



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** JULY 28, 2021  
**SUBJECT:** ADMINISTRATIVE COUNCIL MEETING

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

**Thursday, August 5, 2021 at 9 a.m.**

**In-Person:**

**[1025 Highway 90, Benson, AZ 85602](#)**

**Via Zoom:**

**<https://us02web.zoom.us/j/82639301517?pwd=dHlIM0xBRVZBK0w2bzRrM1FCUkkwdz09>**

Meeting ID: 826 3930 1517

Password: 573204

Phone-in Option, Dial: +1 346 248 7799

We plan to hold this meeting in accordance with CDC guidelines (< 10 individuals attending in-person) on a first come, first served basis. All remaining Administrative Council members and SEAGO staff may attend via Zoom. ***Due to recent CDC recommendations, those attending in-person are encouraged to wear masks while indoors.*** Members of the public will not be allowed to attend in person but are welcome to attend via Zoom. **The address above is also a link to a Google Map showing the meeting location.** If you are unable to attend, please send an alternate to ensure that we will 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 A.M. THURSDAY, AUGUST 5, 2021  
IN-PERSON AND VIA ZOOM (see Cover Letter for Zoom details)  
1025 HIGHWAY 90, BENSON, AZ

<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. ACTION ITEMS</b>		<u>Page No.</u>
1. Consent Agenda		
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2. Discussion and possible action to recommend an amendment to the SEAGO Bylaws to provide for the annual rotation of Administrative Council Officers between counties	Randy Heiss	6
3. Discussion and possible action to recommend approval of Resolution No. 2021-03 establishing SEAGO's Rural Regional Priority List of transportation projects for consideration for funding by the Arizona Legislature	Chris Vertrees	14
4. Discussion and possible action to recommend approval of SEAGO 2022 - 2026 TIP Amendment #1 and to authorize staff to initiate the RFP process for a consultant for the Road Pavement Assessment	Chris Vertrees	19
5. Discussion and possible action to recommend approval of Resolution No. 2021-04 relating to SEAGO's Title VI Plan	Chris Vertrees	22
6. Discussion and possible action to recommend approval of the SEAGO 2021 - 2025 Comprehensive Economic Development Strategy	Maria Porter	24
7. Discussion and possible action to recommend approval of Resolution No. 2021-05 authorizing a grant application to EDA to develop a regional broadband strategic plan	Maria Porter	28

8. Discussion and possible action to recommend approval of the SEAGO FY 2022 – 2024 CDBG Regional Account Method of Distribution	Keith Dennis	33
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**V. INFORMATION ITEMS**

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F. AAA Updates	Laura Villa	67
G. Transportation Program Updates	Chris Vertrees	74

<b>VI. RTAC REPORT</b>	Kevin Adam	N/A
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<b>VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS</b>	Chair Blaschke	N/A
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<b>VIII. FUTURE AGENDA ITEMS</b>	Chair Blaschke	N/A
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<b>IX. 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, MAY 6, 2021  
IN-PERSON AND VIA ZOOM  
375 EAST 7<sup>TH</sup> STREET, BENSON, ARIZONA**

OFFICERS PRESENT: Blaschke, Caleb – City of Willcox (Chair)

MEMBERS PRESENT: Basteen, John – Town of Duncan  
Bigman, Barney – San Carlos Apache Tribe  
Brown, Heath – Town of Thatcher  
Coxworth, Dan – Cochise County  
Harvey, Suzanne – Town of Huachuca City  
Lewis, Sean – Town of Pima  
McLachlan, Matt – City of Sierra Vista  
Pauken, Steve – City of Bisbee  
Perez, Rudy – Town of Clifton  
Rapier, Derek – Greenlee County  
Robinson, Ron – Town of Patagonia

STAFF PRESENT: Curtiss, Dina – Accounting Manager  
Dennis, Keith – Community Development Program Manager  
Glenn, Heather – Administrative Assistant  
Heiss, Randy – Executive Director  
Merideth, John – GIS Analyst  
Porter, Maria – Economic Development Program 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 9:05 a.m.

**II. MEMBER ENTITIES' DISCUSSION**

**Ron Robinson**, Patagonia, stated they are eager to start on their CDBG projects soon. **Barney Bigman**, SCAT, will be applying for additional funding from SEAGO for some new projects in Graham County. **Suzanne Harvey**, Huachuca City, advised they have been working with Keith Dennis and are also excited to get started on their CDBG projects. **Chair Blaschke** shared that they are working on a project to get Willcox designated as Colonias. **Matt McLachlan**, Sierra Vista, stated that they are finding it challenging to fill vacant positions; continuing to market them to attract candidates.

**III. CALL TO THE PUBLIC**

No one from the public was present.

**IV. ACTION ITEMS**

1. Consent Agenda
  - a. Approval of the February 11, 2021 Minutes

Chair Blaschke asked for a motion to approve the Consent Agenda; John Basteen made the motion; second by Chair Blaschke.

**MOTION:** John Basteen  
**SECOND:** Caleb Blaschke

**ACTION:** Unanimous

2. Election of Officers

Randy Heiss provided an historical overview of the process and advised that John Cassella, current Administrative Council Secretary, stated that he cannot continue to serve in that position, but Chair Blaschke and Vice-Chair Vicki Vivian have expressed interest in continuing in their current positions if no one else is interested. Chair Blaschke suggested that in the future the Administrative Council look at rotating officer positions by County as the Executive Board does.

Steve Pauken made a motion to re-elect the following officers of the Administrative Council for Fiscal Year 2022; second by Matt McLachlan:

Chair	Caleb Blaschke
Vice-Chair	Vicki Vivian

**MOTION:** Steve Pauken  
**SECOND:** Matt McLachlan  
**ACTION:** Unanimous

After discussion, Caleb Blaschke nominated and made a motion to elect Matt McLachlan as Secretary; second by Steve Pauken.

**MOTION:** Caleb Blaschke  
**SECOND:** Steve Pauken  
**ACTION:** Unanimous

3. Fiscal Year 2022 Budget Items

a. Sustainability of Fund Balance (discussion only)

Randy Heiss directed the members to page 7 which shows surplus or uses of fund balance from fiscal years 2009 to 2020. He explained the guidelines that SEAGO will adhere to sustain the existing fund balance. The only time in recent past that fund balance has been budgeted is as a contingency line item. In the past few years, the contingency has been \$100,000; this year the amount is being increased to \$150,000 in anticipation of EDA grants which will may sought requiring matching funds.

b. Discussion and possible action to recommend approval of the FY 2022 Assessment Schedule

Randy directed members to the spreadsheet on page 8 and advised that there were no changes to the proposed FY 2022 assessment schedule from the prior year.

c. Discussion and possible action to recommend approval of Resolution 2021-02 EDA Grant Authorization

Maria Porter explained that matching funds of \$35,357 are needed to apply for the Economic Development Administration partnership planning assistance grant, and how the funds from that grant are utilized.

d. Discussion and possible action to recommend FY 2022 SEAGO Budget

Dina Curtiss stated that member assessments remain unchanged. In preparing the budget, it was assumed Congress will continue to fund current programs at, or above, current levels. She also stated that since this is SEAGO's operating budget, pass-through COVID-19 funding is not included.

Steve Pauken made a motion to recommend approval of all budget items in Item 3; second by Matt McLachlan:

- b. Recommending approval of the Fiscal Year 2022 Assessment Schedule to the Executive Board;
- c. Recommending approval to the Executive Board of Resolution 2021–02 for an EDA Partnership Planning Assistance Grant in the amount of \$75,000 and matching funds of up to \$35,357 funded through annual assessments paid by SEAGO member entities;
- d. Recommending approval of the proposed Fiscal Year 2022 Budget to the Executive Board.

**MOTION:** Steve Pauken  
**SECOND:** Matt McLachlan  
**ACTION:** Unanimous

- 4. Discussion and possible action to recommend award of an Agreement for Auditing Services to Colby & Powell, PLC

Randy Heiss explained the bid process and how the final contract award was determined. Due to the cost of their proposal, Colby & Powell PLC were not ranked the highest. However, they have history with SEAGO and the type of experience needed for audits of small government organizations and non-profits such as SEAGO. Chair Blaschke made a motion to recommend that the Executive Board authorize the Executive Director to enter into a contract with Colby & Powell PLC for Fiscal Year 2021 Audit Services; second by John Basteen.

**MOTION:** Caleb Blaschke  
**SECOND:** John Basteen  
**ACTION:** Unanimous

After the vote, Matt McLachlan suggested that SEAGO contact Colby & Powell to see if they would match the low bid.

- 5. Discussion and possible action to recommend Private Sector Representative nominations for Graham, Greenlee and Santa Cruz Counties

Randy Heiss gave a brief overview of each Representative nominated and their experience. Positive comments were made about each of the nominees from members of the Administrative Council based on past experience with those individuals.

Steve Pauken made a motion to recommend the appointment of the following individuals to serve two-year terms as Private Sector Representatives on the Executive Board; second by Ron Robinson:

- Mr. Ed Lopez to represent Graham County
- Mr. David Budd to represent Santa Cruz County
- Mr. Steve Ahmann to represent Greenlee County

**MOTION:** Steve Pauken  
**SECOND:** Ron Robinson  
**ACTION:** Unanimous

- 6. Discussion and possible action to recommend approval of the SFY 2022 – SFY 2025 Area Plan on Aging

Laura Villa provided background on the Area Plan on Aging and how it was started in 2020 but had to be delayed due to the pandemic. Agencies were directed to update their goals and objective rather than conduct the usual surveys.

Ron Robinson made a motion to recommend approval of the SFY 2022 – SFY 2025 Area Plan on Aging to the Executive Board; second by Steve Pauken.

**MOTION:** Ron Robinson  
**SECOND:** Steve Pauken  
**ACTION:** Unanimous

7. Discussion and possible action to recommend approval of the proposed FY 2022 AAA Subaward Recommendations

Laura Villa explained the subaward process and that in March 2019 applications were solicited from service providers for Congregate Meals, Home Delivered Meals, Housekeeping, Attendant Care, Home Nursing, In-Home Respite, Legal Assistance, Transportation and Case Management. Subaward agreements were issued to providers in FY2020, with options to renew subawards for up to 4 additional years. Renewals will be issued in FY2022 and the subsequent two fiscal years based on the recommendations developed by staff and approved by SEAGO's governing entities.

Steve Pauken made a motion to recommend approval of the Fiscal Year 2022 AAA subaward recommendations to the Executive Board; second by Ron Robinson.

**MOTION:** Steve Pauken  
**SECOND:** Ron Robinson  
**ACTION:** Unanimous

8. Discussion and possible action to recommend approval of the 2021-22 Regional Transportation Coordination Plan

Chris Vertrees gave a synopsis of the requirements of the Regional Transportation Plan, its history, and how having Executive Board approval would allow SEAGO and its transit providers to be more competitive when seeking funding.

Matt McLachlan made a motion to recommend approval of the SEAGO 2021-2022 Regional Transportation Coordination Plan to the Executive Board; second by Steve Pauken.

**MOTION:** Matt McLachlan  
**SECOND:** Steve Pauken  
**ACTION:** Unanimous

## V. INFORMATION ITEMS

### A. Future Meeting Dates

Randy explained that the pandemic seems to be stabilizing to the point where we can begin to meet in person again for those comfortable doing so. He has reserved the Cochise College Benson meeting room for the August 5 meeting and shared that the college has restrictions for 12 people maximum. He also advised that the February 10, 2022 meeting will include another Strategic Plan Retreat, which may be Randy's last before he retires. Lastly, Randy asked the Administrative Council officers to mark their calendars for the June 3 Joint Committees telephone meeting, where it is anticipated that Willcox may need a vote regarding its Colonias project.

**B. Strategic Plan Progress Report**

Randy provided an update on the status of each Tactic and advised that any significant action is highlighted in the report.

**C. Quarterly Finance Report**

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

**D. Community Development Report**

Keith Dennis provided an update on Community Development Programs and responded to questions.

**E. SEAGO Economic Development District Report**

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

**F. AAA Updates**

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

**G. Transportation Program Updates**

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

**VI. RTAC REPORT**

Kevin Adam provided an update and responded to questions.

**VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

None.

**VIII. FUTURE AGENDA ITEMS**

Randy stated that the August meeting agenda may include a Bylaws amendment to provide rotation of the Administrative Council officers similar to the Executive Board; adoption of the CEDS; adoption of the CDBG Method of Distribution; and adoption of the Title VI Plan.

**IX. ADJOURNMENT**

Chair Blaschke adjourned the meeting at 10:58 a.m.



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** JULY 28, 2021  
**SUBJECT:** ROTATION OF ADMINISTRATIVE COUNCIL OFFICERS

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At your May 6<sup>th</sup> Administrative Council meeting, there was an expression of interest in providing for an annual rotation of the officers' responsibilities between the four counties in the region, similar to that provided in the SEAGO Bylaws for the rotation of the officers of the Executive Board. In response and for your consideration, I've modeled the attached Bylaws amendment after the rotation for the Executive Board officers.

If adopted by the Board, this amendment will add a Treasurer position to the slate of Administrative Council officers and eliminate the prohibition for any officer to serve more than three consecutive terms in any one position. The proposed amendment does not alter the existing powers or duties of the Administrative Council. In addition, the Administrative Council will continue to have the option of electing an entirely new slate of officers or any combination of new officers and existing officers for the subsequent fiscal year.

Unlike the Executive Board, there is no requirement for a member to have served one year on the Administrative Council before they are eligible to serve as Chair. If adopted by the Board, the existing Administrative Council officers would continue to serve in their current roles until the seating of the newly elected officers effective July 1, 2022.

The proposed amendment to the Bylaws is presented in strikethrough text indicating deletions and additions from the rotation in the Bylaws pertaining to the Executive Board officers. I've also attached a clean version that's easier for you to read, as well as the existing text from the Bylaws pertaining to the election of the Administrative Council officers.

I'll look forward to answering any questions you may have at your meeting.

**Attachments:** Proposed Bylaws Amendment (strikethrough text); Proposed Bylaws Amendment (clean); Existing Bylaws text.

Action Requested:  Information Only  Action Requested Below:

**A motion to recommend to the Executive Board the proposed amendment to the SEAGO Bylaws establishing an annual rotation of Administrative Council officers between counties as presented by staff.**

SEAGO Bylaws, Article VII – Administrative Council, shall be amended by striking everything beginning with Section C., and inserting the following text:

C. The ~~Executive Board~~Administrative Council shall elect from among its members, ~~who are representatives of Member Entities and subject to election by the voters of their respective jurisdictions,~~ (1) a Chair, who shall preside over meetings of the ~~Executive Board~~Administrative Council, (2) a ~~First~~ Vice Chair, who shall preside over meetings of the ~~Executive Board~~Administrative Council in the absence of the Chair, (3) a ~~Second Vice Chair~~Secretary, who shall preside over meetings of the ~~Executive Board~~Administrative Council in the absence of the Chair and ~~First~~ Vice Chair, and (4) Treasurer, who shall preside over meetings of the ~~Executive Board~~Administrative Council in the absence of the Chair, ~~First~~ Vice Chair and ~~Second Vice Chair~~Secretary. The officers' terms shall be co-terminus for one year each. These officers of the ~~Executive Board~~Administrative Council shall comprise the SEAGO ~~Executive Administrative~~ Committee. Service on the ~~Executive Administrative~~ Committee shall be subject to the following terms:

1. Election of officers of the ~~Executive Board~~Administrative Council shall be held at the ~~first~~ second regularly scheduled meeting of the ~~Executive Board~~Administrative Council in each calendar year. Newly-elected officers shall ~~take their seats at the conclusion of the meeting at which they were elected~~commence their terms on July 1 of each year. The time between the seating of newly-elected officers and the successive year's seating of officers shall be considered one annual term.
2. Officers of the ~~Executive Board~~Administrative Council shall serve a single annual term in each of the officer's position with annual advancement to the next highest seat on the ~~Executive Administrative~~ Committee, i.e. Treasurer to ~~Second Vice Chair~~Secretary to ~~First~~ Vice Chair to Chair, provided said officers meet all further requirements as set forth in these Bylaws for service on the ~~Executive Administrative~~ Committee.
3. Beginning with the election of ~~Executive Board~~Administrative Council officers for ~~calendar~~ fiscal year ~~2004~~ 2023, not more than one officer shall represent Member Entities in one of SEAGO's member counties. The rotation for service among counties shall be as follows: Cochise, Santa Cruz, Greenlee, and Graham Counties. An exception to this would be allowed in instances where ~~a Board~~ a Council member from a given county is not available to serve as an officer of the ~~Executive Board~~Administrative Council, in which case the ~~Executive Board~~Administrative Council shall elect a member to that seat from among their members. Such action will not impact upon the rotation order as stated here beyond the continued service of that "at large" ~~Executive Administrative~~ Committee member. This individual, selected "at large" for ~~Executive Administrative~~ Committee service, would then be considered by the members from their respective county along with their "regular" (that position coming from that county in normal rotation to the ~~Executive Administrative~~ Committee) in determining which should be that member county's representative after their one year of service as an "at large" ~~Executive Administrative~~ Committee member. This manner would allow any county to have more than one member of the Executive Committee for no more than one year.

