

Wednesday, May 17, 2023

11:00 AM

McFarland Municipal Center
Conference Room A

AGENDA

You are invited to this meeting through a Zoom webinar. The public may attend in-person or remotely through the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/85638387610>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 856 3838 7610

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Finance Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to finance@mcfarland.wi.us to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the April 25, 2023 meeting.

4. BUSINESS.

- a. Discussion and action to create Chapter 13 of the Fiscal Policy Manual as the Community Grant Policy.
- b. Discussion regarding the creation of Chapter 14 of the Fiscal Policy Manual as the Affordable Housing Fund Policy.

5. SCHEDULE NEXT MEETING DATE.

- a. Thursday, June 15, 2023 at 11:00 am.

6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND
Finance Committee Minutes
Tuesday, April 25, 2023 - 11:00 AM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Hilary Brandt called the regular meeting of the Finance Committee to order at 11:00 AM in Conference Room A.

Members present: Hilary Brandt, Stephanie Brassington, Michael Flaherty

Members not present: None.

Staff Present: Village Administrator Matt Schuenke

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Finance Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to finance@mcfarland.wi.us to be included as part of the meeting.*

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.
None.

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the March 23, 2023 meeting.*
Motion by Village Trustee Hilary Brandt, second by Village Trustee Stephanie Brassington, to approve the minutes of the March 23, 2023 meeting. Motion carries 2 - 0 - 1 by acclamation, with Village Trustee Michael Flaherty abstaining.

4. BUSINESS.

- a. *Discussion and action to make a recommendation to the Village Board to create Chapter 13 of the Fiscal Policy Manual as the Community Grant Policy.*
Motion by Village Trustee Hilary Brandt, second by Village Trustee Michael Flaherty, to recommend approval to the Village Board to create Chapter 13 of the Fiscal Policy Manual as the Community Grant Policy, with the softening of the language regarding the criminal background check before being presented to the Village Board. Motion carries 3 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

a. Thursday, May 18, 2023 at 11:00 am.

Meeting was changed to May 17th at 11:00 am.

6. ADJOURNMENT.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Michael Flaherty, to adjourn at 11:50 am.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Jennifer Haried
Accountant/Deputy Treasurer

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, May 17, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to create Chapter 13 of the Fiscal Policy Manual as the Community Grant Policy.

PREVIOUS ACTION:

This matter was introduced to the Finance Committee at its meeting on January 19, 2023.

The draft policy was discussed at the last meeting on March 23, 2023.

The final draft of the policy was reviewed at their meeting on April 20, 2023 in which they unanimously recommended approval.

The Village Board took up the recommendation of the Committee to consider the policy at its meeting on May 9, 2023 and took action to have the Committee further review eligibility requirements.

ISSUE SUMMARY:

The Village Board adopted the 2022 Budget with funding to support a Community Grant Program. The funds are carried within the General Fund and meant to serve various community efforts to be determined through the creation of this policy. This funding was again carried forward and approved in the 2023 Budget cycle as well. With the funds now established, the creation of a policy is meant to guide how the funds can be accessed and used.

Please find enclosed the draft proposed Chapter 13 as the Community Grant Program Policy.

The Finance Committee worked on this over the course of three meetings this year looking at comparables where applicable and talking about the impact of these funds in relation to the requirements created. Staff will develop an application in which groups that qualify can apply to. Staff will further verify the application and send to Committee for review and recommendation. The Village Board ultimately holds the final decision on the application and in the process consider the recommendation from Committee.

That is the process that was proposed to the Village Board at their last meeting following recommendation of this Committee. The board requested the Committee further review eligibility requirements for foundations that may act as a pass through of funds. It was further requested legal guidance be provided on the matter and Staff is looking to have that provided in time for the meeting.

FINANCIAL/BUDGET IMPACT:



The 2022 Budget allocated \$12,500 for this purpose of which \$5,000 was committed last year to a request from the McFarland Community Festival. The remaining \$7,500 will be assigned for this purpose in fund balance and be joined with \$12,500 budgeted in 2023. Total availability of funds presently is \$20,000. Unspent funds from year to year will continue to be assigned within fund balance and tracked by the Village Auditor.

VILLAGE PLAN REFERENCE:

[Village Fiscal Policy Manual](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Possible action:

Motion, second to approve the creation of Chapter 13 of the Fiscal Policy Manual as the Community Grant Policy with revisions to be determined following review.

