

Local Government Innovation Fund Application

Program Overview

The Local Government Innovation Fund consists of \$45 million to be awarded in the form of grants and loans to political subdivisions for local government innovation projects. Of the \$45 million, \$9 million is available for grant awards and \$36 million is available for loan awards. Funds will be awarded to projects that promote efficiency, shared services, coproduction, and mergers among local governments. Projects are also expected to facilitate improved business environments and promote community attraction.

Notice to Applicants

Please complete this application carefully. Read fully the general instructions and follow each direction provided.

Application Instructions

- Applications must be typed using font size no smaller than 10-point.
- Applicants applying for loan funds must provide a feasibility study, planning or management project to the Ohio Department of Development by the deadline outlined in the program calendar and receive a determination prior to submitting an application. Please see §3.06 of the LGIF Policies for more information.
- Applications must be submitted electronically (PDF format) to the Department of Development. Should an applicant need to submit a hardcopy application for any reason, the hardcopy application must be in three-ring binders with the name of the applicant and the project clearly identified. Hardcopies must also be accompanied by a CD version of the application. Multiple binders are acceptable but must also be labeled.
- Each section of the application must be tabbed to delineate individual attachments (i.e., 1,2,3,4).
- All pages must be numbered. Each section of the application must be independently numbered in the bottom right-corner of the page. (Hand numbering will be accepted).
- Additional Attachments must be labeled and numbered per section (i.e., A-1, A-2, etc.).

Application Requirements

Each application must include the following five sections:

1. Contact Information
2. Collaborative Partners
3. Project Information
4. Financial Documentation
5. Supporting Documents

Tab 1: Contact Information

Applicants must provide the following contact information:

- Name of main applicant (the political subdivision applying for the award)
- Address of the main applicant
- Phone numbers (include fax)

- Email address
- Applicant contact information including:
 - Name
 - Title
 - Address (if different from above)
 - Phone number (if different from above)
 - Email address (if different from above)
- County
- Population data (derived from the 2010 U.S. Census) representing the applicant's population or the population of the areas the applicant serves

Tab 2: Collaborative Partners

Applicants applying with collaborative partners (defined in §1.03 of the LGIF Policies) must include the following information in Tab 2:

- Name of collaborative partner(s)
- Address
- Phone numbers (include fax)
- Email address
- Population data (derived from the 2010 U.S. Census) representing the collaborative Partners' population or the population of the areas the collaborative partners' serve

For each collaborative partner, please identify the nature of the partnership and explain how the main applicant and the partner(s) will work together on the proposed project.

Each collaborative partner should be clearly and separately identified. Collaborative partnerships must show proof of executed partnership agreements in the supporting documentation section of this application.

For consistency among all applications, applicants without collaborative partners must identify themselves as single applicants in Tab 2 of the application.

Tab 3: Project Information

Applicants must provide project information including:

- The name of the project
- A brief project description (limited to two pages single spaced)
- Identification of the type of award the applicant is seeking (for grants—applicants may apply for feasibility studies, planning or management project awards; for loans—applicants may apply for demonstration type projects)
- Proof of feasibility study determination provided by the Ohio Department of Development (applicable to applicants applying for loan funds only)
- A problem statement (including any information regarding the funds spent on problem related goods or services)
- Identification of **one** targeted approach to innovation (i.e., efficiency, shared service, coproduction, or shared merger)
- An explanation of the anticipated return on investment using the cost basis derived from the operational budget

- An explanation regarding the probability of the proposal's success (this should be based on any past project implementation, the likelihood of anticipated savings and the plans for project implementation)
- A description of the applicant's plans and ability to replicate and/or scale the proposal to allow for the inclusion of other political subdivisions
- Identification of whether the proposed project is part of a larger consolidation effort by the applicant or collaborative partner(s)
- Identification of past success on an innovation (efficiency, shared service, coproduction or shared merger) project
- A description of how the proposed project is responding to current substantial changes in economic demand for local or regional government services (if applicable)
- Identification of intent to implement recommendations of a performance or any other audit recommendations (applicants are required to provide the actual audit findings in the supporting documentation section of this application)
- An explanation of how the project facilitates an improved business environment and/or promotes community attraction

Tab 4: Financial Documentation

Applicants are required to submit the following financial documentation:

- Detained financial information must include separately:
 - The most recent three years of financial history (must include balance sheet, income statement, and a statement of cash flows)
 - The anticipated project costs:
 - Include the amount and type of funds requested (requested funds may be no more than \$100,000 per feasibility study, planning or management type project, no more than \$100,000 per single loan applicant, and no more than \$100,000 per applicant and up to \$100,000 for each collaborative partner not to exceed \$500,000 for any one project)
 - Include the percentage of local matching funds available and documentation explaining how the match will be met (must be at least 10 percent of the total project costs and may include in-kind contributions)
 - Include documentation of any in-kind contributions (documentation must conform to the requirements of §2.06 of the LGIF Policies)
 - At least three years of financial projections identifying the anticipated savings that will occur as a result of this project
- Documentation for Loan Projects
 - Loan applicants are encouraged to demonstrate a viable repayment source to support the loan award sought. Secondary sources can be in the form of a debt reserve, bank participation, guarantees from other local entities or partners or other collateral (i.e., emergency funds, rainy day funds, contingency funds, etc.)
 - Loan projects must document and describe expected annual savings and/or one-time savings that will occur as a result of the project (the expected savings should be greater than or equal to the loan amount unless another form of acceptable collateral is provided)

