

## Completing an Application for the Local Government Innovation LOAN 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

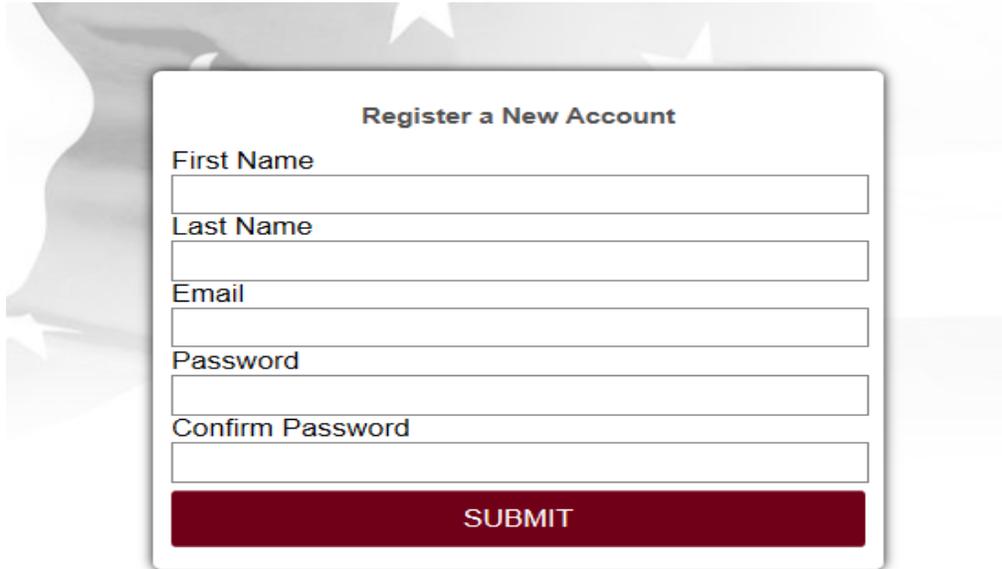
Username/Email Address

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 and Efficiency Programs link.



4. The link will take you the LGIF LGIP Loan. 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
<a href="#">Click here to download required Loan form</a>	<a href="#">Click here to download required Grant forms</a>
-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.*

