

# 2024 Budget Preparation Seminar



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# Nassau County Budget Director Andrew Persich



Welcome to the  
FY 2024 Budget  
Kick-off Presentation

# FY 2024 Budget Kick-off Meeting

JUNE 26  
APEX/BPREP  
OPENS

JULY 21  
BUDGET  
SUBMISSIONS  
DUE

AUGUST  
BUDGET  
MEETINGS  
WITH  
AGENCIES

AUG/SEPT  
OMB & CE  
BUDGET  
REVIEW

SEPT 15 FISCAL  
2024 BUDGET &  
MYP  
PROPOSED



# 2022/2023 Major Accomplishments

- Bond upgrades
  - Moody's – Upgraded to Aa3
  - Fitch – Upgraded to A+
  - S & P – Upgraded to AA-



# 2024 Budget Development Calendar

Date	Activities
05/26	Departmental Narratives Due Back to OMB
06/22	Budget Seminar
06/26	Apex/ BPREP opens
06/30	Multi-Year Plan Update Released
07/21	Budget Submissions Due Back to OMB
08/04	Grants Budget Submissions Due Back to OMB
08/03-08/15	Review Budget Submissions/Departmental Meetings
08/25	Interdepartmental Service Agreements (ISAs) Due Back to OMB
09/15	Proposed Fiscal 2024 Budget and 2024-2027 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



# OMB Contact List

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# 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 04/20/2023 Payroll for union employees & 06/01/2023 for ORD.
- 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 04/30/2022 payroll. Adjustments for employees who leave after that date will need to be updated in your submission.
  - Longevity is based on onboard employees as of 12/29/2022 payroll, last payroll in 2022. The additional longevity approved in the new contract is paid from County reserve funds and is not part of this budget.
  - Fringes are budgeted centrally by OMB.
- OTPS & Revenue Targets are based on prior year results and current year's 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. Refer to 2024 Budget Manual for additional information.

- IT staff is working with individual departments to verify Maintenance and Software Contracts
  - Departments should coordinate with IT prior to submission deadline, July 21
- New needs must be submitted to and approved by IT
  - This includes both equipment and software



# Performance Management

For your Fiscal 2024 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 2024 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 or Nadiya Gumieniak.



# How Do I Enter Data?

## Option 1

**NASSAU COUNTY, NY** Nassau County Budget Department Budget B-Prep [My Dashboard](#) [Welcome Michael Gaffney \(MGAFFNEY\)](#) [User Tools](#) [Log Out](#)

Home Targets **Budget Input** Budget Reports Monthly Allocation SGI Projections NIFS Data

### Department Request Input Screen

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

Index Code \*  Object \*  Dept

Total Rev	0 ?	FT HC	0 ?
Total Exp	0 ?	PT HC	0 ?
Total HC	0 ?	SE HC	0 ?



# How Do I Enter Data?

## Option 2

**NASSAU COUNTY, NY** Nassau County Budget Department Budget B-Prep

Home Targets Budget Input Budget Reports Monthly Allocation SGI Projections NIFS Data

Department Request Input screen by Dept and Control Center

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

Dept \* BU Ctrl Ctr \* 10 Object All Objects Index code -- All Index Codes - Go

Total Rev	0	FT HC	0
Total Exp	0	PT HC	0
Total HC	0	SE HC	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 2023 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 shows the Nassau County Budget Department Budget B-Prep system interface. The top navigation bar includes the Nassau County logo, the title "NASSAU COUNTY, NY Nassau County Budget Department Budget B-Prep", and user information: "Welcome Michael Gaffney (MGAFFNEY)". The main menu includes "Home", "Targets", "Budget Input", "Budget Reports", "Monthly Allocation", "SGI", "Projections", and "NIFS Data". The "Budget Reports" menu is expanded, showing a list of reports: "Index/SubObject Reports", "Detail Reports", "Object by Exp/Rev", "LG 3 Yr Projections", "Budget Summary Report", and "Headcount Summary Report". The "Detail Reports" sub-menu is further expanded, showing: "Department Request Details", "BE All Details", "Program to Eliminate Gap Details", "BD All Details", "CE All Details", "LG All Details", "PEG2 All Details", and "Vendor History Report". A yellow arrow points to the "Vendor History Report" option. In the background, a table displays summary data:

