



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** JANUARY 29, 2016  
**SUBJECT:** ADMINISTRATIVE COUNCIL MEETING

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

**Thursday, February 11, 2016 at 9:00 a.m.**  
**Cochise College Benson Center**  
**1025 Highway 90**  
**Benson, Arizona**

If you are unable to attend, please send an alternate to ensure that we will have a quorum at the meeting.

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

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



# ADMINISTRATIVE COUNCIL AGENDA

9:00 A.M., THURSDAY, FEBRUARY 11, 2016  
COCHISE COLLEGE BENSON CENTER  
1025 HIGHWAY 90  
BENSON, ARIZONA

<b>I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS</b>	Vice Chair Hinton	
<b>II. CALL TO THE PUBLIC</b>	Vice Chair Hinton	
<b>III. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)</b>	Vice Chair Hinton	
<b>IV. ACTION ITEMS</b>		<u>Page No.</u>
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**VI. RURAL TRANSPORTATION ADVOCACY COUNCIL  
(RTAC) REPORT**

Kevin Adam

**VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

Vice Chair Hinton

**VIII. FUTURE AGENDA ITEMS**

Vice Chair Hinton

**IX. ADJOURNMENT**

Vice Chair Hinton

**DIRECTION MAY BE GIVEN TO SEAGO STAFF ON ANY ITEM ON THE AGENDA.**

Individuals with disabilities who require special accommodations may contact John Merideth 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 John Merideth 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 Juan Merideth al número (520) 432-5301, extensión 207, por lo menos setenta y dos (72) horas antes de la conferencia.

**MINUTES OF THE  
ADMINISTRATIVE COUNCIL  
COCHISE COLLEGE BENSON CENTER  
1025 STATE ROUTE 90  
BENSON, ARIZONA  
NOVEMBER 5, 2015**

**OFFICERS PRESENT:** Dille, Shane - City of Nogales (*Chair*)  
Gale, Deborah "Kay" – Greenlee County (*Secretary*)

**MEMBERS PRESENT:** Basteen, John Jr. – Town of Duncan  
Cooper, Terry – Graham County  
Driskell, Donna – City of Tombstone  
McGaughey, Ian – City of Clifton (*by phone*)  
Mitchell, Tammy – Town of Huachuca City (arr. 10:20)  
Mull, Marvin – San Carlos Apache Tribe  
Potucek, Chuck – City of Sierra Vista  
Skeete, Horatio - City of Safford  
Soltis, Tedmond - City of Willcox  
Stephens, William – City of Benson

**STAFF PRESENT:** Catten, Larry - Economic Development Planner  
Heiss, Randy - Executive Director  
Merideth, John - Office Assistant  
Osborn, Cindy - Accounts Manager  
Packer, Julie – Housing Program Manager  
Vertrees, Chris - Transportation Planner  
Williams, Bonnie - CDBG Program Manager

**GUESTS:** Boyle, Kathy - ADOT

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

Chair Shane Dille called the meeting to order at 9:05 a.m.

**II. MEMBER ENTITIES' DISCUSSION**

Chair Dille made a call for items to discuss. No common critical issues were discussed.

**III. CALL TO THE PUBLIC**

Chair Dille made a call to the public and no one spoke.

#### IV. ACTION ITEMS

1. Consent Agenda
  - a. Approval of the August 6, 2015 Minutes
  - b. Proposed ACOA Bylaws Revisions
  - c. Nominations to the Advisory Council on Aging

Chair Dille requested that item 1.a. Approval of the August 6, 2015 Minutes, be removed from the Consent Agenda for further discussion. Mr. William Stephens made a motion to approve Consent Agenda items 1.b. and 1.c.

**MOTION:** William Stephens  
**SECOND:** Kay Gale  
**ACTION:** **APPROVED UNANIMOUSLY**

Chair Dille discussed the August 6, 2015 minutes, noting that several people who made motions at the meeting were not listed as being in attendance. Chair Dille called for a motion to approve the minutes with the corrections to the attendance list.

**MOTION:** William Stephens  
**SECOND:** Kay Gale  
**ACTION:** **APPROVED UNANIMOUSLY**

2. Discussion and Possible Approval of the Proposed Amendments to Article V of the SEAGO Bylaws.

Mr. Randy Heiss discussed the proposed amendment to Article V of the SEAGO Bylaws concerning the terms of office for private sector representatives on the Executive Board. He reminded the Council that maintaining private sector representation on the Executive Board is a requirement of the U.S. Dept. of Commerce, Economic Development Administration. He reported that SEAGO's current Bylaws limit the term of the private sector representative to one year and that given the difficulty encountered in finding individuals willing to serve in this capacity he recommended the Bylaws be changed to either eliminate the term limits or extend them considerably. Chair Dille asked what the process currently is for filling vacant private sector representative seats and whether there had been any input from the Executive Board on the issue. Mr. Heiss explained the current process and stated that the Executive Board had not yet given input on the issue. After further discussion the consensus was to recommend that the private sector representative's term be two years with the option to be reappointed for another two year term at the will of the Executive Board.

**MOTION:** Chuck Potucek  
**SECOND:** Ted Soltis  
**ACTION:** **APPROVED UNANIMOUSLY**

3. Discussion and Possible Approval to issue a Request for Proposals for Auditing Services.

Mr. Heiss reported that this was the last year of a five-year contract with Colby and Powell, PLC as SEAGO's independent auditing firm. He reported that it was time to request proposals for the next five years of audit services and further stated that SEAGO's procurement policy requires Executive Board approval for any goods or services over \$10,000. Ms. Driskell made a motion to approve the issuance of a Request for Proposals for auditing services.

**MOTION:** Donna Driskell  
**SECOND:** Ted Soltis  
**ACTION:** **APPROVED UNANIMOUSLY**

4. Discussion and Possible Approval of Resolution No. 2015-06.

Mr. Heiss reported on the increasing dialogue and cooperation between Arizona's COGs and MPOs relative to the most urgent needs of the State Highway System and that due to the impact on the Central Yavapai Metropolitan Planning Organization, the Flagstaff Metropolitan Planning Organization, and the Northern Arizona Council of Governments, our planning partners in northern Arizona are requesting the other COGs and MPOs to support a public-private partnership that will address the short-term needs, and eventually the long term needs on I-17. He further explained that the proposed Resolution expresses SEAGO's support for the public-private partnership to construct the needed improvements to I-17. Mr. Potucek asked if the I-17 improvements had anything to do with the I-11 project and Mr. Heiss replied that they are completely separate projects. Chair Dille asked why there was a need for a resolution and Mr. Heiss stated it was mainly for supporting the other COGs and MPOs involved. Mr. Skeete made a motion to approve Resolution No. 2015-06.

**MOTION:** Horatio Skeete  
**SECOND:** William Stephens  
**ACTION:** **APPROVED UNANIMOUSLY**

5. Discussion and Possible Action Regarding Housing Program Fund Balance Use.

Mr. Heiss reported on the diminishing demand for housing services, resulting in program revenues not meeting expectations. He distributed an updated Housing Program Memo for the agenda packet which outlined some options for consideration. After reviewing the proposed options the Council decided to go with Option 2, utilizing \$11,200 which was budgeted for the CDBG program for someone to assist with labor standards monitoring in this fiscal year, which is something Julie can do, as well as allocate \$15,000 from fund balance to sustain the Housing Program in FY16.

Mr. Skeete expressed concern over shifting costs over to the CDBG program since it is not a long term solution and that services to housing clients may suffer as a result. Mr. Heiss agreed that it is not a long term solution. Chair Dille asked what the impacts were if the housing position were reduced to part time. Mrs. Packer stated that it would determine whether someone lost or kept their home because the process is very time sensitive. Ms. Williams added that the labor standards monitoring for the CDBG program would be done from the office, which would minimize the impact on housing clients.

**MOTION:** Chuck Potucek

**SECOND:** Horatio Skeete

After further discussion an amended motion was made and seconded to recommend a modified Option 2, allocation of \$15,000 from fund balance to sustain the Housing Program in FY16.

**AMENDED MOTION:** Chuck Potucek

**SECOND:** Horatio Skeete

**ACTION:** **APPROVED UNANIMOUSLY**

Mr. Heiss reminded Chair Dille that since the use of additional fund balance is potentially recurring in nature, it will require a two-thirds super majority of the Executive Board to become effective.

## **V. INFORMATION ITEMS**

### **A. Future Meeting Dates**

Mr. Heiss discussed the future meeting dates of the Administrative Council and mentioned that the dates listed for the Executive Board's May meeting should read May 20, 2016 and the August meeting should read August 19, 2016. He also reported there would be a need for a Combined Admin/Exec Committee conference call and it is scheduled for December 3, 2015.

### **B. Strategic Plan Implementation Progress Report**

Mr. Heiss outlined progress on the strategic plan goals, specifically Goal 2, Tactic C and reported that staff will move forward with implementing the strategy with the responses received so far. Chair Dille requested that one more email be sent out requesting contact information from those who have yet to respond.

### **C. Graham County Private Sector Representative Vacancy**

Mr. Heiss discussed the current vacancy on the Executive Board for Graham County Private Sector Representative and requested that the Graham County member entities discuss the

situation and bring another nomination forward in time to be placed on the agenda for the February 2016 meeting.

#### D. Finance Report

Ms. Osborn reported that the auditors were here October 6-8 for audit field work. She stated there were no additional findings and that she expects a clean audit report for the year.

#### E. SEAGO Economic Development District Report

Mr. Catten reported on the 2016-2020 Comprehensive Economic Development Strategy (CEDS), stating subregional groups had been established to go through the SWOT analysis process. He reported that the Santa Cruz group had already held their SWOT session on November 3, that Cochise County is scheduled for November 24 and the Graham/Greenlee session is scheduled for December 3.

#### F. FY 2016 CDBG Application Changes

Ms. Williams reported on CDBG application changes stating ADOH had restored all types of CDBG projects, including parks, as long as they meet one of the three National Objectives and that applications are due by July 1, 2016. She also stated that ADOH had determined that our Method of Distribution (MOD) no longer needs to be submitted annually but every three years instead. Ms. Williams also discussed the recent ADOH Notice of Funding Availability (NOFA) for the competitive State Special Projects (SSP) funds and that applications are due to ADOH by April 15, 2016.

#### G. Regional Traffic Counting Program Update

Mr. Vertrees provided the regional traffic count report stating that a listing of 125 count locations had been completed and confirmed by Works Consulting with an additional 200 count locations needed in order to meet HPMS requirements in March 2016. He stated that the additional 200 locations had already been identified and would be confirmed by SEAGO and the member entities at the November Transportation Advisory Committee (TAC) meeting.

#### H. Transit Report

Mr. Vertrees provided an update on the Transit and Mobility Management programs, stating that since the last Administrative Council meeting the 5310 Grants had been awarded and a total of \$1,116,750 was awarded for SEAGO subregional transportation providers and mobility management programs. Mr. Vertrees also reported on the regional 5310 Pilot Training Program in which SEAGO was awarded \$75,000.00 and that the training sessions were going very well and receiving outstanding feedback from course attendees.

Mr. Vertrees also reported on the 5311 Programs stating that SEAGO is currently developing an FTA Section 5304 planning grant application to conduct a transit study that will assist the



cities of Douglas, Bisbee and Sierra Vista in determining the feasibility of an intercity bus route from Douglas to Sierra Vista.

#### I. Strategic Regional Highway Safety Plan Update

Mr. Vertrees reported on the progress of the SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan project, stating the request for proposals to select a consultant to assist in the development of the safety plan had been published on November 2 and will close on December 18. The expectation is to have a consultant in place and work to begin no later than March 1, 2016. The review committee will screen the RFP responses and recommend 2 to 4 applicants that will present at a Joint SEAGO/SVMPO TAC Meeting in January.

Mr. Heiss added that SEAGO currently has an opening for an Assistant Regional Mobility Manager if anyone knows of any potential candidates.

#### J. Area Agency on Aging (AAA) Updates

Ms. Laura Villa provided the Area Agency on Aging report stating that on July 17 the Department of Economic Security Division of Aging and Adult Services (DES/DAAS) had reduced funding allocations for the Health Insurance Assistance/Senior Medicare Patrol programs which means a decrease in AAA's ability to provide outreach, counseling and education in the four-county region. She also reported on new performance measures implemented by DES/DAAS which means funds will be on a pro-rated fixed monthly amount. The new measures required the SHIP Coordinator to serve at least 216 clients per month which translates to less time doing outreach, counseling and education and there is a need for volunteer help in the region.

Ms. Villa also reported on the upcoming statewide conference on aging which is being sponsored by the Arizona Association of Area Agencies on Aging (AZ4A) and scheduled for May 19-20, 2016 in Flagstaff. Ms. Villa invited all to attend and learn more about how Area Agencies on Aging serve their communities.

#### K. Housing Program Statistics

Ms. Julie Packer provided the Housing Programs report and responded to questions.

### **VI. RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) REPORT**

In the absence of Mr. Kevin Adam, Mr. Heiss discussed key commerce corridors and the recent failed Pima County ballot initiatives. He also discussed a recent meeting with Governor Ducey, stating there was support from his office regarding SR189.

## **VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

No staff announcements or current events.

## **VIII. FUTURE AGENDA ITEMS**

Chair Dille asked for any future agenda items and there were none.

## **IX. ADJOURNMENT**

Chair Dille adjourned the meeting at 10:32 AM.



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER  
**DATE:** FEBRUARY 2, 2016  
**SUBJECT:** NOMINATIONS TO VACANT COCHISE COUNTY ACOA POSITION

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The Advisory Council on Aging's (ACOA) revised bylaws dated November 20, 2015, state under Article III-Membership, Section 1, that the ACOA consists of eight representatives from Cochise County, four from Graham and three from Greenlee and Santa Cruz County. Section 2 states, that at least ten of the eighteen members shall be age sixty or older, and shall include person in greatest economic or social need, minority individuals, and participants in services funded through the SEAGO Area Agency on Aging.

With consideration of the amended bylaws, the ACOA proposes the nomination of Mr. Moe Sinsley to fill the vacant position for the unincorporated area of Cochise County. Mr. Sinsley meets the qualifications of the ACOA Bylaws, is currently the president of the Lions Club, and is also a member of Cochise County Tourism Council. Mr. Sinsley is committed to being part of our Advisory Council and will use his expertise and knowledge which keeps him active in his community.

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

Attachments: None

Action Requested:  Information Only  Action Requested Below:

**A motion to recommend to the Executive Board approval of the nomination of Mr. Moe Sinsley to fill the vacant Cochise County Unincorporated position on the Advisory Council on Aging.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 2, 2016  
**SUBJECT:** RESOLUTION 2016-01

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Executive Board Chairman Bob Rivera expressed an interest again this year in the Executive Board considering a resolution urging the Governor and Legislature to eliminate the diversion of HURF and other dedicated transportation funding sources to the State General Fund. I borrowed heavily from information prepared by the RTAC in creating the attached Resolution for your consideration. This year's Resolution once again includes language urging the powers that be to modernize the mechanisms needed to develop and maintain our State's transportation infrastructure.

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

Attachments: Resolution 2016-01

Action Requested:  Information Only  Action Requested Below:

**A motion to recommend approval of Resolution 2016-01 to the Executive Board.**



# SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

## RESOLUTION NO. 2016-01

### A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION EXECUTIVE BOARD URGING THE ARIZONA LEGISLATURE AND GOVERNOR TO DIRECT DEDICATED TRANSPORTATION FUNDING TO ITS INTENDED USES, AND TO MODERNIZE OUR TRANSPORTATION INFRASTRUCTURE FUNDING MECHANISMS

**WHEREAS**, the SouthEastern Arizona Governments Organization (SEAGO) is a regional planning agency which performs and coordinates a variety of functions, including transportation planning, in the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

**WHEREAS**, transportation revenue streams are declining due to better vehicle fuel efficiency, reductions of vehicle miles driven, declining motor vehicle sales, and fuel taxes not being adjusted for inflation for nearly twenty-one years; and

**WHEREAS**, approximately \$141 million in dedicated transportation funding was diverted to fund other government programs in the current fiscal year, and over \$1.9 billion has been diverted since 2001; and

**WHEREAS**, due to the ongoing diversions of dedicated transportation funding and revenue declines, Arizona State, county, and municipal road programs have been significantly scaled back to routine maintenance work, which will hasten far more costly reconstruction activity at the public's expense in the future, negatively impact highway safety, and increase vehicle maintenance and repair costs for both the general public and businesses; and

**WHEREAS**, the State's 25-year Long Range Transportation Plan, which considers such factors as pavement conditions, congestion levels and safety performance, projects a \$63 billion gap between needs and revenues; and

**WHEREAS**, eliminating the diversion of transportation funding is vital for developing and maintaining the quality infrastructure needed to support jobs and economic growth, enhance Arizona's global competitiveness in interstate and international trade, and maintain the quality of life Arizonans have come to expect.

#### SEAGO Member Entities

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

#### SEAGO Main Office

**Administration**  
**CDBG**  
**Economic Dev.**  
**Housing**  
**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)

**NOW THEREFORE, BE IT RESOLVED** by the SEAGO Executive Board that the Governor and State Legislature are hereby urged to eliminate the diversion of transportation funding to the State General Fund, to direct dedicated funding such as HURF toward its intended uses, and to modernize the mechanisms needed to develop and maintain our State's transportation infrastructure.

