

VISTA Assignment Description (VAD)

Title: Mora County-YR 1

Sponsoring Organization: North Central New Mexico Economic Development District

Project Name: Northern NM Economic Opportunities VISTA Project

Project Number: 18VSWNM001

Project Period: 09/11/2022 - 09/09/2023

Site Name: Mora County

Focus Area(s)

Primary: Disaster Services

Secondary: Healthy Futures

Note: This VAD was returned on 10/05/2022

Comments: Discussed with PM 10/4 - MB

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: The goal of this VISTA's assignment is to help develop a 100% Community initiative for Mora County, to assist with Disaster Recovery after the Hermit's Peak/Calf Canyon Fires, to support the develop and implementation of a project management system, to coordinate the creation and implementation of a volunteer management program, and to work with local and state tourism organizations to bring more visitors to Mora County as it works to rebuild its economy after the Hermit's Peak/Calf Canyon fires.

Objective of the Assignment

Educate community members about Anna Age 8 and 100% Community concepts. 1.Establish 100% Community in Mora as a community effort, network, and goal for service delivery. 2.Develop structures and processes to promote an effective 100% Community project for Mora County, focusing on the 10 vital services identified in the 100% Community model. 3.Through networking, learn from and establish partnerships and collaborations with other 100% Counties and resource providers.

Member Activity (09/11/2022 - 09/09/2023): 1.Convene 100% Community book clubs and introductory 100% Community meetings

Member Activity (09/11/2022 - 09/09/2023): 2.Make presentations to community leaders and partners to inform them on 100% community and recruit their involvement

Member Activity (09/11/2022 - 09/09/2023): 3.Develop the program to establish vibrant and successful 100% Community effort in Mora County

Objective of the Assignment

Coordinate with local and regional non-profits to identify volunteer opportunities, create a volunteer database, and establish an ongoing program for directing volunteers to needy projects or persons in and around Mora. Volunteer programs can focus on anything from assisting seniors to physical labor projects to remote assistance projects.

Member Activity (09/11/2022 - 09/09/2023): 1. Assemble a list of potential projects or programs that need volunteers.

Member Activity (09/11/2022 - 09/09/2023): 2. Work with the Mora, Taos, Colfax and San Miguel non-profits to generate a list of potential volunteers. Hold meetings with potential volunteers to learn about their expertise, areas of interest, and availability, as well as inform them on the needs of Mora and regional communities.

Member Activity (09/11/2022 - 09/09/2023): 3. Communicate with national non-profits (e.g., Habitat for Humanity) regarding their volunteer management—what kind of program/software, if any, do they use? How do they maintain their project database and their volunteer database?

Member Activity (09/11/2022 - 09/09/2023): 4. Develop a volunteer management program which documents both the projects/programs that need volunteers and the information gathered about potential volunteers. As needed, consult with LANL experts in the development, creation, and maintenance of this program.

Member Activity (09/11/2022 - 09/09/2023): 5. Train Mora and regional non-profits in the use of, maintenance, and updating of this program.

Member Activity (09/11/2022 - 09/09/2023): 6. Set up a system to track volunteer hours that the County can use as in-kind match for disaster recovery funding.

Objective of the Assignment

Provide Mora County with an assessment of its current project management and administration, make recommendations for either improvement, creation or acquisition of management software, and assist the County in implementing the recommended project management and administration program.

Member Activity (09/11/2022 - 09/09/2023): 1. Work with County staff to obtain or create a database of current, former, and potential future projects. Database should include information about project start/end dates, costs (and any cost overruns), who was responsible for managing the project, and if applicable, any hurdles in the project management and administration process.

Member Activity (09/11/2022 - 09/09/2023): 2. Research existing project management programs or software by contacting other rural communities (both in and outside of New Mexico). Reach out to the appropriate team (TBD) at Los Alamos National Labs (LANL) to see if they have any recommendations or would be interested in helping to create a new project management and administration program targeted at small communities like Mora County.

Member Activity (09/11/2022 - 09/09/2023): 3. Once system is identified and/or created, assist the County in implementing the program and working out any kinks.

Objective of the Assignment

Participate and support the Rural Communities Assistance Corporation (RCAC) with their recovery development planning

Member Activity (09/11/2022 - 09/09/2023): 1. Connect with New Mexico True, NM Outdoor Recreation Division, NM Tourism Department, regional Chambers of Commerce, Rio Mora National Wildlife Refuge, State Parks (Morphy Lake, Coyote Creek, etc.), Fort Union National Monument, Mora MainStreet, local businesses, and other organizations as necessary to participate in the process.

Member Activity (09/11/2022 - 09/09/2023): 2. Participate in regular meetings and support the development of a strategic plan

Member Activity (09/11/2022 - 09/09/2023): 3. Research funding opportunities for implementing priority projects.

Objective of the Assignment

Comply with VISTA requirements and develop subsite capacity to fulfill VISTA requirements.

Member Activity (09/11/2022 - 09/09/2023): 1. Attend regular teleconferences with VISTA Sponsor as well as regular sub-site staff meetings and operate as part of the overall team.

Member Activity (09/11/2022 - 09/09/2023): 2. Provide on-going feedback to VISTA sponsor and sub-sites on progress of the project, including, but not limited to, providing monthly reports to VISTA sponsor and sub-site documenting VISTA activities and progress towards program goals.

Member Activity (09/11/2022 - 09/09/2023): 3. Maintain and build knowledge on issues related to VISTA assignment, including reviewing the latest community and economic development resources available and attending community and economic development trainings and other relevant training when available.