

Completing an Application for the Local Government Efficiency GRANT Program

1. Go to the [Application Home Page](#). Enter your Username and Password or if you are a first time applicant, click [Register a New Account](#).



Ohio | Development
Services Agency
Agency Web Portal Login

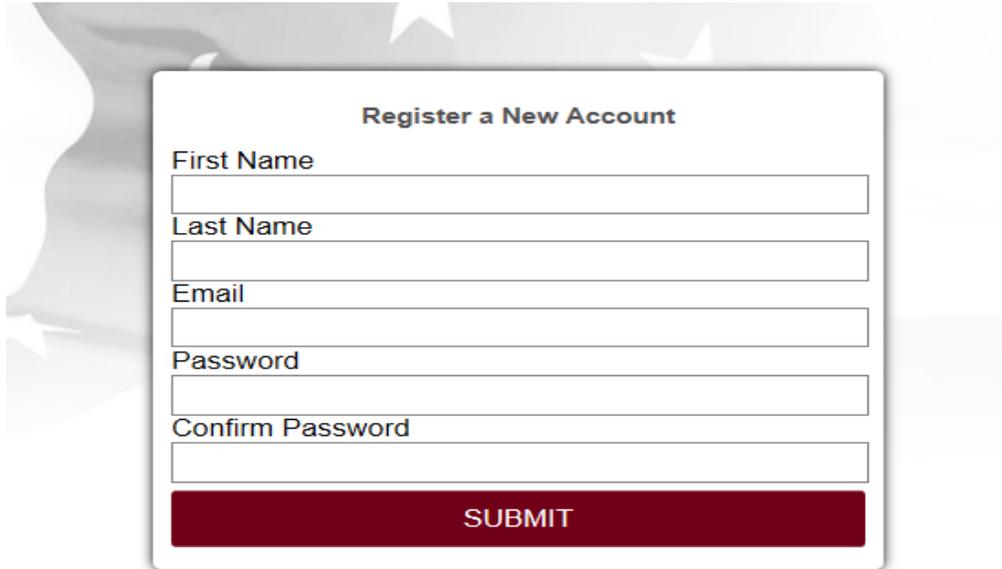
Username/Email Address

Password

LOGIN

[Forgot your password?](#) | [Register a New Account](#)

2. In order to register a new account, enter your first name, last name, an email address and password. Once entered, click Submit.



The form is titled "Register a New Account" and is set against a background of a person's profile and stars. It contains five input fields: "First Name", "Last Name", "Email", "Password", and "Confirm Password". A red "SUBMIT" button is located at the bottom of the form.

Register a New Account

First Name

Last Name

Email

Password

Confirm Password

SUBMIT

Please Note: This information will be used to produce a log-in for your application. Be sure to write down your log-in username and password so that you will be able to access your application.

3. Click on the Local Government Innovation and Efficiency Programs link.



4. The link will take you the LGIF LGEP Grant. You will need to re-enter your username and password. Then select the Login button.



Please enter your account credentials below to log into the Ohio Local Government Innovation Program Grant Application.

If you do not have a LGIF user account please go to the [LGIF program page](#) to request a user account.

Secure Customer Login

Please enter your User Name.

User Name:

Password:

[Forgot your password?](#)

- Once logged in, you will be taken to the Development Services Agency Application page. This page will also provide links to the Project Budget and Project Timeline templates you will need to fill out and attach before submitting your application.

Local Government Innovation and Efficiency Programs

Thank you for your interest in the **Local Government Innovation Loan** and **Efficiency Grant Programs**

Required Information for Application Submission

Only complete applications will be reviewed and if applicable, submitted to the Local Government Innovation Council to be approved or rejected for an award. In order for an application to be considered complete, the following must be included before the application is submitted:

| Local Government Innovation LOAN | Local Government Efficiency GRANT |
|--|---|
| Please select this application if you are a political subdivision seeking a loan for a demonstration project that promotes collaboration, shared services and reduces costs. | Please select this application if you are a political subdivision seeking a grant for a process improvement project using Lean, Kaizen and Six Sigma. |
| Required Information for Applications | Required Information for Applications |
| All questions answered in each section below | All questions answered in each section below |
| A Resolution of Support signed by the Lead Agency uploaded in the Notes and Attachment Section | A Resolution of Support signed by the Lead Agency uploaded in the Notes and Attachment Section |
| All Collaborative Partners participating in the grant are included in the Collaborative Partner Section with partner information completed and a Partnership Agreement/MOU is included in the Notes and Attachment Section | High Level Process Map or SIPOC (Suppliers, Inputs, Process, Outputs, Customers), and baseline data attached in the Notes and Attachment Section; |
| A Project Budget – Sources and Uses Form completed and uploaded in the Notes and Attachment Section | A Consultant Selection Worksheet attached in the Notes and Attachment Section |
| A Project Timeline completed and uploaded in the Notes and Attachment Section | A Project Budget – Sources and Uses Form completed and uploaded in the Notes and Attachment Section |
| | A Project Timeline completed and uploaded in the Notes and Attachment Section |

[Click here for step-by-step instructions on filling out the online application](#)

| LGIF LGIP LOAN Application Instructions | LGIF LGEP GRANT Application Instructions |
|---|---|
| Click here to download required Loan form | Click here to download required Grant forms |
| -Project Budget-Sources and Uses - .xlsx file | -Project Budget-Sources and Uses - |
| -Project Timeline - .xlsx file | -Project Timeline - .xlsx file |
| *Sample Partnership Agreement/MOU - .pdf file | -Consultant Selection Form - .pdf file |
| *Sample Resolution of Support - .pdf file | *Sample Resolution of Support - .pdf file |

**These documents are for example purposes only and may not be applicable to a grantee's own facts and circumstances. We would advise seeking counsel for assistance.*

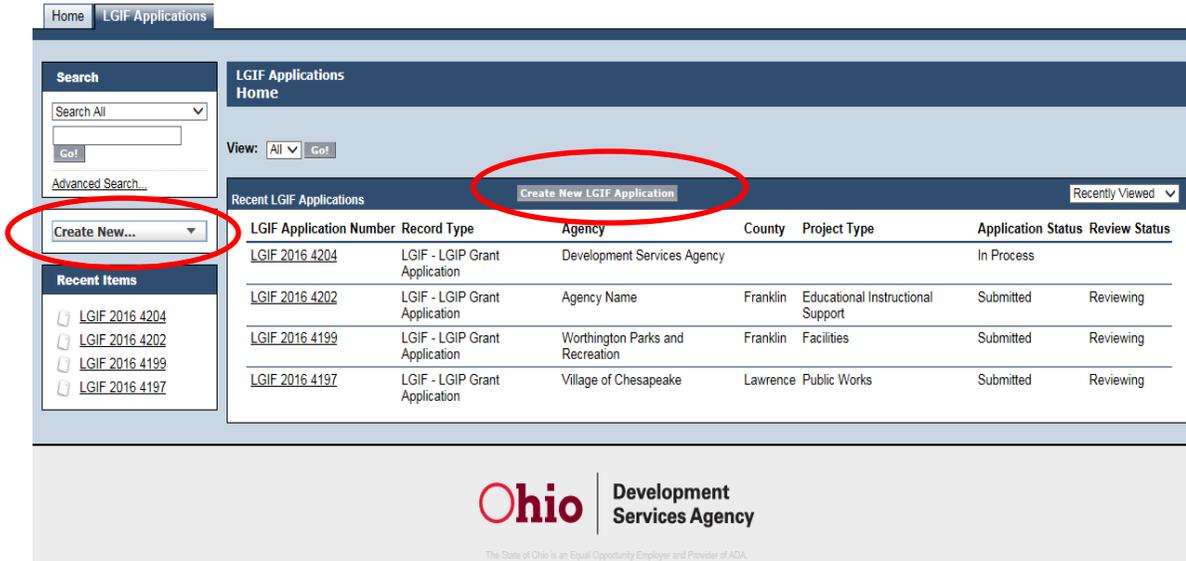
Additional Tips

- Review the application carefully prior to entering your information. We have made several changes to both the LGIF LGIP loan and LGIF LGEP grant online applications from previous rounds. Familiarize yourself with the application first before you enter your answers. You can always Save and return to the application later.

Please Note: Please carefully read over the instructions at the top of the application.