Passed and adopted by the SEAGO Executive Board on this 26<sup>th</sup> day of February 2016.

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Bob Rivera, Chair  
SEAGO Executive Board

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Randy Heiss,  
SEAGO Executive Director



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 2, 2016  
**SUBJECT:** TRANSPORTATION ISSUES POSITION STATEMENT

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The SEAGO TAC once again discussed transportation issues of concern at their January 21<sup>st</sup> meeting. A number of concerns were raised again this year regarding the ability of local governments to plan and implement transportation projects. Several specific issues were identified that the TAC felt were particularly important and they recommended that a position on these issues be formally taken by the SEAGO Executive Board. These issues are presented within the 2016 – 2017 Transportation Issues Position Statement that begins on the following page.

Attachments: 2016 – 2017 Transportation Issues Position Statement

Action Requested:  Information Only  Action Requested Below:

**A motion to approve, amend or reject the position statements on transportation issues presented by staff.**



## SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

### 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**  
**CDBG**  
**Economic Dev.**  
**Housing**  
**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)

On February 26, 2016, the SEAGO Executive Board adopted the following positions pertaining to transportation issues of concern impacting the SEAGO region:

### 1. END THE DIVERSION OF DEDICATED TRANSPORTATION FUNDING.

#### Background

Approximately \$141 million in funding dedicated to transportation purposes was diverted to fund other government programs in the current fiscal year, and over \$1.9 billion has been diverted since 2001. At their February 26, 2016 meeting, the SEAGO Executive Board adopted Resolution No. 2016-01, urging the Arizona Legislature and Governor to end the diversion of HURF and other dedicated transportation revenues to the State General Fund, and direct transportation funding sources to their intended uses. The Resolution cites facts such as how these diversions are negatively impacting highway safety, increasing vehicle maintenance and repair costs for both the general public and businesses, and limiting the State's ability to develop and maintain the quality infrastructure needed to support jobs and economic growth, enhance Arizona's global competitiveness in interstate and international trade, and maintain the quality of life Arizona residents expect.

**Position Statement:** *Urge the Governor and Legislature to direct dedicated transportation funding to its intended uses as requested in Resolution No. 2016-01.*

### 2. RESTORE THE HURF EXCHANGE PROGRAM.

#### Background

The HURF exchange program was suspended in 2008 due to inadequate state-generated transportation revenues. The program enabled rural local governments to exchange their federal transportation dollars with ADOT for state-generated HURF funding. This allowed the locals to bypass federal aid requirements which significantly increase project administrative costs, delay project delivery and prevent local governments from retaining administrative control over their projects. Despite commendable efforts on the part of ADOT over the last several years to increase Local Public Agency Section staffing, many local projects remain stuck in the clearance processes and may not be able to move forward this year.

As a result of these delays, COGs and MPOs continue an increasingly complex juggling act of loaning obligation authority among one another to manage the risk of funds being rescinded. A downward change in Obligation Authority rate, or worse, a reduction in the amount Arizona receives from the Federal government could be catastrophic to this strategy.

Transportation planning experts in the SEAGO region and across rural Arizona believe the single most effective way to enhance local project delivery and cost effectiveness is through restoration of the HURF Exchange program. Restoring program would have the additional benefit of relieving the administrative burden on



ADOT staff in reviewing local projects and allow them to refocus their efforts on state projects. If the HURF diversions are sufficiently reduced, ADOT would have the capacity to reinstitute the HURF Exchange Program.

**Position Statement: *Encourage ADOT to restore the HURF Exchange Program.***

### **3. EXPLORE ALL POSSIBLE FUNDING OPTIONS TO RESOLVE THE SR 189 BOTTLENECK**

#### **Background**

A long-term solution is needed to ease the commercial traffic congestion on SR 189, which connects the newly expanded Mariposa LPOE to Interstate 19. Now that the LPOE expansion is completed, a total of 12 inspection lanes are operational. The additional capacity at the LPOE, combined with increasing manufacturing activity in Mexico and the continued expansion of the Seaport of Guaymas is expected to double the commercial traffic on SR 189, which currently has only two northbound lanes. While the interim signalization and turn lane improvements at the I-19/SR 189 transportation interchange are appreciated, at the peak of the produce season, this pinch point will continue to hamper cross border trade and economic growth in Arizona until a long-term solution is implemented.

On November 21, 2014, the SEAGO Executive Board adopted Resolution No. 2014-05 resolving the intent of SEAGO to work cooperatively with the Maricopa Association of Governments, the Pima Association of Governments, and the remaining Regional Planning Agencies in the State to jointly advocate to the Arizona Department of Transportation, the Federal Highway Administration, the State Transportation Board, Arizona's Congressional Delegation, the Arizona Legislature, and other public and private stakeholders, to explore additional funding, creative financing, and additional statutory flexibility in order to advance the construction of the preferred build alternative for SR 189 into the ADOT Five-Year Transportation Facilities Construction Program while holding harmless currently programmed projects.

The new five-year transportation reauthorization bill known as the Fixing America's Surface Transportation (FAST) Act, provides funding specifically dedicated to freight movement. In order to qualify for this funding, a project must be located on a highway that is part of the National Highway Freight Network (NHFN). As defined in Section 167 of the FAST Act, Critical Rural Freight Corridors (CRFCs) are one component of the NHFN. Each states is allotted a number of CRFC miles, and Arizona's allotment is 205.12 miles. In order for SR 189 to qualify for this dedicated funding source, it must be included within Arizona's allotment of CRFC miles in the Arizona State Freight Plan.

**Position Statement: *Encourage ADOT to include SR 189 as a Critical Rural Freight Corridor in the Arizona State Freight Plan, and to support the efforts of the Regional Planning Agencies to raise above the line revenue to construct a long-term solution that reduces the commercial traffic congestion on SR 189, facilitates cross border trade, enhances economic growth, and fosters job creation in Arizona, as expressed in Resolution No. 2014-05.***

### **4. EXPAND TRANSPORTATION INFRASTRUCTURE FUNDING MECHANISMS**

#### **Background**

Transportation funding sources at both the State and Federal levels are inadequate to meet system needs. While Arizona has not adjusted the gas tax for inflation in over 21 years, many other states have been far more proactive by increasing their gas tax, implementing automatic adjustments based on gas prices and inflation, or are considering alternative funding measures such as dedicated sales taxes or moving to vehicle miles travelled fee structures. Similarly, the federal gasoline tax has not been increased since 1993, and the

Highway Trust Fund (HTF), into which the revenue flows, has suffered because the tax has not kept pace with inflation. In addition, improvements in vehicle fuel economy and increased use of alternative fuel vehicles have reduced consumption, thereby reducing gasoline tax collections. The federal gasoline tax currently generates approximately 2/3 of the funds going into the HTF, and with the recent passage of the FAST Act, the balance of funds will come from using the Federal Reserve's "surplus" funds, selling oil from the Strategic Petroleum Reserve, and a number of other sources. However, the decision to avoid raising the gas tax or implement an alternative mechanism for transportation funding will mean that the HTF funding gap will only continue to increase over the next five years when the FAST Act expires.

**Position Statement: *Urge the Governor, Legislature, and Congress whether through legislation or referral of a ballot measures to the voters, to expand existing dedicated transportation funding sources, including development and implementation of sustainable alternative state and federal transportation funding mechanisms, and/or enacting legislation to enable local option transportation funding sources.***

## 5. RAISE TITLE 34 LIMITATION ON USE OF LOCAL FORCES

### Background

Arizona Revised Statutes Title 34 Section 201 Subsection D prohibits cities, counties and other public agencies from constructing any street, road, bridge, water or sewer project using their regularly employed personnel unless the total cost of the work is less than one hundred fifty thousand dollars adjusted by the annual percentage change in the GDP price deflator. This amounts to approximately \$225,000 in today's dollars and severely limits local governments' use of their own forces to construct transportation and other infrastructure improvements. As an example, for a road project, the earthwork and drainage improvements alone can cost up to \$253,000 per mile. The impact of this limitation to rural local governments is compounded by the fact that many contractors are not interested in bidding small projects in rural areas, and when they do, bids frequently come in higher than budgeted because of mobilization costs. It would greatly assist rural local governments in improving their transportation infrastructure, and provide for more cost effective use of rural Arizona taxpayer's dollars if the statutory limitation in A.R.S. § 34-201, Subsection D were reset to \$500,000 and/or the cost of materials were excluded from the calculation of project costs.

**Position Statement: *Urge the Governor and Legislature, to reset the Title 34 limitation on use of local forces to construct street, road, bridge, water or sewer projects without advertising for bids to \$500,000 and/or exclude the cost of materials from the calculation of project costs for projects located more than 75 miles from an urbanized area with a population of 250,000 or more.***

## 6. SUPPORT EFFORTS TO CREATE A UNIFIED TRANSPORTATION PLAN

### Background

In 2010, Utah undertook a landmark effort and became a model for inclusive planning by convening transportation planning agencies, local government officials, and business leaders from across the state who hammered out what's now known as their state's Unified Transportation Plan. Utah's government and business leadership understood that even in a growing state with numerous competing demands, transportation investments pay dividends to the state's economy, and an inclusive, statewide planning process was the best way to ensure broad, bi-partisan support from the general public. They also knew they needed a plan designed to ensure every dollar invested supported the state's long-term economic development goals.

As a direct result of their investments in transportation infrastructure, venture capital dollars in Utah grew by nearly double the national rate from 2013 to 2014. An economic analysis determined that a \$1.94 in gross domestic product was gained for every \$1 invested in the Unified Transportation Plan – a return of nearly double their investment, and enough to ensure sufficient funds to keep commerce flowing for decades to come.

Arizona's transportation investments have not consistently been driven by a project's linkage to the State's economic development goals; some transportation investment decisions have been more politically influenced than driven by their potential to bring return on investment. An effort is currently underway to begin a statewide unified plan that meets Arizona's needs and guides transportation programming decisions over the next 30 years. This could fold neatly into ADOT's Long Range Transportation Plan update that is currently underway.

**Position Statement: *Support efforts to create a statewide unified transportation plan that can be integrated into the Statewide Long Range Transportation Plan update.***



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 2, 2016  
**SUBJECT:** GRANT WRITING SERVICES CONTRACT

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As reported in my monthly report to the Executive Board, the Request for Proposals for procurement of regional grant writing services was issued on October 2<sup>nd</sup> and two proposals were received by the deadline. Both proposals received were eligible for evaluation, evaluations were completed, and the first ranked firm is Community Development Professionals (CDP), LLC out of Hamilton, Ohio. I have checked the references provided for similar projects and all of them had nothing but positive things to say about their experience with the firm. We have since negotiated a revised scope of services that will accomplish the objectives of the project at a cost of approximately \$40,000 per year, but this is still about twice what was originally budgeted for the project.

In order to provide you plenty of time to prepare for the February meeting, I posted the original proposal, the Revised Project Budget and Revised Project Schedules from CDP to the Administrative Council and Executive Board meeting calendars, and I have attached the revised documents to this memorandum.

Below are the primary differences between the original CDP proposal and what has been negotiated:

- CDP will ask for a two-year contract to perform the services with the option to negotiate renewal of the contract for three additional years. The original RFP anticipated a one-year contract with the option to negotiate renewal of the contract for up to four additional years. There will be no penalty for early cancellation of the contract. All the two-year contract will do is assure CDP that SEAGO and its member entities will not use any other firm to perform the services outlined in the RFP while under contract with SEAGO.
- Progress reporting to the SEAGO contract manager will be reduced from bi-monthly to monthly.
- The 2-day Grant Writing Boot Camp offered in the original CDP proposal has been eliminated.
- Travel from Ohio for project-related meetings in the SEAGO region is reduced from four trips per contract year to three trips per contract year.
- Instead of identifying each community's top three priorities for funding, CDP will work with the communities to identify their top two priorities for funding. Essentially, each priority will receive a twice-per-year focus under the revised project schedule.
- Instead of conducting research to identify funding for a total of 60 projects each year, the CDP project team will conduct research for 20 projects in the first year and 20 projects the second year.
- The cost is reduced from \$86,610 per year, to \$40,060 in the first year and \$38,815 the second year. The total for the two-year contract is \$78,875. Contract amounts for the three optional years will be negotiated.
- The Year 1 project schedule is adjusted with an April 1st start date (versus January 1st), a kick-off meeting with the Administrative Council on May 5th (versus February 11th), a buy-in meeting on July 7th (versus April 7th), and a final project meeting on February 9, 2017 (versus November 17, 2016). All project deliverable dates have been adjusted accordingly.

- SEAGO and/or the member entities will be expected to commit to contracting with CDP to prepare funding applications for five projects the in the first contract year and three projects in the second contract year. The commitment simply means that SEAGO and its member entities commit to not engaging the services of another consultant to assist them in preparing funding applications when a funding opportunity is identified. There will be no contractual issue if a member entity decides to prepare a funding application using its own staff.

Because the anticipated project start date was January 1<sup>st</sup>, there was \$10,000 originally budgeted for the project in FY 2016. If CDP's revised proposal is accepted, that amount should be sufficient to cover project costs this fiscal year, but we will need to budget a minimum of \$40,000 for grant writing services in FY 2017. Assuming the Executive Board's acceptance of CDP's revised proposal, I recommend we budget an additional \$5,000 for FY 2017 in the event CDP identifies a grant opportunity for a SEAGO program that aligns with our strategic plan goals. I propose \$20,000 of the \$45,000 anticipated for the project in FY 2017 come from a member assessment, and the remaining \$25,000 come from fund balance.

For your consideration, I've attached a spreadsheet showing the potential impact a \$20,000 assessment would have to each member entity, as well as a Draft of the contract that will be used to engage the services of CDP.

Mindy Muller, CEO and Project Manager for CDP will be joining us via conference call or Skype for our meeting, and we will both try to answer any questions you may have at that time.

Attachments: Revised CDP Project Budget and Revised CDP Project Schedules; Example Assessment Schedule for FY 2017; Draft contract with CDP.

Action Requested:  Information Only  Action Requested Below:

**A motion to recommend approval of the Grant Writing Services Contract with Community Development Professionals to the Executive Board.**

**DIN 0001: Matrix of Regional Community Needs - Year #1**

Direct Costs	Explanation/Calculation	
Staff/Personnel		\$4,400
Mindy Muller	40 hours x \$80/hr	\$3,200
Natalie Hecker	30 hours x \$40/hr	\$1,200
Fringe Benefits	\$4,400 x 17.5%	\$770
SUB-TOTAL		<b>\$5,170</b>
General Admin on Direct Costs	6% of direct cost for overhead	\$310
<b>TOTAL (NTE)</b>		<b>\$5,480</b>

**DIN 0001: Matrix of Regional Community Needs - Year #2**

Direct Costs	Explanation/Calculation	
Staff/Personnel		\$3,800
Mindy Muller	35 hours x \$80/hr	\$2,800
Natalie Hecker	25 hours x \$40/hr	\$1,000
Fringe Benefits	\$3,800 x 17.5%	\$665
SUB-TOTAL		<b>\$4,465</b>
General Admin on Direct Costs	6% of direct cost for overhead	\$268
<b>TOTAL (NTE)</b>		<b>\$4,733</b>

**DIN 0002: Prioritized Matrix of Regional Needs - Year #1**

Direct Costs	Explanation/Calculation	
Staff/Personnel		\$2,960
Mindy Muller	25 hours x \$80/hr	\$2,000
Audrey Phillips	12 hours x \$40/hr	\$480
Natalie Hecker	12 hours x \$40/hr	\$480
Fringe Benefits	\$2,960 x 17.5%	\$518
SUB-TOTAL		<b>\$3,478</b>
General Admin on Direct Costs	6% of direct cost for overhead	\$209
<b>TOTAL (NTE)</b>		<b>\$3,687</b>

**DIN 0002: Prioritized Matrix of Regional Needs - Year #2**

Direct Costs	Explanation/Calculation	
Staff/Personnel		\$2,560
Mindy Muller	20 hours x \$80/hr	\$1,600
Audrey Phillips	12 hours x \$40/hr	\$480
Natalie Hecker	12 hours x \$40/hr	\$480
Fringe Benefits	\$2,560 x 17.5%	\$448
SUB-TOTAL		<b>\$3,008</b>
General Admin on Direct Costs	6% of direct cost for overhead	\$180
<b>TOTAL (NTE)</b>		<b>\$3,188</b>

**DIN 0003: Regional Meetings - Year #1**

Direct Costs	Explanation/Calculation	
Staff/Personnel		\$7,750
Mindy Muller	80 hours x \$80/hr	\$6,400
Julie Weber	22.5 hours x \$60/hr	\$1,350
Fringe Benefits	\$7,750 x 17.5%	\$1,356
SUB-TOTAL		<b>\$9,106</b>
Travel		\$5,586
Hotel	GSA rate @\$89 x 2 nights x 3 trips x 2 rooms	\$1,068
Airfare/mileage	\$600 x 3 trips x 2 staff	\$3,600
Per diem	GSA per diem @ \$51/day x 2 staff x 3 days/trip x 3 trips	\$918
SUB-TOTAL		<b>\$14,692</b>
General Admin on Direct Costs	6% of direct cost for overhead	\$882
<b>TOTAL (NTE)</b>		<b>\$15,574</b>

