

Completing an Application for the Local Government Innovation 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

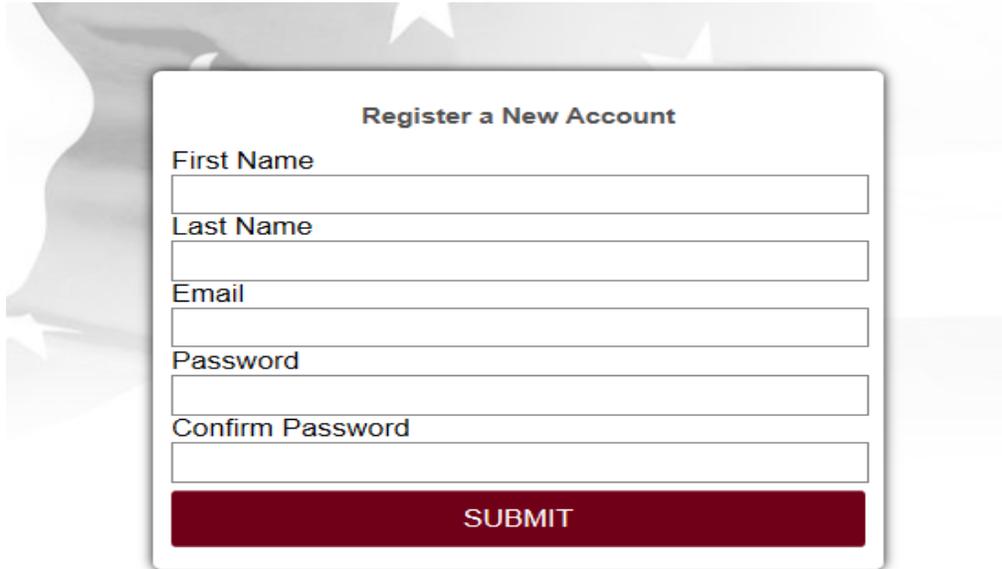
Username/Email Address

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 image shows a registration form titled "Register a New Account". The form 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". Below the fields is a red "SUBMIT" button.

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 Program Grant (LGIF LGIP Grant).



4. The link will take you the LGIF LGIP 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?](#)

5. 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 Program Grant

Thank you for your interest in the Local Government Innovation Program Grant.

Please use this application if you are a political subdivision seeking a **feasibility study** grant for a demonstration project that promotes shared services and reduces costs.

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.

- All questions answered in each section below;
- 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;
- If applicable, include your Performance Audit/Cost Benchmarking study in the Notes and Attachment Section;
- A Project Budget – Sources and Uses Form completed and uploaded in the Notes and Attachment Section; and
- 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 Grant Application Instructions](#)

[Click here to download required forms](#)

- [Project Budget Sources and Uses](#) - .xlsx file
- [Project Timeline](#) - .xlsx file
- [Sample Partnership Agreement/MOU](#)
- [Sample Resolution of Support](#)

Additional tips

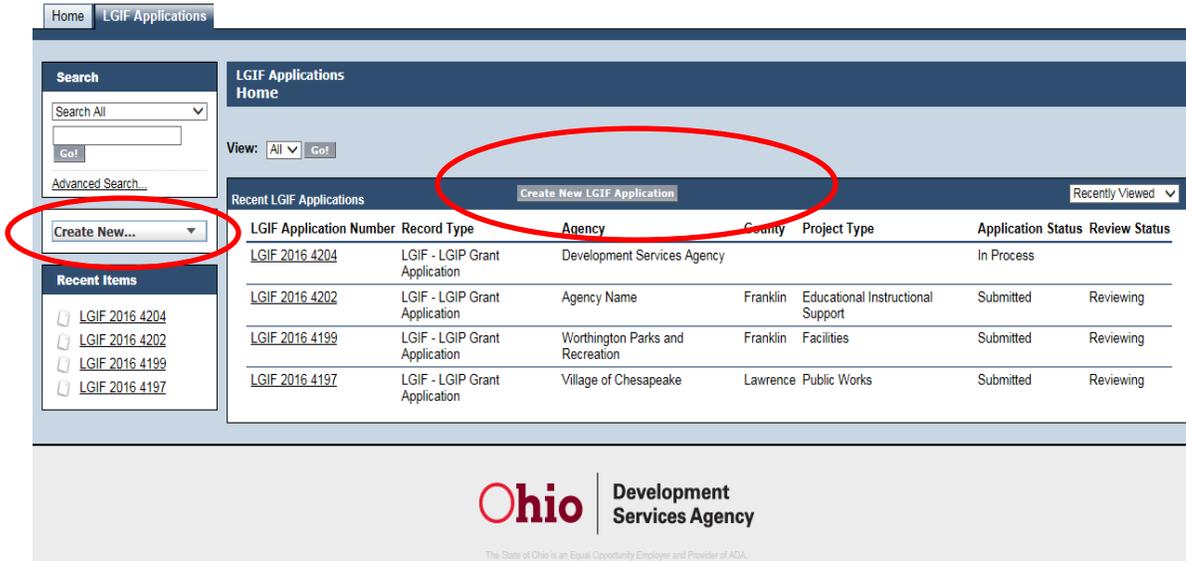
- Review the application carefully prior to entering your information. We have made several changes to the LGIF LGIP grant online application from previous rounds. Familiarize yourself with the application first before you enter your answers. You can always Save and return to the application later.
- Hover your mouse over the question mark icons next to the fields to get instructions for that question.
- Some fields have character limits so check the question mark icon before beginning the response.
- Applications will be rejected if they are missing the required attachments (Project Budget, Project Timeline, Resolution of Support and if applying with partners Partnership 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.



