AMENDED INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTIES OF APACHE, GILA, GRAHAM, GREENLEE, NAVAJO AND COCHISE, ARIZONA TO PARTICIPATE IN, SUPPORT AND ENDORSE THE ACTIONS AND DECISIONS OF THE EASTERN ARIZONA COUNTIES ORGANIZATION (ECO) WHICH ARE IN COMPLIANCE WITH THE ADOPTED BYLAWS OF THE ORGANIZATION.

Whereas, Arizona Revised Statutes 11-952 authorizes two or more public agencies to enter into agreements with one another for joint or cooperative action, and;

Whereas, the Arizona Counties of Apache, Gila, Graham, Greenlee, and Navajo ("Original ECO Counties") requested in 1993 by joint resolution (Exhibit A) that the State of Arizona assist the Original ECO Counties in developing a process to implement Presidential Executive Order 12372 (P.E.0. 12372) related to the clearinghouse process for review of Federal programs which affect the custom, cultures and economic well-being of the counties, and;

Whereas, in accordance with P.E .O. 12372, the Original ECO Counties were subsequently designated by the State as County Official Reviewers (COR) with responsibility to the residents of the Original ECO Counties to provide local and area wide land use, demographic, economic and social information and expertise in the review of federal programs and projects particularly in relationship to the U.S. Department of Agriculture and the U.S. Department of the Interior land management activities, as well as programs involving State Land, and;

Whereas, a primary function of ECO was originally to efficiently and effectively implement the Procedures for Arizona Single Point of Contact Review Process According to Presidential Executive Order 12372, and ;

Whereas in the years from 1993 to 2015 ECO evolved to provide to the Original ECO Counties a clearinghouse of technical, scientific, social, cultural and economic information and advice to the individual counties for more effective interaction, coordination and collaboration in the decision making process with federal and state agencies, and ;

Whereas in 2015 the Arizona County of Cochise expressed the desire to join ECO and the Original ECO Counties expressed the desire to include Cochise County in ECO, and ;

Whereas, it is believed that the best method for ensuring that the overall functions of ECO are carried out is to formalize the ECO structure through adoption of an amended intergovernmental agreement and approval of appropriate Bylaws to guide the conduct of ECO business, and ;

Whereas, the Arizona Counties of Apache, Gila, Graham, Greenlee, Navajo and Cochise ("Counties") are all dependent on measured and appropriate development of all resources to ensure public welfare and promote economic stability, and;

Whereas , it is in the best interests of the Counties to combine their efforts whenever possible to further the goals of ensuring cultural and social preservation, and enhancing economic stability and growth as relates to the management of resources, and;

Whereas, the Counties have undertaken to make scientific, economic, social and cultural information and other data available for analysis to help guide themselves and other agencies in making the best resource management decisions, and:

Whereas, cooperation on the regional level between all parties involved in such decisions is deemed to be most advantageous.

NOW, THEREFORE, IT IS HEREBY AGREED THAT:

Section 1. The Eastern Arizona Counties Organization (ECO) originally consisting of membership from Apache, Gila, Graham, Greenlee and Navajo Counties is hereby amended to include Cochise County. The term of this agreement is as specified in Section 7 herein.

Section 2. By execution and acceptance of this agreement, each ECO County hereby adopts the Arizona Single Point of Contact (SPOC) procedures according to: Presidential Executive Order 12372 which is fully incorporated into this document as Exhibit B; Arizona Executive Order 2013-09 which is fully incorporated into this document as Exhibit C; and User Manual For State Single Point Of Contact (SPOC) Procedures In Arizona - Updated December 4, 2014, which is fully incorporated into this document as Exhibit D.

Section 3. In accordance with the provisions of Sec. 4 of Exhibit B, each ECO County, Board of Supervisors or its designee shall act as County official reviewers for the explicate review of direct federal projects for the U.S. Department of Agriculture and its respective agencies which include the Forest Service, Soil Conservation Service and Farmers Home Administration, U.S. Department of the Interior and its respective agencies which include the Bureau of Land Management, National Park Service and U.S. Fish and Wildlife Service affecting their areas. The County official reviewers will attend scoping meetings, receive direct federal notices from the Single Point of Contact (SPOC), and attend the meetings in the early stages for the purpose of review and assuring the consistency of the proposed activity to be in the best interest and development of each of their counties.

Section 4. The purpose and authorities of ECO are set forth in the Bylaws as incorporated in Exhibit E to this agreement and adopted as part of this agreement and as may be subsequently amended in accordance with the adopted Bylaws.

Section 5. Each ECO County Board of Supervisors shall, in accordance with adopted Bylaws, appoint two representatives to the ECO Board of Directors, one of whom will be a member of that County's Board of Supervisors.

