

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

Planning District #:	1	District Name:	Northwest New Mexico Council of Governments
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FY 2020 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

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**

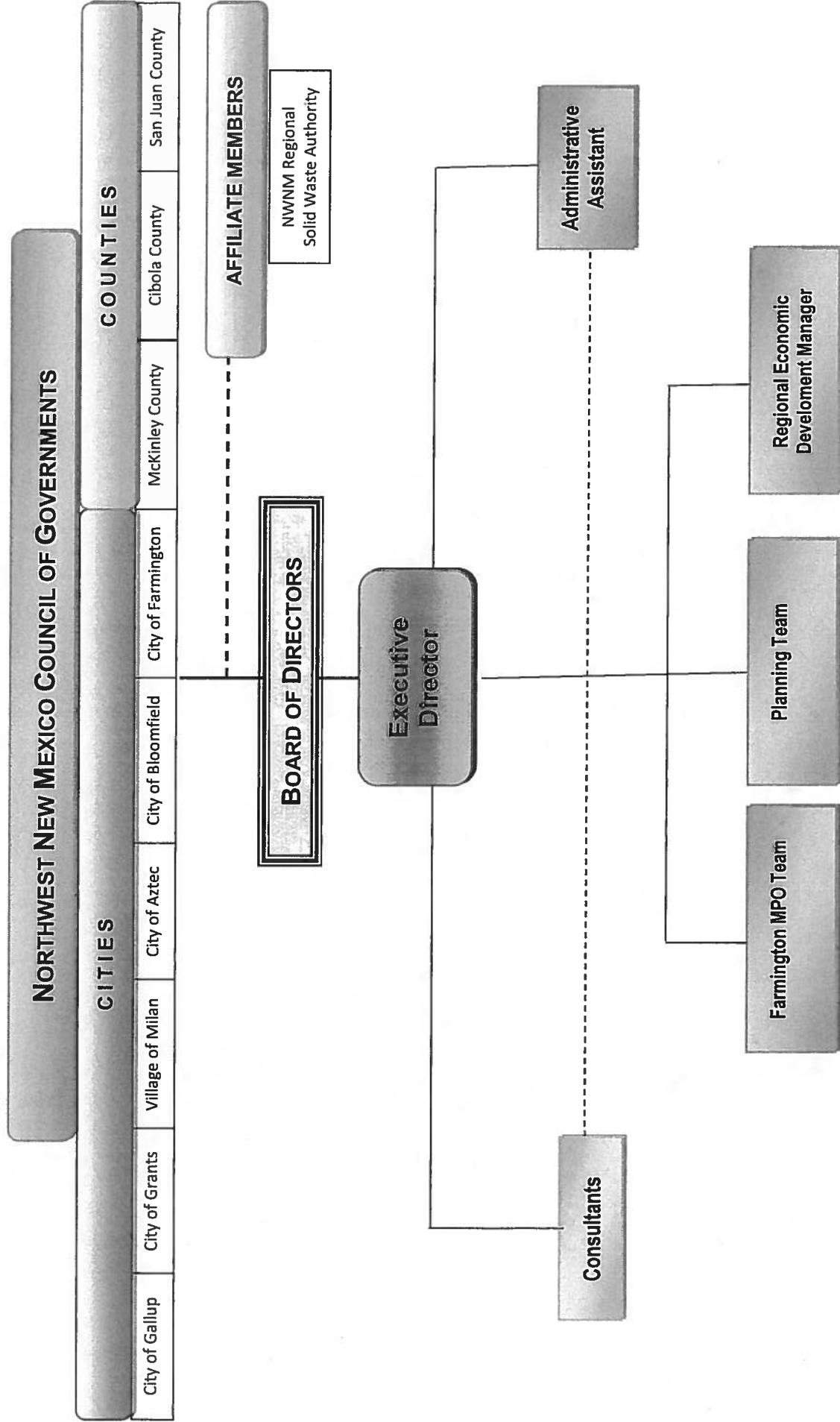
Include related planning initiatives into the integrated planning model as Planning District staff and financial resources permit, such as regional water planning, Legislative Jobs Council, energy initiatives, workforce, etc.

