

Round 3: Application Form

Local Government Innovation Fund

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 Applicant	
Project Name	
Type of Request	
Funding Request	
JobsOhio Region	
Number of Collaborative Partners	

Office of Redevelopment

Website: <http://development.ohio.gov/Urban/LGIF.htm>

Email: LGIF@development.ohio.gov

Phone: 614 | 995 2292

Lead Applicant		Round 3	
Project Name		Type of Request	

Lead Applicant				
Mailing Address:	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
City, Township or Village			Population (2010)	
County			Population (2010)	
Did the lead applicant provide a resolution of support?		Yes (Attached)	No (In Process)	

Project Contact				
Complete the section below with information for the individual to be contacted on matters involving this application.				
	Project Contact		Title	
Mailing Address:	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
Email Address			Phone Number	

Fiscal Officer				
Complete the section below with information for the entity and individual serving as the fiscal agent for the project.				
	Fiscal Officer		Title	
Mailing Address:	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
Email Address			Phone Number	
Is your organization registered in OAKS as a vendor?		Yes	No	

Section 1
Contacts

Lead Applicant		Round 3	
Project Name		Type of	

Single Applicant		
Is your organization applying as a single entity?	Yes	No
Participating Entity: (1 point) for single applicants		

Collaborative Partners		
Does the proposal involve other entities acting as collaborative partners?	Yes	No
<p>Applicants applying with a collaborative partner are required to show proof of the partnership with a partnership agreement signed by each partner and resolutions of support from the governing entities. If the collaborative partner does not have a governing entity, a letter of support from the partnering organization is sufficient. Include these documents in the supporting documents section of the application.</p> <p>In the section below, applicants are required to identify population information and the nature of the partnership.</p> <p>Each collaborative partner should also be clearly and separately identified on pages 4-5.</p>		
Number of Collaborative Partners who signed the partnership agreement, and provided resolutions of support.		
Participating Entity: (5 points) allocated to projects with collaborative partners.		

Population		
The applicant is required to provide information from the 2010 U.S. Census information, available at: http://factfinder2.census.gov/		
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	
	Municipality/Township	Population
Does the applicant (or collaborative partner) represent a county with a population of less than 235,000 residents?	Yes	No
	List Entity	
	County	Population
Population: (3-5 points) determined by the smallest population listed in the application. Applications from (or collaborating with) small communities are preferred.		

Section 2 Collaborative Partners

Lead Applicant		Round 3	
Project Name		Type of Request	

Nature of Partnership (2000 character limit)

As agreed upon in the partnership agreement, please identify the nature of the partnership, and explain how the main applicant and the partners will work together on the proposed project.

Section 2
Collaborative Partners

List of Partners

The applicant applying with collaborative partners (defined in §1.03 of the LGIF Policies) must include the following information for each applicant:

- **Name of collaborative partners**
- **Contact Information**
- **Population data (derived from the 2010 U.S. Census)**

If the project involves more than 12 collaborative partners, additional forms are available on the LGIF website.

Lead Applicant		Round 3		
Project Name		Type of Request		

Collaborative Partners					
Number 1					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 2					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 3					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 4					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		Round 3		
Project Name		Type of Request		

Collaborative Partners					
Number 5					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 6					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 7					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 8					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		Round 3		
Project Name		Type of Request		

Collaborative Partners					
Number 9					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 10					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 11					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 12					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		Round 3	
Project Name		Type of Request	

Identification of the Type of Award	
Targeted Approach	

Project Description (4000 character limit)

Please provide a general description of the project. The information provided will be used for council briefings, program, and marketing materials.

