

2023 Budget Preparation Seminar



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Nassau County Budget Director Andrew Persich



Welcome to the FY
2023 Budget Kick-off
Presentation

FY 2023 Budget Kick-off Meeting

JULY 1
APEX/BPREP
OPENS

JULY 20
BUDGET
SUBMISSIONS
DUE

AUGUST
BUDGET
MEETINGS
WITH
AGENCIES

AUG/SEPT
OMB & CE
BUDGET
REVIEW

SEPT 15 FISCAL
2023 BUDGET &
MYP
PROPOSED



2021/2022 Major Accomplishments

- Bond upgrades
 - S & P – Upgraded from A+ to AA-
 - Moody's – Upgraded from A2 to A1
 - Longevity Settlement Reached with the labor unions



2023 Budget Development Calendar

Date	Activities
06/03	Departmental Narratives Due Back to OMB
06/15	APEX/BPREP Training
06/28	Budget Seminar
07/01	Apex/ BPREP opens
07/20	Budget Submissions Due Back to OMB
08/05	Grants Budget Submissions Due Back to OMB
08/06	OMB and County Executive Review of Budget Submissions
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



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 04/21/2022 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 04/30/2022 payroll. Adjustments for employees left after that date will need to be entered in your submission.
 - Longevity is based on onboard employees as of 12/30/2021 payroll. The additional longevity approved this year is included in the 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 2022 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 2023 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 July 20
- New needs must be submitted to and approved by IT
 - This includes both equipment and software



Performance Management

For your Fiscal 2023 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 2023 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 Sanju Jacob



How Do I Enter Data?

Option 1

http://ncoraplsnr01.nassaucountyny.gov:7001/apex/apexprod/f?p=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 All SGI Projections Archives Maint

Department Request **Budget Examiner** Program to E County Executive Legislature Program Eliminate Gap 2

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

***-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

NASSAU COUNTY, NY Budget Department B - Prep Application

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

Department Request Budget Examiner Program to Eliminate Gap Budget Di

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

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

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

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



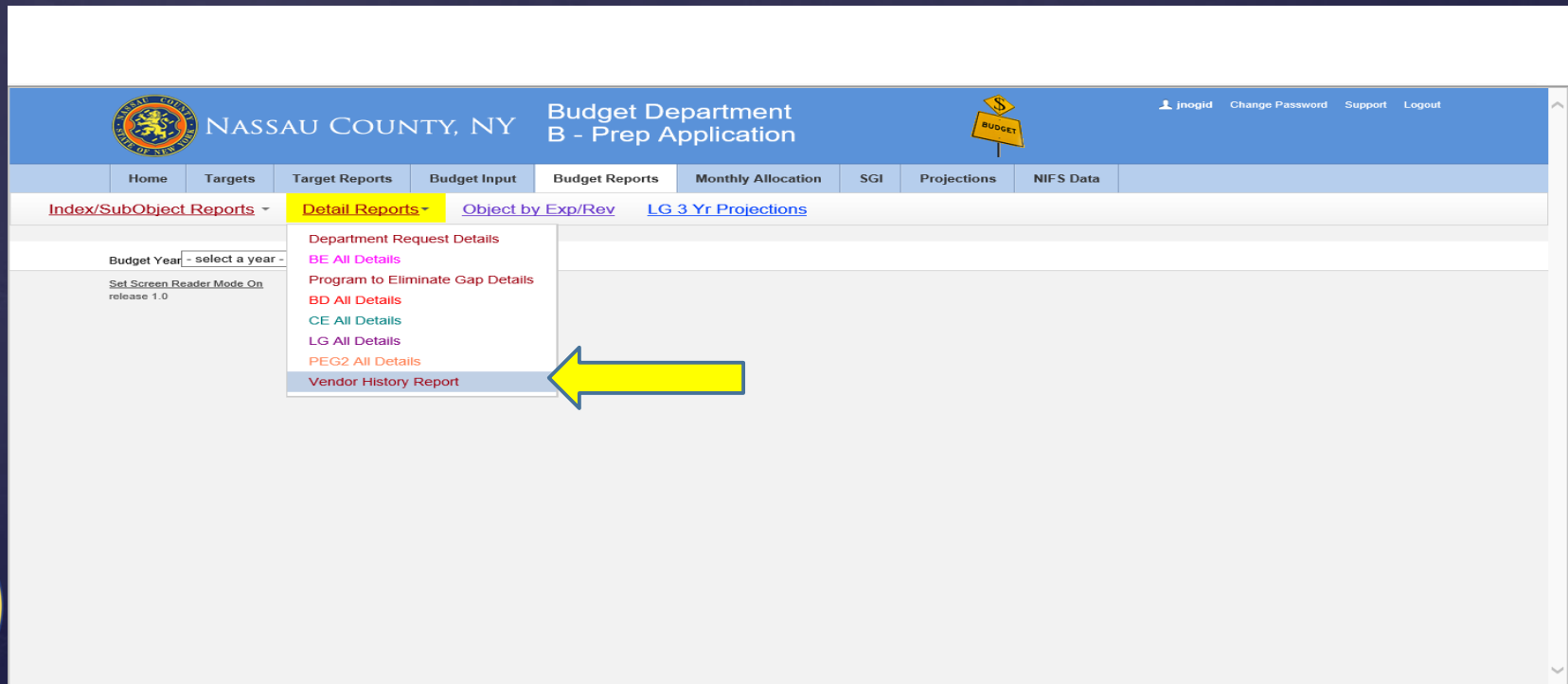
How Do I Enter Contract Detail?

