



RESOLUTION NO. 2013-28

A RESOLUTION OF THE COUNTY OF TORRANCE COUNTY, NEW MEXICO, AUTHORIZING THE SUBMISSION OF A NEW MEXICO COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION/LOCAL GOVERNMENT DIVISION; AND AUTHORIZING THE COMMISSION CHAIR TO ACT AS THE COUNTY'S CHIEF EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE COUNTY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

WHEREAS, the need exists within Torrance County for a Comprehensive Plan update, and the County desires to apply to the Housing and Urban Development's Community Development Block Grant Program to obtain funding for Comprehensive Plan Update; and

WHEREAS, the Commission has held one (1) public hearing for public input and comment on June 26, 2013, during the 2013 application process; and

WHEREAS, the Commission finds that there is a significant need to undertake the Comprehensive Plan Update to provide adequate planning services for the community; and

WHEREAS, the Commission determines that the Comprehensive Plan Update meets the requirements of the Community Development Block Grant Program.

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF TORRANCE COUNTY, NEW MEXICO, that

1. The County is hereby authorized to prepare and submit a Community Development Block Grant application to the New Mexico Department of Finance and Administration/ Local Government Division for the Comprehensive Plan Update;
2. That the Commission directs and designates the Commission Chair as the County's Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the County's participation in the New Mexico Community Development Block Grant Program.
3. The County officials and staff are directed to do any and all acts necessary to carry out the intent of this Resolution.
4. That the full application amount be for \$50,000.00 of grant funds and Phased be for \$40,000.00 for the Comprehensive Plan Update

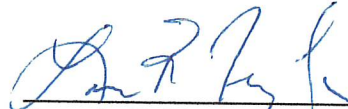
5. That it further be stated that the County is committing \$2,500.00 from its General Fund as a cash contribution toward the activities of this Comprehensive Plan Update.

PASSED, ADOPTED AND APPROVED this 10th day of July, 2013.

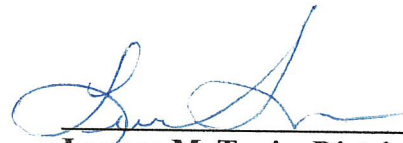
TORRANCE COUNTY COMMISSION



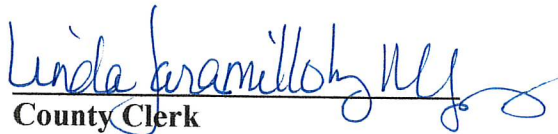
Attest:



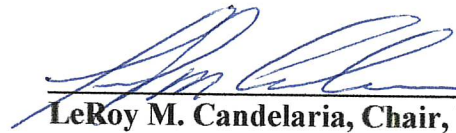
Lonnie R. Freyburger, District 1



Leanne M. Tapia, District 2



County Clerk



LeRoy M. Candelaria, Chair, District 3

2012 New Mexico Community Development Block Grant Application

1. APPLICANT INFORMATION

Applicant: Torrance County	Planning District: 3	Type of Government: County
Chief Elected Official: LeRoy M. Candelaria	County: Torrance	
Mailing Address: PO Box 48 Estancia, NM 87016		
Phone#: 505-246-4725	Fax#: 505-384-5294	E-mail Address: jansley@tcnm.us

2. STAFF CONTACT INFORMATION

Name/Title: Joy Ansley, County Manager		
Agency or Organization: Torrance County		
Address: 205 9 th Street, Estancia, NM 87016		
Phone#: 505-246-4725	Fax#: 505-384-5294	E-mail Address: jansley@tcnm.us

3. APPLICATION PREPARER

Firm Name:		
Contact Person Name/Title:		
Address:		
Phone #:	Fax #:	E-mail Address:

4. APPLICANT INFORMATION

Check one:	<input checked="" type="checkbox"/> Rural	<i>Rural is a population of 25,000 or less for counties; 3,000 or less for municipalities</i>
	<input type="checkbox"/> Non-Rural	<i>Non-Rural is population over 25,001 or more for counties; 3,001 or more for municipalities</i>

