

CHIPPEWA COUNTY
ECONOMIC DEVELOPMENT COMMITTEE
SPECIAL MEETING
APRIL 14, 2021
WEBEX CONFERENCE CALL
4:30 PM

DUE TO THE COVID-19 PANDEMIC THIS MEETING IS BEING HELD VIA CONFERENCE CALL TO COMPLY WITH THE SOCIAL DISTANCING GUIDELINES. IF YOU ARE A MEMBER OF THE PUBLIC AND WISH TO SPEAK, PLEASE CALL THE DIAL IN NUMBER AND THE COMMITTEE CHAIR WILL ACKNOWLEDGE YOU AT THE APPROPRIATE TIME ON THE AGENDA.

MEETING PHONE NUMBER: 1-415-655-0001

MEETING NUMBER (ACCESS CODE): 182 058 2762

MEETING PASSWORD: 04142021

1. CALL TO ORDER

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Lee McMenamin	Chippewa County	District 4 (Chair)	Present	
Tom Thornton	Chippewa County	District 5 (Vice-Chair)	Present	
Don Hauser	Chippewa County	District 6	Present	
Ronald McGill	Chippewa County	District 15	Present	
Annette Hunt	Chippewa County	District 13	Present	

Others present in person: Randy Scholz, Charlie Walker, Todd Pauls, Doug Clary. Present remotely: Tobi LeMahieu, Lynn Nelson, Brad Hentschel, and representatives from Project Clementine, Project Helicopter and Project Silver Dollar. Recorder: Lisa Merrell

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

4. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tom Thornton, District 5 (Vice-Chair)
SECONDER:	Don Hauser, District 6
AYES:	McMenamin, Thornton, Hauser, McGill, Hunt

1. Approve the agenda
2. Schedule next meeting date - May 5, 2021 at 4:30 PM

5. REPORTS

Economic Development Committee

Minutes
Special Meeting

Webex Conference Call

April 14, 2021
4:30 PM

1. Chippewa County Economic Development Corporation Update - Charlie Walker
Walker reported on events scheduled for Economic Development week. On May 11th they will be holding an event at the Country Fest grounds from 5-7 p.m. for five entrepreneurs to give their pitches. The attendance is limited to 100 people. The winner will receive a \$5,000 prize. On May 12th they will have an open house at the Chippewa Valley Innovation Center.

6. BUSINESS ITEMS

1. Res. 15-21: Resolution to Authorize Acceptance of the Community Development Block Grant Award for Grant Funding to Establish a Microenterprise Business Grant Program and to Authorize an Agreement with the West Central Wisconsin Regional Planning Commission to Administer the Microenterprise Grant Program on Behalf of Chippewa County - Randy Scholz

Scholz explained that the County Board approved going forward with the application for the microenterprise grants. They accepted our request to apply, and Regional Planning has been leading this, with Chippewa County as the lead County. Nelson introduced Tobi LeMahieu, who is part of their finance management staff for Regional Planning. She works with businesses for their consolidated loan program, and she will head up this program.

LeMahieu stated the County was able to submit the application and did get the grant awarded recently. The award included \$510,000 to be used for business grants, and \$66,300 for grant administration and implementation of the program. Eligibility requirements for the program include that the business must be small (five or fewer employees including the owner), they have to be located in West Central Wisconsin (excluding the City of Eau Claire), and there is only one grant allowed per family and per business. The owner must be a person of low or moderate income.

They are hoping to market the program starting May 1st and allow for a month of marketing. They plan to meet with the Economic Development directors in late April to talk about the program and eligibility requirements and disseminate the applications.

After 30 days of marketing, the application acceptance period will be June 1st to June 15th on a first come-first served basis. They anticipate reviewing the applications in late June, and in early July the reimbursement requests would be sent to the State of Wisconsin. An award announcement would be made in early to mid-August. If not all grant funds are administered, they will do another round, probably in September.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 4/20/2021 6:00 PM
MOVER:	Don Hauser, District 6	
SECONDER:	Tom Thornton, District 5 (Vice-Chair)	
AYES:	McMenamin, Thornton, Hauser, McGill, Hunt	

2. The Committee will convene in Closed Session pursuant to Wisconsin State Statutes Sec. 19.85(1)(e) "Deliberating or negotiating the purchase of public properties . . . or conducting other specified business, whenever competitive or bargaining reasons require a closed session" (Discuss and take possible action on Project Clementine regarding land located within the Lake Wissota Business Park).
Meeting convened in closed session at 4:47 PM.

Individuals present in closed session: Thornton, McMenamin, Hauser, McGill, Hunt, Randy Scholz, Doug Clary, Todd Pauls, Charlie Walker, Lisa Merrell, Brad Hentschel, and representatives from Project Clementine.