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.

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.

LGIF Application Edit
New LGIF Application

LGIF Application Edit

Save
Save & New
Cancel

Information I = Required Information

Round Number ?

Application Status ?

Record Type: LGIF - LGIP Grant Application

Submit Date:

Approval Date:

Review Status:

Applicant Profile

<p>Agency ? <input type="text"/></p> <p>FEIN ? <input type="text"/></p> <p>Street Address ? <input type="text"/></p> <p>City <input type="text"/></p> <p>State: <input type="text" value="OH"/></p> <p>Zip Code <input type="text"/></p> <p>County: <input type="text" value="--None--"/></p>	<p>Project Type: <input type="text" value="--None--"/></p> <p>Project Approach: <input type="text" value="--None--"/></p> <p>Organization Type ?: <input type="text" value="--None--"/></p> <p>Organization Type Detail: <input type="text" value="--None--"/> i</p> <p>JobsOhio Region ?: <input type="text" value="--None--"/></p>
--	--

Project Detail

Project Name ?

Request Amount ?

Match Amount ?

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:

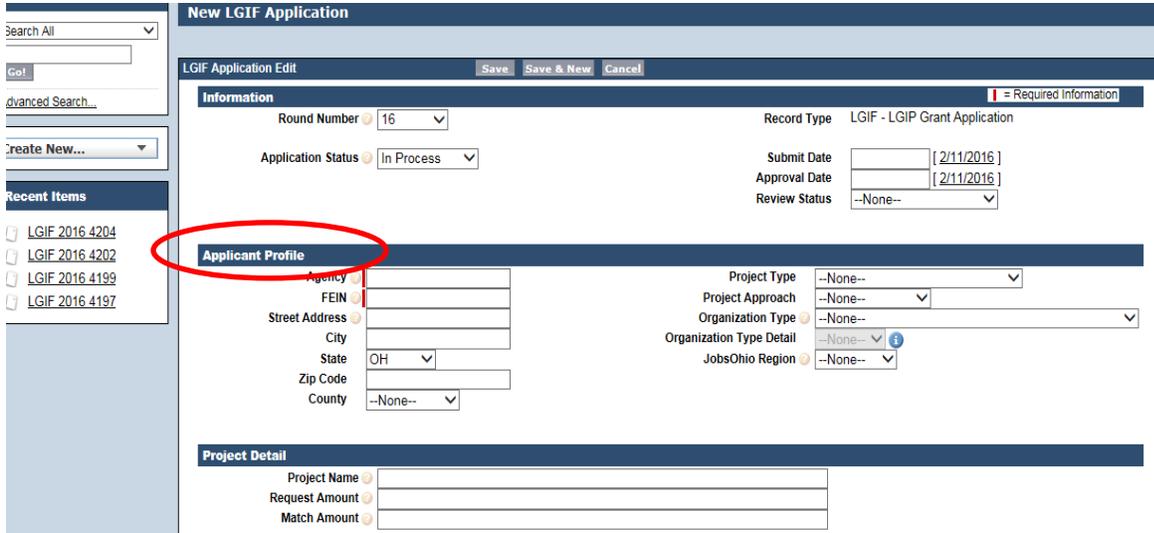
Project Contact Zip Code

Project Definition

Project Summary ?

