building and the expenses to relocate the structure and complete the associated improvements as presented by staff.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** FEBRUARY 3, 2021

**SUBJECT:** CLASSIFICATION PLAN UPDATE – GIS ANALYST I AND II

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Upward mobility is an important recruitment and retention tool in any organization, regardless of size. If employees see little hope of advancing their skills and moving up in an organization, they begin to seek professional advancement through 'outward mobility'. When this happens, the organization not only loses everything it has invested in staff development and training, but they also lose the institutional knowledge and capacity gained along the way.

Several years ago, as one of our strategic initiatives at that time, SEAGO began building its GIS capabilities to augment our Transportation Program and develop databases for certain studies we were in the process of completing. Since that time, our library of GIS data has grown considerably, and now includes Regional Transit Provider locations, Vehicle Locations, and Service Gaps mapping, End of Life workshop locations map; Proposed Huachuca City bus route mapping; Willcox Transit Study maps; Greenlee County Road Ownership Study mapping; SEAGO Region Fatal/Serious Injury Crashes mapping; Graham County Traffic Counts location maps; Douglas Traffic Counts location map; and more. And along with the growth of our GIS library, the knowledge, skills, and experience of our GIS - Technical Services Coordinator has far surpassed the technician/coordinator level.

In SEAGO's Five-Year Strategic Plan FY 2021 – FY 2025, Goal 1 for all programs is: "Identify, provide, and enhance services and resources to address the sustainability of our communities and constituents." GIS has become interwoven through nearly every aspect of local government, so we see continued development of SEAGO's GIS capabilities as critical to enhancing the services and resources we can provide to our member entities – particularly those that haven't yet developed this capacity at the local level. In addition, Goal 1, Objective B for Central Administration is: "Enhance Employee Services." For the reasons expressed above, we believe that one of the employee services we should strive to provide to the extent possible is ensuring that opportunities exist for those seeking upward mobility and professional advancement in the organization.

With this in mind, we are requesting that GIS Analyst I and II be added to our Classification Plan within the Transportation Program as shown on the attached update. I'll look forward to answering any questions you may have at our meeting.

**Attachments:** Classification Plan Update - 2.26.2021.

**Action Requested:**  Information Only  Action Requested Below:

**A motion to recommend approval of the proposed Classification Plan Update to the Executive Board as presented by staff.**

<b>Job Code</b>	<b>Job Families and Job Classes</b>	<b>Current / FLSA</b>	<b>Incumbent</b>
<b>Management</b>			
101	Executive Director	Exempt	Randy Heiss
102	Area Agency on Aging Program Director	Exempt	Laura Villa
103	Community Development Program Manager	Exempt	Keith Dennis
104	Economic Development Program Manager	Exempt	Maria Porter
105	Housing Program Manager	Exempt	Vacant
106	Transportation Program Administrator	Exempt	Chris Vertrees
<b>Administrative Services</b>			
155	Accounting Manager	Exempt	Dina Curtiss
175	Executive Assistant	Non-Exempt	Vacant
190	Administrative Assistant II (FT)	Non-Exempt	Heather Glenn
195	Administrative Assistant I (PT)	Non-Exempt	Vacant
<b>Area Agency on Aging</b>			
210	Management Analyst I	Non-Exempt	Carrie Gibbons
215	Care Coordinator	Non-Exempt	Karen Enriquez
220	Case Management Coordinator	Non-Exempt	TBD
225	Case Manager I	Non-Exempt	TBD
230	Health Insurance Assistance Program Coordinator	Non-Exempt	Ramona MacMurtrie
235	Health and Nutrition Program Coordinator	Non-Exempt	Shira Martin (1/4 PT)
236	Health and Nutrition Program Coordinator II	Non-Exempt	Nubia Romo
240	Ombudsman Program Coordinator	Non-Exempt	Shira Martin (3/4 PT)
290	Office Specialist II (FT)	Non-Exempt	Amalia Marin
295	Office Specialist I (PT)	Non-Exempt	Vacant
<b>Community Development</b>			
305	Planner II – Community Development	Non-Exempt	Vacant
310	Planner I – Community Development	Non-Exempt	Vacant
390	Senior Planning Specialist – CDBG (FT)	Non-Exempt	Vacant
395	Planning Specialist – CDBG (PT)	Non-Exempt	Vacant
<b>Economic Development</b>			
405	Planner II – Economic Development	Non-Exempt	Vacant
410	Planner I - Economic Development	Non-Exempt	Vacant
415	Economic Recovery Coordinator	Non-Exempt	Stephen Peterson
<b>Housing</b>			
505	Senior Housing Program Specialist	Non-Exempt	Vacant
590	Housing Program Specialist	Non-Exempt	Vacant
595	Housing Assistant (PT)	Non-Exempt	Vacant
<b>Transportation</b>			
605	Planner II – Transportation	Non-Exempt	Connie Gastelum
610	Planner I – Transportation	Non-Exempt	Vacant
615	Regional Mobility Manager	Non-Exempt	Jessica Urrea
620	Assistant Regional Mobility Manager	Non-Exempt	Vacant
625	Training – Title VI Coordinator	Non-Exempt	Vacant
630	GIS Analyst II	Non-Exempt	Vacant
635	GIS Analyst I	Non-Exempt	Vacant
640	GIS – Technical Services Coordinator	Non-Exempt	John Merideth

**Green = New Position**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR  
**DATE:** FEBRUARY 3, 2021  
**SUBJECT:** READI MEALS PROGRAM EQUIPMENT PURCHASE

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Most of you will recall that the SEAGO AAA began development of the Real Emergency and Disaster Innovative (READI) Meals program in Fiscal Year 2019 with the support and partnership of the Arizona Department of Economic Security (ADES). The objective of the program is to bring our senior nutrition sites into full compliance with the ADES requirement to provide nutritionally balanced meals to their participants during an emergency – something that many of them have been unprepared to do. When the program is fully implemented, our nutrition sites will be able to freeze dry leftover foods from their daily menus. The freeze dried foods can then be reconstituted by adding water, heated, and served to participants if and when emergencies arise that prevent normal preparation of meals at the nutrition sites.

With this in mind, improving emergency nutrition access was an identified as an objective for the Area Agency on Aging in [SEAGO's Five-Year Strategic Plan FY 2021 – FY 2025](#) :

***Objective B: Improve Emergency Nutrition Access***

***Tactics:***

1. Develop READI-Meals Program to provide shelf-stable meals suitable for long-term storage and emergency use for congregate and home delivered meals

With a shelf life of up to 25 years, there will be no need to replace the emergency food stock every few years. In addition, nutrition sites will be enabled to prepare and store enough emergency food stock to feed their participants for long term emergencies lasting weeks, instead of only a few days as currently required by ADES.

To date, freeze drying equipment and supplies have been purchased, along with water activity meters that will be used to measure the moisture content in the freeze dried products. When freeze dried food is stabilized and sealed within an oxygen free environment with moisture content at or below established thresholds, pathogens are unable to reproduce – thus rendering the products safe for storage for many years to come.

County Health Departments require us to prepare food safety plans for each type of food that will be freeze dried. In order to obtain critical data for these food safety plans, ensure high-quality, freeze dried products, and accurately predict the shelf life of these products, a vapor sorption analyzer (VSA) is needed. We will have our resident expert on hand at your meeting to answer questions about the science behind the VSA and the technical reasons this equipment is necessary.

While the equipment is quite costly, ADES has once again shown its commitment and support for the READI Meals program development by fully funding the VSA purchase using carry-over funding we've earmarked specifically for this project. The VSA retail price will be reduced by more than 31% due to a research partnership program discount offered by the manufacturer if the purchase is authorized before February 28<sup>th</sup>.

If authorized, the purchase will be made by sole source selection as set forth in [Arizona Revised Statutes Title 41, Chapter 23, Article 3, Section 2536](#). The sole source selection is justified by the attached documentation from the manufacturer – essentially, there is only one source for this specific VSA technology.

I will attempt to answer any questions you may have at the meeting.

**Attachments:** AQUALAB VSA Sole Source letter; SEAGO – VSA with Partnership Discount.

**Action Requested:**  Information Only  Action Requested Below:

**A motion to recommend that the Executive Board authorize the purchase of the vapor sorption analyzer for the READI Meals program development as presented by staff.**



**METER**

**December 16, 2020**

**Subject: AQUALAB VSA Sole Source**

To Whom It May Concern:

This letter is written to confirm that METER Group Inc. USA is the sole source manufacturer and provider of the AQUALAB Vapor Sorption Analyzer. Additionally, METER Group, Inc. USA is the sole source provider of all AQUALAB and SKALA products within the United States and Canada.

The AQUALAB VSA is protected by copyrights, trademarks, and service marks. Additionally, the dynamic dew point isotherm methodology is covered under US Patent US7806585B2 and the AQUALAB VSA is the only instrument available that utilizes this method.

METER Group is the only certified service center authorized to repair and calibrate the AQUALAB products in the United States and Canada.

METER Group warrants that no other items or products are available for purchase that would serve the same purpose or function and there is only one price for the above-named products because of exclusive distribution and marketing rights.

Please feel free to contact your METER Group Sales Representative directly if you have any questions or further concerns about these METER Group products.

Sincerely,

Takuya Ohki  
Vice President - METER FOOD  
METER Group, Inc. USA  
(509) 332-2756 (Telephone)  
takuya.ohki@metergroup.com



**METER Group, Inc. USA**  
 2365 NE Hopkins Court, Pullman, WA99163  
 T 509.332.2756 F 509.332.5158  
 E info@metergroup.com W metergroup.com

Created Date 12/29/2020  
 Quote Number 00022907

**METER**

Address Information

Bill To Name	Southeastern Arizona Governments Organization (SEAGO)	Ship To Name	Southeastern Arizona Governments Organization (SEAGO)
Bill To	300 Collins Road Bisbee, Arizona 85603 United States	Ship To	1401 W. Highway 92 Bisbee, Arizona 85603 United States
Contact Name	Laura Villa	Ship Via	FedEx Ground
Phone	520-432-2528 X208		
Email	lvilla@seago.org		

Terms

Expiration Date 2/28/2021  
 Prepared By Zachary Cartwright

Quantity	Product Code	Description	Sales Price	Discount	Discount Amount	Total Price
1.00	40430	AquaLab VSA (Vapor Sorption Analyzer) Moisture Sorption Methods - Dynamic Vapor Sorption (DVS) & Dynamic Dewpoint Isotherm (DDI). Includes complete Moisture analysis Toolkit software program. Accuracy ± 0.005 aw Repeatability ± 0.003 aw Range .030 to 0.95 aw Mass Resolution ± 0.5 mg Sample Weight 500 to 5000 mg Temperature Range 15° to 60° C	\$110,000.00	31.82%	\$35,002.00	\$74,998.00

Header Notes	Discount in contingent on participation in the VSA Research Partnership Program.	Subtotal	\$110,000.00
		Total Price	\$74,998.00
		Tax	\$7,210.26
		Freight and Handling	\$106.94
		Grand Total	\$82,315.20

This Quote is good for 30 days unless otherwise noted. All prices in U.S Dollars (USD) unless otherwise noted. Shipping charges, if not quoted, may be added to the final invoice. **All Custom Orders are final and non-refundable.**

## METER Group, Inc. USA Terms and Conditions

**CONTRACT FORMATION.** All requests for goods and/or services by METER Group, Inc. USA ("METER") are subject to the customer's acceptance of these Terms and Conditions. The Buyer will be deemed to have irrevocably accepted these Terms and Conditions of Sale upon the first to occur of the Buyer's issuance of a purchase order or request for goods or services. Unless expressly assented to in writing by METER, terms and conditions different are expressly rejected. No course of dealing between the parties hereto shall be deemed to affect or to modify, amend or discharge any provisions of this agreement.

**PRICES AND PAYMENT.** Invoice prices will be based upon METER prices as quoted or at METER list price in effect at the time an order is received by the Seller. Prices do not include any local, state or federal taxes, duties, fees, or charges now or hereafter enacted applicable to the goods or to this transaction, all of which are the responsibility of the Buyer. Orders are accepted with the understanding that such taxes will be added, as required by law. METER charges local sales tax unless Buyer has provided a valid sales tax exemption certificate to METER. Unless otherwise specified on the invoice, all accounts are due and payable 30 days from the date of invoice. Unpaid accounts extending beyond 30 days will be subject to a service charge of 1% per month (12% per annum).

**RISK OF LOSS AND DELIVERY TITLE.** Liability for loss or damage passes to the Buyer when the Seller delivers the goods on the Seller's dock or to the transporting agent, whichever occurs first. The Seller has the right to deliver the goods in installments. Shipping and delivery dates communicated by the Seller to the Buyer are approximate only.

**SHIPMENT.** In the absence of specific shipping instructions, the Seller, if and as requested by the Buyer, will ship the goods by the method the Seller deems most advantageous. Where the Seller ships the goods, the Buyer will pay all transportation charges that are payable on delivery or, if transportation charges are prepaid by the Seller, the Buyer will reimburse the Seller upon receipt of an invoice from the Seller. The Buyer is obligated to obtain insurance against damage to the goods being shipped. Unless otherwise specified, the goods will be shipped in the standard Seller commercial packaging. When special packing is required or, in the opinion of the Seller, required under the circumstances, the cost of the special packaging shall be the responsibility of the Buyer.

