Ohio Local Government Innovation Fund

Collaborative Measures → Success Measures → Significance Measures → Financial Measures

Round 7: 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	Geauga County Educational Service Center
Project Name	Geauga County Facility Re-purposing Project
Type of Request	Grant
Request Amount	$100,000
JobsOhio Region	Northeast
Political Subdivision Type Choose one that best descripes your organization	County Government
Project Type	Facilities
Project Approach	Efficiency

Ohio Development Services Agency

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

E-mail: LGIF@development.ohio.gov

Phone: 614 | 995 2292

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

Instructions

• 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

Section 1 — Contacts

Lead Agency		
Mailing Address:	Name: Geauga County Educational Service Center	
	Street Address: 470 Center St. Building 2	
	City: Chardon	
	Zip: 44024	
In what county is the lead agency located? Geauga		
Ohio House District: 76	Ohio Senate District: 18	

Project Contact		
Please provide information about the individual who should be contacted regarding this application.		
Mailing Address:	Name: Ronald L. Victor Ed.D.	Title: Shared Services Coordinator
	Street Address: 67 Gullybrook Ln.	
	City: Willoughby	
	Zip: 44094	
Email Address: rvictor@leadershipideas.com		Phone Number: (440) 622.4971

Fiscal Agency:		
Please provide information for the entity and individual serving as the fiscal agent for the project.		
Mailing Address:	Fiscal Agency: Geauga County ESC	
	Fiscal Officer: Lorri Peterson	Title: Treasurer
	Street Address: 470 Center St. Building # 2	
	City: Chardon	
	Zip: 44024	
Email Address: lorri.Peterson@geaugaesc.org		Phone Number: (440) 279-1700

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 fewer than 235,000 residents	☑ Yes	☐ No
	List Entity	

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

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

Collaborative Partners		
Does the proposal include collaborative partners?	✔ Yes	No

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.

In compliance with Ohio House Bill 153/ ORC SECTION 267.50.90, the Geauga County Educational Service Center's Shared Services Regional Cooperative has developed a plan for the integration and consolidation of the publicly supported organizations to work in collaboration as partners to make available services of the Geauga County Collaboration between Geauga County P-16, Burton Township, Burton Village Police Department, Burton Village, Berkshire Board of Education, the Geauga County Engineer's office and ODOT. The Geauga County Educational Service Center will serve as the lead agency for to implement the successful comprehensive shared services model that consolidates resources and improves efficiency among a number of governmental political subdivisions in Geauga County.

Since the concept of shared services, represents a major shift for most people in an organization. It is essential to introduce the concept of collaborating to share services in a way to ease implementation and realize cost reductions. Therefore, for successful sustainable implementation a change management model is essential and will be developed through the leadership of the Geauga County Educational Service Center and the collaborative partners.

The collaborative partners will serve to coordinate and provide leadership that is responsive to the needs of the subdivision end users within each subdivision and strike an appropriate balance between their separate but related system demands.

Lead Applicant	Geauga County Educational Service Center	Round 7	
	Geauga County Facility Re-purposing Project	Type of Request	Grant

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: Burton Village
	Street Address: 14588 West Park
	City: Burton
	Zip: 44021

Collaborative Partner # 2	
Mailing Address:	Name: ODOT District 12
	Street Address: 5500 Transportation Blvd.
	City: Garfield Heights
	Zip: 44125

Collaborative Partner # 3	
Mailing Address:	Name: Geauga County Board of Commissioners
	Street Address: 470 Center Street
	City: Chardon
	Zip: 44024

Collaborative Partner # 4	
Mailing Address:	Name: Bershire Local Schools
	Street Address: 14659 Claridon Troy Rd.
	City: Burton
	Zip: 44021

Collaborative Partner # 5	
Mailing Address:	Name: Burton Township
	Street Address: 470 Center Street
	City: Chardon
	Zip: 44024

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

Lead Applicant	Geauga County Educational Service Center	Round 7	
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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:

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

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.

The purpose of this project is to introduce and implement a successful comprehensive shared services project. This project will consolidate resources and improve efficiency among a number governmental political subdivisions in Geauga County working together with ODOT District 12, the county Engineer's office, Berkshire Board of Education, Burton Village Police Department, Burton Township, the Geauga County Educational Service Center and other interested political subdivisions in Geauga County. The Geauga County Educational Service Center, as lead applicant, is seeking a grant award of $100,000.00 to provide for planning and management for the Geauga County Shared Transportation and Maintenance Facilities project. Learning that there is a plan to create a shared facility for the Geauga County Engineer and ODOT in the near future. It has come to the attention that current ODOT property currently being utilized as a Rapid Road ODOT facility in Burton Township will be vacated and will be made available at no cost to a governmental agency for repurposing. This grant request will provide for a feasibility study to convert the vacated repurposed ODOT facility into a shared county facility. The facility would provide for maintenance equipment and services, storage of materials and large equipment including school busses and other means for interested political subdivisions not limited to schools, cities and townships in Geauga County. This grant will allow Geauga County to conduct a feasibility study for the project. The study will include a comprehensive review of the following items:
Legal review
Property appraisal
Architectural consultant
Engineering consultant
Professional facilitator
Since the concept of shared services, represents a major shift for most people in an organization. It is essential to introduce the concept of collaborating to share services in a way to ease implementation and realize cost reductions. Therefore, for successful sustainable implementation a change management model is essential.
Key to the success in establishing a shared facility is the identification of barriers to successful implementation. Unfreezing existing attitudes is challenging and in itself, the ability to not change can sabotage the process. Shifting attitudes is challenging for most people in any organization. Therefore, how business is done must change. Successful shared services initiatives in have required change management in order to move beyond superficial attempts.
There are two primary elements to change management that will be incorporated into this grant. One is the people side of change in which there needs to be a process of transition to gain understanding, commitment, and behavioral alignment to a new way of doing business. There are three distinct phases in this process and they address 1. the unfreezing of the old ways of thinking. 2. developing a new way of working. 3. creating accountability for sustaining the new model. This research-based approach can be delivered in a workshop setting with re-usable tools that leaders incorporate into the process of shared services. In our experience, the evolution of shared services moves along a continuum that starts with administrative low risk purchasing and moves toward more complex integrated shared business services aligned with best practices to support educational quality. Efficiency, quality, and service should all increase as the model becomes more fully implemented and embraced by the subdivisions. Change management is critical to the evolutionary process.
The second element to change management is the business process component. The business process tools help leaders and teams identify, through process mapping and design, what element of business process need to be modified to support Shared Services. Our proposal includes modifying the process improvement tools for the specific needs of the participating political subdivisions so that tools can be packaged into a standard toolkit for ongoing use to achieve the two elements listed above.

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

Project Information				
Has this project been submitted for consideration in previous LGIF rounds?	✔	Yes		No
If yes, in which round(s)? 4 and 5				
What was the project name? Transportation Facility Expansion and Geauga Co.Facility Repurposing Project				
What entity was the lead applicant? Geauga County Educational Service Center				

Past Success

Provide a summary of past efforts to implement a project to improve efficiency, implement shared services, coproduction or a merger (5 points).

ODOT decided in the past to centralize their forces within Lake County and eliminated outposts. It is our understanding that this centralized approach did save the state money.
With the construction of the Geauga County Highway Maintenance facility in the mid-1990s, the Geauga County Engineer, found the investment very worthwhile. The change from the old antiquated facility and repair machinery to the new maintenance facility improved equipment repair production and was better for the environment.

Applicant demonstrates Past Success	✔	Yes		No

Scalable

Provide a summary of how the applicant's proposal can be scaled for the inclusion of other entities (5 points).

If this study proves to be cost effective, the potential result would prove the scalability project. The Ohio Department of Transportation and Geauga County Boards of Education would be on the larger end of the scale with their resulting new ODOT vehicle maintenance facility and the re-purposing of the existing ODOT facility as a shared services facility eleven school districts and other interested municipalities and townships in Geauga County.

