

LOCAL GOVERNMENT INNOVATION FUND

Instructions for accessing and completing the Round 8 Application: *Local Government Efficiency Program– Scholarship*

Step 1: Sign up

You will have to sign up for a user account [here](#) in order to access the LGIF applications.

Below is the sign up page you will see:

The screenshot shows the Ohio Development Services Agency website. The header includes the Ohio logo, the text 'Development Services Agency', and a search bar. A navigation menu contains links for Home, Business, Community, Individual, News, Reports, and Contact. Social media icons for RSS, Facebook, and YouTube are also present. The main content area is titled 'LGIF | LGIF Application Request' and contains the following text: 'Thank you for your interest in the Local Government Innovation Fund (LGIF). Beginning with Round 8 (Winter 2013), all LGIF program applications are now available online. If you are interested in applying for a LGIF program, or if you would like to review the applications, please provide the following information so that your user account can be created.' Below this text is a registration form with the following fields: First Name, Last Name, Job Title, Address 1, Address 2, City, State (a dropdown menu currently showing 'OH'), Zip Code, Phone, and Email. A 'Submit' button is located at the bottom of the form.

- Fill it out and select 'Submit'.
- You will be sent an email containing a link to the applications along with a username and password.
- Go to the link on the email to login and access the LGIF applications.

Step 2: Select your application

Below is the Home page you will see upon logging in:

The screenshot shows the 'LGIF Applications Home' page. On the left, there is a search box with a 'Create New...' dropdown menu highlighted by a red circle. The main content area features a table titled 'Recent LGIF Applications' with columns: LGIF Application Number, Record Type, Agency, County, Project Type, and Application Status. The table contains one entry: LGIF 2013 0058, LGIF LGIP Loan or Grant, Submitted. The footer includes the Ohio Development Services Agency logo and tagline: 'The State of Ohio is an Equal Opportunity Employer and Provider of ADA.'

- Select 'Create New' on the left-hand side.
- Choose a Local Government Innovation Fund program application from the drop-down menu:
 1. **Local Government Efficiency Program – Grant** (also shown as “LGIF LGEP Grant”)
 - a. Choose this application if you are a **political subdivision** seeking a **grant for training in and implementation of process efficiency programs** such as Lean, Kaizen and Six Sigma.
 - i. Funding amount: Up to \$100,000 in grant funding per application.
 2. **Local Government Efficiency Program – Scholarship** (also shown as “LGIF LGEP Scholarship”)
 - a. Choose this application if you are an **employee of a political subdivision** seeking a **scholarship for training in a process efficiency program** such as Lean, Kaizen or Six Sigma.
 - i. Funding amount: \$2,000 scholarship per employee.
 3. **Local Government Innovation Program – Grant or Loan** (also shown as “LGIF LGIP Loan or Grant”)
 - a. Choose this application if you are a **political subdivision** seeking a **grant for a feasibility study** or a **loan for a demonstration project** dealing with **efficiency, collaboration or shared services**.
 - i. Funding amount: Up to \$50,000 in grant funding for a feasibility study OR up to \$100,000 in loan funding for demonstration projects (Up to \$500,000 for collaborative demonstration projects).
- Click 'Continue'

Step 3: Application information

The following steps are specific to the LGIF: LOCAL GOVERNMENT EFFICIENCY PROGRAM SCHOLARSHIP application. However, all applications follow the same process.

- The first section is titled **Information**.
 1. *Record type* is the type of application you selected to fill out. If this is incorrect, click Cancel to return to the previous page where you can select the correct application.
 2. In the drop-down menu for *Application Status*, select 'In Process' if it is not already selected.
 - a. Note: the question mark icons that appear next to the field name will display information about that item. Hover your mouse over the question mark to show this information.
 3. You are now finished with the **Information** section.

The screenshot shows the Salesforce interface for editing a new LGIF application. The 'Information' section is highlighted with a red box and contains the following fields:

Information		Required Information	
Round Number	8	Record Type	LGIF LGEP Scholarship
Type of Request	--None--	Review Status	
Application Status	In Process		

Below the 'Information' section are the following sections:

- Applicant Information**
 - Applicant First Name
 - Applicant Last Name
 - Applicant Title
 - Applicant Street Address
 - Applicant City
 - Applicant State: Ohio
 - Applicant Zip Code
 - Applicant Phone
 - Applicant Email
- Sponsoring Agency**
 - Agency
 - FEIN
 - Street Address
 - City
 - Ohio House District
 - Ohio Senate District
 - JobsOhio Region: --None--
 - Population

Step 4: Contacts & details

- Continue filling out the remaining sections on this page.

These include:

- **Applicant Information**
- **Sponsoring Agency**
- **Application Details**

- When you are finished with the **Application Details** section, make sure all the information you have entered is correct, and click 'Save'.

