

# **Planning & Development District III**



## **Draft Annual Work Plan 2021**

**(This document is subject to revision by the District III  
Committee prior to its formal adoption in January 2021.)**

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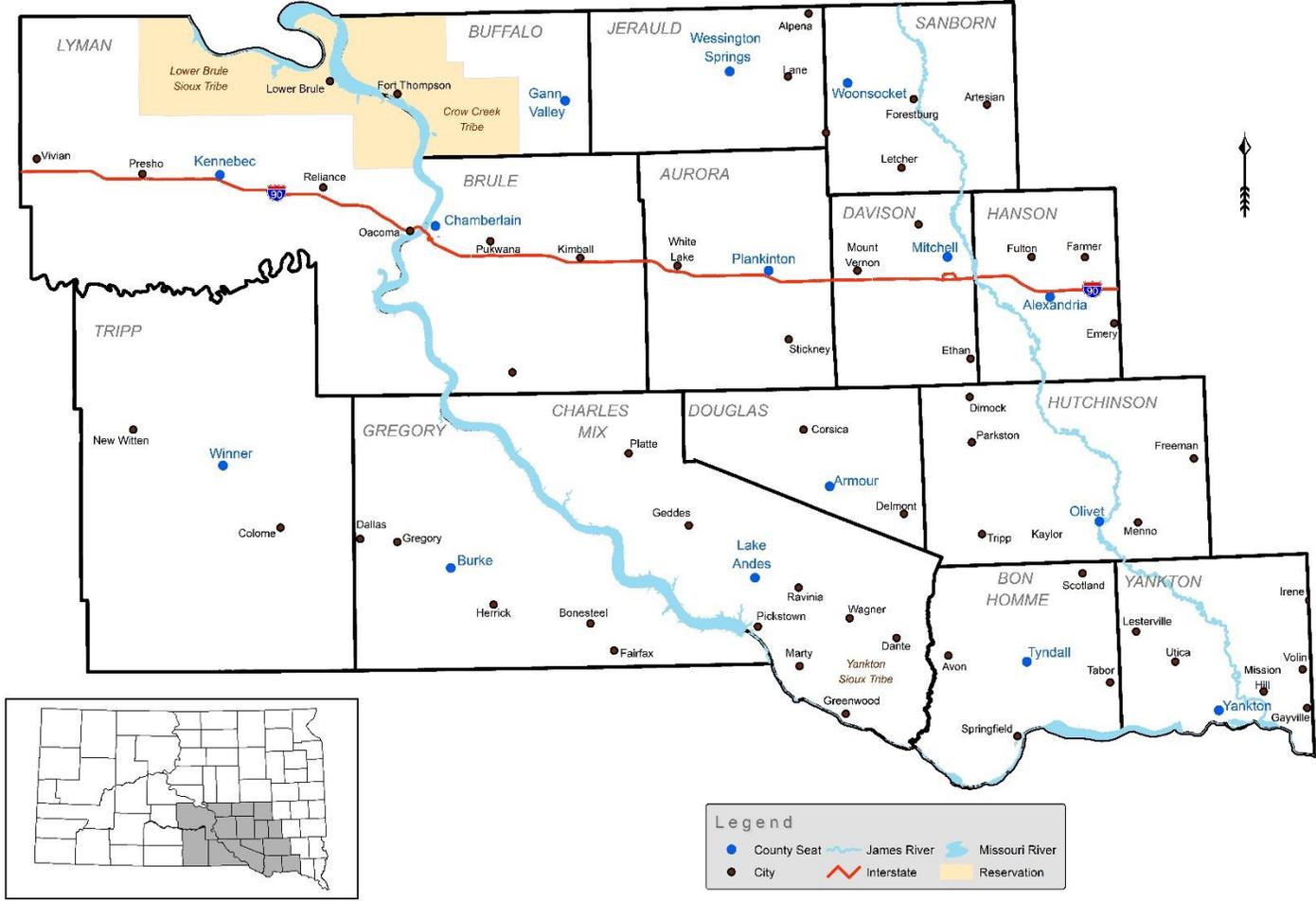
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# INTRODUCTION

The following objectives and strategies correspond to District III's Comprehensive Economic Development Strategy (CEDS). The information serves as a policy guide for the coming year. While District III will always address the traditional needs of its membership (application writing, project administration, etc.,) the annual focus in certain work areas may change. It is this ability to anticipate and adapt to new challenges that makes District III an effective rural development tool.

District III provides assistance to city, county, and Tribal governments in a 15-county area. District personnel may also work for entities outside of the region on a case-by-case basis, provided the assistance is cost effective and does not conflict with member activities.

## Planning & Development District III Service Area



## COMMON ACRONYMS AND PROGRAMS

The following acronyms and program names may be used in the work plan or are commonly discussed by development entities. The acronyms usually identify a government agency or program.