4. Candidates for ~~Executive Board~~Administrative Council officers shall be chosen from among the member cities, towns, counties and Native American Tribal Governments in each county by the SEAGO members in that county.

~~5. In order to be elevated to the position of Chair of the Executive Board, the member representative must have served at least one year on the Executive Board. In instances where the First Vice Chair is subject to rotation to Board Chair has not served at least one year on the Executive Board, the Board shall elect an eligible representative from among their membership. The Board could elect from among these three options to fill the Chair's seat for that term:~~

~~—Option 1— The Board could elect to have the current Chair hold office for no more than one additional annual term.~~

~~—Option 2— The next lower officer in the rotation having at least one year of service on the Executive Board would be elevated to Chair.~~

~~—Option 3— The Board could elect a Chair from among its membership provided they have served at least one year on the Board.~~

~~—Such action will not impact upon the rotation order set forth in Paragraph 3., above.~~

D. Officers of the ~~Executive Board~~Administrative Council, the Chair, ~~First Vice Chair, Second Vice Chair~~Secretary, and Treasurer, shall comprise the ~~Executive~~Administrative Committee and shall have the following powers and such other powers as may be delegated by the Administrative Council subject to the approval of the Executive Board:

1. To provide recommendations as needed to the Administrative Council on pending policy decisions and actions.~~Conduct meetings and take action in between regularly scheduled meetings of the Executive Board, except that any actions that set or have the effect of setting SEAGO policy shall only be made by the Executive Board. All members of the Executive Board are encouraged to participate in the discussion, but only the Executive Committee is authorized to vote on the matters under consideration. Meetings may be held in a location deemed suitable by the Executive Committee or by conference call. The posting for the meeting will indicate the structure of the meeting and identify a location that will allow the public to attend and/or listen. The Secretary of the Executive Board shall report all actions taken by the Executive Committee to the Executive Board within 45 days of the date such actions were taken.~~

2. To serve as an advisory group to the Executive Director pertaining to programs, services, management and conflicts that may arise.~~Approval of the emergency use of fund balance should it become necessary to do so in order to sustain essential program operations due to a temporary interruption of funding from the Federal or State government in accordance with Article XII, Section G of these Bylaws.~~

3. Conduct meetings and take action in between regularly scheduled meetings of the Administrative Council. All members of the Administrative Council are encouraged to participate in the discussion, but only the Administrative Committee is authorized to vote on the matters under consideration. Meetings may be held in a location deemed suitable to the Administrative Committee or by conference call. The posting for the meeting will indicate the structure of the meeting and identify a location that will allow the public to attend and/or listen. The Secretary of the Executive Board shall report all actions taken by the Administrative Committee to the Administrative Council within 45 days of the date such actions were taken.
4. Recommend approval of the emergency use of fund balance should it become necessary to do so in order to sustain essential program operations due to a temporary interruption of funding from the Federal or State government in accordance with Article XII, Section G of these Bylaws.

E. Quorum and Voting of the ~~Executive-Administrative~~ Committee

1. For official action to be taken by the ~~Executive-Administrative~~ Committee ~~to be taken~~, a quorum of three members must be present and voting.
2. In the instance of a tie vote among the ~~Executive-Administrative~~ Committee, the question will be subject to majority vote of the ~~full-Executive Board~~ Committee.

SEAGO Bylaws, Article VII – Administrative Council, shall be amended by striking everything beginning with Section C., and inserting the following text:

- C. The Administrative Council shall elect from among its members, (1) a Chair, who shall preside over meetings of the Administrative Council, (2) a Vice Chair, who shall preside over meetings of the Administrative Council in the absence of the Chair, (3) a Secretary, who shall preside over meetings of the Administrative Council in the absence of the Chair and Vice Chair, and (4) Treasurer, who shall preside over meetings of the Administrative Council in the absence of the Chair, Vice Chair and Secretary. The officers’ terms shall be co-terminus for one year each. These officers of the Administrative Council shall comprise the SEAGO Administrative Committee. Service on the Administrative Committee shall be subject to the following terms:
1. Election of officers of the Administrative Council shall be held at the second regularly scheduled meeting of the Administrative Council in each calendar year. Newly-elected officers shall commence their terms on July 1 of each year. The time between the seating of newly-elected officers and the successive year’s seating of officers shall be considered one annual term.
  2. Officers of the Administrative Council shall serve a single annual term in each of the officer’s position with annual advancement to the next highest seat on the Administrative Committee, i.e. Treasurer to Secretary to Vice Chair to Chair, provided said officers meet all further requirements as set forth in these Bylaws for service on the Administrative Committee.
  3. Beginning with the election of Administrative Council officers for fiscal year 2023, not more than one officer shall represent Member Entities in one of SEAGO’s member counties. The rotation for service among counties shall be as follows: Cochise, Santa Cruz, Greenlee, and Graham Counties. An exception to this would be allowed in instances where a Council member from a given county is not available to serve as an officer of the Administrative Council, in which case the Administrative Council shall elect a member to that seat from among their members. Such action will not impact upon the rotation order as stated here beyond the continued service of that “at large” Administrative Committee member. This individual, selected “at large” for Administrative Committee service, would then be considered by the members from their respective county along with their “regular” (that position coming from that county in normal rotation to the Administrative Committee) in determining which should be that member county’s representative after their one year of service as an “at large” Administrative Committee member. This manner would allow any county to have more than one member of the Executive Committee for no more than one year.
  4. Candidates for Administrative Council officers shall be chosen from among the member cities, towns, counties and Native American Tribal Governments in each county by the SEAGO members in that county.

D. Officers of the Administrative Council, the Chair, Vice Chair, Secretary, and Treasurer, shall comprise the Administrative Committee and shall have the following powers and such other powers as may be delegated by the Administrative Council subject to the approval of the Executive Board:

1. To provide recommendations as needed to the Administrative Council on pending policy decisions and actions.
2. To serve as an advisory group to the Executive Director pertaining to programs, services, management and conflicts that may arise.
3. Conduct meetings and take action in between regularly scheduled meetings of the Administrative Council. All members of the Administrative Council are encouraged to participate in the discussion, but only the Administrative Committee is authorized to vote on the matters under consideration. Meetings may be held in a location deemed suitable to the Administrative Committee or by conference call. The posting for the meeting will indicate the structure of the meeting and identify a location that will allow the public to attend and/or listen. The Secretary of the Executive Board shall report all actions taken by the Administrative Committee to the Administrative Council within 45 days of the date such actions were taken.
4. Recommend approval of the emergency use of fund balance should it become necessary to do so in order to sustain essential program operations due to a temporary interruption of funding from the Federal or State government in accordance with Article XII, Section G of these Bylaws.

E. Quorum and Voting of the Administrative Committee

1. For official action to be taken by the Administrative Committee, a quorum of three members must be present and voting.
2. In the instance of a tie vote among the Administrative Committee, the question will be subject to majority vote of the Executive Committee.

## **ARTICLE VII – ADMINISTRATIVE COUNCIL**

- A. The Administrative Council shall be comprised of the managers of the cities and towns, or the clerks of incorporated municipalities, the county managers (or in any county not having a manager, the clerk of the board of supervisors), or the chief administrative officer of a Native American Tribal Government, or any other Member Entity of SEAGO.
- B. The Administrative Council’s powers and functions shall include:
1. Recommendation to the Executive Board of any matters its members deem appropriate for consideration by the Board.
  2. Coordination of Functional Committees and review of reports and recommendations of these committees without power to reject any of these committees’ recommendations, and referring to the Executive Board any Functional Committee proposals, commenting in support of or against any such proposals or passing on without comment any proposals submitted by Functional Committees.
  3. Responding to the Executive Board’s requests for recommendations, reports, studies, or other information pertinent to the operations of SEAGO.
  4. Each member shall act as liaison to their respective mayor or Member Entity representative with regard to material and information supplied by the Executive Director and shall brief their respective Mayor or Member Entity representative on upcoming action items, Bylaws’ changes, and reports that may require follow-up review.
- C. The Administrative Council shall elect from among its members a (1) Chair, (2) Vice Chair, and (3) Secretary whose terms shall be co-terminus for one year each, at the conclusion of which any or all incumbents may be re-elected, but no officer of the Administrative Council may serve more than three consecutive one-year terms; and officers of the Administrative Council shall commence their terms on July 1 of each year. The officers of the Administrative Council shall comprise the Administrative Committee, and shall have the following powers and such other powers as may be delegated by the Administrative Council subject to the approval of the Executive Board:
1. To provide recommendations as needed to the Administrative Council on pending policy decisions and actions.
  2. To serve as an advisory group to the Executive Director pertaining to programs, services, management and conflicts that may arise.
  3. Conduct meetings and take action in between regularly scheduled meetings of the Administrative Council. All members of the Administrative Council are encouraged to participate in the discussion, but only the Administrative Committee is authorized to vote on the matters under consideration. Meetings may be held in a location deemed suitable to the Administrative Committee or by conference call. The posting for the meeting will indicate the structure of the meeting and identify a location that will allow the public to attend and/or listen. The Secretary of the Executive Board shall report all actions taken by the

Administrative Committee to the Administrative Council within 45 days of the date such actions were taken.

4. Recommend approval of the emergency use of fund balance should it become necessary to do so in order to sustain essential program operations due to a temporary interruption of funding from the Federal or State government in accordance with Article XII, Section G of these Bylaws.

## **ARTICLE VIII – COMMITTEES**

A. Standing and Special Committees may be created by the Executive Board and the Administrative Council from among their respective memberships.

1. Chairs of the Executive Board and the Administrative Council shall be empowered to:

- a. Define the purpose and responsibilities of committees they create.

- b. Appoint the Chair of any committee they create.

2. Committees created by the Executive Board and Administrative Council shall have terms of service corresponding to their appointing authority and shall serve at the pleasure of their appointing authority.

3. Chairs of Standing and Special Committees may choose their own Vice Chairs.

B. Functional Committees shall be created and members appointed to these committees by the Executive Board.

1. Functional Committees shall be concerned with special and particular needs of the community of interests represented in the SEAGO region in such matters as, for example, Housing, Transportation, Aging, Social Services, and Economic Development.

2. Membership of Functional Committees may be drawn from both the public and private sectors, and representation from the various geographic areas within the SEAGO region will be a factor for consideration by the Executive Board when appointing members.

3. Member entity staff designated by their respective communities to serve on SEAGO Functional Committees do not require formal appointment by the Executive Board.

C. Committees have no power or authority to commit SEAGO to any action, nor are they empowered to set policy for the organization, such powers being reserved to the Executive Board. All SEAGO Committee meetings shall be open to the public.

## **ARTICLE IX –EXECUTIVE DIRECTOR; SECRETARY**

A. The Executive Board shall appoint a person or an agency to serve as the Executive Director of SEAGO and as Secretary for the Executive Board.



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR  
**DATE:** JULY 28, 2021  
**SUBJECT:** CONSIDERATION OF RESOLUTION NO. 2021-03

On June 24, 2021, the Arizona State Legislature approved a \$13 billion budget for SFY2022. The budget included over \$300 million in one-time funding for transportation infrastructure. While virtually all of the transportation revenue bills died during the legislative session, transportation earmark bills advanced (including Safford 20th Avenue). This process is expected to continue into the future as earmarking appears to be the most viable option for securing additional transportation infrastructure funding. However, a significant concern with earmarking transportation projects is that it bypasses state, regional, and local planning and programming processes and priorities.

In response, RTAC will be recommending a compromise approach to state legislative leadership for next year's budget discussions. RTAC will be recommending that \$50 million of next year's earmark funding be designated towards regional transportation priorities. Each COG/MPO in Greater Arizona would be allocated an amount proportional to their population. In preparation, RTAC has requested that Greater Arizona COGs and MPOs develop a list of regional priorities consisting of the top projects to be put forward for the RTAC approach. ***Under this proposal, SEAGO had \$4,525,876 million to program into the RTAC List of Projects.***

On June 4, 2021, SEAGO issued a call for projects to be considered for the RTAC list. Five applications were received as listed in the table below:

Project Sponsor	Project Name	Total Cost	Local Contribution	Total Request
Graham County	Norton Road & Reay Lane Intersection Reconstruction	\$367,000	\$79,690	\$287,310
Graham County	Safford Bryce Road – Talley Wash Crossing	\$941,669	\$210,462	\$731,207
City of Nogales	Industrial Park Drive Reconstruction Project	\$1,880,177	\$108,880	\$1,771,297
San Carlos Apache Tribe	Peridot Siding Road (BIA Route 103) Pavement Overlay Project	\$785,550	\$75,000	\$710,550
Santa Cruz County	Ruby Road Bridge at Potrero Creek Replacement	\$13,631,315	\$4,500,000	\$9,131,315
<b>Totals</b>		<b>\$17,605,711</b>	<b>\$4,974,032</b>	<b>\$12,631,679</b>

The TAC reviewed and ranked the applications at our July 15, 2021 meeting. The following represents the TAC’s project selection decisions:

Project Sponsor	Project Name	Total Cost	Local Contribution	Recommended Funding
Graham County	Safford Bryce Road – Talley Wash Crossing	\$941,669	\$210,462	\$731,207
City of Nogales	Industrial Park Drive Reconstruction Project	\$1,880,177	\$108,880	\$1,566,815
San Carlos Apache Tribe	Peridot Siding Road (BIA Route 103) Pavement Overlay Project	\$785,550	\$75,000	\$710,550
Santa Cruz County	Ruby Road Bridge at Potrero Creek Replacement	\$13,631,315	\$4,500,000	\$1,517,304
<b>Totals</b>		<b>\$17,238,711</b>	<b>\$4,894,342</b>	<b>\$4,525,876</b>

The list above represents the projects from the SEAGO region that the TAC proposed be included in the RTAC Rural Regional Priority List. The attached Resolution expresses SEAGO’s desire to include this list of priority projects in the RTAC Rural Regional Priority List, formally establishes this list of projects as SEAGO’s priority transportation projects, and urges the Legislature to enact legislation appropriating State General Fund revenues for the projects included in the RTAC Rural Regional Priority Project List.

I’ll be pleased to answer any questions you may have at your meeting.