Section 3
Project Information

Lead Applicant		Round 3	
Project Name		Type of Request	

Past Success	Yes	No
Past Success (5 points)		
Provide a summary of past efforts to implement a project to improve efficiency, implement shared services, coproduction, or a merger. (1000 character limit)		

Scalable/Replicable Proposal	Scalable	Replicable	Both
Scalable/Replicable (10 points)			
Provide a summary of how the applicant's proposal can be replicated by other local governments or scaled for the inclusion of other local governments. (1000 character limit)			

Section 3
Project Information

Probability of Success	Yes	No
Probability of Success (5 points)		
Provide a summary of the likelihood of the grant study recommendations being implemented. Applicants requesting a loan should provide a summary of the probability of savings from the loan request. (1000 character limit)		

Lead Applicant		Round 3	
Project Name		Type of Request	

Performance Audit Implementation/Cost Benchmarking	Yes	No
Performance Audit/Benchmarking (5 points)		
<p>If the project is the result of recommendations from a performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code or a cost benchmarking study, please attach a copy with the supporting documents. In the section below, provide a summary of the performance audit or cost benchmarking study. (1000 character limit)</p>		

Economic Impact	Yes	No
Economic Impact (5 points)		
<p>Provide a summary of how the proposal will promote a business environment (through a private business relationship) and/or provide for community attraction. (1000 character limit)</p>		

Section 3
Project Information

Response to Economic Demand	Yes	No
Response to Economic Demand (5 points)		
<p>Provide a summary of how the project responds to substantial changes in economic demand for local or regional government services. The narrative should include a description of the current service level. (1000 character limit)</p>		

Budget Information

General Instructions

- Both the Project Budget and Program Budgets are required to be filled out in this form.
- Consolidate budget information to fit in the form. Additional budget detail may be provided in the budget narrative or in an attachment in Section 5: Supplemental Information.

Project Budget:

- The Project Budget justification must be explained in the Project Budget Narrative section of the application. This section is also used to explain the reasoning behind any items on the budget that are not self explanatory, and provide additional detail about project expenses.
- The Project Budget should be for the period that covers the entire project. The look-back period for in-kind contributions is two (2) 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.
- Please provide documentation of all in-kind match contributions in the supporting documents section. For future in-kind match contributions, supporting documentation will be provided at a later date.

Program Budget:

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

Return on Investment:

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

For Loan Applications only:

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

Lead Applicant		Round 3	
Project Name		Type of Request	

Project Budget

Sources of Funds

LGIF Request:

Cash Match (List Sources Below):

Source: _____	<input style="width: 100%; height: 20px;" type="text"/>
Source: _____	<input style="width: 100%; height: 20px;" type="text"/>
Source: _____	<input style="width: 100%; height: 20px;" type="text"/>
Source: _____	<input style="width: 100%; height: 20px;" type="text"/>

In-Kind Match (List Sources Below):

Source: _____	<input style="width: 100%; height: 20px;" type="text"/>
Source: _____	<input style="width: 100%; height: 20px;" type="text"/>
Source: _____	<input style="width: 100%; height: 20px;" type="text"/>

Total Match:
Total Sources:

Uses of Funds

	<u>Amount</u>	<u>Revenue Source</u>
Consultant Fees: _____	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Legal Fees: _____	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Other: _____	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Other: _____	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Other: _____	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Other: _____	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Other: _____	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Other: _____	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Other: _____	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Total Uses:
Local Match Percentage:

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

Local Match Percentage = (Match Amount/Project Cost) * 100 (10% match required)
10-39.99% (1 point) 40-69.99% (3 points) 70% or greater (5 points)

Project Budget Narrative: Use this space to justify expenses (1200 character max).

Section 4
Financial Information

Lead Applicant		Round 3
Project Name		Type of Request

Program Budget

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

Lead Applicant		Round 3	
Project Name		Type of Request	

Program Budget

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

Lead Applicant		Round 3
Project Name		Type of Request

Program Budget

Use this space to justify the program budget and/or explain any unusual revenues or expenses (6000 characters max).

Section 4: Financial Information Scoring

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

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

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

Lead Applicant		Round 3	
Project Name		Type of Request	

Return On Investment

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

Return on Investment Formulas:

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

Do you expect cost savings from efficiency from the project?