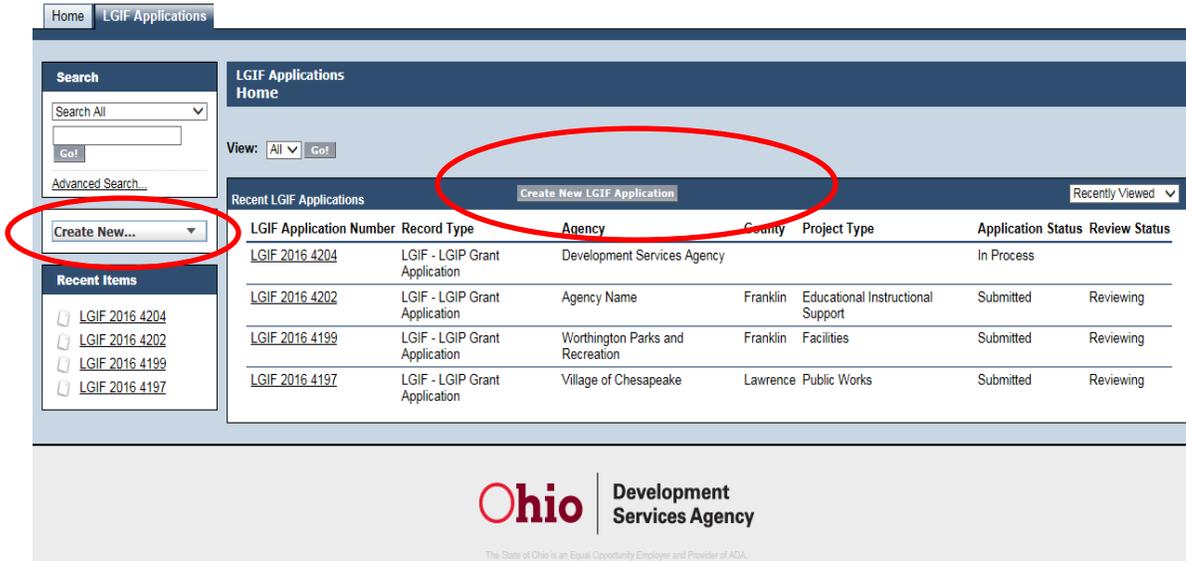
**Additional Tips**

- 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](mailto: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

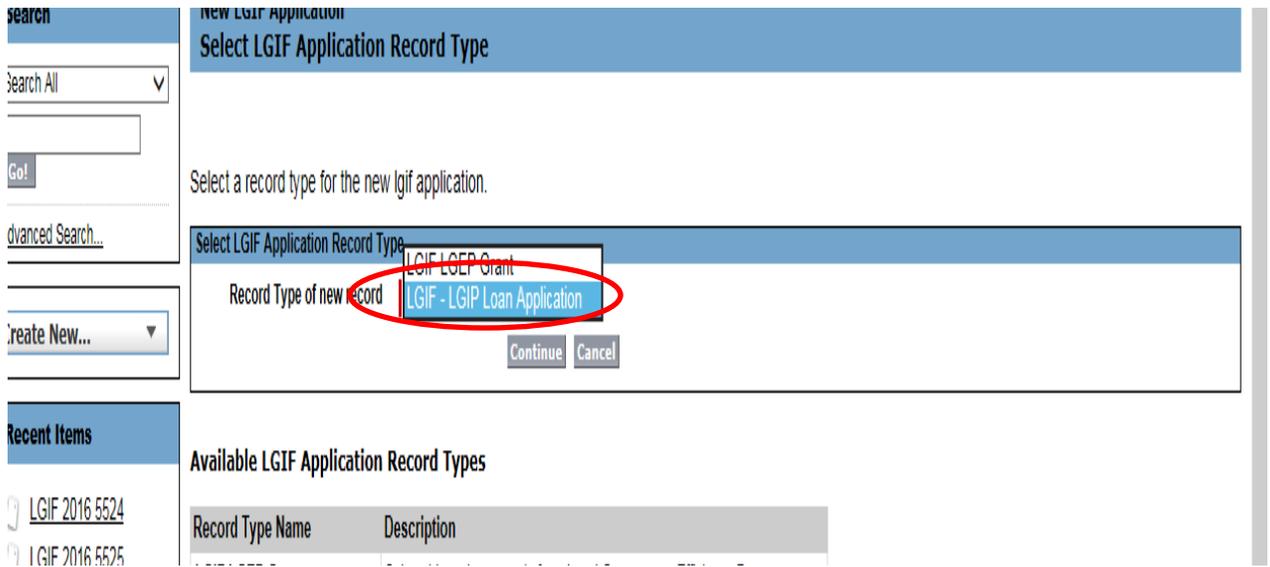
Recent LGIF Applications

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 the LGIP Loan Application from the drop down box. Click “continue”.



The screenshot shows a web application interface for creating a new LGIF application. On the left is a search sidebar with fields for 'Search All', 'Go!', 'Advanced Search...', and 'Create New...'. The main content area is titled 'New LGIF Application' and 'Select LGIF Application Record Type'. It contains the instruction 'Select a record type for the new lgif application.' and a dropdown menu. The dropdown menu is open, showing two options: 'LGIF - LGEP Grant' and 'LGIF - LGIP Loan Application'. The 'LGIF - LGIP Loan Application' option is highlighted with a red circle. Below the dropdown are 'Continue' and 'Cancel' buttons. At the bottom, there is a section titled 'Recent Items' with two entries: 'LGIF 2016.5524' and 'LGIF 2016.5525'. Below this is a table titled 'Available LGIF Application Record Types' with columns for 'Record Type Name' and 'Description'.