**INSPECTION AND ACCEPTANCE.** Goods will be conclusively deemed accepted by the Buyer unless a written notice setting out the rejected goods and the reason for the rejection is sent by the Buyer to the Seller within 10 days of delivery of the goods. The Buyer will place rejected goods in safe storage at a reasonably accessible location for inspection by the Seller.

**RETURNS.** You can return unopened items in the original packaging within 30 days of your purchase with proof of purchase. Upon receipt of the returned item, we will fully examine it and notify you via email, within a reasonable period of time on the status. If we determine a return is appropriate, we will refund your purchase price and a credit will be applied to your original method of payment. Shipping and handling charges are not refundable. Shipping charges for all returns must be prepaid and insured by you. You are responsible for any loss or damage to hardware during shipment. We do not guarantee that we will receive your returned item.

**CUSTOM GOODS.** There is no refund or return for custom or nonstandard goods.

**WARRANTIES.** The Seller warrants all equipment manufactured by it to be free from defects in parts and labor for a period of one year from the date of shipment from factory. The liability of the Seller applies solely to repairing, replacing, or issuing credit (at the Seller's sole discretion) for any equipment manufactured by it and returned by the Buyer during the warranty period. SELLER MAKES NO SEPARATE OR OTHER WARRANTY OF ANY NATURE WHATSOEVER, EXPRESS OR IMPLIED, INCLUDING THE WARRANTY OF MERCHANTABILITY OR FOR A PARTICULAR PURPOSE. There shall be no other obligations either expressed or implied.

**LIMITATION OF LIABILITY.** Seller will not be liable to the Buyer or any other person or entity for indirect special, incidental, consequential, punitive, or exemplary damages in connection with this transaction or any acts or omissions associated therewith or relating to the sale or use of any goods, whether such claim is based on breach of warranty, contract, tort, or other legal theory and regardless of the causes of such loss or damages or whether any other remedy provided herein fails. In no event will the Seller's total liability under this contract exceed an amount equal to the total amount paid for the goods purchased hereunder.

**WAIVER.** In the event of any default under or breach of the contract by the Buyer, the Seller has the right to refuse to make further shipments. The Seller's failure to enforce at any time or for any period of time the provisions of this contract will not constitute a waiver of such provisions or the right of the Seller to enforce each and every provision.

**GOVERNING LAW.** The validity, construction, and performance of the contract and the transactions to which it relates will be governed by the laws of the United States of America. All actions, claims, or legal proceedings in any way pertaining to this contract will be commenced and maintained in the courts of Whitman County, State of Washington, and the parties hereto each agree to submit themselves to the jurisdiction of such court.

**SEVERABILITY.** If any of the Terms and Conditions set out in this contract are declared to be invalid by a court, agency, commission, or other entity having jurisdiction over the interpretation and enforcement of this contract, the applications of such provisions to parties or circumstances other than those as to which it is held invalid or unenforceable will not be affected. Each term not so declared invalid or unenforceable will be valid and enforced to the fullest extent permitted by law and the rights and obligations of the parties will be construed and enforced as though a valid commercially reasonable term consistent with the undertaking of the parties under the order has been substituted in place of the invalid

This Quote is good for 30 days unless otherwise noted. All prices in U.S Dollars (USD) unless otherwise noted. Shipping charges, if not quoted, may be added to the final invoice. **All Custom Orders are final and non-refundable.**

provision.

**SET-OFF.** The Buyer may not set-off any amount owing from the Seller to the Buyer against any amount payable by the Buyer to the Seller whether or not related to this contract.

This Quote is good for 30 days unless otherwise noted. All prices in U.S Dollars (USD) unless otherwise noted. Shipping charges, if not quoted, may be added to the final invoice. **All Custom Orders are final and non-refundable.**

**METER Group, Inc. USA** 2365 NE Hopkins Ct, Pullman, WA 99163  
T 509.332.2756 F 509.332.5158 E info@metergroup.com W metergroup.com  
Administrative Council Mtg - 2-3-2021



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR  
**DATE:** FEBRUARY 3, 2021  
**SUBJECT:** STBG PROJECT PROGRAMMING PROCEDURES

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Based upon the 2010 census, SEAGO is apportioned \$909,856 annually in STBG funds to program on local projects. (The 2020 Census will reset our STBG apportionment.)

Attached for your approval are our revised Surface Transportation Block Grant (STBG) Project Programming Procedures that were approved unanimously by the SEAGO TAC at our January 21, 2021. The following is a recap of the procedure development process:

In February 2020, members of the SEAGO Executive Board and Administrative Council met to update SEAGO's Strategic Plan. One of the strategic goals set was to revise the STBG programming process to make it more equitable for smaller jurisdictions. The committee assigned to Transportation made the following recommendations:

- 1. Cap on STBG project requests;**
- 2. Eliminate Right-of-Way acquisition as an eligible activity for use of local STBG funds;**
- 3. Establish a rotation of STBG funds by County;**
- 4. Prioritize the use of ADOT's HURF Exchange Program to develop and fund local projects.**

In August the SEAGO TAC underwent a 6-month process to develop and update the procedures.

***To facilitate discussion and to draft an update to our STBG Programming Procedures, a survey was sent to each of our TAC members. We had 12 responses. Some of the survey results provided clear direction, while other response data was less definitive.***

- A cap on STBG funding requests was highly supported. However no consensus on an exact cap number could be determined by the data.
- A consensus on eliminating ROW acquisition as an eligible funding activity was not established. There was consensus that if it continues to be allowed it should be capped. However, no clear determination could be made as to the cap number.
- The responses for and against a by-county STBG rotation were tied with 6 no responses and 6 yes responses.
- There was no clear direction on how to address our future project list in any revised project programming procedures.

**At our September meeting, we reviewed the survey results and the TAC provided direction involving the survey data. As a result of the direction, a procedure outline was developed for the November meeting that included the following:**

- The procedure outline included a STBG cap based on population as outlined in the following table:

Population	Single Sponsor	Joint Sponsor with County
1,500 or Less	\$450,000	\$900,000
1,501 to 5,000	\$750,000	\$1,000,000
5,001 to 10,000	\$900,000	\$1,500,000
10,001 +	\$1,500,000	N/A

- The TAC approved the population caps as presented and was included in the procedure presented to the TAC on January 21, 2021.**
- Right of Way acquisition remained as an eligible activity, but was capped at \$150,000. The TAC approved the population caps as presented and was included in the procedure presented to the TAC on January 21, 2021.
- The procedure outline made a recommendation that “only one (1) active project per County (regardless of sponsor) may be programmed during a TIP period”. **Several TAC members disagreed with this recommendation and after discussion it was agreed that “each county may have a maximum of \$1.5 million in active projects (regardless of sponsor) during the (four-year) TIP period”. That direction was included in the procedure presented to the TAC on January 21, 2021.**
- After discussion, it was determined that projects on the Future Project Section of our TIP should be grandfathered and receive programming priority. However, this shall occur only if Federal funds have been invested in the project. **That direction was included in the procedure presented to the TAC on January 21, 2021.**
- Use of the ADOT HURF Exchange Program was designated as a primary programming strategy for use of SEAGO STBG Program funds and was approved by the TAC on January 21, 2021.

**At our meeting on January 21, 2021, the TAC reviewed and approved the attached STBG Project Programming Procedures.**

I look forward to answering your questions at the meeting.

Attachments: SEAGO STBG Project Programming Procedures.

Action Requested:  Information Only  Action Requested Below

**A motion to recommend approval of our STBG Project Programming Procedures to the Executive Board.**



# **Surface Transportation Block Grant (STBG)**

## **Project Programming Procedures**

DRAFT

## 1.0 Introduction

The SouthEastern Arizona Governments Organization (SEAGO), acting in its role as a Council of Governments (COG), is responsible for programming future Surface Transportation Block Grant (STBG) funding that will come to the SEAGO region. STBG funds are reimbursable federal aid funds, subject to the requirements of Title 23, United States code. Eligible costs include preliminary engineering, right-of-way acquisition, and constructions costs associated with an eligible activity. This policy outlines the standards, criteria, and procedures for managing SEAGO's STBG programming process.

## 2.0 Purpose

The purpose of this procedure is to ensure that the SEAGO region utilizes all STBG funds allocated to our region. Federal obligation authority (OA) is the total amount of federal funds that may be obligated in a given fiscal year. It expires at the end of each federal fiscal year. It is SEAGO's goal to utilize all OA made available to the region to avoid loss of federal funding and to ensure the competitiveness of the region in obtaining funding from statewide sources. To do this, jurisdictions must consistently report on progress to ensure that OA is fully used.

## 3.0 Program Administration

**3.1** The **SEAGO Transportation Program Administrator** is responsible for the development and maintenance of the Regional Transportation Improvement Program (TIP), development and maintenance of the SEAGO STBG Ledger, scheduling Transit Advisory Committee Meetings, development of TAC Meeting agendas and minutes, facilitating Call for Projects process, and making programming recommendations to the TAC.

**3.2** The **Technical Advisory Committee (TAC)** is responsible for monitoring the STBG program funding attributable to SEAGO and making project recommendations to the SEAGO Advisory Council and Executive Board.

**3.3** **Project Review Meetings** – Project review meetings will be held by the TAC each September, January, and March to monitor the status of programmed projects. Project sponsors or their representative are required to attend.

**3.4** **Project Initiation**– Sponsors must submit a Project Initiation Request Packet to the ADOT LPA Section by May of each year for projects that are scheduled in the next federal fiscal year. Failure to submit may result in the project being delayed into a future TIP year.

**3.5** **Future Projects** – In order to protect our limited STBG funding a future project list by phase shall be maintained on the TIP. Future projects shall be reviewed each March and July for progression into a programming year.

**3.6** **STBG Fund Management** – STBG funds are subject to ADOT “use or lose” policy. If a fund balance remains at the March Project Review meeting one or more of several options will be pursued to avoid a loss of funds. These options include but are not limited to moving a future project up as needed, swapping programmed TIP projects, and/or a trade/transfer of funds with ADOT or another COG/MPO.

- 3.7** If a shortfall in of funds is a concern, projects may be switched or split into additional phases for needed to progress the project or the sponsor may need to take on an additional financial commitment to their local contribution.
- 3.8** SEAGO receives sub-allocated funds at the discretion of ADOT. If ADOT's current funding policy changes in regards to amount of funds sub-allocated or the elimination of a funding program, SEAGO assumes no liability in funding projects that have been affected by these changes.

#### **4.0 STBG Eligible Projects**

**23 U.S. Code § 133** (Surface Transportation Block Grant Program) **section 104(b)(2)** identifies the construction projects eligible for STBG funding. A list of projects eligible for Federal funding can be found at <https://www.fhwa.dot.gov/specialfunding/stp/160307.cfm> .

#### **5.0 Location of Projects**

STBG applications may only be submitted by a SEAGO member agency and only for a road owned by that member agency.

**5.1** A surface transportation block grant project may not be undertaken on a road functionally classified as a local road or a rural minor collector with the exception of supporting an Off-system Bridge (OSB) project or a Highway Safety Project (HSIP) approved by ADOT and primarily funded by the OSB or HSIP program.

**5.2** The following functionally classified roads are eligible funding:

**5.2.1** Urban Minor Collectors

**5.2.2** Major Collectors

**5.2.3** Minor Arterials

**5.3** The ADOT Statewide Federal Functional System Map shall be used by SEAGO to verify project location eligibility. The map can be found at: <https://works.maps.arcgis.com/apps/webappviewer/index.html?id=4bcb96763e48482799906407a0cdb7cb> .

#### **6.0 Available Funds**

In FY2021, SEAGO was apportioned \$909,856 STBG funds. The apportionment had an obligation rate of 94.9%, making \$857,078 in obligation authority (OA) available for programming. Current funding is allocated to SEAGO based upon the 2010 Census. The 2020 Census will reset our STBG apportionment. The obligation rate is subject to change.

#### **7.0 Financial Constraint**

The TIP must always be fiscally constrained, meaning that all projects in the TIP must identify the funding source that is paying for the improvements. The funds used to pay for the improvements cannot exceed the amount of available funding per funding source. Programmed funding can only include funds that can be reasonably expected to be made available during the year the project is programmed.

**7.1.1** SEAGO also ensures that the TIP is fiscally constrained over a consecutive 4-year period, referred to in this document as **TIP period**. SEAGO’s STBG Ledger is the planning document that tracks fiscal constraint of the current program year and over the TIP period.

**8.0 Federal Participation**

The maximum federal share for projects under the STBG program is 94.3% of the total eligible project costs. **Federal funds are capped at the approved amount shown in the current TIP.**

**9.0 Local Participation**

The minimum local share is 5.7% of total eligible project costs. The local share for STBG projects is required to be in cash from local or other non-federal sources. These projects are not eligible for soft-match credit, or 100% Federal funding participation, regardless of Federal or state eligibility.

**10.0 STBG Funding Cap**

To ensure programming flexibility and equitable distribution of our limited STBG funds, a funding cap has been established based upon jurisdiction population. STBG projects have a combined design/preliminary engineering, right-of-way, and construction cap in **federal funds** as indicated in the table below:

Population	Single Sponsor	Joint Sponsor with County
1,500 or Less	\$450,000	\$900,000
1,501 to 5,000	\$750,000	\$1,000,000
5,001 to 10,000	\$900,000	\$1,500,000
10,001 +	\$1,500,000	N/A

**10.1 Local Responsibility** - Any cost above the amount listed is the responsibility of the local sponsor.

**10.2 Joint Sponsor** - Cities and Towns may partner with their County to increase funding capacity. However, the sponsoring County will be ineligible to compete for STBG funding until the project has been completed or a new TIP period has been started.