Total Rev	0	FT HC	0
Total Exp	0	PT HC	0
Total HC	0	SE HC	0



# 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

**NASSAU COUNTY, NY** Nassau County Budget Department Budget B-Prep

My Dashboard Welcome Michael Gaffney (MGAFFNEY) User Tools Log Out

Home Targets Budget Input **Budget Reports** Monthly Allocation SGI Projections NIFS Data

Budget Year 2022

### All Vendors History Report

Go Rows 5 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	FOR COIL REPAIR (HVAC) TO BUILDINGS UNDER THE JURISDICTION OF FACILITIES MANAGEMENT	50,000
AAA PARTY RENTALS	GEN	PK	30	PKGGEN3110	ADMINISTRATION	DE500	MISCELLANEOUS CONTRACTUAL SERV	tent rentals for events	20,000
AARCO	GEN	PW	00	PWGEN1070	TANK COMPLIANCE	DETNK	TANK TESTING REPAIR & COMPLIANCE	Tank Testing and Removal mandated by DEC and EPA new Hydrostatic testing required as of 10/18	90,000
ABRAMS FENSTERMAN	GEN	AT	10	ATGEN1100	ADMINISTRATION DIVISION	DE502	LEGAL	Coliseum Asbestos 2 remaining litigants	150,000
ACCESSDATA FTK	GEN	DA	10	DAGEN1100	ADMINISTRATION	DE5A5	SOFTWARE CONTRACTS	Maintenance and support of forensic software that assists in the analysis of digital evidence.	8,243

1 - 5 >



# How Do I Enter Contract Detail?

**NASSAU COUNTY, NY** Nassau County Budget Department Budget B-Prep

Home Targets Budget Input Budget Reports Monthly Allocation SGI Projections NIFS Data

Department Request Input screen by Dept and Control Center

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

Dept: BU Ctrl Ctr: 10 Object: AA Index code: BUGEN1000 **Go**

Total Rev: 0 FT HC: 16  
Total Exp: 3,296,864 PT HC: 2  
Total HC: 18 SE HC: 0

Option 1...

Budget Subobject	2 Prior Year Actual	Prior Year Actual	Curr Year Budget	Target HC Amt.	Mandate	Re-im-bursable	Dept Request HC	Rate	Dept Request Amt	See Details	Notes
AA9MT - BUGEN1000 SPECIAL ASST	0	95,385	0	100,000	No	None	1	0	100,000	View Details	Going
AA9NT - BUGEN1000 DEPUTY COUNSEL	171,960	44,308	180,000	0	No	None	0	0	0	View Details	
AA9PI - BUGEN1000 BUDGET EXAMINER P/T	0	114,348	0	0	No	None	2	0	136,500	View Details	ED KENNA & HA...
AA9RJ - BUGEN1000 BUDGET EXAMINER	180,106	112,212	190,000	120,000	No	None	3	0	190,000	View Details	ELIZABETH VALE...
AA9RM - BUGEN1000 DEBT MANAGER AND FINANC...	146,214	149,079	146,214	146,214	No	None	1	0	151,214	View Details	Steve Conking
AA9RR - BUGEN1000 DIRECTOR OF THE BUDGET	0	0	0	0	No	None	0	0	0	View Details	
AA9SD - BUGEN1000 DEPUTY DIRECTOR OF THE BU...	0	134,587	0	145,000	No	None	1	0	145,000	View Details	CONROY
AA9SG - BUGEN1000 SENIOR BUDGET EXAMINER	112,983	220,010	397,500	225,000	No	None	3	0	225,000	View Details	Clarke.Shayla \$75...

1 rows selected

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

Index Code: BUGEN1000 Object: AA Dept: BU **Go**

Total Rev: 0 FT HC: 16  
Total Exp: 3,296,864 PT HC: 2  
Total HC: 18 SE HC: 0

... Or option 2

Budget Subobject	2 Prior Year Actual	Prior Year Actual	Curr Year Budget	Target HC Amt.	Mandated	Re-im-bursable	Dept Request HC	Rate	Dept Request Amt	See Details	Notes
AA9RM - DEBT MANAGER...	146,214	149,079	146,214	146,214	No	None	1	0	151,214	View Details	Steve Conking
AATCA - DEPUTY DIRECT...	0	0	0	0	No	None	0	0	0	View Details	
AA9RR - DIRECTOR OF T...	0	0	0	0	No	None	0	0	0	View Details	
AA9PI - BUDGET EXAMI...	0	114,348	0	0	No	None	2	0	136,500	View Details	ED KENNA & HA...
AA9Y9	0	0	0	0	No	None	0	0	18,000	View Details	