**Attachments:** Resolution No. 2021-03

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

**A motion to recommend approval of the list representing the SEAGO Region’s Priority Transportation Projects as developed by the SEAGO TAC, and to recommend approval to the Executive Board Resolution 2021-03 demonstrating regional support for RTAC’s efforts to submit a Greater Arizona RTAC Rural Regional Priority List to the Arizona Legislature.**



# SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

## RESOLUTION NO. 2021-03

### **A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION ESTABLISHING A LIST OF PRIORITY TRANSPORTATION PROJECTS FOR THE SEAGO REGION, AND URGING THE ARIZONA LEGISLATURE TO FUND THE PROJECTS INCLUDED IN THE RTAC RURAL REGIONAL PRIORITY PROJECT LIST**

**WHEREAS**, the SouthEastern Arizona Governments Organization (SEAGO) is the transportation planning organization for the non-urbanized area of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

**WHEREAS**, the quality of Arizona's transportation infrastructure is vital to public safety, economic prosperity, environmental health, quality of life and cost of living; and

**WHEREAS**, the U.S. Department of Transportation currently assesses the investment backlog for the Nation's highways and bridges at \$756 billion while ADOT's current long range plan estimates the state's unmet needs at \$30.5 billion, equating to only 43% of the needs being met; and

**WHEREAS**, the Arizona funding gap is continually expanding and currently equates to at least \$1.22 billion a year every year in under-investment on the state system alone; and

**WHEREAS**, Arizona's local road networks face comparable shortfalls, estimated at \$2.2 billion just for the maintenance of existing county roads; and

**WHEREAS**, Arizona's state and local road networks are heavily dependent on state fuel tax revenue which has not been raised in nearly 30 years; and

**WHEREAS**, in recent years, the Arizona Legislature has increased transportation investment through earmarking one-time State General Fund revenues for specific projects; and

**WHEREAS**, such earmarking has funded critically needed highway and road projects but bypasses the established programming processes that prioritize needs and maximize the development of the best investment choices based on available revenue, processes that are increasingly important due to the magnitude of the under-investment levels, and

**WHEREAS**, by working collaboratively through the Rural Transportation Advocacy Council (RTAC), Arizona's rural transportation planning organizations, have the ability to collectively offer a compromise approach by developing a list of specific projects for earmarking including those that have been vetted and determined to be the top priorities for Greater Arizona; 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

### **SEAGO Main Office**

**Administration  
Community and  
Economic Dev.  
Transportation**

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  
520-432-5301  
520-432-9168 Fax

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

**WHEREAS**, SEAGO wishes to collaborate with the RTAC by formally submitting a list of priority transportation projects for the non-urbanized portion of the SEAGO region to be included in the RTAC Rural Regional Priority List; and

**WHEREAS**, considering the \$320 million appropriated in the Fiscal Year 2022 State Budget, the \$50 million sought for the RTAC Rural Regional Priority List will likely represent only a small fraction of the available funding, which provides the Arizona Legislature with ample opportunity to fund additional projects statewide.

**NOW, THEREFORE, BE IT RESOLVED** that the SEAGO Executive Board hereby establishes the attached list of Priority Transportation Projects for the SEAGO region for inclusion in the RTAC Rural Regional Priority List; and

**THAT**, the SEAGO Executive Board urges the Arizona Legislature to enact legislation appropriating State General Fund revenues for the projects included in the RTAC Rural Regional Priority Project List.

Passed and adopted by the SEAGO Executive Board on this 20<sup>th</sup> day of August, 2021.

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Michael Laws,  
Executive Board Chair

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Randy Heiss,  
Executive Director

<b>PRIORITY TRANSPORTATION PROJECTS FOR THE SEAGO REGION</b>				
<b>Project Sponsor</b>	<b>Project Name</b>	<b>Total Cost</b>	<b>Local Contribution</b>	<b>Recommended Funding</b>
Graham County	Safford Bryce Road – Talley Wash Crossing	\$941,669	\$210,462	\$731,207
City of Nogales	Industrial Park Drive Reconstruction Project	\$1,880,177	\$108,880	\$1,566,815
San Carlos Apache Tribe	Peridot Siding Road (BIA Route 103) Pavement Overlay Project	\$785,550	\$75,000	\$710,550
Santa Cruz County	Ruby Road Bridge at Potrero Creek Replacement	\$13,631,315	\$4,500,000	\$1,517,304
<b>Totals</b>		<b>\$17,238,711</b>	<b>\$4,894,342</b>	<b>\$4,525,876</b>



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PROGRAM ADMINISTRATOR  
**DATE:** JULY 28, 2021  
**SUBJECT:** SEAGO 2022-2026 TIP AMENDMENT #1 & REQUEST TO PROCEED TO RFP

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The following is an Amendment to our 2022-2026 TIP that was approved by the TAC at our July 15<sup>th</sup> TAC meeting:

**SEA 22-01 (SEAGO Regional Road Pavement Assessment Project):** Since January, SEAGO had been working to secure state planning funds to implement a **Regional Road Pavement Assessment Project**. This project will utilize new artificial intelligence road assessment technologies that convert a cell phone into a data collection device that can conduct pavement assessments, road condition inventories, as well as traffic sign inventories, and sign condition assessments for SEAGO member jurisdictions. SEAGO staff would perform the ground work of driving local roadways and collecting roadway data. Unfortunately, due to statewide planning needs, ADOT was unable to fund the project.

A roadway pavement management program involves collecting data, analyzing that data to determine maintenance and repair priorities for our local roads. Each jurisdiction would have access to a Regional Road Pavement Assessment GIS database that will identify pavement conditions ranging from very good to very poor. Each road will be broken into segments ranging from 10 to 100 meters. Our jurisdictions would also have access to planning tools to develop pavement management plans and analyze repair/replacement costs. This project would provide additional value to our jurisdictions through GPS inventories of street signs and their condition as well as the condition of pavement markings.

SEAGO currently has \$291,391 in un-programmed STBG funding for FY22. These funds are subject to ADOT's "use or lose" policy. I have made those funds available as a potential loan to all COGs and MPO, but we currently have no takers for these funds. Programming a portion of those funds to this project would be an excellent opportunity to utilize those funds for a project in the SEAGO region. Since planning funds were unavailable from ADOT, the TAC was requested to consider using the un-programmed STBG funds for this project instead. SEAGO initially recommended that the project focus on 3,400 miles of local roadways. The TAC voted to increase the project miles to 4,000. The additional miles would allow for reassessment of improved roads.

If approved, SEAGO will utilize a consultant to provide the road assessment applications that convert a cellphone into a data collection device and analyze/manage/map the road condition metadata collected. This will also include base license that will allow anonymization of data, map based user interface, geospatial video, annotation tools, and unlimited client logins to access user interface tools. Expected cost for consultant services is \$120,000. The project budget is as follows:

Line Item	Assumptions	Cost
Consultant Services	\$30 per mile/4,000 miles	\$120,000
Data Collection Tech (Part-time)	20 hours weekly/104 weeks/\$18 per hour	\$37,440
Project Coordination	10 hours week /104 weeks/24 per hour	\$24,960
Fringe Benefits	30% of Total Salary	\$18,969
Indirect Cost Control	10% of Total Salary	\$6,240
Data Collection Mileage	4,000 miles/.445 per mile	\$1,780
Travel to Collection Locations	2,596 miles/.445 per mile	\$1,156
<b>Total Project Cost</b>		<b>\$210,545</b>
<b>Less Local Match (5.7%)</b>		<b>\$12,001</b>
<b>Federal Cost</b>		<b>\$198,544</b>

The first part of this request is to approve SEAGO 2022 – 2026 TIP Amendment #1. And, since the estimated cost exceeds the \$10,000 threshold in our procurement policy, we are also requesting authorization to issue a request for proposals to select a consultant to perform the services described above.

I’ll look forward to answering any questions you may have at our meeting.

**Attachments:** SEAGO 2022-2026 TIP Amendment #1.

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

**A motion to recommend to the Executive Board the approval of SEAGO 2022-2026 TIP Amendment #1 and authorize staff to develop a Request for Proposals, advertise the project, and select a project consultant.**

SEAGO REGION  
2022- 2026 TIP Amendment #1  
Approved By: TAC - 7/15/21 Administrative Committee- Executive Committee -

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	HURF EXCHANGE	LOCAL MATCH	OTHER FUNDS	TOTAL COST
2022														
SCC 21-01	Santa Cruz County	Pendleton Drive - Roadway Dip Elimination	Pendleton Drive Dip at Sonoita Creek Wash	.25 miles	Construction	Minor Arterial	2	2	HSIP	\$424,350		\$25,650		\$450,000
CLF21-01	Town of Clifton	Chase Creek Bridge #1 Replacement	Structure# 08536 Frisco Avenue - 0.1 mile north of Junction with Park Avenue	.01 mile	Construction	Rural Local	2	2	Off System Bridge	\$726,821		\$43,933		\$770,754
GGH 21-01	Graham County	Golf Course Road, Cottonwood Wash Road - Shoulders and Rumble Strips	Golf Course Road from Hoopes Avenue to just west of 20th Avenue; Cottonwood Wash Road from Cottonwood Wash Loop to 1200 South.	5.1 miles	Construction	Major Collector	2	2	HSIP	\$1,992,408		\$112,797		\$2,105,205
SEA 22-01	SEAGO	SEAGO Regional Road Pavement Assessment Project	Region-wide	4,000 Miles	Planning	N/A	N/A	N/A	STBG	\$198,544		\$12,001		\$210,545
GGH-BR-02	Graham County LTAP	Ft. Thomas River Structure No. 8131 Phase 3	Ft. Thomas River Road @ Gila River		Construction	Minor Collector	2	2	Off System Bridge STP	\$602,011 \$10,000		\$36,389		\$638,400 \$10,000
<b>TOTAL FOR 2022</b>										<b>\$3,954,134</b>		<b>\$230,770</b>		<b>\$4,184,904</b>
2023														
CCH 21-01	Cochise County	Charleston, Double Adobe, Barataria Rds - E & C Rumble Strips	Charleston Road from Tombstone to 4.8 miles south of Tombstone; Double Adobe Road from SR 80 to Frontier Road; Barataria Boulevard from Moson Road to Ranch Road.	10.7 miles	Design	Major Collector	2	2	HSIP	\$264,000		\$0		\$264,000
NOG 20-02	City of Nogales LTAP	to Nogales High School	Baffert Drive to Country Club	3 miles	Construction	N/A	N/A	N/A	CMAQ STP	\$891,135 \$10,000		\$53,865 \$0		\$945,000 \$10,000
<b>TOTAL FOR 2023</b>										<b>\$901,135</b>		<b>\$53,865</b>		<b>\$955,000</b>
2024														
CCH 21-01	Cochise County LTAP	Charleston, Double Adobe, Barataria Rds - E & C Rumble Strips	Charleston Road from Tombstone to 4.8 miles south of Tombstone; Double Adobe Road from SR 80 to Frontier Road; Barataria Boulevard from Moson Road to Ranch Road.	10.7 miles	Construction	Major Collector	2	2	HSIP STP	\$383,940 \$10,000		\$0		\$383,940 \$10,000
<b>TOTAL FOR 2024</b>										<b>\$10,000</b>		<b>\$0</b>		<b>\$10,000</b>
2025														
DGS17-01	City of Douglas LTAP	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Design	Urban Minor Arterial	2	2	STP	\$75,440 \$10,000		\$4,560 \$0		\$80,000 \$10,000
<b>TOTAL FOR 2025</b>										<b>\$85,440</b>		<b>\$4,560</b>	<b>\$0</b>	<b>\$90,000</b>
2026														
DGS17-01	City of Douglas LTAP	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Construction	Urban Minor Arterial	2	2	STP	\$2,829,000 \$10,000		\$171,000		\$3,000,000 \$10,000
<b>TOTAL FOR 2026</b>										<b>\$10,000</b>		<b>\$0</b>		<b>\$10,000</b>
<b>5-YEAR TOTALS</b>										<b>\$4,059,574</b>		<b>\$289,195</b>		<b>\$4,348,769</b>
<b>FUNDING OBLIGATED IN 2021</b>														
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$3,653,581		\$220,842		\$3,874,423
SCC 21-01	Santa Cruz County	Pendleton Drive - Roadway Dip Elimination	Pendleton Drive Dip at Sonoita Creek Wash	.25 miles	Design/PDA	Minor Arterial	2	2	HSIP	\$241,408		\$14,592		\$256,000
CLF21-01	Town of Clifton	Chase Creek Bridge #1 Replacement	Structure# 08536 Frisco Avenue - 0.1 mile north of Junction with Park Avenue	.01 mile	Design/PDA	Rural Local	2	2	Off System Bridge	\$273,179		\$16,512		\$289,691
GGH 21-01	Graham County LTAP	Golf Course Road, Cottonwood Wash Road - Shoulders and Rumble Strips	Golf Course Road from Hoopes Avenue to just west of 20th Avenue; Cottonwood Wash Road from Cottonwood Wash Loop to 1200 South.	5.1 miles	Design	Major Collector	2	2	HSIP STP	\$212,945 \$10,000		\$12,055		\$225,000 \$10,000
<b>TOTAL FOR 2021</b>										<b>\$4,391,113</b>	<b>\$0</b>	<b>\$264,002</b>	<b>\$0</b>	<b>\$4,655,115</b>
<b>Future Construction Projects</b>														
CCH12-10	Cochise County	Davis Rd. Improvements	Davis Road MP 13	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$924,560		\$55,885		\$980,445
CCH15-01	Cochise County	Davis Rd. Improvements	Davis Road MP 5	0.61 miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,045,000		\$63,165		\$1,108,165



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR  
**DATE:** JULY 28, 2021  
**SUBJECT:** CONSIDERATION OF RESOLUTION NO. 2021-04

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In response to the requirements of Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and ADOT, SEAGO developed a Title VI Plan in July 2011. The purpose of the Plan is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region. At the time the Plan was developed, there was no federal requirement that such a plan be approved by an agency's governing board. Since that time, the FTA has revised its Circular 4702.1 B, which, among other things, now requires approval of Title VI plans by an agency's governing board.

While ADOT will accept the minutes of a meeting as evidence of governing board approval, the minutes do not become official until approved at a subsequent meeting. Because meetings of the SEAGO Executive Board occur quarterly, approval of the August 20<sup>th</sup> meeting minutes will not be considered until November – well after the deadline for ADOT to submit our Title VI plan to FTA. Therefore, I have prepared a Resolution for your consideration which, if adopted, will provide immediate evidence of the Executive Board's approval of SEAGO's Title VI Implementation and Public Participation Plan dated August 1, 2021.

Due to the amount of paper inclusion of the Title VI Plan would add to your meeting packet, we have posted the Plan to SEAGO's website for your review. The Plan is available for your review or download at any time by clicking the following link:

<https://www.keepandshare.com/doc12/253005/seago-title-vi-implementation-and-participation-fy22-ready-pdf-4-0-meg?da=y>

I'll be pleased to answer any questions you may have at your meeting.

**Attachments:** Resolution No. 2021-04

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

**A motion to recommend approval of Resolution No. 2021-04 to the Executive Board.**



# SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

## RESOLUTION NO. 2021-04

### A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION APPROVING THE ORGANIZATION'S TITLE VI IMPLEMENTATION AND PUBLIC PARTICIPATION PLAN DATED AUGUST 1, 2021

**WHEREAS**, the SouthEastern Arizona Governments Organization (SEAGO) is a council of governments serving the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

**WHEREAS**, the SouthEastern Arizona Governments Organization is a subrecipient of funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) passed through Arizona Department of Transportation (ADOT), to carry out an annual work plan consisting of transportation and public transit planning activities; and

**WHEREAS**, Pursuant to 23 CFR 635.102, ADOT has the authority to delegate project administration and management to subrecipients and Local Public Agencies (LPAs) including any city, county, township, municipality, or other political subdivision that may be empowered to cooperate with the ADOT in highway matters; and

**WHEREAS**, as an LPA and subrecipient of FHWA and FTA funding, SEAGO is required to carry out its transportation planning duties and obligations in accordance with all applicable federal requirements, including but not limited to Title VI of the Civil Rights Act of 1964, which requires outreach to underserved groups; and

**WHEREAS**, in accordance with Title VI requirements, SEAGO has developed a Title VI Implementation and Public Participation Plan, the purpose of which is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region; and

**WHEREAS**, FTA Circular 4 702.1 B, as revised, now requires Governing Board approval of Title VI plans.

**NOW, THEREFORE, BE IT RESOLVED** that the SEAGO Executive Board hereby approves the Title VI Implementation and Public Participation Plan dated August 1, 2021.

