



**SouthEastern Arizona
Governments Organization**



**SouthEastern Arizona Governments Organization
Area Agency on Aging, Region VI**

**SUBAWARD AGREEMENT BETWEEN
THE SEAGO AREA AGENCY ON AGING ("SEAGO")**

AND

Douglas, City of

AS SET FORTH BELOW

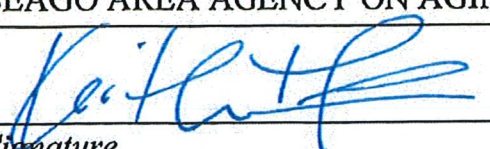
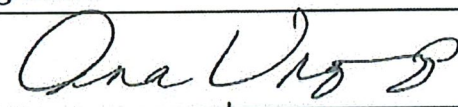
The subrecipient is a Non-Profit Corporation.

WHEREAS, SEAGO is duly authorized to execute and administer Subawards for the provision of direct services under the Area Plan on Aging, and

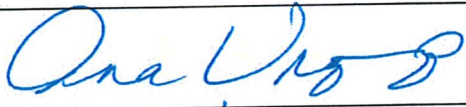
WHEREAS, SEAGO desires that the Subrecipient deliver services, and the Subrecipient has agreed to deliver services pursuant to the terms and conditions contained herein, and

WHEREAS, this Subaward Agreement (hereinafter "Subaward") shall consist of the Subaward Agreement General Provision, the proposal, and Service Delivery Plan submitted by the Subrecipient in response to the SEAGO Request for Proposals 2024-2028 and any subsequent amendments thereto; the Proposal Submittal Requirements for each service; the Service Specifications for each service; and any exhibits and documents referenced or included in the Solicitation. All above documents are hereby incorporated into this Subaward by reference as if fully set forth herein.

NOW THEREFORE, SEAGO and the Subrecipient agree to abide by all the terms and conditions set forth in this Subaward.

FOR AND ON BEHALF OF THE SEAGO AREA AGENCY ON AGING	FOR AND ON BEHALF OF
	Douglas, City of
<i>Signature</i>	<i>Subrecipient</i>
Keith Dennis, Executive Director	
6/11/2024	Ana Urquijo, City Manager
<i>Date</i>	<i>Signature</i>
125-25	
<i>Subaward Identification No.</i>	<i>Date</i> 6/11/24

NOW THEREFORE, SEAGO and the Subrecipient agree to abide by all the terms and conditions set forth in this Subaward.

FOR AND ON BEHALF OF THE SEAGO AREA AGENCY ON AGING	FOR AND ON BEHALF OF
	Douglas, City of
<i>Signature</i>	<i>Subrecipient</i>
Keith Dennis, Executive Director	
6/11/2024	Ana Urquijo, City Manager
<i>Date</i>	<i>Signature</i>
125-25	
<i>Subaward Identification No.</i>	<i>Date</i> 6/11/24

ANNEX A
PROGRAM ADMINISTRATION SECTION

1.0 Authorized Signatory for Subrecipient:

Douglas, City of	86-6000241
<i>Subrecipient Name</i>	<i>Federal Employer ID Number</i>
City Hall 425 10th Street Douglas, AZ 85607	
<i>Address</i>	520-417-7303
86-6000241	<i>Phone Number</i>
<i>DUNS Number</i>	

1.2

Ana Urquijo	City Manager
<i>Name of Authorized Signatory</i>	<i>Title</i>

Is the signatory to this Subaward on behalf of the subrecipient and is responsible for delivering services during the term of this Subaward.

1.3

In the absence of the principal authorized signatory named above, the person below is authorized to sign this Subaward and any amendments thereto on behalf of the subrecipient.

Humberto Rivera	Transit Manager
<i>Name of Authorized Signatory</i>	<i>Title</i>

2.0 Notices:

2.1 The SEAGO AAA shall address all notices relative to this Subaward to the attention of:

Humberto Rivera	Transit Manager
<i>Name of Authorized Signatory</i>	<i>Title</i>
City Hall 425 10th Street Douglas, AZ 85607	520-417-7402
<i>Address</i>	<i>Phone</i>

- 2.2 The subrecipient shall address all notices relative to this Subaward to the attention of:

Celeste Vasquez cvasquez@seago.org	Program Director
<i>Name</i>	<i>Title</i>
1403 B W HWY 92 Bisbee, AZ 85603	520-432-2528
<i>Address</i>	<i>Phone</i>

3.0 Subaward Term:

This Subaward shall begin on *July 1, 2024*, terminate on *August 31, 2025*, and may be renewed for additional years. The performance period for this Subaward shall begin on July 1, 2024, and terminate on *July 30, 2025*.

4.0 Subaward Purpose:

- ☒ A. Older Americans Act:

Program Goal: To provide the services specified in 5.3 to eligible older persons in accordance with the Older Americans Act of 1965, as amended. The target populations, problems, and needs are identified and specified in the Area Agency on Aging Area Plan for services and the Area Plan amendments.