Applicant demonstrates a Scalable project	✔	Yes		No

Lead Applicant	Geauga County Educational Service Center	Round 7	
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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).

Based on conversations with The District 12 ODOT Director, if this feasibility study proves to be cost-effective it would lead to discussions representing an example across the state. There are many old a and outdated ODOT facilities throughout Ohio. ODOT would entertain similar opportunities based on the result of this study. This project could potentially be a fore-runner to similar projects of shared collaboration.

Applicant demonstrates a Replicable project	✔	Yes		No

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).

All participants within this study are very serious about implementing savings to our communities. Discussions have been held in the past regarding the implementation of the idea to consolidate Burton Township and Burton Village forces into one building in order to save money. ODOT and Geauga County almost implemented a plan to build a new facility on Merritt Road years ago. Only a change in the political players at the State level stopped this plan. It is believed with the implementation of the Local Government Innovation Fund program that the State once again sees the potential cost-savings and efficiency that may be obtained from cooperation of local governments

Applicant demonstrates Probability of Success	✔	Yes		No

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Performance Audit/Cost Benchmarking			
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).			
Prior Performance Audit or Cost Benchmarking	☐ Yes	☐ No	

Economic Impact			
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).			
One major economic impact to the private business sector would be the impact on the economy in the county due to the construction of a large Highway Maintenance Facility. This project would be a big boost to the local economy. In addition, the cost savings of sharing the re-purposed ODOT facility between school districts and municipalities could result in a more positive cash flow for each entity sharing the facility. As a part of the communication plan for this project will be the reaching out to other county private and public partners to support the project.			
Applicant demonstrates Economic Impact	✔ Yes	☐ No	

Section 3 Project Information

Lead Applicant	Geauga County Educational Service Center		
	Geauga County Facility Re-purposing Project	Type of Request	Grant

Response to Economic Demand
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).
Burton Township and Burton Village have for years discussed the needs for transportation maintenance and related facilities in order to become more fiscally responsible in serving their respective communities. Discussions were held in the past by ODOT and Geauga County about the idea of a joint equipment maintenance as a great way to save money. While this is thought to be a cost saving idea, it has been tough to find the funding to study these ideas. ODOT believes it would be cost effective to eliminate some county outposts. The collaboration request will study the effectiveness of a centralized approach to local transportation entities sharing resources. The ideas behind the request for a study are a direct result of the current Economic Demand. Government needs to do more with less. This project will study if the cost to build a new transportation maintenance facility is cost effective.

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 details may be provided in the budget narrative.

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 additonal 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 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 (ROI)calculation is required, and should reference cost savings, cost avoidance and/or increased revenues indicated in Program Budget sections of the application. The ROI should be calculated over a three-year period. 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 of prior financial documents related to the financial health of the lead applicant (balance sheet, income statement and a statement of cash flows).

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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. Indicate the line items for which the grant will be used.

Sources of Funds

LGIF Request:		$100,000
Cash Match (List Sources Below):		
Source:		
Source:		
Source:		
Source:		
In-Kind Match (List Sources Below):		
Source:	Geauga Co. Engineers Offic	$25,000
Source:	Geauga Co. ESC	$24,000
Source:	Shared Services Coodinator	$7,000
Total Match:		$56,000
Total Sources:		$156,000

Uses of Funds

	Amount	Revenue Source
Consultant Fees:	$7,000	Geauga County ESC
Legal Fees:	$10,000	LGIF Grant
Other: Engineering Study	$35,000	LGIF Grant
Other: Appraisals	$15,000	LGIF Grant
Other: Project Architect	$20,000	LGIF Grant
Other: Project Coordinatio	$20,000	LGIF Grant
Other: ESC Administratior	$25,000	In-kind
Other: Geauga Co. Engin	$24,000	In-kind
Other:		
Other:		
Total Uses:	$156,000	
Local Match Percentage:	35.90%	

* 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	Geauga County Educational Service Center	Round 7	
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Project Budget Narrative: Use this space to justify any expenses that are not self-explanatory.

The budget for feasibility project includes expenditures for project partners that include civil engineering services, architectural services, legal council, appraisal services, engagement facilitator services funded through the LGIF grant process. In-kind match will be provided by the Educational Service Center, County Engineers office and participating collaborative partners. The budget for feasibility project includes expenditures for project partners that include civil engineering services, architectural services, legal council, appraisal services, engagement facilitator services funded through the LGIF grant process. In-kind match will be provided by the Educational Service Center, County Engineers office and participating collaborative partners.

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Program Budget

Actual ✔ Projected ☐	FY 2010	FY 2011	FY 2012
Expenses	**Total Program Expenses**	**Total Program Expenses**	**Total Program Expenses**
Salary and Benefits	250000	250000	25000
Contract Services			7000
Occupancy (rent, utilities, maintenance)			
Training & Professional Development			
Insurance			
Travel			
Capital & Equipment Expenses			
Supplies, Printing, Copying & Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - ESC Administration			24000
*Other - Co. engineer's office			25000
*Other -			
TOTAL EXPENSES			
	Revenues	**Revenues**	**Revenues**
Contributions, Gifts, Grants & Earned Revenue			
Local Government: ESC Administration	24000	24000	24000
Local Government: Co. Engineer's office	25000	25000	25000
Local Government:			
State Government			
Federal Government			
**Other -*			
**Other -*			
**Other -*			
Membership Income			
Program Service Fees			
Investment Income			
TOTAL REVENUES	49000	49000	49000

Lead Applicant	Geauga County Educational Service Center	Round 7	
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Program Budget

Actual ☐ Projected ☑	FY 2014	FY 2014	FY 2015
Expenses	**Total Program Expenses**	**Total Program Expenses**	**Total Program Expenses**
Salary and Benefits	250000	250000	250000
Contract Services	7000	7000	7000
Occupancy (rent, utilities, maintenance)			
Training & Professional Development			
Insurance			
Travel			
Capital & Equipment Expenses			
Supplies, Printing, Copying & Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - ESC Administration	24000	24000	24000
*Other - Co. Engineer's Office	25000	25000	25000
*Other -			
TOTAL EXPENSES	306000	406000	406000
	Revenues	**Revenues**	**Revenues**
Contributions, Gifts, Grants & Earned Revenue			
Local Government: Savings from Shared Services	150000	150000	150000
Local Government:			
Local Government:			
State Government			
Federal Government			
**Other -* Geauga Co. ESC	25000	25000	25000
**Other -* LGIF Grant		100000	
**Other -* TBD	31000	31000	31000
Membership Income			
Program Service Fees			
Investment Income			
TOTAL REVENUES			

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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.

The budget numbers above for FY 10, 11, and 12 represent the actual costs for the past two and a half years that the Geauga County Educational Service Center has spent for shared services coordination as a part of the ESC's P-16 initiative and the estimated cost of providing separate maintenance facilities for each participating entity. ($250.000.00)

The purpose of this project is to introduce and implement a successful comprehensive shared services project. This project will consolidate resources and improve efficiency among a number governmental political subdivisions in Geauga County working together with ODOT District 12, the county Engineer's office, Berkshire Board of Education, Burton Village Police Department, Burton Township, the Geauga County Educational Service Center and other interested political subdivisions in Geauga County. The Geauga County Educational Service Center, as lead applicant, is seeking a grant award of $100,000.00 to provide for planning and management for the Geauga County Shared Transportation and Maintenance Facilities project. Learning that there is a plan to create a shared facility for the Geauga County Engineer and ODOT in the near future. It has come to the attention that current ODOT property currently being utilized as a Rapid Road ODOT facility in Burton Township will be vacated and will be made available at no cost to a governmental agency for repurposing. This grant request will provide for a feasibility study to convert the vacated repurposed ODOT facility into a shared county facility. The facility would provide for maintenance equipment and services, storage of materials and large equipment including school busses and other means for interested political subdivisions not limited to schools, cities and townships in Geauga County. This grant will allow Geauga County to conduct a feasibility study for the project. The study will include a comprehensive review of the following items:

Legal review
Property appraisal
Architectural consultant
Engineering consultant
Professional facilitator
Transportation facilities repurposing (Objective of this LGIF Grant)

The program budget numbers for FY 13, 14, and 15 above are projections should the Geauga County ESC LGIF grant request is approved for this project. The projected expenses provide for a cost-effective project coordination for each FY 13, 14, and 15. In addition to project coordination, expenditures for contracted facilitation and support by the ESC Superintendent and Assistant Superintendent are included for as a feasibility study expenditure. In addition, a projected savings of $150,000.00 is included in the potential savings if a shared facility is feasible after the study is complete.

