

State of New Mexico

State Grant-in-Aid for State Planning Districts

PLANNING DISTRICT 1: NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

FY 2013-14 Annual Work Program

SCOPE OF WORK

Northwest New Mexico Council of Governments (NWNMCOG) is the regional planning agency for northwestern New Mexico, also known as "State Planning & Development District 1." Established under State statute in 1972, with updated membership since that time, and with federal designation in 1990 as an *Economic Development District*, NWNMCOG is composed of local and county governments, including: Cibola, McKinley and San Juan Counties; and the incorporated municipalities of Aztec, Bloomfield, Farmington, Gallup, Grants and Milan.

As a dynamic framework and customized menu for its general services, and within the constraints of available resources and manpower, NWNMCOG will utilize State Grant-in-Aid funds in combination with other funds to support planning and technical assistance activities in the following areas:

Function 1. Organizational Management, Capacity-Building & Networking—Provide for general administration and development of the COG organization, including management of the State Grant-in-Aid in conjunction with other grants and programs, building organizational capacity and sustainability and networking with other COG districts and with a multi-sector variety of public and private institutions in service to the regional development mission.

Estimated Level of Effort: 25% of Program

0.52 FTE (1,082 hours) Direct Planner & Executive Service

0.42 FTE (874 hours) Administrative Support

Subtotal, Function 1: 0.94 FTE (1,956 hours)

1.1 Administrative: Grant Management & Reporting.

- (a) Revise and submit annual work program and budget by August 15, 2013.
- (b) Submit quarterly reports and invoices by the 15th of the month following each quarter.
- (c) Manage and monitor grant budget, and inform LGD as needed of significant adjustments to the line item budget.
- (d) Submit prior fiscal year annual audit upon its acceptance by the COG Board of Directors, or in any case by June 30, 2014.
- (e) Manage multiple funding sources and coordinate with SGIA scope of work.

1.2 Organizational Development. Provide for development and implementation of the COG's strategic plan, including alternative and supplemental financing for COG services and operations, as well as expanded public and private sector partnerships.

- 1.3 **Networking.** Expand and enhance the COG's role and niche as a regional facilitator and strengthen working relationships with local, tribal, state, federal, nonprofit and private sector agencies and partners.
- 1.4 **Staff Development.**
 - (a) Provide timely and effective staff meetings for planning, front office, and financial staff, including weekly lightning rounds and quarterly staff meetings.
 - (b) Establish professional development plans for all staff and provide cost-effective opportunities for staff to implement those plans as practical and feasible within available resources.
- 1.5 **Board Support.** Provide timely and effective staff support to the Board of Directors, including preparation for, documentation of and task execution from meetings of the Board and its committees.
- 1.6 **NewMARC.** Participate in regularly scheduled and special meetings, as well as in joint initiatives and activities, of the New Mexico Association of Regional Councils (NewMARC), including providing a leadership role in design, development and deployment of NewMARC's *Panoramic*[®] website.
- 1.7 **NADO.** Participate as an active Board officer and institutional member of the National Association of Development Organizations (NADO), including participation in scheduled NADO conferences, webinars and other training and advocacy opportunities.
- 1.8 **Training & Conferences.** Encourage and budget for attendance by staff and Board members at training and conferences organized by State and Federal agencies and/or other relevant training venues, as feasible within available resources.

Function 2. Projecteering—Provide a range of planning and technical assistance services to member governments and to other public entities in the region, focused on identifying, cultivating, financing and implementing investable community development projects.

Estimated Level of Effort: 40% of Program

0.83 FTE (1,726 hours) Direct Planner & Executive Service

0.67 FTE (1,394 hours) Administrative Support

Subtotal, Function 2: 1.50 FTE (3,120 hours)

- 2.1. **Grantsmanship & Project Assistance.** Research and select public and private funding opportunities for potential application, and assist in preparing and submitting competitive grant proposals.
- 2.2. **Project Development & Management.** Work with local governments to develop, prioritize, and manage projects through a full-cycle planning/full-circle financing approach.