- ☒ B. Social Services Block Grants:

Program Goals:

- (1) Achieve or maintain economic self-support to prevent, reduce, or eliminate dependency.
- (2) Achieve or maintain self-sufficiency, including reducing or preventing dependency.
- (3) Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their interests; or preserve, rehabilitate, or reunite families.
- (4) Prevent or reduce inappropriate institutional care by providing community-based or other less intensive care forms.
- (5) Secure referral or admission for institutional care when other forms of care are not appropriate.

5.0 Subaward Services and Service Delivery:

5.1 Service Specifications:

Each service provided under this Subaward shall be delivered by the requirements indicated in the applicable Service Specifications. Subrecipient shall deliver the number of units of each service identified in Annex B.

SEAGO reserves the right to request further clarification of the service delivery plan anytime.

5.2 Lower Tier Subrecipients

A portion of the services provided under this Subaward shall be delivered by Lower Tier Subrecipients as identified in Section 5.5 of this Annex. Subrecipient understands and warrants that a Lower Tier Subrecipient shall perform work once the Lower Tier Subaward Agreement document has been reviewed and approved in writing by the authorized Area Agency on Aging representative.

5.3 Subaward Services: (Check all services subrecipient will deliver)

- | | |
|--|---|
| <input type="checkbox"/> Case Management | <input type="checkbox"/> Caregiver Home Repair |
| <input type="checkbox"/> Congregate Meals | <input type="checkbox"/> Home Nursing |
| <input type="checkbox"/> Home Delivered Meals | <input type="checkbox"/> Caregiver Training |
| <input checked="" type="checkbox"/> Transportation | <input type="checkbox"/> Caregiver Adaptive Aid |
| <input type="checkbox"/> Caregiver Outreach | <input type="checkbox"/> Legal Assistance |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> In-Home Respite |
| <input type="checkbox"/> Attendant Care | |

5.4 Eligibility Criteria, Intake Procedures, and Case Records:

5.4.1 Eligibility Criteria

Eligibility for each service is specified in SEAGO Service Specifications. Case Managers authorized by SEAGO shall determine eligibility for in-home services. Eligibility is generally restricted to older individuals aged 60 or older unless Social Services Block Grant funding allows for services to disabled individuals under age 60.

5.4.2 Intake Procedures

- A. Intake for Respite, Home Delivered Meals, Housekeeping, Attendant Care, and Home Nursing shall be through the Subrecipient Case Management agency authorized by SEAGO.
- B. Subrecipients providing the services specified in "A" above may only serve clients determined eligible by the Case Management agency.
- C. Case Management agencies shall comply with the intake procedures specified in the SEAGO AAA Program Instructions and the DES/DAAS Policy Manual
- D. Subrecipients providing Congregate Meals, Legal Assistance, or Transportation services shall complete a SEAGO Application/Registration Form for every individual to receive any services and shall submit the original of this form to SEAGO.

5.4.3 Case Records

- A. Subrecipient shall maintain daily service records identifying the clients that receive services, the dates each client received services, and the units of service each client received by date.

- B. Individual client files shall be maintained on persons receiving In-Home Respite, Home Delivered Meals, Housekeeping, Attendant Care, and Home Nursing. These files must include documentation of service planning by the Case Management agency.
- C. In-Home Respite, Housekeeping, Attendant Care, and Home Nursing providers shall maintain individual client files, including documentation specified in the "Area Agency on Aging Requirements" section of the Service Specifications.
- D. Case Management agencies shall maintain individual client files, which include the documentation specified in the SEAGO Program Instructions.

5.4.4 Project Income and Cost Sharing

The Subrecipient commits to not denying service to any client solely because that client refuses to donate.

The Subrecipient shall solicit voluntary donations from clients for services received.

The Subrecipient commits to inform clients of their share of the cost for lifespan respite. Payments made shall be voluntary, and failure to pay shall not be a reason to deny service.

5.5 List of Lower Tier Subrecipients

The following service(s) to be provided under this Subaward shall be delivered by the Lower Tier sub-recipient(s) listed below:

Service(s)	Lower Tier Subrecipient

FACILITY LOCATION CHART

Subaward Services shall be delivered only at the facilities and locations specified below and will be available during hours of operation indicated.