LISTING OF MEMBER GOVERNMENTS & BOARD OF DIRECTORS

ENTITY	REPRESENTATIVE	ALTERNATE
City of Farmington	Julie Baird <i>Assistant City Manager</i>	Rob Mayes <i>City Manager</i>
	Fran Palochak <i>Councilor</i>	
City of Gallup	Allan Landavazo <i>Councilor</i>	Jackie McKinney <i>Mayor</i>
	★ Louie Bonaguidi <i>Citizen Appointee Treasurer of the Board</i>	
	Maryann Ustick <i>City Manager</i>	
City of Grants	Modey Hicks <i>Mayor</i>	Laura Jaramillo <i>Manager</i>
	Manuel Vasquez <i>Councilor</i>	
Village of Milan	Ellen Baca <i>Trustee</i>	Helen Dayan <i>Trustee</i>
City of Aztec	Austin Randall <i>Commissioner</i>	Steve Mueller <i>Manager</i>
City of Bloomfield	Jason Thomas <i>Public Works Director</i>	George Duncan <i>Manager</i>

ENTITY	REPRESENTATIVE	ALTERNATE
Cibola County	★ Martha Garcia <i>Commissioner 1st Vice-Chair of the Board</i>	Kate Fletcher <i>Manager</i>
	Not Currently Filled	
McKinley County	★ Billy Moore <i>Commissioner Chairman of the Board</i>	Doug Decker <i>County Attorney</i>
	Bill Lee <i>Commissioner</i>	
	Tommy Nelson <i>Commissioner</i>	
San Juan County	Anthony Dimas <i>County Manager</i>	Fran Fillerup <i>Administrative Officer</i>
	★ Glojean Todacheene <i>Commissioner 2nd Vice-Chair of the Board</i>	
NWNMCOG Staff	★ Evan Williams <i>Executive Director Ex-officio Board Secretary</i>	Martina Whitmore <i>Administrative Assistant</i>

★ Denotes Executive Committee member.



REVENUE/EXPENDITURE SUMMARY

REVENUES BY SOURCE		EXPENDITURE BY CATEGORY	GRANT FUNDS	COG MATCH	TOTAL SGIA BUDGET	TOTAL COG BUDGET
STATE						
NMDFALGD : State Grant-in-Aid	\$957,721	a. PERSONNEL (Wages/Salaries)	\$51,750	\$51,750	\$103,500	\$488,195
NMDOT: RTPO—Annual Agreement	\$99,000	b. FRINGE BENEFITS	\$13,005	\$13,005	\$26,010	\$123,311
LEGIS: Special Appropriations (HB 2 Junior)	\$85,000	c. TRAVEL	\$1,958	\$1,958	\$3,916	\$40,585
NMDOT: Farmington MPO	\$540,000	d. EQUIPMENT	\$0	\$0	\$0	\$0
	\$233,721	e. SUPPLIES	\$3,391	\$3,391	\$6,782	\$17,200
LOCAL		f. CONTRACTUAL	\$12,760	\$12,760	\$25,520	\$919,240
Cibola County Governments: Member Dues	\$71,000	g. CONSTRUCTION	\$0	\$0	\$0	\$78,392
McKinley County Governments: Member Dues	\$130,000	h. OTHER	\$16,136	\$16,136	\$32,272	\$100,413
San Juan County Governments: Member Dues	\$26,000	RESERVE	\$0	\$0	\$0	\$50,885
NW NM Regional Solid Waste Authority: Affiliate Dues	\$7,500					
Local Fiscal Agency Contracts [carry-forward]	\$77,600					
Local Special Project Subcontracts	\$75,000					
FEDERAL						
USDOC/Economic Development Administration: EDD Planning/TA	\$398,400					
	\$70,000					
USDOC/EDA: Assistance to Coal Communities	\$328,400					
OTHER						
LGD: Capital Outlay	\$75,000					
TOTAL REVENUES	\$1,818,221	TOTAL EXPENDITURES	\$99,000	\$99,000	\$198,000	\$1,818,221

