

# 2022 Budget Preparation Seminar



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# 2022 Budget Development Calendar

| Date  | Activities   |
|-------|--|
| 06/04 | Departmental Narratives Due Back to OMB                            |
| 07/13 | Budget Seminar   |
| 07/14 | Apex/ BPREP opens  |
| 08/06 | Budget Submissions Due Back to OMB                                 |
| 08/06 | OMB and County Executive Review of Budget Submissions              |
| 08/16 | Grants Budget Submissions Due Back to OMB                          |
| 09/15 | Proposed Fiscal 2022 Budget and 2022-2025 Multi-Year Plan Released |
| TBD   | Legislative Budget Hearings  |
| 10/30 | Deadline for Legislature to Adopt Budget and Multi-Year Plan       |

Please be mindful of your summer planned vacations and work with OMB staff to schedule meetings as soon as possible to ensure compliance at all levels



# Contact List

## OMB Staff

|                   |                         |          |  |
|-------------------|-------------------------|----------|--|
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| Apex Tech Support | Christine Levitsky      | 571-6038 | <a href="mailto:clevitsky@nassaucountyny.gov">clevitsky@nassaucountyny.gov</a>   |



# Departmental Targets

- OMB requires that departments adhere to budget targets
- Expenditures should **not** be increased unless there is a corresponding revenue positive initiative or other expenditure reduction proposed
- Proposed reductions should focus on programs that the County is **not mandated** to provide by State and Federal legislation
  - Reductions to mandated programs resulting from initiatives to provide the service more cost effectively **are** encouraged

OMB staff encourages departments to reach out for assistance on all questions



# Departmental Targets

- Full-Time HC & Salary Targets are preloaded at the level of the 05/06/2021 Payroll.
- Part-Time & Seasonal Targets include HC and amounts based on prior year trending.
  - Salary Extras, except for Longevity and Terminal Leave, are preloaded based on prior year results;
  - Termination Pay is based on employees terminated as of 04/30/2021 payroll. Adjustments for employees left after that date will need to be entered in your submission.
  - Longevity is based on onboard employees as of 04/30/2021 payroll.
  - Fringes are budgeted centrally by OMB.
- OTPS & Revenue Targets are based on prior year results and 2021 projections.
- BJ/HF should **not** be entered by the Departments; a member of the OMB staff will be coordinating the ISA process ([See ISA Slide](#))



# Information Technology

Reminder, the IT Department has centralized the management of all contracts related to maintenance and software.

- IT staff is working with individual departments to verify Maintenance and Software Contracts
  - Departments should coordinate with IT prior to August 6<sup>th</sup>
- New needs must be submitted to and approved by IT
  - This includes both equipment and software



# Performance Management

For your Fiscal 2022 submittal, existing CPAR performance measures and new proposed CPAR performance measures should be:

- Consistent with the goals & objectives described in your Departmental narrative
- Numeric & monitored on a monthly or quarterly basis
- Within your Department's direct managerial control or influence
- Assigned a realistic annual target (given the current economic environment), with the expectation for year over year improvement where feasible



# Interdepartmental Service Agreements

- An ISA is an agreement between two (2) departments to perform a service. Departments that receive revenue reimbursement for program related expenses from another department must participate in the ISA process in order to properly record and claim the expense
  - The department that performs the service is the “seller” department (Object code BJ-Interdepartmental Revenue)
  - The department that receives the service is the “buyer” department (Object code HF-Interdepartmental Expense)
- For Grants funds that reimburse the operating budget, use revenue code BW for inter-fund revenue and expense code HH for inter-fund charges



# Interdepartmental Service Agreements

- The development and processing of ISA's will take place through the new ISA application located at the following website:  
<https://apex5.nassaucountyny.gov/ords/f?p=DASH>
- ISA's are to be initiated by the Seller Department and is only completed once OMB has approved the ISA. The ISA needs to be approved to be included in the 2022 Budget.
- When an ISA form is completed and signed by Seller the form is automatically sent to the indicated Buyer for signature. Once both Seller and Buyer sign off, OMB receives the ISA for review.
- Once the ISA is approved by OMB, both Seller and Buyer Departments are notified.
- Indirect and Fringe rate details may be found on the website under the Resources tab.
- Please address your questions to Irina Sedighi