**11.0 County Limitations**

Each county may have a maximum of \$1.5 million in active projects (regardless of sponsor) during a TIP period.

**12.0 Project Phasing**

TIP projects must be phased to ensure fiscal constraint. A project or phase of a project may only be programmed if full funding can reasonably be anticipated for the time period contemplated to complete the project. STBG funding may be used to fund the Preliminary Engineering

(Design), Right of Way (ROW), and Construction phases of a project. The following table is the expected phasing programming schedule for TAC approved projects:

Project Year	Phase
Year 1	Preliminary Engineering
Year 2	ROW (if requested)
Year 3	Construction

**13.0 Contiguous Phasing**

Project sponsors that have contiguous phases, such as a phase one and two, may combine their phases if supported by the project schedule and after the original approval for funding by the SEAGO TAC and Executive Board. Combining of phases is subject to the availability of funds and approval by the SEAGO TAC and Executive Board. SEAGO funding for the combined phases is not to exceed the sum of the individual project caps that were originally approved for funding.

**14.0 Right of Way Funding Cap**

To ensure programming flexibility and equitable distribution of our limited STBG funds, Right of Way acquisition shall be capped at \$150,000. Additional ROW funding may be considered by the TAC as long as project costs do not exceed the total project cap.

**15.0 Policy Phasing**

Existing Projects in the future projects section of the TIP shall only be grandfathered and have funding priority if federal funds have been spent on the project. Identification of projects will begin in SFY 2023 (July 2022).

**16.0 Project Selection Cycle**

Project selection shall be competitive. SEAGO will issue a call for projects on a 2-year cycle. Call for projects shall occur each even-numbered year. The selection cycle shall adhere to the following schedule:

<i>Action</i>	<i>Month</i>
SEAGO issues Call for STBG Projects	July
STBG Applications Due	November
SEAGO Eligibility Review	December
SEAGO TAC Review and Scoring	January
Project Programming	March
SEAGO Executive Board Approval	April
45-Day Public Comment Period	April-May
Upcoming Fiscal Year TIP Submitted to ADOT	June

## 17.0 Project Selection Process

- 17.1 SEAGO will use a competitive selection process to determine allocation of federal funds.
  - 17.1.1 Application due dates and presentations will be established by the SEAGO TAC.
  - 17.1.2 Completed applications must be before or on established due dates. Late applications will not be accepted.
  - 17.1.3 Applications may be submitted via fax, mail, e-mail (must include scan of signed signature), or in person.
  - 17.1.4 Jurisdictions will be issued a receipt indicating date and time of submission and whether the application was complete or incomplete. If incomplete, jurisdictions will be advised of the incomplete requirements.
  - 17.1.5 SEAGO staff will pre-screen the application for:
    - 17.1.5.1.1 **Eligibility** - Project type meets STBG eligibility requirements.
    - 17.1.5.1.2 **Functional Classification** – Project is located on a eligible functionally classified road.
    - 17.1.5.1.3 **Completeness** – the application must address all of the questions in the application package.
    - 17.1.5.1.4 **Funding Amount** - the full funding must be identified for the project phase for which funding is requested. If the STBG funds for which the applicant is applying exceed project caps and/or are not sufficient to complete the project phase, the applicant must identify sufficient available supplemental funding with which the project can be completed.
  - 17.1.6 The sponsoring agency will be given five days to correct incomplete information. The due date and time will be noted on the receipt.
  - 17.1.7 Eligible project applications will be forwarded to the SEAGO TAC in the TAC packet provided to the TAC membership prior to January meeting of the SEAGO TAC.
  - 17.1.8 The SEAGO TAC will evaluate, rank, and make project selection recommendations considering the Project Selection Criteria established in Section 18.0.
  - 17.1.9 Project selection information will be sent to the SEAGO Administrative Council for their approval and recommendation to the SEAGO Executive Board. Projects selected and approved by the SEAGO Executive Board to be programmed will be included in the SEAGO Transportation Improvement Plan (TIP).

## 18.0 Project Selection Criteria

The SEAGO TAC shall consider the following when scoring STBG applications:

- 18.1.1 Project readiness to proceed and demonstration of a reasonable timeline for implementation.
- 18.1.2 Project cost estimates are accurate and based upon sound cost evaluation principles.

- 18.1.3 The project cost fits appropriately into the SEAGO project caps, and it can be reasonably anticipated that match funding will be available within the time period contemplated for completion of the project.
- 18.1.4 Safety impact of the project (project includes provisions to help prevent accidents, reduce fatalities and serious injuries on the project roadways).
- 18.1.5 Economic development potential of the project (project serves an area with commercial and/or industrial development opportunities, enhances tourism, and/or the movement of freight).
- 18.1.6 Emphasizes the preservation of the existing transportation system (project includes provisions for multimodal system preservation, such as resurfacing, rehabilitation of pavement, and/or bridge replacement).
- 18.1.7 Project included in regional or local plans that had a public input process associated with the plan.
- 18.1.8 Benefit/Cost Consideration: This value will be calculated by SEAGO staff after receiving the above scores. The calculation will be determined as follows: Total average score divided by total STBG request.

## 19.0 HURF Exchange (Priority Programming)

- 19.1 HURF Exchange enables cities/towns/counties to build projects themselves, avoiding most expensive and time-consuming federal regulatory requirements. The HURF Exchange Program generally results in reduced costs and administrative burden for the cities/towns/counties, the use of ADOT's HURF Exchange Program shall be reviewed for applicability prior to use of Federal Funds to develop and construct their project.
  - 19.1.1 State statute allows ADOT to pay 90 cents in State Highway Funding for each \$1 of federal funding exchanged.
  - 19.1.2 Information on ADOT's HURF Exchange Program can be found at: <https://azdot.gov/about/financial-management-services/transportation-funding/hurf-exchange-program>

## 20.0 Project Development and Reporting

- 20.1 Sponsors must submit a Project Initiation Request Packet to the ADOT LPA Section by May of each year for projects that are scheduled in the next federal fiscal year. Failure to submit may result in the project being delayed into a future TIP year. Project Initiation Materials can be found at: <https://azdot.gov/node/14142> .
- 20.2 **A copy of the Initiation Packet and any additional correspondence with the ADOT LPA Section must be provided to SEAGO for tracking purposes.**
- 20.3 Once a Project is initiated, the project sponsor must show continuous progress towards obligation and completion. Failure to demonstrate progress can lead to the moving or deletion of a project from the TIP.
- 20.4 Project sponsors with an active project shall provide verbal status reports to the TAC at each meeting.

- 20.5 ADOT has set a June 30 deadline for all fiscal year allocated funds to obligate. Status report due dates are based upon that schedule.
- 20.6 Written Status Reports are due November 1 and March 1 of each year.

## 21.0 Project Failure to Progress

- 21.1 Projects that are not showing progress to obligation will be forwarded to the SEAGO TAC for review, discussion and action, at its November and March meetings.
- 21.2 Sponsors for projects that are not demonstrating progress towards obligation shall be required to present the specific reasons that has caused the projects delay and a revised schedule and plan that addresses the specific issues identified.
- 21.3 The SEAGO TAC may take one of the following actions:
  - 21.3.1 Issue a deferral, thereby providing time for the sponsoring agency to correct deficiencies. Deferral progress shall be reviewed at the next meeting of the TAC.
  - 21.3.2 Recommending the delaying of the project to another fiscal year.
  - 21.3.3 Recommend deleting the project from the TIP.
  - 21.3.4 The SEAGO Executive Board will make the final decision on project movement or deletion.
- 21.4 SEAGO shall maintain a list of projects ready for advancement and a list of COG/MPO loan requests to ensure that unobligated OA and apportionments are not zeroed out by ADOT.
- 21.5 Any SEAGO member agency may request **advancement of a project** on the current TIP.
  - 21.5.1 Advancement requests shall be submitted to SEAGO. Requests shall include an updated Project Schedule.
  - 21.5.2 To be considered for advancement, the sponsor agency must be able to demonstrate the projects readiness to proceed and the ability to comply with newly-established timeline.
  - 21.5.3 Advancement requests must include a funding plan.
  - 21.5.4 Projects ready for advancement shall be presented to the SEAGO TAC for discussion and action.
  - 21.5.5 The SEAGO Executive Board will make the final decision on project advancement.

## 22.0 Appeals Process

- 22.1 Should a project sponsor want to appeal a recommendation by the SEAGO TAC to delay or delete a project, they may request through SEAGO a separate agenda item to be heard before the SEAGO Executive Board on the project.
- 22.2 Upon receipt of such a request, the following action will be taken:
  - 22.2.1 An agenda item will be scheduled for the next meeting of the Executive Board for action to hear the project sponsor appeal.
  - 22.2.2 SEAGO staff and the project sponsor will work together to prepare written material to be sent to the Executive Board prior to the meeting. At a minimum,

this material will respond in detail to the issues that resulted in project delay or deletion recommendation.

**22.2.3** The project sponsor shall address to the Executive Board in detail all items to that led to the TAC recommendation.

**22.2.4** Failure to attend the meeting of the Executive Board will be considered as a withdrawal of the appeal.

**22.3** The SEAGO Executive Board will take action to delay, delete, or continue the project as currently programmed.

### **23.0 Use of Funds That Will Not Obligate**

**23.1** As soon as it becomes apparent that a project will not obligate in its programmed fiscal year, SEAGO will notify the SEAGO TAC of the availability of these funds. The following are programming priorities associated with these funds.

**23.1.1** Reprogram them to a project that has a high chance of obligating within the given fiscal year.

**23.1.2** Swap TIP year with a project that is ready for advancement.

**23.1.3** Identify another COG/MPO that can obligate the funds within the given fiscal year. A loan agreement will be implemented prior to any transfer of funding.

**23.1.4** Enter into a loan agreement with ADOT.

### **24.0 Post Obligation Responsibilities**

**24.1** All local sponsored federally funded projects that have obligated need to show financial activity within six (6) months of obligation and on a routine basis until completion of the project. If for a 12-month consecutive period, an obligated project has not shown financial activity, it may in some cases be deemed by FHWA as inactive and may be subject to de-obligation by the Federal Highway Administration.

**24.2** Once a project is obligated, the sponsor agency shall notify SEAGO of the date of obligation.

**24.3** Project status reports shall be submitted to SEAGO via e-mail in November and March of each year demonstrating that financial activity is occurring.



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 3, 2021  
**SUBJECT:** FUTURE MEETING DATES

The Administrative Council normally meets at 9:00 a.m. on the first Thursday of February, May, August and November at the Cochise College Benson Center, located at 1025 Highway 90 in Benson, Arizona. The Executive Board normally meets at 10:00 a.m. on the Fridays two weeks following the Administrative Council meetings unless there is a holiday, or unless the Board sets an alternative date. The location of each Executive Board meeting is determined by the jurisdiction hosting the meeting, and therefore varies.

<b>Administrative Council</b>	<b>Executive Board</b>
May 6, 2021	May 21, 2021 - Graham County
August 5, 2021	August 20, 2021 - Greenlee County
November 4, 2021	November 19, 2021 - Santa Cruz County
February 10, 2022*	February 25, 2022 - Cochise County*

\*Moved to avoid conflict with ACMA Winter Conference.

Also, below please find the tentative schedule for our combined telephonic Administrative and Executive Committee meetings in the upcoming 12 months:

<b>Combined Administrative and Executive Committee Meetings (telephonic)</b>
April 1, 2021 – 9:00 a.m.
June 3, 2021 – 9:00 a.m.
September 30, 2021 – 9:00 a.m.
December 2, 2021 – 9:00 a.m.

**Attachments:** None.

**Action Requested:**  Information Only  Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 3, 2021  
**SUBJECT:** IMPLEMENTATION OF STRATEGIC PLAN GOALS

As most of you probably recall, the [FY 2021 - 2025 SEAGO Strategic Plan](#) was approved by the Administrative Council and Executive Board at our May 2020 meetings and became effective July 1, 2020. For your information, below is a brief program-by-program update on the progress staff has been able to make since our August meetings (see [highlighted tactics](#)):

## **TRANSPORTATION AND TRANSIT GOALS, OBJECTIVES, AND TACTICS:**

**GOAL 1: IDENTIFY, PROVIDE, AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS**

**Objective A: Revise the SEAGO STBG Programming Process (By 7/1/2021)**

***Tactic 1. Develop TAC-approved policies and procedures to limit project costs and provide equal opportunities to all SEAGO member entities (By 7/1/2021):***

***a. [Cap project costs at two-years of Obligation Authority \(By 7/1/2021\)](#)***

At their meeting on January 21, 2021, the TAC reviewed and approved updated STBG Project Programming Procedures that included population-based programming caps, a cap on the maximum amount of STBG that can be programmed for Right-of-Way acquisition for a given project, and the maximum amount of STBG that could be programmed per county for active projects (regardless of sponsor) during the four-year TIP period. Should these updated procedures be adopted by the Executive Board, this Tactic will have been accomplished ahead of schedule.

***b. [Review/revise policy of paying for Right-of-Way acquisition with STBG funds \(By 7/1/2021\)](#)***

See Tactic 1.a. above. Should these updated procedures be adopted by the Executive Board, this Tactic will have been accomplished ahead of schedule.