SUMMARY OF PERSONNEL SERVICES

NAME OF EMPLOYEE	EMPLOYEE CLASSIFICATION	ANNUAL BUDGET ALLOCATIONS OF SALARY			
		SGIA GRANT PORTION	DISTRICT MATCH	TOTAL SGIA PROGRAM	TOTAL DISTRICT BUDGET
Evan Williams	Executive Director	\$12,500	\$12,500	\$25,000	\$62,500
TBD	Deputy Director	\$4,500	\$4,500	\$9,000	\$55,000
TBD	Regional Economic Development Manager	\$0	\$0	\$0	\$60,000
TBD	MPO Officer	\$0	\$0	\$0	\$61,695
TBD	MPO Planner	\$0	\$0	\$0	\$50,000
Robert Kuipers	Associate Planner-II/RTPO Pgm Mgr	\$5,000	\$5,000	\$10,000	\$45,000
Carrie House	Associate Planner-II	\$0	\$0	\$0	\$45,000
Angelina Grey	Associate Planner-II	\$21,500	\$21,500	\$43,000	\$45,000
Martina Whitmore	Administrative Assistant	\$8,250	\$8,250	\$16,500	\$40,000
TBD	Administrative Assistant	\$0	\$0	\$0	\$24,000
TOTAL SALARIES, PERSONNEL SERVICES		\$51,750	\$51,750	\$103,500	\$488,195

COST ALLOCATION PLAN

This allocation schedule is based on the COG's cost allocation plan.

**Northwest New Mexico Council of Governments
FY2020 Cost Allocation Schedule
July 2019**

Base Program	Budget Annual FY 2020	Program & Member Revenue	Matching Funds	Percentage of Total Budget, Annual
General Fund	\$84,250	\$234,500	\$0	
Less Excluded Costs	\$84,250*			
Net General Fund	\$0			0%
EDA/Planning Grant	\$87,500	\$70,000	\$17,500	22%
NM/LGD-SGIA	\$198,000	\$99,000	\$99,000	51%
NM/DOT-RTPO	\$106,250	\$85,000	\$21,250	27%
TOTAL	\$391,750	\$488,500	\$137,750	100%

Excluded Costs: Grant-Specific Contractual; Operating Funds; Ineligible Federal Costs; Accrued Annual Leave Liability

Operating Fund	\$35,212
Accrued Leave Liability	\$2,300
Salary Support	\$40,735
Meeting Costs (Ineligible)	\$2,500
Travel (Member)	\$3,503
Excluded Cost Total	\$84,250*

AGENCY: Department of Finance and Administration

CERTIFICATIONS AND APPROVAL

CERTIFICATIONS

I hereby certify that Northwest New Mexico Council of Governments ("Regional Council")

- (1) is an officially recognized regional planning council;
- (2) has through its board of directors officially adopted the budget contained herein for expenditures of state and local funds;
- (3) will obtain non-federal matching funds or services, or both, or private funds at least equal to the amount of state funds requested;
- (4) will submit an audited report of regional council expenditures to the Local Government Division of the Department of Finance and Administration ("DFA") as soon as possible after the end of the fiscal year;
- (5) acknowledges that, in accordance with Laws of 2019, Chapter 271, Section 4 (House Appropriations and Finance Committee Substitute for House Bills 2 and 3, as amended), the DFA shall not distribute to the Regional Council a general fund appropriation made for the purpose of state planning districts if the Regional Council is not current on its audit or financial reporting or otherwise in compliance with the New Mexico Audit Act (NMSA 1978, Sections 12-6-1 through 12-6-14);
- (6) will comply with the Planning District Act (NMSA 1978, Sections 4-58-1 through 4-58-6);
- (7) will comply with Executive Orders 2013-006, and 2011-004;
- (8) will carry out, fully execute annual work plan, as attached; and
- (9) must be in compliance with System for Award Management (SAM.gov)



 Billy Moore

Chairman, Board of Directors Date 7/19/19



 Evan Williams

Executive Director Date 7/19/19

APPROVAL

In compliance with NMSA 1978, Sections 4-58-5 and 4-58-6 of the Planning District Act, I hereby approve this application for State-Grant-in-Aid funds in the amount of \$99,000.00.

 Donnie Quintana
 Department of Finance & Administration

 Olivia Padilla Jackson
 Secretary of Finance and Administration

Date _____ Date _____