Passed and adopted by the SEAGO Executive Board on this 20<sup>th</sup> day of August 2021.

\_\_\_\_\_  
Michael Laws, Chair

\_\_\_\_\_  
Randy Heiss, Executive Director

### 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

### SEAGO Main Office

**Administration  
Community and  
Economic Dev.  
Transportation**

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)



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** MARIA PORTER, ECONOMIC DEVELOPMENT PROGRAM MANAGER  
**DATE:** JULY 28, 2021  
**SUBJECT:** CONSIDERATION OF THE 2021 – 2025 CEDS

---

The SEAGO Comprehensive Economic Development Strategy (CEDS) for 2021 – 2025 was submitted to the U.S. Department of Commerce, Economic Development Administration (EDA) on April 30, 2021. We received the attached response from Cindi Ptak, AZ EDA Economic Development Representative, indicating that the CEDS had been reviewed on June 9, 2021. We were pleased that the EDA response also included a compliment regarding the quality of the CEDS - "I also feel it will be so helpful for potential grant applicants trying to chart a new course, and being able to substantiate a grant request with some strong data to drive decision-making."

The CEDS is the result of the valuable participation and input of the CEDS Committee beginning in November 2020 through April 2021. The following is a brief synopsis of the CEDS development process:

- Sept 22 – Weekly Meeting (SEAGO, NAU, CFA)
  - Set dates for sub-regional meetings
  - 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)
  - Discuss Oct 13 COG meeting and agenda
  - Final review of business leaders' survey to be sent to SEAGO businesses
  - Send prep work survey to COG meeting attendees
- Oct 13 8:00 -10:00 AM – Council of Governments Meeting
  - Commonalities and potential resiliency measures
  - Review NAU comparative data analysis
  - Develop/Discuss potential model strategies for disaster and pandemic recovery and resiliency
- Oct 19-Nov 1 – NAU survey to SEAGO businesses (19th), open through 11/1
- Nov 10 – NAU shares SEAGO business survey results at weekly meeting
- Nov 17 & 18 – Sub-regional Meetings
  - Overview of Process/Requirements/Timeline

- NAU business survey results, current economic data overview, and comparing that to previous CEDS timeframe data
- Review Outcomes/Challenges from 2016-20 CEDS
- SWOT/Environmental Scan (Pre-work by Committee members to review existing SWOT section and note any additions/deletions/other edits and links to projects)
- Deliverable: Nov 30, 2020 – Submit findings from 1st Sub-regional meetings to CEDS Committee members
- Dec 15 & 16 – Sub-regional Meetings
  - Strategic Direction/Incorporate Economic Resilience
  - Action Plan/Implementation
  - Timelines
  - Performance Measures/Arizona We Want Progress Meters/Evaluation
- Deliverable: Jan 22, 2021 Distribute 1st draft to CEDS Committee
- Feb 9 & 10 – Sub-regional Meetings
  - Review/Solicit/Incorporate comments on initial draft
- Feb 15-Mar 12, 2021 – Public & Stakeholder Review
- Deliverable: Mar 19, 2021. Distribute 2nd draft to CEDS Committee
- April 30 – Submit final CEDS to EDA

The 2021 – 2025 CEDS can be accessed at the following link:

[SouthEastern Arizona Government Organization Comprehensive Economic Development Strategy \(CEDS\) \(wsimg.com\)](https://www.wsimg.com/SouthEastern%20Arizona%20Government%20Organization%20Comprehensive%20Economic%20Development%20Strategy%20(CEDS).pdf)

The EDA-required April 30, submission date for the CEDS did not allow time to request approval by the Administrative Council and Executive Board prior to its submission to the EDA, and Executive Board approval is not an EDA requirement for its acceptance of the document. However, it is deemed important by SEAGO staff that the 2021 – 2025 CEDS be officially approved and accepted by the Administrative Council and Executive Board as the official, five (5) year, economic development strategic planning document for SEAGO, as this may be key in accessing other federal funding sources that would be otherwise unavailable to the region.

It is important to also note that SEAGO will work with the CEDS Committee to annually update the CEDS to remain consistent with the economic needs of the SEAGO Region and each of the member jurisdictions. The annually updated CEDS will be submitted to the EDA each year. The purpose of this Memorandum is to request Administrative Council's recommendation to the Executive Board for approval of the SEAGO CEDS 2021 – 2025.

**Attachment:** EDA's June 9, 2021 CEDS Email Response

Action Requested:             Information Only             Action Requested Below:

**A motion to recommend approval the SEAGO 2021 – 2025 CEDS to the Executive Board.**

## Maria Porter

---

**From:** Ptak, Cynthia (Federal) <CPtak@eda.gov>  
**Sent:** Wednesday, June 9, 2021 5:15 PM  
**To:** mporter@seago.org  
**Cc:** Stephen Peterson  
**Subject:** RE: CEDS

Love. This. Wow! This is dramatic. Thank you so much for addressing this, finding a way to include 2021 data in a relevant manner, and incorporating the larger discussion or resiliency throughout the document. Some of the data you show on page 32 (I think) was especially revealing. My hope is that you feel it was a worthwhile exercise and really points to a nice direction forward. This is strong. I also feel it will be so helpful for potential grant applicants trying to chart a new course, and being able to substantiate a grant request with some strong data to drive decision-making. Thank you for taking our conversation to heart. You actually made it look pretty easy, and it can't have been but you did it. I like the way you laid out your methodology too, because it's really clear there was active public engagement which really drives your approach. Kudos to you both.

### Cindi Ptak

*Arizona Economic Development Representative*  
U.S. Department of Commerce  
Economic Development Administration  
1401 Constitution Avenue, N.W.  
Washington, DC 20230

(206) 888-3386  
[cptak@eda.gov](mailto:cptak@eda.gov)



STAY CONNECTED WITH EDA!



**From:** Maria Porter <mporter@seago.org>  
**Sent:** Thursday, May 27, 2021 5:50 PM  
**To:** Ptak, Cynthia (Federal) <CPtak@eda.gov>  
**Cc:** Stephen Peterson <speterson@seago.org>  
**Subject:** CEDS

Hi Cindy, Thank you again for meeting with us. As discussed, please see below the link to our updated CEDS:

[SouthEastern Arizona Government Organization Comprehensive Economic Development Strategy \(CEDS\) \(keepandshare.com\)](https://www.seago.org/keepandshare.com)

We look forward to your feedback.

### Maria Porter

Economic Development Program Manager  
SouthEastern Arizona Governments Organization  
Main Office  
1403 W. Highway 92

Bisbee, Arizona 85603  
Office Phone: (520) 432-5301 Ext 210  
Cell Phone: (302) 542-8608



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** MARIA PORTER, ECONOMIC DEVELOPMENT PROGRAM MANAGER  
**DATE:** JULY 28, 2021  
**SUBJECT:** RESOLUTION NO. 2021-05

---

Attached for your consideration is SEAGO Resolution No. 2021-05. This Resolution is for an Economic Development Administration (EDA) partnership planning and local technical assistance grant for funds in the amount of \$173,800 to improve regional economic development capacity and develop a regional broadband expansion master plan covering the four counties within SEAGO (Cochise, Graham, Greenlee, and Santa Cruz).

This Regional Broadband Plan will prepare SEAGO and its participating community stakeholders for the next phase of strategic broadband expansion – a regional broadband middle-mile network engineering and design plan. The first phase, which the application of this technical assistance grant is for, will include a final report to illustrate additional funding sources, functional public and private partnerships for the implementation of broadband infrastructure, and an engineering and design cost analysis – all requirements for the second phase of the broadband expansion project management process.

The Resolution commits up to \$34,760 to allow SEAGO EDD to meet the subject grant's matching requirements and perform related economic development activities. The match is funded through an in-kind match of Staff time and program deliverables from Cochise County, Arizona Regional Economic Development Foundation, City of Sierra Vista, Northern Arizona University, Greenlee County, and SEAGO. Please find attached the SEAGO In-Kind Capture Form for a detailed breakdown of the in-kind match.

**Attachment:** Resolution No. 2021-05; In-Kind Capture Form

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

**A motion to recommend to the Executive Board approval of Resolution 2021–05 for an EDA Partnership Planning and Local Technical Assistance Grant in the amount of \$173,800 and matching funds of up to \$34,760 funded through in-kind match paid by SEAGO and it's member entities.**



# SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

## RESOLUTION NO. 2021-05

### A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION AUTHORIZING SUBMISSION OF AN APPLICATION FOR FISCAL YEAR 2022 PARTNERSHIP PLANNING AND LOCAL TECHNICAL ASSISTANCE GRANT FUNDS FROM THE ECONOMIC DEVELOPMENT ADMINISTRATION

**WHEREAS**, the SouthEastern Arizona Governments Organization (SEAGO) has been designated by the Economic Development Administration (EDA) as an Economic Development District (EDD) for the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

**WHEREAS**, SEAGO is desirous of continuing and expanding activities to advance the economic development of these four counties; and

**WHEREAS**, the COVID-19 pandemic has highlighted the need for broadband expansion in the region; the economic shock waves of the pandemic have caused a re-orientation for many industry sectors to allow for remote work and for students of all ages to perform classwork and/or pursue their educational goals; and

**WHEREAS**, SEAGO, in partnership with the Economic Policy Institute at Northern Arizona University and Arizona Commerce Authority, have performed extensive research and have determined the broadband capacity in the rural parts of the SEAGO region is insufficient to stimulate economic growth and provide resiliency in the event of future pandemic disasters; and

**WHEREAS**, SEAGO is desirous of applying for funding through the Economic Development Administration's (EDA) FY 2022 partnership planning and local technical assistance grant program to improve regional economic development capacity and resiliency by developing a regional broadband expansion master plan covering the four counties within the SEAGO region; and

**WHEREAS**, the Regional Broadband Plan will improve SEAGO's ability to accurately assess the local digital divide and wealth gaps within regional urban and rural communities and develop actionable insights to close them; and

**WHEREAS**, said Regional Broadband Plan will prepare SEAGO and its community broadband stakeholders for the next phase of strategic broadband expansion – a regional broadband middle-mile network engineering and design plan.

**NOW, THEREFORE, BE IT RESOLVED** that the SEAGO Executive Board hereby authorizes an application to be made to the U.S. Department of Commerce, EDA for a Fiscal Year 2022 planning and local technical assistance grant in the amount of \$173,800; 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

#### SEAGO Main Office

**Administration  
Community and  
Economic Dev.  
Transportation**

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  
520-432-5301  
520-432-9168 Fax

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

**THAT**, up to \$34,760 is hereby committed to assure that SEAGO meets the matching funds requirement for the EDA grant, funded through an in-kind match of staff time and program deliverables paid by community broadband stakeholders; and

**THAT**, in the unlikely event the in-kind match provided by the above referenced community broadband stakeholders proves insufficient to meet the EDA's matching requirements for this application, SEAGO is hereby committed to provide funds in an amount sufficient to assure that SEAGO meets said matching requirements, and these matching funds will be committed, available as needed, and not conditioned or encumbered in any way that will preclude their use; and

**THAT**, the SEAGO Executive Director is hereby authorized to sign and execute all application forms, contracts, or documents for the receipt and use of the EDA grant funds.

Passed and adopted by the SEAGO Executive Board on this 20<sup>th</sup> day of August, 2021.

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Michael Laws,  
Executive Board Chair

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Randy Heiss,  
Executive Director

## SEAGO IN-KIND CAPTURE FORM

SEAGO seeks to capture an In-Kind Match for the EDA Technical Assistance Grant and the resulting project the grant will fund. SEAGO will capture the In-Kind match from the following sources:

- SEAGO Broadband Coalition Meetings used to coordinate deployment of strategic planning efforts and brainstorm solutions
- Coordination with Community Stakeholders to assess pertinent broadband network assets currently in place regionally
- Coordinating localized speed test data gathering to add to GIS mapping tools
- Recruiting support and resources from additional community stakeholders that need to be involved in the broadband expansion planning process, including procurement of signatures for Letters of Support
- Planning efforts towards a workable Public Private Partnership entity or entities that will manage tasks related to broadband infrastructure development planning
- Localized campaigning for broadband awareness and adoption
- Development of a localized planning schedule to coordinate broadband planning with
- Grant-writing related to other sources of funds for broadband planning

SEAGO will document the participation of these activities via corresponding emails; zoom recordings with an included list of participants; sign-in sheets for in-person meetings; and the resulting deliverables from the above listed activities. (See section B2 for list of deliverables).

Below is a data-driven locally specific In-Kind Valuation Table of job classification and compensation rates for the SEAGO region:

Position	Valuation Source	Hourly Rate	Benefit Rate	Benefit Hourly	Value Per Hour	Project Related Hours	Associated Project Deliverable	Total Project Value
CTO for Cochise County	2021 Arizona County Government Salary and Benefits Survey / Glassdoor.com	\$60	37.6%	\$22.56	\$82.56	500	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	\$41,280
Executive Director (AREDF, Cochise County)	2021 Arizona County Government Salary and Benefits Survey / Glassdoor.com	\$32.21	37.1%	\$11.95	\$44.16	210	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	\$9,273.60
GIS Analyst (SEAGO, Cochise County)	2021 Arizona County Government Salary and Benefits Survey / Glassdoor.com	\$32.50	37.1%	\$12.06	\$44.56	10	1	\$445.60

Position	Valuation Source	Hourly Rate	Benefit Rate	Benefit Hourly	Value Per Hour	Project Related Hours	Associated Project Deliverable	Total Project Value
Economic Development Manager (Sierra Vista, Cochise County)	2021 Arizona County Government Salary and Benefits Survey / Glassdoor.com	\$41.10	37.1%	\$15.25	\$56.35	10	1, 4	\$563.48
IT Director (Greenlee County)	2021 Arizona County Government Salary and Benefits Survey / Glassdoor.com	\$38.46	37.6%	\$14.46	\$52.92	120	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	\$6,350.40
GIS Analyst (NAU)	2021 Arizona County Government Salary and Benefits Survey / Glassdoor.com	\$28.43	31.7%	\$9.01	\$37.44	20	1	\$748.85
Total								\$58,661.93



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER  
**DATE:** JULY 28, 2021  
**SUBJECT:** CDBG REGIONAL ACCOUNT METHOD OF DISTRIBUTION RENEWAL

---

## **CDBG Regional Account Method of Distribution (MOD)**

At the beginning of this year, CDBG staff informed the Administrative Council and Executive Board that SEAGO's CDBG Regional Account (RA) Method of Distribution (MOD) was set to expire. Attached to this Report is a draft MOD update for Fiscal Years 2022, 2023 and 2024.

ADOH regulations state that each MOD must contain a multi-year schedule that indicates how CDBG allocations are to be distributed within the region. The multi-year schedule includes the funding years that each community in the region will receive its RA share. This allows each community to plan its CDBG potential projects in advance.

The rotation schedule for each County follows the same order as the current MOD. The funding amounts on pages 2 and 3 are based on the FY2021 funding amounts for the SEAGO region, and are expected to fluctuate year to year.

There are provisions within the MOD for revisions to the rotation schedule or other modifications within the three-year horizon of the MOD, should the need arise.

CDBG staff are available for any questions, and are eager to participate in advance project planning in our communities' CDBG funding years so as to ensure the best outcomes.