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

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

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

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

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

Expected Return on Investment = _____ * 100 = _____

Return on Investment Justification Narrative: In the space below, briefly describe the nature of the expected return on investment, using references when appropriate. (1300 character limit)

Expected Return on Investment is:

Less than 25% (10 points)
25%-74.99% (20 points)
Greater than 75% (30 points)

Questions about how to calculate ROI? Please contact the Office of Redevelopment at 614-995-2292 or lgif@development.ohio.gov

Section 4
Financial Information

Lead Applicant		Round 3	
Project Name		Type of Request	

Loan Repayment Structure

Please outline the 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 the project upon execution of the loan agreement, and the repayment period will begin upon the final disbursement of the loan funds. A description of expected savings over the term of the loan may be used as a repayment source.

Section 4
Financial Information

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

Applicant clearly demonstrates a secondary repayment source (5 points)	Applicant does not have a secondary repayment source (0 points)
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Lead Applicant		Round 3	
Project Name		Type of Request	

Scoring Overview

Section 1: Collaborative Measures

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

Section 2: Success Measures

Past Success	Applicant has successfully implemented, or is following project guidance from a shared services model, for an efficiency, shared service, coproduction or merger project in the past.	5		
Scalable/Replicable Proposal	Applicant's proposal can be replicated by other local governments or scaled for the inclusion of other local governments.	10		
Probability of Success	Applicant provides a documented need for the project and clearly outlines the likelihood of the need being met.	5		

Section 3: Significance Measures

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

Section 4: Financial Measures

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

Total Points

**PARTNERSHIP AGREEMENT
BETWEEN
LUCAS COUNTY CLERK OF COURTS
AND
WOOD COUNTY BOARD OF COUNTY COMMISSIONERS**

This Partnership Agreement ("Agreement") is made and entered into by and between the Lucas County Clerk of Courts, ("LCCC"), and the Wood County Board of County Commissioners ("WCBC").

Purpose

The Lucas County Clerk of Courts possesses digital imaging and microfiche equipment for the conversion of paper documents. The Wood County Board of County Commissioners possesses microfilm to digital and digital to microfilm processing equipment. This Partnership Agreement is to collaborate in sharing the resources of each entity.

Terms of Agreement

1. **Agreement:** This Agreement will be effective from March 1, 2012 through March 1, 2013, inclusive, unless otherwise terminated. Upon mutual consent of the parties, this Agreement may be extended for a period of equal length as the original period with all other terms and conditions remaining the same.
2. **Amendments:** This Agreement may be modified or amended provided that any such modification or amendment is agreed to in writing by both Parties and is signed by persons so authorized by the Parties. It is agreed, however, that any amendment to laws, rules, or regulations cited herein will result in the correlative modification of this Agreement, without the necessity for executing a written amendment.
3. **Termination:** This Agreement may be terminated at any time for any reason or no reason upon thirty (30) days written notice by either Party. Notice of termination shall be sent by standard U.S. Mail, commercial express delivery, facsimile or otherwise delivered to the signing Parties.
4. **Monitoring and Evaluation:** The Parties will monitor the manner in which the terms of this Agreement are being carried out. Compliance with any established objectives hereunder shall be monitored in order to evaluate the extent to which such objectives are being achieved.
5. **Independent Contractors:** LCCC and WCBC and their agents and employees, will act in accordance with this Agreement in an independent capacity, and not as officers, employees or agents of the other Party.
6. **Confidentiality:** The Parties agree that they shall not use any information, systems, or records made available to either Party for any purpose other than to fulfill the obligations specified herein. The Parties agree to be bound by the same standards of confidentiality that apply to their employees and the State of Ohio.

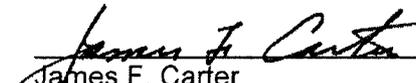
7. **Civil Rights:** LCCC and WCBC agree that as a condition of this Agreement, there shall be no discrimination against any eligible individual or any employee because of race, color, sex, religion, national origin, handicap, age, or any other factor as specified in Title VI of the Civil Rights Act of 1963, Rehabilitation Act of 1973, Chapter 125.111 of the Ohio Revised Code, and any subsequent amendments thereto.
8. **Compliance with All Laws:** It is further agreed that LCCC and WCBC will comply with all appropriate federal and state laws in the performance of this Agreement.
9. **Liability:** Each party shall be responsible for its own acts and omissions and those of its employees and agents. No party shall be responsible for the acts or omissions of entities not a party to this Agreement.
10. **Severability Clause:** If any section, subsection, sentence, clause, phrase, or portion of this Agreement shall for any reason be held invalid, unenforceable, or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.
11. **Entire Agreement:** This Agreement shall constitute the entire agreement of the parties and shall supersede all prior negotiations, proposals, and representations, whether written or oral.

