



CRAIG BROWN

COLUMBIANA COUNTY RECORDER

Courthouse • 105 South Market • Lisbon, Ohio 44432 • Phone: 330-424-9517 ext. 640 • Fax: 330-424-5067

**The Local Government Innovation Fund Council
77 South High Street
P.O. Box 1001
Columbus, Ohio 43216-1001
(614) 995-2292**

**Application for a
Local Government Innovation Fund Loan**

Round 1

Submitted by Columbiana County Recorder's office

March 1st 2012



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Tab 1: Contact Information

Name:	County Recorder, Columbiana County
Address:	105 South Market St., Lisbon, OH 44432
Phone:	330-424-9517
Fax:	330-424-5067
Email:	cbrown@ccclerk.org
Applicant Name:	Craig Brown
Applicant Title:	County Recorder
County:	Columbiana
Population:	107,841 (derived from the 2010 US Census)



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Tab 2: Collaborative Partners

Name: Chesapeake Exploration, L.L.C.
Address: 6100 N Western Avenue
Oklahoma city, OK 73118-1044
Phone: (405) 848-8000
Fax: (614)222-4006
Email: jenn.klein@chk.com
Population served: Chesapeake's service area is nationwide.

Nature of Partnership: Chesapeake and the Columbiana County have entered into an agreement whereby Chesapeake will digitize, from record books and microfilm, approximately 2 million images. At no charge, the digitized images will be provided to Columbiana County. For this first phase of the project Chesapeake will provide approximately 1.2 million images at an estimated cost of \$0.10 per image totaling \$120,000 for total in-kind contribution. Chesapeake is considered a collaborative partner contributing a local match as an in-kind contribution. The executed contract is provided in Section 5.



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Tab 3: Project Information

3.0 Title

Digitizing, Redacting, and Local/Remote Access of Land Records

3.1 Project Description

Columbiana County is located in the northeast quadrant of Ohio which places it in the Marcellus/Utica shale play. Although the State of Ohio, Columbiana County and its citizens will benefit economically from the oil and gas industry, the County Recorder's office is overwhelmed with the exponential demand for public access to the land record documents stored at the county courthouse. As the custodian of these records the Recorder is charged with preserving and protecting them while at the same time satisfying the public's demand for their access.

On December 21st, 2011, Columbiana County entered into an agreement with Chesapeake Exploration, L.L.C. In this agreement the county provides workspace in the courthouse so that a Chesapeake employee(s) can digitize all documents that are contained in book and microfilm form. The scanning is done at no cost to the county. Upon completion of the project, the Recorder will be provided with the images. Chesapeake is considered the collaborative partner providing in-kind contribution of services that will exceed the 10% matching funds required for the LGIF loan.

3.2 Type of Award

Columbiana County is seeking an Ohio Department of Development approved LGIF loan. The feasibility study has been submitted and permission to submit the LGIF loan application was received electronically by Nyla Potter, Loan Officer - Office of Redevelopment. Please refer to Section 5 for documentation.

3.3 Problem/Opportunity Definition

Records stored at the County Recorder's office reaching back over 100 years are contained mainly in books and microfilm. The dramatic increase in demands by searchers from the oil & gas industry are putting the public documents at risk and inhibiting the ability of the Recorder to provide services in the following ways.

- Loss and misfiling of documents – The demand for copies require that books to be taken apart. Anytime documents are removed from its binder, there is potential for damage, loss and misfiling. The same is true for the microfilm jackets.



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- Physical stress on index books and record books – Entry pages are tearing from books and binders are being dropped and damaged. The Recorder has increased spending on repair of books and re-creation of sheets to keep up with the damage.
- Increased depreciation of electronic equipment (printers, copiers and microfilm reader/printers) - The Public is required to stand in lines to use printing devices. Frustration builds to the point where original documents are being taken from the record room.
- Inadequate space in the record room
- Inability to track and charge for copies – Document fees for printing within the office is controlled using the “honor system”. As a result the Recorder’s office is not collecting 100% of the copy fees that are due.
- Understaffed and stressed employees – Existing staff is required to spend more of their time serving the exponential increase in people searching in the the Recorder’s office. At the same time they are experiencing an increase in document recordings from leases and lease assignments that must be indexed, verified and scanned.