NAME OF FACILITY, ADDRESS, PHONE AND FAX NO. WHERE SERVICE(S) WILL BE PROVIDED	SUBAWARD SERVICE(S)	S U B	DAYS & HOURS OF OPERATION	GEOGRAPHIC COVERAGE
City of Douglas City Hall 425 10th Street Douglas, AZ 85607 520-417-7326 Fax: 520-417-7155	Administration for Transportation		Mon. - Fri. 8 a.m. to 5 p.m.	Douglas and Vicinity
City of Douglas Transit Department Douglas Rides 1815 9th Street Douglas AZ 85607 520-417-7400 Fax: 520-417-7154	Transportation		Mon. - Fri. 7 a.m. to 5 p.m. Sat. 8 a.m. - 5 p.m.	Douglas and Vicinity

The Provider's Administrative office will not be open on the holidays marked below (darken box for applicable holiday):

<input checked="" type="checkbox"/> New Year's Day	<input checked="" type="checkbox"/> Good Friday	<input type="checkbox"/> Yom Kippur	<input checked="" type="checkbox"/> Friday after Thanksgiving
<input checked="" type="checkbox"/> Martin Luther King Jr.'s Birthday	<input checked="" type="checkbox"/> Memorial Day	<input type="checkbox"/> Columbus Day	<input type="checkbox"/>
<input type="checkbox"/> Lincoln's Birthday	<input checked="" type="checkbox"/> Independence Day	<input checked="" type="checkbox"/> Veteran's Day	<input type="checkbox"/>
<input checked="" type="checkbox"/> Washington's Birthday	<input checked="" type="checkbox"/> Labor Day	<input checked="" type="checkbox"/> Thanksgiving Day	<input type="checkbox"/>
<input checked="" type="checkbox"/> President's Day	<input type="checkbox"/> Rosh Hashanah	<input checked="" type="checkbox"/> Christmas Day	<input type="checkbox"/>

The holidays indicated above apply only to the administrative office; services are provided 24 hours.

ANNEX B COMPENSATION SECTION

1.0 METHOD OF COMPENSATION

The method of compensation governing this subaward shall be:

- ☒ Fixed Rate for SEAGO AAA state and federal funds for services identified in 2.1.
☐ Cost Reimbursement for SEAGO AAA state and federal funds for services identified in 2.2.

2.0 COMPENSATION

Upon timely receipt of required reporting documents, subject to availability of funds, SEAGO shall reimburse the sub-recipient every month following Section 56, Payments of the Subaward Agreement General Provisions for actual, allowable costs incurred in the delivery of services (cost reimbursement), or units of service delivered (fixed rate) during the term of the subaward consistent with the approved Subaward Agreement Operating Budget contained herein.

2.1 FIXED RATE

SFY 24-25	SEAGO AAA Funding Amount		Total Award Amount
	Unit Rate		
	Service	TSP	TSP-ARP
Douglas, City of 125-25	\$14,460.00	\$5,540.00	\$20,000.00
			\$20,000.00

TSP-HCB

Subcontractor **CITY OF DOUGLAS**

Type **Rate** Location **No Site Assigned** **CD - CITY OF DOUGLAS** **FEIN 866000241**

Start Date **07/01/2024** End Date **06/30/2025**

Service	Total Units	Total Budget	Units	Involved	Budget Remaining
<input checked="" type="checkbox"/> General Transportation - t	Rate 7.08				
18-59	.00	.00	.00	.00	.00
60-64	.00	.00	.00	.00	.00
65+	.00	.00	.00	.00	.00
Other	44,991.53	318,540.00	.00	.00	44,991.53
Total	44,991.53	318,540.00	.00	.00	44,991.53

Local Revenue	Total Budget	Involved	Budget Remaining
Project Income	.00	.00	.00
Other Fed	215,764.00	.00	215,764.00
Non-Fed In-Kind	.00	.00	.00
Non-Fed Cash	88,316.00	.00	88,316.00
Local Revenue Total	304,080.00	.00	304,080.00

Budget Detail Summary	Total Budget	Involved	Budget Remaining
Service	318,540.00	.00	324,080.00
Vouchers	.00	.00	.00
Subtotal	318,540.00	.00	324,080.00
Local Revenues	304,080.00	.00	304,080.00
Total Budget	14,460.00	.00	20,000.00

TSP-ARP

Subcontractor **CITY OF DOUGLAS**

Type **Rate** Location **No Site Assigned** **CD - CITY OF DOUGLAS** **FEIN 866000241**

Start Date **07/01/2024** End Date **06/30/2025**

Service	Total Units	Total Budget	Units	Involved	Budget Remaining
<input type="checkbox"/> General Transportation - F	Rate 7.08				
	782.49	5,540.00	.00	.00	782.49

Local Revenue	Total Budget	Involved	Budget Remaining
ALTCS	.00	.00	.00
Project Income	.00	.00	.00
Other Fed	.00	.00	.00
Non-Fed Subtotal	.00	.00	.00
Non-Fed In-Kind	.00	.00	.00
Non-Fed Cash	.00	.00	.00
Cost Share Received	.00	.00	.00
Local Revenue Total	.00	.00	.00

Budget Detail Summary	Total Budget	Involved	Budget Remaining
Service	5,540.00	.00	5,540.00
Vouchers	.00	.00	.00
Subtotal	5,540.00	.00	5,540.00
Local Revenues	.00	.00	.00
Total Budget	5,540.00	.00	5,540.00