# How Do I Enter Budget Data?

- Go to the Budget Input Tab
- You have two options to enter data :
  - Option 1 : index code level by object
  - Option 2 : control center level by object
- Both options summarize the total head count entered for Full-time, Part-time and Seasonal within the Index code that you are working on
- You can switch between the two options to input the data
- Enter **Total Departmental Requests NOT** adjustments to the targets
- Departments should explain budgetary needs by using **Edit & Notes** in APEX
- If additional codes need to be added contact Jeff Nogid



# How Do I Enter Data?

## Option 1

http://ncoraplsm01.nassaucountyny.gov:7001/apex/apexprod/ftp=279-500-1373046533775::500-P500\_input\_options:&P705\_input\_options.

BU\_BP\_P DR B Prep

NASSAU COUNTY, NY Budget Department B - Prep Application

Home Targets Target Reports **Budget Input** Budget Reports Monthly Allocation SGI Projections Archives Maint

Department Request **Budget Examiner** Program to Eliminate Gap

Other Input Methods  Index Code & Object  Dept Code & Object

=== This is the Department Request Input Screen ===

Index Code:  Object:  Display Lines:  Dept:

Total Rev:  FT HC:   
Total Exp:  PT HC:   
Total HC:  SE HC:

Go

\*\*\*-All Objects- does not include object code "DE"

[Set Screen Reader Mode On](#)  
release 1.0



# How Do I Enter Data?

## Option 2

http://ncoraplsm01.nassaucountyny.gov:7001/apex/apexprod/f?p=279:705:1373046533775:::705:P705\_input\_options.&P705\_input\_options

DR B Prep by Dept CC Object

File Edit View Favorites Tools Help

NASSAU COUNTY, NY Budget Department B - Prep Application

Home Targets Target Reports Budget Input Budget Reports Monthly Allocation SGI Projections Archives Maint

Department Request Budget Examiner Program to Eliminate Gap Budget Director County Executive

Other Input Methods  Index Code & Object  Dept & CC & Object

Dept BU Ctrl Ctr Select CC Object All Objects Index All Index Codes Display Lines 7 Go

\*\*\*-All Objects- does not include object code "DE"

Total Rev 0 FT HC 0

Total Exp 0 PT HC 0

Total HC 0 SE HC 0

Set Screen Reader Mode On release 1.0



# How Do I Enter Contract Detail?

- Select DE in the Object drop down menu
  - You will not be allowed to enter a gross number at the sub-object level
- Click the edit button to access the detail screen
- Prior Year submissions are listed by vendor – NO PRIOR YEAR AMOUNTS ARE INCLUDED
- Mandated/Non Mandated must be selected in order to submit  
**(MUST FILL OUT ALL FIELDS OR DATA WILL CLEAR WHEN SUBMITTED)**
- If mandated you must specify the Local Law or Authority in the notes
- Enter reimbursement rate if applicable
- After you finished entering your contract information click “Submit” then click “Go Back” and check your submission in the “Dept. Request Amt.” column



# How Do I Enter Contract Detail?

- To continue finding ways of reducing costs, a report with the 2021 County-wide budgeted contracts is available to all agencies.
- This report gives the opportunity to cross reference services with other agencies and perhaps negotiate better rates or consolidate similar services
- The following slide shows how to view the report

The screenshot displays the web application interface for the Nassau County, NY Budget Department. The header includes the county logo, the text "NASSAU COUNTY, NY Budget Department B - Prep Application", and user options like "jnogid", "Change Password", "Support", and "Logout". A navigation bar contains tabs for "Home", "Targets", "Target Reports", "Budget Input", "Budget Reports", "Monthly Allocation", "SGI", "Projections", and "NIFS Data". Below this, there are links for "Index/SubObject Reports", "Detail Reports", "Object by Exp/Rev", and "LG 3 Yr Projections". A "Budget Year" dropdown is set to "select a year". A "Set Screen Reader Mode On" link is also visible. The "Detail Reports" dropdown menu is expanded, listing several report options. A prominent yellow arrow points to the "Vendor History Report" option at the bottom of the list.