***c. [Utilize the HURF Exchange Program whenever possible \(By 7/1/2021\)](#)***

While it was previously anticipated that ADOT would suspend the HURF Exchange program indefinitely due to an expected decline in HURF revenue, thus far, such a scenario has not materialized to date, and it appears that the HURF Exchange program will be continued until further notice. Utilization of the HURF Exchange Program was designated as a primary programming strategy for use of SEAGO STBG Program funds and was approved by the TAC on January 21, 2021. Should these updated procedures be adopted by the Executive Board, this Tactic will have been accomplished ahead of schedule.

**d. Explore new Project Programming Procedures including a possible STBG funding rotation (By 7/1/2021)**

See Tactic 1.a. above. While a possible STBG funding rotation was considered by the TAC in their review, this was not included in the new Project Programming Procedures approved at their January 21, 2021 meeting. Should these updated procedures be adopted by the Executive Board, this Tactic will have been accomplished ahead of schedule.

**Objective B: Coordinate the Creation of a Sustainable, Dependable Public Transit System in Graham and Greenlee Counties (By 7/1/2023)**

**Tactic 1. Identify transportation partners (By 7/1/2021)**

On a conference call held April 22, 2020, a potential partnership with NADO was discussed in which they would apply for USDA technical assistance funding to provide support and technical assistance in the development and implementation of this project. In October of 2020, we learned that NADO's funding application was awarded. Since that time, a project kickoff meeting was held in December 2020 and SEAGO, NADO and key partners met on February 4<sup>th</sup> to draft a preliminary Scope of Work for the project. The next step will be the development of a Technical Advisory Committee for the project which may solidify potential partnerships with Easter Seals Blake Foundation, The San Carlos Apache Tribe, United Way of Graham and Greenlee Counties and the Arizona Taxi Cab Club. We will work to identify and explore additional partnerships as the project continues to move forward.

**Tactic 2. Determine service needs and area (By 7/1/2022)**

Ridership data collection has been completed Data collection is in progress involving service areas, and schedules will be informed in part through a transit needs survey. The survey is under development and will be distributed to potential stakeholders in the next 3 months.

**Tactic 3. Identify funding sources including non-ADOT sources (By 7/1/2022)**

No progress since the November report. This will be part of an update to the existing Feasibility Plan.

**Tactic 4. Provide technical service and oversight during project development (By 7/1/2022)**

See Tactic 3 above.

**Tactic 5. Garner agreements between local jurisdictions (By 7/1/2022)**

See Tactic 3 above.

**GOAL 2: BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES**

**Objective A: Improve the Visibility of SEAGO Through Partnerships (7/1/2021 – 7/1/2023)**

**Tactic 1. Continue promoting news and announcements about program initiatives, accomplishments and upcoming events through partnerships with local news media (7/1/2021 – 7/1/2023)**

No progress since the November report.

**Tactic 2. Update partnership agreements to include signage and/or promotion requirements crediting SEAGO Transportation (By 7/1/2021)**

No progress since the November report. See Central Administration Goal 2, Tactic 2 below.

**Tactic 3. Provide links to Transportation programs and services to member entities for inclusion on their websites and social media pages (By 7/1/2021)**

No progress since the November report. Absent contact information for the specific individuals who manage our member entities' social media and website pages and direction from management to inspire such a collaborative effort, making progress on this Tactic has been challenging. However, we are in the process of redesigning of our azmobility.org site to make it more user-friendly and interactive. Once complete, we will be sharing the updated site with our transit partners for inclusion on their transit pages. We expect this will be completed in the next 3 months.

**COMMUNITY DEVELOPMENT GOALS, OBJECTIVES, AND TACTICS:**

**GOAL 1: IDENTIFY, PROVIDE, AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS**

**Objective A: Enhance CDBG Technical Assistance (By 7/1/2022)**

**Tactic 1. Develop additional capacity within the CDBG Program to assist with project administration (By 7/1/2022)**

With the intent to fully enhance CDBG technical assistance as envisioned in the overall objective above, SEAGO hired a temporary employee, Ms. Melissa Hartman to assist our CDBG program in designing a scalable housing rehabilitation model that can be used throughout our region for those communities who wish to improve their existing housing stock. With our application for CDBG CV 1 and 2 funding, she may also be called on to assist in the administration of those activities. We are also blessed to have recruited someone with considerable experience managing HUD and CDBG contracts. Maria Porter, SEAGO's Economic Development Program Manager, is excited to lend her expertise to the Community Development as needed.

**Tactic 2. Educate member entities on the potential for the region to capture a greater share of the CDBG Colonias and State Special Projects (SSP) set-aside accounts (7/1/2021 – 7/1/2023)**

The effort to educate member entities and advocate for their applications is ongoing with the expectation that the additional funds coming into our region would have its own salutary effect in terms of advocacy and encouraging communities to pursue applications for these funds. This expectation held true and efforts will be repeated in future years in terms of direct education/advocacy, and also in the form of reporting successes. In addition, the CDBG program has taken the lead in promoting applications for and use of the CDBG CARES Act funding.

**Tactic 3. Encourage community applications and provide technical assistance in developing Colonias and SSP applications (7/1/2021 – 7/1/2023)**

No progress since the November report. Last fall, the CDBG program provided technical assistance to enable our member entities to submit one SSP and three Colonias grants. While the SSP application was not awarded, the Colonias applications submitted by Nogales (\$840,000) and Bisbee (\$376,474) were both awarded. The Bisbee project is the first Colonias grant ever to be awarded in Cochise County, and together, both of these projects effectively doubled the amount of CDBG funds coming into the SEAGO region. Except for our work to implement and administer these projects, no further progress has been made on this Tactic.

**Objective B: Explore Creating Housing Program Opportunities to Address Homelessness and Housing Affordability (By 7/1/2023)**

**Tactic 1. Identify potential funding sources including HOME, HUD, Regional Account, SSP, Colonias, and private foundations (By 7/1/2022)**

Our continued participation in meetings of the Good Neighbor Alliance (Sierra Vista) has presented an opportunity to assist in the Balance of State Continuum of Care. After the lead agency for the Cochise County Continuum of Care decided not to renew the contract with ADOH, SEAGO agreed to take over the role and the contract that accompanies it. We envision this leading us to move toward expanding the COC role through the remainder of the region as we develop the partnerships, networking, knowledge, experience, and operational framework to do so.

In addition, the CDBG program has taken the lead in promoting applications for CARES Act CDBG funds available in Arizona. In addition to the emergency subsistence funds, there is a \$13 million allocation “for the conversion, acquisition and/or rehabilitation of emergency shelter or transitional housing.” Keith is currently in discussions with two Cochise County non-profits who are considering partnering with SEAGO to apply for these funds to provide facilities for Cochise County’s homeless. Similar discussions are underway with a non-profit in Graham County but thus far, no applications have been developed. With the expiration of federal and state moratoriums on evictions and foreclosures, Congress will be under pressure to appropriate additional funding to address a nationwide surge in homelessness that is expected to soon occur. This may present additional opportunities to address homelessness within the region.

**Tactic 2. Identify potential partners and agencies to accomplish this objective (By 7/1/2022)**

The primary partner at this point would be ADOH as they offer a range of potential resources to address these needs which are currently untapped in the SEAGO region. In addition, the Cochise Continuum of Care committee includes agencies such as the Good Neighbor Alliance, Arizona Complete Health and Community Partners. Some of these organizations not only work to meet homelessness and affordable housing needs in Cochise County, they do so throughout the SEAGO region. As we work with ADOH and the Cochise Continuum of Care, we intend to build partnerships and opportunities over time to expand our efforts throughout the SEAGO region.

**Tactic 3. Develop a coordinated Technical Assistance service delivery plan (By 7/1/2022)**

No measurable progress to date, but it’s expected that the housing rehabilitation program currently under development and the Continuum of Care model we hope to develop will become integral to our TA service delivery plan. If a viable applicant(s) is identified to develop transitional housing opportunities in Cochise or Graham Counties, technical assistance will be provided as needed through the project application and administration processes.

**Tactic 4. Deliver Technical Assistance to member entities to accomplish this objective (7/1/2022 – 7/1/2023)**

See Tactic 3 above.

**Objective C: Absorb the Water Quality Management Program (By 7/1/2023)**

No progress since the November report.

**GOAL 2: BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES**

**Objective A: Provide Outreach to Member Entities (By 7/1/2021)**

**Tactic 1. Create and deliver outreach materials to member entities regarding Community Development programming and technical assistance (By 7/1/2021)**

This is an ongoing effort that will continue over the term of our Strategic Plan. As described above, SEAGO has been the lead agency delivering outreach and information relating to the recently-announced CDBG CARES Act funding.

**Tactic 2. Create and disseminate press releases regarding Community Development activities in each county or community in the SEAGO region (By 7/1/2021)**

The public notice for our application for CDBG CV 1 and 2 funding has been widely disseminated on SEAGO's AAA, Economic Development, and Public Transit social media pages, as well as SEAGO's website. The activities we will undertake will cover Cochise, Graham and Greenlee Counties.

**Tactic 3. Update TA agreements to include signage and other promotion requirements crediting SEAGO (By 7/1/2022)**

No progress since the November report. See Central Administration Goal 2, Tactic 2 below.

**AREA AGENCY ON AGING GOALS, OBJECTIVES, AND TACTICS**

**GOAL 1: IDENTIFY, PROVIDE, AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS**

**Objective A: Increase Agency Capacity (By 7/1/2022)**

**Tactic 1. Reallocate staff duties to expand advocacy efforts (By 7/1/2021)**

Thanks to the efforts of the AAA Social Media Committee (SMC), the AAA's Facebook posts, views of our videos, and the readership of our quarterly newsletter have continued to increase. Internal discussions about how to better communicate AAA services, increase advocacy efforts for the needs of the elderly and disabled in our region, and keep the public engaged have led to the creation of the SEAGO AAA Stay Connected mobile phone app. The app will link the resources posted to AAA social media pages and the AAA website, and allow program coordinators to post events so that clients can register for and access services and resources such as our Resource Directories for all four counties. The app is scheduled to be launched February 14, 2021.

**Tactic 2. Cross-train agency staff among programs (7/1/2021 – 7/1/2023)**

The AAA team continues to conduct weekly zoom meetings to share updates and program information and offer staff the opportunity to share accomplishments and barriers. These sessions allow each staff member to learn from each other, brainstorm solutions to problems encountered by members of the AAA team, and understand the workings of the programs of their associates. In addition, Amalia Marin acquired considerable knowledge and experience with the SHIP-SMP program as a result of providing support to the program coordinator during last year's Medicare open enrollment period. With Ramona MacMurtrie's impending retirement, over the next 6 weeks, Amalia will expand her understanding of the SHIP-SMP programs as she moves into the program coordinator role.

**Objective B: Improve Emergency Nutrition Access (By 7/1/2022)**

**Tactic 1. Develop READI-Meals Program to provide shelf-stable meals suitable for long-term storage and emergency use for congregate and home delivered meals (By 7/1/2021)**

Freeze dryers and water activity meters have been deployed to our nutrition sites. However, COVID-19 has delayed training nutrition site staff on the use of program equipment and the development of Food Safety Plans (FSPs) until the health departments are comfortable in doing so. The purchase of a vapor sorption analyzer is pending Executive Board approval in February. This new technology will greatly facilitate the development of FSPs as soon as it is safe to do so. With the roll-out of vaccines to our communities and nutrition site staff, we hope to resume the program development phase within the next 3 months.

**Objective C: Improve Operational Control and Service Delivery Efficiency (By 7/1/2022)**

**Tactic 1. Meet with case management agencies to explore opportunities to secure commitments for supplemental funding (By 7/1/2021)**

No progress since the November report. This Tactic is on hold due to the pandemic and we hope to move forward once COVID-19 infections have sufficiently stabilized.

**Tactic 2. Transition to in-house case management**

Carrie Gibbons continues monthly trainings with all of our AAA Case Managers to improve utilization of Home and Community Based Services, updating Program Instructions for Case Management and the Case Management Handbook. While staffing changes within the AAA have impeded progress on this Tactic, it's expected that when new team members are recruited, oriented and trained, we expect the previous momentum will resume.

**GOAL 2: BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES**

**Objective A: Improve the visibility of SEAGO through partnerships (7/1/2022 – 7/1/2023)**

**Tactic 1. Continue promoting news and announcements about program initiatives, accomplishments and upcoming events through AAA newsletter and partnerships with local news media (7/1/2021 – 7/1/2023)**

AAA programs have been featured in local newspapers several times since our November report. The Eastern Arizona Courier/Copper Era published articles about the agency's Arizona Caregiver Month celebration, and the End of Life Thoughtful Conversations program in November. The Courier/Era also featured an article in December about the agency's new partnership with Get Set-Up to develop a training portal for seniors to learn about the use of technology to connect, learn, and access resources. The AAA was also mentioned in a December article published in the Douglas Dispatch relating to the agency's distribution of Care Bags throughout Cochise County during the holiday season. As mentioned in Goal 1, Objective A, Tactic 1 above, the SEAGO-AAA Facebook page and the SEAGO-AAA website also substantially increased visibility metrics.

**Tactic 2. Update provider subaward agreements to include signage and/or promotion requirements crediting SEAGO AAA (By 7/1/2021)**

No progress since the November report. See Central Administration Goal 2, Tactic 2 below.

**Tactic 3. Provide links to AAA programs and services to member entities for inclusion on their websites and social media pages (By 7/1/2021)**

No progress since the November report. Absent contact information for the specific individuals who manage our member entities' social media and website pages and direction from management to inspire such a collaborative effort, making progress on this Tactic has been challenging. Nevertheless, we continue to enjoy partnerships with Chambers of Commerce in Cochise, Graham, and Santa Cruz Counties who post links to AAA events on their websites, events calendars and Facebook pages.

