

**State of New Mexico
State Grant-in-Aid for State Planning Districts**

Planning District #:	4	District Name:	Eastern Plains Council of Governments
-----------------------------	---	-----------------------	---------------------------------------

FY 2022 Annual Work Program

The State Grant-in-Aid (SGIA) work program will be utilized by the State Planning Districts to develop a dynamic framework of integrated general services to support planning, development and technical assistance activities as a regional service to local and state government.

Function 1. Organizational Management

Provide for general administration and development of the Planning District organization, including management of the State Grant-in-Aid in conjunction with other grants and programs, building organizational capacity, sustainability, and networking with other Planning Districts and with a multi-sector variety of public and private institutions in service to the regional development mission.

Task 1.1 Professional Development

Provide ongoing professional development training or continuing education classes for staff, i.e. training, webinars, professional conferences.

Task 1.2 Board Training and Support

Provide workshops and training as needed to COG boards and committees, i.e. annual workshop, handbook for board members.

Task 1.3 Networking

Facilitate and strengthen working relationships with local, tribal, state, federal, nonprofit and private sector agencies and partners, i.e. New Mexico Association of Regional Councils (NewMARC), national associations, NM Municipal League and NM Association of Counties, etc.

Task 1.4 SGIA Administration

Submit Annual Work Program/Certification, audit, reports, and invoices to the Local Government Division.

1.4.1 Annual Work Program and Certification. Submit annual work program packet including certification by the end of each State fiscal year in compliance with DFA requirements.

1.4.2 Audit. Submit audit report to Local Government Division upon release by State Auditor.

1.4.3 Reporting. Provide Quarterly Reports by the 25th day of the month following each quarter for the months October, January, April, and July.

1.4.4 Invoicing. Submit invoices to the Local Government Division in compliance with DFA requirements.

Function 2. Local Government Support

Provide a range of technical assistance services and guidance to local governments and to other public entities in the region, focused on identifying, cultivating, financing and implementing investable community development projects.

Task 2.1 General Technical Assistance

- 2.1.1 Policy Assistance.** Identify and develop policy needs and issues that are viable legislative initiatives, and assist in promoting and tracking these initiatives throughout the legislative process.
- 2.1.2 Funding.** Provide guidance to local governments to help meet basic eligibility requirements for receiving government funding for community and economic development activities.
- 2.1.3 Fiscal Agency.** Provide fiscal agent services as mutually agreed upon with member governments in connection with Executive Order 2013-006. i.e. including capital outlay appropriations, Community Development Block Grant, and Water Trust Board funding.
- 2.1.4 Asset Management.** Provide guidance to local governments upon request to improve capacity to manage infrastructure and assets, such as the development of asset management plans.
- 2.1.5 Planning and Technical Support.** Provide related technical assistance, such as census data, land use planning, comprehensive plans, and mapping, upon request and availability of resources.

Task 2.2 ICIP Management

- 2.2.1 Trainings.** Collaborate with the Local Government Division to organize and host Infrastructure Capital Improvement Plans (ICIPs) training.
- 2.2.2 Plan Development.** Provide technical assistance to local governments in updating, utilization and monitoring of local ICIPs upon request.
- 2.2.3 Funding Analysis.** Work with local governments and the legislature to prioritize, evaluate, and recommend projects for compatible funding sources.

Task 2.3 CDBG Support

- 2.3.1 Information and Notification.** Provide information to local staff and officials regarding the Community Development Block Grant (CDBG) programs and training events, i.e. CDBG application workshop, application hearing, etc.
- 2.3.2 Application Selection and Development.** Provide technical assistance as requested to local municipalities and counties to identify, select and develop eligible applications for projects for CDBG funding.
- 2.3.3 Presentations.** Assist local CDBG applicants in preparation of their presentations to the Community Development Council.
- 2.3.4 Implementation.** Provide technical assistance as requested to implement awarded CDBG projects.
- 2.3.5 Project Administration.** Provide project administration as mutually agreed upon with member governments to implement awarded CDBG projects, i.e. monitoring, procurement, pay requests and closeout.

Function 3. Integrated Planning

Incorporate common and core regional work programs, such as the Regional Transportation Planning Organization (RTPO), the Economic Development Administration (EDA) and the State Grant-In-Aid (SGIA), into a unified statewide model.

Task 3.1 COG Partnership

Partner with other regional Planning Districts to focus resources, streamline reporting, administrative compliance, and identify best practices as well as needs.

Task 3.1 Outreach and Marketing

Provide outreach and marketing for local government inclusion into the integrated planning process, such as FUNDIT, Comprehensive Economic Development Strategy (CEDS), etc.

Task 3.2 Related Planning Initiatives

Include related planning initiatives into the integrated planning model as Planning District staff and financial resources permit, such as regional water planning, regional transportation planning, energy initiatives, workforce, etc.

Task 3.3 Economic & Tourism Development

Continue to administer the multi-year contract with the US Economic Development Administration.

Task 3.4 Transportation

Continue to administer the multi-year contract with the New Mexico DOT to staff both the Northeast Regional Transportation Planning Organization (NERTPO) and the Southeast Regional Planning Organization work plans.