3.0 COMPENSATION REQUIREMENTS

Payment shall be subject to the following limitations and exceptions:

1. Title 45 CFR Part 75, Section 75.305 requires payment to be made within 30 days after receipt of payment request.
2. **The sub recipient shall bill all available third-party payors, including AHCCCS acute care providers, ALTCS, Medicare, or private insurance, before requesting any funds identified under 2.0 above. SEAGO AAA shall be the payor of last resort.**
3. Payment for services that are case managed shall only be made for units that are within authorization levels and time frames.
4. Please comply with reporting requirements specified under Section 4.0 below to immediately cease the disbursement of funds by SEAGO AAA to the Subrecipient until the required reports are received.
5. Subrecipient agrees to adhere to the approved Subaward Agreement Operating Budget contained in this Annex within the tolerance levels outlined in Section 4, Amendments of the Subaward Agreement General Provisions.
6. A written amendment signed by both parties shall be required for Cost Reimbursement subawards whenever there is an increase or decrease in any budget category by 10% or greater.
7. During the subaward agreement, each revenue source will support expenses and production of service units in direct proportion to the reported receipts of each revenue source as a percentage of total reported revenue.
8. Payments may be limited to a monthly ceiling of 1/12th the service award amount to ensure the availability of services throughout the subaward agreement.

9. Adjustments or corrections to monthly payment requests must be submitted within 30 days following the termination of this subaward. Subawards will be closed out based on the timely submission of these adjustments.

4.0 REPORTING REQUIREMENTS

In accordance with Section 6.4, Reporting Requirements of the Subaward Agreement General Provisions, the Contractor shall submit to SEAGO AAA the following reports by the dates specified:

- ☒ Monthly Service Log by the **3rd working day** of the month following the month of service. This service log shall identify units of service provided by month, by the client, by courtesy, and by the site.
- ☒ Monthly Payment Request for Services provided by the **15th of the month** following the month of service. Payment Requests must be accompanied by the SEAGO AAA analysis tool, which identifies the total units of each service for the month. The total reported on the SEAGO AAA analysis tool must be the sum of the monthly service logs for each site. A provider must continue to report units of service provided with other funding sources even if all SEAGO AAA funding has been expended. A copy of the SEAGO AAA analysis tool is attached as Exhibit F. All of the above forms are also available in electronic format from SEAGO AAA.
- ☒ Quarterly Nutrition Education Report by the 15th day of July, October, January, and April of nutrition education sessions conducted during the preceding quarter, including participant sign-in sheets. Use the attached sample report or one in the same format (as applicable).

ANNEX C

SUPPLEMENTAL INFORMATION SECTION

1.0 A U.S. Department of Health and Human Services pass-through to Arizona Department of Economic Security Division of Adult and Aging Services pass-through to SEAGO makes federal funds available from the Older Americans Act Title III and VII and the Social Services Block Grant. The state FY25 federal amount to SEAGO is \$1,753,735.

Federal Award Number: To be provided once available

Federal Award Date: To be provided once available

Federal Award Description: To be provided once available

1.1 The federal funds available for Subaward through SEAGO (\$1,700,505) are as follows:

\$411,282	Special Programs for the Aging, Title III, Part B, Supportive Services and Senior Centers, CFDA 93.044
\$363,238	Special Programs for the Aging, Title III, Part C1, Nutrition Services, CFDA 93.045
\$417,027	Special Programs for the Aging, Title III, Part C2, Nutrition Services, CFDA 93.045
\$235,135	Social Services Block Grant, CFDA 93.667
\$103,885	Nutrition Services Incentive Program, CFDA 93.053
\$169,938	National Family Caregiver Support, Title III, Part E, CFDA 93.052

1.2 This is not a Research and Development Subaward.

2.0 Indirect Cost Recovery:

☒ The indirect cost rate for the federal award is 0%. The sub-recipient has yet to request to recover indirect costs in this Subaward.

☐ The indirect cost rate for the federal award is .

SEA GO AREA AGENCY ON AGING
PAYMENT REQUEST FOR SERVICES PROVIDED UNDER FIXED RATE

NAME and PROVIDER ID: City of Douglas 866000241CD 125-25		REPORT FOR: MONTH/YEAR <div style="text-align: right;"><input type="checkbox"/> Original <input type="checkbox"/> Revised</div>	
PREPARED BY: _____		DATE: _____	
Service	T SP HCB 241-82100		
UNITS OF SERVICE			
Number of Clients Served			
Units Delivered			
Units Rate	\$7.08		
EXPENDITURES FOR THE MONTH BY LINE ITEM			
Personnel			
E.R.E.			
P. & O.			
Travel			
Space			
Equipment			
Materials & Supplies			
Operating Services			
Indirect Costs			
Total Expenditures	\$ -	\$ -	\$ -
REVENUE FOR THE MONTH BY FUND SOURCE			
ALTCs			
Project Income			
Non-Federal In-Kind			
Non-Federal Cash			
Other Federal			
Total Non-SEAGO Revenue	\$ -	\$ -	\$ -
SEAGO AAA FUNDS	\$ -	\$ -	\$ -
			TOTAL \$ -

