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## WISCONSIN LEGISLATIVE COUNCIL RULES CLEARINGHOUSE

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### CLEARINGHOUSE RULE 07-117

#### Comments

**[NOTE: All citations to “Manual” in the comments below are to the Administrative Rules Procedures Manual, prepared by the Revisor of Statutes Bureau and the Legislative Council Staff, dated January 2005.]**

#### 2. Form, Style and Placement in Administrative Code

Because s. Comm 4.02 does not create two or more subunits, it should read simply: “In this chapter, ‘department’ means the department of commerce.”

#### 5. Clarity, Grammar, Punctuation and Use of Plain Language

- a. In s. Comm 4.10 (1) (a), “applied and” should be changed to “apply for or.”
- b. In s. Comm 4.10 (1) (c), “shall not be” should be changed to “is not,” and in s. Comm 4.11 (1) (b), “shall” should be changed to “may.” [See s. 1.01 (2), Manual.] Also, in s. Comm 4.10 (1) (c), it appears that the phrase “for two” should be replaced by the word “two.”
- c. In s. Comm 4.11 (2) (d), the word “be” should be inserted before the word “adopted.”
- d. Should the rule require grant recipients to provide documentation of the purposes for which they use grant funds?
- e. Should s. Comm 4.11 set forth a schedule for grant application submissions and review of applications and awarding of grants by the department? Should the rule establish criteria for the department to follow when selecting from among numerous applicants who all meet the minimum requirements for receipt of a grant, or will grant funds be awarded on a first come, first serve basis to all qualified applicants until all program funding is expended?
- f. The rule should provide an explanation of what is meant by “reimbursement documentation” and “program reports” in s. Comm 4.11 (3) (a). In addition, the rule should

specify when the reimbursement documentation must be submitted. Section Comm 4.11 (3) (a) requires a successful applicant to provide “periodic” reimbursement documentation, which seems to require documentation to be provided periodically throughout the time that the recipient is expending grant funds. However, s. Comm 4.11 (4) states that the department shall release grant funds “after review and acceptance of the required reimbursement documentation,” which implies that all reimbursement documentation must be provided before grant funds may be expended.

g. Should the rule require grant recipients to provide documentation of the provision of matching funds required under s. 101.31, Stats., as created by 2007 Wisconsin Act 20?