<b>ABC</b>	<b>Areawide Business Council:</b> District-staffed small business loan program.
<b>BBB</b>	<b>Bulldoze, Build and Beautify Program:</b> A GOED initiative to demolish structures and redevelop sites for workforce housing.
<b>B&amp;I</b>	<b>Business &amp; Industry Program:</b> A USDA loan guarantee program.
<b>BIG</b>	<b>Bridge Improvement Grant:</b> A South Dakota Department of Transportation planning and project assistance program that focuses on local bridge projects.
<b>Brownfields</b>	State and federal programs targeted toward environmentally degraded properties.
<b>BWNR</b>	<b>Board of Water and Natural Resources:</b> An appointed seven-member body, with the responsibility for making decisions on DENR programs and projects.
<b>CDBG</b>	<b>Community Development Block Grant Program:</b> Federal funds administered by the Governor's Office of Economic Development, which are used for community and economic development projects.
<b>CEDS</b>	<b>Comprehensive Economic Development Strategy:</b> A regional process for seeking input and formulating action on economic development issues associated with the Economic Development Administration.
<b>Certified Ready Site Program</b>	A Governor's Office of Economic Development (GOED) program that involves the collection of in-depth property details as a means of marketing "shovel ready" sites. The property information includes a Phase I Environmental Assessment.
<b>Community Access</b>	South Dakota DOT program which provides funding for road and street projects.
<b>Community Facilities</b>	USDA program for health care, telecommunications, public safety, and public services.
<b>CIP</b>	<b>Capital Improvements Plan:</b> Process used by communities to prioritize long-range expenses. Also called Community Investment Plan.
<b>CWFCP</b>	<b>Consolidated Water Facilities Construction Program:</b> State funds administered by the Department of Environment and Natural Resources, which are primarily used for water and sewer projects.
<b>Dakota Resources</b>	<b>Dakota Resources:</b> A statewide organization that fosters economic development partnerships through a variety of programs and services.
<b>Dakota Roots Program</b>	A GOED program that helps match potential employees with career openings. It emphasizes private sector job opportunities and encourages leads from the families and friends of job seekers.

<b>Dakota Seeds</b>	A GOED program that supports internships and assistantships. Funding is provided to help pay up to one half of a student's wages, within program limitations.
<b>Deadwood Fund</b>	Program which provides rehabilitation grants to historic preservation projects.
<b>DENR</b>	<b>Department of Environment and Natural Resources:</b> State department, involved with environmental regulations and infrastructure funding.
<b>DOT</b>	<b>South Dakota Department of Transportation:</b> DOT projects usually involve community and industrial access roads.
<b>Economic Development Partnership Program</b>	A GOED program that provides funding support for local community and economic development programs on a matching basis.
<b>EDA</b>	<b>Economic Development Administration:</b> EDA is a federal agency that has economic development and planning functions.
<b>EPA</b>	<b>Environmental Protection Agency:</b> EPA is a federal regulatory and funding agency, which assists clean water, sewer, and environmental clean-up activities.
<b>FEMA</b>	<b>Federal Emergency Management Agency:</b> FEMA is a federal agency that provides emergency and disaster assistance to states and local governments. This assistance is provide through various programs, including the following: <ul style="list-style-type: none"><li>• Assistance to Firefighters Grant Program (AFG), which provides funding to fire departments for equipment, protective gear, vehicles, and training.</li><li>• Hazard Mitigation Grant Program (HMGP), which provides funding to local governments for projects designed to mitigate against future disasters.</li><li>• Pre-Disaster Mitigation Program (PDM), which is another source of funding to local governments for projects designed to help mitigate against future disasters. District III has used these funds to help develop pre-disaster mitigation plans for most counties in our region.</li></ul>
<b>FLAP</b>	<b>Federal Lands Access Program:</b> FLAP is part of the Moving Ahead for Progress in the 21 <sup>st</sup> Century Act (MAP 21). It provides grants on infrastructure associated with improving the public's use of federal lands. The South Dakota DOT coordinates the program.
<b>GIS</b>	<b>Geographic Information System:</b> Computer software that allows the integration of data and graphics (maps, etc.) to show relationships and patterns.
<b>GOED</b>	<b>Governor's Office of Economic Development:</b> GOED is the lead state agency for economic development, community infrastructure, and energy programs.
<b>Governor's House</b>	Modest, state prisoner-built, single-family homes that are reasonably priced. Income limitations are part of the eligibility criteria.

<b>GPS</b>	<b>Global Positioning System:</b> Technology that utilizes orbiting satellites to determine location and elevation.
<b>HMGP</b>	<b>Hazard Mitigation Grant Program:</b> Assistance targeted toward disaster mitigation projects.
<b>Housing Opportunity Fund</b>	A South Dakota Housing Development Authority Program that is part of the 2013 Building South Dakota Fund initiative that supports housing as an economic development strategy.
<b>IMS (ArcServer)</b>	<b>Internet Mapping System:</b> A District III service that allows participating counties to utilize a scalable framework for distributing GIS services and data over the web. ArcServer provides web publishing of GIS maps, data, and metadata.
<b>Industrial Park Access</b>	A DOT program that helps to build roads to industrial parks.
<b>IRP</b>	<b>Intermediary Relending Program:</b> A federal source of capital for regional revolving loan funds that lend money at one percent for 30 years. The assistance is used by ABC to recapitalize its RLF.
<b>LIIP</b>	<b>Local Infrastructure Improvement Grant Program:</b> A GOED program that provides grants to local governments or development corporations for infrastructure improvements associated with economic development projects.
<b>LWCF</b>	<b>Land and Water Conservation Fund:</b> Federal dollars administered by the South Dakota Department of Game, Fish and Parks, which are periodically passed through to local governments for recreational projects. Funding is typically shared every other year.
<b>Mary Chilton DAR Foundation</b>	A private foundation that has a historic preservation, educational, and patriotic focus.
<b>MEP</b>	<b>Manufacturing Extension Partnership:</b> The MEP network is linked to MTS, which is part of the South Dakota Small Business Development Center. It is focused on helping small and midsized manufacturing companies.
<b>MicroLoan</b>	<b>South Dakota MicroLoan Program:</b> A low interest loan program, which offers a low interest rate and relatively low lending limit. It is administered by GOED.
<b>MTI</b>	<b>Mitchell Technical Institute:</b> One of the state technical institutes.
<b>MTS</b>	<b>Manufacturing and Technology Solutions:</b> A statewide service of the Small Business Development Center that helps companies with a variety of process and management issues.
<b>PDM</b>	<b>Pre-Disaster Mitigation Grant Program:</b> Federal Emergency Management Agency assistance, which is often utilized for county level disaster planning.
<b>PTAC</b>	<b>Procurement and Technical Assistance Center:</b> A federal program that provides help to businesses which are seeking government contracts.
<b>PHD</b>	<b>Prairieland Housing Development, Inc.:</b> District III-staffed non-profit housing developer. Recognized as a Community Housing Development