Section 6. The finances and budgetary matters of ECO shall be addressed in the manner set forth in Article V of the Bylaws with annual budgets established by the Board of Directors and approved annually by each County Board of Supervisors representative. Navajo County will act as fiscal agent for the purposes of this Intergovernmental Agreement. Each member's manner of financing their participation in ECO shall be at the discretion of each County's Board of Supervisors and may include commitment of general funds, grant funds or other available funding.

Section 7. This agreement shall remain in effect for one (1) year from the effective date and will be automatically renewed for successive one (1) year intervals unless terminated by any member County after 30 days written notification to the Chairman provided, however, that the termination by any one

County shall not affect the agreements with other Counties. This agreement may be canceled pursuant to ARS 38-511, the pertinent provisions of which are fully incorporated herein by reference.

Section 8. The acquisition of property under the ownership of ECO is not anticipated. However, should this occur, the disposition of such property upon partial or complete termination of this agreement shall be decided by the Board of Directors in an open meeting with the approval of each Board of Supervisors which is participating in the agreement at the time of the termination.

Section 9. It is agreed that all proceedings, meetings, actions and decisions of the Board of Directors will comply with the Arizona Open Meeting Law. No representation of an ECO decision, position or action shall be made without proper notification pursuant to the Arizona Open Meeting Law nor without prior approval of the Board of Directors in compliance with the provisions of the adopted Bylaws.

Section 10. Any contract, memorandum of understanding, or agreement entered into by ECO on behalf of or binding upon any member County must be approved by the affected County's Board of Supervisors in order to be effective.

Section 11. Nothing in this agreement shall in any way abrogate the member Counties' rights, obligations and abilities to conduct mandated and discretionary County functions, or otherwise protect, in any lawful manner deemed appropriate, the best interests of the County.

Section 12. This agreement shall become effective upon filing with the Secretary of State.

Section 13. Attached hereto as Exhibit F, are the Resolutions or Action Reports of each County Board of Supervisors approving this agreement.

Section 14. All agreements in conflict with this are hereby rescinded.

APPROVED by each County on the date indicated below.

_____	_____	_____
Supervisor Tom White	Attest: Delwin Wengert	Date
Chairman Apache County Board of Supervisors	Clerk Apache County BOS	

_____
Michael Whiting
Apache County Attorney

_____	_____	_____
Supervisor Patrick Call Chairman Cochise County Board of Supervisors	Attest: Arlethe Rios Clerk Cochise County BOS	Date

_____
Brian McIntyre
Cochise County Attorney

_____	_____	_____
Supervisor Michael Pastor Chairman Gila County Board of Supervisors	Attest: Marian Sheppard Clerk Gila County BOS	Date

_____
Bradley Beauchamp
Gila County Attorney

_____	_____	_____
Supervisor Danny Smith Chairman Graham County Board of Supervisors	Attest: Terry Cooper Clerk Graham County BOS	Date

_____
Kenny Angle
Graham County Attorney

_____	_____	_____
Supervisor David Gomez Chairman Greenlee County Board of Supervisors	Attest: Yvonne Pearson Clerk Greenlee County BOS	Date

_____
Derek Rapier
Greenlee County Attorney

_____	_____	_____
Supervisor Dawnafe Whitesinger Chairwoman Navajo County Board of Supervisors	Attest: Melissa Buckley Clerk Navajo County BOS	Date

_____
Brad Carlyon
Navajo County Attorney

Exhibit A

RESOLUTIONS OF THE BOARDS OF SUPERVISORS OF APACHE, GILA GRAHAM, GREENLEE AND NAVAJO COUNTIES TO AVAIL THEMSELVES OF THE INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS PROVIDED BY PRESIDENTIAL EXECUTIVE ORDER 12372 OF JULY 14, 1982 AND 12416 OF APRIL 8, 1983

WHEREAS, the President of the United States, through his Presidential Executive Order (P.E.O.) 12372 of July 14, 1982 and P.E.O. 12416 of April 8, 1983, ordered federal agencies to provide opportunity for State and local governments through their respective elected officials for consultation with those Federal agencies having a direct affect on the custom, culture and economic well being of their respective governmental jurisdictions, to support state and local governments by discouraging Federal funding of planning organizations that are not adequately representative of or accountable to local elected officials, and further directed federal agencies to utilize the state process to determine official views of state and local elected officials; and

WHEREAS, the under signed counties wish to avail themselves of their rights to have the Federal agencies obtain the official views of the local elected officials concerning any plans and actions which may affect their custom, culture and economic well being, communicate early with governmental entities concerning any such plans and action, accommodate concerns of local elected officials when directly affected, allow review of Federal programs in another State which may affect this State by their implementation; and

WHEREAS, the State of Arizona has the authority to request and implement the process necessary to bring the federal agencies into compliance with the above referenced Presidential Executive Orders; and

WHEREAS, the President is relying on the local process to foster an intergovernmental partnership and a strengthened federalism through these orders; and specifically authorizes state delegation to local elected officials the review, coordination, and communication with federal agencies; and

NOW THEREFORE BE IT RESOLVED, the above signed counties request the State of Arizona to assist in developing a process which will implement P.E.O. 12372 and P.E.O. 12416 to maintain an effective clearing house process of Federal plans which affect the custom, cultures and economic well being of the governmental entities involved and we request the Governor delegate county and municipal elected officials the review, coordination and communication with Federal agencies.