FOR LUCAS COUNTY:

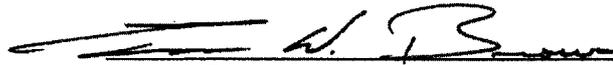


J. Bernie Quilter
Lucas County Clerk of Courts
Lucas County Courthouse
Toledo, Ohio 43604
Date: 2-24-12

FOR WOOD COUNTY:



James F. Carter
Wood County Commissioner
Date: 2/28/12

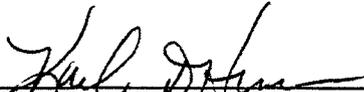


Tim W. Brown
Wood County Commissioner
Date: 2/28/2012



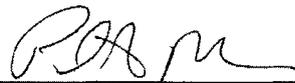
Joel Kuhlman
Wood County Commissioner
Date: 2/28/2012

APPROVED AS TO FORM:



Assistant Lucas County Prosecutor
For Lucas County Clerk of Courts

2-24-12
Date



Paul A. Dobson
Wood County Prosecuting Attorney
For Wood County Board of County Commissioners

2/24/12
Date

Date: February 21, 2012

Resolution No. 12-194

Title: Approval of Grant Application to the State of Ohio Local Government Innovation Fund made by Lucas County Clerk of Courts in cooperation with Wood County Clerk of Courts

Department: Clerk of Courts

Contact: Kevin Callaghan, Records Manager

Summary/Background: The Clerk of Courts is seeking approval and support for a grant application to the State of Ohio Local Government Innovation Fund to receive state grant funds for the feasibility study of intergovernmental imaging services. The Clerk of Courts is requesting up to \$100,000.00 for 2012. If awarded the grant to conduct this study could extend for the period of June 1, 2012 through December 31, 2012.

Budget Impact: If awarded, the grant will be matched from the Clerk of Courts in no less than 10% of the grant amount. These matching contributions may be through in-kind labor or fiscal expenses.

Statutory Authority/ORC: The Board of County Commissioners is the contracting authority for Lucas County according to the provisions of ORC 307.92.

Commissioner Skeldon Wozniak offered the following resolution:

Whereas. In consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners, Lucas County, Ohio, that:

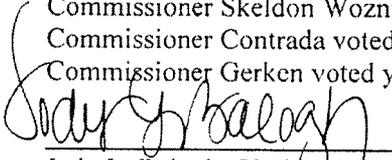
Section 1. This Board hereby approves Lucas County Clerk of Courts' application for grant funds from the State of Ohio Local Government Innovation Fund to receive state grant funds for the feasibility study of intergovernmental imaging services.

Section 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law.

Section 3. This resolution shall be in full force and effect from and immediately upon its adoption.

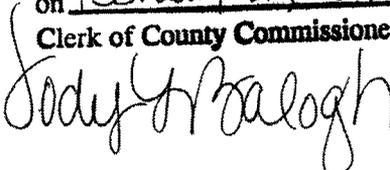
Action Taken:

Commissioner Skeldon Wozniak voted yes
Commissioner Contrada voted yes
Commissioner Gerken voted yes



Jody L. Balogh, Clerk

I hereby certify that the foregoing is a true and exact copy of Resolution No. 12-194 duly passed by the Board of County Commissioners, Lucas County, Ohio, at its meeting on February 21, 2012
Clerk of County Commissioners



RESOLUTION NO. 12-315

In the matter of the Approval of the) County Commissioners' Office
Grant Application to the State of Ohio) Wood County, Ohio
Government Innovation Fund made by) February 21, 2012
the Wood County Commissioners and)
Clerk of Courts in cooperation with the)
Lucas County Clerk of Courts.)
)