	Organization (CHDO) by the South Dakota Housing Development Authority.
<b>RBDG</b>	<b>Rural Business Development Grant:</b> A USDA RD program which focuses on business related planning and research.
<b>RD</b>	<b>Rural Development:</b> Federal agency involved with infrastructure, economic development, and housing.
<b>REDI</b>	<b>Rural Economic Development Initiative:</b> A revolving loan fund established by the state and administrated by GOED.
<b>REED Fund</b>	<b>Rural Electric Economic Development, Inc.:</b> A private non-profit corporation governed by Electric Cooperatives that provides financing and helps leverage private investment in small communities and rural areas.
<b>RLF</b>	<b>Revolving Loan Fund:</b> A local, regional, or state program that provides low-interest loans.
<b>RTEC</b>	<b>Regional Technical Education Center:</b> A technical training center in Yankton that emphasizes programs for manufacturing companies. RTEC often works closely with other technical institutes to deliver accredited courses.
<b>Rural Site Analysis</b>	A site research effort by the South Dakota Department of Agriculture. The voluntary initiative identifies potential animal feeding and industrial sites, based upon objective criteria.
<b>SBDC</b>	<b>Small Business Development Center:</b> A regional business assistance office that has a staff and resource materials. The SBDC in the District III area is sponsored the District III Committee. A satellite office is co-hosted by Dakota Wesleyan University in Mitchell.
<b>SBIR</b>	<b>Small Business Innovation Research Program:</b> A federal program that provides funding to small businesses for early-stage research and development projects. It is part of the SBDC.
<b>SCCD</b>	<b>South Central Child Development, Inc.:</b> A nonprofit corporation that operates Head Start and other childcare support programs.
<b>SDCF</b>	<b>South Dakota Community Foundation:</b> Provides “small” grants for projects such as Health Care, community centers, youth programs.
<b>SDEI</b>	<b>South Dakota Enterprise Institute:</b> A program that works with researchers, inventors, and entrepreneurs to develop their ideas. Services include competitive analysis, market research, financial analysis, business plan development, and capital sourcing.
<b>SD Broadband</b>	<b>SD Broadband:</b> A South Dakota program that supports the expansion and utilization of high speed internet services. It provides system assessments and small hardware grants for local governments and community organizations.
<b>Small Community Planning Grant</b>	A DENR program that supports wastewater and water projects by funding preliminary engineering studies.

<b>SRF</b>	<b>State Revolving Fund:</b> EPA funds that are loaned to eligible water and wastewater projects through the South Dakota Department of Environment & Natural Resources.
<b>SWMP</b>	<b>Solid Waste Management Grant Program:</b> A DENR grant program targeted toward solid waste and recycling projects.
<b>TAP</b>	<b>Transportation Alternatives Program:</b> TAP is a new program that combines the “old” Transportation Enhancement activities with Safe Routes to School, Scenic Byways and Recreation Trails Programs. The assistance is coordinated by the South Dakota Department of Transportation.
<b>USDA Water &amp; Waste</b>	Federal grants and loans that finance water, sewer, and storm sewer projects.
<b>Urban Forestry Grants</b>	State assistance for tree planting projects.
<b>Workforce Development</b>	A term used to describe programs and services that train existing workers or enhance the employment potential of students and unemployed person.

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## 2021 REGIONAL STRATEGY CONSIDERATIONS

The primary factor influencing the region's development will be the ongoing pandemic and the government's response. The economy and local government operations will be affected by shutdowns and stimulus efforts. In addition, drought conditions may become worse if spring moisture does not materialize. Regardless of the circumstances, the District will continue to assist with program compliance and development strategy implementation. Resiliency planning is expected to become a significant activity because of local conditions and federal financial support.

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## SECTION I ECONOMIC DEVELOPMENT

### **GOAL:**

Assist in expanding economic opportunity through the development of the region's economic resources.

### **EXPLANATION:**

This statement recognizes the importance of developing all economic resources, such as land, labor, capital, management, education, communications, and other technologies.