ATTACHMENTS:

1. Chapter 13 - Community Grant Program 05092023 DRAFT mgs

CHAPTER 13 Community Grant Program

SECTION 13.01 Program Description

The Village of McFarland recognizes that support within the Community exists and develops in many different facets. In order to foster programs and ideas for the good of the Community, this Community Grant Program is created to catalyze projects that improve our local quality of life within the eligible activities.

SECTION 13.02 Purpose

The purpose of this policy is to provide uniform guidelines to:

- (a) Provide a framework for the fair and transparent disbursement of public funds in support of this program;
- (b) Ensure that all applicants to the program are treated fairly and equitably;
- (c) Minimize administrative oversight and encourage consistency in the application process; and
- (d) Provide Village Board and Staff with guidance on appropriate expenditures, record keeping, and reporting expenses related to this program.

SECTION 13.03 Eligibility

- (a) Community organizations that are an active group or organization that regularly meets within the Village of McFarland that is tax exempt pursuant to Section 501(c)(3) of the Internal Revenue Code or that provide charitable services, sponsorships, or donations within the Community without discrimination on the basis of sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military status, or any other legally protected status.

- (b) The following entities are not eligible to apply for the grant program:
 - (1) Individual Applicant.
 - (2) Organizations awarded more than one (1) application within the same Village fiscal year.
 - (3) K-12 education institutions (unless said institution has an incorporated, non-profit element that submits an application).
 - (4) Post-secondary educational institutions.
 - (5) Religious organizations seeking to use grant proceeds for religious purposes, whether directly or indirectly, as determined by the Village.
 - (6) Foundations or other pass through organizations.

SECTION 13.04 Program Objectives

- (a) Enhances the vibrancy and livability of the Village.
- (b) Demonstrates creativity, innovation, and addresses Community needs.
- (c) Aligns with the goals and objectives of the Village to partner in improving the local quality of life.
- (d) Provides realistic vision on Community impact and outreach.
- (e) Aligns with diversity, equity, and inclusion initiatives of the Village.

SECTION 13.05 Fundable Requests

Funding requests with a strong and realistic plan for success as follows:

- (a) Enhancement of community/neighborhood engagement, special event development, and/or public education.

- (b) Youth mentoring and education.
- (c) New, small capital projects and/or equipment.
- (d) Promotion of health, wellness, food security, and natural care.
- (e) Advancement of sustainable ideas for the better of the local environment.
- (f) Adult education and workforce development.
- (g) Other funding may be considered if in the sole discretion of the Village it is determined the request enhances the quality of life within the Community.

SECTION 13.06 Non-Fundable Requests

The following requests may not be funded in accordance with this policy:

- (a) Annual and/or ongoing capital campaigns including support for debt service or endowment funds.
- (b) Building projects either new construction or remodeling.
- (c) Land acquisition.
- (d) Ongoing maintenance and operational support including personnel expenses.
- (e) Services otherwise supported through the health care system.
- (f) Lobbying.
- (g) Scholarships.
- (h) Sports and recreation events.

SECTION 13.07 Application Submittal

Each request to be submitted to the Village for consideration shall provide the following:

- (a) **Cover Letter.** Included within a separate heading summarizing the request.
- (b) **Application.** Included within Appendix A of this policy. The Application will bring together the relevant information outlining the request proposal the applicant is looking to see funded. This will include but not limited to identifying the organization, funding request, goals/objectives, experience, identifying key personnel, budget, timeline, references, and submittal requirements.
- (c) **Attachments.** Any other supplementary information needing to be attached to the application in order to support the funding request as filed. This area could also include letters of support for the funding request as provided.

SECTION 13.08 Application Evaluation

The following criteria will be applied to the review of applications for funding:

- (a) Request produces meaningful, reasonable, and sustainable outcomes.
- (b) Strengthens and enhances neighborhood/community assets.
- (c) Promotes self-sufficiency of individuals and/or organizations.
- (d) As part of the application evaluation process, the Village shall conduct a criminal background check on representatives responsible for the applicant organization. The following will be among the factors considered in determining whether or not the applicant will be eligible for a funding award based on the results of the background check:
 - (i) The nature and gravity of the offense(s).
 - (ii) The time that has passed since the conviction and/or completion of the sentence.
 - (iii) The nature of the position held by the individual and/or principal member.