The Recorder has successfully implemented short term measures to help accommodate the increase in public demand for access by adding more printers, microfilm readers, providing temporary workspace in hallways and offering extended hours. However, these are not seen as efficient long term solutions to a situation that many industry experts believe will exist for an additional ten years or more.

3.4 Project Scope

Our targeted approach involves expanding access to land record documents within and beyond the four walls of the courthouse to achieve a long term solution and one that is scalable for the next phase. This will be achieved by using the digital images provided by Chesapeake (our collaborative partner) and leveraging the Internet access capabilities of our existing land records management system provided by Columbus, Ohio based Cott Systems, Inc.

The computer system currently provides the ability to search grantor/grantee names starting from Jan. 1, 1966. However, digital images of documents are only available for access from Jan. 1, 1982. As detailed in the chart below, the time frame of 1966 through 1982 represents a total of 1,208 record books containing approximately 1,208,000 images.



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Index Type	Date Range	Book/Page Range	Total Estimated images	Number of Books
Deeds, Mortgages	1/1/1966 to 12/31/1982	Book 1193/411 thru 1556/1000	364,000	364
Leases	1/1/1966 to 12/31/1982	Book 93/270 thru 120	28,000	28
Official Records	1/1/1983 to 6/21/2000	Book 1 - 816	816,000	816
Totals			1,208,000	1,208

The project would add 1.2 million images to the existing searchable database. This will increase the number of years searchable in the Recorder's system from 28 years to 44 years. In order to provide safe and responsible Internet access to these documents they will be interrogated for social security numbers and redacted through a well proven combination of software and human review. This process is consistent with all documents currently in the computer from 1983 to present.

The project does not address the Recorder's longer term goal to make all documents prior to 1966 available for remote access. However, it is seen as the next logical step and will provide much needed relief to problems currently being experienced in the Recorder's office. The additional images beyond the scope of the requirement will also be provided as an in-kind contribution by Chesapeake and a request for a LGIF loan will be requested in the next funding phase.

3.5 Project Plan

- Preparation of digitized images - Images provided by Chesapeake must go through a human review process before imported into the existing computer system. It is vital to the integrity of the public search that images are reviewed for quality, orientation, sequencing and completeness. Images must contain specific naming conventions and must match the actual page numbers "stamped" on the document.
- Historical Redaction – Images will be processed through a service that combines the use of Optical Character Recognition (OCR) and Intelligent Character Recognition (ICR) technology and manual verification to identify and permanently redact social security numbers. Based on a rigorously tested rule set and configured for Columbiana, clues are identified and sensitive information is flagged for redaction. Verification clerks will review 100% of all flagged images one by one and either accept or reject the suggested redaction.



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- Image Import –
Since Cott Systems is the vendor providing the land records management software they will be responsible for the import of images. Established software and processes will be utilized. Images will be linked up with the correct index data by matching the record type, book and page number.

- Print Management –
Current technology available to the Recorder does not offer accurate and efficient control of documents printed from the computer. The purchase of an Internal Print Management module will allow the current computer system capture 100% of the fees due the Recorder for internal printing. Once the additional 1.2 million images are imported into the computer it will become even more important for efficient print management and better accuracy of fees collected.

- Implementation Plan

Phase I –
Receipt of images from Chesapeake
Catalogue images, quality control, and naming convention
Establish sample of images for redaction rules development

Phase II –
Process Images for redaction
Evaluate existing system for image import
Deliver software and data for installing on Recorder's system
Install Internal Print Management software

Phase III –
Remote installation of software and data on Recorder's system
Installation of any necessary hardware on Recorder's system
Oversee automated process until project completion
Align software search permissions with redacted images

3.5 Anticipated Return on Investment

Projected cost savings in these areas

- Maintain service standards with existing staff levels and work hours
- Eliminate expense to create additional space for the searching Public
- Reduce County liability by creating a safer work environment for staff and Public
- Reduce County liability by save guarding documents from loss and misfiling



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- Increase copy fee revenue through higher activity and greater controls
- Reduce book repair and re-creation expenses
- Reduce future cost to replace worn out equipment.

