

Winnebago County Spirit Fund Local Government Allocation

- 1) **Background:** In March of 2023, the Winnebago County Board applied surplus dollars to a special revenue fund titled the "Spirit Fund" to invest in legacy projects for the county government and certain identified community projects. The fund totals just over \$33 million and is split roughly in half for county government projects and identified community projects. Spending proposals are sent to the county board after deliberation of the ARPA Strategy and Outcomes Commission.

The county board allocated \$145,000 for municipal governments located primarily in Winnebago County to fund one-time capital needs projects which increase the resiliency of the community, quality of life for residents, or other needs. This program amounts to \$3,045,000 county wide.

- 2) **Spirit Funds:** All funds must be referred to as Spirit Funds. All projects are funded from county general fund balances.
- 3) **Standard Agreement:** This document, when signed and returned by the chief official of the local government, serves as the standard agreement required under the resolution.
- 4) **Eligibility Period:** Funds allocated to each municipality can be spent on projects or items incurred between April 1, 2023, to December 31, 2024.
- 5) **Eligible Projects:** All projects funded under these allocations must have a government purpose and further comply with the Framework of Spirit Fund Spending approved by the ARPA Strategy and Outcomes Commission. Projects might be ones that would not have been funded without the Spirit Fund allocation or ones which reduce the debt levy. Projects should not have been budgeted for in the 2023 budget. Eligibility questions should be referred to spirit@winnebagoctywi.gov.
- 6) **Selecting Projects:** All projects must be identified by a governing body vote. Municipalities should submit either a signed resolution or meeting minutes indicating the vote and the project. Projects do not require county board approval. If utilizing funds for multiple projects, a single resolution could be passed by the governing body of the local government.
- 7) **Geographic restriction:** All projects must occur within the boundaries of Winnebago County.
- 8) **Project Narrative:** All projects shall have a narrative on how the project complies with the Framework of Spirit Fund Spending. Narratives should be succinct, yet provide enough information for the public to understand the project and its impact for years to come.
- 9) **Project Submittal:** Project documents shall be submitted to spirit@winnebagoctywi.gov. Governments should refer questions to that address as well.
- 10) **Reimbursement:** All funds will be reimbursements to the local government. Invoices shall be compiled and submitted on or before the 15th of each month beginning in September of 2023. Payment shall be made by the county by the 15th of the subsequent month. Reimbursements will not be sent if all items on the attached check list are not completed.

- 11) **Competitive Bidding:** The local government agrees to submit the competitive bidding procedure and documents as requested by the county. If a local government believes a project is exempt from state and federal bidding requirements, the government shall seek the county's written consent.
- 12) **Transferring Funds:** All funds must be used on general government services for governmental purposes. No funds may be sub-granted to an entity not part of the government structure. Funds may be expended for fire department and government owned utilities projects. Municipalities can also transfer the allocation to another municipality with governing body approval.
- 13) **Matching Funds:** Use of the allocation does not require local matching funds. Additionally, the funds may be used for local match requirements for state and federal awards.
- 14) **Signage:** The county reserves the right to post signage at the project identifying the funding source. Signs may be temporary or permanent and shall comply with all local sign ordinances and local government requests.
- 15) **Progress Updates:** The local government shall provide the county regular progress updates to include on a Spirit Fund spending dashboard and local government allocation. The local government shall supply before, during, and after pictures to the county for use on the dashboard. The county may request other information for inclusion on the dashboard that the local government shall provide.
- 16) **Events and Press:** The county shall be included in date selection and invited to all groundbreaking, ribbon cutting, dedication or other such events should events occur. The county shall be provided all press or public statements regarding the project prior to release.
- 17) **Additional Spirit Funds:** It is unlikely additional Spirit Funds will be available for local government projects. Local governments looking to submit additional project ideas or requests should email spirit@winnebagoctywi.gov for more information.

Received and accepted by:

Signature: _____

Name: _____

Title: _____

Date: _____

Project Checklist for Local Government Spirit Fund Allocation

- Proof of Governing Body Approval for Each Project (resolution or minutes)
- Narrative on How the Project Complies with the Framework of Spirit Fund Spending
- Before Pictures (during and after pictures due later)
- Address or Location of Project (GIS information or Google Map showing address if applicable)
- Invoices for Items Paid Toward the Project
- Provide documentation procurement procedures were followed or exempt certificate from county
- Sign standard agreement (above)