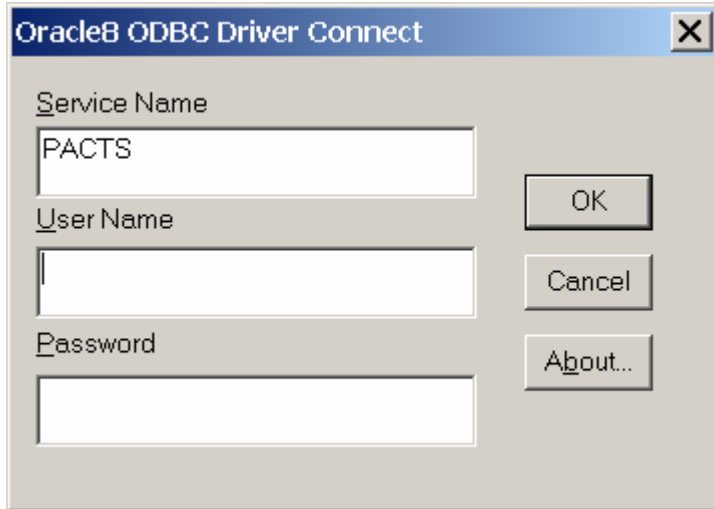




NASSAU COUNTY
2008 – 2011
CAPITAL BUDGET
DATA ENTRY INSTRUCTIONS

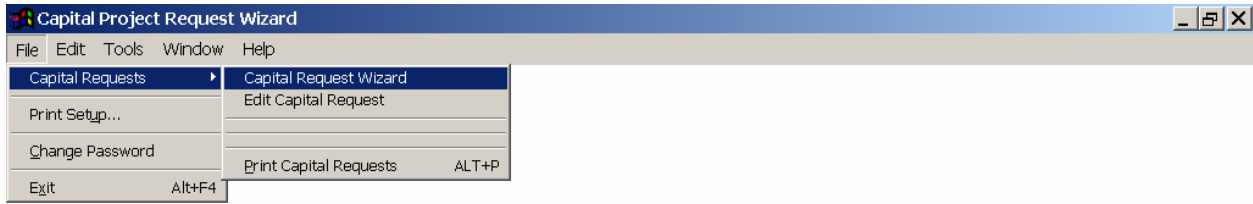
Capital Budget Wizard Instructions



The image shows a screenshot of a Windows dialog box titled "Oracle8 ODBC Driver Connect". The dialog box has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains three text input fields stacked vertically. The first field is labeled "Service Name" and contains the text "FACTS". The second field is labeled "User Name" and is empty. The third field is labeled "Password" and is empty. To the right of the input fields are three buttons: "OK", "Cancel", and "About...".

This is the login screen that appears when the application is launched by the user. The User Name and Password need to be entered (see separate instructions for this). For best results, use the {TAB} key to move from the User Name box to the Password box.

Capital Budget Wizard Instructions



Once the application has launched, you will be presented with a standard Windows application screen. On the menu, choose **File**, then **Capital Requests**, then **Capital Request Wizard**. The Wizard will launch and present you with the Welcome screen, as shown on the following page.

Capital Budget Wizard Instructions

The image shows the "Welcome" screen of the Capital Project Request Wizard. The window title is "Capital Project Request Wizard". The text reads: "Welcome to the Capital Project Request Wizard. The following pages will guide you through the request process." Below this text are five numbered steps, each with a corresponding input field:

- 1. Capital Budget Plan : 2005 - 2008
- 2. Requesting Agency : [dropdown menu]
- 3. Benefitting Agency : [dropdown menu]
- 4. Select the project prefix : [dropdown menu]
- 5. Select the Capital Fund : CAP - Capital

At the bottom of the window are six buttons: Help, Cancel, < Back, Skip, Next >, and Finish.

1. The Capital Budget Plan item is automatically entered by the system and is not editable by the user. It is displayed simply to remind you what plan years you are submitting on.
2. Click the arrow on the right side of the "combo box" for Requesting Agency to select your department name.
3. Click the arrow on the right side of the "combo box" for Benefitting Agency to select the name of the department that will be receiving the Capital funding to be used to complete the project.
4. Use the Project Prefix combo box to select the particular department series that this project falls under.
5. Use the Capital Fund combo box to select the fund that this project will be associated with, if it is not associated with the Capital fund.