# Creating Budget Reports

- Select the Budget Reports Tab
- Click on Detail Reports from the drop-down menu
- Select Department Request Details
- Manipulate data
- Click Actions Tab then select Download to download the report
  - For your convenience remember to save as an Excel document
- Helps provide detailed information for each icon
- For detailed help with creating reports please contact Jeff Nogid, or your Budget Analyst
- These same steps can be followed for the new County-Wide Vendor reports



# Creating Reports

**NASSAU COUNTY, NY** Nassau County Budget Department Budget B-Prep

Home Targets Budget Input **Budget Reports** Monthly Allocation SGI Projections NIFS Data

DR Downloadable All Detail

Q

Dept.	Fund	Index Code	Subject	Item	Amt.
AC	GEN	ACGEN1000			
AC	GEN	ACGEN1000			
AC	GEN	ACGEN1000	INVESTIGATIONS	AAAFEP	
AC	GEN	ACGEN1000	INVESTIGATIONS	AAXTU	
AC	GEN	ACGEN1000	INVESTIGATIONS	DD401	
AC	GEN	ACGEN1000	INVESTIGATIONS	DD401	
AC	GEN	ACGEN1000	INVESTIGATIONS	DD401	
AC	GEN	ACGEN1000	INVESTIGATIONS	DD401	
AC	GEN	ACGEN1000	INVESTIGATIONS	DD401	
AC	GEN	ACGEN1000	INVESTIGATIONS	DD401	
AC	GEN	ACGEN1000	INVESTIGATIONS	DD402	
AC	GEN	ACGEN1000	INVESTIGATIONS	DD402	

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Index/SubObject Reports  
Detail Reports  
Object by Exp/Rev  
LG 3 Yr Projections  
Budget Summary Report  
Headcount Summary Report

Department Request Details  
Program to Eliminate Gap Details  
BD All Details  
CE All Details  
LG All Details  
PEG2 All Details  
Vendor History Report

Subject	Subobject & Title	Item	Amt.
	AA9SS DEPUTY CO ATTORNEY	-	0
	AACDK FIELD AUDITOR I	-	0
	AAAFEP COMMISSIONER OF INVESTIGATIONS	-	0
	AAXTU CONFIDENTIAL ASST TO COMM OF INVEST	-	0
	DD401 COPYING BLUEPRINT SUPPLIES AND EXPENSES	-	0
	DD401 COPYING BLUEPRINT SUPPLIES AND EXPENSES	-	0
	DD401 COPYING BLUEPRINT SUPPLIES AND EXPENSES	-	0
	DD401 COPYING BLUEPRINT SUPPLIES AND EXPENSES	-	0
	DD402 POSTAGE DELIVERY	-	0
	DD402 POSTAGE DELIVERY	-	0





# Creating Reports

## Budgeted vendors reports

The screenshot shows the Nassau County Budget Department website interface. The top navigation bar includes the Nassau County logo, the text 'NASSAU COUNTY, NY', and 'Nassau County Budget Department Budget B-Prep'. There are links for 'My Dashboard', 'Welcome Michael Gaffney (MGAFFNEY)', 'User Tools', and 'Log Out'. The main navigation menu includes 'Home', 'Targets', 'Budget Input', 'Budget Reports', 'Monthly Allocation', 'SGI', 'Projections', and 'NIFS Data'. The 'Budget Reports' dropdown menu is open, showing options like 'Index/SubObject Reports', 'Detail Reports', 'Object by Exp/Rev', 'LG 3 Yr Projections', 'Budget Summary Report', and 'Headcount Summary Report'. A sub-menu is also open, listing 'Department Request Details', 'BE All Details', 'Program to Eliminate Gap Details', 'BD All Details', 'CE All Details', 'LG All Details', 'REG All Details', and 'Vendor History Report'. The 'Vendor History Report' option is circled in red. Below the menu, there is a table titled 'All Vendors History Report' with columns for Vendor, Fund, Department, Budget Year, SubObject Title, Notes, and NIFA Conform Amt. The table contains several rows of vendor data.