5. JOINT APPLICATION

Is this a Joint Application? Y or N	If Y; name joint applicant: N/A
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6. CDBG FUNDING REQUEST

Full Amount Requested: \$50,000
Phase Amount Requested: \$40,000

7. MATCH REQUIREMENT (check box and indicate amount)

<input checked="" type="checkbox"/> Rural, 5% Match of CDBG:	Full Match: \$2,500	Phased Match: \$2,000
<input type="checkbox"/> Non Rural, 10% Match of CDBG:	Full Match:	Phased Match:
<input type="checkbox"/> Waiver of Match Requirement (provide evidence of approval by LGD)		

8. PREVIOUS CDBG FUNDING

Indicate the last year applicant received CDBG funding: 2011
Type of Project: Medical Clinic Addition—Mountainair Family Health Center Expansion

9. CDBG GRANT ADMINISTRATION

Will applicant administer the project itself?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Will applicant contract for project administration?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If contract is in place please provide evidence of procurement, copy of contract, contractors name and cost	
Name: <u>Not Applicable</u>	Cost: \$ <u>0.00</u>

10. NATIONAL OBJECTIVE MET

LMI SBA

National Objective	Definition	Eligibility Requirements	CDBG Rules and Regulations
Low to Moderate Income (LMI)	An Applicant must be able to demonstrate that at least 51 percent of the beneficiaries will be low to moderate income. (51% of households in the CDBG project Area must have incomes at or below 80% of the median Family Income)	One of the following must be used: LMI 2000 Census Data; Target Area Survey using 2011 HUD Income limits; or, LMI by Limited Clientele. Refer to CDBG Rules and Regulations for LMI Criteria.	Section 2.110.2.16 Subsection A
Slum and Blighted Area (SBA)	Applicant must be able to demonstrate the activity aids in the prevention or elimination of slum or blighted area.	Area must address one or more of the conditions, which contributed to the deterioration of the area. Refer to CDBG Rules and Regulations for SBA Criteria.	Section 2.110.2.16 Subsection B

*Additional Information can be obtained at <http://www.hud.gov/offices/cpd/communitydevelopment/library/stateguide/ch3.pdf>

11. LMI Benefit Chart

(a) Project Activity	(b) Total Persons Served #	(c) Total Persons Between 80% & 50% MFI	(d) Total Persons Between 50% & 30% MFI	(e) Total Persons Under 30% MFI	(f) Percent LMI Benefit $(c+d+e)/b \times 100$
Ex: PER	144	41	15	48	73%
Full: Planning	15,600	2,658.8412	2,271.734	4,680.331	61.61%
Phased:	15,600	2,658.8412	2,271.734	4,680.331	61.61%

12. Beneficiary Race/Ethnicity Chart

FULL Race/Ethnic Group	Total Persons	Of Hispanic Ethnicity
White	13,915.2	6,021.6
Black/African American	202.8	93.6
Asian	202.8	187.2
American Indian/Alaska Native	452.4	280.8
Native Hawaiian/Pacific Islander	15.6	0
American Indian/Alaska Native & White	156	0
Asian & White	0	0
Black/African American & White	93.6	0
American Indian/Alaska Native & Black/African American	0	0
Other Multi-Race	561.6	0
TOTAL PERSONS SERVED	15,600	6,583.2

PHASED Race/Ethnic Group	Total Persons	Of Hispanic Ethnicity
White	13,915.2	6,021.6
Black/African American	202.8	93.6
Asian	202.8	187.2
American Indian/Alaska Native	452.4	280.8
Native Hawaiian/Pacific Islander	15.6	0
American Indian/Alaska Native & White	156	0
Asian & White	0	0
Black/African American & White	93.6	0
American Indian/Alaska Native & Black/African American	0	0
Other Multi-Race	561.6	0
TOTAL PERSONS SERVED	15,600	6,583.2

13. Demographic Information

	Male	Female	# Female Headed Household	# Disabled Persons
FULL:	8,65.2	7,534.8	682.92	3,546.192
PHASED:	8,65.2	7,534.8	682.92	3,546.192