Capital Budget Wizard Instructions



Project Data

6. Estimate the Period of Probable Useful Life (PPU) in years (if known) :

7. Provide an estimate of the project cost :

8. Project Number : (OPTIONAL : This project number should only be chosen if this is a request for additional funding on an existing project)

9. Project Name :

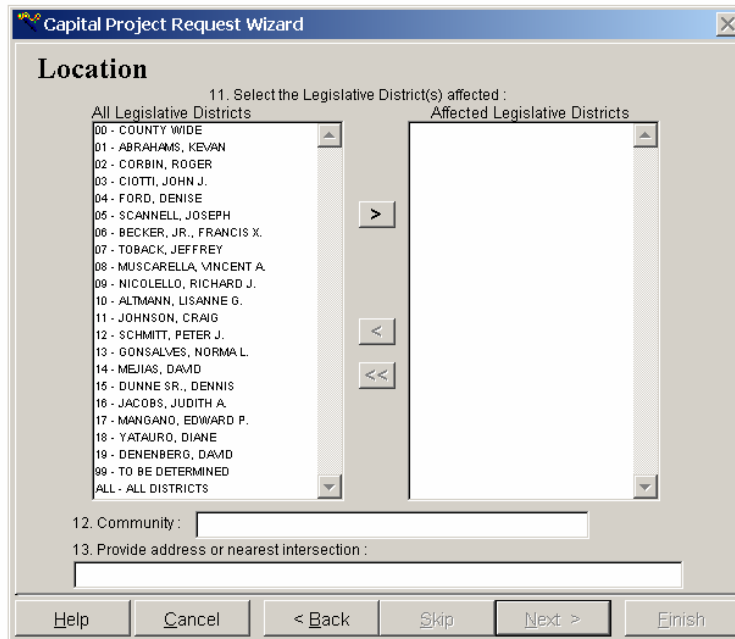
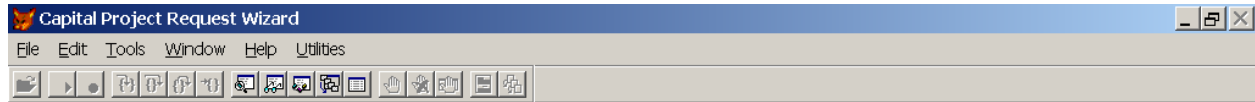
10. Concise Project Description

Help Cancel < Back Skip Next > Finish



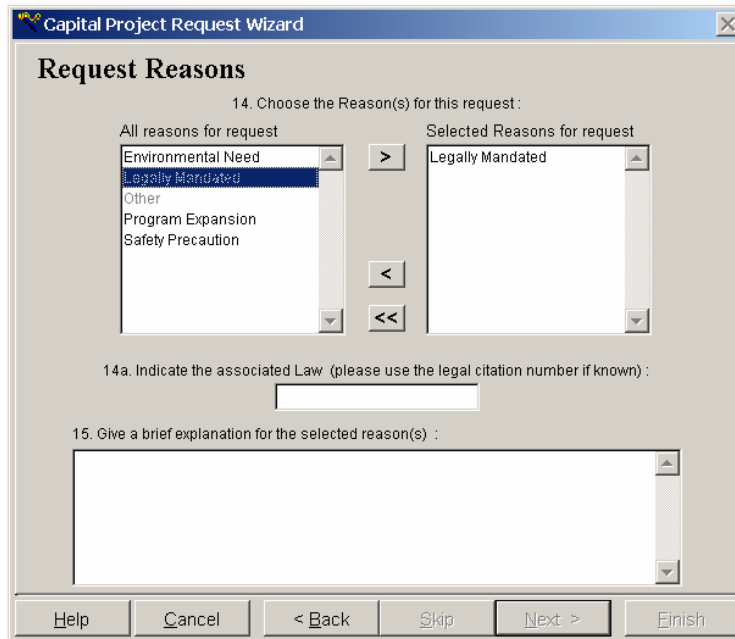
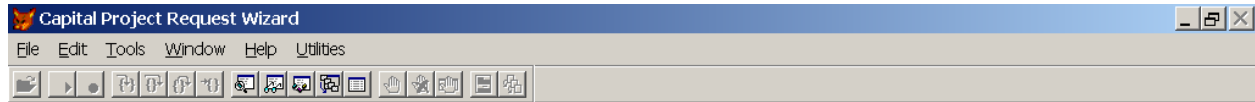
6. The Period of Probable Useful Life is an estimate of the expected useful life of the entity created as a result of the project. These numbers are generally set by provisions of the Local Finance Law and dictate the number of years that bonds can be issued for a particular type of project. If you know the answer to this question, then answer it. Otherwise, you may leave it blank and it will be completed by the Capital Subcommittee.
7. The Project Cost Estimate will be used to assist in determining the financing requirements of the project. For more complicated projects, you may require assistance from the appropriate Divisions of Public Works to prepare a suitable estimate. Some form of back-up material will be required to support the estimated cost and will be submitted to Kevin Mulligan at the time the request is entered.
8. If this is a request for additional funds on an existing project, select the project number in 8. Selecting a project number in 8 will automatically fill in the project name from the NIFS record. If this request will be the genesis of a brand new project, leave this blank and enter the project name in line 9 so that this information may be used to create a new record in NIFS.
9. The Project Name should be a very concise description of what the project consists of.
- 10.. The project description will give a more detailed picture of the nature of the project. Some examples might be: "The Widening and Improvement of Old Country Road from West Street to Clinton Road" or "Upgrades to Medical Examiner's Computer System by Installation of New Server and Workstations" or "Purchasing of Three New Police Ambulances".

