

SouthEastern Arizona Governments Organization
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March 4, 2020

FTA Grantee Supporting Documentation demonstrating **FINANCIAL CAPACITY**

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SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION



FEDERAL GRANT MANAGEMENT PROCEDURES

DECEMBER 2019

PURPOSE

The SouthEastern Arizona Governments Organization (SEAGO) is committed to responsible federal grant management. The policy and procedural guidelines contained in this document are designed to:

1. Ensure the maintenance of accurate grant records;
2. Ensure compliance with federal reporting requirements; and,
3. Ensure adequate subrecipient monitoring and management.

GENERAL REQUIREMENTS

SEAGO, whether as a pass-through entity, recipient or subrecipient of federal funds, is responsible for the settlement and satisfaction of all legal, financial, contractual and administrative issues related to agreements entered into in support of a federal award. This includes disputes, claims, protests of award, source evaluation, or other matters of a contractual nature. SEAGO will administer and manage federal awards in accordance with 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (hereinafter ‘Uniform Guidance’).

FEDERAL FINANCIAL REPORTING

Allowable Costs

All expenses are reviewed by SEAGO prior to payment to ensure that costs to be allocated to the grant are allowable and that there is appropriate documentation to support the expense. Key areas that are considered are as follows:

- Costs are necessary and reasonable for the performance of the federal award (and allocated to that use)
- Costs conform to limitations set forth in the Uniform Guidance, Subpart E, Cost Principles
- Expenses are incurred consistent with the policies and procedures the organization would apply to other state and federally financed work
- Expenses are consistent with SEAGO’s Indirect Cost Allocation Plan — for example, a cost may not be treated as a direct cost if a cost incurred for the same purpose was allocated as an indirect cost
- Expenses are accompanied with adequate supporting documentation

Monthly Review of Actual vs. Budget Expenses

Expenses related to SEAGO’s grant agreements are monitored on a monthly basis. At the end of each month after all transactions have been entered into the accounting system, a budget vs. actual report is produced for each grant agreement. These reports are reviewed for reasonableness and for indications that actual expenses are consistent with approved budgeted amounts. Monitoring these variances on a monthly basis helps ensure that the project budget is not exceeded. This monitoring also ensures that if necessary, budget modification requests can be made in a timely manner.

Requesting Grant Reimbursement

SEAGO's practice is to draw funds only after allowable expenses have been incurred. As such, SEAGO requests funds from awarding agencies on a cost reimbursement basis. This practice ensures time for internal review for compliance with the Uniform Guidance.

Depending on the funding source, either the SEAGO Executive Director, Program Director and/or the Accounting Manager will review the balance of each grant, contract, or cooperative agreement, on a monthly basis to determine the total amount expended by the organization on the grant, contract or cooperative agreement related items. SEAGO subsequently requests reimbursement through invoices or other means as required by the grantor. All amounts requested are documented in the organization's fund accounting system. The system is maintained so that, at any given time, the organization knows the amount of funds requested and received for each of its grants and has the necessary accounting support for the draw.

Quarterly, Semi-Annual and Year End Grant Reporting

As outlined in the specific grant, contract or cooperative agreement, SEAGO will report grant, contract or cooperative agreement related activities as required by the funding agency. The FFR- Federal Cash Transaction Report for the quarter is due 30 days after the end of the period. The FFR is filed together with the accounting data that supports the transactions.

CONSULTANTS, CONTRACTORS AND SUBRECIPIENTS

The Uniform Guidance, Subpart D – Post Federal Award Requirements, are the federal regulations for pass through-entity recipients of federal funds with respect procurement and selection of consultants, contractors and awards to subrecipients.

SEAGO' Code of Conduct policy has been developed to avoid real or apparent organizational conflicts of interests among employees and officers concerning the procurement and selection of consultants, contractors and subrecipients regardless of whether the funding source is local, state or Federal funds. All parties involved in any aspect of procurement are to abide by this policy and are subject to disciplinary actions should the policy be violated.

SEAGO will select consultants, contractors and subrecipients in accordance with the Procurement Standards set forth in Subpart D of the Uniform Guidance, specifically 2 CFR §200.317 – §200.326 as set forth below:

A. Identify whether an entity is a Consultant, Contractor or a Subrecipient

A Consultant or Contractor is an individual or organization from whom goods or professional services are procured. Characteristics identifying consultant or contractor are when the consultant or contractor (§200.330):

1. Provides the goods and services within normal business operations;
2. Provides similar goods or services to many different purchasers;
3. Normally operates in a competitive environment;

4. Provides goods or services that are ancillary to the operation of the Federal program; and
5. Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

A Subrecipient is a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program but does not include an individual that is a beneficiary of such program. Characteristics identifying a subrecipient include (§200.330):

1. The non-Federal entity determines who is eligible to receive what Federal assistance;
2. The non-Federal entity has its performance measured in relation to whether objectives of a Federal program were met;
3. The non-Federal entity has responsibility for programmatic decision making;
4. The non-Federal entity is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
5. The non-Federal entity, in accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

B. Contractor / Consultant Procurement and Selection

Procurement shall be conducted in a manner to provide, to the maximum extent practical, open and free competition and as required by the Uniform Guidance.

Factors that should be considered when selecting a contractor or consultant are:

- Contractor or Consultant integrity;
- Compliance with public policy;
- Record of past performance;
- Financial and technical resources;
- Responsive bid; and
- Excluded Parties Listing (debarred Contractor or Consultants)

Pursuant to SEAGO's procurement standards, procurement of goods or services valued more than \$10,000 will be normally competitively bid unless:

- The item or service is available only from a single source;
- A true public exigency or emergency exists;
- The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals; or
- After solicitation of a number of sources, competition is determined inadequate

Requests for Proposals (RFP) for goods or services shall be distributed to an adequate number of qualified sources, at least 10 days prior to the date set for receipt of proposals. Evaluation of the proposals received by SEAGO in response to an RFP shall be conducted based on price and other factors identified within the RFP. These factors typically include factors relevant to a determination of responsibility (such as financial, human, and organizational capability), as well as other technical factors (such as the degree to which the proposer is expected, based on information submitted and available, to achieve the performance objectives, to provide the quality expected, and on the relative qualifications of the proposer's personnel).

Upon conclusion of a competitive proposal process, SEAGO may award a contract to a responsible consultant whose proposal is deemed most advantageous and whose rate is reasonable and consistent with that paid for similar services in the market place. Consultant rates should not exceed the maximum limit established by the granting agency. An analysis is to be done and documented showing justification for the agreed upon rate. Any agreement with a consultant or contractor will be in writing.

C. Contract Monitoring

SEAGO will monitor all consultant or contractor activities to include documenting performance, adherence to timeline or deadlines, time and effort reports, and review/verification of invoices. Any deficiencies in performance will be addressed directly with the consultant or contractor. SEAGO will monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. SEAGO will submit performance reports at the interval required by the Federal awarding agency.

D. Subrecipient Selection, Management and Monitoring

Subrecipients of federal funds administered by SEAGO are selected through a Request for Applications (RFA) process. The RFA process is essentially a grant application process that begins by publishing a public notice of the opportunity to apply for subawards to assist SEAGO in carrying out the program(s) related to its federal award. The RFA notice is also distributed to organizations and service providers who have been successfully administered SEAGO subawards in the past.

Subrecipient Eligibility

To be eligible to apply for funding, a subrecipient must:

- Meet deadlines for applications established by the organization;
- Submit an application that complies with the RFA and/or have a history of successful administration of SEAGO subawards;
- Prepare and submit a proposed budget for the subaward; and
- Submit grant acceptance letters and /or signed certifications, subaward agreements, and certificates of insurance within 30 days of receipt of an offer from the organization.

Pre-Subaward Assessment

Prior to issuing any subawards, SEAGO must Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring as described in the Uniform Guidance §200.331(b). The organization will evaluate the subrecipients' risk of non-compliance with Federal statutes, regulations and terms and conditions of the subaward for purposes of determining the appropriate monitoring.

When making a pre-award risk assessment, subrecipients are identified as higher risk or lower risk to determine the level of fiscal or programmatic monitoring needed. When evaluating whether a subrecipient is higher or lower risk, the organization will consider:

- Grants/subcontracts with complex compliance requirements have a higher risk of non-compliance;
- The larger the percentage of program awards passed through, the greater the need for subrecipient monitoring;
- Larger dollar awards are of greater risk.

Should the pre-subaward assessment determine the subrecipient poses a compliance risk, SEAGO may consider imposing subaward specific conditions pursuant to §200.331(c), and/or subject the subrecipient to additional monitoring or documentation requirements pursuant to §200.331(d) and (e).

Depending upon the pre-subaward assessment of the risk posed by the subrecipient, the following monitoring tools may be employed to ensure proper accountability and compliance with program requirements and achievement of performance goals:

- Providing subrecipients with training and technical assistance on program-related matters
- Performing on-site reviews of the subrecipient's program operations
- Arranging for agreed-upon-procedures engagements as described in the Uniform Guidance §200.425.

Awards

The SEAGO Executive Director makes funding recommendations to the Executive Board who then awards funding to the subrecipients on an as needed basis.

At the time of the subaward, SEAGO will provide subrecipients with the applicable information in §200.331(a)(1). If any of these data elements change during the subaward period, the changes will be included in subsequent subaward amendments. In addition, SEAGO will provide the subrecipient the following:

- Subaward agreement general conditions imposed by the organization on the subrecipient so that the federal award is used in accordance with federal statutes, regulations and the terms and conditions of the federal award
- Any subaward agreement special conditions that the organization imposes on the subrecipients to meet its own responsibility to the federal funding entity including identification of required financial or performance reports
- A requirement that the subrecipient permit the organization and auditors to have access to the subrecipient's records and financial statements as necessary for the organization to meet the requirements of the Uniform Guidance §200.336
- Appropriate terms and conditions concerning closeout of the subaward.

Subrecipient monitoring

When SEAGO delegates performance of activities under a grant to a subrecipient, the subrecipient is responsible for all aspects of the program including programmatic performance, proper accounting, and financial recordkeeping. As the recipient of federal funds, the SEAGO is responsible for the programmatic and financial monitoring of its subrecipients pursuant to

Subpart D of the Uniform Guidance, specifically 2 CFR §200.330 – §200.332, Subrecipient Monitoring and Management. Such monitoring responsibilities are shared among various staff and followed in accordance with the guidelines provided below.

Generally, new subrecipients require closer monitoring. For existing subrecipients, closer monitoring may be warranted based on results noted during monitoring and subrecipient audits, a history of non-compliance as either a recipient or subrecipient, the factors listed above, or other factors related to the implementation of grant funding and fiscal practices. Methods of monitoring may vary. Factors considered in determining the nature, timing, and extent of monitoring are as follows:

- A subrecipient’s prior experience with the same or similar subawards;
- Results of previous audits, monitoring’s, status of quarterly financial reports, communications regarding financial matters;
- Whether the subrecipient has new personnel or a new or a substantially changed financial system;
- The extent and results of federal awarding agency monitoring.

In monitoring subrecipients, SEAGO must monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward, and that subaward performance goals are achieved. SEAGO’s monitoring of the subrecipient must include:

- Reviewing all required financial and performance reports;
- Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means.
- Issuing a management decision for audit findings as required by Uniform Guidance §200.521

In addition, SEAGO must consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to its own records.

Audit Requirements

SEAGO must ensure that every subrecipient is audited as required by the Uniform Guidance Subpart F - Audit Requirements when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth therein.

Reporting Irregularities

SEAGO and its subrecipients are responsible for promptly notifying the granting federal and/or state agency of any illegal acts, irregularities and/or proposed and actual improper actions related to fund administration.

Non-Compliance

Subrecipients are required to comply with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by federal funding agencies and the

organization in effect during the subaward period. Should SEAGO render a finding of non-compliance, SEAGO must consider taking enforcement action against the noncompliant subrecipient as described in the Uniform Guidance §200.338 - §200.342. Failure of a subrecipient to comply with such obligations may result in remedial consequences and corrective actions up to and including the reduction or termination of funding to the subrecipient. If remedial actions include reduction or termination of funding, those actions may only be made by the SEAGO Executive Director, in consultation with the SEAGO Executive Board.

Record Retention and Access

Financial records, supporting documents, statistical records, and all other records pertinent to a Federal award will be retained for a period of three years from date of submission of the final expenditure report, or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient, unless a condition exists that creates an exception as listed under Subpart D, §200.333, of the Uniform Guidance.

The Federal awarding agency, Inspector General, the Comptroller General of the United States, or any other authorized representatives will have the right of access to any documents or other records to make audits, or examinations.

Closeout

The SEAGO will close-out the award when the Federal awarding agency determines that all administrative actions and work by SEAGO and its subrecipients have been completed in accordance with the Uniform Guidance §200.343.



FTA Access & Mobility Partnership Grant Funding Plan

Project Description

SEAGO submitted an Access & Mobility Partnership Grant application to the FTA in November 2018. SEAGO received notification of the award in May 2019. Cochise County's death rate is significantly higher than the State rate for cancer, diabetes, stroke, and kidney disease. Higher rates of chronic illness exist in rural communities because of geographic isolation, high poverty levels, age, and lack of transportation access. ***This project submitted to FTA 307 offers a unique solution through the creation of a mobile service hub in which medical, food, and transportation services will be offered simultaneously at strategic locations throughout the County.***

SouthEastern Governments Organization (SEAGO)

SEAGO is the grant recipient. The grant will be administered by SEAGO. SEAGO is an old and financially stable organization. SEAGO was established in 1972 as a 501(c)3, nonprofit organization. SEAGO is a regional planning agency which performs and coordinates a variety of planning functions for our 18 member agencies. SEAGO has the financial capacity to lead the project. SEAGO has an annual internal operating budget of \$1.6 million. In addition, SEAGO coordinates the distribution of over \$600,000 pass-through dollars annually. SEAGO has \$1.4 million in reserves. SEAGO has significant grant administration experience as over 90% of our operating revenue comes from federal, state and local grants. SEAGO staff are well versed on the federal reimbursement, compliance and reporting processes. SEAGO is audited annually and found to be in compliance with generally accepted accounting principles. SEAGO provides expenditure reports quarterly to the SEAGO Executive Board. SEAGO's Transportation Program and our Area Agency on Aging will combine resources to develop and deliver this project.

Project Partnerships and Funding Support

SEAGO Regional Mobility Management Program: SEAGO's Regional Mobility Management (RMM) Program will manage the coordination process, to include development of project forms, developing scheduling processes, developing partnership agreements, facilitating partnership meetings, providing technical assistance, conducting compliance reviews, developing data collection methods, and resource management. ***SEAGO will dedicate \$16,000 of unused local grant funding to this project.***

Total Contribution: \$16,000 (Cash)

Area Agency on Aging: SEAGO Area Agency on Aging will support the project in many ways. This will include participation in project planning meetings, assist in identifying community transportation, healthcare access, and healthy food needs. Providing referral services to participating partners, and working with the SEAGO Transportation Department to coordinate available Older Americans Act, State



FTA Access & Mobility Partnership Grant Funding Plan

and local transportation funding to programs that increase access medical and food to the elderly and to persons with disabilities. The Area Agency on Aging provides approximately \$160,000 annually to transportation projects that support seniors and the disabled. ***\$60,000 will be directed to transportation programs that support this project and meet the goal to increase access medical and food to the elderly and to persons with disabilities.***

Total Contribution: \$60,000 (Cash)

Chiricahua Community Health Centers, Inc. (CCHCI): CCHCI is a federally Qualified Health Center whose services are offered to all County residents regardless of a person's ability to pay. They have 4 clinics at fixed rural locations and 6 mobile medical and dental units. As a partner, they will be the medical services provider for the project, they will participate in planning/partnership meetings, provide referral services, assist in identifying community health and transportation needs, coordinate health services with transportation with project partners, and assist with public outreach efforts.

CCHCI will donate a staff position to be the lead scheduler/dispatcher for the project. The person will schedule medical transportation for the project. The staff will be full-time and include benefits. ***The position is locally valued at \$21.16 per hour for 1536 hours. Total value of the position is expected to be \$48,744.***

CCHCI houses a full-time media relations/public outreach position. CCHCI will donate 280 hours to promoting the project. They will also produce promotional materials at no cost to the project. ***The position is locally valued at \$29.76 per hour. Total value of this contribution is expected to be \$8,333.***

CCHCI houses a full-time case manager/social worker in the project area. CCHCI will donate 576 hours to provide case management support for the project including referral services. ***The position is valued at \$25.04 per hour. Total value of this contribution is expected to be \$14,423.***

Total Contribution: \$71,500 (In-Kind)

Legacy Foundation of Southeastern Arizona: The Legacy Foundation provides over \$500,000 annually to Cochise County human service agencies to promote community capacity building projects. The Legacy foundation provides funding to improve access to transportation services in Cochise County. Legacy Foundation will dedicate \$20,000 to this project.