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 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.

7. The next section is the **Applicant Profile** section. All information is required.



New LGIF Application

LGIF Application Edit Save Save & New Cancel

Information I = Required Information

Round Number Record Type LGIF - LGIP Grant Application

Application Status Submit Date
Approval Date
Review Status

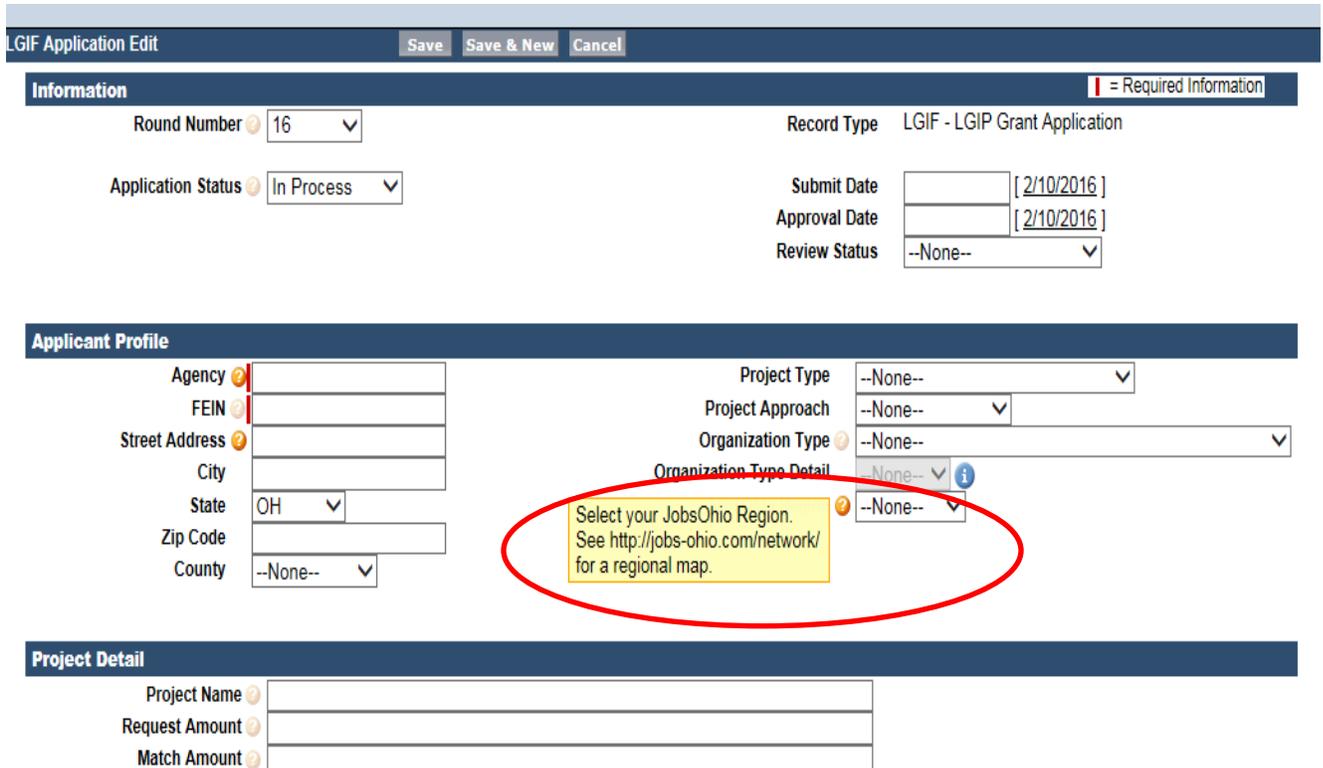
Applicant Profile

Agency Project Type
FEIN Project Approach
Street Address Organization Type
City Organization Type Detail
State JobsOhio Region
Zip Code
County

Project Detail

Project Name
Request Amount
Match Amount

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 Record Type LGIF - LGIP Grant Application