3.6 Probability of Project Success

There is a 100% probability of success for this project. All elements of the project including image preparation, redaction of social security information, import into existing system and print management have been successfully implemented by other Ohio County Recorders by Cott Systems and other vendors in the State. Muskingum County Ohio is an example of a county that has successfully digitized all the land record documents in the County Recorder's office. Today, the public has remote access to index information pointing to nearly 2 million images. As a result, the Recorder is in position to accommodate the surge in search activity due to oil and gas interest in the county.



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Tab 4: Financial Documentation

4.0 Financial documentation

- The Recorder's office equipment fund totals over the past three years:
 - 2009 \$ 54,059
 - 2010 \$ 48,744
 - 2011 \$ 72,236

4.1 Anticipated project costs

- The amount necessary to fund this first phase of the project is estimated to be no more than \$100,000. The request is for a Loan.
- The percentage of matching or in-kind funds will be more than 100% of the loan amount requested.
- The in-kind contribution documentation in the form of a contract is provided in section 5.
- The contract was signed on December 21st, 2011 and the scanning will be completed in 2012.
- The service provided will include the scanning of all images listed on page 5 of this proposal.
- Industry standard cost to scan each image is \$0.10 per image. Total images scanned for this project is approximately 1.2 million.
- Please see contract in Section 5 for signature of person attesting to the validity and accuracy of contributed images.

This project will employ future cost savings through process improvements that will increase efficiency for the Recorder's office staff and the constituents who use the office. It will also save costs on future investments on products and services listed in section 3.5 Anticipated Return on Investment.

4.2 Documentation for Loan Projects

Repayment source for project will be the county Recorder's equipment fund for the acquisition or maintenance or micrographic or other equipment in ORC 317.321 to fund the office's technology and services. The equipment fund is a per document fee associated with all documents recorded, indexed, proofed, provided for search and protected forever by the county Recorder's office. The fee may total \$7 per instrument recorded in the Recorder's office for up to five years. The fee is transferred to the general fund and provided to the Recorder's office at the will of the county Commissioners.

This project combined Chesapeake, a Collaborative Partner's in-kind contribution of more than \$100,000 will be recognized as a one time savings in 2012.



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Tab 5: Supporting Documentation

Applicants must separately identify and label the following supporting documentations:

- **A-1:** Feasibility study determinations made by the Ohio Department of Development prior to the submission of an application (see email from Nya Potter)
- **B-1-5:** Executed partnership agreements outlining all collaborative partners & Resolution of support from the applicant's and collaborative partners' governing entity. (see agreement between Columbiana county Commissioner's, Columbiana County Recorder & Chesapeake Exploration L.L.C.
- **C-1:** Documentation from the 2010 U.S. Census identifying Columbiana County Ohio.
- **D-1-4:** Self-score assessment (using LIF project selection methodology)

Name:

A handwritten signature in blue ink is written over a horizontal line. The signature is stylized and appears to be "C. Brown".



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From: Potter, Nyla [mailto:Nyla.Potter@development.ohio.gov]
Sent: Friday, February 24, 2012 1:17 PM
To: Tony Brigano
Subject: Columbiana County Recorder

Tony,

At this point we are not providing determinations. Please feel free to submit the Columbiana County Recorder's loan application to LGIF.



Department of
Development

Nyla Potter

Loan Officer

Office of Redevelopment

77 South High Street

Columbus, Ohio 43215

614-728-0989 F 614.466.4172

Nyla.Potter@development.ohio.gov

Email to and from the Ohio Department of Development is open to public inspection under Ohio's public record law. Unless a legal exemption applies, this message and any response to it will be released if requested.