6. When you are ready to start your application, select the *Create New LGIF Application* button.

- Agreement/MOU.
- The application will not submit if:
 - Your match total is not 10 percent or more of the request amount, and
 - FEIN number is not included.
- If you have questions or need assistance with the application, please contact Julia Hinten for the grant and loan application at julia.hinten@development.ohio.gov.



Home | LGIF Applications

Search

Search All

Go!

Advanced Search...

Recent Items

- LGIF 2016 4204
- LGIF 2016 4202
- LGIF 2016 4199
- LGIF 2016 4197

LGIF Applications Home

View: All

Recent LGIF Applications

| LGIF Application Number | Record Type | Agency | County | Project Type | Application Status | Review Status |
|-------------------------|-------------------------------|----------------------------------|----------|-----------------------------------|--------------------|---------------|
| LGIF 2016 4204 | LGIF - LGIP Grant Application | Development Services Agency | | | In Process | |
| LGIF 2016 4202 | LGIF - LGIP Grant Application | Agency Name | Franklin | Educational Instructional Support | Submitted | Reviewing |
| LGIF 2016 4199 | LGIF - LGIP Grant Application | Worthington Parks and Recreation | Franklin | Facilities | Submitted | Reviewing |
| LGIF 2016 4197 | LGIF - LGIP Grant Application | Village of Chesapeake | Lawrence | Public Works | Submitted | Reviewing |

Ohio | Development Services Agency

The State of Ohio is an Equal Opportunity Employer and Provider of ADA.

7. You will be prompted to select a record type, be sure to select LGIF LGEP Grant from the drop down box. Click "Continue".

• FEIN number is not included.

you have questions or need assistance with the application, please contact Julia Hinten at julia.hinten@development.ohio.gov.

Applications

New LGIF Application
Select LGIF Application Record Type

Select a record type for the new lgif application.