**ECONOMIC DEVELOPMENT GOALS, OBJECTIVES, AND TACTICS**

**GOAL 1: IDENTIFY, PROVIDE, AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS**

**Objective A: Improve Local Economic Development Capacity (By 7/1/2022)**

**Tactic 1. Develop an economic development tool kit for each member entity based upon the economic development needs and characteristics of each respective jurisdiction (By 7/1/2022)**

As previously reported, SEAGO applied for and was awarded \$400,000 in supplemental planning funds from EDA's CARES Act allocation. The Economic Development team continues to work with NAU's Economic Policy Institute to design and develop of an economic recovery toolkit and to deliver technical assistance and capacity building to member entities, local businesses and other stakeholders impacted by COVID-19. In addition, Stephen Peterson has been recruited as our new Economic Recovery Coordinator (ERC). Stephen will liaison with SEAGO member entities to assist them in building resilient, sustainable communities throughout the region, identify funding opportunities, prepare applications for grant eligible projects, and work to implement strategies to accelerate regional economic recovery.

**Objective B: Enhance Jurisdictional Opportunities to Attract Industry (By 7/1/2022)**

**Tactic 1. Facilitate planning process for those jurisdictions that have not completed a target industry study (7/1/2021 – 7/1/2022)**

No progress since the November report. The primary focus of the Economic Development team over the past several months has been completing the process of updating the regional CEDS and implementing the scope of work for supplemental planning described above. The former Economic Development Program Manager met with elected and appointed officials at the Cities of Benson, Huachuca, Willcox, Nogales, and Santa Cruz County to discuss their interest in, and ways to fund and initiate a target industry study and strategic planning process in these communities. We remain willing to engage with communities interested in a target industry study, but we will most likely need to defer those efforts until FY 2022. In addition, we will investigate how target industry studies may be included in the economic development and recovery toolkits being developed by NAU (see Objective A, Tactic 1 above).

**Tactic 2. Support implementation of the target industry strategic plans for jurisdictions that have them (7/1/2022 – 7/1/2023)**

No progress since the November report. SEAGO remains committed to participating in and coordinating the REDI Grant planning process, which will identify and develop regional collaboration opportunities between Graham and Greenlee Counties for implementing their target industry strategic plan. The REDI Grant projects have reformed to focus on priority goals that fit within the current needs and can still be accomplished in the midst of a pandemic.

**Objective C: Expand Jurisdictional Outreach and Marketing (By 7/1/2023)**

**Tactic 1. Provide assistance to interested jurisdictions to create and utilize branding and marketing campaigns (By 7/1/2022)**

No progress since the November report. As stated above, SEAGO remains committed to participating in and coordinating the REDI Grant process which will provide assistance to Graham and Greenlee Counties to implement tourism Initiatives, to include creating branding and marketing campaigns. In addition, we will investigate how branding and marketing campaigns may be included in the economic development and recovery toolkits being developed by NAU (see Objective A, Tactic 1 above).

**Tactic 2. Provide assistance to interested jurisdictions to develop 'Shop Local' campaigns (By 7/1/2022)**

No progress since the November report. However, we will investigate how 'Shop Local' campaigns may be included in the economic development and recovery toolkits being developed by NAU (see Objective A, Tactic 1 above).

## **GOAL 2: BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES**

### **Objective A: Improve the visibility of SEAGO through partnerships (7/1/2022 – 7/1/2023)**

#### **Tactic 1. Continue promoting news and announcements about program initiatives and accomplishment through social media and partnerships with local news media (7/1/2021 – 7/1/2023)**

In November, the Eastern Arizona Courier/Copper Era published articles on CEDS update and a business resiliency survey the Economic Development team conducted in collaboration with the NAU EPI. The article was about the business resiliency survey was also published in the Sierra Vista Herald in December. In addition, the SEAGO EDD Facebook page continues to highlight items of interest throughout the four-county region and Arizona.

#### **Tactic 2. Provide links to Economic Development Data Portals, programs and services to member entities for inclusion on their websites and social media pages (By 7/1/2021)**

No progress since the November report. Absent contact information for the specific individuals who manage our member entities' social media and website pages and direction from management to inspire such a collaborative effort, making progress on this Tactic has been challenging. Last September, the Asset Inventory SEAGO Economic Development website (<https://southeastarizonaeconomy.com/>) was updated to include current detailed data on our region's Counties and Municipalities. In addition, the Asset Inventory includes links to the economic development pages for each community that has developed one.

## **CENTRAL ADMINISTRATION GOALS, OBJECTIVES, AND TACTICS**

### **GOAL 1: IDENTIFY, PROVIDE, AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS**

#### **Objective A: Enhance Capacity of Central Administration Staffing (By 7/1/2023)**

##### **Tactic 1. Cross-train staff (By 7/1/2023)**

Cross-training of Central Administration staff continues in the accounting area and more recently, the transfer of certain responsibilities in the Human Resources area. The development of an accounting manual is ongoing, and a progress in developing an IT manual continues.

##### **Tactic 2. Develop a succession plan for the Executive Director including delegation of IT, Human Resources, and the Water Quality Management Program responsibilities (7/1/2021 – 7/1/2023)**

Progress continues in transfer of HR responsibilities and the development of manuals (see Tactic 1 above). Since our November meeting, several new chapters in our IT manual have been developed. It's expected the transfer of the WQMP responsibilities can begin in FY 2022.

#### **Objective B: Enhance Employee Services (By 7/1/2022)**

##### **Tactic 1. Advocate to increase the State mileage reimbursement rate to match the Federal rate (By 7/1/2023)**

No progress since the November meeting. The COVID-19 pandemic has dramatically reduced travel by SEAGO employees, and thus, has reduced the urgency to pursue this issue. However, we will look for opportunities to pursue this Tactic in the 2021 Legislative session.

**Tactic 2. Investigate and offer improved, affordable group health insurance options (Annually 7/1/2021 – 7/1/2023)**

Central Administration now offers a full menu of plan options for our employees. While we consider this Tactic substantially complete, we are in the process of reviewing our plan options during the current open enrollment period to identify opportunities to possibly enhance coverage options for the SEAGO team.

**Tactic 3. Implement stipends for employees utilizing personal cell phones for SEAGO business (By 7/1/2021)**

Our internal policy for cell phone reimbursements for employees using their personal cell phones to conduct SEAGO business has been implemented and this Tactic is substantially complete.

**Objective C: Secure Adequate, Affordable, Long-Term Facilities for the Area Agency on Aging (By 7/1/2022)**

**Tactic 1. Conduct market research for commercial office space in Bisbee area (By 7/1/2021)**

We have determined the range of market rates for office space in the Bisbee area. However, due to the many variables involved in selecting an ideal facility and the costs of leasing sufficient space for the AAA programs, we do not consider this the best option (See Objective C, Tactic 2.). If the Executive Board approves our request, we will consider this Tactic complete.

**Tactic 2. Investigate costs to purchase, install, and retrofit a modular building for the AAA offices at the Main Office location (By 7/1/2021)**

As you know from our funding request to purchase, transport, install and make minor improvements to a commercial modular office building, we view this as the best option to accomplish this objective. If the Executive Board approves our request, we will continue to report progress on preparing the new office for occupancy under this Tactic.

**Tactic 3. Negotiate affordable lease extension at existing AAA offices; or purchase, install and retrofit modular office building at Main Office location (By 7/1/2022)**

We asked the City of Bisbee to clarify their expectations relating to the terms and costs of renewing the lease for the current AAA office space. Their response was a request for us to send them a proposal for consideration. Since the AAA programs have outgrown the existing space, we did not view a renewal of the existing lease as an ideal option, and therefore have not responded to the City's request (See Objective C, Tactic 2.). If the Executive Board approves our request, we will consider this Tactic complete.

**GOAL 2: BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES**

**Objective A: Improve the visibility of SEAGO through partnerships (7/1/2021 – 7/1/2023)**

**Tactic 1. Continue promoting news and announcements about initiatives and accomplishments of SEAGO programs through social media and partnerships with local news media (7/1/2021 – 7/1/2023)**

See Transportation Goal 2, Objective A, Tactic 1; Community Development Goal 2, Objective A, Tactic 2; and Area Agency on Aging Goal 2, Objective A, Tactic 1.

**Tactic 2. Update AAA provider subaward agreements, CDBG TA contracts, and Transportation partnership agreements to include signage and/or promotion requirements crediting SEAGO programs (By 7/1/2021)**

No progress since the November meeting. Central Administration hopes to develop standard

language to be used in our Agreements and Contracts. However, many of the funding agreements with our state and federal partners have certain prohibitions and restrictions regarding Advertising, Publishing and Promotion when there is potential 'commercial benefit' to SEAGO. In reviewing the contract language, it was decided that it might be prudent to seek legal advice to better understand any potential impact pursuing this Tactic might have on existing and future contracts or subaward agreements with our funding agencies.

***Tactic 3. Provide links to SEAGO programs and services to member entities for inclusion on their websites and social media pages (By 7/1/2021)***

Absent contact information for the specific individuals who manage our member entities' social media and website pages and direction from management to inspire such a collaborative effort, making progress on this Tactic has been challenging. Any progress made is noted in Transportation Goal 2, Objective A, Tactic 3; Area Agency on Aging Goal 2, Objective A, Tactic 3; and Economic Development Goal 2, Objective A, Tactic 2. However, Calendar Year 2021 Policy Positions were adopted in November and distributed to our elected and appointed member entity representatives.

***Tactic 4. Build Central Administration capacity to free up time for the Executive Director to attend City and Town Council and County Board of Supervisor meetings (By 7/1/2022)***

No progress since the November meeting. COVID-19 has restricted in-person attendance of public meetings of our member entities. See Goal 1, Objective A, Tactics 1 and 2, above.

**Attachments:** None

**Action Requested:**

Information Only

Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** DINA CURTISS, ACCOUNTING MANAGER  
**DATE:** FEBRUARY 3, 2021  
**SUBJECT:** FINANCE REPORT

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Attached is the SEAGO Statement of Revenues and Expenditures, unaudited, for the quarter ending December 31, 2020, and year to date for FY 2021. These figures do not include COVID-19 related grants or funds.

During the week of February 15<sup>th</sup>, the auditors completed their field work for our FY 2020 audit. We anticipate they will have the audit completed for the May meeting of the Executive Board. We are not aware of any findings this year.

I will answer any questions you may have regarding the Statement of Revenues and Expenditures at the meeting.

**Attachment:** Statement of Revenues & Expenditures 12/31/2020

**Action Requested:**  Information Only  Action Requested Below

**SEAGO**

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

From 10/1/2020 Through 12/31/2020

(In Whole Numbers)

		<u>Cur Pd Actual</u>	<u>YTD Actual</u>	<u>Total Budget</u>	<u>% of Budget Used</u>
<b>Revenue</b>					
General Fund	101	1,202	2,468	100,000	2.46%
Agency Response	301	(887)	75,472	43,745	172.52%
Community Development Block Grant	302	45,426	74,091	257,184	28.80%
Economic Development	303	16,439	37,930	110,358	34.37%
Environmental Quality	306	428	1,562	8,500	18.37%
Elderly Transit	307	694	5,021	9,739	51.55%
Public Transit	308	3,637	18,733	21,664	86.47%
State Planning & Research	309	38,004	80,180	200,150	40.06%
Area Agency on Aging	310	166,856	312,123	979,834	31.85%
Regional Mobility Management	311	0	0	168,750	0.00%
RMM Training	314	0	8,966	100,000	8.96%
Willcox Feasibility Study	323	2,208	22,915	39,791	57.58%
End of Life - Lovell Foundation	327	0	0	100,250	0.00%
Cochise Co Public Transit Consolidation	328	13,179	15,013	125,000	12.01%
Santa Cruz Co RTA Feasibility Study	329	1,114	1,114	80,000	1.39%
<b>Total Revenue</b>		<u>288,301</u>	<u>655,590</u>	<u>2,344,965</u>	<u>27.96%</u>
<b>Expenses</b>					
General Fund	101	0	0	100,000	0.00%
Agency Response	301	5,357	15,479	43,745	35.38%
Community Development Block Grant	302	25,083	48,861	257,184	18.99%
Economic Development	303	16,439	37,930	110,358	34.37%
Environmental Quality	306	428	1,562	8,500	18.37%
Elderly Transit	307	694	5,021	9,739	51.55%
Public Transit	308	3,637	18,733	21,664	86.47%
State Planning & Research	309	38,014	80,190	200,150	40.06%
Area Agency on Aging	310	150,030	295,082	979,834	30.11%
Regional Mobility Management	311	0	0	168,750	0.00%
RMM Training	314	0	8,966	100,000	8.96%
Willcox Feasibility Study	323	2,208	22,915	39,791	57.58%
End of Life - Lovell Foundation	327	12,795	20,949	100,250	20.89%
Cochise Co Public Transit Consolidation	328	13,179	15,013	125,000	12.01%
Santa Cruz Co RTA Feasibility Study	329	1,114	1,114	80,000	1.39%
<b>Total Expenses</b>		<u>268,978</u>	<u>571,816</u>	<u>2,344,965</u>	<u>24.38%</u>
<b>Balance</b>		<u>19,322</u>	<u>83,774</u>	<u>0</u>	<u>0.00%</u>



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER  
**DATE:** FEBRUARY 3, 2021  
**SUBJECT:** CDBG AND COMMUNITY DEVELOPMENT UPDATES

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## **Cochise County Continuum of Care**

In the Community Development section of SEAGO's updated Strategic Plan, Objective B calls for "creating housing program opportunities to address homelessness and housing affordability." We are pleased to report that SEAGO Community Development is making a positive step towards meeting this target.