# How Do I Enter Contract Detail?

- Departments can sort by vendor and see if multiple agencies use the same vendor
- The following report shows an example of one vendor with more than one department

The screenshot displays the Nassau County, NY Budget Department B - Prep Application interface. The header includes the Nassau County logo and the text "NASSAU COUNTY, NY Budget Department B - Prep Application". The navigation menu includes "Home", "Targets", "Target Reports", "Budget Input", "Budget Reports", "Monthly Allocation", "SGI", "Projections", "Archives", and "Main". The "Budget Reports" menu is expanded, showing "Index/SubObject Reports", "Detail Reports", "Object by Exp/Rev", and "LG 3 Yr Projections". The "Budget Year" is set to 2018, and the report is titled "All Vendors History Report". A search bar contains the text "Q\*", and the "Rows" are set to 1000. The report shows a table with columns: Vendor, Fund, Dept, Cx, Index Code, Index Title, Budget Subject, Sub-Object Title, Notes, and NFA Conform Amt. The table lists three entries for the vendor "AMERICAN WEAR".

| Vendor        | Fund | Dept | Cx | Index Code | Index Title        | Budget Subject | Sub-Object Title               | Notes                     | NFA Conform Amt |
|---------------|------|------|----|------------|--------------------|----------------|--------------------------------|---------------------------|-----------------|
| AMERICAN WEAR | GEN  | PK   | 20 | PKGEN2100  | ADMINISTRATION     | DE500          | MISCELLANEOUS CONTRACTUAL SERV | uniform wash & laundering | 20,000          |
| AMERICAN WEAR | GEN  | PKV  | 02 | PKVGEN0240 | BRIDGE MAINTENANCE | DE533          | LAUNDRY SERVICES               | Uniform Supplier          | 50,000          |
| AMERICAN WEAR | GEN  | PKV  | 00 | PKVGEN0040 | SUPPORT SERVICES   | DE500          | MISCELLANEOUS CONTRACTUAL SERV | UNIFORM RENTALS           | 10,000          |

# How Do I Enter Contract Detail?

Home Budget Input Budget Reports Monthly Allocation SG

Department Request

Other Input Methods  Index Code & Object Dept & CC & Object

==== This is the Department Request Input Screen ====

Index Code: ATGEN1100 Object: DE Display Lines: 7

Dept: AT Tot Exp: 94,950,000 Tot Rev: 0

Option 1...



Department Request: ATGEN1100 -- ADMINISTRATION DIVISION

| Budget Sub Object                    | 2 Prior Years Actual | Prior Year Actual | Curr. Yr. Budget | Target HC Amt. | Man-dated | Re-im-bursable | Rate | Dept. Request HC | Dept. Request Amt. | See Detail |
|--------------------------------------|----------------------|-------------------|------------------|----------------|-----------|----------------|------|------------------|--------------------|------------|
| DE500 MISCELLANEOUS CONTRACTUAL SERV | 165,000              | 100,807           | 1,350,000        | 1,350,000      | n         | None           | 0    | 0                | 26,395,000         | EDIT       |
| DE502 LEGAL                          | 4,944,661            | 4,899,109         | 3,750,000        | 3,750,000      | n         | None           | 0    | 0                | 3,405,000          | EDIT       |
| DE50H TRANSCRIBING & BRIEFS          | 100,000              | 168,125           | 250,000          | 250,000        | n         | None           | 0    | 0                | 65,150,000         | EDIT       |

Department Request

Other Input Methods  Index Code & Object  Dept & CC & Object

==== This is the Department Request Input Screen Input by Dept & CC ====

Dept: AT Ctrl Ctr: 10 Object: DE Index Code: -- All Index Codes -- Display Lines: 7

Dept: AT Tot Exp: 94,950,000 Tot Rev: 0

... Or option 2

Department Request: ~ - -

| Budget Sub Object                                | 2 Prior Years Actual | Prior Year Actual | Curr. Yr. Budget | Target HC Amt. | Man-dated | Re-im-bursable | Rate | Dept. Request HC | Dept. Request Amt. | Department Request Notes |
|--|----------------------|-------------------|------------------|----------------|-----------|----------------|------|------------------|--------------------|--------------------------|
| DE500 - ATGEN1100 MISCELLANEOUS CONTRACTUAL SERV | 165,000              | 100,807           | 1,350,000        | 1,350,000      | n         | None           | 0    | 0                | 26,395,000         | testing                  |
| DE502 - ATGEN1100 LEGAL                          | 4,944,661            | 4,899,109         | 3,750,000        | 3,750,000      | n         | None           | 0    | 0                | 3,405,000          |                          |



