

Welcome to Local Government Information System (LGIS)

Creating an Infrastructure Planning Grant Claim

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**.

The new LGIS Conditional Grants screen gives users access to create claims. Claims do not have to be completed or submitted in one session. However, users must complete the claim form in its entirety before being able to submit a claim.

1. Click on **Conditional Grants**.
2. Click on **Projects**.
3. Click on the **Project Number** link of the project you wish to create a claim for.

Note: Claims can only be created for **Active Projects**.

4. Click on **Payments**.

Note: The **Payment** section lists all payments, (Claims and Disbursements) if any, that exist for the project.

5. Click on **Create New Claim**.

Note: A new claim cannot be created without a 'Confirmed Active' Contract Agreement in effect.

Note: If you have an existing claim in Incomplete status; you will be prompted to either modify the existing claim or create a new claim.

6. Review the **Instructions** tab.

Note: Proponents are encouraged to review the Program Guide prior to submitting a claim.

7. Click on the **Claim** tab.

8. Complete all required fields.

Note: **Claim Amount** can be calculated by either clicking **Save** or **Calculate Maximum Claim Amount**.

9. Click on **Save**.

10. Click on the **Attachments** tab.

11. Click on **Select files . . .** Upload all mandatory and supplementary documents.

Note: All invoices applicable to the claim must be uploaded. Each document cannot exceed 15MB. Zip and .exe files will not be reviewed. Documents cannot be uploaded or deleted once the claim is submitted.