Cochise County currently has the only operating Continuum of Care committee, staffed by Local Committee to End Homelessness. Each Continuum of Care committee is coordinated through a lead agency responsible for developing and implementing an annual action plan. The Arizona Department of Housing (ADOH) provides \$7,000 per year for administration of the Continuum of Care contract to the lead agency, which includes convening quarterly meetings, helping support the agencies providing services to homeless persons, and contract reporting. Attached to this Memo is a detailed introduction to what a Continuum of Care committee does, how they work and the services they help facilitate.

Late last year, the lead agency for the Cochise County Continuum of Care decided not to renew the contract with ADOH. SEAGO agreed to take over the lead agency role and the contract that accompanies it. We are fortunate to have the support of partnering agencies in the Continuum of Care committee for Cochise, several of whom have offered their assistance. We are also fortunate to have Maria Porter, SEAGO's Economic Development Program Manager, who has considerable experience in managing such contracts and is willing to lend her expertise to the Community Development Department as we move forward.

Importantly, one of the Tactics under the Objective referred to above is to "identify potential partners and agencies to accomplish this objective." The Cochise Continuum of Care committee includes agencies like Arizona Complete Health and Community Partners. These organizations not only work to meet homelessness and affordable housing needs in Cochise County, they do so throughout the SEAGO region. As we work with ADOH and the Cochise Continuum of Care, we will build partnerships and opportunities over time to bring those efforts into SEAGO's regional mission.

## **CDBG Regional Account Updates**

We are in the application round for this year's Regional Account CDBG. Clifton, Graham County, Patagonia, and Willcox are moving forward with the required public hearings as of this writing.

At our August meetings later this year, we will be bringing forward an action item to update the Method of Distribution which governs how the CDBG Regional Account is administered in our region. It is due for renewal this year. Unless our communities seek to change the method by which CDBG Regional Account funds are allocated, staff will recommend renewal of the MOD as it is currently structured.

## **Planning and Public Service Reminders**

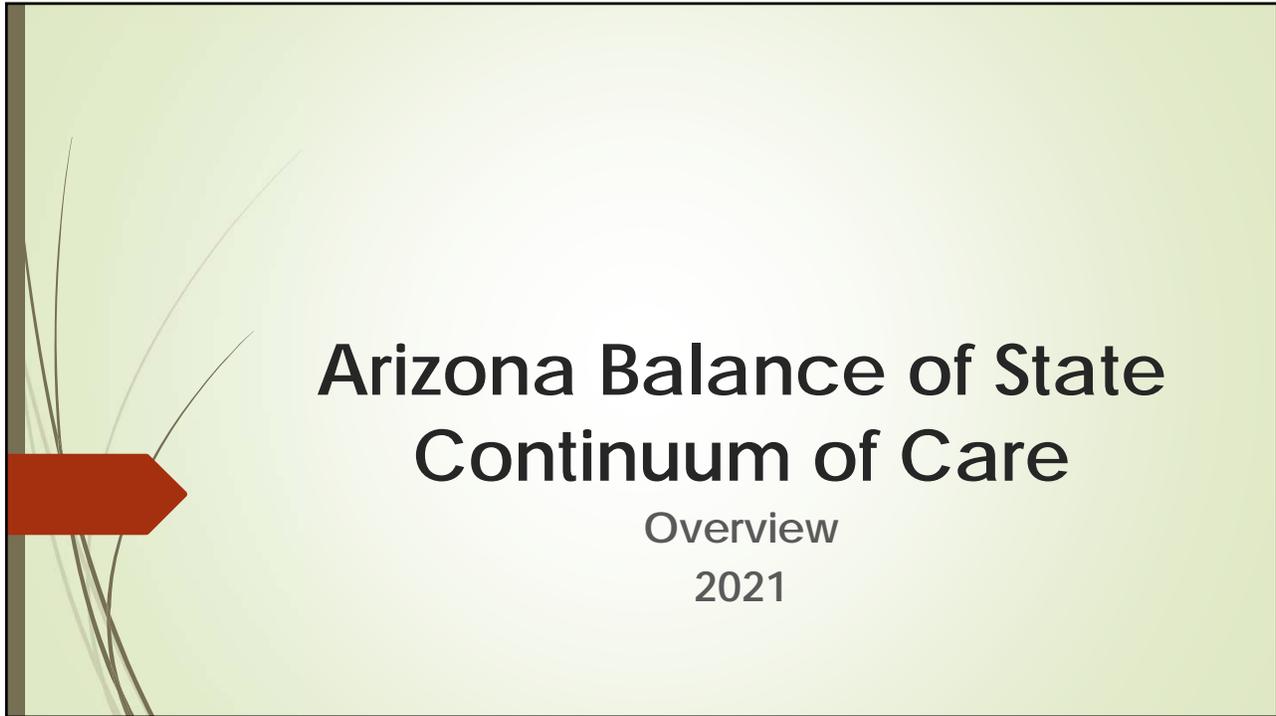
As a reminder, we informed our communities earlier this year of changes to the ADOH Application handbook. One significant change is that municipalities are now allowed to do two projects with their CDBG RA grants rather than one—the catch being that the second project must be a Public Service or Planning Only Grant. Some of our communities would like to participate in the SSP or Colonias rounds and compete for extra CDBG funds, but the up front costs of developing the necessary shovel-ready project can be prohibitive.

The new flexibility in the ADOH application process can potentially help in preparing competitive grant projects in the future, whether CDBG or other.

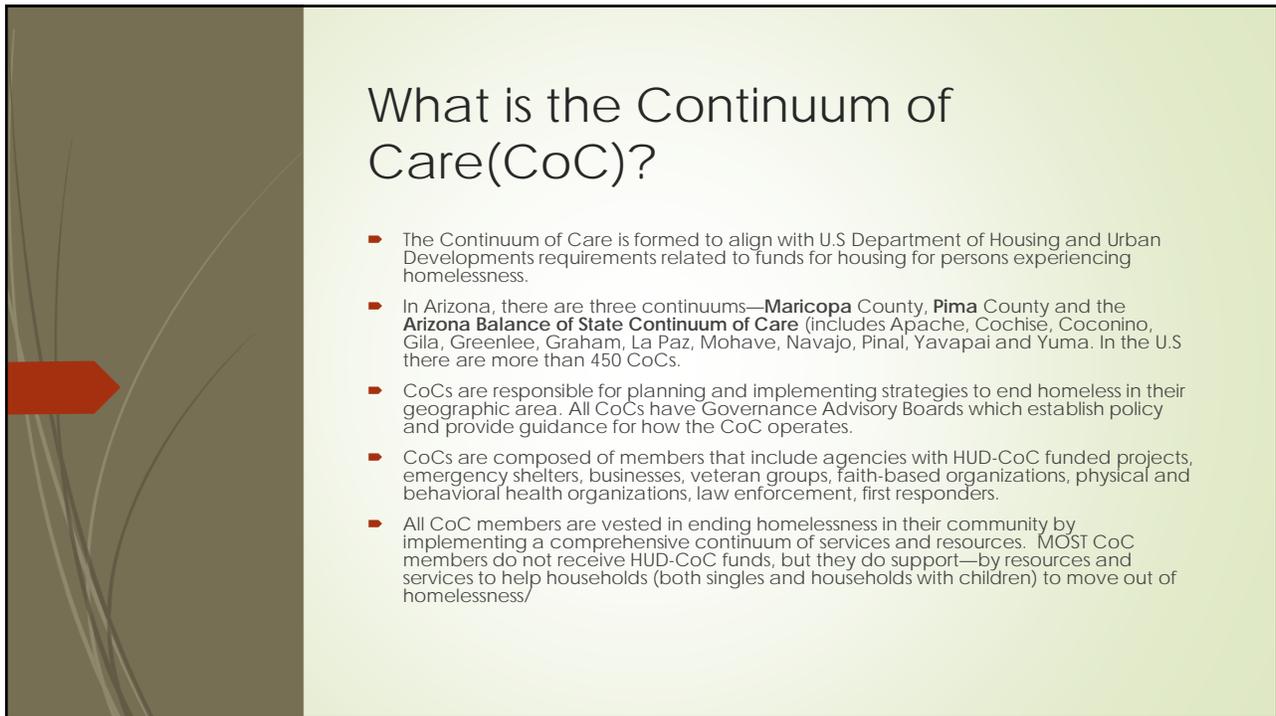
Please contact me if you have any questions, especially if you represent one of the communities expecting to receive Regional Account CDBG funds next year. It is never too early to begin planning and/or public outreach.

**Attachments:** Arizona Balance of State Continuum of Care Introduction (pdf)

**Action Requested:**       Information Only       Action Requested Below



1



2



## What does the CoC do?

- Develop policies that align with HUD requirements and ensure implementation.
- Implement Coordinated Entry and Case Conferencing—the processes used to engage individuals in the CoC, identify the resources they need and complete housing placement with ongoing case management as needed.
- Conduct an annual unsheltered Point in Time Count.
- Apply for funding through HUD's annual CoC Notice of Funding Availability (NOFA)
- Ensure that all data that is needed and required is collected through a data management system such as the Homeless Management Information System (HMIS)

3



## Who is housed in CoC funded projects?

- Persons who meet the definition of chronically homeless (homeless continuously for a year or serial homelessness over a period of three years with a permanent disabling condition).
- Households with children
- Single individuals/households without children
- Veterans (Veteran serving agencies provide the bulk of housing units for veterans experiencing homelessness)
- Unaccompanied Youth (the AZBOSCOG has not counted any unaccompanied youth in recent Point in Time Counts and currently does not have housing specifically for unaccompanied youth under 18)

4



## AZBOSCOC Subrecipients

- The AZBOSCOC housing projects are operated by the following agencies through a subcontract with ADOH (the recipient of all the HUD funds awarded through the CoC NOFA)
  - Old Concho Community Assistance Center—Apache and Navajo
  - Catholic Charities—Coconino, Yavapai, Mohave
  - Mohave County-Mohave
  - Achieve-Yuma, La Paz
  - CBI (Community Bridges) Gila, Cochise
  - U.S. Vets-Yavapai
  - CPSA-Cochise, Greenlee, Graham, Santa Cruz
  - Against Abuse—DV Specific-Pinal
  - Kingman Aid to Abused People (KAAP)-DV Specific --Mohave

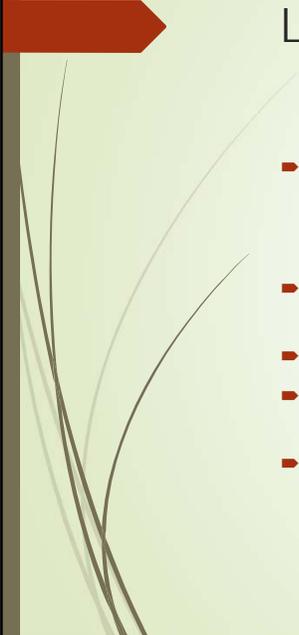
5



## Organization of the AZBOSCOC

- The Arizona Department of Housing (ADOH) is the collaborative applicant for the HUD annual NOFA application. This means ADOH prepares the narrative for the application and ensures requirements are met.
- The Arizona Department of Housing is also the recipient for all the funds received for housing projects located in the AZBOSCOC. In 2020—there were 19 projects approved with a total of \$4,323,864 allocated. (This model is somewhat unusual). Units from these projects provide housing opportunities in all 13 counties in the AZBOSCOC. The resources available by county vary dramatically.
- AZBOSCOC –CoC funding from HUD funds:
  - Permanent Supportive Housing—units designated for persons with a life impairing condition. They do not have an occupancy time limit.
  - Rapid Rehousing—these units are designed to move individuals and families out of homelessness quickly by providing a rental subsidy and case management. Rental units in the community are used so the household can take over rent responsibilities once they have regained self-sufficiency.
  - HMIS
  - Planning
- The AZBOSCOC conducts its policy and operations activities through the Governance Advisory Board, Committees including—HMIS, Veterans, Coordinated Entry, Point in Time (ad hoc) and others that will facilitate policy and operations and the Local Continuums of Care.

6



## Local Continuums to End Homelessness

- The AZBOSCOG has existed for several years. Prior to 2017, HUD had limited requirements related to the responsibilities of the CoC. In 2017, it became apparent, that local planning would be much more effective than at the CoC level so the Local Continuums to End Homelessness (LCEH) were formed.
- Fully operational LCEHs are in Cochise, Coconino, La Paz, Mohave, Pinal, Yavapai and Yuma.
- LCEHs in process include Apache, Gila, and Navajo.
- Counties that do not have an LCEH include Graham, Greenlee, and Santa Cruz.
- LCEHs for the most part grew out of networking groups that already existed in the communities. The LCEH structure formalized those groups including identifying specific responsibilities through a planning grant through ADOH.

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## Local Continuums of Care Continued

- Planning grants are executed with agencies to provide leadership and facilitation to the LCEH. Current agencies that have planning grants include:
  - Catholic Charities-Coconino
  - United Way of Yavapai County-Yavapai
  - Border Health-La Paz
  - Achieve-Yuma
  - Pinal Housing Authority-Pinal
  - OCCAC-Apache
  - Mohave County-Mohave
  - Gila County-Gila
  - Allison Hephner-Navajo
  - Pending-Cochise
- The LCEH lead is responsible for ensuring that the deliverables in the planning contract are met and that requests for payment take place at a minimum monthly but no more than quarterly. Funds need to be managed so all funds are expended by the end of the contract year.