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



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AGREEMENT

THIS AGREEMENT, made this 21 day of Dec 2011, by and between CHESAPEAKE EXPLORATION, L.L.C., (hereafter "Chesapeake") and the Columbiana County, Ohio Board of Commissioners (hereafter "Commissioners"), with the approval, consent and agreement of the Columbiana County, Ohio Recorder (hereafter "Recorder")

WHEREAS the Recorder's office contains various documents which are available to the public;

WHEREAS, many of the documents at the office of the Recorder have been or are currently being digitized; and

WHEREAS, Chesapeake desires to digitize the aforementioned as yet un-digitized documents and is willing to assume the responsibility and cost of digitizing the documents;

NOW THEREFORE, the parties with intent to be legally bound hereby agree as follows:

1. Chesapeake shall provide the personnel and equipment to digitize aforementioned courthouse documents.
2. Chesapeake shall have the right to retain and use a copy of the documents which are digitized by its representatives at no cost. However, Chesapeake shall not sell said documents to any third party without the prior written consent of the Recorder.
3. Chesapeake agrees to provide the Recorder with a digital copy of all documents digitized by Chesapeake's personnel or any third party and the Recorder shall not be charged any fee for the copy.
4. Upon completion of the imaging project, Chesapeake shall provide a digitized version of the documents in a manner as set forth on Exhibit "A" paragraph one hereto. Within one year of completing the indexing of said documents, Chesapeake agrees to provide said documents in a manner as set forth on Exhibit "A" paragraph two hereto.
5. Chesapeake's personnel shall perform the digitizing work during the regular business hours of the County. The Recorder shall provide a work space sufficient for Chesapeake's digitizing requirements.



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003

6. The individuals who will digitize the documents shall at all times be considered the representatives or contractors of Chesapeake, and they shall not be considered the employees or contractors of the Recorder of Columbiana County. Neither the Recorder nor the County shall be responsible for Worker's Compensation, unemployment compensation or any other employee benefits for the individuals who will be digitizing the documents. Before commencing the project, Chesapeake shall procure and maintain, or cause to be maintained, throughout the term of this agreement and at least one year following final completion, at least the following policy of insurance: Worker's Compensation not less than the statutory limits for such coverage as required by the state of Ohio.
7. In consideration of services provided by Chesapeake, the Recorder shall provide Chesapeake with a digitized copy of all records which have heretofore been digitized or which are currently being digitized by the Recorder, or any third party, in like manner as set forth on Exhibit "A" hereto. Chesapeake shall provide the Recorder with the hard drive required to produce the copy of these records. Chesapeake also agrees to omit and / or delete any and all records received from the Recorder pertaining to military discharges.
8. Chesapeake agrees to provide requests of new document filings along with the flash drives and postage paid mailers for mailing weekly updates. The Recorder agrees to provide Chesapeake with digital updates of new document filings upon receipt of request. Chesapeake shall pay the Recorder the sum of \$100.00 per month for this service.
9. This Agreement shall be construed under and in accordance with the laws of the State of Ohio, and all obligations of the parties created hereunder are performable in Columbiana County, Ohio. The undersigned represent and warrant that they have the legal authority to enter into the Agreement and that this Agreement constitutes a legally binding contract.
10. This Agreement constitutes the sole and only Agreement of the parties hereto and supersedes any prior understanding or written or oral agreement between the parties respecting the within subject matter.
11. No amendment, modification or alteration of the terms hereof shall be binding unless in writing, dated after the date of this Agreement and duly executed by the parties hereto.
12. This Agreement shall inure to and be binding upon the parties, their heirs, successors and assigns.



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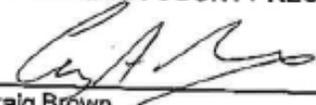
CHESAPEAKE EXPLORATION, L.L.C.

