

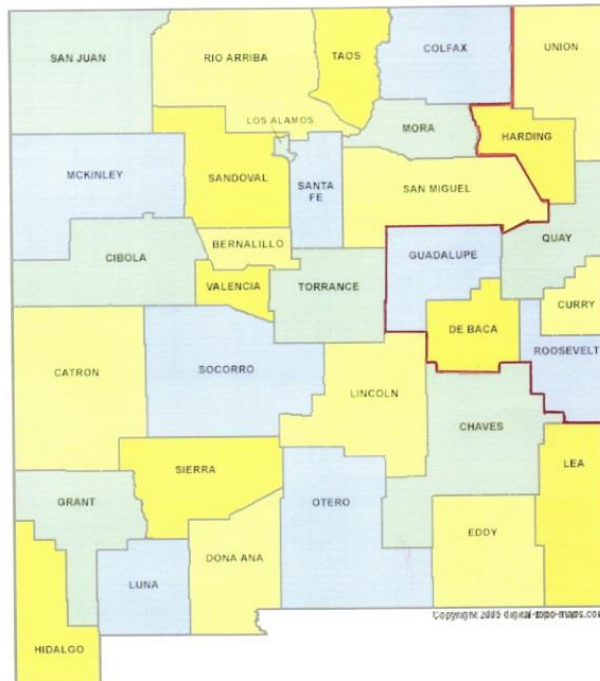
State of New Mexico
State Grant-in-Aid for State Planning Districts
PLANNING DISTRICT 4: EASTERN PLAINS COUNCIL OF GOVERNMENTS



FY 2017-18 Annual Work Plan

The Eastern Plains Council of Governments (EPCOG) is a voluntary association of county and municipal governments within the seven counties of Planning and Development District IV. The EPCOG is an organization of, by and for local governments and was established in 1972 to assist in planning for common needs, and coordinating for sound regional development.

EPCOG is made up of local governments in seven counties in Eastern and Northeastern New Mexico. Those counties which make up District 4 are Curry, De Baca, Guadalupe, Harding, Quay, Roosevelt, and Union. Local municipalities located within these counties are Clovis, Melrose, Texico, Grady, Ft Sumner, Vaughn, Roy, Mosquero, Logan, Tukumcari, San Jon, Causey, Dora, Elida, Portales, Folsom, Clayton, and Des Moines.



Fiscal Year **2017-2018** State Appropriation Funds to the Eastern Plains Council of Governments for **\$84,714.28** in grant-in-aid assistance will be utilized to meet part of the non-federal match for our 301(b) planning grant from the Economic Development Administration and the non-federal match for our planning grant with NM Dept. of Transportation.

The Annual Work Plan is based on service to member governments and allows EPCOG to be flexible and responsive in accommodating local governments' needs. These services include information dissemination, direct technical assistance, coordination/liaison and training, and provide a quick response capability on important program policies, issues, and opportunities in accordance with the following scope of work:

Function 1. Organizational Management, Capacity-Building & Networking

- Task 1.1 Prior to July 10, 2017 submit a Board approved Annual Work Plan and Operations Budget to the Local Government Division. Submit Quarterly Progress Reports and payment reimbursement invoices to the Local Government Division no later than the 15th day of the month (January, April, July, October) following the close of each quarter. The report submitted for the quarter ending June 30 will be the annual report.
- Task 1.2 Conduct an internal strategic planning review with Board of Directors to analyze program progress, program service needs and future direction of EPCOG.
- Task 1.3 Provide professional development training opportunities to staff at least once annually. Attend Southwest Regional Executive Directors Association (SWREDA) and the National Association of Development Organizations (NADO) conferences and trainings and others as budget allows.
- Task 1.4 Attend regularly scheduled meetings of member government council and commission, special purpose meetings to which we are invited to provide technical assistance or conduct hearings and attend meetings of the New Mexico Association of Regional Councils.
- Task 1.5 Provide training to local elected and appointed officials on programs, services and current issues of interest.
- Task 1.6 Provide fiscal agent services to members as needed due to Executive Order 2013-006. Assistance may be based on a Board approved fee for service schedule.