Economic Development Committee

Minutes
Special Meeting

Webex Conference Call

April 14, 2021
4:30 PM

RESULT: APPROVED [UNANIMOUS]
MOVER: Tom Thornton, District 5 (Vice-Chair)
SECONDER: Annette Hunt, District 13
AYES: McMenamin, Thornton, Hauser, McGill, Hunt

The Committee will reconvene to open session to continue with the agenda.
Meeting reconvened to open session at 5:12 PM.

RESULT: APPROVED [UNANIMOUS]
MOVER: Annette Hunt, District 13
SECONDER: Don Hauser, District 6
AYES: McMenamin, Thornton, Hauser, McGill, Hunt

3. The Committee will convene in Closed Session pursuant to Wisconsin State Statutes Sec. 19.85(1)(e) "Deliberating or negotiating the purchase of public properties . . . or conducting other specified business, whenever competitive or bargaining reasons require a closed session" (Discuss and take possible action on Project Helicopter regarding land located within the Lake Wissota Business Park).
Meeting convened in closed session at 5:14 PM.

Individuals present in closed session: Thornton, McMenamin, Hunt, Hauser, McGill, Randy Scholz, Doug Clary, Todd Pauls, Charlie Walker, Brad Hentschel, Lisa Merrell, and a representative from Project Helicopter.

RESULT: APPROVED [UNANIMOUS]
MOVER: Tom Thornton, District 5 (Vice-Chair)
SECONDER: Annette Hunt, District 13
AYES: McMenamin, Thornton, Hauser, McGill, Hunt

The Committee will reconvene to open session to continue with the agenda.
Meeting reconvened to open session at 5:31 PM.

RESULT: APPROVED [UNANIMOUS]
MOVER: Don Hauser, District 6
SECONDER: Ronald McGill, District 15
AYES: McMenamin, Thornton, Hauser, McGill, Hunt

4. The Committee will convene in Closed Session pursuant to Wisconsin State Statutes Sec. 19.85(1)(e) "Deliberating or negotiating the purchase of public properties . . . or conducting other specified business, whenever competitive or bargaining reasons require a closed session" (Discuss and take possible action on Project Silver Dollar regarding land located within the Lake Wissota Business Park).
Meeting convened in closed session at 5:33 PM.

Economic Development Committee

Minutes
Special Meeting

Webex Conference Call

April 14, 2021
4:30 PM

Individuals present in closed session: Thornton, McMenamin, Hauser, McGill, Hunt, Randy Scholz, Doug Clary, Todd Pauls, Charlie Walker, Brad Hentschel, Lisa Merrell, and a representative from Project Silver Dollar.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tom Thornton, District 5 (Vice-Chair)
SECONDER:	Don Hauser, District 6
AYES:	McMenamin, Thornton, Hauser, McGill, Hunt

The Committee will reconvene to open session to continue with the agenda.
Meeting reconvened to open session at 6:05 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tom Thornton, District 5 (Vice-Chair)
SECONDER:	Annette Hunt, District 13
AYES:	McMenamin, Thornton, Hauser, McGill, Hunt

7. COMMUNICATION

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

Thornton asked that the contribution to the CVIC be discussed at the next meeting.

9. ADJOURN

Meeting adjourned at 6:07 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Don Hauser, District 6
SECONDER:	Ronald McGill, District 15
AYES:	McMenamin, Thornton, Hauser, McGill, Hunt



STATEMENT OF EXPLANATION

Resolution No. 15 - 21

**RES. 15-21: RESOLUTION TO AUTHORIZE ACCEPTANCE OF THE
COMMUNITY DEVELOPMENT BLOCK GRANT AWARD FOR GRANT
FUNDING TO ESTABLISH A MICROENTERPRISE BUSINESS GRANT
PROGRAM AND TO AUTHORIZE AN AGREEMENT WITH THE WEST
CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION TO
ADMINISTER THE MICROENTERPRISE GRANT PROGRAM ON BEHALF OF
CHIPPEWA COUNTY - RANDY SCHOLZ**

Approval of this resolution will formally accept the grant Award from the Microenterprise Grant Application that was approved by the County Board on February 9, 2021, pursuant to Resolution No. 08-21. That resolution approved the filing of an application by the West Central Wisconsin Regional Planning Commission (WCWRPC) on behalf of Chippewa County as the lead county of the region, defined as the counties of Barron, Clark, Chippewa, Dunn Eau Claire (excluding the City of Eau Claire), Polk and St. Croix, for a CDBG-CV (Community Development Block Grant Coronavirus) Program grant award, for the development of a Microenterprise Grant Program for Chippewa County to administer. This economic development project will establish a Microenterprise Grant Program to provide \$5,000 grants to small, economically disadvantaged businesses in West Central Wisconsin (the counties of Barron, Chippewa, Clark, Dunn, Eau Claire, excluding the City of Eau Claire, Polk, and St. Croix). The Microenterprise Grant Program is designed to provide a response to the COVID-19 pandemic by providing direct financial relief to businesses to assist in retaining their operations in the region.