The education and skill of the area's labor force, the development of natural resources, and alternative methods of financing new and expanding businesses are essential for both economic growth and stability. Community cooperation and planning are also basic economic development elements, especially in an era of scarce materials and human resources.

#### **Objective: Expand the range of assistance available to businesses.**

Strategy: Take advantage of recapitalization opportunities for the regional revolving loan program.

Strategy: Help communities explore creative development concepts, including the reuse of existing structures.

Strategy: Provide support on project impact analysis.

Strategy: Assist communities with Main Street revitalization projects.

#### **Objective: Improve the professional skills and capabilities of the region's development officials and workforce.**

Strategy: Support training and leadership building opportunities to the region.

Strategy: Strengthen professional networks and community mentoring opportunities, utilizing larger communities as primary resources.

Strategy: Assist area technical institutes in upgrading their training capabilities.

Strategy: Assist healthcare capacity building programs and student placement initiatives.

Strategy: Help entities access new state workforce resources.

#### **Objective: Expand District III office capacity as a business support resource.**

Strategy: Enhance the service capabilities of the Small Business Development Center through staff support and networking activities.

Strategy: Extend assistance resources to entrepreneurs and provide additional resource information for client use.

Strategy: Work with Dakota Wesleyan University and Mount Marty College to expand student involvement with business research and/or development.

Strategy: Deliver PTAC services within the region.

Strategy: Assist local officials and development groups with site certification or property analysis processes.

**Objective: Enhance District III's capabilities to assist local officials in value-added agricultural project decisions.**

Strategy: Maintain professional relationships with state agencies, producer groups, and other value-added promoters.

Strategy: Participate in site research, as appropriate, in interested counties.

Strategy: Assist counties in exploring new land use regulation approaches.

**Objective: Promote cooperative marketing throughout the region.**

Strategy: Support the use of the Internet for local and regional marketing efforts.

Strategy: Continue to assist in creating community profiles and brochures.

**Objective: Strengthen regional economic development planning practices and CEDS participation.**

Strategy: Utilize CEDS committee members in identifying regional issues and priorities.

Strategy: Create opportunities for more public input and awareness in economic development planning.

Strategy: Publicize regional meetings and solicit involvement from "marginal" groups.

Strategy: Participate in local and area-wide assessments.

Strategy: Utilize the 4x4 Process to expedite local planning activities.

**Objective: Support the region in disaster recovery initiatives.**

Strategy: Help local governments obtain critical infrastructure assistance.

Strategy: Utilize RLF resources to assist economic diversification.

Strategy: Help members meet the planning and application standards for disaster mitigation assistance.

Strategy: Develop resiliency planning approaches, including the documentation of "best practices" in the public and private sectors.

**Objective: Enhance the region’s development capacity through transportation and infrastructure enhancements.**

- Strategy: Assist local rail line and utility pipeline initiatives, as appropriate.
- Strategy: Support the expansion of wind generation facilities, where supported locally.
- Strategy: Assist rural water systems in completing major expansions.
- Strategy: Anticipate and respond to any new infrastructure funding resources.
- Strategy: Prepare infrastructure and facility proposals as requested.
- Strategy: Assist communities with development site restoration and redevelopment.

**Objective: Support the growth of technical education.**

- Strategy: Assist the Regional Technical Education Center (RTEC) and Mitchell Technical Institute (MTI) with program proposals, as requested.
- Strategy: Assist RTEC and MTI in their program development activities.

**Objective: Support tourism as a regional economic development alternative.**

- Strategy: Assist regional tourism associations with planning activities.
- Strategy: Help communities strengthen their tourism support infrastructure.
- Strategy: Encourage multi-county projects and marketing initiatives.
- Strategy: Support events that raise the region’s national and international profile.

## SECTION II COMMUNITY DEVELOPMENT

**GOAL:**

Develop, expand, and upgrade local public facilities.

**EXPLANATION:**

The District shall seek to improve facilities that enhance public health, community safety, economic opportunities, or housing availability. Public facilities include water and sewer systems, municipal enterprises such as electric utilities and landfills, streets and highways, health and education structures, recreation sites, and telecommunications equipment.

**Objective: Secure public infrastructure funding for area projects.**

Strategy: Prepare all requested member applications, including economic recovery proposals.

Strategy: Continue to improve District III's project management system to achieve a better use of office resources.

Strategy: Monitor federalized and state program budgets for regional project impacts.

Strategy: Promote the use of South Dakota, EDA, USDA and other federal programs.

**Objective: Compile project information on a systematic basis.**

Strategy: Conduct regular project need assessments.

Strategy: Expand communication with funding entities on project opportunities.

Strategy: Provide project information to program sponsors.

**Objective: Improve the region's ability to finance projects.**

Strategy: Support local capital improvement planning activities.

Strategy: Maintain information on tax increment financing techniques.

Strategy: Assist project sponsors with financial capacity and utility rate structure analysis activities.

Strategy: Utilize modeling software to estimate project costs and impacts.

**Objective: Expand the utilization of Brownfield's Program resources.**

Strategy: Complete the second research phase of potential community Brownfields sites.

Strategy: Encourage communities to utilize state and federal programs to address site cleanup and redevelopment.