Total Contribution: \$20,000 (Cash)

Volunteer Interfaith Caregiver Program (VICaP): VICaP will be the primary transportation provider for the project. They are a current FTA Section 5310 provider of transportation services throughout Cochise County. VICaP provides vital transportation services for seniors, disabled, and homebound residents. Transportation services are provided primarily by volunteers driving their own vehicles, with two paid



FTA Access & Mobility Partnership Grant Funding Plan

drivers supporting the highly rural areas of the County with VICaP owned vans. They have over 150 volunteer drivers. As a partner, they will provide transportation throughout the County, participate in planning/partnership meetings assist with the delivery of food packages to individuals within the project service area, coordinate transportation services with healthcare providers, and assist with public outreach efforts. VICaP will donate 40 hours of volunteer driver and administrative support time to the project each month for the duration of the project. ***The donation is locally valued at \$24.69 per hour for 720 hours. Total value of the donation is expected to be \$17,777.***

Total Contribution: \$17,777 (In-Kind)

Douglas ARC (DARC): DARC is a program that serves persons with developmental disabilities. DARC has woven its transportation services into a trans-disciplinary approach with its clients. DARC is a current FTA Section 5310 provider of transportation services throughout Cochise County. They provide a wide variety of services to consumers. Transportation is provided to appointments, medical care, and shopping. Their vocational program allows clients to participate in meaningful employment opportunities. Their vocational program houses a congregate meals and a home delivered meals program. Residents are skilled in meal preparation and packaging of food for home delivery. As a partner, they will participate in planning/partnership meetings, they will act as a liaison between community food banks to collect and package food for distribution, coordinate services with transportation providers, and assist with public outreach efforts.

DARC will donate 16 hours of transportation services to the program each month for the duration of the project. ***The donation is locally valued at \$20.25 per hour for 288 hours. Total value of the donation is expected to be \$5,832.***

DARC will produce 96 food boxes for the program each month for the duration of the project. DARC will donate 50% of the value of the boxes. ***The donation is locally valued at \$15 per box for 1728 units. Total value of the donation is expected to be \$25,920.***

Total Contribution: \$31,752 (In-Kind)

City of Douglas (Douglas Rides) – Douglas Rides is a current FTA Section 5311 provider of transportation services for the communities of Douglas and Bisbee. They also operate a Connector Service that provides transportation to several communities in Cochise County. Douglas Rides will accept bus vouchers from local medical and human service agencies for transportation to medical and food access services. Douglas Rides will provide rides at 50% the cost of a standard fare. \$40,000 in vouchers is expected to be made available for the duration of the project.

Total Contribution: \$20,000 (In-Kind)



FTA Access & Mobility Partnership Grant Funding Plan

Project Budget

Description	Agency	HSCR Amount	Local Match	Total Cost	Match Type	Match Source
Project Mobility Manager	SEAGO	\$48,000	\$12,000	\$52,500	In-Kind	Public Outreach/Project Planning Participation
In-Direct Cost Allocation	SEAGO	\$7,200	\$7,200	14,400	Cash	SEAGO
Transportation Services: Diver, Dispatcher, ERE	VICaP	\$48,115	\$48,115	\$94,230	In-Kind	CCHCI
Transportation Services: Supervisor	VICAP	\$18,000	\$18,000	\$36,000	Cash	Area Agency on Aging
Transportation Services: Fuel	VICAP	\$5,962	\$5,692	\$11,384	Cash	Area Agency on Aging
Transportation Services: Vehicle Maintenance	VICaP	\$3,656	\$914	\$4,570	Cash	Legacy Foundation
Transportation Services: Vehicle Insurance	VICaP	\$1,326	\$1,326	\$2,652	Cash	Area Agency on Aging
Transportation: Volunteer Driver Mileage Reimbursement	VICaP	\$8,150	\$8,150	\$16,300	In-Kind	VICaP
Transportation Services: Copies, Supplies, Phone	VICaP	\$2,100	\$2,100	\$4,200	Cash	Legacy Foundation
Transportation Services: Voucher Program	Douglas Rides	\$20,000	\$20,000	\$30,000	In-Kind	City of Douglas
Food Program: Food Box Distribution	DARC	\$25,920	\$25,920	\$51,840	In-Kind	DARC
Food Program: Transportation	DARC	\$5,832	\$5,832	\$11,664	In-Kind	DARC
Food Program: Transportation	DARC	\$7,500	\$7,500	\$15,000	Cash	SEAGO
Food Program: Vehicle Upgrade & Repairs	DARC	\$5,100	\$1,275	\$6,375	Cash	Legacy Foundation
Food Program: Copies, Supplies, Phone	DARC	\$7,741	\$7,741	\$15,482	Cash	Area Agency on Aging
Food Program: Storage and Refrigeration	DARC	\$0	\$7,700	\$7,700	Cash	Legacy Foundation
Project Marketing & Outreach	SEAGO	\$21,250	\$21,250	\$42,500	In-Kind	CCHI
Totals	N/A	\$235,852	\$200,615	\$436,230		



FTA Access & Mobility Partnership Grant Funding Plan

Match Availability & Use

Agency	Cash Available	Cash Used	In-Kind Available	In-Kind Used	Balance Available
SEAGO	\$16,000	\$14,700	\$12,000	\$12,000	\$1,300
CCHCI	\$0	\$0	\$71,500	\$69,265	\$2,235
AAA	\$60,000	\$34,859	\$0	\$0	\$25,141
Legacy Foundation	\$20,000	\$9,889	\$0	\$0	\$10,111
VICaP	\$0	\$0	\$17,777	\$8,150	\$9,627
DARC	\$0	\$0	\$31,752	\$31,752	\$0
Douglas Rides	\$0	\$0	\$20,000	\$20,000	\$0
Totals	\$96,000	\$59,448	\$153,029	\$141,167	\$48,414



**South Eastern Arizona
Governments Organization**

ACCOUNTING PROCEDURES

Revised 01/13/2020

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I. Introduction

The purpose of this manual is to describe accounting procedures currently in use at SEAGO and to ensure the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency, and transparency.

All SEAGO staff with a role in the management of fiscal and accounting operations are expected to comply with the procedures in this manual.

These procedures will be reviewed annually and revised as needed by the Accounting Manager.

II. Division of Responsibilities

The following is a list of personnel who have fiscal and accounting responsibilities:

Board of Directors

1. Reviews and approves the annual budget
2. Reviews annual and periodic financial statements and information
3. Reviews Executive Director's performance annually and establishes the salary
4. Reviews and approves all purchases over \$10,000

Executive Director

1. Reviews monthly and annual financial reports
2. Sees that an appropriate budget is developed annually
3. Reviews and approves all A/P vouchers
4. Reviews and approves all purchases over \$500
5. Reviews and approves all grant submissions
6. Approves inter-account bank transfers
7. Is on-site signatory for all bank accounts
8. Reviews completed monthly bank reconciliations
9. Makes bank deposits
10. Oversees the adherence to all internal controls

Program Manager

1. Approves program expenditures
2. Monitors program budget
3. Reviews and approves employee timesheets
4. Reviews and approves employee reimbursements
5. Assists Accounts Manager with the development of annual program budget
6. Monitors and makes recommendations for asset retirement and replacement

Accounting Manager

1. Overall responsibility for data entry into accounting system and integrity of accounting system data
2. Processes invoices and prepares checks
3. Processes payroll
4. Maintains general ledger
5. Prepares monthly and year-end financial reports
6. Reconciles all bank accounts

7. Mails vendor checks
8. Manages Accounts Receivable
9. Reviews and manages cash flow
10. Processes all inter-account bank transfers
11. Reviews all incoming and outgoing invoices
12. Monitors all expenses to ensure most effective use of assets
13. Oversees expense allocations
14. Reviews, revises, and maintains internal accounting controls and procedures

III. Chart of Accounts and General Ledger

SEAGO has a Chart of Accounts specific to its operational needs and the needs of its financial statements. The Chart of Accounts is structured so financial statements can be shown by expense type as well as by program. The Accounting Manager is responsible for maintaining the Chart of Accounts and revising as necessary.

The general ledger is automated and maintained using our accounting software. All input and balancing is the responsibility of the Accounting Manager.

IV. Cash Receipts

Cash receipts generally arise from:

1. Contracts and Grants
2. Direct donor contributions
3. Membership Assessments

The principal steps in the cash receipts process are:

The mail is opened daily and date stamped by the office assistant. All checks are recorded on a daily cash receipts log, stamped “for deposit only,” and kept in a locked cabinet until deposited. The cash receipts log is given to accounting at the end of the business day. The deposit is prepared weekly by the office assistant. All checks are copied and the check copies given to accounting prior to the deposit.. Deposits are made weekly by the Executive Director.

V. Inter-Account Bank Transfers

The Accounting Manager monitors the balance in the bank account to determine when there is a shortage or excess in the checking account. The Accounting Manager recommends to the Executive Director when a transfer should be made to maximize the potential for earning interest or to meet upcoming obligations.

VI. Cash Disbursements & Expense Allocations

Cash disbursements are generally made for:

1. Payments to vendors for goods and services
2. Taxes/license fees
3. Employee training and development
4. Memberships and subscriptions
5. Meeting expenses
6. Employee reimbursements
7. Subrecipient payment requests

Checks are processed based on due date. Invoices submitted to the Accounting Manager by Wednesday noon will be processed in the current week A/P batch. Checks can be prepared manually within one day, but this should be limited to emergency situations.

Requests for cash disbursements are submitted to Accounting in three ways:

1. Original invoice
2. Check request (containing payee name and address, amount, due date and supporting documentation)
3. Employee mileage and expense reimbursement request

All invoices and check requests must have the program accounting code written on them and be approved by the Program Manager prior to being submitted to accounting.

All employee mileage and reimbursement requests must also be on the approved form with nature of business, program accounting code and receipts as follows:

Lodging - an itemized receipt from the lodging vendor detailing all charges, the person(s) for whom the lodging was provided, and the specific business purpose. Also attach a copy of the applicable page from the State of Arizona Accounting Manual Topic 50 Section 95 if the authorized lodging rate exceeds \$95 per night.

Meals – an itemized receipt from the food vendor detailing the cost of food, beverage, and gratuities, the names of every person for whom food or beverage was provided, and the specific business purpose. Also attach a copy of the applicable page from the State of Arizona Accounting Manual Topic 50 Section 95 if the authorized meal rate exceeds \$45 per day.

Other Expenditures – an itemized receipt from the vendor detailing all goods or services purchased and the specific business purpose.

The Program Manager reviews all requests for payment and:

1. Verifies expenditure and amount
2. Approves for payment if in accordance with budget
3. Provides or verifies appropriate program accounting information

4. Submits to the Accounting Manager for processing

The Accounting Manager processes all payment requests and:

1. Enters them into Accounts Payable
2. Submits vouchers, with attached backup documentation for approval. All vouchers require two approval signatures. Approval signatories are the same as the SEAGO checking account signatories.
3. Prints checks based on due date and availability of funds
4. Mails checks
5. Files all backup documentation in the appropriate file

Expense Allocations

Expenses that benefit more than one program are spread across programs using an indirect cost allocation method. Under this method, the labor hours worked within a program are divided by the total labor hours worked at the organization to determine the percentage of shared costs they should bear. This is done on a monthly basis by the Accounting Manager. Occupancy expenses may be split between programs based on the percentage of square footage that is occupied by each program.

IRS Form W-9 and IRS Form 1099

In order to issue annual IRS Form 1099s and comply with the IRS backup withholding laws, a completed IRS Form W-9 must be on file in accounting prior to a cash disbursement to the vendor or subrecipient.

All IRS Form 1099s are issued to vendors or subrecipients, when required, prior to January 31 of the following year for the prior calendar year.

VII. Credit Cards

All employees who are authorized to carry a SEAGO credit card will be held personally responsible in the event any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by budgets, laws, and regulations, and the entities from which SEAGO receives funds.

The employee will verify all credit card activity on the monthly statement and attach detailed receipts for all activity with applicable program accounting code information for posting. The monthly credit card statement with all receipts is submitted to the Executive Director for approval.

VIII. Accruals

To ensure a timely close of the General Ledger, SEAGO may book accrual entries. Some accruals may be made as recurring entries.

Accruals to consider:

1. Monthly interest earned on money market accounts, certificates of deposits, etc.
2. Recurring expenses, including employee vacation accrual, prepaid corporate insurance, depreciation, etc.

IX. Bank Account Reconciliations

1. The Accounting Manager will perform a timely bank account reconciliation as follows: a comparison of dates and amounts of deposits as shown in the accounting system and on the statement, a comparison of inter-account transfers, an investigation of any rejected items, a comparison of cleared checks with the accounting record including amount, payee, and sequential check numbers.
2. The Accounting Manager will verify voided checks are appropriately defaced and filed.
3. The Accounting Manager will attach the completed bank reconciliation to the applicable bank statement, along with all documentation.
4. The reconciliation report will be reviewed, signed and dated by the Executive Director.

X. Petty Cash Fund

SEAGO maintains a \$100 petty cash fund, for inner-office use only, which is reconciled monthly by the Accounting Manager.

XI. Property and Equipment

Property and equipment includes items such as:

1. Office furniture and equipment
2. Computer hardware
3. Computer software
4. Leasehold improvements

It is SEAGO's policy to capitalize all items which have a unit cost greater than five thousand dollars (\$5,000) with a useful life of greater than one year. Items purchased with a value or cost less than five thousand dollars (\$5,000) or a useful life of less than one year will be expensed.

The depreciation period for capitalized assets is as follows:

Computer Hardware	36 months
Computer Software	60 months
Parking Lot	120 months
Office Furniture	120 months
Building	360 months
Leasehold improvements	Length of lease

1. A Fixed Asset Log is maintained by the Accounting Manager including date of purchase, asset description, purchase information, cost, funding source, identification number, useful life of asset.
2. Annually, a physical inspection and inventory will be taken of all fixed assets and reconciled to the general ledger balances.
3. The Accounting Manager shall be informed in writing of any change in status or condition of any property or equipment.
4. Depreciation is recorded monthly. Depreciation is computed using the straight-line method over the estimated useful life of the asset. Any impaired assets discovered during the inventory will be written down to their actual value.

XIII. Payroll Processing

1. Timesheets are to be prepared by all employees on the approved form and submitted according to the payroll schedule distributed at the beginning of each calendar year. Exceptions to the submittal date may occur and will be communicated accordingly.
2. Timesheets are to be kept on a daily basis and completed in ink – unless prepared electronically.
3. Any corrections to timesheets are to be made by making a single line through the error and writing in the correction. The correction should be initialed. Correction fluid and/or tape are not allowable.
4. Timesheets are to be signed and dated by the employee and the employee's supervisor before submission to the Accounting Manager.
5. Any changes to the standing information of the payroll register from the prior period including addition of new employees, deletion of employees, or changes in base pay rate must be accompanied by a Personnel Action Form and signed by the Executive Director before the change can be made.
6. The Accounting Manager will process payroll in a timely manner and record vacation time, holiday hours, sick time, and any other information deemed necessary to properly reflect time worked.
7. SEAGO uses direct deposit instead of issuing paychecks. Employees' pay is deposited directly into the designated account on the payroll date. An electronic verification stub is placed in the employees' file on a shared computer drive.
8. The Executive Director will review payroll expenditures and allocations each pay period.
9. All quarterly and annual federal and state payroll reports will be prepared and filed appropriately.
10. All IRS Form W-2 statements are issued to employees prior to January 31st of the following year for the prior calendar year.

XIV. End of Month and Fiscal Year-End Close

1. At the end of each month and at fiscal year end, the Accounting Manager will review all balance sheet accounts including verification of the following balances: cash accounts match the bank reconciliations; fixed assets accounts reflect all purchases, write-downs and retirements; accounts receivable and payable accounts match outstanding amounts due and owed.
2. The income and expense accounts review will include reconciliation to amounts received and expended and verification that payroll expenses match the payroll reports including federal and state payroll tax filings.

XV. Financial Reports

The Accounting Manager will prepare monthly and annual financial reports for distribution to the Program Managers and the Executive Director. The reports will include: statement of income and expenditures and budget versus actual report for each program, a budget versus actual report for the organization, accounts receivable aging, accounts payable register and aging, and any other requested reports.

Periodic and annual financial reports will be submitted to the Board of Directors for review.

**SOUTHEASTERN ARIZONA GOVERNMENTS
ORGANIZATION**

PROCUREMENT/PURCHASING POLICY



Revised February 2011

SEAGO PROCUREMENT STANDARDS/POLICIES

Procurement Standards

- A. The agency standards prohibit soliciting or accepting gratuities, favors, or anything of monetary value from contractors, potential contractors, or any other enterprise which does business with SEAGO. Any non-compliance by a SEAGO employee shall result in disciplinary action to include immediate termination.
- B. All procurement transactions shall be conducted in a manner to provide, to the maximum extent possible, open and free competition. The agency must be alert to organizational conflicts of interest or non-competitive practices among contractors, which may restrict or eliminate competition or otherwise restrain trade.
- C. The agency at all times will avoid purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical, practical procurement.
- D. Solicitations for supplies or services shall be based upon a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features, which unduly restrain competition. "Brand name or equal" description may be used as a means to define the performance or other salient requirements of procurement, and when so used the specific features of the named brand which must be met by bidders should be clearly specified.
- E. Whenever practical, the agency shall utilize small business and minority-owned business sources of supplies and services.
- F. SEAGO will maintain adequate internal controls with the procurement of any goods or services by utilizing a purchase order system and segregation of duties.