Capital Budget Wizard Instructions



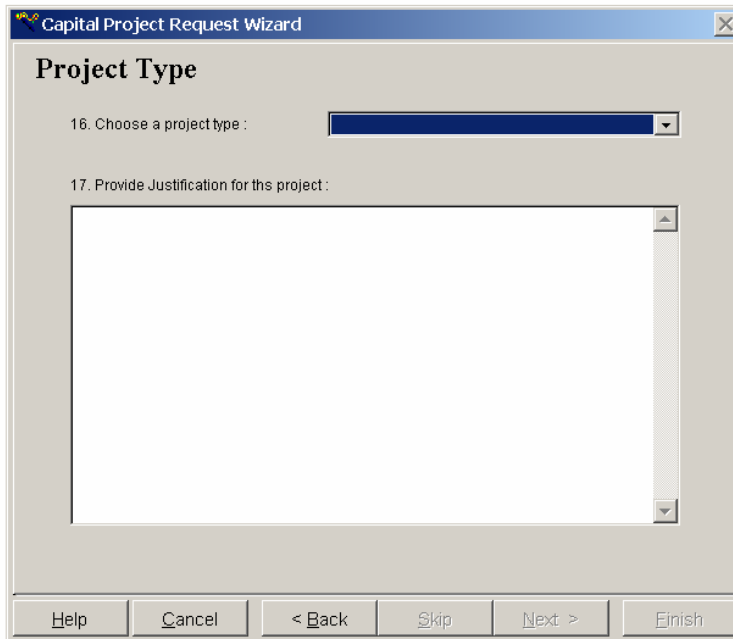
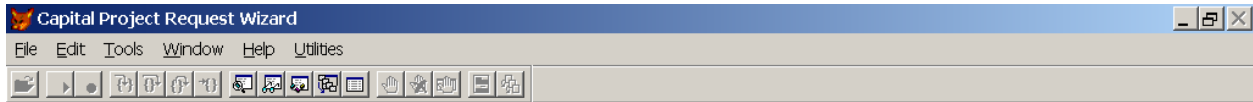
11. Use the “Mover” box shown above to select all Legislative Districts that are geographically affected by this project. If the project is not geographical in nature (for instance, an equipment purchase) then select “99 – All Districts”. Future versions of this wizard will make use of the County’s GIS to assist in selecting the districts.
12. In the Community box, type in the name of the community that encompasses the proposed project. Examples would be Syosset, Freeport/Baldwin, Southern Nassau County, etc.
13. Enter the address of the proposed project. For a site such as the Old Courthouse, enter “1550 Franklin Avenue” (the Community would have been Mineola). For a road project, enter something like “Old Country Road from West Street to Clinton Road”.

Capital Budget Wizard Instructions



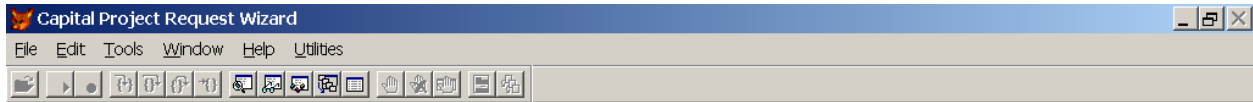
14. Use the “Mover” boxes to select as many reasons for this request as are applicable.
- 14a. This box appears when the user has selected ‘Legally Mandated’ in the “Mover” boxes. This will require the user to enter the law or mandate that applies to this project.
15. For each reason selected in item 12, give a brief explanation of the reason. These explanations, in conjunction with the Justification in item 15, will strongly affect the perceived viability of the project so give some attention to detail here.