## SECTION III NATURAL RESOURCE DEVELOPMENT

**GOAL:**

Promote the efficient utilization and management of regional natural resources in order to receive beneficial uses now and to conserve those same resources for future generations.

**EXPLANATION:**

The District will seek to promote the best possible use and care of regional resources. Each resource should be used to its optimal potential in order to improve the area's economic and social well-being. In addition, natural resources should also be conserved for future generations. This conflict between natural resources conservation and development is a policy question best answered by local leadership.

**Objective: Provide technical and planning support on lake and drainage issues.**

Strategy: Help local governments address drainage and watershed issues.

Strategy: Help lake restoration groups with funding and public information materials.

**Objective: Support local and regional efforts associated with the Missouri River and its reservoirs.**

Strategy: Provide staff assistance to the Missouri Sedimentation Action Coalition and other entities with regional credibility.

Strategy: Maintain professional contacts with state and federal agencies involved with water quality issues.

Strategy: Assist project sponsors in planning and implementing river clean-up activities.

**Objective: Support the expansion of alternative energy technologies.**

Strategy: Assist local governments with wind energy development activities.

Strategy: Maintain working relationships with proponents of ethanol, biodiesel, and other alternative fuel production.

Strategy: Support the expansion of natural gas services in areas that want the alternative.

**Objective: Support natural disaster mitigation and recovery activities.**

Strategy: Maintain working relationships with state and local emergency management officials.

Strategy: Monitor federal and state disaster programs for partnership opportunities.

## SECTION IV HUMAN RESOURCE DEVELOPMENT

### GOAL:

Improve the well being of District residents by helping to meet their basic human needs through assistance to local service providers, statewide initiatives, and program participants.

### EXPLANATION:

Local service providers are often understaffed and overextended; thus, they often need technical support. The assistance may include annual performance contracts.

**Objective: Expand regional housing opportunities.**

Strategy: Continue to market state programs at the local level.

Strategy: Support the use of Rural Development programs by public and private sector entities.

Strategy: Continue to promote the Governor's House as an affordable single-family housing option.

Strategy: Compile and distribute housing information to local authorities.

Strategy: Support the South Dakota Housing Development Authority, and other entities involved with community based housing initiatives.

Strategy: Assist local groups in identifying housing resources and opportunities.

Strategy: Share housing development plans and resources.

Strategy: Continue to help local entities with Federal Home Loan Bank housing proposals.

**Objective: Build organizational relationships with regional higher education institutions.**

Strategy: Share development data and resource information with colleges, universities, and technical institutes.

Strategy: Offer technical assistance to education providers on grant proposals.

**Objective: Expand the District's involvement with local school districts.**

Strategy: Inform education administrators of District services, including GIS.

Strategy: Explore the potential to support school districts with career counseling activities and industry demonstration programs.

**Objective: Assist social service program providers with funding and program administration.**

Strategy: Prepare applications for social service program sponsors, as appropriate.

Strategy: Provide administrative support to successful applicants upon request.

Strategy: Improve the tracking, application preparation timing, and administration of Tribal assistance programs.

**Objective: Support health care providers and service organizations to enhance access to care and health career opportunities.**

Strategy: Continue to cooperate with the Area Health Education Center (AHEC) on mutual issues.

Strategy: Compile demographic and survey information on health topics.

Strategy: Assist health care providers with federal compliance issues, as the opportunity arises.

Strategy: Incorporate health professions into regional workforce support as appropriate.

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## SECTION V PLANNING AND RESEARCH

### **GOAL:**

Provide planning and research services which foster the efficient management of natural, human, and economic resources.

### **EXPLANATION:**

This statement recognizes the continued need for comprehensive and special-purpose planning and research activities, as a means to avoid conflicts, take advantage of opportunities, and effectively utilize limited resources. Mutual support, cooperation, and coordination are primary elements in regional planning activities.

**Objective: Increase the skills of local land use planning staff and elected officials.**

Strategy: Promote “peer” support networks that include all members.

Strategy: Encourage local involvement with state planning organizations.

Strategy: Strengthen the abilities of local officials to make informed development decisions.

Strategy: Participate in leadership training and information programs.

**Objective: Enhance the use of Geographic Information System (GIS) technology in data management.**

Strategy: Emphasize Geographic Information System (GIS) applications in research presentations.

Strategy: Expand the use of GIS by county departments.

Strategy: Enhance the use of internet programs in GIS support.

Strategy: Enhance the Internet Mapping System (IMS) system for participating counties.

Strategy: Strengthen GIS training programs for local officials.

**Objective: Increase the District’s involvement with statewide, regional, and local planning groups.**

Strategy: Continue to work with other partners on community planning initiatives.

**Objective: Support leadership and training opportunities for elected officials and other local policy-makers.**

Strategy: Utilize existing program materials and staff resources to expand training activities.

**Objective: Add value to emergency and response planning.**

Strategy: Assist counties with pre-disaster mitigation planning.

Strategy: Prepare proposals to fund emergency response planning efforts and projects.

**Objective: Assist local and regional entities with disaster recovery and resiliency planning.**

Strategy: Promote planning practices that enhance disaster recovery efforts.

Strategy: Promote planning that addresses economic resiliency.

**Objective: Continue to assist state agencies with research and data analysis.**

Strategy: Assist the Governor's Office of Economic Development with development related research and public input activities.