# Submitting the Budget

- Upon completion of your input, click “submit” and your submission is now saved
- Once it is submitted, additional changes can be made prior to the deadline, August 6

Form on BUGR\_GRANT\_PLAN - Internet Explorer

http://ncora1snnr01.nassaucountyny.gov:7001/apex/apexstg/f?p=566:10:4591911877413::NO:10:P10\_GRANT\_ID:22

Form on BUGR\_GRANT\_PLAN

File Edit View Favorites Tools Help

Grant Notes

Table: Total grant amt

Delete Submit

**Total Expenses**  
2018 - \$550,000.00      2019 - \$550,000.00      2020 - \$450,000.00

**Total Revenues**  
2018 - \$550,000.00      2019 - \$550,000.00      2020 - \$450,000.00

| <input type="checkbox"/> | Grant Year | Object | Subobject | 2018    | 2019    | 2020    | Notes | Char |
|--------------------------|------------|--------|-----------|---------|---------|---------|-------|------|
| <input type="checkbox"/> | 2018       | AB     | AB10F     | 65,000  | 70,000  | 100,000 |       | E10  |
| <input type="checkbox"/> | 2018       | AA     | AA97Z     | 310,000 | 330,000 | 100,000 |       | E10  |
| <input type="checkbox"/> | 2018       | DE     | DE547     | 40,000  | 20,000  | 100,000 |       | E20  |
| <input type="checkbox"/> | 2018       | DF     | DF557     | 100,000 | 100,000 | 50,000  |       | E20  |
| <input type="checkbox"/> | 2018       | DD     | DD498     | 35,000  | 30,000  | 100,000 |       | E20  |
| <input type="checkbox"/> | 2018       | FA     | R0901     | 550,000 | 550,000 | 450,000 |       | R30  |

1 - 6

Add Row

Set Screen Reader Mode On  
release 1.0



# Creating Budget Reports

- Select the Budget Reports Tab
- Click on Actions Button
- Select Columns
- Manipulate data
- Save and name reports
- Download data to Excel (Click on CSV)
  - For your convenience remember to save as an Excel document
- Help provides detailed information for each icon
- For detailed help with creating reports please contact Irfan Qureshi, or your Budget Analyst
- These same steps can be followed for the new County-Wide Vendor reports



# Creating Reports

**NASSAU COUNTY, NY** Budget Department  
B - Prep Application

Home Budget Input **Budget Reports** Monthly Allocation SGI

Index/SubObject Reports - Detail Reports -

Department Requests  
Programs to Eliminate Gap

Go Reports 1. Primary Report Rows 10 Actions

| Dept. | Fund | CC | Resp. Ctr. | Index Code | Index Title     | Obj. | SubObject Code | E/R | SubObject Title                    | 2 Prior Years Actual Amt | Prior Year Actual Amt. | Cur. Yr. Budget Hc. | Cur. Yr. Budget Amt. | Mandated | Reimbursed | Targ |
|-------|------|----|------------|------------|-----------------|------|----------------|-----|------------------------------------|--------------------------|------------------------|---------------------|----------------------|----------|------------|------|
| AT    | GEN  | 10 | 1000       | ATGEN1000  | COUNTY ATTORNEY | BD   | R0611          | R   | FORFEITED PROPERTY THROUGH SEIZURE | 283,221.44               | 547,086.43             | 0                   | 470,000              | N        | N          |      |
| AT    | GEN  | 10 | 1000       | ATGEN1000  | COUNTY ATTORNEY | AA   | AAFNA          | E   | ADMIN OFF I                        | 0.00                     | 44,425.46              | 0                   | 0                    | N        | N          |      |
| AT    | GEN  | 10 | 1000       | ATGEN1000  | COUNTY ATTORNEY | BF   | R0701          | R   | CASH RECOVERY                      | 23,698.81                | 11,904.16              | 0                   | 20,000               | N        | N          |      |