Capital Budget Wizard Instructions



16. Use the “Combo Box” to select a Project Type from the list presented.
17. Use this box to provide a detailed explanation of why this project should be funded. Make it convincing and understandable. Remember that the County is in a fiscal belt-tightening situation so any new spending will be inherently difficult to justify without excellent backup.

Capital Budget Wizard Instructions



Land Status

18. Choose the Status of Land for this project :

18a. Explain 'Not Needed' or 'Other'

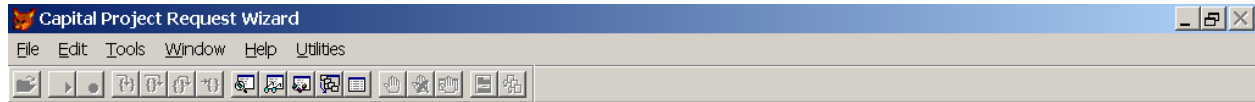
Help Cancel < Back Skip Next > Finish



18. Use the 'Combo Box' to select a Status of Land for this project. The choices are 'To Be Acquired', 'Not Needed' and 'Other'. If the selection made is 'To Be Acquired', the information on the following page will be required to give specific details about the land to be acquired.

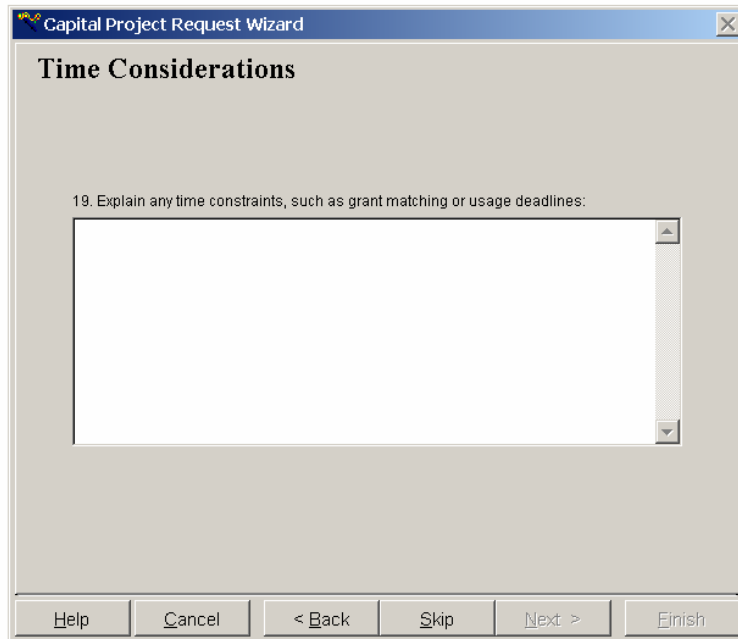
- 18a. Use this box to provide an explanation of why this project does not require land.

Capital Budget Wizard Instructions

A screenshot of the 'Land Acquisition' screen within the 'Capital Project Request Wizard'. The screen has a title bar and a close button. The main content area is titled 'Land Acquisition' and contains several input fields and text boxes. At the top, there are three labels: '18b. Choose an Acquisition Type:', '18c. Acreage:', and '18d. Cost:'. Below these are a dropdown menu, a text box, and another text box. Below these are four larger text boxes, each with a label: '18e. Explain Location requirements:', '18f. Explain Zoning requirements:', '18g. Explain Market requirements:', and '18h. Explain Other known factors and issues:'. Each text box has a vertical scrollbar on its right side. At the bottom of the screen, there is a row of buttons: 'Help', 'Cancel', '< Back', 'Skip', 'Next >', and 'Finish'.

- 18b. Use this 'Combo Box' to select the type of acquisition that this will be. The options are 'Permanent Easement', 'Working Easement' and 'Fee Parcel'.
- 18c. Use this box to enter in the amount of land required in acres.
- 18d. Use this box to enter in the estimated cost for this land acquisition.
- 18e. Use this box to explain any specific requirements regarding the location of this land.
- 18f. Use this box to explain any specifics regarding zoning requirements of this land.
- 18g. Use this box to explain any specific market requirements regarding the required land.
- 18h. Use this box to explain any other known issues regarding the required land.