Joe Shirley Jr., Chairman
Apache County Board of Supervisors

ATTEST: Clarence Bigelow
Clerk of the Board

Ron Christensen, Chairman
Gila County Board of Supervisors

ATTEST: Daniel Field
County Manager

Delbert Householder, Chairman
Graham County Board of Supervisors

ATTEST: JOE CARTER
COUNTY MANAGER

Fred Zumwalt, Chairman
Greenlee County Board of Supervisors

ATTEST: ROB STOKES
COUNTY ADMINISTRATOR

Percy Deal, Chairman
Navajo County Board of Supervisors

ATTEST: Sharon R. Keene
Clerk of the Board

Exhibit B

Executive Order 12372--Intergovernmental Review of Federal Programs

Source: The provisions of Executive Order 12372 of July 14, 1982, appear at 47 FR 30959, 3 CFR, 1982 Comp., p. 197, unless otherwise noted.

By the authority vested in me as President by the Constitution and laws of the United States of America, including Section 401(a) of the Intergovernmental Cooperation Act of 1968 (42 U.S.C. 4231(a)), Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 (42 U.S.C. 3334) and Section 301 of Title 3 of the United States Code, and in order to foster an intergovernmental partnership and a strengthened federalism by relying on State and local processes for the State and local government coordination and review of proposed Federal financial assistance and direct Federal development, it is hereby ordered as follows:

[Preamble amended by Executive Order 12416 of Apr. 8, 1983, 48 FR 15587, 3 CFR, 1983 Comp., p. 186]

Section 1. Federal agencies shall provide opportunities for consultation by elected officials of those State and local governments that would provide the non-Federal funds for, or that would be directly affected by, proposed Federal financial assistance or direct Federal development.

Sec. 2. To the extent the States, in consultation with local general purpose governments, and local special purpose governments they consider appropriate, develop their own processes or refine existing processes for State and local elected officials to review and coordinate proposed Federal financial assistance and direct Federal development, the Federal agencies shall, to the extent permitted by law:

(a) Utilize the State process to determine official views of State and local elected officials.

(b) Communicate with State and local elected officials as early in the program planning cycle as is reasonably feasible to explain specific plans and actions.

(c) Make efforts to accommodate State and local elected officials' concerns with proposed Federal financial assistance and direct Federal development that are communicated through the designated State process. For those cases where the concerns cannot be accommodated, Federal officials shall explain the bases for their decision in a timely manner.

(d) Allow the States to simplify and consolidate existing Federally required State plan submissions. Where State planning and budgeting systems are sufficient and where permitted by law, the substitution of State plans for Federally required State plans shall be encouraged by the agencies.

(e) Seek the coordination of views of affected State and local elected officials in one State with those of another State when proposed Federal financial assistance or direct Federal development has an impact on interstate metropolitan urban centers or other interstate areas. Existing interstate mechanisms that are redesignated as part of the State process may be used for this purpose.

(f) Support State and local governments by discouraging the reauthorization or creation of any planning organization which is Federally-funded, which has a Federally-prescribed membership, which is

established for a limited purpose, and which is not adequately representative of, or accountable to, State or local elected officials.

Sec. 3.

(a) The State process referred to in Section 2 shall include those where States delegate, in specific instances, to local elected officials the review, coordination, and communication with Federal agencies.

(b) At the discretion of the State and local elected officials, the State process may exclude certain Federal programs from review and comment.

Sec. 4. The Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. The Office of Management and Budget shall disseminate such lists to the Federal agencies.

Sec. 5.

(a) Agencies shall propose rules and regulations governing the formulation, evaluation, and review of proposed Federal financial assistance and direct Federal development pursuant to this Order, to be submitted to the Office of Management and Budget for approval.

(b) The rules and regulations which result from the process indicated in Section 5(a) above shall replace any current rules and regulations and become effective September 30, 1983.