Section 4: Financial Information Scoring

- [x] (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 for at least three fiscal years.
- [ ] (1 point) Applicant provided complete and accurate budget information for less than three fiscal years.

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Return On Investment

Return on Investment (ROI)is a performance measure used to evaluate the efficiency of an investment. To derive the expected ROI, divide the net gains of the project by the net costs (for a three-year period). 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.

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 program budgets, and should reflect a three-year period.

Do you expect cost savings from efficiency from your project?

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

Expected Return on Investment = $\frac{\$406{,}000}{\$156{,}000}$ * 100 = 260.26%

Expected Return on Investment is:

☐ Less than 25% (5 points) ☐ 25%-75% (10 points) ☑ Greater than 75% (15 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	Geauga County Educational Service Center	Round 7	
	Geauga County Facility Re-purposing Project		Grant

Return on Investment Justification Narrative: In the space below, describe the nature of the expected ROI calculation 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 preceeding pages. Use references when appropriate to justify assumptions used for cost projections.

Since this is a feasibility project the ROI is to be determined once the project costs and potential savings are identified. This project will consolidate resources and improve efficiency among a number governmental political subdivisions in Geauga County working together with ODOT District 12, the county Engineer's office, Berkshire Board of Education, Burton Village Police Department, Burton Township, the Geauga County Educational Service Center and other interested political subdivisions in Geauga County. The Geauga County Educational Service Center, as lead applicant, is seeking a grant award of $100,000.00 to provide for planning and management for the Geauga County Shared Transportation and Maintenance Facilities project. Learning that there is a plan to create a shared facility for the Geauga County Engineer and ODOT in the near future. It has come to the attention that current ODOT property currently being utilized as a Rapid Road ODOT facility in Burton Township will be vacated and will be made available at no cost to a governmental agency for repurposing.

The return on investment is based on estimates of savings after the new estimated operational cost were subtracted from current operational costs. The results of the feasibility study will identify more concrete costs as the study details are determined. As you will note, it is impossible to see a more accurate potential savings at this time prior to the study. This projected savings and opportunity to acquire this site at no cost will result in a savings for all entities participating in the project. A review of current transportation and service facility costs with the Berkshire Local Schools will result in a potential savings that includes servicing equipment, vehicles and busses on one site will result in a cost savings for the district. Other participating partner's savings will generated as well to the same estimated savings.

This grant will create an office at the Geauga County Educational Service Center in order to provide a governance structure and marketing tools for facilitating and sustaining the feasibility project. This grant will allow Geauga County to coordinate and provide leadership for the project.

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

Magnitude of Project

If the project has an expected ROI of 74.99 percent or less, complete the following calculation. Projects with a Magnitude Factor of 50 or above score (5 points.)

$$\frac{\text{ROI\%} \quad \text{X} \quad \text{Savings Amt}}{1000} = \text{Magnitude Factor}$$

Project has a Magnitude Factor of 50 or above	☐ Yes	☐ No

Cost Savings

This project will decrease specific line items in the exisiting budget. The specific line items should be evidenced by an expected decrease in specific line items for the next three years. In the space below please list the specific line item in the Program Budget section and the total dollar amount saved in the next three years (5 points).

Since this is a feasibility project, budget figures only represent projected possible savings. The true savings will be determined by how many entities participate in the sharing of the re-purposed facility. More participation will generate more savings.

Applicant demonstrates Cost Savings	✔ Yes	☐ No

Core Services

Does the project affect core services in your community? Explain how this project meets the basic needs of your community by providing services for which the lead applicant is primarily responsible (5 points).

Educational Service Centers are to encouraged to take the lead in the development of shared shared services programs,. The Geauga County ESC had promoted and participated in a LGIF Loan with the County Engineer's Office and is part of the Lake/Geauga Shared Services Regional Cooperative, a recently by a a LGIF Round 5 Grant. This feasibility projects represents another key leadership role in Geauga County representing a core service benefit for the residents and taxpayers.

Project affects Core Services of the Lead Applicant	✔ Yes	☐ No

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

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.

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	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

Scoring Overview

Collaborative Measures	Description	Max Points		Self Score
Section 1: Collaborative Measures				
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		5
Participating Entities	Applicant has executed partnership agreements outlining all collaborative partners and participation agreements and has resolutions of support.	5		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		5
Scalable	Applicant's proposal can be scaled for the inclusion of other entities.	5		5
Replicable	Applicant's proposal can be replicated by other local governments.	5		5
Probability of Success	Applicant provides a documented need for the project and clearly outlines the likelihood of the need being met.	5		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		0
Economic Impact	Applicant demonstrates the project will promote a business environment and will provide for community attraction.	5		5
Response to Economic Demand	The project responds to current substantial changes in economic demand for local or regional government services.	5		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.	5		5
Local Match	Percentage of local matching funds being contributed to the project. This may include in-kind contributions.	5		1
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.	15		15
Magnitude Factor	Applicant demonstrates a magnitude factor of 50 or above, based on the ROI percentage and the dollar amount of project gains estimated in the ROI calculation.	5		0
Cost Savings	Applicant demonstrates specific line items in the current budget that will decrease as a result of this project.	5		5
Core Services	Applicant demonstrates that the project affects core services provided in their community.	5		5
Repayment Structure (Loan Only)	Applicant demonstrates a viable repayment source to support loan award.	5		0
			Total Points	71

DRAFT NOTES , ODOT FESABILITY

What does the Village of Burton need in property?

Police Station – Offices for Chief, two officers, Interview room, locker room, secure evidence storage, secure weapon and electronic storage, restroom, duty officer /reception area, supply storage

1.) The current police station has all these functions in a small cramped area directly beneath the children's library. There is evidence storage. Restroom facilities are limited to a toilet, wash basin and shower (being used for storage). Ceilings and flooring have been rehabbed. Because this is a basement setting the area is prone to dampness and high humidity which is bad for electronics.
2.) Village pays for electric, phone and cleans own area. Heat is supplied by library and supplemented by electric baseboard.

Police Vehicle garage- room for three vehicles, misc. property storage

1.) The duty police vehicle is outside in all weather making it necessary to leave the vehicle running in winter to insure adequate response times.
2.) Vehicle not currently on call is usually in the library parking lot, subject to weather and possible vandalism.
3.) Vehicles have access to storage on the fairgrounds in a locked garage.

Village Office – Meeting room for Council /BPA, office space for Fiscal Officer and Admin Assistant, Mayor's Office, secure file storage, public reception area, restrooms, Admin supply storage, small meeting room.

1.) Current office space consists of one bull pen arrangement with desks for Fiscal Officer, Admin Assistant, and Mayor. Council table and chairs along with seven four drawer file cabinets are collocated in the office. Carpet is old and worn. Floor sags in the middle. Recently rewired to meet electrical needs.
2.) Council/BPA meets in large library meeting room when available at no charge, otherwise in Village Office. No room for visitors in Village office.
3.) Limited storage space in Village office. Filing cabinets are wearing out due to tilt in floor
4.) Village uses library restrooms and maintenance staff for their upkeep. Village cleans own space.
5.) Library pays for electric, hvac for council space. Village pays phone.
6.) Village owns library building and leases all spaces, with exception of Village office, to library for one dollar a year. Ninety nine year lease started in 1979 or thereabout. Library leases police space back to Village for one dollar a year.