Vendor	Fund	Dept	Budget Year	SubObject Title	Notes	NIFA Conform Amt	
3-D INDUST COIL REPAIR	GEN	PW 06	PWGEN0640	SUPPORT SE	MISCELLANEOUS CONTRACTUAL SERV	DPW STAFF CANNOT MAKE THESE REPAIRS ON FAN COILS	25,000
3D INDUSTRIAL	GEN	CC 10	CCGEN1540	FACILITY MA	MAINTENANCE SVCS	Coil Replacements	100,000
3D INDUSTRIAL	GEN	PK 30	PKGGEN3260	POOLS & RINKS MAINTENANCE	DE500 MISCELLANEOUS CONTRACTUAL SERV	ice rink m/r	50,000
AAA PARTY RENTALS	GEN	PK 30	PKGGEN3110	ADMINISTRATION	DE500 MISCELLANEOUS CONTRACTUAL SERV	tent rentals for events	20,000
AARCO	GEN	PW 00	PWGEN1070	TANK COMPLIANCE	DETNK TANK TESTING REPAIR & COMPLIANCE	Tank Testing and Removal mandated by DEC and EPA new Hydrostatic testing required as of 10/18	90,000
ABRAMS FENSTERMAN	GEN	AT 10	ATGEN1100	ADMINISTRATION DIVISION	DE502 LEGAL	Coliseum Asbestos	300,000
ACCESSDATA FTK	GEN	DA 10	DAGEN1100	ADMINISTRATION	DE5A5 SOFTWARE CONTRACTS	Maintenance and support of forensic software that assists in the analysis of digital evidence.	7,636
ACISS	GEN	DA 10	DAGEN1100	ADMINISTRATION	DE5A5 SOFTWARE CONTRACTS	Annual renewal of support, maintenance, upgrade services and escrow fee.	24,626
ACME	GEN	PW 03	PWGEN0325	FM AMBULANCES	DE500 MISCELLANEOUS CONTRACTUAL SERV	Misc	4,000
ACME	GEN	PW 03	PWGEN0320	FLEET MANAGEMENT	DE500 MISCELLANEOUS CONTRACTUAL SERV	Radiator repair-new vendor parts cost \$100-\$4500	11,000



# Monthly Allocation Plan

- After the 2024 Budget has been adopted, Departments will be able to input their 2024 spending and revenue plans into the Monthly Allocation Application screen in APEX
- The adopted amounts for object and sub-object code will be loaded and Departments will have the opportunity to allocate the budget for each code for each month of the year (including Month 13). This will serve as each Department's Allocation Plan for 2024



# Monthly Allocation Plan

The Monthly Allocation Plan APEX Application is comprised of the following tabs:

- **Allocation Plan Tab:** Departments will allocate their 2024 Adopted Budget by month for all expense and revenue Object and Sub-object codes
- **Allocation Plan Report Tab:** Create reports of Allocation Plan data – similar to the Budget Prep Application report feature
- **Allocation Explanations Tab:** Departments will enter their variance explanations each month for expense and revenue codes
- **Allocation Explanations Report Tab & Allocation by Exp/Rev Reports Tab:** Again, similar capabilities to the other report features discussed earlier.



# Monthly Allocation Screens

## Allocation Plan Report SubTab

NASSAU COUNTY, NY Nassau County Budget Department Budget B-Prep

Home Targets Budget Input Budget Reports Monthly Allocation SGI Projections NIFS Data

Choose Year: 2022

Allocation Plan Report

Go Rows: 50 Actions

Plan Year	Dept	CC	Fund	Object	SubObject	E/R	Original Budget	Plan Jan	Plan Feb	Plan Mar	Plan Apr	Plan May	Plan Jun	Plan Jul	Plan Aug	Plan Sep	Plan Oct	Plan Nov	Plan Dec	Plan Mon13	Total Plan	
2022	AC	10	GEN	DE	DE500 - MISCELLANEOUS CONTRACTUAL SERV	E	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	AC	10	GEN	DD	DD419 - MISCELLANEOUS SUPPLIES AND EXPENSES	E	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	AN	10	GEN	BB	BB216 - MISCELLANEOUS EQUIPMENT	E	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	AN	10	GEN	DD	DD419 - MISCELLANEOUS SUPPLIES AND EXPENSES	E	25,000	0	0	0	0	0	0	0	833	833	0	0	0	0	0	1,666
2022	AN	10	GEN	DD	DD400 - GRAINGER EXPENSES	E	0	0	0	3,000	0	0	0	0	0	0	0	0	0	0	0	3,000
2022	AN	10	GEN	AA	AATAK - TERMINAL LEAVE	E	19,750	-39894.72	4966.19	34928.53	3224.29	0	0	0	0	0	0	0	0	0	0	3,224
2022	AN	10	GEN	DD	DD300 - OFFICE SUPPLIES & COPY PAPER	E	5,000	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000
2022	AN	10	GEN	DD	DD301 - TRAVELING EXPENSE	E	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	AN	10	GEN	AA	AAPT - PT SALARIES AND WAGES	E	90,000	752.6	2476.6	3656.6	2322.4	2778	627.4	0	0	0	0	0	0	0	0	12,614
2022	AN	10	GEN	AA	AAFT - FT SALARIES AND WAGES	E	395,000	4307.69	18538.46	15000	15000	22500	15000	15000	17500	17500	0	0	0	0	0	140,346
2022	AR	10	GEN	AA	AAZML - AUTO MILEAGE	E	600	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	AR	10	GEN	DD	DD404 - EDUCATIONAL & TRAINING SUPPLIES & EXPENSE	E	16,000	0	0	0	299	0	0	0	0	0	0	0	0	0	0	299