WHEREAS, the Wood County Commissioners and the Wood County Clerk of Courts in coordination with Lucas County Clerk of Courts is seeking approval and support for a grant application to the State of Ohio Local Government Innovation Fund to receive state grant funds for the feasibility study of intergovernmental imaging services. If awarded the grant, the study is expected to be conducted during the period of June 1, 2012, through December 31, 2012; and

WHEREAS, the primary goal of this feasibility study is to design and evaluate an all-encompassing joint facility's Retention Services by Wood and Lucas Counties to other governmental entities that is sustainable and scalable. The long-term goal would be to integrate 21 counties in Northwestern Ohio into this program; and

WHEREAS, the grant amount being sought is up to \$100,000.00. If awarded, a grant match from Wood County and Lucas County for no less than 10% of the grant amount is required. These matching contributions may be "in-kind" or through funds already appropriated for the budget year; and

WHEREAS, the Wood County Commissioners and Clerk of Courts and Lucas County Clerk of Courts are working together to seek a grant up to \$100,000.00 in loan assistance for the intergovernmental imaging services project as a collaborative effort between Wood County and Lucas County; therefore be it

RESOLVED, that the Board of County Commissioners of Wood County, Ohio, hereby approves the application in cooperation with Lucas County Clerk of Courts for grant funds from the State of Ohio Local Government Innovation Fund to receive state grant funds for the feasibility study of intergovernmental imaging services.

Commissioner Brown moved and Commissioner Kuhlman seconded the foregoing resolution, and the roll being called on its adoption, the vote resulted as follows:

JOEL M. KUHLMAN Yes TIM W. BROWN Yes JAMES F. CARTER Yes

Attest: Linda A. Long
Clerk of said Board

daw

cc: Wood County Clerk of Courts
Lucas County Clerk of Courts
Records Center

In-Kind Summaries

Equipment & Software: \$40,000.00

Laptop computer, Printer, Quickbook software, Scanner (testing purposes)

Labor: \$18,000.00

Kevin Callaghan – County Records Manager
711 Adams Street, Suite 300 Toledo, OH 43604
Phone: 419-213-4892

E-mail: kcallaghan@co.lucas.oh.us

Proposed Dates of Service: June 1, 2012 to August 31, 2012

Percentage of Annual Society: 12.5% or \$10,000.00

Description of Grant Project Duties and Responsibilities:

Mr. Callaghan will be part of the team conducting the site visits to the twenty Clerk of Courts offices. Mr. Callaghan will assess the records volumes, condition of the documents, current scanning capabilities, and records retention/public access policies. Mr. Callaghan will also assist in developing the business plan for extending services to the various offices.

Mr. Callaghan has managed the operation of the Lucas County records center for over eleven years, overseeing a complete overhaul and modernization of the center in 2002. He acted as the project manager for the installation of the county's enterprise document imaging system in 2003. He oversaw the establishment of the county's digital imaging lab in 2006 and continues to direct its operations.

CJ Holley – Clerk of Courts Technology Project Manager –
Courthouse, 700 Adams Street Toledo, OH 43604
Phone: 419-213-4415

E-mail: cjholley@co.lucas.oh.us

Proposed Dates of Service: June 1, 2012 to August 31, 2012

Percentage of Annual Society: 12.5% or \$8,000.00

Description of Grant Project Duties and Responsibilities:

Mr. Holley will be part of the team conducting the site visits to the twenty Clerk of Courts offices. Mr. Holley will investigate the various information technology environments and capabilities. Mr. Holley will also assist in developing the business plan for extending services to the various offices.

Mr. Holley has a long and distinguished career in information technology, having served as the county's network manager and then chief information officer. Currently his expertise is being utilized to modernize the court system's technology capabilities. Mr. Holley has managed the installation/upgrade of the county's wide area fiber network, numerous major technology projects and served as the project manager for the construction of the Huntington Arena.