- (iv) Procedures and policies in place to ensure the appropriate handling and use of monies.
- (e) Encourages coordination/collaboration with other relevant Community partners.
- (f) Fosters innovation and entrepreneurship.
- (g) Experience of the organization and the individuals responsible for administering the funds.
- (h) Timeline and the realistic nature of implementation.
- (i) Aligned with Village Goals and Objections through the annual Strategic Implementation Plan.
- (j) **Review Process.** Each application submitted shall be reviewed as follows:
 - (i) **Staff Review.** All applications shall be filed with the Administration Department to ensure completeness of the information provided. Completed applications will be forwarded to the Finance Committee for consideration at their next available meeting scheduled at the discretion of the Village.
 - (ii) **Committee Review.** The Finance Committee shall review all applications submitted following Staff determination of completeness. They will review and provide a recommendation as to whether it should be awarded to the Village Board to ensure applications are complete. This recommendation may include to award as requested, award with conditions/modifications, or to not award.
 - (iii) **Board Action.** The Village Board shall receive the recommendation from the Finance Committee and in its sole discretion take action on the request.

SECTION 13.09 Funding Awards

- (a) Grant applications may be requested subject to the availability of funds and within the discretion of the Village. Program funding through this grant may or may not

be the sole financial supporter of projects, as applicants are expected to seek additional resources to accomplish project goals.

- (b) The grant program may provide payment upon award of funding.
- (c) All funding awards subject to the availability of funds as authorized within the Annual Budget by the Village Board for the Village of McFarland.

SECTION 13.10 Final Report

- (a) **Project Summary.** Included within Appendix B of this policy. A Project Summary will bring together the relevant information outlining how the funds were used within the proposal awarded. This will include but not limited to identifying the organization, providing the summary, detailing conclusions, outlining a final budget, and other relevant information needed as applicable.

* * *

Appendix A Application

Appendix B Final Report

Adopted: May 9, 2023

Revised: None

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, May 17, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion regarding the creation of Chapter 14 of the Fiscal Policy Manual as the Affordable Housing Fund Policy.

PREVIOUS ACTION:

March 14, 2022, Village Board adopted Resolution 2022-08, a resolution to create an affordable housing fund and commit funds to support affordable housing projects.

January 19, 2023 the Finance Committee met to discuss the creation of the policy and look various examples.

ISSUE SUMMARY:

Resolution 2022-08 established an Affordable Housing Fund as a special revenue fund (215) to support and incentivize affordable housing projects within the Village. The purpose of this project is to develop a set of policies, procedures and application forms, as applicable, related to how these funds may be utilized in the future by the Village, residents, property owners, or developers. This is a new concept as we currently have not had this type of fund before nor a policy to guide its use.

Staff previously provided some examples of similar funds from other communities in Wisconsin.

Some communities have affordable housing programs that are specifically directed only toward providing small grants or loans to qualified existing single family or duplex owners (housing rehabs), while others might be used strictly for encouraging development of new affordable housing units, either through land purchases or incentives to developers. The former is more typical in larger communities that have dedicated Housing Authorities, public housing, directly receive state/federal housing funds (CDBG), and have housing specific staff. The Committee previously provided direction that at this time the Village should focus the purpose of the fund on projects that result in the development of new affordable housing units, rather than or in addition to, micro loans or grants to qualified existing single family or duplex homes for rehabilitation projects.

Within the packet is a preliminary draft of the new Affordable Housing Fund Policy. Staff will revise the preliminary policies based on Committee discussion and review a track changes copy at the June Committee meeting for possible recommendation to the Village Board. Staff will also create a separate application form for review at a future meeting as well.

FINANCIAL/BUDGET IMPACT:

Resolution 2022-08 authorized a transfer to the new Affordable Housing Fund in the amount of \$75,000 from unassigned fund balance with the General Fund. Additional funding can be considered on an annual basis to build project revenues. Other sources of future fund revenues could be provided through Affordable Housing Extensions of existing Tax Increment Finance



Districts. TIF statutes allow a community to keep a TID open for one additional year before it closes with the increment designated for a local housing fund for activities that benefit affordable housing and improve housing stock. State Statute requires 75% of the funds to be used for affordable housing while the remaining 25% can be used for other housing improvement projects. McFarland won't be able to benefit from this TIF provision until TID #3 closes in 2028; however, at that time the funds can be transferred into the Affordable Housing Fund.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This agenda item is presented for discussion only.

