

## Chapter DOD 19

### COMMUNITY DEVELOPMENT PLANNING PROGRAM

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**DOD 19.01 Purpose.** The purpose of this chapter is to establish a procedure for the administration of the community development planning program as provided in 1989 Wis. Act 336, sec. 3158 (16p).

**History:** Cr. Register, April, 1991, No. 424, eff. 5-1-91.

**DOD 19.02 Definitions.** In this chapter:

(1) "Community" means a city, village, town, Indian tribe or Indian band located in any of the 18 designated northern Wisconsin counties.

(2) "Community economic development diversification plan" means a document that is developed with input from community residents, that is adopted by resolution of the governing body of the community, that identifies the economic development needs of a community, sets goals, objectives and activities to address those needs and that identifies resources and mechanisms needed to carry out the plan.

(3) "Department" means the department of development.

(4) "Economic development diversification planning" means identifying the economic needs and opportunities of a community, setting goals, objectives and activities to address those needs and opportunities and, identifying resources that will be required to carry out the economic development diversification plan.

(5) "Economic development project" means an individual component of a community economic development diversification plan which will contribute to the attraction, creation or retention of private sector employment or investment in the community.

(6) "The 18 designated northern counties" means Ashland, Barron, Bayfield, Burnett, Douglas, Florence, Forest, Iron, Langlade, Lincoln, Marathon, Marinette, Oneida, Polk, Price, Sawyer, Vilas and Washburn counties.

**History:** Cr. Register, April, 1991, No. 424, eff. 5-1-91.

**DOD 19.03 Grants.** (1) Community economic development diversification planning grants may be for up to \$10,000.

(2) Economic development project implementation grants may be for up to \$20,000.

(3) A community may receive not more than one grant each fiscal year.

(4) Up to 5% of a grant award may be used for administrative costs related to implementation of the grant activities.

(5) The proceeds of a community economic development diversification planning grant made under this chapter shall be used for the development and adoption of a community economic development diversification plan. Allowable activities include information gathering, needs and opportunities analysis, market research and analysis necessary for the development of a community economic development diversification plan.

(6) The proceeds of an economic development project implementation grant made under this chapter may be used to implement an economic development project including development of project-specific plans, promotion and marketing activities, recruitment of business, business retention activities, entrepreneurial assistance, community economic development education, public space design, business district revitalization and recruitment of labor.

**History:** Cr. Register, April, 1991, No. 424, eff. 5-1-91.

**DOD 19.04 Application procedures.** (1) The department shall hold an annual competition to which a community may make one application.

(2) An application for a grant under this chapter shall be submitted by the deadline established by the department, be in such form as the department may require and include all of the following:

(a) The name of the applicant.

(b) A name, address and telephone number for a contact person.

(c) A resolution adopted by the governing body of the community authorizing submission of the application.

(d) A description of the project proposed for funding including a budget and workplan.

(e) An explanation of the need for the proposed project.

(f) An explanation of the need for state financial support for the proposed project.

(g) A description of the results expected from implementation of the proposed project.

(h) Evidence of support of community residents for the proposed project including financial support.

**History:** Cr. Register, April, 1991, No. 424, eff. 5-1-91.

## DOD 19.05

**DOD 19.05 Department determination.** The department shall hold an annual competition for community economic development diversification planning and economic development project implementation grant awards, rank the applications by category and award grants by category until all funds appropriated for the fiscal year are granted. For each annual competition the department shall designate not more than 70% of the funds for community economic development diversification planning grants and the remainder for economic development project implementation grants. The applications shall be ranked on the basis of a relative comparison on each of the following:

- (1) The level of support within the community for the proposed project.
- (2) The level of need for the proposed project.
- (3) The quality of the workplan and the adequacy of the budget.
- (4) The level of need for state financial support for the proposed project.
- (5) The likelihood that the proposed results will be achieved and the extent of their impact upon the economy of the community.

**History:** Cr. Register, April, 1991, No. 424, eff. 5-1-91.

**DOD 19.06 Contracts.** Successful applicants shall enter into a contract with the department for the purpose of implementing the proposed grant. The contract shall be signed by the secretary of the department and the chief elected official of the successful applicant, or by their authorized representatives. The department may void a con-

tract and seek a return of any funds released under the contract for failure by the applicant to perform its obligations under the contract. Amendments to a contract may be adopted by the written consent of both parties.

**History:** Cr. Register, April, 1991, No. 424, eff. 5-1-91.

**DOD 19.07 Reporting.** Each successful applicant shall provide the department periodic financial and program reports and a financial audit by a date specified in the contract. The financial and program reports and the audit become the property of the department and are open to public inspection.

**History:** Cr. Register, April, 1991, No. 424, eff. 5-1-91.

**DOD 19.08 Administration.** The department shall solicit applications, review applications, make grant determinations, authorize payments, otherwise implement contractual obligations entailed in grants made under the terms of this chapter, monitor project activities, and receive and review the financial reports and program reports submitted under s. DOD 19.07.

**History:** Cr. Register, April, 1991, No. 424, eff. 5-1-91.

**DOD 19.09 Application manual.** The department shall prepare an application manual which it may update as needed. The manual shall contain the application procedures, requirements and instructions for funding under this chapter.

**Note:** Written instructions for community development planning grant applications may be obtained at no charge from the Department of Development, Bureau of Community Development, P. O. Box 7970, Madison, WI 53707.

**History:** Cr. Register, April, 1991, No. 424, eff. 5-1-91.