Capital Budget Wizard Instructions



19. This box should be used to explain any time constraints associated with getting this project completed.

Capital Budget Wizard Instructions



Capital Project Request Wizard

Cost Schedule

20. Fill in the schedule of costs over the life of this project.
All out year borrowing should be lumped into the last year.
(Cost Profile)

Year	Cost
2005	\$0.00
2006	\$0.00
2007	\$0.00
2008	\$0.00
2009	\$0.00

SUM : \$0.00

Estimated Project Cost : \$233.00 (From page 2)

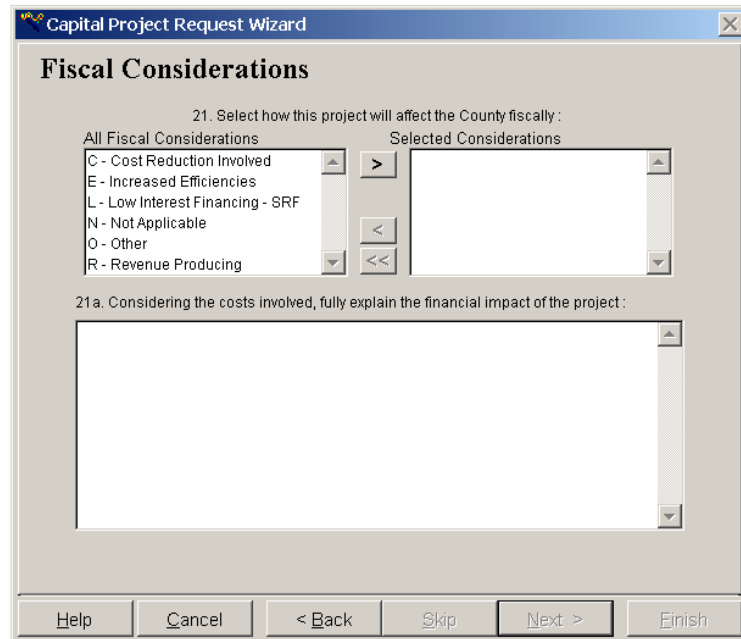
Difference : \$0.00

Buttons: Help, Cancel, < Back, Skip, Next >, Finish



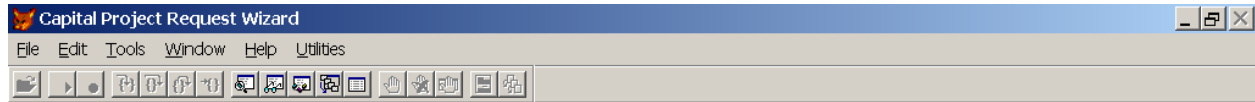
20. This grid will be used to estimate the cost schedule for this project over its lifetime. The grid will have values entered into it when this page appears. The values are simply the estimated cost (provided on page 2) divided by the project duration (provided in item 17). The user should alter these amounts to provide a clear picture of how this project will need to be financed during each year of its life.

Capital Budget Wizard Instructions



- 21a. Use the “Mover” boxes to select as many fiscal considerations for this request as are applicable.
- 21b. For each fiscal consideration selected in item 19, give a brief explanation of the consideration. These explanations, in conjunction with the Justification in item 15, will strongly affect the perceived viability of the project so give some attention to detail here.

Capital Budget Wizard Instructions



County Operated

22. Check this box if the result of this project be will be an entity operated by the County

22a. Provide an estimate of Annual Operating costs :

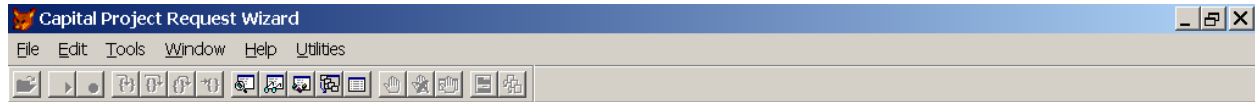
22b. Provide as much detail about potential operating and maintenance requirements as possible, such as moving costs and maintenance agreements. Include duration of Agreement, if known.