2.3. ICIP.

- (a) Provide technical assistance to local governmental entities in the updating, timely submission to LGD, utilization and monitoring of local 5-year *Infrastructure Capital Improvement Plans* (ICIPs).
- (b) Organize and co-host a regional ICIP training in Northwest New Mexico.
- (c) Participate in, present at, and support as feasible and requested, the annual *New Mexico Infrastructure Finance Conference* held in Fall 2013.

2.4. CDBG.

- (a) Collaborate with the Local Government Division in providing information, orientation and training to local staff and officials regarding the Community Development Block Grant (CDBG) program.
- (b) Provide technical assistance as requested to local municipalities and counties in identifying, vetting, selecting and developing public works project plans and preparing funding applications to the New Mexico Community Development Council for partial financing of selected projects under the CDBG program.
- (c) Assist local CDBG applicants in preparation of their presentations to the Community Development Council.
- (d) Provide technical assistance as requested to awarded counties and municipalities in implementing, administering, monitoring and closing out CDBG-funded projects, including attendance at training/orientation sessions scheduled by the Local Government Division.

2.5. Legislative Technical Assistance. Provide technical assistance to and collaboration with member governments, the region's elected representatives to the New Mexico Legislature and agencies of the State Legislature and Administration, as needed and requested, in:

- (a) identifying and developing policy needs and issues into viable legislative initiatives, and assisting with promoting and tracking these initiatives throughout the legislative process; and/or
- (b) identifying and developing capital improvement needs and projects into viable proposals for legislative capital outlay funding, assisting with promoting and tracking these proposals throughout the legislative process and assisting LGD as requested in submittal of Severance Tax Bond (STB) and General Fund (GF) project certifications by local grantees; and/or
- (c) identifying and developing cross-cutting regional needs and issues into viable legislative initiatives and capital outlay proposals, as appropriate, on behalf of the collective local governments of the COG region.

2.6. Federal Programs and Policies. Provide liaison communications, planning and technical assistance services on behalf of the COG organization collectively, and/or its members individually, with respect to:

- (a) Federal policies and programs as pertinent to the individual and collective needs and priorities of the COG members; and/or

(b) Federal funding opportunities that may become appropriated and potentially available to the COG and/or its members.

2.7. **Rural Technical Assistance & Water Planning.** Provide planning and technical assistance services to member governments and to local rural entities and associations, including tribal governments and communities, as feasible and needed to meet quality of life and community infrastructure needs and priorities, including:

(a) Water planning, project development and financing for rural water and wastewater systems, with particular emphasis on regionalization of services and facilities.

(b) Economic development and community infrastructure planning and project development in rural, tribal and land grant communities.

(c) Capacity building in rural, tribal and land grant communities.

2.8. **Strategic Planning.** Provide strategic planning services for member governments and/or for local rural entities and associations, including tribal governments and communities, as needed to develop and articulate clear strategies and action plans in light of local capacities and external forces and opportunities.

Function 3. Regional Planning for Prosperity & Sustainability. Advance and energize the COG's regional mission to promote social and economic upliftment in northwestern New Mexico through establishing and strengthening networks, service niches, funding streams and regional and local initiatives across the following strategic disciplines:

Estimated Level of Effort: 35% of Program

0.73 FTE (1,510 hours) Direct Planner & Executive Service

0.59 FTE (1,219 hours) Administrative Support

Subtotal, Function 3: 1.31 FTE (2,729 hours)

3.1. **Livable/Sustainable Communities** – inter-relating and integrating community infrastructure, economic development, housing, transportation, energy efficiency and environmental strategies in service to transforming communities and neighborhoods to make them more livable and sustainable.

3.2. **Healthy Communities** – addressing food security, nutrition, fitness and behavioral and environmental health needs and priorities in families, neighborhoods, communities and institutions.

3.3. **Energy Initiatives** – exploring, researching, developing and implementing a variety of strategies which promote a coherent, practical and forward-looking regional energy policy, and which establish economically viable and environmentally sustainable alternative energy activities and industries in the region.

