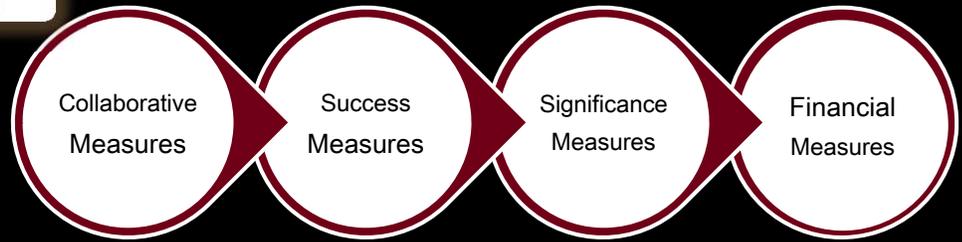




Ohio
Local Government
 Innovation Fund



Round 5: Application Form

Step One: Fill out this Application Form in its entirety.

Step Two: Fill out the online submission form and submit your application materials. All supplemental application materials should be combined into one file for submission.

LGIF: Applicant Profile

Lead Agency	
Project Name	
Type of Request	
Request Amount	
JobsOhio Region	
Number of Collaborative Partners (including lead agency)	
Project Approach	
Project Type	



**Development
 Services Agency**

Website: http://development.ohio.gov/cs/cs_localgovfund.htm

E-mail: LGIF@development.ohio.gov

Phone: 614 | 995 2292

Lead Applicant		Round 5	
Project Name		Type of Request	

Instructions	
<ul style="list-style-type: none"> • Make sure to answer each question appropriately in the space provided, not exceeding the space allowed by the answer box. • Examples of completed applications are available on the LGIF website, found here: http://development.ohio.gov/cs/cs_localgovfund.htm 	

Lead Agency			
Mailing Address:	Name:		
	Street Address:		
	City:		
	Zip:		
In what county is the lead agency located?			
<table border="1"> <tr> <td>Ohio House District:</td> <td>Ohio Senate District:</td> </tr> </table>		Ohio House District:	Ohio Senate District:
Ohio House District:	Ohio Senate District:		

Section 1
Contacts

Project Contact		
Please provide information about the individual who should be contacted regarding this application.		
Mailing Address:	Name:	Title:
	Street Address:	
	City:	
	Zip:	
Email Address:	Phone Number:	

Fiscal Agency:		
Please provide information for the entity and individual serving as the fiscal agent for the project.		
Mailing Address:	Fiscal Agency:	
	Fiscal Officer:	Title:
	Street Address:	
	City:	
	Zip:	

Population		
Does the applicant (or collaborative partner) represent a city, township, or village with a population of less than 20,000 residents?	Yes	No
	List Entity	
Does the applicant (or collaborative partner) represent a county with a population of less than 235,000 residents?	Yes	No
	List Entity	

Single Applicant		
Is your organization applying as a single entity?	Yes	No

Lead Applicant		Round 5	
Project Name		Type of Request	

Collaborative Partners

Does the proposal include collaborative partners?	Yes	No
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Applicants applying with collaborative partners are required to show proof of the partnership with a signed partnership agreement and a resolution of support from each of the partner's governing entities. If the collaborative partner does not have a governing entity, a letter of support from the partnering organization is sufficient. These documents must be received by the end of the cure period in order for each entity to count as a collaborative partner for the purposes of this application.

Nature of the Partnership

As agreed upon in the signed partnership agreement, please identify the nature of the partnership with an explanation of how the lead agency and collaborative partners will work together on the proposed project.

Section 2
Collaborative Partners

Lead Applicant		Round 5	
Project Name		Type of Request	

List of Partners

Please use the following space to list each collaborative partner who is participating in the project and is providing BOTH a resolution of support for the Local Government Innovation Fund application and has signed the partnership agreement.

Collaborative Partner # 1	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 2	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 3	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 4	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 5	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 6	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Section 2 Collaborative Partners

Lead Applicant		Round 5	
Project Name		Type of Request	

Collaborative Partner # 7	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 8	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 9	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 10	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 11	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 12	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 13	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Section 2 Collaborative Partners

Lead Applicant		Round 5	
Project Name		Type of Request	

Project Information

Provide a general description of the project, including a description of the final work product derived from the grant study or loan implementation project. This information may be used for council briefings, program and marketing materials.

Section 3

Project Information

Lead Applicant		Round 5	
Project Name		Type of Request	

Project Information		
Has this project been submitted for consideration in previous LGIF Rounds?	Yes	No
If yes, in which Round(s)?		
What was the project name?		
What entity was the lead applicant?		

Past Success		
Provide a summary of past efforts to implement a project to improve efficiency, implement shared services, coproduction, or a merger (5 points).		
Applicant demonstrates Past Success	Yes	No

Section 3

Project Information

Scalable		
Provide a summary of how the applicant's proposal can be scaled for the inclusion of other entities (5 points).		
Applicant demonstrates a Scalable project	Yes	No

Lead Applicant		Round 5	
Project Name		Type of Request	

Replicable		
Provide a summary of how the applicant's proposal can be replicated by other entities. A replicable project should include a component that another entity could use as a tool to implement a similar project (5 points).		
Applicant demonstrates a Replicable project	Yes	No

Section 3
Project Information

Probability of Success		
Provide a summary of the likelihood of the grant study recommendations being implemented. Applicants requesting an implementation loan should provide a summary of the probability of savings from the loan request (5 points).		
Applicant demonstrates Probability of Success	Yes	No

