

Program Overview

The Local Government Innovation Fund (LGIF) was established to provide direct financial resources for planning and implementation of projects that promote collaboration, coproduction and shared services. Communities will be able to save money and provide more effective services to their constituents with assistance from this program. The Local Government Efficiency Program (LGEP) provides up to \$100,000 in grant funds for training in and implementation of process efficiency programs.

Compliance

Failure to comply with these procedures, the Grant Agreement, Program Policies, or all applicable laws (including ORC 189.01-10), may result in delayed payments or other corrective action affecting the applicable grant.

Grant Agreement Process

Grant Period

The Grantee has from the Effective Date to the Project Completion Date to complete the Eligible Grant Project. After the Project Completion Date, the Grantee expressly waives any rights to any Grant Funds and the Grantor is under no obligation to distribute any additional Grant Funds. The Grantor may also pursue remedies as outlined in the Agreement to recover any Grant Funds already advanced or disbursed.

Grant Agreement Amendments

- A budget amendment is required when Grantee desires to reallocate to or from any line item ten percent (10%) of that line item amount or \$10,000, whichever is greater.
- A budget amendment is required when adding any new budget line item.
- Grantee must request an extension of time for the Eligible Grant Project not less than 60 days prior to the Project Completion Date. It will be within the sole discretion of the Grantor whether or not to approve such an extension.

Payments Process

Twenty percent (20%) of the total amount of Grant Funds shall be made available to the Grantee in a lump sum upon the execution of the Agreement and submission of a payment request by the Grantee. The remaining Grant Funds will be disbursed on a reimbursement basis. The Grantee will be required to submit a Payment Request Form that includes Proof of Payment and Progress Report Form with each request (both in the attached Appendix).

	Materials Required	Percent Requested
Initial Request	<ul style="list-style-type: none"> • Payment Request Form • Progress Report Form 	20% of Grant Funds
Second Request	<ul style="list-style-type: none"> • Payment Request Form • Progress Report Form • Invoices with Proof of Payment for initial 20% • Invoices with Proof of Payment for any additional amount requesting 	21% to 90% of Grant Funds
Additional Requests if Needed	<ul style="list-style-type: none"> • Payment Request Form • Progress Report Form • Invoices with Proof of Payment for any additional amount requesting 	21% to 90% of Grant Funds
Final Request	<ul style="list-style-type: none"> • Payment Request Form • Project Completion Document • Invoices with Proof of Payment for any additional amount requesting • Grant Closeout Report (including match documentation) 	Remaining 10% of Grant Funds

Eligible Grant Project Costs

Eligible Grant Project costs are those set forth under Exhibit 1 or the “Scope of Work” of the Grant Agreement, and as defined under the Program Policies. Only costs incurred after the Effective Date and prior to the Project Completion Date are eligible for reimbursement.

Payment Requests

Payment requests may be submitted on an as needed basis. Every request submitted must include a Payment Request Form that includes the round the Eligible Grant Project was approved, agency name, contact information of Grantee and Grant Control Number.

Match – Required Contribution

- Matching Funds can include Cash Match or In-Kind Match contributions made by the Grantee directly.
- Eligible In-Kind Match investments are contributions of services and assets that are necessary to complete the project.
- The Matching Funds requirement may be satisfied by eligible, Cash Match or In-Kind Match contributions made during the two-year period prior to date the application of the Grantee was submitted to the Ohio Development Service Agency.

Travel – Office of Budget and Management (OBM) Travel Rules

- Grantee will not be reimbursed for any items that are deemed to be “non-reimbursable travel expenses” as defined in Ohio Administrative Code 126-1-02.
- All travel costs incurred as part of the Eligible Grant Project must follow OBM’s Travel Rules. Grantee must provide required documentation, i.e. receipts, maps that detail travel costs.
- Grantee will be responsible for checking the OBM Travel Rule website for the most current rates, <http://obm.ohio.gov/TravelRule/>

Final Payment and Grant Closeout

Grantee has up to 30 days following the Project Completion Date to submit Final Deliverables and final payment request for remaining Eligible Grant Project costs.

Grantee shall submit requests for payment as needed, but ten percent (10%) of the Grant Funds will be held until the Final Deliverables identified below are received.

Final Deliverables Include:

- Payment Request Form, found in the attached Appendix.
- Project Completion Document that includes the following:
 - An outline of the process taken to complete the outcomes;
 - A summary of key findings of the project;
 - Performance metrics;
 - Baseline data collected; and
 - A list of changes made to the process that resulted in measurable improvements.
- Proof of Payment for all costs incurred that have not yet submitted
- Closeout Report, including match documentation.

Definitions

Unless otherwise defined in this Payment Process Manual, identified terms shall have the meaning given to them under the Agreement and Program Policies.

“**Cash Match**” means funds being contributed by the Grantee or Collaborating Partners to the Eligible Grant Project that are in cash form.

“**In-Kind Match**” means non-cash items contributed by Grantee or Collaborating Partners that are necessary to complete and directly related to the Eligible Grant Project, such as staff time, room rentals or food.

“**Final Deliverables**” means the payment request form, Project Completion Document, Closeout Report, as well as any outstanding invoices, Proof of Payment and Matching Funds.

“**Proof of Payment**” means a cancelled check, credit card statement detailing the date and the charge of the service, a copy of the accounting record, or an invoice showing payment with a zero balance.