3.4. **Workshed/Workforce Planning** – assisting education and workforce-related institutions, employers and communities to identify, fund and implement

effective strategies for developing and putting to meaningful work the region's workforce, and to integrate those strategies with economic development and other disciplines and initiatives in service to a "sustainable regional workforce."

- 3.5. **Economic & Tourism Development** – collaborating with local economic development organizations and State agencies, seeking effective partners, promising initiatives and new resources in support of the District's *Comprehensive Economic Development Strategy (CEDS)*, *Trail of the Ancients Scenic Byway* and other plans and strategies of potential benefit to the region.
- 3.6. **Transportation Planning & TA** – enhancing the capacity, outreach and innovation of the Northwest Regional Transportation Planning Organization (NWRTPO) through integration of transportation planning with environmental, economic, livability and other regional development disciplines.
- 3.7. **Environmental Planning & TA** – maintaining COG engagement and leadership in identifying environmental issues and opportunities in the region, supporting local and regional coalitions and agencies involved in environmental work, integrating environmental planning with economic development, energy and other regional development disciplines and increasing funding for environmental initiatives.
- 3.8. **Watersheds/Regional Water Planning & Technical Assistance** – maintaining active technical assistance support and professional engagement in the *Navajo-Gallup Water Supply Project* and other local, regional and inter-regional water planning initiatives in service to securing the region's water future, including participation as feasible in the State Water Plan process facilitated by the Interstate Stream Commission.
- 3.9. **Demographics** – maintaining, interpreting and disseminating useful data and information to help shape regional and local conversations and decisions, including dynamic management of the Regional Factbook.

TOTAL SGIA PROGRAM:

Estimated Level of Effort: 100% of Program

2.08 FTE (4,326 hours) Direct Planner & Executive Service

1.68 FTE (3,494 hours) Administrative Support

TOTAL, Functions 1, 2 & 3: 3.75 FTE (7,820 hours)

LISTING OF MEMBER GOVERNMENTS & BOARD OF DIRECTORS

ENTITY	REPRESENTATIVE	ALTERNATE
Cibola County	Pat Simpson <i>Commissioner</i>	T. Walter Jaramillo <i>Commissioner</i>
	Lloyd Felipe <i>Commissioner</i>	
McKinley County	★ Billy Moore <i>Appointee At-Large Chairman of the Board</i>	[vacant]
	Genevieve Jackson <i>Commission Chair</i>	
	Doug Decker <i>County Attorney</i>	
	Carol Bowman-Muskett <i>Commissioner</i>	
San Juan County	Glojean Todacheene <i>Commissioner</i>	Dr. Kim Carpenter <i>County Executive Officer</i>
	Keith Johns <i>Commissioner</i>	
City of Aztec	Jim Crowley <i>Councilor</i>	Joshua Ray <i>Manager</i>
City of Bloomfield	Scott Eckstein <i>Mayor</i>	David Fuqua <i>Manager</i>

★ Denotes Executive Committee Member

ENTITY	REPRESENTATIVE	ALTERNATE
City of Farmington	★ Dr. Bill Hall <i>Citizen Appointee Immed. Past Board Chairman</i>	Bill Standley <i>Former Mayor</i>
	Yogash Kumar <i>Councilor</i>	
City of Gallup	Allan Landavazo <i>Councilor</i>	Jackie McKinney <i>Mayor</i>
	★ Louie Bonaguidi <i>Citizen Appointee Board Treasurer</i>	
	George Kozeliski <i>City Attorney</i>	
City of Grants	★ Joe Murrietta <i>Mayor Board 2nd Vice-Chair</i>	Paul Peña <i>Manager</i>
	Ruben Sandoval <i>Councilor</i>	
Village of Milan	Tom Ortega <i>Mayor</i>	Ellen Baca <i>Trustee</i>
NWNMCOG Staff	★ Jeffrey G. Kiely <i>Executive Director Ex-officio Board Secretary</i>	Evan Williams <i>Deputy Director</i>