Lead Applicant		Round 5	
Project Name		Type of Request	

Performance Audit/Cost Benchmarking		
<p>If the project is the result of recommendations from a prior performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code, or is informed by a previous cost benchmarking study, please attach a copy with the supporting documents. In the section below, provide a summary of the performance audit findings or cost benchmarking study results (5 points).</p>		
Prior Performance Audit or Cost Benchmarking	Yes	No

Section 3
Project Information

Economic Impact		
<p>Provide a summary of how the proposal will promote a business environment through a private sector partner (5 points) and/or provide for community attraction (3 points).</p>		
Applicant demonstrates Economic Impact	Yes	No

Lead Applicant		Round 5	
Project Name		Type of Request	

Response to Economic Demand		
<p>Provide a summary of how the project responds to substantial changes in economic demand for local or regional government services. The narrative should include a description of the current and future expected service level needs (5 points).</p>		
Applicant demonstrates Response to Economic Demand	Yes	No

Section 3
Project Information

Budget Information

General Instructions

- Both the Project Budget and Program Budgets are required to be filled out in this form.
- Consolidate budget information to fit in the form. Additional budget detail may be provided in the budget narrative or in an attachment

Project Budget:

- The Project Budget should detail expenses related to the grant or loan project.
- The Project Budget justification must be explained in the Project Budget Narrative section of the application. This section is also used to explain the reasoning behind any items on the budget that are not self explanatory, and provide additional detail about project expenses.
- The Project Budget should be for the period that covers the entire project. The look-back period for in-kind contributions is two years. These contributions are considered a part of the total project costs.
- For the Project Budget, indicate which entity and revenue source will be used to fund each expense. This information will be used to help determine eligible project expenses.
- Total Sources must equal Total Uses. Include staff time and other in-kind matches in the Total Uses section of the budget.

Program Budget

- Use the Program Budget to outline the costs associated with the implementation of the program in your community.
- Six (6) years of Program Budgets should be provided. The standard submission should include three years previous budgets (actual), and three years of projections including implementation of the proposed project. A second set of three years of projections (one set including implementation of this program, and one set where no shared services occurred) may be provided in lieu of three years previous if this does not apply to the proposed project.
- Please use the Program Budget Narrative section to explain changes in expenses and revenues, and to defend the budget projections. If the budget requires the combining of costs on the budget template, please explain this in the narrative.

Return on Investment:

- A Return on Investment calculation is required, and should reference cost savings, cost avoidance and/or increased revenues indicated in Program Budget sections of the application. Use the space designated for narrative to justify this calculation, using references when appropriate.

For Loan Applications only:

- Using the space provided, outline a loan repayment structure.
- Attach three years prior financial documents related to the financial health of the lead applicant (balance sheet, income statement and a statement of cash flows).

Lead Applicant		Round 5	
Project Name		Type of Request	

Project Budget

Use this space to outline all sources of funds and the uses of those funds. Both sections should include all funds related to the project, including in-kind match contributions. Use the project budget narrative on the next page to justify the project budget, and indicate the line items for which the grant will be used.

Sources of Funds

LGIF Request:

Cash Match (List Sources Below):

Source:	<input type="text"/>

In-Kind Match (List Sources Below):

Source:	<input type="text"/>
Source:	<input type="text"/>
Source:	<input type="text"/>

Total Match:

Total Sources:

Uses of Funds

	Amount	Revenue Source
Consultant Fees:	<input type="text"/>	<input type="text"/>
Legal Fees:	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>

Total Uses:

Local Match Percentage:

* Please note that this match percentage will be included in your grant/loan agreement and cannot be changed after awards are made.

Local Match Percentage = (Match Amount/Project Cost) * 100 (10% match required)

10-39.99% (1 point)

40-69.99% (3 points)

70% or greater (5 points)

Section 4
Financial Information

Lead Applicant		Round 5	
Project Name		Type of Request	

Project Budget Narrative: Use this space to justify any expenses that are not self-explanatory.

Section 4
Financial Information

Lead Applicant		Round 5	
Project Name		Type of Request	

Program Budget

Actual ___ Projected ___	FY _____	FY _____	FY _____
Expenses	Total Program Expenses	Total Program Expenses	Total Program Expenses
Salary and Benefits			
Contract Services			
Occupancy (rent, utilities, maintenance)			
Training & Professional Development			
Insurance			
Travel			
Capital & Equipment Expenses			
Supplies, Printing, Copying & Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - _____			
*Other - _____			
*Other - _____			
TOTAL EXPENSES			
	Revenues	Revenues	Revenues
Contributions, Gifts, Grants, & Earned Revenue			
<i>Local Government:</i> _____			
<i>Local Government:</i> _____			
<i>Local Government:</i> _____			
<i>State Government</i>			
<i>Federal Government</i>			
*Other - _____			
*Other - _____			
*Other - _____			
<i>Membership Income</i>			
<i>Program Service Fees</i>			
<i>Investment Income</i>			
TOTAL REVENUES			

Lead Applicant		Round 5	
Project Name		Type of Request	

Program Budget

Actual ___ Projected ___	FY _____	FY _____	FY _____
Expenses	Total Program Expenses	Total Program Expenses	Total Program Expenses
Salary and Benefits			
Contract Services			
Occupancy (rent, utilities, maintenance)			
Training & Professional Development			
Insurance			
Travel			
Capital & Equipment Expenses			
Supplies, Printing, Copying & Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - _____			
*Other - _____			
*Other - _____			
TOTAL EXPENSES			
Revenues	Revenues	Revenues	Revenues
Contributions, Gifts, Grants, & Earned Revenue			
<i>Local Government:</i> _____			
<i>Local Government:</i> _____			
<i>Local Government:</i> _____			
<i>State Government</i>			
<i>Federal Government</i>			
*Other - _____			
*Other - _____			
*Other - _____			
<i>Membership Income</i>			
<i>Program Service Fees</i>			
<i>Investment Income</i>			
TOTAL REVENUES			

Lead Applicant		Round 5
Project Name		Type of Request

Program Budget

Use this space to justify your program budget and/or explain any assumptions used for the budget projections. These projections should be based on research, case studies, or industry standards and include a thoughtful justification.