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## LCEH Responsibilities

- Meet at a minimum quarterly.
- Plan and implement strategies to end homelessness
- Manage the By Name List
- Establish Access Points and conduct Coordinated Entry
- Conduct Case Conferencing
- Conduct an unsheltered Point in Time Count in alignment with overall AZBOSCOG Guidance
- Develop and implement local policies and procedures that align with AZBOSCOG/HUD policies—such as
  - Coordinated entry/case conferencing
  - Governance Charter
  - Strategic Planning
  - Provide responses to system information requested for NOFA and other AZBOSCOG initiatives
  - Implement the Social Justice/Racial Equity Assessment (requirement in 2021)
  - Conduct a gaps analysis using the AZBOSCOG template (requirement in 2021)

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## Questions and Comments

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# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** MARIA PORTER, ECONOMIC DEVELOPMENT PROGRAM MANAGER  
**DATE:** FEBRUARY 3, 2021  
**SUBJECT:** RECENT ECONOMIC DEVELOPMENT ACTIVITY

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The purpose of this memorandum is to advise the Administrative Council of recent activity in the SEAGO Economic Development District (EDD).

## Recent Activity

### 1. USDA REDI Grant

The goal of the REDI grant is to study the development of regional collaboration opportunities between Graham and Greenlee Counties for implementing their target industry strategic plan, along with other potential economic development collaboration opportunities.

**Background:** The planning process is being led by the McClure Engineering Economic Development Division (target industry strategic plan implementation), and Co.Starters (entrepreneur training), and is being coordinated by SEAGO under the guidance of the grant management team consisting of representatives from Graham and Greenlee Counties, and FMI.

**Current Status:** The REDI Grant project has paused due to the contractor, Alchemy, now working as Atlas Community Studios and subcontracting with McClure Engineering Economic Development Division for the remainder of the USDA REDI project. The transition of the organizational structure has delayed the grant progress.

### 2. 2020 EDA Supplemental Planning Grant

Unfortunately, Tonya Nelson resigned her position as Economic Recovery Coordinator (ERC) to care for an ailing family member.

We were fortunate to recruit Stephen Peterson as our new ERC. Stephen is from Sierra Vista and was able to start immediately and began his employment on January 19, 2021. Stephen has direct Economic Development experience from working as a contractor for the Cochise College Small Business Development Center and assisting multiple businesses with business planning. Stephen can be reached at 520-432-5301 Extension 211 or [speterson@seago.org](mailto:speterson@seago.org). Please feel free to reach out and welcome Stephen to the SEAGO team !

### 3. 2021 – 2025 CEDS Process

**Background:** The Comprehensive Economic Development Strategy (CEDS) is the 5 year plan that captures indicators of the current state of the regional economy and what ED goals we want to achieve in the next 5 years. The goals identified in the CEDS will help guide our work to build a prosperous, sustainable regional economy. The next CEDS is due to EDA in April 2021.

**Current Status:** The CEDS Committee met in November and December. The CEDS Committee brings broad, multi-sector representation to provide diverse insight to the strategic planning process (please see attached CEDS Committee Process). To date, the Committee has reviewed current economic data, established a Vision/Mission Statement, participated in a SWOT Analysis, and developed an Action Plan. We emailed the 1<sup>st</sup> Draft of the [2021-2025 CEDS](#) to the CEDS Committee and EDA Representative for review and feedback on January 22, 2021. The next, and final, CEDS Committee meetings are scheduled for February 9<sup>th</sup> & 10<sup>th</sup>, 2021. We are on schedule to submit the 2021-2025 CEDS to EDA by the April 2021 deadline.

Our EDA Representative has recommended that we develop a regional prioritized project list within the CEDS. In response, we have developed and emailed a [Project List Form](#) and Regional Ranking Criteria to the CEDS Committee.

The economic resilience survey was active from November 16 to December 7, 2020. The survey gathered local insight on the impact of the COVID-19 pandemic. The data was presented to the CEDS Committee and posted on our website (<https://www.seago.org/>). NAU will use the resilience survey, regional data, and CEDS Process to identify needs, develop the economic recovery toolkit, and deliver technical assistance and capacity building in response to what the data shows.

We have continued the collaborative discussion and met with NACOG and CAG on November 9, 2020. NAU presented the COG's with a comparative data analysis and discussed resiliency measures. We are meeting with representatives from NACOG on February 4, 2021 to discuss potential grants for rural broadband and possible collaboration efforts.

#### 4. Broadband

Expanding broadband capacity was identified in the CEDS Committee meetings and COG meetings as an essential need to build a resilient, diversified economy. We have met with Arizona Commerce Authority and EDA to discuss next steps and funding opportunities to bring broadband infrastructure to our region. The ERC is working on applying for an EDA Technical Assistance Grant to develop a Regional and Community Broadband Strategic Plan. The Broadband Plan is necessary to access various funding sources to construct the broadband infrastructure in our region.

**Attachments:** Updated CEDS Process

**Action Requested:**

Information Only

Action Requested Below:

**DRAFT**  
**SEAGO CEDS Committee Process**

**Working Agenda**

**Sept 22** – Weekly Meeting (SEAGO, NAU, CFA)

1. Set dates for sub-regional meetings
2. Review/Discuss survey to be sent to SEAGO businesses

**Sept 28 10:00 -11:00 AM** – CEDS Content Meeting (SEAGO, NAU, CFA)

**Oct 6** – Weekly Meeting (SEAGO, NAU, CFA)

1. Discuss Oct 13 COG meeting and agenda
2. Final review of business leaders' survey to be sent to SEAGO businesses
3. Send prep work survey to COG meeting attendees

**Oct 13 8:00 -10:00 AM** – Council of Governments Meeting

4. Potential resiliency measures and NAU comparative data analysis
5. Commonalities/Discuss pre-work survey
6. Develop/Discuss potential model strategies for disaster and pandemic recovery and resiliency

**Nov 9 3:00 -4:00 PM** – Council of Governments Meeting

1. Resiliency measures and NAU comparative data analysis
2. Commonalities
3. Develop/Discuss potential model strategies for disaster and pandemic recovery and resiliency

**Nov 12** – SEAGO sends email list to NAU for economic resiliency survey

**Nov 16** – NAU sends economic resiliency survey to SEAGO-provided email list

**Nov 17 & 18** – Sub-regional Meetings

<b>Nov 17 9:00 –11:00 AM</b>	Cochise County
<b>Nov 17 1:00 – 3:00 PM</b>	Santa Cruz County
<b>Nov 18 10:00 AM –12:00 PM</b>	Graham/Greenlee Counties

7. Welcome/Introductions -RH
8. What is a CEDS? -MP
9. Overview of Process/Requirements/Timeline -EC
10. Review Outcomes/Challenges from 2016-20 CEDS -RH
11. SWOT/Environmental Scan (Pre-work by Committee members to review existing SWOT section and note any additions/deletions/other edits and links to projects) - EC
12. Other planning processes to note in the region/subregion -EC
13. Review next steps - EC
14. Adjourn

Deliverable: [Nov 30, 2020](#) – Submit findings from 1<sup>st</sup> Sub-regional meetings to CEDS Committee members

[Dec 1](#) – NAU sends survey reminder to email list

[Dec 7](#) – NAU closes survey at end of business day

[Dec 15 & 16](#) – Sub-regional Meetings

<a href="#">Dec 15 9:00 –11:00 AM</a>	Cochise County
<a href="#">Dec 15 1:00 – 3:00 PM</a>	Santa Cruz County
<a href="#">Dec 16 10:00 AM –12:00 PM</a>	Graham/Greenlee Counties

1. Current economic data overview, Comparison to previous CEDS data -TC
2. Strategic Direction/Incorporate Economic Resilience
  - a. Vision/Mission
  - b. Focus Areas/Strategies Goals/Objectives/Tasks
  - c. Other considerations
3. Action Plan/Implementation
  - a. Partnerships/Collaborations
  - b. Roles and Responsibilities
  - b. Resources
  - c. Timelines
4. Business survey results
5. Resiliency Measures - Ongoing COG Meetings: shared challenges: Broadband, Water, Housing

Deliverable: [Jan 22, 2021](#) Distribute 1<sup>st</sup> draft to CEDS Committee

[Feb 9 & 10](#) – Sub-regional Meetings

<a href="#">Feb 9 9:00 –11:00 AM</a>	Cochise County
<a href="#">Feb 9 1:00 – 3:00 PM</a>	Santa Cruz County
<a href="#">Feb 10 10:00 AM –12:00 PM</a>	Graham/Greenlee Counties

Performance Measures/Arizona We Want Progress Meters/Evaluation

Project List (this is the annual list for this year)

Review/Solicit/Incorporate comments on initial draft

Ask if we need one more full CEDS committee meeting?

[Feb 15-Mar 12, 2021](#) – Public & Stakeholder Review

Deliverable: [Mar 19, 2021](#) \*. Distribute 2<sup>nd</sup> draft to CEDS Committee, SEAGO Administrative Council and Executive Board

[Mar 22-Apr 2, 2021](#) – Sub-regional OR full CEDS Meeting(s)

Review and consider recommendation to SEAGO Administrative Council and Executive Board for approval

Apr 5-21, 2021 – SEAGO Administrative Council and Executive Board approval  
(\* board doesn't meet until May 2021)

April 30 – Submit final CEDS to EDA



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR  
**DATE:** FEBRUARY 3, 2021  
**SUBJECT:** AAA PROGRAM UPDATES

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**AAA Staffing Changes:** It is with great sadness that I report Ramona MacMurtrie will be retiring from her role as Health Insurance Assistance Program Coordinator March 31, 2021. After serving the Area Agency on Aging operating the State Health Insurance Program (SHIP) and Senior Medicare Program (SMP) for almost eight years, Ramona is looking forward to spending more time with her grandchildren and having control of her day-to-day schedule. While we will miss her wonderful sense of humor, Ramona has assured us that she won't be far away and has committed to assisting the AAA as a volunteer for our Ombudsman program. We thank her for her dedicated service to the SEAGO region and wish her all the best in her retirement.

In our continuing efforts to meet the strategic planning goals of cross-training of AAA staff, Amalia Marin (Mali), who is our bilingual Office Specialist, will be transitioning into the SHIP-SMP role. Mali is currently training with Ramona while continuing her existing duties until we can recruit and hire someone to fulfill her obligations. We feel that Mali will be an excellent person for the job as she has been assisting Ramona during open enrollment and feels quite comfortable with her new scope.

We also have another position that is currently vacant. Unfortunately, Nubia Romo, our Health and Nutrition Coordinator II, has left the organization to work for the City of Douglas. We will subcontract with Nubia to continue assisting us with the quarterly newsletter as she has done a great job at it. The Health and Nutrition position has posted along with the Office Specialist position and we look forward to a successful recruitment process.

**READI Meals Program:** We begin 2021 by adjusting to meeting the changing work and volunteer environment due to COVID. In the next three (3) months, we will be video taping three areas of training needed for READI Meals program development that will be available online for our nutrition sites to utilize. These three areas will include food safety & handling, basic operation of the freeze-drying machines, and an introduction to water activity and using the water activity meter.

We are also positioning Staff and partners in the READI Meals program to support us in our funding application for an Administration for Community Living grant forecasted for posting in March of 2021. The equipment purchases and progress of the READI Meals program over the last 18 months has positioned the program perfectly for funding through the ACL's Innovations in Nutrition Grant.

**Family Caregiver Support Program (FCSP):** The SEAGO Area Agency is proud and excited to announce the adoption of Trualta, an interactive portal for caregivers. We are currently working on the portal configuration and hope to implement Trualta beginning March 2021. Over the next two years, the portal will offer skill-based training delivered through an online learning system built specifically for the family caregiver audience. Families are invited to an interactive eLearning environment created to help

manage care at home. Each caregiver receives a personalized learning journey based on the caregiving topics that are most relevant to their care situation. Trualta helps families build skills to manage care at home for their aging loved ones and offers on-demand audio, video, tip-sheets, music therapy, and professional-level training. To qualify for the program the caregiver must enroll in our Family Caregiver Program; only 200 licenses will be available, and these will go out fast. Contact Karen Enriquez at 520-432-2528 Extension 221 or [kenriquez@seago.org](mailto:kenriquez@seago.org) for more information.

**Long Term Care Ombudsman Program (LTCO):** The LTCO has been able to continue visiting Long Term Care Facilities that are free from COVID-19, but within certain safety guidelines. However, with infections spiking in recent weeks, it has become a challenge for the LTCO to conduct regular visits even with the proper PPE to promote safety. To this date, all facilities in our region have been affected by the virus. The primary focus has been on vaccines and providing facts on residents' rights now more than ever to both facility staff and residents. It is important that residents know that it's their choice to take the vaccine or not.

**Legal Services:** Area Agency on Aging has finalized an agreement with Soto Law, and the firm is now officially our legal services provider for Cochise County. It has been a challenge to attract firms willing and able to work with the Area Agency on Aging with the minimal amount of funding available and reporting requirements. We have had to find innovative ways to meet our obligations to deliver these services, and it looks like we are moving in the right direction. The type of legal services include legal counseling and advice; limited assistance such as completing legal documents; self-help and referrals to pro bono attorneys; and representation in court. Additional legal activities include dissemination of information, and outreach and education to individuals and community groups regarding legal issues that may affect the elderly or disabled. We are now announcing that this service is available and have started a waitlist for those in need it.