**DIN 0003: Regional Meetings - Year #2**

Direct Costs	Explanation/Calculation	
Staff/Personnel		\$7,750
Mindy Muller	80 hours x \$80/hr	\$6,400
Julie Weber	22.5 hours x \$60/hr	\$1,350
Fringe Benefits	\$7,750 x 17.5%	\$1,356
SUB-TOTAL		<b>\$9,106</b>
Travel		\$5,586
Hotel	GSA rate @\$89 x 2 nights x 3 trips x 2 rooms	\$1,068
Airfare/mileage	\$600 x 3 trips x 2 staff	\$3,600
Per diem	GSA per diem @ \$51/day x 2 staff x 3 days/trip x 3 trips	\$918
SUB-TOTAL		<b>\$14,692</b>
General Admin on Direct Costs	6% of direct cost for overhead	\$882
<b>TOTAL (NTE)</b>		<b>\$15,574</b>

**DIN 0004: Research - Year #1**

Direct Costs	Explanation/Calculation	
Staff/Personnel		\$12,300
Mindy Muller	30 hours x \$80/hr	\$2,400
Julie Weber	15 hours x \$60/hr	\$900
Kimberley Weisenberger	20 projects x 15 hrs x \$30/hr	\$9,000
Fringe Benefits	\$12,300 x 17.5%	\$2,153
SUB-TOTAL		<b>\$14,453</b>
General Admin on Direct Costs	6% of direct cost for overhead	\$867
<b>TOTAL (NTE)</b>		<b>\$15,320</b>

**DIN 0004: Research - Year #2**

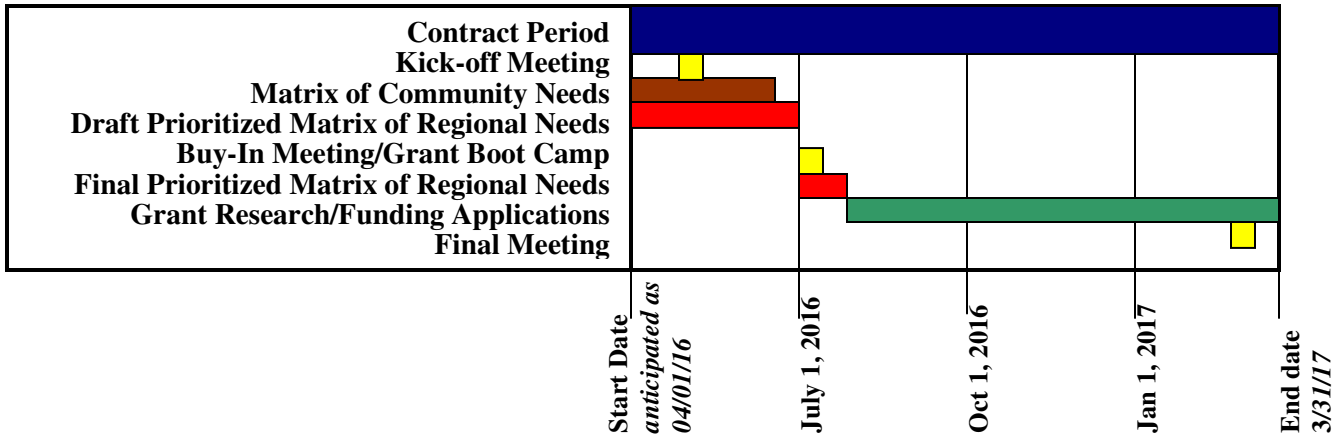
Direct Costs	Explanation/Calculation	
Staff/Personnel		\$12,300
Mindy Muller	30 hours x \$80/hr	\$2,400
Julie Weber	15 hours x \$60/hr	\$900
Kimberley Weisenberger	20 projects x 15 hrs x \$30/hr	\$9,000
Fringe Benefits	\$12,300 x 17.5%	\$2,153
SUB-TOTAL		<b>\$14,453</b>
General Admin on Direct Costs	6% of direct cost for overhead	\$867
<b>TOTAL (NTE)</b>		<b>\$15,320</b>

**Year #1 Total \$40,060**

**Year #2 Total \$38,815**

**Schedule**

**Initial Year of Contract**



Project Milestones					
Key Activity					
Regional meetings	Kick-off Meeting	Buy-in Meeting	Final Meeting		
	5/5/16	7/7/16*	2/9/17*		
Matrix of Community Needs	Initial survey sent to member communities	Review survey with member communities	Surveys returned to CDP	Matrix provided to SEAGO Contract Manager	
	4/15/16	5/5/16	5/27/16	6/15/16	
Prioritized Matrix of Regional Needs	Grant Services Information form sent to member communities	Grant Services Information Forms returned to CDP	Draft Matrix provided to the SEAGO Contract Manager	Review draft matrix with AC	Final Matrix provided to the SEAGO Contract Manager
	Apr 2016	6/15/16	6/30/16	7/7/16*	7/31/16
Grant research/funding application preparation**	Research begins in order of priority; Funding Applications submitted			Final Meeting to Review Progress	
	8/1/16 – 3/31/17			2/9/17*	
Monthly progress reports	Report to SEAGO Contract Manager for work accomplished during month				
	5 <sup>th</sup> of following month				

\* Specific dates to be determined.

\*\* See detail that follows

<b>Grant research/funding application preparation</b>	<b>Research begins in order of priority; Funding Applications submitted</b>	<b>Final Meeting to Review Progress</b>
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Month	Priorities to be researched	Applications prepared and submitted
<b>August</b>	<b>Priorities 1 - 5</b>	
Aug 1-5, 2016	Research <a href="http://grants.gov">http://grants.gov</a> for federal funding opportunities; forward possible funding opportunities to CDP contract manager for review and consideration	
Aug 8-12, 2016	Research <a href="https://grants.az.gov">https://grants.az.gov</a> for state and other public funding opportunities; forward possible funding opportunities to contract manager for review and consideration.	
Aug 15-19, 2016	Research private funding opportunities through <a href="http://www.grantstation.com">http://www.grantstation.com</a> and <a href="http://www.fdcenter.org">http://www.fdcenter.org</a> ; forward possible funding opportunities to CDP contract manager for review and consideration.	
Aug 22-26, 2016	Prepare details regarding funding opportunities and submit to communities and SEAGO contract manager for review and consideration.	
<b>September</b>	<b>Priorities 6 - 10</b>	
Sept 5-9, 2016	Research <a href="http://grants.gov">http://grants.gov</a> for federal funding opportunities; forward possible funding opportunities to CDP contract manager for review and consideration	
Sept 12-16, 2016	Research <a href="https://grants.az.gov">https://grants.az.gov</a> for state and other public funding opportunities; forward possible funding opportunities to contract manager for review and consideration.	
Sept 19-23, 2016	Research private funding opportunities through <a href="http://www.grantstation.com">http://www.grantstation.com</a> and <a href="http://www.fdcenter.org">http://www.fdcenter.org</a> ; forward possible funding opportunities to CDP contract manager for review and consideration.	
Sept 26-30, 2016	Prepare details regarding funding opportunities and submit to communities and SEAGO contract manager for review and consideration.	



Proposal offered to SEAGO  
Regional Grant Writing Services – *Community Grants Consortium*  
Community Development Professionals, LLC

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<b>Month</b>	<b>Priorities to be researched</b>	<b>Applications prepared and submitted</b>
<b>October</b>	<b>Priorities 11 - 15</b>	
Oct 3-7, 2016	Research <a href="http://grants.gov">http://grants.gov</a> for federal funding opportunities; forward possible funding opportunities to CDP contract manager for review and consideration	
Oct 10-14, 2016	Research <a href="https://grants.az.gov">https://grants.az.gov</a> for state and other public funding opportunities; forward possible funding opportunities to contract manager for review and consideration.	
Oct 17-21, 2016	Research private funding opportunities through <a href="http://www.grantstation.com">http://www.grantstation.com</a> and <a href="http://www.fdcenter.org">http://www.fdcenter.org</a> ; forward possible funding opportunities to CDP contract manager for review and consideration.	
Oct 24-28, 2016	Prepare details regarding funding opportunities and submit to communities and SEAGO contract manager for review and consideration.	
<b>November</b>	<b>Priorities 16 - 20</b>	
Oct 31 – Nov 4, 2016	Research <a href="http://grants.gov">http://grants.gov</a> for federal funding opportunities; forward possible funding opportunities to CDP contract manager for review and consideration	
Nov 7-11, 2016	Research <a href="https://grants.az.gov">https://grants.az.gov</a> for state and other public funding opportunities; forward possible funding opportunities to contract manager for review and consideration.	
Nov 14-18, 2016	Research private funding opportunities through <a href="http://www.grantstation.com">http://www.grantstation.com</a> and <a href="http://www.fdcenter.org">http://www.fdcenter.org</a> ; forward possible funding opportunities to CDP contract manager for review and consideration.	
Nov 21-25, 2016	Prepare details regarding funding opportunities and submit to communities and SEAGO contract manager for review and consideration.	
<b>December</b>	<b>Priorities 1 - 5</b>	
Nov 28-Dec 2, 2016	Research <a href="http://grants.gov">http://grants.gov</a> for federal funding opportunities; forward possible funding opportunities to CDP contract manager for review and consideration	
Dec 5-9, 2016	Research <a href="https://grants.az.gov">https://grants.az.gov</a> for state and other public funding opportunities; forward possible funding opportunities to contract manager for review and consideration.	
Dec 12-16, 2016	Research private funding opportunities through <a href="http://www.grantstation.com">http://www.grantstation.com</a> and <a href="http://www.fdcenter.org">http://www.fdcenter.org</a> ; forward possible funding opportunities to CDP contract manager for review and consideration.	

**Proposal offered to SEAGO**  
**Regional Grant Writing Services – Community Grants Consortium**  
**Community Development Professionals, LLC**

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<b>Month</b>	<b>Priorities to be researched</b>	<b>Applications prepared and submitted</b>
Dec 19-23, 2016	Prepare details regarding funding opportunities and submit to communities and SEAGO contract manager for review and consideration.	
<b>January</b>	<b>Priorities 6 - 10</b>	
Jan 2-6, 2017	Research <a href="http://grants.gov">http://grants.gov</a> for federal funding opportunities; forward possible funding opportunities to CDP contract manager for review and consideration	
Jan 9-13, 2017	Research <a href="https://grants.az.gov">https://grants.az.gov</a> for state and other public funding opportunities; forward possible funding opportunities to contract manager for review and consideration.	
Jan 16-20, 2017	Research private funding opportunities through <a href="http://www.grantstation.com">http://www.grantstation.com</a> and <a href="http://www.fdcenter.org">http://www.fdcenter.org</a> ; forward possible funding opportunities to CDP contract manager for review and consideration.	
Jan 23-27, 2017	Prepare details regarding funding opportunities and submit to communities and SEAGO contract manager for review and consideration.	
<b>February</b>	<b>Priorities 11 - 15</b>	
Feb 6-10, 2017	Research <a href="http://grants.gov">http://grants.gov</a> for federal funding opportunities; forward possible funding opportunities to CDP contract manager for review and consideration	
Feb 13-17, 2017	Research <a href="https://grants.az.gov">https://grants.az.gov</a> for state and other public funding opportunities; forward possible funding opportunities to contract manager for review and consideration.	
Feb 20-24, 2017	Research private funding opportunities through <a href="http://www.grantstation.com">http://www.grantstation.com</a> and <a href="http://www.fdcenter.org">http://www.fdcenter.org</a> ; forward possible funding opportunities to CDP contract manager for review and consideration.	
Feb 27-Mar 3, 2017	Prepare details regarding funding opportunities and submit to communities and SEAGO contract manager for review and consideration.	
<b>March</b>	<b>Priorities 16 - 20</b>	
Mar 6-10, 2017	Research <a href="http://grants.gov">http://grants.gov</a> for federal funding opportunities; forward possible funding opportunities to CDP contract manager for review and consideration	
Mar 13-17, 2017	Research <a href="https://grants.az.gov">https://grants.az.gov</a> for state and other public funding opportunities; forward possible funding opportunities to contract manager for review and consideration.	

**Proposal offered to SEAGO  
Regional Grant Writing Services – Community Grants Consortium  
Community Development Professionals, LLC**

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<b>Month</b>	<b>Priorities to be researched</b>	<b>Applications prepared and submitted</b>
Mar 20-24, 2017	Research private funding opportunities through <a href="http://www.grantstation.com">http://www.grantstation.com</a> and <a href="http://www.fdcenter.org">http://www.fdcenter.org</a> ; forward possible funding opportunities to CDP contract manager for review and consideration.	
Mar 27-31, 2017	Prepare details regarding funding opportunities and submit to communities and SEAGO contract manager for review and consideration.	

**OPTION 1**

**SouthEastern Arizona Governments Organization  
Draft Dues and Assessment Schedule  
Fiscal Year 2017**

SEAGO Member	2015 OPES Est. (a)	SEAGO Member Dues (b)	ED Planning Assessment (c)	RTAC Assessment (d)	Housing Assessment (e)	Grant Writing Contractor Assessment (f)	Total FY2017 Estimated Assessment (g)	Member Percent of Total FY2017 Assessment (h)	Total FY2015 SEAGO Assessment (i)	Total FY2010 SEAGO Assessment (j)
Benson	4,999	\$1,358	\$1,054	\$123	\$0	\$657	\$3,192	3.24%	\$1,655	\$2,055
Bisbee	5,297	\$1,439	\$1,117	\$130	\$0	\$696	\$3,382	3.43%	\$1,803	\$2,305
Douglas	16,956	\$3,815	\$3,577	\$420	\$0	\$1,262	\$9,074	9.21%	\$5,635	\$7,078
Huachuca City	1,794	\$897	\$378	\$44	\$0	\$314	\$1,634	1.66%	\$601	\$747
Sierra Vista	44,183	\$3,314	\$1,977	\$0	\$0	\$3,095	\$8,386	8.51%	\$13,153	\$17,798
Tombstone	1,333	\$1,066	\$281	\$33	\$0	\$233	\$1,614	1.64%	\$447	\$579
Willcox	3,636	\$1,091	\$767	\$91	\$0	\$507	\$2,456	2.49%	\$1,218	\$1,529
Cochise County*	50,914	\$2,037	\$8,299	\$977	\$0	\$3,566	\$14,879	15.10%	\$16,701	\$21,406
Pima	2,553	\$1,277	\$539	\$58	\$0	\$447	\$2,320	2.36%	\$775	\$954
Safford	9,659	\$2,623	\$2,037	\$231	\$0	\$1,269	\$6,160	6.25%	\$3,102	\$3,859
Thatcher	5,125	\$1,538	\$1,081	\$112	\$0	\$715	\$3,445	3.50%	\$1,572	\$1,992
San Carlos Apache Tribe	5,029	\$1,509	\$1,061	\$116	\$0	\$701	\$3,386	3.44%	\$1,550	\$2,365
Graham County*	16,109	\$3,625	\$3,398	\$383	\$0	\$1,199	\$8,605	8.73%	\$5,072	\$5,882
Clifton	4,510	\$1,353	\$951	\$80	\$0	\$629	\$3,013	3.06%	\$1,074	\$1,281
Duncan	802	\$642	\$169	\$17	\$0	\$140	\$968	0.98%	\$226	\$290
Greenlee County*	5,243	\$1,573	\$519	\$107	\$0	\$731	\$2,930	2.97%	\$1,437	\$1,836
Nogales	21,910	\$4,382	\$2,169	\$504	\$0	\$1,631	\$8,685	8.82%	\$6,757	\$8,486
Patagonia	963	\$770	\$203	\$22	\$0	\$169	\$1,164	1.18%	\$296	\$370
Santa Cruz County*	27,397	\$4,794	\$5,779	\$620	\$0	\$2,039	\$13,233	13.43%	\$8,324	\$10,275
<b>SEAGO Region Totals</b>	<b>228,412</b>	<b>\$39,101</b>	<b>\$35,357</b>	<b>\$4,069</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$98,527</b>	<b>100.00%</b>	<b>\$71,397</b>	<b>\$91,089</b>

\*Unincorporated area only

**Notes to Assessments:**

- (a) Most calculations are based on the 2015 OEPS Population Estimates for each member community. We intend to use the mid-decade population estimates in FY 2017 and future years until the 2020 Census figures are available.
- (b) In this column, SEAGO Member Dues are based on population blocks with the larger entities paying less per capita, and the smaller entities who generally need more services paying more per capita.
- (c) The assesemnt provides matching funds for the EDA planning grant and related economic development activities. Calculations are based on a per capita rate, with entities who have economic development staff paying less per capita and the remaining entities paying more.
- (d) RTAC assessment is based on the non-urbanized population of the region and 8.2 cents per capita. The SVMPO pays its dues directly to the RTAC and its population is not included in the calculation.
- (e) In FY 2016, the Arizona Mortgage Relief funds were swept into the State General Fund to balance the budget, and since then additional program funding has been reduced or eliminated. If the Housing Program is to continue at current service levels, it will require more than \$65,000 in fund balance use. In this Option, there is no assessment to cover the deficit, but one could be considered if desired.
- (f) The assessments in this column are a blend of per capita rates and population blocks. The amount for each entity is first calculated on the percent the population of the entitiy represents of the total population for the region, then adjusted by population blocks, with the larger entites paying less per capita and the smaller entites paying more per capita.
- (g) The total for this column will depend on any final adjustments to the calculations of individual program assessment columns and decisions to use fund balance rather than assessments to cover anticipated expenses.
- (h) This column displays the percent each member's assessment represents of the total FY 2017 assesement.
- (i) Information is provided so comparisons can be drawn between total FY2017 assessment and total FY2015 assessment.
- (j) Information is provided so comparisons can be drawn between total FY2017 assessment and total FY2010 assessment.