A CDBG-CV grant has tentatively been awarded to Chippewa County in the amount of up to \$576,300, provided that the Award is accepted timely and that other pre-agreement items are completed. Once the Award is accepted and the funding provided, Chippewa County will be acting as the lead county on behalf of the counties in the region to administer these grants.

Since the parties in the Region are involved in a regional business loan fund program originally capitalized with CDBG funds and now staffed by the WCWRPC, Chippewa County will contract with the WCWRPC to implement all aspects of the Microenterprise Grant Program. There will be no cost to Chippewa County as all administrative costs would be covered by the grant. Passage of this resolution will also authorize approval of the attached Administrative Services Agreement between Chippewa County and the WCWRPC to administer the

25 Microenterprise Grant Program on behalf of Chippewa County.

26

Resolution No. 15 - 21

**RES. 15-21: RESOLUTION TO AUTHORIZE ACCEPTANCE OF THE COMMUNITY DEVELOPMENT
BLOCK GRANT AWARD FOR GRANT FUNDING TO ESTABLISH A MICROENTERPRISE BUSINESS
GRANT PROGRAM AND TO AUTHORIZE AN AGREEMENT WITH THE WEST CENTRAL
WISCONSIN REGIONAL PLANNING COMMISSION TO ADMINISTER THE MICROENTERPRISE
GRANT PROGRAM ON BEHALF OF CHIPPEWA COUNTY - RANDY SCHOLZ**

WHEREAS, on February 9, 2021, the County Board approved Resolution No. 08-21 to authorize the West Central Wisconsin Regional Planning Commission (WCWRPC), on behalf of Chippewa County, the Lead County in the West Central Housing Region, to apply for a Community Development Block Grant (CDBG), for the development of a Microenterprise Grant Program; and

WHEREAS, the purpose of the grant funding is to establish a Microenterprise Grant Program to provide \$5,000 grants to small, economically disadvantaged businesses in the west central Wisconsin region, which represents the counties of Barron, Chippewa, Clark, Dunn, Eau Claire, excluding the City of Eau Claire, Polk, and St. Croix; and

WHEREAS, the Microenterprise Grant Program is designed to provide a response to the COVID-19 pandemic by providing direct financial relief to businesses to assist in retaining their operations in the Region; and

WHEREAS, on March 23, 2021, the State of Wisconsin Department of Administration notified County Board Chair Dean Gullickson that Chippewa County, as lead county for the aforementioned Region, had been awarded a CDBG grant of up to \$574,750 for the Microenterprise Grant Program, provided that the Award is formally accepted and that other pre-agreement items are met; and

WHEREAS, the Award was subsequently increased to \$576,300 (\$510,000 program funds + \$66,300 administrative costs) by the State of Wisconsin Department of Administration at the request of the WCWRPC for program implementation reasons; and

WHEREAS, the Award must be formally accepted within 45 days of the notice of the award and all other pre-agreement items and details are spelled out in the attached Letter from the State of Wisconsin Department of Administration to County Board Chair Gullickson; and

WHEREAS, once all pre-agreement documents listed in the Letter to Chair Gullickson are received by the Department of Administration Division of Energy, Housing and Community Resources (Division), then a Grant Agreement will need to be finalized between the Division and Chippewa County before any grants can be approved; and

WHEREAS, once the Award is accepted, the Grant Agreement is finalized, and the CDBG

71 funding approved, Chippewa County will be acting as the lead county on behalf of the
72 aforementioned region to administer the Microenterprise Grant Program; and
73

74 WHEREAS, since the parties in the Region are currently involved in a regional business
75 loan fund program originally capitalized with CDBG funds and now staffed by the WCWRPC,
76 Chippewa County will contract with the WCWRPC to implement and administer all aspects of
77 the Microenterprise Grant Program; and
78

79 WHEREAS, there will be no cost to Chippewa County serving as lead county as all
80 administrative costs incurred by the County will be covered by the \$66,300 of administrative
81 costs allowed by the grant; and
82

83 WHEREAS, to formalize the arrangement between Chippewa County and the WCWRPC
84 to administer the Microenterprise Grant Program, the WCWRPC is requesting that Chippewa
85 County enter into the attached Administrative Services Agreement;
86

87 NOW, THEREFORE BE IT RESOLVED, that the County Board does hereby authorize the
88 County Board Chair and the County Clerk to sign the "Acceptance of the Award" on behalf of
89 Chippewa County to accept the CDBG-CV Award of \$576,300 to be used to develop a
90 Microenterprise Grant Program for businesses in the west central Wisconsin region inclusive of
91 Barron, Chippewa, Clark, Dunn, Eau Claire (but not the City of Eau Claire), Polk and St. Croix
92 counties; and
93