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

For SEAGO AAA Internal Use Only			
BATCH	DATE	AMOUNT	DAARS #
		\$ -	
Local Revenue Verified By		Submitted By	



**SouthEastern Arizona
Governments Organization**



**SouthEastern Arizona Governments Organization
Area Agency on Aging, Region VI**

**SUBAWARD AGREEMENT BETWEEN
THE SEAGO AREA AGENCY ON AGING ("SEAGO")**

AND

Douglas, City of

AS SET FORTH BELOW

The subrecipient is a Non-Profit Corporation.

WHEREAS, SEAGO is duly authorized to execute and administer Subawards for the provision of direct services under the Area Plan on Aging, and

WHEREAS, SEAGO desires that the Subrecipient deliver services, and the Subrecipient has agreed to deliver services pursuant to the terms and conditions contained herein, and

WHEREAS, this Subaward Agreement (hereinafter "Subaward") shall consist of the Subaward Agreement General Provision, the proposal, and Service Delivery Plan submitted by the Subrecipient in response to the SEAGO Request for Proposals 2024-2028 and any subsequent amendments thereto; the Proposal Submittal Requirements for each service; the Service Specifications for each service; and any exhibits and documents referenced or included in the Solicitation. All above documents are hereby incorporated into this Subaward by reference as if fully set forth herein.

NOW THEREFORE, SEAGO and the Subrecipient agree to abide by all the terms and conditions set forth in this Subaward.

FOR AND ON BEHALF OF THE SEAGO AREA AGENCY ON AGING	FOR AND ON BEHALF OF
	Douglas, City of
<i>Signature</i>	<i>Subrecipient</i>
Keith Dennis, Executive Director	
9/13/2024	Ana Orquijo, City Manager
<i>Date</i>	<i>Signature</i>
125-25	9/13/24
<i>Subaward Identification No.</i>	<i>Date</i>

ANNEX A
PROGRAM ADMINISTRATION SECTION

1.0 Authorized Signatory for Subrecipient:

Douglas, City of	86-6000241
<i>Subrecipient Name</i>	<i>Federal Employer ID Number</i>
City Hall 425 10th Street Douglas, AZ 85607	
<i>Address</i>	520-417-7303
86-6000241	<i>Phone Number</i>
<i>DUNS Number</i>	

1.2

Ana Urquijo	City Manager
<i>Name of Authorized Signatory</i>	<i>Title</i>

Is the signatory to this Subaward on behalf of the subrecipient and is responsible for delivering services during the term of this Subaward.

1.3

In the absence of the principal authorized signatory named above, the person below is authorized to sign this Subaward and any amendments thereto on behalf of the subrecipient.

Connie Gastelum	Transit Manager
<i>Name of Authorized Signatory</i>	<i>Title</i>

2.0 Notices:

2.1 The SEAGO AAA shall address all notices relative to this Subaward to the attention of:

Connie Gastelum	Transit Manager
<i>Name of Authorized Signatory</i>	<i>Title</i>
City Hall 425 10th Street Douglas, AZ 85607	520-417-7402
<i>Address</i>	<i>Phone</i>

- 2.2 The subrecipient shall address all notices relative to this Subaward to the attention of:

Celeste Vasquez cvasquez@seago.org	Program Director
<i>Name</i>	<i>Title</i>
1403 B W HWY 92 Bisbee, AZ 85603	520-432-2528
<i>Address</i>	<i>Phone</i>

3.0 Subaward Term:

This Subaward shall begin on *July 1, 2024*, terminate on *August 31, 2025*, and may be renewed for additional years. The performance period for this Subaward shall begin on July 1, 2024, and terminate on *July 30, 2025*.

4.0 Subaward Purpose:

☒ A. Older Americans Act:

Program Goal: To provide the services specified in 5.3 to eligible older persons in accordance with the Older Americans Act of 1965, as amended. The target populations, problems, and needs are identified and specified in the Area Agency on Aging Area Plan for services and the Area Plan amendments.

☒ B. Social Services Block Grants:

Program Goals:

- (1) Achieve or maintain economic self-support to prevent, reduce, or eliminate dependency.
- (2) Achieve or maintain self-sufficiency, including reducing or preventing dependency.
- (3) Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their interests; or preserve, rehabilitate, or reunite families.
- (4) Prevent or reduce inappropriate institutional care by providing community-based or other less intensive care forms.
- (5) Secure referral or admission for institutional care when other forms of care are not appropriate.