[Sec. 5 amended by Executive Order 12416 of Apr. 8, 1983, 48 FR 15587, 3 CFR, 1983 Comp., p. 186]

Sec. 6. The Director of the Office of Management and Budget is authorized to prescribe such rules and regulations, if any, as he deems appropriate for the effective implementation and administration of this Order and the Intergovernmental Cooperation Act of 1968. The Director is also authorized to exercise the authority vested in the President by Section 401(a) of that Act (42 U.S.C. 4231(a)), in a manner consistent with this Order.

Sec. 7. The Memorandum of November 8, 1968, is terminated (33 Fed. Reg. 16487, November 13, 1968). The Director of the Office of Management and Budget shall revoke OMB Circular A-95, which was issued pursuant to that Memorandum. However, Federal agencies shall continue to comply with the rules and regulations issued pursuant to that Memorandum, including those issued by the Office of Management and Budget, until new rules and regulations have been issued in accord with this Order.

Sec. 8. The Director of the Office of Management and Budget shall report to the President by September 30, 1984 on Federal agency compliance with this Order. The views of State and local elected officials on their experiences with these policies, along with any suggestions for improvement, will be included in the Director's report.

[Sec. 8 amended by Executive Order 12416 of Apr. 8, 1983, 48 FR 15587, 3 CFR, 1983 Comp., p. 186]

Exhibit C

Executive Order 2013-09

ESTABLISHING THE ARIZONA OFFICE of GRANTS and FEDERAL RESOURCES

WHEREAS, grants are a key component of the State of Arizona's budget; and

WHEREAS, grants, particularly federal grants, have a significant effect on the Arizona economy and the fiscal interests of the citizens of Arizona; and

WHEREAS, the maximum benefits from grant programs are only achieved by reducing unnecessary administrative costs while simultaneously improving program performance and outcomes, increasing overall results, while ensuring integrity, transparency, and accountability in the process; and

WHEREAS, Arizona should fully explore cost and regulatory burden matters before entering into grant partnerships with organizations; and

WHEREAS, the State of Arizona should be wise, thorough, competitive, consistent and strategic in securing available grants and other federal resources; and

WHEREAS, in 1982, President Reagan issued Executive Order 12372, "Intergovernmental Review of Federal Programs," which provided states with an opportunity to review and coordinate proposed federal resources; and

WHEREAS, Executive Order 12372 enables each state to designate an entity to establish a clearinghouse for seeking federal grants; and

WHEREAS, a state clearinghouse for seeking grants should be created to (1) eliminate duplicative administration and costs; (2) ensure proposals are in accordance with state plans, policies, programs, objectives, and procedures; (3) determine if the proposed project is fiscally and programmatically prudent; (4) provide critical information for state accounting and other business systems; and (5) provide information to state government and businesses concerning proposed activities that may affect them.

NOW, THEREFORE, I, Janice K. Brewer, Governor of the State of Arizona, by virtue of the authority vested in me by the Constitution and laws of the State of Arizona do hereby establish the "OFFICE of GRANTS and FEDERAL RESOURCES (GFR) and order as follows:

1) The Arizona Department of Administration (ADOA) shall house and provide all administrative support to the GFR as needed.
2) The GFR shall work to support the Governor's Office of Strategic Planning and Budget (OSPB) with their responsibilities as they relate to A.R.S. § 41-723.
3) The GFR shall serve as the single point of contact (SPOC) for grant applications by the State.
    a. The GFR shall have a complete process to identify, review, and track all proposals for assistance in accordance with applicable federal and state laws.
    b. The GFR shall capture all grant information electronically in order to provide critical information to the state accounting system or other business systems.
    c. The GFR shall review the best practices of other States' SPOC that have been designated to participate in the intergovernmental review process with the United States Office of Management and Budget (OMB).
4) The GFR shall research, document, and make recommendations concerning legal and statutory authorities, including any obstacles, for grant applications and awards to the State of Arizona.
5) The GFR shall establish methods to communicate and collaborate with state agencies involved in grant applications.
6) The GFR shall develop, implement, and maintain an Arizona State Grants Management Manual.

7) The GFR shall provide training, technical assistance, and professional development to state grant professionals including the implementation of an Arizona Certified Grant Professional designation.
8) The GFR shall provide oversight for all federal grant transparency reporting, including but not limited to, American Recovery and Reinvestment Act (ARRA) Section 1512, Federal Funding Accountability and Transparency Act (FFATA), and the recently introduced Digital Accountability and Transparency Act (DATA) or other similar reporting requirements.
9) The GFR shall establish and maintain a statewide OMB Circular A-133 Single Audit Clearinghouse.
10) The GFR shall research and document concerning trends in findings of Arizona's Annual Single Audit report as they pertain to grants and make recommendations on how to resolve existing findings, prevent new findings, and in general reduce the number of findings per grant dollars expended.
11) The GFR shall develop and implement statewide performance measures related to grants and issue a report to OSPB on these measures annually.
12) The GFR may establish partnerships and working relationships with private and local government entities to enhance Arizona's ability to procure and manage grants.
13) All Executive Branch agencies, boards, and commissions are authorized and directed to cooperate with the GFR in implementing the provisions of this order.
14) This Executive Order shall take effect immediately upon signature.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona.