# Creating Reports

## General Reports

 **NASSAU COUNTY, NY** Budget Department  
B - Prep Application 

Home Budget Input Budget Reports Monthly Allocation SGI

[Index/SubObject Reports](#) [Detail Reports](#)

DR Index/SubObject Downloadable Report

Q- Go Reports 1. Primary Report Rows 10 Actions

| Dept. | Fund | CC | Resp. Ctr. | Index Code | Index Title     | Obj. | SubObject Code | E/R | SubObject Title                    | Cur. Yr. Budget Hc. | Cur. Yr. Budget Amt. | Mandated | Reimbursed | Target |
|-------|------|----|------------|------------|-----------------|------|----------------|-----|------------------------------------|---------------------|----------------------|----------|------------|--------|
| AT    | GEN  | 10 | 1000       | ATGEN1000  | COUNTY ATTORNEY | BD   | R0611          | R   | FORFEITED PROPERTY THROUGH SEIZURE | 0                   | 470,000              | N        | N          |        |
| AT    | GEN  | 10 | 1000       | ATGEN1000  | COUNTY ATTORNEY | AA   | AAFNA          | E   | ADMIN OFF I                        | 0                   | 0                    | N        | N          |        |
| AT    | GEN  | 10 | 1000       | ATGEN1000  | COUNTY ATTORNEY | BF   | R0701          | R   | CASH RECOVERY                      | 0                   | 20,000               | N        | N          |        |
| AT    | GEN  | 10 | 1000       | ATGEN1000  | COUNTY ATTORNEY | BJ   | R7800          | R   | INTERDEPARTMENTAL REVENUES         | 590,658             | 0                    | N        | N          |        |
| AT    | GEN  | 10 | 1000       | ATGEN1000  | COUNTY ATTORNEY | BW   | R1115          | R   | INTERFUND REVENUES OTHER           | 83,802.00           | 0.00                 | N        | N          |        |
| AT    | GEN  | 10 | 1000       | ATGEN1000  | COUNTY ATTORNEY | BH   | R9847          | R   | RESTITUTION SURCHARGE              | 0.00                | 0.00                 | N        | N          |        |
| AT    | GEN  | 10 | 1000       | ATGEN1000  | COUNTY ATTORNEY | BD   | R0625          | R   | COMM. PENALTIESINES                | 0.00                | 0.00                 | N        | N          |        |
| AT    | GEN  | 10 | 1000       | ATGEN1000  | COUNTY ATTORNEY | BH   | R0808          | R   | FEES                               | 58,315.00           | 51,749.89            | N        | N          |        |

Actions menu options: Select Columns, Filter, Rows Per Page, Format, Save Report, Reset, Help, Download, Sort, Control Break, Highlight, Compute, Aggregate, Chart, Group By