This contract (the "Contract") is made and entered into as of **April 1, 2016**, between the SouthEastern Arizona Governments Organization (SEAGO) and Community Development Professionals, LLC, (the "Consultant"), and is the first year of a two (2) year contract award. This Contract may be renewed for an additional three (3) years upon mutual consent of SEAGO and the Consultant.

**Recitals:**

- A. SEAGO is in need of a consultant to perform regional grant writing services, as generally described in the Scope of Services in the Request for Proposals (RFP), the original proposal submitted by the Consultant on November 18, 2015; and as reflected in the revised proposal submitted by the Consultant dated December 21, 2015.
- B. The Consultant has offered to provide the necessary consulting and technical assistance services for the project in accordance with this Contract.

**NOW, THEREFORE**, the parties mutually agree as follows:

1. Performance of Services - The Consultant promises and agrees to perform the services, as described in this Contract and the RFP in a good, competent and professional manner, and as specifically indicated in the Consultant's Proposal and revised Proposal (the "Proposals") opened on November 18, 2015, to the complete satisfaction of the SEAGO, and its Member Entities. The RFP and the Consultant's Proposals are incorporated herein by this reference, and the documents are made a part of this Contract as if the same were fully set forth herein. In the event that any incorporated term or provision conflicts with this Contract, this Contract controls.

2. Scope of Services -The Consultant shall provide all of the materials, equipment and services required by this Contract in accordance with recognized professional standards, and in a competent and acceptable form and manner, including, all of the services described in the RFP, the Scope of Services in the RFP, and the Consultant's Proposals.

3. Compensation - SEAGO will compensate the Consultant for his/her performance, and the Consultant agrees to accept as complete payment for such full performance, **the sum of Forty Thousand Sixty Dollars and No Cents (\$ 40,060.00)** for the first year of the contract, and **the sum of Thirty-Eight Thousand Eight Hundred and Fifteen Dollars and No Cents (\$ 38,815.00)** for the second year of the contract. Additional contract years and scopes of services shall be negotiated at the sole discretion of SEAGO.

Charges for additional services that constitute a requested increase in scope of services may be negotiated. Such additional services shall be requested in writing by the Consultant and must be approved by SEAGO's Executive Board.

4. Invoicing and Payments - The Consultant shall invoice the percent completed on a monthly basis. The invoice shall show the total percent previously completed and an itemization of all services completed. The invoice shall show the consultant's name, address, phone number, fax number, and any other necessary information. All invoices are subject to review and certification of SEAGO's authorized representative and/or SEAGO prior to payment.

Every payment obligation of SEAGO under this Contract is conditioned upon the availability of funds, appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Contract, this Contract may be terminated by SEAGO at the end of the period for which the funds are available. No liability shall accrue to SEAGO in the event this provision is exercised, and SEAGO shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

5. Rejection/Correction of Services - SEAGO shall have the right to reject all or any service or product submitted under this Contract which does not meet the required specifications. In the event of any such rejection, the Consultant agrees to promptly remedy any and all deficiencies. No compensation shall be due for any rejected services until such deficiencies have been corrected, and corrected at the Consultant's sole cost.

6. Notices - All notices, invoices, and payments shall be made in writing and may be given by personal delivery or by mail or e-mail with signature. The designated recipients for such notices, invoices, and payments are as follows:

To SEAGO: Cindy Osborn, Accounts Manager  
SEAGO  
1403 W. Highway 92  
Bisbee, Arizona 85603  
Phone: (520) 432-5301

To Consultant: Community Development Professionals, LLC  
332 Dayton Street  
Hamilton, Ohio 45011  
Attention: Mindy Muller

7. Entire Contract - This Contract shall be effective upon its approval by the parties, as indicated by the signatures of their representatives hereto. This Contract and its attachments and those documents incorporated by reference represent the entire Contract and understanding between the parties. There are no verbal terms, conditions, or provisions. No amendment shall be effective unless properly authorized and executed by the parties in writing and in the same manner as this Contract was executed.

8. Duration of Contract – This Contract shall become effective **April 1, 2016** and shall remain in effect until **March 31, 2018**.

9. Additional Contract Terms - This Contract includes the following terms, conditions, and provisions:

- a. All of the terms, conditions and provisions in the document entitled Standard Contract Terms and Conditions attached hereto as Exhibit A. In the event the Standard Contract Terms and Conditions conflict with this Contract, this Contract controls.
- b. During the duration of this Contract, SEAGO and its Member Entities shall not engage the services of any other consultant to prepare funding applications in response to grant opportunities identified by the Consultant in its performance of the Scope of Services of this Contract. Doing so shall be considered a material breach of contract.

- c. During the first year of this Contract, SEAGO and its Member Entities commit to engaging the services of the Consultant to prepare a minimum of five (5) funding applications in response to grant opportunities identified by the Consultant in its performance of the Scope of Services of this Contract. During the second year of this Contract, SEAGO and its Member Entities commit to engaging the services of the Consultant to prepare a minimum of three (3) funding applications in response to grant opportunities identified by the Consultant in its performance of the Scope of Services of this Contract.

**IN WITNESS WHEREOF**, the duly authorized representatives of the parties have executed this Contract as indicated below:

\_\_\_\_\_  
SEAGO – Randy Heiss, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Development Professionals, LLC – Mindy Muller

\_\_\_\_\_  
Date



## EXHIBIT A

### SEAGO STANDARD CONTRACT TERMS AND CONDITIONS Regional Grant Writing Services

THE FOLLOWING TERMS AND CONDITIONS ARE AN EXPLICIT PART OF THE CONTRACT FOR REGIONAL GRANT WRITING SERVICES BETWEEN SEAGO AND COMMUNITY DEVELOPMENT PROFESSIONALS, LLC, EFFECTIVE APRIL 1, 2016

1. **CERTIFICATION:** By execution of the Contract, the Consultant certifies that all laws, rules and regulations pertaining to civil rights, equal employment opportunity, affirmative action for disabled workers, access to records and records retention, conflict of interest, lobbying, and drug free workplace shall be followed by the Consultant. By execution of the Contract, the Consultant also certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this federal contracts any federal department or agency. Furthermore, the Consultant will cause these provisions to be inserted in all subcontracts for any services covered by under the Contract, so that such provisions will be binding upon each sub-firm.
2. **GRATUITIES:** SEAGO may, by written notice to the Consultant, cancel the Contract if SEAGO determines that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Consultant or any agent or representative of the Consultant, to any officer, agent, or employee of SEAGO with a view toward securing any contract, securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performing of such contact. In the event the Contract is canceled by SEAGO pursuant to this provision, SEAGO shall be entitled, in addition to any other rights and remedies, to recover or withhold payment from the Consultant in the amount of the gratuity.
3. **APPLICABLE LAW:** The Contract shall be governed by the laws of the State of Arizona.
4. **LEGAL REMEDIES:** The parties hereby agree to make a good faith effort to resolve any controversy or claim through informal negotiations. Any claim or controversy must first be presented in writing, with supporting documentation, to the other party or its authorized agent. The recipient shall have seven (7) days to prepare and deliver a response. Thereafter, if the parties fail to resolve the claim or controversy following a reasonable period for such resolution, but not less than ten (10) days, the aggrieved party may request the presiding judge of the Superior Court of Cochise County, Arizona to assign a mediator.
5. **CONTRACT:** The Contract Documents between SEAGO and the Consultant shall consist of:
  - (a) The RFP, including instructions, and all terms and conditions, service plans, scope of services, and attachments or addenda thereto;
  - (b) The Proposals submitted by the Consultant in response to the RFP and subsequent negotiations with SEAGO;
  - (c) These Standard Contract Terms and Conditions;

- (d) General and Special Provisions, if any; and
- (e) The executed Contract.

The RFP shall govern in all matters not otherwise addressed by this Contract or the Consultant's proposals. All of these documents shall cumulatively constitute "the Contract," as used herein.

6. **CONTRACT AMENDMENTS:** The Contract may be modified only by a written amendment authorized by the SEAGO Executive Director after approval by the Executive Board.
7. **CONTRACT APPLICABILITY:** The Consultant shall substantially conform to the terms, conditions, specifications, and other requirements found within the text of the contract documents. All previous Contracts, contracts, understandings or other documents between the Consultant and SEAGO, which are not expressly part of the Contract, are not applicable and are not part of this Contract.
8. **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and any clause required by law to be in the Contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not correctly inserted, then upon the application of either party the Contract will forthwith be expressly amended to make such insertion or correction.
9. **SEVERABILITY:** The provisions of this Contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or applications of the Contract which may remain in effect without the invalid provision or application.
10. **RELATIONSHIP OF PARTIES:** It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. The Consultant is an independent contractor in the performance of this Contract. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever. The Consultant is advised that taxes or Social Security payments will not be withheld from a payment issued hereunder, and that the Consultant should make arrangements to directly pay such expenses, if any.
11. **INTERPRETATION-PAROL EVIDENCE:** This Contract is intended by the parties as a final expression of their Contract, and is intended also as a complete and exclusive statement of the terms of the Contract. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in the Contract. Acceptance or acquiescence in a course of performance rendered under the Contract shall not be relevant to determine the meaning of the Contract, even though the accepting or acquiescing party had knowledge of the nature of the performance and opportunity to object.
12. **ASSIGNMENT-DELEGATION:** No right or interest in this Contract shall be assigned by the Consultant without prior written permission of SEAGO, and no delegation of any duty of the Consultant shall be made without prior written permission of SEAGO.
13. **RIGHTS AND REMEDIES:** No provision in this document or in the Consultant's offer shall be

construed, expressly or by implication, as a waiver by SEAGO, of any existing or future right and/or remedy available by law in the event of any claim or default or breach of contract. The failure of SEAGO to insist upon the strict performance of any term or condition of the Contract, or to exercise or delay the exercise of any right or remedy provided in the Contract, or by law, or the acceptance of materials or services, or the payment for materials or services, shall not release the Consultant from any responsibilities or obligations imposed by the Contract or by law, and shall not be deemed a waiver of any right of SEAGO to insist upon the strict performance of the Contract.

14. **PROHIBITED INTERESTS:** Neither SEAGO, the Consultant nor any of its contractors or their subcontractors shall enter into any contract, subcontract, or arrangement in connection with this Contract or any property included or planned to be included in the services relating to this Contract, in which a member, officer, or employee of SEAGO or the Consultant either during his tenure or for one year thereafter has any interest, direct or indirect.
15. **INDEMNIFICATION:** Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the negligent act, omission, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. In addition, the Consultant shall cause its contractor(s), subcontractors, and subrecipients, if any, to indemnify, defend, save and hold harmless SEAGO, the state of Arizona, any jurisdiction or agency issuing any permits for any services arising out of this Contract, and their respective directors, officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damages to tangible or intangible property to the extent caused, or alleged to be caused by the negligent or willful acts or omissions of the Consultant's contractor or subrecipient or any of the directors, officers, agents, or employees or subcontractors of such contractor or subrecipient. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor or subrecipient to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for claims arising from the negligent or willful acts or omissions of the Indemnitee, be indemnified by such contractor or subrecipient from and against any and all claims.

16. **FORCE MAJEURE:**

- (a) Except for payment of sums due, neither party shall be liable to the other, nor deemed in default under this Contract, if, and to the extent that, such party's performance of the Contract is prevented by reason of Force Majeure. The term "Force Majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, Force Majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; floods; lockouts; injunctions, intervention, acts, or failures or refusal to act by government authority; and other similar occurrences beyond the control of the party declaring Force Majeure, which such party is unable to prevent by exercising reasonable diligence. The Force Majeure shall be deemed to commence when the party declaring Force Majeure

notifies the other party in writing of the existence of the Force Majeure and shall be deemed to continue as long as the results or effects of the Force Majeure prevent the party from resuming performance in accordance with this Contract.

- (b) Force Majeure shall not include late performance by a sub-firm, unless the delay arises out of a Force Majeure occurrence in accordance with this Force Majeure term and condition.
- (c) Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that, such delay or failure is caused by Force Majeure.
- (d) If either party is delayed at any time in the progress of the services by Force Majeure, then the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours of commencement thereof, and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion may be extended by contract modification for a period of time equal to the time that the results or effects of such delay prevent the delayed party from performing in accordance with this Contract.

17. **RIGHT TO ASSURANCE:** Whenever one party to this Contract in good faith has reason to question the other party's intent to perform, he may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
18. **RECORDS:** The Consultant shall retain, and shall contractually require each sub-firm to retain, reports, files, project activities, and other records relating to the acquisition and performance of the Contract for a period of three (3) years after the completion of the Contract. All such documents shall be subject to inspection and audit at reasonable times during normal business hours. Upon request, a legible copy of any or all such documents shall be produced at the request of SEAGO, and any other person or agency authorized by SEAGO.
19. **WARRANTIES:** The Consultant warrants that all services performed under this Contract will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Mere acceptance of the service specified, and any inspection incidental thereto by SEAGO, shall not alter or affect the obligations of the Consultant or the rights of SEAGO under the foregoing warranties.
20. **ADVERTISING:** Consultant shall not advertise or publish information concerning this Contract without prior written consent of the SEAGO.
21. **TERMINATION BY SEAGO:** SEAGO may cancel this Contract without penalty or further obligation pursuant to A.R.S. §38-511, if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of SEAGO is or becomes, at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity, or a consultant to any other party to this Contract with respect to the subject matter of the Contract. Such cancellation shall be effective when written notice from SEAGO is received by the Consultant, unless the notice specifies a later time.

## 22. **TERMINATION BY THE SEAGO FOR CAUSE:**

- (a) SEAGO, in its sole discretion, may terminate the Contract if the Consultant:
  - i. Does not fulfill contract elements by due date;
  - ii. Disregards laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction;
  - iii. Otherwise is guilty of a breach of a provision of the Contract or other contract documents; or
  - iv. Fails or refuses to provide detailed billing invoices verifying tasks accomplished.
- (b) When any of the above reasons exist, SEAGO may without prejudice to the other rights or remedies of SEAGO, and after giving the Consultant thirty (30) days written notice, terminate the Contract with the Consultant, and may finish the services by whatever reasonable method SEAGO may deem expedient. If the unpaid balance of the Contract exceeds costs of finishing the Contract, including all expenses made necessary thereby, the Consultant shall be entitled to receive payment for its performance and for reasonable overhead, profit, and damages associated with such, up to the amount of such excess. If such completion costs exceed the unpaid balance, the Consultant shall pay the difference to SEAGO within thirty (30) days of invoice from SEAGO.
- (c) In the event of any termination, all finished or unfinished documents, data, studies, models, photographs, applications, and reports prepared by the Consultant under this Contract shall, at the option of SEAGO, become SEAGO's property, and the Consultant shall be entitled to receive just and equitable compensation for any services satisfactorily completed.
- (d) Notwithstanding the above, the Consultant shall not be relieved of liability to SEAGO for damages sustained by SEAGO by virtue of any breach of the Contract by the Consultant, and SEAGO may withhold any payments to the Consultant for the purpose of set-off, until such time as the exact amount of damages due SEAGO from the Consultant is determined.

## 23. **SUSPENSION BY SEAGO FOR CONVENIENCE:** SEAGO may, without cause, order the Consultant, in writing, to suspend, delay, or interrupt its performance, in whole or in part, for such a period of time as SEAGO may determine. An adjustment shall be made for increases in the cost of performance of the Contract, including profit on the increased cost of performance, caused by suspension, delay, or interruption. No adjustment shall be made to the extent:

- (a) That performance is, was, or would have been so suspended, delayed, or interrupted by another cause for which the contractor is responsible; or
- (b) That an equitable adjustment is made or denied under another provision of the Contract.

## 24. **TERMINATION BY SEAGO FOR CONVENIENCE:** SEAGO, by written notice to the Consultant, may terminate this Contract, in whole or in part, when, in the sole discretion of SEAGO, it is in SEAGO's best interest to do so. In such case, the Consultant shall be paid for

all services provided, and reasonable termination expenses and a reasonable allowance for profit and overhead on its performance; provided, however, that such payments, exclusive of termination expenses, shall not exceed the total contract price(s) reduced by other contract payments previously made to the Consultant, and as further reduced by the value of the performance as yet not completed. The Consultant shall not be entitled to profit and overhead on services that were not provided. The parties expressly agree that this termination right is not a mutual right.

25. **TERMINATION NOTICE:** Upon receipt of a termination notice, the Consultant shall: a) promptly discontinue all services affected (unless the notice directs otherwise); and, b) deliver or otherwise make available to SEAGO, copies of data, reports, applications, and such other information as may have been accumulated by the Consultant in performing this Contract.

26. **TERMINATION BY THE CONSULTANT:**

(a) The Consultant may terminate the Contract if the performance is stopped for a period of ninety (90) days through no act or fault of the Consultant, its agents or employees, or any other persons performing portions of the project, for any of the following reasons:

- i. Issuance of an order of a court or other public authority having competent jurisdiction;
- ii. An act of government, such as a declaration of national emergency;
- iii. SEAGO has not made payment within sixty (60) days.