Strategy: Assist the Department of Transportation with road inventory and Statewide Transportation Improvement Plan (STIP) information sharing.

Strategy: Seek opportunities to utilize the District's abilities on behalf of other agency partners.

Strategy: Continue to assist the South Dakota DOT with right of way research.

## SECTION VI

# TECHNICAL AND MANAGEMENT ASSISTANCE

### GOAL:

Provide assistance on short-term projects, respond to information inquiries, and support public and private entities in dealing with “red tape” issues.

### EXPLANATION:

This goal covers inquiries that can usually be completed within a short period of time. The District serves as a regional clearinghouse for information and its contacts with other governmental entities promote constructive and cooperative problem solving.

**Objective: Enhance the personnel and program management capabilities of local government.**

Strategy: Market District III assistance capabilities to municipal, county, and Tribal governments.

Strategy: Provide personnel policy assistance to municipal, county, and Tribal governments, upon request.

Strategy: Conduct the biannual statewide county compensation survey.

**Objective: Improve E-911 system addressing procedures for county governments.**

Strategy: Train county personnel in processing new addresses, upon request.

Strategy: Assist local governments with Enhanced 911 activities.

Strategy: Assist state and local governments with NG-911.

**Objective: Develop at least one additional technical skill that could benefit local governments.**

Strategy: Regularly contact local governments to identify technical needs.

Strategy: Address staff training needs to meet the technical service demands.

**Objective: Utilize digital rendering technology to improve the understanding of project applications and planning concepts.**

Strategy: Continue to build the inventory of digital imagery examples and projects.

Strategy: Raise member awareness of office technical capabilities.

Strategy: Upgrade computer programs to improve time and production efficiency.

Strategy: Assist members with marketing and promotional materials upon request.

**Objective: Continue to assist the state and local governments with COVID-19 recovery activities.**

Strategy: Provide support in meeting state and federal assistance program compliance.

Strategy: Compile information on assistance programs and resources.

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## SECTION VII MANAGEMENT

### **GOAL:**

Manage the District organization in an efficient manner.

### **EXPLANATION:**

The District organization should provide effective services with a minimum of waste, expense, or unnecessary effort.

**Objective: Maximize the use of the District III office building and property.**

Strategy: Make meeting and research facilities available to members and other development organizations as appropriate.

**Objective: Maintain office technology resources.**

Strategy: Update necessary office equipment and computer programs.

**Objective: Develop new technical services.**

Strategy: Identify new service areas.

Strategy: Build cooperative relationships with other local government technical service providers.

Strategy: Regularly maintain and update the regional website and map server.

Strategy: Assist members with Limited English Proficiency activities, upon request.

Strategy: Compile examples and resource information on CFR 200 regulations.

**Objective: Involve the District III Board in promoting regional cooperation.**

Strategy: Provide member education opportunities as part of regular business meetings.

Strategy: Raise the visibility of District III through personal presentations.

Strategy: Encourage a more active role by committee members in promoting the organization.

**Objective: Maintain the CEDS process.**

Strategy: Educate committee members about strategic planning concepts.

Strategy: Seek input on regional issues from committee members and the general public.

**Objective: Establish procedures to ensure a smooth transition of management positions.**

Strategy: Complete the transition, involving the Chief Financial Officer position.

Strategy: Develop a set of guidelines/policies, concerning the future transition to a new District Director.

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# ATTACHMENTS

- List of Eligible 2021 Government Members
- List of Eligible 2021 Agency, Association, Minority, and Higher Education Members
- Fee-For-Service Policies

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# LIST OF ELIGIBLE 2020 GOVERNMENT MEMBERS

**AURORA COUNTY**

- \* Plankinton
- \* Stickney
- \* White Lake

**BON HOMME COUNTY**

- \* Avon
- \* Scotland
- \* Springfield
- \* Tabor
- \* Tyndall

**BRULE COUNTY**

- \* Chamberlain
- \* Kimball
- \* Pukwana

**BUFFALO COUNTY**

**CHARLES MIX COUNTY**

- \* Dante
- \* Geddes
- \* Lake Andes
- \* Pickstown
- \* Platte
- \* Ravinia
- \* Wagner

**DAVISON COUNTY**

- \* Ethan
- \* Mitchell
- \* Mount Vernon

**DOUGLAS COUNTY**

- \* Armour
- \* Corsica
- \* Delmont

**GREGORY COUNTY**

- \* Bonesteel
- \* Burke
- \* Dallas
- \* Fairfax
- \* Gregory
- \* Herrick

**HANSON COUNTY**

- \* Alexandria
- \* Emery
- \* Farmer
- \* Fulton

**HUTCHINSON COUNTY**

- \* Dimock
- \* Freeman
- \* Menno
- \* Olivet
- \* Parkston
- \* Tripp

**JERAULD COUNTY**

- \* Alpena
- \* Lane
- \* Wessington Springs

**LYMAN COUNTY**

- \* Kennebec
- \* Oacoma
- \* Presho
- \* Reliance

**SANBORN COUNTY**

- \* Artesian
- \* Letcher
- \* Woonsocket

**TRIPP COUNTY**

- \* Colome
- \* New Witten
- \* Winner

**YANKTON COUNTY**

- \* Gayville
- \* Lesterville
- \* Mission Hill
- \* Utica
- \* Volin
- \* Yankton