Section 4: Financial Information Scoring

(5 points) Applicant provided complete and accurate budget information and narrative justification for a total of six fiscal years.

(3 points) Applicant provided complete and accurate budget information and for at least three fiscal years.

(1 point) Applicant provided complete and accurate budget information for less than three fiscal years.

Lead Applicant		Round 5	
Project Name		Type of Request	

Return On Investment

Return on Investment is a performance measure used to evaluate the efficiency of an investment. To derive the expected return on investment, divide the net gains of the project by the net costs. For these calculations, please use the implementation gains and costs, NOT the project costs (the cost of the feasibility, planning, or management study)--unless the results of this study will lead to direct savings without additional implementation costs. The gains from this project should be derived from the prior and future program budgets provided, and should be justified in the return on investment narrative.

Return on Investment Formulas:

Consider the following questions when determining the appropriate ROI formula for your project. Check the box of the formula that you are using to determine your ROI. These numbers should refer to savings/revenues illustrated in projected budgets.

Do you expect cost savings from efficiency from your project?

Use this formula:
$$\frac{\text{Total \$ Saved}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect cost avoidance from the implementation of your project/program?

Use this formula:
$$\frac{\text{Total Cost Avoided}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect increased revenues as a result of your project/program?

Use this formula:
$$\frac{\text{Total New Revenue}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect some combination of savings, cost avoidance, or increased revenue as a result of your project/program? (Total Gains combines \$ Saved, Costs Avoided, and New Revenue)

Use this formula:
$$\frac{\text{Total Gains}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Expected Return on Investment = _____ * 100 =

Expected Return on Investment is:

Less than 25% (10 points)
25%-75% (20 points)
Greater than 25% (30 points)

Questions about how to calculate ROI? Please contact the Office of Redevelopment at 614-995-2292 or

lgif@development.ohio.gov

Section 4
Financial Information

Lead Applicant		Round 5	
Project Name		Type of Request	

Return on Investment Justification Narrative: In the space below, describe the nature of the expected return on investment, providing justification for the numbers presented in the ROI calculation. This calculation should be based on the savings, cost avoidance, or increased revenues shown in the program budgets on the preceding pages. Use references when appropriate to justify assumptions used for cost projections.

Section 4
Financial Information

Lead Applicant		Round 5	
Project Name		Type of Request	

Loan Repayment Structure

Please outline your preferred loan repayment structure. At a minimum, please include the following: the entities responsible for repayment of the loan, all parties responsible for providing match amounts and an alternative funding source (in lieu of collateral). Applicants will have two years to complete their project upon execution of the loan agreement, and the repayment period will begin upon the final disbursement of the loan funds. A description of expected savings over the term of the loan may be used as a repayment source.

Section 4
Financial Information

Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity, or other collateral (i.e. emergency, rainy day, or contingency fund, etc).

Applicant clearly demonstrates a secondary repayment source (5 points)	Applicant does not have a secondary repayment source (0 points)
--	---

Lead Applicant		Round 5	
Project Name		Type of Request	

Scoring Overview

Section 1: Collaborative Measures

Collaborative Measures	Description	Max Points		Applicant Self Score
Population	Applicant's population (or the population of the area(s) served) falls within one of the listed categories as determined by the U.S. Census Bureau. Population scoring will be determined by the smallest population listed in the application. Applications from (or collaborating with) small communities are preferred.	5		
Participating Entities	Applicant has executed partnership agreements outlining all collaborative partners and participation agreements and has resolutions of support. (Note: Sole applicants only need to provide a resolution of support from its governing entity.	5		

Section 2: Success Measures

Past Success	Applicant has successfully implemented, or is following project guidance from a shared services model, for an efficiency, shared service, coproduction or merger project in the past.	5		
Scalable	Applicant's proposal can be scaled for the inclusion of other entities.	5		
Replicable	Applicant's proposal can be replicated by other local governments.	5		
Probability of Success	Applicant provides a documented need for the project and clearly outlines the likelihood of the need being met.	5		

Section 3: Significance Measures

Performance Audit Implementation/Cost Benchmarking	The project implements a single recommendation from a performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code or is informed by cost benchmarking.	5		
Economic Impact	Applicant demonstrates the project will promote a business environment (i.e., demonstrates a business relationship resulting from the project) and will provide for community attraction (i.e., cost avoidance with respect to taxes).	5		
Response to Economic Demand	The project responds to current substantial changes in economic demand for local or regional government services.	5		