Record Type Name	Description

- 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**

Save
Save & New
Cancel

**Information** ! = Required Information

Round Number <span style="color: red;">!</span> <input type="text" value="16"/>	Record Type: LGIF - LGIP Grant Application
Application Status <span style="color: red;">!</span> <input type="text" value="In Process"/>	Submit Date: <input type="text" value="2/10/2016"/>
	Approval Date: <input type="text" value="2/10/2016"/>
	Review Status: <input type="text" value="--None--"/>

**Applicant Profile**

Agency <span style="color: red;">!</span> <input type="text"/>	Project Type: <input type="text" value="--None--"/>
FEIN <span style="color: red;">!</span> <input type="text"/>	Project Approach: <input type="text" value="--None--"/>
Street Address <span style="color: red;">!</span> <input type="text"/>	Organization Type: <input type="text" value="--None--"/>
City <input type="text"/>	Organization Type Detail: <input type="text" value="--None--"/>
State: <input type="text" value="OH"/>	JobsOhio Region <span style="color: red;">!</span> : <input type="text" value="--None--"/>
Zip Code <input type="text"/>	
County: <input type="text" value="--None--"/>	

**Project Detail**

Project Name <span style="color: red;">!</span> <input type="text"/>	
Request Amount <span style="color: red;">!</span> <input type="text"/>	
Match Amount <span style="color: red;">!</span> <input type="text"/>	

**Project Contact**

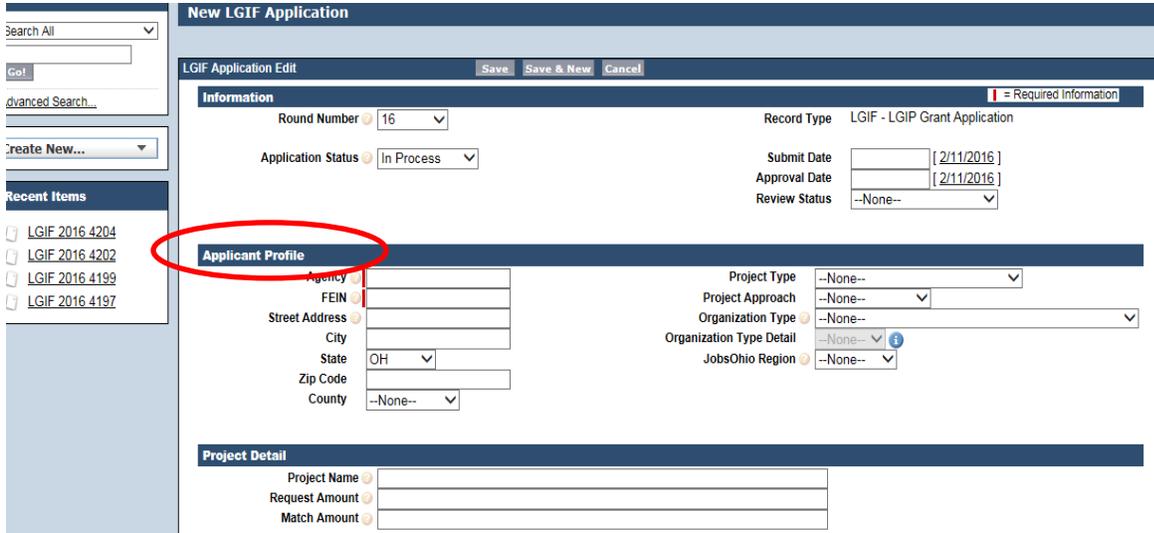
Project Contact First Name <span style="color: red;">!</span> <input type="text"/>	
Project Contact Last Name <span style="color: red;">!</span> <input type="text"/>	
Project Contact Title <span style="color: red;">!</span> <input type="text"/>	
Project Contact Email <span style="color: red;">!</span> <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: <input type="text" value="--None--"/>	
Project Contact Zip Code <input type="text"/>	

**Project Definition**

Project Summary <span style="color: red;">!</span> <input type="text"/>	
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**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.