ATTACHMENTS:

1. 2022-08 To Create an Affordable Housing Fund and Commit Funds to Support Affordable Housing Projects
2. Chapter 14 - Affordable Housing Fund Program 05102023 DRAFT

RESOLUTION 2022-08

A RESOLUTION TO CREATE AN AFFORDABLE HOUSING FUND AND COMMIT FUNDS TO SUPPORT AFFORDABLE HOUSING PROJECTS

WHEREAS, the inclusion of affordable housing within the Community provides for a healthy local economy by offering a diverse array of options to individuals and families that otherwise could not afford to live here; that the Village recognizes the value in being a partner to support and incentivize affordable housing projects within the Community;

WHEREAS, the Village recognizes the value in being a partner to support and incentivize affordable housing projects within the Community to create these opportunities for economic growth; and

WHEREAS, the creation of an affordable housing fund can establish parameters by which the Village will be proactive to incentivize opportunities for affordable housing for the benefit of all residents.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of McFarland does hereby create an Affordable Housing Fund (215) as a special revenue fund, and

BE IT FURTHER RESOLVED, that the Village Board authorizes a transfer to the new Affordable Housing Fund in the amount of \$75,000 from unassigned fund balance within the General Fund (100).

Adopted at a regular meeting of the Village Board this 14th day of March, 2022.

APPROVED:


Carolyn A. Clow, Village President

ATTEST:


Cassandra Suettinger, Clerk-Treasurer

RESOLUTION # 2022-08	
MOTION	SECOND
St. Clair	Brassington
ACTION	DATE
Adopted	03/14/2022
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington-Aye	St. Clair-Aye
Clow-Aye	Nelson-Aye
Flaherty-Aye	Wreh-Aye
Rupert-Aye	
VOTING RESULTS	
Motion Carried	7 - 0 - 0
Motion Defeated:	

CHAPTER 14 Affordable Housing Fund Program

SECTION 14.01 Program Description

The Village of McFarland recognizes that the inclusion of affordable housing within the Community provides for a healthy local economy by offering a diverse array of options to individuals and families that otherwise could not afford to live here. The Village's 2023 Housing Needs Assessment identifies a goal to increase the supply of ownership and rental housing units to meet the Village's existing and projected housing needs. The Housing Needs Assessment further describes that the priority for the Village should focus on the unit types that the market is less likely to produce on its own, including affordable ownership and rental units. The Affordable Housing Fund Program is created to support the development of affordable housing units that might not otherwise be feasible within McFarland but for local funding assistance.

SECTION 14.02 Purpose

The purpose of this policy is to provide uniform guidelines to:

- (a) Provide a framework for the fair and transparent disbursement of public funds in support of this program;
- (b) Ensure that all applicants to the program are treated fairly and equitably regardless of outcomes;
- (c) Minimize administrative oversight and encourage consistency in the application process; and
- (d) Provide Village Board and Staff with guidance on appropriate expenditures, record keeping, and reporting expenses related to this program.

SECTION 14.03 Eligibility

- (a) The Village of McFarland.
- (b) Housing developers, including non-profit housing organizations exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code or equivalent, that conduct business without discrimination on the basis of sex, race, religion, creed, color, national origin, age, disability, sexual orientation,

Commented [AB1]: The Village may desire to utilize funding from the program to make a site more attractive for a private housing project.

Commented [AB2]: There are non-profit housing developers that either develop properties themselves or partner with traditional market rate housing developers to bring affordable housing projects forward.

ancestry, marital status, arrest or conviction record, military status, or any other legally protected status.

- (c) The following entities are not eligible to apply for the grant program:
 - (1) Individual homeowners or renters.
 - (2) Organizations awarded more than one (1) application within the same year.
 - (3) Housing developers or non-profits housing organizations that would create housing units exempt from property taxes.

SECTION 14.04 Program Objectives

- (a) Increase the diversity and supply of affordable owner and rental housing units within the Village.
- (b) Align with the goals and strategies of the Village's Housing Needs Assessment, Comprehensive Plan, and any sub-area land use plans of the Village.
- (c) Support the Village's Fair Housing Ordinance, Chapter 29 of the McFarland Municipal Code.
- (d) Provide an alternative form of local housing funding assistance in addition, or in lieu of, requests for impact fee waivers or development incentives through local tax increment finance districts.

SECTION 14.05 Fundable Requests

The following requests may be funded in accordance with this policy:

- (a) Housing, and mixed-use developments, that will result in the creation of new affordable owner or renter occupied housing units. Affordable housing units are generally defined as housing units that are restricted to households with annual income at or below 60% of the Dane County median income at the time of application for a minimum of 30 years, or as determined through an approved development agreement or deed restriction. The Village at its discretion may fund projects that include a mix of affordable and market rate units. Visit www.wheda.com for more information on income limits for the current year.

Commented [AB3]: Note this would likely direct the fund exclusively to multi-family rental developments vs. owner occupied units. For example, this might preclude working with an organization like Habitat for Humanity. This should be discussed by the Committee.