Conferences & Training: \$6,000.00

National Association of Government Archives and Records Administrators (NAGARA) Electronic Records Forum April 25-26, 2012 in Austin, Texas

Estimated cost per attendee \$2,000.00

Three attendees totals to \$6,000.00


Signature of Supervisor, Chief Deputy Clerk

2-15-12
Date Signed


Notary Signature

THOMAS R. CHERRY
Notary Public, State of Ohio
My Commission Expires 9/17/2013

2/15/2012
Date Notarized

Board of County Commissioners

James F. Carter

Tim W. Brown

Joel M. Kuhlman



August 24, 2012

Cindy Hoffner
Wood County Clerk of Courts
One Courthouse Square
Bowling Green, Ohio 43402

Mrs. Hoffner:

Listed below is the data that you requested for use in preparing the grant for scanning services.

Employee:	Brenda Ransom
Title:	Records Manager
Department:	Wood County Records Center
12.5% of Salary/Benefits:	\$7,735.31

Please advise if we can provide any additional documentation.

Sincerely,

BY ORDER OF THE BOARD OF COUNTY
COMMISSIONERS, WOOD COUNTY, OHIO.

A handwritten signature in black ink, appearing to read "A. Kalmar", written over a circular stamp or seal.

Andrew S. Kalmar
County Administrator

cc: Ransom's personnel file



August 27, 2012

Mr. Kevin Callaghan
Lucas County Clerk Of Courts-Imaging Lab
700 Adams St.
Toledo, Ohio 43604

Dear Mr. Callaghan:

As the Operations Manager of Lott I would like to provide a letter of support in reference to your application to the Ohio Department of redevelopment for the Local Government Innovation Fund Grant. Lott has had a history of collaboration with the imaging lab and looks forward to the positive economic impact that an expansion of additional counties would provide.

An increase in collaborating counties would result in an increase in Lott workers having the opportunity to work in the community. This opportunity falls in line with the Governor's Employment First Initiative, promoting individuals with disabilities opportunities for employment in the community.

We are committed to continued collaboration with the Lucas County Clerk of Courts – Imaging Lab and fully support the Local Government Innovation Fund grant proposal.

Sincerely,

A handwritten signature in cursive script that reads "Gary Floor".

Gary Floor
Operations Manager
419-381-5309

Lucas County
Board of



creating connections, inspiring possibilities

ADMINISTRATIVE SERVICES OFFICES
1154 LARC LANE • TOLEDO, OHIO 43614
(419) 380-4000 • FAX (419) 380-5136

August 24, 2012

Mr. Kevin Callaghan
Lucas County Clerk of Courts - Imaging Lab
700 Adams St.
Toledo, OH 43604

John J. Trunk, Superintendent

Board Members

Roderick A. Standiford, President
Eric F. Henzler, Vice-President
Mark R. Frye, Recording Secretary
Roger M. Bresnahan
Jeanne H. Brockmyer, Ph D.
John O'Neil
Cecelia S. Peters, M.D.

Dear Mr. Callaghan:

As the Superintendent of the Lucas County Board of Developmental Disabilities (LCBDD), I am pleased to provide this letter in support of your application to the Ohio Department of Redevelopment for the Local Government Innovation Fund Grant. The LCBDD has had a history of successful collaboration with the Lucas County Imaging Lab (LCIL). LCIL was the first in the state of Ohio to create an imaging lab and became a model for other counties to emulate as more and more government agencies moved into a paperless society.

A priority for the LCBDD is to increase community employment placements and this project would further enhance employment opportunities for individuals with developmental disabilities.

The Lucas County Board of DD is committed to collaborating with the Lucas County Clerk of Courts-Imaging Lab and neighboring counties to build partnerships and promote efficiencies amongst government agencies. Therefore, we fully support the Local Government Innovation Fund grant proposal. I wish you much success in your endeavors.

Sincerely,

A handwritten signature in black ink that reads "John J. Trunk".

John J. Trunk
Superintendent

1st Network Solutions
7145 regents park
Toledo, OH 43617
(419)346-4390

February 15, 2012

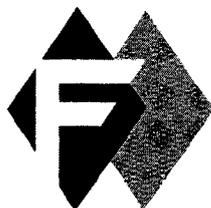
Lucas County Clerk of Courts
Attn: Kevin Callaghan
700 Adams St.
Toledo, OH 43604

Dear Mr. Callaghan:

Re: IT Business Feasibility Study – Regional Digital Imaging Lab

Please find below an estimate of services for developing a functional specification for a web site serving the above project.