If one of the above reasons exists, the Consultant may, upon seven (7) additional days written notice to SEAGO, terminate the Contract and recover from SEAGO payment for its performance, including reasonable overhead, profit, and damages attributable to the performance rendered.

(b) The Consultant may, upon thirty (30) days written notice, terminate the Contract if the Consultant has evidence that SEAGO or any of its Member Entities is guilty of a breach of any provision of the Contract or any other contract documents.

27. **ACCESS TO INFORMATION:** It is agreed that all reasonable information, data reports, records, applications, spreadsheets, and other documents, as are existing, available, and necessary for the carrying out of the services outlined above shall be furnished to the Consultant by SEAGO, provided Consultant safeguard the same and not otherwise disclose the same to a third party without SEAGO's written permission.

No charge will be made to the Consultant for such information, and SEAGO will cooperate with the Consultant in every way possible to facilitate that performance of the services described in the Contract.

28. **SEAGO'S PROPERTY:** All of the reports, information, data, etc., prepared or assembled by the Consultant under this Contract (unless described by the Consultant in writing and agreed to by SEAGO) are the property of SEAGO and the Consultant agrees that it shall not make available any such materials to any individual or organization without the prior written approval of SEAGO.

29. **REPORTS AND INFORMATION:** The Consultant, at such times and in such forms as SEAGO may require, shall furnish SEAGO such reports as it may request pertaining to the services undertaken pursuant to this Contract, the costs and obligations incurred, or to be incurred in connection therewith, and any other matter covered by this Contract.
30. **CHANGES:** SEAGO may, from time-to-time, request changes in the scope of the services of the Consultant to be performed under this Contract. Such changes, including any increase or decrease in the amount of the Consultant's compensation, which are mutually agreed upon by and between SEAGO and the Consultant, shall be incorporated in written amendments to the Contract.
31. **PERSONNEL:**
- (a) The Consultant represents that it has, or will secure at his/her own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of, or have any contractual relationship with, SEAGO.
  - (b) All of the services required hereunder will be performed by the Consultant, or under its supervision, and all personnel engaged in the services shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.
32. **SUBCONTRACT:** No subcontract shall be entered into by the Consultant with any other party to furnish any of the services specified herein without the advance written approval of SEAGO. All subcontracts shall comply with federal and state laws and regulations, which are applicable to the services covered by the subcontract, as if the sub-firm were the Consultant referred to herein. The Consultant is responsible for contract performance whether or not sub-firms are used.
33. **INSURANCE REQUIREMENTS:** The successful consultant, at its own expense, shall purchase and maintain the herein stipulated minimum insurance. All insurance required herein shall be maintained in full force and effect until all services required to be performed under the terms of the contract is satisfactorily completed and formally accepted. Failure to fully maintain all insurance may, at the sole discretion of SEAGO, constitute a material breach of contract.

The Applicant's insurance shall be primary insurance as respects SEAGO, and any insurance or self-insurance maintained by SEAGO shall not contribute to it.

**REQUIRED COVERAGE:**

Automobile Liability:

The consultant shall maintain automobile liability insurance with respect to the consultant's owned, hired, and non-owned vehicles assigned to or used in performance of the services. The consultant's insurance will provide primary coverage in the event of an accident or any other claim. Consultants may choose the level of insurance coverage that he or she believes is appropriate, notwithstanding that such insurance must meet the mandatory minimum insurance coverage required by applicable State laws and regulations. However, SEAGO accepts no responsibility for damage to the consultant's personal vehicle. In the event of an accident, the consultant and the consultant's insurance company are responsible for all damage and repair to the consultant's vehicle and are primary for all other claims.

In case any service is subcontracted, the consultant will require the sub-firm(s) to maintain automobile liability insurance with respect to their owned, hired, and non-owned vehicles assigned to or used in performance of the service to at least the same extent as required of the consultant.

**Workers Compensation:**

The consultant shall carry worker's compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of the consultant's employees engaged in the performance of the services under the contract, with employer's liability insurance of not less than \$100,000 for each accident, \$100,000 for each employee, and \$500,000 deceased policy limit.

In case any service is subcontracted, the consultant will require the sub-firm(s) to provide worker's compensation and employer's liability to at least the same extent as required of the consultant.

**Proof of Insurance:**

Prior to commencing services under the contract, the consultant shall furnish SEAGO with evidence of insurance issued by the consultant's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by the contract are in full force and effect.

In case any service is subcontracted, the consultant will require the sub-firm(s) to provide evidence of insurance to at least the same extent as required of the consultant.

**Cancellation and Expiration Notice:**

If a policy expires during the life of the contract, evidence of renewal must be received by SEAGO fifteen (15) days prior to the expiration date. Insurance required under the contract shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to SEAGO.

SEAGO maintains the right to impose insurance requirements as it feels is appropriate.

**34. MISCELLANEOUS PROVISIONS:**

- (a) This Contract shall be binding upon and ensure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Contract.
- (b) In any case one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable, it shall not affect any other provision thereof, and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
- (c) Subject to the provisions of paragraph 4 of these Standard Contract Terms and Conditions, any action at law or in equity is necessary to enforce or interpret the terms of the Contract; the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.



- (d) To the extent applicable under Arizona Revised Statutes Section 41-4401, each Party and its subcontractors warrants their compliance with all federal immigration laws and regulations that relate to their employees and their compliance with the E-verify requirements under Arizona Revised Statutes Section 23-214(A). A breach of the above-mentioned warranty by any Party or its subcontractors shall be deemed a material breach of the Contract and may result in the termination of the Contract by the non-breaching Parties. Each Party retains the legal right to randomly inspect the papers and records of the other Parties' or its subcontractors' employees who work on the Contract to ensure that the Parties or its subcontractors are complying with the above-mentioned warranty.
- (e) Pursuant to Arizona Revised Statutes Sections 35-391.06 and 35-393.06, each Party certifies that it does not have a scrutinized business operation in Sudan or Iran. For the purpose of this Section the term "scrutinized business operations" shall have the meanings set forth in Arizona Revised Statutes Section 35-391 or 35-393, as applicable. If any Party determines that another Party submitted a false certification, that Party may impose remedies as provided by law including terminating this Contract.
- (f) No member, officer, or employee of SEAGO either during his or her tenure or for one year thereafter shall have any interests, direct or indirect, in this contract or the proceeds thereof.



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 2, 2016  
**SUBJECT:** COCHISE COUNTY PRIVATE SECTOR REPRESENTATIVE

When the Bylaws were revised last November to provide two-year terms with the option of reappointment for a second two-year term, we did not discuss how to handle those private sector representatives currently serving. As a point of reference, below are the dates of appointment for all current private sector representatives and the end date for their terms on the Executive Board:

County	Representative	Date of Appointment	End of Term
Cochise	Mr. Mark Schmitt	October 21, 2011	Undetermined
Cochise	Ms. Ilona Smerekanich	August 28, 2015	August 28, 2017
Graham	Vacant	Vacant	Vacant
Greenlee	Ms. Dusti Robinette	February 27, 2015	February 27, 2017
Santa Cruz	Mr. J. Anthony Sedgwick	November 21, 2014	November 21, 2016

As you can see, Mr. Mark Schmitt from the Cochise College Small Business Development Center has been serving on the Executive Board since 2011 and was in place before private sector representative term limits were formally observed. All the other current private sector representatives were appointed fairly recently.

I recommend you consider recommending reappointment of Mr. Schmitt for a final two-year term and apply the new term limits to the remaining current private sector representatives. I have communicated with Mr. Schmitt and verified that he is happy to continue serving in this capacity.

As you know from the current situation in Graham County, it can be difficult finding qualified individuals to fill vacancies. An additional term will allow Mr. Schmitt time to assist in identifying individuals for you to consider nominating to succeed him at the end of his term.

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

Attachments: None.

Action Requested:  Information Only  Action Requested Below:

**A motion to recommend reappointment of Mr. Mark Schmitt as a Private Sector Representative for Cochise County to the Executive Board.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 2, 2016  
**SUBJECT:** FY 2017 HOUSING PROGRAM FUNDING

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As reported at your November meeting, the Housing Program continues to struggle financially. As much as I would like to report the outlook looks more favorable today, instead, it appears to be worsening.

While the Arizona Department of Housing (ADOH) is moving forward with its plan to restore the Down Payment Assistance Program, instead of using housing counseling agencies to administer the program, it's my understanding they will keep the program in house and administer it with ADOH staff. In addition, ADOH has announced that it intends to wind down the Save Our Home AZ (SOHAZ) Program and it's likely the program will focus only on areas of extreme need – code for the urban areas of the state with much higher incidences of foreclosure crises. As a result, the program will most likely be cut in rural areas of Arizona.

This leaves us with only one known external funding source for Housing – the HUD Counseling grant through the National Community Reinvestment Coalition. We have an opportunity to serve as a loan packaging agency for USDA Rural Development's Section 502 and 504 Loan Programs, but based on the initial information we have, it's possible the fees we collect may be insufficient to cover all of the costs of providing the service. And even though we may soon have a professional grant writer on board, it may not be possible to identify a grant opportunity for the Housing Program next fiscal year.

This potentially leaves us with only two choices: Fund Balance use or a member assessment to support the Housing Program. So my question to you is simple: How much do you want to budget from Fund Balance and/or member assessments to support the Housing Program in FY 2017? Based on your answer, I will determine the level of services we will be able to provide with the available funding. Below is some information that you may want to consider in making your recommendation:

- Program revenues are not meeting expectations. We believe this is primarily due to a drop in the number of new SOHAZ clients. In FY 2014, during the period of July 1st – December 31<sup>st</sup>, there were 72 new applicants and 17 existing clients receiving assistance. In FY 2015, during the same period, there were 61 new applicants and 6 existing clients receiving assistance. In the same period of the current fiscal year, there were only 26 new applicants and 17 existing clients receiving SOHAZ assistance from our Housing Program.

For the HUD Counseling program, the trend is similar. In FY 2014, during the period of July 1st – December 31<sup>st</sup>, there were 40 new applicants and 27 existing HUD clients receiving assistance. In FY 2015, during the same period, there were 30 new applicants and 20 existing clients receiving assistance. In the same period of the current fiscal year, there were only 14 new applicants and 11 existing clients receiving HUD Counseling assistance from our Housing Program. Between the two funding sources, the overall current client case load is about 44% of what it was in FY 2014.

- With revenues well below expectations, the only way to bring the Housing Program budget situation under control is to reduce expenditures. Expenditures were slashed to the bone during the FY 2016 budget process in order to minimize the program's request for fund balance. The only line items that can be reduced while having a meaningful impact on the budget is Salary and EREs.
- One of the insights gathered at our January 2015 Strategic Planning Retreat is that there is value in preserving and building capacity in SEAGO. Eliminating the Housing Program takes us in the opposite direction. If no additional fund balance is allocated, or if no other funding sources become available for FY 2017, it will be necessary to dramatically reduce Housing Program services or eliminate the program entirely. If the latter happens, we would lose our status as a HUD-approved housing counselling agency, and the knowledge and expertise that the agency has gained in this field over the years will be lost.
- Thanks to last year's funding from the Arizona Attorney General's office, the Housing Program ended FY 2015 with a surplus of approximately \$19,629. During Arizona's housing boom years, it's estimated that Housing Program fees from participation in the State's Rural Homeownership Programs contributed a majority of the fund balance we currently hold. As of June 30, 2015 the amount of fund balance held by the Housing Program is \$566,829.
- We estimate that the Housing Program will need approximately \$87,075 in FY 2017 to maintain current service levels. At this time, it's estimated that HUD counseling revenues will be approximately \$9,100 in FY 2017. The anticipated FY 2017 funding gap is \$77,975. Cutting FY 2017 services to 50% the current level would result in a funding gap of \$34,438.

I've attached a spreadsheet showing the impact of a \$17,219 assessment for the housing program. I'll attempt to answer any questions you may have at the meeting.

Attachments: Example Assessment Schedule for FY 2017

Action Requested:  Information Only  Action Requested Below:

**A motion to recommend a tentative amount of fund balance and/or member assessment for the FY 2017 Housing Program budget to the Executive Board.**

## HOUSING

### SouthEastern Arizona Governments Organization Draft Dues and Assessment Schedule Fiscal Year 2017

SEAGO Member	2015 OPES Est. (a)	SEAGO Member Dues (b)	ED Planning Assessment (c)	RTAC Assessment (d)	Housing Assessment (e)	Grant Writing Contractor Assessment (f)	Total FY2017 Estimated Assessment (g)	Member Percent of Total FY2017 Assessment (h)	Total FY2015 SEAGO Assessment (i)	Total FY2010 SEAGO Assessment (j)
Benson	4,999	\$1,358	\$1,054	\$123	\$401	\$657	\$3,594	3.10%	\$1,655	\$2,055
Bisbee	5,297	\$1,439	\$1,117	\$130	\$803	\$696	\$4,185	3.62%	\$1,803	\$2,305
Douglas	16,956	\$3,815	\$3,577	\$420	\$3,078	\$1,262	\$12,152	10.50%	\$5,635	\$7,078
Huachuca City	1,794	\$897	\$378	\$44	\$788	\$314	\$2,422	2.09%	\$601	\$747
Sierra Vista	44,183	\$3,314	\$1,977	\$0	\$3,836	\$3,095	\$12,222	10.56%	\$13,153	\$17,798
Tombstone	1,333	\$1,066	\$281	\$33	\$431	\$233	\$2,045	1.77%	\$447	\$579
Willcox	3,636	\$1,091	\$767	\$91	\$297	\$507	\$2,753	2.38%	\$1,218	\$1,529
Cochise County*	50,914	\$2,037	\$8,299	\$977	\$2,007	\$3,566	\$16,886	14.59%	\$16,701	\$21,406
Pima	2,553	\$1,277	\$539	\$58	\$268	\$447	\$2,588	2.24%	\$775	\$954
Safford	9,659	\$2,623	\$2,037	\$231	\$892	\$1,269	\$7,052	6.09%	\$3,102	\$3,859
Thatcher	5,125	\$1,538	\$1,081	\$112	\$283	\$715	\$3,728	3.22%	\$1,572	\$1,992
San Carlos Apache Tribe	5,029	\$1,509	\$1,061	\$116	\$0	\$701	\$3,386	2.93%	\$1,550	\$2,365
Graham County*	16,109	\$3,625	\$3,398	\$383	\$743	\$1,199	\$9,348	8.08%	\$5,072	\$5,882
Clifton	4,510	\$1,353	\$951	\$80	\$74	\$629	\$3,088	2.67%	\$1,074	\$1,281
Duncan	802	\$642	\$169	\$17	\$74	\$140	\$1,042	0.90%	\$226	\$290
Greenlee County*	5,243	\$1,573	\$519	\$107	\$74	\$731	\$3,005	2.60%	\$1,437	\$1,836
Nogales	21,910	\$4,382	\$2,169	\$504	\$1,413	\$1,631	\$10,098	8.72%	\$6,757	\$8,486
Patagonia	963	\$770	\$203	\$22	\$134	\$169	\$1,298	1.12%	\$296	\$370
Santa Cruz County*	27,397	\$4,794	\$5,779	\$620	\$1,621	\$2,039	\$14,854	12.83%	\$8,324	\$10,275
<b>SEAGO Region Totals</b>	<b>228,412</b>	<b>\$39,101</b>	<b>\$35,357</b>	<b>\$4,069</b>	<b>\$17,219</b>	<b>\$20,000</b>	<b>\$115,746</b>	<b>100.00%</b>	<b>\$71,397</b>	<b>\$91,089</b>

\*Unincorporated area only

**Notes to Assessments:**

- (a) Most calculations are based on the 2015 OEPS Population Estimates for each member community. We intend to use the mid-decade population estimates in FY 2017 and future years until the 2020 Census figures are available.
- (b) In this column, SEAGO Member Dues are based on population blocks with the larger entities paying less per capita, and the smaller entities who generally need more services paying more per capita.
- (c) The assesemnt provides matching funds for the EDA planning grant and related economic development activities. Calculations are based on a per capita rate, with entities who have economic development staff paying less per capita and the remaining entities paying more.
- (d) RTAC assessment is based on the non-urbanized population of the region and 8.2 cents per capita. The SVMPO pays its dues directly to the RTAC and its population is not included in the calculation.
- (e) In FY 2016, the Arizona Mortgage Relief funds were swept into the State General Fund to balance the budget, and since then additional program funding has been reduced or eliminated. If the Housing Program is to continue at 50% of the current service levels, it will require more than \$34,000 in additional funding. This Option assumes this amount is split evenly between fund balance and an assessment.
- (f) The assessments in this column are a blend of per capita rates and population blocks. The amount for each entity is first calculated on the percent the population of the entitiy represents of the total population for the region, then adjusted by population blocks, with the larger entites paying less per capita and the smaller entites paying more per capita.
- (g) The total for this column will depend on any final adjustments to the calculations of individual program assessment columns and decisions to use fund balance rather than assessments to cover anticipated expenses.
- (h) This column displays the percent each member's assessment represents of the total FY 2017 assesement.
- (i) Information is provided so comparisons can be drawn between total FY2017 assessment and total FY2015 assessment.
- (j) Information is provided so comparisons can be drawn between total FY2017 assessment and total FY2010 assessment.