14. Source of LMI Information Provided from : (check only one)

<input checked="" type="checkbox"/>	2010 American Community Survey Data
<input type="checkbox"/>	Local Income Survey

*** Note: Total Persons Served, Total Persons, and Total Beneficiaries MUST equal the same number.**

15. PROJECT PURPOSE

Enter the type of plan: Comprehensive Plan	
Is this a continuation of a prior CDBG Project?	Yes _____ No <u>X</u>
If this is a continuation of a prior project, what type of project was funded and what year was it funded?	
Type: _____	Year: _____

16. NEED DESCRIPTION

Narrative description of community need, plan specifics, and plan impacts will be completed using the appropriate form in Attachment A.

17. BUDGET CATEGORIES

FULL PROJECT (Documentation must be provided for Secured Funds)

Cost Estimates	Funding Sources	
	CDBG	Local Secured Funds
CDBG Administration		
Architect / Engineer		
Other Professional	50,000	2,500
Inspections		
*Other		
TOTAL COST	50,000	2,500

*Indicate what "other" funds will be used for.

PHASED PROJECT (Documentation must be provided for Secured Funds)

Cost Estimates	Funding Sources	
	CDBG	Local Secured Funds
CDBG Administration		
Architect / Engineer		
Other Professional	40,000	2,000
Inspections		
*Other		
TOTAL COST	40,000	2,000

*Indicate what "other" funds will be used for.

18. SOURCES OF LOCAL FUNDS

Source & Type of Local Funds	Dollar Amount	Date Local Funds were secured
1. Cash	2,500	July 10, 2013
2.		
3.		
4.		

19. LEVERAGING

	(a) Total Cost	(b) CDBG Funds	(c) Match Requirement (b x .05 or .10)	(d) Leveraged Amount (a-b-c)	(e) Percent of Funds Leveraged (d/b) x 100)
Full Project	50,000	50,000	2,500	2,500	5%
Phased Project	40,000	40,000	2,000	2,500	6.25%

20. USER FEES AND REVENUES (Check the Box that Applies)

- Rates developed based on asset management using the five core components.
- Rates developed by a rate analysis excluding asset management or allowance for replacement of reserve funds.
- Rates developed by other means.

21. CITIZEN PARTICIPATION

- Number of Public Meetings Held: 1
- Dates and times of Public Meetings: 6/26/13; 9:15 a.m.
- Notice in English & Spanish (include copies)
- Meeting Minutes (include copies)
- Meeting sign in sheets (include copies)
- Evidence of posting (include copies)
- Has applicant done anything in addition to the public notices to encourage and foster community participation in the CDBG process? Please discuss:

22. PLANNING

- Documentation MUST be provided to substantiate each box checked**
- Applicant has adopted a local infrastructure capital improvement plan
 - Applicant's proposed project is listed in the ICIP N/A
 - CDBG is listed as a possible funding source in the ICIP N/A

- Applicant's proposed project shows consistency with applicant's comprehensive plan
- Applicant has adopted a drought contingency plan
- Applicant has adopted a water conservation ordinance
- Evidence that applicant has implemented at least two various methods for conserving potable water

23. COMPREHENSIVE PLAN

When was applicant's last comprehensive plan completed/updated? 2003

24. COST BENEFIT

Full Project	(a)	(b)	(c)
	Total CDBG \$	Total Beneficiaries	Cost per Beneficiary (a/b)
	\$50,000	15,600	\$3.21
Phased Project	(a)	(b)	(c)
	Total CDBG \$	Total Beneficiaries	Cost per Beneficiary (a/b)
	\$40,000	15,600	\$2.56

25. CERTIFICATION

I, the undersigned chief elected official of the applicant, certifies that the attached resolution adopted by the governing body of the applicant authorizes me to file this application for assistance from the State of New Mexico. I further certify that the information contained above and herein is true, correct and complete to the best of my knowledge and belief.