Janice K. Brewer
GOVERNOR

DONE at the Capitol in Phoenix on this twenty-ninth day of October in the Year Two Thousand Thirteen and of the Independence of the United States of America the Two Hundred and Thirty-Eighth.

ATTEST: Ken Bennett

Secretary of State

Exhibit D

USER MANUAL
FOR
STATE SINGLE POINT OF CONTACT (SPOC)
PROCEDURES
IN
ARIZONA

Coordination of Applications
for
Grant Funds
as established by
Presidential Executive Order 12372
and
Arizona Executive Order 2013-09

State of Arizona
Department of Administration (DOA)
Office of Grants and Federal Resources (GFR)

Updated December 4, 2014

PREFACE

This manual is issued to inform applicants for federal and non-federal grant assistance of the procedures that must be followed to comply with Presidential Executive Order (E. O.) 12372 signed by President Reagan on July 24, 1982 and State Executive Order 2013-09 signed by Governor Brewer on October 28, 2013.

The procedures set forth in this manual supersede all procedures previously issued. These procedures are effective March 1, 2015.

If you have questions, please call Matthew Hanson, Statewide Grant Administrator, at GFR, within DOA, at (602) 542-7567 or e-mail him at Matthew.Hanson@azdoa.gov.

BACKGROUND

In October 1968, the United States Congress passed the Intergovernmental Cooperation Act in an attempt to improve relationships between the federal agencies and state, local and regional government entities along with private agencies by requiring the coordination of planning and programming efforts. The intent of the Act was to reduce duplication of effort and avoid conflicting effort within a state while facilitating orderly growth and development consistent with state, local and regional objectives.

The Office of Management and Budget issued Circular A-95 in July 1969, later revised, to implement:

- The provisions of Section 201 and Title IV of the Intergovernmental Cooperation Act by calling for the establishment of state, regional and metropolitan clearinghouses to aid in the coordination of projects involving federal grant dollars, providing for gubernatorial review and comment on federally required State plans, and establishing the project notification and review system which allows the Clearinghouse to review and comment on applications being made for federal dollars;

- Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 which calls for the review of federal loan or grant requests for assistance in carrying out open-space land projects or for the planning of construction of hospitals, airports, libraries, water supply and distribution facilities along with water development and land conservation projects within a metropolitan area; and

- Section 102(2)(C) of the National Environmental Policy Act of 1969 and regulations of the Council on Environmental Policy which call for the review and comment of certain federal or federally-assisted projects by state and local agencies responsible for environmental standards.

Through its years of implementation, the Circular A-95 review process was found to be cumbersome, ineffective and, in general, ignored by the federal agencies. President Reagan implemented his philosophy of "New Federalism" whereby reliance on states making their own decisions according to their particular needs was emphasized. One of the results of "New Federalism" was a complete rethinking of Circular A-95 review process. On July 14, 1982, President Reagan instituted the Intergovernmental Review Process of Federal Programs by signing E. O. 12372. The Circular A-95 rules remained in effect until federal agencies issued new rules under the Executive Order.

On June 24, 1983, federal agencies published final rules implementing E. O. 12372 and listed which programs were covered under the Executive Order. The rules no longer referred to the State Clearinghouse but rather to a Single Point of Contact (SPOC) for each state.

On October 28, 2013, Governor Brewer signed E. O. 2013-09 instituting the Intergovernmental Review of Federal Programs in Arizona in compliance with E. O. 12372.

PROCEDURES

I. General

The Intergovernmental Review should be completed before an application or a request for funds is submitted to the grantor agency. However, our office realizes that this cannot always be done; therefore, we will accept simultaneous submissions.

The procedures are different whether the requests for grant funds originate from a state agency, an institution of higher education, private or local government entity.

- State Agencies

  All state agencies must go through the Intergovernmental Review process regardless of whether the grant program is covered under the Presidential Executive Order.

  The E. O. shall be interpreted as including all types of assistance (federal and non-federal grants, cooperative agreements, contracts, reimbursable agreements, etc.), whether formulaic or competitive, whether a formal application is required or not, and whether there is a mandatory or optional state match (in-kind or cash).

- Institutions of Higher Education, Private or Local Government Entities

  Institutions of higher education, private or local government entities are required to go through the Intergovernmental Review process only for those programs covered by the Presidential Executive Order. Requests for proposals are usually published in the Federal Register where E. O. 12372 requirements are specified and it provides information regarding the SPOC.