Function 2. Community Development Block Grant, Economic Development Public Works Assistance, and other funding assistance programs— Provide local governments with application and general technical assistance

- Task 2.1 Inform all members of CDBG, EDA, USDA and other funding program rule changes and Notifications of Funding Assistance (NOFA) as soon as possible after receipt of such information.
- Task 2.2 Prepare and complete funding assistance applications for members upon their request including the conducting of public hearings as may be necessary.
- Task 2.3 Provide Grant Administration and Technical Assistance to member governments upon approval of a contractual agreement between the local government and the funding agency. Assistance may be based on a Board approved fee for service schedule.
- Task 2.4 Coordinate presentations to the Community Development Council by member governments seeking CDBG funding, and notify each CDBG grantee that their attendance is mandatory at the Grant Implementation Workshops.
- Task 2.6 Assist local governments with the updating of comprehensive plans and other planning processes.
- Task 2.7 Provide technical assistance and support for regional water planning efforts, including support for the Ute Water Commission 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.

Function 3. Infrastructure Planning—Coordinate the ICIP process regionally.

- Task 3.1 Sponsor ICIP training session that will be presented to local governments and others by a member of the DFA/LGD staff.
- Task 3.2 Assist and provide to local governments technical assistance with the development and submittal of the ICIP.
- Task 3.3 Encourage submission of ICIP to the State and encourage local municipal, county governments and other entities to include operation and maintenance costs in the ICIP.

- Task 3.4 Encourage members to develop financing plans for each of their top five ICIP priorities, including a project description, secured sources of funding and, where applicable, utility rate structure and asset management plans.
- Task 3.6 Attend and encourage local government members to attend the annual New Mexico Infrastructure Finance Conference.
- Task 3.7 Conduct regional clearinghouse review as needed for State agencies and local entities applying for federal funding.

Function 4. Capital Outlay—Increase quality of project planning, legislative representation and administration.

- Task 4.1 Assist local entities in the preparation and submission of capital outlay request forms.
- Task 4.2 Work with Legislators throughout the region on locally established capital improvement priorities.
- Task 4.3 Assist with testimony or information as might be required during the legislative session.
- Task 4.4 Track capital outlay legislation relevant to community development, infrastructure improvement projects and project planning and programming.
- Task 4.5 Work with local elected officials to complete on-going projects in a timely manner or recommend reauthorization, re-appropriation or reversion of grant funds as may be necessary.

Function 5. Rural Support—Build capacity of local governments, rural water associations and other rural organizations.

- Task 5.1 Work with rural water associations, irrigation districts, and other non-members on capital project planning. Assistance may be based on a Board approved fee for service schedule.
- Task 5.2 Assist rural members and non-members with developing, reviewing and vetting projects and seeking funding sources to meet specific project needs. Assistance may be based on a Board approved fee for service schedule for non-members.

- Task 5.3 Encourage local government staff and elected officials to attend capacity building training, workshops and conferences sponsored by state, regional and national planning and development organizations.
- Task 5.4 Meet with community elected and appointed officials and key community leaders to increase community capacity building foundation.
- Task 5.5 Inform the general public, legislative and congressional law makers about the negative impact of regulatory constraints on local economies.

Function 6. Transportation—Provide local governments with assistance to improve the region’s transportation system for the efficient movement of goods, services, and people.

- Task 6.1 Maintain and provide the SERTPO and NERTPO regional transportation planning function in concert with the New Mexico Department of Transportation in accordance with the Regional Work Plan approved by NMDOT and each RTPO.
- Task 6.2 Compile and maintain a database of transportation-related projects that may be contemplated or that are ready to be implemented for local governments within the region.
- Task 6.3 Maintain transportation-related technical information on the website, as available, to assist local governments and others in preparing applications that improve the transportation infrastructure of the region.
- Task 6.4 Provide orientations or similar training to newly appointed Regional Transportation Planning Organization (RTPO) members representing local governments, preparing them in their roles on the Regional Transportation Policy and Technical Committees.
- Task 6.5 Meet with local elected officials, informing them of the transportation-related programs and activities available to them through the Southeastern Regional Transportation Planning Organization (SERTPO) and Northeast Regional Transportation Planning Organization (NERTPO) and encourage their input in regional transportation planning.

Function 7. Provide assistance and resources to encourage the development of new business or business expansions to retain and create jobs.

- Task 7.1 Prepare a Comprehensive Economic Development Strategy update for submittal to our local government members and the Economic Development Administration (EDA) under the guidance and rules established by EDA.
- Task 7.2 Provide support to local governments, economic development corporations/entities and other similar groups to encourage the development of new business and retention and expansion of existing businesses in the region.
- Task 7.3 Support the energy industry in the region by attending energy related workshops and meetings with energy related professionals.
- Task 7.4 Support and promote the local agriculture and related value added industries.