5.0 Subaward Services and Service Delivery:

5.1 Service Specifications:

Each service provided under this Subaward shall be delivered by the requirements indicated in the applicable Service Specifications. Subrecipient shall deliver the number of units of each service identified in Annex B.

SEAGO reserves the right to request further clarification of the service delivery plan anytime.

5.2 Lower Tier Subrecipients

A portion of the services provided under this Subaward shall be delivered by Lower Tier Subrecipients as identified in Section 5.5 of this Annex. Subrecipient understands and warrants that a Lower Tier Subrecipient shall perform work once the Lower Tier Subaward Agreement document has been reviewed and approved in writing by the authorized Area Agency on Aging representative.

5.3 Subaward Services: (Check all services subrecipient will deliver)

- | | |
|--|---|
| <input type="checkbox"/> Case Management | <input type="checkbox"/> Caregiver Home Repair |
| <input type="checkbox"/> Congregate Meals | <input type="checkbox"/> Home Nursing |
| <input type="checkbox"/> Home Delivered Meals | <input type="checkbox"/> Caregiver Training |
| <input checked="" type="checkbox"/> Transportation | <input type="checkbox"/> Caregiver Adaptive Aid |
| <input type="checkbox"/> Caregiver Outreach | <input type="checkbox"/> Legal Assistance |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> In-Home Respite |
| <input type="checkbox"/> Attendant Care | |

5.4 Eligibility Criteria, Intake Procedures, and Case Records:

5.4.1 Eligibility Criteria

Eligibility for each service is specified in SEAGO Service Specifications. Case Managers authorized by SEAGO shall determine eligibility for in-home services. Eligibility is generally restricted to older individuals aged 60 or older unless Social Services Block Grant funding allows for services to disabled individuals under age 60.

5.4.2 Intake Procedures

- A. Intake for Respite, Home Delivered Meals, Housekeeping, Attendant Care, and Home Nursing shall be through the Subrecipient Case Management agency authorized by SEAGO.
- B. Subrecipients providing the services specified in "A" above may only serve clients determined eligible by the Case Management agency.
- C. Case Management agencies shall comply with the intake procedures specified in the SEAGO AAA Program Instructions and the DES/DAAS Policy Manual
- D. Subrecipients providing Congregate Meals, Legal Assistance, or Transportation services shall complete a SEAGO Application/Registration Form for every individual to receive any services and shall submit the original of this form to SEAGO.

5.4.3 Case Records

- A. Subrecipient shall maintain daily service records identifying the clients that receive services, the dates each client received services, and the units of service each client received by date.
- B. Individual client files shall be maintained on persons receiving In-Home Respite, Home Delivered Meals, Housekeeping, Attendant Care, and Home Nursing. These files must include documentation of service planning by the Case Management agency.

- C. In-Home Respite, Housekeeping, Attendant Care, and Home Nursing providers shall maintain individual client files, including documentation specified in the "Area Agency on Aging Requirements" section of the Service Specifications.
- D. Case Management agencies shall maintain individual client files, which include the documentation specified in the SEAGO Program Instructions.

5.4.4 Project Income and Cost Sharing

The Subrecipient commits to no denying service to any client solely because that client refuses to donate.

The Subrecipient shall solicit voluntary donations from clients for services received.

The Subrecipient commits to inform clients of their share of the cost for lifespan respite. Payments made shall be voluntary, and failure to pay shall not be a reason to deny service.

5.5 List of Lower Tier Subrecipients

The following service(s) to be provided under this Subaward shall be delivered by the Lower Tier sub-recipient(s) listed below:

Service(s)	Lower Tier Subrecipient

FACILITY LOCATION CHART

Subaward Services shall be delivered only at the facilities and locations specified below and will be available during hours of operation indicated

NAME OF FACILITY, ADDRESS, PHONE AND FAX NO. WHERE SERVICE(S) WILL BE PROVIDED	SUBAWARD SERVICE(S)	S U B	DAYS & HOURS OF OPERATION	GEOGRAPHIC COVERAGE
City of Douglas City Hall 425 10th Street Douglas, AZ 85607 520-417-7326 Fax:520-417-7155	Administration for Transportation		Mon. - Fri. 8 a.m. to 5p.m.	- Douglas and Vicinity
City of Douglas Transit Department Douglas Rides 1815 9th Street Douglas AZ 85607 520-417-7400 Fax:520-417-7154	Transportation		Mon. - Fri. 7 a.m. to 5 p.m. Sat. 8 a.m. -5 p.m.	- Douglas and Vicinity

The Provider's Administrative office will not be open on the holidays marked below (darken box for applicable holiday):