Help Cancel < Back Skip Next > Finish



- 22. Checking this box means the finished project will be something that requires new maintenance costs to be borne by the County. Note that item 25 deals with new personnel required.
- 22a. Estimate the annual operating costs for this project that would not exist if the project were not funded.
- 22b. Provide detailed explanations of the sources of additional operating costs. This will typically include labor, materials, and equipment.

Capital Budget Wizard Instructions



Outside Funding

23. Check this box if this project will receive some form of aid

23a. Enter the known sources of aid that will affect the project costs over the life of the project

Source	Type	Total Amount	Grant?

Add Edit Delete Total Aid : \$0.00

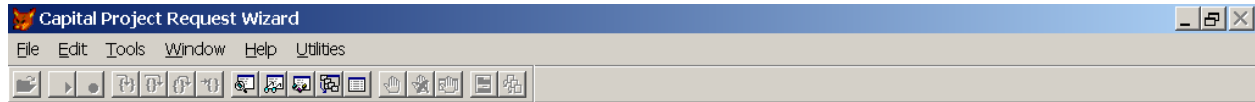
23b. Indicate the statute associated with any forms of aid, as well as any requirements that have to be met in order to secure this aid :

Help Cancel < Back Skip Next > Finish



- 23. Check this box if funding will be expected from sources other than County finances. This may be in the form of Federal or State loans or grants, or donations from philanthropic or other agencies.
- 23a. This grid will display lines of information indicating individual aid sources. In order to enter an outside funding source, click on the “Add” button. In order to edit or delete a funding source, click on the line that represents the source of outside funding to be edited or deleted and the click on the corresponding button.
- 23b. Use this box to explain in detail the vehicle that will allow this project to be funded by an outside agency. Also identify and special considerations that must be met to receive the aid.

Capital Budget Wizard Instructions



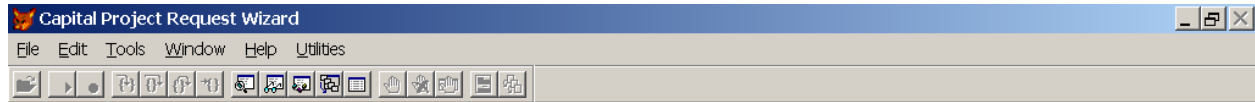
The 'Outside Funding' dialog box is open, showing the 'Add Source of Aid Form' section. It includes fields for 'Aid Source' and 'Aid Type'. There are two radio buttons: 'Grant' (unselected) and 'Percentage of Approved Cost' (selected). Below these is a table with columns for Year, Approved Cost, Percentage, and Annual Total. The table contains data for years 2005 through 2009, with all values currently set to \$0.00. A 'Total' field at the bottom right of the table shows '\$0.00'. There are 'Save' and 'Cancel' buttons at the bottom of the dialog box. The main wizard window has navigation buttons: 'Help', 'Cancel', '< Back', 'Skip', 'Next >', and 'Finish'.

Year	Approved Cost	Percentage	Annual Total
2005	\$0.00	.00	\$0.00
2006	\$0.00	.00	\$0.00
2007	\$0.00	.00	\$0.00
2008	\$0.00	.00	\$0.00
2009	\$0.00	.00	\$0.00
Total			\$0.00

Add Source of Aid Form | NUM | 2:31:46 pm

If the funding is based on a percentage of the total cost, the grid will change to reflect to needed information. Enter the Percentage and Approved Cost in the associated columns. The Approved Cost should reflect the agency's maximum allowable cost basis, which may be different than the total amount to be financed by the County (for instance, the County may be estimating \$1 million to build a certain project and can expect 80% federal assistance but that assistance will be based on a maximum cost of only \$750,000).

Capital Budget Wizard Instructions

A screenshot of the 'User Fees' dialog box within the 'Capital Project Request Wizard'. The dialog has a title bar 'Capital Project Request Wizard' and a close button. The main content area is titled 'User Fees' and contains the following text and controls:

24. Check this box if User Fees will be collected

24a. Give an estimate of the Annual Revenue to be generated :

24b. Explain how this revenue figure was determined :

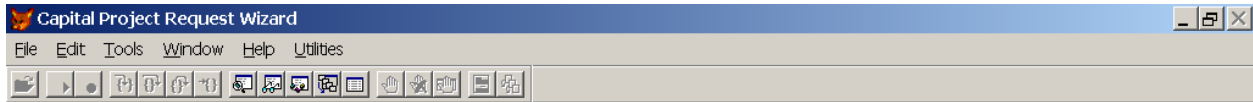
24c. Indicate the statute which allows for the collection of user fees :

At the bottom of the dialog are six buttons: 'Help', 'Cancel', '< Back', 'Skip', 'Next >', and 'Finish'.

