



COMMUNITY DEVELOPMENT FUND GRANT GUIDELINES



DODGE COUNTY
WISCONSIN

MAY 2024

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Section 1.

INTRODUCTION

1.1 Purpose

Dodge County Community Development Fund was established to provide financial resources meant to leverage local community investment in local economic and community development projects. Dodge County is facing demographic challenges and there is a pressing need to be proactive and partner with communities in new and innovative ways to support needed developments. This creative financial resource is unique only to Dodge County communities and fosters investment partnerships that will add value to communities and reinvests sales tax dollars in Dodge County communities. Thereby creating a pro-business, pro-community, and pro-resident region.

1.2 Program Objectives

The Community Development Fund supports new investments in Dodge County will help meet the following objectives:

- Collaborate and support positive partnerships with communities that are investing and working to further support business and residential growth in Dodge County.
- Support the objectives outlined in the County Board's Strategic Plan
- Encourage new investment into the County in the form of fixed asset investment, particularly in infrastructure needed to support new business and residential developments.
- To perpetuate a positive and proactive business climate which encourages the retention and expansion of existing businesses and helps to attract new businesses.
- To support new residential developments, further supporting workforce needs and growing demand for diverse housing options.
- Reinvest sales tax revenue into communities to stimulate economic growth

Section 2.

ADMINISTRATION

The County Administration Office serves as the program administrator and supports the application/review process. Staff would work with the Dodge County Community Development Grant Fund Advisory Board to administer the program. The Administrator Office shall assist the applicant, as is reasonably necessary, in completing the application.

2.2 Dodge County Community Development Fund Advisory Committee

To ensure the Community Development Grant Fund is used effectively and delivers impactful projects, a five-member Advisory Committee will be established, following approval of its members by the Dodge County Executive Committee.

Committee Composition:

- **External Expertise:** Composed of four members from public and private entities outside Dodge County chosen by the County Administrator and confirmed by the County Board of Supervisors. These individuals will bring their valuable professional experience in community development, offering diverse perspectives. There is no term limit for these positions, but members will be reappointed every two years.
- **Internal Representation:** One seat will be designated for a member of the Dodge County Executive Committee, fostering collaboration and ensuring county-level perspective.

The Advisory Committee shall have the authority to review, select and recommend grant applications to the Executive Committee. Periodic activity reports prepared by staff will be provided to members of the Advisory Committee and the Executive Committee. Official actions must have the support of the majority of the total Advisory Committee.

The Executive Committee, after receiving the Advisory Committee's recommendations, will have the final approval in selecting grant applications for funding.



Section 3.

PROGRAM CRITERIA

Community Development Grand Funds are allocated to support new investments in Dodge County, including land and infrastructure development such as roads, water, sewer, and other critical utilities, as well as community enhancements such as the development of recreational amenities.

In order for a community to be eligible for grant funding, a community project must meet the following minimum requirements:

(1) Eligible Applicants: Grant applications are open exclusively to local government entities within Dodge County, including cities, towns, and villages.

(2) Financial Analysis: The community must commit a minimum of 50 percent of the total project funding. This demonstrates the community's investment in the project's success and ensures shared responsibility. Projects with higher local match will receive greater consideration during the selection process. All contributing financial resources will be reviewed.

(3) Community and County Benefits: Projects must demonstrate tangible benefits for both the local community and Dodge County as a whole. These benefits may include economic growth, improved infrastructure, enhanced quality of life, amenities accessible to the public, or other positive outcomes.

(4) Project Partners: Applicants must identify public and private partnerships that are collaborating on project.

(5) Timely Completion: Applicants must exhibit the capacity to execute the project within a reasonable timeframe. This ensures efficient use of resources and timely delivery of benefits to the community. Failure to utilize funding within the agreed-upon timeframe will result in a reallocation of funds.

(6) Alignment with Priorities: Projects should align with the communities strategic priorities and/or comprehensive plan.

Section 4.

APPLICATION REQUIREMENTS

1. Project Summary (Criteria 1):

- Briefly describe your project, highlighting its key objectives and scope. Mention how the project aligns with your community's strategic priorities or comprehensive plan.

2. Project Budget and Financial Analysis (Criteria 2 & 6):

- Present a detailed project budget, encompassing all anticipated costs and revenue sources.
- Include a pro forma analysis to project future tax revenues (e.g., property and sales tax) generated by the project's implementation.
- Clearly outline the community's financial contribution, ensuring it meets the minimum 50% requirement

3. Issue:

- Describe the specific challenges or issues facing your community and articulate how the proposed project aims to address them effectively.

4. Project Objective and Measurable Outcomes (Criteria 3):

- Explain the anticipated benefits of the project for both the local community and Dodge County.
- Clearly define measurable project outcomes and establish criteria for assessing the project's impact on the community and Dodge County.

5. Community Actions and Project Partners (Criteria 4):

- Detail any prior work or initiatives undertaken to address the identified issue, demonstrating the community's commitment and efforts to find solutions.
- Identify public and private partnerships collaborating on the project.