  At this point, higher education, private or local government entities are only covered under the E. O. when their applications for federal assistance impact directly or indirectly the state budget. Additionally, the rule applies whether the match (in-kind or cash) is optional or mandatory. If this E. O. is still applicable to your entity, please contact Matthew Hanson, Statewide Grant Administrator, at either 602-542-7567 or Matthew.Hanson@azdoa.gov, to inquire about compliance requirements.

II. Purpose

The general purpose of the Intergovernmental Review process is to:

1. avoid duplication of effort in the application for and use of federal funds;
2. ensure compliance with federal and state statutes, and state and local plans; and
3. determine impact on current and future state budgets.

III. Submission

No applicant shall forward an application to a federal agency without securing a State Application Identifier (SAI) which is an 8-digit number issued by GFR. Additionally, on OMB Standard Form (SF) 424, Item 19, an applicant shall answer in the affirmative to the question "Is Application Subject to Review By State Under Executive Order 12372 Process?" Assignment of an SAI does not signify approval of your grant application, project or program by the SPOC.

Effective March 1, 2015, utilizing the eCivis system will be the only means of obtaining the SAI for a grant application. The SAI will be requested automatically within the eCivis system when the funding opportunity status is "Application Preparation" or higher.

Within the eCivis system, the completed OMB SF-424 and Program Narrative from the grant application (or equivalent documents if not federal assistance) should be uploaded when the user marks the funding opportunity as under "Application Preparation" or higher status. This action will generate a new task for GFR titled "*Obtain State Application Identifier (SAI) Numbering Letter from the Arizona Office of Grants and Federal Resources.*" Once the task has been completed by GFR, the SAI numbering letter will be saved to the "Documents" tab associated with the project within the eCivis system and the task will move from the "Pending Tasks" tab to the "Completed Tasks" one.

For those grants, projects, or programs requiring a pre-application, the applicant shall request the SAI prior to submitting the pre-application. The SPOC will assign an SAI to the pre-application. When the grantor agency has approved the pre-application and an application is submitted, the applicant shall keep and use the same SAI assigned to the pre-application. The applicant shall upload it to eCivis for a final review/comment.

If the application process requires a Letter of Intent (LOI) or Notification of Intent (NOI), a copy of that document must be transmitted to the SPOC directly or uploaded to eCivis for informational purposes.

Revisions or amendments to an application must be uploaded to eCivis as they are transmitted to the grantor agency. This is important, especially, if the changes are made prior to the SPOC review.

All communications and documents sent to the SPOC after an SAI has been assigned should reference the SAI.

Exhibit E

BYLAWS
EASTERN ARIZONA COUNTIES ORGANIZATION

ARTICLE I
Name and Definitions

Section 1. Name. The organization shall be known as the Eastern Arizona Counties Organization (ECO).

Section 2. Definitions. This section to be reserved for future use.

ARTICLE II
Statement of Purpose

The purpose of the organization shall include, but not be limited to the following:

Section 1. To implement to the fullest extent practicable the procedures for Arizona Single Point of Contact review process according to Presidential Executive Order 12372 and any other lawfully executed cooperative agreement which provides the member Counties with the means to exercise a more effective and unified political force on public land management issues affecting the Counties.

Section 2. In order to be effective in accomplishing the purpose stated in Section 1, ECO shall to the greatest extent practicable provide to the member Counties a clearinghouse of technical, scientific, social, cultural and economic information and advice to the individual counties for more effective interaction in the decision making process with federal and state agencies. In this regard ECO will assist the Counties in procuring professional services for studies and other activities as may be required to fulfill the needs of the member Counties.

Section 3. In order to be effective in accomplishing the purpose stated in Section 1, ECO shall to the greatest extent practicable engage with all relevant federal, state and local governments and other partners or entities as decided by the Board of Directors, in cooperation, coordination, collaboration and other forms of participation, such as but not limited to attending meetings, securing membership in organizations and groups, producing written comments, executing Memorandums of Understanding, obtaining Cooperating Agency status, executing Stewardship Agreements or similar agreements or contracts, supporting actions, objecting or appealing actions, if necessary litigating actions, and in general taking all necessary actions as may be deemed necessary by the Board of Directors to further the purpose of ECO.

Section 4. In addition to the purpose stated in Section 1, ECO, by vote of the Board of Directors may identify from time to time additional purposes and objectives and take all necessary actions to further such purposes and objectives.

ARTICLE III
Board of Directors

Section 1. General Powers. The Board of Directors shall have only those powers necessary to carry out the management, business, and affairs of the organization and such other powers as are necessary and incidental to the performance of ECO not in conflict with the Intergovernmental Agreement, these Bylaws, and the laws of this State.

