LAKES IN ECONOMIC DISTRESS GRANT PROGRAM APPLICATION INSTRUCTIONS

A unique Username/Email Address and Password account must be created for each submitted application. This email/password will allow access to the application at any time.

Use the "Tab" button to move between fields in the application

While moving through the application, click the "Save" button periodically to save application information.

To return to a previous page in the application, click the back button on the web browser.

For any questions about the application, please contact Carrie Manno at carrie.manno@development.ohio.gov

Ohio Development Services Agency Web Portal Login Page

On the first login, click the "Register a New Account" line on the bottom right of the login box. This will prompt the registration of a new account so that an application may be submitted. After the fields are completed, click "Submit" to progress to the Development Services Agency Portal Applications page.

To return to an unfinished (i.e. un-submitted) application, login using the username/email address and password registered to the application.

Development Services Agency Portal Applications Page

Click on the "Lakes in Economic Distress Grant Application" line to reach the application.

Note: This main page can be accessed at any time by clicking the "Return" button at the top or bottom of the application page.

First Application Page – Applicant and Project Information

<u>Contact Information Section</u>

The person listed in this section will be the point-of-contact for the Ohio Development Services Agency for any questions relating to the application and, if funded, any questions/mailings/reports in conjunction with the agreement.

- 1. – 2. Contact Person: Identify the first and last name of the person who will be the point of contact for the application and, if funded, the grant.

- 3. Phone Number: Provide the best phone number to reach the identified contact person. This may be a home, office or cell phone number.

- 4. Email Address: List the best contact email address for the identified contact person.

- 5. Employer: Provide the name of the company the contact person works for. This may or may not be the applicant business (ex: if the contact person is a lawyer, consultant, etc.).

- 6. Relationship to Applicant Business: If employed by the applicant business, please list the contact person's title. If not employed by the applicant business, please list the contact person's role (i.e. consultant, lawyer, etc.)

Business Information Section

- 7. Company Name: List the applicant business's legal name (i.e. the name registered with the Secretary of State).

- 8. Doing Business As: The name the applicant business operates under, if it is different from the legal /incorporated name.

- 9. Owner(s): List all persons with an ownership stake in the applicant business. Include the percentage of ownership next to each owner's name(s).
  - **Example 1:** John Doe (51), Jane Doe (39), Bill Smith (10)
  - **Example 2:** Mary Jones (100)

- 10. Federal Tax Identification Number: Input the identification number (ex: Federal Employer Identification Number or Social Security Number) the applicant business uses when filing federal tax returns.

  Note: Do not input dashes, only the numbers.

- 11. Taxation Type: Select the appropriate drop-down category that matches the applicant business's incorporation type.

- 12. Month and Year Established: Input the month and year the applicant business established its operations at the location affected by the Distressed Lake (i.e. the location in a county that contains all or a portion of the Distressed Lake). The applicant business must have been in operation before March 30, 2014 to be eligible for the program.

  Note: The input is in "mm/yy" format.

- 13. Website Address, if applicable: If the applicant business has a website or webpage, please list the address here.

- 14. Business Description: Provide a written description of the operation of the applicant business, including what the applicant business does and who it serves.

Business Location Section

- 15.-19. Physical Business Address: This address is the applicant business' physical location in the Distressed Lake area where the grant money will be utilized (i.e. the project site). Do not provide the applicant business' mailing address (ex. a Post Office Box), if that address is different from the location address.

- 20. Local Jurisdiction: Identify the political subdivision (i.e. Township, Village or City) where the applicant business is located as identified by the project site. Note that this local jurisdiction may be different than the mailing address "city".

- 21. County: Identify from the drop-down list the county where the project site is located.

Financial Information Section

The information provided in this section must be from the year-end business financial statements, as certified by an authorized representative of the applicant business. Only certified financial information will be accepted.

- #22. 2014 Gross Revenue: Provide the applicant business' gross revenue for the project site. The gross revenue should be from the **2014**-year end (either calendar year or fiscal year, depending on the applicant business' year end reporting period).

  Note: Do not include a dollar sign in the input.

- 23. 2014 Annual Payroll: Provide the applicant business' total payroll for all workers (full-time, part-time, and temporary/seasonal) at the project site. The gross revenue should be from the **2014**-year end (either calendar year of fiscal year, depending on the applicant business' year end reporting period).

  Note: Do not include a dollar sign in the input.

- 24. 2015 Gross Revenue: Provide the company's gross revenue for the project site. The gross revenue should be from the **2015**-year end (either calendar year of fiscal year, depending on the applicant business' year end reporting period).

  Note: Do not include a dollar sign in the input.

