



OUTAGAMIE COUNTY GREENWAY FUND

POLICY AND ADMINISTRATIVE GUIDANCE

GREENWAY DEFINITION: *A greenway is a trail or collection of open space, usually continuous and linear in fashion, found in urban and rural settings, serving various purposes. Examples of greenways include, but are not limited to: bike, pedestrian, and other networks (e.g. trails, paths, and lanes), and environmental corridors (e.g. wildlife, waterways, or other natural corridors).*

POLICY GUIDELINES

Outagamie County hereby establishes the following as its policy for providing funding assistance on locally sponsored Greenway Fund projects:

1. Any requests for funding must be for greenway projects that are located in Outagamie County.
2. The proposed project must be regional in nature and be an essential part of a larger greenway network.
3. The proposed project must be sponsored by a local unit of government and must have demonstrated local financial support and commitment. This can be documented by inclusion of local funding in an adopted budget, or Capital Improvement Plan (CIP); and by inclusion of letters of support with the application.
4. Eligible expenses include design, engineering, property or easement acquisition, standard dimension sidewalks, and construction required for the development of the greenway.
5. Ineligible expenses include maintenance, repair, indirect or in kind costs and administrative expenses. In addition, projects involving condemnation of private property are ineligible.
6. The maximum allocation of Greenway Funds to a single project shall be no more than 25% of the total project costs or, if the project is proposed to receive state or federal funding requiring a local match, no more than 25% of the local match.
7. All awarded funds will be provided on a reimbursement basis. The local project sponsor is responsible for 100% of the project costs before submitting a request for reimbursement upon project completion.
8. For the current year round of funding, projects that are “ready to go” within the current year will be given priority.
9. Projects shall aim to have long-term community permanence (>10 years).

10. Greenway projects shall be identified in and/or be consistent with the county, regional and/or local comprehensive plan(s), or other approved planning documents (e.g. bike and pedestrian plan, or park, recreation & open space plan).
11. Funds are limited to Outagamie County departments and other governmental units with a service presence in Outagamie County. To minimize conflict of interest concerns and to simplify administration of funds, local units of government can sponsor on behalf of private non-profits if there is an overriding public interest and greenway benefit.
12. Projects shall be in compliance with State Statutes, Administrative Codes, and local codes and ordinances.

ADMINISTRATIVE GUIDELINES

Outagamie County hereby establishes the following as its administrative process for administering and evaluating the current year Greenway Fund projects:

1. The Department of Development & Land Services (“DLS”) will develop and administer an application and solicitation process. DLS will promote the availability of greenway funding for community projects.
2. The Outagamie County Greenway Implementation Committee will serve as the advisory committee for the Department of DLS relative to review of applications and ranking of proposed projects. The Greenway Implementation Committee funding recommendations will be forwarded to the Director of the DLS for final review and final selection. DLS will ensure that any Outagamie County Greenway Implementation Committee member with a real or perceived conflict of interest on a particular application (e.g. a submission from their unit of government) will be prevented from evaluating that particular application.
3. The Department of DLS will host a pre-application meeting with interested applicants to review time lines, project review and approval criteria, and financial details of the fund.
4. The Department of DLS will provide the Outagamie County Greenway Implementation Committee with application summary reports and facilitate the ranking of projects. DLS will utilize the Greenway Implementation Committee membership throughout the process to review, rank, and recommend greenway projects.
5. The Department of DLS will develop a documentation/verification process. The process shall include a final verification and documentation of project completion prior to reimbursement.
6. An assessment of the round of funding will be conducted by the Department of DLS. A report will be prepared and presented to the Outagamie County Greenway Implementation Committee for review and discussion. DLS will use their feedback to advise the Property, Airport, Recreation and Economic Development Committee regarding future policy direction and funding for greenway projects.