Chief Elected Official Signature: _____

Date: _____

Comprehensive Plan**Need & Description Narrative**

Torrance County is applying for CDBG funding to completely update and replace the 2003 Comprehensive Plan for the community. The 2003 Plan does not meet the current requirements established by the Community Development Commission regarding the elements of a comprehensive plan. The Comprehensive Plan proposed in this application will include: an up-to-date community profile to provide a common base of information and data for the County; review and analysis of land use and housing, transportation, infrastructure, water resources, hazards mitigation, and economic development; a formal statement of goals and objectives for future development of the community; and an implementation strategy identifying recommendations for action to achieve the goals and objectives of the comprehensive plan.

By developing and adopting a comprehensive plan for the community, the County Commission and Planning and Zoning Commission establish a common base of information and data that provides guidance, consistency, and rationale for any decision making to benefit the entire community. The comprehensive plan provides the policy framework for asset management, needs assessment, and priorities that are crucial to budgeting and financing County operations, maintenance, and improvements.

Torrance County is located east of Albuquerque and encompasses most of the Estancia Valley as well as about 20 miles of prairie land east of the Pedernal Hills sloping into the Pecos River Basin. The Estancia Valley lies in the geographic center of New Mexico, bordered on the west by the Manzano and Sandia Mountains, on the east by the Pedernal Hills, on the south by large mesas, and on the north by the low profile edge of the basin divide.

The County's current comprehensive plan is from 2003. An updated and established comprehensive plan is the best way to deal with regional development problems. There has been such a plan prepared for the County in the past other than the existing comprehensive plan. The Torrance County Comprehensive Plan Development Policy was completed in 1988. New Mexico Statutes currently require that a zoning authority must adopt and administer a zoning ordinance that is "in accordance with a comprehensive plan" for the community. Lack of an up-to-date comprehensive plan for the County could weaken the authority and enforcement of the County's zoning ordinance. A comprehensive plan would give guidance to the specific land use regulations adopted by the local government and help to define the long-range vision of Torrance County. An updated comprehensive plan would prepare Torrance County for the future by anticipating change, maximizing the strengths, and minimizing the weaknesses of zoning ordinances and subdivision regulations in and around the County.

1. How will your community's ICIP plan be incorporated for use? The County's ICIP is used as a planning document for the local community, as well as for the State and Federal agencies, as the County is looking for funding sources.
2. What is your community's process to adopt the Comprehensive plan, resolution or ordinance, please explain? The County will adopt the Comprehensive plan by resolution, which shall be approved by the County Commission.
3. How will the plan be reduced in size if full funding is not awarded? An RFP will be issued to contract with a firm to complete the plan. Contract negotiations will be

occur after that, and if a price within the project budget cannot be negotiated upon, the County will allocate local funds.

4. Has alternative funding been explored? If yes, please indicate the source(s) and results of other funding solicitation. The County has looked into NMFA planning grant monies, but they are mostly loans, and the County doesn't have the fiscal capability to finance the project on their own.

Impact Narrative

A comprehensive plan is an official document that is adopted by a local government as a policy guide for making future decisions about the physical development and overall improvement of the community. This plan will indicate how the local residents and their elected officials want Torrance County to evolve in the next 20 years and beyond. In addition, this comprehensive plan will be an essential document of the County that provides a basis for regulations, operations, and programs necessary to manage current and future development.

The purpose of this plan is to establish a foundation for strategic recommendations to guide and manage the future development of the Torrance County. The primary emphasis in this Plan is on land use activities as an indicator of community wellbeing, character, and municipal functions. Within the plan, land use studies along with goals, objectives, and implementation strategies will guide the County for the best outcomes foreseeable within economic and community development.

Torrance County will provide a local cash match of \$5,000 for the requested \$50,000 planning grant. Torrance County will adopt the plan by resolution. County officials will be able to turn to the comprehensive plan for guidance and direction on land use, transportation, housing, water infrastructure, public services and facilities, economic development, zoning, subdivision regulations, parks and open space, the environment, and demographic trends and projections. An action plan will offer recommendations for the County in short-range (1-5 years), medium-range (6-10 years), and long-range (11-20 years) formats. The action plan will allow the County to attain the vision, goals, and objectives of the plan. Current and future land use maps will be also included in the plan to help guide the development of Torrance County.