Capital Project Request Wizard NUM 2:32:14 pm

- 24. Check this box if the entity created by this project will allow the County to charge User Fees, such as entrance fees for a swimming pool.
- 24a. If box 24 was checked, then enter the estimated annual income that will be expected from the charging of User Fees.
- 24b. Use this box to describe how the estimate for the total User Fees was determined.
- 24b. Use this box to indicate the statute that allows the County to charge User Fees for the use of the created entity.

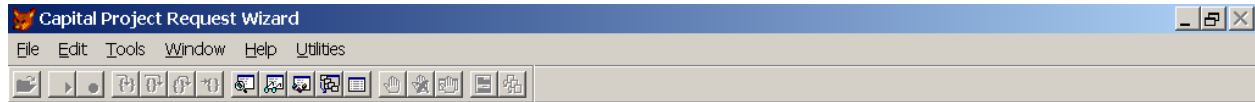
Capital Budget Wizard Instructions

A screenshot of the 'New Personnel' dialog box within the 'Capital Project Request Wizard'. The dialog has a title bar 'Capital Project Request Wizard' and a close button. The main content area is titled 'New Personnel' and contains three items: a checkbox labeled '25. Check this box if New Personnel will be required' which is checked; a text input field labeled '25a. Total Additional Annual payroll :'; and a large text area labeled '25b. Describe the new personnel needed, including titles and annual estimated salaries :'. At the bottom of the dialog are buttons for 'Help', 'Cancel', '< Back', 'Skip', 'Next >', and 'Finish'.

Capital Project Request Wizard NUM 2:32:36 pm

- 25. Check this box if the request will generate the need for additional County personnel to be hired to operate or maintain this facility when completed.
- 25a. If box 23 was checked, then enter the estimated annual payroll (loaded with fringes) that will be required to operate or maintain this facility.
- 25b. Use this box to describe the new personnel needed, including number of people and their titles, a breakdown of salary costs by title, and their expected work assignments.

Capital Budget Wizard Instructions



New Equipment

26. Check this box if New Equipment / Furniture is required

26a. Estimate the cost of the New Equipment / Furniture :

26b. Description of Equipment / Furniture required :

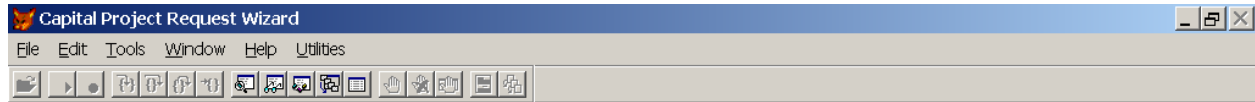
26c. Describe the schedule for replacement :

Help Cancel < Back Skip Next > Finish

Capital Project Request Wizard NUM 2:32:56 pm

- 26. Check this box if the request will require the purchase of new equipment by the County.
- 26a. If box 24 was checked, then enter the estimated cost for the new equipment.
- 26b. Use this box to describe the new equipment/furniture needed.
- 26c. Use this box to describe the schedule of replacement as planned for each piece of new equipment/furniture.

Capital Budget Wizard Instructions



Contact Data

Enter the name and phone number of the person to contact for further information.