94 BE IT FURTHER RESOLVED, that the attached Administrative Services Agreement
95 between Chippewa County as lead county of the Region and the West Central Wisconsin
96 Regional Planning Commission is hereby approved and the County Board Chair and the County
97 Clerk are authorized to sign said Agreement on behalf of Chippewa County; and
98

99 BE IT FURTHER RESOLVED, that the County Board Chair and the County Clerk are
100 authorized to sign all other documents necessary to secure the CDBG-CV Grant of \$576,300,
101 including signing the Grant Agreement with the State of Wisconsin Department of
102 Administration and Chippewa County, as well as any other documents necessary to implement
103 the Microenterprise Grant Program.
104

105 Forwarded to the County Board by the Economic Development Committee.
106

107 **FINANCIAL IMPACT:**

108 There is no fiscal impact to Chippewa County by passage of this resolution.
109

110 **04/14/2021 Economic Development Committee**
111 **RESULT: FORWARD TO COUNTY BOARD [UNANIMOUS] Next: 4/20/2021 6:00 PM**
112 **MOVER:** Don Hauser, District 6
113 **SECONDER:** Tom Thornton, District 5 (Vice-Chair)
114 **AYES:** McMenamin, Thornton, Hauser, McGill, Hunt
115
116

Approved as to Form:


Todd A. Pauls, Corporation Counsel

4/7/2021


Lori Zwiefelhofer, Finance Director

4/7/2021


Randy B. Scholz, County Administrator

4/7/2021

117

March 23, 2021
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Chippewa County
CDBG-CV Award Amount: \$576,300

ACCEPTANCE OF THE AWARD

This award letter represents the Department of Administration – Division of Energy, Housing and Community Resources' participation in the project. It can be accepted by signing below and returning this to the Division via email to the assigned DEHCR Project Representative listed at the end of the award letter.

AUTHORITY TO SIGN DOCUMENT: The persons signing this Acceptance on behalf of the Grantee certify and attest that the Grantee's respective Resolutions, and/or other related documents, give full and complete authority to bind the Grantee on whose behalf they are executing this document. The persons signing below also acknowledge that the specific provisions of this award letter are not binding upon the Division or the Grantee and that the Division may withdraw this award at any point for any reason.

ACKNOWLEDGEMENT

Grantee:

Signature of Chief Elected Official

Date Signed

Dean Gullickson
Printed Name of Chief Elected Official

County Board Chair
Title of Chief Elected Official

Signature of Clerk

Date Signed

Jaclyn J. Sadler
Printed Name of Clerk

County Clerk
Title of Clerk



STATE OF WISCONSIN

DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
Susan Brown, Division Administrator

March 23, 2021

Mr. Dean Gullickson, County Board Chair
Chippewa County
711 N. Bridge Street
Chippewa Falls, WI 54729

RE: Chippewa County 2021 Community Development Block Grant for CV Project Award and Pre-Agreement Requirements

Dear Chairman Gullickson:

Thank you for your recent Community Development Block Grant for the CV project proposal to provide financial assistance to LMI microenterprise businesses in Barron, Chippewa, Clark, Dunn, Eau Claire, Polk and St. Croix counties. On behalf of Governor Tony Evers and Secretary Joel Brennan, I am pleased to inform you that the Wisconsin Department of Administration (DOA) will award up to \$574,750 for this CDBG-CV project.

The U.S. Department of Housing and Urban Development (HUD) provides federal funding to states through the Community Development Block Grant (CDBG) program. Wisconsin uses this federal funding to provide affordable housing, suitable living environments, and expanded economic opportunities for persons with low and moderate incomes.

To ensure that your CDBG Application meets federal HUD regulations and program goals, the DOA Division of Energy, Housing and Community Resources (DEHCR) has reviewed your Grant Application.

The unit of general local government (UGLG) receiving this CDBG award is referred to as the "Grantee" within this letter. Information regarding CDBG requirements and a list of documents that must be submitted to finalize the CDBG Grant Agreement are provided on pages 4-6 of this letter. The Grantee has **forty-five (45) days** from the date of this letter to sign and return the Acceptance of Award on page 3 and submit the pre-agreement items listed under "Documents Submission" on pages 4-6.

After the Division receives these items, the Grantee will be contacted by the assigned CDBG project representative to further discuss the terms and conditions of this CDBG-CV award to help ensure the successful administration of this project under HUD guidelines. Certain compliance requirements must be met and the grant agreement must be executed **prior to** construction starting for the project.

March 23, 2021

Page 2 of 6

Chippewa County

CDBG-CV Award Amount: \$574,750

Again, congratulations and thank you for your efforts in helping our communities prosper and maintain a high quality of life for all Wisconsin residents.

Sincerely,

DocuSigned by:

Susan Brown

F23F3E38A24C4FE...