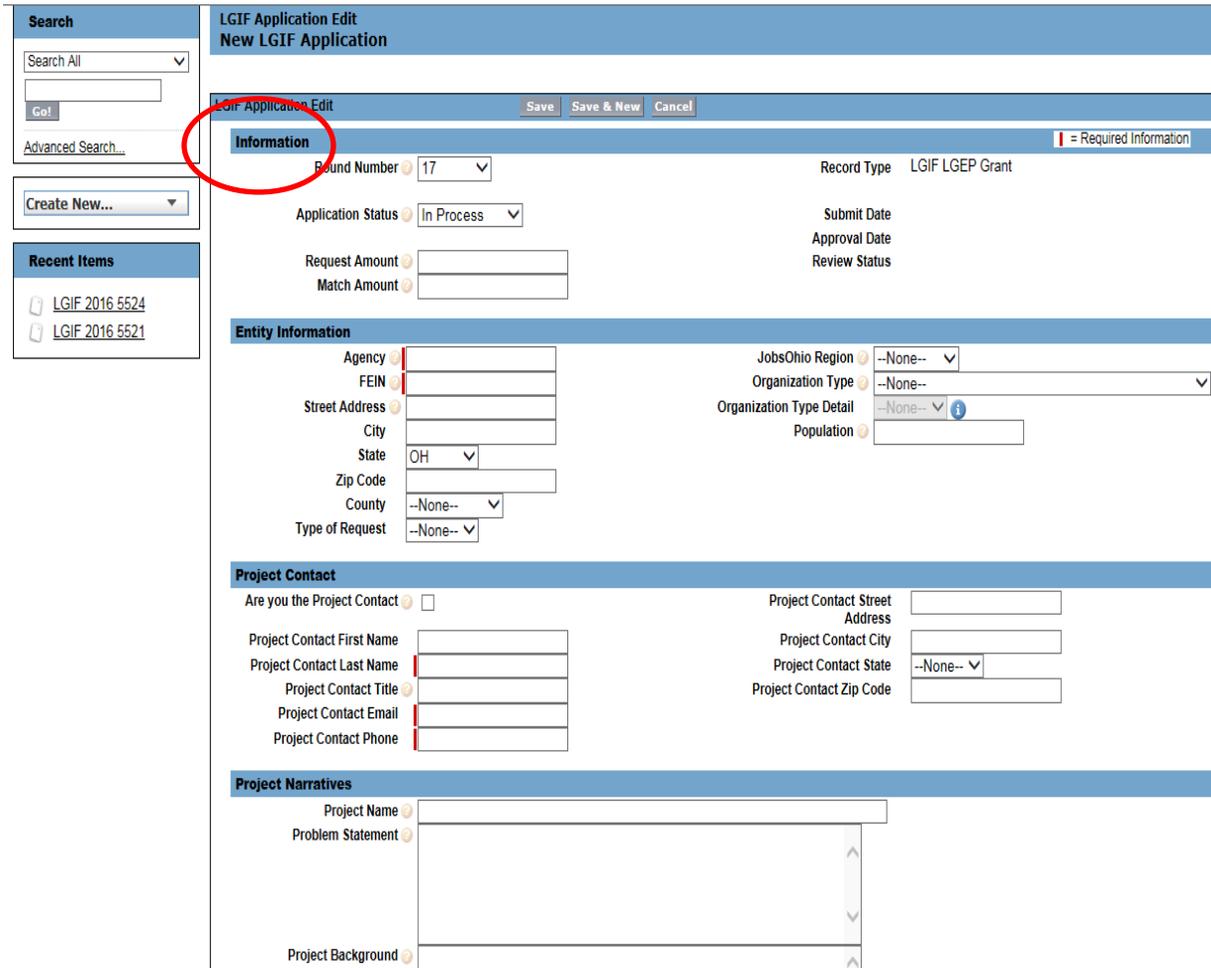
Select LGIF Application Record Type

Record Type of new record: **LGIF LGEP Grant**
LGIF - LGIF Loan Application

Available LGIF Application Record Types

| Record Type Name | Description |
|------------------|-------------|
| 15524 | |
| 15525 | |

8. The first Section of the Application is titled **Information**. This section will indicate the round number of your application, the current status of your application and will log the date that you submit the application. All fields marked with red are required to save your application.



Search

Search All

Go!

Advanced Search...

Create New...

Recent Items

- LGIF 2016 5524
- LGIF 2016 5521

LGIF Application Edit
New LGIF Application

LGIF Application Edit

Information ! = Required Information

Round Number Record Type LGIF LGEPE Grant

Application Status Submit Date

Request Amount Approval Date

Match Amount Review Status

Entity Information

Agency JobsOhio Region

FEIN Organization Type

Street Address Organization Type Detail

City Population

State

Zip Code

County

Type of Request

Project Contact

Are you the Project Contact

Project Contact First Name

Project Contact Last Name

Project Contact Title

Project Contact Email

Project Contact Phone

Project Contact Street Address

Project Contact City

Project Contact State

Project Contact Zip Code

Project Narratives

Project Name

Problem Statement

Project Background

Please Note: At any point, you can go to the top or bottom of the application to click Save. The application will not save if you have not provided you Agency Name, Project Contact name, email, phone and FEIN number. Be sure to save your answers elsewhere so that you are able to save these narrative portions in case something happens during the process of completing your application.

- Fill out the questions in the **Information** section. Your Request Amount cannot exceed **\$100,000**.

If you have questions or need assistance with the application, please contact Julia Hinten at julia.hinten@development.ohio.gov.

lications

LGIF Application Edit
New LGIF Application

LGIF Application Edit
Save
Save & New
Cancel

Information
! = Required Information

| | |
|--|-----------------------------|
| Round Number <input type="text" value="17"/> | Record Type LGIF LGEP Grant |
| Application Status <input type="text" value="In Process"/> | Submit Date |
| Request Amount <input type="text"/> | Approval Date |
| Match Amount <input type="text"/> | Review Status |

Entity Information

| | |
|---------------------------------------|---|
| Agency <input type="text"/> | JobsOhio Region <input type="text" value="--None--"/> |
| FEIN <input type="text"/> | Organization Type <input type="text" value="--None--"/> |
| Street Address <input type="text"/> | Organization Type Detail <input type="text" value="--None--"/> i |
| City <input type="text"/> | Population <input type="text"/> |
| State <input type="text" value="OH"/> | |

Please Note: Your Match Amount must be at least 10% or more of the Total Project Amount. An error message will appear if your match is not 10% or greater of your Total Project Amount. Additionally, note that you will need to detail your Request and Match Amounts in the Project Budget attachment.