27. Name

28. Phone

29. Department Priority (The numeric rank of this project amongst all the projects of this department. OPTIONAL)

30. Department Head

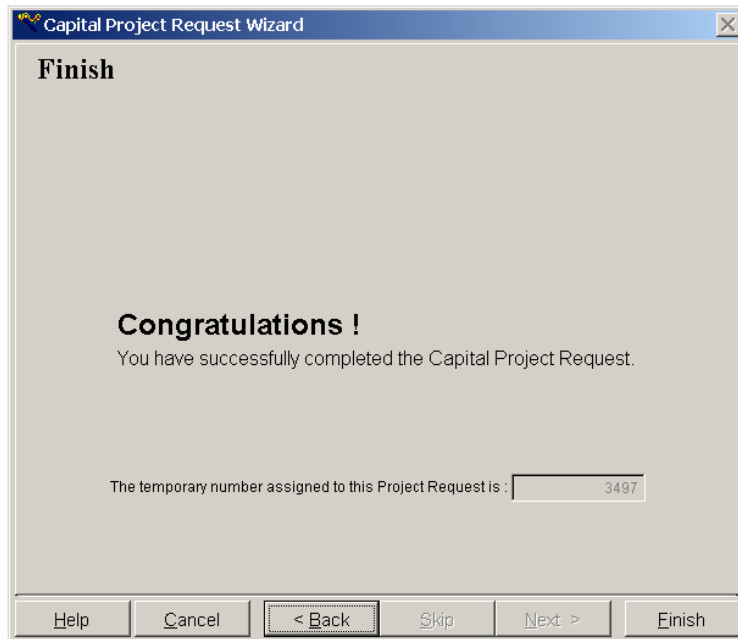
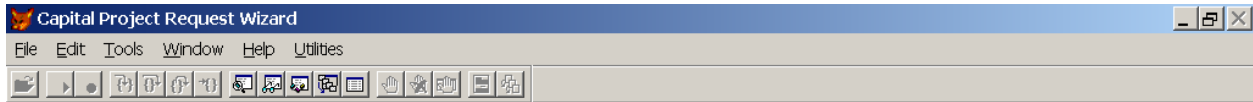
31. Submission Date

Buttons: Help, Cancel, < Back, Skip, Next >, Finish



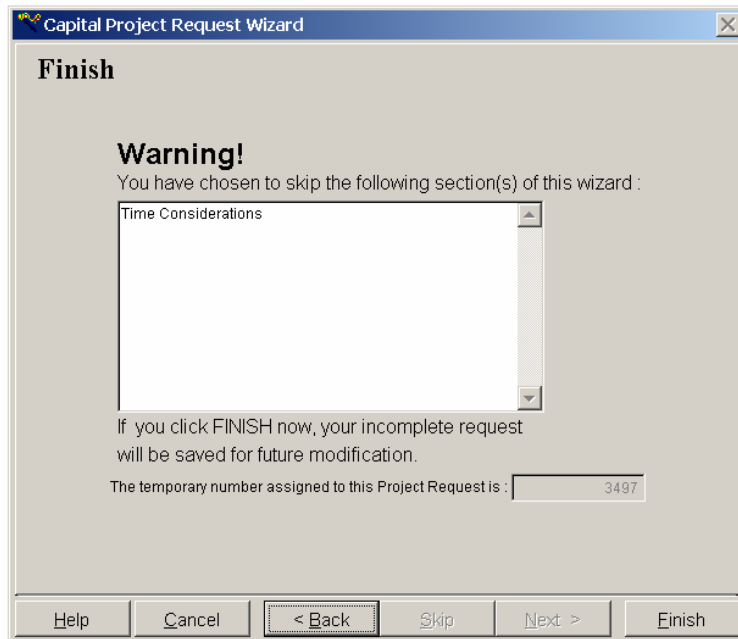
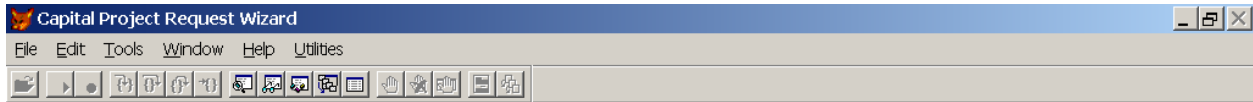
- 27, 28. If you are the data entry person and also know the details of this request, then enter your name and phone number here. If the person who is instrumental in making this request is someone other than the data entry person, then enter their contact information here.
29. Use this box to enter the rank of this project (1 being highest priority) among all of your requesting agency's projects. This is an OPTIONAL entry, and should only be entered when approved by the Department Head.
30. Enter the name of the Department Head of the Requesting Agency here.
31. The Submission Date will be automatically filled by the system. It is not editable.

Capital Budget Wizard Instructions



If all the required information has been entered correctly by the user, this screen will be displayed. The user should make a note of the temporary project number that has been assigned to the Capital Project Request. At this point, all that is left to do is to click the 'Finish' button to save the request.

Capital Budget Wizard Instructions



If the user has chosen to 'Skip' any of the pages in the Wizard, this screen will be displayed, reminding them of the page that they skipped. At this point, if the user chooses to 'Finish' the entry of the request, the request will be tagged as incomplete and will not be eligible for review by the sub-committee, until the user has returned to complete the request.