Street Department- Street garage office, restrooms, storage for three trucks, backhoe, leaf vacuum, storm sewer vacuum, sewer jet, snow plows, zero turn tractor and trailer, water tank and trailer, Kubota tractor, brush hog, salt spreaders, hand and power tool storage, signs, ladders and other equipment necessary to maintain the village, paint locker, fuel can locker, washing machine and dryer, lockers for three full time

employees, salt storage, street materials storage (sand, stone, cold patch, leaf mulch, etc.)

1.) Street garage expanded and currently holds all equipment with the exception of storm sewer vacuum and salt spreaders. Street garage is on Village property
2.) Office space and restrooms dated but serviceable.
3.) Street materials are stored outdoors on leased Akron property.
4.) Salt storage is accommodated at the ODOT garage on West Center. The Village has little land available to accommodate our own salt storage. Suggested alternate locations are 1) next to the sewer lagoons on Village property (this may cause concerns for EPA/Akron with runoff) and 2) on the easement property (old interurban right of way) off Goodwin (runoff, noise, and security of site may be a problem)

Utilities Department – chemical storage, office for two full time employees, record storage, vehicle garage, water treatment facilities, sewage treatment facilities, water wells, supply storage, paint locker,

1.) Water treatment facilities and wells are located on Akron watershed property and are under annual lease renewal.
2.) Sewer treatment facilities and lagoons are on Village owned property.
3.) The water department has a storage shed.
4.) There is combined lab, mechanical and office space in both the Sewer plant and water plant buildings. Toilet facilities are available in one building
5.) The current vehicle is not under roof.
6.) WWTP plans may change footprint of existing plant

ODOT moving means loss of income tax and salt storage for Village. Direct cost for Village to replace salt storage is between $30,000 and $100,000 provided Village property is used and accessible.

ODOT moving provides an opportunity to relocate Police department and provide onsite vehicle garage facilities. Operational costs include electric, hvac, telephone and data connections and maintenance and cleaning of facility. Probable rehab cost of any space chosen to create secure entry, secure and unsecure storage, offices and up to date restrooms and locker area.

ODOT moving provides an opportunity to expand Village office space and create separate records and meeting facilities. Operational costs include electric, hvac, telephone and data connections and routine maintenance and cleaning of the facility. Probable rehab and outfit cost of any space chosen to provide ADA restrooms, Council meeting space, and office spaces.

ODOT moving provides Village with location for salt storage with existing salt storage bin. There is a potential for shared services to other municipalities as currently in place.

ODOT moving provides extra garage space for Village equipment and potential shared service agreement with Burton Township for use of garage space.

OPINIONS

Current Village Office facilities are adequate but aging rapidly and wearing out. Filing cabinets and bowed floor are prime examples. Cost to rehab buildings at ODOT garage is unknown at this time.

Current Police department and garage are inadequate and constitute a danger to officers and the public. Present poor image of Village to visitors. Cost to rehab buildings at ODOT garage is unknown at this time. We would have to install a secure entry at the least.

Street Garage is currently inadequate for space however those pieces of equipment left out in the elements are fairly sturdy. Use of space at the ODOT would alleviate leaving any equipment out in weather.

Moving some equipment and trucks to the ODOT garage would allow the utilities truck to be put inside.

Use of the ODOT garage for street equipment could lead to moving the water treatment plant onto Village property. The wells will have to remain in their current location.

ANALYSIS OF SPACE AT ODOT

13595 W Center, Burton OH parcel 05-703700

Five acres, fenced with five buildings of varying age between 20 and 80 years.

Underground fuel tanks are on premises.

Zoned M-2 Industrial

Current County Market value is $1,215,600 per County records

Five buildings to maintain

- Routine cleaning by staff, exterior maintenance, interior maintenance
- Additional cost of electric and heat

Landlord relationship with other potential tenants could generate revenue

Are buildings move in condition

- AC installation
- Electric update
- Data connection
- Roof condition

Siding

Insect inspection

Drainage/leaks

Insulation

Parking (Paved?)

Pollution problems (asbestos, chemicals, site cleanup)

Number of restrooms available

It will make sense to have Police and Admin in single building to limit amount of rehab necessary to furnish heating, cooling, data link, restrooms.

Move backhoe, sewer jet and leaf vac up the hill as soon as possible. Put new Utilities vehicle in Street garage. Add I-beam lift for sewer vac in street garage unless already available at ODOT.

POTENTIAL CLIENTS/TENANTS

Any Municipal/government agency storing or using salt through the ODOT bin can reasonably be expected to continue. We will need to be more vigilant than ODOT because they could afford to lose a little extra salt.

Newbury Township, Burton Township, Troy Township?, Auburn Township?, Punderson Park, Geauga Park?, Parkman Township?, Claridon Township?, Middlefield Township?

Storage of Equipment

Burton Township/Burton Fire Department, Berkshire Schools

Office/Business Space-

Village could store stone, sand, cold patch and other materials at ODOT property thereby allowing the Village to vacate another parcel of Akron land that we no longer need.

Village could rent space to a landscaper, or contractor depending upon needs and security concerns.

CONTACTS MADE

ODOT DISTRICT 12 GEAUGA COUNTY AREA MANAGER

James Mlinar 216-584-2325

Chris Paquette (Village Fiscal Officer) spoke to Mr. Mlinar on 16 Aug. District 12 is pursuing plans to build a new facility to replace the Geauga ODOT garage but he is

not sure when. Nothing is planned or in the works right now. Mr. Mlinar had no information on the possible sale or disposal of the Burton garage.

ODOT District 12 BUSINESS & HUMAN RESOURCES; FACILTIES DEPARTMENT

Tom Baranick 216-312-0324

Chris Paquette spoke to Mr. Baranick on 16 Aug. No plans, land or funding has been made available to move the Burton Garage. Any move would be five to seven years out. Hypothetically, ODOT could auction, sell or give away the building to a local municipality. As an example, ODOT is building a new garage in Euclid to replace the Mayfield Village garage. Upon completion ODOT will hand the keys of the old facility to Mayfield Village. Mayfield Village will be responsible for maintenance, upkeep and any environmental cleanup.

Senator Eklund

Mayor Fischbach spoke with State Senator Eklund who in turn spoke with the Director of ODOT. Mayor Fischbach was assured that the Village will have priority in any future claim of the ODOT facilities in the Village should a move take place.

Geauga County Engineer's Office
Transportation Facility Expansion
Partnership Agreement

The Geauga County Engineer's Office is acting as lead applicant in the Ohio Department of Development for Local Government Innovation Fund (LGIF) grant application process. In compliance with Ohio House Bill 153/ ORC SECTION 267.50.90, the Geauga County Engineer's Office's Shared Services Regional Cooperative has developed a plan for the integration and consolidation of the publicly supported organizations to work in collaboration as partners for this feasibility project. The collaborative partners include the Governor's Office, Burton Township, Burton Village, Berkshire Board of Education, ODOT District 12 and the Geauga County Educational Service Center. The Geauga County Engineer's Office will serve as the lead agency to study the successful comprehensive shared services model that consolidates resources and improves efficiency among a number of governmental political subdivisions in Geauga County.

The Geauga County Engineer's Office is seeking a grant award of $100,000.00 to provide for planning and management for the Geauga County Shared Transportation and Maintenance Facilities program. This project involves the exchange of the State owned Kinsman Road facility in Burton Village, with County owned property on Merritt Road, in order to establish two transportation and maintenance facilities: (1) for local entities' use and (2) for State and Geauga County use.