COLUMBIANA COUNTY COMMISSIONERS


Henry J. Hood, Senior Vice President
Land & Legal and General Counsel *KL*



Approved by:
COLUMBIANA COUNTY RECORDER


Craig Brown



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EXHIBIT "A"

AGREEMENT, made this 21 day of Dec 2011, by and between CHESAPEAKE EXPLORATION, L.L.C., and the Columbiana County, Ohio Board of Commissioners and the Columbiana County, Ohio Recorder.

IMAGE SPECIFICATIONS:

Paragraph 1:

- Single page tiff or jpg files
- Black/White
- 300 DPI
- The images will be placed in folders identified by Book Type, then in a subordinate or subfolder identified by Book Number, (e.g. DEED BOOKS then subfolder 01, 02, 03...)
- All images will be identified by image number beginning with 001 and numbered consecutively to the last image of the book.

Paragraph 2:

- Single page tiff or jpg files
- Black/White
- 300 DPI
- The images will be placed in folders identified by Book Type, then in a subordinate or subfolder identified by Book Number, (e.g. DEED BOOKS then subfolder 01, 02, 03...)
- File Naming Convention to include Book and Page identification corresponding to the first page of the record – (e.g. 341_034.001.tif).



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U.S. Census Bureau State & County QuickFacts

Select a State: **USA QuickFacts** | What's New | FAQ

Ohio counties selection map | Ohio cities-state search | State fact page

Select a county: **Columbiana** | Go | Select a city: | Go

Columbiana County, Ohio

Further information: [Browse data sets for Columbiana County](#)

People QuickFacts	Columbiana County	Ohio
Population, 2011 estimate	107,841	11,544,591
Population, 2010	107,841	11,538,944
Population, percent change, 2000 to 2010	-0.0%	1.6%
Population, 2000	112,916	11,553,140
Persons under 5 years, percent, 2010	5.5%	5.2%
Persons under 18 years, percent, 2010	21.4%	20.7%
Persons 65 years and over, percent, 2010	16.5%	14.1%
Female persons, percent, 2010	49.8%	51.2%
White persons, percent, 2010 (a)	96.5%	87.7%
Black persons, percent, 2010 (a)	2.2%	12.2%
American Indian and Alaska Native persons, percent, 2010 (a)	0.9%	0.2%
Asian persons, percent, 2010 (a)	0.3%	1.7%
Native Hawaiian and Other Pacific Islander persons, percent, 2010 (a)	2	2
Persons reporting two or more races, percent, 2010	1.5%	2.1%
Persons of Hispanic or Latino origin, percent, 2010 (b)	1.7%	3.1%
White persons not Hispanic, percent, 2010	94.8%	84.6%
Living in same house 1 year & over, 2000 to 2010	85.7%	85.6%
Foreign born persons, percent, 2006-2010	1.2%	3.8%



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Local Government Innovation Fund Program
Application Scoring

Lead Applicant	
Project Name	

	Grant Application
--	--------------------------

or

	Loan Application
--	-------------------------

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Columbus, Ohio 43216-1001
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Columbiana County Recorder's Office

Digitizing, Redacting

Local Government Innovation Fund Project Scoring Sheet					
Section 1: Financing Measures					
Financing Measures	Description	Criteria	Max Points	Applicant Self Score	Validated Score
Financial Information	Applicant includes financial information (i.e., service related operating budgets) for the most recent three years and the three year period following the project. The financial information must be directly related to the scope of the project and will be used as the cost basis for determining any savings resulting from the project.	Applicant provides a thorough, detailed and complete financial information	5	<input type="radio"/>	
		Applicant provided more than minimum requirements but did not provide additional justification or support	3	<input checked="" type="radio"/>	
		Applicant provided minimal financial information	1	<input type="radio"/>	
		Points		3	0
Repayment Structure (Loan Only)	Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity, or other collateral (i.e., emergency rainy day, or contingency fund, etc.).	Applicant clearly demonstrates a secondary repayment source.	5	<input checked="" type="radio"/>	
		Applicant does not have a secondary repayment source.	0	<input type="radio"/>	
		Points		5	0
Local Match	Percentage of local matching funds being contributed to the project. This may include in-kind contributions.	70% or greater	5	<input checked="" type="radio"/>	
		40-69.99%	3	<input type="radio"/>	
		10-39.99%	1	<input type="radio"/>	
		Points		5	0
Total Section Points				13	0