9. 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

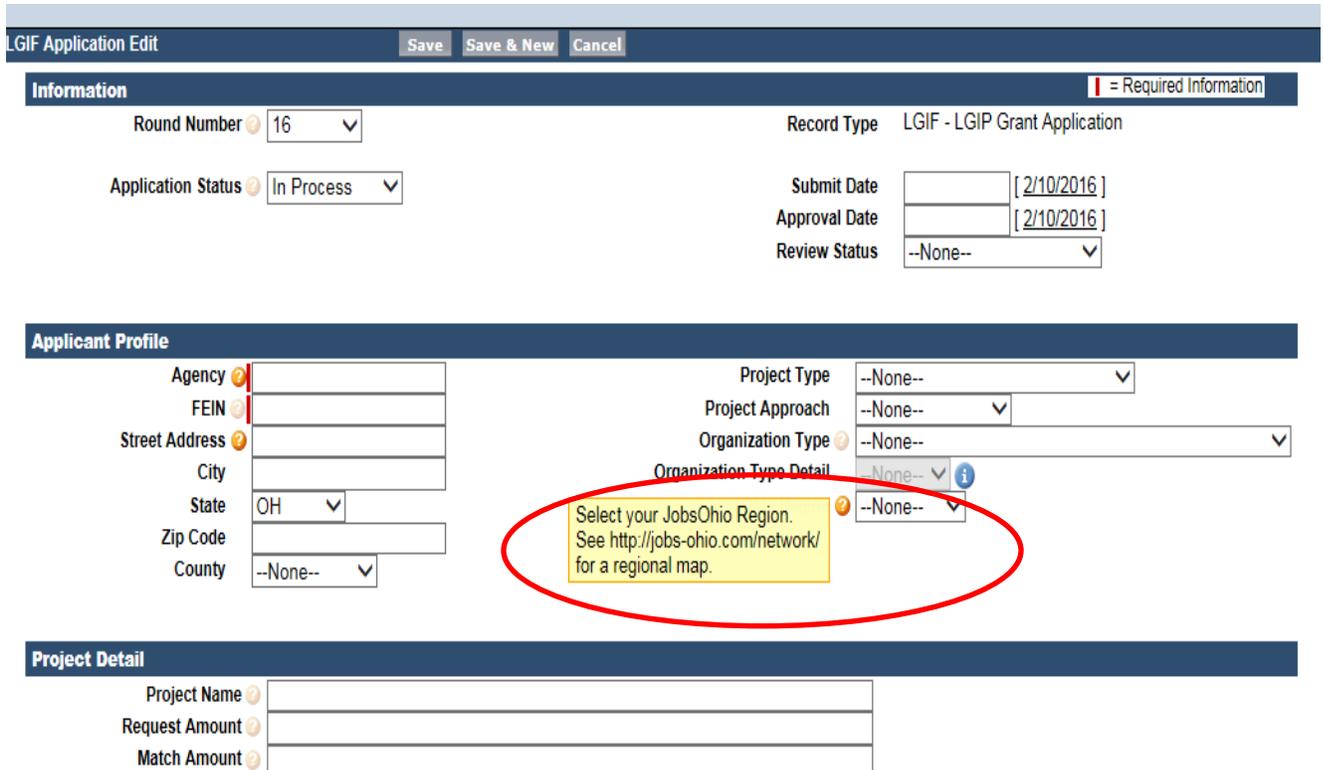
**Applicant Profile**

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**

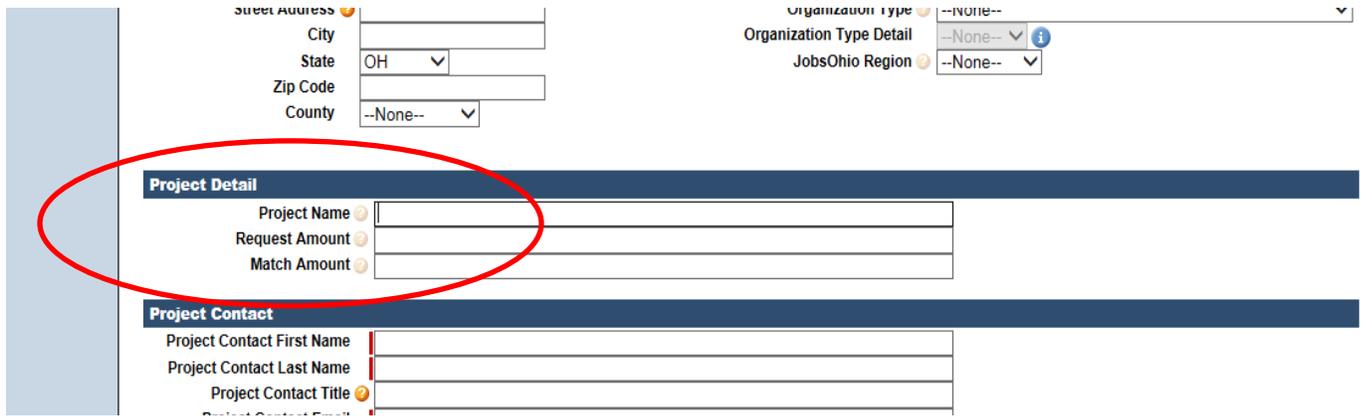
Agency  Project Type   
FEIN  Project Approach   
Street Address  Organization Type   
City  Organization Type Detail   
State  JobsOhio Region   
Zip Code   
County

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

**Project Detail**

Project Name   
Request Amount   
Match Amount

10. Fill out the information in the **Project Detail** section. Your Request Amount cannot exceed **\$500,000**.



The screenshot shows a web form with several sections. At the top, there are input fields for 'Street Address', 'City', 'State' (set to 'OH'), 'Zip Code', and 'County' (set to '--None--'). To the right, there are dropdown menus for 'Organization Type' (set to '--None--'), 'Organization Type Detail' (set to '--None--'), and 'JobsOhio Region' (set to '--None--'). Below these is a dark blue header for the 'Project Detail' section, which is circled in red. This section contains three input fields: 'Project Name', 'Request Amount', and 'Match Amount'. Below that is another dark blue header for the 'Project Contact' section, which contains three input fields: 'Project Contact First Name', 'Project Contact Last Name', and 'Project Contact Title'.

**Please Note:** Your Match Amount must be at least 10% or more of the Total Project Amount. An error message will appear with a checkbox 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.

11. 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.

12. 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.

13. 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.



Collaborative Measures

Collaboration --None--

Nature of Partnership

Proposal Partnership History

**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.



Edit

Notes & Attachments Attach File

No records to display

LGIF Collaborative Partners New LGIF Collaborative Partner

No records to display

LGIF Application History

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

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

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

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

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

<b>Financial Measures</b>	
Cost Savings	
Return on Investment Calculation	
Break Even Analysis	
Repayment Structure	
<b>Required Documents(CHECK BOXES BELOW ONCE ALL DOCUMENTS ARE ATTACHED)</b>	
MOU/Partnership Agreement Attached	<input type="checkbox"/>
Resolution of Support Attached	<input type="checkbox"/>
Project Budget Attached	<input type="checkbox"/>
Timeline Attached	<input type="checkbox"/>

17. 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)