# Creating Reports

## Budgeted vendors reports



**NASSAU COUNTY, NY**

Budget Department  
B - Prep Application


atur Change Password Support Logout

Home Budget Input **Budget Reports** Monthly Allocation SGI

Index/SubObject Reports ▾ **Detail Reports ▾**

Budget Year: 2017 ▾

All Vendors History Report

GO ROW TUUV Actions ▾

| Vendor                       | Fund | Dept. | Cc | Index Code | Index Title                      | Budget Subobject | SubObject Title                | Notes   | NIFA Conform Amt |
|------------------------------|------|-------|----|------------|----------------------------------|------------------|--------------------------------|---|------------------|
| 3-D Indust Coil Repair       | GEN  | PW    | 06 | PWGEN0640  | SUPPORT SERVICES                 | DE500            | MISCELLANEOUS CONTRACTUAL SERV | Coil Repair HVAC Equipment  | 20,000           |
| 3M Electronic Monitoring     | GEN  | PB    | 10 | PBGEN1310  | CRIMINAL DIVISION ADMINISTRATION | DE5EM            | ELECTRONIC MONITORING          | See details attached - EM court-ordered 3M = \$12K; RMOMS \$127K ---<br>----- NYS Penal Law § 65.10/Court Ordered ' | 12,000           |
| 531 - radio / communication  | PDH  | PD    | 10 | PDPDH1175  | POLICE DEPT HEADQUARTERS         | DE531            | RADIO & COMMUNICATIONS         | assorted on-call language and sign language interpreters for written statements                                     | 16,000           |
| AARCO Environmental Services | SSW  | PW    | 50 | PWSSW6300  | STORM WATER SERVICES (SWS)       | DE500            | MISCELLANEOUS CONTRACTUAL SERV | -   | 25,000           |
| AB Oil Service               | GEN  | PW    | 06 | PWGEN0640  | SUPPORT SERVICES                 | DE500            | MISCELLANEOUS CONTRACTUAL SERV | Pump out oil tanks  | 1,000            |
| ABC Sharpening               | GEN  | PK    | 20 | PKGEN2600  | POOLS & RINKS MAINTENANCE        | DE500            | MISCELLANEOUS CONTRACTUAL SERV | Zamboni blade sharpening  | 10,000           |
| ACS / Xerox                  | GEN  | CL    | 10 | CLGEN1100  | ADMINISTRATION                   | DE505            | SYSTEMS & PROGRAMMING          | -   | 75,000           |
| ACS / Xerox                  | GEN  | CL    | 10 | CLGEN1100  | ADMINISTRATION                   | DE564            | CL ON LINE REGISTRATION        | -   | 25,000           |



# 2022 Grants Plan

- OMB will publish a 2022 Grant Plan during 4<sup>th</sup> Quarter 2021
- The Grants Application has been updated for 2<sup>nd</sup> year in a row. Take care to enter in all new and changed fields
- If during last year's 2020 Grants Plan Submission, Departments included 2022 and 2023 budgets, then those budgets have been rolled over and uploaded into the 2022 Grants Application as a starting point. Individuals will need to review and edit before final submission
- 2022 Grant Plan submission is due by August 16, 2021
- If you have not already done so, all approved, pending and potential grant awards anticipated during 2021 and projected for 2022 through 2024 must be entered into the Grants Application
- If you need assistance with this application contact Daniela Capozzo



- The Grant Application is located in a different module than the Budget Prep Application:  
<https://apex5.nassaucountyny.gov/ords/f?p=DASH>
- If individuals have access to the Budget Prep application, then when logging onto the dashboard they should see a separate card to click on for the Grant application
- Another method to getting into the Grant application is thru webconnect. See link below:

The screenshot shows the Nassau County WebConnect dashboard. The top navigation bar includes links for Home, Applications, Departments, Preferences, Email, Documents, Links, Help, and Search. The main content area is divided into several sections:

- My Account:** A login form with fields for Username and Password, a 'Remember Me' checkbox, and a 'Log in' button.
- Quick Links:** A section with the Nassau County PeopleSoft logo and links for COVID-19 Questions, Nassau County Website, Employee Discounts, Computer Training, and GIS.
- Resources:** A section with links for HR Employee Documents, EEO Policy & Executive Summary, IT Policies, Procedures, & Forms, ADAPT - User Tips, Shared Services - eProc, and Charge Backs.
- Notice:** A notice regarding the drug and alcohol free workplace policy.
- Help Desk:** A button to 'Enter a Help Desk Ticket Here'.
- Dashboards:** Buttons for 'APEX Production Dashboard' and 'APEX Stage/User Acceptance Testing Dashboard'.
- Human Resources Employee Trainings:** A section with links for 'Budget Prep Application', 'B-Prep Reference Document', and 'Grant Application'. A red arrow points to the 'Grant Application' link.



# How To Access Grant Input

The screenshot shows a web browser window with the URL `ncoratsnr01.nassaucountyny.gov:7001/apex/apexstg/?p=566:1:1188961018459:...`. The page header includes the Nassau County logo, the text "NASSAU COUNTY, NY", and "Information Technology Grant Budget Planning". In the top right corner, there are links for "asousa", "Support", "My Applications", and "Logout". A navigation menu below the header contains four items: "Home", "Grant Input", "Grant Reporting", and "Maint". The "Grant Input" item is highlighted in green and circled with a blue oval. Below the navigation menu is a blue banner with the Nassau County logo on the left and right, and the text "Welcome, Ana to the Grant Budget Planning System" in the center. At the bottom left of the page, there is a small text link: "Set Screen Reader Mode On release 1.0".