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 2, 2016  
**SUBJECT:** VACANCY IN THE ADMINISTRATIVE COUNCIL CHAIR

---

As some of you may have heard, the Nogales City Council opted not to renew the contract of their City Manager, Mr. Shane Dille, and his last day with the City was February 5<sup>th</sup>. Mr. Dille also served as the Chair of the Administrative Council, and thus creating a vacancy in our slate of officers.

Article X, Section C., Paragraph 1., provides the following with respect to vacancies:

*“Upon a vacancy occurring in the office of Chair of any of the bodies described herein, the next highest ranked officer of the particular body shall serve as Chair for the balance of the unexpired term.”*

This means Mr. Terry Hinton, Thatcher Town Manager will serve as Chair until the Administrative Council elects its officers at the May meeting. However, this creates a vacancy in the Vice-Chair position and the Bylaws do not prescribe a method for filling this position outside of the annual election of officers each May.

There is an Administrative and Executive Committee meeting scheduled for March 31<sup>st</sup>, and we will need a quorum of the officers present to make recommendations to the Executive Committee on any business considered at that meeting. There may also be conflicts preventing the interim Chair or current Secretary from being available to chair the May meeting, so I thought it might be prudent to give you an opportunity to fill the vacancy now.

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

Attachments: None

Action Requested:  Information Only  Action Requested Below:

**A motion to nominate a member of the Administrative Council to fill the vacant Vice-Chair position.**



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** BONNIE WILLIAMS, CDBG PROGRAM MANAGER  
**DATE:** FEBRUARY 4, 2016  
**SUBJECT:** APPROVAL OF THE METHOD OF DISTRIBUTION FOR FY2016,  
 FY2017 & FY2018

Pursuant to the Arizona Departments of Housing’s (ADOH) request, our MOD now must cover 3 years. The final version of the appropriately revised MOD is enclosed for your review and approval.

Changes from last year are indicated in “blue” throughout the document. Additionally, I have removed 2 tables regarding population, poverty and funding as these annual figures are no longer applicable in a 3 year document. Such data will, as usual, be calculated by SEAGO each year and the applicants notified as soon as each year’s allocation to SEAGO is announced. The calendar on page 8 & 9 has also changed since the application due date to ADOH was changed. These changes have been approved by ADOH.

I have been assured by ADOH that should any of our communities wish to change their rotation schedule during this 3 year period, that request can still be brought to our Board before September 1 of each year, and then I can simply notify ADOH of any such change without needing to provide a new MOD.

CDBG applications from Cochise County, Duncan, Huachuca City, Patagonia and Thatcher and will be due to SEAGO **July 1, 2016**.

Now that all applicants have completed their first public hearing, please let me know if you need any assistance in planning your next application project. I would be more than happy to meet with you or your staff as soon as possible.

It is important to remember that the funding amounts found on page 2 and 3 are based on last year’s funding amounts, and should only be used as a guide until the actual allocation is announced by SEAGO each year. Typically we find out the new funding amounts from ADOH by April.

**Another very important reminder regarding the CDBG application is the requirement to submit a letter of intent form, describing the determined project at least 120 days before the grant application due date, which is by the end of March.** That way ADOH can consult with each community about any possible concerns long before the application is due.

Attachments: FY 2016-18 Method of Distribution

Action Requested:  Information Only  Action Requested Below:

**A motion to approve the Method of Distribution for Fiscal Years 2016, 2017 & 2018 as recommended by staff.**



**METHOD OF DISTRIBUTION  
FISCAL YEARS 2016, 2017 and 2018**

**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 02-11-2016

Agenda Packet Page 46 of 92

**SOUTHEASTERN ARIZONA GOVERNMENTS  
ORGANIZATION**

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

**METHOD OF DISTRIBUTION  
FOR  
FISCAL YEARS 2016, 2017 and 2018**

Recommended by the Administrative Council, ?  
Approved by the Executive Board, ?

## 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 set-aside](#). 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) each year 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 products of the two. The RA is divided into four sub-accounts, one for each of the non-metropolitan COG areas:

- Central Arizona Governments (CAG): Gila and Pinal Counties.
- 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 February 26, 2016, 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 should include the funding years that each community in the region will receive funds and estimate the amount to be available. This will allow each community to plan its CDBG projects in advance. [As soon as the ADOH releases the SEAGO funding amounts each Fiscal Year, the COG will calculate each applicant's funding allocation and provide 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 that (those) meeting(s). 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 FY15 funding amount)

Multi-Year Estimated Funding Amounts				
Community		2016	2017	2018
Benson			\$214,600	
Bisbee				\$214,600
Clifton			\$100,000	\$100,000
Cochise County		\$214,600		

<b>Community</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>	
Duncan		\$100,000			
Graham County			\$209,804		
Huachuca City		\$214,600			
Nogales				\$334,948	
Patagonia		\$334,948			
Pima					
Safford				\$209,804	
Santa Cruz County			\$334,948		
Thatcher		\$209,804			
Tombstone			\$214,600		
Willcox				\$214,600	

### **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 three-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 publish and 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 and provide a Table of Contents 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

### DEC/JAN

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.**

### FEBRUARY

**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.**

### FEB/MARCH

**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.**

### APRIL/MAY/JUNE

**Letter of Intent due to ADOH April 1. Application preparation, SEAGO reviews forms**

## 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 three-year rotation.

1. In 2016, the total sub-regional allocation will be awarded to Cochise County, and Huachuca City, providing activity projects are eligible and the applicant has met all compliance thresholds according to ADOH regulations.
2. In 2017, the total sub-regional allocation will be awarded to Benson and Tombstone, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
3. In 2018, the total sub-regional allocation will be awarded to Willcox and Bisbee, 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 2016, the total sub-regional allocation will be awarded to the Town of Thatcher, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
2. In 2017, 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.
3. In 2018, 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.
4. In 2019, the total sub-regional allocation will be awarded to Pima, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
5. 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.
6. 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 FY2016, 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.
2. In FY2017, 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.
3. In FY2018, 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.
4. In FY2019, 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.
5. In FY2020, 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.
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. (Santa Cruz/Nogales/Santa Cruz/Nogales/Patagonia)

1. In 2016, 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.
2. In 2017, 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.
3. In 2018, the total sub-regional allocation will be awarded to Nogales, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
4. In 2019, 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.
5. In 2020, the total sub-regional allocation will be awarded to Nogales, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
6. In 2021, 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.
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:** FEBRUARY 2, 2016  
**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
May 5, 2016	May 20, 2016 Graham County
August 4, 2016	August 19, 2016 Greenlee County
November 3, 2016	November 18, 2016 Santa Cruz County
February 9, 2017*	February 24, 2017* Cochise County

*\* The February 2017 meeting dates will be moved one week as shown to avoid a conflict with the ACMA Winter Conference.*

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

Combined Administrative and Executive Committee Meetings (telephonic)
March 31, 2016
June 2, 2016
September 29, 2016
December 1, 2016

**Attachments:** None.

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



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 2, 2016  
**SUBJECT:** IMPLEMENTATION OF STRATEGIC PLAN GOALS

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Below is a brief report on the implementation of the goals set forth in our FY 2016 – FY 2020 Strategic Plan:

**Goal 1, Tactic A - Increase Central Administration Resources:** 100% Complete

**Goal 1, Tactic B - Procure Professional Grant Writing Services:** Tasks 1, 2 and 3 are now 100% complete. I estimate that Task 4, Evaluate proposals, select consultant, enter into contract is now 90% complete.

**Goal 1, Tactic C - Prepare and submit a Regional Technical Services Center Grant Application:** This Tactic will not begin until Goal 1, Tactic B is substantially complete.

**Goal 1, Tactic D - Assist Member Entities in Developing Local Economic Development Strategies:** It's estimated that Task 1, Re-engage / Update list of Strategy Committee members, is now 100% complete. Task 2, Create local Strategy Committees, is concurrent with Task 1 and is at a similar state of completion. Task 3, Convene meetings with local Strategy Committees, is estimated to be 45% complete. Task 4, Develop local economic development strategies and update project lists is approximately 60% complete.

**Goal 1, Tactic E - Conduct Feasibility Analysis of Consolidated Regional Human Services:** We anticipate that this Tactic will be initiated early in fiscal year 2017.

**Goal 2, Tactic A - Expand Current Public Information and Outreach Activities in Regional Newspapers:** 100% complete, and outreach is ongoing.

**Goal 2, Tactic B -** Same as Goal 1, Tactic A; See above.

**Goal 2, Tactic C - Begin Using Member Entities as a Resource to Increase public Awareness:** Task 1 under this Tactic is to identify key member entity staff to coordinate efforts with, and Task 2 is to determine most appropriate, cost effective and efficient media / format. Letters were sent to each member agency to identify the local staff contacts for receiving and disseminating outreach materials and information to enhance awareness of SEAGO and the value of its services. Several follow-up contacts were made to non-responding jurisdictions, and we have moved forward with the final task under this Tactic – Implement public awareness campaign. Based on the above, I estimate tasks 1, 2 and 3 are now 100% complete.

**Goal 3, Tactic A** - Same as Goal 1, Tactic B; See above.

**Goal 3, Tactic B** - Same as Goal 1, Tactic C; See above.

**Goal 3, Tactic C** - Same as Goal 1, Tactic D; See above.

**Goal 3, Tactic D** - Same as Goal 1, Tactic E; See above.

**Goal 3, Tactic E - Expand and Market Program Services to Advance Sustainability and Reduce or Eliminate Use of Fund Balance:** We anticipate that this Tactic will be initiated early in fiscal year 2017.

**Attachments:** None

**Action Requested:**

Information Only

Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** FEBRUARY 2, 2016

**SUBJECT:** GRAHAM COUNTY EXECUTIVE BOARD PRIVATE SECTOR  
REPRESENTATIVE

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As you are aware, our Executive Board must include private sector representation as a requirement of the Economic Development Administration. Per SEAGO's Bylaws, Private Sector Representatives are appointed from the nominations submitted by the Member Entity Representatives from each county area, and must represent a low income or minority group, or representative organization, or represent the principal economic interests in the region, such as, but not limited to business, industry, finance, utilities, education, the professions, agriculture, or labor.

The Graham County private sector representative position on the Executive Board has been vacant since April of 2015, and it would be greatly appreciated if the Graham County member entities would discuss the situation and bring another nomination forward in time to be placed on the agenda for your May 2016 meeting. Please remember, the private sector representative is only required to meet the criteria in the first paragraph of this memorandum – the nominee does not need be someone associated with the Graham County Chamber of Commerce.

**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:** CINDY OSBORN, ACCOUNTS MANAGER  
**DATE:** JANUARY 22, 2015  
**SUBJECT:** FINANCE REPORT/AUDIT REPORT

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The SEAGO Statement of Revenues & Expenditures for the period December 2015 and FY16 to date is attached. Available on the SEAGO website is the FY15 audit which will be presented to the Executive Board on February 26, 2016 by Jim Usevitch of Colby and Powell. You may view or download the audit report at: <http://seago.org/?q=february-11-2016-administrative-council-meeting>

I will attempt to answer any questions you may have regarding the finance report and/or the audit at the meeting.

Attachments: Statement of Revenues and Expenditures 12/31/2015

Action Requested:  Information Only  Action Requested Below

SEAGO

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

From 12/1/2015 Through 12/31/2015

(In Whole Numbers)

		Current Period Actual	YTD Actual	Total Budget	Percentage of Budget Used
<b>Revenue</b>					
General Fund	101	(3,689)	(19,487)	(45,500)	42.82%
Agency Response	301	(1,808)	67,459	53,242	126.70%
Community Development Block Grant	302	0	27,739	128,282	21.62%
Economic Development	303	9,039	55,701	110,357	50.47%
Housing	305	7,008	44,293	88,665	49.95%
Environmental Quality	306	386	1,582	7,250	21.81%
Elderly Transit	307	820	10,231	20,000	51.15%
Public Transit	308	1,031	6,834	20,000	34.16%
State Planning & Research	309	10,389	78,160	156,250	50.02%
Area Agency on Aging	310	28,132	170,758	367,628	46.44%
Regional Mobility Management	311	14,099	69,879	182,247	38.34%
Traffic Count	312	10,237	11,240	51,042	22.02%
RMM Training	314	(1,290)	44,081	231,783	19.01%
Regional Strategic Highway Safety Plan	315	0	0	350,000	0.00%
<b>Total Revenue</b>		<b>74,354</b>	<b>568,469</b>	<b>1,721,247</b>	<b>33.03%</b>
<b>Expenses</b>					
Agency Response	301	2,649	20,349	53,242	38.21%
Community Development Block Grant	302	8,902	50,752	118,282	42.90%
Economic Development	303	9,039	55,701	110,357	50.47%
Housing	305	7,908	44,293	83,620	52.96%
Environmental Quality	306	386	1,582	7,250	21.81%
Elderly Transit	307	820	10,231	20,000	51.15%
Public Transit	308	1,031	6,834	20,000	34.16%
State Planning & Research	309	10,389	78,160	156,250	50.02%
Area Agency on Aging	310	27,083	163,508	359,528	45.47%
Regional Mobility Management	311	13,912	69,879	182,247	38.34%
Traffic Count	312	10,237	11,240	51,042	22.02%
RMM Training	314	(1,290)	44,081	231,783	19.01%
Regional Strategic Highway Safety Plan	315	0	0	350,000	0.00%
<b>Total Expenses</b>		<b>91,065</b>	<b>556,609</b>	<b>1,743,602</b>	<b>31.92%</b>
<b>Balance</b>		<b>(16,711)</b>	<b>11,860</b>	<b>(22,355)</b>	<b>(53.05)%</b>



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO: ADMINISTRATIVE COUNCIL**  
**THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR**  
**FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER (EDP)**  
**DATE: FEBRUARY 1, 2016**  
**SUBJECT: COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs)  
STATUS REPORT; ECONOMIC DEVELOPMENT ADMINISTRATION  
(EDA) MID-POINT REPORT**

## CEDs

As indicated in the Memorandum for the November 2015, Administrative Council and Executive Board Meetings, the SEAGO EDD is actively engaged in preparing the 2016 – 2020 CEDs. To date, three (3) Sub-Regional strategic planning SWOT sessions have been held to identify and assess the strengths, weaknesses, opportunities and strengths of the respective sub-regions. The sub-regional SWOT sessions included the members of the CEDs Committee in each region. The sessions were completed as follows:

Santa Cruz County	-	November 3, 2015
Cochise County	-	November 24, 2015
Graham/Greenlee Counties	-	December 3, 2015

The CEDs Committee participation in each of the sub-regional sessions was high, and the process successfully identified economic development issues and opportunities that will be addressed in the CEDs Committee Recommended Strategies, Objectives and Tasks section of the CEDs.

On February 9, 2016, a full CEDs Committee meeting is scheduled to begin the process of analyzing the results of the sub-regional SWOT sessions, and developing strategies, objectives and tasks for the 2016 - 2020 CEDs.

The EDP also submitted a content outline for the 2016- 2020 CEDs to Mr. Jacob Macias, EDA Economic Development Representative, for his review. Mr. Macias indicated that the outline was complete and, if followed, will result in an acceptable CEDs document. A copy of the outline is included in this Memorandum as Exhibit 1.

## **EDA Partnership Grant Mid-Point Report**

As required under the current CEDS and EDA Partnership Grant requirements, the SEAGO EDD also has submitted its “Mid-Point Report” to the EDA. The Mid-Point Report is a summary of the EDD’s activity in compliance with the 2015-2016 SEAGO EDD Scope of Work that was approved by the EDA. A copy of the Mid-Point Report is included in this Memorandum as Exhibit 2.

The EDP welcomes any Administrative Council or Executive Board with regard to the CEDS process or content and the EDA Mid-Point Report.

Action Requested:

Information Only

Action Requested Below



**2016 – 2020 CEDS Outline**

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**1. Executive Summary.**

**2. Introduction.**

- a. Overview - Comprehensive Economic Development Strategy.
- b. Community and Private Partnership Participation.
  - i. SEAGO EDD Board; and
  - ii. SEAGO Economic Development Committee.

**3. Physical Characteristics and Land Ownership.**

- a. Physical Characteristics of Land.
  - i. Regional size;
  - ii. Regional elevation; and
  - iii. Regional soils.
- b. Land ownership.
  - i. Federal Lands;
  - ii. State Lands;
  - iii. Indian Community; and
  - iv. Private Land.

**4. Regional Socioeconomic and Demographic analysis.**

- a. Employment.
  - i. Major Employers.
    - 1. Cochise County;
    - 2. Graham County;
    - 3. Greenlee County; and
    - 4. Santa Cruz County.
  - ii. State, SEAGO Region, and County Employment by Industry;

- iii. State, SEAGO Region, and County Employment and Unemployment;
- iv. State, SEAGO Region, and County Average Wage;
- v. State, SEAGO Region, and County Growth in Average Wage;
- vi. State, SEAGO Region, and County Per Capita Personal Income;
- vii. State, SEAGO Region, and County Growth in Per Capita Personal Income;
- viii. State, SEAGO Region, and County Family Income; and
- ix. State, SEAGO Region, and County Growth in Family Income.

b. Tourism.

- i. Regional analysis; and
- ii. County Recreation and Tourist Attractions.

1. Cochise County.

- a. Recreation and Tourist Attraction Overview;
- b. Total Direct Travel Spending; and
- c. Cochise County Visitor Spending by Category.

2. Graham County.

- a. Recreation and Tourist Attraction Overview;
- b. Total Direct Travel Spending; and
- c. Cochise County Visitor Spending by Category.