Application Status Submit Date
Approval Date
Review Status

Applicant Profile

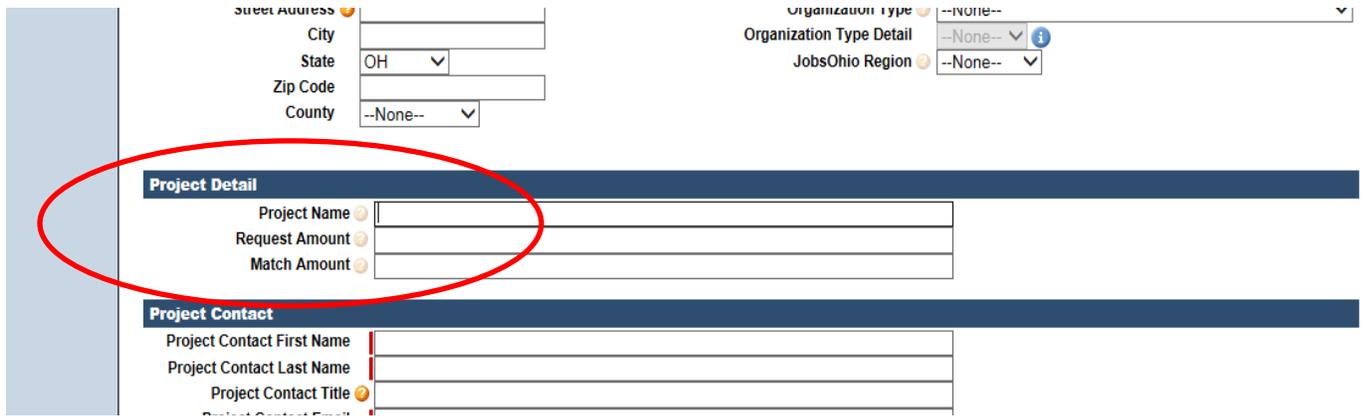
Agency Project Type
FEIN Project Approach
Street Address Organization Type
City Organization Type Detail
State JobsOhio Region
Zip Code
County

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

Project Detail

Project Name
Request Amount
Match Amount

8. Fill out the information in the **Project Detail** section. Your Request Amount cannot exceed **\$50,000**.



Street Address 

City

State OH 

Zip Code

County --None-- 

Organization Type --None-- 

Organization Type Detail --None--  

JobsOhio Region --None-- 

Project Detail

Project Name 

Request Amount 

Match Amount 

Project Contact

Project Contact First Name

Project Contact Last Name

Project Contact Title 

Project Contact Email

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.

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

Project Contact

Project Contact First Name	<input type="text"/>
Project Contact Last Name	<input type="text"/>
Project Contact Title	<input type="text"/>
Project Contact Email	<input type="text"/>
Project Contact Phone	<input type="text"/>
Project Contact Street Address	<input type="text"/>
Project Contact City	<input type="text"/>
Project Contact State	--None-- ▾
Project Contact Zip Code	<input type="text"/>

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

10. Answer all of the questions in the **Project Definition** section.

Project Contact State
Project Contact Zip Code

Project Definition

Project Summary

Problem you are trying to solve

Project Goals

Agency Core Function

Core Services Narrative

Response to Economic Demand

Collaborative Measures

Collaboration
Nature of Partnership

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

11. Fill in the questions under the **Collaborative Measures** section. If you have no collaborative partners, answer NA under nature of partnership and proposal partnership history. Applying with partners is not required.



Please Note: If you are applying with Collaborative Partners you must upload their information in the LGIF Collaborative Partners Sections. Select the “New LGIF Collaborative Partner” button for each partner.



12. Fill in the questions under the **Success Measures** section.

Proposal Partnership History	
Success Measures	
Scalable and Replicable	
Past Success	
Significance Measures	
Economic Impact	
Demonstration of Need	
Innovative Approach	

13. Fill in the questions under the **Significance Measures** section.

Past Success ?	
Significance Measures	
Economic Impact ?	
Demonstration of Need ?	
Innovative Approach ?	
Performance Audit/Cost Benchmarking ?	
Financial Measures	
Cost Saving ?	

14. Fill in the question under the **Financial Measures** section.

Performance Audit/Cost Benchmarking 

Financial Measures

Cost Savings 

Required Documents(CHECK BOXES BELOW ONE'S ALL DOCUMENTS ARE ATTACHED)

MOU/Partnership Agreement Attached

Resolution of Support Attached

Project Budget Attached

Timeline Attached

15. The last section is the **Required Documents**. This is the section is where you will indicate that you have attached a Partnership Agreement/MOU, Resolution of Support, Project Budget and Project Timeline. The Project Budget and Project Timeline Templates are provided at the top of the page.