Susan Brown, Division Administrator

Division of Energy, Housing and Community Resources

Attachments: 6

cc: Jaclyn J. Sadler, County Clerk, Chippewa County
Lynn Nelson, Executive Director, West Central Wisconsin Regional Planning Commission
David Pawlisch, Director, Bureau of Community Development, DEHCR
Kristine Haskin, Budget and Policy Analyst – Advanced, DEHCR

Attachment: Letter to County Board Chair with Original CDBG Microenterprise Grant Award - \$574,750 (15 - 21 : Resolution to Authorize

ACCEPTANCE OF THE AWARD

This award letter represents the Department of Administration – Division of Energy, Housing and Community Resources’ participation in the project. It can be accepted by signing below and returning this to the Division via email to the assigned DEHCR Project Representative listed at the end of the award letter.

AUTHORITY TO SIGN DOCUMENT: The persons signing this Acceptance on behalf of the Grantee certify and attest that the Grantee’s respective Resolutions, and/or other related documents, give full and complete authority to bind the Grantee on whose behalf they are executing this document. The persons signing below also acknowledge that the specific provisions of this award letter are not binding upon the Division or the Grantee and that the Division may withdraw this award at any point for any reason.

ACKNOWLEDGEMENT

Grantee:

Signature of Chief Elected Official

Date Signed

Dean Gullickson
Printed Name of Chief Elected Official

County Board Chair
Title of Chief Elected Official

Signature of Clerk

Date Signed

Jackie Sadler
Printed Name of Clerk

County Clerk
Title of Clerk

CDBG REQUIREMENTS AND PRE-AGREEMENT DOCUMENTS SUBMISSION

Specific procedures must be followed prior to undertaking CDBG activities. The Grantee must comply with applicable federal and state regulations and other grant requirements. Failure to comply with the regulations governing the CDBG program may result in this award being rescinded.

The grant award of up to \$574,750 represents approximately 100% of the proposed project costs. Total costs for this project are estimated to be \$574,750. The Grantee must contribute other funds above the grant award amount if necessary to successfully complete the project.

PROJECT ADMINISTRATOR TRAINING

All CDBG project administrators are required to attend implementation training sessions, as scheduled by the Division. The 2021 Grantees must attend implementation training once it is scheduled. Training information will be posted on the Bureau of Community Development website and Grantees will receive notification when training is available.

PROCUREMENT PROCESS

Regulations require each CDBG Grantee follow its local procurement policy. The Grantee must use procurement procedures that comply with federal, state, and local regulations for purchases and contracts funded in whole or in part with CDBG dollars. The Grantee's procurement policy must be submitted to and reviewed by the Division prior to the Grantee receiving any funding. **The Division cannot release CDBG funds for contracted materials and services that have been improperly procured.**

Refer to Chapter 3 of the CDBG Implementation Handbook, available on the Bureau of Community Development's website at <https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>, for procurement and contracting guidance. The Grantee must adhere to competitive sealed bid requirements for public works construction contracts of more than \$25,000 under Wisconsin Statutes (§59.03; §60.47; §61.54-57; §62.15; and §66.0901). Procurement through competitive proposal is most appropriate for engineering, grant administration, and related professional services. Grantees may choose to use simplified acquisition procedures for other services and goods that cost \$50,000 or less, per State CDBG policy. Records verifying that the appropriate procurement procedures were followed must be maintained in the Grantee's CDBG project files.

ENVIRONMENTAL REQUIREMENTS

An Environmental Review Record and the affiliated actions must be completed for the project and an Environmental Certification letter must be issued by the Division's Environmental Compliance Officer prior to construction activities beginning. Starting construction activities prior to meeting environmental compliance certification requirements will disqualify the project from CDBG funding eligibility. The environmental specifications for CDBG projects are provided in Chapter 4 of the CDBG Implementation Handbook.

SEMI-ANNUAL & ANNUAL REPORTING

Semi-annual and annual reporting for the CDBG project is required. The Grantee must submit the reports in accordance with Chapter 9 of the current CDBG Implementation Handbook and the CDBG Grant Agreement. Grantees that accept a CDBG award must submit the applicable reports for the first reporting period for semi-annual reporting period ending September 30, 2021, regardless of whether the CDBG Grant Agreement has or has not been fully executed. The Grantee shall report all activities from the Award Date (i.e., the date of this letter) through the end of the reporting period ending September 30, 2021.