**TRIBAL GOVERNMENTS**

- \* Crow Creek Sioux Tribe
- \* Lower Brule Sioux Tribe
- \* Yankton Sioux Tribe

## **LIST OF ELIGIBLE 2020 AGENCY, ASSOCIATION, MINORITY, AND HIGHER EDUCATION MEMBERS**

- Canku Teca Treatment Center
- Regional Technical Education Center (RTEC)
- James River Water Development District
- South Central Child Development, Inc.
- Great Lakes of South Dakota Association
- Southern Missouri Recycling and Waste Management District
- Southeast South Dakota Visitor Association
- Tri-County Landfill Association
- Dakota Wesleyan University
- Ihanktonwan Community College
- Lower Brule Community College
- Mitchell Technical Institute
- Mount Marty College
- South Central Water Development District
- West River Water Development District

## FEE - FOR - SERVICE

### SECTION I - General Policies

**A. The following policies shall apply to ALL District III staff services:**

1. Staff assistance shall be consistent with the Committee's overall rural development and management objectives.
2. Staff assistance shall result in benefits to local units of government by either direct support or the enhancement of local economic conditions.
3. Staff assistance shall be carried out without discrimination in regard to race, color, or creed.
4. Staff assistance shall not be used to replace or supplement the normal activities of a member or non-member without a separate agreement.
5. District III will provide information on its staff capabilities to interested entities, however, it is the responsibility of the potential assistance recipients to request District III help.

**B. In providing staff assistance, the Committee recognizes three types of recipients.**

1. **Dues-Paying Member:** A municipality, county, Tribal government, or higher education institution participating on the District III Committee, which is current on its annual membership dues.

**NOTE:** *Communities of less than 100 persons, which are located in a member county, are not required to pay dues to receive services.*

2. **Non-Dues-Paying Member:** An agency, special purpose district, or association participating on the District III Committee, which is not assessed annual membership dues.
3. **Non-member:** An agency, special purpose district association, business, or individual residing within or adjacent to the District III service area, that is not a member of the District III Committee.

**C. In ALL circumstances, the District III Director may waive or modify specified staff assistance limitations and fee schedules.**

## SECTION II - REGULAR SERVICES

### **A. Regular services represent staff activities that may be justified because of:**

1. District financial support;
2. Committee participation; or
3. Residency in the District III service area.

### **B. The following regular services shall be provided to dues-paying members:**

1. Application assistance;
2. Information on District III activities;
3. Information on government programs, regulations, and funding opportunities;
4. Census and other relevant statistical information;
5. Short-term research and technical assistance activities requiring less than eight (8) hours of staff time per request;
6. Management assistance involving the compilation of information, the development of options, or comparative studies; and
7. Drafting and communication (brochures, etc.) assistance, provided:
  - a. The member will consider the use of private consultants, if the work could be completed in a more cost-effective manner;
  - b. A work order specifying the expected product, work materials, and timetable will be agreed upon in advance; and
  - c. Material and product reproduction expenses will be reimbursed at actual cost.

### **C. The following regular services shall be provided to non-dues-paying members:**

1. Information on District III activities;
2. Information on government programs, regulations, and funding opportunities;
3. Census and other relevant statistical information;
4. Short-term research, technical assistance and application assistance, requiring less than two (2) hours of staff time, if the activity would be mutually beneficial to District III; and
5. Assistance on joint meetings, workshops, and other mutually beneficial activities.

**D. The following regular services shall be provided to non-members:**

1. Information on government programs, regulations, and funding opportunities;
2. Census and other relevant statistical information, provided:
  - a. The information is readily available;
  - b. The data require only limited photocopying; and
  - c. The material does not require excessive postage costs and telephone time.
3. Application assistance, provided the paperwork would take less than two hours of staff time to complete and the proposal does not apparently conflict with the policies or development objectives of a member government. (Application preparation for non-members is subject to fee-for-service charges, depending upon the nature of the assistance.)

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## **SECTION III - Fee-for-Service**

### **A. Purpose**

1. The following guidelines and schedules are intended to help the District III Committee recover staff expenses for work that is beyond the scope of regular services.
2. Fee-for-service is one means of reducing District III's dependency on local dues and government grants, without limiting staff availability.

### **B. Guidelines**

1. The nature of the fees being charged will depend upon:
  - a. The recipient's membership status;
  - b. The benefits associated with the proposed activity;
  - c. The amount of work required;
  - d. The urgency of the assignment; and
  - e. The ability of the recipient to pay.
2. Non-members shall, in most circumstances, be expected to pay more for the same service as members.
3. Work agreements shall reflect the District's current technical assistance rates and may contain maximum expense ceilings.
4. Travel reimbursement shall be based upon current "state rates" and policies.
5. A "flat fee" may be assessed if that rate more accurately addresses staff activity and the particular work situation.
6. Unless otherwise agreed upon in advance, fee-for-service activities, which are anticipated to cost in excess of \$500, shall have the following items in place before the work begins:
  - a. A contract or work order which outlines the District's responsibilities;
  - b. A mutually approved timetable for completing the assignment; and
  - c. A designated contact person who will inform the District of any major work changes.
7. Unless described as a regular service or otherwise noted, all staff assistance in excess of two hours is qualified under fee-for-service.