**Attachments:** SEAGO 2022 – 2024 CDBG Method of Distribution

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

**A motion to forward the revised Method of Distribution for FY2022 – FY2024 to the Executive Board with a recommendation of approval.**

**METHOD OF DISTRIBUTION  
FISCAL YEARS 2022, 2023 and 2024**

**STATE OF ARIZONA  
COMMUNITY DEVELOPMENT BLOCK GRANT**

**SouthEastern Arizona Governments Organization**

**1403 W. Highway 92, Bisbee, Arizona 85603**

**(520) 432-5301/FAX 432-5858**

SEAGO Administrative Council Mtg 8-5-2021

**SOUTHEASTERN ARIZONA GOVERNMENTS  
ORGANIZATION**

**ARIZONA DEPARTMENT OF HOUSING  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**METHOD OF DISTRIBUTION  
FOR  
FISCAL YEARS 2022, 2023 and 2024**

Recommended by the Administrative Council, August 5, 2021

Approved by the Executive Board, August 20, 2021

**Method of Distribution**

**SEAGO**

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## **Method of Distribution- Introduction**

### **CDBG Regional Account**

The CDBG Regional Account (RA) consists of 85 percent of the state of Arizona allocation from Housing and Urban Development (HUD), after set-asides are allocated to administration, technical assistance and the Colonia fund. The remaining 15 percent makes up the State's Special Projects (SSP) allocation. The RA is distributed on a non-competitive basis to all rural cities, towns, and counties in Arizona. The method by which the funds are distributed is determined by the State working in conjunction with each regional Council of Governments (COG). Each COG develops a Method of Distribution (MOD) and forwards the MOD to the Arizona Department of Housing (ADOH) for approval. The MOD determines which communities will receive funding each year and how much will be received. At the time of application each community's CDBG application amount must equal the allocation amount. The applications are routed through the COG to ADOH. ADOH will review all applications and make the final award determinations.

To determine the amount of CDBG funding allocated to each COG's sub-account, the State uses a formula based on population and persons in poverty. Specifically, the COG sub-accounts are determined by: 1) multiplying the percentage of the total population of each COG by 30 percent; 2) multiplying the percentage of the total poverty population of each COG by 70 percent; and 3) adding the two. The RA is divided into four sub-accounts, one for each of the non-metropolitan COG areas:

- Central Arizona Governments (CAG): Gila County.
- Northern Arizona Council of Governments (NACOG): Apache, Coconino, Navajo, and Yavapai Counties.
- SouthEastern Arizona Governments Organization (SEAGO): Cochise, Graham, Greenlee, and Santa Cruz Counties.
- Western Arizona Council of Governments (WACOG): La Paz, Mohave, and Yuma Counties.

Every three years the COG will recommend their MOD to ADOH for the communities within the respective COG region. The MOD will be included in the annual updates of the Consolidated Plan, which is subject to a public participation process. At a regularly scheduled meeting held August 20, 2021, the SEAGO Executive Board adopted this Method of Distribution (MOD).

## CDBG Distribution Methodology

All distribution of State CDBG Regional Account funds is to be accomplished through an entitlement rotation system. ADOH regulations state that each MOD must contain a multi-year schedule that indicates how CDBG allocations are to be distributed such that all eligible communities within each respective COG region will receive funding. The multi-year schedule includes the funding years that each community in the region will receive its RA share, and estimate the amount to be available. This allows each community to plan its CDBG projects in advance. As soon as the ADOH releases the SEAGO funding amounts each Fiscal Year, SEAGO calculates each applicant’s funding allocation and provides that information to each applicant community.

### Changes to the MOD

Deviations from rotation schedules whereby communities trade allocations are allowed. **Should any community in the SEAGO region wish to discuss trading allocation years or any other substantial revisions to this MOD, they must notify SEAGO no later than September 1 of the appropriate funding year.** If so requested, SEAGO will convene a working group meeting consisting of one representative from each community, unless the issues to be raised affect only a particular sub-region. In that case, only representatives from communities within that sub-region will be convened. Each community will be responsible for designating its representative to such meetings. Recommendations from said working group will be forwarded to the Administrative Council and Executive Board for approval. **Should any communities applying in the same Fiscal Year wish to “gift” or combine their allotments and designate one community to apply for and administer the “joint” project, they must notify SEAGO no later than September 1 of the appropriate funding year.**

### ESTIMATED Allocation Amounts (Future Year Estimates Based on FY21 funding amount)

Community	2022	2023	2024	
Benson	\$498,736			
Bisbee			\$498,736	
Clifton	\$100,000			
Cochise County		\$498,736		

<b>Community</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	
Duncan		\$100,000	\$100,000	
Graham County				
Huachuca City				
Nogales		\$412,840		
Patagonia			\$412,840	
Pima		\$253,052		
Safford	\$253,052			
Santa Cruz County	\$412,840		\$323,921	
Thatcher			\$253,052	
Tombstone				
Willcox				

**CDBG Recipient Community Responsibility**

While CDBG money is provided to all recipient communities on an entitlement basis, eligibility for CDBG funding depends upon the submission of a viable project application. **Cities and Towns are allowed to submit only 1 project application, Counties are allowed to submit up to 3 project applications.** Refer to ADOH's application handbook regarding the allowable limits.

Additionally, the community must ensure that:

- The activity meets one of the three national objectives (see page 4 & 5 of this MOD and as explained in the ADOH application handbook);
- The activity is eligible (a detailed list is in the ADOH application handbook);
- An objective-outcome statement may be made about it;
- The activity is do-able for the community during the allowed time period and for the amount of funds available to the community (including optional leverage);
- The activity fits with the overall community development and housing goals of the community;
- There is a community need that the activity addresses beneficially; and
- Any additional criteria that the community may wish to consider.

Also, HUD has issued a proposed outcomes performance measurement system. If a project does not “fit” into one of three overarching objectives, it will not be considered eligible for the state program. ADOH will make the determination. The three overarching objectives each have three possible outcomes. The objectives and outcomes are:

- **Objective #1. Creating Suitable Living Environments**  
Outcomes: Availability/Accessibility, or Affordability, or Sustainability
- **Objective #2. Providing Decent Affordable Housing**  
Outcomes: Availability/Accessibility, or Affordability, or Sustainability
- **Objective #3. Creating Economic Opportunities**  
Outcomes: Availability/Accessibility, or Affordability, or Sustainability

### **CDBG Application Routing through COG**

All regional CDBG applications must be routed through the COG for review. The COG will review each application for completeness, notify each community of their findings and assist the community with rectifying any application deficiencies. The responsibility to correct deficiencies lies with the community unless the COG is under contract to provide this service to the community. COGs have no discretion to reject applications and must forward all applications to the State. Only those communities identified as eligible to receive funding in the current year MOD may submit an application, therefore, backup applications will not be accepted from other communities, nor will any rating or ranking or similar comparative analysis be necessary. Each COG establishes its own application procedures and submission deadline.

### **Compliance with State Program Requirements.**

In compliance with state requirements, SEAGO hereby incorporates into the MOD all state-mandated provisions identified in the State's Consolidated Plan, Annual Updates, the most recent CDBG Application Handbook and all related federal overlay statutes.

Prior to being recommended to the State for funding, each application will be reviewed by SEAGO staff to ensure that it meets at least one of the three national program objectives:

- a. Project benefits low-/moderate-income persons, who shall comprise at least 51 percent of the population served.

- b. Project aids in the prevention or elimination of slum or blight (*see note*).
- c. Project meets a need having a particular urgency, or which poses a serious and immediate threat to the health and/or welfare of the community (*see note*).

*NOTE: According to federal regulations, only up to 30 percent of the total state of Arizona CDBG allocation may be applied to the cumulative total of both Slum and Blight, and Urgent Need projects. A community must notify ADOH in writing, of its intention to apply for Slum and Blight or Urgent Need funding. Allocation of funds will be prioritized on a first-come, first-served basis, based on the date of receipt of the letter of intent by ADOH. Please provide a copy of any letter of intent to SEAGO. Special procedures are required by law in the Arizona Revised Statutes to declare a slum and blight redevelopment area.*

*Additionally, requests for public service funds are limited to not more than 15 percent of the total CDBG allocation and are funded on a first-notified (to ADOH), first-funded basis as above.*

### **Sub-Regional Funding Allocations.**

Basis for Grant Awards: Each funding cycle, usually by March, the State will provide an account of CDBG funds available to the SEAGO region. This "pot" of funds is then subdivided for each of the four sub-regional areas in SEAGO (Cochise, Graham, Greenlee, and Santa Cruz Counties), based on a weighted formula of population and poverty, as explained below:

- a. Cochise County Sub-Region – The funds are made available for equal distribution over a six-year rotation of eligible communities in Cochise County. Further instructions for the Cochise County sub-region may be found in Appendix A.
- b. Graham County Sub-Region – The funds are made available for equal distribution over a four-year rotation of eligible communities in Graham County. Further instructions for the Graham County sub-region may be found in Appendix B.
- c. Greenlee County Sub-Region – The funds are made available for equal distribution over a modified two-year rotation between Duncan and Clifton, with Greenlee County waiving participation until further notice. Further instructions for the Greenlee County sub-region may be found in Appendix C.
- d. Santa Cruz County Sub-Region – The funds are made available for distribution over a modified five-year rotation of eligible communities in Santa Cruz County. Further instructions for the Santa Cruz County Sub-Region may be found in Appendix D.

## Funding Levels, Maximum and Minimum Grant Awards:

- a. The maximum allowable funding level for Cochise, Graham, Greenlee, and Santa Cruz County sub-regions shall be the amount of its sub-regional allocation.
- b. Funding allocations for each county sub-region are determined by the State's current poverty and current estimated population from the Office of Employment & Population Statistics (OEPS), through a weighted distribution formula. An exception is made in the instance where such a determination would result in an allocation of less than \$100,000. Any such sub-region would then be funded at a \$100,000 base level.
- c. The poverty criterion shall be assigned a weight of 70 percent and the population criterion shall be assigned a weight of 30 percent in the formula used for determining sub-regional funding distribution.

### **Application Process and Technical Assistance/Application Preparation (TAAP)**

#### Before the SEAGO Application Deadline:

- a. Technical Assistance (TA) from SEAGO staff is available and ADOH recommends that this Technical Assistance and Application Preparation (TAAP), be utilized. SEAGO will collect the TAAP charges directly from the grantee, which can be reimbursed from the grant funds. Each applicant's share of TAAP costs will be negotiated and set in the application budget. At a minimum, \$3,000 should be put in the application's administration budget to cover any State workshops, TA meetings, and review of the application(s). Should the application not be funded, SEAGO may recover its TAAP fee from the applicant, who remains the responsible party regardless of the success of their application.
- b. TAAP can range from assistance with public notices and hearings to researching and writing the proposed application on behalf of the community before the submittal deadline. The amount of direct TAAP assistance is determined by the applicant, and should be negotiated with SEAGO very early in the process. In accordance with State policy, SEAGO will attend and assist with any mandatory TA meetings/workshops set by the State during the pre-application review process. **It is recommended that immediately after the applicant's first public hearing, the applicant discuss with SEAGO all potential projects** brought up at the hearings for review of information that would affect the eligibility of the proposed activities (e.g., meeting a National Objective, amount of leveraging, or number of beneficiaries) because such information cannot be changed after the SEAGO submission deadline. Additionally, because any ineligible or potentially un-fundable projects brought up at the hearing should not be considered by the

applicant's Council/Board nor presented to the State as potential projects. SEAGO will assist all applicants throughout the application process to avoid non-fundable applications to the greatest extent possible.

- c. Additionally, immediately after this initial consultation with SEAGO, Councils/Boards should meet to decide which most likely project(s) staff should begin planning and completing any required surveys to determine eligibility. Final selection of a project(s) will need to be advertised and appropriate Resolutions passed.
- d. **The applicant should then hold their last hearing to adopt all appropriate Council/Board resolutions no later than the middle of March, to be in compliance with the 120 day letter of intent due to ADOH by April 1.**
- e. TAAP then continues with SEAGO's formal review of the application submitted to it by July 1. That will allow time before the applications are due to ADOH on August 1 for any additional changes to the application. Please refer to the enclosed SEAGO CDBG Program Calendar for further guidance regarding the application timeline.

### **Submitting the Application to SEAGO**

All eligible applicants must submit a full and complete original CDBG application in conformance with the State's Application Handbook instructions.

Applications should not be page numbered, to accommodate any changes recommended after SEAGO review. Applications must be **RECEIVED by SEAGO, 1403 W. Highway 92, Bisbee, Arizona, 85603 by 4:00 p.m., July 1.** Applications forwarded by U.S. mail should be sent Return Receipt Requested and must be mailed in time to be received before this deadline; all applications that are hand-carried to the SEAGO office will be received by SEAGO.

### **After SEAGO's Deadline, but Before ADOH's Deadline**

Staff Review:

- SEAGO staff will conduct a detailed review of each application, notifying the applicant of deficiencies or additional information which is needed prior to submission of the application to ADOH. As changes are frequently required, SEAGO will page number for each application after the final review.

Administrative Council Recommendation:

- The SEAGO Administrative Council will review the final applicant selection and funding level recommendations. Funding recommendations will then be forwarded to the SEAGO Executive Board by the Administrative Council.

Executive Board Recommendation:

- The SEAGO Administrative Council's recommendations on funding of RA CDBG applications will be reviewed by the SEAGO Executive Board. The Executive Board will approve or revise the final selection recommendations for funding. The final selection recommendations and applications must be submitted to ADOH, CDBG Program, no later than August 1.

**Application Administration**

Up to 18 percent (including TAAP) can be charged to the grant for administration. Under federal and state rulings, communities may contract with SEAGO without the RFP process if they wish to contract out the grant administration functions. A formal RFP process IS required in order to hire any other consultant.

**SEAGO CDBG PROGRAM CALENDAR**

<b>DEC/JAN</b>	<b>Publish the P2 display ad and hold the required public hearing. Consult with SEAGO regarding eligibility and fundability of potential projects. Hold Council/Board work sessions as needed to direct staff which potential project(s) to begin planning. Staff to conduct any required income surveys to determine eligibility.</b>
<b>FEBRUARY</b>	<b>Complete planning, cost estimating, and budgeting for any project to be considered by Councils/Boards so they have the data they need to make a project decision.</b>
<b>FEB/MARCH</b>	<b>Publish P4, announcing intended project(s)/last public meeting to adopt all appropriate application Resolutions. Prepare and send letter of intent and Resolution to Submit the Application to ADOH before the end of March, 120 days before the application due date.</b>
<b>APRIL/MAY/JUNE</b>	<b>Letter of Intent due to ADOH April 1. Application preparation, SEAGO reviews forms</b>

**JULY**

**DEADLINE FOR SUBMITTING RA CDBG APPLICATIONS TO SEAGO IS JULY 1.** SEAGO Administrative Council or Committee meets to review and recommend RA applications for funding. Executive Board or Committee recommends RA Applications to ADOH.

Deadline for SEAGO's submission of RA Applications to the ADOH is **AUGUST 1**.

*NOTE: See the CDBG Application Handbook for additional ADOH Milestones in the CDBG Program.*

**APPENDIX A**  
**COCHISE COUNTY SUB-REGION'S ROTATION SYSTEM**

**The communities of Sierra Vista and Douglas are Entitlement Community status and will not be included in the Cochise County sub-regional rotation.** Within the Cochise County sub-region **ONLY**, each of the six remaining communities within Cochise County: Benson, Bisbee, Cochise County, Huachuca City, Tombstone, and Willcox will follow a six-year rotation:

1. In 2022, the total sub-regional allocation will be awarded to the City of Benson, providing activity projects are eligible and the applicant has met all compliance thresholds according to ADOH regulations.
  2. In 2023, the total sub-regional allocation will be awarded to Cochise County, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
  3. In 2024, the total sub-regional allocation will be awarded to the City of Bisbee, providing activity projects are eligible and the applicant has met all compliance thresholds according to ADOH regulations.
  4. In 2025, the total sub-regional allocation will be awarded to the City of Tombstone, providing activity projects are eligible and the applicant has met all compliance thresholds according to ADOH regulations.
  5. In 2026, the total sub-regional allocation will be awarded to Huachuca City, providing activity projects are eligible and the applicant has met all compliance thresholds according to ADOH regulations.
  6. In 2027, the total sub-regional allocation will be awarded to the City of Willcox, providing activity projects are eligible and the applicant has met all compliance thresholds according to ADOH regulations.
4. Communities may trade positions if SEAGO is notified prior to September 1 of each year. The next MOD must contain the final order of funding for that year. Upon receipt of such notification, SEAGO will inform the Department of Housing.
  5. All applicants are aware that although the rotation schedule is agreed to in this MOD, there is no legally binding commitment from ADOH for future years funding to any community.