Description	Qty.	Vendor Quote Unit Price
Web site functional design	40	\$ 10,000.00
TOTAL		\$ 10,000.00
Services estimate: @ \$250/hour.		



FIORITTO'S

ACCOUNTING & TAX SERVICE

860 Ansonia Street ♦ Suite 7 ♦ Oregon, OH 43616

Michael A. Fioritto

♦ *Certified Public Accountant*

♦ *Enrolled Agent*

Phone (419) 693-1941

Fax (419) 693-0704

E-Mail: MFior85505@aol.com

February 16, 2012

Lucas County Clerk of Courts
Attention: Kevin Callaghan
700 Adams Street
Toledo, OH 43604

RE: Grant Assessment (3rd Party)

Dear Mr. Callaghan:

Fioritto's Accounting & Tax Service has assisted thousands of individuals and business clients in the Northwest Ohio region for over 25 years. We also conduct compilation audits for non-profit organizations within our region.

Our firm will provide a third party grant assessment (audit) for the Intergovernmental Imaging Lab Project in Northwest Ohio.

We will verify performance measures of each item addressed in the audit section of the grant:

- Proof of Concept, Economic Feasibility, and Sustainability
- Scalability
- Public Access

We anticipate 12 hours of time (\$175.00 per hour) needed to complete the assessment at a cost of \$2,100.00 including a summary statement detailing our findings.

Sincerely,

Michael A. Fioritto, CPA, EA
Fioritto's Accounting & Tax Service

CONFIDENTIAL AND PERSONALIZED ATTENTION



Date: February 15, 2012

To: Lucas County Clerk of Courts
711 Adams Street, Suite 300
Toledo, Ohio 43604
Attn: Kevin Callaghan

From: Lott Industries
3350 Hill Ave.
Toledo, Ohio 43607

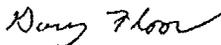
Reference: Logistical Consulting Quote

Lott Industries is happy to extend a quote to provide the Lucas County Clerk of Courts the service of Logistical Consulting for an annual rate of \$10,000. Logistical Consulting will be provided on an as needed basis to maximize potential logistical needs while managing cost to the most efficient level.

This contract is for a 1 year period and will be reviewed at the end of the 1 year period for extension of this contract or any modifications needed or desired.

If you have any questions concerning this quote feel free to contact the me.

Sincerely,
Gary Floor


Operations Manager
Lott Industries
419.381.5309

LOTT INDUSTRIES, INC. 3350 Hill Avenue • Toledo, OH 43607 • 419-536-5564 • Fax 419-536-5598
A non-profit corporation affiliated with the Lucas County Board of Developmental Disabilities, Accredited by the Commission on Accreditation of Rehabilitation Facilities

Richard Schmitz
6268 Brookhaven Blvd
Perrysburg, OH 43551
(419)346-4390

February 9, 2012

Lucas County Clerk of Courts
Attn: Kevin Callaghan
700 Adams St.
Toledo, OH 43604

Dear Mr. Callaghan:

Re: IT Business Feasibility Study – Regional Digital Imaging Lab

Please find below an estimate of services pertaining to the feasibility study for a regional digital imaging lab in Northwest Ohio. I have every confidence my experience with the Lucas and Wood County Imaging centers and developing global shared imaging centers for companies such as Apple and the Federal Reserve System would be a great resource for the study.

Description	Qty.	Vendor Quote Unit Price
Data gathering tools and documentation	8	\$ 2,000.00
Data Analysis and preliminary findings	10	\$ 2,500.00
Creation of preliminary business plan and potential operational budget	10	\$ 2,500.00
Follow-up data gathering and analysis	10	\$ 2,500.00
Final business plan generation	35	\$ 8,750.00
Final analysis of finding business plan and operational budget development	25	\$ 6,250.00
TOTAL	98	\$ 24,500.00
Services estimate: @ \$250/hour.		