<input checked="" type="checkbox"/> New Year's Day	<input checked="" type="checkbox"/> Good Friday	<input type="checkbox"/> Yom Kippur	<input checked="" type="checkbox"/> Friday after Thanksgiving
<input checked="" type="checkbox"/> Martin Luther King Jr.'s Birthday	<input checked="" type="checkbox"/> Memorial Day	<input type="checkbox"/> Columbus Day	
<input type="checkbox"/> Lincoln's Birthday	<input checked="" type="checkbox"/> Independence Day	<input checked="" type="checkbox"/> Veteran's Day	
<input checked="" type="checkbox"/> Washington's Birthday	<input checked="" type="checkbox"/> Labor Day	<input checked="" type="checkbox"/> Thanksgiving Day	
<input checked="" type="checkbox"/> President's Day	<input type="checkbox"/> Rosh Hashanah	<input checked="" type="checkbox"/> Christmas Day	

The holidays indicated above apply only to the administrative office; services are provided 24 hours.

ANNEX B

COMPENSATION SECTION

1.0 METHOD OF COMPENSATION

The method of compensation governing this subaward shall be:

- ☒ Fixed Rate for SEAGO AAA state and federal funds for services identified in 2.1.
☐ Cost Reimbursement for SEAGO AAA state and federal funds for services identified in 2.2.

2.0 COMPENSATION

Upon timely receipt of required reporting documents, subject to availability of funds, SEAGO shall reimburse the sub-recipient every month following Section 56, Payments of the Subaward Agreement General Provisions for actual, allowable costs incurred in the delivery of services (cost reimbursement), or units of service delivered (fixed rate) during the term of the subaward consistent with the approved Subaward Agreement Operating Budget contained herein.

2.1 FIXED RATE

SFY 24-25	SEAGO AAA Funding Amount		Total Award Amount
Unit Rate	\$23.58	\$23.58	
Service	TSP	TSP-ARP	
Douglas, City of 125-25	\$14,460.00	\$5,540.00	\$20,000.00
			\$20,000.00

TSP-HCB

Subcontractor		CITY OF DOUGLAS		FEIN 866000241	
Type	Rate	Location	No Site Assigned CD - CITY OF DOUGLAS		
		CD - CITY OF DOUGLAS			
Start Date 07/01/2024		End Date 06/30/2025			
Service					
	Total Units	Total Budget	Units	Total	Budget Remaining
<input checked="" type="checkbox"/> General Transportation - F	Rate 23.58				
18-59	.00	.00	.00	.00	.00
60-64	.00	.00	.00	.00	.00
65+	.00	.00	.00	.00	.00
Other	13,508.91	318,540.00	.00	.00	318,540.00
Total	13,508.91	318,540.00	.00	.00	318,540.00
Local Revenue					
	Total Budget	Involved	Budget Remaining		
Project Income	.00	.00	.00		
Other Fed	215,764.00	.00	215,764.00		
Non-Fed In-Kind	.00	.00	.00		
Non-Fed Cash	88,316.00	.00	88,316.00		
Local Revenue Total	304,080.00	.00	304,080.00		
Budget Detail Summary					
	Total Budget	Involved	Budget Remaining		
Service	318,540.00	.00	1,060,900.28		
Vouchers	.00	.00	.00		
Subtotal	318,540.00	.00	1,060,900.28		
Local Revenues	304,080.00	.00	304,080.00		
Total Budget	14,460.00	.00	1,060,900.28		

TSP-ARP

Subcontractor		CITY OF DOUGLAS		FEIN 866000241	
Type	Rate	Location	No Site Assigned CD - CITY OF DOUGLAS		
		CD - CITY OF DOUGLAS			
Start Date 07/01/2024		End Date 06/30/2025			
Service					
	Total Units	Total Budget	Units	Total	Budget Remaining
<input type="checkbox"/> General Transportation - F	Rate 23.58				
	782.49	5,540.00	.00	.00	10,451.11
Local Revenue					
	Total Budget	Involved	Budget Remaining		
ALTCS	.00	.00	.00		
Project Income	.00	.00	.00		
Other Fed	.00	.00	.00		
Non-Fed Subtotal	.00	.00	.00		
Non-Fed In-Kind	.00	.00	.00		
Non-Fed Cash	.00	.00	.00		
Cost Share Received	.00	.00	.00		
Local Revenue Total	.00	.00	.00		
Budget Detail Summary					
	Total Budget	Involved	Budget Remaining		
Service	5,540.00	.00	18,451.11		
Vouchers	.00	.00	.00		
Subtotal	5,540.00	.00	18,451.11		
Local Revenues	.00	.00	.00		
Total Budget	5,540.00	.00	18,451.11		

3.0 COMPENSATION REQUIREMENTS

Payment shall be subject to the following limitations and exceptions:

1. Title 45 CFR Part 75, Section 75.305 requires payment to be made within 30 days after receipt of payment request.
2. **The sub recipient shall bill all available third-party payors, including AHCCCS acute care providers, ALTCS, Medicare, or private insurance, before requesting any funds identified under 2.0 above. SEAGO AAA shall be the payor of last resort.**
3. Payment for services that are case managed shall only be made for units that are within authorization levels and time frames.
4. Please comply with reporting requirements specified under Section 4.0 below to immediately cease the disbursement of funds by SEAGO AAA to the Subrecipient until the required reports are received.
5. Subrecipient agrees to adhere to the approved Subaward Agreement Operating Budget contained in this Annex within the tolerance levels outlined in Section 4, Amendments of the Subaward Agreement General Provisions.
6. A written amendment signed by both parties shall be required for Cost Reimbursement subawards whenever there is an increase or decrease in any budget category by 10% or greater.
7. During the subaward agreement, each revenue source will support expenses and production of service units in direct proportion to the reported receipts of each revenue source as a percentage of total reported revenue.
8. Payments may be limited to a monthly ceiling of 1/12th the service award amount to ensure the availability of services throughout the subaward agreement.

9. Adjustments or corrections to monthly payment requests must be submitted within 30 days following the termination of this subaward. Subawards will be closed out based on the timely submission of these adjustments.

4.0 REPORTING REQUIREMENTS

In accordance with Section 6.4, Reporting Requirements of the Subaward Agreement General Provisions, the Contractor shall submit to SEAGO AAA the following reports by the dates specified:

- ☒ Monthly Service Log by the **3rd working day** of the month following the month of service. This service log shall identify units of service provided by month, by the client, by courtesy, and by the site.
- ☒ Monthly Payment Request for Services provided by the **15th of the month** following the month of service. Payment Requests must be accompanied by the SEAGO AAA analysis tool, which identifies the total units of each service for the month. The total reported on the SEAGO AAA analysis tool must be the sum of the monthly service logs for each site. A provider must continue to report units of service provided with other funding sources even if all SEAGO AAA funding has been expended. A copy of the SEAGO AAA analysis tool is attached as Exhibit F. All of the above forms are also available in electronic format from SEAGO AAA.
- ☒ Quarterly Nutrition Education Report by the 15th day of July, October, January, and April of nutrition education sessions conducted during the preceding quarter, including participant sign-in sheets. Use the attached sample report or one in the same format (as applicable).

ANNEX C

SUPPLEMENTAL INFORMATION SECTION

1.0 A U.S. Department of Health and Human Services pass-through to Arizona Department of Economic Security Division of Adult and Aging Services pass-through to SEAGO makes federal funds available from the Older Americans Act Title III and VII and the Social Services Block Grant. The state FY25 federal amount to SEAGO is \$1,753,735.

Federal Award Number: To be provided once available

Federal Award Date: To be provided once available

Federal Award Description: To be provided once available

1.1 The federal funds available for Subaward through SEAGO (\$1,700,505) are as follows:

\$411,282	Special Programs for the Aging, Title III, Part B, Supportive Services and Senior Centers, CFDA 93.044
\$363,238	Special Programs for the Aging, Title III, Part C1, Nutrition Services, CFDA 93.045
\$417,027	Special Programs for the Aging, Title III, Part C2, Nutrition Services, CFDA 93.045
\$235,135	Social Services Block Grant, CFDA 93.667
\$103,885	Nutrition Services Incentive Program, CFDA 93.053
\$169,938	National Family Caregiver Support, Title III, Part E, CFDA 93.052

1.2 This is not a Research and Development Subaward.

2.0 Indirect Cost Recovery:

☒ The indirect cost rate for the federal award is 0%. The sub-recipient has yet to request to recover indirect costs in this Subaward.

☐ The indirect cost rate for the federal award is .

SEA GO AREA AGENCY ON AGING
PAYMENT REQUEST FOR SERVICES PROVIDED UNDER FIXED RATE

NAME and PROVIDER ID: City of Douglas 866000241CD 125-25		REPORT FOR : MONTH/YEAR <input type="checkbox"/> Original <input type="checkbox"/> Revised	
PREPARED BY: _____		DATE: _____	
Service	T SP HCB 241-82100		
UNITS OF SERVICE			
Number of Clients Served			
Units Delivered			
Units Rate	\$7.08		
EXPENDITURES FOR THE MONTH BY LINE ITEM			
Personnel			
E.R.E.			
P. & O.			
Travel			
Space			
Equipment			
Materials & Supplies			
Operating Services			
Indirect Costs			
Total Expenditures	\$ -	\$ -	\$ -
REVENUE FOR THE MONTH BY FUND SOURCE			
ALTCS			
Project Income			
Non-Federal In-Kind			
Non-Federal Cash			
Other Federal			
Total Non-SEAGO Revenue	\$ -	\$ -	\$ -
SEAGO AAA FUNDS	\$ -	\$ -	\$ -
		TOTAL	\$ -

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

For SEAGO AAA Internal Use Only			
BATCH	DATE	AMOUNT	DAARS #
		\$ -	
Local Revenue Verified By		Submitted By	