Organizationally, Torrance County is committed to administering the grant fund, managing the plan, and overseeing the Professional Services Contract in the most efficient way possible. The County will utilize the experience of the Regional Planning staff at the Mid-Region Commission of Governments as part of their planning assistance should any questions arise. Staff within Torrance County will also maintain constant communication with their Local Government Division Project Manager, to ensure all aspects of the planning grant are completed.

Feasibility Narrative

A public hearing was held on June 26, 2013. The public hearing was advertised in the Mountain View Telegraph on June 6, 2013. The Torrance County Commission passed a resolution on July 10, 2013, supporting the CDBG application for preparing a comprehensive plan.

Citizen involvement will play a crucial role in the comprehensive planning process. Citizen involvement builds trust, opens communication between local citizens and public officials, and helps citizens to develop ownership in the plan. This project will involve County citizens by forming a local steering committee, holding workshops and public meetings regularly throughout the process, and by conducting community interviews and opinion surveys.

The steering committee, which will be as representative of the entire community as possible, will identify community needs and assist in developing the plan. Throughout the planning process there will be ample opportunity for County citizens to express their opinions through workshops and public meetings. The plan will also ask for public opinions on community needs by including surveys in a monthly water bill, and by conducting personal interviews of County citizens.

Public meetings will be held throughout the 18 month-long process, and will include a meeting to review a draft copy of the plan prior to the plan being adopted by the County Commission.

Torrance County will either complete all necessary planning needs in-house, contract with a private planning consulting firm after the submission of a RFP/RFQ, or contract with the regional planning staff at the Mid-Region Commission of Governments.

Scope of Work for Full Plan

A-1

All Tasks to be completed by the contracted planning firm or Commission of Governments planning staff.

Task 1: Data Collection and Research

Subtask 1.1: Develop Community Profile. This subtask involves the research and analysis of data and information for the community profile section of the plan document. The community profile describes the County and its surroundings as it exists today and how it has developed over time. This community profile will include such topics as the following: regional setting, history and character of development, demographic statistics, local economy, transportation and circulation, community facilities and services, governmental functions, natural resources and relevant environmental issues.

Subtask 1.2: Analysis of demographic and socioeconomic data. This subtask will involve the collection and analysis of historic and existing demographic and socioeconomic statistics. Data will be analyzed from the U.S. Census Bureau and other primary sources. Statistics will be prepared for population, housing, and employment. Demographic data will be projected over the next twenty or more years, including projections for population, housing, and employment.

Subtask 1.3: Preparation of maps for Plan document. A series of maps will be created to present a variety of information essential for planning purposes. Some of the mapping will be prepared in GIS (Geographic Information System) format. Mapping coverage will include community and regional geography, local infrastructure and facilities, transportation and circulation, and other physical elements of land use and development.

Subtask 1.4: Creation of Inventory and analysis of land use. A GIS map analysis will be conducted and combined with other information to provide an overview of development patterns in the County.

Task 2: Public Participation Program

Subtask 2.1: Steering Committee Meetings. The planning staff will work with an appointed local steering committee on a regular scheduled basis to assist in developing the Plan and overseeing the planning process. The County Comprehensive Plan Steering Committee should include interested citizens in order to ensure sufficient representation and knowledgeable viewpoints from the County. The Comprehensive Plan Steering Committee will also review and comment on the draft elements of the Plan document as they are prepared.

Subtask 2.2: Community Opinion Survey. This subtask includes the design, distribution, and analysis of a public opinion survey to provide input to the Plan. A survey form will be prepared with input from the Steering Committee and the County Commission, and then mailed out to the community. This opinion survey will focus on present-day community values as well as desires and expectations of local residents regarding the future of County. Questions may also be asked about specific development issues. A report that analyzes the findings of the community opinion survey will be organized and documented in a special report. The findings in this report will be used as a starting point for writing the goals and objectives.