**APPENDIX B**  
**GRAHAM COUNTY SUB-REGION'S ROTATION SYSTEM**

Within the Graham County sub-region **ONLY**, each of the four communities within Graham County: Graham County, Pima, Safford, and Thatcher will follow a four-year rotation:

1. In 2022, the total sub-regional allocation will be awarded to Safford, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
2. In 2023, the total sub-regional allocation will be awarded to the Town of Pima, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
3. In 2024, the total sub-regional allocation will be awarded to Town of Thatcher, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
4. In 2025, the total sub-regional allocation will be awarded to Graham County, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
6. Communities may trade positions if SEAGO is notified prior to September 1 of each year. The next MOD must contain the final order of funding for that year. Upon receipt of such notification, SEAGO will inform the Department of Housing.
7. All applicants are aware that although the rotation schedule is agreed to in this MOD, there is no legally binding commitment from ADOH for future years funding to any community.

**APPENDIX C**  
**GREENLEE COUNTY SUB-REGION'S ROTATION SYSTEM**

Within the Greenlee sub-region ONLY, each of the two communities within Greenlee County, Duncan and Clifton, will follow a modified two-year rotation. The County of Greenlee has not recently participated in the CDBG Regional Account distribution. Should the County wish to begin participating and be a part of this rotation system, SEAGO must be notified before September 1 in order to adjust this agreement accordingly for inclusion in future MODs.

1. In 2022, the total sub-regional allocation will be awarded to the Town of Clifton, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations
2. In 2023, the total sub-regional allocation will be awarded to the Town of Duncan, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations
3. In 2024, the total sub-regional allocation will be awarded to the Town of Duncan, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
4. In 2025, the total sub-regional allocation will be awarded to the Town of Clifton, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
5. In 2026, the total sub-regional allocation will be awarded to the Town of Clifton, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
6. Communities may trade positions if SEAGO is notified prior to September 1 of each year. The next MOD must contain the final order of funding for that year. Upon receipt of such notification, SEAGO will inform the Department of Housing.
7. All applicants are aware that although the rotation schedule is agreed to in this MOD, there is no legally binding commitment from ADOH for future years funding to any community.

**APPENDIX D**  
**SANTA CRUZ COUNTY SUB-REGION'S ROTATION SYSTEM**

Within the Santa Cruz County sub-region **ONLY**, each of the three communities within Santa Cruz County: Nogales, Patagonia, and Santa Cruz County will follow a modified five-year rotation:

1. In 2022, the total sub-regional allocation will be awarded to the Santa Cruz County, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
2. In 2023, the total sub-regional allocation will be awarded to the City of Nogales, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
3. In 2024, the total sub-regional allocation will be awarded to the Town of Patagonia, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
4. In 2025, the total sub-regional allocation will be awarded to Santa Cruz County, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
6. In 2026, the total sub-regional allocation will be awarded to the City of Nogales, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
7. Communities may trade positions if SEAGO is notified prior to September 1 of each year. The next MOD must contain the final order of funding for that year. Upon receipt of such notification, SEAGO will inform the Department of Housing.
8. All applicants are aware that although the rotation schedule is agreed to in this MOD, there is no legally binding commitment from ADOH for future years funding to any community.



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** JULY 28, 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.

Administrative Council	Executive Board
November 4, 2021	November 19, 2021 - Santa Cruz County
February 10, 2022*	February 25, 2022 - Cochise County*
May 5, 2022	May 20, 2022 - Graham County
August 4, 2022	August 19, 2022 - Greenlee 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:

Combined Administrative and Executive Committee Meetings (telephonic)
September 30, 2021 – 9:00 a.m.
December 2, 2021 – 9:00 a.m.
March 31, 2022 – 9:00 a.m.
June 2, 2022 – 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:** JULY 28, 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 May 2021 meetings (see highlighted tactics – yellow = progress; green = complete):

## **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 meetings on February 11<sup>th</sup> and 28<sup>th</sup> (respectively) the Administrative Council and Executive Board 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. With these updated procedures now adopted by the Executive Board, this Tactic has 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.

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

Utilization of the HURF Exchange Program was designated as a primary programming strategy for use of SEAGO STBG Program funds and was part of the updated procedures approved as discussed above.

**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 as discussed above (the TAC was unable to reach agreement on this).

**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)**

As you know, we have engaged in a partnership with NADO to provide support and technical assistance in the development and implementation of this project through a USDA grant. SEAGO, NADO and key partners met on February 4<sup>th</sup> to draft a preliminary Scope of Work for the project. A project Technical Advisory Committee (TAC) has been formed consisting of NADO, SEAGO Transportation, ADOT, the San Carlos Apache Tribe, National RTAP, the Western Transportation Institute, and Easter Seals Blake Foundation. Other key partners include the United Way of Graham and Greenlee Counties and the Arizona Taxi Cab Club. We believe all the appropriate partners to bring this project to fruition are now in place so **we consider this Tactic complete.**

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

As previously reported, ridership data collection has been completed. Service areas, and schedules will be informed in part through data gathered through a transit needs survey. An on-line survey has been developed, reviewed by the TAC, and deployed to businesses, social services providers, elderly and disabled stakeholders, and the general public within Graham County. The next TAC meeting is scheduled for mid-August, and the next project stakeholder meeting is tentatively scheduled for early September.

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

No progress since the May 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)**

July 2<sup>nd</sup> – An article was published in the Eastern Arizona Courier and Copper Era asking Graham County residents, employers and social service providers to participate in an online survey to collect data to show how, when and where public transit would be most useful. ([https://www.eacourier.com/news/transportation-survey-seago-pursuing-public-transportation-options/article\\_7f148032-d911-11eb-8210-97e304d771cb.html](https://www.eacourier.com/news/transportation-survey-seago-pursuing-public-transportation-options/article_7f148032-d911-11eb-8210-97e304d771cb.html)) See Goal 1, Objective B, Tactic 2 above.

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

No progress since the May 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 May report. However, the on-line transit survey will be extended and our member entities in Graham County will be engaged to distribute the survey instrument via their websites and social media pages. In addition, the process of redesigning of our azmobility.org site to make it more user-friendly and interactive has been pushed back once again due to conflicting priorities and is now anticipated to begin in October 2021. Once complete, we will be sharing the updated site with our transit partners for inclusion on their websites' transit pages. See also Central Administration Goal 2, Objective A, Tactic 3 below.

**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)***

In previous updates, you may recall that Ms. Melissa Hartman was recruited to assist our CDBG program with some targeted activities as a temporary, part-time employee. Since we were recently awarded CDBG CV 1 and 2 funds, Melissa's focus will now shift to administration of those activities. And with our acceptance of the Continuum of Care (COC) contract for the Cochise County area, Maria Porter, SEAGO's Economic Development Program Manager, will be lending her considerable experience managing similar contracts to Community Development as needed. And finally, we are pleased to announce that the CDBG program has recruited a full-time person to take over labor standards monitoring and eventually, other aspects of the CDBG program so that Keith can focus on expanding funding opportunities to benefit our member entities. Our new Senior Planning Specialist, Susan Bronson, was onboarded April 26<sup>th</sup> and is quickly coming up to speed with her new responsibilities. We now consider this Tactic **completed well ahead of schedule.**

***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 for Colonias and SSP funds is ongoing and has proven to have its own salutary effect – thus the need to expand capacity on the CDBG team as described above. SEAGO staff are currently encouraging Tombstone to resubmit their previous application for a shovel ready project involving the renovation of the Senior Center if a call for SSP projects is announced this year.

***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 May report. Work continues to implement and administer the Nogales (\$840,000) and Bisbee (\$376,474) Colonias projects awarded earlier this year. A new application cycle will soon be upon us and the CDBG program is now adequately staffed to enable Keith to assist interested communities and capture an even greater share of the CDBG funds coming into the SEAGO region.

**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)***

As mentioned in the May report, SEAGO has assumed responsibility for coordinating Cochise County Continuum of Care (COC) under a contract with ADOH. Our work with the Cochise County COC involving recently allocated emergency housing vouchers has accelerated the expansion our COC role. We recently learned that ADOH has identified funding for and is currently working on a contract to compensate SEAGO for performing COC activities in Santa Cruz County for the remainder of the year. This raises the expectations that our continued efforts in these counties will lead to expanding our role through the remainder of the region as we develop the partnerships, networking, knowledge, experience, and operational framework to do so.

As mentioned above, SEAGO's application for \$750,000 in CDBG CV 1 and 2 funding was awarded to assist COVID-19 impacted families and individuals with mortgage payments, rent, utilities, food and clothing. It's anticipated that the vast majority of the funds awarded to the SEAGO Cares program will be used to assist those in arrears on their mortgage payments, and approximately \$30,000 has been distributed to families in Cochise, Graham and Greenlee Counties to date. With the American Rescue Plan Act's appropriation of approximately \$787 million to ADES and ADOH for utility assistance, mortgage and rental assistance, homelessness, supportive services, and other programs, we anticipate there will soon be additional opportunities for SEAGO to assist with addressing affordable housing and homelessness within the region. And as stated above, we hope the additional capacity within the CDBG program will enable Keith to pursue these new funding opportunities, with the goal of beginning to address some of the homelessness and affordable housing gaps in the SEAGO region.

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

Our primary partners now include HUD, ADOH, and ADES as they offer a range of potential resources to address these needs. In addition, the Cochise Continuum of Care committee includes agencies such as the City of Sierra Vista, the Housing Authority of Cochise County, 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. Through our work with ADOH and the Cochise COC, our partnerships have expanded into Santa Cruz County to include Mariposa Community Health Center, Nogales Housing Authority, the Arizona Housing Coalition, Against Abuse Inc., and other organizations. We will continue building partnerships and opportunities to expand and support our efforts throughout the SEAGO region.

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

As programs are identified and applied for, service delivery plans are typically required as part of the application process. Each program, whether it be the housing rehabilitation program we've recently developed or the rapidly expanding Continuum of Care model we are building, requires a TA service delivery plan in one form or another. Accordingly, we feel **this Tactic is accomplished on an ongoing basis.**

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

At the behest of the City of Sierra Vista, and consistent with this Strategic Plan Objective, SEAGO assumed the contract to coordinate COC activities in Cochise County. As previously discussed, our COC coordination efforts have since expanded to Santa Cruz County. As expressed in Tactic 3 above, technical assistance delivery is ongoing and continuous as we work with our member entities to plan and implement their projects and initiatives.

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

CDBG's new full-time employee has begun to study our regional WQM Plan and is developing an

understanding of the goals, objectives, tactics and processes therein. We hope to begin transferring the WQMP duties to her once she has developed a fundamental understanding of the program.

## **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)**

As stated in our May report, this is an ongoing effort that will continue over the term of our Strategic Plan.

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

We have widely disseminated notices about the SEAGO Cares program to assist individuals and families impacted by COVID-19 on SEAGO's AAA, Economic Development, and Public Transit social media pages, as well as SEAGO's website. The notices informed interested parties how to apply for SEAGO Cares funds and provide links to application forms, documentation requirements, and how to obtain program information directly from SEAGO staff for those who are unable to download and or print program materials. We are also in the process of developing short radio spots that will broadcast throughout the Cochise, Graham and Greenlee Counties. On June 28<sup>th</sup> an article published in the Eastern Arizona Courier and Copper Era mentioned Duncan town officials in discussion with SEAGO and other organizations to address some of their many infrastructure needs: ([https://www.eacourier.com/copper\\_era/news/energy-firm-recommends-water-softening-system-for-duncan-new-meters/article\\_428b9f02-d39d-11eb-a7f2-1f21d2037cfc.html](https://www.eacourier.com/copper_era/news/energy-firm-recommends-water-softening-system-for-duncan-new-meters/article_428b9f02-d39d-11eb-a7f2-1f21d2037cfc.html))

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

No progress since the May 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)**

Internal discussions about how to better communicate AAA services have increased advocacy for the needs of the elderly and disabled in our region. New tools have been deployed to keep the public engaged such as the SEAGO AAA Stay Connected mobile phone app and the rollout of the Trualta platform. Outreach and advocacy materials, and videos viewed on the AAA's Facebook page, use of the AAA app, and other online resources have continued to increase. Our Summer quarterly newsletter has been delayed due to preparing, distributing and managing the subaward agreements for the new fiscal year, and once the newsletter resumes, we are confident that readership will continue to increase as it has in the past. Since the inception of this Tactic, the AAA team has engaged in an ongoing effort to identify opportunities to increase efficiency, service delivery, outreach and advocacy through the reallocation of staff duties. By implementing an ongoing process of seeking continuous improvement, **we believe this Tactic substantially complete.**

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

Cross-training and information sharing continues on an ongoing basis. The AAA team conducts weekly zoom meetings to share updates and program information and offer staff the opportunity to share accomplishments and barriers to success. These meetings 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 their associates' programs. Amalia Marin has resigned from her position as SHIP-SMP Coordinator and we are in the process of recruiting someone to replace her. The LTC Ombudsman and SHIP-SMP programs are collaborating to address elder abuse in long-term care settings and our communities through scam jams and developing strategic partnerships that include Adult Protective Services, Long Term Care facilities, Public Fiduciaries, senior adult homes, first responders, financial institutions, and more to address regional elder abuse challenges and identify potential future resources and needs.

**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 the development of Food Safety Plans (FSPs) until the health departments are comfortable in doing so. We have developed video trainings that will be used to train our sites as soon as the pandemic has abated enough for them to fully reopen. The purchase of a vapor sorption analyzer was approved by the Executive Board in February and has been delivered to the AAA. Health and Nutrition Program staff are learning how to use the equipment, and the new technology will greatly facilitate the development of FSPs as soon as it is safe to do so. The biggest barrier to resuming program development activities is the lack of access to a health department certified kitchen in the Bisbee area. The AAA is presently exploring the possibility of recertifying the kitchen at the Bisbee Senior Center or identifying another nearby facility with a certified kitchen that can be rented for program development activities.

**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)**

The SEAGO AAA met with the Santa Cruz County Public Fiduciary's office in May to discuss taking over the case management duties in that county. The discussion resulted in an agreement for the County to continue performing case management through September 30<sup>th</sup>, at which point SEAGO AAA will take over these responsibilities. The County will continue to provide funding and office space to support the case manager position at the AAA into the future. The AAA is currently in the process of recruiting someone for the position and hopes to schedule candidate interviews in early August and begin training and orientation shortly thereafter. **We consider this Tactic complete.**

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

Carrie Gibbons has completed her training, and as of July, has transitioned into her new role of Case Management Coordinator. In addition to coordinating case management region wide, Carrie will perform case management for AAA clients in the Bisbee area. See also Tactic 1 above. **We 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 (7/1/2022 – 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)**

On June 22<sup>nd</sup>, the SEAGO AAA was mentioned in the Sierra Vista Herald as one of several nonprofit organizations that provides information and resources to individuals and communities across Cochise County ([https://www.myheraldreview.com/news/benson/warrior-healing-center-featured-at-food-pantry-cooking-class/article\\_9c181270-d37b-11eb-933e-eb92fc12b343.html](https://www.myheraldreview.com/news/benson/warrior-healing-center-featured-at-food-pantry-cooking-class/article_9c181270-d37b-11eb-933e-eb92fc12b343.html)). On June 25<sup>th</sup>, the SEAGO AAA was mentioned in the Eastern Arizona Courier and Copper Era for their efforts to thank and recognize Velardee Crofts for the many years he's represented Duncan as a volunteer on the Advisory Council on Aging ([https://www.eacourier.com/copper\\_era/news/thank-you/article\\_1baba46a-b6c2-11eb-971f-f3ecf91583c4.html](https://www.eacourier.com/copper_era/news/thank-you/article_1baba46a-b6c2-11eb-971f-f3ecf91583c4.html)). And on July 2<sup>nd</sup>, the Eastern Arizona Courier and Copper Era ran an article featuring the rollout of the AAA mobile app that allows folks in Graham, Greenlee, Cochise and Santa Cruz counties to identify an increasing number of senior resources and schedule AAA appointments through their mobile phones ([https://www.eacourier.com/news/at-your-fingertips-seago-launches-resource-app/article\\_2fd87edc-d921-11eb-bbaf-0f3e306be35a.html](https://www.eacourier.com/news/at-your-fingertips-seago-launches-resource-app/article_2fd87edc-d921-11eb-bbaf-0f3e306be35a.html)). Our sincere thanks to Kim Smith, the editor of the Eastern Arizona Courier for following through on her offer to feature SEAGO AAA program announcements and stories as a public service in Graham and Greenlee Counties. 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 May 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 May report. However, 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. A recent AAA partner in this effort includes public libraries across the region who will share Trualta resources within their respective communities. See also Central Administration Goal 2, Objective A, Tactic 3 below.