Section 4: Financial Measures

Financial Information	Applicant includes financial information (i.e., service related operating budgets) for the most recent three years and the three year period following the project. The financial information must be directly related to the scope of the project and will be used as the cost basis for determining any savings resulting from the project.	5		
Local Match	Percentage of local matching funds being contributed to the project. This may include in-kind contributions.	5		
Expected Return	Applicant demonstrates as a percentage of savings (i.e., actual savings, increased revenue, or cost avoidance) an expected return. The return must be derived from the applicant's cost basis.	30		
Repayment Structure (Loan Only)	Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity, or other collateral (i.e., emergency fund, rainy day fund, contingency fund, etc.).	5		

Total Points				
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ORDINANCE 2013 - 10

AN ORDINANCE APPROVING THE PARTICIPATION OF THE CITY OF ROSSFORD AS A COLLABORATIVE PARTNER WITH THE WOOD COUNTY PORT AUTHORITY, THE ROSSFORD EXEMPTED VILLAGE SCHOOL DISTRICT AND THE ROSSFORD CONVENTION AND VISITORS BUREAU, INC. IN MAKING APPLICATION TO THE STATE OF OHIO, DEPARTMENT OF DEVELOPMENT TO PARTICIPATE IN THE LOCAL GOVERNMENT INNOVATION FUND PROGRAM, AND DECLARING AN EMERGENCY

WHEREAS, the State of Ohio, Department of Development, provides financial assistance to local governments for projects that promote efficiency, shared services, coproduction, and mergers among local governments; and

WHEREAS, the City of Rossford desires to participate as a collaborative partner to receive financial assistance under the Ohio Department of Development Local Government Innovation Fund Program to conduct a study to explore the potential for shared services to achieve efficiency in delivery of any specific services of the collaborative partners identified through the study process; and

WHEREAS, the scope of the project is currently anticipated to include the following activities:

- Meeting/Process Facilitation
- Identification of potential cost-savings and/or improvement in services with the consolidation of services among the collaborative partners
- Legal Services
- Design and preparation of contract documents of any required equipment configurations and facilities to consolidate identified services.

The cost for such activities shall not exceed \$100,000 including in-kind match.

WHEREAS, the Wood County Port Authority, Wood County, Ohio, has the authority to apply for financial assistance and/or participate as a collaborative partner through the Local Government Innovation Fund Program; and

WHEREAS, the Council for the City of Rossford hereby authorizes and directs the City Administrator to act in connection with the application as a collaborative partner and to provide such additional information as may be required for the funding application; and

WHEREAS, the Council of the City of Rossford understands and acknowledges that the Wood County Port Authority will serve as the primary or lead applicant for the project application, with other collaborative parties participating in the project planning and funding;

NOW THEREFORE, BE IT RESOLVED by the Council of the CITY OF ROSSFORD, Wood County, Ohio, that:

Section 1. That the Council of City of Rossford authorizes the City Administrator as the official representative of City of Rossford to participate as a collaborative party in the State of Ohio, Department of Development, Local Government Innovation Fund Program, and provide all information and documentation required in said Application for submission.

Section 2. That the Council of City of Rossford hereby approves the participation with the Wood County Port Authority and other collaborative parties for the filing of an application for financial assistance under the Ohio Local Government Innovation Fund Program.

Section 3. That the Council of City of Rossford hereby understands and agrees that participation in the program as a collaborative party will require compliance with program guidelines and assurances.

Section 4. That the Council of City of Rossford hereby commits itself to provide the community's local share funding as a collaborative party, as described in the application, it being understood that the local share can be prior (2 years) and future in-kind costs incurred by the collaborative parties.

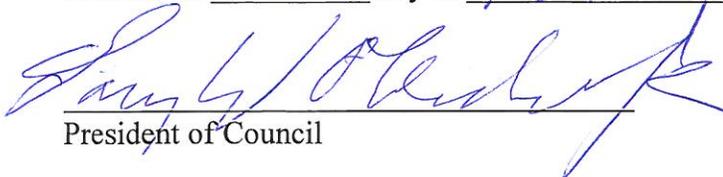
Section 5. All formal actions of Council relating to the adoption of this ordinance, and all deliberations of Council and any of its committees leading to such action, were in meeting open to the public as required by law.

Section 6. This resolution is deemed an emergency measure, necessary for the immediate preservation of the public health, safety and welfare, and for the further reason that immediate adoption is necessary to meet the application time line.

Council Persons voting aye: Stacek, Oberdorf, Eckel, Marquitta, Ruse, Scott

Council Persons voting no: _____

Passed this 25th day of February, 2013.


President of Council

RESOLUTION 62-13

A RESOLUTION APPROVING THE PARTICIPATION OF THE ROSSFORD EXEMPTED VILLAGE SCHOOL DISTRICT AS A COLLABORATIVE PARTNER WITH THE CITY OF ROSSFORD, WOOD COUNTY PORT AUTHORITY, AND THE ROSSFORD CONVENTION AND VISTORS BUREAU, INC. IN MAKING APPLICATION TO THE STATE OF OHIO, DEPARTMENT OF DEVELOPMENT TO PARTICIPATE IN THE LOCAL GOVERNMENT INNOVATION FUND PROGRAM, AND DECLARING AN EMERGENCY

WHEREAS, the Ohio Development Services Agency, provides financial assistance to local governments for projects that promote efficiency, shared services, coproduction, and mergers among local governments; and

WHEREAS, the ROSSFORD EXEMPTED VILLAGE SCHOOL DISTRICT desires to participate as a collaborative partner to receive financial assistance under the Ohio Development Services Agency's Local Government Innovation Fund Program to conduct a study to explore the potential for shared services to achieve efficiency in delivery of any specific services of the collaborative partners identified through the study process; and

WHEREAS, the scope of the project is currently anticipated to include the following activities:

- Meeting/Process Facilitation
- Identification of potential cost-savings and/or improvement in services with the consolidation of services among the collaborative partners
- Legal Services
- Design and preparation of contract documents of any required equipment configurations and facilities to consolidate identified services.