Subtask 2.3: Goals & Objectives Workshop. This subtask involves a public workshop to present a preliminary draft of the goals and objectives developed at Steering Committee meetings. The intent of the workshop is to provide opportunities for public comments and suggestions that will be used to enhance and modify the goals and objectives.

Subtask 2.4: Strategic Action Recommendations Workshop. This subtask involves a public workshop to finalize strategic action recommendations for implementing the Comprehensive Plan. These recommendations will form the foundation of the plan document and will identify priorities for implementation.

Subtask 2.5: Public Hearings. This subtask will involve two public hearings conducted by the County Commission. The first will present goals and objectives to the County Commission for adoption and endorsement to proceed with the development of the plan recommendations. The second will present the strategic action recommendations to the County Commission for adoption. This last public hearing will also solicit final comments and recommendations from the public for the Comprehensive Plan.

Task 3: Plan Development and Adoption

Subtask 3.1: Formulation of goals and objectives. Goals and objectives will be one of the key elements of the Plan, based on the planning research, and on the public survey. The Comprehensive Plan Steering Committee will help to draft, review, and finalize the goals and objectives for presentation to the public and approval by the County Commission.

Subtask 3.2: Prepare Strategic Action Recommendations. Based on the goals and objectives, planning studies, and input from the public involvement process, a list of specific action items will be formulated as recommendations necessary to implement the Comprehensive Plan.

Subtask 3.3: Prepare Action Plan and Implementation Strategy. This subtask will involve preparing an action plan and implementation strategy for the Comprehensive Plan. This subtask will describe how to initiate the implementation of strategic action recommendations that are presented in the final Plan document. If time and resources allow, one or more actions may be initiated or carried out with staff assistance.

Subtask 3.4: Prepare Final Draft Comprehensive Plan Document. This subtask covers the writing, printing and distribution of the final draft Comprehensive Plan. The final draft Comprehensive Plan will be presented to the public for review and approval by the County Commission.

Subtask 3.5: Prepare Final Comprehensive Plan Document. This subtask covers the adoption, and printing of the final Comprehensive Plan document. The text, graphics and photos in the Comprehensive Plan will be finalized. Upon adoption of the Comprehensive Plan by the County Commission, the final version of the Plan will be printed and distributed to the County. The Comprehensive Plan shall comply with the standards for Community Development Block Grants as specified in the NMAC 2.110.2. H. (1) elements.

Scope of Work for Phased Plan A-1

Task 1: Data Collection and Research

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Subtask 1.2: Analysis of demographic and socioeconomic data. This subtask will involve the collection and analysis of historic and existing demographic and socioeconomic statistics. Data will be analyzed from the U.S. Census Bureau and other primary sources. Statistics will be prepared for population, housing, and employment. Demographic data will be projected over the next twenty or more years; including projections for population, housing, and employment. This subtask to be completed by the contracted planning staff.

Subtask 1.3: Preparation of maps for Plan document. A series of maps will be created to present a variety of information essential for planning purposes. Some of the mapping will be prepared in GIS (Geographic Information System) format. Mapping coverage will include community and regional geography, local infrastructure and facilities, transportation and circulation, and other physical elements of land use and development. This subtask to be completed by the contracted planning staff.

Subtask 1.4: Creation of Inventory and analysis of land use. A GIS map analysis will be conducted and combined with other information to provide an overview of development patterns in the County. This subtask to be split between County planning staff and contracted planning staff. Municipality staff will provide the land use analysis and the contracted planning staff will provide the GIS map analysis with any further land use analysis as needed.

Task 2: Public Participation Program

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The Comprehensive Plan must be focused on a community's physical development over the next 15-20 years and related to the goals and policies of the community, developed with input with all segments of the community and include at a minimum the following elements, land use, housing, transportation infrastructure, economic development, water, hazards and implementation in accordance with NMAC 2.110.2.11 section H. Upon completion, the plan must be adopted by ordinance or resolution.