SEAGO PROCUREMENT POLICIES/PROCUREMENT POLICIES

All service, supply, material, equipment, or furniture purchases must be made as follows:

A. \$1 to \$3,000

Items required:

1. Items valued more than \$500 MUST have PRIOR approval from Executive Director for purchases.
2. Items valued more than \$500 MUST have a completed Purchase Order number.
3. Submit invoice/receipt to the SEAGO Finance Director in a timely manner.

B. \$3,001 to \$10,000

Items required:

1. MUST have PRIOR approval from Executive Director for purchases.
2. MUST have a completed Purchase Order number.
3. Department MUST solicit at a minimum, three (3) documented competitive telephone or Internet quotes for all purchases, except when items are available from vendors on the approved State Bidder's list, in which case three bids are not required.
4. Include a detailed description of all items needed.
5. Submit invoice/receipt and telephone or Internet quotes to the SEAGO Finance Director in a timely manner.

C. \$10,001 and Over

Items required:

1. MUST have PRIOR SEAGO Executive Board approval to go to bid.
2. MUST have a written competitive BID published in local paper twice before opening.
3. Bid specifications must be provided.
4. Formal bid documents will be prepared.
5. Should it be necessary to amend bid specifications, such amendments will be handled in the same manner as original bid or through an addendum when discussed at the pre-bid conference.
6. No verbal changes will be recognized.
7. Purchase Orders are NOT required for bids.

Purchases Made Without a Purchase Order

The following purchases may be made without a Purchase Order:

1. Purchases valued under \$500.

2. Travel expenses.
3. Occupancy costs (rent, utilities, etc.).
4. Postage for postage meter.
5. Contractual obligations.
6. Legal and personnel advertising.

More Stringent Grant Regulations

If a particular granting source has more stringent purchasing regulations, those grantor's regulations will be followed.

Competitive Bidding

The following internal procedures shall apply to the actual purchasing process and shall be considered a permanent portion of the overall policies until such time as they are amended or revised:

1. It is **suggested** that purchases under \$3,000 be put out for bid.
2. It is mandatory that all purchases between \$3,000 and \$10,000 be let for bid, except when items are available from vendors on the approved State Bidder's list, in which case three bids are not required. In most cases, three telephone or Internet bids are adequate but consideration should be given to the nature of the purchase and the dollar amount. In those instances, three written bids should be obtained.
3. Written bids must be obtained for all purchases over \$10,000.
4. For purchases over \$10,000 the SEAGO Executive Board's approval is required and formal bidding procedures will be followed.

Special Conditions

When special conditions arise that require expedited procurement of goods for services, render the processes outlined in this policy impracticable, or for which no specific process outlined in this policy is applicable, the Executive Director shall have the discretion to utilize ARS Title 41, Chapter 23, Arizona Procurement Code for such procurement. The Executive Director shall notify the Executive Committee as soon as possible whenever the Arizona Procurement Code is utilized.

Douglas A. Ducey
Governor



Kevin Donnellan
Interim Director

ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR

100 NORTH FIFTEENTH AVENUE • SUITE 401
PHOENIX, ARIZONA 85007

(602) 542-1500

ARIZONA STATE PURCHASING COOPERATIVE AGREEMENT

State of Arizona Procurement Office

and

SouthEastern Arizona Governments Organization

(Organization Name – Eligible Procurement Unit)

This Cooperative State Purchasing Agreement ("Agreement") is entered between the parties in accordance with Arizona Revised Statutes §41-2631, *et seq.*, Article 10 Intergovernmental Procurement, which authorizes cooperative purchasing for public procurement units and nonprofit organizations; and the Arizona Administrative Code R2-7-1001, which permits the governing body of any Eligible Procurement Unit to enter into an Agreement with the State for the purpose of utilizing State contracts.

The purpose of this Agreement is to permit the Eligible Procurement Unit named above, hereafter known as the State Cooperative Member, to purchase materials and services from State contractors at the prices and terms expressed in contracts between the State and those State contractors.

In consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result there from, the State and the State Cooperative Member agree as follows:

1. The State shall conduct the procurement in compliance with the Arizona Procurement Code, A.R.S. Title 41, Chapter 23, and its Rules, A.A.C. Title 2, Chapter 7.
2. The specifications for the materials and services will be determined by the State Procurement Administrator or delegated State agencies.
3. The State will identify the State Cooperative Member as an eligible participant in any solicitation intended for general use by State Cooperative Members. In addition, the State may invite the State Cooperative Member to participate in

certain exclusive solicitations. Only State Cooperative Members indicating an interest in participating in these exclusive solicitations will be eligible to participate in the resulting State contracts.

4. The State Cooperative Member's use of eligible State contracts is discretionary. Participation in the State Purchasing Cooperative shall not restrict or limit member's ability to seek competition as needed. However, the State Cooperative Member shall not use a State contract as a means of coercion to obtain improper concessions, including lower prices, from State contractors or any other suppliers for the same or similar materials or services. The State Cooperative Member is also prohibited from participating in any organization or group that seeks to obtain such concessions from State contractors or other suppliers based on State contracts.
5. The State shall provide the State Cooperative Member with access to listings of all eligible State contracts. The original copy of each State contract is a public record on file with the State. The State's eProcurement System shall provide all contract information available and be used for contract purchases.
6. The State Cooperative Member shall:
 - a. Ensure that purchase orders issued against eligible State contracts are in accordance with the terms and prices established in the State contract.
 - b. Make timely payments to the State contractor for all materials and services received in accordance with the terms and conditions of the State contract. Payment for materials or services and inspection and acceptance of materials or services ordered by the State Cooperative Member shall be the exclusive obligation of such unit.
 - c. Be responsible for the ordering of materials or services under this Agreement. The State shall not be liable in any fashion for any violation by the State Cooperative Member of this Agreement and, with the exception of other Arizona State entities subject to A.R.S. §41-621, the State Cooperative Member shall hold the State harmless from any liability which may arise from action or inaction of the State Cooperative Member relating to this Agreement or its subject matter.
 - d. Cooperate and assist the State when requested to validate transactions reported by vendors on quarterly usage reports filed with the State Procurement Office.
7. The exercise of any rights or remedies by the State Cooperative Member shall be the exclusive obligation of such unit; however, the State, as the contract administrator and without subjecting itself to any liability, may join in the

resolution of any controversy should it choose to do so.

8. The State Cooperative Member shall endeavor to utilize State contracts to the fullest extent possible. That is, the State Cooperative Member is to make an effort to purchase all items covered under exclusive contracts and shall not fracture purchases by means of utilizing line items from alternate contracts. Such practices weaken the State's ability to negotiate lowest possible volume prices. Exclusive contracts are those that offer the State Cooperative member the option to participate exclusively, rather than permissively, and shall be identified as such within the contract documents.
9. Failure of the State Cooperative Member to secure performance from the State contractor in accordance with the terms and conditions of its purchase order does not necessarily require the State to exercise its own rights or remedies.
10. This Agreement shall take effect with execution by both Parties on the date signed by the State Procurement Administrator, and shall remain in effect for a total period of five (5) state fiscal years. The State reserves the right to amend the agreement during the term of the Agreement.
11. This Agreement may be canceled pursuant to the provisions of A.R.S. § 38-511.
12. This Agreement is exempt from the provisions of A.R.S. §§ 11-952(D) and 12-1518.
13. The State Cooperative Member certifies that its organization shall comply with the State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment in accordance with A.R.S. Title 41 Chapter 9, Article 4 and Executive Order No. 2009-09 dated October 20, 2009.
14. The State Cooperative Member hereby acknowledges that each State contractor shall be remitting an administrative fee to the State, based upon the member's purchasing volume under the state contracts.
15. The State Cooperative Member authorizes State contractors to release usage information to the State. Usage information shall be limited to the State Cooperative Member's purchasing activity and shall generally consist of, but shall not be limited to, purchase order information including purchase date(s); units purchased, their descriptions and quantities; unit prices and aggregate amounts paid for all materials and services purchased off of the State's contract.
16. The State may terminate this Agreement without notice if the State Cooperative Member fails to comply with the terms of a State contract or this Agreement.
17. Except as provided in Paragraph 15, either of the Parties may terminate this Agreement with at least thirty (30) days written notice to the other party.

IN WITNESS WHEREOF, the Parties of this Agreement, having caused their names to be affixed hereto by their proper officers, hereby execute this Agreement on the dates indicated hereunder.

FOR THE STATE COOPERATIVE MEMBER:

FOR THE STATE:



Signature:



Signature:

Name: Randy Heiss

Barbara Corella

Title: Executive Director

Title: State Procurement Administrator

Date: 4.29.15

Date: 4/30/15

**ARIZONA STATE PURCHASING COOPERATIVE
State Cooperative Member Contact Information**

Name of Organization: SouthEastern Arizona Governments Organization (SEAGO)	
Name of Contact Person: Randy Heiss	Qualification: (Click on appropriate box) <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Non-Profit Educational Institution* <input type="checkbox"/> Non-Profit Healthcare Institution* <input checked="" type="checkbox"/> Non-Profit Other*
Title of Contact Person: Executive Director	
Telephone number of contact person: 520-432-5301	Fax: 520-432-5858
E-mail address of primary contact person: <u>rheiss@seago.org</u>	
E-mail address of secondary contact person: info@seago.org <small>(If possible, please provide a general email address that can be forwarded to the contact person and that will not change should the contact person leave the organization. The person receiving email from the State Procurement Office at the address above needs to be responsible to forward the information to other interested parties at your organization as needed.)</small>	
Physical Address: 1403 W. Highway 92 Bisbee, Arizona 85603	
Mailing Address (if different from the physical address): 	
Federal ID Tax Number: 86-0264390	

Please send completed agreements and changes in contact information to:
 State Procurement Office
 Arizona State Purchasing Cooperative
 100 North 15th Avenue, Suite 201
 Phoenix, Arizona 85007
 Or by e-mail to: spo@azdoa.gov

***Non-profit entities must attach proof of non-profit status with the agreement**
 Please notify the State Procurement Office of any changes to this information.

APR 8 2009

**Internal Revenue Service
Director, Exempt Organizations
Rulings and Agreements**

**Department of the Treasury
P.O. Box 2508
Cincinnati, Ohio 45201**

Date:

APR 02 2009

Southeastern Arizona Governments Organization
118 Arizona Street
Bisbee, AZ 85603-1800

Employer Identification Number:
86-0264390
Person to Contact – ID#:
Joe Kennedy – ID# 0203165
Toll Free Contact Number:
(877) 829-5500

Dear Sir or Madam:

Thank you for the information you submitted on March 4, 2009 regarding your request for exemption from filing Form 990. We have made it part of your file.

After reviewing your submitted information, your organization meets the criteria required for classification as an affiliate of a government unit, as described in Revenue Procedure 95-48, I.R.B. 1995-47, 13., (Nov. 20, 1995). Your organization, therefore, is not required to file Form 990.

Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code. Furthermore, since your foundation status was also not under consideration, you continue to be classified as an organization with foundation status under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as a tax-exempt organization. You may request a copy by calling the toll free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov/eo.

If you have any questions, please call our toll free number shown in the heading of this letter.

Thank you for your cooperation.

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

05/02/2019

Randy Heiss
Executive Director
SouthEastern Arizona Governments Association
1403 W. Highway 92
Bisbee, AZ 85603

RE: Indirect Cost Rate Certificate

Randy:

With this letter, the Economic Development Administration (EDA), a component of the Department of Commerce and your cognizant agency, acknowledges receipt of your Indirect Cost Rate Certificate for FY 2020 dated 04/3/2019. As a unit of state or local government that receives less than \$35 million in annual cumulative direct Federal funding, you are not required to submit an indirect cost rate proposal to EDA and, consequently, EDA will not review your submission at this time. For more information on this requirement, see 2 C.F.R. part 200, App. VII § D.1.b.

Your organization is required to develop an indirect cost rate proposal in accordance with 2 C.F.R. part 200 and retain it with related supporting documentation for audit. For more information on this requirement, see 2 C.F.R. part 200, App. VII § D.1.b. and 2 C.F.R. § 200.333. EDA reserves the right to review this or future indirect cost rate proposals at a later time to ensure conformity with the requirements of 2 C.F.R. part 200. Typically, EDA will exercise this right if there is a relevant audit finding, a concern is raised by another government agency concerning a particular indirect cost rate, and/or if EDA finds an anomaly in an indirect cost rate proposal. In such circumstances EDA may review such an indirect cost rate proposal itself or through another Federal agency.

Please contact my office at 202-482-2917 if you have any questions or concerns.

Sincerely,



Bernadette Grafton
Program Analyst
Economic Development Administration

U.S. Department of Commerce, Economic Development Administration
1401 Constitution Avenue, NW
Washington, DC 20230

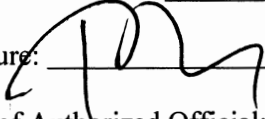
CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost proposal prepared and maintained herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal dated December 19, 2018 to establish an indirect cost methodology for the period July 1, 2019 through June 30, 2020 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200). Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the methodology.
- (3) This proposal establishes an indirect cost billing methodology for Fiscal Year 2020. The proposal's methodology is to use allowable actual indirect costs to bill for reimbursement of indirect costs, rather than an estimated annual fixed rate with carry-forward adjustment. These actual indirect costs are allocated to each program using total direct costs (excluding capital expenditures and other distorting items) as the direct cost base. These actual indirect costs will be allocated to each program proportionate to each program's share of the total direct cost base. The formula used for the allocation is as follows: The number of hours worked in the program, divided by the total hours worked in all programs, equals the program allocation percentage for the month being allocated.
- (4) All documentation supporting the indirect cost methodology identified above must and shall be retained by the Recipient for audit purposes. This methodology should be reviewed and validated as part of the Recipient's annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Organization Name: SouthEastern Arizona Governments Organization

Signature: _____


Name of Authorized Official: Randy Heiss

Title: Executive Director

Email Address and Phone: rheiss@seago.org (520) 432-5301 Extension 202

Date of Execution: April 3, 2019

**SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
INDIRECT COST ALLOCATION PROPOSAL**



INTRODUCTION

SouthEastern Arizona Governments Organization (SEAGO) is an Arizona Council of Governments, considered a local government pursuant to [OMB 2 CFR 200.64](#) and is located in Bisbee, Arizona. SEAGO administers a variety of programs funded by federal, state, and local governments.

As an agency receiving less than \$35 million in direct Federal funding, SEAGO must develop an indirect cost proposal in accordance with [OMB 2 CFR 200 Appendix VII](#) and maintain the plan and related supporting documentation for audit. SEAGO is not required to submit this proposal unless specifically requested to do so by our [cognizant agency for indirect costs](#). This proposal will be made available to funding agencies when specifically requested to do so.

COST ALLOCATION METHODOLOGY

This indirect cost allocation plan is for the fiscal year beginning July 1, 2019 and ending June 30, 2020. This plan addresses all elements of cost incurred by SEAGO and identifies shared costs that require allocation. SEAGO treats all costs as direct costs except general administration and general expenses. Joint costs are prorated individually as direct costs to each program using the base most appropriate to the particular cost being prorated. Therefore, the direct allocation method has been used in allocating indirect costs. Only costs that are allowable, in accordance with the cost principles in [OMB 2 CFR 200 Subpart E](#), will be allocated to benefiting programs or included in indirect costs.

The following is a brief description of each cost category used by SEAGO. These costs may be direct or indirect depending on exact nature of the expenditure in relation to the particular final cost objective.

Salary/Wages – employee compensation for personal services and paid leave.

Employee Related Expenses – includes but is not limited to payroll taxes, pension contributions and employee health benefits.

Audit – charges related to the annual audit.

Contract Services – includes but is not limited to professional services rendered under a formal agreement.

Outside Services – includes but is not limited to computer support services, pest control, meeting room rentals and interpretation services.

Depreciation – cost of fixed assets equally allocated over the estimated useful life of the asset.

Supplies – includes but is not limited to various office, janitorial and maintenance items.

Postage – charges for mailing and mailing supplies.

Copy – charges for copies, copy machine maintenance, supplies and paper.

Travel – includes but is not limited to mileage, lodging and meals.

Phone – charges for telephone and cell phone services.

Internet Charges – includes but is not limited to internet connectivity and related costs.

Utilities – includes but is not limited to water, electricity and natural gas.

Equipment Maintenance – includes but is not limited to telephone equipment maintenance.

Equipment Purchase – includes but is not limited to non-consumable supplies and fixed assets.

Advertising – includes but is not limited to legal notices and employment ads.

Dues/Subscriptions – charges for business, technical or professional organization membership or publications.

Miscellaneous – charges not falling into any other category.

Insurance – includes but is not limited to property and general liability insurance.

Bank Service Charges – fees charged by banks.

Conferences/Workshops/Training – registration fees.

DIRECT COSTS

Direct costs are those that can be identified specifically with a particular final cost objective and therefore are charged to that particular final cost objective. The accounting system records these costs as they are incurred within the series of accounts assigned for that purpose. Further distribution is not required.

INDIRECT COSTS

Indirect costs are those incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular final cost objective. These costs are grouped into a common pool and distributed to benefiting final cost objectives by an indirect cost allocation process.