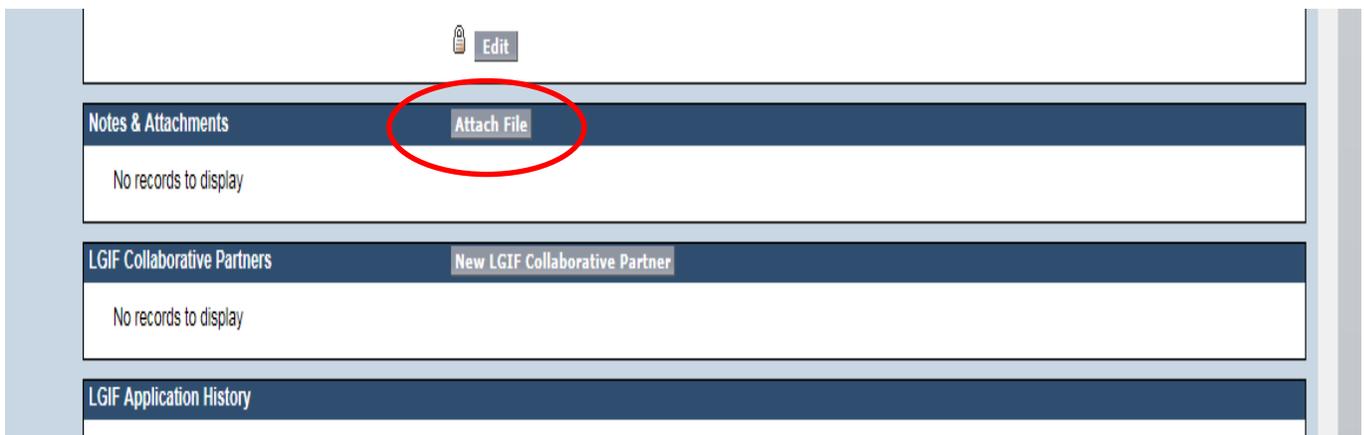
MOU/Partnership Agreement Attached

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](#)

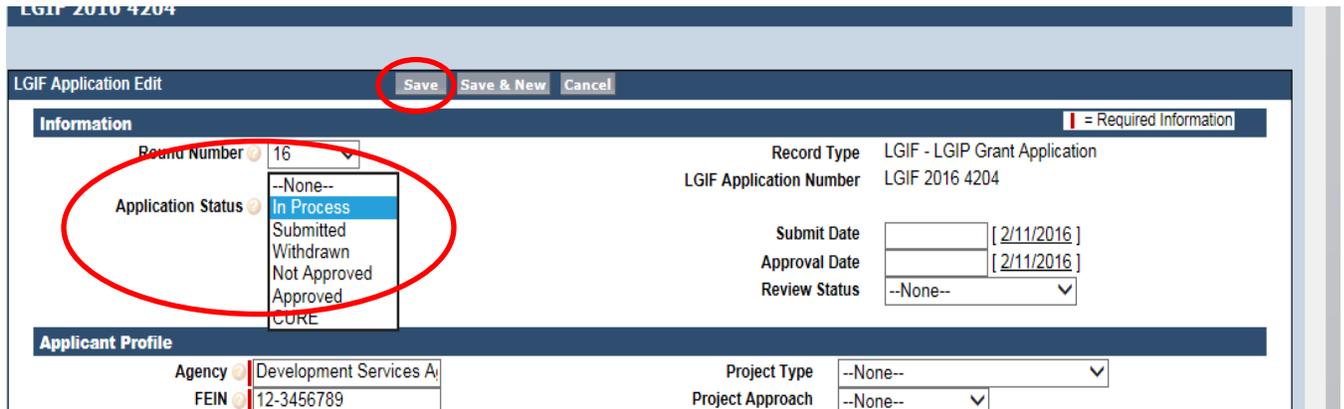
No records to display

LGIF Collaborative Partners [New LGIF Collaborative Partner](#)

No records to display

LGIF Application History

18. 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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Local Government Innovation Fund Program Manager  
Office of Strategic Business Investments  
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Columbus, OH 43215  
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Email: [Julia.Hinten@development.ohio.gov](mailto:Julia.Hinten@development.ohio.gov)