DOCUMENTS SUBMISSION

Pre-Agreement Documents:

All information provided in the CDBG Application is subject to further verification and review by the Division upon request. The Grant Agreement will be finalized, contingent upon the Division receiving and approving the following pre-agreement documentation:

1. A copy of the Grantee's procurement policy.
2. A list of executed contracts for CDBG project-related services and method of procurement used for each.
3. A completed Financial Management Contact Person form (attached with this letter).
4. A completed Depository Certification form (attached with this letter).
5. A completed Signature Certification form (attached with this letter).
6. A completed W-9 [Request for Taxpayer Identification Number (TIN) Certification] form, using the form linked on the Wisconsin Department of Administration (DOA) SCO Supplier Maintenance website – Supplier webpage at:
<https://doa.wi.gov/Pages/StateFinances/SCO-Vendor-Supplier-maintenance.aspx>.
7. A completed DOA-6460 New Supplier Form (attached with this letter) and accompanying bank documentation (required if the bank account the UGLG will be using for the CDBG funding deposits has not been previously registered with the State of Wisconsin Department of Administration after 2015).
8. A completed DOA-6456 Authorization for Electronic Deposit form (attached with this letter) and accompanying bank documentation. If the Grantee would like to receive a paper check instead of having CDBG funds deposited electronically, contact your assigned DEHCR Program Representative to obtain the appropriate form.
9. An updated project budget, reflecting the CDBG award and any changes to funding or projected costs, if applicable, using the budget form previously provided with the CDBG Application materials (also attached with this letter). The project budget must be adjusted to reflect the maximum administration allowance of 13%. The microenterprise assistance will be \$508,628 and the administration budget will be \$66,122.

Please respond with the requested items in the Pre-Agreement section above within forty-five (45) days from the date of this letter. Email the requested documentation and information to the assigned DEHCR Project Representative listed at the end of the award letter.

Pre-Project Documents:

The following documents are required prior to the start of any construction or activity under this contract and the Division's disbursement of CDBG funds for the CDBG project:

- A fully executed CDBG Grant Agreement between the Division and Grantee (signed by all parties).
- A completed Environmental Review Record (including an Environmental Assessment, if required) and issuance of the Environmental Certification letter from the Division's Environmental Compliance Officer. If you require assistance with the Environmental Review Record please contact the Environmental Desk at: DOAEnvironmentalDesk@wisconsin.gov
- Documentation of compliance with applicable federal labor standards and Federal Davis-Bacon Wage Rates for any construction funded, in whole or in part, with CDBG funds. An overview of the Davis-Bacon federal labor standards and requirements is provided in Chapter 7 of the CDBG Implementation Handbook.
- Copies of the competitive procurement solicitation (e.g., the Request for Proposals [RFP]) and the advertisement for the RFP, if applicable, and the executed contract between the Grantee and the contracted grant administrator if the Grantee has contracted with another party for grant administration services. Only submission of the executed contract and documentation verifying the Grantee followed the local procurement policy in selecting and contracting with the grant administration firm are required if the Grantee is not using CDBG funds to directly pay for this activity.

Please contact your assigned DEHCR Project Representative if you have any questions or concerns. We congratulate you on this 2021 grant award and we look forward to working with you to ensure successful completion of the CDBG project.

Assigned DEHCR Project Representative:
Amanda Knack, Grants Specialist – Advanced
608-225-5879
amanda.knack@wisconsin.gov

**Administrative Services Agreement between
Chippewa County
and the
West Central Wisconsin Regional Planning Commission
for the Microenterprise Grant Program**

I. Introduction

This agreement is entered into by and between the West Central Wisconsin Regional Planning Commission (hereinafter referred to as the Commission) and Chippewa County, Wisconsin (hereinafter referred to as the County).

Witnesseth That:

WHEREAS, the Commission is a regional planning agency duly constituted pursuant to the provisions of Section 66.0309, Wisconsin Statutes, that is authorized to enter into contracts to provide technical planning assistance to local governments and/or private entities; and

WHEREAS, the County has been awarded Community Development Block Grant-Coronavirus (CDBG-CV) funds by the Wisconsin Department of Administration (DOA); and

WHEREAS, the CDBG-CV funds will be used to provide \$5,000 grants to small, low-or-moderate income businesses in Chippewa, Barron, Clark, Dunn, Eau Claire (but not the City of Eau Claire), Polk and St. Croix Counties for the purposes of recovery from the COVID-19 pandemic; and

WHEREAS, the County has determined that, in order to administer the grant in an efficient, economical, and effective manner, it is necessary to procure professional administrative and grant management services.

NOW, THEREFORE, in consideration of the mutual covenants and agreements as hereinafter set forth, the parties to this agreement do hereby agree to the following:

II. Scope of Services to be Performed by the Commission

The Commission will manage the CDBG-CV program and will work with County staff to ensure administrative compliance with all grant requirements as specified in the Grant Agreement between the County and DOA and the current Wisconsin CDBG Implementation Handbook. Representative duties include:

A. Management of the CDBG-CV Program

1. Set up program processes, application, forms, files, etc.
2. Advertise program.
3. Answer questions from potential business grant applicants or other interested parties.
4. Accept and process business grant applications.
5. Communicate with applicants regarding incomplete applications and gather required documentation.
6. Schedule and facilitate grant review committee.
7. Announce award recipients.
8. Communicate with applicants regarding grant status.
9. Coordinate drawdown of CDBG funds.
10. Disburse funds to grantees.
11. Report back to the County on grants provided by the program.
12. Initiate another round of grant funding, if funding is still available after initial round.