Section 2: Collaborative Measures					
Collaborative Measures	Description	Criteria	Max Points	Applicant Self Score	Validated Score
Population	Applicant's population (or the population of the area(s) served) falls within one of the listed categories as determined by the U.S. Census Bureau. Population scoring will be determined by the smallest population listed in the application. Applications from (or collaborating with) small communities are preferred.	Applicant (or collaborative partner) is not a county and has a population of less than 20,000 residents	5	<input type="radio"/>	
		Applicant (or collaborative partner) is a county but has less than 235,000	5	<input checked="" type="radio"/>	
		Applicant (or collaborative partner) is not a county but has a population 20,001 or greater.	3	<input type="radio"/>	
		Applicant (or collaborative partner) is a county with a population of 235,001 residents or more	3	<input type="radio"/>	
		Points		5	0
Participating Entities	Applicant has executed partnership agreements outlining all collaborative partners and participation agreements and has resolutions of support. (Note: Sole applicants only need to provide a resolution of support from its governing entity.)	More than one applicant	5	<input checked="" type="radio"/>	
		Single applicant	1	<input type="radio"/>	
		Points		5	0
Total Section Points				10	0



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Columbiana County Recorder's Office

Digitizing, Redacting, etc.

Local Government Innovation Fund Project Scoring Sheet

Section 3: Success Measures

Success Measures	Description	Criteria	Points	Applicant Self Score	Validated Score
Expected Return	Applicant demonstrates as a percentage of savings (i.e., actual savings, increased revenue, or cost avoidance) an expected return. The return must be derived from the applicant's cost basis. The expected return is ranked in one of the following percentage categories:	75% or greater	30	<input checked="" type="radio"/>	
		25.01% to 74.99%	20	<input type="radio"/>	
		Less than 25%	10	<input type="radio"/>	
		Points	30	0	
Past Success	Applicant has successfully implemented, or is following project guidance from a shared services model, for an efficiency, shared service, coproduction or merger project in the past.	Yes	5	<input checked="" type="radio"/>	
		No	0	<input type="radio"/>	
		Points	5	0	
Scalable/Replicable Proposal	Applicant's proposal can be replicated by other local governments or scaled for the inclusion of other local governments.	The project is both scalable and replicable	10	<input checked="" type="radio"/>	
		The project is either scalable or replicable	5	<input type="radio"/>	
		Does not apply	0	<input type="radio"/>	
		Points	10	0	
Probability of Success	Applicant provides a documented need for the project and clearly outlines the likelihood of the need being met.	Provided	5	<input checked="" type="radio"/>	
		Not Provided	0	<input type="radio"/>	
		Points	5	0	
Total Section Points				50	0

Section 4: Significance Measures

Significance Measures	Description	Criteria	Points Assigned	Applicant Self Score	Validated Score
Performance Audit Implementation /Cost Benchmarking	The project implements a single recommendation from a performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code or is informed by cost benchmarking.	Project implements a recommendation from an audit or is informed by benchmarking	5	<input type="radio"/>	
		Project does not implement a recommendation from an audit and is not informed by benchmarking	0	<input type="radio"/>	
		Points	0	0	
Economic Impact	Applicant demonstrates the project will promote business environment (i.e., demonstrates a business relationship resulting from the project) and will provide for community attraction (i.e., cost avoidance with respect to taxes)	Applicant clearly demonstrates economic impact	5	<input checked="" type="radio"/>	
		Applicant mentions but does not prove economic impact	3	<input type="radio"/>	
		Applicant does not demonstrate an economic impact	0	<input type="radio"/>	
		Points	5	0	
Response to Economic Demand	The project responds to current substantial changes in economic demand for local or regional government services.	Yes	5	<input checked="" type="radio"/>	
		No	0	<input type="radio"/>	
		Points	5	0	
Total Section Points				10	0

2/22/12

Round1



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Columbiana County Recorder's Office

Digitizing, Redacting, etc.