**C. Staff Time Schedules**

- 1. Member Fees (dues and non-dues-paying)
  - a. Professional: .....\$65.00 per hour
  - b. Clerical and Intern: .....40.00 per hour
- 2. Non-member Fees
  - a. Professional: .....\$90 .00 per hour
  - b. Clerical and Intern: .....50.00 per hour

**D. Office Support Schedules**

The following rates would apply to both member and non-member entities:

- 1. Telephone: ..... at actual cost
- 2. Postage: ..... at actual cost

**E. Travel**

- 1. Travel charges will be based primarily upon current state and federal rates. These rates may change without prior notice. If a change occurs, the most current rates will be assessed.
  - a. Lodging (receipts required): ..... At Actual Cost
  - b. Mileage: ..... Current Federal Rate
  - c. Meals (no receipt required): .....At State Rate
- 2. Out-of-state travel
  - a. Lodging ..... At Actual Cost
  - b. Mileage ..... Current Federal Rate
  - c. Meals (no receipts required)..... Based on State and Federal Criteria

**F. Flat Fee Activities (Covers staff time costs only – Additional travel and document production expenses may be charged.)**

- 1. Comprehensive Plans - negotiated item, with the following recommended rates.
  - a. County ..... \$6,000\*
  - b. First Class City ..... \$6,000\*
  - c. Second Class City ..... \$3,500\*
  - d. Third Class Town ..... \$2,500\*

*\*Abbreviated plans to be negotiated.*

- 2. Zoning Ordinances - negotiated item, with the following recommended rates.
  - a. County:
    - Ordinance Compilation ..... \$2,250
    - Official Map Preparation ..... \$1,750
  - b. First Class City:
    - Ordinance Compilation ..... \$2,250
    - Official Map Preparation ..... \$1,750
  - c. Second Class City:
    - Ordinance Compilation ..... \$1,750
    - Official Map Preparation ..... \$1,500
  - d. Third Class Town:
    - Ordinance Compilation ..... \$1,250
    - Official Map Preparation ..... \$1,250
  
- 3. Subdivision Ordinances – negotiated item, with recommended rates similar to zoning ordinances.
  
- 4. Extended Land Use Planning Support - negotiated item, with the following recommended **annual** rates. The service includes regular ordinance analysis, map updates, and other “trouble shooting” activities.
  - a. County ..... \$3,000
  - b. First Class City ..... \$3,000
  - c. Second Class City ..... \$2,000
  - d. Third Class Town ..... \$ 750
  - e. The service will be paid for in equal quarterly installations.
  
- 5. Annexation Studies - negotiated item, with the following recommended rates.
  - a. **\$1,500 base change, plus \$50 per parcel** of land in the study, for more than 20 parcels.
  - b. The contract will request payment upon the completion of District III’s portion of the study.
  
- 6. Housing Needs Assessments - negotiated item, with the following base recommendations.
  - a. First Class City: ..... \$3,000
  - b. Second Class City: ..... \$2,000
  - c. Third Class Town: ..... \$1,250
  - d. Non-Dues Paying Members: ..... Negotiated Item

7. Capital Improvement/Community Investment Plans

- a. First Class City:..... Negotiated Activity
- b. Second Class City:..... \$2,250 Initial Process  
\$1,250 Annual Update
- c. Third Class Town: ..... \$1,000 Initial Process  
\$ 750 Annual Update

8. Comprehensive Plan Amendments (if current plan is amendable without extensive changing - usually less than five (5) years old.)

- a. County: ..... Negotiated Item
- b. First Class City:..... Negotiated Item
- c. Second Class City:..... \$2,000
- d. Third Class Town: ..... \$1,500

9. Meeting Facilitation and Strategic Planning

- a. Member:..... Negotiated Item
- b. Non-Member: ..... \$500 Minimum

10. Certified Ready Site Program Applications and/or Phase I Environmental Assessment

- a. First Class Community or Entity within a First Class Community  
..... Negotiated Item up to \$6,000
- b. Other Communities or Entities within the District Service Area  
..... Negotiated Item up to \$4,000
- c. Non-Member Entity ..... Negotiated Item starting at \$4,000

**G. GIS Services**

- 1. Negotiated item.
- 2. The fee will be based upon the nature of the request and the level of technical difficulty.

**H. Illustrations and Graphics**

- 1. Negotiated item.
- 2. The fee will be based on the estimated hours required, as well as the nature of the request and level of technical difficulty.

**I. Plan and Study Updates**

- 1. Negotiated item, based upon the expected staff time involved and the status of the original document.
- 2. Normally, the charge will be at or less than the cost of an original product.

## **J. Subcontracts**

### 1. Member Initiated:

- a. Should a member desire the immediate completion of a work item, which is beyond the capacity or the ability of the staff, District III shall refer the member to appropriate vendors or consultants.
- b. The District may assist in selecting the vendor or consultant at the member's request.
- c. If the member requests that the District coordinate the activity on its behalf, the District shall negotiate a fee-for-service contract for its time and travel expenses.

### 2. District Initiated:

- a. Should the District agree to provide a service under a particular fee-for-service agreement and is unable to complete the project in the agreed time frame, it may contract with other entities to complete the work.
- b. The cost of the subcontract shall be borne by the District, unless mutually agreed otherwise.