10. The next section is the **Entity Information** section. All information is required.

| | | | |
|-----------------------------|--------------------------|--------------------------------|----------------------|
| request Amount | <input type="text"/> | review Status | |
| Match Amount | <input type="text"/> | | |
| Entity Information | | | |
| Agency | <input type="text"/> | JobsOhio Region | --None-- |
| FEIN | <input type="text"/> | Organization Type | --None-- |
| Street Address | <input type="text"/> | Organization Type Detail | --None-- |
| City | <input type="text"/> | Population | <input type="text"/> |
| State | OH | | |
| Zip Code | <input type="text"/> | | |
| County | --None-- | | |
| Type of Request | --None-- | | |
| Project Contact | | | |
| Are you the Project Contact | <input type="checkbox"/> | Project Contact Street Address | <input type="text"/> |
| Project Contact First Name | <input type="text"/> | Project Contact City | <input type="text"/> |
| Project Contact Last Name | <input type="text"/> | Project Contact State | <input type="text"/> |

Please Note: Fields with the “?” beside them, have additional details in regards to the question. To access hover your mouse over the “?”.

LGIF Application Edit Save Save & New Cancel

Information I = Required Information

| | | | |
|--------------------|------------|---------------|-------------------------------|
| Round Number | 16 | Record Type | LGIF - LGIP Grant Application |
| Application Status | In Process | Submit Date | [2/10/2016] |
| | | Approval Date | [2/10/2016] |
| | | Review Status | --None-- |

Applicant Profile

| | | | |
|----------------|----------------------|--------------------------|----------|
| Agency | <input type="text"/> | Project Type | --None-- |
| FEIN | <input type="text"/> | Project Approach | --None-- |
| Street Address | <input type="text"/> | Organization Type | --None-- |
| City | <input type="text"/> | Organization Type Detail | --None-- |
| State | OH | | |
| Zip Code | <input type="text"/> | | |
| County | --None-- | | |

Select your JobsOhio Region.
See <http://jobs-ohio.com/network/>
for a regional map.

Project Detail

| | |
|----------------|----------------------|
| Project Name | <input type="text"/> |
| Request Amount | <input type="text"/> |
| Match Amount | <input type="text"/> |