Section 2. Board of Directors. The Board of Directors shall consist of Directors appointed by the County Members. Each County shall appoint two Directors; one shall be a member of each County's Board of Supervisors, and one shall be a County staff member appointed by each County, generally the County Manager or County Administrator.

Section 3. Appointment and Term of Office. Each Director will serve at the discretion of each individual county Board of Supervisors.

Section 4. Voting. Each Member County has one vote which will be cast by the Supervisor Member when in attendance. When the Supervisor Member is not in attendance, the other Director appointed by the County, generally the County Manager or County Administrator, will cast the County vote. Board decisions will be made by majority vote of the Counties represented by duly appointed officials at any meeting.

Section 5. Meetings. The Board of Directors may provide by resolution the time and place, either within or without the State of Arizona, for holding regular meetings of the Board. Unless otherwise specified by resolution of the Board, the Board shall meet at the call of the Chair. Telephone and electronic meetings such as but not limited to video conference or webcast, are allowed, provided they are notified and conducted in compliance with the requirements of the Arizona Open Meeting Laws.

Section 6. Special Meetings of the Board. A special meeting of the Board of Directors may be called by or be held at the request of the Chair or of any five Directors. Any place within the State of Arizona may be designated, or a telephone or electronic meeting such as but not limited to video conference or webcast may be held, by the calling authority as the manner for holding such special meeting.

Section 7. Quorum. A majority of the Counties in representation shall constitute a quorum for the transaction of business at any meeting of the Board, but if less than a majority of the Counties are present at such meeting, a majority of the Counties present may adjourn the meeting from time to time without further notice.

Section 8. Manner of Acting. The act of the majority of the Directors present at a meeting at which a quorum is present shall be necessary to determine a motion, unless the act of a greater number is required by law or by these Bylaws.

Section 9. Compliance with Arizona Open Meeting Law. All meetings and notices thereof shall be subject to and conducted in accordance with the Arizona Open Meeting Laws. Notice of all meetings, including agendas shall be posted at the office of the Board of Supervisors of each Member County not less than twenty-four (24) hours prior to the meeting.

Section 10. Electronic attendance. The Directors may attend the Board of Directors meetings in person or by telephone or electronic means such as but not limited to video conference or webcast, if available, that comply with the requirements of the Arizona Open Meeting Laws.

ARTICLE IV
Officers and Staff

Section 1. Board of Directors. The Officers shall consist of a Chair, Vice Chair, Secretary / Treasurer, who shall have authority to act in those circumstances and on those matters as directed by the Board.

Section 2. Term of Office. Each Officer of the Board of Directors shall serve for a period of one year or until her or his successor is duly elected and qualified. New officers shall be elected at the first meeting of the calendar year.

Section 3. Duties of Officers. The Officers shall have the following powers and duties:

Subd. 1. Chair. The Chair shall preside at all meetings of the Board of Directors of ECO. The Chair shall perform the usual duties of the Chair and may speak for and on behalf of the organization when so instructed by the Board. The Chair, with the concurrence of the Board, shall make all committee appointments and shall be an ex officio member of all committees. The Chair may sign, with the Secretary/Treasurer or any other proper officer of the organization authorized by the Board of Directors, any documents which the Board of Directors has authorized to be executed. And in general the Chair shall perform all duties incidental to the office of Chair and such other duties as may be prescribed by the Board of Directors from time to time.

Subd. 2. Vice Chair. In the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all restrictions upon the Chair. The Vice Chair shall perform such other duties as from time to time may be assigned to the Vice Chair by the Chair or by the Board of Directors.

Subd. 3. Secretary/Treasurer. The Secretary/Treasurer will be appointed from the County acting as the fiscal agent of ECO under the IGA. The Secretary/Treasurer shall attend all meetings of the Board of Directors and shall preserve in books of the organization true minutes of the proceedings of all such meetings. The Secretary/Treasurer shall give all notices required by statute, Bylaws, or resolution. The fiscal agent shall have custody of ECO funds and shall keep an accurate account of all receipts and disbursements, and shall maintain all monies in a separate fund in the Treasurer's Office of the County acting as fiscal agent. With the agreement of the Board, the Secretary/Treasurer may delegate to the Executive Director the attending of all meetings of the Board of Directors on the Secretary/Treasurer's behalf, preserving in books of the organization true minutes of the proceedings of all such meetings and giving all notices required by statute, Bylaws, or resolution.

Section 4. Management Action by the Chair and Vice Chair. The Chair and Vice Chair, collectively or individually, shall from time to time provide directives to the Executive Director to carry out all necessary actions to implement the purpose of ECO and implement the directives received from the Board of Directors. Emergency action may be taken by the Chair and Vice Chair, collectively or individually, to provide directives to the Executive Director to carry out the purpose of ECO.

