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

Planning District #:	1	District Name:	Northwest New Mexico Council of Governments

FY 2023 Annual Work Program

The State Grant-in-Aid (SGIA) work program is 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, e.g., 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 in the COG region.

    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 & Development

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 3.2   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 3.3   Related Planning Initiatives

Include related planning initiatives into the integrated planning model, as Planning District staff and financial resources permit, such as regional and State plans such as water, broadband, economic development & recovery, climate & energy initiatives, workforce, etc.

Task 3.4   Grantwriting & Projecteering

In response to the CARES, ARPA, and Bipartisan Infrastructure Law (BIL) and as additional resources are available, COG is assisting communities through its projecteering portal and Community Action process to provide grant match-making, grant assistance, funding strategies and projecteering plans to prioritize and focus efforts to attract investments from BIL programs for critical local, regional, and transformative infrastructure and economic and community development projects. This specifically includes Food Security Grant, Regional Recreational Facility Grant, Trails + Grant, and many others.