- 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 2022 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 interface for the Nassau County Budget Department B - Prep Application. The header includes the Nassau County logo, the text "NASSAU COUNTY, NY Budget Department B - Prep Application", and user information "jnogid Change Password Support Logout". A navigation bar contains links for Home, Targets, Target Reports, Budget Input, Budget Reports, Monthly Allocation, SGI, Projections, and NIFS Data. Below this, a secondary navigation bar has "Index/SubObject Reports" and "Detail Reports" (highlighted in yellow). The "Detail Reports" dropdown menu is open, listing several options: "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" (highlighted in blue with a yellow arrow pointing to it). A "Budget Year" dropdown menu is set to "select a year". A "Set Screen Reader Mode On release 1.0" link is also visible.



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 page title is "Budget Department B - Prep Application". The navigation menu includes: Home, Targets, Target Reports, Budget Input, Budget Reports, Monthly Allocation, SGI, Projections, Archives, and Maint. The current view is "Index/SubObject Reports" with sub-options for "Detail Reports" and "Object by Exp/Rev". The budget year is set to 2018, and the report is titled "All Vendors History Report".

The report table shows the following data:

Vendor	Fund	Dept.	Cx	Index Code	Index Title	Budget Subject	Sub-Object Title	Notes	NFA Conform Amt
AMERICAN WEAR	GEN	PK	20	PKGEN2100	ADMINISTRATION	DE00	MISCELLANEOUS CONTRACTUAL SERV	uniform rental & laundering	25,000
AMERICAN WEAR	GEN	PW	02	PWGEN0240	BRIDGE MAINTENANCE	DE03	LAUNDRY SERVICES	Uniform Supplier	50,000
AMERICAN WEAR	GEN	PV	00	PVGEN0040	SUPPORT SERVICES	DE00	MISCELLANEOUS CONTRACTUAL SERV	UNIFORM RENTALS	15,000

The total NFA Conform Amt for the vendor is 15,000. The report is for the vendor "AMERICAN WEAR" and is page 1 of 3.



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 Go

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 Go

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, July 20

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 of 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  [atusr](#) [Change Password](#) [Support](#) [Logout](#)

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: 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



atusr Change Password Support Logout

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

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

Department Request Details

Program to Eliminate Gap Details

Vendor History Report

Budget Year: 2017 ▾

All Vendors History Report

Q- [GO] [ROW] [TUUU] [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 --- ----- 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



2023 Grants Plan

- OMB will publish a 2023 Grant Plan during 4th Quarter 2022
- The Grants Application has been updated for 2nd year in a row. Take care to enter in all new and changed fields
- If during last year's 2021 Grants Plan Submission, Departments included 2023 and 2024 budgets, then those budgets have been rolled over and uploaded into the 2023 Grants Application as a starting point. Individuals will need to review and edit before final submission
- 2023 Grant Plan submission is due by August 5, 2022
- If you have not already done so, all approved, pending and potential grant awards anticipated during 2022 and projected for 2023 through 2025 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:

My Account

Username

Password

Remember Me

Log in

Quick Links

NASSAU COUNTY
PeopleSoft

[COVID-19 Questions](#)
[Nassau County Website](#)
[Employee Discounts](#)
[Computer Training](#)
[Nassau County Cyber Security Training](#)
[GIS](#)

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.