COST POOL AND BASE FOR DISTRIBUTION

SEAGO has created a Central Administration Pool consisting of salaries, wages, employee related expenses and non-payroll costs. The Central Administration Pool is charged with all the

indirect costs as defined above. Only costs actually incurred are included in the indirect cost allocation pool.

Each accounting transaction is assigned to the appropriate cost category and the benefiting program(s) or the indirect cost pool. The indirect cost pool is allocated on a monthly basis to each program based on direct labor hours worked in each program. The formula used for the allocation is as follows: The number of hours worked in the program, divided by the total hours worked in all programs, equals the program allocation percentage for the month being allocated. The program allocation percentage is applied to the indirect cost pool balance at the end of the month to determine the indirect costs to be allocated to the program (see attached Allocation Calculation sheets).

AUDIT ADJUSTMENTS

Material audit adjustments will require reimbursement to the granting agency.

DOCUMENTATION

The following will accompany the indirect cost allocation plan:

1. A copy of SEAGO's current fiscal year adopted budget.
2. A chart showing the organizational structure of SEAGO during the period for which the plan applies, along with a functional statement(s) noting the duties and/or responsibilities of all units that comprise SEAGO.

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost allocation proposal submitted herewith and to the best of my knowledge and belief:

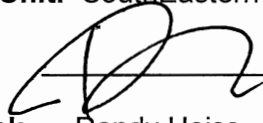
(1) All costs included in this proposal dated December 19, 2018 to establish billing or final indirect costs for the period July 1, 2019 through June 30, 2020 are allowable in accordance with the requirements of the Federal award(s) to which they apply and the provisions of OMB 2 CFR 200 Subpart E. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost allocation proposal.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the proposal.

I declare that the foregoing is true and correct.

Governmental Unit: SouthEastern Arizona Governments Organization

Signature: _____



Name of Official: Randy Heiss

Title: Executive Director

Date of Execution: 12/19/2018

Governmental Unit Contact Information:

SouthEastern Arizona Governments Organization
1403 W. Highway 92
Bisbee, Arizona 85603

EIN: 86-0264390

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**SEAGO
Allocation Calculation**

Calculation ID: iINDIRECT 112018 Updated: 12/18/2018 2:23:14 PM
 Session ID: INDIRECT 112018 Session Date: 11/30/2018 Session Desc: INDIRECT 112018
 First Doc Number: INDIRECT 112018 Effective Date: 11/30/2018 Doc Desc: INDIRECT 112018
 Allocation Code: Indirect by Hours Amounts From: 7/1/2018 Amounts To: 11/30/2018
 Basis: Actual Balances From: 11/1/2018 Balances To: 11/30/2018
 Alloc Segments: Program, Service, Project
 ICR Segment:

Calculation Options:

Calculation Method: Labor Hours
 Use indirect cost limit cap: No
 Continue calculation if a selected code yields no entries: Yes
 Pool Filter Applied: No
 Method Filter Applied: No

Pool Information:

Program	Service	Project	Amount
201	000	000	28,909.89
Total			28,909.89

Program	Service	Project	Hours	Percentage
301	000	000	36.11	1.7481%
302	000	000	275.99	13.3612%
303	000	000	160.00	7.7458%
306	000	000	16.39	0.7932%
307	000	000	98.01	4.7448%
308	000	000	12.07	0.5845%
309	104	000	0.00	
309	105	000	11.25	0.5447%
309	106	000	0.00	
309	107	000	30.49	1.4759%
309	108	000	105.86	5.1248%
310	101	000	332.23	16.0838%
310	205	000	30.59	1.4807%
310	211	000	17.78	0.8606%
310	214	000	52.86	2.5588%
310	216	000	96.27	4.6606%
310	217	000	106.23	5.1426%
310	219	000	107.14	5.1869%
310	228	000	67.73	3.2788%
310	260	000	44.24	2.1418%
310	261	000	48.77	2.3608%
311	000	000	172.64	8.3578%
314	000	000	89.32	4.3240%
317	000	000	7.08	0.3428%
319	000	000	6.94	0.3360%
321	000	000	98.50	4.7683%
323	000	000	0.00	
326	000	000	41.13	1.9927%
Total			2,065.62	100.0000%

**SEAGO
Allocation Calculation**

Calculation ID: iINDIRECT 112018 Updated: 12/18/2018 2:23:14 PM
 Session ID: INDIRECT 112018 Session Date: 11/30/2018 Session Desc: INDIRECT 112018
 First Doc Number: INDIRECT 112018 Effective Date: 11/30/2018 Doc Desc: INDIRECT 112018
 Allocation Code: Indirect by Hours Amounts From: 7/1/2018 Amounts To: 11/30/2018
 Basis: Actual Balances From: 11/1/2018 Balances To: 11/30/2018
 Alloc Segments: Program, Service, Project
 ICR Segment:

Legend (* Indicates Error):

ECA - Entry Codes Assigned, P - Pool Entry Shown For Error Resolution, RAA - Required Accounts Assigned, SYS - System Generated Rounding Adjustment

XCAP - Cap Already Exceeded, *A - Account Combination, *D - Discontinued Code, *E - Effective Date, *M - Missing Segments, *O - Open Balance Adjustment, *R - Required Account Assignment Missing

Recipient Information:

Codes	Program	Service	Project	Percentage
	301	000	000	1.7481%
	302	000	000	13.3612%
	303	000	000	7.7458%
	306	000	000	0.7932%
	307	000	000	4.7448%
	308	000	000	0.5845%
	309	105	000	0.5447%
	309	107	000	1.4759%
	309	108	000	5.1248%
	310	101	000	16.0838%
	310	205	000	1.4807%
	310	211	000	0.8606%
	310	214	000	2.5588%
	310	216	000	4.6606%
	310	217	000	5.1426%
	310	219	000	5.1869%
	310	228	000	3.2788%
	310	260	000	2.1418%
	310	261	000	2.3608%
	311	000	000	8.3578%
	314	000	000	4.3240%
	317	000	000	0.3428%
	319	000	000	0.3360%
	321	000	000	4.7683%
	326	000	000	1.9927%

Total 100.0000%

Grand Total

**SEAGO
Allocation Calculation**

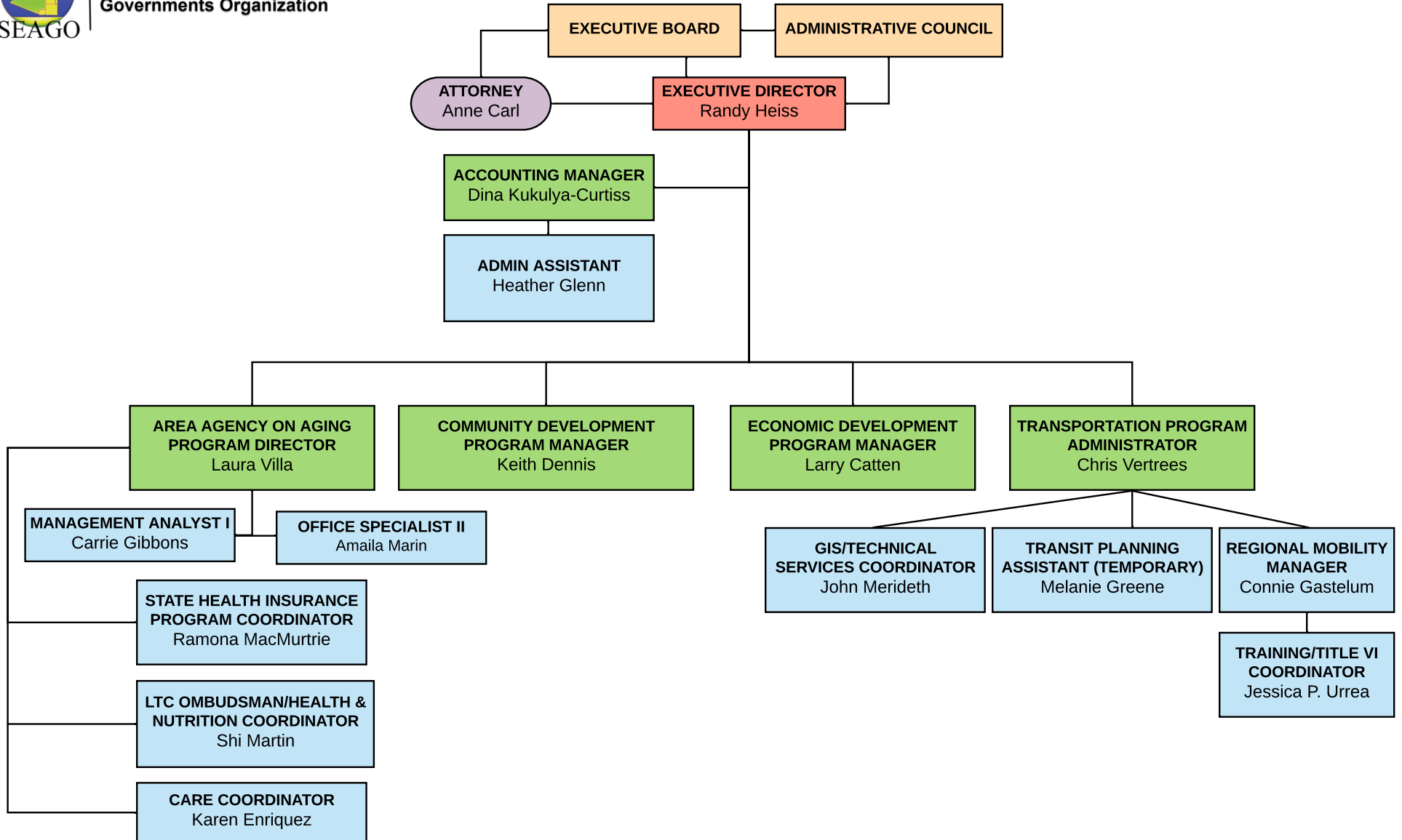
Units	Dollar	% Amount	Allocated Amount
0.0000	0.00	505.36	505.36
0.0000	0.00	3,862.69	3,862.69
0.0000	0.00	2,239.30	2,239.30
0.0000	0.00	229.30	229.30
0.0000	0.00	1,371.71	1,371.71
0.0000	0.00	168.97	168.97
0.0000	0.00	157.45	157.45
0.0000	0.00	426.68	426.68
0.0000	0.00	1,481.57	1,481.57
0.0000	0.00	4,649.88	4,649.88
0.0000	0.00	428.08	428.08
0.0000	0.00	248.80	248.80
0.0000	0.00	739.75	739.75
0.0000	0.00	1,347.37	1,347.37
0.0000	0.00	1,486.72	1,486.72
0.0000	0.00	1,499.54	1,499.54
0.0000	0.00	947.90	947.90
0.0000	0.00	619.19	619.19
0.0000	0.00	682.49	682.49
0.0000	0.00	2,416.23	2,416.23
0.0000	0.00	1,250.07	1,250.07
0.0000	0.00	99.11	99.11
0.0000	0.00	97.13	97.13
0.0000	0.00	1,378.51	1,378.51
0.0000	0.00	576.09	576.09
0.0000	0.00	28,909.89	28,909.89
			28,909.89
			28,909.89

SEAGO
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
201 - Central Administration
From 11/1/2018 Through 11/30/2018

		Current Period Actual	Current Year Actual	Total Budget - Original	Percentage of Budget Used
Expenses					
Salary/Wages		7,218.72	35,166.48	81,640.00	43.07%
ERE		2,656.01	12,679.99	27,758.00	45.68%
Operating Expenditures					
Audit	63000	15,900.00	19,975.00	25,000.00	79.90%
Outside Services	64000	161.26	2,349.52	8,340.00	28.17%
Depreciation	64100	730.95	3,654.75	9,317.00	39.22%
Supplies	65000	488.76	1,790.06	3,188.00	56.14%
Postage	65200	105.30	377.95	556.00	67.97%
Copy	65500	6.57	49.50	164.00	30.18%
Travel	66000	365.37	2,937.64	4,268.00	68.82%
Phone	67500	296.86	511.03	5,848.00	8.73%
Internet	67600	42.03	735.12	627.00	117.24%
Utilities	67700	224.86	1,199.08	2,726.00	43.98%
Equipment Maintenance	68000	59.79	786.73	867.00	90.74%
Equipment Lease	68400	173.16	944.13	2,078.00	45.43%
Advertising	69000	0.00	28.09	86.00	32.66%
Insurance	69600	480.25	4,049.18	6,132.00	66.03%
Conferences/Workshops/S...	69800	0.00	175.00	1,103.00	15.86%
Total Operating Expenditures		19,035.16	39,562.78	70,300.00	56.28%
Other					
Indirect Costs Control	59700	0.00	(58,499.36)	(179,698.00)	32.55%
Total Other		0.00	(58,499.36)	(179,698.00)	32.55%
Total Expenses		28,909.89	28,909.89	0.00	0.00%
Balance		(28,909.89)	(28,909.89)	0.00	0.00%

SEAGO FY19 APPROVED BUDGET

	GF	CA	AR	ADEQ	CDBG	ED	SPR	AAA	AAA EOL	RMM	RMM Trng	5310	5311	Legacy 317	Wilcox 323*	TOTAL
Revenue																
AAA Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Federal Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	75,000	-	-	-	-	-	-	-	-	-	\$ 75,000
Federal thru State Funds	-	-	-	6,675	20,000	-	255,500	-	-	135,000	100,000	20,000	20,000	-	56,000	\$ 613,175
Assessment Funds	-	-	79,102	-	-	-	-	-	-	-	-	-	-	-	-	\$ 79,102
State Respite	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Senior Patrol	-	-	-	-	-	-	-	6,237	-	-	-	-	-	-	-	\$ 6,237
State Funds	-	-	-	-	-	-	-	57,514	-	-	-	-	-	-	-	\$ 57,514
State OMB	-	-	-	-	-	-	-	35,207	-	-	-	-	-	-	-	\$ 35,207
MIPPA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
State Independent Living	-	-	-	-	-	-	-	13,750	-	-	-	-	-	-	-	\$ 13,750
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Local Funds	-	-	-	2,000	104,861	-	-	-	18,936	-	-	-	-	50,000	-	\$ 175,797
In Kind Revenue	-	-	-	-	-	-	63,250	-	-	33,750	25,000	-	-	-	14,000	\$ 136,000
Title III B	-	-	-	-	-	-	-	60,000	-	-	-	-	-	-	-	\$ 60,000
Title III C-1/C-1 ADM	-	-	-	-	-	-	-	121,663	-	-	-	-	-	-	-	\$ 121,663
Title III C-2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Title III D	-	-	-	-	-	-	-	17,963	-	-	-	-	-	-	-	\$ 17,963
Title III E ADM/FAMCR	-	-	-	-	-	-	-	67,716	-	-	-	-	-	-	-	\$ 67,716
SSBG	-	-	-	-	-	-	-	58,674	-	-	-	-	-	-	-	\$ 58,674
State Health Insurance	-	-	-	-	-	-	-	20,892	-	-	-	-	-	-	-	\$ 20,892
Title VII/OMB/ELDER AB	-	-	-	-	-	-	-	17,374	-	-	-	-	-	-	-	\$ 17,374
NSIP/CILC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Lottery Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
SPP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Alzheimer's Dememtia Cap	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Unrealized Gain/Loss on Inv	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Assessment Transfer	-	-	(35,357)	-	-	35,357	-	-	-	-	-	-	-	-	-	\$ -
Transfer to/from fund balance	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 50,000
Total Revenue	\$50,000	\$ -	\$43,745	\$8,675	\$124,861	\$110,357	\$ 318,750	\$476,990	\$ 18,936	\$ 168,750	\$ 125,000	\$20,000	\$20,000	\$ 50,000	\$ 70,000	\$1,606,064
Expenses																
Salary/Wages	\$ -	\$ 81,640	\$15,512	\$3,523	\$ 71,001	\$ 56,179	\$ 81,221	\$212,613	\$ 3,697	\$ 61,480	\$ 28,533	\$12,416	\$10,432	\$ 11,975	\$ 16,395	\$ 666,617
ERE	-	27,758	5,099	1,157	20,927	20,550	26,715	84,625	1,757	17,710	10,180	3,331	3,446	4,975	4,939	\$ 233,168
Total Labor Expenses	\$ -	\$ 109,398	\$20,611	\$4,680	\$ 91,927	\$ 76,729	\$ 107,936	\$297,238	\$ 5,454	\$ 79,190	\$ 38,713	\$15,747	\$13,878	\$ 16,950	\$ 21,334	\$ 899,785
Operating Expenditures																
Audit	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Contract Services	-	-	-	-	-	-	15,000	-	8,375	-	30,000	-	-	10,000	5,000	\$ 68,375
Outside Services	-	8,341	1,000	-	355	5,560	61,385	\$ 1,058	-	20,211	6,943	-	1,311	8,938	17,170	\$ 132,272
Depreciation	-	9,317	-	-	964	368	2,000	\$ -	-	685	-	-	-	298	-	\$ 13,631
Supplies	-	3,188	350	25	227	400	5,740	\$ 10,295	1,476	1,500	5,000	50	100	2,000	1,000	\$ 31,351
Postage	-	556	200	-	100	-	100	\$ 305	-	50	500	-	25	50	500	\$ 2,386
Copy	-	164	100	25	102	36	3,250	\$ 7,011	-	750	2,000	50	100	600	3,000	\$ 17,189
Travel	-	4,269	4,788	1,172	8,436	7,500	13,950	\$ 45,184	365	8,500	4,017	955	1,500	2,500	2,500	\$ 105,636
Phone	-	5,848	300	70	751	689	840	\$ 4,625	200	902	225	-	-	415	-	\$ 14,864
Internet Charges	-	627	-	-	296	143	276	\$ 1,424	-	285	-	-	-	55	-	\$ 3,106
Utilities	-	2,726	-	-	368	140	145	\$ -	-	300	-	-	-	200	-	\$ 3,879
Equipment Maintenance	-	867	-	-	-	-	-	\$ 867	-	-	1,000	-	-	-	-	\$ 2,735
Equipment Lease	-	2,078	-	-	-	-	-	\$ 2,078	-	-	-	-	-	-	-	\$ 4,156
Equipment Purchase	-	-	2,000	-	-	-	7,500	\$ -	-	1,500	500	-	-	-	600	\$ 12,100
Advertising	-	86	-	-	82	-	-	\$ 5,300	1,500	250	-	-	-	2,000	1,000	\$ 10,218
Contingency	50,000	-	-	2,000	-	-	-	\$ -	-	-	-	-	-	-	-	\$ 52,000
Dues/Subscriptions	-	-	6,507	-	-	2,700	14,839	\$ 7,690	-	1,000	250	-	450	500	-	\$ 33,936
Insurance	-	6,132	-	-	112	101	250	\$ 730	-	1,000	1,100	-	-	500	-	\$ 9,924
Conferences/Workshops	-	1,103	4,789	-	900	1,500	2,250	\$ 12,317	-	2,163	1,500	-	-	1,000	-	\$ 27,522
Total Operating Expenditures	\$50,000	\$ 70,300	\$20,033	\$3,292	\$ 12,694	\$ 19,137	\$ 127,525	\$ 98,884	\$ 11,916	\$ 39,096	\$ 53,035	\$ 1,055	\$ 3,486	\$ 29,056	\$ 30,770	\$ 570,280
Other																
Indirect Costs Control	\$ -	\$(179,698)	\$ 3,100	\$ 703	\$ 20,240	\$ 14,491	\$ 20,040	\$ 80,867	\$ 1,566	\$ 16,715	\$ 8,252	\$ 3,198	\$ 2,636	\$ 3,994	\$ 3,897	\$ 0
In Kind Expenses	-	-	-	-	-	-	63,250	-	-	33,750	25,000	-	-	-	14,000	\$ 136,000
Total Other	\$ -	\$(179,698)	\$ 3,100	\$ 703	\$ 20,240	\$ 14,491	\$ 83,290	\$ 80,867	\$ 1,566	\$ 50,465	\$ 33,252	\$ 3,198	\$ 2,636	\$ 3,994	\$ 17,897	\$ 136,000
Total Expenses	\$50,000	\$ (0)	\$43,745	\$8,675	\$124,861	\$110,357	\$ 318,750	\$476,990	\$ 18,936	\$ 168,750	\$ 125,000	\$20,000	\$20,000	\$ 50,000	\$ 70,000	\$1,606,065
Balance	\$ -	\$ 0	\$ (0)	\$ 0	\$ (0)	\$ 0	\$ (0)	\$ 0	\$ 0	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)