Section 5. Executive Director. The Board of Directors may hire an Executive Director as professional staff for ECO. The Executive Director may be an employee of the County that serves as fiduciary agent for ECO but will report exclusively to the Board of Directors of ECO, the Chair and Vice Chair. The Executive Director shall receive instructions from the Board of Directors and from the Chair and Vice Chair. The Executive Director is authorized to take all necessary actions to carry out the purpose of ECO and implement the directives received from the Board of Directors, the Chair and Vice Chair.

ARTICLE V
Contract, Checks, Deposits, and Funds

Section 1. Contracts. The Board of Directors may authorize in compliance with the IGA any officers, agent or agents of the organization to enter into any contract or agreement or execute and deliver an instrument in the name of or on behalf of ECO and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, etc. All warrants, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of ECO shall be payable by the fiscal agent and in such manner as customarily used by the fiscal agent .

Section 3. Funds. Any funds which may come in this organization or be subject to its control for its use in furthering and promoting the aims and purposes of ECO or its policies shall be received, disbursed, controlled and accounted for by the Secretary/Treasurer and the fiscal agent.

Section 4. Money Commitment. The amount of financing will be set from time to time on an individual project basis and/or may be provided for by the payment of dues on an annual basis as requested by the Board of Directors. Any action that shall involve a commitment to contribute funds to any program or project of the organization, or a commitment to pay annual dues shall be ratified by each Member County to be binding on it.

ARTICLE VI
Amendment to Bylaws

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted in the following manner:

Section 1. These Bylaws may be added to or amended after being proposed for addition or amendment by the Board of Directors and said addition or amendment being approved by all Counties.

Section 2. Notice of proposal of new Bylaws or an amendment to an existing Bylaw stating the purpose of each new proposed Bylaw or amendment, the reason therefor and a copy of the proposed new Bylaw or amendment shall be sent by the Secretary/Treasurer or Executive Director, by mail or email, to each member of the Board prior to the next scheduled meeting of the Board.

Section 3. After a new Bylaw or an amendment to an existing Bylaw has been proposed as herein provided , such new Bylaw or amendment may be approved for presentation to the Counties by a vote representing the concurrence of two-thirds of the Board membership provided that proper notice has been given. The new Bylaw or amendment shall be sent to all Counties for approval.

Section 4. Such addition or amendment to an existing Bylaw when duly approved by all Counties shall go into immediate effect following its adoption unless otherwise provided.

ARTICLE VII
General Provisions

Conduct of Meetings. The procedures of Robert's Rules of Order shall be used to conduct all meetings.

ARTICLE VIII
Other Provisions

Section 1. Addition of New Member(s). New County Member(s) may be added to ECO upon majority vote of the Board of Directors in a meeting during which all County Members are represented and take part in the vote, provided that the candidate New County Member(s) make(s) the request by decision of their/its Board of Supervisors to join ECO.

Section 2. One year provisional membership. New County Member(s) joining ECO will join initially for a period of one year, in order for the New County Member(s) and existing County Members to develop their new relationship. Upon the completion of the one year provisional membership, the New County Member(s) will be requested to confirm their/its desire to remain in ECO, and the other County Members will be required to confirm by majority vote the permanent addition of the New County Member(s) to ECO.

Section 3. Revenues. The annual appropriation requested by ECO from the Arizona Legislature based on the annual ECO Plan for Receipt and Expenditure of Monies for County Environmental Programs Impacting Economic Development may be disbursed directly to ECO, or may be disbursed in installments to the County Members. In any case, the annual ECO appropriation shall be considered the property of ECO and, if disbursed in installments to the County Members, shall be transferred to ECO by the County Members regardless of the County Members' engagement in the work of ECO. Other revenues will be treated in a similar manner.

ACCEPTED, APPROVED AND ADOPTED BY EACH COUNTY BY RESOLUTION ON THE DATE INDICATED BELOW.

Supervisor Tom White Appointed to represent Apache County	Attest: Delwin Wengert Clerk of Apache County BOS	Date
Supervisor Tommie Martin Appointed to represent Gila County	Attest: Marian Sheppard Clerk of Gila County BOS	Date
Supervisor Drew John Appointed to represent Graham County	Attest: Terry Cooper Clerk of Graham County BOS	Date
Supervisor David Gomez Appointed to represent Greenlee County	Attest: Yvonne Pearson Clerk of Greenlee County BOS	Date
Supervisor Jason Whiting Appointed to represent Navajo County	Attest: Melissa Buckley Clerk of Navajo County BOS	Date
Supervisor Richard Searle Appointed to represent Cochise County	Attest: Arlethe Rios Clerk of Cochise County BOS	Date

Exhibit F