The screenshot displays a Salesforce application form. At the top, there are three dropdown menus: 'County' (set to '--None--'), 'Political Subdivision Type' (set to '--None--'), and 'Political Subdivision Type Detail' (set to '--None--'). Below these is the 'Application Details' section, which contains three text input fields: 'Personal Statement', 'Identification of Need', and 'Identification of Local Project'. Underneath these fields are three checkboxes: 'Support from Sponsoring Entity', 'Certification of Travel Funds', and 'Intent to Implement Efficiency Training'. The 'System Information' section at the bottom shows the 'Owner' as 'Diane Alecusan'. At the very bottom of the form, there are three buttons: 'Save', 'Save & New', and 'Cancel'. The 'Save' button is circled in red. The footer of the page includes the copyright notice 'Copyright © 2000-2013 salesforce.com, inc. All rights reserved.' and links for 'Privacy Statement', 'Security Statement', 'Terms of Use', and '508 Compliance'. A 'Chat' button is visible in the bottom right corner.

Step 5: Supplemental information

- You will be taken to a screen titled “LGIF Application Detail”, with a number at the top identifying your application. The information you submitted on the previous page should be displayed on this page.
- If you need to edit any information on this page that was part of the previous page’s submission, click ‘Edit’ at the top of the page to return to the previous page.

The screenshot displays the Salesforce interface for the "LGIF Application Detail" page. The application number is "LGIF 2013 0066". The page is divided into several sections:

- Header:** Includes the Salesforce logo, a search bar, and user information for Diane Alecusan.
- Navigation:** A sidebar on the left contains "Home", "LGIF Applications", "Create New...", "Shortcut", "Unresolved Items", and "Recent Items" (listing various LGIF application numbers).
- Application Details:** Shows "Round Number: 8", "Type of Request: Scholarship", "Record Type: LGIF LGEP Scholarship [Change]", "LGIF Application Number: LGIF 2013 0066", and "Application Status: In Process".
- Applicant Information:** Fields for Applicant First Name, Last Name, Title, Street Address, City, State (Ohio), and Zip Code. Also includes Applicant Phone and Applicant Email.
- Sponsoring Agency:** Fields for Agency, FEIN (12-3456789), Street Address, City, State (OH), Zip Code, County, and Political Subdivision Type. It also includes links for Ohio House District Search, Ohio Senate District Search, JobsOhio Region, and US Census Fact Finder.
- Buttons:** At the top of the application details section, there are "Edit" and "Close" buttons. The "Edit" button is circled in red.

- You will see the same sections from the previous page: **Applicant Information**, **Sponsoring Agency**, and **Application Details**.
- The remainder of the page shows additional sections of the LGIF LGEP Scholarship Application that are required and that supplement previous parts of the application. These include:
 - **Notes & Attachments**

Step 6: Notes and Attachments

- The final section is **Notes & Attachments**. Here you will attach all remaining files needed to process the application.
 - For LGIF LGEP Scholarships, this includes the Letter of Support from your employer.
 - Select 'Attach File'
 - On the page titled 'Attach File to LGIF Application LGIF 2013 xxxx', follow the steps outlined to attach each file.
 - For each additional file, select 'Attach File' on the LGIF Application Detail page until you are finished attaching all files.

Step 7: Review your application

Make sure you have filled out all of the following sections:

- ✓ INFORMATION
- ✓ APPLICATION INFORMATION
- ✓ SPONSORING AGENCY
- ✓ APPLICATION DETAILS
- ✓ NOTES & ATTACHMENTS – Letter of support from employer

Please proofread and edit as needed before submitting!

Step 8: Submit your application

- Once you are finished, select 'Edit' at the top of the LGIF Application Detail page.
- Next to *Application Status*, change the drop-down selection from In Process to Submitted.
- Click 'Save'.

Your Application has been submitted!

The screenshot shows the 'LGIF Application Edit' page for application 'LGIF 2013 0060'. The 'Application Status' dropdown menu is open, showing options: 'In Process', '--None--', 'In Process', and 'Submitted'. The 'Submitted' option is highlighted. The page includes sections for 'Information', 'Applicant Profile', and 'Lead Agency'.

Information

Round Number: 8
Record Type: LGIF LGIP Loan or Grant
LGIF Application Number: LGIF 2013 0060

Applicant Profile

Project Name: [Text Field]
Project Type: --None--
Type of Request: --None--
Project Approach: --None--
Collaboration: --None--
Request Amount: [Text Field]

Lead Agency

Agency: [Text Field]
FEIN: 12-3456789
Street Address: [Text Field]
City: [Text Field]
State: OH
Zip Code: [Text Field]
County: --None--
Political Subdivision Type: --None--

Ohio House District: [Text Field]
Ohio Senate District: [Text Field]
JobsOhio Region: --None--
Population: [Text Field]

TIPS:

- ❖ Review the Application prior to starting it. Familiarize yourself with the application first. Then begin your answers. You can always Save and return to the application later.
- ❖ Hover over the question marks next to the fields to get instructions for that question.
- ❖ You can always return to the Summary Page of your application by clicking on the number next to *LGIF Application*.