[Enter a Help Desk Ticket Here](#)

[Nassau County Cyber Security Training](#)

[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,](#)

webconnect | Inbox - asousa@nassaucountyny.gov - Outlook | ©Copyright Nassau County, NY



How To Access Grant Input

The screenshot shows a web browser window with the URL `ncoratsnr01.nassaucountyny.gov:7001/apex/apexstg/f?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 2023, it will prompt a running list of grants entered last year with 2023 and 2024 plan out years
- The 2023 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 title "Grant Input form". The address bar displays the URL: <https://apex5.nassaucountyny.gov/ords/f?p=566:5:7132608774949:::>. The browser's taskbar shows several open applications, including "Apps", "AiM", "Nassau error elimin...", "AiM", "80 vacancies in Nas...", "Desk Organizers &...", "Financial Managem...", "LandRecord Lookup", "Contact Customer...", and "FAVORITES".

The application header features the Nassau County, NY logo on the left, the text "Information Technology Grant Budget Planning" in the center, and a user profile icon labeled "asousa" with a "Logout" link on the right. Below the header is a navigation menu with tabs for "Home", "Grant Input", "Grant Reporting" (which is highlighted in cyan), and "Maint".

The main content area includes a "Grant Year" dropdown menu currently set to "2022". 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 "Create" button with a right-pointing arrow. A large magnifying glass icon is centered below the search bar, with the text "No data found." underneath it.

At the bottom left of the page, there is a link that says "Set Screen Reader Mode On" and "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, 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	HEGRTDWWY1NYS	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	https://www.health.ny.gov/	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	https://www.health.ny.gov/	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
- Do not hit Confirm Grant Info button until both screens are fully completed and reviewed

The screenshot displays a web browser window with the URL https://apex5.nassaucountyny.gov/ords/f?p=566:10:3336075083223:::10:P10_GRANT_ID:2104. 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" (highlighted), and "Maint".

The main form is titled "Grant Plan Basic Info" and contains the following fields and options:

- 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:** (empty)
- 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
- Grant Budget Start Date:** 01-Oct-2021
- Grantor Website:** <https://www.health.ny.gov/>
- Grant Contract Term Start Date:** 01-OCT-2019
- E-sign/Manual:** E-Signed Manual
- Grantor Contact Name:** James Leo
- Phone:** 212-417-5758
- Email:** james.leo@health.ny.gov
- Primary/Backup:** Primary Backup
- Grant Notes:** Covid funding to be spent PPE. Match from General fund consists of a nurse's salary and fringe.
- Grant Funding:** * 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

Buttons at the top right of the form include "Cancel", "Delete", "Apply Changes", and "Confirm Grant Info has been updated".



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 2023 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

General Fund Grant Both

Grant Amounts

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

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

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Monthly Allocation Plan

- After the 2023 Budget has been adopted, Departments will be able to input their 2023 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 2023
- At the end of each month, Departments are required to enter variance explanations for each code where a substantial difference from the current actual spending/revenue and the submitted Monthly Allocation Plan exists.



Monthly Allocation Plan

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

- **Allocation Plan Tab:** Departments will allocate their 2023 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 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

Year 2017

Q- Go 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	PI
2017	AT	10	GEN	AA	AAFT - FT SALARIES AND WAGES	E	7,676,338	708585	590488	590488	590488	590488	885731	590488	590488	590488	590488	590488	590488	590488
2017	AT	10	GEN	DE	DE500 - MISCELLANEOUS CONTRACTUAL SERV	E	1,304,910	0	0	0	25000	0	25000	0	0	0	50000	0	0	0
2017	AT	10	GEN	BF	R0705 - RECVRY DAME CO PROP	R	200,000	20000	30000	15000	15000	10000	7000	15000	10000	5000	25000	5000	43000	0
2017	AT	10	GEN	AA	AATAK - TERMINAL LEAVE	E	132,562	132562	0	0	0	0	0	0	0	0	0	0	0	0
2017	AT	10	GEN	AA	AAYY9 - HEALTH INSURANCE BUYBACK	E	24,600	0	12300	0	0	0	0	0	0	0	0	0	12300	0
2017	AT	10	GEN	AA	AAZML - AUTO MILEAGE	E	4,900	0	300	1000	500	400	300	500	600	100	200	400	600	0



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 Cancel Submit

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	



Questions?