The cost for such activities shall not exceed \$100,000 including in-kind match.

WHEREAS, the Wood County Port Authority, Wood County, Ohio has the authority to apply for financial assistance and/or participate as a collaborative partner through the Local Government Innovation Fund Program; and

WHEREAS, the Board of the ROSSFORD EXEMPTED VILLAGE SCHOOL DISTRICT, Ohio hereby authorizes and directs the President of the Board to act in connection with the application as a collaborative partner and to provide such additional information as may be required for the funding application; and

WHEREAS, the Board of the ROSSFORD EXEMPTED VILLAGE SCHOOL DISTRICT, Ohio understands and acknowledges that the Wood County Port Authority will serve as the primary or lead applicant for the project application, with other collaborative parties participating in the project planning and funding;

NOW THEREFORE, BE IT RESOLVED by the Board of the ROSSFORD EXEMPTED VILLAGE SCHOOL DISTRICT, Ohio, that:

Section 1. That the Board of the ROSSFORD EXEMPTED VILLAGE SCHOOL DISTRICT, Ohio authorizes the President of Board as the official representative of ROSSFORD EXEMPTED VILLAGE SCHOOL DISTRICT to participate as a collaborative party in the State of Ohio, Department of Development, Local Government Innovation Fund Program, and provide all information and documentation required in said Application for submission.

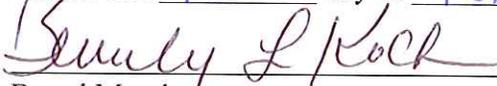
Section 2. That the Board of the ROSSFORD EXEMPTED VILLAGE SCHOOL DISTRICT, Ohio hereby approves the participation with the Wood County Port Authority and other collaborative parties for the filing of an application for financial assistance under the Ohio Local Government Innovation Fund Program.

Section 3. That the Board of the ROSSFORD EXEMPTED VILLAGE SCHOOL DISTRICT, Ohio hereby understands and agrees that participation in the program as a collaborative party will require compliance with program guidelines and assurances.

Section 4. That the Board of the ROSSFORD EXEMPTED VILLAGE SCHOOL DISTRICT, Ohio hereby commits itself to provide the community's local share funding as a collaborative party, as described in the application, it being understood that the local share can be prior (2 years) and future in-kind costs incurred by the collaborative parties.

Section 5. This resolution is deemed an emergency measure, necessary for the immediate preservation of the public health, safety and welfare, and for the further reason that immediate adoption is necessary to meet the application time line.

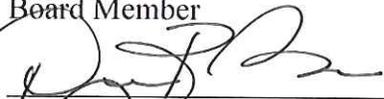
Passed this 18th day of February, 2013.



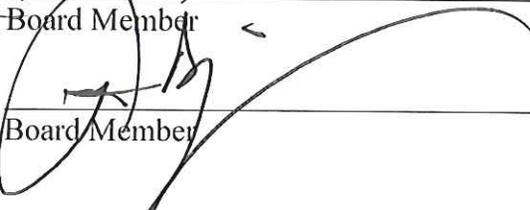
Board Member



Board Member



Board Member



Board Member

Board Member

COOPERATIVE AGREEMENT

This Cooperative Agreement is entered into as of this ____ day of February, 2013 by and among the **CITY OF ROSSFORD** ("CITY"), a municipal corporation and political subdivision duly organized and validly existing under the laws of the State of Ohio (the "State"), the **WOOD COUNTY PORT AUTHORITY** (the "**PORT AUTHORITY**"), a **PORT AUTHORITY** and body corporate and politic duly organized and validly existing under the laws of the State, **ROSSFORD EXEMPTED VILLAGE SCHOOL DISTRICT**. ("**SCHOOL**"), an exempted village school district and political subdivision duly organized and validly existing under the laws of the State of Ohio (the "State"), and the **ROSSFORD CONVENTION AND VISTORS BUREAU, INC.**, ("**CVB**") a non-profit corporation validly existing under the laws of the State.

WITNESSETH:

WHEREAS, the State of Ohio, Development Services Agency provides financial assistance to local governments for projects that promote efficiency, shared services, coproduction, and mergers among local governments; and

WHEREAS, the **PORT AUTHORITY** desires to participate as a collaborative partner with the **CITY**, **SCHOOL**, and **CVB** to receive financial assistance under the Ohio Development Services Agency's Local Government Innovation Fund Program; to conduct a study to explore the potential for shared services to achieve efficiency in delivery of any specific services of the collaborative partners identified through the study process; and

WHEREAS, the scope of the project is currently anticipated to include the following activities:

- Meeting/Process Facilitation
- Identification of potential cost-savings and/or improvement in services with the consolidation of services among the collaborative partners
- Legal Services
- Design and preparation of contract documents of any required equipment configurations and facilities to consolidate identified services.

The cost for such activities shall not exceed \$100,000 including in-kind match.