11. Fill out the information in the **Project Contact** section.

Type of Request

Project Contact

Are you the Project Contact

Project Contact First Name

Project Contact Last Name

Project Contact Title

Project Contact Email

Project Contact Phone

Project Contact Street Address

Project Contact City

Project Contact State

Project Contact Zip Code

Project Narratives

Project Name

Problem Statement

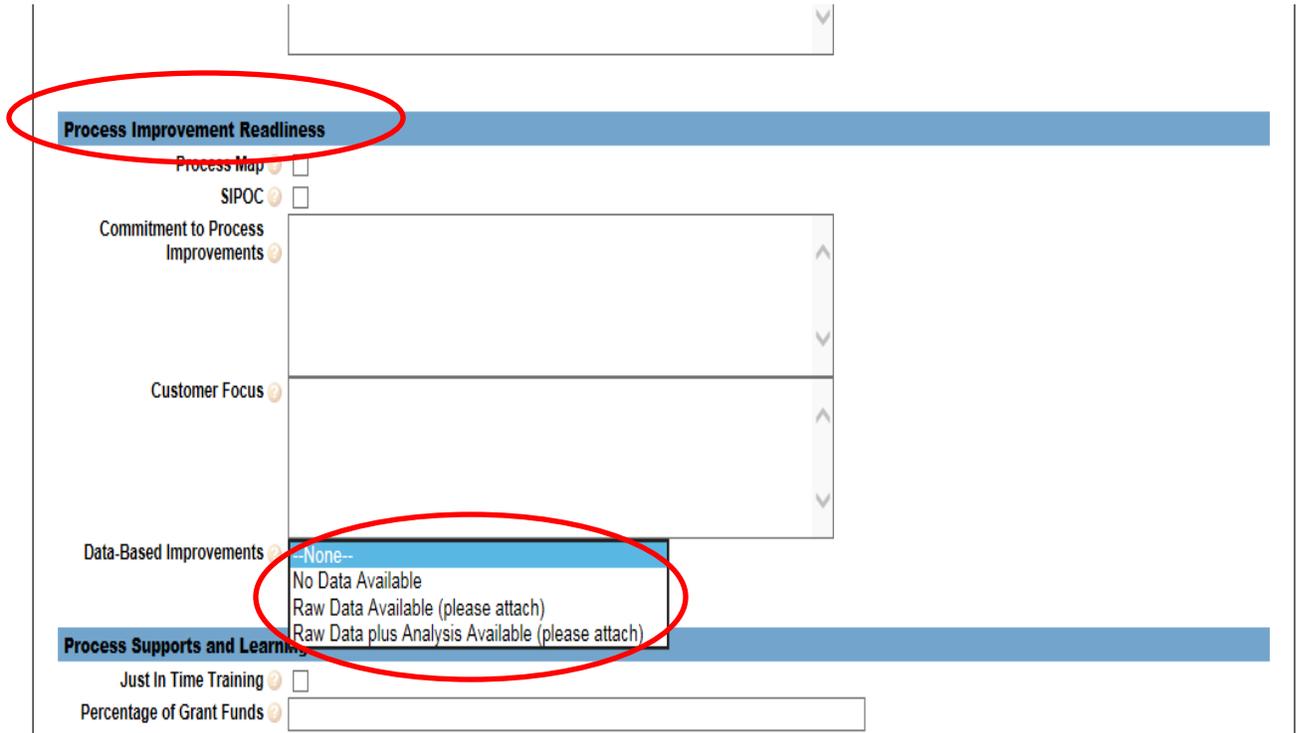
Please Note: The fields with red bars must be filled out before you can save your application.

12. Answer all of the questions in the **Project Narratives** section.

| | | | |
|--------------------------------------|--------------------------|--------------------------|----------------------|
| Project Contact Title ? | <input type="text"/> | Project Contact Zip Code | <input type="text"/> |
| Project Contact Email | <input type="text"/> | | |
| Project Contact Phone | <input type="text"/> | | |
| Project Narratives | | | |
| Project Name ? | <input type="text"/> | | |
| Problem Statement ? | <input type="text"/> | | |
| Project Background ? | <input type="text"/> | | |
| Agency Core Function ? | <input type="text"/> | | |
| Alignment ? | <input type="text"/> | | |
| Demonstration of Need ? | <input type="text"/> | | |
| Measurable Goals ? | <input type="text"/> | | |
| Process Improvement Readiness | | | |
| Process Map ? | <input type="checkbox"/> | | |

Please Note: If you have applied in the past, please be sure to read all of the questions again by moving your mouse of the “?”. Many of the questions have changed from previous applications.

13. Fill in the questions under the **Process Improvement Readiness** section. Be sure to select one of the answers from the drop-down menu for the Data-Based Improvements question.



The screenshot shows a survey form with several sections. The 'Process Improvement Readiness' section is highlighted with a blue bar and a red circle. Below this section are the following questions:

- Process Map
- SIPOC
- Commitment to Process Improvements
- Customer Focus
- Data-Based Improvements
 - No Data Available
 - Raw Data Available (please attach)
 - Raw Data plus Analysis Available (please attach)

The 'Process Supports and Learning' section is also visible below, with the following questions:

- Just In Time Training
- Percentage of Grant Funds

14. Fill in the questions under the **Process Supports and Learning** section.

Process Supports and Learning

Just In Time Training

Percentage of Grant Funds

LGEP Scholarship

of people completed the training

Consultant Selection

15. Before you can submit your application, you must upload your required documents in the **Notes & Attachments** section. You are required to include a Process Map, SIPOC, Consultant Selection Worksheet, Project Budget and Project Timeline. The Consultant Selection Worksheet, Project Budget and Project Timeline Templates are provided at the top of the page.

Worksheet

Edit

Notes & Attachments [New Note](#) [Attach File](#)

No records to display

LGIF Application History

| Date | User | Action |
|-------------------|--------------|----------|
| 3/31/2016 8:46 AM | Julia Hinten | Created. |

Please Note: Upload your attachments in the **Notes and Attachments Section**. Select “Attach File” button (this is only visible when you are not in “edit” mode). Select “Attach File” and follow the 3-step instructions to upload your documents.