2020/2021

Federal Fund

Matching Policy

&

In-Kind Projections

Matching Purpose

Match or matching share is the non-federal share of costs that SEAGO area coordinating entities or their partners contribute to accomplish projects identified in the SEAGO/ADOT Annual Work Plan, Project Scope of Work, Grant Agreement and/or Project Budget. SEAGO's Work Program tasks and grant agreements have match requirements specified in their authorizing laws. The purpose is two-fold:

- 1) To share the federal government's cost for programs with state and local agencies and the private sector;
- 2) To promote the sustainability of programs past the life of the federal financial award.

The matching share for most of SEAGO's federally funded projects is 20% of the total project budget. For every dollar of federal funds used, we must match 20% of that dollar in cash and/or donations of goods and services from non-federal sources. Match can be in the form of cash or in-kind contributions.

Matching Requirements

To be accepted by ADOT and the Federal government, matching funds must meet the following:

- Are documented and verifiable in your records;
- Are not included as match contributions for any other Federal award ;
- Are necessary and reasonable (i.e. do not exceed what a prudent person would do under the circumstances at the time of the decision was made to incur the cost) for accomplishment of a heritage area project or program objective;
- Are allowable according to Subpart E—Cost Principles (§200.420 - .475);
- Are not paid by the Federal Government under another Federal award, except where Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- Are not Federal time, space or resources ;
- Are provided for in our approved budget;
- Conform to FHWA, FTA, and ADOT program specific requirements ;
- Be consistent with policies and procedures that apply to both federally-financed and other activities of the organization; and
- Be incurred during the period of the task agreement or approved modification.

Types of Match

Cash Match, i.e., a cash contribution, can come from a SEAGO region member agency, coordinating entity's own funds (general revenue), cash donations from non-federal third parties (i.e. partner organizations), or from non-federal grants. A cash match contribution can only be applied to your match requirement once it is expended on a cost or activity identified in your work plan or grant scope of work. Types of cash match include:

- Cash donations;
- Non-Federal income from products or services;

- Local government grants or appropriations;
- State grants or appropriations;
- Foundation grants;
- Corporate contributions;
- Federal funds that are approved in Federal statute authorizing the funding be applied to matching or cost sharing requirements of other Federal programs (Older Americans Act transportation funds).

In-Kind Match is a non-cash contribution of value provided by a SEAGO region member agency, or coordinating entity or by non-Federal third parties. In-kind match is typically the calculated value of personnel, goods, and services, including direct and indirect costs. ***In-kind match can only be used to match one project.***

Types of In-kind match can include:

- Value of donated goods;
- Value of donated services;
- Labor performed by member agencies , coordinating entities, or non-Federal third parties to complete specific work program or scope of work tasks;
- Value of meeting and training space;
- Travel costs of member agencies, coordinating entities, or non-Federal third parties to travel to meetings necessary to complete specific work program or scope of work tasks.

Match Collection & Documentation Process

2 CFR 200.333 requires that recipients of federal funds retain records in order to:

- Provide historical evidence and proof of accomplishments
- Verify matching share requirements are met and document the exact sources of match
- Track and review information for future reference and program evaluation
- Prepare for an audit and other accountability measures

To accomplish this SEAGO will do the following:

1. All anticipated in-kind shall be budgeted, tracked, and reconciled.
2. Cash contributions shall be presented to the SEAGO Executive Board for approval. Cash shall be budgeted, tracked, and reconciled.
3. SEAGO will capture In-kind match from the following sources:
 - SEAGO TAC Meetings
 - SEAGO Transit Coordinating Council Meetings

- SEAGO Executive Board Meetings
 - SEAGO Administrative Council Meetings
 - Participation in SEAGO Training Workshops
 - SEAGO Public Outreach Meetings
 - SEAGO Planning Study TAC Meetings
 - Travel costs (travel time and mileage)
 - Classroom Space
 - Meeting Space
 - Training assistance from non-Federal agencies
 -
4. ***No In-kind shall be captured from any attendee whose salary is paid for by a Federal grant.***
 5. A Sign-in sheet will be completed for each meeting.
 6. The Sign-in sheet shall include at the minimum:
 - Name of the meeting/event
 - Date of the event
 - Starting time of the event
 - Ending time of the event
 - Participant name, agency, and email
 - Participant signature or initials
 7. SEAGO will develop a **data driven locally specific** In-Kind Valuation Table of job classification and compensation rates (see Attachment 1) for Cochise, Graham/Greenlee, and Santa Cruz Counties. SEAGO will review the data each January.
 8. SEAGO will use U.S Department of Labor benefit cost data to determine the benefit cost value for each hour worked. Current DOL benefit costs published on December 14, 2018 are:

Public Sector (Non-Government)	Private Industry	State and Local Government
31.7%	30.3%	37.6%

These compensation and benefit rates shall be used to determine the value of services for each activity.

9. SEAGO will value classroom and meeting space donations at the rate that the closest public facility would charge for like meeting space.

10. An In-Kind Tracking Table (Attachment 2) shall be completed for each event and will include:

- Participant Name
- Participant Agency
- Meeting Time and any Documented Prep Time
- Travel Time (SEAGO will Google Maps and utilize the time identified for the most direct route)
- Miles Traveled (SEAGO will Google Maps and utilize the miles identified for the most direct route)
- Mileage Costs (SEAGO will reimburse mileage at the .445 cent State rate)
- Time Costs (SEAGO will use the In-kind Valuation Table identified in step 4 above)
- Charged to Federal Grant (SEAGO will indicate Yes or No. If yes is indicated, no in-kind will be captured for the participant)
- Total shall include meeting/prep time, travel time, and mileage costs)

11. *The In-kind Tracking Table and the Meeting Sign-in Sheet shall be submitted with all reimbursement requests.*

Records Retention

SEAGO will keep in-kind documentation and have it available for inspection purposes for a period of no less than six years after the completion of the grant/project.



Transportation Program 2020/2021 In-Kind Projections

Methodology

SEAGO has developed a Regional in-kind valuation plan (attached). The plan has locally specific in-kind valuation tables for the job classifications that have historically attended SEAGO meetings and training workshops.

To estimate the value of In-Kind, SEAGO reviewed attendance for our Regional Coordination Committee Meetings, Training Program Attendees, Administrative Council Meetings, and Executive Board Meetings. While individuals and agencies attending meetings change, the general professional make-up of those in attendance is relatively consistent. This plan has taken collected attendance data from the past 12 months and averaged the attendance level and the professional make-up of the above meetings.

SEAGO Meetings

Meeting Type: Cochise/Santa Cruz County Transit Coordination Meeting

Meeting Purpose: The purpose of SEAGO Regional Transit Coordination Committees is to provide coordination support for transportation organizations, health and human service agencies, and others transit providers within the region. The goal of these meetings are to improve access to healthcare, human services, employment, education, commerce, social and community services for all persons in the region. The group works to achieve efficiencies, eliminate duplication, increase provider coordination and address service gaps. All meetings are open to the public.

Meeting Frequency and Length: Bi-monthly (6 times yearly) for 2 hours

General Make-up of Attendees: Human Service/Transit leaders in their communities.

Average attendance: 18 agencies including 5 ineligible for In-kind calculation due to salaries paid for by another Federal grant

Agency	Attendee Job Classification	Meeting Time	Travel Time	Total Hours	Hourly Value	Value Per Meeting	Annual Value*
Douglas ARC	Program Manager	2	2.50	4.50	\$26.46	\$119	\$714
Mary's Mission	Program Manager	2	1.75	3.75	\$26.46	\$99	\$595
Horizon	Fleet Manager	2	1.75	3.75	\$36.12	\$135	\$813
Douglas Rides	Transit Manager	N/A	0*	0*	\$34.40	\$0*	\$0*
U of A South	Program Coordinator	2	2.00	4.00	\$25.91	\$104	\$627
Huachuca City	Grant Manager	2	1.00	3.00	\$34.82	\$104	\$627
WTP-Bisbee	Case Manager	2	2.00	4.00	\$25.04	\$96	\$577
UACE	Program Coordinator	2	1.25	3.25	\$25.91	\$155	\$933
Vista Transit	Transit Administrator	N/A	0*	0*	\$56.56	\$0*	\$0*
VICaP	Executive Director	N/A	0*	3.25	\$42.42	\$0*	\$0*



Transportation Program 2020/2021 In-Kind Projections

Benson Transit	Program Manager	N/A	0*	0*	\$26.46	\$0*	\$0*	
St Vincent de Paul	Executive Director	2	2.50	4.50	\$42.42	\$191	\$1,145	
Patagonia	Grant Manager	2	2.50	4.50	\$37.81	\$170	\$1,021	
SCTP	Executive Director	2	3.30	5.30	\$45.58	\$242	\$1,449	
SCTP	Admin Assistant	2	3.30	5.30	\$24.78	\$131	\$788	
Wellness Connection	Program Manager	2	1.25	3.25	\$26.46	\$89	\$534	
Bisbee Bus	Admin Assistant	N/A	0*	0*	\$18.70	\$0*	\$0*	
Pinal Hispanic Council	Case Manager	2	2.50	4.50	\$25.04	\$113	\$676	
Totals	N/A	26	27	53	N/A	\$1,728	\$10,499	
Per Unit Value (Annual Value/Annual Hours)			156	162	318	N/A	N/A	\$33.02

* Salary paid by Federal grant.

Meeting Type: Graham/Greenlee County Transit Coordination Meeting

Meeting Purpose: The purpose of SEAGO Regional Transit Coordination Committees is to provide coordination support for transportation organizations, health and human service agencies, and others transit providers within the region. The goal of these meetings are to improve access to healthcare, human services, employment, education, commerce, social and community services for all persons in the region. The group works to achieve efficiencies, eliminate duplication, increase provider coordination and address service gaps. All meetings are open to the public.

Meeting Frequency and Length: Bi-monthly (6 times yearly) for 2 hours

General Make-up of Attendees: Human Service/Transit leaders in their communities.

Average attendance: 16 agencies including 1 ineligible for In-kind calculation due to salaries paid for by another Federal grant

Agency	Attendee Job Classification	Meeting Time	Travel Time	Total Hours	Hourly Value	Value Per Meeting	Annual Value*
Graham County	Board of Supervisors	2	.50	2.50	\$39.79	\$99	\$594
Greenlee County	County Administrator	2	1.50	3.50	\$92.48	\$324	\$1,944
ESBF	Program Manager	2	.00	2.00	\$29.07	\$58	\$348
ESBF	Program Director	2	3.75	5.75	\$52.92	\$345	\$2,070
EAC	Program Director	2	.75	2.75	\$52.92	\$146	\$876
Greenlee County	Case Manager	2	1.50	3.50	\$24.69	\$86	\$516
SCAT	Transit Administrator	N/A	0*	0*	\$52.92	\$0*	\$0*
SEACUS	Executive Director	2	.25	2.25	\$44.67	\$101	\$606
GCRC	Program Manager	2	.25	2.25	\$29.07	\$65	\$390
MGSB	Program Coordinator	2	.75	2.75	\$28.73	\$79	\$474



Transportation Program 2020/2021 In-Kind Projections

ESBF	Case Manager	2	.00	2.00	\$24.69	\$49	\$294
Graham County	Health Director	2	.25	2.25	\$52.92	\$119	\$714
Thatcher	Mayor	2	.50	2.50	\$24.69	\$62	\$372
Safford	Mayor	2	.50	2.50	\$24.69	\$62	\$372
Graham County	County Administrator	2	.50	2.50	\$92.48	\$231	\$1,386
Wellness Connection	Case Manager	2	.50	2.50	\$24.69	\$62	\$372
Totals	N/A	30	11.5	41.5	N/A	\$1,888	\$11,328
Per Unit Value (Annual Value/Annual Hours)		180	69	249	N/A	N/A	\$45.49

* Salary paid by Federal grant.

Meeting Type: SEAGO Transportation Advisory Committee

Meeting Purpose: This committee provides transportation/transportation related technical assistance and programming recommendations to the SEAGO Transportation Program, SEAGO Administrative Committee and SEAGO Executive Board. TAC reviews the procedures for the various phases of transportation studies, methodologies, projections, assumptions and recommended plans and programs before submission to the SEAGO Executive Board. All meetings are open to the public.

Transit related duties include: Transit project TIP amendment review and approval, Title VI Plan review and approval, receives transit project updates and discussion, review and input of regional transit planning documents. **SEAGO will only capture TAC time directly related to transit activities.**

Meeting Frequency and Length: Bi-monthly (6 times yearly) for 3 hours

General Make-up of Attendees: Town/City/County Engineers, Public Works Directors, Planners, Operation Managers

Average attendance: 14 voting agencies including 1 ineligible for In-kind calculation due to salaries paid for by another Federal grant. Guests often include ADOT sub-programs, SVMPO Administrator, and transportation consultants.

Agency	Attendee Job Classification	Meeting Time	Travel Time	Total Hours	Hourly Value	Value Per Meeting	Annual Value*
Graham County	County Engineer	3	3	6	\$56.21	\$337	\$2,022
Greenlee County	County Engineer	3	4	7	\$56.21	\$393	\$2,358
Santa Cruz County	Public Works Director	3	3	6	\$55.98	\$336	\$2,016
Cochise County	County Engineer	3	2	5	\$56.24	\$281	\$1,686
Safford	City Engineer	3	3	6	\$56.21	\$337	\$2,022
Patagonia	Town Manager	3	2	5	\$76.31	\$382	\$2,292
Willcox	Operations Manager	3	1	4	\$36.38	\$146	\$876
Benson	City Planner	3	0	3	\$29.16	\$87	\$522



Transportation Program 2020/2021 In-Kind Projections

Duncan	Town Manager	3	4	7	\$76.31	\$534	\$3,204
Clifton	Town Manager	3	4	7	\$76.31	\$534	\$3,204
ADOT	Regional Planner	0*	0*	0*	\$29.16	\$0*	\$0*
Douglas	Public Works Director	3	3	6	\$56.56	\$339	\$2,034
Thatcher	Town Manager	3	3	6	\$76.31	\$458	\$2,748
Bisbee	Operations Manager	3	2	5	\$36.38	\$182	\$1,092
Nogales	City Engineer	3	3	6	\$55.96	\$336	\$2,016
Totals	N/A	42	37	79	N/A	\$4,682	\$28,092
Per Unit Value (Annual Value/Annual Hours)		252	222	474	N/A	N/A	\$59.27

* Salary paid by Federal grant.