3. Greenlee County.

- a. Recreation and Tourist Attraction Overview;
- b. Total Direct Travel Spending; and
- c. Cochise County Visitor Spending by Category.

4. Santa Cruz County.

- a. Recreation and Tourist Attraction Overview;
- b. Total Direct Travel Spending; and
- c. Cochise County Visitor Spending by Category.

- c. Housing.
  - i. Regional Analysis.
    - 1. State, SEAGO Region, and County Median Value of Homes;
    - 2. State, SEAGO Region, and County Home Ownership Costs Relative to Income;
    - 3. State, SEAGO Region, and County Home Ownership Rate; and
    - 4. State, SEAGO Region, and County Growth in Home Ownership Rate.
- d. Population.
  - i. Arizona Commerce Authority (ACA) State, SEAGO Region, and County Population Estimates and Projections;
  - ii. Cochise College Economic Research (CER) State, SEAGO Region, and County Population Estimates and Projections; and
  - iii. State, SEAGO Region, County, and City/Town Population Growth 2010 – 2015.
- e. Education.
  - i. Cochise County;
  - ii. Graham County;
  - iii. Greenlee County; and
  - iv. Santa Cruz County.
- f. Trade and Commerce.
  - i. State and SEAGO Region Industries and Sales;
  - ii. Cochise County Industries and Sales;
  - iii. Graham County Industries and Sales;
  - iv. Greenlee County Industries and Sales; and
  - v. Santa Cruz County Industries and Sales.
- g. Retail Sales.
  - i. State, SEAGO Region, and County Inflation Adjusted Annual Sales.

- h. Economic Impact of Border Trade.
  - i. Sun Corridor Mega-region.
- 5. Identification and role of major federal, state and local economic development and community development/improvement organizations operating in the SEAGO Region.**
- 6. Identification of county, city, and town stakeholders in the SEAGO region.**
- 7. Regional SWOT Analysis.**
  - a. Description of sub-regional approach to SWOT development;
  - b. SWOT conclusions for sub-regions;
    - i. Santa Cruz County;
    - ii. Cochise County; and
    - iii. Graham/Greenlee Counties.
  - c. Regional SWOT conclusions.
- 8. CEDS Committee Identified Challenges and Opportunities.**
  - a. The CEDS Committee identification and rationale for regional and community primary challenges.
    - i. SEAGO Region;
    - ii. Cochise County;
    - iii. Graham County;
    - iv. Greenlee County; and
    - v. Santa Cruz County.
- 9. CEDS Committee Recommended Strategies, Objectives and Tasks.**
  - a. Flowing from the SWOT analysis and the demographic and socio-economic data, the SEAGO Region CEDS strategies selected by the CEDS Committee will be shown in the following format:
    - i. Strategies;
    - ii. Objectives; and

- iii. Tasks (performance measures).

**10. Strategies for Economic Resiliency in SEAGO Region.**

- a. While resiliency issues and opportunities will be addressed in the economic development strategies, this section will focus on those that most closely address opportunities that enhance the Region's, and the respective community's economic resiliency.

**11. Strategic Projects That Support Economic Development.**

- a. List of planning and development projects for each jurisdiction in the SEAGO Region that support economic development opportunities in the respective jurisdictions.



## SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

### 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 CDBG Economic Dev. Housing 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)

### EDA Planning Grant FY 2015-16

**Investment No. 07-83-07239**

#### Mid-Point Report

The format of the Mid-Point Report for the EDA Planning Grant FY 2015-16 will list each of the Scope of Work (“SOW”) items listed in the 2015 grant contract, followed by narrative, under the heading “MID-POINT REPORT”, which describes the compliance activity.

#### Scope of Work FY 2015-16

#### Community and Regional Planning Development

1. Expand SEAGO’s regional media reach to include providing regular economic development updates and relevant information to the respective community newspapers in the SEAGO Region. Similar outreach is intended to the community radio stations to provide economic development related information to the communities and residents that the stations serve.

***MID-POINT REPORT:*** *The SEAGO Economic Development Planner has submitted five (5) economic development related Commentary Articles to Wick Communications for publication in the following SEAGO Region newspapers owned by Wick Communications:*

*The Sierra Vista Herald  
The Nogales International  
The Benson News  
The Willcox Range News  
The Eastern Arizona Courier  
The Copper Era  
The Douglas Dispatch*

*The SEAGO Economic Development Planner was also a guest on the monthly, one (1) hour, economic development radio program on KTAN-AM Radio in Sierra Vista. The July 10, 2015 live broadcast was hosted by Dr. Robert Carreira, Director of the Center for Economic Research at Cochise College, and focused on SEAGO’s economic development initiatives in Cochise County and the entire SEAGO Region.*

2. SEAGO will engage and complete the process of writing the 2016-2020 CEDS. This effort will entail:

- a. Reconstituting and engaging the CEDS Strategy Committee, which will include appropriate and willing stakeholders who previously added value to the 2010 – 2015 CEDS development, and new appropriate and willing committee members.
- b. Providing leadership, guidance, and technical assistance to the CEDS development process.
- c. Drafting the working drafts and final draft of the 2016-2020 CEDS.
- d. Submitting the CEDS document prior to the requisite June 2016 submission date.

***MID-POINT REPORT:*** SEAGO assembled a well qualified CEDS Committee that will be instrumental in moving the CEDS 2016-2020 process forward. A CEDS development schedule was presented to the SEAGO Administrative Council and Executive Board. To date, SEAGO staff and the CEDS Committee have strictly adhered to the following schedule, and anticipates continued compliance with the schedule.

### **Economic Development Partnerships**

1. Continue collaboration with Arizona State Department of Commerce (ACA), PAG (Pima Association of Governments), MAG (Maricopa Association of Governments), and (Central Association of Governments), and the Arizona Mexico Commission and the Canada/Arizona business council and other strategic partners to expand the breadth and depth of Building & International Economic Network (BIEN) ([www.connectBIEN.com](http://www.connectBIEN.com)), to network businesses across international boundaries in Arizona, Canada, and Mexico.
  - a. SEAGO presentations of BIEN will be scheduled to the following:
    - i. Gila Valley Economic Development Corporation (Graham County);
    - ii. Graham County Chamber of Commerce;
    - iii. Greenlee County Chamber of Commerce; and
    - iv. Sierra Vista Chamber of Commerce.

***MID-POINT REPORT:*** SEAGO, in partnership with the Gila Valley Economic Development Corporation, Eastern Arizona College Small Business Development Center, the Graham County Chamber of Commerce, and the Greenlee County Chamber of Commerce, is in the process of scheduling a BIEN training workshop. The above mentioned SEAGO Partners will be primarily responsible to advertize and promote the training event, and the SEAGO Executive Director will provide the training. The training workshop will be held in a computer lab on the Eastern Arizona College Campus in order for participants to register on the BIEN system and immediately begin utilizing the website.

*The BIEN workshop, in collaboration with the Sierra Vista Chamber of Commerce and Cochise College Small Business Development Center has been tentatively scheduled for April 13, 2016.*

2. Continue collaborative initiatives with Cochise College, Eastern Arizona College, the University of Arizona, local Chambers of Commerce, local communities, local tourism entities, and local businesses and business leaders.

a. Collaborative training Initiatives:

- i. SEAGO and the Cochise College SBDC will co-sponsor six (6) business training classes/events. Five (5) events have been identified and are in the process of being developed and scheduled:
1. Business Marketing;
  2. Tourist Business training;
  3. International Export Introductory training;
  4. Export Boot Camp (partnering with the Arizona Commerce Authority) – intensive export training and mentoring for business that have export potential with the Arizona State Trade and Export Program; and
  5. Grant writing training (partnering with the Cochise College Center for Life Long Learning).

**MID-POINT REPORT:**

1. *Business Marketing – It was decided amongst the SEAGO training partners that the “Shark Tank: event would be more valuable and relevant at this time. Also, the BIEN workshop scheduled for Cochise County is marketing initiative supported by the workshop partners.*
  2. *Tourist Business training.*
  3. *International Export Introductory training – The intent of this introductory workshop is to acquaint participants with the possibilities of product exportation and to determine if they are interested in participating in the more intensive “Export Boot Camp.” SEAGO is currently meeting with individual wine growers to ascertain the level of interest in pursuing export opportunities. To date, six (6) of ten (10) wine growers have been contacted, and three (3) have expressed interest. The minimum size class for ACA to conduct the workshop is six (6) participants. The training will be held only if there are enough participants.*
  4. *Export Boot Camp – This is a 60 day course which includes three (3) full class days and a mentor to assist participants in developing an exporting business plan. As indicated above, this training will only occur if there are sufficient participants. SEAGO’s recruitment for the class is still in process.*
  5. *Grant Writing Training – Cochise College, without SEAGO collaboration, conducted this class as part of its tuition based curriculum. SEAGO assisted in promoting the class, but since there was a significant cost to the participants, SEAGO did not partner with Cochise College.*
- ii. SEAGO and the Eastern Arizona College SBDC will co-sponsor three (3) training classes/events. Two (2) events have been identified and are in the process of being developed and scheduled:
1. Export Boot Camp (partnering with the Arizona Commerce Authority, the Graham Chamber of Commerce, and the Gila Valley Economic



Development Corporation) – intensive export training and mentoring for business that have export potential.

2. Business Marketing.

***MID-POINT REPORT:***

1. *Export Boot Camp – An assessment of the viability of this training in Graham and Greenlee Counties will depend on the outcome of the Export Boot Camp initiative in Cochise County.*
2. *Business Marketing - The partners in Graham and Greenlee counties have determined that the BIEN workshop is the most viable and relevant marketing training at this time.*

*The third class to be held in Graham and Greenlee Counties will be a Grant Writing Workshop.*

- iii. SEAGO, in partnership with the Arizona Association for Economic Development (AAED), will develop a training workshop for elected officials in the SEAGO Region to instruct them on potential no-cost and low-cost government incentives to assist and attract business.

***MID-POINT REPORT:*** *In discussion with the training partner (AAED) and some elected officials in SEAGO member jurisdictions, it was decided that, given the limits and constraints on business incentives in Arizona, it was not advisable to move forward with this training at this time.*

- iv. SEAGO, in partnership with the Sierra Vista Economic Development Foundation (SVEDF) will develop a workshop devoted to acquainting local business people with important cultural considerations for doing business with Mexican businesses and with Mexican customers.

***MID-POINT REPORT:*** *Workshop was successfully held.*

- b. SEAGO will serve on the Cochise County Tourism Council Marketing Committee to develop a comprehensive, two year, marketing plan and budget for the Council.

***MID-POINT REPORT:*** *The SEAGO Economic Development Planner has been appointed to the Cochise County Tourism Council Marketing Committee. It is anticipated that the Marketing Committee will begin, in January 2016, meeting and developing a two year marketing plan.*

- c. SEAGO will assist the Gila Valley Economic Development Corp. in developing a strategic economic development plan for Graham County. The assistance will include, but not limited to:
  - i. Drafting an RFP for selecting a Strategic Plan consultant.
  - ii. Promoting and facilitating the planning process.

**MID-POINT REPORT:** SEAGO has provided the Gila Valley Economic Development Corp. (GVEDC) with draft RFP for a Strategic Planning Consultant. Currently, SEAGO is assisting GVEDC with preparation of a USDA funded Rural Community Development Investment (RCDI) grant to fund all or part of the strategic planning process. It is anticipated that the RCDI grant will be submitted prior to August 1, 2016.

- d. SEAGO will support the Sierra Vista Chamber of Commerce and the Graham County Chamber of Commerce to encourage local business development initiatives, such as “buy local” campaign utilizing the network, Local First Arizona, <http://www.localfirstaz.com/>

**MID-POINT REPORT:** The Gila Valley Economic Development Corp. has received a grant from Freeport McMoRan to fund a pilot program for a “buy local” campaign in the City of Safford. SEAGO and Local First Arizona are currently providing planning assistance in developing a pilot program. The plan will include creating incentives for local shoppers, a promotional campaign, and workshops to acquaint community members with the value of shopping local.

*Depending on the outcome of the pilot program in the City of Safford, a similar program will be introduced in Sierra Vista.*

1. Develop an outreach program that engages member entities to actively participate in round-table discussions, information sharing, pooling of resources, networking, and training activities for the public and private sector, which enhances professionalism and appeals to the public.
- a. SEAGO will sponsor a bi-monthly Cochise County Economic Development Professional’s meeting for all economic development professionals to:
- i. Familiarize all parties of the economic development programs/projects of other communities within the County.
  - ii. Create a cooperative environment by and between all parties and communities
  - iii. Encourage cross-pollenization of ideas and recommendations.
  - iv. Identify areas of cooperation, collaboration, and partnership on economic development initiatives, programs, and projects.

**MID-POINT REPORT:** Under the guidance of SEAGO, the bi-monthly meetings have been readily accepted by those individuals working directly on economic development initiatives in Cochise County. The meetings provide an informal platform for the Cochise County economic developers to discuss relevant common interests and areas of collaboration.

- b. As a resource to the Gila Valley Economic Development Corporation (GVEDC), SEAGO will facilitate interaction between the government participants of Graham County, and the cities of Safford, Thatcher, and Pima. By attending all of the GVEDC meetings, SEAGO will identify opportunities and provide the resource and catalyst for information sharing, networking, and collaboration. SEAGO will also identify training opportunities for the GVEDC and provide appropriate training courses as the need arises.

**MID-POINT REPORT:** *The SEAGO Economic Development Planner has regularly attended the GVEDC meetings, and has been involved in the following:*

- a. *Provided a Draft RFP for GVEDC selection of a strategic planning consultant.*
  - b. *Assisting GVEDC with preparation of a USDA funded Rural Community Development Investment (RCDI) grant to fund all or part of the strategic planning process.*
  - c. *Beginning the process of developing a bi-monthly Graham/Greenlee County economic developers meeting similar to those held in Cochise County. In January, 2016, a representative for the GVEDC and the Graham County Chamber of Commerce will attend the Cochise County Economic Developers meeting to assess its usefulness in Graham County.*
2. Work closely with the Arizona Economic Development Representative and staff in the development of potential future projects.
  3. Collaborate with the Arizona Department of Transportation, Federal Highway Administration, and State Transportation Board, on funding the expansion of SR 189.

**MID-POINT REPORT:** *SEAGO has continued to be actively engaged in efforts to identify additional funding opportunities for and advance the construction of the improvements to State Route 189 leading from the Mariposa Land Port of Entry to Interstate 19 in Nogales. Below is a brief synopsis of these efforts during the period of July 1 – December 31, 2015:*

- *Participation in monthly and ongoing SR 189 Design Concept Report and Environmental Study progress meetings to provide stakeholder feedback and present conceptual phasing options for constructing the SR 189 project in the event funding for the full-build of the project proves unavailable.*
- *Ongoing participation in the Arizona Department of Transportation State Freight Study as a member of the Freight Advisory Committee. This participation resulted in SR 189 being added to the State Freight Plan as one of the State's Critical Rural Freight Corridors and it will now be eligible for funding as a nationally significant freight and highway project under the FAST Act.*
- *Attended semi-monthly meetings of the Greater Nogales-Santa Cruz County Port Authority to strategize alternative funding opportunities for the SR 189 project with local stakeholders and the Arizona Department of Transportation. Performed an analysis of potential funding from the Transportation Infrastructure Finance and Innovation Act loan program as a possible means to help advance the SR 189 project should a public-private partnership become the preferred funding mechanism for all or part of the project costs.*
- *Continued circulating a Resolution among the State's twelve Regional Planning Agencies pledging to work cooperatively and to jointly advocate to the Arizona Department of Transportation, the Federal Highway Administration, the State Transportation Board, Arizona's Congressional Delegation, the Arizona Legislature, and other public and private stakeholders, to explore additional funding, creative financing, and additional statutory flexibility in order to accelerate the construction of*

*SR 189. During the period of this report, the Northern Arizona Council of Governments unanimously adopted the Resolution and the Central Yavapai Metropolitan Planning Organization opted to take no position for or against the Resolution. With eleven out of the State's twelve Regional Planning Agencies signed on to the Resolution, this marks the first time a project on the State Highway System has garnered such a showing of support from transportation planning professionals and elected officials across the State.*

- *Related Activities –*
  - *Attended the September 18<sup>th</sup> meeting of the State Transportation Board and advocated for the advancement of the SR 189 project and a statewide planning process to prioritize projects on the State Highway System that will bring near-term return on investment.*
  - *Attended the Arizona Senate and House of Representatives Joint Transportation Committee Field Hearings in Nogales on September 24<sup>th</sup> and 25<sup>th</sup>, to advocate for the advancement of the SR 189 Project.*
  - *Participated in the October 1<sup>st</sup> Arizona Town Hall on transportation issues and advocated for projects such as SR 189 that will bring near-term return on investment to the State.*
  - *Participated in a meeting with Arizona Governor Doug Ducey and his staff and fresh produce and maquiladora industry stakeholders on October 29<sup>th</sup> to educate them on the importance of the SR 189 project to the State's economy and the urgency to advance the project as a means to sharpen and maintain Arizona's competitive edge in international trade and commerce and boost economic growth.*
  - *SEAGO joined with fresh produce and maquiladora industry stakeholders on November 2<sup>nd</sup> in advocating to Arizona's Congressional delegation that SR 189 be listed in the FAST Act as a High Priority Corridor on the National Highway System.*
  - *Participated in a November 24<sup>th</sup> meeting with Representative Rick Gray, Chairman of the Arizona House Transportation and Infrastructure Committee, to further press the urgency of advancing the SR 189 project.*

## **Technical Assistance**

1. Provide information to member entities regarding funding opportunities and sources.

***MID-POINT REPORT:*** *SEAGO issued an RFP for grant writing services to the SEAGO member jurisdictions desiring increased awareness of grant opportunities, and assistance in drafting grant proposals. Three RFP responses were received by SEAGO, and the most appropriate grant writing candidate. Negotiations are currently in process to enter a contract for grant writing services.*

2. Offer technical and grant writing training and assistance.
  - a. SEAGO will take the lead in developing a USDA Rural Community Development Initiative (RCDI) (2016) grant. The SEAGO effort will include:

- i. Identify communities in the SEAGO Region that are interested in applying for the grant.
- ii. Identify grant eligible projects/programs within the interested communities.
- iii. Identify the respective community's ability to meet the matching requirements of the grant.
- iv. Assist each interested community in developing their respective segment of the grant application.
- v. Consolidate all community development grant information into a cohesive collective grant application package.
- vi. Write all requisite grant application text.
- vii. Submit the grant as the grant "intermediary" and the respective communities as the "recipients."