B. Administration of the CDBG-CV Program

1. Provide Department of Administration contract clarification/follow-up assistance, as necessary.
2. Establish and maintain CDBG project and financial records.
3. Organize and submit all documentation related to the project that is requested or required by DOA.
4. Coordinate all activities that are required for completion per the CDBG Grant Agreement between the County and DOA, such as semi-annual reporting, monitoring, project closeout, etc.

III. Responsibilities of the County

- A. The County will have final responsibility for compliance with all CDBG requirements as specified in the Grant Agreement between DOA and the County.
- B. The County agrees that its officers, elected officials, and employees will cooperate with Commission staff in the performance of the services specified in this agreement.
- C. The County will assist in conducting financial drawdowns, setting up appropriate checking accounts, completing transfers, etc.
- D. The County will be responsible for an audit of the CDBG records, if required.

IV. Time Schedule

- A. The aforementioned services and items of work shall be performed during the period beginning on March 23, 2021 and ending on the date that coincides with the completion of the term of the Grant Agreement between DOA and the County, unless such period is amended by mutual agreement between the County and the Commission.
- B. The Commission and County shall reserve the right to cancel this agreement upon thirty (30) days notice to either party if either party determines that the other party has not performed properly in any substantial respect or if either party determines that the other party has failed, neglected, or refused to carry out the terms of this agreement.

V. Financial Payments

- A. It is expressly agreed by and between the parties to this agreement that the aforementioned services will be provided at a cost not to exceed \$66,300 unless mutually agreed upon by both parties. This fee is covered in full by the CDBG-CV grant to Chippewa County.
- B. Payments will be made to the Commission by the County in response to invoices submitted by the Commission.
- C. The services to be completed by the Commission under this agreement shall be performed in a reasonable and professional manner, acceptable to the County and its staff.
- D. In the event that the County decides to discontinue work under this agreement before its completion, due to no fault on the part of the Commission, the Commission will charge the County only for work completed.

VI. Title VI Non-Discrimination

During the performance of this contract, the contractor assures that no person shall on the grounds of race, color, religion, national origin, sex, disability, or veteran status as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (P.L. 100.259), and the U.S. Department of Transportation implementing regulations be excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination in the execution of this contract. The Commission's services will also be performed in accordance with the *West Central Wisconsin Regional Planning Commission Title VI Plan—Language Assistance Plan and Public Participation Plan* adopted September 11, 2014, and as amended January 14, 2021.

VII. Miscellaneous Provisions

- A. It is hereby understood and agreed upon by both parties thereto that this agreement is for the provision of certain, defined services, as set forth in Section II. In this respect and in its capacity under this agreement, the Commission and its employees, agents and officers are performing on an independent contractor basis and in no event shall the Commission, its agents, employees, or officers be considered to constitute agents, employees, or officers of the County.
- B. The Commission shall not assign, transfer, or subcontract this agreement without the approval of the County.

- C. This agreement may be modified or amended in writing by mutual agreement of the Commission and the County.
- D. The Commission shall furnish full workman's compensation coverage for all Commission employees.
- E. In the event a dispute arises regarding the performance of a party under this agreement, the parties shall meet and attempt to resolve the dispute. If the parties are unable to resolve the dispute, either party may terminate this agreement, subject to the notice provisions in Section IV.B. above. The County shall pay the Commission for any work performed up to the time of termination.
- F. The County and the Commission certify that no payment of money or any form of consideration has been offered to or given to a County employee for the purpose of procuring this agreement.
- G. All communications to the Commission concerning the terms and/or performance under this agreement shall be made to Lynn Nelson, and all communication pertaining hereto to the County shall be made to Randy Scholz.
- H. Each person signing this agreement personally warrants and represents that he or she is duly authorized and empowered to enter into this agreement.

SIGNATURE PAGE

IN WITNESS WHEREOF, Chippewa County and the West Central Wisconsin Regional Planning Commission execute this agreement.

Chippewa County

Dean Gullickson, County Board Chair

Date

Jaclyn J. Sadler, County Clerk

Date

SIGNATURE PAGE

IN WITNESS WHEREOF, Chippewa County and the West Central Wisconsin Regional Planning Commission execute this agreement.