Meeting Type: SEAGO Administrative Council

Meeting Purpose: The Administrative Council is comprised of one appointed official from each of the 19 local government entities listed above. Each entity's representative on the Administrative Council is the city, town or county manager, city or town clerk, or their delegate. The Administrative Council meets two weeks before each regular meeting of the Executive Board and makes recommendations on all business to be considered by the Board. All meetings are open to the public.

Transit related activities include: Transit project TIP amendment review and approval, Title VI Plan review and approval, SEAGO Transportation Coordination Plan review and approval, SEAGO transportation budget review and approval, SEAGO transportation grant review and approval, SEAGO transit related RFPs review and approval, transit consultant selection review and approval, SEAGO transit staffing review and approval, receives transit project updates and discussion, review and input of regional transit planning documents. **SEAGO will only capture AC time directly related to transit activities.**

Meeting Frequency and Length: Quarterly (4 times yearly) for 3 hours

General Make-up of Attendees: Town/City/County Managers or designees

Average attendance: 16 voting agencies including 0 ineligible for In-kind calculation due to salaries paid for by another Federal grant.

Agency	Attendee Job Classification	Meeting Time	Travel Time	Total Hours	Hourly Value	Value Per Meeting	Annual Value*
Graham County	County Administrator	1	1.00	2.00	\$92.48	\$184	\$736
Greenlee County	County Administrator	1	2.00	3.00	\$92.48	\$276	\$1,104
Santa Cruz County	CD Director	1	2.00	3.00	\$55.98	\$168	\$672
Cochise County	CD Director	1	1.00	2.00	\$56.56	\$114	\$456
Safford	City Manager	1	1.00	2.00	\$76.31	\$152	\$608



Transportation Program 2020/2021 In-Kind Projections

Pima	Town Manager	1	1.25	2.25	\$76.31	\$171	\$684
Willcox	City Manager	1	.50	1.50	\$74.08	\$111	\$444
Benson	City Manager	1	0	1.00	\$74.08	\$74	\$296
Duncan	Town Manager	1	2.00	3.00	\$76.31	\$228	\$912
Clifton	Town Manager	1	2.00	3.00	\$76.31	\$228	\$912
Sierra Vista	CD Director	1	.75	1.75	\$55.98	\$98	\$392
Douglas	Finance Director	1	1.50	2.50	\$56.56	\$143	\$572
Thatcher	Town Manager	1	1.00	2.00	\$76.31	\$152	\$608
Bisbee	City Manager	1	1.00	1.00	\$74.08	\$148	\$592
Huachuca City	Town Manager	1	.50	1.50	\$74.08	\$111	\$444
Nogales	City Manager	1	1.25	2.25	\$79.38	\$178	\$712
Totals	N/A	16	18.75	35.00	N/A	\$2,536	\$10,144
Per Unit Value (Annual Value/Annual Hours)		64	75	139	N/A	N/A	\$72.98

* Salary paid by federal grant.

Meeting Type: SEAGO Executive Board

Meeting Purpose: The Executive Board, is SEAGO's Board of Directors, which is responsible for formulation of policy for the Organization, adoption of a budget, establishment of fees and/or assessments, approving, rejecting or deferring action on any SEAGO business, and the employment and dismissal of an Executive Director. The Executive Board is comprised of one elected official from each of the 19 local government entities. There is one private sector representative from Graham, Greenlee and Santa Cruz Counties, but because the population of Cochise County exceeds 100,000 it is allowed two private sector representatives on the Executive Board. All meetings are open to the public.

Transit related activities include: Transit project TIP amendment review and approval, Title VI Plan review and approval, SEAGO Transportation Coordination Plan review and approval, SEAGO transportation budget review and approval, SEAGO transportation grant review and approval, SEAGO transit related RFPs review and approval, transit consultant selection review and approval, SEAGO transit staffing review and approval, receives transit project updates and discussion, review and input of regional transit planning documents. **SEAGO will only capture EB time directly related to transit activities.**

Meeting Frequency and Length: Quarterly (4 times yearly) for 3 hours

General Make-up of Attendees: Elected Officials

Average attendance: 21 voting agencies including 0 ineligible for In-kind calculation due to salaries paid for by another Federal grant.



Transportation Program 2020/2021 In-Kind Projections

Agency	Attendee Job Classification	Meeting Time	Travel Time	Total Hours	Hourly Value	Value Per Meeting	Annual Value*
Graham County	County BOS	1	1.00	2.00	\$39.79	\$80	\$320
Greenlee County	County BOS	1	2.00	3.00	\$39.79	\$119	\$476
Santa Cruz County	County BOS	1	2.00	3.00	\$39.79	\$119	\$476
Cochise County	County BOS	1	1.00	2.00	\$39.79	\$80	\$320
Safford	Mayor	1	1.00	2.00	\$24.69	\$49	\$196
Pima	Mayor	1	1.25	2.25	\$24.69	\$56	\$224
Willcox	Mayor	1	.50	1.50	\$24.69	\$37	\$148
Benson	Mayor	1	.00	1.00	\$24.69	\$25	\$100
Duncan	Mayor	1	2.00	3.00	\$24.69	\$74	\$296
Clifton	Mayor	1	2.00	3.00	\$24.69	\$74	\$296
Sierra Vista	Council Member	1	.75	1.75	\$24.69	\$43	\$172
Douglas	Council Member	1	1.50	2.50	\$24.69	\$62	\$248
Thatcher	Mayor	1	1.00	2.00	\$24.69	\$49	\$196
Bisbee	Mayor	1	1.00	1.00	\$24.69	\$25	\$100
Huachuca City	Council Person	1	.50	1.50	\$24.69	\$37	\$148
Tombstone	Council Person	1	.50	1.50	\$24.69	\$37	\$148
Cochise County	Private Representative	1	1.00	2.00	\$55.98	\$112	\$448
Santa Cruz County	Private Representative	1	1.00	2.00	\$24.69	\$49	\$196
Greenlee County	Private Representative	1	2.00	3.00	\$29.07	\$87	\$348
Graham County	Private Representative	1	1.00	2.00	\$44.67	\$89	\$356
Nogales	Mayor	1	1.25	2.25	\$24.69	\$56	\$224
Totals	N/A	21	24.25	45.25	N/A	\$1,359	\$5,436
Per Unit Value (Annual Value/Annual Hours)		84	97	181	N/A	N/A	\$30.03

Training Program Participation

The SEAGO in partnership with NAIPTA have proposed a total of 12 **PASS** Training Courses throughout Arizona. The following table reflects anticipated in-kind to be captured:

Training Course	Training Location	Primary Attendee	Hourly Value	Participants/ Non-Federal*	Training Hours	Course Value
PASS #1	Flagstaff	Transit Drivers	\$20.65	20/8	64	\$1,321
PASS#2	Prescott	Transit Drivers	\$20.65	20/8	64	\$1,321
PASS #3	Nogales	Transit Drivers	\$20.85	24/10	80	\$1,668
PASS #4	Safford	Transit Drivers	\$19.31	16/6	48	\$927



Transportation Program 2020/2021 In-Kind Projections

PASS #5	Tuba City	Transit Drivers	\$20.65	16/6	48	\$991
PASS #6	Casa Grande	Transit Drivers	\$19.51	24/10	80	\$1,561
PASS #7	Sierra Vista	Transit Drivers	\$20.25	16/6	48	\$972
PASS #8	Florence	Transit Drivers	\$19.51	24/10	80	\$1,561
PASS #9	Kingman	Transit Drivers	\$24.77	16/6	48	\$1,189
PASS #10	Benson	Transit Drivers	\$20.25	24/10	80	\$1,620
PASS #11	Yuma	Transit Drivers	\$22.38	16/6	48	\$1,074
PASS #12	Douglas	Transit Drivers	\$20.25	24/10	80	\$1,620
Totals	N/A	N/A	N/A	316/121	768	\$15,825
Per Unit Value (Course Value/Training Hours)		N/A	N/A	N/A	768	\$21.00

* SEAGO has historically seen approximately 40% of the participants in each course are paid by other sources than Federal grants.

The SEAGO in partnership with NAIPTA have proposed a total of 7 **Defensive Driving** Courses throughout Arizona. The following table reflects anticipated in-kind to be captured:

Training Course	Training Location	Primary Attendee	Hourly Value	Participants/ Non-Federal*	Training Hours	Course Value
Defensive Driving #1	Flagstaff	Transit Drivers	\$20.65	20/8	64	\$1,322
Defensive Driving #2	Nogales	Transit Drivers	\$20.85	20/8	64	\$1,334
Defensive Driving #3	Tuba City	Transit Drivers	\$20.65	20/8	64	\$1,322
Defensive Driving #4	Sierra Vista	Transit Drivers	\$20.25	20/8	64	\$1,269
Defensive Driving #5	Florence	Transit Drivers	\$19.51	20/8	64	\$1,249
Defensive Driving #6	Yuma	Transit Drivers	\$22.38	20/8	64	\$1,432
Defensive Driving #7	Show Low	Transit Drivers	\$20.35	20/8	64	\$1,302
Totals	N/A	N/A	N/A	280/112	448	\$9,230
Per Unit Value (Course Value/Training Hours)		N/A	N/A	N/A	448	\$21.00

SEAGO will host 1 PASS Train-the-Trainer Certification Course in FY21.

Training Course	Training Location	Primary Attendee	Hourly Value	Participants/ Non-Federal*	Training Hours	Course Value
PASS Train-the-Trainer Certification	Casa Grande	Transit Supervisors	\$34.50	24/11	396	\$13,662
Totals	N/A	N/A	N/A	24/11	396	\$13,662
Per Unit Value (Course Value/Training Hours)		N/A	N/A	N/A	396	\$34.50



Transportation Program 2020/2021 In-Kind Projections

FTA Access and Mobility Partnership Grant

In May 2019, SEAGO was awarded a \$235,000 Access and Mobility Partnership Grant from the FTA. The grant requires a \$235,000 match. SEAGO has developed several partnerships to match the grant. The following table identifies the partnerships and sources of match:

Partnering Agency	Service Provided	Monthly Service Hours/Units	Hourly Value	Unit/Hour Value Per Month	Project Value*
CCHC	Scheduling/Dispatch	128 Hours	\$21.16	\$2,708	\$48,744
CCHC	Referral Services	32 Hours	\$25.04	\$801	\$14,418
CCHC	Marketing/Outreach	16 Hours	\$29.76	\$476	\$8,568
Area Agency on Aging	Cash Support	N/A	N/A	N/A	\$37,500
Legacy Foundation	Cash Support	N/A	N/A	N/A	\$16,000
VICaP	Volunteer Drivers	32 Hours	\$24.69	\$790	\$14,220
DARC	Transportation	16 Hours	\$20.25	\$324	\$5,832
DARC	Food Boxes	96 Units	\$25.00	\$2,400	\$43,200
Willcox Food Bank	Food Boxes	96 Units	\$25.00	\$2,400	\$43,200
Sunsites Food Bank	Food Boxes	48 Units	\$25.00	\$1,200	\$21,600
Growing Willcox	Planning Assistance	8 Hours	\$39.79	\$318	\$5,724
Elfrida Fire Department	Food Storage and Distribution	32 Hours	\$34.40	\$1,170	\$37,440
Totals	N/A	525 Units	N/A	\$12,587	\$296,446
Per Unit Value (Annual Value/Annual Hours)		9,450	N/A	N/A	\$26.00



In-Kind Valuation Table for Professional Services

Cochise County

Position	Valuation Source	Hourly Rate	Benefit Rate	Benefit Hourly	Value Per Hour
Accounts/Budget Manager	Cochise County Job Announcement (3/1/19)	\$27.68	37.6%	\$10.41	\$38.09
Administrative Assistant (Government)	Arizona County Government Salary and Benefits Survey (Cochise)	\$13.59	37.6%	\$5.11	\$18.70
Automotive Mechanic (Government)	Arizona County Government Salary and Benefits Survey (Cochise)	\$17.90	37.6%	\$6.73	\$24.63
Care Giver (Non-Profit)	AIRES LLC Job Announcement (3/19/19)	\$14.10	31.7%	\$4.47	\$18.57
Case Manager (Non-Profit)	Catholic Community Services - Sierra Vista 3/7/19	\$19.01	31.7%	\$6.03	\$25.04
Case Manager (Government)	Cochise County Job Announcement (3/1/19)	\$19.83	37.6%	\$7.46	\$27.29
City/County Engineer	City of Bisbee Job Announcement - 12/10/18	\$40.87	37.6%	\$15.37	\$56.24
City Manager	Public Record -Bisbee City Manager Employment Agreement (10/30/17)	\$53.84	37.6%	\$20.24	\$74.08
Civil Engineer (P.E) (Government)	Arizona County Government Salary and Benefits Survey (Cochise)	\$24.44	37.6%	\$9.19	\$33.63
Council Member	IRS Volunteer Rate for Arizona	\$24.69	N/A	\$0.00	\$24.69
County Administrator	Arizona County Government Salary and Benefits Survey (Cochise)	\$76.92	36.7%	\$28.92	\$105.84
County Board of Supervisors	ARS § 11-424.01	\$28.92	37.6%	\$10.87	\$39.79
Department Director (Government)	Arizona County Government Salary and Benefits Survey (Cochise)	\$41.10	37.6%	\$15.46	\$56.56
Dispatcher (Government)	Douglas Job Announcement - Police Dispatcher – (3/1/19)	\$15.38	37.6%	\$5.78	\$21.16
Executive Director (Non-Profit)	Echoing Hope Ranch Job Announcement (3/1/19)	\$32.21	31.7%	\$10.21	\$42.42

Attachment #1



In-Kind Valuation Table for Professional Services

Fleet Manager	Sierra Vista Job Announcement (3/1/19)	\$26.25	37.6%	\$9.87	\$36.12
General Public	IRS Volunteer Rate for Arizona (3/1/19)	\$24.69	N/A	\$0.00	\$24.69
GIS Coordinator (Government)	Arizona County Government Salary and Benefits Survey (Cochise)	\$28.43	37.6%	\$10.69	\$39.11
Grant Manager (Non-Profit)	Academies of Math and Science Job Announcement (3/8/19)	\$26.44	31.7%	\$8.38	\$34.82
Human Resource Manager	Sierra Vista Job Announcement (3/1/19)	\$27.54	37.6%	\$10.35	\$37.89
Information Technology Technician (Government)	Arizona County Government Salary and Benefits Survey (Cochise)	\$19.75	37.6%	\$7.43	\$27.18
Mayor	IRS Volunteer Rate for Arizona	\$24.69	N/A	\$0.00	\$24.69
Outreach Coordinator (Government)	University of Arizona South Job Announcement (3/8/19)	\$21.63	37.6%	\$8.31	\$29.76
Operations Manager- Public Works (Government)	City of Bisbee Job Announcement (2/21/19)	\$26.44	37.6%	\$9.94	\$36.38
Planner (Government)	Arizona County Government Salary and Benefits Survey (Cochise)	\$21.19	37.6%	\$7.97	\$29.16
Program/Project Coordinator (Government)	Arizona County Government Salary and Benefits Survey (Cochise)	\$18.83	37.6%	\$7.08	\$25.91
Program Manager (Government)	Arizona County Government Salary and Benefits Survey (Cochise)	\$19.23	37.6%	\$7.23	\$26.46
Public Health Nurse (Government)	Arizona County Government Salary and Benefits Survey (Cochise)	\$23.49	37.6%	\$8.83	\$32.32
Transit Driver	Douglas Job Announcement (2/28/19)	\$14.72	37.6%	\$5.53	\$20.25
Transit Manager (Government)	Douglas 5311 Grant Application	\$25.00	37.6%	\$9.40	\$34.40
Transportation Planner (Government)	Self-report -Cochise County Transportation Planner (6/30/18)	\$31.25	37.6%	\$11.75	\$43.00
Volunteer	IRS Volunteer Rate for Arizona	\$24.69	N/A	\$0.00	\$24.69