**MID-POINT REPORT:** *GVEDC is an interested party that has specific programs and/or projects which qualify for the grant, and have the matching cash funds to meet the grant requirement. SEAGO is assisting GVEDC with preparation of a RCDI grant to fund all or part of its strategic planning process.*

- b. SEAGO will assist the Bisbee Economic Development Committee (iBisbee) to identify appropriate EDA, USDA, or other public/private grants to assist in their development of a R&D business partnership between Bisbee, the University of Arizona Tech Park, and Freeport McMoran, Inc.

**MID-POINT REPORT:** *SEAGO, with members of the collaborative group indicated above, is in the process of identifying potential EDA grant opportunities that could be utilized for the this initiative that would enhance Bisbee's economic vitality as a significant player in development of new mining and mine reclamation technologies.*

3. Provide technical support for the Cochise County Tourism Council to develop a local, regional and national marketing strategy to attract tourists, visitors and the general population to attend local events, activities, sights, and recreational and cultural opportunities.

**MID-POINT REPORT:** *The SEAGO Economic Development Planner has been appointed to the Cochise County Tourism Council Marketing Committee. It is anticipated that the Marketing Committee will begin, in January 2016, meeting and developing a two year marketing plan.*

4. Assist communities endeavoring to develop an economic development strategic plan.
  - a. Gila Valley Economic Development Corporation.
5. Port of Douglas.
6. SEAGO will provide technical support in City of Douglas' effort to construct a new commercial Port- of-Entry in Douglas. The support involves providing Douglas with statistical and demographic information in support of the initiative, assisting in formulating the presentation to appropriate federal agencies, and identifying potential grant opportunities for the development of the infrastructure necessary to support the POE project.

***MID-POINT REPORT:*** *In 2015, the City of Douglas presented a comprehensive lease/donation proposal to the U.S. Department of Homeland Security for the development of a commercial port-of-entry. The submittal included the possibility of obtaining, in collaboration with SEAGO, an infrastructure grant(s), to assist in developing the commercial POE, and develop an adjacent industrial/distribution park to maximize the use of the POE. Since the proposal was not an outright donation to of a fully developed and functional POE, the proposal was rejected by the Department of Homeland Security.*

*Douglas is currently working on additional iterations of the original proposal that may be acceptable to the Department of Homeland Security, while at the same time trying to build strong regional support and statewide legislative support for the project. SEAGO is assisting the City of Douglas in building support from member entities in the SEAGO Region.*

### **Training & Workshops**

SEAGO supports professional and business development efforts in partnership with the SBDC in Cochise, Graham and Greenlee counties, the local community colleges and the University of Arizona, to increase public and private institutional capacity in areas that foster economic development.

1. Continue training seminars, workshops, and conferences for local communities, businesses, entrepreneurs, and individuals seeking professional development.
  - a. Host or Co-host up to sixteen (16) training classes. Currently, there are fourteen (14) training events in the developing stages. In summary they include:
    - i. Four (4) classes of BIEN training;
    - ii. Five (5) classes in partnership with Cochise College SBDC;
    - iii. Two (2) classes in partnership with Eastern Arizona College SBDC;
    - iv. One (1) class in partnership with the Arizona Association for Economic Development (AAED);
    - v. One (1) class in partnership with the Sierra Vista Economic Development Foundations (SVEDF); and
    - vi. One (1) class in partnership with the Cochise County Tourism Council and the Canada Arizona Business Council.



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** FEBRUARY 3, 2016  
**SUBJECT:** TRANSIT REPORT

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The following is a brief update involving our transit and Mobility Management Programs:

## **REGIONAL MOBILITY MANAGEMENT**

SEAGO has developed a website specifically dedicated to linking the public and human services providers to transportation resources within the region. The website is <http://www.azmobility.org>.

On January 25, 2016, Jessica Urrea began work as our new Assistant Mobility Manager/Training Program Coordinator. Jessica was the Transit Coordinator for Douglas Rides. She is also a Certified PASS trainer. She brings a great deal of transit operating experience and transit training experience to our Mobility Management Program.

On January 27, 2016, SEAGO submitted a Letter of Interest involving a Strategic Grant opportunity with the Legacy Foundation of Sierra Vista. The grant request is for \$600,000 (\$200,000 annually for three years). SEAGO proposed using the Legacy Foundation grant to act as the coordinating agency to promote, expand and enhance transportation access to health services in Cochise and Southeastern Santa Cruz County over the next three years. On February 2, 2016, SEAGO was advised that our Letter of Interest made the final cut and we were asked to submit a full grant proposal for our program. The final proposal is due on February 29, 2016, and a decision should be made in April.

## **REGIONAL 5310 PILOT TRAINING PROGRAM**

SEAGO was awarded a Coordinated Mobility Grant of \$150,000 to continue our training program for FY16. SEAGO has partnered with Sun Corridor MPO, CAG, and NACOG to deliver the program statewide. WACOG has reached out to SEAGO and wishes to partner in 2017.

SEAGO and our consultant, M. Greene Planning & Resource Development has developed workshops involving Developing a Budget, Grant Writing, Grant Management, Data Collection, and Asset Management. Our Coordinated Mobility Training Plan that details the workshop curriculum can be found at: <http://seago.org/?q=regional-mobility-management-0>.

Attendance and feedback has outstanding. SEAGO has averaged 31 attendees per class offered and approximately 93% of the attendees have indicated that following the workshop: "they had the capacity to implement strategies outlined in the workshop". Full post-workshop reports can be found at: <http://www.azmobility.org/#!/resources/cd4v>.

**COORDINATION GROUP MEETINGS**

The **Cochise County** Coordination Group meets at the Public Works Building in Sierra Vista. The meeting is from 10am to 12pm. Cochise County Transit Coordination meetings are held the second Thursday of the month on a bi-monthly basis. On average, 15 organizations are represented including city and county governments, non-profit organizations, and businesses. SEAGO is the Local Mobility Manager for Cochise County and Connie Gastelum is the meeting facilitator. She can be reached at [cgastelum@seago.org](mailto:cgastelum@seago.org). A schedule of the Cochise Coordination Meetings and Agenda Packets can be accessed at our Regional Mobility Management website at <http://seago.org/?q=regional-mobility-management-0>.

**Santa Cruz County Transit Coordination** meetings are held on a bi-monthly basis and normally scheduled the second Tuesday of month at the City of Nogales Public Works Building from 10am to 12pm. There are six organizations that operate transit/transportation services in the county and they are regular attendees at coordination meetings. Connie Gastelum is the LMM. She can be reached at the email address noted above. Meetings and Agenda Packets can also be accessed at the website noted above. A schedule of the Santa Cruz Coordination Meetings and Agenda Packets can be accessed at our Regional Mobility Management website at <http://seago.org/?q=regional-mobility-management-0>.

**Graham and Greenlee Counties Transit Coordination** meetings are the third Tuesday of each month at the Blake Foundation Café on Main Street in Safford from 10am to 12pm. There are nine organizations that operate transit/transportation services in the two county area and they are regular attendees at coordination meetings. Cheryl Wilson, with Blake Foundation, assists SEAGO in coordinating these meetings. Cheryl can be reached at [cwilson@blakefoundation.org](mailto:cwilson@blakefoundation.org)

**5311 PROGRAMS**

SEAGO is a member of the Benson, Bisbee, Douglas and Sierra Vista Transit Advisory Committees. SEAGO has participated in all meetings scheduled by these agencies.

SEAGO has been a very active participant in the Graham County Transit Feasibility Study. SEAGO will be meeting with the study consultant to assist in the development of a Dial-A-Ride plan that utilizes existing regional resources and enables a lower-cost alternative to a fixed route system.

In December, SEAGO submitted a FTA Section 5304 planning grant application to conduct a transit study that will assist the cities of Douglas, Bisbee and Sierra Vista in determining the feasibility of an intercity bus route from Douglas to Sierra Vista.

Action Requested:                     Information Only                     Action Requested Below





# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** FEBRUARY 3, 2016  
**SUBJECT:** SEAGO/SVMPO JOINT REGIONAL STRATEGIC HIGHWAY SAFETY PLAN

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The following is an update on the progress of our SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan project:

- In June, the SEAGO Administrative and Executive Committees approved a \$350,000 HSIP project that would allow SEAGO to develop a Joint Regional Strategic Highway Safety Plan with SVMPO.
- In August our Executive Board approved SEAGO to develop a 'Request for Proposals', to advertise for, and to select a consultant to develop the safety plan.
- A draft RFP was developed and presented to our TAC at our September meeting. The TAC recommended changes that were incorporated into the RFP.
- An RFP review/ranking committee consisting of a representative from SEAGO, Cochise, Graham, Greenlee, Santa Cruz Counties and ADOT was established at the TAC meeting
- SEAGO advertised for the project on November 3, 2015.
- A forty-five day advertisement window was required. Submittal deadline was December 18, 2015. SEAGO received 3 proposals (Kimley-Horn, Amec Foster Wheeler, and Wilson & Company).
- The review committee screened the RFP responses and determined that all three firms had the capacity and experience to successfully complete the project. All three were referred to the TAC for final selection.
- All 3 firms presented to a Joint SEAGO/SVMPO TAC Meeting on January 21, 2016.
- The TAC selected Amec Foster Wheeler by a relatively large margin. Amec Foster Wheeler has developed or is currently developing safety plans for YMPO, Sun Corridor MPO, Lake Havasu MPO, and PAG.
- SEAGO is currently finalizing a Timeline and a Scope of Work with the consultant. The goal is to have a contract in place and for work to begin no later than March 1, 2016.
- A project kick-off meeting has been scheduled for our March 17<sup>th</sup> TAC meeting. Stakeholder meetings will begin in May.

I will be glad to answer any questions you may have at our meeting.

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 MANAGER

**DATE:** FEBRUARY 2, 2016

**SUBJECT:** AREA AGENCY ON AGING REGION VI UPDATES

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SEAGO/Area Agency on Aging staff is currently performing SFY15-16 Programmatic Monitoring of its subawards to all service providers in order to be in compliance with DES-DAAS policies and procedures. All congregate sites are being monitored by Shira (Shi) Martin Health and Nutrition Program Coordinator/Long Term Care Ombudsman Program Coordinator. Requests are also being made to all subawards for the financial monitoring; all documents are due by February 29, 2016.

Shi was in Phoenix this week for the Matter of Balance training in order for her to receive certification as the MOB Master Trainer for SEAGO/Area Agency on Aging. Next week, Shi will commence her official duties in preparing for her first class in Cochise County. Shi and I have started meeting or making contact with a few of the Fire Departments in order to build partnerships and be able to train lay leaders not just in Cochise but also in Graham, Greenlee and Santa Cruz counties.

We are getting closer to the AZ4A Aging Summit: *Aging in Arizona*, which is scheduled for May 19 and 20, 2016 in Flagstaff. Thursday, May 19th is the opening session starting at 1:00 and a reception will be held at 5:30. Friday, May 20, will be a full day of breakout sessions with valuable information to all who serve the elderly and disabled. Information is included in your packet if you are interested in registering for the first Aging Summit which will be held throughout Arizona regions every other year.

SEAGO/Area Agency on Aging is also working with Douglas Case Manager Yolanda Thomas and the Alzheimer's Association to host its first Caregiver Workshop which is scheduled for Wednesday, March 30, 2016 at the Douglas Government Center from 1:00 to 5:00 P.M. In Greenlee County, Diane Leaman is scheduled to host its first Caregiver Education Workshop which is scheduled for Friday April 15, 2016 from 10:00 to 3:00 P.M. at the Clifton Train Depot.

Please help us spread the word in your communities so that these events continue to happen year after year and caregivers are informed of resources available to them.

**Attachments:** None.

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



# Save The Date

## for The Douglas

# Annual Education

# Conference 2016

March 30<sup>th</sup> from 1pm - 5pm  
Douglas Government Center  
1012 N G Ave. Suite 101  
Douglas AZ 85607  
For Information contact  
Yolanda  
520-805-5631

alzheimer's  association®

Desert Southwest Chapter





# Caregiver Education Workshop

Friday, April 15, 2016 10:00am to 3:00pm

Clifton visitors center –Train Depot  
100 North Coronado Blvd.  
Clifton, AZ 85533



- 10:00am – 10:30am Registration and Vendor Table Visits
- 10:30am – 11:30am “The Basics: Memory Loss, Alzheimer’s Disease and Dementia” Kelly Raach, MBA Regional Director, Alzheimer’s Association
- 11:30am – 12:15pm BREAK / LUNCH
- 12:15pm – 1:15pm “ Adult Protective Services” Ron Williams
- 1:15pm – 1:30pm BREAK
- 1:30pm – 2:30pm “Planning for Disability, Dementia, and Death” Ron Zack Attorney at Law, Udall Law Firm
- 2:30pm Closing and Evaluations

**To register call the Clifton Health Department  
@ 928-865-2601 and ask for Diane**



# 2016 Aging Summit Aging in Arizona

May 19-20, 2016  
High Country Conference Center  
Flagstaff, Arizona

Hosted by the Arizona Association of Area Agencies on Aging (AZ4A)

April 1, 2016: Early registration deadline - \$125

May 11, 2016: Final registration deadline - \$150

**Register online:**

**[www.regonline.com/az4aagingsummit](http://www.regonline.com/az4aagingsummit)**

### **Sponsorships Available!**

Contact Kimberly Hoidal  
[khoidal@pcoa.org](mailto:khoidal@pcoa.org) or 520-305-3401

### **Venue**

High Country Conference Center  
201 West Butler Avenue  
Flagstaff, Arizona 86001

### **Cancellation Policy**

\$25 fee if registration cancelled on or before  
May 1, 2016. No refund after May 1.

### **Special Room Rates**

\$112/night  
Drury Inn & Suites Flagstaff  
300 South Milton Road  
Reservations at [www.druryhotels.com](http://www.druryhotels.com) or  
800-325-0720. Group number 2254508.

**CEUs will be available**



advocacy | action | answers on aging



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** JULIE PACKER, HOUSING PROGRAMS MANAGER  
**DATE:** FEBRUARY 1, 2016  
**SUBJECT:** FY 16 HOUSING PROGRAM INFORMATION

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The attached table shows the housing statistics for the first two quarters of FY16 broken out by each entity. The table includes both new clients and clients still being assisted from FY15 that carried over to this fiscal year. I continue to work mostly with people who are still having mortgage issues.

A CRA grant application has been submitted to Cenpatico for the maximum amount of \$25,000. No awards are being made until the end of June. The competitive grant application was sent out to organizations statewide.

In the past, program promotion was an essential part of my job. However since the layoff of housing staff, finding time to go out and promote the program has become an issue. Now with the loss of funding and a very small travel budget, no promotion for the Housing Program is being done or has been done in a while. I am now at a “Catch 22” with needing to bring in clients and not having the funding to go out and promote the program in your communities. I have found that if promotion is not being done businesses assume we no longer have a counseling program. I am open to any recommendations to how we can promote the Housing Program without spending any additional funds.

Board Action Requested:       Information Only       Action Requested Below

**HOUSING STATISTICS**  
**JULY 1, 2015 - DECEMBER 31, 2015**

ENTITY OR COMMUNITY	INFO CALLS*	PRE-PURCHASE, DELINQUENCY (non -SOHAZ) POST-PURCHASE, RENTAL, FINANCIAL	SAVE OUR HOME AZ
Benson	19	3	4
Bisbee	21	2	0
Douglas	12	4	2
Huachuca City	7	2	4
Sierra Vista	27	7	10
Tombstone	2	0	0
Willcox	12	1	0
Cochise County	21	5	5
Pima	3	1	2
Safford	12	3	5
Thatcher	5	3	1
Graham County	5	2	4
Clifton	1	0	1
Duncan	0	0	0
Greenlee County	0	0	0
Nogales	19	8	4
Patagonia	4	1	0
Santa Cruz County	15	5	7
San Carlos Apache Tribe	0	0	0

<b>TOTAL CLIENTS COUNSELED:</b>	<b>185</b>	<b>47</b>	<b>49</b>
<b>FY 16 NEW CLIENTS:</b>		<b>14</b>	<b>26</b>