6. Project Feasibility and Implementation (Criteria 5):

- Outline how the project will be completed
- Provide a comprehensive timeline for project completion, highlighting key milestones and actions taken to ensure timely execution.

7. Additional Information:

- Any other pertinent details or documentation that support the project proposal may be included here.





Section 5.

REVIEW PROCESS

Grant Review Process

The Community Development Grant Fund utilizes a multi-stage review process to ensure a fair and thorough evaluation of all applications.

1. Initial Quarterly Review:

- The Community Development team conducts a thorough initial review of all applications received within each quarterly application period. This review verifies completeness and ensures applications meet the program's minimum requirements.
- Applications that meet program criteria are forwarded to the Advisory Committee for further consideration. Incomplete applications or those with deficiencies are returned to the applicants with details on how to address the issues.

2. Formal Review:

- Applicants will be invited to present their proposals to the Advisory Committee. This presentation is an opportunity for applicants to showcase their project in detail and answer any questions the Committee may have.
- Following presentations, the Advisory Committee will assess each application against specific program criteria. The Committee will develop a summary of their analysis, capturing key strengths and weaknesses in relation to the program criteria.
- Upon completion of the review, acceptable proposals are forwarded to the Executive Committee for further consideration.

3. Recommendation and Final Action:

- The Executive Committee receives and reviews the recommended proposals from the Advisory Committee. Based on their review, the Executive Committee will make final application decisions.

4. Notice of Award:

- For approved applications, the Executive Committee takes final action by awarding grant funds and identifying terms to be included in the formal grant agreement. The County Corporation Counsel will then prepare this agreement between the County and the recipient community.

5. Notifications:

- All applicants will be notified of the final funding decision. Those receiving awards will receive a Notice of Award, while those whose proposals were not chosen will receive a Rejection Notification outlining the reasons for the decision.

Section 6.

GRANT DISPERSEMENT & CLOSE OUT

Grant Agreement

- The agreement outlines the terms and conditions of the grant, including reporting requirements and compliance measures.
- The agreement involves tailoring the payment plan to suit each project's specific needs, offering flexibility with partial upfront disbursements, and reimbursing the remainder accordingly.

Reporting Requirements for Grantees:

- Grantees are required to submit progress report when project is half-way completed to the Administration Office detailing the status of project implementation.
- These reports should include updates on project milestones achieved, expenditures incurred, and any challenges encountered during implementation.
- Grantees must maintain accurate financial records documenting the use of grant funds.
- Financial reports, including budget expenditures and revenue sources, may be requested by the Administration Office to ensure transparency and accountability.
- Upon completion of the project, grantees are obligated to submit a final report to the Administration Office. This report should provide a comprehensive overview of project outcomes, including any measurable impacts achieved.
- The Administration Office may request proof of final completeness to confirm that the project objectives have been achieved satisfactorily.

Non-Compliance with Timeline:

- In cases where grantees fail to meet project timelines or milestones as specified in the grant agreement, the County reserves the right to clawback funds.
- Funds may be reclaimed if significant delays or deviations from the agreed-upon timeline occur without valid justification.

Opportunity to Reapply:

- Grantees whose projects do not meet initial funding criteria or experience funding clawback may have the option to reapply in future grant cycles.
- Reapplication procedures and deadlines will be communicated to grantees, providing them with an opportunity to address any deficiencies and submit revised proposals for consideration.

Section 7.

APPENDIX

GRANT APPLICATION SCORING GUIDE

Community Development Fund - Project Scoring Criteria

Please limit responses for each criteria to 250 words



General Information

Project Name	<hr/>	
Municipality/Organization	<hr/>	
Prepared By:	<hr/>	
Date	<hr/>	Amount Requested <hr/>
Phone Number	<hr/>	
Email	<hr/>	

Rating Scale Guide:

0 -2	3 -4	5 -6	7 -8	9 -10
Significant Weakness (Poor)	Somewhat Deficient (Fair)	O.K. (Average)	Very Good (Above Average)	Excellent

	Weighted Factor	Average Score
Criteria #1 Summary Define the project need, project description, and desired outcome	10%	0.00
Criteria #2 Financial Analysis Provided detail description of project costs, pro forma, as well as dollars contributed by funding sources	25%	0.00
Criteria #3 Community and County Benefits Projects financial return on investment (i.e., increased property value/sales tax generated). Include non-financial quality of life benefits	25%	0.00
Criteria #4 Project Partners Identify all public and private partners; include contact information for partners	20%	0.00
Criteria #5 Timely Completion Identify project timeline; include anticipated dates for project start, milestones, and substantial completion	15%	0.00
Criteria #6 Other Funding Sources Describe other funding sources explored/available; describe whether/how project scope would be scaled if only partial funding awarded	5%	0.00
	Total Score	0
Deduct 1 point if the applicant received a Dodge County Community Development Grant within the past year		
	Final Score	0



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