**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, the Economic Development team continues to work with NAU's Economic Policy Institute to design and develop 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 an effort to gain local insight on the impact of the pandemic and to identify and assemble the most effective tools to facilitate economic recovery, a resiliency survey was recently distributed to individuals and businesses throughout the region and responses are being collected at this time. And, as many of you now know, Stephen Peterson, our Economic Recovery Coordinator (ERC) has been gathering information that will inform a technical assistance

funding application to EDA to procure a consultant who will perform a region-wide broadband study. The study would identify gaps in broadband service across the region and prepare preliminary design concepts for construction activities to address those gaps. Such a study should position SEAGO to access funding to complete design and the ultimate construction of system improvements needed to improve broadband access in the SEAGO region. The Resolution on your agenda for consideration is required to demonstrate the matching commitment for this application.

### **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)**

The former Economic Development Program Manager had met with elected and appointed officials from Benson, Huachuca City, 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. Now that the 2021 – 2025 CEDS has been updated and transmitted to EDA, we have begun to re-engage with these communities and identify others who may be interested in a target industry study. In addition, we will continue to 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)**

SEAGO has continued to participate in the REDI Grant planning process which identified and developed potential regional collaboration opportunities between Graham and Greenlee Counties for implementing their target industry strategic plans. After several months of COVID related delays and changes on the consulting team in charge of the REDI Grant, the new consultant, (Broad Ripple) reengaged stakeholders and held meetings to discuss project implementation concepts. The final work products include a non-compete pledge to be considered by Graham and Greenlee counties, a joint marketing website (<http://thecopperduoaz.com/>), and a proposed organizational plan for the Graham County Economic Development Corporation (GCEDC). The ownership of the joint marketing website has been transferred to Graham County so that it can be updated and managed locally, and the GCEDC Board will consider strategies and targets for Graham County before proceeding with any organizational changes. The REDI work products have been submitted to the USDA Rural Development and a close-out conference will be scheduled. We will continue to support the implementation of the Graham and Greenlee target industry strategic plans as needed and follow up with Willcox and Douglas to identify potential opportunities to support the studies they have performed. But until such time as other communities complete target industry studies, we consider this Tactic substantially complete.

### **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 May report. However, one of the six ARPA NOFOs recently released by EDA may provide funding for tourism related branding and marketing. We intend to research this NOFO to identify opportunities relative to this Tactic. 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 May 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)**

On July 16<sup>th</sup>, an article in the Eastern Arizona Courier and Copper Era mentioned SEAGO as one of several non-profit organizations that assists communities to obtain funds to accomplish their community and economic development goals ([https://www.eacourier.com/copper\\_era/news/economic-development-housing-consultant-will-join-county/article\\_ed476342-c635-11eb-9c1e-1309062528bf.html](https://www.eacourier.com/copper_era/news/economic-development-housing-consultant-will-join-county/article_ed476342-c635-11eb-9c1e-1309062528bf.html)). 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)**

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. **We consider this tactic complete to the extent of our capabilities** unless our assistance is requested. It is now up to the member entities to create links on their websites to the economic development resources offered on the SEAGO EDD website.

## **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)**

No new progress since the May report. 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 as time permits.

**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 transferring HR responsibilities and the development of manuals (see Tactic 1 above). In addition, as discussed above, we have begun the orientation process that will enable the transfer of the WQMP responsibilities 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 May report. The COVID-19 pandemic has dramatically reduced travel by

SEAGO employees, and thus, has reduced the urgency to pursue this issue. However, we continue to look for opportunities to pursue this Tactic.

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

As previously reported, Central Administration now offers a full menu of plan options for our employees and **we consider this Tactic substantially complete for this policy year.** We intend to review our plan options during the next 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 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)**

The Executive Board approved our request to purchase the modular office building at their February meeting, and **we 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)**

The Executive Board approved our request to purchase the modular office building at their February meeting. The building has been purchased, transported to our Highway 92 campus, and reassembled. Soils testing and engineering for the foundation support system has been completed. Plan review comments from the ADOH Office of Manufactured Housing have been addressed and permitting is anticipated soon. The City of Bisbee has reviewed and approved our plans, issued our permit, and performed inspections for the foundation, underground plumbing connections, static drain tests, and exterior lathe for stucco. APS has approved our plans for meter panel and service entrance installation and payment has been issued for the service connection. Our internet service provider (SparkLight) and our phone system service provider (BlackPoint) have provided their infrastructure requirements to serve the new building and associated materials have been purchased and installed in underground conduit running to the new building. A local contractor has been engaged to stucco the exterior of the building and build handicap access, sidewalks and a handicap parking space. This contractor is currently preparing to stucco the exterior of the building. An electrical contractor is under contract to install meter panel after stucco is finished. We were able to expend all of the carryover funding approved by ADES for the project before June 30<sup>th</sup> and the remaining improvements will come from our fund balance. We will continue to report progress on preparing the new office for occupancy under this Tactic as the project moves forward.

**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)**

The Executive Board approved our request to purchase the modular office building at their February meeting, and **we 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, Economic Development Goal 2, Objective A, Tactic 1, 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 May 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. However, our new attorney is considerably more expensive so we will look to our funding agencies for guidance on this matter before proceeding.

**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. Thus far, only Greenlee County has volunteered to assist us with this tactic.

**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)**

COVID-19 has restricted in-person attendance of public meetings of our member entities. However, the Executive Director did recently travel to Greenlee County to meet with individuals concerning their efforts to develop affordable housing options and brainstorm areas of opportunity where SEAGO could be of assistance. The Director also met with the Clifton Mayor and one member of the Duncan City Council.

**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:** JULY 28, 2021  
**SUBJECT:** FINANCE REPORT

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Year-end preparation delayed the production of the quarterly finance report for your packet. As a result, the SEAGO Statement of Revenues and Expenditures for the period ending June 30, 2021 and Fiscal Year ending 2021 will be distributed to you via email before the meeting.

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

**Attachment:** 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:** KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER  
**DATE:** JULY 28, 2021  
**SUBJECT:** CDBG AND COMMUNITY DEVELOPMENT UPDATES

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## CDBG Regional Account Updates

We are in the application round for this year's CDBG Regional Account. The SEAGO region CDBG allocation for this year increased for the second year in a row, to \$1,336,517. The current status of this year's Regional Account has been stalled due to a number of factors, mostly public participation issues that are being resolved as of this writing. At this time, Clifton has submitted its application for a pavement assessment study. Willcox, Patagonia and Graham County are anticipated to have their applications in some time in August.

SEAGO CDBG staff will bring an action item for approval of SEAGO technical assistance contracts for these projects once all four communities have submitted applications. This may take place at the September 30<sup>th</sup> Administrative-Executive Committee meeting, or at the November round of AC/EB meetings.

## SEAGO CARES

We are pleased to report the SEAGO CARES program is doing what it was built to do: preserving homeownership around the region. We have made payments through the program to eight households at this time, all in Cochise and Graham Counties. We have an additional twelve clients in various stages of approval. The breakdown by County for applications is as follows: Cochise (28), Graham (10) and Greenlee (1). So far, SEAGO CARES has benefitted some 28 persons in eight homes, with total payments of approximately \$30,000.

**Attachment:** 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:** MARIA PORTER, ECONOMIC DEVELOPMENT PROGRAM MANAGER  
**DATE:** JULY 28, 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 has been completed as of June 30, 2021. The final work product, a draft Code of Ethics (non-compete pledge) for Graham and Greenlee counties has been drafted and provided to the Board of Supervisors in Graham and Greenlee counties. The joint marketing website is public and located at: <http://thecopperduoaz.com/>. The website includes embedded content and PDF brochures linked to Arts/Culture/History, Outdoor Recreation, and Diverse Industry identities. Danny Smith, Graham County Supervisor, offered to assist with keeping the website updated and to manage it locally. The contractors also completed the proposed organizational plan for the Graham County Economic Development Corporation. It was presented to the EDC board for discussion. Per Alex Pearlstein, REDI Contractor, *"the discussion went well and the structure aligns with the board's current thinking for the future of the organization. The board decided to take some time to sift through the completed strategies and targets for Graham County before proceeding with any organizational changes."* As McClure/Alchemy's contractor for REDI, Mr. Pearlstein will be submitting the Southeastern Arizona REDI work products to the USDA, where they will be shared with Rural Development (RD) state directors and regional staff. A close-out conference will be scheduled with the REDI team.

**Co.Starters:** Graham and Greenlee County's Co.Starters Business Development program, facilitated by Eastern Arizona College, continues to add value to the County. The Program has the full support of United Way, assisting with bringing in guest speakers and additional resources, including funding to elevate the program throughout the area. Other business development programs have since sparked the County's interest, including LimeLight, which teaches people aspects of entrepreneurship and commerce and will be launching soon.

## 2. 2021 – 2025 CEDS Process

**Background:** The Comprehensive Economic Development Strategy (CEDS) is the 5 year plan that captures where we are currently and what ED goals we want to achieve in the next 5 years. The goals identified in the CEDS will help guide our region into a prosperous sustainable economy. The next CEDS was due to EDA in April 2021.

**Current Status:** The 2021-2025 CEDS was submitted to EDA on April 30<sup>th</sup>, 2021. Please see the CEDS Adoption Memo for the request for Board adoption.

## 3. Economic Advisory Council

The 2021 - 2025 CEDS is a living document and will continuously be updated to reflect the priorities of the region. The goal of the CEDS is to be our economic development roadmap over the next 5 years to stability, growth, and resiliency. We will continue this effort through the Economic Advisory Council (EAC). The EAC is a continuation of the CEDS Committee and will act as a community coalition to foster economic development collaboration with regionally strategic initiatives. The EAC, starting in March 2021, is meeting regularly, and will be reviewing data and develop specific project priorities in relation to the CEDS Action Plan. The CEDS addresses many needs of our region, which includes transportation, housing, and infrastructure, initiatives that overlap with multiple SEAGO programs. The EAC will be a platform, and act as a hub of information, to share resources and updates on all economic development initiatives throughout the region. The May EAC Meeting included discussion around:

- a. CEDS Update
- b. Workforce Shortage – What does the data show? (Presentation by NAU)
- c. Focus Area Subcommittees - Workforce and Education, Infrastructure/Broadband, Business Development, and Enhancement of Economic Advantages as a Border Region
- d. Funding Opportunities
- e. Economic Development Community Updates/Initiatives

## 4. Resiliency Toolkit 2022

The ED Staff have been meeting with Northern Arizona University to coordinate the organizational structure and public platform of the Resiliency Toolkit (RTK). We've established a starting point for how we intend to deliver the toolkit as a responsive website and mobile app that can be accessed by any individual and/or organization that wishes to improve their resiliency. The platform will incorporate various short vs long-term hazards at play in our region. In addition to platform coordination, we have participated in various conversations with partners and have identified the target priorities that our region is heavily focused on improving: Broadband, Affordable Housing, Tourism, Workforce development/entrepreneurship. The programs SEAGO originates to fill these needs in order to support our regional partners will also go into our RTK as resources to guide anyone interested in these focus areas.

A Resiliency Community Survey was developed to gain local insight on the impact of the pandemic on families and identify resiliency opportunities to include in the Resiliency Toolkit. The Survey went public the week of July 19<sup>th</sup>, 2021 and is available in English and Spanish, please share the survey throughout your communities:

Spanish Survey: <https://bit.ly/3hAN3vu>

English Survey: <https://bit.ly/2UL7qNP>

Thus far, we have 20+ responses with the intent of accumulating more over the coming weeks of follow-up.

## 5. Broadband

**Background:** During the CEDS development process, SEAGO's CEDS Ranking Committee evaluated project lists from each member entity and it was determined that Broadband Infrastructure expansion was the #1 regionally ranked project contributing to a more resilient economy. The lack of a robust Broadband infrastructure is seen as a huge contributor to the lack of industry leaders and private investors expanding their operations within the SEAGO region. In response to the identified need for broadband, we are working on applying for an EDA Technical Assistance Grant to develop a Regional Broadband Strategic Plan.

**Current:** Stephen Peterson, SEAGO's Economic Recovery Coordinator, has been focused on building collaborative stakeholders around developing a regional broadband strategy to support our EDA TA Grant. Through these efforts, Mr. Peterson has obtained partnership level commitments from Cochise County and Arizona Regional Economic Development Foundation to work together on Broadband planning. In addition, we've been in contact with the predominant broadband carriers including Lumen and Valley Telecom. Lastly, through regional support, we surpassed our in-kind match requirement for EDA's TA Grant. Please see the memo and Resolution No. 2021-03 for more information on the EDA TA Grant match.

## 6. New Initiatives

As the EAC moves forward and the CEDS document lives-on, we are working to provide economic development support and resources to our region. The SEAGO Region community stakeholders have identified the need for a housing program, specifically to support low-to-moderate income renters and homeowners access quality, affordable housing and housing services. The CEDS process highlighted the need for affordable housing in relation to a resilient and growing workforce. Therefore, over the next year I will be researching what a SEAGO housing program could look like in collaboration with the Community Development Program. The time spent towards housing program development will further address the need for affordable housing identified in the CEDS.

In addition to housing, through SEAGO's Lead Role in the Cochise County Coalition to End Homelessness (Continuum of Care), the Emergency Housing Vouchers (EHV) will start being distributed in August 2021. HUD awarded 21 EHV's to Cochise County Housing Authority and 15 to Nogales Housing Authority to house those that are homeless, at-risk of homelessness, and those fleeing domestic violence. In order to utilize these vouchers, we have had to update the Coalition's Governance Charter and Coordinated Entry Procedures to incorporate a voucher distribution strategy and expand collaborative partnerships with service providers. Lastly, through this housing opportunity we have been able to engage Santa Cruz County stakeholders to develop a Continuum of Care, bringing housing and service providers together to address homelessness. The creation of the Santa Cruz Continuum of Care has initiated the Balance of State to offer to expand SEAGO's Local Coalition to End Homelessness contract to include the additional county.