Tab 5: Supporting Documentation

Applicants must separately identify and label the following supporting documentation:

- Feasibility study determinations made by the Ohio Department of Development prior to the submission of an application (applicable to applicants applying for loan funds only)
- Executed partnership agreements outlining all collaborative partners
- Resolution of support from the applicant's and collaborative partners' governing entity
- Audit, performance or other, conducted within the past five years (if applicable)
- Documentation from the 2010 U.S. Census identifying each municipality, county, or township served
- Self-score assessment (using LGIF project selection methodology)

Application Checklist

Check off	Application Section Number	Application Section Name	Type	Policy	Application Materials	Round 1 Due Date
	0	Cover Page	All		Application Cover Sheet (Include Project Name)	3/1/2012
	1	Contact Information	All		Main Applicant: Name, Address, Phone Number(s) (Include Fax), Website (or Email Address), and Population Information	3/1/2012
	1	Contact Information	All		Application Contact Information: Name, Title, Address (Include County), Phone Number, and Email Address	3/1/2012
	2	Collaborative Partners	All		Collaborating Entity: Name, Address, Phone Number, and Email Address	3/1/2012
	2	Collaborative Partners	All		Collaborative Partner Contact: Name Address Phone Number, Email Address, and Population Information	3/1/2012
	3	Project Information	All		Project Description including the name of the project and a brief project description (limited to two pages single spaced)	3/1/2012
	3	Project Information	Grant	3.07/5.01	Identify Project Type as feasibility study, planning, or management project	3/1/2012
	3	Project Information	Loan	3.07/6.01	Identify Project Type as demonstration project	3/1/2012
	3	Project Information	All	3.10	Identification of one (1) targeted approach: Efficiency, shared services, co-production, or merger	3/1/2012
	3	Project Information	All	3.08	Explanation of the anticipated return on investment based on the ratio of expected savings	3/1/2012
	3	Project Information	All	3.08	Explanation regarding the probability of the proposal's success	3/1/2012
	3	Project Information	All	3.08	Description of plans to replicate or scale the proposal to allow for the inclusion of other political subdivisions	3/1/2012
	3	Project Information	All	3.08	Identification of whether the proposal is part of a larger consolidation effort by the applicant or collaborative partner(s)	3/1/2012
	3	Project Information	All	3.08	Description of how the proposed project is responding to current substantial changes in economic demand	3/1/2012
	3	Project Information	All	3.08	Identification of intent to implement recommendations of a performance or any other audit	3/1/2012
	3	Project Information	All	3.08	Explanation of how project facilitates an improved business environment and/or promotes community attraction	3/1/2012
	4	Financial Documentation	Loan	2.03/3.11	Proposal Request: Less than \$100,000 for single entity and less than \$100,000 per collaborative partner (limited to \$500,000 for applicants with collaborative partners)	3/1/2012
	4	Financial Documentation	Grant	2.03/3.11	Proposal Request: Less than \$100,000	3/1/2012
	4	Financial Documentation	All	2.06	Documentation of each in-kind match source	3/1/2012
	4	Financial Documentation	All	3.08	The percentage of local matching funds available	3/1/2012
	4	Financial Documentation	All	3.08	Three years of financial projections identifying anticipated savings	3/1/2012
	4	Financial Documentation	Loan	3.08	Savings Description	3/1/2012
	4	Financial Documentation	Loan	3.08	Expected Annual Savings	3/1/2012
	4	Financial Documentation	Loan	3.08	Expected One-time Savings	3/1/2012
	5	Supporting Documentation	Loan	3.06	Feasibility Study, Planning or Management Project Determination: Include Department Determination Letter	3/1/2012
	5	Supporting Documentation	All	3.08	Executed partnership agreements with other participating entities	3/1/2012
	5	Supporting Documentation	All	3.08	Resolution of support from the applicant's and/or collaborative partner's governing entity	3/1/2012
	5	Supporting Documentation	All	3.08	Audit, performance or other, conducted within the last five years	3/1/2012
	5	Supporting Documentation	All	4.01-4.03	Documentation from the 2010 U.S. Census identifying each municipality, county or township served applicant and any collaborative partners (scoring will be based on the smallest population giving preference to smaller governments)	3/1/2012
	5	Supporting Documentation	All		Self Score Assessment - Project Selection Methodology	3/1/2012
	X	Submission Instruction	Loans	3.04	Pre-Application: Submit feasibility study, planning, or management project to the Ohio Department of Development for determination prior to submitting application	2/15/2012
	X	Submission Instruction	All	3.05	Application: PDF copy of application submitted to the Ohio Department of Development	3/1/2012