WHEREAS, the **PORT AUTHORITY**, Wood County, Ohio has the authority to apply for financial assistance and/or participate as a collaborative partner through the Local Government Innovation Fund Program; and

WHEREAS, the **CITY**, **SCHOOL**, AND **CVB**, hereinafter referred to collectively as the **PARTIES** have requested the assistance of the **PORT AUTHORITY** in obtaining Federal or State of Ohio grants for organizing, financing, constructing, and maintaining a facility needed for the consolidation of services among the collaborative partners; and

WHEREAS, the **PARTIES** to this agreement understand and acknowledge that the **PORT AUTHORITY** will serve as the primary or lead applicant for the project application, with other collaborative partners participating in the project planning and funding;

WHEREAS, in anticipation of applying for grants for the sharing of the above listed services, the **PORT AUTHORITY** and the **PARTIES** have entered into an agreement for the **PORT AUTHORITY** to be the applicant and administrator of said grants; and

WHEREAS, a **PORT AUTHORITY** is authorized by Ohio Revised Code Sections 4582.43 and 4582.431 to enter into an agreement with another political subdivision to enable the **PORT AUTHORITY** to accomplish any of its authorized purposes; and

WHEREAS, the **PARTIES** and the **PORT AUTHORITY** have determined to enter into this Agreement to affirm and acknowledge the power of the **PORT AUTHORITY** to receive and accept from any federal or state agency grants for or in aid of the organizing, financing, constructing, and maintaining a **PORT AUTHORITY** facility needed for the consolidation of services among the collaborative or for research and development with respect to **PORT AUTHORITY** facilities within the jurisdictions of the **PARTIES** for the benefit of the **PARTIES** and their citizens; and

WHEREAS, the **PORT AUTHORITY** has determined, subject to the satisfaction of certain conditions, to apply for federal and State of Ohio grants requested by the **PARTIES** for the organizing, financing, constructing, and maintaining a facility needed for the consolidation of services among the collaborative partners;

NOW, THEREFORE, for and in consideration of the premises and of the mutual covenants hereinafter contained, the **PARTIES** hereby agree as follows:

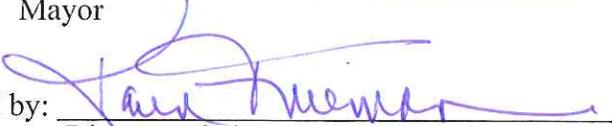
Section 1. The **PARTIES** request the **PORT AUTHORITY** to exercise any and all powers and to perform any and all functions with respect to receiving and accepting from any Federal or State of Ohio agency, grants for or in aid of the construction of any **PORT AUTHORITY** facility or for research and development with respect to **PORT AUTHORITY** facilities for the benefit of the **PARTIES**, including organizing, financing, constructing, and maintaining a facility needed for the consolidation of services among the collaborative partners, under the powers conferred by Ohio Revised Code Sections 4582.21 through 4582.59 (the "Act") on the **PORT AUTHORITY** to accomplish the authorized purposes of the **PORT AUTHORITY**.

Section 2. In furtherance and not in limitation of the provisions of Section 1, the **PARTIES** request the **PORT AUTHORITY** to apply for and receive and accept Federal or State of Ohio grants for the **PARTIES**, pursuant to the Act, and to apply the proceeds of the Grants to the payment of "costs" of "**PORT AUTHORITY** facilities", as those terms are defined in the Act for the construction, research and development of any **PORT AUTHORITY** facility, including a facility needed for the consolidation of services among the collaborative partners.

Section 3. It is the intention of the **PARTIES** and the **PORT AUTHORITY** that this Agreement be liberally construed to make available to the **PARTIES**, through the actions of the **PORT AUTHORITY**, all of the benefits of the Act, in furtherance of the public purposes set forth in the recitals to this Agreement.

CITY OF ROSSFORD

By: 
Mayor

And by: 
Director of Finance

ROSSFORD EXEMPTED VILLAGE SCHOOL DISTRICT

By: 
President of the Board of Education

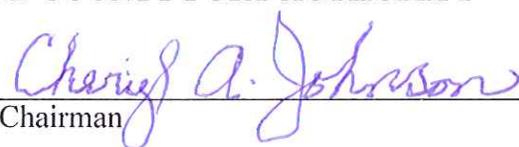
And by: 
Treasurer

ROSSFORD CONVENTION AND VISITORS BUREAU, INC.

By: 
Chairman

And by: _____
Secretary/Treasurer

WOOD COUNTY PORT AUTHORITY

By: 
Chairman

And by: _____
Secretary/Treasurer

ROSSFORD SCHOOLS SPACE NEEDS

NUMBER NEEDED	MAIN OFFICE	PRESENT (SQ. FT.)	NEEDED (SQ. FT.)
1	Common Entry (Foyer included)	144	400
1	Restroom (Male)	24	240
1	Restroom (Female)	24	240
1	Common Work Area (w/counter space)	0	600
1	Common Storage	126	1000
1	Common Meeting Room (Large)	400	750
2	Common Meeting Room (Small)	0	400 (each)
1	Superintendent Office (Suite)	450	600
1	Treasurer's Office (Suite)	108	600
14	Various Office	121 (each)	300 (each)
1	Kitchen/Break Area	120	300
1	Mail Room	24	240
1	Handicapped Rest Room	0	300
	MAINTENANCE		
3	Office Space	56 (1)	300 (each)
1	Shop/Fabrication	0	800
1	Equipment Storage	600	3000
	TRANSPORTATION		
2	Office Space	64	300 (each)
1	Bus Garage	3200	7200
1	Bus Lot	6000	12000
1	Dispatch Office	64	300
1	Work Room/File Storage	0	400
1	Break Room	80	300