This grant will help to create an office, governance structure, and marketing tools providing for sustainability. This grant will allow Geauga County to conduct a feasibility study for the project. The study will include a comprehensive review of the following items:

Legal review
Property appraisals
Architectural study
Professional facilitator
Feasibility Study CT Consultants
Soils study

SIGNATORIES

We, the collaborative partners for the Geauga County Transportation Facility Expansion, agree to work together in accordance with this Partnership Agreement:

Burton Village, Mayor — Date: 10/22/2012

Berkshire Local Schools, Superintendent — Date: 10/22/12

Geauga County Educational Service Center — Date: 10/22/12

Burton Township, Trustee — Date: 10/22/2012

ODOT District 12, Director — Date: 10-23-12

Geauga County Engineer — Date: 10-23-12

Resolution of Agreement

GEAUGA COUNTY EDUCATIONAL SERVICE CENTER
and
GEAUGA COUNTY ENGINEER'S OFFICE

A Resolution of Agreement supporting the submission of applications on behalf of Geauga County for the third round of funding under the Local Government Innovation Fund available through the State of Ohio, Department of Development and authorizing the Geauga County Engineer's Office to take all steps necessary in furtherance of this goal, including, entering into partnership initiatives/memoranda of understanding with any other potential partners; and declaring the necessity that this Resolution becomes immediately effective.

WHEREAS, the GEAUGA COUNTY ENGINEER'S OFFICE has established a Shared Services Project to promote shared services for institutions and political subdivisions in Geauga County; and

WHEREAS, in accordance with the application procedures for the Local Government Innovation Fund, the State of Ohio, Department of Development, requests a resolution of support from the applicant's and collaborative partner's governing entity; and,

WHEREAS, the Local Government Innovation Fund was established to provide financial assistance to Ohio political subdivisions for planning and implementing projects that are projected to create more efficient and effective service delivery within a specific discipline of government services for one or more entities; and,

WHEREAS, through the Local Government Innovation Fund, the State of Ohio, Department of Development seeks to promote efficiency, collaboration, merger, and shared services among local governments; and,

WHEREAS, the applications are to be submitted for third round of funding to the Local Government Innovation Fund where the GEAUGA COUNTY ENGINEER'S OFFICE is the 'primary applicant' or as a 'collaborative partner' in order to facilitate efficiencies in various disciplines of government service including economic development, education, information technology, and regional collaboration; and,

WHEREAS, The GEAUGA COUNTY ENGINEER'S OFFICE is working collaboratively on submitting applications with a number of municipal, non-profit, and private partners across the county and region; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order to meet the application deadlines mandated by the State of Ohio, Department of Development; and,

WHEREAS, GEAUGA COUNTY EDUCATIONAL SERVICE CENTER wishes to explore the viability and feasibility of promoting further synergistic efforts of the Geauga County Engineer's Office through a grant provided through the Local Government Innovation Fund, and

Resolution of Agreement

NOW THEREFORE BE IT RESOLVED THAT, GEAUGA COUNTY EDUCATIONAL SERVICE CENTER supports this collaboration and provides this resolution of agreement recognizing the potential benefit of the Geauga County Engineer's Office in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. GEAUGA COUNTY Engineer's Office agrees to expend its best efforts in connection with its services to provide leadership to promote a shared services program for Geauga County political subdivisions.

2. GEAUGA COUNTY EDUCATIONAL SERVICE CENTER agrees to participate in the exploration of the transportation facility expansion.

IN WITNESS WHEREOF, the parties have executed this Resolution of Agreement effective August the year 2012.

BURTON VILLAGE

by: Matt Galemmo

Title: Superintendent

Date: 10-23-12

GEAUGA COUNTY Engineer's Office

by: Robert Phillips

Title: County Engineer

Date: 10-23-12

Resolution of Agreement

BURTON VILLAGE
and
GEAUGA COUNTY ENGINEER'S OFFICE

A Resolution of Agreement supporting the submission of applications on behalf of Geauga County for the third round of funding under the Local Government Innovation Fund available through the State of Ohio, Department of Development and authorizing the Geauga County Engineer's Office to take all steps necessary in furtherance of this goal, including, entering into partnership initiatives/memoranda of understanding with any other potential partners; and declaring the necessity that this Resolution becomes immediately effective.

WHEREAS, the GEAUGA COUNTY ENGINEER'S OFFICE has established a Shared Services Project to promote shared services for institutions and political subdivisions in Geauga County; and

WHEREAS, in accordance with the application procedures for the Local Government Innovation Fund, the State of Ohio, Department of Development, requests a resolution of support from the applicant's and collaborative partner's governing entity; and,

WHEREAS, the Local Government Innovation Fund was established to provide financial assistance to Ohio political subdivisions for planning and implementing projects that are projected to create more efficient and effective service delivery within a specific discipline of government services for one or more entities; and,

WHEREAS, through the Local Government Innovation Fund, the State of Ohio, Department of Development seeks to promote efficiency, collaboration, merger, and shared services among local governments; and,

WHEREAS, the applications are to be submitted for third round of funding to the Local Government Innovation Fund where the GEAUGA COUNTY ENGINEER'S OFFICE is the 'primary applicant' or as a 'collaborative partner' in order to facilitate efficiencies in various disciplines of government service including economic development, education, information technology, and regional collaboration; and,

WHEREAS, The GEAUGA COUNTY ENGINEER'S OFFICE is working collaboratively on submitting applications with a number of municipal, non-profit, and private partners across the county and region; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order to meet the application deadlines mandated by the State of Ohio, Department of Development; and,

WHEREAS, BURTON VILLAGE wishes to explore the viability and feasibility of promoting further synergistic efforts of the Geauga County Engineer's Office through a grant provided through the Local Government Innovation Fund, and

Resolution of Agreement

NOW THEREFORE BE IT RESOLVED THAT, BURTON VILLAGE supports this collaboration and provides this resolution of agreement recognizing the potential benefit of the Geauga County Engineer's Office in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. GEAUGA COUNTY Engineer's Office agrees to expend its best efforts in connection with its services to provide leadership to promote a shared services program for Geauga County political subdivisions.

2. BURTON VILLAGE agrees to participate in the exploration of the transportation facility expansion.

IN WITNESS WHEREOF, the parties have executed this Resolution of Agreement effective August the year 2012.

BURTON VILLAGE

by: _____
Nicholas Fischbach

Title: Mayor

Date: 10/22/2012

GEAUGA COUNTY Engineer's Office

by: _____
Robert Phillips

Title: County Engineer

Date: 10-23-12

Resolution of Agreement

BERKSHIRE LOCAL SCHOOL DISTRICT
and
GEAUGA COUNTY ENGINEER'S OFFICE

A Resolution of Agreement supporting the submission of applications on behalf of Geauga County for the third round of funding under the Local Government Innovation Fund available through the State of Ohio, Department of Development and authorizing the Geauga County Engineer's Office to take all steps necessary in furtherance of this goal, including, entering into partnership initiatives/memoranda of understanding with any other potential partners; and declaring the necessity that this Resolution becomes immediately effective.

