Welcome to Local Government Information System (LGIS)

Opening an Infrastructure Planning Grant Project

Step-by-Step Instructions

> **Notes:** This training PowerPoint presentation was created in the spring of 2020. The content of each slide is subject to change over time; therefore, when you are in LGIS, some of the screens may look slightly different, but the functions remain the same unless otherwise noted.
>
> For optimum viewing and functionality of LGIS use **Internet Explorer 11.**

From the Project page you can create new claims on **Active Projects** or view existing claims and disbursements for your organization's project. You can also view your remaining grant balance, total payments and any commitment adjustments.

1. Click on **Conditional Grants**.

2. Click on **Projects**.

Note: Depending on program the project is funded under, screen display and navigation will vary.

3. Click on the **Project Number** link for the project you wish to open.

> The Project page displays a brief summary of the project at the top of the screen which includes:

1. **Project Number** is the number the LGIS system assigned to your project.
   - The example project is IPG200002
2. **Current Status,** the status of the Project.
   - The example is Announced.
3. **Project Title**
   - The example is My Stormwater Project
4. **First Eligible Cost Date** is the date the IPGP application was submitted
   - 2020-03-25
5. **Program Name** that the project is funded under.
   - The example is Infrastructure Planning Grant Program
6. **Last Eligible Cost Date** is the last date when costs can be incurred.
   - The example is 2021-01-23
7. **Project Type** is the type of project the planning grant is for.
   - The example is Stormwater
8. **Contract Expire Date** is the date that the contract is set to end.
   - The example does not show an expiry date because there is not a signed Contract in place.
9. **Project Description** is the description entered on the application and edited/approved by the Ministry.
   - The example displays, My brief project description.

Note: Completed Projects can be viewed in LGIS in read-only mode under the **Inactive Projects** tab.