Rossford City/School Shared Facility
Return on Investment

Individual New Facilities			
	GSF	Unit Cost	Est. Construction Cost
<i>City of Rossford</i>	15,000	\$150	\$2,250,000
<i>Rossford Schools</i>	22,500	\$150	\$3,375,000
<i>Visitor/Convention Bureau</i>	1,300	\$150	\$195,000
<i>Total Estimated Construction</i>	38,800		\$5,820,000

Shared New Facility			
<i>City of Rossford</i>	5,000	\$150	\$750,000
<i>Rossford Schools</i>	10,000	\$150	\$1,500,000
<i>Visitor/Convention Bureau</i>	500	\$150	\$75,000
<i>Common Space</i>	6,000	\$150	\$900,000
<i>Total Estimated Construction</i>	21,500		\$3,225,000

Savings **\$2,595,000**

Local Government Innovation Fund Completeness Review

Applicant: Wood County Port Authority
Project Name: Shared Administrative Offices

Response to Issues
April 17, 2013

3. **Project Budget**

The project budget requires additional attention. Please describe what "A/E Services" entails and what "Leadership Ideas" consists of and how the In-Kind Match dollar value for each item has been calculated.

The amount of \$60,046 contributed as in-kind match by the Rossford Board of Education was expenses for architectural/engineering services to determine the future space needs for the Board of Education administrative offices. This prior work will be used to determine the space needs in the proposed shared City/Board of Education facility. The in-kind contribution also includes fees paid for a consultant to develop public participation in the process used by the Board of Education for project development. Both of these prior activities have produced information that will be important to the feasibility study for a proposed shared facility.

4. **Program Budget**

The program budget is incomplete. Please provide an explanation as to how the program is saving money over the 3-year projected budget and how the 3-year actual budget was calculated. Please note that the program budget should include the costs before and

The program budget as submitted reflects the cost of the feasibility study. One of the major components of the study will be to determine the operational savings, as well as capital cost savings. There is no hard data at this time that supports reduced operational costs (it is assumed) for the City and the Board of Education if they share administrative space.

Using existing operating costs for the facilities currently used by the entities may not be relevant since both the City and Board of Education administrative facilities are inadequate and do not reflect the real space needs of the entities.

Because both the City and School are public entities, it is important that the study demonstrate savings for both entities that can be presented to the residents in the community with documentation that can be supported by facts and assumptions that are developed using acceptable standards of life cycle cost modeling.

5. Return on Investment

The ROI calculation is incomplete. Please explain why each entity (City of Rossford, Rossford Schools, Rossford Visitor Center and Convention Bureau) would require dramatically less space in the shared new facility compared to individual new facilities.

The reduction in space in the shared new facility assumes that all support spaces (public lobby, restrooms, public meeting rooms, conference space, employee spaces, mechanical and electrical spaces and other building support spaces) will be shared. As an example, the space required to meet individual space needs for city council meetings and board of education meetings and large visitors' bureau gatherings is 750 net square feet for each entity. The shared facility should require one of these large spaces that can be shared with proper scheduling.

6. Resolutions of Support

No signed resolution from the Wood County Port Authority or the Rossford Convention & Visitors Bureau. No signed resolution from the Wood County Port Authority or the Rossford Convention & Visitors Bureau.

Signed resolutions are attached.

7. Partnership Agreements

All required documentation present. Signed agreements from Wood County Port Authority, City of Rossford, Rossford Board of Education, and Rossford Convention & Visitors Bureau. All required documentation present. Signed agreement from Wood County Port Authority, City of Rossford, Rossford Board of Education, and Rossford Convention & Visitors Bureau.

RESOLUTION 01-2013

A RESOLUTION APPROVING THE PARTICIPATION OF THE ROSSFORD CONVENTION AND VISITORS BUREAU, INC. AS A COLLABORATIVE PARTNER WITH THE CITY OF ROSSFORD, WOOD COUNTY PORT AUTHORITY, AND THE ROSSFORD EXEMPTED VILLAGE SCHOOL DISTRICT IN MAKING APPLICATION TO THE STATE OF OHIO, DEPARTMENT OF DEVELOPMENT TO PARTICIPATE IN THE LOCAL GOVERNMENT INNOVATION FUND PROGRAM, AND DECLARING AN EMERGENCY

WHEREAS, the State of Ohio, Development Services Agency, provides financial assistance to local governments for projects that promote efficiency, shared services, coproduction, and mergers among local governments; and

WHEREAS, the ROSSFORD CONVENTION AND VISITORS BUREAU, INC. desires to participate as a collaborative partner to receive financial assistance under the Ohio Development Services Agency's Local Government Innovation Fund Program to conduct a study to explore the potential for shared services to achieve efficiency in delivery of any specific services of the collaborative partners identified through the study process; and

WHEREAS, the scope of the project is currently anticipated to include the following activities:

- Meeting/Process Facilitation
- Identification of potential cost-savings and/or improvement in services with the consolidation of services among the collaborative partners
- Legal Services
- Design and preparation of contract documents of any required equipment configurations and facilities to consolidate identified services.

The cost for such activities shall not exceed \$100,000 including in-kind match.