WHEREAS, the GEAUGA COUNTY ENGINEER'S OFFICE has established a Shared Services Project to promote shared services for institutions and political subdivisions in Geauga County; and

WHEREAS, in accordance with the application procedures for the Local Government Innovation Fund, the State of Ohio, Department of Development, requests a resolution of support from the applicant's and collaborative partner's governing entity; and,

WHEREAS, the Local Government Innovation Fund was established to provide financial assistance to Ohio political subdivisions for planning and implementing projects that are projected to create more efficient and effective service delivery within a specific discipline of government services for one or more entities; and,

WHEREAS, through the Local Government Innovation Fund, the State of Ohio, Department of Development seeks to promote efficiency, collaboration, merger, and shared services among local governments; and,

WHEREAS, the applications are to be submitted for third round of funding to the Local Government Innovation Fund where the GEAUGA COUNTY ENGINEER'S OFFICE is the 'primary applicant' or as a 'collaborative partner' in order to facilitate efficiencies in various disciplines of government service including economic development, education, information technology, and regional collaboration; and,

WHEREAS, The GEAUGA COUNTY ENGINEER'S OFFICE is working collaboratively on submitting applications with a number of municipal, non-profit, and private partners across the county and region; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order to meet the application deadlines mandated by the State of Ohio, Department of Development; and,

WHEREAS, BERKSHIRE LOCAL SCHOOL DISTRICT wishes to explore the viability and feasibility of promoting further synergistic efforts of the Geauga County Engineer's Office through a grant provided through the Local Government Innovation Fund, and

Geauga County Transportation Facility Expansion

Resolution of Agreement

NOW THEREFORE BE IT RESOLVED THAT, BERKSHIRE LOCAL SCHOOL DISTRICT supports this collaboration and provides this resolution of agreement recognizing the potential benefit of the Geauga County Engineer's Office in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. GEAUGA COUNTY Engineer's Office agrees to expend its best efforts in connection with its services to provide leadership to promote a shared services program for Geauga County political subdivisions.

2. The BERKSHIRE LOCAL SCHOOL DISTRICT agrees to participate in the exploration of the transportation facility expansion.

IN WITNESS WHEREOF, the parties have executed this Resolution of Agreement effective August the year 2012.

BERKSHIRE LOCAL SCHOOL DISTRICT

by: Doug Delong

Title: Superintendent

Date: 10/22/12

GEAUGA COUNTY Engineer's Office

by: Robert Phillips

Title: County Engineer

Date: 10-23-12

Ohio Local Government Innovation Fund

Collaborative Measures → Success Measures → Significance Measures → Financial Measures

Round 7: 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	Geauga County Educational Service Center
Project Name	Geauga County Facility Re-purposing Project
Type of Request	Grant
Request Amount	$100,000
JobsOhio Region	Northeast
Political Subdivision Type Choose one that best descripes your organization	County Government
Project Type	Facilities
Project Approach	Efficiency

Ohio Development Services Agency

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

E-mail: LGIF@development.ohio.gov

Phone: 614 | 995 2292

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

Instructions

• 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

Section 1 — Contacts

Lead Agency		
Mailing Address:	Name: Geauga County Educational Service Center	
	Street Address: 470 Center St. Building 2	
	City: Chardon	
	Zip: 44024	
In what county is the lead agency located? Geauga		
Ohio House District: 76	Ohio Senate District: 18	

Project Contact		
Please provide information about the individual who should be contacted regarding this application.		
Mailing Address:	Name: Ronald L. Victor Ed.D.	Title: Shared Services Coordinator
	Street Address: 67 Gullybrook Ln.	
	City: Willoughby	
	Zip: 44094	
Email Address: rvictor@leadershipideas.com		Phone Number: (440) 622.4971

Fiscal Agency:		
Please provide information for the entity and individual serving as the fiscal agent for the project.		
Mailing Address:	Fiscal Agency: Geauga County ESC	
	Fiscal Officer: Lorri Peterson	Title: Treasurer
	Street Address: 470 Center St. Building # 2	
	City: Chardon	
	Zip: 44024	
Email Address: lorri.Peterson@geaugaesc.org		Phone Number: (440) 279-1700

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 fewer than 235,000 residents	☑ Yes	☐ No
	List Entity	

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

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

Collaborative Partners		
Does the proposal include collaborative partners?	✔ Yes	No

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.

In compliance with Ohio House Bill 153/ ORC SECTION 267.50.90, the Geauga County Educational Service Center's Shared Services Regional Cooperative has developed a plan for the integration and consolidation of the publicly supported organizations to work in collaboration as partners to make available services of the Geauga County Collaboration between Geauga County P-16, Burton Township, Burton Village Police Department, Burton Village, Berkshire Board of Education, the Geauga County Engineer's office and ODOT. The Geauga County Educational Service Center will serve as the lead agency for to implement the successful comprehensive shared services model that consolidates resources and improves efficiency among a number of governmental political subdivisions in Geauga County.

Since the concept of shared services, represents a major shift for most people in an organization. It is essential to introduce the concept of collaborating to share services in a way to ease implementation and realize cost reductions. Therefore, for successful sustainable implementation a change management model is essential and will be developed through the leadership of the Geauga County Educational Service Center and the collaborative partners.

The collaborative partners will serve to coordinate and provide leadership that is responsive to the needs of the subdivision end users within each subdivision and strike an appropriate balance between their separate but related system demands.

Lead Applicant	Geauga County Educational Service Center	Round 7	
	Geauga County Facility Re-purposing Project	Type of Request	Grant

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: Burton Village
	Street Address: 14588 West Park
	City: Burton
	Zip: 44021

Collaborative Partner # 2	
Mailing Address:	Name: ODOT District 12
	Street Address: 5500 Transportation Blvd.
	City: Garfield Heights
	Zip: 44125

Collaborative Partner # 3	
Mailing Address:	Name: Geauga County Board of Commissioners
	Street Address: 470 Center Street
	City: Chardon
	Zip: 44024

Collaborative Partner # 4	
Mailing Address:	Name: Bershire Local Schools
	Street Address: 14659 Claridon Troy Rd.
	City: Burton
	Zip: 44021

Collaborative Partner # 5	
Mailing Address:	Name: Burton Township
	Street Address: 470 Center Street
	City: Chardon
	Zip: 44024

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

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

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:

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

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.

The purpose of this project is to introduce and implement a successful comprehensive shared services project. This project will consolidate resources and improve efficiency among a number governmental political subdivisions in Geauga County working together with ODOT District 12, the county Engineer's office, Berkshire Board of Education, Burton Village Police Department, Burton Township, the Geauga County Educational Service Center and other interested political subdivisions in Geauga County. The Geauga County Educational Service Center, as lead applicant, is seeking a grant award of $100,000.00 to provide for planning and management for the Geauga County Shared Transportation and Maintenance Facilities project. Learning that there is a plan to create a shared facility for the Geauga County Engineer and ODOT in the near future. It has come to the attention that current ODOT property currently being utilized as a Rapid Road ODOT facility in Burton Township will be vacated and will be made available at no cost to a governmental agency for repurposing. This grant request will provide for a feasibility study to convert the vacated repurposed ODOT facility into a shared county facility. The facility would provide for maintenance equipment and services, storage of materials and large equipment including school busses and other means for interested political subdivisions not limited to schools, cities and townships in Geauga County. This grant will allow Geauga County to conduct a feasibility study for the project. The study will include a comprehensive review of the following items:
Legal review
Property appraisal
Architectural consultant
Engineering consultant
Professional facilitator
Since the concept of shared services, represents a major shift for most people in an organization. It is essential to introduce the concept of collaborating to share services in a way to ease implementation and realize cost reductions. Therefore, for successful sustainable implementation a change management model is essential.
Key to the success in establishing a shared facility is the identification of barriers to successful implementation. Unfreezing existing attitudes is challenging and in itself, the ability to not change can sabotage the process. Shifting attitudes is challenging for most people in any organization. Therefore, how business is done must change. Successful shared services initiatives in have required change management in order to move beyond superficial attempts.
There are two primary elements to change management that will be incorporated into this grant. One is the people side of change in which there needs to be a process of transition to gain understanding, commitment, and behavioral alignment to a new way of doing business. There are three distinct phases in this process and they address 1. the unfreezing of the old ways of thinking. 2. developing a new way of working. 3. creating accountability for sustaining the new model. This research-based approach can be delivered in a workshop setting with re-usable tools that leaders incorporate into the process of shared services. In our experience, the evolution of shared services moves along a continuum that starts with administrative low risk purchasing and moves toward more complex integrated shared business services aligned with best practices to support educational quality. Efficiency, quality, and service should all increase as the model becomes more fully implemented and embraced by the subdivisions. Change management is critical to the evolutionary process.
The second element to change management is the business process component. The business process tools help leaders and teams identify, through process mapping and design, what element of business process need to be modified to support Shared Services. Our proposal includes modifying the process improvement tools for the specific needs of the participating political subdivisions so that tools can be packaged into a standard toolkit for ongoing use to achieve the two elements listed above.