# Monthly Allocation Screens

## Allocation Explanation SubTab

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

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

Allocation Plan Allocation Plan Report **Allocation Explanations** Allocation Explanations Report Allocation by Exp/Rev Reports

Choose Criteria - departments should be entering explanations for the month of April

Year 2017 Month APRIL Fund GEN Dept & CC AT 10 Object AA EXP Go

Object	APR Plan	APR Curoblig	Variance	Monthly % Variance	YTD Plan	YTD Cur Oblig	Variance YTD	YTD % Variance	Explanation
AA	618,470	0	618,470	100.00	2,785,906	1,431,123	1,354,783	48.63	-

Download

Monthly Allocation Explain Variance Form

Sub Object	Original Budget	Month chosen	APR PLAN	MAY PLAN	JUN PLAN	Qtr Total	APR CUR	MAY CUR	JUN CUR	Variance To APR	YTD Plan	YTD Cur Oblig	Variance YTD	Explain Apr YTD
AAFT FT SALARIES AND WAGES	7,676,338	APR	590,488	590,488	885,731	2,066,707	.00	.00	.00	590,488.00	2,480,049	1,237,913.98	1,242,135.02	
AAPT PT SALARIES AND WAGES	296,826	APR	24,332	23,439	23,340	71,111	.00	.00	.00	24,332.00	81,791	17,064.65	64,726.35	



# 2024 Grants Plan

- The Grants Application has been updated. Take care to enter in all new and changed fields.
- If during last year's 2023 Grants Plan Submission, Departments included 2024 and 2025 budgets, then those budgets have been rolled over and uploaded into the 2024 Grants Application as a starting point. Individuals will need to review and edit before final submission.
- 2024 Grant Plan submission is due by August 04, 2023.
- If you have not already done so, all approved, pending and potential grant awards anticipated during 2023 and projected for 2024 through 2026 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:

**NASSAU COUNTY WEBCONNECT** Home Applications Departments Preferences Email Documents Links Help Search

**My Account**

Username

Password

Remember Me

Log in

**Quick Links**

**NASSAU COUNTY**  
PeopleSoft

**NASSAU FORWARD**

For more information and status updates on

**Welcome to Nassau County's Web Connect.**

**NOTICE - PDF**  
Employees are reminded that Nassau County is a drug and alcohol free workplace. The unlawful manufacture, possession, use, distribution, dispensing, transfer and/or sale of a controlled substance, or alcohol, on all sites owned, leased or under the supervision of Nassau County by employees is prohibited. Any employee found to be in violation of the policy will be subject to termination.

**Cyber Security Tips**  
Nassau County Cyber Security Training

Enter a Help Desk Ticket Here  
Submit Your Media Requests Here

APEX Production Dashboard  
APEX Stage/User Acceptance Testing Dashboard

Human Resources Employee Trainings  
Budget Prep Application  
B-Prep Reference Document  
**Grant Application**

To make a complaint regarding suspected fraud, waste, abuse, or illegal acts in Nassau County,



# How To Access Grant Input

The screenshot shows the top navigation bar of the system. On the left is the Nassau County seal. The text reads "NASSAU COUNTY, NY" and "Information Technology Grant Budget Planning". On the right, there is a user profile icon for "dcazzo" and a "Logout" link. Below this is a horizontal menu with four items: "Home", "Grant Input", "Grant Reporting", and "Maint". The "Grant Input" and "Grant Reporting" items are highlighted with a blue oval. Below the menu is a large blue banner with the Nassau County seal on the left and right, and the text "Welcome, Daniela to the Grant Budget Planning System" in the center. At the bottom left, there is a small link that says "Set Screen Reader Mode On" with "release 1.0" below it.