Attach File to LGIF Application LGIF 2016 5525

- Select the File**
Type the path of the file or click the Browse button to find the file.
 [Browse...](#)
- Click the "Attach File" button.**
Repeat steps 1 and 2 to attach multiple files.
(When the upload is complete the file information will appear below.)
[Attach File](#)
- Click the Done button to return to the previous page.**
(This will cancel an in-progress upload.)
[Done](#)

525
524
521

16. The last section is the **Required Documents**. This is the section is where you will indicate that you have attached a Resolution of Support, Process Map, SIPOC, Consultant Selection Worksheet, Project Budget and Project Timeline. The Consultant Selection Worksheet, Project Budget and Project Timeline Templates are provided at the top of the page.

Consultant Selection

Required Documents(CHECK BOXES BELOW ONCE ALL DOCUMENTS ARE ATTACHED)

Resolution of Support Attached

Project Budget Attached

Timeline Attached

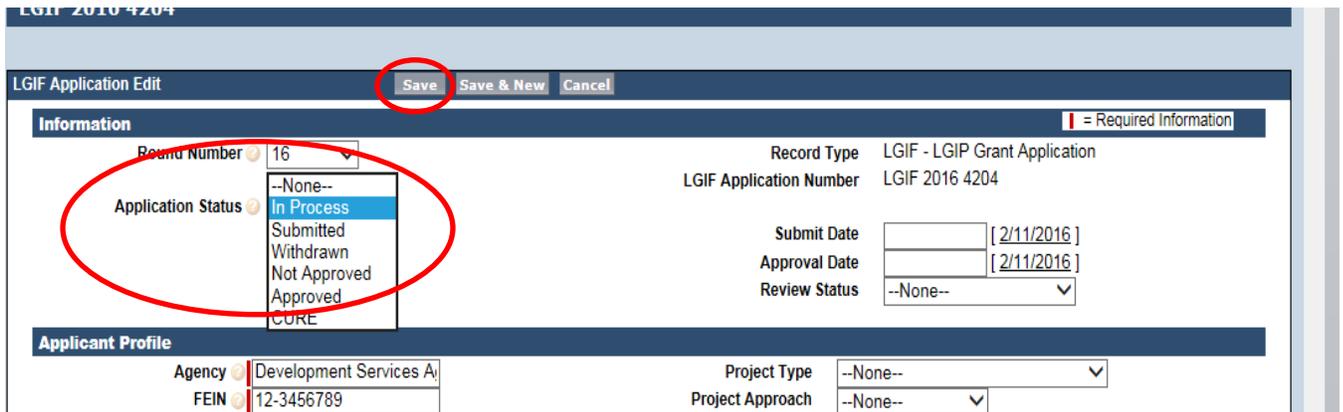
Process Map/SIPOC Attached

Consultant Selection Worksheet Attached

CIPE Divisions

Please Note: Upload your attachments in the **Notes and Attachments Section**. Select “Attach File” button (this is only visible when you are not in “edit” mode). Select “Attach File” and follow the 3-step instructions to upload your documents.

17. To submit your application, select “Edit” at the top of the LGIF Application page. Next to the Application Status, **change the drop-down selection from *In Process* to *Submitted***. Click the “Save” button.



LGIF 2016 4204

LGIF Application Edit Save Save & New Cancel

Information ! = Required Information

Round Number 16

Application Status Submitted

Record Type LGIF - LGIP Grant Application
 LGIF Application Number LGIF 2016 4204

Submit Date [2/11/2016]
 Approval Date [2/11/2016]
 Review Status --None--

Applicant Profile

Agency Development Services A
 FEIN 12-3456789

Project Type --None--
 Project Approach --None--

Your application has now been submitted!

If you have any additional questions, please contact:

Julia Hinten
 Local Government Innovation Fund Program Manager
 Office of Strategic Business Investments
 77 South High Street
 Columbus, OH 43215
 T: 614.728.4878
 Email: Julia.Hinten@development.ohio.gov