- 25. 2015 Annual Payroll: Provide the applicant business' total payroll for all workers (full-time, part-time, and temporary/seasonal) at the project site. The gross revenue should be from the **2015**-year end (either calendar year of fiscal year, depending on the applicant business' year end reporting period).

  Note: Do not include a dollar sign in the input.

- 26. Does the applicant have any outstanding tax or Environmental Protection Agency (EPA) liabilities with the state of Ohio?: Does the applicant business, to its knowledge, have any existing outstanding taxes or existing environmental property issues?

- 27. If "Yes", please explain: If the "Yes" box in #26 is checked, please explain the liability and its cause. If any efforts are underway to address the liability, please include that information in the explanation.

Project Information Section

- 28. Declared Distressed Lake: Select the appropriate lake from the drop-down list of the Ohio Department of Natural Resources' declared Distressed Lakes. If the lake associated with the business' operations is not included in the list, the business is not eligible for the Distressed Lakes Grant Program.

- 29. How far is the business from the Distressed Lake, in miles: Provide the distance in miles from the distressed lake's shoreline to the applicant business' project site.

- 30. Historic Business Revenue: Provide a narrative that explains how, in prior years (i.e. pre-2015), the applicant business' revenue has been related to or dependent upon the activities tied to the Distressed Lake (i.e. tourist travel, specific events, seasonal visitation)

- 31. Business Impact: Explain how the current economic condition of the identified Distressed Lake is affecting the revenue of the applicant business.

- 32. Amount of Funding Requested: Subtract #24 (2015 Gross Revenue) from #22 (2014 Gross Revenue). If the result is $20,000 or greater, the applicant business can request an amount up to a maximum of $10,000. If the result is less than $20,000, the applicant business can request an amount up to 50% of the resulting number.
    - Example 1: 2014 Gross Revenue – 2015 Gross Revenue = $37,000. The applicant business may request up to $10,000 in grant funds.
    - Example 2: 2014 Gross Revenue – 2015 Gross Revenue - $16,000. The applicant business may request up to $8,000 in grant funds.

- 33. Describe the intended use of the grant funds: Check the box next to the appropriate category or categories among the list that best describes the planned use of the grant funds. Note that more than one category may be selected.

- 34. Grant Impact: Based upon the category or categories selected in #33, speak to the plans the applicant business has for the grant funding – how it will assist in the short term (within the next three months) and the anticipated long term effects (one year from now).

AFTER THE INFORMATION ON THIS PAGE IS INPUTTED, PLEASE CLICK THE "SAVE AND CONTINUE" BUTTON AT EITHER THE TOP OR BOTTOM OF THE PAGE TO PROGRESS TO THE NEXT PAGE OF THE APPLICATION.

Second Application Page – Supporting Documents Upload

This page is requires the attachment of four forms that will be required for grant funding if the application is funded. Detailed information on where to locate the forms and how to complete them is outlined on the application. Information on how to upload the forms to the application is also outlined on the application.

> Note: While ODSA strongly encourages applicants to save and upload these documents as PDF files, they can also be uploaded as Word documents.

AFTER THE FOUR FORMS HAVE BEEN UPLOADED, CLICK THE “CONTINUE” BUTTON AT EITHER THE TOP OR BOTTOM OF THE PAGE TO PROGRESS TO THE FINAL PAGE OF THE APPLICATION.

Final Application Page – Certifications and Signature

Both certification boxes must be checked, verifying the applicant has read and understands/agrees with the certifications, in order for the application to be submitted.

Finally, input the full name and title of the person authorized to submit the application on behalf of the applicant business.

AFTER COMPLETING THIS PAGE, CLICK THE “SAVE AND CONTINUE” BUTTON AT EITHER THE TOP OR BOTTOM OF THE PAGE TO PROGRESS TO THE REVIEW PAGE OF THE APPLICATION

Review Page – Confirmation of Information

The final view of the application shows all the information entered on the Applicant and Project Information page. Please review all information at this time and make sure all of the required fields have been completed.

AFTER COMPLETING THE REVIEW, CLICK THE “SUBMIT” BUTTON AT EITHER THE TOP OR BOTTOM OF THE PAGE TO SUBMIT THE APPLICATION.

At this time, if any required information is outstanding a notification page will come up with “Errors” listed at the top of the page to identify any fields that have not been completed. If this page appears, please review the errors list. Then click on the “Cancel” button at either the top or the bottom of the page to return to the beginning of the application, where the missing information can be inputted. Then proceed back through the application pages and click the “Submit” button at the end to re-submit the application with the updated information.

After the application is formally submitted, it will be locked and information will not be able to be altered. Logging back into the account after submission will only provide viewing of the first page.