**West Central Wisconsin Regional
Planning Commission**

John L. Frank, Chair

Date

Joe Waichulis, Jr., Secretary/Treasurer

Date



STATEMENT OF EXPLANATION

Resolution No. 08 - 21

RES. 08-21: RESOLUTION TO AUTHORIZE THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION TO DEVELOP A MICROENTERPRISE GRANT PROGRAM

1 Passage of this resolution will authorize Chippewa County, as the lead county of the
2 Housing Region, to apply for a Community Development Block Grant (CDBG) for the
3 development of a Microenterprise Grant Program for Chippewa County to administer. If
4 approved, this economic development project would establish a Microenterprise Grant
5 Program to provide \$5,000 grants to small, economically disadvantaged businesses in West
6 Central Wisconsin (the counties of Barron, Chippewa, Clark, Dunn, Eau Claire, excluding the City
7 of Eau Claire, Polk, and St. Croix). The Microenterprise Grant Program is designed to provide a
8 response to the COVID-19 pandemic by providing direct financial relief to businesses to assist in
9 retaining their operations in the region.

10 Chippewa County will act as the lead county on behalf of the counties in the region to
11 secure CDBG-CV funds for the project as a partnership already exists with the six other counties
12 from Chippewa County's administration of a regional CDBG housing program. In addition, the
13 parties are involved in a regional business loan fund program originally capitalized with CDBG
14 funds and now staffed by the West Central Wisconsin Regional Planning Commission
15 (WCWRPC). Chippewa County will contract with WCWRPC to implement all aspects of the
16 Microenterprise Grant Program. There will be no cost to Chippewa County as all administrative
17 costs would be covered by the grant.

18

Resolution No. 08 - 21

**RES. 08-21: RESOLUTION TO AUTHORIZE THE SUBMISSION OF A COMMUNITY DEVELOPMENT
BLOCK GRANT APPLICATION TO DEVELOP A MICROENTERPRISE GRANT PROGRAM**

WHEREAS, Chippewa County is interested in participating in the Community Development Block Grant Coronavirus (CDBG-CV) program through the Federal government; and

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the development of a Microenterprise Grant Program for Chippewa County to administer; and

WHEREAS, after public meeting and due consideration, the Economic Development Committee recommends that an application be submitted to the State DOA for grant funding for the development of a Microenterprise Program; and

WHEREAS, this economic development project would establish a Microenterprise Grant Program to provide \$5,000 grants to small, economically disadvantaged businesses in West Central Wisconsin (counties of Barron, Chippewa, Clark, Dunn, Eau Claire, excluding the City of Eau Claire, Polk, and St. Croix); and

WHEREAS, the Microenterprise Grant Program is designed to provide a response to the COVID-19 pandemic by providing direct financial relief to businesses to assist in retaining their operations in the region; and

WHEREAS, Chippewa County will act as the lead county on behalf of the region to secure CDBG-CV funds for the project as a partnership already exists with the six other counties from Chippewa County's administration of a regional CDBG housing program and participation in a regional business loan fund program originally capitalized with CDBG funds and now staffed by the West Central Wisconsin Regional Planning Commission (WCWRPC); and

WHEREAS, to effectuate the application process, Chippewa County will contract with WCWRPC to implement all aspects of the Microenterprise Grant Program as it has the knowledge and systems in place to successfully administer the grant program; and

WHEREAS, if the application is approved, there would be no financial impact to Chippewa County as all administrative costs would be covered by the grant; and

WHEREAS, it is necessary for the County Board to approve the preparation and filing of an application for Chippewa County to receive funding from the CDBG-CV Program; and

WHEREAS, the County Board has reviewed the need for the proposed project and the

benefits to be gained therefrom;

NOW, THEREFORE BE IT RESOLVED, that the County Board does hereby approve and authorize the preparation and filing of an application for CDBG-CV funding to establish a Microenterprise Grant Program; and

BE IT FURTHER RESOLVED, that the County Board Chair is authorized to sign all necessary documents on behalf of Chippewa County; and

BE IT FURTHER RESOLVED, that the Economic Development Committee is authorized to take all necessary steps to prepare and file the application for funding under this program in accordance with this resolution.

Recommended for Approval by the Economic Development Committee.

FINANCIAL IMPACT:

There is no fiscal impact to Chippewa County by passage of this resolution as any administrative costs would be covered by the grant funding.

02/9/2021 County Board
RESULT: APPROVED [13 TO 0]
MOVER: Lee McMenamin, District 4
SECONDER: Tom Thornton, District 5
AYES: Gullickson, Sikorski, Steele, Schmitt, McMenamin, Thornton, Hauser, Mickelson, Shipman, Kervina, Ives, Hunt, Hull
AWAY: David Eisenhuth

History:

02/03/21 Economic Development Committee FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls
 Todd A. Pauls, Corporation Counsel

1/26/2021

Lori Zwiefelhofer
 Lori Zwiefelhofer, Finance Director

1/26/2021

Randy B. Scholz
 Randy B. Scholz, County Administrator

1/26/2021