# Grant Input: Selecting The Year

- When selecting grant year 2022, it will prompt a running list of grants entered last year with 2022 and 2023 plan out years
- The 2022 plan details will be automatically populated. You will need to review data and update if necessary

The screenshot shows a web browser window with the URL <https://apex5.nassaucountyny.gov/ords/f?p=566:5:7132608774949:::>. The page header includes the Nassau County, NY logo and the text "Information Technology Grant Budget Planning". A user named "asousa" is logged in. The navigation menu has "Grant Reporting" selected. The "Grant Year" dropdown is set to "2022". Below this is a search bar with a "Go" button and an "Actions" dropdown. A "Create" button is also visible. The main content area displays "No data found." with a magnifying glass icon. At the bottom left, there is a link for "Set Screen Reader Mode On" with "release 1.0" below it.



# Grant Input: Editing Pre-populated Grant Data

- To edit pre-populated grant data, click on pencil image in first column for each of the grants and a Grant Plan Basic Info screen will pop up for editing
- If a pre-populated grant is no longer valid, you will click on the pencil image in order to get to the Grant Plan Basic Info screen and you will click the Delete button on the top right section of the screen

The screenshot shows a web browser window with the URL <https://apex5.nassaucountyny.gov/ords/f?p=566:5:17131287131043::::>. The page header includes the Nassau County NY logo and the text "Information Technology Grant Budget Planning". The navigation menu shows "Home", "Grant Input", "Grant Reporting", and "Maint". The "Grant Year" is set to 2022. Below the navigation is a search bar and a "Create" button. A filter is applied: "Grant Dept = 'HE'". The main content is a table with the following columns: Grant Dept, Grant Name, Grant Indexcode, Grant Code, Esign/Manual, Esign Website, Grant St Fed, CFDA #, Gaif Ind, Recur Ind, Grant Budget Start Date, Grant Budget End Date, Grant Entry Date, Notes, Audit, Grant Agency, Competitive, Contract Term Start Date, Funding, and Submission Cycle.

| Grant Dept | Grant Name                   | Grant Indexcode | Grant Code | Esign/Manual | Esign Website   | Grant St Fed | CFDA # | Gaif Ind | Recur Ind | Grant Budget Start Date | Grant Budget End Date | Grant Entry Date | Notes | Audit                     | Grant Agency                   | Competitive | Contract Term Start Date | Funding    | Submission Cycle |
|------------|------------------------------|-----------------|------------|--------------|---|--------------|--------|----------|-----------|-------------------------|-----------------------|------------------|-------|---------------------------|--------------------------------|-------------|--------------------------|------------|------------------|
| HE         | Drinking Water Enhancement   | HEGRTDWW1NYS    | HEDW       | M            | -   | S            | -      | N        | R         | -                       | -                     | -                | -     | ASOUSA_02-Jun-21 16:33:38 | DOH - NYS Department of Health | Yes         | 01-APR-20                | Reimbursed | Q                |
| HE         | Women Infant & Children      | HEGRTW100NYS    | HEW1       | E            | <a href="https://www.health.ny.gov/">https://www.health.ny.gov/</a> | B            | 10.557 | N        | R         | -                       | -                     | -                | -     | ASOUSA_02-Jun-21 16:33:38 | DOH - NYS Department of Health | Yes         | 01-OCT-19                | Reimbursed | M                |
| HE         | Public Health Campaign - STD | HEGRTS30NYS     | HES3       | M            | <a href="https://www.health.ny.gov/">https://www.health.ny.gov/</a> | S            | -      | N        | R         | -                       | -                     | -                | -     | ASOUSA_02-Jun-21 16:33:38 | DOH - NYS Department of Health | Yes         | 01-APR-21                | Reimbursed | Q                |



# Inputting Grant Information

- You will be prompted to add additional new information on this screen as well as on the Grants Amount screen (next page)
- If you are not finished with data entry, hit Apply Changes button to capture entries to date

Form on BUGR\_GRANT\_PLAN x +

https://apex5.nassaucountyny.gov/ords/f?p=566:10:3336075083223:::10:P10\_GRANT\_ID:2104