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

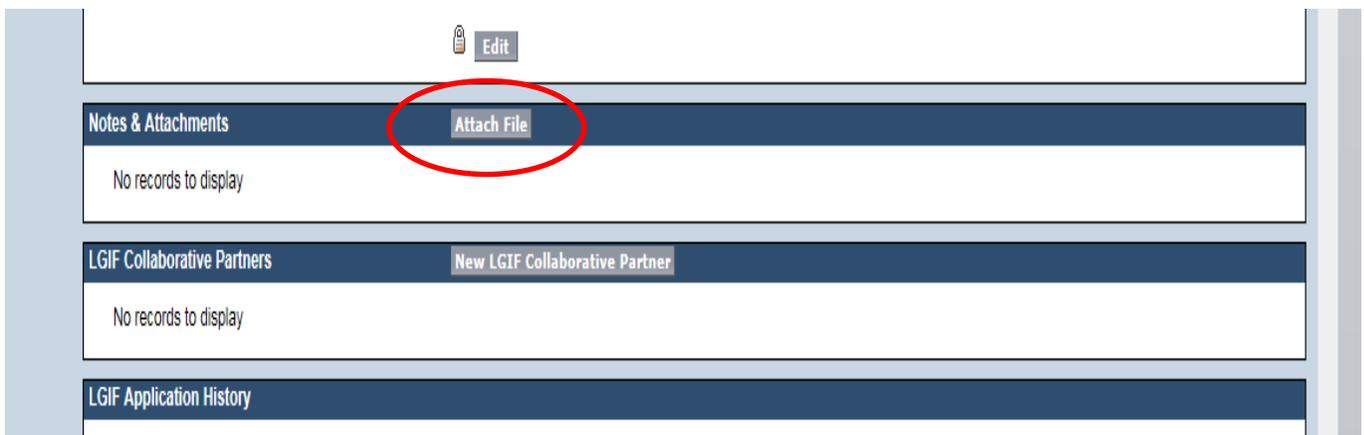
MOU/Partnership Agreement
Attached ?

Resolution of Support
Attached ?

Project Budget Attached ?

Timeline Attached ?

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.



 Edit

Notes & Attachments **Attach File**

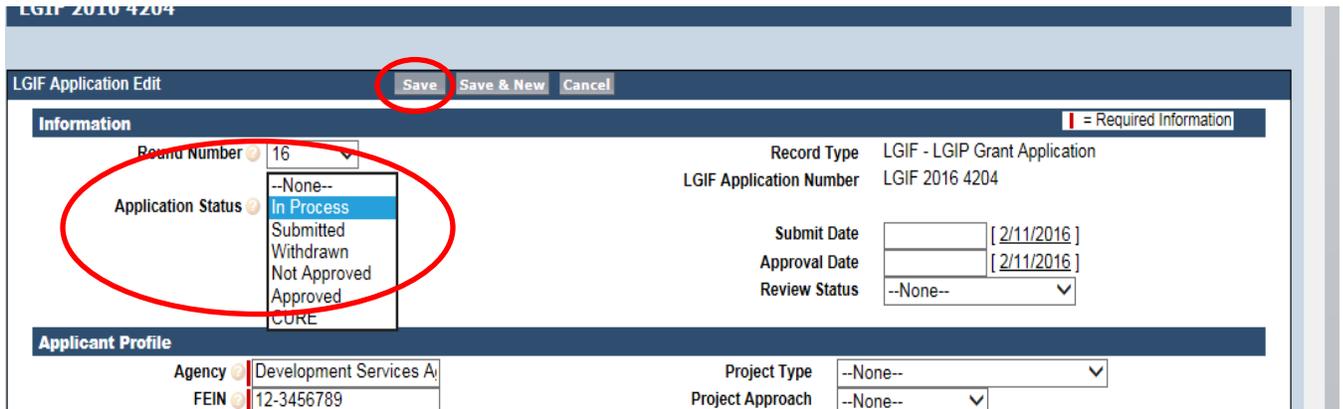
No records to display

LGIF Collaborative Partners **New LGIF Collaborative Partner**

No records to display

LGIF Application History

16. 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.



The screenshot shows the 'LGIF Application Edit' interface for application 'LGIF 2016 4204'. The 'Application Status' dropdown menu is open, showing options: --None--, Submitted, Withdrawn, Not Approved, Approved, and CURE. The 'Save' button is circled in red. Other fields include Round Number (16), 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--), Agency (Development Services A), FEIN (12-3456789), Project Type (--None--), and Project Approach (--None--).

Your application has now been submitted!

If you have any additional questions, please contact:

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