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

Project Information				
Has this project been submitted for consideration in previous LGIF rounds?	✔	Yes		No
If yes, in which round(s)? 4 and 5				
What was the project name? Transportation Facility Expansion and Geauga Co.Facility Repurposing Project				
What entity was the lead applicant? Geauga County Educational Service Center				

Past Success

Provide a summary of past efforts to implement a project to improve efficiency, implement shared services, coproduction or a merger (5 points).

ODOT decided in the past to centralize their forces within Lake County and eliminated outposts. It is our understanding that this centralized approach did save the state money.
With the construction of the Geauga County Highway Maintenance facility in the mid-1990s, the Geauga County Engineer, found the investment very worthwhile. The change from the old antiquated facility and repair machinery to the new maintenance facility improved equipment repair production and was better for the environment.

Applicant demonstrates Past Success	✔	Yes		No

Scalable

Provide a summary of how the applicant's proposal can be scaled for the inclusion of other entities (5 points).

If this study proves to be cost effective, the potential result would prove the scalability project. The Ohio Department of Transportation and Geauga County Boards of Education would be on the larger end of the scale with their resulting new ODOT vehicle maintenance facility and the re-purposing of the existing ODOT facility as a shared services facility eleven school districts and other interested municipalities and townships in Geauga County.

Applicant demonstrates a Scalable project	✔	Yes		No

Lead Applicant	Geauga County Educational Service Center	Round 7	
	Geauga County Facility Re-purposing Project	Type of Request	Grant

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).

Based on conversations with The District 12 ODOT Director, if this feasibility study proves to be cost-effective it would lead to discussions representing an example across the state. There are many old a and outdated ODOT facilities throughout Ohio. ODOT would entertain similar opportunities based on the result of this study. This project could potentially be a fore-runner to similar projects of shared collaboration.

Applicant demonstrates a Replicable project	✔	Yes		No

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).

All participants within this study are very serious about implementing savings to our communities. Discussions have been held in the past regarding the implementation of the idea to consolidate Burton Township and Burton Village forces into one building in order to save money. ODOT and Geauga County almost implemented a plan to build a new facility on Merritt Road years ago. Only a change in the political players at the State level stopped this plan. It is believed with the implementation of the Local Government Innovation Fund program that the State once again sees the potential cost-savings and efficiency that may be obtained from cooperation of local governments

Applicant demonstrates Probability of Success	✔	Yes		No

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	

Performance Audit/Cost Benchmarking			
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).			
Prior Performance Audit or Cost Benchmarking	☐ Yes	☐ No	

Economic Impact			
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).			
One major economic impact to the private business sector would be the impact on the economy in the county due to the construction of a large Highway Maintenance Facility. This project would be a big boost to the local economy. In addition, the cost savings of sharing the re-purposed ODOT facility between school districts and municipalities could result in a more positive cash flow for each entity sharing the facility. As a part of the communication plan for this project will be the reaching out to other county private and public partners to support the project.			
Applicant demonstrates Economic Impact	✔ Yes	☐ No	

Section 3 Project Information

Lead Applicant	Geauga County Educational Service Center		
	Geauga County Facility Re-purposing Project	Type of Request	Grant

Response to Economic Demand
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).
Burton Township and Burton Village have for years discussed the needs for transportation maintenance and related facilities in order to become more fiscally responsible in serving their respective communities. Discussions were held in the past by ODOT and Geauga County about the idea of a joint equipment maintenance as a great way to save money. While this is thought to be a cost saving idea, it has been tough to find the funding to study these ideas. ODOT believes it would be cost effective to eliminate some county outposts. The collaboration request will study the effectiveness of a centralized approach to local transportation entities sharing resources. The ideas behind the request for a study are a direct result of the current Economic Demand. Government needs to do more with less. This project will study if the cost to build a new transportation maintenance facility is cost effective.

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 details may be provided in the budget narrative.

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 additonal 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 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 (ROI)calculation is required, and should reference cost savings, cost avoidance and/or increased revenues indicated in Program Budget sections of the application. The ROI should be calculated over a three-year period. 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 of prior financial documents related to the financial health of the lead applicant (balance sheet, income statement and a statement of cash flows).

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

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. Indicate the line items for which the grant will be used.

Sources of Funds

LGIF Request:		$100,000
Cash Match (List Sources Below):		
Source:		
Source:		
Source:		
Source:		
In-Kind Match (List Sources Below):		
Source:	Geauga Co. Engineers Offic	$25,000
Source:	Geauga Co. ESC	$24,000
Source:	Shared Services Coodinator	$7,000
Total Match:		$56,000
Total Sources:		$156,000

Uses of Funds

	Amount	Revenue Source
Consultant Fees:	$7,000	Geauga County ESC
Legal Fees:	$10,000	LGIF Grant
Other: Engineering Study	$35,000	LGIF Grant
Other: Appraisals	$15,000	LGIF Grant
Other: Project Architect	$20,000	LGIF Grant
Other: Project Coordinatio	$20,000	LGIF Grant
Other: ESC Administratior	$25,000	In-kind
Other: Geauga Co. Engin	$24,000	In-kind
Other:		
Other:		
Total Uses:	$156,000	
Local Match Percentage:	35.90%	

* 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	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

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

The budget for feasibility project includes expenditures for project partners that include civil engineering services, architectural services, legal council, appraisal services, engagement facilitator services funded through the LGIF grant process. In-kind match will be provided by the Educational Service Center, County Engineers office and participating collaborative partners. The budget for feasibility project includes expenditures for project partners that include civil engineering services, architectural services, legal council, appraisal services, engagement facilitator services funded through the LGIF grant process. In-kind match will be provided by the Educational Service Center, County Engineers office and participating collaborative partners.

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

Program Budget

Actual ✔ Projected ☐	FY 2010	FY 2011	FY 2012
Expenses	**Total Program Expenses**	**Total Program Expenses**	**Total Program Expenses**
Salary and Benefits	250000	250000	25000
Contract Services			7000
Occupancy (rent, utilities, maintenance)			
Training & Professional Development			
Insurance			
Travel			
Capital & Equipment Expenses			
Supplies, Printing, Copying & Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - ESC Administration			24000
*Other - Co. engineer's office			25000
*Other -			
TOTAL EXPENSES			
	Revenues	**Revenues**	**Revenues**
Contributions, Gifts, Grants & Earned Revenue			
Local Government: ESC Administration	24000	24000	24000
Local Government: Co. Engineer's office	25000	25000	25000
Local Government:			
State Government			
Federal Government			
**Other -*			
**Other -*			
**Other -*			
Membership Income			
Program Service Fees			
Investment Income			
TOTAL REVENUES	49000	49000	49000

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

Program Budget

Actual ☐ Projected ☑	FY 2014	FY 2014	FY 2015
Expenses	**Total Program Expenses**	**Total Program Expenses**	**Total Program Expenses**
Salary and Benefits	250000	250000	250000
Contract Services	7000	7000	7000
Occupancy (rent, utilities, maintenance)			
Training & Professional Development			
Insurance			
Travel			
Capital & Equipment Expenses			
Supplies, Printing, Copying & Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - ESC Administration	24000	24000	24000
*Other - Co. Engineer's Office	25000	25000	25000
*Other -			
TOTAL EXPENSES	306000	406000	406000
	Revenues	**Revenues**	**Revenues**
Contributions, Gifts, Grants & Earned Revenue			
Local Government: Savings from Shared Services	150000	150000	150000
Local Government:			
Local Government:			
State Government			
Federal Government			
**Other -* Geauga Co. ESC	25000	25000	25000
**Other -* LGIF Grant		100000	
**Other -* TBD	31000	31000	31000
Membership Income			
Program Service Fees			
Investment Income			
TOTAL REVENUES			

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

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.