WHEREAS, the Wood County Port Authority, Wood County, Ohio has the authority to apply for financial assistance and/or participate as a collaborative partner through the Local Government Innovation Fund Program; and

WHEREAS, the Board of the ROSSFORD CONVENTION AND VISITORS BUREAU, INC. hereby authorizes and directs its Chairman to act in connection with the application as a collaborative partner and to provide such additional information as may be required for the funding application; and

WHEREAS, the Board of the ROSSFORD CONVENTION AND VISITORS BUREAU, INC., Ohio understands and acknowledges that the Wood County Port Authority will serve as the primary or lead applicant for the project application, with other collaborative parties participating in the project planning and funding;

NOW THEREFORE, BE IT RESOLVED by the Board of the ROSSFORD CONVENTION AND VISITORS BUREAU, INC, Ohio, that:

Section 1. That the Board of the ROSSFORD CONVENTION AND VISITORS BUREAU, INC, Ohio authorizes the Chairman of Board as the official representative of ROSSFORD CONVENTION AND VISITORS BUREAU, INC. to participate as a collaborative party in the State of Ohio, Department of Development, Local Government Innovation Fund Program, and provide all information and documentation required in said Application for submission.

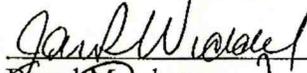
Section 2. That the Board of the ROSSFORD CONVENTION AND VISITORS BUREAU, INC, Ohio hereby approves the participation with the Wood County Port Authority and other collaborative parties for the filing of an application for financial assistance under the Ohio Local Government Innovation Fund Program.

Section 3. That the Board of the ROSSFORD CONVENTION AND VISITORS BUREAU, INC, Ohio hereby understands and agrees that participation in the program as a collaborative party will require compliance with program guidelines and assurances.

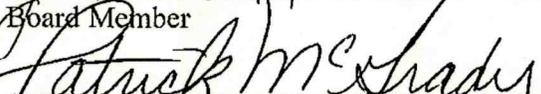
Section 4. That the Board of the ROSSFORD CONVENTION AND VISITORS BUREAU, INC, Ohio hereby commits itself to provide the community's local share funding as a collaborative party, as described in the application, it being understood that the local share can be prior (2 years) and future in-kind costs incurred by the collaborative parties.

Section 5. This resolution is deemed an emergency measure, necessary for the immediate preservation of the public health, safety and welfare, and for the further reason that immediate adoption is necessary to meet the application time line.

Passed this 27th day of FEBRUARY, 2013.



Board Member



Board Member



Board Member



Board Member

Board Member

ATTEST:

J. A. R...
~~Treasurer~~

VICE CHAIRMAN

RESOLUTION 2013 - 004

AN RESOLUTION APPROVING THE PARTICIPATION OF THE WOOD COUNTY PORT AUTHORITY AS A COLLABORATIVE PARTNER WITH THE CITY OF ROSSFORD, THE ROSSFORD EXEMPTED VILLAGE SCHOOL DISTRICT AND THE ROSSFORD CONVENTION AND VISITORS BUREAU, INC. IN MAKING APPLICATION TO THE STATE OF OHIO, DEPARTMENT OF DEVELOPMENT TO PARTICIPATE IN THE LOCAL GOVERNMENT INNOVATION FUND PROGRAM, AND DECLARING AN EMERGENCY

WHEREAS, the State of Ohio, Department of Development, provides financial assistance to local governments for projects that promote efficiency, shared services, coproduction, and mergers among local governments; and

WHEREAS, the WOOD COUNTY PORT AUTHORITY ("PORT AUTHORITY") desires to participate as a collaborative partner to receive financial assistance under the Ohio Department of Development Local Government Innovation Fund Program to conduct a study to explore the potential for shared services to achieve efficiency in delivery of any specific services of the collaborative partners identified through the study process; and

WHEREAS, the scope of the project is currently anticipated to include the following activities:

- Meeting/Process Facilitation
- Identification of potential cost-savings and/or improvement in services with the consolidation of services among the collaborative partners
- Legal Services
- Design and preparation of contract documents of any required equipment configurations and facilities to consolidate identified services.

The cost for such activities shall not exceed \$100,000 including in-kind match.

WHEREAS, the Wood County Port Authority, Wood County, Ohio has the authority to apply for financial assistance and/or participate as a collaborative partner through the Local Government Innovation Fund Program; and

WHEREAS, the PORT AUTHORITY hereby authorizes and directs its Chairperson to act in connection with the application as a collaborative partner and to provide such additional information as may be required for the funding application; and

WHEREAS, the PORT AUTHORITY understands that it will serve as the primary or lead applicant for the project application, with other collaborative parties participating in the project planning and funding;

NOW THEREFORE, BE IT RESOLVED by the PORT AUTHORITY, that:

Section 1. That the PORT AUTHORITY authorizes its Chairperson to act as the official representative of the PORT AUTHORITY to participate as a collaborative party in the State of Ohio, Department of Development, Local Government Innovation Fund Program, and provide all information and documentation required in said Application for submission.

Section 2. That the PORT AUTHORITY hereby approves the participation with the other collaborative parties for the filing of an application for financial assistance under the Ohio Local Government Innovation Fund Program.

Section 3. That the PORT AUTHORITY hereby understands and agrees that participation in the program as a collaborative party will require compliance with program guidelines and assurances.

Section 4. That the PORT AUTHORITY hereby commits itself to provide the community's local share funding as a collaborative party, as described in the application, it being understood that the local share can be prior (2 years) and future in-kind costs incurred by the collaborative parties.

It is further **RESOLVED**, that the Board of Directors of the Port finds and determines that all formal actions of the Board concerning and relating to the adoption of the Resolution were taken in an open meeting, with a Quorum of the Board of Directors of this Board present and that all deliberations of this Board and any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

It is further **RESOLVED**, that this Resolution shall be in full force and effect immediately upon its adoption.

Entered at Rossford, Ohio, this 18th day of March, 2013.


Cheryl A. Johnson, Chairman