- (b) Affordable housing site due diligence activities including but not limited to property appraisals, surveys, Phase 1 and 2 Environmental Site Assessments, certified survey maps or plats, site concepts and engineering plans, environmental remediation and building demolition to bring a property to shovel ready status for an affordable housing development.
- (c) Village of McFarland acquisition of property that could be marketed and sold, including at below market prices, to developers or non-profit housing organizations pursuing the development of affordable housing developments, including mixed-use affordable housing developments.
- (d) Updates to the Village's Housing Needs Assessment or any other long-range planning efforts that aim to address increasing and improving the Village's affordable housing supply.

SECTION 14.06 Non-Fundable Requests

The following requests may not be funded in accordance with this policy:

- (a) Requests to rehabilitate existing housing units where no new affordable housing units will be created.
- (b) Requests to develop accessory housing units.
- (c) Private developer, or non-profit housing organization, requests to fund the acquisition of property or the demolition of existing buildings which do not include an approved development agreement to construct new affordable housing developments within a specified period of time.
- (d) Housing projects that are not located within the Village of McFarland at the time of application for a building permit.

Commented [AB4]: While these units are a form of affordable housing, they tend to benefit just one property owner and could also be utilized for TRH purposes that runs contrary to the purpose of the fund.

SECTION 14.07 Application Submittal

Each request to be submitted to the Village for consideration shall provide the following:

- (a) **Cover Letter.** Included within a separate heading summarizing the request.

- (b) **Application.** Included within Appendix A of this policy. The Application will bring together the relevant information outlining the request proposal the applicant is looking to see funded. This will include but not limited to identifying the organization, funding request, goals/objectives, experience, identifying key personnel, detailed budget, development proforma, timeline, references, and submittal requirements.
- (c) **Attachments.** Any other supplementary information needing to be attached to the application in order to support the funding request as filed. This area could also include letters of support for the funding request as provided.

Commented [AB5]: To be developed. Likely similar in fashion to development incentive requests through the Village's TIF Districts

SECTION 14.08 Application Evaluation

The following criteria will be applied to the review of applications for funding:

- (a) The type, diversity and total number of housing units proposed.
- (b) The estimated impacts to the Village's property tax base.
- (c) The extent to which the project implements adopted Village housing and land use plans.
- (d) The extent to which the project may serve as a catalyst for the redevelopment of adjacent properties.
- (e) The quality of the proposed site and building design.
- (f) The extent to which the project includes sustainable design features including, but not limited to, solar, geothermal, and EV charging stations.
- (g) The extent to which the project provides supportive services, site and building amenities to owners and renters.
- (h) Experience of the developer or organization.
- (i) Timeline and the realistic nature of implementation.

- (j) As part of the application evaluation process, Village Staff, or the Village Attorney, may complete an additional financial background review of the applicant. The applicant shall work in good faith to provide financial background materials requested by the Village, including but not limited to, commercial loan commitments, credit reports, personal and business financial statements and tax returns for at least the last two years.

SECTION 14.09 Funding Awards

- (a) The amount of grant awards shall be determined on a case by case basis based on the needs of the project. Applicants are expected to demonstrate that but for the Village contribution the project is not feasible or would not be feasible to the same extent. Program funding through this program is rarely the sole financial supporter of projects outside of developer equity and commercial lending. Village funding assistance should be the last dollar in the financial stack to make the project viable. Applicants are expected to seek additional resources to accomplish project goals including tax credits or other affordable housing programs and partners whenever possible.
- (b) The grant program follows a reimbursement model and payment will be issued upon completion of the development project and issuance of a building occupancy permit. An invoice, with accompanying receipts for all expenses, will be required for reimbursement.
- (c) All funding awards subject to the availability of funds as authorized within the Annual Budget by the Village Board for the Village of McFarland.

Commented [AB6]: The Committee should discuss whether the funding would be provided via a grant or no/low interest loan.

SECTION 14.10 Final Report

- (a) **Final Report.** Included within Appendix B of this policy. The Final Report will bring together the relevant information outlining how the funds were used within the proposal awarded. This will include but not limited to identifying the organization, providing a project summary, detailing outcomes, summarizing conclusions, outlining a final budget, and other relevant information needed as applicable.
- (b) The Final Report will be filed with Village Staff as confirmation to disperse funding to Applicant.

Commented [AB7]: Committee should discuss what type of annual reporting is desired if any. The following is an unedited version from the Community Grant Fund.

(c) The Applicant will provide a presentation of the Final Report to the Village Board.

* * *

Appendix A Application

Appendix B Final Report

Adopted: XX/XX/23

Revised: None