NASSAU COUNTY, NY Information Technology Grant Budget Planning

Home Grant Input Grant Reporting Maint

Grant Plan Basic Info

Cancel Delete Apply Changes Confirm Grant Info has been updated

Grant Year: 2022

Dept: HE - Health

Grant Code: HEW1

State/Fed: BOTH

CFDA #: 10.557

Grant Name: Women Infant & Children

Grant Indexcode: HEGRTW100NYS

Grantor Agency: DOH - NYS Department of Health

Match source: General

Match Dollar Amt: [ ] or Match Percentage: 10

Projected Covid Dollar Amt: 10000

Is there a County match?  No  Yes

Is there Covid related funding expected?  No  Yes

New/Recurring?  New  Recurring

Competitive/Non-Competitive?  Competitive  Non-Competitive

Grant Budget Start Date: 01-Oct-2021

Grant Budget End Date: [ ]

If Current Grant Year is part of a full multi year contract term; populate Contract Term Start Date and End Date Boxes

Grant Contract Term Start Date: 01-OCT-2019

Grant Contract Term End Date: 30-SEP-2022

E-sign/Manual:  E-Signed  Manual

If ESign, Portal / website that contracts are applied thru: https://www.health.ny.gov/

Grantor Website: https://www.health.ny.gov/

Grantor Contact Name: James Leo

Phone: 212-417-5758

Email: james.leo@health.ny.gov

Primary/Backup:  Primary  Backup

Grant Funding:  Advanced  Reimbursed

Claim Submission Cycle:  Annual  Monthly  Other  Quarterly

Outlook of Future Award: Grant has been received for many years. RFA was supposed to be released in 2021 but did not. NYSDOH therefore extending grant term for another year.

# of FTEs: 15

If Grant covers Salary Expense (AA), note where FTE payroll is paid out of:  General Fund  Grant  Both



# Inputting Grant Amounts – Exp / Rev

- Once the Grants Basic Input Screen is completed, then Expenses and Revenues are to be entered next
- Information will be automatically populated in 2022 column if in the prior year data was entered for the out years
- Should prior year data require updating; add reason in the Notes section
- New object codes can be added and existing ones edited
- For grants with DE budgeted lines, include vendor names or services description (if vendor tbd) to be contracted
- Once all fields have been completed and you are ready to finalize, then hit the Confirm Grant Info button on top of page

# of FTEs

# of FTE's

If Grant covers Salary Expense (AA), note where FTE payroll is paid out of:

General Fund 
  Grant 
  Both

---

Grant Amounts Delete Submit

**Total Expenses**

2021 - \$1,715,912.00      2022 - \$1,715,912.00      2023 - \$ 0.00

**Total Revenues**

2021 - \$1,715,912.00      2022 - \$1,715,912.00      2023 - \$ 0.00

| Grant Year                    | Object | Subobject | 2021                                   | 2022                                   | 2023                           | Notes                | Char |
|-------------------------------|--------|-----------|--|--|--------------------------------|----------------------|------|
| <input type="checkbox"/> 2021 | AA     | AA97Z     | <input type="text" value="1,113,320"/> | <input type="text" value="1,113,320"/> | <input type="text" value="0"/> | <input type="text"/> | E10  |
| <input type="checkbox"/> 2021 | AB     | AB10F     | <input type="text" value="510,967"/>   | <input type="text" value="510,967"/>   | <input type="text" value="0"/> | <input type="text"/> | E10  |
| <input type="checkbox"/> 2021 | DD     | DD498     | <input type="text" value="19,320"/>    | <input type="text" value="19,320"/>    | <input type="text" value="0"/> | <input type="text"/> | E20  |
| <input type="checkbox"/> 2021 | DE     | DE547     | <input type="text" value="57,000"/>    | <input type="text" value="57,000"/>    | <input type="text" value="0"/> | <input type="text"/> | E20  |
| <input type="checkbox"/> 2021 | HH     | HH597     | <input type="text" value="15,305"/>    | <input type="text" value="15,305"/>    | <input type="text" value="0"/> | <input type="text"/> | E80  |
| <input type="checkbox"/> 2021 | FA     | R1078     | <input type="text" value="1,715,912"/> | <input type="text" value="1,715,912"/> | <input type="text" value="0"/> | <input type="text"/> | R30  |

1 - 6

Add Row