The budget numbers above for FY 10, 11, and 12 represent the actual costs for the past two and a half years that the Geauga County Educational Service Center has spent for shared services coordination as a part of the ESC's P-16 initiative and the estimated cost of providing separate maintenance facilities for each participating entity. ($250.000.00)

The purpose of this project is to introduce and implement a successful comprehensive shared services project. This project will consolidate resources and improve efficiency among a number governmental political subdivisions in Geauga County working together with ODOT District 12, the county Engineer's office, Berkshire Board of Education, Burton Village Police Department, Burton Township, the Geauga County Educational Service Center and other interested political subdivisions in Geauga County. The Geauga County Educational Service Center, as lead applicant, is seeking a grant award of $100,000.00 to provide for planning and management for the Geauga County Shared Transportation and Maintenance Facilities project. Learning that there is a plan to create a shared facility for the Geauga County Engineer and ODOT in the near future. It has come to the attention that current ODOT property currently being utilized as a Rapid Road ODOT facility in Burton Township will be vacated and will be made available at no cost to a governmental agency for repurposing. This grant request will provide for a feasibility study to convert the vacated repurposed ODOT facility into a shared county facility. The facility would provide for maintenance equipment and services, storage of materials and large equipment including school busses and other means for interested political subdivisions not limited to schools, cities and townships in Geauga County. This grant will allow Geauga County to conduct a feasibility study for the project. The study will include a comprehensive review of the following items:

Legal review
Property appraisal
Architectural consultant
Engineering consultant
Professional facilitator
Transportation facilities repurposing (Objective of this LGIF Grant)

The program budget numbers for FY 13, 14, and 15 above are projections should the Geauga County ESC LGIF grant request is approved for this project. The projected expenses provide for a cost-effective project coordination for each FY 13, 14, and 15. In addition to project coordination, expenditures for contracted facilitation and support by the ESC Superintendent and Assistant Superintendent are included for as a feasibility study expenditure. In addition, a projected savings of $150,000.00 is included in the potential savings if a shared facility is feasible after the study is complete.

Section 4: Financial Information Scoring

- [x] (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 for at least three fiscal years.
- [ ] (1 point) Applicant provided complete and accurate budget information for less than three fiscal years.

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

Return On Investment

Return on Investment (ROI)is a performance measure used to evaluate the efficiency of an investment. To derive the expected ROI, divide the net gains of the project by the net costs (for a three-year period). 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.

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 program budgets, and should reflect a three-year period.

Do you expect cost savings from efficiency from your project?

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

Expected Return on Investment = $\frac{\$406{,}000}{\$156{,}000}$ * 100 = 260.26%

Expected Return on Investment is:

☐ Less than 25% (5 points) ☐ 25%-75% (10 points) ☑ Greater than 75% (15 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	Geauga County Educational Service Center	Round 7	
	Geauga County Facility Re-purposing Project		Grant

Return on Investment Justification Narrative: In the space below, describe the nature of the expected ROI calculation 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 preceeding pages. Use references when appropriate to justify assumptions used for cost projections.

Since this is a feasibility project the ROI is to be determined once the project costs and potential savings are identified. This project will consolidate resources and improve efficiency among a number governmental political subdivisions in Geauga County working together with ODOT District 12, the county Engineer's office, Berkshire Board of Education, Burton Village Police Department, Burton Township, the Geauga County Educational Service Center and other interested political subdivisions in Geauga County. The Geauga County Educational Service Center, as lead applicant, is seeking a grant award of $100,000.00 to provide for planning and management for the Geauga County Shared Transportation and Maintenance Facilities project. Learning that there is a plan to create a shared facility for the Geauga County Engineer and ODOT in the near future. It has come to the attention that current ODOT property currently being utilized as a Rapid Road ODOT facility in Burton Township will be vacated and will be made available at no cost to a governmental agency for repurposing.

The return on investment is based on estimates of savings after the new estimated operational cost were subtracted from current operational costs. The results of the feasibility study will identify more concrete costs as the study details are determined. As you will note, it is impossible to see a more accurate potential savings at this time prior to the study. This projected savings and opportunity to acquire this site at no cost will result in a savings for all entities participating in the project. A review of current transportation and service facility costs with the Berkshire Local Schools will result in a potential savings that includes servicing equipment, vehicles and busses on one site will result in a cost savings for the district. Other participating partner's savings will generated as well to the same estimated savings.

This grant will create an office at the Geauga County Educational Service Center in order to provide a governance structure and marketing tools for facilitating and sustaining the feasibility project. This grant will allow Geauga County to coordinate and provide leadership for the project.

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

Magnitude of Project

If the project has an expected ROI of 74.99 percent or less, complete the following calculation. Projects with a Magnitude Factor of 50 or above score (5 points.)

$$\frac{\text{ROI\%} \times \text{Savings Amt}}{1000} = \text{Magnitude Factor}$$

Project has a Magnitude Factor of 50 or above	☐ Yes	☐ No

Cost Savings

This project will decrease specific line items in the exisiting budget. The specific line items should be evidenced by an expected decrease in specific line items for the next three years. In the space below please list the specific line item in the Program Budget section and the total dollar amount saved in the next three years (5 points).

Since this is a feasibility project, budget figures only represent projected possible savings. The true savings will be determined by how many entities participate in the sharing of the re-purposed facility. More participation will generate more savings.

Applicant demonstrates Cost Savings	✔ Yes	☐ No

Core Services

Does the project affect core services in your community? Explain how this project meets the basic needs of your community by providing services for which the lead applicant is primarily responsible (5 points).

Educational Service Centers are to encouraged to take the lead in the development of shared shared services programs,. The Geauga County ESC had promoted and participated in a LGIF Loan with the County Engineer's Office and is part of the Lake/Geauga Shared Services Regional Cooperative, a recently by a a LGIF Round 5 Grant. This feasibility projects represents another key leadership role in Geauga County representing a core service benefit for the residents and taxpayers.

Project affects Core Services of the Lead Applicant	✔ Yes	☐ No

Lead Applicant	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

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.

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	Geauga County Educational Service Center	Round 7	
Project Name	Geauga County Facility Re-purposing Project	Type of Request	Grant

Scoring Overview

Collaborative Measures	Description	Max Points		Self Score
Section 1: Collaborative Measures				
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		5
Participating Entities	Applicant has executed partnership agreements outlining all collaborative partners and participation agreements and has resolutions of support.	5		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		5
Scalable	Applicant's proposal can be scaled for the inclusion of other entities.	5		5
Replicable	Applicant's proposal can be replicated by other local governments.	5		5
Probability of Success	Applicant provides a documented need for the project and clearly outlines the likelihood of the need being met.	5		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		0
Economic Impact	Applicant demonstrates the project will promote a business environment and will provide for community attraction.	5		5
Response to Economic Demand	The project responds to current substantial changes in economic demand for local or regional government services.	5		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.	5		5
Local Match	Percentage of local matching funds being contributed to the project. This may include in-kind contributions.	5		1
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.	15		15
Magnitude Factor	Applicant demonstrates a magnitude factor of 50 or above, based on the ROI percentage and the dollar amount of project gains estimated in the ROI calculation.	5		0
Cost Savings	Applicant demonstrates specific line items in the current budget that will decrease as a result of this project.	5		5
Core Services	Applicant demonstrates that the project affects core services provided in their community.	5		5
Repayment Structure (Loan Only)	Applicant demonstrates a viable repayment source to support loan award.	5		0
			Total Points	71