Attachment #1



In-Kind Valuation Table for Professional Services

Graham/Greenlee Counties

Position	Valuation Source	Hourly Rate	Benefit Rate	Benefit Hourly	Value Per Hour
Accounts/Budget Manager	Eastern Arizona College Job Announcement (3/11/19)	\$23.43	37.6%	\$8.81	\$32.24
Administrative Assistant (Government)	Arizona County Government Salary and Benefits Survey (Greenlee)	\$18.00	37.6%	\$6.77	\$24.77
Automotive Mechanic (Government)	Arizona County Government Salary and Benefits Survey (Greenlee)	\$16.83	37.6%	\$6.33	\$23.16
Care Giver (Non-Profit)	Easter Seals Blake foundation Job Announcement (3/10/19)	\$16.55	31.7%	\$5.25	\$21.75
Case Manager (Non-Profit)	Community Medical Center – Safford Job Announcement (3/11/19)	\$18.75	31.7%	\$5.94	\$24.69
City/County Engineer	Arizona County Government Salary and Benefits Survey (Graham)	\$40.85	37.6%	\$15.36	\$56.21
City Manager	City of Safford – Assistant City manager Job Advertisement (3/11/19)	\$55.46	37.6%	\$20.85	\$76.31
Civil Engineer (P.E) (Government)	Arizona County Government Salary and Benefits Survey (Cochise)	\$42.89	37.6%	\$16.13	\$59.02
Council Member	IRS Volunteer Rate for Arizona	\$24.69	N/A	\$0.00	\$24.69
County Administrator	Arizona County Government Salary and Benefits Survey (Graham)	\$67.65	36.7%	\$24.83	\$92.48
County Board of Supervisors	ARS § 11-424.01	\$28.92	37.6%	\$10.87	\$39.79
Department Director (Government)	Arizona County Government Salary and Benefits Survey (Greenlee)	\$38.46	37.6%	\$14.46	\$52.92
Dispatcher (Government)	Arizona County Government Salary and Benefits Survey (Graham)	\$15.40	37.6%	\$5.79	\$21.19
Executive Director (Non-Profit)	Mobile Wheels on Meals Job Announcement (3/1/19)	\$34.28	31.7%	\$10.87	\$44.67

Attachment #1



In-Kind Valuation Table for Professional Services

Fleet Manager	Arizona County Government Salary and Benefits Survey (Graham)	\$25.00	37.6%	\$9.40	\$34.40
General Public	IRS Volunteer Rate for Arizona (3/1/19)	\$24.69	N/A	\$0.00	\$24.69
GIS Coordinator (Government)	Arizona County Government Salary and Benefits Survey (Graham)	\$31.92	37.6%	\$12.00	\$43.92
Grant Manager (Non-Profit)	Sonoran Schools Job Advertisement (3/11/19)	\$28.85	30.3%	\$8.74	\$37.59
Human Resource Manager	City of Safford – Human Resource Officer Job Advertisement (3/11/19)	\$37.42	37.6%	\$14.07	\$51.49
Information Technology Technician (Government)	Arizona County Government Salary and Benefits Survey (Graham)	\$22.62	37.6%	\$8.50	\$31.12
Mayor	IRS Volunteer Rate for Arizona	\$24.69	N/A	\$0.00	\$24.69
Outreach Coordinator (Government)	United Way Communication Officer Job Announcement-Safford (3/10/19)	\$23.07	37.6%	\$8.68	\$31.75
Operations Manager- Public Works (Government)	Graham County – Highway Operations Manager Job Announcement (3/10/19)	\$21.12	37.6%	\$7.94	\$29.86
Planner (Government)	Arizona County Government Salary and Benefits Survey (Gila)	\$25.98	37.6%	\$9.77	\$35.75
Program/Project Coordinator (Government)	State of Arizona Habilitation Services Project Coordinator Advertisement (3/11/19)	\$20.88	37.6%	\$7.85	\$28.73
Program Manager (Government)	Arizona County Government Salary and Benefits Survey (Greenlee)	\$21.13	37.6%	\$7.94	\$29.07
Public Health Nurse (Government)	Arizona County Government Salary and Benefits Survey (Graham)	\$24.46	37.6%	\$9.20	\$33.66
Transit Driver	Safford School District Bus Driver Announcement (3/11/19)	\$14.03	37.6%	\$5.28	\$19.31
Transit Manager (Government)	Douglas 5311 Grant Application	\$25.00	37.6%	\$9.40	\$34.40
Transportation Planner (Government)	Arizona County Government Salary and Benefits Survey (Gila)	\$25.98	37.6%	\$9.77	\$35.75
Volunteer	IRS Volunteer Rate for Arizona	\$24.69	N/A	\$0.00	\$24.69

Attachment #1



In-Kind Valuation Table for Professional Services

Santa Cruz County

Position	Valuation Source	Hourly Rate	Benefit Rate	Benefit Hourly	Value Per Hour
Accounts/Budget Manager	Santa Cruz County Job Announcement (3/11/19)	\$30.24	37.6%	\$11.37	\$41.61
Administrative Assistant (Government)	Arizona County Government Salary and Benefits Survey (Santa Cruz)	\$18.01	37.6%	\$6.77	\$24.78
Automotive Mechanic (Government)	Arizona County Government Salary and Benefits Survey (Santa Cruz)	\$19.10	37.6%	\$7.19	\$26.29
Care Giver (Non-Profit)	Easter Seals Blake Foundation Job Announcement (3/10/19)	\$16.55	31.7%	\$5.25	\$21.80
Case Manager (Government)	Santa Cruz Job Classification Plan – Child Support Case Manager (3/1/19)	\$27.40	37.6%	\$10.30	\$37.70
City/County Engineer	Arizona County Government Salary and Benefits Survey (Santa Cruz)	\$46.44	37.6%	\$17.46	\$63.90
City Manager	Public Record – Nogales City Council Meeting Minutes (5/3/18)	\$57.69	37.6%	\$21.69	\$79.38
Civil Engineer (P.E) (Government)	Santa Cruz Job Classification Plan – Engineer II (3/1/19)	\$40.67	37.6%	\$15.29	\$55.96
Council Member	IRS Volunteer Rate for Arizona	\$24.69	N/A	\$0.00	\$24.69
County Administrator	Arizona County Government Salary and Benefits Survey (Santa Cruz)	\$60.58	36.7%	\$22.78	\$83.36
County Board of Supervisors	ARS § 11-424.01	\$28.92	37.6%	\$10.87	\$39.79
Department Director (Government)	Arizona County Government Salary and Benefits Survey (Santa Cruz)	\$40.68	37.6%	\$15.30	\$55.98
Dispatcher (Government)	Arizona County Government Salary and Benefits Survey (Santa Cruz)	\$17.20	37.6%	\$6.47	\$22.35
Executive Director (Non-Profit)	Catholic Foundation Job Announcement (3/11/19)	\$34.61	31.7%	\$10.97	\$45.58

Attachment #1



In-Kind Valuation Table for Professional Services

Fleet Manager	Arizona County Government Salary and Benefits Survey (Santa Cruz)	\$21.32	37.6%	\$8.02	\$29.34
General Public	IRS Volunteer Rate for Arizona (3/1/19)	\$24.69	N/A	\$0.00	\$24.69
GIS Coordinator (Government)	Arizona County Government Salary and Benefits Survey (Santa Cruz)	\$26.74	37.6%	\$10.05	\$36.79
Grant Manager (Non-Profit)	Sonoran Schools Job Advertisement (3/11/19)	\$28.85	31.7%	\$8.96	\$37.81
Human Resource Manager	Santa Cruz Job Classification Plan – Human Services Analyst 3/1/19)	\$30.65	37.6%	\$11.52	\$42.17
Information Technology Technician (Government)	Arizona County Government Salary and Benefits Survey (Santa Cruz)	\$21.23	37.6%	\$7.98	\$29.21
Mayor	IRS Volunteer Rate for Arizona	\$24.69	N/A	\$0.00	\$24.69
Outreach Coordinator (Government)	Santa Cruz Job Announcement – Communications Technician (3/10/19)	\$27.45	37.6%	\$10.32	\$37.77
Operations Manager- Public Works (Government)	Santa Cruz Job Classification Plan – Public Works Supervisor (3/1/19)	\$37.93	37.6%	\$14.26	\$52.19
Planner (Government)	Santa Cruz Job Classification Plan – Planner I (3/1/19)	\$28.83	37.6%	\$10.84	\$39.67
Program/Project Coordinator (Government)	Santa Cruz Job Classification Plan – Homeless Services Coordinator (3/1/19)	\$38.43	37.6%	\$14.41	\$52.84
Program Manager (Government)	Arizona County Government Salary and Benefits Survey (Santa Cruz)	\$30.10	37.6%	\$11.32	\$41.42
Public Health Nurse (Government)	Santa Cruz Job Classification Plan (3/1/19)	\$41.96	37.6%	\$15.78	\$57.74
Transit Driver	Nogales School District Bus Driver Announcement (3/11/19)	\$15.15	37.6%	\$5.70	\$20.85
Transit Manager (Government)	Douglas 5311 Grant Application	\$25.00	37.6%	\$9.40	\$34.40
Transportation Planner (Government)	Santa Cruz Job Classification Plan – Planner II (3/1/19)	\$34.83	37.6%	\$13.09	\$47.92
Volunteer	IRS Volunteer Rate for Arizona	\$24.69	N/A	\$0.00	\$24.69

Attachment #1

In-Kind Services, FY 19
SouthEastern Arizona Governments Organization
Meeting Name:

Meeting Place:

Date:

Start Time:

End Time:

Name	Agency	Prof & Pers Service		Total Hours	Miles Traveled	Mileage Costs	Time Costs	Charged to a Federal Grant	Total
		Meeting & Prep Time	Travel Time						
TOTALS		0	0	0	0	\$ -	\$ -	\$0	\$0.00

Attachment 2



SIGN-IN SHEET

Meeting Name:	
Date/Time:	
Location:	

No	Printed Name	Signature	Agency/Job Title	Is your position paid with Federal funds?	Email
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

No	Printed Name	Signature	Agency/Job Title	Is your position paid with Federal funds?	Email
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2016

Functions/Programs	Expenses	Indirect Expenses Allocation	Program Revenue			Net (Expenses) Revenue and Changes in Net Position
			Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Total
Primary government:						
Governmental activities						
Aging programs	\$ 2,268,189	\$ 63,600	\$ -	\$ 2,317,836	\$ -	\$ (13,953)
Economic and environmental planning	97,811	15,357	-	77,624	-	(35,544)
Transportation	526,852	41,779	-	568,285	-	(346)
Community development	92,439	15,408	119,116	19,650	-	30,919
Housing	59,666	12,589	2,234	31,861	-	(38,160)
Management and general	182,440	(148,733)	-	-	-	(33,707)
Total governmental activities	<u>3,227,397</u>	<u>-</u>	<u>121,350</u>	<u>3,015,256</u>	<u>-</u>	<u>(90,791)</u>
General revenue:						
Assessment income						78,599
Other income						1,451
Interest income						12,310
Gain on investment						5,550
Total general revenue						<u>97,910</u>
Change in net position						7,119
Net position, beginning of year						983,870
Net position, end of year						<u>\$ 990,989</u>

The Notes to Financial Statements are an integral part of these statements

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
BALANCE SHEET - GOVERNMENTAL FUNDS

June 30, 2016

	<u>General Fund</u>	<u>Area Agency on Aging</u>	<u>Housing</u>	<u>Transportation</u>	<u>CDBG</u>	<u>Economic and Environmental Planning</u>	<u>Total Governmental Funds</u>
Assets							
Cash and cash equivalents	\$ 625,903	\$ 105,673	\$ 548,316	\$ -	\$ 182,607	\$ 13,842	\$ 1,476,341
Due from other governments	-	554,200	-	130,922	39,292	387	724,801
Due from other funds	-	5,420	-	127,664	-	-	133,084
Other receivables	-	195	-	-	-	-	195
Prepaid expenses	691	588	-	70	4	4	1,357
TOTAL ASSETS	<u>\$ 626,594</u>	<u>\$ 666,076</u>	<u>\$ 548,316</u>	<u>\$ 258,656</u>	<u>\$ 221,903</u>	<u>\$ 14,233</u>	<u>\$ 2,335,778</u>
Liabilities							
Accounts payable	\$ -	\$ 450,240	\$ 16	\$ 58,642	\$ 662	\$ 1,096	\$ 510,656
Accrued expenses	20,749	56,484	2	14	4	3	77,256
Due to other funds	132,697	-	-	-	-	387	133,084
TOTAL LIABILITIES	<u>153,446</u>	<u>506,724</u>	<u>18</u>	<u>58,656</u>	<u>666</u>	<u>1,486</u>	<u>720,996</u>
Deferred inflows of resources							
Grant funds	-	-	-	200,000	-	-	200,000
Fund balances							
Nonspendable	691	588	-	70	4	4	1,357
Unassigned	472,457	158,764	548,298	(70)	221,233	12,743	1,413,425
TOTAL FUND BALANCES	<u>473,148</u>	<u>159,352</u>	<u>548,298</u>	<u>-</u>	<u>221,237</u>	<u>12,747</u>	<u>1,414,782</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	<u>\$ 626,594</u>	<u>\$ 666,076</u>	<u>\$ 548,316</u>	<u>\$ 258,656</u>	<u>\$ 221,903</u>	<u>\$ 14,233</u>	<u>\$ 2,335,778</u>

The Notes to Financial Statements are an integral part of these statements

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
Reconciliation of the Balance Sheet to the Statement of Net Position
Governmental Funds

June 30, 2016

Fund balances - Total governmental funds \$ 1,414,782

Amounts reported for governmental activities in the Statement of Net Position is different because:

Accounts receivable in governmental activities are reported on the full accrual basis, but are reported in the funds on the modified accrual basis.

Receivables not collected within 60 days	10,568
--	--------

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

Governmental capital assets	765,498	
Less accumulated depreciation	(325,437)	
Capital assets used in governmental activities	440,061	440,061

Some liabilities are not due and payable in the current period and therefore are not reported in the funds.

Compensated absences	(31,833)
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Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.

Net pension liabilities	(896,852)
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Some deferred outflows and inflows of resources are applicable to future reporting periods and therefore are not reported in the funds

Deferred outflows related to pensions	137,129	
Deferred inflows related to pensions	(82,866)	
Deferred outflows and inflows of resources	54,263	54,263

Net position of governmental activities **\$ 990,989**

The Notes to Financial Statements are an integral part of these statements

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
STATEMENT OF REVENUE, EXPENDITURES,
AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
Year Ended June 30, 2016

	General Fund	Area Agency on Aging	Housing	Transportation	Community Development Block Grant	Economic and Environmental Planning	Total Governmental Funds
Revenues							
Intergovernmental	\$ -	\$ 2,317,836	\$ 31,741	\$ 557,716	\$ 19,650	\$ 77,624	\$ 3,004,567
Indirect charges	148,733	-	-	-	-	-	148,733
Fees for services	-	-	2,234	-	119,116	-	121,350
Local government assessments	78,599	-	-	-	-	-	78,599
Other	1,451	-	120	-	-	-	1,571
Interest	12,310	-	-	-	-	-	12,310
Gain on investment	5,550	-	-	-	-	-	5,550
Total revenues	246,643	2,317,836	34,095	557,716	138,766	77,624	3,372,680
Expenditures							
Current							
Aging programs	-	2,312,195	-	-	-	-	2,312,195
Economic and environmental planning	-	-	-	-	-	112,289	112,289
Housing	-	-	71,741	-	-	-	71,741
Management and general	170,020	-	-	-	-	-	170,020
Transportation	-	-	-	567,337	-	-	567,337
Community development	-	-	-	-	107,048	-	107,048
Total expenditures	170,020	2,312,195	71,741	567,337	107,048	112,289	3,340,630
Excess (deficiency) of revenues over (under) expenditures	76,623	5,641	(37,646)	(9,621)	31,718	(34,665)	32,050
Other financing sources (uses)							
Transfer in	14,442	-	-	10,902	-	35,107	60,451
Transfer out	(57,634)	-	(514)	(1,281)	(580)	(442)	(60,451)
Total other financing sources (uses)	(43,192)	-	(514)	9,621	(580)	34,665	-
Net change in fund balances	33,431	5,641	(38,160)	-	31,138	-	32,050
Fund balances, beginning	439,717	153,711	586,458	-	190,099	12,747	1,382,732
FUND BALANCES, ENDING	\$ 473,148	\$ 159,352	\$ 548,298	\$ -	\$ 221,237	\$ 12,747	\$ 1,414,782

The Notes to Financial Statements are an integral part of these statements

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
Reconciliation of the Statement of Revenues, Expenditures,
and Changes in Fund Balances of Governmental
Funds to the Statement of Activities

Year ended June 30, 2016

Net change in fund balances - Total governmental funds \$ 32,050

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Less current year depreciation (32,515)

SEAGO pension contributions are reported as expenditures in the governmental funds when made. However, they are reported as deferred outflows of resources in the Statement of Net Position because the reported net pension liability is measured a year before SEAGO's report date. Pension expense, which is the change in the net pension liability adjusted for changes in deferred outflows and inflows of resources related to pensions, is reported in the Statement of Activities.

SEAGO pension contributions	61,063	
Pension Expenses	<u>(61,130)</u>	(67)

Revenue is reported in the Statement of Activities on the full accrual basis, while revenue is reported in governmental funds on the modified accrual basis.

Revenue not collected within 60 days 10,569

Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.