**State Health Insurance Program – Senior Medicare Patrol (SHIP-SMP):**

The Medicare annual enrollment period ended December 7, 2020. The AAA SHIP-SMP team were able to help over 600 clients during this period with an estimated annual cost savings to those clients of nearly \$275,000.

Our SHIP volunteer counselors Kim Jackson and Lisa Conley were very active, working from western Cochise and Eastern Santa Cruz counties, making sure we reached the maximum number of clients. Our Graham and Greenlee counties' volunteer counselor, Sandra Boyer, was unfortunately out with an illness during this time, but is now doing well. Our newest volunteer, Don Behnke, will be starting regular counseling in northern Cochise County at the Benson Hospital as soon as he completes the last phases of his training.

To schedule a telephone appointment for assistance with Medicare issues, call: 520-432-2528 Extension 222, email: [shiphelp@seago.org](mailto:shiphelp@seago.org), or go to <https://www.seago.org/state-health-insurance-assistance-program> and fill out a questionnaire or request an appointment online.

**Health and Nutrition Program (HNP)** – The health promotion program continues to find ways to implement healthy aging during the pandemic. Health and Nutrition classes currently being offered include Tai Chi for Arthritis and Fall Prevention I and Tai Chi for Arthritis and Fall Prevention II. While in-person programming is not possible, options for remote delivery will be available. It's anticipated that remote programs will be necessary for several months, especially for the most vulnerable populations, including older adults and adults with multiple chronic conditions. We will be offering two new Tai Chi series starting in January 2021, and these classes will now be in Spanish and English. Anyone from the region may attend these classes online.

Explore the evidence-based programs on our [Facebook](#) page that are proven to help older adults reduce their risk of falling. You can also visit our [webpage](#) to find a program near you! Check our calendar of

events for specific class information or call (520) 432-2528 or email: [smartin@seago.org](mailto:smartin@seago.org) to inquire about upcoming classes in your Community!

**End of Life - Thoughtful Life Conversations (EOL):** We offered our first Spanish *Thoughtful Life Conversations: Advance Care Planning* on February 4, 2021, via Zoom. Doing this brought much-needed information to a portion of our population who are Spanish speaking only or prefer to hear it in Spanish. Mariposa Community Health Center continues to work with us to educate their key employees on advance care planning and they will be attending our Spanish workshops. By working with them and other businesses/healthcare organizations through our Workplace Initiative, we can make a considerable collective impact. In the next three months, we will be presenting advance care planning information to UA Human Services Program students and giving an Enhanced Communication lecture to graduating nursing students at Cochise College, all via Zoom. These students will be able to educate and help many people after they graduate and throughout their careers. As the **AZ Advance Directive Registry** transitions from the Secretary of State's office to Health Current's Health Information Exchange; (HIE – used by hospitals, clinics, etc.). Over the next several months, we will be working with them to promote the u-Registry, which will help people make their wishes for healthcare known and accessible to emergency medical personnel and healthcare providers when needed. It signifies a huge step forward in advance care planning. The grant funding through the Lovell Foundation is soon to come to an end and we are pursuing a grant request to the Legacy Foundation to continue these efforts for one more year.

#### **OTHER INFORMATION**

**Facebook Statistics:** Between January 20 and January 26, we have reached 2,144 people with 157 post engagements and 278 video views. We currently have 753 followers, and on January 27, 2021, we celebrated the 5th anniversary of our Facebook page. The page is updated daily with verified, objective information to keep our followers up to date on the latest news and information that could impact their lives. Please follow us at: <https://www.facebook.com/seagoareaagencyonaging>

**Get Set-Up:** The Area Agency on Aging is currently partnering with Get Set-Up as a way to offer free online classes to our older population in the four-county region. This platform has over 170 different classes to include: Basics of Zoom, creating playlists, how to utilize your iPhone or android, Facebook, and more. These classes' facilitators are people over the age of 50, making it easier for our aging population to understand as they teach. In January 2021, we began promoting Get Set-Up through social media, our local Chambers of Commerce, and many more venues available to us. We encourage our communities to take advantage of the free **SEAGO** coupon available until March 31, 2021.

**Area Agency on Aging Mobile APP:** In December, The Area Agency on Aging subcontracted with two Bisbee high school students identified by the Bisbee Science Exploration Research Center to assist with setting up the AAA Mobile App. The Mobile App, created by John Meredith of SEAGO, incorporates resources from the AAA website and Facebook page, and includes our four-county region's resource directories. Sadie Hectus and Donovan Greene helped us by inputting all the data from each county resource directory into the App. The data entry was completed by January 25, 2021. The final step is to verify that the information in the App is all entered and accurate. The App will launch on February 14, 2021, as our Valentines gift to our region. We hope that our communities stay connected by downloading and using the App to schedule appointments, view event fliers, and access the resource directories on their cell phones or tablets anytime. Please help us promote and make use of it.

**Attachments:** [AAA Winter Newsletter](#), AAA-Get Set-Up Digital flier; Get Set-Up/AAA Partner launch newsletter.

**Action Requested:**  Information Only  Action Requested Below:



# Try a FREE Online Class Today!

## Learn Anytime, Anywhere

SEAGO Area Agency on Aging is proud to offer free, virtual classes to older adults in partnership with GetSetUp. Visit [www.getsetup.io/partner/SEAGO](http://www.getsetup.io/partner/SEAGO) for more information.

### Take Classes From the Comfort of Your Home

 Internet    Computer    iPad/Tablet    Smartphone

### Every Class Is Engaging - Choose from 170+ Classes!

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|--|---|
|  Basics of Zoom     |  Google Photos       |
|  Recipe Swap        |  Meditating Together |
|  Creating Playlists |  Power of Gratitude  |

### For Help Contact GetSetup:

 1-888-559-1614

Administrative Council Mtg - 2-3-2021  
 [info@getsetup.io](mailto:info@getsetup.io)

# LEARN AND SOCIALIZE ONLINE!

Connect with curious people such as yourself in small and mid-sized classes



**Bringing Fun Live  
Virtual Classes  
To Older Adults**

## Welcome to the SEAGO Area Agency on Aging's Online Learning Center for Older Adults!

SEAGO Area Agency on Aging serves people in Cochise, Graham, Greenlee, and Santa Cruz Counties, age 60 and over, their unpaid family caregivers, and disabled adults. The goal of an Area Agency on Aging is to enable older adults to maintain maximum independence and dignity in their homes, long-term care, and communities. We are pleased to sponsor these fun and interactive sessions and classes for mature learners, designed to help you stay active and engaged, learn new things, and support healthy aging.

Go to: <https://www.getsetup.io/partner/SEAGO>

Use coupon code: **SEAGO** to waive any fees associated with small group classes. Take the "New Member Orientation" to get started!

### WHAT IS GETSETUP?

GetSetUp is an online community of people ages 50+ who want to get more out of life, learn new skills with others, and gain new experiences.

Specially trained GetSetUp Guides and Social Hosts, lead classes from how to get started with technology to starting your own business. These classes are live so learners can ask questions, share experiences, and ensure their goals are achieved.

Whatever your background, experience, or education there is something on GetSetUp for you.

## Learning Geared Toward Older Adults



GetSetUp provides live online sessions on tech tools, apps, health and wellness, and many more topics geared towards older adult learners. Those who started this year less tech-savvy than younger members of the population are especially vulnerable to being disconnected.

GetSetUp offers re-skilled retired educators as Guides to teach their peers' online tools and other classes to help them feel more independent, empowered, and connected.

Classes are taught in small groups so that learners work at their own pace in a supportive environment. Classes teach tools like how to use your smartphone, healthy meals in 30 minutes or less, and how to host events on Zoom to ensure confidence, ease of use, and independence.

When the pandemic crisis hit, GetSetUp already had a solid core team of Guides to help teach people and wanted to provide support to their customer base and the public at large.

Therefore, they provided access to 40+ FREE live online classes focused on older learners to help get them up to speed quickly on essential technology for life in the current pandemic stay-at-home situation. These included skills such as grocery delivery, telemedicine solutions, Zoom, Uber, and more.

The goal was to help reduce the stress of adults who normally act as 'tech geniuses' for their parents or grandparents by providing live remote help for adults who have been cut off from their in-person help.

Classes are taught in an interactive, self-paced hands-on setting with peers who have been there and done that! GetSetUp helped train senior school teachers in distance learning through partnering with The Learning Accelerator. They helped these teachers understand how to effectively use tools such as Google Classroom, Zoom, and other online teaching tools.

Need help from GetSetUp?

Email [help@getsetup.io](mailto:help@getsetup.io) or call **1-888-559-1614**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR  
**DATE:** FEBRUARY 3, 2021  
**SUBJECT:** TRANSPORTATION PROGRAM UPDATES

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The following is a brief update regarding the Transportation and Transit projects and activities that SEAGO is currently involved in:

**ADOT FTA Section 5305(e) Planning Grant:** On December 30, 2020, SEAGO received notice from ADOT that it received an \$80,000 FTA Section 5305(e) Transit Planning Grant. During the initial outbreak of COVID-19, we found that many of our FTA Section 5311 and FTA Section 5310 providers lacked emergency planning tools and protocols to not only address pandemic issues, but lacked basic procedures to address a variety of potential internal and external emergencies. The grant provides funding for a Regional Transit Emergency Coordination Plan.

**FTA Access and Mobility Partnership Grant Application:** In May 2019, SEAGO was awarded a FTA Access and Mobility Partnership Grant in the amount of \$235,852. The grant provides transportation services to the low income, elderly, and disabled to medical mobile clinic services. The project also includes access to food packages prepared by local food banks. The basis being without proper nutrition, the medical assistance provided is not sustainable. Due to COVID-19 and requirements to access the FTA transit management and billing systems the project was delayed. We have begun the steps necessary to kick-off the project. We have 18 months to spend the funding (through June 30, 2022). This has required adapting our original model and expanding our service area. We will be shifting to a voucher program that will take advantage of our current transportation systems/programs. Vouchers will be provided to foodbanks, health/medical/social service providers, and homeless shelters free of charge to support medical and food access for their clients in Bisbee, Benson, Douglas, Tombstone, the Willcox area.

**Willcox Transit Implementation Plan:** In February, the City of Willcox submitted a FTA Section 5311 (Rural Public Transit) grant application to ADOT. The City of Willcox proposed a Dial-a-Ride service that would benefit Willcox and its surrounding communities. On June 23, 2020, the City received an award notice funding the project. Funding was approved and provided a one-year ramp-up period beginning in October 2020. Operations are scheduled to kick-off on October 1, 2021.

SEAGO has completed an Implementation Plan for the project. The plan identifies service type, service area, a start-up budget, a 2-year capital and operating budget, an operating schedule, a driver's manual, operating procedures, a public involvement plan, and a marketing plan. The Plan has been provided to the City of Willcox and ADOT. The plan can be found at [www.azmobility.org](http://www.azmobility.org).

Through the IGA approved by our Board and the City of Willcox, activities to implement the plan have begun.

**Cochise County Public Transit Consolidation Study:** In February 2019, SEAGO received an FTA Section 5304 Planning Grant to conduct a Cochise County Public Transportation Consolidation

Study. With the addition of Willcox, Cochise County now has four rural public transportation programs (FTA Section 5311) and a FTA Section 5310 program (VICaP) that fills many of the transit gaps not covered by our 5311 programs.

The purpose of the study is to analyze the agencies' costs for grant preparation, administration, service, labor, capital, technology, sources of local match, and marketing. The goal is to identify areas of consolidation that are feasible and can present significant cost savings to our transit operators. A Public Involvement Plan for the project has been developed. A public meeting was held on March 4, 2020 and Technical Advisory Committee meetings were held on April 15 and June 16, 2020. SEAGO has completed the data collection and data analysis phase of the project. This information was presented to the TAC on January 28, 2021. A feasibility paper is currently in development. We expect it to be available by March 31, 2021.

**Fixed Route Public Transit in Graham County:** A public transit feasibility study is a requirement by ADOT to access FTA Section 5311 (Rural Public Transit) funding. In general those studies are good for a 5-year period. In 2015, a Public Transit Feasibility Study was completed for Graham County. The study useful life has expired and an update of the plan is required. SEAGO has partnered with the National Association of Development Organizations (NADO) to update the study. NADO secured a USDA grant for this project. This will bring several national transit planning organizations to the table that SEAGO would not normally have access to. An introduction meeting occurred in December. SEAGO and NADO are meeting on February 4, 2021 to finalize the project Scope of Work. The next step will be the development of a Technical Advisory Committee for the project.

**SEAGO Internal Traffic Count Program:** SEAGO is ready to kick-off this program. SEAGO receives approximately \$18,000 a year for HPMS activities. We have incorporated the internal traffic count program in our Work Program and are able to use those funds for local traffic counting. Traffic counts will only be conducted on local roads to support local agencies and fill ADOT counting gaps. In March, the TAC reviewed and provided comment on operational and safety procedures for the program. We have finalized those procedures and have secured the counting equipment for the program. In October we began testing our processes and equipment. We have worked with ADOT to identify gaps in traffic count data collection. A majority of our data gaps are currently in Graham County. We expect to begin counting on February 16, 2021.

I will answer any questions you may have at the meeting.

**Attachment:** None.

**Action Requested:**                     Information Only                     Action Requested Below