Section 5: Council Measures			
Council Measures	Description	Criteria	Points Assigned
Council Preference	Council Ranking for Competitive Rounds	The Applicant Does Not Fill Out This Section; This is for the Local Government Innovation Fund Council only. The points for this section is based on the applicant demonstrating innovation or inventiveness with the project	
Total Section Points (10max)			

Scoring Summary			
	Applicant Self Score	Validated Score	
Section 1: Financing Measures	13	0	
Section 2: Collaborative Measures	10	0	
Section 3: Success Measures	50	0	
Section 4: Significance Measures	10	0	
Total Base Points:		83	0

Reviewer Comments



April 2, 2012

Craig Brown
Columbiana County Recorder's Office
105 South Market St.,
Lisbon, Ohio 44432

RE: Application Cure Letter

Dear Craig Brown:

The Ohio Department of Development (Development) has received and is currently reviewing your application for Round 1 of Local Government Innovation Fund program. During this review Development has determined that additional information is needed for your application. The identified item(s) requiring your attention are listed on the attached page(s). Please respond only to the issues raised. Failure to fully address all the identified items could lead to a competitive score reduction or ineligibility for Round 1 of the Local Government Innovation Fund program. **A written response from the applicant to this completeness review is due to Development no later than 5:00 p.m. on April 30, 2012.** Please send the response in a single email to lgif@development.ohio.gov and include "Cure—Project Name" in the subject line.

While this cure letter represents the additional information needed for Development review, the Local Government Innovation Council continues to reserve the right to request additional information about your application.

Thank you once again for your participation in Local Government Innovation program. Please contact the Office of Redevelopment at lgif@development.ohio.gov or 614-995-2292 if you have further questions regarding your application or the information requested in this letter.

Sincerely,

Thea J. Walsh, AICP
Deputy Chief, Office of Redevelopment
Ohio Department of Development

Local Government Innovation Fund Completeness Review

Applicant: Columbiana County Recorder
Project Name: Digitizing, Redacting and Local/Remote Access of Land Records
Request Type: Loan

Issues for Response

1. Budget

Please provide a line item budget that includes at minimum: 1) the sources of all funds being contributed to the project include **all** sources—cash, in-kind, etc.; 2) the uses of all funds (provide a line item for each use); 3) the total project costs (including the funding request **and** the local match. Please be sure that all uses of funds are eligible expenses as set forth in the program guidelines.

Example:

Collaboration Village's Project Budget

Sources of Funds

LGIF Request	\$100,000
Match Contribution (10%)	\$ 11,111
Total	\$111,111

Uses of Funds

Consultant Fees for Study	\$111,111
Total	\$111,111

Total Project Cost: \$111,111

2. Match

A minimum of 10% match is required for all projects. Matching funds must be 10% of the **total project cost** (not 10% of the funding request). Please document your 10% match and provide evidence of the contribution.

For **in-kind contributions**, please provide documentation as outlined in section 2.06 of the Local Government Innovation Fund program policies. Certification of in-kind contributions may only be made for past investments. Anticipated in-kind contributions must be certified **after** the contribution is made.

3. Financial Documentation

Financial history is required from all applicants. Please provide the most recent **three** years of financial history.

Please provide financial projections for your funding request. For grant requests, applicants must at minimum, estimate the anticipated savings they are expecting to realize as a result of the study. For loan projects, please provide projections for at least three years to help demonstrate the savings achieved and the repayment source for the loan.



Department of
Development

John R. Kasich, Governor Christine Beaman, Director

April 2, 2012

Craig Brown
Columbiana County Recorder's Office
105 South Market St.,
Lisbon, Ohio 44432

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