Change in compensated absences (2,918)

Change in net position of governmental activities \$ 7,119

The Notes to Financial Statements are an integral part of these statements

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
GOVERNMENT-WIDE STATEMENT OF NET POSITION

June 30, 2017

	<u>Governmental Activities</u>
Assets	
Cash and cash equivalents	\$ 1,488,768
Due from other governments	620,220
Prepaid expenses	22,011
Capital assets, not being depreciated	25,825
Capital assets, being depreciated, net	<u>381,721</u>
Total assets	<u>2,538,545</u>
Deferred Outflows of Resources	
Deferred outflows related to pensions	<u>227,578</u>
Liabilities	
Accounts payable	408,628
Accrued expenses	28,296
Compensated absences payable	33,360
Noncurrent liability	
Net pension liability	<u>963,618</u>
Total liabilities	<u>1,433,902</u>
Deferred Inflows of Resources	
Deferred inflows related to pensions	<u>118,918</u>
Net Position	
Net investment in capital assets	407,546
Unrestricted	<u>805,757</u>
Total net position	<u><u>\$ 1,213,303</u></u>

The Notes to Financial Statements are an integral part of these statements

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2017

Functions/Programs	Expenses	Indirect Expenses Allocation	Program Revenue			Net (Expenses) Revenue and Changes in Net Position
			Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Total
Primary government:						
Governmental activities						
Aging programs	\$ 2,173,250	\$ 67,650	\$ 3,000	\$ 2,227,881	\$ -	\$ (10,019)
Economic and environmental planning	100,843	16,804	-	139,602	-	21,955
Transportation	1,007,022	49,017	400,000	822,860	-	166,821
Community development	93,599	16,832	116,439	8,671	-	14,679
Housing	330	38	130	-	-	(238)
Management and general	224,468	(157,658)	-	-	-	(66,810)
Total governmental activities	3,599,512	(7,317)	519,569	3,199,014	-	126,388
General revenue:						
Assessment income						78,528
Other income						115
Interest income						13,731
Gain on investment						3,552
Total general revenue						95,926
Change in net position						222,314
Net position, beginning of year						990,989
Net position, end of year						\$ 1,213,303

The Notes to Financial Statements are an integral part of these statements

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
BALANCE SHEET - GOVERNMENTAL FUNDS

June 30, 2017

	General Fund	Area Agency on Aging	Housing	Transportation	CDBG	Economic and Environmental Planning	Total Governmental Funds
Assets							
Cash and cash equivalents	\$ 323,843	\$ 175,094	\$ 548,060	\$ 221,244	\$ 216,001	\$ 4,526	\$ 1,488,768
Due from other governments	-	428,997	-	105,578	20,059	8,495	563,129
Due from other funds	855,771	-	-	-	-	-	855,771
Prepaid expenses	10,243	3,033	-	8,679	29	27	22,011
TOTAL ASSETS	\$ 1,189,857	\$ 607,124	\$ 548,060	\$ 335,501	\$ 236,089	\$ 13,048	\$ 2,929,679
Liabilities							
Accounts payable	\$ 11,329	\$ 366,223	\$ -	\$ 30,061	\$ 59	\$ 956	\$ 408,628
Accrued expenses	28,296	-	-	-	-	-	28,296
Due to other funds	654,158	72,485	-	128,210	-	918	855,771
TOTAL LIABILITIES	693,783	438,708	-	158,271	59	1,874	1,292,695
Fund balances							
Nonspendable	10,243	3,033	-	8,679	29	27	22,011
Unassigned	485,831	165,383	548,060	168,551	236,001	11,147	1,614,973
TOTAL FUND BALANCES	496,074	168,416	548,060	177,230	236,030	11,174	1,636,984
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,189,857	\$ 607,124	\$ 548,060	\$ 335,501	\$ 236,089	\$ 13,048	\$ 2,929,679

The Notes to Financial Statements are an integral part of these statements

**SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT
OF NET POSITION - GOVERNMENTAL FUNDS**

June 30, 2017

Fund balances - Total governmental funds \$ 1,636,984

Amounts reported for governmental activities in the Statement of Net Position is different because:

Accounts receivable in governmental activities are reported on the full accrual basis, but are reported in the funds on the modified accrual basis.

Receivables not collected within 60 days	57,091
--	--------

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

Governmental capital assets	765,496	
Less accumulated depreciation	(357,950)	
Capital assets used in governmental activities		407,546

Some liabilities are not due and payable in the current period and therefore are not reported in the funds.

Compensated absences	(33,360)
----------------------	----------

Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.

Net pension liabilities	(963,618)
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Some deferred outflows and inflows of resources are applicable to future reporting periods and therefore are not reported in the funds.

Deferred outflows related to pensions	227,578	
Deferred inflows related to pensions	(118,918)	
Deferred outflows and inflows of resources		108,660

Net position of governmental activities \$ 1,213,303

The Notes to Financial Statements are an integral part of these statements

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
STATEMENT OF REVENUE, EXPENDITURES,
AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS

Year Ended June 30, 2017

	General Fund	Area Agency on Aging	Housing	Transportation	Community Development Block Grant	Economic and Environmental Planning	Total Governmental Funds
Revenues							
Intergovernmental	\$ -	\$ 2,227,881	\$ -	\$ 833,361	\$ 8,671	\$ 82,513	\$ 3,152,426
Indirect charges	157,658	-	-	-	-	-	157,658
Local funds/fees for services	-	3,000	130	400,000	116,439	-	519,569
Local government assessments	78,528	-	-	-	-	-	78,528
Other	-	115	-	-	-	-	115
Interest	13,731	-	-	-	-	-	13,731
Gain on investment	3,552	-	-	-	-	-	3,552
Total revenues	253,469	2,230,996	130	1,233,361	125,110	82,513	3,925,579
Expenditures							
Current							
Aging programs	-	2,221,932	-	-	-	-	2,221,932
Economic and environmental planning	-	-	-	-	-	116,977	116,977
Housing	-	-	368	-	-	-	368
Management and general	199,513	-	-	-	-	-	199,513
Transportation	-	-	-	1,054,850	-	-	1,054,850
Community development	-	-	-	-	109,737	-	109,737
Total expenditures	199,513	2,221,932	368	1,054,850	109,737	116,977	3,703,377
Excess (deficiency) of revenues over (under) expenditures	53,956	9,064	(238)	178,511	15,373	(34,464)	222,202
Other financing sources (uses)							
Transfer in	14,145	-	-	-	-	33,333	47,478
Transfer out	(45,175)	-	-	(1,281)	(580)	(442)	(47,478)
Total other financing sources (uses)	(31,030)	-	-	(1,281)	(580)	32,891	-
Net change in fund balances	22,926	9,064	(238)	177,230	14,793	(1,573)	222,202
Fund balances, beginning	473,148	159,352	548,298	-	221,237	12,747	1,414,782
FUND BALANCES, ENDING	\$ 496,074	\$ 168,416	\$ 548,060	\$ 177,230	\$ 236,030	\$ 11,174	\$ 1,636,984

The Notes to Financial Statements are an integral part of these statements

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
GOVERNMENT-WIDE STATEMENT OF NET POSITION

June 30, 2018

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 1,760,253
Due from other governments	516,942
Prepaid expenses	1,424
Capital assets, not being depreciated	25,825
Capital assets, being depreciated, net	<u>351,637</u>
Total assets	<u>2,656,081</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to long-term disability ("LTD")	1,019
Deferred outflows related to pensions	<u>132,594</u>
Total deferred outflows of resources	<u>133,613</u>
LIABILITIES	
Accounts payable	683,700
Accrued expenses	46,437
Compensated absences payable	30,308
Net LTD liability	3,207
Net pension liability	<u>903,527</u>
Total liabilities	<u>1,667,179</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows related to LTD	3,614
Deferred inflows related to pensions	<u>73,145</u>
Total deferred inflows of resources	<u>76,759</u>
NET POSITION	
Net investment in capital assets	377,462
Unrestricted	<u>668,294</u>
Total net position	<u><u>\$ 1,045,756</u></u>

The Notes to Financial Statements are an integral part of these statements

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2018

Functions/Programs	Expenses	Indirect Expenses Allocation	Program Revenue			Net (Expenses) Revenue and Changes in Net Position
			Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
						Total
Primary Government:						
Governmental activities						
Aging programs	\$ 2,532,332	\$ 79,131	\$ 13,468	\$ 2,575,335	\$ -	\$ (22,660)
Economic and environmental planning	95,755	17,471	-	24,547	-	(88,679)
Transportation	1,001,158	63,947	84,477	808,430	-	(172,198)
Community development	125,516	27,694	147,331	31,679	-	25,800
Housing	85	-	-	-	-	(85)
Management and general	221,209	(188,243)	-	-	-	(32,966)
Total governmental activities	<u>\$ 3,976,055</u>	<u>\$ -</u>	<u>\$ 245,276</u>	<u>\$ 3,439,991</u>	<u>\$ -</u>	<u>(290,788)</u>
General Revenue:						
Assessment income						81,211
Other income						305
Interest income						20,946
Gain on investment						6,994
Total general revenue						<u>109,456</u>
Change in net position						(181,332)
Net position, beginning of year, restated						<u>1,227,088</u>
Net position, end of year						<u>\$ 1,045,756</u>

The Notes to Financial Statements are an integral part of these statements

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
BALANCE SHEET - GOVERNMENTAL FUNDS

June 30, 2018

	<u>General Fund</u>	<u>Area Agency on Aging</u>	<u>Housing</u>	<u>Transportation</u>	<u>CDBG</u>	<u>Economic and Environmental Planning</u>	<u>Total Governmental Funds</u>
ASSETS							
Cash and cash equivalents	\$ 558,416	\$ 185,900	\$ 548,059	\$ 245,250	\$ 218,000	\$ 4,628	\$ 1,760,253
Due from other governments	4,085	270,475	-	214,712	-	27,670	516,942
Due from other funds	1,388,112	699,880	548,214	55,232	317,117	29,876	3,038,431
Prepaid expenses	-	1,424	-	-	-	-	1,424
Total assets	<u>\$ 1,950,613</u>	<u>\$ 1,157,679</u>	<u>\$ 1,096,273</u>	<u>\$ 515,194</u>	<u>\$ 535,117</u>	<u>\$ 62,174</u>	<u>\$ 5,317,050</u>
LIABILITIES							
Accounts payable	\$ 3,127	\$ 529,004	\$ -	\$ 150,766	\$ (125)	\$ 928	\$ 683,700
Accrued expenses	46,437	-	-	-	-	-	46,437
Due to other funds	1,343,354	468,024	548,098	359,396	273,413	46,146	3,038,431
Total liabilities	<u>1,392,918</u>	<u>997,028</u>	<u>548,098</u>	<u>510,162</u>	<u>273,288</u>	<u>47,074</u>	<u>3,768,568</u>
FUND BALANCES							
Nonspendable	-	1,424	-	-	-	-	1,424
Unassigned	557,695	159,227	548,175	5,032	261,829	15,100	1,547,058
Total fund balances	<u>557,695</u>	<u>160,651</u>	<u>548,175</u>	<u>5,032</u>	<u>261,829</u>	<u>15,100</u>	<u>1,548,482</u>
Total liabilities and fund balances	<u>\$ 1,950,613</u>	<u>\$ 1,157,679</u>	<u>\$ 1,096,273</u>	<u>\$ 515,194</u>	<u>\$ 535,117</u>	<u>\$ 62,174</u>	<u>\$ 5,317,050</u>

The Notes to Financial Statements are an integral part of these statements

**SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT
OF NET POSITION - GOVERNMENTAL FUNDS**

June 30, 2018

Fund Balances - Total Governmental Funds \$ 1,548,482

Amounts reported for governmental activities in the Statement of Net Position is different because:

Net position as of June 30, 2017 was adjusted to account for the adoption of GASB No. 75, resulting in an increase to net position which relates to the long-term disability plan, which is not reported in the funds. -

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

Governmental capital assets	\$ 765,496	
Less accumulated depreciation	(388,034)	
Capital assets used in governmental activities		377,462

Some liabilities are not due and payable in the current period and therefore are not reported in the funds.

Compensated absences		(30,308)
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Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.

Net pension liabilities	(903,527)	
Net LTD liabilities	(3,207)	
Long-term liabilities		(906,734)

Some deferred outflows and inflows of resources are applicable to future reporting periods and therefore are not reported in the funds.

Deferred outflows related to LTD	1,019	
Deferred outflows related to pensions	132,594	
Deferred inflows related to LTD	(3,614)	
Deferred inflows related to pensions	(73,145)	
Deferred outflows and inflows of resources		56,854

Net position of governmental activities		\$ 1,045,756
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The Notes to Financial Statements are an integral part of these statements

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION
STATEMENT OF REVENUE, EXPENDITURES,
AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
Year Ended June 30, 2018

	General Fund	Area Agency on Aging	Housing	Transportation	Community Development Block Grant	Economic and Environmental Planning	Total Governmental Funds
Revenues							
Intergovernmental	\$ -	\$ 2,575,335	\$ -	\$ 808,430	\$ 31,679	\$ 81,637	\$ 3,497,081
Indirect charges	188,243	-	-	-	-	-	188,243
Local funds/fees for services	-	13,468	-	84,477	147,330	-	245,275
Local government assessments	81,211	-	-	-	-	-	81,211
Other	-	106	200	-	-	-	306
Interest	20,946	-	-	-	-	-	20,946
Gain on investment	6,994	-	-	-	-	-	6,994
Total revenues	<u>297,394</u>	<u>2,588,909</u>	<u>200</u>	<u>892,907</u>	<u>179,009</u>	<u>81,637</u>	<u>4,040,056</u>
Expenditures							
Current							
Aging programs	-	2,596,674	-	-	-	-	2,596,674
Economic and environmental planning	-	-	-	-	-	112,785	112,785
Housing	-	-	85	-	-	-	85
Management and general	204,207	-	-	-	-	-	204,207
Transportation	-	-	-	1,062,611	-	-	1,062,611
Community development	-	-	-	-	152,196	-	152,196
Total expenditures	<u>204,207</u>	<u>2,596,674</u>	<u>85</u>	<u>1,062,611</u>	<u>152,196</u>	<u>112,785</u>	<u>4,128,558</u>
Excess (deficiency) of revenues over (under) expenditures	93,187	(7,765)	115	(169,704)	26,813	(31,148)	(88,502)
Other Financing Sources (Uses)							
Transfer in	15,295	-	-	-	-	35,516	50,811
Transfer out	(46,861)	-	-	(2,494)	(1,014)	(442)	(50,811)
Total other financing sources (uses)	<u>(31,566)</u>	<u>-</u>	<u>-</u>	<u>(2,494)</u>	<u>(1,014)</u>	<u>35,074</u>	<u>-</u>
Net change in fund balances	61,621	(7,765)	115	(172,198)	25,799	3,926	(88,502)
Fund balances, beginning	496,074	168,416	548,060	177,230	236,030	11,174	1,636,984
Fund balances, ending	<u>\$ 557,695</u>	<u>\$ 160,651</u>	<u>\$ 548,175</u>	<u>\$ 5,032</u>	<u>\$ 261,829</u>	<u>\$ 15,100</u>	<u>\$ 1,548,482</u>

The Notes to Financial Statements are an integral part of these statements



Statement of Revenues and Expenditures-Unaudited
November 2019 and Fiscal Year Ending June 30, 2020 To Date

		<u>Cur Pd Actual</u>	<u>YTD Actual</u>	<u>Total Budget</u>	<u>% of Budget Used</u>
Revenue					
General Fund	101	1,692	14,884	70,000	21%
Agency Response	301	0	69,065	43,745	158%
Community Development Block Grant	302	9,000	45,500	257,184	18%
Economic Development	303	8,679	40,881	110,357	37%
Environmental Quality	306	0	683	8,500	8%
Elderly Transit	307	0	2,922	20,000	15%
Public Transit	308	0	7,157	20,000	36%
State Planning & Research	309	14,731	105,001	170,625	62%
Area Agency on Aging	310	30,830	191,020	462,152	41%
Regional Mobility Management	311	12,558	70,547	168,750	42%
RMM Training	314	2,458	41,892	143,750	29%
End of Life - Lovell Foundation	327	9,976	43,326	70,975	61%
Cochise Co Public Transit Consolidation	328	0	0	62,500	0%
Santa Cruz Co RTA Feasibility Study	329	0	0	80,000	0%
Total Revenue		<u>89,924</u>	<u>632,878</u>	<u>1,688,538</u>	<u>37%</u>
Expenses					
General Fund	101	208	5,525	70,000	8%
Agency Response	301	2,290	13,935	79,102	18%
Community Development Block Grant	302	7,177	34,858	257,184	14%
Economic Development	303	8,679	40,881	75,000	55%
Environmental Quality	306	0	683	8,500	8%
Elderly Transit	307	0	2,922	20,000	15%
Public Transit	308	0	7,157	20,000	36%
State Planning & Research	309	14,731	105,001	170,625	62%
Area Agency on Aging	310	31,190	185,223	462,152	40%
Regional Mobility Management	311	12,558	45,071	168,750	27%
RMM Training	314	2,458	67,368	143,750	47%
End of Life - Lovell Foundation	327	9,976	22,055	70,975	31%
Cochise Co Public Transit Consolidation	328	0	0	62,500	0%
Santa Cruz Co RTA Feasibility Study	329	213	213	80,000	0%
Total Expenses		<u>89,480</u>	<u>530,892</u>	<u>1,688,538</u>	<u>31%</u>
Balance		<u>444</u>	<u>101,986</u>	<u>0</u>	<u>0</u>