# Grant Input: Selecting The Year

- When selecting grant year 2024, it will prompt a running list of grants entered last year with 2024 and 2025 plan out years.
- The 2024 plan details will be automatically populated. You will need to review data and update if necessary.

The screenshot shows the user interface of the 'Information Technology Grant Budget Planning' application. At the top, there is a blue header with the Nassau County logo on the left, the text 'NASSAU COUNTY, NY' and 'Information Technology Grant Budget Planning' in the center, and a user profile 'dca Pozzo' with a 'Logout' link on the right. Below the header is a navigation bar with tabs for 'Home', 'Grant Input', 'Grant Reporting' (which is highlighted in cyan), and 'Maint'. Under the 'Grant Reporting' tab, there is a 'Grant Year' dropdown menu currently set to '2024'. Below this is a section titled 'Report of Grant Info' containing a search bar with a magnifying glass icon, a 'Go' button, an 'Actions' dropdown, and a yellow 'Create >' button. The main content area is empty, displaying a magnifying glass icon and the text 'No data found.' At the bottom left, there is a link for 'Set Screen Reader Mode On release 1.0'.



# 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, click on the pencil image in order to get to the Grant Plan Basic Info screen and click the Delete button on the top right section of the screen.
- If you need to enter a new grant, click the yellow Create button to the right of the screen. You will be prompted to a new blank Grant Plan Basic Info Screen.

NASSAU COUNTY, NY Information Technology Grant Budget Planning

Home Grant Input **Grant Reporting** Maint

Grant Year: 2023

Report of Grant Info


Search: [ ] Go Actions [ ] Create >

	Grant Dept	Grant Name	Grant Indexcode	Grant Code	Esign/Manual	Esign Website	Grant St Fed	CFDA #	Galf Ind	Recur Ind	Grant Budget Start Date	Grant Budget End Date	Grant Entry Date	Notes
	PD	Surveillance Apprehension Vehicle Enforcement	PDGRT8E99NYS	PD8E	E	<a href="https://www.criminaljustice.ny.gov/">https://www.criminaljustice.ny.gov/</a>	S	-	Y	R	01-JAN-23	31-DEC-23	-	-
	PD	Operation Gateway	PDGRT1QX0FED	PD1Q	E	<a href="https://www.dhses.ny.gov">https://www.dhses.ny.gov</a>	B	97.067	Y	R	01-JAN-23	30-SEP-23	-	-



# 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, click the Apply Changes button to capture entries to date.
- Do not select Confirm Grant Info button until both screens are fully completed and reviewed.

**NASSAU COUNTY, NY** Information Technology Grant Budget Planning  Logout

Home Grant Input **Grant Reporting** Maint

Grant Plan Basic Info Cancel Delete Apply Changes Confirm Grant Info has been updated

Grant Year: 2023  
Dept: HE - Health  
Grant Code: HEDW  
State/Fed: STATE  
CFDA #:   
Grantor Agency: DOH - NYS Department of Health  
Grant Name: Drinking Water Enhancement  
Grant Indexcode: HEGRTDWHY1NYS

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-APR-2023  
Grant Budget End Date: 31-MAR-2024  
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-APR-2020  
Grant Contract Term End Date: 31-MAR-2025  
E-sign/Manual  E-Signed  Manual  
Grantor Website:   
Grantor Contact Name: Lori Ahmed  
Phone: 518-402-7707  
Email: lori.ahmed@health.ny.gov  Primary  Backup



# 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 2024 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 click the Confirm Grant Info button on top of page.

Grant Amounts

**Total Expenses**

2023 - \$145,955.00                      2024 - \$145,955.00                      2025 - \$145,955.00

**Total Revenues**

2023 - \$145,955.00                      2024 - \$145,955.00                      2025 - \$145,955.00

<input type="checkbox"/>	Grant Year	Object	Subobject	2023	2024	2025	Notes	Char
<input type="checkbox"/>	2023	SA	R1001	145,955	145,955	145,955		R40
<input type="checkbox"/>	2023	AA	AA97Z	96,783	96,783	96,783		E10
<input type="checkbox"/>	2023	AB	AB10F	49,172	49,172	49,172		E10
<input type="checkbox"/>	2023	HH	HH597	0	0	0		E80
<input type="checkbox"/>	2023	DD	DD498	0	0	0		E20

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