**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:** LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR  
**DATE:** JULY 28, 2021  
**SUBJECT:** AAA PROGRAM UPDATES

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## **Administrative Updates:**

- We are quite pleased to report that we are doing better than expected utilizing funding allocated for our Home and Community Based Services. The attached table illustrates our success in this area.
- The current SFY 2022 budget is for \$3.4 million including passthrough funding for AAA services delivered by our providers. The budget contains funding from the OAA, State appropriations, SSBG, CARES Act carryover, and the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act. The budget will not include the American Rescue Plan Act (ARPA) funds until the August alert is released by ADES. We have issued SFY 2022 Subawards to our provider with funds distributed based on the AAA funding formula current demand for services and historic utilization.
- The CRRSA enables the AAA to initiate outreach activities that expand access to COVID-19 vaccines. In addition, the CRRSA grants the AAA \$68,132 plus \$8,863 for administrative expenses. Therefore, AAA is partnering with Southeast Arizona Area Health Education Center (SEAHEC) who works in Cochise, Graham, and Santa Cruz Counties to perform community outreach, help combat vaccine hesitancy, and support vaccine equity efforts by performing outreach and education activities to our most vulnerable populations. In addition, with the help from the SEAGO Mobility Management team, we are working with a few of our transportation providers to transportation for those with limited access to vaccination sites.
- After years of planning and strategizing ways to bring the Case Management program in-house, we are finally close to reaching that objective in our strategic plan. The Santa Cruz County Public Fiduciary received a subaward for three months and will help ensure a smooth transition by assisting with training and providing office space to house the new case manager. The job description is posted on the SEAGO website, Nogales International, and our social media platforms. Carrie Gibbons has transitioned to serve as our Case Management Coordinator and has also assumed the caseload for Bisbee and surrounding areas. When the new Santa Cruz case manager is on board, Carrie and Laura will help train the new person.
- Unfortunately, we came to the difficult decision to not renew the subaward agreement with Soto-Law for legal services in Cochise County. Soto-Law was unable to perform to the expectations of the AAA subaward agreement due to an increase in clients and losing his assistant, thus making it harder for him to dedicate enough time to our program. SEAGO-AAA had nine referrals for clients in Cochise County, and only two were completed over five months time. For now, we will refer clients to Southeastern Legal Aid for consideration.

**READI Meals Program:** Updates to the READI Meals Manual are in progress to reflect the program changes put in place for the ACL grant submission. These changes will follow the program's growth with the ACL funding, or other funding READI Meals solicits in the future. In addition, we are working on finding a commercial space to freeze dry food for study while awaiting news on the ACL grant submission. Premier Alliances INC., who agreed to partner with us for the grant, will hopefully provide us with commercial space a couple of times a month to continue data collection.

### **Family Caregiver Support Program (FCSP):**

- **Trualta** - As of June 28, 16 caregivers are on board, with a June monthly total of 64 classes completed.
- **Hello Neighbor Program** - delivered and distributed SEAGO AAA and FCSP informational literature to promote community education and connection to 25 Senior Community residents at Esperanza Apartments in Bisbee.
- **Social Media Outreach** - FCSP Daily Caring practical tips and resources are posted daily on Facebook and are growing in social media engagements and views.
- **Senior Connect** - Community education and outreach continue targeting partnerships with Cochise County Public Libraries. This partnership helps facilitate senior computer literacy and provides Wi-Fi access. In addition, library staff promote AAA services and assist with Trualta referrals. SEAGO AAA has partnered with the Willcox Public Library and the Cochise County Library District (which services satellite libraries in Sunsites, Sunizona, Portal, Naco, Bowie, and Elfrida) in the "Senior Connect" project. In addition, we have scheduled meetings with the Sierra Vista Public Library and Huachuca City Library to continue to grow the Senior Connect throughout Cochise County and our region.
- **Reassurance Program** – provides telephonic outreach to share Trualta and Caregiver Mingle information and review our caregiver client's computer confidence, capacity, and skills. As with many of our programs, the FCSP relies on volunteers for support by utilizing translators to deliver reassurance program phone calls to individuals who speak Spanish only.
- **Pinkie's Up-Caregiver Mingle** - a Spanish-speaking volunteer and the FCSP coordinator facilitate weekly support group meetings. In addition, we are experimenting with weekly themed meetings:
  - "Trualta Tuesday"- we share Trualta portal updates, navigation and discuss lessons.
  - "AARP Tuesday"- AARP presents its program and services one Tuesday per month.
  - "Me Too...Tuesday"- Focus is on self-care and coping strategies.
  - "Pop-Up Tuesday" - Random Pop-Up presenters offer programs, information, and resources to attendees.

Attendance is growing and well attended by on-boarded Trualta caregivers. For more information, contact Karen Enriquez at 520-432-2528 Extension 221 or [kenriquez@seago.org](mailto:kenriquez@seago.org).

### **Long Term Care Ombudsman Program (LTCO):**

The SEAGO AAA LTCO attended a virtual training with the state for the DAARS reporting system to stay abreast of ongoing changes in the reporting system; the most important is that the reports are more detailed. LTC facilities are still struggling with reopening to visitation and internal activities such as dining, group activities, and facility-operated outings (department stores, grocery stores, drug stores, etc.). All Region VI facilities now allow meals to be served in the dining room but have found that many residents enjoy dining in their room and do not want to return to the dining room. The LTCO encourages residents to go to the dining room and enjoy the socialization, but the resident choice is respected and upheld.

In June, the state Ombudsman's office held training in person for all the Ombudsman coordinators throughout the state. New rules are coming into effect in October for designated long-term care ombudsmen. While in Phoenix, staff learned of the new regulations' details and the ACL modules for training that are coming down but are not yet in place. The state Ombudsman will continue having weekly meetings virtually until further notice.

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

We regret to inform that Amalia Marin, the SEAGO-AAA SHIP-SMP Coordinator recently resigned. Fortunately, we were able to engage Ramona MacMurtrie, our former SHIP coordinator who retired this year, and Lisa Conley, our long-standing, dedicated volunteer to operate the program until we find a new coordinator. In addition, Ramona and Lisa will help us prepare for the open enrollment period that runs from **October 15<sup>th</sup> - December 7, 2021**, by arranging venues to counsel Medicare beneficiaries, host scam-jams, and perform outreach in our communities during this crucial period. Currently, the SHIP-SMP coordinator job announcement is posted on our website, FaceBook page, Sierra Vista Herald, and word of mouth.

Telephonic and face-to-face contacts are averaging about 46 per month from April through June 2021. During this period, we added one volunteer counselor, Don Behnke, for a total of four SHIP/SMP volunteers, and we hope to add at least one more volunteer counselor from Santa Cruz County during the next few weeks. We are pleased to report that our counselors have saved our beneficiaries thousands of dollars on prescription drug costs and Medicare premium expenses through the Medicare Savings Programs for Part A and B and the Low-Income Subsidy for Part D, prescription drug plan.

The SEAGO AAA's SHIP/SMP Team actively serves dozens of Medicare beneficiaries each month. We are also working on several monthly outreach events as communities continue to open up in Santa Cruz, Graham, and Cochise Counties, and we are looking for a venue to do regular counseling and education in Greenlee County. The SHIP/SMP Team will be conducting counseling and education events every 1<sup>st</sup> Tuesday at Casitas de Santa Cruz in Nogales, and every last Tuesday at SEACUS in Graham County. Each SHIP/SMP presentation will include a segment to emphasize Elder Abuse and how to address it. To schedule a telephone appointment for assistance with Medicare Issues, call: 520-432-2528 extension. 222 or email: [shiphelp@seago.org](mailto:shiphelp@seago.org). Alternatively, individuals may 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)** – Cindy Meyers is now certified in A Matter of Balance (AMOB). This will allow AAA to train and reach more individuals in our service area with the AMOB program. Virtual Tai Chi for Arthritis and Falls Prevention shifted back to in-person classes at the Rio Rico Community Center in Santa Cruz County the last week in July. A Matter of Balance for Falls Prevention is slated to begin in Willcox and Bisbee by mid-August. A presentation was given at the Sunrise Rotary Club in Sierra Vista last month to promote AAA programming. We invite you to explore the evidence-based programs that are proven to help older adults reduce their risk of falling on our [Facebook](#) page. You can also visit our [webpage](#) to find a program near you! Check our calendar of events for specific class information, call (520) 432-2528, or email: [cmeyers@seago.org](mailto:cmeyers@seago.org) to inquire about upcoming classes in your community.

**End of Life - Thoughtful Life Conversations (EOL):** We are expanding our Outreach Program and meeting with library directors and program directors throughout our 4-county service area. We give them advance directives, a resource/tip sheet, and our AAA brochure to library patrons. We also spend time sharing pertinent information on Advance Care Planning to help clients understand its importance and role in getting the information out. The '1:1 Help with ACP' project is expanding as we offer 1-on-1 help with advance care planning and directives completion throughout our region. Options may include Zoom/phone and in-person meetings). Thoughtful Life Conversations (TLC) workshops are offered in the communities, and we also offer them to businesses and organizations that would like to have a presentation. We have partnered with Health Current in the process of getting the AZ Healthcare Directives Registry operational within the Health Information Exchange in Arizona. Once it is going, adults in AZ can have their Advance Directives quickly accessed and updated through their digital medical records at hospitals, etc. A significant step forward in having people's wishes easily accessible to healthcare providers and improve having wishes honored. For more information, contact SEAGO AAA at 520-432-2528, Ronnie Squyres at 520-355-5226, email [feelwellsleepwell@gmail.com](mailto:feelwellsleepwell@gmail.com) or learn more at <https://www.seago.org/advance-care-planning>.

## OTHER INFORMATION

**Facebook Statistics:** In July 2021, we reached 1,110 people, and our followers jumped to 821. The most popular post read by 308 people was the Tai Chi for Arthritis, followed by COVID information read by 58 people. 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>.

**Attachments:** AAA Service Utilization Table; Trualta Flyer; Pinkie's Up Flyer; Volunteer Flyer.

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

### AAA SERVICE UTILIZATION

Service	Budgeted	utilized	Percent used
HSK	\$8,905.00	\$7,442.78	83.58%
ATT	\$756,300.00	\$744,829.58	98.48%
RSP	\$106,442.21	\$81,199.48	76.29%
HDM	\$631,199.89	\$581,849.43	92.18%
CNG	\$272,944.00	\$236,748.89	86.74%
CMG	\$269,038.00	\$262,513.74	97.57%
NRH	\$11,000.00	\$11,000.00	100.00%
TSP	\$234,214.40	\$224,987.12	96.06%
<b>TOTALS</b>	<b>\$2,290,043.50</b>	<b>\$2,150,571.02</b>	<b>93.91%</b>

HDM-SSBG	\$100,000.00	\$100,000.00	100.00%
ATT-SSBG	\$100,000.00	\$96,850.07	96.85%
CMG-SSBG	\$15,135.00	\$15,135.00	100.00%
<b>TOTALS</b>	<b>\$215,135.00</b>	<b>\$211,985.07</b>	<b>98.54%</b>

CNG-C19	\$27,970.00	\$27,967.40	99.99%
HDM-C19	\$53,128.75	\$53,120.14	99.98%
<b>TOTALS</b>	<b>\$81,098.75</b>	<b>\$81,087.54</b>	<b>99.99%</b>

HDM-C20	\$382,312.00	\$380,763.46	99.59%
CMG -C20	\$11,000.00	\$8,843.75	80.40%
TSP-C20	\$70,000.00	\$69,992.00	99.99%
<b>TOTALS</b>	<b>\$463,312.00</b>	<b>\$459,599.21</b>	<b>99.20%</b>



# TRUALTA

The SEAGO, Area Agency on Aging, is excited to share Trualta, an online learning system designed to provide skill based training and resources for family caregivers.

Built specifically for family caregivers, Trualta helps caregivers reduce stress, find local resources, and provide better care for their loved ones. Every caregiver has a custom learning journey, so you can choose the topics that interest you and learn any time of day. Trualta content is dementia focused and topics include personal care, safety and injury prevention, and caregiver wellness. Trualta also offers "expert level" dementia training from professional-level providers like Teepa Snow, adapted for the family caregiver.

Registration is by invitation only.



## Contact us for more information today!

**Karen Enriquez**  
SEAGO Area Agency on Aging  
[kenriquez@seago.org](mailto:kenriquez@seago.org)  
(520) 432-2528 x 221

*Calling all Caregivers:  
Ladies and Gentlemen!*



*You are invited to  
“Pinkie’s Up,  
Caregiver Mingle”*

*Who says support has to be serious?  
The SEAGO Area Agency on Aging  
invites you to  
Phone or Zoom in  
every Tuesday afternoon at 2:00 pm  
for conversation, company,  
compassion, and of course,  
for Tea!*

*Please register to attend! <https://us02web.zoom.us/meeting/register/tZJudeuoqjguH939JmMl-zf5iFmmAL078i-n?>*

# VOLUNTEER

The SEAGO Area Agency on Aging  
is looking for dedicated, resourceful volunteers.

Many of the programs offered through the Area Agency on Aging rely on committed volunteers to make their programs successful and to meet the increasing need for services in our communities.

## Now Recruiting Volunteers

- Medicare/Benefits counseling volunteers
- Long-term Care Ombudsman volunteers
- Matter of Balance Lay leaders/ Coaches
- Tai Chi for Arthritis and Fall Prevention Coaches
- Family Caregiver support Program Volunteers
- Advisory Council on Aging Volunteers
- Administrative Office Volunteers
- Advance care planning-Thoughtful Life Conversations Volunteers
- Volunteer Coordination



Volunteers can truly make a difference  
in their community.

For more information  
Give us a call at 520-432-2528  
or Email [aging@seago.org](mailto:aging@seago.org)



"Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI and Title VII) and the Americans Disabilities Act of 1990 (ADA) Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, SEAGO Area Agency on Aging prohibits discrimination in admissions, programs, services, activities or employment based on race, color, religion, sex national origin, age, and disability. The SEAGO Area Agency on Aging must make a reasonable accommodation to allow a person with a disability to take part in a program, service, or activity. Auxiliary aids and services are available upon request to individuals with disabilities. For example, this means that if necessary, the SEAGO Area Agency on Aging must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the SEAGO Area Agency on Aging will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in an alternative format or for further information about this policy please contact: SEAGO Area Agency on Aging at 520-432-2528." Para obtener este documento en otro formato u obtener informacion adicional sobre esta politica, SEAGO Area Agency on Aging 520-432-2528. This program was funded through a Contract with the Arizona Department of Economic Security.



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR  
**DATE:** JULY 28, 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. The grant has been included in our FY22/23 ADOT Work Program. SEAGO will begin work on this project in August with a series of 4 County specific stakeholder meetings

**ADOT FY 2021/2022 FTA Section 5310 Grant Cycle:** SEAGO coordinates the regional FTA Section 5310 Grant Process for ADOT. This includes technical assistance in the development of grant applications, review of grant applications, and leading the regional ranking process of 5310 projects. SEAGO completed the process on April 15, 2021. In total, SEAGO reviewed 44 projects totaling \$1,112,250 in federal funding requests. A total of 35 projects were funded in the amount of \$670,034 (Federal).

**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. SEAGO recently completed the data collection and data analysis phase of the project. This information was presented to the study's TAC on January 28, 2021. A feasibility study was completed and underwent a 45-day public comment period from May 11 to June 25, 2021. The study is being finalized for submission to ADOT and will be available at [www.azmobility.org](http://www.azmobility.org) by August 15, 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. This includes Western Transportation Institute and the National Rural Transit Assistance Program. An introduction meeting occurred in December. SEAGO and NADO met on February 4, 2021 to finalize the project Scope of Work. Stakeholder interviews with local transportation providers were held on May 5, 2021. A General Public Transit Survey has been developed and is available at [www.seago.org](http://www.seago.org). The goal is to have the study completed in time for ADOT's FY22 FTA Section 5311 grant cycle that begins in January of next year.

**SEAGO Internal Traffic Count Program:** SEAGO has kicked-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. Traffic counting has begun in Graham County. We have approximately 125 count sites identified. SEAGO will move to Santa Cruz County once completed in Graham County.

**Santa Cruz County RTA (Regional Transportation Authority) Feasibility Study:** In FY19, SEAGO had approximately \$50,000 in carry-over State Planning and Research Funds that needed to be spent on a planning project. After discussion with the TAC, this project was identified. The project will be completed in multiple phases. Phase 1 is a research project. SEAGO has collected Santa Cruz County transportation/transit related studies completed at the state or local level during the last 15 years. In February 2019, SEAGO conducted a review with the City of Nogales and Santa Cruz county to determine the aspects of each plan that are still valid in our current economic and transportation climate. As a result of that meeting, SEAGO is developing an updated list of potential projects. Due to COVID-19 this project has been delayed until the SFY22. We are currently identifying project TAC members and expect to reboot this project in September.

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

**Attachments:** None.

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